

**ACME TOWNSHIP REGULAR BOARD MEETING**

**ACME TOWNSHIP HALL**

**6042 Acme Road, Williamsburg MI 49690**

**Tuesday, October 3, 2023, 7:00 p.m.**

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

**ROLL CALL: Members present:** J. Aukerman, D. Hoxsie, A. Jenema, P. Scott, D. Stevens, L. Swanson, D. White

**Members excused:** None

**Staff present:** Jeff Jocks, Legal Counsel, Cristy Danca, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

**Limited Public Comment was opened at 7:01 p.m.**

Brian Kelley, Acme resident  
Theresa Galante, Acme resident  
Evie Kuncaitis-Huwer, Acme resident

**Limited Public Comment closed at 7:06 p.m.**

**B. APPROVAL OF AGENDA:**

White made the following additions and changes: *Service Contract with Conservancy* added to K. New Business Item #6; *Grand Traverse Resort Condo Association bill* added to K. New Business #7; *Discussion on Hampshire Drive SAD* added to L. Old Business #1; *Northern Michigan Mountain Bike Association* added to L. Old Business #2; moved Review Personnel evaluation for Zoning Assistant position to L. Old Business #3 (possible Closed Session), and moved Closed Session-Continued discussion on Bertha Vos to L. Old Business #4. Supervisor White indicated correspondence received was accepted as general correspondence.

**Motion by Aukerman, supported by Scott, to approve the agenda as presented with the following additions and changes under I. #3 Correspondence, K. New Business #6 Service Contract for the Conservancy, #7 Homeowner's Association, under L. Old Business #1 is the Hampshire SAD discussion, #2 is the Northern Michigan Bicycle Association, #3 Review Personnel Evaluation that could go into closed session, and #4 Closed Session-Continued discussion on Bertha Vos. Voice vote. Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 09/05/2023**

**Motion by Aukerman, supported by Stevens, to approve the draft Board minutes from 09/05/2023 as presented. Voice vote. Motion carried unanimously.**

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

**E. REPORTS:**

**a. Clerk** – Clerk Swanson attended MTA clerk's retreat in Harbor Springs that provided additional election related information. She expects to know by November 9, 2023, whether the Presidential Primary election will be held in February or March 2024. Preparation for next week's audit has been underway.

## APPROVED

**b. Parks – None**

**c. Legal Counsel** – Jocks provided update on Engle matter, worked on the Rules of Procedure, addressed short term rental, zoning and land use matters, and reviewed Conservancy agreement.

**d. Sheriff** – Officer Abbring presented September statistics as follows: there were 13 crashes and 5 arrests in the township. He had multiple reports of speeding on Deepwater Point Road. The speed sign placed there reflected an average speed of 21 mph. He also gave an active shooter presentation at a local church.

**e. County** – Rob Henschel, Grand Traverse County Commission Chair, first provided an update on the Grand Traverse Pavilions regarding financial issues discussed at the previous meeting. An ad hoc committee met last week. The day before that meeting occurred, the Pavilions CEO resigned – more information regarding this may be forthcoming. The finance director was appointed temporary CEO and met with ad hoc committee members. The Pavilions is working with a consultant to create a plan to rectify the financial situation and the committee will remain involved. Second, Northern Lakes Community Mental Health fell victim to a hacker claiming to be from Grand Traverse Industries that resulted in a loss of \$280,000 followed by refusal to then pay Grand Traverse Industries. The County Board of Commissioners had previously awarded Grand Traverse Industries about \$300,000 in ARPA funds that covered the amount due. Attempts are being made to recover the lost funds. Northern Lakes Community Mental Health is working toward a new governance model moving forward. Third, the county's Facilities Master Plan will be presented before the Board of Commissioners tomorrow. Commissioner Henschel shared concerns about high cost reflected in new buildings without additional services being provided to the public. Fourth, an Instrument Landing System (ILS) is being installed at Cherry Capital Airport to allow for landings that may previously been diverted to other airports due to inclement weather. The Facilities Master Plan for the airport is underway and includes additional gates. Additionally, the county is working with the Road Commission regarding a new building, the county sponsored their bond rating and it came in at AA+. Lastly, the Board of Commissioners awarded the Acme Christian Thrift Store Food Pantry ARPA funds of up to \$20,000. Tomorrow the Board will authorize \$6,905.81 of it. Board discussion occurred.

Brad Kluczynski, of the Grand Traverse County Road Commission provided the following information: Sayler and Bennett Road restoration work continues in an effort to make winter plowing better, guard rail will be installed; travel corridor talks began last week regarding roads throughout the county and what types of road improvements are needed – October 24, 2023, a follow up meeting for township boards is scheduled for 11:00 a.m. (expected to last 3 ½ hours – lunch provided). This is a coordinated effort at becoming an MPO by looking at each township and how their master plan fits in with the roads, as well as how to address building in extra capacity for certain roads as more development comes in. The MPO had first call for projects so the county identified some road projects. This next meeting will contribute to the overall 25-year outlook (a requirement of the MPO) to determine what type of growth is expected and where so that plans can identify where capacity improvements will be. The majority of MPO money is strictly designated for reconstructing or resurfacing roads. In addition, there are a lot of capacity and carbon reduction grants available as well that can be used to improve intersections. The Road Commission is currently looking to the townships for help creating a list of projects for next year regarding the “through local” roads. The upcoming year will see a lot of effort going into gravel road improvements including application of pre-brined gravel to reduce the amount of dust and frequency of brining. They also may be doing skip paving – using their own crews to spread pavement on small problematic spots – the Board was invited to identify a list of priority locations in Acme that could benefit from spot repairs. Snow plows are ready for winter and there will be a GIS map available online to identify where plowing has occurred. The townships will be sent a link that can be added to their website. Board discussion occurred.

**f. Supervisor** – Supervisor White attended the initial above mentioned MPO meeting, has dealt with some township sewer problems, informed the Board that the MMR report has not been received for this month, and he has been working with Aukerman on Bertha Vos.

**g. Planning and Zoning – None**

**h. MMR report – None**

## **APPROVED**

**F. SPECIAL PRESENTATIONS: 2% Tribal Grant Application**

Julie Hay of HKM & Associates provided a handout (included in packet) and gave a presentation describing Mt. Holiday's funding proposal request for Acme Township to consider sponsoring for the 2023 GTB 2% grant application process. It included both operational and capital investment considerations. The application is due the end of November so a finalized draft would be presented for approval at the November meeting and then be submitted. She also asked the Board to consider contributing matching funds to the application. Board discussion occurred.

**Motion by Jenema, supported by Aukerman, to allow Mt. Holiday to apply for the 2% grant for \$102,000. Roll call vote. Motion carried unanimously.**

**G. CONSENT CALENDAR:**

**1. RECEIVE AND FILE:**

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report
- c. 09/11/2023 Draft Unapproved Planning Commission minutes

**2. APPROVAL:**

1. Accounts Payable Prepaid of \$44,905.05 and NO current to be paid  
(Recommend approval: Clerk, L. Swanson)

**Motion by Scott, supported by Hoxsie, to approve the Consent Calendar as read. Roll call vote. Motion carried unanimously.**

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR: None**

**I. CORRESPONDENCE:**

1. **EGLLE letter via email dated 09/13/2023 re: Violation Notice – Tart Solar M-72 and Bates Rd**
2. **Metro Fire Department Open House Flyer**
3. **Brian Kelley's written correspondence**

White stated that Metro Fire Chief Pat Parker has announced he plans to retire, and his last day will be March 31, 2024. He is one of only 2 chiefs to have served in Metro's history and has 18 years of service. The search for a replacement is underway.

**J. PUBLIC HEARING: None**

**K. NEW BUSINESS:**

**1. Discussion on BATA bus stop in Acme Township**

A new location is being sought because the current bust stop location is on property that is now for sale. White was approached about the township being a temporary site and it was noted that several people use the existing site daily. Board discussion included a request that the shelter be used as well, rather than just having a sign. The Board supported White approaching BATA about relocating the bust stop (including the shelter) to the Township Hall property.

**2. Discussion and review of "Acme Township Board: Rules of Procedure"**

The existing Rules of Procedure and an edited draft (included in packet) were reviewed and discussed. Proposed changes include changing the deadline to submit correspondence to 2:00 p.m. the day of the meeting. Per Jocks most of the changes involve "cleaning up" grammatical errors, changing some language to coincide with how the meetings run, clarifying certain sections, and removing unnecessary language. Rules of Procedure were last amended in 2018. Jocks requested Board members bring any thoughts or changes to the next meeting.

**3. Agreement for Election Services**

## **APPROVED**

Clerk Swanson provided an overview of an Agreement for Election Services (included in packet) between Charter Township of East Bay, Acme Township, Peninsula Township, Whitewater Township, and Union Township for the purpose of operating a joint early voting site. Board discussion occurred.

#### **4. Resolution Adopting Early Voting Site and Municipal agreement**

**Motion by Aukerman, supported by Jenema, to approve *Resolution 2023-25 Adopting Early Voting Site and Municipal Agreement for 2024*.** Board discussion occurred.

Aukerman restated motion for Resolution 2023-25 as follows:

***For Resolution 2023-25 Aukerman motioned to support Adopting Early Voting Site and Municipal Agreement. Jenema supported. Roll call vote. Motion carried unanimously.***

#### **5. Resolution to Change Pay for Election workers pay**

Swanson requested a change to the language in the third paragraph of Resolution 2023-26 to read: Whereas, Acme Township will have Elections in 2024, therefore, the Acme Township Board for 2023 has elected to increase the wages of our chairperson from \$18.00 to \$20.00 an Hour, and election workers from \$15.00 to \$18.00 an hour.

**Motion by Jenema, supported by Hoxsie, to pass *Resolution 2023-26 with the correction removing precinct for election workers as presented with that change*.** Roll call vote. Motion carried unanimously.

#### **6. Contract with Conservancy**

White and Jenema provided overview of Contract for Services Agreement (provided in packet) allowing the Conservancy to continue annually monitoring Acme Township's PDRs. Jenema provided information regarding changes. It has been reviewed by Jocks. Board discussion occurred. White requested the Board approve him signing the contract. Future discussion may include placing this on a ballot.

**Motion by Jenema, supported by Hoxsie to approve the contract for services with the Grand Traverse County Regional Land Conservancy, with the correction to our mailing address removing the PO Box and changing Acme to Williamsburg.** Roll call vote. Motion carried unanimously.

#### **7. Condo Association**

White provided information regarding the Grand Traverse Resort correspondence (provided in packet). There was a request to waive late fees associated with the sewer bills for approximately 240 condos. Board discussion occurred.

**Motion by Scott, supported by Swanson, to not waive the penalty assessed to the late payment of the monthly bill.** Voice vote. Motion carried unanimously.

### **L. OLD BUSINESS:**

#### **1. Discussion on Hampshire Drive SAD**

James Schiffer of the Grand Traverse County Road Commission, provided information regarding the cost estimate for the Hampshire SAD (included in packet). The last estimate was prepared in October 2020. Hampshire Drive residents Al Schneider and Andy Petterson were permitted time for questions and comments.

**Motion by Scott, supported by Aukerman, that the Township follow its current plan in place and do the mailings now that we have an estimate.** Voice vote. Motion carried unanimously.

## APPROVED

Board discussion occurred.

### **2. Northern Michigan Mountain Bike Association**

Jenema reviewed with the Board information and the support letter (included in packet) presented at the previous meeting and she requested approval for Supervisor White to sign the letter. Aukerman suggested one modification to the letter – inserting the word ‘will’ in place of ‘would.’

**Motion by Scott, supported by Hoxsie, to allow Supervisor White to sign this letter of support for the Vasa Single Track – Backcountry as presented with edits. Voice vote. Motion carried unanimously.**

### **3. Review Personnel evaluation of Zoning Assistant position**

**Motion by Jenema, supported by Scott, that pursuant to the employee’s request to go into closed session that we go into closed session to discuss the evaluation pursuant to MCL 15.268(1)(a). No discussion. Roll call vote. Motion carried unanimously.**

Board entered closed session at 9:25 p.m.

**Motion by Jenema, supported by Scott, to come back into open session. No discussion. Roll call vote. Motion carried unanimously.**

Board entered open session at 9:55 p.m.

### **4. CLOSED SESSION – Continued discussion on Bertha Vos**

**Motion by Jenema, supported by White, to go into closed session to discuss the possible purchase of real estate pursuant to MCL 15.268(d). No discussion. Roll call vote. Motion carried unanimously.**

Board entered closed session at 9:56 p.m.

**Motion by Scott, supported by Stevens, to come back into open session. No discussion. Roll call vote. Motion carried unanimously.**

Board entered open session at 10:49 p.m.


**PUBLIC COMMENT and OTHER BUSINESS: None**

**Motion by Hoxsie, supported by Jenema, to adjourn the meeting. Voice vote. Motion carried unanimously.**

The meeting was adjourned at 10:49 p.m.

### **CERTIFICATION**

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

  
Lisa Swanson, Acme Township Clerk



**ACME TOWNSHIP REGULAR BOARD MEETING**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road, Williamsburg MI 49690**  
**Tuesday, October 3, 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: 9/5/2023**

**D.**

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

**F. REPORTS**

- a. Clerk -**
- b. Parks-**
- c. Legal Counsel –**
- d. Sheriff –**
- e. County –**
- f. Supervisor-**
- g. Planning and Zoning-**
- h. MMR-**

**F. SPECIAL PRESENTATIONS: 2% Tribal Grant**

- 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**
- c. 09/11/23 Draft Unapproved Planning Commission minutes**

**2. APPROVAL:**

- 1. Accounts Payable Prepaid of \$44,905.05 and NO current to be paid \$**  
**(Recommend approval: Clerk, L. Swanson)**

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

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

**I. CORRESPONDENCE:**

1. EGLE letter Via email dated 09/13/2023 re: Violation Notice – Tart Solar M-72 and Bates Rd
2. Metro Fire Department Open House flyer

**J. PUBLIC HEARING:**

**K. NEW BUSINESS:**

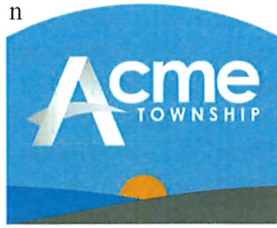
1. Discussion on BATA bus stop in Acme Township
2. Discussion and review of “Acme Township Board: Rules of Procedure”
3. Agreement for Election Services
4. Resolution Adopting Early Voting Site and Municipal agreement
5. Resolution to Change Pay for Election workers pay

**L. OLD BUSINESS:**

1. Review Personnel evaluation of Zoning Assistant position
2. CLOSED SESSION-Continued discussion on Bertha Vos

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

**ADJOURN**



**ACME TOWNSHIP REGULAR BOARD MEETING**

**ACME TOWNSHIP HALL**

**6042 Acme Road, Williamsburg MI 49690**

**Tuesday, September 5, 2023, 7:00 p.m.**

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

**ROLL CALL: Members present:** J. Aukerman, D. Hoxsie, A. Jenema, P. Scott, D. Stevens, L. Swanson, D. White

**Members excused:** None

**Staff present:** Lindsey Wolf, Planning & Zoning Administrator, Cristy Danca, Recording Secretary

**A. LIMITED PUBLIC COMMENT:**

**Limited Public Comment was opened at 7:01 p.m.**

Brian Kelley, Acme resident

**Limited Public Comment closed at 7:02 p.m.**

**B. APPROVAL OF AGENDA:**

White added Dolly Parton's Imagination Library to F. Special Presentations, and Personnel Committee report to Old Business Item #2.

**Motion by Aukerman, supported by Stevens, to approve the agenda as presented with additions per White. Voice vote. Motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 08/01/2023**

**Motion by Scott, supported by White, to approve the Board minutes from 08/01/2023. Voice vote. Motion carried unanimously.**

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

Correspondence from Acme resident Brian Kelly regarding Bertha Vos and TART Solar was added as I. Item #4.

**Aukerman amended her motion to approve the agenda as stated with the addition of Mr. Kelley's letter under I. Correspondence #4.**

**E. REPORTS:**

**a. Clerk** – Clerk Swanson has been attending meetings with the county and other local clerks discussing implementation of Proposal 2.

**b. Parks** – Update addressed below under Planning and Zoning.

**c. Legal Counsel** – None

**d. Sheriff** – August statistics were unavailable. Officer Abbring has been working on ordinance violations in the area and moving the speed sign to various locations.

**e. County** – Darryl Nelson, District 6 County Commissioner, provided the following information: The county had asked the Grand Traverse Pavilions Board for an update in April regarding finances and potential federal reimbursement funding that was expected to total over six million dollars. The county

## DRAFT UNAPPROVED

has not received an update but is now aware that the reimbursement money is not a sure thing. Grand Traverse County has been paying vouchers to the Pavilions to cover payroll costs. If the reimbursement funds come through, the county will be reimbursed, but he expressed concerns moving forward. Statutorily, the county is required to cover that cost. Since approximately May, the county has paid 4.7 million dollars to the Pavilions. Nelson voiced frustration on the part of the Board of Commissioners and Administration, and said research back to the formation of the medical care facility which is now the Pavilions is being done. An ad hoc committee that will include himself, Chairman Henschel, and T. J. Andrews will also be forming shortly. On September 20<sup>th</sup> the board chair and an executive of the Pavilions are expected to make a full report including what the future looks like. This will be the main topic at tomorrow's county commission meeting. Board discussion occurred. Nelson also stated that Horse Show entrance fees on September 10<sup>th</sup> will benefit Dolly Parton's Imagination Library.

**f. Supervisor** – Supervisor White has submitted necessary paperwork to the Road Commission for the Hampshire Drive Special Assessment District and is still waiting to hear from them. Julie Haye will be coming before the board at a later date requesting consideration for 2% grant funding for Mount Holiday. White has also been working with DPW on local projects including Tom's/Kmart and Mount Hope Road.

**g. Planning and Zoning** – Wolf provided copies to the board of the draft Parks Master Plan 2024-2029, allowing members two months to review the plan, and she asked that any potential changes be brought to her attention prior to the November board meeting. The draft plan will also be shared with the Planning Commission on Monday initiating a 30-day review period. Throughout October, comments will be compiled and a public hearing is expected to occur at the November board meeting. Once the plan is adopted, it will be submitted to the DNR. Wolf thanked LaMott, Danca, and the Parks and Trails committee for their efforts with the draft plan. Wolf has also been working with Supervisor White and legal counsel regarding a short-term rental violation. Wolf and Supervisor White met with Horse Shows to share information from the Progressive AE traffic impact study. Board discussion occurred regarding the following: SPARK grant announcements are expected sometime in September, Wolf has not heard anything yet. Wolf will speak with Horse Shows regarding parking that has been occurring in the fire zone during larger events. And there have been several noise complaints from neighbors living near a local business that Wolf is monitoring.

**h. MMR report** – Amy Fairchild, MMR Operations Manager, Northwest Division, stated the Acme/Whitewater truck ran 65 calls, 42 of which were in the Acme Township area. This Acme/Whitewater site is currently fully staffed with no open spots. The truck that had been out for repair is back in operation at this time.

Metro Chief Pat Parker was invited to give a report. He stated that September 11, 2023, at 8:30 a.m., Metro will host the annual 9/11 Memorial Ceremony located at GT 9/11 Memorial Park, 897 Parson's Road, Traverse City (behind GT Metro Administration Building). Additionally, staff have been busy with training and winterizing equipment.

### **F. SPECIAL PRESENTATIONS:**

Bob Robbins spoke promoting a Books from Birth campaign/Dolly Parton's Imagination Library Grand Traverse Region (flyer in packet). There is also a website [booksfrombirthgtr.org](http://booksfrombirthgtr.org) with additional information. The goal is to raise \$225,000 annually to fully fund the program.

### **G. CONSENT CALENDAR:**

#### **1. RECEIVE AND FILE:**

- a. Treasurer's Report
- b. Clerk's Revenue/Expenditure Report
- c. Draft unapproved Park and Trails committee minutes 03/20/2023, 04/17/2023, 06/19/2023 and 08/21/2023
- d. 08/14/2023 Planning Commission draft unapproved minutes

#### **2. APPROVAL:**

1. Accounts Payable Prepaid of \$83,349.33 and NO current to be paid  
(Recommend approval: Clerk, L. Swanson)

## **DRAFT UNAPPROVED**

Motion by Scott, supported by Aukerman, to approve the Consent Calendar as read. Roll call vote. Motion carried unanimously.

**H. ITEMS REMOVED FROM THE CONSENT CALENDAR:** None

**I. CORRESPONDENCE:**

1. **Grand Traverse Region Dolly Parton's Imagination Library Flyer**
2. **Conservation Easement Monitoring Report dated 07/03/2023**
3. **2023 Tax rate request memo**
4. **Correspondence from Brian Kelley**

Board discussion occurred briefly regarding the conservation easement monitoring report.

**J. PUBLIC HEARING:**

**1. Chief Pat Parker – Metro Fire Proposed 2024 Budget**

The proposed budget was presented at the August meeting for consideration.

**Public Comment was opened at 7:45 p.m.**

There was no public comment

**2. MMR 2024 Contract**

The 5-year Ambulance Service Agreement was presented at the August meeting for consideration. The current agreement under consideration tonight reflects changes including removal of the Motor Vehicle Lease Agreement, and Acme's annual subsidy payment to MMR increased from \$215,000 to \$228,600.

Darryl Nelson spoke favorably of personal experiences with both Metro and MMR services.

**Public Comment was closed at 7:47 p.m.**

Board discussion occurred. Several board members thanked both Metro and MMR for services based on personal experiences. Acme's portion of Metro's 2024 budget is \$1,147,958 with no change to the millage rate for Metro or MMR.

**Motion by Jenema, supported by Scott, to approve Resolution 2023-24 with the fire millage to be 2.75, police to be .25, and ambulance to be .550 for a cumulative of 3.550 mills.**

Chief Parker spoke regarding the recent gas leak and road closure near Four Mile Road.

**K. NEW BUSINESS:**

**1. Discussion on IT services**

The township currently contracts with VC3 for IT services. White asked the board to consider requesting RFPs (request for proposal) from other companies – staff has had issues with timeliness of service. Board discussion occurred. The current contract is in effect through June 2024. The board agreed to have RFPs ready for review in November.

**2. Letter of support for "Trail Development Proposal" Vasa Single Track-Backcountry**

Jenema summarized the proposal (included in packet). The Northern Michigan Mountain Bike Association is asking for letters of support to provide to the DNR. Board discussion occurred. Jenema referenced a letter of support that she wrote (included in packet) and the board agreed to review it and discuss at next month's meeting.

**L. OLD BUSINESS:**

## **DRAFT UNAPPROVED**

### **1. CLOSED SESSION – Continued discussion on Bertha Vos**

**Motion by Hoxsie, supported by Stevens, to go into closed session to discuss the possible purchase of real estate pursuant to MCL 15.268(d). No discussion. Roll call vote. Motion carried unanimously.**

Board entered closed session at 8:25 p.m.

**Motion by Hoxsie, supported by Scott, to come back into open session. No discussion. Roll call vote. Motion carried unanimously.**

Board entered open session at 9:27 p.m.

### **2. Personnel Report**

Per Swanson, since the last board meeting, the personnel committee met to continue discussing the potential for an increase in salary for the assistant for planning and zoning and the team performance award for the zoning department. Legal counsel has been consulted, and evaluations have been completed. On behalf of the Personnel Committee, Swanson requested the opportunity to review information with Lindsey and Cristy and then bring it back before the board at the next meeting with a recommendation. Board discussion occurred. The board agreed to add it to next month's agenda.

### **PUBLIC COMMENT and OTHER BUSINESS:**

Public comment opened at 9:30 p.m.

Stevens said proceeds from Horse Show ticket sales on September 10<sup>th</sup> will go to the Books from Birth campaign/Dolly Parton's Imagination Library. Board discussion occurred.

Jenema spoke about a recent large gathering she witnessed at Bayside Park. Overflow parking occurred on the grass in the park and on Shore Road. The park was completely cleaned up afterward by those in attendance.

Public comment closed at 9:36 p.m.

**Motion by Scott, supported by Hoxsie, to adjourn the meeting. Voice vote. Motion carried unanimously.**

The meeting was adjourned at 9:36 p.m.



**Mt. Holiday Fall 2023 GTB 2% Application**  
***Safety, Sustainability, and Youth Programming Project***  
**Draft Abstract for Acme Township**  
**October 2, 2023**

Mt. Holiday is northern Michigan's only non-profit ski area. For seventy-four years, the Traverse City mainstay has introduced generations of youth and families to the joys of snowsports, mt. biking, snow tubing, ziplining, and broader outdoor connectivity. As a mission-driven organization, it continually works to broaden and enhance how it "connects the community through four seasons of affordable outdoor recreation."

Today, Mt. Holiday is in phase 1 of a broader capital campaign designed to invest in critical infrastructure needs. Upon completion, this comprehensive campaign will position the organization to sustain and develop programming for future generations. In addition to the forward-thinking capital campaign, Mt. Holiday has pressing operational needs anchored in its commitment to providing safe and inclusive programming for guests on its 45-acre campus. This funding proposal represents both operational and capital investment needs and underscores the organization's commitment to safety, sustainability, and youth programming.

Acme Township requests \$102,000 to support Mt. Holiday's efforts to invest in safety, sustainability, and youth programming.

**Safety**

***All-Terrain Vehicle with Tracks***

Mt. Holiday needs an all-terrain vehicle (ATV) with tracks to ensure that ski patrol and staff can efficiently respond to emergency needs throughout the organization's 42-acre campus on a year-round basis. In addition to snowsport offerings, Mt. Holiday hosts downhill bike races, freestyle mt. biking clinics, and other outdoor recreation activities wherein participants face injury risks. An ATV with tracks would support safety personnel or first responders in quickly navigating adverse weather conditions and challenging terrain in an emergency situation.

ATV with Tracks: \$42,000

## **Sustainability**

### ***Electrical Audit for Improved Safety and Energy Efficiency***

Mt. Holiday's aging electrical infrastructure needs significant power upgrades and modern systems to safely and efficiently meet outdoor operations needs. Before these upgrades can begin, the organization needs a professional audit of its current electrical systems. Such an audit will allow the organization to prioritize infrastructure investments and examine the potential integration of renewable technologies that could improve energy efficiency and independence for the organization.

Audit of Electrical Systems and Energy Efficient Opportunities: \$30,000

### ***LED Lighting***

In 2023, Mt. Holiday successfully purchased and installed twenty new LED lighting fixtures on the resort's eastern campus. Funded in part by a generous 2022 2% donation from the Grand Traverse Band of Ottawa and Chippewa Indians, this investment offered instant improvements in visibility for nighttime guests while significantly reducing energy consumption. Mt. Holiday would like to complement this initial installation with thirty new LED lights for the western side of the resort's campus.

LED Lighting Fixtures: \$20,000

## **Youth**

### ***Magic Carpet Installation***

Boyne Mountain has generously donated a used conveyor transport system to Mt. Holiday. Commonly known as a magic carpet within the snowsports world, this accessibility feature will allow novice skiers and snowboarders to ascend terrain in an easier, safer, and more efficient manner. This generous donation will serve as the resort's first conveyor transport system and will expand the quality and quantity of learn-to-ski and snowboard programs. Optimized installation of this magic carpet will include earthwork, site engineering, and other electrical considerations.

Magic Carpet Installation: \$10,000

**Total Funding Request for the *Safety, Sustainability, and Youth Project*: \$102,000**

**Matching Funds:**

From: Brian Kelley, Acme resident  
To: Acme Trustees

October 3, 2023

Re: Rules of Procedure

Good evening,

For your consideration - some comments on the Draft Rules of Procedure.

2.1: This change removes ability of Public to submit an agenda item. I cannot recall when this was last utilized, or if it has ever been abused. In a "Citizen Driven" community, shouldn't this remain an option?

2.1 Post to web 3 business days prior to meeting

I recall some years ago board and PC packets were posted on Tuesday or early Wednesday. Now they are posted at the close of business on Thursday, and the township is closed Friday. Other townships provide more time. 5 business days is more reasonable.

2.5 Public hearing - agenda on website from 5 to 3 days.  
See 2.1. 5 days is more reasonable.

3.4 conflict of interest

Those policies, like this policy document, should be on the township website.

Township Calendar updates and Sub Committee meeting notices

The board should consider adopting a policy that all public meeting notices are posted to the township website, and added to the township calendar.

Public Subcommittees have been inconsistent about posting meeting notices on the website, often only posting them on the township door.

The township Calendar should be updated when the township board, or any subcommittee, sets their regular schedule, or when new meetings are scheduled. That doesn't always happen. For example, Parks meetings are not on the calendar, and were not on the Calendar last year. Similarly, meeting cancellations should be updated on the Calendar. The September Parks meeting was recently cancelled with no public notice.

## 4.1 & 4.2 Board and Public Input

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

#### 4.1 Board and Public Input

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

#### 4.2 Written Statements and Documents

~~If a member of the public desires to address the Board, All written statements and documents comments shall be given to, must be received by the Chair, Supervisor, or Clerk, or Recording Secretary no later than 2pm on the day of the meeting, prior to the start of the meeting or immediately after the Public Comment portion. Written comments will be retained in the record of the meeting.~~

The changes to these items seem to remove the many year practice of the public to submit written public comments? That does not seem consistent with a Transparent government.

The board regularly accepts late documents during meetings - usually without the public getting access during a meeting. It would not be consistent that the public cannot arrive at a meeting with written documents to support a public comment, and have those entered in the record. That has been the practice for over a decade.

## 5.2 Recordings of Minutes

The current policy erases recordings after meeting minutes are finalized.

The board should consider retaining audio meeting recordings indefinitely and recording sub committee meetings, which are not currently recorded.

This is trivially easy. For size reference, the entire collection of audio recordings for a year can be stored on a single \$5 thumb drive.

Thank you,

Brian Kelley

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
 FROM 08/01/2023 TO 08/31/2023

Bank Code	Description	Beginning Balance 08/01/2023	Total Debits	Total Credits	Ending Balance 08/31/2023
CHASE	GENERAL FUND				
101	GENERAL FUND	1,331,393.55	3,920.15	58,905.40	1,276,408.30
206	FIRE FUND	26,792.62	0.00	0.00	26,792.62
207	POLICE PROTECTION	56,455.13	0.00	24,322.29	32,132.84
208	PARK FUND	60,528.85	371.00	0.00	60,899.85
210	AMBULANCE FUND	31,157.39	0.00	0.00	31,157.39
212	LIQUOR FUND	4,298.39	0.00	0.00	4,298.39
282	ARPA	497,700.18	0.00	0.00	497,700.18
	GENERAL FUND	2,008,326.11	4,291.15	83,227.69	1,929,389.57
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	1,383,490.92	0.00	732.00	1,382,758.92
	FARMLAND PRESERVATION	1,383,490.92	0.00	732.00	1,382,758.92
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,145.85	0.00	0.00	5,145.85
	FARMLAND PRESERVATION - MONEY MARKET	5,145.85	0.00	0.00	5,145.85
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	157,872.57	0.00	0.00	157,872.57
	GENERAL FUND - HIGH YIELD	157,872.57	0.00	0.00	157,872.57
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	299,662.91	0.00	0.00	299,662.91
	GENERAL FUND - MONEY MARKET	299,662.91	0.00	0.00	299,662.91
PARKS	CAPITAL OUTLAY ACCT				
405	NAKWEMA TRAILWAY FUND	270,901.56	0.00	0.00	270,901.56
406	#2 NAKWEMA TRAILWAY FUND	25,000.00	0.00	0.00	25,000.00
407	BERTHA VOS	39,240.00	0.00	2,105.00	37,135.00
	CAPITAL OUTLAY ACCT	335,141.56	0.00	2,105.00	333,036.56
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 HILLS				
863	HOLIDAY HILLS AREA IMPROVEMENT	273,628.49	0.00	0.00	273,628.49
	HOLIDAY HILLS	273,628.49	0.00	0.00	273,628.49

09/28/2023 09:01 AM  
User: SARAH  
DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
FROM 08/01/2023 TO 08/31/2023

Page: 2/2

Bank Code	Description	Beginning Balance 08/01/2023	Total Debits	Total Credits	Ending Balance 08/31/2023
SEWER	ACME RELIEF SEWER				
590	ACME RELIEF SEWER	2,835,002.96	0.00	29,925.48	2,805,077.48
591	WATER FUND- HOPE VILLAGE	18,000.81	0.00	705.40	17,295.41
	ACME RELIEF SEWER	<u>2,853,003.77</u>	<u>0.00</u>	<u>30,630.88</u>	<u>2,822,372.89</u>
SEWMM	ACME RELIEF SEWER MONEY MARKET				
590	ACME RELIEF SEWER	198,092.46	0.00	0.00	198,092.46
	ACME RELIEF SEWER MONEY MARKET	<u>198,092.46</u>	<u>0.00</u>	<u>0.00</u>	<u>198,092.46</u>
SHORE	SHORELINE PRESERVATION				
401	SHORELINE PRESERVATION	1,388.38	0.00	0.00	1,388.38
	SHORELINE PRESERVATION	<u>1,388.38</u>	<u>0.00</u>	<u>0.00</u>	<u>1,388.38</u>
TAX	CURRENT TAX COLLECTION				
703	CURRENT TAX COLLECTION	863,332.61	2,322,203.65	1,640,002.23	1,545,534.03
	CURRENT TAX COLLECTION	<u>863,332.61</u>	<u>2,322,203.65</u>	<u>1,640,002.23</u>	<u>1,545,534.03</u>
TRUST	TRUST & AGENCY				
701	TRUST AND AGENCY	35,350.00	0.00	31,350.00	4,000.00
	TRUST & AGENCY	<u>35,350.00</u>	<u>0.00</u>	<u>31,350.00</u>	<u>4,000.00</u>
	TOTAL - ALL FUNDS	<u>8,414,635.63</u>	<u>2,326,494.80</u>	<u>1,788,047.80</u>	<u>8,953,082.63</u>

*Sarah Lawrence*  
*Deputy Treasurer*  
*9/28/23*

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT TAXES	295,431.00	0.00	0.00	295,431.00	0.00
101-000-410.000	CURRENT PERSONAL PROP TAXES	15,701.00	0.00	0.00	15,701.00	0.00
101-000-440.000	SWAMP TAX	1,500.00	0.00	0.00	1,500.00	0.00
101-000-447.000	ADMINISTRATIVE FEE 1%	119,519.00	5,640.46	0.00	113,878.54	4.72
101-000-477.000	CABLE TV FEE	86,400.00	500.00	0.00	85,900.00	0.58
101-000-491.000	PASSPORT FEES	1,500.00	490.00	245.00	1,010.00	32.67
101-000-573.000	CONS INDUSTRY ANNUAL MAINT FE	7,800.00	0.00	0.00	7,800.00	0.00
101-000-574.000	STATE SHARED SALES TAX	487,845.00	0.00	0.00	487,845.00	0.00
101-000-607.000	CHARGES FOR SERVICES	8,000.00	0.00	0.00	8,000.00	0.00
101-000-607.001	Zoning Fees	20,000.00	2,582.00	2,157.00	17,418.00	12.91
101-000-610.000	Revenues for Escrow Account	30,000.00	2,869.50	0.00	27,130.50	9.57
101-000-657.000	CIVIL INFRACTION FEES	100.00	0.00	0.00	100.00	0.00
101-000-665.000	PENALTIES& INTEREST	1,000.00	0.00	0.00	1,000.00	0.00
101-000-665.001	INTEREST SEPTAGE RECEIVED	1,000.00	0.00	0.00	1,000.00	0.00
101-000-667.000	RENT-PARKS	300.00	740.00	280.00	(440.00)	246.67
101-000-676.000	REIMBURSEMENTS	15,000.00	8,245.29	638.15	6,754.71	54.97
Total Dept 000		1,091,096.00	21,067.25	3,320.15	1,070,028.75	1.93
Dept 567 - CEMETARY MAINTENANCE						
101-567-642.000	CEMETARY lot &plots	5,000.00	600.00	600.00	4,400.00	12.00
101-567-646.000	BURIAL FEE PAYMENTS	4,000.00	450.00	0.00	3,550.00	11.25
Total Dept 567 - CEMETARY MAINTENANCE		9,000.00	1,050.00	600.00	7,950.00	11.67
TOTAL REVENUES		1,100,096.00	22,117.25	3,920.15	1,077,978.75	2.01
Expenditures						
Dept 000						
101-000-415.003	POSTAGE FOR PASSPORTS	500.00	105.47	0.00	394.53	21.09
101-000-810.002	FOURTH OF JULY FIREWORKS	300.00	0.00	0.00	300.00	0.00
101-000-810.003	GT COUNTY ROAD COMMISSION TART	15,000.00	5,171.89	5,171.89	9,828.11	34.48
101-000-810.004	TC TALUS CONTRACT SERVICES	1,200.00	0.00	0.00	1,200.00	0.00
101-000-955.000	CONTINGENCY	45,000.00	0.00	0.00	45,000.00	0.00
Total Dept 000		62,000.00	5,277.36	5,171.89	56,722.64	8.51
Dept 101 - TOWNSHIP BOARD OF TRUSTEES						
101-101-702.000	SALARIES	37,700.00	6,184.64	3,092.32	31,515.36	16.40
101-101-703.001	SECRETARY	37,648.00	5,460.61	2,756.40	32,187.39	14.50
101-101-705.001	PER DIEM TRUSTEES	300.00	0.00	0.00	300.00	0.00
101-101-711.000	INSURANCE	7,000.00	1,163.35	527.75	5,836.65	16.62
101-101-714.000	FICA LOCAL SHARE	6,300.00	936.46	470.22	5,363.54	14.86
101-101-726.000	SUPPLIES/POSTAGE	1,500.00	167.97	0.00	1,332.03	11.20
101-101-801.000	ACCOUNTING & AUDIT	18,000.00	0.00	0.00	18,000.00	0.00
101-101-801.001	INTERNAL ACCOUNTANT	1,000.00	0.00	0.00	1,000.00	0.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	2,000.00	0.00	0.00	2,000.00	0.00
101-101-802.002	ATTORNEY SERVICES	18,000.00	2,130.00	2,130.00	15,870.00	11.83
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	15,000.00	5,193.00	490.00	9,807.00	34.62
101-101-804.001	BSA SOFTWARE SUPPORT	10,000.00	1,453.00	0.00	8,547.00	14.53
101-101-808.003	ENGINEERING SERVICES	20,000.00	0.00	0.00	20,000.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023	MONTH 08/31/2023	BALANCE	
Fund 101 - GENERAL FUND						
Expenditures						
101-101-810.001	CONTRACTED COMMUNITY SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-101-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-101-874.000	RETIREMENT/PENSION	0.00	682.98	344.10	(682.98)	100.00
101-101-900.000	PUBLICATIONS	2,500.00	290.55	290.55	2,209.45	11.62
101-101-958.000	EDUCATION/TRAINING/CONVENTION	300.00	0.00	0.00	300.00	0.00
101-101-960.000	dues subscriptions	7,000.00	7,349.78	15.89	(349.78)	105.00
Total Dept 101 - TOWNSHIP BOARD OF TRUSTEES		189,448.00	31,012.34	10,117.23	158,435.66	16.37
Dept 171 - SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	51,795.00	7,848.76	3,984.24	43,946.24	15.15
101-171-711.000	INSURANCE	4,000.00	615.40	307.70	3,384.60	15.39
101-171-714.000	FICA LOCAL SHARE	3,650.00	647.52	328.34	3,002.48	17.74
101-171-860.000	TRAVEL & MILEAGE	500.00	0.00	0.00	500.00	0.00
101-171-874.000	RETIREMENT/PENSION	5,000.00	846.43	429.20	4,153.57	16.93
101-171-958.000	EDUCATION/TRAINING/CONVENTION	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 171 - SUPERVISOR EXPENDITURES		66,445.00	9,958.11	5,049.48	56,486.89	14.99
Dept 215 - CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	51,795.00	7,848.76	3,984.24	43,946.24	15.15
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	30,436.00	4,635.46	2,341.24	25,800.54	15.23
101-215-711.000	INSURANCE	13,932.00	1,058.18	529.56	12,873.82	7.60
101-215-714.000	FICA LOCAL SHARE	6,535.00	940.75	476.75	5,594.25	14.40
101-215-726.000	SUPPLIES & POSTAGE	500.00	0.00	0.00	500.00	0.00
101-215-860.000	TRAVEL & MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-215-958.000	EDUCATION/TRAINING/CONVENTION	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 215 - CLERK'S EXPENDITURES		105,698.00	14,483.15	7,331.79	91,214.85	13.70
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES	1,500.00	0.00	0.00	1,500.00	0.00
101-247-714.000	FICA LOCAL SHARE	100.00	0.00	0.00	100.00	0.00
101-247-900.000	PUBLICATIONS	75.00	0.00	0.00	75.00	0.00
101-247-956.000	MISCELLANEOUS	160.00	0.00	0.00	160.00	0.00
101-247-958.000	EDUCATION/TRAINING/CONVENTIONS	250.00	0.00	0.00	250.00	0.00
Total Dept 247 - BOARD OF REVIEW		2,085.00	0.00	0.00	2,085.00	0.00
Dept 253 - TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	29,399.00	4,477.39	2,261.46	24,921.61	15.23
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	34,588.00	5,268.13	2,660.62	29,319.87	15.23
101-253-711.000	INSURANCE	4,000.00	615.40	307.70	3,384.60	15.39
101-253-714.000	FICA LOCAL SHARE	5,100.00	792.61	400.08	4,307.39	15.54
101-253-726.000	SUPPLIES & POSTAGE	5,600.00	1,144.70	0.00	4,455.30	20.44
101-253-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-253-874.000	RETIREMENT/PENSION	6,000.00	1,036.10	522.98	4,963.90	17.27
101-253-958.000	EDUCATION/TRAINING/CONVENTION	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - TREASURER'S EXPENDITURES		85,387.00	13,334.33	6,152.84	72,052.67	15.62

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 257 - ASSESSOR'S EXPENDITURES						
101-257-702.000	SALARIES	5,830.00	971.66	485.83	4,858.34	16.67
101-257-714.000	FICA LOCAL SHARE	450.00	74.33	37.17	375.67	16.52
101-257-726.000	SUPPLIES & POSTAGE	3,500.00	0.00	0.00	3,500.00	0.00
101-257-807.001	ASSESSING CONTRACT SERVICES	50,540.00	8,290.00	4,145.00	42,250.00	16.40
101-257-808.004	ASSESSOR'S EVALUATION SERVICES	3,100.00	0.00	0.00	3,100.00	0.00
Total Dept 257 - ASSESSOR'S EXPENDITURES		63,420.00	9,335.99	4,668.00	54,084.01	14.72
Dept 262 - ELECTION EXPENDITURES						
101-262-702.000	SALARIES	12,550.00	0.00	0.00	12,550.00	0.00
101-262-714.000	FICA LOCAL SHARE	450.00	0.00	0.00	450.00	0.00
101-262-726.000	SUPPLIES & POSTAGE	21,075.00	0.00	0.00	21,075.00	0.00
101-262-900.000	PUBLICATIONS	350.00	0.00	0.00	350.00	0.00
Total Dept 262 - ELECTION EXPENDITURES		34,425.00	0.00	0.00	34,425.00	0.00
Dept 265 - TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	3,300.00	603.89	430.21	2,696.11	18.30
101-265-851.000	CABLE INTERNET SERVICES	4,500.00	774.08	387.04	3,725.92	17.20
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	18,200.00	1,784.93	939.93	16,415.07	9.81
101-265-921.000	STREET LIGHTS	12,000.00	914.51	833.37	11,085.49	7.62
101-265-922.000	DTE GAS	4,000.00	58.55	58.55	3,941.45	1.46
101-265-923.000	SEWER TOWNSHIP HALL	720.00	60.00	60.00	660.00	8.33
101-265-930.000	REPAIRS & MAINT	20,000.00	3,314.52	539.01	16,685.48	16.57
101-265-970.000	CAPITAL OUTLAY	20,000.00	1,330.00	0.00	18,670.00	6.65
Total Dept 265 - TOWNHALL EXPENDITURES		82,720.00	8,840.48	3,248.11	73,879.52	10.69
Dept 567 - CEMETARY MAINTENANCE						
101-567-726.000	SUPPLIES & POSTAGE	400.00	260.45	0.00	139.55	65.11
101-567-810.000	CONTRACTED EMPLOYEE SERVICES	7,000.00	0.00	0.00	7,000.00	0.00
101-567-930.000	REPAIRS & MAINT	3,000.00	100.00	100.00	2,900.00	3.33
Total Dept 567 - CEMETARY MAINTENANCE		10,400.00	360.45	100.00	10,039.55	3.47
Dept 701 - PLANNING & ZONING EXPENDITURES						
101-701-702.001	PLANNING & ZONING ASSISTANT	32,610.00	4,966.69	2,508.46	27,643.31	15.23
101-701-702.002	PLANNING & ZONING ADMINISTRATOR	71,553.00	10,898.12	5,504.08	60,654.88	15.23
101-701-705.000	PER DIEM PLANNING/ZBA	11,000.00	110.00	0.00	10,890.00	1.00
101-701-711.000	INSURANCE	10,036.00	1,623.88	812.15	8,412.12	16.18
101-701-714.000	FICA LOCAL SHARE	8,029.00	1,142.19	573.01	6,886.81	14.23
101-701-726.000	SUPPLIES & POSTAGE	300.00	0.00	0.00	300.00	0.00
101-701-726.001	POSTAGE T & A	100.00	0.00	0.00	100.00	0.00
101-701-802.001	ATTORNEY SERVICES LITIGATION	500.00	0.00	0.00	500.00	0.00
101-701-802.002	ATTORNEY SERVICES	18,000.00	165.00	165.00	17,835.00	0.92
101-701-802.003	ATTORNEY T & A	4,000.00	0.00	0.00	4,000.00	0.00
101-701-803.000	PLANNER SERVICES	7,000.00	610.00	610.00	6,390.00	8.71
101-701-803.001	PLANNING CONSULTANT	12,500.00	0.00	0.00	12,500.00	0.00
101-701-803.005	PLANNING & CONSULTANT T & A	19,400.00	1,125.00	1,125.00	18,275.00	5.80
101-701-803.006	STAFF REVIEW T & A	2,500.00	0.00	0.00	2,500.00	0.00
101-701-804.000	SOFTWARE SUPPORT & PROCESSIN	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-701-808.003	ENGINEERING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-701-808.004	ENGINEERING SERVICES T&A	3,000.00	1,250.00	1,250.00	1,750.00	41.67
101-701-860.000	TRAVEL & MILEAGE	500.00	0.00	0.00	500.00	0.00
101-701-874.000	RETIREMENT/PENSION	0.00	1,586.49	801.26	(1,586.49)	100.00
101-701-900.000	PUBLICATIONS	2,000.00	0.00	0.00	2,000.00	0.00
101-701-900.001	PUBLICATIONS T & A	1,000.00	0.00	0.00	1,000.00	0.00
101-701-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-701-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-701-958.000	EDUCATION/TRAINING/CONVENTION	2,000.00	0.00	0.00	2,000.00	0.00
101-701-960.000	dues subscriptions	800.00	0.00	0.00	800.00	0.00
101-701-964.000	REIMBURSEMENTS	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 701 - PLANNING & ZONING EXPENDITURES		213,728.00	23,477.37	13,348.96	190,250.63	10.98
Dept 751 - MAINT & PARKS EXPENDITURES						
101-751-703.000	WAGES PARK MAINTENANCE-PART TIME	28,457.00	7,438.50	3,797.92	21,018.50	26.14
101-751-705.003	PER DIEM PARKS & TRAILS BOARD	3,000.00	50.00	0.00	2,950.00	1.67
101-751-714.000	FICA LOCAL SHARE	2,387.00	588.44	290.54	1,798.56	24.65
101-751-809.000	CONTRACTOR-LAWN CARE	25,000.00	4,860.00	4,860.00	20,140.00	19.44
101-751-860.000	TRAVEL & MILEAGE	150.00	0.00	0.00	150.00	0.00
101-751-874.000	RETIREMENT/PENSION	2,820.00	743.85	379.79	2,076.15	26.38
101-751-930.000	REPAIRS & MAINT	25,000.00	3,104.72	1,702.30	21,895.28	12.42
101-751-930.001	PARK EQUIP MAINT	1,500.00	0.00	0.00	1,500.00	0.00
101-751-956.000	MISCELLANEOUS	2,000.00	60.43	0.00	1,939.57	3.02
Total Dept 751 - MAINT & PARKS EXPENDITURES		90,314.00	16,845.94	11,030.55	73,468.06	18.65
Dept 865 - INSURANCE						
101-865-711.000	INSURANCE	15,500.00	0.00	0.00	15,500.00	0.00
Total Dept 865 - INSURANCE		15,500.00	0.00	0.00	15,500.00	0.00
Dept 901 - CAPITAL IMPROVEMENTS						
101-901-975.000	TWNHALL CAPITAL IMPROVE	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 901 - CAPITAL IMPROVEMENTS		11,000.00	0.00	0.00	11,000.00	0.00
TOTAL EXPENDITURES		1,032,570.00	132,925.52	66,218.85	899,644.48	12.87
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,100,096.00	22,117.25	3,920.15	1,077,978.75	2.01
TOTAL EXPENDITURES		1,032,570.00	132,925.52	66,218.85	899,644.48	12.87
NET OF REVENUES & EXPENDITURES		67,526.00	(110,808.27)	(62,298.70)	178,334.27	164.10
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT TAXES	1,147,393.00	0.00	0.00	1,147,393.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
Total Dept 000		1,147,393.00	0.00	0.00	1,147,393.00	0.00
TOTAL REVENUES		1,147,393.00	0.00	0.00	1,147,393.00	0.00
Expenditures						
Dept 000						
206-000-805.000	METRO FIRE CONTRACT	1,147,393.00	0.00	0.00	1,147,393.00	0.00
Total Dept 000		1,147,393.00	0.00	0.00	1,147,393.00	0.00
TOTAL EXPENDITURES		1,147,393.00	0.00	0.00	1,147,393.00	0.00
Fund 206 - FIRE FUND:						
TOTAL REVENUES		1,147,393.00	0.00	0.00	1,147,393.00	0.00
TOTAL EXPENDITURES		1,147,393.00	0.00	0.00	1,147,393.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	104,347.00	0.00	0.00	104,347.00	0.00
207-000-699.000	TRANSFER IN	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 000		115,347.00	0.00	0.00	115,347.00	0.00
TOTAL REVENUES		115,347.00	0.00	0.00	115,347.00	0.00
Expenditures						
Dept 000						
207-000-806.000	COMMUNITY POLICING CONTRACT	94,000.00	24,322.29	24,322.29	69,677.71	25.87
207-000-956.000	MISCELLANEOUS	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 000		95,500.00	24,322.29	24,322.29	71,177.71	25.47
TOTAL EXPENDITURES		95,500.00	24,322.29	24,322.29	71,177.71	25.47
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		115,347.00	0.00	0.00	115,347.00	0.00
TOTAL EXPENDITURES		95,500.00	24,322.29	24,322.29	71,177.71	25.47
NET OF REVENUES & EXPENDITURES		19,847.00	(24,322.29)	(24,322.29)	44,169.29	122.55
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-674.000	CONTRIBUTIONS FROM RESIDENTS	3,000.00	1,620.00	371.00	1,380.00	54.00

## PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Revenues						
208-000-680.001	ENDOWMENT-BAYSIDE	10,500.00	0.00	0.00	10,500.00	0.00
Total Dept 000		13,500.00	1,620.00	371.00	11,880.00	12.00
TOTAL REVENUES		13,500.00	1,620.00	371.00	11,880.00	12.00
Expenditures						
Dept 000						
208-000-930.000	REPAIRS & MAINT	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
Fund 208 - PARK FUND:						
TOTAL REVENUES		13,500.00	1,620.00	371.00	11,880.00	12.00
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		8,500.00	1,620.00	371.00	6,880.00	19.06
Fund 210 - AMBULANCE FUND						
Revenues						
Dept 000						
210-000-402.000	CURRENT PROPERTY TAXES	229,446.00	0.00	0.00	229,446.00	0.00
Total Dept 000		229,446.00	0.00	0.00	229,446.00	0.00
TOTAL REVENUES		229,446.00	0.00	0.00	229,446.00	0.00
Expenditures						
Dept 000						
210-000-810.000	CONTRACTED EMPLOYEE SERVICES	185,000.00	92,500.00	0.00	92,500.00	50.00
Total Dept 000		185,000.00	92,500.00	0.00	92,500.00	50.00
TOTAL EXPENDITURES		185,000.00	92,500.00	0.00	92,500.00	50.00
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		229,446.00	0.00	0.00	229,446.00	0.00
TOTAL EXPENDITURES		185,000.00	92,500.00	0.00	92,500.00	50.00
NET OF REVENUES & EXPENDITURES		44,446.00	(92,500.00)	0.00	136,946.00	208.12
Fund 212 - LIQUOR FUND						
Revenues						
Dept 000						
212-000-478.000	LIQUOR LICENSE FEES	12,000.00	0.00	0.00	12,000.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2023 NORMAL (ABNORMAL)	MONTH 08/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 212 - LIQUOR FUND						
Revenues						
Total Dept 000		12,000.00	0.00	0.00	12,000.00	0.00
TOTAL REVENUES		12,000.00	0.00	0.00	12,000.00	0.00
Expenditures						
Dept 000						
212-000-995.000	TRANSFER TO OTHER FUNDS (OUT)	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 000		11,000.00	0.00	0.00	11,000.00	0.00
TOTAL EXPENDITURES		11,000.00	0.00	0.00	11,000.00	0.00
Fund 212 - LIQUOR FUND:						
TOTAL REVENUES		12,000.00	0.00	0.00	12,000.00	0.00
TOTAL EXPENDITURES		11,000.00	0.00	0.00	11,000.00	0.00
NET OF REVENUES & EXPENDITURES		1,000.00	0.00	0.00	1,000.00	0.00
Fund 225 - FARMLAND PRESERVATION						
Revenues						
Dept 000						
225-000-402.000	CURRENT PROPERTY TAXES	309,700.00	0.00	0.00	309,700.00	0.00
225-000-665.000	PENALTIES& INTEREST	600.00	0.00	0.00	600.00	0.00
Total Dept 000		310,300.00	0.00	0.00	310,300.00	0.00
TOTAL REVENUES		310,300.00	0.00	0.00	310,300.00	0.00
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	8,000.00	75.00	75.00	7,925.00	0.94
225-000-810.000	CONTRACTED EMPLOYEE SERVICES	35,000.00	0.00	0.00	35,000.00	0.00
225-000-811.000	APPRAISAL EXPENSES	8,200.00	0.00	0.00	8,200.00	0.00
225-000-967.000	CLOSING EXPENSES	15,000.00	657.00	657.00	14,343.00	4.38
225-000-991.225	PDR OPTION PAYMENTS TO LANDOW	240,000.00	0.00	0.00	240,000.00	0.00
Total Dept 000		306,200.00	732.00	732.00	305,468.00	0.24
TOTAL EXPENDITURES		306,200.00	732.00	732.00	305,468.00	0.24
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		310,300.00	0.00	0.00	310,300.00	0.00
TOTAL EXPENDITURES		306,200.00	732.00	732.00	305,468.00	0.24
NET OF REVENUES & EXPENDITURES		4,100.00	(732.00)	(732.00)	4,832.00	17.85

PERIOD ENDING 08/31/2023

		2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2023	BALANCE	BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 405 - NAKWEMA TRAILWAY FUND						
Revenues						
Dept 000						
405-000-566.000	MI NATIONAL RESOURCE TRUST- STATE GRANT	140,909.00	110,909.12	0.00	29,999.88	78.71
405-000-674.001	TART TRAIL	27,700.00	0.00	0.00	27,700.00	0.00
Total Dept 000		168,609.00	110,909.12	0.00	57,699.88	65.78
TOTAL REVENUES		168,609.00	110,909.12	0.00	57,699.88	65.78
Expenditures						
Dept 000						
405-000-995.000	TRANSFER TO OTHER FUNDS (OUT)	300,000.00	0.00	0.00	300,000.00	0.00
Total Dept 000		300,000.00	0.00	0.00	300,000.00	0.00
TOTAL EXPENDITURES		300,000.00	0.00	0.00	300,000.00	0.00
Fund 405 - NAKWEMA TRAILWAY FUND:						
TOTAL REVENUES		168,609.00	110,909.12	0.00	57,699.88	65.78
TOTAL EXPENDITURES		300,000.00	0.00	0.00	300,000.00	0.00
NET OF REVENUES & EXPENDITURES		(131,391.00)	110,909.12	0.00	(242,300.12)	84.41
Fund 406 - #2 NAKWEMA TRAILWAY FUND						
Revenues						
Dept 000						
406-000-679.000	GRAND TRAVERSE BAND 2%	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 000		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
Expenditures						
Dept 000						
406-000-808.000	ENGINEERING SERVICES	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 000		20,000.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		20,000.00	0.00	0.00	20,000.00	0.00
Fund 406 - #2 NAKWEMA TRAILWAY FUND:						
TOTAL REVENUES		25,000.00	0.00	0.00	25,000.00	0.00
TOTAL EXPENDITURES		20,000.00	0.00	0.00	20,000.00	0.00
NET OF REVENUES & EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00

Fund 407 - BERTHA VOS  
Revenues

PERIOD ENDING 08/31/2023

		2023-24	YTD BALANCE	ACTIVITY FOR		AVAILABLE		%
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL	08/31/2023 (ABNORMAL)	MONTH 08/31/2023 INCREASE	(DECREASE)	NORMAL (ABNORMAL)	BDGT USED
Fund 407 - BERTHA VOS								
Revenues								
Dept 000								
407-000-699.000	TRANSFER IN	60,000.00		0.00		0.00	60,000.00	0.00
Total Dept 000		60,000.00		0.00		0.00	60,000.00	0.00
TOTAL REVENUES		60,000.00		0.00		0.00	60,000.00	0.00
Expenditures								
Dept 000								
407-000-802.002	ATTORNEY SERVICES	10,000.00		2,105.00		2,105.00	7,895.00	21.05
407-000-803.000	PLANNER SERVICES	5,000.00		0.00		0.00	5,000.00	0.00
407-000-832.000	CONTRACT SERVICES	40,000.00		0.00		0.00	40,000.00	0.00
Total Dept 000		55,000.00		2,105.00		2,105.00	52,895.00	3.83
TOTAL EXPENDITURES		55,000.00		2,105.00		2,105.00	52,895.00	3.83
Fund 407 - BERTHA VOS :								
TOTAL REVENUES		60,000.00		0.00		0.00	60,000.00	0.00
TOTAL EXPENDITURES		55,000.00		2,105.00		2,105.00	52,895.00	3.83
NET OF REVENUES & EXPENDITURES		5,000.00		(2,105.00)		(2,105.00)	7,105.00	42.10
Fund 590 - ACME RELIEF SEWER								
Revenues								
Dept 000								
590-000-492.000	USAGE&CONNECTION FEES	902,640.00		0.00		0.00	902,640.00	0.00
590-000-633.000	REPLACEMENT	2,500.00		0.00		0.00	2,500.00	0.00
590-000-634.000	IMPROVEMENTS	25,000.00		0.00		0.00	25,000.00	0.00
590-000-665.000	INTEREST & FEES	2,600.00		0.00		0.00	2,600.00	0.00
Total Dept 000		932,740.00		0.00		0.00	932,740.00	0.00
TOTAL REVENUES		932,740.00		0.00		0.00	932,740.00	0.00
Expenditures								
Dept 000								
590-000-808.003	ENGINEERING SERVICES	70,000.00		11,900.00		11,900.00	58,100.00	17.00
590-000-930.000	OPERATING & MAINT EXP	600,000.00		6,875.00		6,875.00	593,125.00	1.15
590-000-963.000	BANK CHARGES	15.00		0.00		0.00	15.00	0.00
Total Dept 000		670,015.00		18,775.00		18,775.00	651,240.00	2.80
TOTAL EXPENDITURES		670,015.00		18,775.00		18,775.00	651,240.00	2.80
Fund 590 - ACME RELIEF SEWER:								

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - ACME RELIEF SEWER						
TOTAL REVENUES		932,740.00	0.00	0.00	932,740.00	0.00
TOTAL EXPENDITURES		670,015.00	18,775.00	18,775.00	651,240.00	2.80
NET OF REVENUES & EXPENDITURES		262,725.00	(18,775.00)	(18,775.00)	281,500.00	7.15
Fund 591 - WATER FUND- HOPE VILLAGE						
Revenues						
Dept 550 - HOPE VILLAGE- WATER						
591-550-492.000	USAGE&CONNECTION FEES	14,749.00	0.00	0.00	14,749.00	0.00
Total Dept 550 - HOPE VILLAGE- WATER		14,749.00	0.00	0.00	14,749.00	0.00
TOTAL REVENUES		14,749.00	0.00	0.00	14,749.00	0.00
Expenditures						
Dept 550 - HOPE VILLAGE- WATER						
591-550-930.000	OPERATING & MAINT EXP	12,700.00	0.00	0.00	12,700.00	0.00
Total Dept 550 - HOPE VILLAGE- WATER		12,700.00	0.00	0.00	12,700.00	0.00
TOTAL EXPENDITURES		12,700.00	0.00	0.00	12,700.00	0.00
Fund 591 - WATER FUND- HOPE VILLAGE:						
TOTAL REVENUES		14,749.00	0.00	0.00	14,749.00	0.00
TOTAL EXPENDITURES		12,700.00	0.00	0.00	12,700.00	0.00
NET OF REVENUES & EXPENDITURES		2,049.00	0.00	0.00	2,049.00	0.00
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
Dept 000						
703-000-864.000	REFUNDS & OVERPAYMENTS	0.00	3.24	3.04	(3.24)	100.00
Total Dept 000		0.00	3.24	3.04	(3.24)	100.00
TOTAL EXPENDITURES		0.00	3.24	3.04	(3.24)	100.00
Fund 703 - CURRENT TAX COLLECTION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	3.24	3.04	(3.24)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(3.24)	(3.04)	3.24	100.00
Fund 863 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Dept 000						
863-000-404.000	ASSESSMENTS CURRENT	47,700.00	0.00	0.00	47,700.00	0.00
863-000-474.000	INTEREST ON SPECIAL ASSESSMENTS	13,000.00	0.00	0.00	13,000.00	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 863 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Total Dept 000		60,700.00	0.00	0.00	60,700.00	0.00
TOTAL REVENUES		60,700.00	0.00	0.00	60,700.00	0.00
Expenditures						
Dept 000						
863-000-991.000	DEBT PAYMENT TO COUNTY	65,000.00	0.00	0.00	65,000.00	0.00
863-000-993.000	INTEREST on BONDS	17,000.00	0.00	0.00	17,000.00	0.00
Total Dept 000		82,000.00	0.00	0.00	82,000.00	0.00
TOTAL EXPENDITURES		82,000.00	0.00	0.00	82,000.00	0.00
Fund 863 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		60,700.00	0.00	0.00	60,700.00	0.00
TOTAL EXPENDITURES		82,000.00	0.00	0.00	82,000.00	0.00
NET OF REVENUES & EXPENDITURES		(21,300.00)	0.00	0.00	(21,300.00)	0.00
Fund 864 - SPRINGBROOK SAD						
Revenues						
Dept 000						
864-000-404.000	ASSESSMENTS CURRENT	21,381.00	0.00	0.00	21,381.00	0.00
864-000-445.000	DEL PERSN INT /PENALTY	6,277.00	0.00	0.00	6,277.00	0.00
Total Dept 000		27,658.00	0.00	0.00	27,658.00	0.00
TOTAL REVENUES		27,658.00	0.00	0.00	27,658.00	0.00
Expenditures						
Dept 000						
864-000-991.000	DEBT PAYMENT TO COUNTY	25,000.00	0.00	0.00	25,000.00	0.00
864-000-993.000	INTEREST on BONDS	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 000		31,500.00	0.00	0.00	31,500.00	0.00
TOTAL EXPENDITURES		31,500.00	0.00	0.00	31,500.00	0.00
Fund 864 - SPRINGBROOK SAD:						
TOTAL REVENUES		27,658.00	0.00	0.00	27,658.00	0.00
TOTAL EXPENDITURES		31,500.00	0.00	0.00	31,500.00	0.00
NET OF REVENUES & EXPENDITURES		(3,842.00)	0.00	0.00	(3,842.00)	0.00

PERIOD ENDING 08/31/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
TOTAL REVENUES - ALL FUNDS		4,217,538.00	134,646.37	4,291.15	4,082,891.63	3.19
TOTAL EXPENDITURES - ALL FUNDS		3,953,878.00	271,363.05	112,156.18	3,682,514.95	6.86
NET OF REVENUES & EXPENDITURES		263,660.00	(136,716.68)	(107,865.03)	400,376.68	51.85



**ACME TOWNSHIP PLANNING COMMISSION**  
**ACME TOWNSHIP HALL**  
**6042 Acme Road Williamsburg, MI 49690**  
**September 11, 2023 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE 7:02**

**ROLL CALL: Present: Dan Rosa, Jack Challender, Jack VanHouten, Steve Feringa, Karly Wentzloff, Marcie Timmins**

**Excused: Jean Aukerman**

**Staff Present: Lindsey Wolf, Acme Planning and Zoning Administrator; Marcie Timmins, recording secretary.**

- A. LIMITED PUBLIC COMMENT:** Members of the public may address the Commission regarding any subject of community interest during public comment periods by filling out a Public Comment Card and submitting it to the Secretary. Public comments are limited to three minutes per individual. Comments during other portions of the agenda may or may not be entertained at the moderator's discretion

Opened at 7:04

Brian Kelley- Talked about public engagement, wondering what public engagement the township is planning for the change in ordinance? Questioned if there shouldn't be a summary document for the AUD ordinance change that clearly describes the impact in a way someone who is not an expert would be able to understand it?

Talked about setbacks and buffers. Wondered if setbacks could vary depending on the height and details of the proposed ADU and how it may affect the neighboring property. Believes buffers between an AUD and neighboring property are a good idea. Also questioned the affects an ADU would have on street parking and traffic. If the townships intended use is for AUD's to relieve housing he doesn't believe six months lease options would help solve that.

Closed at 7:07

- B. APPROVAL OF AGENDA: Motion by Rosa, support by Timmins to approve the agenda as presented.**  
**Motion carries unanimously**

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

- D. SPECIAL PRESENTATIONS:**

- E. RECEIVE AND FILE:**

- 1. RECEIVE AND FILE**

- a. Approved Township Board Meeting Minutes 8.01.23**

**Motion by Feringa, support by VanHouten to receive and file the Township Board Meeting Minutes from 8/01/23**

**Motion carries unanimously**

- F. APPROVAL OF MINUTES:**

- a. Approve Draft Planning Commission Meeting Minutes 8.14.23**

**Motion by Feringa, support by Timmins to approve the Draft Planning commission meeting minutes from 8/14/23.**

**Motion carries, Challendar abstained**

- G. CORRESPONDENCE:**

- 1. None**

- H. PUBLIC HEARINGS:**

- 1. None**

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Lisa Swanson, Clerk, within 24 hours of the meeting at 938-1350.

**I. OLD BUSINESS:**

**1. Housing Discussion – Accessory Dwelling (ADU) Text**

Wolf-Waiting on a map from Beckett and Raeder that will show what areas ADU's would impact. Wolf Hope to have it at the October meeting.

Wolf talked with Jeff Jocks, who has questions about some of the language, specifically 5.34.2 A.13 about them not being a short term rental. Jocks has questions about how this language would affect a tourist home status.

Wolf believes section 3.2 would need to be amended to list which districts ADU's could potentially be allowed in, once the PC decides which districts they feel ADU's should be allowed in.

Wentzloff questioned the language of 5.34.2.A.4 changing it to, should be subordinate to a conforming single family dwelling unit. The discussion would be about non conforming single family homes in a commercial district and how the ordinance would apply, but still not allow them as short term rentals in the commercial district.

Discussion followed.

Challender- asked about 5.34.2.A.1, wanted to know if a clause could be included for properties to be inspected by the health department or some other agency that is responsible for septic systems, to determine if a property with a septic would be eligible to either have room for a second septic system or if the system was already a capacity to handle the added ADU?

Discussion followed about which part of the township was connected to sewer as well as who keeps track of septic and well inspections.

Feringa- drain fields are the biggest consideration, you don't want a drain field to fail.

Wentzloff- the health department is the one who determines if the septic is large enough based on the number of bedrooms, and then extras like garbage disposal and such and it increases the size of septic/drainfield needed. Is not opposed to allowing ADU's in areas with septic but feels the township has to be clear about how we will require the owner to relay this information to the township and what township expectations are.

Wolf- Express her concerns about other districts having ADU's and how the township will be able to police them to make sure they don't become short term rentals.

Wentzloff feels that if enforcement is the issue then the township should look into the computer programs that monitor for short-term rentals.

Discussion on limiting the number of ADU's approved each year followed.

Straw poll opinion of the PC members. Is anyone opposed to considering ADU's in areas with septic?

No members had a problem with it as long as a system is put in place to make sure inspections take place on the septic system/drain fields.

Discussion followed

Wentzloff- what districts ADU's could exist in? The township really just has; single family neighborhood, single family rural and agricultural are the three areas in the township that have housing by right. So that would be the yellow, purple and white on the map.

Discussion followed about the number of ADU's permitted per year and how it would be decided who gets one of the five permits, previously talked about, if there were more than five requests.

Discussed making sure all the definitions we have in our ordinance match with definitions used in the AUD ordinance.

Discussed what might happen to vacation and tourist homes that request an ADU.

Discussed setbacks in the different districts and how they would apply to ADU's.

Wentzloff- asked if an ADU could be placed over an existing garage or barn as long as it conforms?

Wolf- Yes, it could be over someone's garage as long as it isn't over 950 sq.ft. and meets all the other requirements.

Discussed landscaping for buffers, decided trying to regulate residential landscaping wouldn't work out well.

Planning commissioners decided to continue the ADU discussion at the October meeting.

Feringa started discussion on having to meter both the ADU and the main house. This discussion will continue with John I. in the future.

Discussed the definition for a manufactured home and mobile home and updating the language the township uses.

**J. NEW BUSINESS:**

1. None

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

**Public comment opened at 8:11**

Brian Kelley- RV park, heard from people with property over there that it is not what was intended. There are ADU's over there according to owners within the property.

Number of ADU permits, there is a big difference between what was talked about at the last meeting and what was talked about tonight. There were a lot of problems with the lotteries. It is tricky trying to figure out. He thinks setbacks matter a lot when people buy a house with one expectation and now they may find there will be a second house where there wasn't one allowed before. Talked about vegetative buffers.

1. Planning & Zoning Administrator Report – Lindsey Wolf- gave out hard copies of the Parks plan for members to review. The 30 day review period is open from September

If you are planning to attend and are physically challenged, requiring any special assistance, please notify Lisa Swanson, Clerk, within 24 hours of the meeting at 938-1350.

10th - October 10th. It will go to public hearing at the November Board meeting. Still needs one more member for the subcommittee. Doug was asking a board member if they would be interested in joining.

2. Township Board Report – Jean Aukerman
3. Parks & Trails Committee Report –

**ADJOURN: Motion by Feringa, support by Challenger to adjourn.  
Motion carries unanimously.**

09/27/2023 11:14 AM  
User: LSWANSON  
DB: Acme Township

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP  
CHECK DATE FROM 09/06/2023 - 10/02/2023  
Banks: CHASE, FARM, PARKS, SEWER

Page 1/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/07/2023	CHAS	27222	A & D ASSESSING	ASSESSING CONTRACT SERVICES	101-257-807.001	4,145.00
09/07/2023	CHAS	27223	ACE HARDWARE	REPAIRS & MAINT	101-751-930.000	203.75
09/07/2023	CHAS	27224	CHERRYLAND ELECTRIC COOPERATIVE	ELECTRIC UTILITIES TOWNHALL/SAYLER U	101-265-920.000	29.00
		27224		ELECTRIC UTILITIES TOWNHALL/YUBA CEM	101-265-920.000	44.25
		27224		ELECTRIC UTILITIES TOWNHALL/SAYLER P	101-265-920.000	49.88
		27224		STREET LIGHTS/YUBA HERITAGE	101-265-921.000	10.52
		27224		STREET LIGHTS/HOLIDAY RD/HOLIDAY PIN	101-265-921.000	80.46
		27224		STREET LIGHTS/US 31 N & YUBA & KAY R	101-265-921.000	21.54
		27224		STREET LIGHTS/PEACEFUL VAL NEAR 7791	101-265-921.000	10.52
		27224		STREET LIGHTS/SAYLOR PARK	101-265-921.000	10.72
		27224		STREET LIGHTS/BAY VALLEY ST LIGHT	101-265-921.000	10.52
		27224		STREET LIGHTS/5 MILE NEAR ADD 4782	101-265-921.000	10.72
		27224		STREET LIGHTS/BUNKER HILL & WHITE RD	101-265-921.000	19.16
		27224		STREET LIGHTS/FIVE MILE & HOLIDAY HI	101-265-921.000	21.44
		27224		STREET LIGHTS/US 31 N-11 LIGHTS	101-265-921.000	119.62
						438.35
09/07/2023	CHAS	27225	CULLIGAN WATER, MCCARDEL	REPAIRS & MAINT	101-265-930.000	11.00
09/07/2023	CHAS	27226	GOSLING CZUBAK ENGR	PLANNING & CONSULTANT T & A	101-701-803.005-145	250.00
		27226		PLANNING & CONSULTANT T & A	101-701-803.005-146	1,150.00
		27226		ENGINEERING SERVICES T&A	101-701-808.004-116	750.00
		27226		ENGINEERING SERVICES T&A	101-701-808.004-147	750.00
						2,900.00
09/07/2023	CHAS	27227	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL	101-265-923.000	60.00
09/07/2023	CHAS	27228	IMAGE360	CAPITAL OUTLAY	101-265-970.000	6,207.81
09/07/2023	CHAS	27229	SONDEE, RACINE & DOREN, P.L.C.	ATTORNEY SERVICES	101-101-802.002	755.00
		27229		ATTORNEY SERVICES	101-701-802.002	745.00
						1,500.00
09/07/2023	CHAS	27230	TRAVERSE CITY RECORD EAGLE	PUBLICATIONS	101-101-900.000	450.15
09/07/2023	SEWE	426	GOSLING CZUBAK ENGR	ENGINEERING SERVICES	590-000-808.003	1,040.00
09/07/2023	SEWE	427	GOSLING CZUBAK ENGR	ENGINEERING SERVICES	590-000-808.003	12,655.00

09/27/2023 11:14 AM  
User: LSWANSON  
DB: Acme Township

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP  
CHECK DATE FROM 09/06/2023 - 10/02/2023  
Banks: CHASE, FARM, PARKS, SEWER

Page 2/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/07/2023	PARK	446	PEZZETTI, VERMETTEN & POPOVITS,	ATTORNEY SERVICES	407-000-802.002	3,110.00
09/14/2023	CHAS	27231	CHARTER COMMUNICATIONS	CABLE INTERNET SERVICES	101-265-851.000	387.04
09/14/2023	CHAS	27232	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	433.23
09/14/2023	CHAS	27233	CULLIGAN WATER, MCCARDEL	REPAIRS & MAINT	101-265-930.000	19.00
09/14/2023	CHAS	27234	EPS SECURITY	REPAIRS & MAINT	101-751-930.000	194.52
09/14/2023	CHAS	27235	GFL ENVIRONMENTAL	REPAIRS & MAINT	101-751-930.000	580.30
09/14/2023	CHAS	27236	PETTY CASH	POSTAGE FOR PASSPORTS	101-000-415.003	176.54
		27236		MISCELLANEOUS	101-751-956.000	2.71
						179.25
09/14/2023	CHAS	27237	VC3, INC.	SOFTWARE SUPPORT & PROCESSIN	101-101-804.000	230.00
09/14/2023	CHAS	27238	WEX BANK	REPAIRS & MAINT GAS	101-751-930.000	328.15
09/21/2023	FARM	243	NICHOLS APPRAISAL SERVICES	APPRAISAL EXPENSES	225-000-811.000	4,230.00
09/21/2023	CHAS	27239	BECKETT & RAEDER	PLANNER SERVICES	101-701-803.000	435.00
09/21/2023	CHAS	27240	CHASE CARDMEMBER SERVICE	dues subscriptions	101-101-960.000	15.89
		27240		EDUCATION/TRAINING/CONVENTION	101-215-958.000	560.00
		27240		SUPPLIES & POSTAGE	101-265-726.000	48.50
		27240		REPAIRS & MAINT	101-751-930.000	39.69
		27240		MISCELLANEOUS	101-751-956.000	186.16
						850.24
09/21/2023	CHAS	27241	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL-6042 ACM	101-265-920.000	696.66
		27241		ELECTRIC UTILITIES TOWNHALL-5875 US	101-265-920.000	47.44
		27241		ELECTRIC UTILITIES TOWNHALL-5827 US	101-265-920.000	57.41
						801.51
09/21/2023	CHAS	27242	GRD TRAV COUNTY ROAD COMM	GT COUNTY ROAD COMMISION TART	101-000-810.003	2,153.23
09/21/2023	CHAS	27243	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES & POSTAGE	101-265-726.000	187.47
09/21/2023	CHAS	27244	MML WORKERS' COMP FUND	INSURANCE	101-865-711.000	277.00
09/21/2023	CHAS	27245	PENINSULA TOWNSHIP	MISCELLANEOUS	101-262-956.000	249.56

CHECK DATE FROM 09/06/2023 - 10/02/2023

Banks: CHASE, FARM, PARKS, SEWER

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/21/2023	CHAS	27246	RELIANCE STANDARD	INSURANCE	101-101-711.000	194.49
09/21/2023	CHAS	27247	WELLS IRRIGATION, INC	REPAIRS & MAINT	208-000-930.000	454.00
			TOTAL - ALL FUNDS	TOTAL OF 30 CHECKS		44,905.05

## --- GL TOTALS ---

101-000-415.003	POSTAGE FOR PASSPORTS	176.54
101-000-810.003	GT COUNTY ROAD COMMISSION TART	2,153.23
101-101-711.000	INSURANCE	194.49
101-101-802.002	ATTORNEY SERVICES	755.00
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	230.00
101-101-900.000	PUBLICATIONS	450.15
101-101-960.000	dues subscriptions	15.89
101-215-958.000	EDUCATION/TRAINING/CONVENTION	560.00
101-257-807.001	ASSESSING CONTRACT SERVICES	4,145.00
101-262-956.000	MISCELLANEOUS	249.56
101-265-726.000	SUPPLIES & POSTAGE	235.97
101-265-851.000	CABLE INTERNET SERVICES	387.04
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	924.64
101-265-921.000	STREET LIGHTS	748.45
101-265-923.000	SEWER TOWNSHIP HALL	60.00
101-265-930.000	REPAIRS & MAINT	30.00
101-265-970.000	CAPITAL OUTLAY	6,207.81
101-701-802.002	ATTORNEY SERVICES	745.00
101-701-803.000	PLANNER SERVICES	435.00
101-701-803.005-145	PLANNING & CONSULTANT T & A	250.00
101-701-803.005-146	PLANNING & CONSULTANT T & A	1,150.00
101-701-808.004-116	ENGINEERING SERVICES T&A	750.00
101-701-808.004-147	ENGINEERING SERVICES T&A	750.00
101-751-930.000	REPAIRS & MAINT	1,346.41
101-751-956.000	MISCELLANEOUS	188.87
101-865-711.000	INSURANCE	277.00
208-000-930.000	REPAIRS & MAINT	454.00
225-000-811.000	APPRAISAL EXPENSES	4,230.00
407-000-802.002	ATTORNEY SERVICES	3,110.00
590-000-808.003	ENGINEERING SERVICES	13,695.00
	TOTAL	44,905.05



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY  
CADILLAC DISTRICT OFFICE



PHILLIP D. ROOS  
DIRECTOR

September 13, 2023

VN No. VN-015042

VIA EMAIL

Jeremy Jones  
Tart Solar LLC  
430 E 8<sup>th</sup> Street  
Holland, Michigan 49423

Dear Jeremy:

SUBJECT: Violation Notice – Tart Solar-M-72 and Bates Road

The Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), inspected the TART Solar-M-72 and Bates Road site, located at M-72 and Bates Road, Williamsburg, Michigan 49690, on November 7, 2022, to determine compliance with Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.3101 et seq., and the administrative rules promulgated thereunder being 2006 AACRS R 323.2101 et seq., as amended; Part 91, Soil Erosion and Sedimentation Control (SESC), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), MCL 324.9101 et seq. and the administrative rules promulgated thereunder being 2005 AACRS R 323.1701 et seq., as amended; and Notice of Coverage (NOC) No. MIR117117.

On September 7, 2023, WRD staff observed evidence of an unlawful discharge of sediment laden water to the wetlands south of the site. As a result of a large rainfall event, sediment laden water discharged from the emergency overflow outlet of the far southern storm water basin and entered the wetland to the south of this basin. As a result of this discharge, the wetland area contained unnatural turbidity and suspended solids, which is a violation of Part 31 and Part 91 of the NREPA. The southern basin was full of sediment laden water but was actively being pumped to a large temporary storage basin on the northwest side of the site.

During the inspection, staff also noticed several areas where rills had formed and areas where erosion and sedimentation control measures needed maintenance. As we were conducting the site inspection, contractors were on-site fixing some of these areas.

It was noted that the site received a large amount of rain (~3.5 inches) in a short period of time, which resulted in the discharge and other site issues seen. The Department appreciates the quick response and corrective actions that the site took to respond to the issues noted above. However, the site will need to prepare for future rain events and incorporate measures to prevent discharges to waters of the state, especially from the basins.

The violations identified in this Violation Notice are violations of Part 31 of the NREPA, Part 91 of the NREPA, and Notice of Coverage (NOC) No. MIR117117.

Jeremy Jones  
September 13, 2023  
Page 2

TART Solar-M-72 and Bates Road should continue to take immediate actions to achieve and maintain compliance with the terms and conditions of Parts 31, 91, and NOC No. MIR117117.

Please submit a response to this office **no later than 14 days** after receipt of this letter. At a minimum, the response shall include:

1. Copies of the certified storm water operator's inspection logs for the last month.
2. A detailed plan for how the site will respond and put measures in place to prevent the discharge of sediment laden water from the southern basins to waters of the state.
3. Verification that the soil erosion issues noted above, including fixing of rills and maintenance of measures caused by the rain event, has been completed.

If you have any factual information, you would like us to consider regarding the violations identified in this Violation Notice, please provide them with your written response.

We anticipate and appreciate your cooperation in resolving this matter. Should you require further information regarding this Violation Notice or if you would like to arrange a meeting to discuss it, please contact me at RileyJ6@michigan.gov; 231-429-3159; or EGLE, WRD, 120 West Chapin Street, Cadillac, Michigan 49601-2158.

Sincerely,

Jake Riley  
Cadillac District Office  
Water Resources Division

jr/sh

cc: Fred Morse, Grand Traverse County Environmental Health  
Brent Wheat, Grand Traverse County Environmental Health  
Lindsay Wolf, Acme Township Planning and Zoning Administrator  
Leah Anton, Newkirk  
Brian Dreves, Molon Excavating  
Brian Jankowski, EGLE

**GRAND TRAVERSE METRO FIRE DEPARTMENT**



# OPEN HOUSE

**SAT  
07  
OCT**

**GREAT  
FOOD**

**GRAND TRAVERSE METRO FIRE STA. 9  
110 HIGH LAKE RD.  
11AM-2PM**

## ACTIVITIES

**Kids Obstacle Course**

**1st Responder Truck Tours**

**Demos**

**Escape Planning w/an Expert**

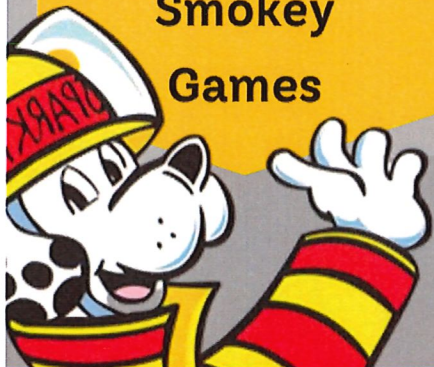
**Prize Drawings**

**Dunk Tank**

**Sparky Fire Dog**

**Smokey**

**Games**



## PARTNERS

**ARC**

**911 Dispatch**

**DNR**

**East Bay EMS**

**GTSO**

**Munson Trauma**

**USCG**

**MSP**

## SPONSORS

**911 Restoration**

**AMC Cherry Blossom**

**State Farm**

**GoGo SqueeZ**

**Oleson's**

**Sam's Club**

**DTE**

**COME  
DUNK  
A  
CHIEF!**



**\$5  
3 Balls**

**Proceeds  
Benefit Our  
Safe Neighborhood  
Smoke Alarm  
Program**



**For more information follow [Facebook.com/GTMESA](https://www.facebook.com/GTMESA)**

## Acme Township Board: Rules of Procedure

### Table of Contents

Formatted: Font: 14 pt

Formatted: Left

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

## Acme Township Board: Rules of Procedure

### 1.0 IMPORTANT Note; Authority and Parliamentarian

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

#### Authority and Parliamentarian

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

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

### 2.0 Scheduling; Communicating Meetings; Agendas

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<b>2.1 REGULAR</b>  Monthly; 1 <sup>st</sup> Tuesday of every month; 7pm; Acme Township Hall unless stated otherwise on agenda and in public notice.	Meetings shall be held in the Acme Township Hall. If determined that the Hall is inadequate, the Supervisor may change <del>the</del> meeting location to a larger facility in surrounding area. Notice of this change shall be posted on <del>the</del> <del>T</del> ownship's web-site and Township Hall's main door not less than 18 hours before the meeting.  The year's schedule of Regular Meetings will be determined at first meeting in <del>the</del> calendar year. Notice	<del>The</del> Agenda shall be prepared by Supervisor or his/her designee. Any Board <del>or-public</del> <del>member</del> Member may submit an agenda item no fewer than 5 business days in advance of meeting date.  Upon completion of <del>the</del> agenda, the Supervisor or his/her designee shall (1) distribute copies of <del>the</del> agenda, reports, and other explanations relating to agenda to Board <del>member</del> Members and (2) post <del>the</del> agenda and documents on <del>T</del> ownship's web-site. Under normal conditions, this shall be

Formatted Table

	<p>of date, time, place will be posted on <del>T</del>ownship's website and at main entrance door within 10 days after that first meeting. Regular Meeting dates may only be changed by the Board at a Board Meeting. The revised Regular Meeting schedule must be posted within 3 business days following the meeting date when that decision was made and not less than 18 hours before a rescheduled meeting.</p> <p>If media outlets, individuals, or organizations have requested notification of <del>the</del> <del>T</del>ownship's <del>meeting</del>Meetings – regular and changed – the Clerk shall notify them without charge.</p>	<p>done no later than <b>3 business days</b> prior to the meeting.</p> <p>Correspondence received by the Township that is pertinent to a Board agenda item or a possible future agenda item may be distributed to the Board either as part of the meeting agenda materials or independent of those materials, depending on relevancy and urgency.</p> <p>At the meeting and by majority vote of Board <del>member</del>Members present, the Board has the right to: alter <del>the</del> order of <del>the</del> agenda; remove items for a future meeting; and consider an item that was received after the deadline.</p>
--	--	--

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b>2.2 SPECIAL</b></p> <p>Can be (1) determined necessary at a Board Meeting, (2) called by <del>the</del> Supervisor, or (3) called based upon verbal or written request of <del>a</del> majority of Board <del>member</del>Members (4 of 7) to address a critical matter requiring action or where penalty will be incurred before next Regular Board <del>meeting</del>Meeting.</p> <p>When possible, a Special <del>meeting</del>Meeting will be held on the 3<sup>rd</sup> Tuesday of the month at 7pm.</p>	<p>Meetings shall be held in the Acme Township Hall unless <del>the</del> Hall is inadequate. (See Regular <del>meeting</del>Meeting.)</p> <p>Notice of <del>the</del> meeting specifying date, time, place, and purpose shall be given to each Board <del>member</del>Member no less than 18 <del>hours hrs</del> ahead of <del>the</del> meeting using, per <del>member</del>Member's prior consent, email, text, phone, or personal delivery.</p> <p><del>Notice must be P</del>posted immediately, through all</p>	<p><del>The</del> Agenda shall be prepared by Supervisor or his/her designee.</p> <p>Upon completion of <del>the</del> agenda, the Supervisor or his/her designee shall (1) distribute copies of <del>the</del> agenda, reports, and other explanations relating to <del>the</del> agenda to Board <del>member</del>Members and (2) post <del>the</del> agenda and documents on <del>the</del> <del>T</del>ownship's web site.</p> <p>This shall be done no less than <b>18 hours</b> prior to the meeting.</p>

Formatted Table

	<p>channels, as stated under Regular <del>meeting</del>Meeting, with at least a minimum of 18 hours ahead of <del>the</del> meeting time/date.</p> <p><del>A Special</del> Meeting may not be held if not posted at least 18 hours in advance.</p>	<p>No other matter shall be subsequently added to agenda except when all <del>member</del>Members are present.</p>
--	--	--

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b>2.3 EMERGENCY</b></p> <p>Called by Supervisor, or <del>E</del>called by majority of Board <del>member</del>Members (4 of 7). Held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when it is determined that delaying this meeting would be detrimental to efforts to lessen or respond to the threat. Examples of these events would be catastrophic flooding or a terrorist attack.</p> <p>No business other than that necessary to address the emergency shall be conducted at an Emergency Meeting.</p>	<p>Meetings shall be held in the Acme Township Hall unless <del>the</del> Hall is inadequate. (See Regular Meeting.)</p> <p>Notice of <del>the</del> meeting specifying date, time, place, and purpose shall be given to each Board <del>member</del>Member per <del>member</del>Member's prior consent, email, text, phone, or personal delivery.</p> <p><del>Notice must be P</del>posted immediately through all channels as stated under Regular Meeting. Only an Emergency Meeting may be posted and held less than 18 hours ahead of meeting date/time.</p>	<p><del>The</del> Agenda shall be prepared by <del>the</del> Supervisor or designee.</p> <p>Upon completion of <del>the</del> agenda, the Supervisor or his/her designee shall distribute copies of <del>the</del> agenda and reports to Board and post on <del>the T</del>ownship's web-site if time permits.</p> <p>At other times, the Supervisor or presiding officer shall declare the agenda upon the approval of a majority of the <del>member</del>Members present.</p>

Formatted: Font: Bold

Formatted Table

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b>2.4 CLOSED</b></p> <p><del>A Closed Meeting is E</del>called for, by roll call vote, during an Open <del>meeting</del>Meeting by either 2/3 majority of entire Board or simple Board majority, depending on <del>the</del> subject.</p>	<p>Meetings shall be held in the Acme Township Hall unless <del>the</del> Hall is inadequate. (See Regular <del>meeting</del>Meeting.)</p> <p>Not specifically posted.</p>	<p>In order to go into a Closed Meeting on a topic, that topic must appear on the agenda of the Open <del>meeting</del>Meeting.</p>

Formatted Table

<p>A 2/3 majority of Board <del>member</del>Members (5 of 7) <del>is</del> needed for matters regarding:</p> <ul style="list-style-type: none"> <li>- Considering <del>the</del> purchase or lease of real property</li> <li>- Consulting with its attorney regarding trial or settlement strategy with specific pending litigation when an Open <del>meeting</del>Meeting would have detrimental financial effect on <del>T</del>township's position</li> <li>- Meeting with <del>the Township</del> attorney to consider <del>the</del> attorney's written opinion</li> <li>- Reviewing specific contents of an application for <del>T</del>township employment where applicant requests confidentiality. [Note that applicant interviews are always open to the public.]</li> </ul> <p>A Simple majority of Board <del>member</del>Members (4 of 7) <del>is</del> needed for matters regarding:</p> <ul style="list-style-type: none"> <li>- Considering dismissal or discipline of staff <del>member</del>Member or public officer</li> </ul> <p>A Closed Meeting enables discussion but no voting. Any vote, if one is to occur, must occur during an Open <del>meeting</del>Meeting.</p> <p><b>NOTE: The above is a summary. See MCL 15.267 and 15.268 for complete language and specific requirements concerning Closed <del>meeting</del>Meetings.</b></p>	<p>A Closed Meeting must only be conducted during the course of an Open <del>meeting</del>Meeting.</p> <p>The vote to hold a Closed Meeting shall be recorded in the minutes of the meeting when the decision to go into a Closed Meeting was made.</p> <p>During a Closed Meeting, minutes will be taken. These minutes will not be released to the public and they will be retained by the <del>t</del>Township for one year and one day after the date at which the minutes were <del>finalized</del>approved.</p> <p>Closed <del>meeting</del>Meetings are not open to the public.</p>	
--	--	--

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<u>2.5 PUBLIC HEARING</u>	Meetings shall be held in the Acme Township	Upon completion of agenda, the Supervisor or his/her designee shall (1)

Formatted Table

<p>A Public Hearing may be held as part of a Regular Board <del>meeting</del>Meeting (ex: during the annual Budget approval process in May/June) or as a Special Meeting if so called.</p> <p>The Supervisor or presiding officer shall open the Public Hearing by verbally announcing the matter to be heard and by summarizing the situation, background, any ordinance – if relevant, on which the Township Board’s decision must be based. <u>The public shall be given the opportunity to comment during the Public Hearing.</u> The Hearing may include exhibits and presentations. If, during deliberations, Board determines that additional information is needed to make its decision, Board may adjourn to a specific time, date, and place to receive that additional information if <del>declared by Supervisor</del><u>approved by a majority vote of the Board.</u> At that new time, the Public Hearing will be re-opened but only to receive the requested information <u>and hear comment from the public.</u></p> <p>At conclusion of deliberations, the Board will adopt a motion stating its decision.</p>	<p>Hall unless <del>the</del> Hall is inadequate. (See Regular <del>meeting</del>Meeting.)</p> <p>Notice of date, place, and time of <del>the</del> Public Hearing will be published per the appropriate statutory requirements. <del>The</del> Township shall obtain certified proof of publication date from official newspaper as validation.</p> <p>Examples of Public Hearings may be:</p> <ul style="list-style-type: none"> <li>-Budget- MCL 141.412</li> <li>-Special Assessment - MCL 41.724a</li> <li>-Zoning Amendment - MCL 125.3103</li> </ul> <p><b>NOTE: The above is not a complete list. Refer to specific statute to determine public notice requirements.</b></p>	<p>distribute copies of <del>the</del> agenda, reports, and other explanations relating to <del>the</del> agenda to Board <del>member</del>Members and (2) post <del>the</del> agenda and documents on <del>T</del>ownship’s web-site.</p> <p><b>NOTE: Under normal conditions, the agenda shall be distributed and posted no later than <u>5-3</u> business days prior to the meeting. However, the statutory requirements of each specific Public Hearing may require that certain documents be available to the public and be posted by an earlier date. Refer to the specific statute to determine those requirements.</b></p>
---	--	--

Formatted: Font: Bold

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b>2.6 STUDY SESSION</b></p> <p><del>A Study Session is C</del>alled for by Supervisor or upon written or verbal request of Board <del>member</del>Member(s) to informally discuss issues that require more in-depth consideration of <del>the</del> Board than may be possible at a Regular Board Meeting.</p> <p>In absence of having a quorum of the Board, a Study Session will be declared a sub-committee meeting. These Rules and Procedures apply.</p> <p>No formal action of the Board may be taken at a Study Session other than general consensus or conveying direction to staff for further action.</p> <p>Every Study Session shall follow all Open Meetings Act procedures for a Special Meeting.</p>	<p><u>Notice of the Study Session shall be P</u>posted immediately, through all channels as stated in Regular Meetings, with at least a minimum of 18 hours ahead of <del>the</del> meeting time/date.</p> <p><del>A Study Session M</del>ay be a stand-alone Session or conducted immediately before or after a Regular or Special Meeting of the Board.</p>	<p><del>The Study Session M</del>ay have single topic noted on Regular Meeting agenda or have <u>a</u> specific agenda prepared by <del>the</del> Supervisor or his/her designee.</p> <p>Upon completion of a specific agenda, the Supervisor or his/her designee shall (1) distribute copies of <del>the</del> agenda, reports, and other explanations relating to <del>the</del> agenda to Board <del>member</del>Members and (2) post <del>the</del> agenda and documents on <del>T</del>ownship's web-site.</p> <p>This shall be done no less than <b>18 hours</b> prior to the meeting.</p> <p>No other matter shall be subsequently added to Study Session except when all <del>member</del>Members are present.</p>

Formatted Table

### 3.0 Conducting the Meeting

#### 3.1 Chair of Meeting

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

#### 3.2 Quorum and Attendance

A majority of ~~member~~Members of the ~~T~~ownship Board elected and serving (4 of 7 total ~~member~~Members) shall constitute a quorum for the transaction of Board business.

No ~~member~~Member of the ~~T~~ownship Board may miss a Regular scheduled monthly Board ~~meeting~~Meeting without first making a reasonable attempt to notify the Supervisor of his/her intent to be absent under normal circumstances.

### 3.3 Order of Business

The agenda shall be arranged in the following order:

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

### 3.4 Conflict of Interest

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

### 3.5 Consent Agenda Calendar – Defined and Procedure

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

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

AgendaCalendar. Each item removed from the Consent Calendar must be received or approved individually by motion.

### 3.6 Motions and Resolutions

#### 3.6(a) Statement by Supervisor

All motions, except procedural motions and resolutions, may be required to be in writing upon demand of any Board ~~member~~Member. A request to recess to write out the motion or resolution shall be in order.

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

~~These motions~~Non-debatable Motions can be ordered and voted upon without discussion: fix the time of the next meeting, adjourn, recess, "point of privilege," to table, vote immediately, limit or extend debate.

#### 3.6(c) Motion to Reconsider

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

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

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

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

These Rules may be temporarily suspended at any time by 2/3 vote of Board ~~member~~Members present at meeting. Examples of "temporary suspension of the Rules" are:  
- To allow a member of the Public or Board to continue speaking when allotted time has expired.  
*"I move to suspend the Rules to give the speaker two more minutes to complete his remarks."*  
- To permit consideration of a motion that would otherwise not be in order.  
*"I move to suspend the Rules and allow the Membership Committee to report at this time."*  
- To adopt a motion without debate or amendment.

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

Any Board ~~member~~Member may appeal the procedural ruling of the Supervisor or presiding Officer. If the motion receives a second, the question is asked: "Shall the procedural decision of the Supervisor or presiding Officer stand as the decision of the Township Board?" This is followed by a vote of ~~"ayes"~~ 'yes' or ~~"nays"~~ 'no'.

### 3.7 Voting

#### 3.7(a) Abstaining from Voting

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

Formatted: Font: 12 pt, Underline

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

#### 3.7(b) Roll Call Votes

Formatted: Font: 12 pt

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

Formatted: Font: 12 pt, Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Font: 12 pt, Not Highlight

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

### 3.7(c) Votes Required

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

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

Any complaint against a Township employee or official shall be made in writing, signed by the individual making the complaint, and given to the Clerk or Supervisor as appropriate in a sealed envelope marked confidential. The Clerk will review the complaint and call a meeting of the Township's Personnel Committee to conduct a thorough review and provide a response of make its findings in writing, to the individual making the complaint. Depending on the findings, the Personnel Committee may bring the matter to the Board for a vote in an Open Meeting. A copy of this written complaint shall be given to the employee or official prior to the Personnel Committee Meeting when the complaint will be considered and the employee or official shall be given notice of the time of any meeting at which the complaint is considered. As authorized by the Michigan Open Meetings Act, the employee or official shall then be given the opportunity to request a closed meeting of the Personnel Committee to discuss the complaint. The Personnel Committee shall present its findings in writing to the Township Board. Again, the employee or official shall be given the opportunity to request a Closed Meeting of the Township Board to discuss the complaint. Any resulting vote or decision by the Board will be made at the Board meeting and not during the Closed Meeting. The Board may adopt the Personnel Committee's findings or may choose to review the complaint and make its own findings. Pursuant to the findings, the Township Board may take action as allowed by law.

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

## 4.0 Input and Rules of Common Courtesy During Meetings

### 4.1 Board and Public Input

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

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

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

### 4.2 Written Statements and Documents

~~If a member of the public desires to address the Board, All written statements and documents comments shall be given to must be received by the ChairSupervisor, or Clerk, or Recording Secretary, no later than 2pm on the day of the meeting, prior to the start of the meeting, or immediately after the Public Comment portion.~~ Written comments will be retained in the record of the meeting.

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

#### 4.3 Disorderly Conduct

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

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

### 5.0 Record of Meetings

#### 5.1 Minutes and Official Records

The Clerk or Recording Secretary shall be responsible for taking minutes of each meeting. Minutes shall include the date, time, place, Members present, Members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. ~~The minutes shall include all votes and roll call votes taken at the meeting concerning actions, decisions on substantive motions, and resolutions.~~ The names of who made the motion and seconded, vote of the ~~member~~Members, whether the vote was by voice or by roll call, and how each specific ~~member~~Member voted if by roll call shall be included in the minutes. The Clerk shall maintain the official minutes, ~~and~~ records, and copies of each resolution and ordinance or other matter acted upon by the Board.

#### 5.2 Record of Discussion

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

#### 5.3 Request for Remarks To Be Included

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

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

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

Minutes of Board ~~meeting~~Meetings that are prepared but not yet approved by the Board shall be available to the public and posted on the ~~T~~ownship's web-site within 8 business days following

the meeting. Approved meeting minutes shall be available within 5 business days of the meeting date when they were approved.

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

## 6.0 Establishing Committees and Appointing Members

### 6.1 Standing Committees

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

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

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

### 6.2 Ad Hoc Committees

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

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

### 6.3 Exercise of Governmental Function

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

## 7.0 Amending These Rules of Procedure

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

Formatted: Font: 12 pt

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

The Acme ~~T~~ownship ~~B~~oard Rules of Procedure were adopted by the Acme Township Board at its ~~meeting~~~~Meeting~~ held on \_\_\_\_\_, 2023.

Formatted: Font: 12 pt

---

Lisa Swanson, Clerk

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

## **Table of Contents**

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

# Acme Township Board: Rules of Procedure

## 1.0 IMPORTANT Note; Authority and Parliamentarian

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

---

### Authority and Parliamentarian

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

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

## 2.0 Scheduling; Communicating Meetings; Agendas

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<b><u>2.1 REGULAR</u></b>  Monthly; 1 <sup>st</sup> Tuesday of every month; 7pm; Acme Township Hall unless stated otherwise on agenda and in public notice.	Meetings shall be held in the Acme Township Hall. If determined that the Hall is inadequate, the Supervisor may change the meeting location to a larger facility in surrounding area. Notice of this change shall be posted on the Township's website and Township Hall's main door not less than 18 hours before the meeting.  The year's schedule of Regular Meetings will be determined at first meeting in the calendar year. Notice	The Agenda shall be prepared by Supervisor or his/her designee. Any Board Member may submit an agenda item no fewer than 5 business days in advance of meeting date.  Upon completion of the agenda, the Supervisor or his/her designee shall (1) distribute copies of the agenda, reports, and other explanations relating to agenda to Board Members and (2) post the agenda and documents on Township's website. Under normal conditions, this shall be done no later than <b>3 business days</b> prior

	<p>of date, time, place will be posted on Township's website and at main entrance door within 10 days after that first meeting. Regular Meeting dates may only be changed by the Board at a Board Meeting. The revised Regular Meeting schedule must be posted within 3 business days following the meeting date when that decision was made and not less than 18 hours before a rescheduled meeting.</p> <p>If media outlets, individuals, or organizations have requested notification of the Township's Meetings – regular and changed – the Clerk shall notify them without charge.</p>	<p>to the meeting.</p> <p>Correspondence received by the Township that is pertinent to a Board agenda item or a possible future agenda item may be distributed to the Board either as part of the meeting agenda materials or independent of those materials, depending on relevancy and urgency.</p> <p>At the meeting and by majority vote of Board Members present, the Board has the right to: alter the order of the agenda; remove items for a future meeting; and consider an item that was received after the deadline.</p>
--	---	---

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.2 SPECIAL</u></b></p> <p>Can be (1) determined necessary at a Board Meeting, (2) called by the Supervisor, or (3) called based upon verbal or written request of a majority of Board Members (4 of 7) to address a critical matter requiring action or where penalty will be incurred before next Regular Board Meeting.</p> <p>When possible, a Special Meeting will be held on the 3<sup>rd</sup> Tuesday of the month at 7pm.</p>	<p>Meetings shall be held in the Acme Township Hall unless the Hall is inadequate. (See Regular Meeting.)</p> <p>Notice of the meeting specifying date, time, place, and purpose shall be given to each Board Member no less than 18 hours ahead of the meeting using, per Member's prior consent, email, text, phone, or personal delivery.</p> <p>Notice must be posted immediately, through all channels, as stated under Regular Meeting, with at</p>	<p>The Agenda shall be prepared by Supervisor or his/her designee.</p> <p>Upon completion of the agenda, the Supervisor or his/her designee shall (1) distribute copies of the agenda, reports, and other explanations relating to the agenda to Board Members and (2) post the agenda and documents on the Township's web site.</p> <p>This shall be done no less than <b>18 hours</b> prior to the meeting.</p> <p>No other matter shall be</p>

	<p>least a minimum of 18 hours ahead of the meeting time/date.</p> <p>A Special Meeting may not be held if not posted at least 18 hours in advance.</p>	subsequently added to agenda except when all Members are present.
--	---	---

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.3 EMERGENCY</u></b></p> <p>Called by Supervisor, or called by majority of Board Members (4 of 7). Held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when it is determined that delaying this meeting would be detrimental to efforts to lessen or respond to the threat. Examples of these events would be catastrophic flooding or a terrorist attack.</p> <p>No business other than that necessary to address the emergency shall be conducted at an Emergency Meeting.</p>	<p>Meetings shall be held in the Acme Township Hall unless the Hall is inadequate. (See Regular Meeting.)</p> <p>Notice of the meeting specifying date, time, place, and purpose shall be given to each Board Member per Member's prior consent, email, text, phone, or personal delivery.</p> <p>Notice must be posted immediately through all channels as stated under Regular Meeting. Only an Emergency Meeting may be posted and held less than 18 hours ahead of meeting date/time.</p>	<p>The Agenda shall be prepared by the Supervisor or designee.</p> <p>Upon completion of the agenda, the Supervisor or his/her designee shall distribute copies of the agenda and reports to Board and post on the Township's website <b>if time permits.</b></p> <p>At other times, the Supervisor or presiding officer shall declare the agenda upon the approval of a majority of the Members present.</p>

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.4 CLOSED</u></b></p> <p>A Closed Meeting is called for, by roll call vote, during an Open Meeting by either 2/3 majority of entire Board or simple Board majority, depending on the subject.</p> <p><u>A 2/3 majority of Board Members (5 of 7) is needed for</u></p>	<p>Meetings shall be held in the Acme Township Hall unless the Hall is inadequate. (See Regular Meeting.)</p> <p>Not specifically posted.</p> <p>A Closed Meeting must only be conducted during</p>	<p>In order to go into a Closed Meeting on a topic, that topic must appear on the agenda of the Open Meeting.</p>

<p><u>matters regarding:</u></p> <ul style="list-style-type: none"> <li>- Considering the purchase or lease of real property</li> <li>- Consulting with its attorney regarding trial or settlement strategy with specific pending litigation when an Open Meeting would have detrimental financial effect on Township's position</li> <li>- Meeting with the Township attorney to consider the attorney's written opinion</li> <li>- Reviewing specific contents of an application for Township employment where applicant requests confidentiality. [Note that applicant interviews are always open to the public.]</li> </ul> <p><u>A simple majority of Board Members (4 of 7) is needed for matters regarding:</u></p> <ul style="list-style-type: none"> <li>- Considering dismissal or discipline of staff Member or public officer</li> </ul> <p>A Closed Meeting enables discussion but no voting. Any vote, if one is to occur, must occur during an Open Meeting.</p> <p><b>NOTE: The above is a summary. See MCL 15.267 and 15.268 for complete language and specific requirements concerning Closed Meetings.</b></p>	<p>the course of an Open Meeting.</p> <p>The vote to hold a Closed Meeting shall be recorded in the minutes of the meeting when the decision to go into a Closed Meeting was made.</p> <p>During a Closed Meeting, minutes will be taken. These minutes will not be released to the public and they will be retained by the Township for one year and one day after the date at which the minutes were approved.</p> <p>Closed Meetings are not open to the public.</p>	
---	---	--

Meeting Type	Meeting Place, Board & Public Notice	Agenda & Distribution Of Materials
<p><b><u>2.5 PUBLIC HEARING</u></b></p> <p>A Public Hearing may be held as part of a Regular Board Meeting (ex: during the annual</p>	<p>Meetings shall be held in the Acme Township Hall unless the Hall is inadequate. (See Regular Meeting.)</p>	<p>Upon completion of agenda, the Supervisor or his/her designee shall (1) distribute copies of the agenda, reports, and other explanations relating to the agenda to Board Members and (2) post the agenda and documents on</p>

<p>Budget approval process in May/June) or as a Special Meeting if so called.</p> <p>The Supervisor or presiding officer shall open the Public Hearing by verbally announcing the matter to be heard and by summarizing the situation, background, any ordinance – if relevant, on which the Township Board’s decision must be based. The public shall be given the opportunity to comment during the Public Hearing. The Hearing may include exhibits and presentations. If, during deliberations, Board determines that additional information is needed to make its decision, Board may adjourn to a specific time, date, and place to receive that additional information if approved by a majority vote of the Board. At that new time, the Public Hearing will be re-opened but only to receive the requested information and hear comment from the public.</p> <p>At conclusion of deliberations, the Board will adopt a motion stating its decision.</p>	<p>Notice of date, place, and time of the Public Hearing will be published per the appropriate statutory requirements. The Township shall obtain certified proof of publication date from official newspaper as validation.</p> <p>Examples of Public Hearings may be:</p> <ul style="list-style-type: none"> <li>-Budget- MCL 141.412</li> <li>-Special Assessment - MCL 41.724a</li> <li>-Zoning Amendment - MCL 125.3103</li> </ul> <p><b>NOTE: The above is not a complete list. Refer to specific statute to determine public notice requirements.</b></p>	<p>Township’s website.</p> <p><b>NOTE: Under normal conditions, the agenda shall be distributed and posted no later than 3 business days prior to the meeting. However, the statutory requirements of each specific Public Hearing may require that certain documents be available to the public and be posted by an earlier date. Refer to the specific statute to determine those requirements.</b></p>
--	---	---

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

### **3.0 Conducting the Meeting**

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

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

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

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

No Member of the Township Board may miss a Regular scheduled monthly Board Meeting without first making a reasonable attempt to notify the Supervisor of his/her intent to be absent under normal circumstances.

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

The agenda shall be arranged in the following order:

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

### **3.4 Conflict of Interest**

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

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

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

The Township Supervisor or his/her designee, in preparing the meeting agenda, lists those matters under the heading of “Consent Calendar” and includes the associated materials with those distributed to the Board Members in accordance with Rule 2.0 (see 2.0, Agenda, Distribution of Materials). At a meeting for which a Consent Calendar has been prepared, the Board, upon the motion of a Member and second by another Member, shall hold a roll-call vote on the approval of the Consent Calendar in its entirety. Before posing the question to the Members, the Supervisor or presiding officer shall permit any Member of the Board or any member of the public to remove from the Consent Calendar any item where he/she has questions or wishes further discussion. The Supervisor or presiding officer then directs the Clerk to remove the item and place it within the Items Removed from the Consent Calendar of the agenda. A vote shall not be required to remove a matter from the Consent Calendar. Each item removed from the Consent Calendar must be received or approved individually by motion.

### **3.6 Motions and Resolutions**

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

All motions, except procedural motions and resolutions, may be required to be in writing upon demand of any Board Member. A request to recess to write out the motion or resolution shall be in order.

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

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

### 3.6(c) Motion to Reconsider

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

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

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

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

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

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

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

Any Board Member may appeal the procedural ruling of the Supervisor or presiding Officer. If the motion receives a second, the question is asked: “Shall the procedural decision of the Supervisor or presiding Officer stand as the decision of the Township Board?” This is followed by a vote of ‘yes’ or ‘no’.

## **3.7 Voting**

### 3.7(a) Abstaining from Voting

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

### 3.7(b) Roll Call Votes

A roll call vote shall be used to adopt final measures such as: approving expenditures or ordinances.. A roll call vote may be taken on other motions and actions at the request of any Board Member. The names and votes of each Board Member will be recorded in the minutes.

### 3.7(c) Votes Required

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

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

Any complaint against a Township employee or official shall be made in writing, signed by the individual making the complaint, and given to the Clerk or Supervisor as appropriate in a sealed envelope marked confidential. The Clerk will review the complaint and call a meeting of the Township's Personnel Committee to conduct a thorough review and make its findings in writing. A copy of this written complaint shall be given to the employee or official prior to the Personnel Committee Meeting when the complaint will be considered and the employee or official shall be given notice of the time of any meeting at which the complaint is considered. As authorized by the Michigan Open Meetings Act, the employee or official shall be given the opportunity to request a closed meeting of the Personnel Committee to discuss the complaint. The Personnel Committee shall present its findings in writing to the Township Board. Again, the employee or official shall be given the opportunity to request a Closed Meeting of the Township Board to discuss the complaint. Any resulting vote or decision by the Board will be made at the Board Meeting and not during the Closed Meeting. The Board may adopt the Personnel Committee's findings or may choose to review the complaint and make its own findings. Pursuant to the findings, the Township Board may take action as allowed by law.

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

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

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

The public may address the Board during times designated on the agenda unless otherwise recognized by the Chair. He/she shall first state name and address before addressing the Board. Rules of common courtesy shall apply.

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

All written comments must be received by the Supervisor or Clerk no later than 2pm on the day of the meeting. Written comments will be retained in the record of the meeting.

### **4.3 Disorderly Conduct**

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

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

## **5.0 Record of Meetings**

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

The Clerk or Recording Secretary shall be responsible for taking minutes of each meeting. Minutes shall include the date, time, place, Members present, Members absent, any decisions

made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all votes and roll call votes taken at the meeting concerning actions, motions, and resolutions. The names of who made the motion and seconded, vote of the Members, whether the vote was by voice or by roll call, and how each specific Member voted if by roll call shall be included in the minutes. The Clerk shall maintain the official minutes, records, and copies of each resolution and ordinance or other matter acted upon by the Board.

## **5.2 Record of Discussion**

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

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

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

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

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

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

# **6.0 Establishing Committees and Appointing Members**

## **6.1 Standing Committees**

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

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

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

## **6.2 Ad Hoc Committees**

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

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

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

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

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

These Rules of Procedure may be added to, amended, or repealed in whole or in part. A majority (4 of 7) vote of the entire Board shall be required to make any changes to these Rules.

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

The Acme Township Board Rules of Procedure were adopted by the Acme Township Board at its Meeting held on \_\_\_\_\_, 2023.

---

Lisa Swanson, Clerk

AGREEMENT FOR ELECTION SERVICES  
BETWEEN Charter Township of East Bay, AND Acme Township, AND Peninsula Township, AND  
Whitewater Township, AND Union Township in Grand Traverse County

---

This Municipal Joint Early Voting Site Agreement (the "Agreement") is made between Charter Township of East Bay, 1965 N Three Mile Road, Traverse City, MI 49696, and Acme Township, 6042 Acme Road, Williamsburg, MI 49690, and Peninsula Township, 13235 Center Road, Traverse City, MI 49686, and Whitewater Township, 5777 Vinton Road PO Box 159, Williamsburg, MI 49690 AND Union Township, 5020 Fife Lake Road, Fife Lake, MI 49633/P.O. Box 30 Fife Lake, MI 49633. In this Agreement, each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a "party" and jointly as "parties".

**PURPOSE OF THE AGREEMENT.** The municipalities enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating a joint early voting site.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of East Bay	5	10,357
Acme Township	2	3,964
Peninsula Township	2	5,600
Whitewater Township	1	2450
Union Township	1	426

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
  - 1.2 **Coordinator** means the individual designated by the clerks of the municipalities and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
  - 1.3 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
  - 1.4 **Election Services** encompasses the following individual Election Services provided by either municipality's Elections Division, if applicable:
    - Early Voting Site providing oversight of the EV Polling location throughout the nine days of early voting including but not limited to secure ballot storage, trained EV Day Inspectors and security personnel as necessary, on-site lunch each day to be shared by all jurisdictions in the Agreement, and payment of

Election inspectors working the nine days Early Voting at the site and shared by all jurisdictions as agreed upon.

- 1.5 **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
  - 1.6 **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
  - 1.7 **QVF** means the Qualified Voter File as described in MCL 168.509m.
  - 1.8 **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
  - 1.9 **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. By mutual agreement, the municipal clerks may appoint a different participating municipal clerk; with the permission of the county clerk, member of the county clerk's staff; or member of either municipal staff, to act as a supervisor for different days of early voting.
2. **PARTIES TO AN AGREEMENT.**
    - 2.1 An Agreement may be entered into between two or more municipalities wholly or partially located within the same county.
    - 2.2 This agreement is entered into between the Charter Township of East Bay and the townships of Peninsula Township, Acme Township, Whitewater Township and Union Township, each located in Grand Traverse County as required in MCL 168.720d(1)(b).
3. **SCOPE OF THE AGREEMENT.**
    - 3.1 The parties must decide among themselves and include in the Agreement the elections to which the Agreement applies. Early voting must be provided for all statewide and federal elections, but parties may extend early voting to non-statewide elections at their discretion.
4. **COORDINATOR.**
    - 4.1 Susanne Courtade, Clerk Charter Township of East Bay will serve as coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
      - 4.1.1 In the event that that coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
    - 4.2 If the coordinator becomes unavailable for any reason, the role will be filled in one of the following ways, as determined by the parties upon execution of this Agreement:

- 4.2.1 The clerks of the participating municipalities must determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.
- 4.2.2 Cheryl Goss, Clerk of Whitewater Township as backup coordinator, would assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

5. **QVF CONTROLLER.**

- 5.1 Holly Couturier, Deputy Clerk Charter Township of East Bay, will serve as the Qualified Voter File (QVF) controller of early voting information within the QVF. The controller's duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. The QVF controller must meet the security requirements of a QVF user. The QVF controller can be the same as the coordinator as long as the appropriate QVF training is completed.

6. **APPROVAL OF EARLY VOTING SITES.**

- 6.1 Pursuant to MCL 168.662, the Legislative Body in each municipality will designate as options at least one place and no more than two places that meet the requirements for an early voting site.
- 6.2 The clerks of the participating municipalities will select the joint early voting site or sites from those options.
- 6.3 The Parties designate Charter Township of East Bay as the initial early voting site. The Legislative Bodies may change, add, or remove the early voting site and any other voting sites by Resolution pursuant to the sections above.

7. **APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1 The board of election commissioners for the Charter Township of East Bay is responsible for the appointment of election inspectors for early voting. The board of election commissioners for any party to this agreement may also appoint inspectors for early voting.
- 7.2 At least 21 days before each statewide and federal election, the designated board will appoint for each early voting site at least 3 election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3 The designated board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4 The selection of election inspectors will be governed by MCL 168.674.

8. **APPROVAL OF EARLY VOTING HOURS.**

- 8.1 Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:

- 8.1.1 For the nine early voting days guaranteed by the Constitution and guaranteed by the Constitution and for Statewide and federal elections, the initial early voting hours will be from 8:00 A.M to 4:00 P.M.
      - 8.1.2 The Election Commissions of the Parties may modify the hours that early voting will be provided at the approved joint early voting site or sites by joint resolution.
      - 8.1.3 Any change in the early voting hours shall be posted at the early voting site or sites at least 21 days before each statewide and federal election and shall be filed with this Agreement in each municipality.
    - 8.2 For any dates or hours beyond the dates and hours guaranteed by the Constitution, the Election Commissions of the Parties may decide the days and hours that early voting will be provided at the joint early voting site or sites by joint resolution and include those days and hours with this Agreement.
  9. **NOTICE OF EARLY VOTING HOURS.**
    - 9.1 Not less than 45 days before Election Day, the clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.
  10. **BUDGET AND COST SHARING.**
    - 10.1 Within 90 days of the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will produce a proposal for the early voting budget and cost sharing and charge back procedures which shall be approved by the Boards of each municipality.
    - 10.2 The budget and cost sharing proposal will make each municipality responsible for the fraction of costs corresponding to the fraction of registered voters in the Qualified Voter File for each municipality's jurisdiction as near as practicable.
  11. **STAFFING AND SUPERVISION**
    - 11.1 The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).
    - 11.2 The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.
    - 11.3 The site supervisors for early voting sites must be listed in the attached Exhibit B.
  12. **TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**
    - 12.1 Within 90 days of the submission of an Agreement or Early Voting Plan, the clerks of the participating municipalities will do all of the following:
      - 12.1.1 Determine the number of tabulators and early voting poll book laptops or other voting equipment that are necessary at each early voting site.
      - 12.1.2 Determine which municipality will provide the tabulators and early voting poll book laptops or other voting equipment.

- 12.1.3** Designate which board of election commissioners is responsible for conducting testing of the electronic voting equipment.
- 12.2** The coordinator will be responsible for taking necessary steps to set up the early voting poll book and early voting poll book laptops. If the coordinator is not a clerk, the clerks of the participating municipalities must decide among themselves which clerk is responsible for taking the necessary steps to set up the early voting poll book and early voting poll book laptops.
- 12.3** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(5).
- 13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**
- 13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State
- 13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.
- 14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 14.1** The board of election commissioners responsible for appointing election inspectors for early voting is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the county clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11) through (14) and MCL 168.801 through MCL 168.810.
- 15. EXECUTION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 15.1** A municipal Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:
- 15.1.1** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.
- 15.1.2** No later than 90 days before a special statewide or federal election.
- 16. EARLY VOTING PLAN.**
- 16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, attached as Exhibit A, is filed with the county clerk of the county in which the municipalities are located.
- 17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

- 17.1 No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**18. DURATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

- 18.1 This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.
- 18.2 The Parties agree the Agreement is effective until terminated as provided below.

**19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**

- 19.1 If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2 If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.3 A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.4 If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Susanne M. Courtade MiPMC<sup>2</sup>/MMC

Charter Township of East Bay	Signature of Clerk	Date
------------------------------	--------------------	------

Lisa Swanson

Acme Township	Signature of Clerk	Date
---------------	--------------------	------

Rebecca Chown

Peninsula Township	Signature of Clerk	Date
--------------------	--------------------	------

Cheryl Goss

Whitewater Township	Signature of Clerk	Date
---------------------	--------------------	------

Sheryl Tillitson

Union Township	Signature of Clerk	Date
----------------	--------------------	------

## EXHIBIT A: Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the county clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage:** Municipal Agreement

### Coordinator of Municipal Agreement:

Name of Coordinator	Position	Email Address	Phone Number
Susanne M. Courtade	Township Clerk	<a href="mailto:scourtade@eastbaytwp.org">scourtade@eastbaytwp.org</a>	231.947.8647

### Municipality 1:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Charter Township of East Bay	Susanne M. Courtade	5	10,357

### Municipality 2:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Acme Township	Lisa Swanson	2	3,964

### Municipality 3:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Peninsula Township	Rebecca Chown	2	5,600

**Municipality 4:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Whitewater Township	Cheryl Goss	1	2,450

**Municipality 5:**

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
Union Township	Sheryl Tillitson	1	426

**Early Voting Location Information:**

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	1965 N Three Mile Road, Traverse City, MI 49696		
Municipalities served at site	Charter Township of East Bay, Acme Township, Peninsula Township, Whitewater Township		
Number of Election Workers at site	5-7 each day		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y		
Hours for 9 days of Constitutionally-required early voting	8-4		
How many (if any) additional days of early voting will be provided at this site?	ZERO		
Hours for any additional days of early voting	N/A		

Is this site ADA compliant?	Y		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Y		

### Early Voting Equipment Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Number of tabulators at site	Thinking 4-but unknown		
Municipality responsible for providing tabulators	Would need to be new tabulators		
Number of early voting poll book laptops	Thinking 4 but unknown		
Municipality responsible for providing early voting poll book laptops	Would need to be new Early Voting Poll Book Laptops		
Clerk responsible for taking the necessary steps to set up the early voting poll book laptops	Charter Township of East Bay		
Board of election commissioners responsible for testing equipment	Charter Township of East Bay		

### EXHIBIT B: SITE SUPERVISORS

#### Early Voting Site Supervisors:

	Supervisor at Early voting site #1	Supervisor at Early voting site #2	Supervisor at Early voting site #3
Early Voting Day 1	Charter Township of East Bay		
Early Voting Day 2	Charter Township of East Bay		

Early Voting Day 3	Charter Township of East Bay		
Early Voting Day 4	Charter Township of East Bay		
Early Voting Day 5	Charter Township of East Bay		
Early Voting Day 6	Charter Township of East Bay		
Early Voting Day 7	Charter Township of East Bay		
Early Voting Day 8	Charter Township of East Bay		
Early Voting Day 9	Charter Township of East Bay		

**Describe the communication strategy for informing electors of their opportunity for early voting:**

A group thread has been set by email and cell phones to the clerks involved in this partnership. A response will be sent through this thread for continuity. The clerks will work together to create clear and uniform communications to inform electors of their opportunity for Early Voting.

**ACME TOWNSHIP  
COUNTY OF GRAND TRAVERSE**

**RESOLUTION 2023-**

**RESOLUTION ADOPTING EARLY VOTING SITE AND MUNICIPAL AGREEMENT**

Board member \_\_\_\_\_, offered the following resolution and moved for its adoption, seconded by board member \_\_\_\_\_:

**RECITALS**

**WHEREAS**, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which, in part, entitles voters the right, once registered, to vote in each statewide and federal election in person at an early voting site prior to election day, open for nine consecutive days for at least eight hours each day; and

**WHEREAS**, the Early Voting precinct for all Acme Township registered voters along with all Charter Township of East Bay registered voters, Peninsula Township registered voters, Whitewater Township registered voters and Union Township registered voters will be located at the Charter Township of East Bay, as it meets polling place requirements; and

**WHEREAS**, the Early Voting precinct for statewide state and federal elections will be open for nine consecutive days beginning the second Saturday before Election Day through the Sunday before Election Day during the hours of 8:00 a.m. to 4:00 p.m.; and

**WHEREAS**, the township clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or federal election, by this resolution; and

**WHEREAS**, all Early Voting dates and times will be posted sufficiently prior to every applicable election to notify voters; and

**WHEREAS**, the township wishes to operate joint Early Voting sites with surrounding townships and municipalities.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Early Voting precincts are established at the Charter Township of East Bay.
2. The township adopts the agreement for election services attached to this resolution providing for joint Early Voting sites in coordination with the Charter Township of East Bay, Acme Township, Peninsula Township, Whitewater Township, and Union Township.
3. The clerk is authorized to execute the agreement and take all other actions necessary and proper to finalize and commence the purposes of the agreement.

4. All resolutions and parts of resolutions in conflict are repealed to the extent of the conflict.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

**Resolution declared ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2023

**Acme Township**

BY: \_\_\_\_\_  
Doug White, Supervisor

I, Lisa Swanson, the duly elected clerk of Acme Township, do hereby certify the foregoing is a true and complete copy of a resolution adopted by the township board at a duly scheduled meeting held \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_  
Lisa Swanson, Clerk

**RESOLUTION OF THE ACME TOWNSHIP BOARD OF TRUSTEES**

**RESOLUTION #R-2023-**

***To Change the Pay for Election Workers***

***Date: October 3, 2023***

At a meeting of the Acme Township Board of Trustees, held on October 3, 2023, the Acme Township Board of Trustees, on a motion made by, \_\_\_\_\_ and seconded by \_\_\_\_\_ passed the following resolution:

**Whereas**, at the meeting of the Acme Township Board of Trustees, held on October 3<sup>rd</sup>, 2023 made a motion, seconded and passed resolution R-2023-\_\_\_\_ .

**Whereas**, Acme Township will have Elections in 2024, therefore, the Acme Township Board for 2023 has elected to increase the wages of our election workers the chairperson from \$18.00 to \$20.00 an Hour, and precinct workers from \$15.00 to \$18.00 an hour.

Now therefore be it resolved that the Acme Township Board approves the increase the chairperson from \$18.00 to \$20.00 and election workers from \$15.00 to \$18.00 an hour.

Township Board members present:

Absent:

Upon roll call, the following vote was cast:

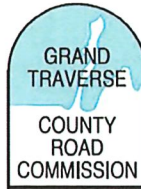
Aye:

Nay:

Abstaining:

\_\_\_\_\_  
Doug White  
Acme Township Supervisor  
10/3/2023

\_\_\_\_\_  
Lisa Swanson  
Acme Township Clerk  
10/3/2023



*"Our mission is to  
upgrade and  
maintain a safe and  
efficient road  
system"*

**Date:** September 29, 2023

**To:** Doug White  
Supervisor, Acme Township

**From:** James Schiffer, P.E.  
Asst. Highway Engineer, GTCRC

**Re:** Hampshire Drive, SAD  
Opinion of Probable Construction Cost – **Revision 3**

---

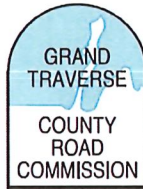
Per your request, please find the attached revised cost estimate for Hampshire SAD. The proposed fix commences at Bunker Hill Rd and terminates at Hampshire Drive. The existing road surface would be pulverized, recycled in-place, and graded to form the base for a 3.5" asphalt overlay. The proposed fix is summarized below:

Hampshire SAD

Length of Project (ft):	4,191
Existing HMA Width (ft):	20-22
Proposed HMA Lane Width (ft):	11
Proposed HMA Shoulder Width (ft):	2
HMA Curb Width (ft):	1.5
Total Proposed HMA Corridor Width (ft):	26-29
Estimated Construction Cost (USD):	\$955,097.83

The attached estimate was created using the MERL (Michigan Engineers' Resource Library) estimating system. A 15% of construction cost was added for a preliminary contingency. The cost for design, bidding, administration, and construction engineering was not included as this is a service the Road Commission will contribute to the project on behalf of the Township and Residents, at no cost to them.

Please note the attached Opinion of Probable Cost is subject to the following conditions:



*"Our mission is to  
upgrade and  
maintain a safe and  
efficient road  
system"*

- The attached costs are for construction costs only. Costs for Township services (i.e.: admin., notices, bonding, etc.) are by others.
- The attached costs are based on preliminary information. The actual site conditions may result in variation of the unit prices or items. It was assumed the material beneath the existing roadway can be reused as subbase.
- Actual construction bids may vary significantly from the attached Opinion of Probable Construction Cost due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.
- This estimate assumes all work is completed in one year as a complete project. Options exist for completion in phases over multiple years.

We appreciate the continued communication and look forward to working with you in the future.

Please feel free to contact us with any questions or comments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Schiffer", is written over a circular stamp or seal.

James B. Schiffer, P.E.  
Assistant Highway Engineer  
Grand Traverse County Road Commission  
231-922-4849, ext 209  
[jschiffer@gtcrc.org](mailto:jschiffer@gtcrc.org)

Encl: Engineer's Opinion of Costs, rev. 03

## Engineer's Opinion of Costs (Construction Only)

<b>Project Number:</b> 20E014 <b>Estimate Number:</b> 3: Revised Estimate using 2023 as-bid pricing <b>Project Type:</b> Miscellaneous <b>Location:</b> Hampshire Drive @ Bunker Hill <b>Description:</b> C&S w/3.5 HMA Overlay	<b>Project Engineer:</b> James Schiffer, P.E. <b>Date Created:</b> 09/29/2023 <b>Date Edited:</b> 10/02/2023 <b>Fed/State #:</b> <b>Fed Item:</b> <b>Control Section:</b>
--	--

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1027051	_ 15% Contingency	1.000	LSUM	\$111,000.00	\$111,000.00
0002	1500001	Mobilization, Max (10%)	1.000	LSUM	\$74,000.00	\$74,000.00
0003	2020002	Tree, Rem, 19 inch to 36 inch	1.000	Ea	\$1,750.00	\$1,750.00
0004	2020004	Tree, Rem, 6 inch to 18 inch	11.000	Ea	\$400.00	\$4,400.00
0005	2027002	_ Ditching	14.000	Sta	\$500.00	\$7,000.00
0006	2030001	Culv, Rem, Less than 24 inch	1.000	Ea	\$540.83	\$540.83
0007	2030006	Culv, End, Rem, 24 inch to 48 inch	1.000	Ea	\$500.00	\$500.00
0008	2040050	Pavt, Rem	83.000	Syd	\$15.00	\$1,245.00
0009	3020001	Aggregate Base	1,825.000	Ton	\$26.00	\$47,450.00
0010	3050002	HMA Base Crushing and Shaping	13,504.000	Syd	\$3.50	\$47,264.00
0011	3070021	Approach, CI II	5.000	Ton	\$100.00	\$500.00
0012	3070121	Shoulder, CI II	125.000	Ton	\$35.00	\$4,375.00
0013	3070200	Trenching	84.000	Sta	\$375.00	\$31,500.00
0014	4010015	Culv End Sect, 15 inch	28.000	Ea	\$287.00	\$8,036.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0015	4010048	Culv End Sect, Conc, 15 inch	2.000	Ea	\$750.00	\$1,500.00
0016	4010608	Culv, CI F, 15 inch	420.000	Ft	\$58.50	\$24,570.00
0017	4010642	Culv, CI F, Conc, 15 inch	40.000	Ft	\$115.00	\$4,600.00
0018	4011109	Dr Marker Post	2.000	Ea	\$30.00	\$60.00
0019	4060005	Culv Bedding, Box Culv	15.000	Cyd	\$61.00	\$915.00
0020	4060115	Culv, Precast Conc Box, 8 foot by 4 foot	60.000	Ft	\$1,500.00	\$90,000.00
0021	5010050	HMA, 4E1	1,621.000	Ton	\$92.00	\$149,132.00
0022	5010056	HMA, 5E1	1,291.000	Ton	\$95.00	\$122,645.00
0023	5010061	HMA Approach	250.000	Ton	\$192.00	\$48,000.00
0024	6020100	Conc Pavt, Nonreinf, 6 inch	83.000	Syd	\$60.00	\$4,980.00
0025	8057001	_ HMA Curb, Modified	4,160.000	Ft	\$2.25	\$9,360.00
0026	8070095	Post, Mailbox	52.000	Ea	\$200.00	\$10,400.00
0027	8127051	_ Traffic Contol (5%)	1.000	LSUM	\$37,000.00	\$37,000.00
0028	8130010	Riprap, Plain	137.000	Syd	\$275.00	\$37,675.00
0029	8147011	_ HMA Spillway	139.000	Syd	\$100.00	\$13,900.00
0030	8160102	Slope Restoration, Type C	7,600.000	Syd	\$8.00	\$60,800.00

**Estimate Total: \$955,097.83**