



APPROVED

ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Wednesday, November 17, 2021 5:00 p.m.

CALL TO ORDER WITH PLEDGE OF ALLEGIANCE: AT 5:01 P.M.

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

Members excused: P. Scott,

Staff present: Cristy Danca, Deputy Clerk/Temporary Recording Secretary, J. Jocks, Legal Counsel (arrived 6:10 p.m.)

A. LIMITED PUBLIC COMMENT: None

B. APPROVAL OF AGENDA:

Motion by Jenema supported by Dye to approve agenda as presented. No discussion. Voice vote. Motion carried unanimously.

C. NEW BUSINESS:

1. Interviews for the Applicants for the Clerk's position.

Two candidates were present for the interview process 1. Elizabeth Young-DuFort and 2. Lisa Swanson. White did a coin toss to determine who would interview first. Lisa Swanson won the coin toss and chose to be interviewed second. Board was instructed regarding the form that had interview questions on it. The scoring on this form was to be used for each board member individually only and was optional. The Board commenced with the interview process with each candidate. Once all questions were asked, the Board wanted more time to consider which candidate to go with. It was agreed to move forward to D. Old Business – 1. Continued discussion on Marijuana, as Legal Counsel was expected to arrive at any time to answer the Board's question of whether the Board could go into Closed Session to decide on a candidate for Clerk.

D. OLD BUSINESS:

1. Continued discussion on Marijuana.

White introduced discussion from the previous meeting regarding hiring an attorney who is an expert in the language used for Adult/Recreation Marijuana ordinances to consult with. Aukerman discussed Sara Kopriva's experience with writing and ~~policing~~ **enforcement of** ordinances. Sara has agreed to help fine tune the draft ordinance before it is sent to the consulting attorney. Discussion continued about the importance of having this ordinance put together the best way possible with a review from an attorney with greater experience and depth of understanding of what we need.

Motion by Aukerman, supported by Stevens to enlist Sara Kopriva to help with further shaping and fine tuning the language in Marijuana Ordinance considering feedback from Planning Commission, Board and four objects Objectives from Tuesday, November 9th, meeting. Roll Call Vote. Motion carried unanimously.

APPROVED

Motion made by Jenema, supported by Aukerman to hire Joslin Monahan to review and work with Sara Kopriva on Cannabis Ordinance, zoning, and police power not to exceed \$5,000. Roll Call Vote. Motion carried unanimously.

Legal Counsel J. Jocks was asked if the Board could go into Closed Session to discuss which Clerk candidate to hire. He stated the Board cannot go into Closed Session for discussion on which candidate to hire. The Board did ask the Candidates additional questions and further discussion followed at the Board level.

Motion made by Jenema, supported by Aukerman to hire Lisa Swanson to fill the Clerk's term until November 2022. Roll Call Vote. (Yes; Hoxsie, White, Aukerman, Jenema.) (No; Stevens.) Abstaining; Dye.

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

Teresa Bak: 7108 Hawley Road, Williamsburg, MI 49690, Commented on Marijuana odor and noise pollution and checking into what is happening in Colorado.

Scott Hardy: 406 N West Silver Lake Road, Traverse City, MI 49685, He agrees with the Board decision to have extra legal counsel for ordinance. Planning should follow the Master Plan.

Brian Kelley, Acme Township Resident, He agrees with the Board decision to have extra legal counsel for ordinance. Concern of water runoff and water quality.

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND COMPLETE COPY OF A DOCUMENT FROM THE OFFICIAL RECORDS OF THE TOWNSHIP.



CATHY DYE, MIPMC, ACME TOWNSHIP CLERK



ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
Wednesday, November 17, 2021 5:00 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. NEW BUSINESS:

- 1. Interviews for the Applicants for the Clerk's position**

D. OLD BUSINESS:

- 1. Continued discussion on Marijuana**

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

ADJOURN

		Interview Questions	Interview Rating (5 being the best)		
	Position of Clerk	Name: Lisa Swanson	5	3	1
1	How long have you lived in this area?				
2	Tell me about yourself.				
3	Do you have any professional achievement that you are most proud of?				
4	What were the responsibilities of any position you previously held that is the closest to the responsibilities of the Clerk namely the accounting responsibilities?				
5	Describe your PC and Microsoft Office Skills. On a scale of 1-10, 10 being excellent.				
6	What most interests you about the Clerk's position?				
7	In your mind what are the biggest issues facing Acme in our effort to promote it as both a good place to live and operate a business?				

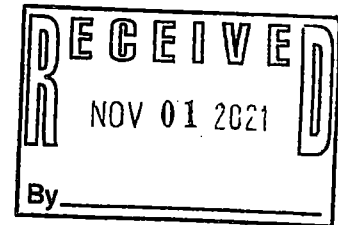
		Interview Rating (5 being the best)				
		5	3	1		
8	Have you ever been a member of an Acme board, committee or community organization? If so which ones?					
9	Why do you think you would do well at this job?					
10	Do you have any issues that would prevent you from immediately attending Clerk Training classes here in the region or down state?					
11	Are you aware that if appointed to the Clerk's position that the appointment is through November of 2022 and you would then run in August Primary and November General of 2022 to be elected for a 4 year term?					
12	Is there anything you would like to add that has not been covered? (hours)					
		TOTAL				
		Questions 13, 14, 15 Do Not Score				
13	Do you have any questions for the board?					
14	(Final Question) If offered the position, how soon could you start?					
15	(Final Question) Are you able to attend night meetings?					

		Interview Questions	Interview Rating (5 being the best)		
	Position of Clerk	Name: Beth Young-DuFort	5	3	1
1	How long have you lived in this area?				
2	Tell me about yourself.				
3	Do you have any professional achievement that you are most proud of?				
4	What were the responsibilities of any position you previously held that is the closest to the responsibilities of the Clerk namely the accounting responsibilities?				
5	Describe your PC and Microsoft Office Skills. On a scale of 1-10, 10 being excellent.				
6	What most interests you about the Clerk's position?				
7	In your mind what are the biggest issues facing Acme in our effort to promote it as both a good place to live and operate a business?				

		Interview Rating (5 being the best)				
		5	3	1		
8	Have you ever been a member of an Acme board, committee or community organization? If so which ones?					
9	Why do you think you would do well at this job?					
10	Do you have any issues that would prevent you from immediately attending Clerk Training classes here in the region or down state?					
11	Are you aware that if appointed to the Clerk's position that the appointment is through November of 2022 and you would then run in August Primary and November General of 2022 to be elected for a 4 year term?					
12	Is there anything you would like to add that has not been covered? (hours)					
		TOTAL				
		Questions 13, 14, 15 Do Not Score				
13	Do you have any questions for the board?					
14	(Final Question) If offered the position, how soon could you start?					
15	(Final Question) Are you able to attend night meetings?					

Elizabeth A. Young-DuFort
7380 Deepwater Pte.
Williamsburg, MI 49690

Email: [REDACTED]



October 31, 2021

Re: Acme Township Clerk

Dear Mrs. Cathy Dye,

Please accept the attached resume and application in strict confidence for the position of Township Clerk.

I am a highly organized self-starter with great attention to detail. I enjoy multi-tasking in fast-paced environments. As the office manager for a financial advisor, much of my focus is on preparing, submitting and processing client applications for financial holding companies. Additionally, I process all of the interoffice documents, compliance logs, and submit check blotters monthly to our brokerage company.

Another responsibility that I truly enjoy is developing a rapport with both current and prospective clients. It is my responsibility to plan and attend all of our client events and workshops. My interpersonal skills and effective listening have become assets when communicating with our prospects as well as our clients.

As an administrative assistant I coordinated and prepared the sales director's biggest projects as well as the international shipping documents for our brokers, monitored shipments, and maintained the international shipping schedules in Excel spreadsheets. While I can work independently, I enjoy being an integral part of a team. In my role as an administrative assistant, fourteen sales people trusted me to handle, assist, and/or finish a wide variety of tasks. This not only required to prioritize tasks accordingly, but also multitask several roles. I thrive in an environment where no two work days are exactly the same.

As a resident and property owner I am proud to say I've spent most of my life in Acme Township. It would be an honor to serve this community, and help foster the vision in addition to the master plan for Acme Township's future.

I feel that my management, administrative, and client-facing experiences would lend themselves well to this position. I would look forward to discussing the position with you in greater detail.

Please feel free to contact me via the email address or telephone listed above. Thank you so much for your consideration in the matter strict of confidentiality. I can also supply excellent references which include my previous employers.

Sincerely,

Elizabeth A. Young-DuFort
Encl.

Elizabeth A. Young-DuFort

Professional Experience:

Fortitude Wealth Planners, Michigan College Planning, Traverse City, Michigan. Office Manager for 2 different companies – March 2020 to present. Develop rapport with perspective clients in office, via phone, in workshops & any social events. Responsible for all prep of documents, paperless storage, monthly check blotters, monthly compliance submissions, client document submissions, invoicing, all social media platforms, marketing campaigns, all event coordination. Handle and disperse confidential information daily. Assistant to owner. Manage all office operations. MS Office Programs, Redtail CRM & Imaging, multiple financial platforms, business machines.

Maxwell Medals & Awards, Traverse City, Michigan. Sales Associate (Promotion) – January 2017 to March 2020. Maintain existing sales accounts as well as acquire and assist in establishing new accounts. Communicate and develop a rapport with new and established clients. Assistant to the Director of Sales – January 2011 to January 2017. Work closely with new clients developing a rapport and establishing ongoing communications. Manage and coordinate all large sales projects with the client, art, production, and shipping departments as well as third party vendors from sales order to final invoice. Act as a liaison between our international shipping brokers and sales staff, prepare overseas shipping documents relevant to sales, and international purchase orders. Assist in the maintenance of shipping spreadsheet schedules. Assist in the preparation of company events. Also, as part of the front of the house staff- Disperse incoming phone calls on multi-12+line system, reception, and regularly handle and disperse confidential information. Monitor supplies, MS Office Programs, SAGE100/ MAS90 ERP Work Station/CRM, and business machines.

SOS Learning Lab, Traverse City, Michigan. Freelance Office Manager – February 2016 to January 2017. Parttime. Setup QuickBooks and client database. Monthly billing, setup office business forms.

Bay Construction Company, Traverse City, Michigan. Office Manager – April 2010- January 2011. Act as a liaison for the Vice President. Monitor and organize all projects documentation in hard copy and paperless. Maintain subcontractor files, current insurance certificates and audits. All of the company's accounting, AP, AR, all taxes, payroll, reports, etc., in Quick Books. All company document preparation such as: marketing proposals, contracts for clients and all subcontractors, waivers, sworn statements. General office duties, reception- phone systems, MS Office Programs and business machines.

Kerridge Architecture + Construction, Traverse City, Michigan. Office Coordinator/Manager – March 2007 to April 2010. Act as a coordinator/liason with contractors, clients, vendors, title companies, and insurance companies. Monitor and file all of the company insurances as well as subcontractor insurances and prepare for insurance audits. All document preparation such as: client marketing proposals, contracts, sworn statements, waivers, etc. Product research, scope analysis, new vendor/contractor research, develop contacts, etc. Monitor AP/AR Quick Books Pro.

Markit Golf, Traverse City, Michigan. Product Manager/Coordinator – January 2006 to February, 2007. Act as coordinator/liason between clients, company partners, sales representatives, internal staff and vendors. Coordinate, execute and prepare purchase orders and projections while aligning inventory to sales; oversee all order fulfillments, shipping/receiving of inventory. Research, develop and secure new vendors/suppliers for products and materials. General office duties, reception, and phones.

Salisbury & May Construction, Traverse City, Michigan. Insurance Assistant/Receptionist – May 2003 to January, 2006. My responsibilities included basic office duties; encompassing the processing of all subcontractor and worker's compensation forms/certificates; blueprints, etc.

Education:

Ferris State University, Big Rapids, Michigan.
Associates Degree, Commercial Arts- Graphic Design
Traverse City Central Senior High School, Traverse City, Michigan

7380 Deepwater Point Rd.
Williamsburg, MI 49690
[REDACTED]
[REDACTED]

ACME TOWNSHIP APPLICATION FOR EMPLOYMENT
6042 Acme Road, Williamsburg MI 49690
(231) 938-1350 (231) 938-1510 fax
www.acmetownship.org

To the Applicant: We appreciate your interest in working for Acme Township and assure you that we are interested in your qualifications. A clear understanding of your background and work history will assist us in seeking to place you in a position, which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, veteran status, age, qualified disability, marital status, height, weight, or any other characteristic protected by law.

PERSONAL

Name Young-DuFort Elizabeth Ann Date of Application 10-31-21
(Last) (First) (Middle)

Address 7380 Deepwater Point Rd Williamsburg Telephone Number [REDACTED]
(Number) (Street) (City) (Zip) 49690

Are you 18 years or older? ☒ Yes ☐ No

Can you, after employment, submit verification of your legal right to work in the United States? ☒ Yes ☐ No

Have you been previously employed here? ☐ Yes ☒ No If yes, date(s) _____

Have you filed an application here before? ☐ Yes ☒ No If yes, date(s) _____

List any friends or relatives working here: Cathy Dye

EMPLOYMENT DESIRED

Position(s) applied for: Township Clerk

Kind of work sought: Full Time ☐ Part time ☒ Other _____
as posted

If part time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

office management experience admin, see resume

Salary desired as stated in posting Date available to start work Negotiable

Do you have any activities, commitments, or responsibilities (for example, school, other employment, etc.) which might, in any way, interfere with your ability to work full time, including overtime, in the position for which you are applying?

☐ Yes ☒ No

Federal law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Disabled employees and applicants may request an accommodation of their disability by notifying Acme Township in writing of the need for accommodation within 182 days of the date the person with a disability knows or should know that an accommodation is needed. Failure to properly notify the township will preclude any claim that the employer failed to accommodate the person with a disability.

EMPLOYMENT (List below your last four employers, starting with most recent one first)

1	Employer	Date		Work Performed
	Fortitude Wealth Planners LLC	From	To	
	Address	3/2020	Present	Develop rapport with clients month blotters, compliance logs event coordination, handle confidential information see resume
	601 S. Garfield Ave Suite B	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Office Manager	\$22 hourly	\$23 hourly	
Supervisor	Reason for Leaving			
Vicki Beann	Still employed			
2	Employer	Date		Work Performed
	Maxwell Medals + Awards	From	To	
	Address	1-2011	3-2020	Sales, customer service, administrative coordination departments and vendors. see resume
	1296 Business Park Dr. TZ	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Sales Assoc. Assistant	\$17.00 hourly	Salary plus commissions	
Supervisor	Reason for Leaving			
Steven Scott	Commission varied monthly + paid			
3	Employer	Date		Work Performed
	SOS Learning Lab	From	To	
	Address	2-2016	1-2017	Setup Quickbooks, client database, monthly invoicing + setup business forms Part time on evenings + weekends
	1222 Veterans Dr TZ HI	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Office Manager	\$15	\$15	
Supervisor	Reason for Leaving			
Debbie Caperton	Promoted at Maxwell			
4	Employer	Date		Work Performed
	Bay Construction Co.	From	To	
	Address	4-2010	1-2011	Liaison for VP. All company accounting, contracts & all sworn statements, prep for audits, payroll, tax prep see resume
	870 E. Eighth St. TZ HI	Hourly Rate/Salary		
	Job Title	Starting	Final	
	Office Manager	\$18	\$18	
Supervisor	Reason for Leaving			
Jamie Al-Shamma	Offered position at Maxwell Medals			

EDUCATION

	Name/Location	Number of Years Completed	Diploma/Degree	Courses of Study
Elementary	Bertha Vos Elementary Acme, Trup	all	Middle School Prep	Preparatory
High School	Traverse City Central HS Traverse City, Mi	4 yrs all	College Prep.	College Prep & Art
College	Ferris State University Big Rapids, Mi	2	Assoc. Degree	Commercial Art + Design
Graduate				
Vocational/Training				

Any other educational training?

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1	Kim Sheridan	4415 Audubon Dr.	[REDACTED]	23 years
2	Cindy Smith	7385 Deepwater Pt.	[REDACTED]	27 years
3	Jennifer Nelson	4257 Deerfield Ln	[REDACTED]	10 years
	Paul Guyon	5101 Garfield Rd Kingsley, Mi 49649	[REDACTED]	10 years

MILITARY SERVICE RECORD

Indicate any relevant experience you have received in the Armed Forces of the U.S. or in a State Militia.

N/A

ADDITIONAL INFORMATION

Are you currently bound by any agreement with a former employer that prevents you from working here? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

If so, where, when and nature of offense: _____

Do you have any felony charges pending against you? If so, please explain: _____

Do you have a valid driver's license? ☐ Yes ☐ No

State any additional information that you feel may be helpful to us in considering your application: _____

Conscientious, personable

Any other name you have used: Elizabeth A. Olson

Elizabeth A. Young

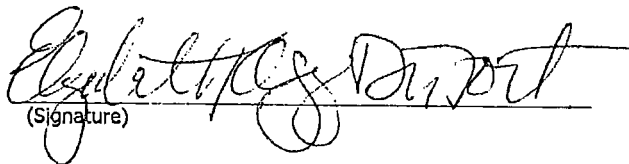
AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. I authorize Acme Township to verify any of the information concerning my employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I authorize Acme Township to obtain my credit report and criminal history for use in considering my application for employment, and, if hired, for promotions or continued employment. I also authorize Acme Township to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure, and hereby release Acme Township and them from any liability whatsoever as a result of any such inquiries and disclosures.

If I am hired by Acme Township, I will be prohibited from disclosing any confidential information of the township or other confidential/proprietary information except as necessary in the course of performing my job.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the Supervisor or Manager of Acme Township pursuant to action by the full Board of Trustees. I agree that I shall be bound by other rules, policies, regulations and terms and conditions of employment of Acme Township as they are from time to time changed.

I agree that any action or suit against Acme Township arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within one year of the event giving rise to the claim(s) (or the statutory limitations period, if shorter), or be forever barred. I waive any limitation periods to the contrary.


(Signature)

10/31/21
(Date)

November 3, 2021

Dear Acme Township Board Members,

I am very excited about the opportunity to join the Acme Township Clerks' office. I am confident that after reviewing my qualifications, you will find that my diverse customer service background combined with strong leadership and organizational skills will make me an asset to the Acme Township team.

As you will see in my attached resume, throughout my professional career I have led, organized and motivated people. I have also been trusted to implement and manage multi-million-dollar real estate portfolio budgets, successfully doing both while treating people with respect and maintaining the highest level of integrity.

After moving to Williamsburg from Indiana in 2017, I immediately felt at home. I look forward to opportunities to expand on that connection and be a positive contribution to the growth of our community.

Thank you for your consideration.

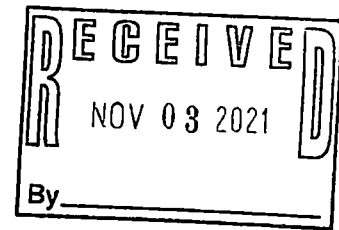
Sincerely,

Lisa Swanson

*4211 Williamston Ct.
Williamsburg, MI 49690*

[Redacted signature]

Lisa M. Swanson
4211 Williamston Court
Williamsburg, MI 49690
[REDACTED]
[REDACTED]



PROFILE

Experienced in management, sales and customer relations. Highly organized, success oriented, with a strong sense of responsibility. Team-player with proven leadership qualities. Possess creativity with flexible and efficient work habits. Understand the importance of providing superior customer service.

EXPERIENCE

2020-Present *Northern Michigan Veterinary Hospital, Williamsburg, MI*

Client Care Specialist

- Interacting with clients and coordinating communication between doctors and clients.
- Facilitate medication refills
- Manage patient medical records

2011-2016 *Barrett and Stokeby, Indianapolis, IN*

Regional Manager

- Directed the day-to-day operations to include maximizing occupancy rates and profit performance for seven communities composed of 2400 units. Reported to the Regional Vice President.
- Oversaw up to 60 staff, including seven Community Managers.
- Helped implement new property management software. Became "go-to" person to help guide and train new employees on RealPage software products.
- Reduced spending by 7.0% in final year through negotiation of services and tighter spending control on maintenance supplies.
- Maintained bad debt under 1.0% and aged delinquency under 1.5%.
- Increased traffic on social media reviewing sites, resulting in an average positive rating of 75% and driving new prospects.
- Implemented new procedures to increase customer satisfaction and executed leasing meetings to keep customer service at the forefront.
- Maintained an average overall occupancy of 95% over 5-year career.

2004-2016 *Home*

Mom

- Responsible for raising two kind human beings.

2001-2004 River Ridge Apartments, Indianapolis, IN

Property Manager

- Responsible for every operational facet of this 204-unit property.
- Recruit, interview, train, and evaluate all property employees.
- Forecast, develop, and implement annual property budget.
- Provide analysis and research on regional economic factors impacting occupancy rates.
- Developed creative marketing strategies to increase traffic and promote resident satisfaction and retention.
- Increased occupancy from 83% to 95% within 9 months of managing the property.

1998-2001 The Orchard Apartments, Indianapolis, IN

Property Manager

- Responsible for every operational facet of this 378-unit property.
- Recruit, interview, train, and evaluate all property employees.
- Forecast, develop, and implement annual property budget.
- Provide analysis and research on regional economic factors impacting occupancy rates.
- Developed creative marketing strategies to increase traffic and promote resident satisfaction and retention.
- Increased occupancy from 86% to 95% within 7 months of managing the property.

INTERESTS

My children and my dogs.

PROFESSIONAL SKILLS

Experienced with Microsoft Office

Experienced with Real Page property management software

ACME TOWNSHIP APPLICATION FOR EMPLOYMENT

6042 Acme Road, Williamsburg MI 49690

(231) 938-1350

(231) 938-1510 fax

www.acmetownship.org

To the Applicant: We appreciate your interest in working for Acme Township and assure you that we are interested in your qualifications. A clear understanding of your background and work history will assist us in seeking to place you in a position, which, in our judgment, best meets your qualifications.

We are an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, veteran status, age, qualified disability, marital status, height, weight, or any other characteristic protected by law.

PERSONAL

Name Swanson Lisa M. Date of Application 11/3/21
(Last) (First) (Middle)

Address 4811 Williamston Ct. Williamsburg MI 49690 Telephone Number [REDACTED]
(Number) (Street) (City) (Zip)

Are you 18 years or older? ☒ Yes ☐ No

Can you, after employment, submit verification of your legal right to work in the United States? ☒ Yes ☐ No

Have you been previously employed here? ☐ Yes ☒ No If yes, date(s) _____

Have you filed an application here before? ☐ Yes ☒ No If yes, date(s) _____

List any friends or relatives working here: Sarah Lawrence

EMPLOYMENT DESIRED

Position(s) applied for: Clerk

Kind of work sought: Full Time ☒ Part time ☐ Other _____

If part time, specify hours and days desired _____

Do you have any special training, skills, qualifications, or other experiences that relate to the position(s) applied for?

Worked in property management for over 10 years, 5 years of time I was Regional Manager.

Salary desired 43,000 +

Date available to start work TBD*

*have to give 2 week notice - I am available only Wednesday during my notice

Do you have any activities, commitments, or responsibilities (for example, school, other employment, etc.) which might, in any way, interfere with your ability to work full time, including overtime, in the position for which you are applying? my notice

☐ Yes ☒ No

Federal law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer.

Disabled employees and applicants may request an accommodation of their disability by notifying Acme Township in writing of the need for accommodation within 182 days of the date the person with a disability knows or should know that an accommodation is needed. Failure to properly notify the township will preclude any claim that the employer failed to accommodate the person with a disability.

EMPLOYMENT (List below your last four employers, starting with most recent one first) *please see attached Resume.*

1	Employer	Date		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
	Reason for Leaving			
2	Employer	Date		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
	Reason for Leaving			
3	Employer	Date		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
	Reason for Leaving			
4	Employer	Date		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
Supervisor				
	Reason for Leaving			

EDUCATION

	Name/Location	Number of Years Completed	Diploma/Degree	Courses of Study
Elementary	Parker City Elementary	6		
High School	Monte Central High School	6		
College				
Graduate				
Vocational/Training	School of Cosmetology	1 yr	yes	Cosmetology

Any other educational training?

Continuing education during Property Management, Continuing education for Cosmetologist license.

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1				
2				
3				

MILITARY SERVICE RECORD

Indicate any relevant experience you have received in the Armed Forces of the U.S. or in a State Militia. N/A

ADDITIONAL INFORMATION

Are you currently bound by any agreement with a former employer that prevents you from working here? ☐ Yes ☒ No

Have you ever been convicted of a crime? ☐ Yes ☒ No

If so, where, when and nature of offense: N/A

Do you have any felony charges pending against you? If so, please explain: N/A

Do you have a valid driver's license? ☒ Yes ☐ No

State any additional information that you feel may be helpful to us in considering your application: Please

allow me to talk with and/or give my two-week notice to my current employer before contacting them, thank you for your consideration.

Any other name you have used: N/A

AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment. I authorize Acme Township to verify any of the information concerning my employment, education, credit or medical history with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I authorize Acme Township to obtain my credit report and criminal history for use in considering my application for employment, and, if hired, for promotions or continued employment. I also authorize Acme Township to release any information requested by any of my prospective or subsequent employers without any obligation to give me written notice of such disclosure, and hereby release Acme Township and them from any liability whatsoever as a result of any such inquiries and disclosures.

If I am hired by Acme Township, I will be prohibited from disclosing any confidential information of the township or other confidential/proprietary information except as necessary in the course of performing my job.

I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the Supervisor or Manager of Acme Township pursuant to action by the full Board of Trustees. I agree that I shall be bound by other rules, policies, regulations and terms and conditions of employment of Acme Township as they are from time to time changed.

I agree that any action or suit against Acme Township arising out of my employment or termination of employment, including, but not limited to, claims arising under State or Federal civil rights statutes, must be brought within one year of the event giving rise to the claim(s) (or the statutory limitations period, if shorter), or be forever barred. I waive any limitation periods to the contrary.

Lisa Swanson
(Signature)

11/3/21
(Date)

Nancy Edwardson

From: Kris Hendrickson <klhendx@icloud.com>
Sent: Tuesday, November 16, 2021 5:16 PM
To: Nancy Edwardson
Subject: Fwd: Acme Greenworks site plan concerns

Hi Nancy,

I did spell the emails incorrectly. I just resent them, and it would seem they went ok with correct spelling this time. Just in case, I'm also sending this to you as well!

Thanks,
Kris

Sent from my iPhone

Begin forwarded message:

From: Kris Hendrickson <klhendx@icloud.com>
Date: November 16, 2021 at 5:06:41 PM EST
To: zoning@acmetowhship.org
Cc: dwhite@acmetowhship.org
Subject: RE: Acme Greenworks site plan concerns

Hi Lindsey

I stopped in at your office back in 2019 & we talked about the Acme Greenworks site plan for the Medical Grow facility that was proposed for the 28 acre parcel located at 6980 Bates Road; the site borders my property at 6900 Bates Road.

We talked about some features on the plan that were not present, such as the vegetative screening that was absent. I had explained that the site bordered my entire East line and all of my southern boundary as well. At that time, one building was approved, but 4 identical buildings were proposed for future approval.

When I expressed my concerns you stated that the site plan was incomplete. I spoke of the close proximity without the protection of screening and the fact that my home wasn't noted even though their site indicated my parcel & boundaries.

At the time, I mentioned that I had an estimate for removal of some evergreens that would increase exposure to unsightly buildings, noises and traffic from the Grow facility. Since the developers were required to have screening, (and the site plan was incomplete), my expectation was that these issues would be resolved before the site work began. Most of the 28 acres beyond the actual building site is an old hay field, so it's all open land. However, you advised me that cancelling my tree removal might be the best option, since that would block at least the front of their 1st building from my view. That was not what I expected to hear - to have the burden of the screening become my responsibility.

The week before the November 2021 monthly PC and board meetings, I asked to stop into the office & look over the current site plan that has been renewed and approved for Acme Greenworks.

How surprised & disappointed I was to see that the same thing has been approved again! Only one building is noted and detailed, but all 693 feet on my east side as well as all 330 feet across my south side are still left exposed-absolutely no vegetative screening at all where their open property borders mine.

Acme Greenworks is currently working to clear all the trees from the front of their site. They are also

excavating, leveling, and moving & hauling soil over large areas of the property. At least they are now moving the huge piles of tree debris to the far southeastern corner of their property from along our shared boundary.

Although they have installed erosion fencing along part of my east boundary, they haven't installed it in other areas where they are disturbing the soil. This seems to be a preview to all the unsightly industrial views, sounds and traffic exposure to come.

Please review what has been approved for Acme Greenworks & consider my concerns for any future development of this and any similar proposals for Acme township, especially if these businesses are planning to become mega sites for both Medical and Recreational processing in Residential Agricultural zones. To have all 28 acres at 6980 Bates Road covered with buildings such as the one approved is inappropriately high concentration in a location where all the surrounding properties are residences.

I would urge you to come and see what Acme Greenworks is becoming; go in far enough to see that the back of the approved building will be directly in view from my home, and consider what you would expect of your township and the ordinances that should protect residences from such projects in close proximity.

I look forward to your response,

Kristina Hendrickson
6900 Bates Road

Sent from my iPhone

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I look forward to your response,

Kristina Hendrickson
6900 Bates Road

Sent from my iPhone

Joslin E. Monahan

MEMBER

Grand Rapids

monahanj@millerjohnson.com

T 616.851.1754



Joslin Monahan is a trial and appellate litigation attorney experienced in municipal, real estate, business, adversarial bankruptcy, and land use and zoning litigation. Ms. Monahan has a robust, full-service cannabis law practice serving individuals and companies that grow, produce, distribute and sell a wide variety of goods and amenities.

Cannabis Law

Ms. Monahan is a recognized authority in emerging cannabis law matters, including entity formation, applicant requirements and background checks, and licensing with Michigan's Marijuana Regulatory Agency as well as municipal licenses, permits and ordinances. She counsels business interests in the cannabis industry, which encompasses marijuana, industrial hemp and CBD. Ms. Monahan has helped with financing structures, real property use, insurance coverage, dispute resolution, and regulatory compliance.

Beginning in 2012, Ms. Monahan served as Cooperating Attorney with the ACLU of Michigan in the critical decision making process supporting the decriminalization of the possession and use of

Joslin E. Monahan — Miller Johnson

Practice Areas

- Cannabis
- Business and Corporate
- Criminal
- White Collar
- Government Affairs

Education

- J.D., University of Maryland Francis King Carey Law School, 2007
- M.A., University of Montana, 2003
- B.A., *summa cum laude*, Hope College, 2000

Admissions

- Michigan
- Montana

Professional Affiliations and Honors

- International Cannabis Bar Association (INCBA)
- State Bar of Michigan's Marijuana Law Section
- Western Branch of the ACLU of Michigan, Chair (2015-present) and Member, Lawyers Committee
- University of Maryland Francis King Carey Law School: *Journal of Health Care Law and Policy*, Member; Phi Delta Phi, Member
- University of Montana: Philosophy Department full scholarship

marijuana in Grand Rapids. Ms. Monahan continues to be a vocal advocate for social justice issues, with particular emphasis on ensuring participants within the cannabis space create opportunities for persons of color wherever possible. The Michigan Supreme Court denied further review of the signature case in 2015, affirming the Michigan Court of Appeals 2013 dismissal of the prosecutor's lawsuit. This case helped pave the way for the eventual vote legalizing cannabis for recreational use in a statewide ballot in 2018.

Ms. Monahan is a member of the International Cannabis Bar Association (INCBA) and the State Bar of Michigan's Marijuana Law Section.

Articles and Presentations

Ms. Monahan is a frequent speaker on various cannabis and litigation related topics, including presentations on licensing, professional ethics, hemp regulations, and FDA compliance.

Professional Affiliations, Activities, and Honors

Ms. Monahan is Chair of the Western Branch of the ACLU of Michigan (6/2015 – Present) as well as a member of the Western Branch of the ACLU of Michigan (6/2014 – Present). She is also a member of the Lawyers Committee for the Western Branch of the ACLU of Michigan (10/2013 – Present).

Education

Ms. Monahan was awarded her law degree from the University of Maryland Francis King Carey Law School in 2007. While in law school, Ms. Monahan was a member of the *Journal of Health Care Law and Policy* and a member of Phi Delta Phi. Ms. Monahan also

received her Masters of Arts degree in Philosophy from the University of Montana in 2003, where she was the recipient of the University of Montana Philosophy Department full scholarship teaching assistantship. She obtained her B.A., *summa cum laude*, from Hope College in 2000 where she was awarded the Hope College Presidential Scholarship and was a member of Phi Beta Kappa.

Ms. Monahan is admitted to practice in the State of Michigan, the United States District Court for the Western District of Michigan, the State of Montana, the United States District Court for the District of Montana, United States Bankruptcy Court for the District of Montana, and the United States Court of Appeals for the Ninth Circuit.