



**APPROVED**

**ACME TOWNSHIP REGULAR BOARD MEETING  
6042 Acme Rd., Williamsburg MI 49690  
Remote Zoom Meeting  
Tuesday, October 6, 2020 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:01 p.m.**

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

**Members excused:** none

**Staff present:** J. Jocks, Legal Counsel, L. Wolf, Planning & Zoning Administrator, V. Donn, Recording Secretary

**A. LIMITED PUBLIC COMMENT:** Open at 7:06 pm

Josey Ballenger, Traverse City, introduced herself she is running for a trustee position on the Traverse City Area Public Schools Board of Education.

Joe Neller, Chief Government Affairs Officer and Co-founder of Green Peak Innovations based in Lansing, has a license for medical marihuana in Acme and urges the board to opt in for adult use recreational marihuana.

Alex Leonowicz, Redbud Roots, would like the township to opt-in to adult recreational use marihuana.

Patricia Scharf, 4252 5 Mile Rd, wants the board's help with the garbage and junk problem in a resident's yard on 5 Mile Rd.

Greg Klinger, Redbud Roots, wants the township to opt-in to adult use recreational marihuana, it is critical for the survival and success of their business.

Public comment closed at 7:19 pm

**B. APPROVAL OF AGENDA:**

White stated there are additions to K. New Business 3. Assessor Grand Traverse County, 4. Junk Ordinance, 5. Correspondence from Tart Trail grant request

**Motion by Nelson to approve the agenda with the addition to K. New Business 3. Assessor Grand Traverse County, 4. Junk Ordinance, 5. Correspondence from Tart Trail grant request, supported by Hoxsie. Roll call motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: 09/01/2020**

**Motion by Aukerman to approve the Board meeting minutes 09/01/2020 as presented, supported by Jenema. Roll call motion carried unanimously.**

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

**E. REPORTS**

- a. Clerk:** Dye reported they have currently sent out 1,842 ballots for the November election, normally the count is around 700. The auditors are conducting the year end audit. The financial statements will be presented at the next meeting for the board to review.

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The auditors pointed out the police fund expenses went over the budgeted amount. As discussed in previous meetings, the millage had to be raised because the township was not bringing in enough revenue to cover the expenses, the fund had been operating on the fund balance. The auditors allowed a reallocation of \$2,000 to the Police Fund and asked that the board be made aware. Dye will have a report clarifying this for the board to review at the next meeting.

**b. Parks:** No Report

**c. Legal Counsel** – Jocks reported the Engle complaint should be filed any day now it has gone through the process with the Attorney General office.

Peter Lepczyk is working on the review for the park contamination.

Because of the Supreme Court's order for Governor Whitmer, with the two statues she was using for the executive orders for COVID-19, one was deemed unconstitutional and the other had authority claim an emergency for 28 days, the legislation needs to reup the emergency order. The new orders with the Department of Health and Human Services limits the number of people allowed in a meeting, as of right now you can continue using Zoom. He is also working on the zoning ordinance.

**d. Sheriff:** Brian Abbring informed for the month of September there had been 6 citations, 12 crashes and 2 arrests in the township. The township now has two portable battery speed signs. They will be used until the end of the month and then put away for the winter. On October 24 he will be working at the township for the Take Back Drug Day.

**e. Supervisor:** White reported Northflight EMS is merging with MMR. He was told they are having a meeting that night. He will talk with them after to see if there are any changes for Acme Township and let the board know.

**F. SPECIAL PRESENTATIONS:** None

**G. CONSENT CALENDAR:**

**1. RECEIVE AND FILE:**

**a. Treasurer's Report**

**b. Clerk's Revenue/Expenditure Report**

**c. RecycleSmart Newsletter September 2020**

**2. APPROVAL:**

**1. Accounts Payable Prepaid of \$193,827.16 and Current to be approved of \$9,995.57  
(Recommend approval: Clerk, C. Dye)**

Jenema requested to have under 2. Approval, 1. Accounts Payable Prepaid of \$193,827.16 and Current to be approved of \$0 removed.

**Motion by Jenema to approve the Consent Calendar with the removal of 2. Approval, 1. Accounts Payable Prepaid \$193,827.16 and Current to be approved of \$0, supported by Hoxsie. Roll call motion carried unanimously.**

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

**Under 2. Approval, 1. Accounts Payable Prepaid of \$193,827.16 and Current to be approved of \$0.**

Jenema explained it should be 2. Approval 1. Accounts Payable Prepaid of \$193,827.16 and Current to be approval of \$9,995.57.

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**Motion by Jenema to approve the Consent Calendar of 2. Approval, 1. Accounts Payable Prepaid \$193,827.16 and Current to be approved of \$9,995.57, supported by Scott. Roll call motion carried unanimously.**

## **I. CORRESPONDENCE:**

- 1. Letter dated 08/24/20 from East Bay Township regarding intent to amend the Township's Master Plan**  
Wolf informed this is notification to inform East Bay Charter Township's intent to amend their Master Plan. A copy of the draft plan will be provided for review and comments in advance to the township's public hearing. The process on the plan can be viewed on their website.
- 2. Letter dated September 12, 2020, from various neighbors of property located at 4262 Five Mile Rd. regarding the nuisance junk situation**
- 3. Correspondence from Redbud Roots**
- 4. Letter dated 10/02/20 hand delivered by Jim Goss re: adult-use marijuana**

## **J. PUBLIC HEARING: None**

## **K. NEW BUSINESS:**

- 1. Supervisor's Appointment to Parks & Trails**  
White would like to appoint Matthew Morrison to the Parks & Trails Committee.

**Motion by Jenema to appoint Matthew Morrison to the Parks & Trails Committee to finish out the term for one-year ending June 30, 2021, supported by Aukerman. Roll call motion carried unanimously.**

- 2. Local 911 Surcharge Ballot proposal Nov 2020**  
Jason Torrey, 911 Director for Grand Traverse County, gave an overview on what will be proposed for the November ballot on the 911 surcharge.
- 3. Assessor Grand Traverse County Resolution #2020-22**  
Jenema explained this was sent by the county for a designated assessor. Back in 2018 there was an assessing reform that the legislator was working on with a lot of modifications. What came out of it for townships, is currently the AMAR. They come in and do an audit of the records every four years. The audit continuously changes throughout. If there are deficiencies, a township has a year to make the corrections. If the deficiencies are not made the State Tax Commission will step in and make sure the deficiencies get cured. This is how it exists today. Now instead of going through the State Tax Commission, there will be a designated assessor. Half of the townships involved, need to approve of the assessor. James Baker with Grand Traverse County Equalization Director has been requested. A motion to approve the resolution is needed for White to sign the resolution of the approval.

**Motion by Nelson to approve James Baker as Designated Assessor Grand Traverse County Resolution #2020-22, supported by Aukerman. Roll call motion carried unanimously.**

## **4. Junk Ordinance**

White explained the Sheriff was sent to the residence on 5 Mile and the owner does not answer the door. The appearance of the property is not a good situation. He has gotten with Jocks on revising the ordinance to try to rectify the problem.

Jocks explained the junk ordinance was completed in 2005 and at that time the prosecutor or sheriff proposed to have junk and noise be across the board with other township ordinances and there hasn't been any changes since. Currently the way it is written states only the sheriff can

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enforce the ordinance. Acme Township can't do it on their own. He gave proposed revisions to the current ordinance. The board discussed the revisions presented by Jocks.

**Motion by Nelson to have Resolution R#2020-02, sections 1-3 remain the same, section 4 to allow zoning administrator to enforce, section 5 revision to allow the township to be able to go to court, last section to appeal the current and adopt the new ordinance, and correct the numbers to the sections, supported by Aukerman. Roll call motion carried unanimously.**

**5. Letter from TART Trail to support for a Grant from TC Track Club**

White informed he was contacted by TART Trail for a letter of support for Traverse City Track Club for a grant of \$7,500 dollars to go towards the connector trail.

**Motion by Jenema to support the request from TART Trail for a grant from the TC Track Club for \$7,500 for the Tart Trail connector trail, supported by Aukerman. Motion carried unanimously.**

**L. OLD BUSINESS:**

**1. Discussion regarding Adult Use Recreational Marihuana.**

White stated he asked Jocks to put together a memo on adult use marihuana for the board to discuss.

After many questions and discussion White polled the board for consensus of working with the planning commission on the direction with limitations for the township to have adult use recreational marihuana (Scott no, Hoxsie yes, Aukerman yes, Nelson yes, Dye yes, Jenema yes, and White no)

Jocks will research some models and ordinances for the board to explore.

The board agreed to have a sub-committee give some direction first before going to the planning commission this will include Jocks, White, Jenema and Hoxsie to discuss and come back to the board.

**2. Special Road Assessment update**

White gave update on the SAD programs. Springbrook is ready for the township to mail out letters next week to property owners to reply for a tally of those in agreement for the SAD. He is waiting for a reply from the County on Hampshire. Scenic Hills is working on their petition, received 75 responses back from 92 property owners. They are waiting for an additional five people to send back their approval.

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

Opened at 9:43 pm

Brian Kelley, Acme resident, stated he has spoken with Ag property owners, they expressed to him that large processing warehouses should go in industry districts and not in Agriculture zones.

Patricia Scharf thanked the board for their help with the junk ordinance.

Public Comment closed at 9:45 pm

**ADJOURN: Motion by Scott to adjourn, supported by Hoxsie. Roll call motion carried unanimously. Meeting adjourned at 9:46 pm.**

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**CERTIFICATION**

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



Cathy Dye, CMMC, Acme Township Clerk



# Acme Township

6042 Acme Road | Williamsburg, MI | 49690

Phone: (231) 938-1350 Fax: (231) 938-1510 Web: [www.acmetownship.org](http://www.acmetownship.org)

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## PUBLIC NOTICE ACME TOWNSHIP

**NOTICE IS HEREBY GIVEN that  
The Regular Board Meeting has been scheduled on**

**Tuesday, October 6, at 7:00 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/87234547618>

Meeting ID: 872 3454 7618

One tap mobile

+13017158592,,86466644118# US (Germantown)

+13126266799,,86466644118# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 823 9878 9196

Find your local number: <https://us02web.zoom.us/j/kcWNfMg6Sx>



**ACME TOWNSHIP REGULAR BOARD MEETING  
ACME TOWNSHIP HALL  
6042 Acme Road, Williamsburg MI 49690  
Tuesday, October 6, 2020, 7:00 p.m.**

**GENERAL TOWNSHIP MEETING POLICIES**

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

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

**A. LIMITED PUBLIC COMMENT:**

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

**B. APPROVAL OF AGENDA:**

**C. APPROVAL OF BOARD MINUTES: 09/01/20**

**D.**

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

**F. REPORTS**

- a. Clerk - Dye**
- b. Parks –**
- c. Legal Counsel –**
- d. Sheriff –**
- e. Supervisor-**
- f. County –**

**G. SPECIAL PRESENTATIONS:**

- H. 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. RecycleSmart September 2020**

**2. APPROVAL:**

**Accounts Payable Prepaid of \$193,827.16 and Current to be approved of  
\$ (Recommend approval: Clerk, C. Dye)**

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

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

**I. CORRESPONDENCE:**

- 1. Letter dated 08/24/20 from East Bay Township regarding intent to amend the Township's Master Plan**

2. Letter dated September 12, 2020, from various neighbors of property located at 4262 Five Mile Rd regarding the nuisance junk situation
3. Correspondence from Redbud Roots
4. Letter dated 10/02/20 hand delivered by Jim Goss re: adult-use marijuana

**J. PUBLIC HEARING:**

**K. NEW BUSINESS:**

1. Supervisor's Appointment to Parks & Trails
2. Local 911 Surcharge Ballot proposal Nov 2020
3. Resolution Agreement for County Designated Assessor

**L. OLD BUSINESS:**

1. Discussion regarding Adult Use Recreational Marihuana
2. Special Road Assessments update

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

**ADJOURN**



**ACME TOWNSHIP REGULAR BOARD MEETING  
6042 Acme Rd., Williamsburg MI 49690  
Remote Zoom Meeting  
Tuesday, August 11, 2020 7:00 p.m.**

**CALL TO ORDER WITH PLEDGE OF ALLEGIANCE at 7:02 p.m.**

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

**Members excused:** none

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

**A. LIMITED PUBLIC COMMENT:** Open at 7:02 pm

Brian Kelley, Acme resident, would like to see more clarity in the minutes of the I.T. Right quote on the cost and what was all covered for the new computers.

Public comment closed at 7:05 pm

**B. APPROVAL OF AGENDA:**

**Motion by Jenema to approve the agenda with removal of under K. New Business 5. DNR Trust Fund Development Project Agreement: Resolution and addition to L. Old Business. 3. Business Computer Bids, supported by Aukerman. Roll call motion carried unanimously.**

**C. APPROVAL OF BOARD MINUTES: Regular meeting 7/07/20**

**Motion by Aukerman to approve the Board meeting minutes of 7/07/20 as presented, supported by Dye. Roll call motion carried unanimously.**

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

**E. REPORTS**

**a. Clerk:** Dye reported the August 4<sup>th</sup> State Primary Election went well and the three biggest changes that they experienced in this Election were.

- The increase in absent voter ballots received, total returned 1,118 issued was 1,356
- Preparing the Election Precincts with proper Covid-19 spacing and making sure election workers were safe, regarding masks, face shields, sneeze guards and sanitizing booths, pens, tabulator and secrecy sleeves.
- Residents can now register to vote on the day of Election and vote.

**b. Parks:** Jenema informed they are not sure when the joint meeting on the Tart Trail connector that runs down Bunker Hill Road to Meijer property and to Bayside Park, will meet. This section of the trail is not that controversial as going up the highway. The intention is to still do this meeting when able to. The Parks & Trails Committee is working on playground equipment options, talking with vendors and trying to get the pricing down.

**c. Legal Counsel** – No reported

**d. Sheriff:** Brian Abbring informed the July report shows a breakdown of citations and traffic incidents. He has been focusing on the traffic issues on US-31, the speed sign has been placed there to help with the situation.

- e. **Supervisor:** White informed a letter has been received by Lormax Stern to lower their assessment at the former Kmart building. He has gotten with Dawn Kuhns, the Township Assessor on their request, they have decided to go to tribunal on it. He is working with Metro on the 2021 budget.
- f. **County:** G. LaPointe reported on the progress of the TC Senior Center. The language on the millage will not be on the November ballot. There were issues with using the current site, parking, property owned by the city, looking for land somewhere else, and a 50-year lease by the city for the existing building with them still in control of shuffle courts and grounds.
- g. **FEMA- National Flood Insurance Rate Program:** White informed there is information on FEMA National Flood Insurance program in the packet and if anyone has any questions to let him know. It is basically information for the board to review.

**F. SPECIAL PRESENTATIONS: Chief Pat Parker – 2021 Metro Fire Budget and 2021 Millage Proposal 2.45 mils**

Chief Parker gave an overall of the 2021 Metro Fire Budget and 2021 Millage Proposal. Looking at a 2.45 mills, approximately \$218,816 of additional revenue from Townships in 2021. A COLA wage increase from 0 to 3%, budget capital expenditures to purchase a \$45,000 new chief's vehicle to replace the 2008 now used and a new Tanker 11 at \$350,000 to replace a 1983 tanker. Budget in PIF assumes financing Station 11 remodel in 2020, resulting in annual debt payments. He is working with White on land to purchase for a future Acme fire station when a grant comes in that they can meet.

Chief Parker will be at the September board meeting for the Public Hearing on the Metro budget.

**G. CONSENT CALENDAR:**

**1. RECEIVE AND FILE:**

- a. **Treasurer's Report**
- b. **Clerk's Revenue/Expenditure Report and Balance Sheet**
- c. **RecycleSmart Newsletter**
- d. **Draft Unapproved meeting minutes**
  - 1. **Planning Commission 7/13/20**

**2. APPROVAL:**

- 1. **Accounts Payable Prepaid of \$63,471.94 and Current to be approved of \$7,530.83. (Recommend approval: Clerk, C. Dye)**

Nelson requested to have under 1. Receive and File, d. Draft Unapproved meeting minutes 1. Planning Commission 7/13/20 minutes removed.

Dye requested to have under 1. Receive and File, b. Clerk's Revenue/Expenditure Report and Balance Sheet removed.

**Motion by Aukerman to approve the Consent Calendar with the removal under 1. Receive and File, d. Draft Unapproved meeting minutes 1. Planning Commission 7/13/20 minutes and under 1. Receive and File, b. Clerk's Revenue/Expenditure Report and Balance Sheet, supported by Scott. Roll call motion carried unanimously.**

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

- 1. Nelson requested to have under 1. Receive and File, d. Draft Unapproved meeting minutes 1. Planning Commission 7/13/20 minutes removed.
- 2. Dye requested to have under 1. Receive and File, b. Clerk's Revenue/Expenditure Report and Balance Sheet removed.

Nelson would like to have an update on the Lormax Stern project of possibly withdrawing their PD

application as noted in the Planning Commission minutes.

Wolf informed nothing in writing has come for their withdrawal. She had a good conversation with Daniel Stern and he would like to explore his options and move forward with the project. Jeff Jocks, Shawn Winter, Karly Wentzloff, and herself will be working with him on some of the issues. It gives them the opportunity to fix some of the language and short falls that have occurred in the Planned Development process for future developers.

Dye wanted the board to be aware the balance sheet reported for June 30th and numbers will be adjusted when they go through audit scheduled to happen in October. There will be changes once the audit has been completed. General entries will change, for example June's income that comes in July will need to be adjusted and make sure they are correct.

**Motion by Jenema to approve 1. Planning Commission 7/13/20 minutes and b. Clerk's Revenue/Expenditure Report and Balance Sheet as presented, supported by Scott. Roll call motion carried unanimously.**

**I. CORRESPONDENCE:** None

**J. PUBLIC HEARING:** None

**K. NEW BUSINESS:**

**1. Discussion on Regulations on Garage Sales: potential police power ordinance**

Wolf wanted to ask the board if a police power ordinance would be appropriate to regulate garage/yard/estate sales. The township has been experiencing issues with sales occurring for extended periods of time. Brian Abbring has helped to enforce with those not staying in the regulations. Her recommendation would be to draft an ordinance with the assistance of the township attorney to present at the September 1<sup>st</sup> board meeting.

The board discussed situations in the township and agreed to not issue permits due to the limitation of staff time and resources. Wolf will draft an ordinance with the assistance of the township attorney to present at the September 1 board meeting.

**Motion by Scott to have Wolf do a draft of the language for a police ordinance for regulation of garage sales to have the board review, supported by Hoxsie. Motion carried unanimously.**

**2. Signs for Cemetery and Bayside Park**

Jenema gave an update on the signs for the cemeteries and Bayside Park. The estimate cost for Image360 to do all of them would be \$11,182,72. The signs will have the same design to keep them uniformed around the township. She would make sure the signs follow the township's ordinance.

White suggested to add a bit more to approving the bid to make sure all the costs are covered.

**Motion by Dye to accept the estimate for signs by Image360 for \$11,500, supported by Aukerman. Roll call motion carried unanimously.**

**3. Township Donation - CCAT**

Jenema explained an email that was sent to the township from Denny Rohn with CCAT in response to the rain garden's condition that they had given a donation of \$1,400 for the plants. They also stated this was not a good location for the memorial rock for Erick Takayama because of the garden's current state. The rock has now been moved to the Sweetwater Garden Club area. Secondly, they gave a \$1,725 donation for memorial benches that they felt were re-used.

Jenema stated the plants were put in following the design donated by a landscape architect, but due to high water levels and the issue of the area not draining, the plants have not grown as expected. All Nine benches ranging in value from \$2,215 to \$2,545 were new and identical in quality and condition. Each bench was adopted for \$1,500 which included the commemorative plaque. CCAT had purchase an additional plaque for this bench at their cost of \$225. Acme Township contributed the remaining balance. CCAT was the final applicant to adopt a bench which was the one used as an example of the Adopt -A-Bench program.

Jenema wanted to know how the board and CCAT representatives wanted to move forward and if a refund of their plant donation should be given.

Rachelle Babcock, 4261 Bartlett Rd., stated now that they had a better explanation of the benches, they are fine with their donation. As far as the plants they realized it didn't work and would like to see that area improved. They are not looking for a refund and wanted to know what they could do to help better that area.

Jenema said there has been contact with the township engineer on the draining issue. Some of the plants are coming back and the Parks & Trails Committee would like to define that area keeping it natural with rocks and a berm.

Michelle Rohn, 9267 Shaw Rd., suggested a natural looking pond with a fountain spraying out water to interact with children.

Aukerman said rain gardens take time to mature. She suggested to have the Parks & Trails Committee take the lead on this project and keep everyone updated.

White has the plans on where the drains are located. The high-water table right now are keeping the drains full. There is also a constant spring that flows.

Jenema mentioned CCAT also gave a \$500 donation for the Art-in-the-Park program that currently is not being developed. She would like to know if they would like the township to keep it with the intent that the program will still be done in the future.

Michielle Rohn, said to keep the donation for the future project.

Jenema noted it will be kept for now and they will be given an update on the program when available.

**4. Mowing South Bayside Park Area**

Jenema informed down by the DNR launch at the end of Bunker Hill Road, is an area not owned by the township that is privately owned. The outdoor maintenance company the township uses has been mowing it not realizing it was not the townships. She wants the boards input on maybe moving the rocks to make a boundary and to stop mowing it.

Nelson suggested to also place a sign to inform people it is privately owned.

Aukerman recommended to notify the landowner in writing on what is being done.

**Motion by Nelson to place one private property sign and a barrier on the lot line at the supervisors' discretion, supported by Hoxsie. Roll call motion carried unanimously.**

**5. DNR Trust Fund Development Project Agreement: Resolution – Removed to be on September board meeting**

**6. Berm quotation: Bayside Park**

White stated this is for over by the Shell Minimart to create a berm of park trees. The cost will come out of the maintenance fund. Bids were given by Barker Creek, Pine Hill and Zimmerman Landscaping as being the lowest bid of \$1,866.03.

**Motion by Jenema to approve the Zimmerman's bid of \$1866.03, supported by Dye. Roll call motion carried unanimously.**

**7. Resolution R#2020-18 for Budget adjustment 2020/21 Budget**

White said this was for when the batteries were purchased from Miscellaneous Fund 207-line 956 amended amount of \$700 with new balance of \$1,500. It was an expenditure for that fund.

**Motion by Jenema to approve Resolution R#2020-18 for budget adjustment in Fund 207, supported by Nelson. Roll call motion carried unanimously.**

**L. OLD BUSINESS:**

**1. Recreational Marihuana Meeting Request – 08/18/20**

White stated RedBud Roots has paid to have a special meeting on Tuesday, August 18 at 7:00 pm by Zoom to discuss recreational marihuana with the board. Nelson has another commitment on that date.

Jenema suggested to have information in advance to give the board a better understanding on the difference from medical marijuana and how it is regulated.

White informed Jeff Jocks, legal counsel for the township, will be attending the meeting. In an article in the Planning and Zoning news, there is information on medical marihuana for townships. Wolf will get a copy for each board member to read. White will get with RedBud to send some information on the subject before the meeting for them to review.

**2. Continued discussion on Restrictive covenant – Acme Shell Minimart**

White said Jeff Jocks received all the papers related to the restrictive covenant which were quite extensive. Jocks can give the documents to Peter Lepczyk to review and give his opinion. The cost to have him do that would cost \$2,000. There is nothing that can be changed or hold anyone accountable.

Scott suggested to contact Shell and see if they would partner with the township to go in on the research and have the study updated for future use.

Jenema would like to see someone with qualifications to give a recommendation of what to do as a result from this and not just to be given a bunch of numbers.

White will get with Jocks on his option with conclusions on why and bring this topic back to next month's meeting.

Aukerman would be interested to have Jock's opinion on Shell working with the township on this.

**3. Business Computers Bids**

White explained there is two different options to go with according to the bid.

Jenema said at the last meeting it was agreed to use I.T. Right and they need to decide which option to go with. She recommends Option 2, network \$5,306.30, 4 laptops and 2 workstations, the additional screens which might be reduced depending if there is one working at \$7,123.84, annual contract cost of \$4,200, office upgrade \$900, total annual cost of \$5,100 and remote access of \$275.

**DRAFT UNAPPROVED**

**Motion by Jenema to go with I.T. Right Option 2, network \$5,306.30, 4 laptops and 2 workstations, the additional screens which might be reduced depending if there is one working at \$7,123.84, annual cost of \$4,200, office upgrade \$900, total annual cost of \$5,100 and remote access of \$275, supported by Nelson. Roll call motion carried unanimously.**

**PUBLIC COMMENT & OTHER BUSINESS THAT MAY COME BEFORE THE BOARD:** Opened at 9:17 pm

Brian Kelley, Acme resident, voiced his concerns on the Tart trail portion with the change of the easement on the KOTI development. He sees a problem with it and feels it needs to be looked at.

Public Comment closed at 9:21 pm

**ADJOURN: Motion by Hoxsie to adjourn, supported by Nelson. Roll call motion carried unanimously. Meeting adjourned at 9:21 pm.**

**CERTIFICATION**

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

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Cathy Dye, CMMC, Acme Township Clerk

Division Daily Officer Summary  
Officer 8/1/2020 - 8/31/2020

Location	Activity	Hours
Patrol		
Abbring, Brian 43		
acme		
	26000 fraud	2.50
	50000 Obstructing Courts	1.75
	57000 trespassing	1.75
	911 hangups	0.50
	93001 accident, traffic pda	1.75
	93001 accident, traffic pia	2.75
	93006 Traffic Policing/Assist	3.75
	94002 false alarm	0.25
	98003 property checks	12.25
	98007 suspicious situation	0.50
	99002 Natural Death	2.00
	99006 public relations	5.25
	99008 assist	5.25
	accident, pia followup/report	1.25
	administrative	7.50
	breaks	2.00
	maintenance equip/vehicle	0.25
	Residential Patrol	8.00
	ticket issued	0.00
	Traffic Patrol	28.00
	warning issued	0.00
		<u>87.25</u>
blair		
	administrative	0.50
	breaks	3.50
		<u>4.00</u>
east bay		
	13000 assault	1.00
	93006 Traffic Policing/Assist	1.25
	99008 assist	1.50
	maintenance equip/vehicle	4.00
	Traffic Patrol	1.00
	warning issued	0.00
		<u>8.75</u>
garfield		
	99002 Natural Death	3.25
	maintenance equip/vehicle	2.50
		<u>5.75</u>
green lake		
	maintenance equip/vehicle	2.00
		<u>2.00</u>
lec		
	26000 fraud	0.50
	98008 lost and found property	0.50
	99002 Natural Death	3.75
	administrative	11.75
	maintenance equip/vehicle	0.75
		<u>17.25</u>
off duty		
	off duty	0.00
		<u>0.00</u>
recreational vehicle building		
	administrative	3.00
	breaks	0.50
	COVID-19 RELATED	0.50
	maintenance equip/vehicle	2.50
	Residential Patrol	0.50
		<u>7.00</u>

Division  
Officer

## Daily Officer Summary

8/1/2020 - 8/31/2020

Location	Activity	Hours
Patrol		
Abbring, Brian 43		
traverse city		
	administrative	0.50
		0.50
whitewater		
	911 hangups	0.75
	94002 false alarm	1.00
		1.75
	Abbring, Brian	134.25
	Patrol	134.25
	Total	134.25

## Grand Traverse County Sheriff

Page 1 of 1

## Daily Count

09/18/20 07:39:04

Division

Officer

8/1/2020 - 8/31/2020

Paper

Location

Traffic Citation Warning

service Accident

Patrol

Abbring, Brian 43

acme

east bay

9

1

8

6

3

3

Abbring, Brian

12

1

11

0

6

Patrol

12

1

11

0

6

Total

12

1

11

0

6

09/28/2020 03:42 PM  
User: SARAH  
DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
FROM 08/01/2020 TO 08/31/2020

Page: 1/2

Bank Code		Beginning Balance 08/01/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
Fund	Description				
CHASE	GENERAL FUND				
101	GENERAL FUND	973,498.68	100,750.40	59,623.33	1,014,625.75
206	FIRE FUND	64,172.00	0.00	8,433.21	55,738.79
207	POLICE PROTECTION	(3,090.11)	0.00	0.00	(3,090.11)
208	PARK FUND	15,468.64	696.75	0.00	16,165.39
209	CEMETERY FUND	16,273.92	1,450.00	450.00	17,273.92
212	LIQUOR FUND	1,739.24	12,075.80	0.00	13,815.04
	GENERAL FUND	<u>1,068,062.37</u>	<u>114,972.95</u>	<u>68,506.54</u>	<u>1,114,528.78</u>
FARM	FARMLAND PRESERVATION				
225	FARMLAND PRESERVATION	1,077,045.17	45.43	0.00	1,077,090.60
	FARMLAND PRESERVATION	<u>1,077,045.17</u>	<u>45.43</u>	<u>0.00</u>	<u>1,077,090.60</u>
FARMM	FARMLAND PRESERVATION - MONEY MARKET				
225	FARMLAND PRESERVATION	5,211.73	0.22	0.00	5,211.95
	FARMLAND PRESERVATION - MONEY MARKET	<u>5,211.73</u>	<u>0.22</u>	<u>0.00</u>	<u>5,211.95</u>
GENHY	GENERAL FUND - HIGH YIELD				
101	GENERAL FUND	157,710.12	13.36	0.00	157,723.48
	GENERAL FUND - HIGH YIELD	<u>157,710.12</u>	<u>13.36</u>	<u>0.00</u>	<u>157,723.48</u>
GENMM	GENERAL FUND - MONEY MARKET				
101	GENERAL FUND	299,426.49	11.04	0.00	299,437.53
	GENERAL FUND - MONEY MARKET	<u>299,426.49</u>	<u>11.04</u>	<u>0.00</u>	<u>299,437.53</u>
PARKS	BAYSIDE PARK				
403	NAKWEMA TRAILWAY FUND	33,993.68	0.00	0.00	33,993.68
	BAYSIDE PARK	<u>33,993.68</u>	<u>0.00</u>	<u>0.00</u>	<u>33,993.68</u>
PETTY	PETTY CASH				
101	GENERAL FUND	200.00	0.00	0.00	200.00
	PETTY CASH	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
SADH	HOLIDAY 818				
811	HOLIDAY HILLS AREA IMPROVEMENT	302,516.98	0.00	0.00	302,516.98
	HOLIDAY 818	<u>302,516.98</u>	<u>0.00</u>	<u>0.00</u>	<u>302,516.98</u>

09/28/2020 03:42 PM  
User: SARAH  
DB: ACME TOWNSHIP

CASH SUMMARY BY BANK FOR ACME TOWNSHIP  
FROM 08/01/2020 TO 08/31/2020

Page: 2/2

Bank Code Fund	Description	Beginning Balance 08/01/2020	Total Debits	Total Credits	Ending Balance 08/31/2020
SEWER	ACME RELIEF SEWER				
590	ACME RELIEF SEWER	2,512,982.37	106.01	20,327.35	2,492,761.03
591	WATER FUND- HOPE VILLAGE	2,241.43	0.00	827.45	1,413.98
	ACME RELIEF SEWER	<u>2,515,223.80</u>	<u>106.01</u>	<u>21,154.80</u>	<u>2,494,175.01</u>
SEWMM	ACME RELIEF SEWER MONEY MARKET				
590	ACME RELIEF SEWER	197,936.17	7.30	0.00	197,943.47
	ACME RELIEF SEWER MONEY MARKET	<u>197,936.17</u>	<u>7.30</u>	<u>0.00</u>	<u>197,943.47</u>
SHORE	SHORELINE PRESERVATION				
296	SHORELINE PPRESERVATION	1,386.95	0.06	0.00	1,387.01
	SHORELINE PRESERVATION	<u>1,386.95</u>	<u>0.06</u>	<u>0.00</u>	<u>1,387.01</u>
TAX	CURRENT TAX COLLECTION				
703	CURRENT TAX COLLECTION	529,892.53	1,752,644.68	993,324.13	1,289,213.08
	CURRENT TAX COLLECTION	<u>529,892.53</u>	<u>1,752,644.68</u>	<u>993,324.13</u>	<u>1,289,213.08</u>
TRUST	TRUST & AGENCY				
701	TRUST AND AGENCY	4,000.00	0.00	0.00	4,000.00
	TRUST & AGENCY	<u>4,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,000.00</u>
	TOTAL - ALL FUNDS	<u>6,192,605.99</u>	<u>1,867,801.05</u>	<u>1,082,985.47</u>	<u>6,977,421.57</u>

*Sarah Lawrence*  
9/28/20

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT PROPERTY TAXES	252,000.00	0.00	0.00	252,000.00	0.00
101-000-412.000	PERSONAL PROP TAXES	16,000.00	0.00	0.00	16,000.00	0.00
101-000-445.020	PENALTIES& INTEREST	2,500.00	0.00	0.00	2,500.00	0.00
101-000-447.000	ADMINISTRATIVE FEE 1%	111,300.00	15,575.40	9,610.14	95,724.60	13.99
101-000-448.000	CABLE TV FEE	86,400.00	21,366.79	21,366.79	65,033.21	24.73
101-000-465.000	PASSPORT FEES	1,500.00	35.00	35.00	1,465.00	2.33
101-000-574.000	ST SHARED SALES TAX	384,104.00	0.00	0.00	384,104.00	0.00
101-000-577.000	SWAMP TAX	1,450.00	0.00	0.00	1,450.00	0.00
101-000-602.000	GRANTS	15,000.00	0.00	0.00	15,000.00	0.00
101-000-602.004	ENDOWMENT	9,465.00	0.00	0.00	9,465.00	0.00
101-000-607.000	CHARGES FOR SERVICES	3,010.00	1,429.46	1,181.00	1,580.54	47.49
101-000-608.001	Zoning Fees	17,600.00	1,730.00	165.00	15,870.00	9.83
101-000-610.000	Revenues for Escrow Account	6,200.00	6,500.00	3,000.00	(300.00)	104.84
101-000-631.000	CONS INDUSTRY ANNUAL MAINT FE	7,800.00	0.00	0.00	7,800.00	0.00
101-000-665.000	INTEREST ON INVESTMENTS	510.00	26.45	0.00	483.55	5.19
101-000-665.001	INTEREST SEPTAGE RECEIVED	2,450.00	0.00	0.00	2,450.00	0.00
101-000-667.000	RENT-PARKS	120.00	140.00	80.00	(20.00)	116.67
101-000-671.010	CIVIL INFRACTION FEES	100.00	0.00	0.00	100.00	0.00
101-000-676.000	REIMBURSEMENTS	24,000.00	2,441.35	445.86	21,558.65	10.17
Total Dept 000		941,509.00	49,244.45	35,883.79	892,264.55	5.23
TOTAL REVENUES		941,509.00	49,244.45	35,883.79	892,264.55	5.23
Expenditures						
Dept 000						
101-000-465.001	POSTAGE FOR PASSPORTS	450.00	0.00	0.00	450.00	0.00
101-000-992.000	CONTINGENCY	56,000.00	0.00	0.00	56,000.00	0.00
101-000-994.000	TC TALUS CONTRACT SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
101-000-997.300	FOURTH OF JULY FIREWORKS	300.00	0.00	0.00	300.00	0.00
101-000-998.000	GT COUNTY ROAD COMMISSION TART	5,000.00	1,000.00	0.00	4,000.00	20.00
Total Dept 000		62,750.00	1,000.00	0.00	61,750.00	1.59
Dept 101 - TOWNSHIP BOARD OF TRUSTEES						
101-101-702.000	SALARIES	35,300.00	6,050.00	2,900.00	29,250.00	17.14
101-101-703.001	SECRETARY	33,590.00	6,872.00	2,576.80	26,718.00	20.46
101-101-705.001	PER DIEM TRUSTEES	300.00	0.00	0.00	300.00	0.00
101-101-714.000	FICA LOCAL SHARE	5,400.00	1,036.07	437.20	4,363.93	19.19
101-101-726.000	SUPPLIES & POSTAGE	1,800.00	13.80	0.00	1,786.20	0.77
101-101-801.000	ACCOUNTING & AUDIT	11,000.00	0.00	0.00	11,000.00	0.00
101-101-801.001	INTERNAL ACCOUNTANT	600.00	0.00	0.00	600.00	0.00
101-101-802.001	ATTORNEY SERVICES LITIGATION	1,200.00	22.50	22.50	1,177.50	1.88
101-101-802.002	ATTORNEY SERVICES	12,000.00	540.00	540.00	11,460.00	4.50
101-101-802.005	CONTRACTED COMMUNITY SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-101-803.003	ENGINEERING SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	27,500.00	8,805.72	7,716.72	18,694.28	32.02
101-101-804.001	BSA SOFTWARE SUPPORT	6,300.00	0.00	0.00	6,300.00	0.00
101-101-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-101-874.000	RETIREMENT/PENSION	3,900.00	819.15	328.46	3,080.85	21.00
101-101-900.000	PUBLICATIONS	2,100.00	147.45	147.45	1,952.55	7.02
101-101-910.000	INSURANCE	6,500.00	1,018.93	432.54	5,481.07	15.68
101-101-958.000	EDUCATION/TRAINING/CONVENTION	300.00	0.00	0.00	300.00	0.00

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-101-960.000	dues subscriptions	6,100.00	0.00	0.00	6,100.00	0.00
Total Dept 101 - TOWNSHIP BOARD OF TRUSTEES		184,090.00	25,325.62	15,101.67	158,764.38	13.76
Dept 171 - SUPERVISOR EXPENDITURES						
101-171-702.000	SALARIES	40,000.00	7,692.30	3,076.92	32,307.70	19.23
101-171-714.000	FICA LOCAL SHARE	3,100.00	522.65	202.49	2,577.35	16.86
101-171-726.000	SUPPLIES & POSTAGE	50.00	0.00	0.00	50.00	0.00
101-171-860.000	TRAVEL & MILEAGE	300.00	0.00	0.00	300.00	0.00
101-171-874.000	RETIREMENT/PENSION	4,750.00	769.20	307.68	3,980.80	16.19
101-171-910.000	INSURANCE	13,000.00	1,828.20	914.10	11,171.80	14.06
101-171-958.000	EDUCATION/TRAINING/CONVENTION	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 171 - SUPERVISOR EXPENDITURES		62,700.00	10,812.35	4,501.19	51,887.65	17.24
Dept 191 - ELECTION EXPENDITURES						
101-191-702.000	SALARIES	10,000.00	4,362.00	3,812.75	5,638.00	43.62
101-191-714.000	FICA LOCAL SHARE	100.00	21.63	21.63	78.37	21.63
101-191-726.000	SUPPLIES & POSTAGE	5,500.00	1,936.91	1,285.27	3,563.09	35.22
101-191-874.000	RETIREMENT/PENSION	0.00	28.27	28.27	(28.27)	100.00
101-191-900.000	PUBLICATIONS	200.00	86.85	86.85	113.15	43.43
Total Dept 191 - ELECTION EXPENDITURES		15,800.00	6,435.66	5,234.77	9,364.34	40.73
Dept 209 - ASSESSOR'S EXPENDITURES						
101-209-702.000	SALARIES	5,500.00	833.34	416.67	4,666.66	15.15
101-209-714.000	FICA LOCAL SHARE	400.00	63.75	31.88	336.25	15.94
101-209-726.000	SUPPLIES & POSTAGE	3,500.00	58.85	0.00	3,441.15	1.68
101-209-803.002	ASSESSING CONTRACT SERVICES	45,500.00	11,368.74	3,789.58	34,131.26	24.99
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-209-804.000	SOFTWARE SUPPORT & PROCESSIN	0.00	235.00	235.00	(235.00)	100.00
Total Dept 209 - ASSESSOR'S EXPENDITURES		57,900.00	12,559.68	4,473.13	45,340.32	21.69
Dept 215 - CLERK'S EXPENDITURES						
101-215-702.000	SALARIES	41,508.00	7,982.30	3,192.92	33,525.70	19.23
101-215-703.000	WAGES DEPUTY/SEC/PRT TIME	21,503.00	5,399.00	2,053.90	16,104.00	25.11
101-215-714.000	FICA LOCAL SHARE	4,906.00	889.59	343.56	4,016.41	18.13
101-215-726.000	SUPPLIES & POSTAGE	700.00	175.69	0.00	524.31	25.10
101-215-860.000	TRAVEL & MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-215-874.000	RETIREMENT/PENSION	6,267.00	1,338.15	524.69	4,928.85	21.35
101-215-910.000	INSURANCE	12,500.00	1,950.72	975.36	10,549.28	15.61
101-215-958.000	EDUCATION/TRAINING/CONVENTION	1,700.00	0.00	0.00	1,700.00	0.00
Total Dept 215 - CLERK'S EXPENDITURES		90,084.00	17,735.45	7,090.43	72,348.55	19.69
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES	1,000.00	0.00	0.00	1,000.00	0.00
101-247-714.000	FICA LOCAL SHARE	75.00	0.00	0.00	75.00	0.00
101-247-900.000	PUBLICATIONS	50.00	0.00	0.00	50.00	0.00
101-247-956.000	MISCELLANEOUS	160.00	0.00	0.00	160.00	0.00

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-958.000	EDUCATION/TRAINING/CONVENTIONS	250.00	0.00	0.00	250.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,535.00	0.00	0.00	1,535.00	0.00
Dept 253 - TREASURER'S EXPENDITURES						
101-253-702.000	SALARIES	25,159.00	4,838.25	1,935.30	20,320.75	19.23
101-253-703.000	WAGES DEPUTY/SEC/PRT TIME	28,610.00	5,484.56	2,200.76	23,125.44	19.17
101-253-714.000	FICA LOCAL SHARE	4,592.00	848.54	339.94	3,743.46	18.48
101-253-726.000	SUPPLIES & POSTAGE	5,600.00	783.54	0.00	4,816.46	13.99
101-253-860.000	TRAVEL & MILEAGE	200.00	0.00	0.00	200.00	0.00
101-253-874.000	RETIREMENT/PENSION	5,531.00	1,109.21	444.38	4,421.79	20.05
101-253-910.000	INSURANCE	4,000.00	769.25	307.70	3,230.75	19.23
101-253-958.000	EDUCATION/TRAINING/CONVENTION	400.00	0.00	0.00	400.00	0.00
Total Dept 253 - TREASURER'S EXPENDITURES		74,092.00	13,833.35	5,228.08	60,258.65	18.67
Dept 265 - TOWNHALL EXPENDITURES						
101-265-726.000	SUPPLIES & POSTAGE	3,000.00	79.98	79.98	2,920.02	2.67
101-265-851.000	CABLE INTERNET SERVICES	4,290.00	709.42	354.71	3,580.58	16.54
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	18,200.00	2,108.19	1,105.21	16,091.81	11.58
101-265-921.000	STREET LIGHTS	12,000.00	1,017.07	951.07	10,982.93	8.48
101-265-922.000	DTE GAS	3,800.00	42.25	42.25	3,757.75	1.11
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	1,280.83	575.34	18,719.17	6.40
101-265-970.000	CAPITAL OUTLAY	34,000.00	0.00	0.00	34,000.00	0.00
Total Dept 265 - TOWNHALL EXPENDITURES		96,010.00	5,297.74	3,168.56	90,712.26	5.52
Dept 410 - PLANNING & ZONING EXPENDITURES						
101-410-702.001	PLANNING & ZONING ASSISTANT	30,160.00	0.00	0.00	30,160.00	0.00
101-410-702.002	PLANNING & ZONING ADMINISTRATOR	60,000.00	11,442.30	4,576.92	48,557.70	19.07
101-410-705.000	PER DIEM PLANNING/ZBA	11,000.00	1,900.00	0.00	9,100.00	17.27
101-410-714.000	FICA LOCAL SHARE	7,000.00	985.65	332.61	6,014.35	14.08
101-410-726.000	SUPPLIES & POSTAGE	200.00	0.00	0.00	200.00	0.00
101-410-726.001	POSTAGE T & A	120.00	0.00	0.00	120.00	0.00
101-410-802.001	ATTORNEY SERVICES LITIGATION	500.00	0.00	0.00	500.00	0.00
101-410-802.002	ATTORNEY SERVICES	10,500.00	960.00	960.00	9,540.00	9.14
101-410-802.003	ATTORNEY T & A	1,000.00	0.00	0.00	1,000.00	0.00
101-410-803.000	PLANNER SERVICES	7,000.00	0.00	0.00	7,000.00	0.00
101-410-803.001	PLANNING CONSULTANT	12,500.00	1,487.86	0.00	11,012.14	11.90
101-410-803.003	ENGINEERING SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-410-803.004	ENGINEERING SERVICES T&A	3,000.00	0.00	0.00	3,000.00	0.00
101-410-803.005	PLANNING & CONSULTANT T & A	3,000.00	4,043.75	136.25	(1,043.75)	134.79
101-410-803.006	STAFF REVIEW T & A	1,800.00	0.00	0.00	1,800.00	0.00
101-410-804.000	SOFTWARE SUPPORT & PROCESSIN	2,850.00	0.00	0.00	2,850.00	0.00
101-410-860.000	TRAVEL & MILEAGE	700.00	0.00	0.00	700.00	0.00
101-410-874.000	RETIREMENT/PENSION	6,100.00	1,144.25	457.70	4,955.75	18.76
101-410-900.000	PUBLICATIONS	2,100.00	0.00	0.00	2,100.00	0.00
101-410-900.001	PUBLICATIONS T & A	1,000.00	0.00	0.00	1,000.00	0.00
101-410-910.000	INSURANCE	6,000.00	968.30	484.15	5,031.70	16.14
101-410-949.000	RENTAL OF SPACE	300.00	0.00	0.00	300.00	0.00
101-410-956.000	MISCELLANEOUS	100.00	0.00	0.00	100.00	0.00
101-410-958.000	EDUCATION/TRAINING/CONVENTION	2,000.00	0.00	0.00	2,000.00	0.00

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-410-960.000	dues subscriptions	500.00	0.00	0.00	500.00	0.00
101-410-964.000	REIMBURSEMENTS	2,500.00	50.00	50.00	2,450.00	2.00
Total Dept 410 - PLANNING & ZONING EXPENDITURES		174,930.00	22,982.11	6,997.63	151,947.89	13.14
Dept 750 - MAINT & PARKS EXPENDITURES						
101-750-703.000	WAGES DEPUTY/SEC/PRT TIME	21,948.00	7,395.03	2,988.13	14,552.97	33.69
101-750-705.003	PER DIEM PARKS & TRAILS BOARD	3,000.00	0.00	0.00	3,000.00	0.00
101-750-714.000	FICA LOCAL SHARE	1,750.00	565.72	228.59	1,184.28	32.33
101-750-860.000	TRAVEL & MILEAGE	150.00	0.00	0.00	150.00	0.00
101-750-930.000	REPAIRS & MAINT	47,100.00	4,473.20	3,934.10	42,626.80	9.50
101-750-930.001	PARK EQUIP MAINT	1,500.00	0.00	0.00	1,500.00	0.00
101-750-956.000	MISCELLANEOUS	2,400.00	1,200.00	0.00	1,200.00	50.00
Total Dept 750 - MAINT & PARKS EXPENDITURES		77,848.00	13,633.95	7,150.82	64,214.05	17.51
Dept 865 - INSURANCE						
101-865-910.000	INSURANCE	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 865 - INSURANCE		15,000.00	0.00	0.00	15,000.00	0.00
Dept 970 - CAPITAL IMPROVEMENTS						
101-970-750.000	MAINT & PARKS EXPENDITURES	9,000.00	0.00	0.00	9,000.00	0.00
101-970-975.000	TWNHALL CAPITAL IMPROVE	11,000.00	0.00	0.00	11,000.00	0.00
Total Dept 970 - CAPITAL IMPROVEMENTS		20,000.00	0.00	0.00	20,000.00	0.00
TOTAL EXPENDITURES		932,739.00	129,615.91	58,946.28	803,123.09	13.90
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		941,509.00	49,244.45	35,883.79	892,264.55	5.23
TOTAL EXPENDITURES		932,739.00	129,615.91	58,946.28	803,123.09	13.90
NET OF REVENUES & EXPENDITURES		8,770.00	(80,371.46)	(23,062.49)	89,141.46	916.44
Fund 206 - FIRE FUND						
Revenues						
Dept 000						
206-000-402.000	CURRENT PROPERTY TAXES	857,607.00	0.00	0.00	857,607.00	0.00
206-000-402.002	CURRENT PROPERTY TAX AMBULANCE	113,764.00	0.00	0.00	113,764.00	0.00
Total Dept 000		971,371.00	0.00	0.00	971,371.00	0.00
TOTAL REVENUES		971,371.00	0.00	0.00	971,371.00	0.00
Expenditures						
Dept 000						
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	110,000.00	8,433.21	8,433.21	101,566.79	7.67

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Expenditures						
206-000-805.000	METRO FIRE CONTRACT	850,000.00	0.00	0.00	850,000.00	0.00
Total Dept 000		960,000.00	8,433.21	8,433.21	951,566.79	0.88
TOTAL EXPENDITURES		960,000.00	8,433.21	8,433.21	951,566.79	0.88
Fund 206 - FIRE FUND:						
TOTAL REVENUES		971,371.00	0.00	0.00	971,371.00	0.00
TOTAL EXPENDITURES		960,000.00	8,433.21	8,433.21	951,566.79	0.88
NET OF REVENUES & EXPENDITURES		11,371.00	(8,433.21)	(8,433.21)	19,804.21	74.16
Fund 207 - POLICE PROTECTION						
Revenues						
Dept 000						
207-000-402.000	CURRENT PROPERTY TAXES	87,215.00	0.00	0.00	87,215.00	0.00
207-000-671.000	MISC REVENUES	8,700.00	0.00	0.00	8,700.00	0.00
Total Dept 000		95,915.00	0.00	0.00	95,915.00	0.00
TOTAL REVENUES		95,915.00	0.00	0.00	95,915.00	0.00
Expenditures						
Dept 000						
207-000-802.000	COMMUNITY POLICING CONTRACT	83,430.00	0.00	0.00	83,430.00	0.00
207-000-956.000	MISCELLANEOUS	1,500.00	1,172.50	0.00	327.50	78.17
Total Dept 000		84,930.00	1,172.50	0.00	83,757.50	1.38
TOTAL EXPENDITURES		84,930.00	1,172.50	0.00	83,757.50	1.38
Fund 207 - POLICE PROTECTION:						
TOTAL REVENUES		95,915.00	0.00	0.00	95,915.00	0.00
TOTAL EXPENDITURES		84,930.00	1,172.50	0.00	83,757.50	1.38
NET OF REVENUES & EXPENDITURES		10,985.00	(1,172.50)	0.00	12,157.50	10.67
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-600.000	CONTRIBUTIONS FROM RESIDENTS	5,000.00	1,517.60	696.75	3,482.40	30.35
Total Dept 000		5,000.00	1,517.60	696.75	3,482.40	30.35
TOTAL REVENUES		5,000.00	1,517.60	696.75	3,482.40	30.35
Expenditures						

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 DB: Acme Township

REVENUE AND EXPENDITURE REPORT FOR ACME TOWNSHIP

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
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		5,000.00	1,517.60	696.75	3,482.40	30.35
TOTAL EXPENDITURES		5,000.00	0.00	0.00	5,000.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,517.60	696.75	(1,517.60)	100.00
Fund 209 - CEMETERY FUND						
Revenues						
Dept 000						
209-000-643.000	CEMETARY lot & plots	3,500.00	2,425.00	1,200.00	1,075.00	69.29
209-000-646.000	BURIAL FEE PAYMENTS	5,000.00	1,325.00	250.00	3,675.00	26.50
Total Dept 000		8,500.00	3,750.00	1,450.00	4,750.00	44.12
TOTAL REVENUES		8,500.00	3,750.00	1,450.00	4,750.00	44.12
Expenditures						
Dept 000						
209-000-726.000	SUPPLIES & POSTAGE	400.00	0.00	0.00	400.00	0.00
209-000-802.004	CONTRACTED EMPLOYEE SERVICES	5,000.00	900.00	450.00	4,100.00	18.00
209-000-930.000	REPAIRS & MAINT	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 000		8,400.00	900.00	450.00	7,500.00	10.71
TOTAL EXPENDITURES		8,400.00	900.00	450.00	7,500.00	10.71
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		8,500.00	3,750.00	1,450.00	4,750.00	44.12
TOTAL EXPENDITURES		8,400.00	900.00	450.00	7,500.00	10.71
NET OF REVENUES & EXPENDITURES		100.00	2,850.00	1,000.00	(2,750.00)	2,850.00
Fund 212 - LIQUOR FUND						
Revenues						
Dept 000						
212-000-443.000	LIQUOR LICENSE FEES	11,500.00	935.00	0.00	10,565.00	8.13
212-000-665.000	INTEREST ON INVESTMENTS	3.00	0.00	0.00	3.00	0.00
Total Dept 000		11,503.00	935.00	0.00	10,568.00	8.13

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 212 - LIQUOR FUND						
Revenues						
TOTAL REVENUES		11,503.00	935.00	0.00	10,568.00	8.13
Expenditures						
Dept 000						
212-000-999.000	TRANSFER TO OTHER FUNDS	8,700.00	0.00	0.00	8,700.00	0.00
Total Dept 000		8,700.00	0.00	0.00	8,700.00	0.00
TOTAL EXPENDITURES		8,700.00	0.00	0.00	8,700.00	0.00
Fund 212 - LIQUOR FUND:						
TOTAL REVENUES		11,503.00	935.00	0.00	10,568.00	8.13
TOTAL EXPENDITURES		8,700.00	0.00	0.00	8,700.00	0.00
NET OF REVENUES & EXPENDITURES		2,803.00	935.00	0.00	1,868.00	33.36
Fund 225 - FARMLAND PRESERVATION						
Revenues						
Dept 000						
225-000-402.000	CURRENT PROPERTY TAXES	268,820.00	0.00	0.00	268,820.00	0.00
225-000-665.000	INTEREST ON INVESTMENTS	600.00	46.08	0.00	553.92	7.68
Total Dept 000		269,420.00	46.08	0.00	269,373.92	0.02
TOTAL REVENUES		269,420.00	46.08	0.00	269,373.92	0.02
Expenditures						
Dept 000						
225-000-802.002	ATTORNEY SERVICES	8,500.00	0.00	0.00	8,500.00	0.00
225-000-802.004	CONTRACTED EMPLOYEE SERVICES	31,250.00	15,500.00	0.00	15,750.00	49.60
225-000-941.000	PDR PYMT TO LANDOWNERS	220,000.00	0.00	0.00	220,000.00	0.00
225-000-942.000	APPRAISAL EXPENSES	8,200.00	0.00	0.00	8,200.00	0.00
Total Dept 000		267,950.00	15,500.00	0.00	252,450.00	5.78
TOTAL EXPENDITURES		267,950.00	15,500.00	0.00	252,450.00	5.78
Fund 225 - FARMLAND PRESERVATION:						
TOTAL REVENUES		269,420.00	46.08	0.00	269,373.92	0.02
TOTAL EXPENDITURES		267,950.00	15,500.00	0.00	252,450.00	5.78
NET OF REVENUES & EXPENDITURES		1,470.00	(15,453.92)	0.00	16,923.92	1,051.29
Fund 296 - SHORELINE PPRESERVATION						
Revenues						
Dept 000						
296-000-665.000	INTEREST ON INVESTMENTS	0.00	0.06	0.00	(0.06)	100.00

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 296 - SHORELINE PPRESERVATION						
Revenues						
Total Dept 000		0.00	0.06	0.00	(0.06)	100.00
TOTAL REVENUES						
		0.00	0.06	0.00	(0.06)	100.00
Fund 296 - SHORELINE PPRESERVATION:						
TOTAL REVENUES		0.00	0.06	0.00	(0.06)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.06	0.00	(0.06)	100.00
Fund 403 - NAKWEMA TRAILWAY FUND						
Revenues						
Dept 000						
403-000-602.006	COMMUNITY GROWTH GRANT	17,172.00	0.00	0.00	17,172.00	0.00
403-000-602.008	IRON BELLE TRAIL FUND	300,000.00	0.00	0.00	300,000.00	0.00
403-000-602.009	MI NATIONAL RESOURSE TRUST FUND	300,000.00	0.00	0.00	300,000.00	0.00
403-000-602.010	GRAND TRAVERSE BAND	15,000.00	0.00	0.00	15,000.00	0.00
Total Dept 000		632,172.00	0.00	0.00	632,172.00	0.00
TOTAL REVENUES						
		632,172.00	0.00	0.00	632,172.00	0.00
Expenditures						
Dept 000						
403-000-803.000	PLANNER SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
403-000-803.003	ENGINEERING SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 000		50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES						
		50,000.00	0.00	0.00	50,000.00	0.00
Fund 403 - NAKWEMA TRAILWAY FUND:						
TOTAL REVENUES		632,172.00	0.00	0.00	632,172.00	0.00
TOTAL EXPENDITURES		50,000.00	0.00	0.00	50,000.00	0.00
NET OF REVENUES & EXPENDITURES		582,172.00	0.00	0.00	582,172.00	0.00
Fund 590 - ACME RELIEF SEWER						
Revenues						
Dept 000						
590-000-460.000	USAGE&CONNECTION FEES	902,640.00	70,427.91	0.00	832,212.09	7.80
590-000-633.000	REPLACEMENT	2,500.00	0.00	0.00	2,500.00	0.00
590-000-634.000	IMPROVEMENTS	21,500.00	0.00	0.00	21,500.00	0.00
590-000-665.000	INTEREST ON INVESTMENTS	2,600.00	115.51	0.00	2,484.49	4.44
Total Dept 000		929,240.00	70,543.42	0.00	858,696.58	7.59

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - ACME RELIEF SEWER						
Revenues						
TOTAL REVENUES		929,240.00	70,543.42	0.00	858,696.58	7.59
Expenditures						
Dept 000						
590-000-802.002	ATTORNEY SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
590-000-803.003	ENGINEERING SERVICES	34,500.00	0.00	0.00	34,500.00	0.00
590-000-956.001	OPERATING & MAINT EXP	425,000.00	51,563.74	20,327.35	373,436.26	12.13
590-000-956.003	HOCH ROAD #697 EXP	1,200.00	23.74	0.00	1,176.26	1.98
590-000-995.001	INTEREST on BONDS	22,500.00	0.00	0.00	22,500.00	0.00
590-000-995.002	PRINCIPAL ON JOINT VENTURE	103,402.00	0.00	0.00	103,402.00	0.00
Total Dept 000		587,602.00	51,587.48	20,327.35	536,014.52	8.78
TOTAL EXPENDITURES		587,602.00	51,587.48	20,327.35	536,014.52	8.78
Fund 590 - ACME RELIEF SEWER:						
TOTAL REVENUES		929,240.00	70,543.42	0.00	858,696.58	7.59
TOTAL EXPENDITURES		587,602.00	51,587.48	20,327.35	536,014.52	8.78
NET OF REVENUES & EXPENDITURES		341,638.00	18,955.94	(20,327.35)	322,682.06	5.55
Fund 591 - WATER FUND- HOPE VILLAGE						
Revenues						
Dept 550 - HOPE VILLAGE- WATER						
591-550-460.000	USAGE&CONNECTION FEES	14,749.00	1,229.47	0.00	13,519.53	8.34
Total Dept 550 - HOPE VILLAGE- WATER		14,749.00	1,229.47	0.00	13,519.53	8.34
TOTAL REVENUES		14,749.00	1,229.47	0.00	13,519.53	8.34
Expenditures						
Dept 550 - HOPE VILLAGE- WATER						
591-550-956.001	OPERATING & MAINT EXP	12,700.00	1,769.73	827.45	10,930.27	13.93
Total Dept 550 - HOPE VILLAGE- WATER		12,700.00	1,769.73	827.45	10,930.27	13.93
TOTAL EXPENDITURES		12,700.00	1,769.73	827.45	10,930.27	13.93
Fund 591 - WATER FUND- HOPE VILLAGE:						
TOTAL REVENUES		14,749.00	1,229.47	0.00	13,519.53	8.34
TOTAL EXPENDITURES		12,700.00	1,769.73	827.45	10,930.27	13.93
NET OF REVENUES & EXPENDITURES		2,049.00	(540.26)	(827.45)	2,589.26	26.37
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
Dept 000						

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - CURRENT TAX COLLECTION						
Expenditures						
703-000-876.000	REFUNDS & OVERPAYMENTS	0.00	0.27	0.64	(0.27)	100.00
Total Dept 000		0.00	0.27	0.64	(0.27)	100.00
TOTAL EXPENDITURES		0.00	0.27	0.64	(0.27)	100.00
Fund 703 - CURRENT TAX COLLECTION:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.27	0.64	(0.27)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(0.27)	(0.64)	0.27	100.00
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT						
Revenues						
Dept 000						
811-000-672.000	ASSESSMENTS CURRENT	64,000.00	0.00	0.00	64,000.00	0.00
811-000-672.020	PREPAID ASSESSMENTS	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		70,000.00	0.00	0.00	70,000.00	0.00
TOTAL REVENUES		70,000.00	0.00	0.00	70,000.00	0.00
Expenditures						
Dept 000						
811-000-995.001	INTEREST on BONDS	21,200.00	0.00	0.00	21,200.00	0.00
811-000-997.000	DEBT PAYMENT TO COUNTY	55,000.00	0.00	0.00	55,000.00	0.00
Total Dept 000		76,200.00	0.00	0.00	76,200.00	0.00
TOTAL EXPENDITURES		76,200.00	0.00	0.00	76,200.00	0.00
Fund 811 - HOLIDAY HILLS AREA IMPROVEMENT:						
TOTAL REVENUES		70,000.00	0.00	0.00	70,000.00	0.00
TOTAL EXPENDITURES		76,200.00	0.00	0.00	76,200.00	0.00
NET OF REVENUES & EXPENDITURES		(6,200.00)	0.00	0.00	(6,200.00)	0.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES						
		3,949,379.00	127,266.08	38,030.54	3,822,112.92	3.22
		2,994,221.00	208,979.10	88,984.93	2,785,241.90	6.98
		955,158.00	(81,713.02)	(50,954.39)	1,036,871.02	8.55



September 2020

## \$10 TV Recycling

**The Grand Traverse County RecycleSmart** program is happy to announce that beginning October 1st, [Bay Area Recycling for Charities](#) (BARC) will be accepting your old TVs and Computer monitors, to be fully recycled, for just \$10 each. This program is for Grand Traverse County Residents only and is limited to 1 TV per household up to 500 TVs total. You must have proof of residency to get this great deal. For more information call BARC at 231-632-2272 or visit their website [here.](#)





## Final Scrap Tire Collection of 2020

**Saturday, September 26th**

**Sign Up Now!**

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

**Scrap Tire Collections are funded by the EGLE  
Scrap Tire Grant**



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



### 2020 HHW Event Schedule

Thursday, May 14th - **CANCELED**

Thursday, June 18th - 1:00pm to 7:00pm **35,023 lbs Collected**

Thursday, August 6th - 1:00pm to 7:00pm **35,201 lbs Collected**

Saturday, September 26th - 9:00am to 2:00pm **(Signup now available)**

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

## RESIDENTS

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

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

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

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

**Clean Up  
and Green Up**

more information.

## **The 2020 Clean Up Green Up Event has been canceled.**

The 2020 CUGU was also going to host our final Scrap Tire Collection of 2020. We have rescheduled the **Scrap Tire Collection event to September 26th. Appointments are required.** Please see the [RecycleSmart Website](#) for

## **Recycle right or lose it.**

Illegal dumping at the Recycling Sites in Grand Traverse County will no longer be tolerated. **Violators will be prosecuted.** Please spread the word. Items must never be left on the ground. If the sites continue to be misused, not only will the abusers be held accountable but we run the risk of losing these great assets to our community. To learn more about what can and can't be recycled, please visit the link below.



## Recycling Drop-Off Site Closure

Due to the excessive misuse and illegal dumping that has occurred at the Recycling Drop-off Site located at 3770 Blair Townhall Rd. in Grawn, the site has been permanently closed. [Read on....](#)



The Keystone Brush Site is now accepting **Credit Cards as a form of payment.**

Please note that the site is closed on all major holidays and for severe weather conditions .

Brush Site information and hours of operation can be found by clicking [here](#).



# KNOW IT BEFORE YOU THROW IT!



**EGL**

MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

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

**Have questions about where to  
recycle an item?**

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

**If you are unable to find a solution on the**



directory, please contact the Resource Recovery Department and we'll be sure to help you out!



## Smoke Alarm Drop Off Program

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

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

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

**Some sites may be closed during the "Stay Home Stay Safe" Executive Order. Thank you for understanding**  
**Drop Off Battery Recycling**  
**BE SURE TO TAPE ALL YOUR BATTERY TERMINALS**  
**(CLEAR MASKING TAPE PLEASE)**

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

Battery drop off boxes are at the following locations:

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



Watch this short video on battery recycling.

[231-941-5555](tel:231-941-5555) | [recyclesmart@grandtraverse.org](mailto:recyclesmart@grandtraverse.org) | [www.recyclesmart.info](http://www.recyclesmart.info)

09/28/2020 09:58 AM  
User: CATHY DYE  
DB: ACME TOWNSHIP

CHECK DISBURSEMENT REPORT FOR ACME TOWNSHIP  
CHECK DATE FROM 09/02/2020 - 10/05/2020  
Banks: CHASE, FARM, PARKS, SEWER

Prepaid  
A/P

Page 1/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/10/2020	CHAS	25898	ACE HARDWARE	REPAIRS & MAINT	101-750-930.000	137.32
		25898		REPAIRS & MAINT	209-000-930.000	70.85
						208.17
09/10/2020	CHAS	25899	AMERICAN WASTE	REPAIRS & MAINT-6042 ACME RD	101-265-930.000	55.00
		25899		REPAIRS & MAINT	101-750-930.000	360.00
						415.00
09/10/2020	CHAS	25900	BECKETT & RAEDER	PLANNING CONSULTANT	101-410-803.001	2,150.00
09/10/2020	CHAS	25901	CHERRYLAND RURAL ELECTRIC	ELECTRIC UTILITIES TOWNHALL/SAYLER P	101-265-920.000	19.50
		25901		ELECTRIC UTILITIES TOWNHALL/ YUBA CE	101-265-920.000	49.57
		25901		ELECTRIC UTILITIES TOWNHALL/SAYLERPK	101-265-920.000	43.94
		25901		STREET LIGHTS/YUBA PK RD & US 31 N	101-265-921.000	20.96
		25901		STREET LIGHTS/PEACEFUL VAL.NEAR 7791	101-265-921.000	11.53
		25901		STREET LIGHTS/US 31 N-11 LIGHTS	101-265-921.000	151.63
		25901		STREET LIGHTS/SAYLOR PK	101-265-921.000	10.43
		25901		STREET LIGHTS/BAY VALLEY ST LITE	101-265-921.000	10.23
		25901		STREET LIGHTS/5 MILE NEAR ADD 4782	101-265-921.000	10.43
		25901		STREET LIGHTS/BUNKER HILL AND WHITE	101-265-921.000	18.87
		25901		STREET LIGHTS/FIVE MILE & HOLIDAY HL	101-265-921.000	20.86
		25901		STREET LIGHTS/YUBA HERITAGE	101-265-921.000	10.23
		25901		STREET LIGHTS/ HOLIDAY RD/HOLIDAY PI	101-265-921.000	68.00
						446.18
09/10/2020	CHAS	25902	CINTAS	REPAIRS & MAINT	101-265-930.000	91.19
09/10/2020	CHAS	25903	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	546.84
09/10/2020	CHAS	25904	CULLIGAN WATER, MCCARDEL	REPAIRS & MAINT	101-265-930.000	35.00
09/10/2020	CHAS	25905	DTE ENERGY	DTE GAS	101-265-922.000	42.25
09/10/2020	CHAS	25906	ELECTIONSOURCE	SUPPLIES & POSTAGE	101-191-726.000	259.36
09/10/2020	CHAS	25907	EPS	REPAIRS & MAINT	101-750-930.000	161.52
09/10/2020	CHAS	25908	G.J'S RENTALS, INC	SUPPLIES & POSTAGE	101-191-726.000	80.00
09/10/2020	CHAS	25909	GINOP SALES	REPAIRS & MAINT	** VOIDED **	
09/10/2020	CHAS	25910	GOSLING CZUBAK ENGR	PLANNING & CONSULTANT T & A	101-410-803.005	555.00
09/10/2020	CHAS	25911	GRAND TRAVERSE COUNTY	PENALTIES& INTEREST	101-000-445.020	51.19
09/10/2020	CHAS	25912	GRAND TRAVERSE COUNTY -DPW	SEWER TOWNSHIP HALL	101-265-923.000	60.00
09/10/2020	CHAS	25913	GRD TRAV COUNTY ROAD COMM	GT COUNTY ROAD COMMISION	101-000-998.000	1,000.00
09/10/2020	CHAS	25914	MORTON PROPERTY MAINTENANCE, LL	REPAIRS & MAINT	101-750-930.000	2,280.00

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Page 2/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/10/2020	CHAS	25915	SHELL OIL COMPANY	REPAIRS & MAINT	101-750-930.000	183.87
09/10/2020	CHAS	25916	TRAVERSE CITY RECORD EAGLE	PUBLICATIONS	101-101-900.000	201.50
09/17/2020	FARM	202	SONDEE, RACINE & DOREN, P.L.C.	ATTORNEY SERVICES	225-000-802.002	576.00
09/17/2020	CHAS	25917	A & D ASSESSING	ASSESSING CONTRACT SERVICES	101-209-803.002	3,789.58
09/17/2020	CHAS	25918	BECKETT & RAEDER	PLANNING CONSULTANT	101-410-803.001	875.00
		25918		PLANNING & CONSULTANT T & A	101-410-803.005-112	876.44
						<hr/> 1,751.44
09/17/2020	CHAS	25919	CHARTER COMMUNICATIONS/SPECTRUM	CABLE INTERNET SERVICES	101-265-851.000	357.82
09/17/2020	CHAS	25920	CONSUMERS ENERGY	ELECTRIC UTILITIES TOWNHALL-6042 ACM	101-265-920.000	808.38
		25920		ELECTRIC UTILITIES TOWNHALL-5875 US	101-265-920.000	47.64
		25920		ELECTRIC UTILITIES TOWNHALL-5827 US	101-265-920.000	46.81
						<hr/> 902.83
09/17/2020	CHAS	25921	GRAND TRAVERSE METRO ESA	CONTRACTED EMPLOYEE SERVICES	206-000-802.004	12,649.82
09/17/2020	CHAS	25922	I.T.RIGHT	SOFTWARE SUPPORT & PROCESSIN	101-101-804.000	275.00
09/17/2020	CHAS	25923	QUADIENT FINANCE USA, INC	SUPPLIES & POSTAGE	101-101-726.000	9.70
		25923		SUPPLIES & POSTAGE	101-191-726.000	323.24
		25923		SUPPLIES & POSTAGE	101-215-726.000	43.56
		25923		SUPPLIES & POSTAGE	101-253-726.000	22.85
		25923		SUPPLIES & POSTAGE	101-410-726.000	0.65
						<hr/> 400.00
09/17/2020	CHAS	25924	QUADIENT LEASING USA, INC	SUPPLIES & POSTAGE	101-101-726.000	154.17
09/17/2020	CHAS	25925	SONDEE, RACINE & DOREN, P.L.C.	ATTORNEY SERVICES LITIGATION	101-101-802.001	22.50
		25925		ATTORNEY SERVICES	101-101-802.002	1,328.82
		25925		ASSESSOR'S EVALUATION SERVICES	101-209-803.004	150.10
		25925		ATTORNEY SERVICES	101-410-802.002	441.18
						<hr/> 1,942.60
09/28/2020	CHAS	25926	APPLIED IMAGE	REPAIRS & MAINT	101-265-930.000	89.16
09/28/2020	CHAS	25927	CHASE CARD SERVICES	SOFTWARE SUPPORT & PROCESSIN	101-101-804.000	15.89
		25927		SUPPLIES & POSTAGE	101-191-726.000	34.02
		25927		REPAIRS & MAINT	101-750-930.000	148.61
		25927		REPAIRS & MAINT	209-000-930.000	19.60
						<hr/> 218.12
09/28/2020	CHAS	25928	CONSUMERS ENERGY	STREET LIGHTS	101-265-921.000	79.94
09/28/2020	CHAS	25929	ELECTIONSOURCE	SUPPLIES & POSTAGE	101-191-726.000	425.00

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Page 3/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/28/2020	CHAS	25930	FISH WINDOW CLEANING	REPAIRS & MAINT	101-265-930.000	21.00
09/28/2020	CHAS	25931	GOSLING CZUBAK ENGR	ENGINEERING SERVICES	101-410-803.003	632.50
09/28/2020	CHAS	25932	QUADIENT LEASING USA, INC	SUPPLIES & POSTAGE	101-101-726.000	196.97
09/28/2020	CHAS	25933	SOS ANALYTICAL	REPAIRS & MAINT	101-265-930.000	20.00
09/28/2020	SEWE	347	GRAND TRAVERSE COUNTY	OPERATING & MAINT EXP	590-000-956.001	159,531.31
		347		HOCH ROAD #697 EXP	590-000-956.003	27.67
		347		OPERATING & MAINT EXP	591-550-956.001	1,019.16
						<hr/> 160,578.14
TOTAL - ALL FUNDS				TOTAL OF 38 CHECKS (1 voided)		193,827.16

--- GL TOTALS ---

101-000-445.020	PENALTIES& INTEREST	51.19
101-000-998.000	GT COUNTY ROAD COMMISION TART	1,000.00
101-101-726.000	SUPPLIES & POSTAGE	360.84
101-101-802.001	ATTORNEY SERVICES LITIGATION	22.50
101-101-802.002	ATTORNEY SERVICES	1,328.82
101-101-804.000	SOFTWARE SUPPORT & PROCESSIN	290.89
101-101-900.000	PUBLICATIONS	201.50
101-191-726.000	SUPPLIES & POSTAGE	1,121.62
101-209-803.002	ASSESSING CONTRACT SERVICES	3,789.58
101-209-803.004	ASSESSOR'S EVALUATION SERVICES	150.10
101-215-726.000	SUPPLIES & POSTAGE	43.56
101-253-726.000	SUPPLIES & POSTAGE	22.85
101-265-851.000	CABLE INTERNET SERVICES	357.82
101-265-920.000	ELECTRIC UTILITIES TOWNHALL	1,015.84
101-265-921.000	STREET LIGHTS	959.95
101-265-922.000	DTE GAS	42.25
101-265-923.000	SEWER TOWNSHIP HALL	60.00
101-265-930.000	REPAIRS & MAINT	311.35
101-410-726.000	SUPPLIES & POSTAGE	0.65
101-410-802.002	ATTORNEY SERVICES	441.18
101-410-803.001	PLANNING CONSULTANT	3,025.00
101-410-803.003	ENGINEERING SERVICES	632.50
101-410-803.005	PLANNING & CONSULTANT T & A	555.00
101-410-803.005-112	PLANNING & CONSULTANT T & A	876.44
101-750-930.000	REPAIRS & MAINT	3,271.32
206-000-802.004	CONTRACTED EMPLOYEE SERVICES	12,649.82
209-000-930.000	REPAIRS & MAINT	90.45
225-000-802.002	ATTORNEY SERVICES	576.00
590-000-956.001	OPERATING & MAINT EXP	159,531.31
590-000-956.003	HOCH ROAD #697 EXP	27.67
591-550-956.001	OPERATING & MAINT EXP	1,019.16

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Banks: CHASE, FARM, PARKS, SEWER

Page 4/4

Check Date	Bank	Check #	Payee	Description	GL #	Amount
			TOTAL			193,827.16

10/01/2020 03:06 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

INVOICE JOURNAL PROOF REPORT FOR ACME TOWNSHIP  
CHECK RUN DATES 10/06/2020 - 10/06/2020  
PROOF ONLY - JOURNAL ENTRIES NOT CREATED

To Be  
Approved

Page: 1/2

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/06/2020	AP	ACE HARDWARE REPAIRS & MAINT Vnd: 0000000300 Invoice: 499-SEPT	Invoice: 499-SEPT Ref#: 10263(MASKS, BATHROOM SUPPLIES) 101-750-930.000 101-000-202.000	139.91	139.91
		Expected Check Run: 10/06/2020		139.91	139.91
10/06/2020	AP	BRICK HOUSE INTERACTIVE SOFTWARE SUPPORT & PROCESSIN Vnd: BRICK Invoice: 090220AT	Invoice: 090220AT Ref#: 10206(INTERNET ACCOUNTS RESEARCH AND CONSULTIN) 101-101-804.000 101-000-202.000	120.00	120.00
		Expected Check Run: 10/06/2020		120.00	120.00
10/06/2020	AP	DTE ENERGY DTE GAS Vnd: 0000004460 Invoice: 9100 213 8685 9	Invoice: 9100 213 8685 9- Ref#: 10260(GAS-AUGUST/SEPTEMBER 2020) 101-265-922.000 101-000-202.000	45.24	45.24
		Expected Check Run: 10/06/2020		45.24	45.24
10/06/2020	AP	I.T.RIGHT TWNHALL CAPITAL IMPROVE Vnd: I.T.RIGHT Invoice: 20165837	Invoice: 20165837 Ref#: 10256(SERVER) 101-970-975.000 101-000-202.000	3,506.30	3,506.30
		Expected Check Run: 10/06/2020		3,506.30	3,506.30
10/06/2020	AP	I.T.RIGHT SOFTWARE SUPPORT & PROCESSIN Vnd: I.T.RIGHT Invoice: 20165838	Invoice: 20165838 Ref#: 10258(SSL CERTIFICATE 2 YR) 101-101-804.000 101-000-202.000	100.00	100.00
		Expected Check Run: 10/06/2020		100.00	100.00
10/06/2020	AP	IMAGE360 MAINT & PARKS EXPENDITURES Vnd: IMAGE360 Invoice: EST-TC-77886	Invoice: EST-TC-77886 Ref#: 10257(DEPOSIT REQUIRED FOR BAYSIDE PARK SIG 101-970-750.000 101-000-202.000	4,718.19	4,718.19
		Expected Check Run: 10/06/2020		4,718.19	4,718.19
10/06/2020	AP	INTEGRITY BUSINESS SOLUTIONS SUPPLIES & POSTAGE SUPPLIES & POSTAGE Vnd: 0000010300 Invoice: 2113775-0,21233	Invoice: 2113775-0,2123362-0 Ref#: 10259(PAPER, PENS, PAPER CLIPS, BIND 101-265-726.000 101-265-726.000 101-000-202.000	69.78 33.14	102.92
		Expected Check Run: 10/06/2020		102.92	102.92

10/01/2020 03:06 PM  
User: CATHY DYE  
DB: ACME TOWNSHIP

INVOICE JOURNAL PROOF REPORT FOR ACME TOWNSHIP  
CHECK RUN DATES 10/06/2020 - 10/06/2020  
PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Page: 2/2

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/06/2020	AP	NORTHERN MICHIGAN JANITORIAL S REPAIRS & MAINT Vnd: 0000015070 Invoice: 28688	Invoice: 28688 Ref#: 10255 (GARBAGE BAGS) 101-750-930.000 101-000-202.000	155.89	155.89
		Expected Check Run: 10/06/2020		155.89	155.89
10/06/2020	AP	RELIANCE STANDARD INSURANCE Vnd: RELIANCE Invoice: AUGUST 2,2020	Invoice: AUGUST 2,2020 Ref#: 10262 (LIFE INSURANCE, 9-1-2020 TO 9-30-202 101-101-910.000 101-000-202.000	182.12	182.12
		Expected Check Run: 10/06/2020		182.12	182.12
10/06/2020	AP	ROBERT B. WILKINSON CONTRACTED EMPLOYEE SERVICES Vnd: WILKINSO Invoice: SEPT 2020	Invoice: SEPT 2020 Ref#: 10248 (BURIAL-- LINDISCH, ALLEN) 209-000-802.004 209-000-202.000	925.00	925.00
		Expected Check Run: 10/06/2020		925.00	925.00
Cash/Payable Account Totals:				9,995.57	9,995.57
		ACCOUNTS PAYABLE	101-000-202.000		9,070.57
		ACCOUNTS PAYABLE	209-000-202.000		925.00
			TOTAL INCREASE IN PAYABLE:		9,995.57

Beth Friend, Supervisor  
Susanne M. Courtade, Clerk  
Tracey Bartlett, Treasurer



Mindy Walters, Trustee  
Glen Lile, Trustee  
Bryan Marrow, Trustee  
Andrea Hentschel, Trustee

August 24, 2020

To Whom it May Concern,

Pursuant to the requirements of the Michigan Planning Enabling Act (PA 33 of 2008, as amended), this notification is to inform you of the East Bay Charter Township's intent to amend the Township's Master Plan (adopted December 15, 2015).

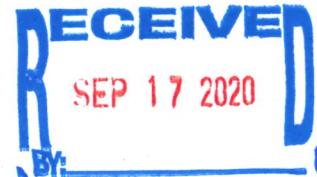
As required, a copy of the draft plan will be provided to you for your review and comment in advance of the Township's public hearing on amended plan. We encourage you to follow the progress of the plan update on the Township's Website: [www.eastbaytwp.org](http://www.eastbaytwp.org).

If you would like to receive any future notices regarding the Township's Master Plan electronically, please e-mail your request along with your e-mail address to Claire Karner at [ckarner@eastbaytwp.org](mailto:ckarner@eastbaytwp.org). In the meantime, please feel free to contact the East Bay Township Planning Commission if you have any questions.

East Bay Charter Township Planning Commission  
1965 N. Three Mile Road  
Traverse City, MI 49696

Sincerely,

Claire Karner, AICP  
Director of Planning & Zoning



12 September 2020

Acme Township Board  
6042 Acme Road  
Williamsburg, MI 49690

Acme Township Board Members:

For the past 6 months, Richard Schemm, the owner/resident at 4262 Five Mile Road, Williamsburg, MI. has been creating an eyesore in his front yard which is visible from the road. He has been discarding garbage, breaking bottles, empty alcohol bottles, broken furniture, suitcases, food, CD's and cases, clothes, and bedding. (You name it and you will probably find it in his yard plus more.) He has manually excavated a pond in his driveway and the running water has mud flowing down to the roadway. His automobile has been parked on the front lawn in various locations with the doors open and the music playing loudly into the night.

Garbage is visible from the road and several times people have stopped thinking it is a yard sale. They go through the mess and toss things aside only making the mess worse. The weather has blown his garbage into the neighbor's yard along with him throwing knives and hitting golf balls in their yard.

Mr. Schemm recently left the State, leaving his house lights on and the entrance door wide open, and left all the junk in the yard. There is no known date for his return.

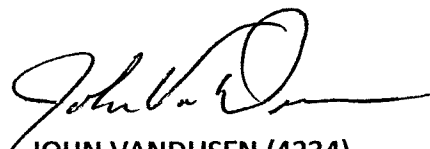
The neighbors consider his yard a health and safety hazard and respectfully as that township to address the nuisance junk situation in accordance with the Acme Township Junk ordinance #2005-04. The health aspect also needs to be taken into consideration before we are dealing with rats and animals. On 08 September 2020, raccoons were fighting over his trash, so it has started already.


Please help us preserve the beauty of our area and the community.

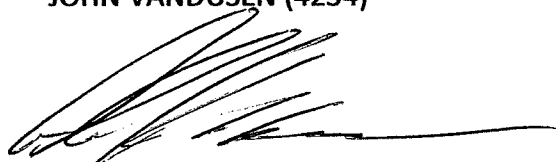
Your prompt consideration to this matter is appreciated.

Signatures/addresses page 2

Names/addresses/signatures continued from page 1 ltr

  
JOHN VANDUSEN (4234)

  
KAREN VANDUSEN (4234)


  
ERIC HUBSCHNEIDER (4296)


  
BEVERLY CADY (4296)


  
JULIE SMART (4206)


  
KARL FRIESEN (4206)

  
PATRICIA SCHARF (4252)

  
MELISSA SLICK (4265)

  
KAREN BURDICK (4293)

  
SCOTT BURDICK (4293)

  
RENEE HANSEN (429)

  
GORDON EVERHART (4292)

  
KARA LEIGH STUBBLEFIELD (4252)

## **Acme Township Junk Ordinance #2005-04**

An ordinance to secure the public peace, health, safety and general welfare of the residents and property owners of Acme Township, Grand Traverse County, Michigan, by the regulation of the outdoor parking and storage of motor vehicles, machinery, appliances, and scrap within Acme Township; and to provide penalties for the violation of this ordinance.

**THE TOWNSHIP OF ACME, GRAND TRAVERSE COUNTY, MICHIGAN ORDAINS:**

### **Section 1. Title.**

This ordinance shall be known and cited as the Acme Township Junk Ordinance.

### **Section 2. Definition.**

For the purpose of this ordinance, the term "junk" shall mean any motor vehicle, machinery, appliance, product or merchandise, scrap metal, other scrap materials which are damaged, deteriorated, or that are in a condition which prevents their use for the purpose for which they were intended, and household trash.

### **Section 3. Prohibited Acts.**

No person shall place, discard, or abandon junk in a place where it is visible from a highway, street, or other public way, or where it is visible to an abutting landowner from that portion of the land used on a regular basis. No person shall place, discard, or abandon junk on public property or the private property of another, regardless if visible from a highway, street, or other public way, or from adjoining land.

### **Section 4. Authorized Enforcement Officers.**

The Grand Traverse County Sheriff and his deputies are authorized as local enforcement officers of this ordinance.

### **Section 5. Penalties.**

A violation of this ordinance is a municipal civil infraction, subject to a maximum fine of \$500.00 and court costs. Commencing 30 days after receiving notice of a violation, if not abated, each day the violation continues shall constitute a separate violation of this ordinance.

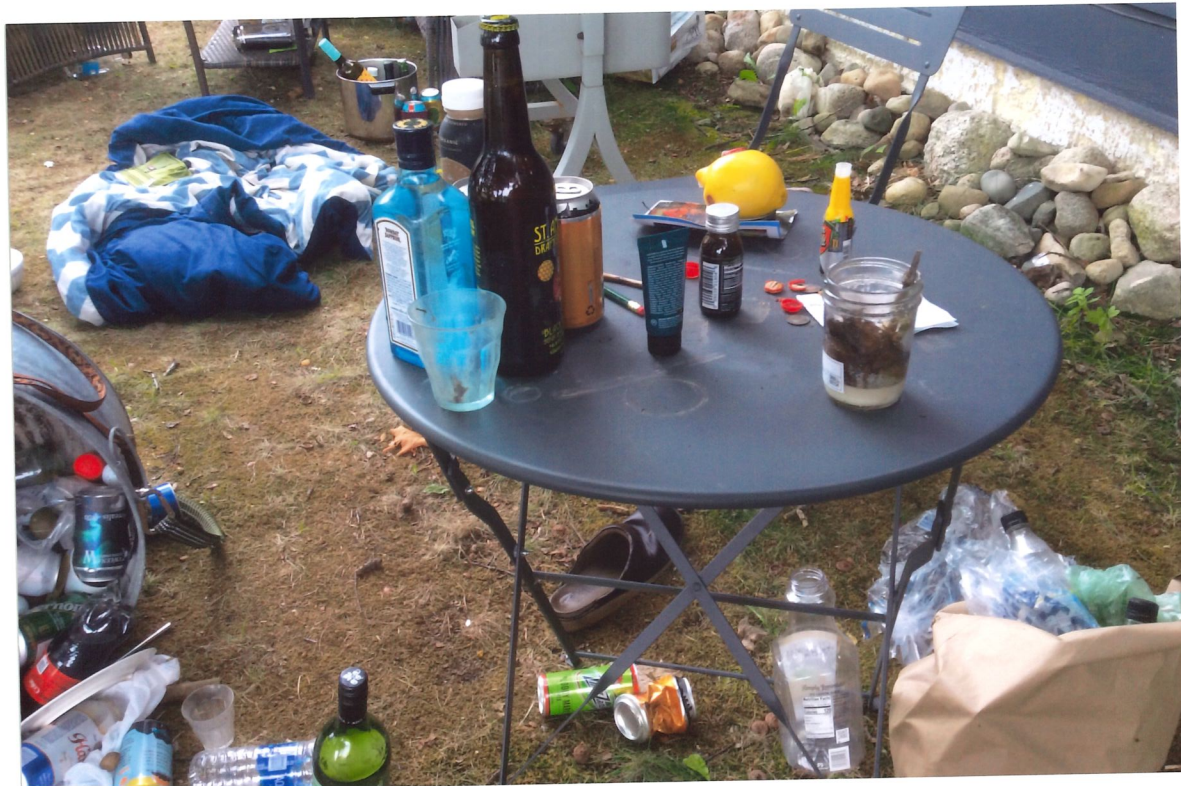
### **Section 7. Severability.**

The provisions of this ordinance are severable and if any part is declared void or unenforceable by a court of competent jurisdiction, the remaining parts shall remain in force.

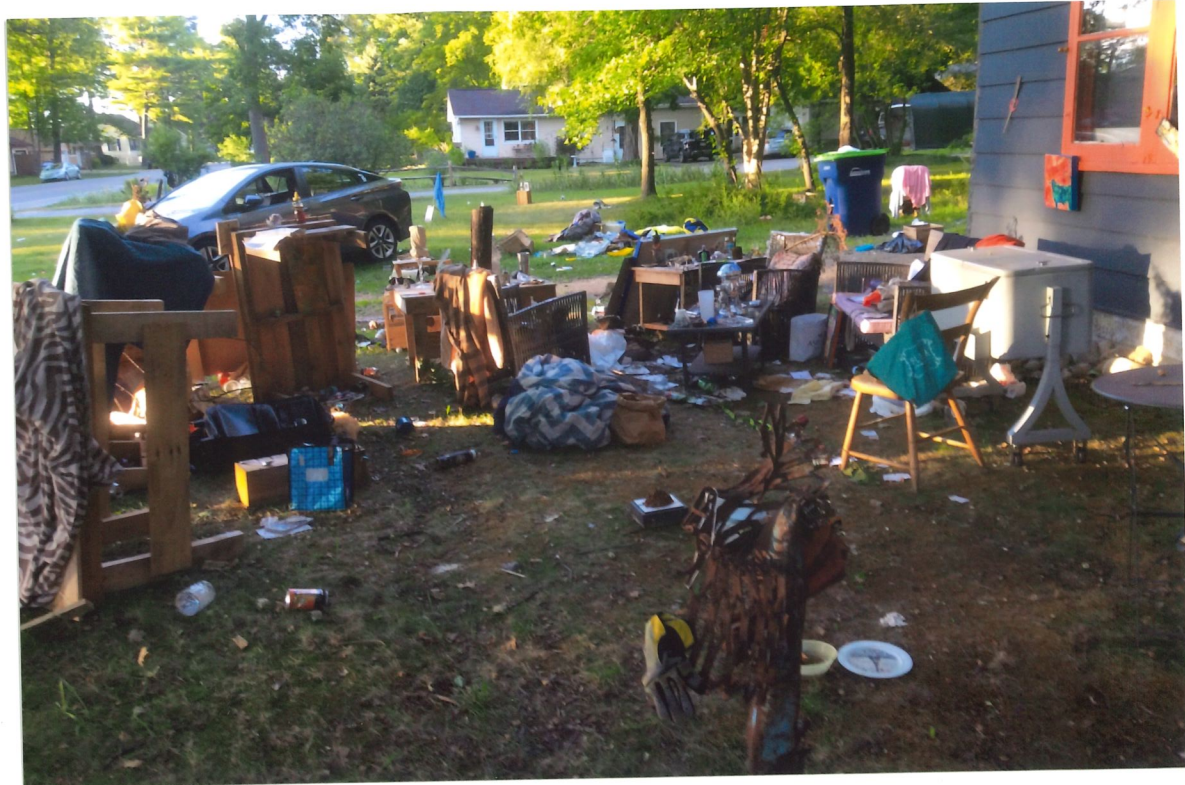
### **Section 8. Effective Date.**

This ordinance shall take effect on August 10, 2005.

---







# REDBUD

*Roots*

BUCHANAN | MICHIGAN

EST. 2017

- *Michigan's Premier Craft Cannabis Company* -

REDBUDROOTS.COM

# WHO IS *Redbud Roots?*

Redbud Roots opened its first Medical Marijuana Provisioning Center in Grand Traverse County in January of 2020 here in Williamsburg. As one of the first license holders in the state for growing, processing, and retail sales of cannabis products, Redbud Roots set up shop in the Southwest corner of the state in the town of Buchanan in October of 2017. The company's mission is to positively impact both individuals and communities through a patient-centric approach to the advancement of the human condition through education, charity and science. Redbud Roots's vision is to build medical grade commercial cultivation facilities, provisioning centers, processing labs and to be a leader in this rapidly growing industry. Redbud Roots has now renovated 5 warehouses in a previously vacant industrial park and employs 100+ Michiganders.



# WHY *Acme Township?*

The township was an early adopter of a medical cannabis ordinance and, given the large number of medical card holders in Northwest Michigan, and with an average age of 55 years, we believed this would be a terrific place to set up our first shop.

Like Buchanan, Acme is an agriculturally focused community whose values align with our own. We have enjoyed operating our Provisioning Center here in Acme township and have tried to integrate ourselves into the greater Williamsburg area by organizing an ongoing beach clean-up, a bi-weekly event, and looking for event sponsorship and industry education opportunities. Covid-19 has impacted some of what we have been able to do, but we remain committed to being a positive force in this community. We look forward to more ambitious projects and partnerships as next year takes shape.



**REDBUD**  
*Roots*  
ACME PROVISIONING CENTER



**REDBUDROOTS.COM/ACME**

## Medical Customers Continue to Dwindle with Statewide Adult Use

In order to accomplish these goals, Redbud Roots Acme has to remain viable. That means we have to be able to serve medical patients and Adult Use customers. After the state legalized Adult Use, many medical patients allowed their credentials to expire as has been the case in other states that allow Adult Use. Since recreational sales began here in Michigan, the state has lost more than 20,000, or 8%, of registered medical card holders and 3,000, about 9%, of registered caregivers. There is a common misconception that after January 1, 2020, anyone over the age of 21 has access to licensed cannabis products anywhere they are sold. 3 of every 4 cars that drive into our parking lot for the first time are non-card holders looking to shop. And now, 8 out of every 10 phone calls are from people asking if they can shop with us without a medical card. It has been difficult turning these people away. As we look at these other states who allow recreational cannabis sales, med-only facilities lose 60% of their customer base. Again, we want to be able to continue the good work we are doing here in Acme and need some help from you to be able to do so.

## Financial Benefits of Adult Use

From the Township's perspective, there are some compelling financial benefits to municipalities that allow Adult Use facilities. There are thousands of dollars in annual licensing and permitting fees. The 10% excise tax on Adult use sales generates exponentially more tax dollars for each community than Med sales alone. For example, in Muskegon, where we opened our second Provisioning Center, in the first month we collected over \$66,000 in sales and recreational excise taxes. At the end of September state budget officials project \$390 million dollars in recreational cannabis sales. By the end of 2021, the state's expectation is to exceed \$1.5 billion dollars in recreational sales. In an interview with M-Live, Michigan Cannabis Association Executive Director Robin Schneider said, "The recreational industry, once fully implemented, will have a significant impact on Michigan's economy, with hundreds of millions of dollars in tax revenue flowing into state and local governments. We've already begun to see waves of hiring by cannabis businesses looking to fill good-paying jobs which will have a major impact on communities as these workers have money to spend on goods and services at their local small businesses."

## Adult Use Creates More Jobs and Construction Projects

In conversations with some of the other license holders in Acme, it was made clear that some will not move forward with projects here until there is an Adult Use ordinance. The Adult Use ordinance would clear the way for lucrative projects for contractors and other local tradespeople. Maybe most importantly there are the jobs referenced by Ms. Schneider. Good jobs with above average wages and benefits. An Adult Use Provisioning Center is likely to need up to 15 full time staff members. A commercial cultivation facility at least 20 – 25 each. In this economic climate, creating new jobs is a blessing. All of this can be accomplished without compromising any of the wonderful things that make Acme/Williamsburg great.

## Adopting an Adult Use Framework Can be Streamlined

The process of adopting an Adult Use ordinance can be quite simple. It seems that the best way to do this is to "mirror" the existing medical ordinance, changing some of the language and adding a few provisions to ensure that it lines up with what is appropriate for Acme. Alex Leonowicz, one of the Redbud partners and our corporate attorney, has shared a few examples of Adult Use ordinances from communities around the state that have opted into recreational cannabis with the township. He highlighted some potential positives and negatives from different perspectives. We are certainly willing to help with the process of creating a new ordinance. There are currently well over 100 provisioning centers open for recreational cannabis sales in the state. Closer to home, as you know, Traverse City moved forward with its Adult Use ordinance. The reality of being between Kalkaska, which as a community is "all in" on this industry, and Traverse City who is now committed to allowing Adult Use sales, is a grim reality for the Acme medical license holders given the status quo.

The table below details some of the issues other communities have addressed in their AU ordinances. Again, the township of Acme decides exactly what adult use will look like here and can preserve the integrity of the "status quo" while allowing the Acme license holders to compete on a level playing field. Apart from any assistance from license holders, in our special Board meeting, Mr. Jocks expressed willingness to draft an appropriate Adult Use ordinance for the township if instructed to do so. We urge you to move forward with this. Thank you for your consideration as you take up this critical vote.

**Table 5: Zoning Ordinance Elements in Sample Communities**

Ordinance Framework	Common Language	Lansing	Grand Rapids*	Ann Arbor	Muskegon	Mount Pleasant	Reading	Acme Twp.**
Legislative Intent	The purpose of this chapter/ordinance is to protect public health, safety, and welfare or the residents and policy statements unique to the community, <i>specific to marijuana regulation</i> .	x	x	x				
Definitions and Interpretations	Definitions for each license type (medical or recreational), stacking, buffer or buffered uses (park, church, school, etc.). Many communities define terms in the zoning ordinance or the regulatory ordinance or both. If not marked with an "X" here, the definitions may be in the regulatory ordinance.	x	x	x			x	x
Zoning Districts Assigned	Zoning district(s) assigned to various license types as permitted or special land use. Muskegon uses an overlay district (Marihuana Facilities Overlay District).	x	x	x	x	x	x	x
Uses Allowed/ Approval Procedure	An outline of each license type and the approval process for new or expanding facilities (special land use, administrative approval, permitted use, etc.).	x	x	x	x	x	x	x
Licenses per lot, exceptions, combinations	No more than one type of license (use) shall be located on a lot, exceptions for more than one type of license, and/or exceptions for certain combinations on a lot (such as provisioning center and retail or retail and designated consumption establishment). Limitations on accessory uses.	x	x	x		x	x	
Operation of Business	All activities must be indoors, premises open for inspection, no noise, dust, fumes, glare, odors, etc., no consumption on the premises (unless otherwise allowed), hours of operation. Security presence.	x	x		x	x	x	
Application Requirements	Type of facility, consent of property owner, pre-qualification step completion from LARA, proof of insurance, elevations, site plan, additional studies, design requirements (doors, lighting, landscaping, street furniture).	x	x	x	x	x		
Setbacks, Buffering, Dispersion Requirements	1,000 (or other) feet from a school, including pre-schools, 500 feet (or other) from buffered uses (parks, commercial child care, church, substance use disorder treatment center or another marihuana retailer/provisioning center. Setbacks listed are an example, actual setbacks vary among communities and license types.	x	x	x		x	x	
Separation Distance Waiver	A process is outlined for how an applicant may request a waiver from the 500, 1000, 2000 foot buffering or dispersion requirement for certain uses from specified uses (such church, daycare, church or another marihuana retailer).		x					
Parking Requirements	Parking requirements specific to marijuana establishments, these may uniquely address stacked licenses or combinations (retail/consumption or grower/processor) in one building.			x		x		
Additional Plans or Information Required	Lighting Plans, CPTED Plan (Crime Prevention Through Environmental Design), Wastewater, Sustainability Plans, Good Neighbor Plan, Marihuana Industry Voluntary Equitable Development Agreement (MIVEDA), Solid Waste/Chemical Disposal, Odor Plan	x	x	x	x	x	x	
Designated Consumption Establishments	The consumption of marijuana is permitted in a designated area (serve only those 21 years and older) and requires additional state and local licenses.	x		x				
Signage	Specifies a size of sign, a regulation specific to marijuana such as "signs may not depict marihuana or marihuana related paraphernalia".	x	x		x	x		
Federal Law	Nothing in chapter, regulation, is intended to grant immunity from criminal prosecution under Federal law.	x	x					
No Vested Rights	A licensee shall have no vested rights or nonconforming use rights that would serve as a basis for failing to comply with this chapter or any amendment to this chapter.	x	x					

Note: Zoning ordinances contain more detail and nuance than what can be shown here.

If marked with an "x" it was addressed in the ordinance, although some ordinances go into greater depth than others.

Police power and zoning ordinances often complement each other, a topic area that may be missing in one regulation might be found in the other.

\*Grand Rapids zoning ordinance only addresses medical marihuana facilities. The city is in the process of adopting zoning for recreational facilities.

\*\*Acme Township treats medical marihuana uses as a use by right in various zoning districts.

October 2, 2020

To: Acme Township Supervisor, Doug White

Dear Doug,

I've been following the township's dealings with adult-use marijuana. These are my own personal thoughts and do not represent any group I participate in. As you may know, I've been fighting colon cancer for the last three and a half years. Some of the chemotherapy drugs have caused neuropathy in my hands and feet causing skin and feeling loss. One day at the infusion center, several patients encouraged me to try some products that have THC in them. This substance has greatly helped with skin and numbness loss. After I obtained my medical marijuana card, I began to purchase these products in Acme and use them regularly. Some acquaintances have likewise tried these substances and find them useful.

In talking with marijuana shop owners, I've learned they face a huge dilemma regarding the scope of their products. Just medical usage cannot support their business costs. They need the additional sales from adult-use products. I've learned that 16% of their sales are returned to the local government and are highly regulated by the State. As you know, Traverse City is in the process of granting 4 licenses for adult use. I would much rather buy my products in Acme.

I've heard that the planning commission will be taking up this question for consideration. I would hope they look at the possible revenue streams back to the township and allow Acme to thrive from such sales. Please feel free to share this with the Board or Planning Commission, should that be helpful.

Yours truly,

A handwritten signature in black ink, appearing to read "Jim Goss", with a stylized flourish extending from the end.

Jim Goss

4105 Bay Valley Drive  
Williamsburg, MI 49690

September 2, 2020

To: Acme Township Board of Trustees  
From: Jason Torrey, 911 Director  
Ref: Local 911 surcharge ballot proposal – Nov 2020


Dear Sir or Madam,

On November 3, 2020 residents of Grand Traverse County will be afforded an opportunity to vote on a local 911 surcharge proposal to be effective July 1, 2021. I have attached information regarding the surcharge, how it applies to and impacts the 911 center, your local public safety agencies, and ultimately the citizens of your community.

I am more than happy to attend a meeting of your choice to further discuss the 911 surcharge, and answer any questions that you, or your constituents, may have. Understanding there may be some difficulties with organizations holding in-person meetings please feel free to also reach out to me direct with any opportunity for a virtual discussion, or by phone or email included with these documents.

In an effort to responsibly provide all citizens of Grand Traverse County with facts regarding the ballot proposal, I would be appreciative if you could use your internal communication channels to share this information as well. Citizens are free to reach out to me directly with any questions.

Respectfully,



Jason Torrey, ENP  
911 Director

## Grand Traverse County 911 Surcharge

On Nov 3, 2020 Grand Traverse County citizens will be presented a ballot proposal to consider a local 911 surcharge of up to \$2.50 per device/month through 2027. As Grand Traverse County continues its growth in population, business, and tourism, the call volume and consequent use of 911 resources has also grown.

911 calls are up nearly 20% from 2010. The ability to properly staff, train, and equip the operation, both now and into the future, is dependent on the 911 surcharge that is levied and the community's support.

### **What is the local 911 surcharge?**

A surcharge assessed to all landline, wireless, and VOIP service users located in Grand Traverse County for the exclusive purpose of financing facility, equipment, maintenance, and operating costs of Grand Traverse County 911 public safety call answering and dispatch services.

### **What is the current local 911 surcharge, and what is being proposed?**

The current local 911 surcharge rate is \$1.85. The proposed 911 surcharge would authorize a surcharge of "up to" \$2.50. The amount actually assessed would be decided by the Grand Traverse Board of Commissioners. The surcharge is designed to fund the operation and capital needs for 911 dispatching services and associated equipment, including public safety radio communications.

### **How does this request affect the 911 operating budget?**

The proposed local 911 surcharge would generate up to approximately \$2,777,000 annually, and would combine with other state 911 and local revenue to fund operating expenses, maintenance of current equipment, and capital improvement needs for radio communications equipment and associated infrastructure.

### **In addition to funding the current operating budget, what are some of the key priority investments and initiatives that will be supported with an approval of the 911 surcharge?**

- Staffing plan update to include 800MHz radio communications technical support and 24/7 supervisory coverage at the 911 center.
- Facility upgrade to add two workstations for backfilling extra staff during festivals, severe weather, high profile incidents that create extra call volume, and training.
- Radio system infrastructure upgrades to create resiliency, and improve coverage for emergency voice and paging communications for first responders.
- Responsibly prepare for future technologies, and the eventual replacement plan for existing 911 call answering systems, and radio and paging communications equipment.

### **If the request fails, what does that mean for the residents of Grand Traverse County?**

Due to the past support of the community we are proud that we provide the citizens of Grand Traverse County with the highest level of 911 service. We regularly exceed national standards by answering 911 calls within 10 seconds over 99% of the time. Subsequently, this leads to efficiency in dispatching local emergency services – getting help to you quicker, when it matters most. If the surcharge proposal fails, our ability to meet these expectations will be diminished and may result in deficiencies in the 911 system, as well as a greater potential for increased first responder safety concerns and response times.

Questions regarding the ballot proposal can be directed to 911 Director Jason Torrey at [jtorrey@gtcountymi.gov](mailto:jtorrey@gtcountymi.gov) or (231) 922-4751.

## Facts & FAQ's regarding the Grand Traverse County 911 surcharge ballot proposal

How does the \$2.50/per device proposal compare to other local communities?

- The average voter approved 911 surcharge assessed in the region is \$2.49, with Benzie and Missaukee collecting \$3.00, Kalkaska at \$2.52, and Wexford at \$2.25.

What are the projected average annual costs that would be supported by the 911 surcharge?

• Personnel/Operations	\$1,772,962.00
• Contracts/systems maintenance	\$230,500.00
• Radio communications infrastructure improvements	\$250,000.00
• Radio and Paging Equipment maintenance/replacement	\$420,000.00
• Facility/911 systems replacement	\$130,000.00

Can you provide examples of improvements have been made since the last surcharge request in 2014?

- Upgraded 911 phone handling system to be compatible with the modern IP network.
- Purchase and installation of 800MHz radio consoles in the 911 center.
- The first community in the nation to move to P25 paging solution for first responders – improving coverage and saving money over legacy systems.
- Upgraded radio communications to 800MHz for all Grand Traverse County public safety agencies, providing better interoperability between departments, a larger network footprint reaching outside department boundaries, and increased first responder safety.
- Advancements in location accuracy for wireless devices which results in quicker response times.

What improvements are needed, and would be realized as the result of an approval of the current 911 surcharge proposal?

- Utilize an existing Grand Traverse County communications tower to improve radio and paging coverage for all public safety agencies.
- Add microwave link to radio communications system in order to reduce risk for potential radio and paging downtime at the 911 center.
- The continued maintenance, programming, tuning, and repair/replacement needs for all P25 public safety paging and radio communications equipment in Grand Traverse County.
- Adding of one FTE to staffing plan to properly manage personnel needs of the 911 center, and ensure the proper workspace, resources, tools, and training are available for success.

## MEMO

**To: Acme Township Board of Trustees**

**From: Jeffrey L. Jocks, Sondee, Racine & Doren, PLC**

**Date: September 29, 2020**

**Re: Adult Use (Recreational) Marihuana**

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Supervisor White asked that I provide a memo to the Township Board for its discussion concerning adult use (recreational) marihuana establishments. As I have said before, I take no position on whether you should or should not allow adult use marihuana establishments in Acme Township. This memo will provide a simple overview of the Michigan Regulation and Taxation of Marihuana Act (“Act”) and also suggest a procedure for your discussion.

As you know, Michigan voters approved the Act and adult use marihuana is now legal in the State of Michigan. While adult use is legal in Acme Township, you have adopted an ordinance prohibiting marihuana establishments. The Act allows for Acme to completely prohibit or limit the number of marihuana establishments allowed in the Township subject to certain rules and restrictions. Under the Act, establishments are similar to medical marihuana facilities that Acme already allows. The Act’s allowed establishments are: 1) a marihuana grower, 2) a marihuana safety compliance facility, 3) a marihuana processor, 4) a marihuana microbusiness, 5) a marihuana retailer, and 6) a marihuana secure transporter.

If you choose to allow adult use marihuana establishments in Acme, the Act allows an annual fee of up to \$5000.00 to defray application, administrative, and enforcement costs associated with the operation of establishments. While some municipalities are charging the full \$5000.00 fee, I recommend that if you were to allow establishments that you set the fee based on

the real application, administrative, and enforcement costs. The allowable \$5000.00 fee is not created to generate revenue for the Township.

The Act does however provide that Acme will receive some money if it allows marihuana retailers or microbusinesses. The State collects an excise tax of 10% for all sales of marihuana from retailers and microbusinesses. MCL 333.27963. From that 10%, the State is first supposed to repay the Michigan general fund for all money appropriated from for the State's implementation of the Act. MCL 333.27964. Second, it then uses the funds for the administration and enforcement of the Act. MCL 333.27964. Third, until 2022 or for at least two years, it must provide \$20 million annually for clinical trials researching the efficacy of marihuana in treating medical conditions of U.S. armed services veterans and preventing veteran suicide. MCL 333.27964. Finally, all unexpended balances are allocated as follows:

- a. 15% to municipalities with adult use retail or microbusinesses in proportion to the total retail or microbusinesses in the state;
- b. 15% to counties with adult use retail or microbusinesses in proportion to the total retail or microbusinesses in the state;
- c. 35% to the school aid fund for k-12 education; and
- d. 35% to the Michigan transportation fund for repair and maintenance of roads and bridges. MCL 333.27964.

So, until 2022 any distributions to Acme would be limited. After the requirement to allocate \$20 million to clinical trials, distributions to Acme would increase. I am not aware of the current excise tax collection totals.

If you decide to allow any establishment types, we will have to draft a new licensing ordinance. The Act does not allow lotteries for licenses as we used for medical facilities.

Instead, it requires a merit-based system. I think further discussion of an ordinance is premature until you decide the direction Acme will take.

The above discussion of the Act is simplified and leaves out a number of details that will require discussion if you choose to allow adult use marihuana establishments. I recommend that you first decide whether such establishments should be allowed in Acme Township. Recall that you can completely prohibit or limit establishments so you should go through the above list of establishments. If some or all of the establishments are acceptable generally, then you should move on to discussion of which establishments should specifically be allowed and generally where they should be located. From there, you should direct staff to draft a licensing ordinance and request that the Planning Commission begin development of a zoning amendment to allow the uses under the zoning ordinance. I will attend the meeting to assist you with this discussion.

RESOLUTION # \_\_\_\_\_  
INTERLOCAL AGREEMENT FOR GRAND TRAVERSE COUNTY DESIGNATED ASSESSOR

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on September 16, 2020, and reviewed the request to initiate an Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

WHEREAS, This Interlocal Agreement, by and between the County of Grand Traverse, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and Acme Township, Blair Township, East Bay Township, Fife Lake Township, Garfield Township, Grant Township, Green Lake Township, Long Lake Township, Mayfield Township, Paradise Township, Peninsula Township, Union Township, Whitewater Township, and the City of Traverse City each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District", and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, The County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF TRUSTEES, THAT \_\_\_\_\_ City/Township approves the Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

BE IT FURTHER RESOLVED THAT, the Board of Trustees authorized the City Mayor/Township Supervisor to effectuate the necessary documents to implement the Township Board authorized action.

MOTION made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution. Upon roll call vote, the following voted aye: \_\_\_\_\_

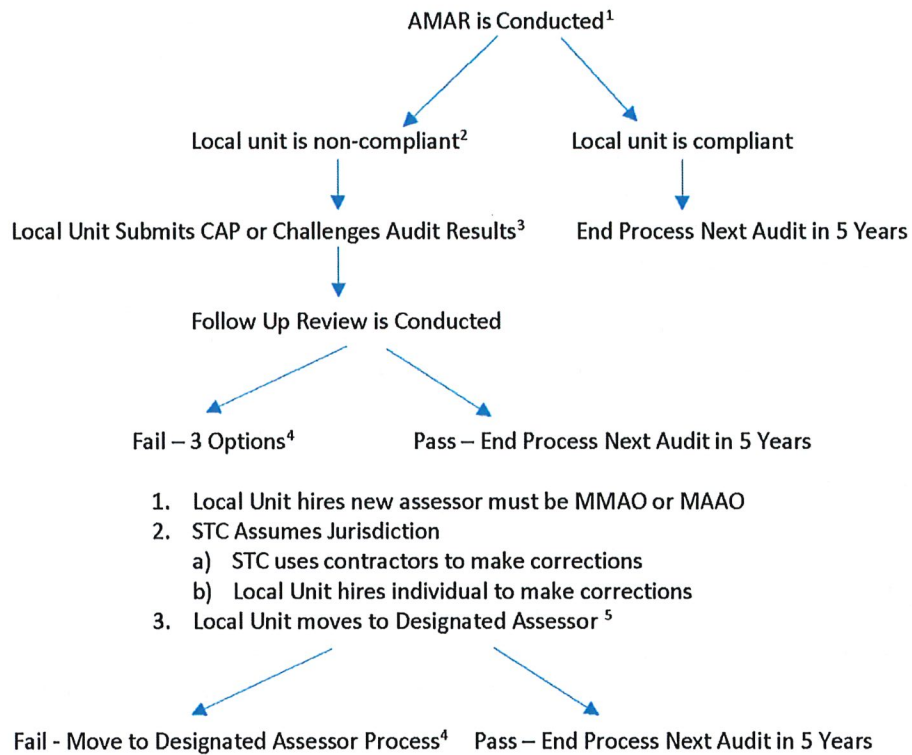
\_\_\_\_\_

The following voted nay: \_\_\_\_\_

The Supervisor/Mayor declared the motion carried and Resolution # \_\_\_\_\_ duly adopted on the \_\_\_\_\_ day of September, 2020.

Date: \_\_\_\_\_ Mayor/Supervisor \_\_\_\_\_

### Property Assessing Reform Process



<sup>1</sup> Every 5 years. New AMAR will have 2 sections: Technical (items from statute) and Assessment Roll Analysis

<sup>2</sup> Any item that is a no in the Assessment Roll Analysis results in non-compliance

<sup>3</sup> Form for Audit challenge will be developed. AMAR Sample CAP will be released

<sup>4</sup> A local unit may follow the process to challenge the audit results

<sup>5</sup> Local units that move to DA will remain in that process for 5 years. DA is the AOR for the Local Unit

There are several important things to note from this process:

1. Key to the process is the determination of non-compliance. The STC adopted policy specifies the items to determine non-compliance will be ECF's, Land Values and Overrides. If any of those items are marked as a "no" in the AMAR then the local unit will be non-compliant. This determination is definitive, we will not parse out what would be non-compliant. For example: if a unit fails to have a proper industrial ECF study and analysis and all other classes of property have a satisfactory study and analysis, a determination of non-compliance would still be made.
2. After one failed follow up (meaning two failed reviews) the process provides three options for the local unit. These options incorporate the assumption of jurisdiction as well as the statutory requirements that include designated assessor and the local unit ability to hire a new MAAO or MMAO assessor.
3. The process requires another follow up after the first failed follow up, regardless of what option the local unit selects. If another failed follow up occurs then the local unit will be required to move into the designated assessor process.

Who are the Designated Assessors? The statute provides the process for determining who the Designated Assessors will be. Each County is required to enter into an interlocal agreement that designates the individual who will serve as the County's Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County. Once the interlocal agreement is approved, it is sent to the State Tax Commission for final approval. The STC will determine if the individual named as the Designated Assessor is capable of ensuring they can achieve and maintain substantial compliance for any local unit that contracts with them.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over assessor for local units. While the County can certainly be named the Designated Assessor, it is not an automatic designation, as the Designated Assessor is determined by the approved interlocal agreement.

The Act contains a number of specific detailed provisions regarding the Designated Assessor including how long they serve, what happens in the case of a Designated Assessor that can no longer serve and appeal processes for local units regarding substantial compliance. Those provisions will be discussed in much more detail in future publications and in STC Bulletins, Guidelines and Rules.

What do local units and Assessors need to know now?

1. The majority of the provisions in the Act do not go into place until 2022.
2. The STC will be working to issue Bulletins, Guidelines, Definitions and Advice over the next two years.

There are several important things to note from this process:

1. Key to the process is the determination of non-compliance. The STC adopted policy specifies the items to determine non-compliance will be ECF's, Land Values and Overrides. If any of those items are marked as a "no" in the AMAR then the local unit will be non-compliant. This determination is definitive, we will not parse out what would be non-compliant. For example: if a unit fails to have a proper industrial ECF study and analysis and all other classes of property have a satisfactory study and analysis, a determination of non-compliance would still be made.
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What do local units and Assessors need to know now?

1. The majority of the provisions in the Act do not go into place until 2022.
2. The STC will be working to issue Bulletins, Guidelines, Definitions and Advice over the next two years.

3. Local units can begin to prepare now by ensuring they are meeting the requirements in the current AMAR and if not, that they work to ensure corrections are made to bring them into compliance.
4. The Designated Assessor provision does not mandate that all assessors be an Advanced or Master Level and it does not mandate Countywide Assessing.
5. The provision to allow Boards of Review to combine went into effect with the 2019 year. The Cities or Townships that want to combine their Boards of Review must be contiguous and must still consider the statutory provisions regarding size, composition and manner of appointment of the Board of Review. A further discussion of this requirement is available in an informational document on the Property Assessing Reform link on the State Tax Commission's website.
6. Updates on Property Assessing Reform will be published on the State Tax Commission's website at [www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission) and a dedicated email address has also been established for questions regarding Property Assessing reform. Questions on Property Assessing Reform can be emailed to [AssessingReformQuestions@michigan.gov](mailto:AssessingReformQuestions@michigan.gov).

**THE GENERAL PROPERTY TAX ACT (EXCERPT)**  
**Act 206 of 1893**

**211.10g Audit program; audit of assessing districts; notice of noncompliance; corrective action plan; written petition to challenge determination; designated assessor; costs; definitions.**

Sec. 10g. (1) Pursuant to subsection (2), on and after December 31, 2021, the state tax commission shall audit the assessing districts in this state to determine if they do all of the following:

(a) Employ or contract with an assessor of record that oversees and administers an annual assessment of all property liable to taxation in the assessing district, as provided in section 10, in accordance with the constitution and laws of this state. For an assessing district that amends its corrective action plan pursuant to subsection (3)(c), its assessor of record must be an advanced assessing officer or a master assessing officer.

(b) Use a computer-assisted mass appraisal system that is approved by the state tax commission as having sufficient software capabilities to meet the requirements of this act and to store and back up necessary data.

(c) Subject to state tax commission guidelines, have and follow a published policy under which its assessor's office is reasonably accessible to taxpayers. A policy under this subdivision must include, at a minimum, the items in subparagraphs (i) to (iv) and should include the item in subparagraph (v) as follows:

(i) A designation, by name, telephone number, and electronic mail address, of at least 1 official or employee in the assessor's office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail.

(ii) An estimated response time for taxpayer inquiries submitted under subparagraph (i), not to exceed 7 business days.

(iii) Information about how a taxpayer may arrange a meeting with an official or employee of the assessor's office for purposes of discussing an inquiry in person.

(iv) Information about how requests for inspection or production of records maintained by the assessor's office should be made by a taxpayer and how those requests will be handled by the assessor's office.

(v) Information about any process that the assessor's office may have to informally hear and resolve disputes brought by taxpayers before the March meeting of the board of review.

(d) If a city or township building within the assessing district is in an area with broadband internet access, provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors. As used in this subdivision, "area with broadband internet access" means an area determined by the connect Michigan broadband service industry survey to be served by fixed terrestrial service with advertised speeds of at least 25 megabits per second downstream and 3 megabits per second upstream in the most recent survey available.

(e) Include the contact information described in subdivision (c)(i) in notices to taxpayers concerning assessment changes and exemption determinations, including, but not limited to, notices issued under section 24c.

(f) Ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its board of review members receive board of review training and updates required and approved by the state tax commission.

(g) Comply with section 44(4) with respect to any property tax administration fee collected under section 44.

(h) Have all of the following:

(i) Properly developed and documented land values.

(ii) An assessment database for which not more than 1% of parcels are in override.

(iii) Properly developed and documented economic condition factors.

(iv) An annual personal property canvass and sufficient personal property records according to developed policy and statutory requirements.

(v) A board of review that operates in accordance with this act.

(vi) An adequate process for determining whether to grant or deny exemptions according to statutory requirements.

(vii) An adequate process for meeting the requirements outlined in the state tax commission's publication entitled, "Supervising Preparation of the Assessment Roll", as those requirements existed on October 1, 2018.

(i) Comply with any other requirement that the state tax commission lawfully promulgates under the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to 24.328, in the exercise of its authority under this act that expressly states that it is intended as an additional requirement under this subsection.

(2) The state tax commission shall develop and implement an audit program to determine whether an assessing district is in substantial compliance with the requirements in subsection (1). If, after December 31,

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2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner

2021, the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1), the state tax commission may initiate the process described in subsection (3) to ensure that the assessing district achieves and maintains substantial compliance with those requirements.

(3) The state tax commission shall develop and implement a process to ensure that all assessing districts in the state achieve and maintain substantial compliance with the requirements in subsection (1). At a minimum, that process shall include all of the following actions and procedures:

(a) If the state tax commission determines that an assessing district is not in substantial compliance with the requirements in subsection (1) and elects to initiate the process described in this subsection, the commission shall provide the assessing district with a notice of noncompliance setting forth the reasons the assessing district is not in substantial compliance with the requirements in subsection (1) and requesting that the assessing district develop a corrective action plan approved by its governing body to address those deficiencies. Except as otherwise provided in subdivision (g), an assessing district shall file a corrective action plan requested under this subdivision with the state tax commission within 60 days after receipt of the notice of noncompliance. The state tax commission shall approve a corrective action plan filed under this subdivision or request changes to the plan within 60 days after filing.

(b) No earlier than May 1 and no later than September 1 of the calendar year immediately following the year of the notice described in subdivision (a), or, in the case of a corrective action plan approved by the state tax commission that extends beyond 1 year, no earlier than May 1 and no later than September 1 of the calendar year that is the second calendar year following the year of the notice described in subdivision (a), the state tax commission shall conduct an initial follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(c) Except as otherwise provided in subdivisions (g) and (i), an assessing district that has received a notice of noncompliance as part of an initial follow-up review under subdivision (b) shall elect to either contract with the designated assessor for the county to serve as the district's assessor of record or amend its corrective action plan with the approval of the state tax commission to provide that the assessing district will employ or contract with a new assessor of record, who shall be an advanced assessing officer or a master assessing officer, to achieve and maintain substantial compliance with the requirements in subsection (1).

(d) If an assessing district amends its corrective action plan pursuant to subdivision (c), no earlier than May 1 and no later than September 1 of the following calendar year, the state tax commission shall conduct a second follow-up review with the assessing district and, within 90 days following that review, provide the district with an evaluation of its progress in implementing its corrective action plan and a notice of substantial compliance or noncompliance with the requirements in subsection (1).

(e) If the state tax commission, pursuant to subdivision (b) or (d), provides an assessing district a notice of substantial compliance with the requirements in subsection (1), no further follow-up reviews are required under this subsection.

(f) Except as otherwise provided in subdivision (g), if the state tax commission provides an assessing district a notice of noncompliance pursuant to a second follow-up review under subdivision (d) or notifies an assessing district that it has fallen out of substantial compliance less than 5 calendar years after the calendar year a notice of substantial compliance was issued under this subsection, the state tax commission may require the assessing district to contract with the designated assessor for the county to serve as the district's assessor of record. If the state tax commission notifies an assessing district that it has fallen out of substantial compliance with the requirements in subsection (1) more than 4 calendar years after the calendar year a notice of substantial compliance was issued, that notice of noncompliance shall be treated as an initial determination of noncompliance under this subsection.

(g) Within 30 days after receiving a notice of noncompliance under subdivisions (a), (b), (d), or (f), an assessing district may file a written petition with the state tax commission challenging the determination. The state tax commission shall arbitrate the dispute based on the documented facts supporting the notice of noncompliance and the information contained in the written petition and may request additional information as needed from the assessing district. If a petition is properly filed under this subdivision, the requirements applicable to an assessing district under subdivisions (a), (c), and (f) do not apply until the state tax commission notifies the assessing district of the results of the arbitration. With respect to the corrective action plan filing requirement in subdivision (a), the 60-day window for filing the plan will run from the date of this notice.

(h) Unless earlier times are agreed to by the state tax commission and the designated assessor, an assessing district that is under contract with a designated assessor under this subsection may petition the state tax commission no sooner than 3 years after commencement of the contract to end its contract with the designated assessor and may subsequently terminate the contract, subject to state tax commission approval, no sooner

than 5 years after commencement of the contract. The state tax commission shall approve termination of a contract under this subdivision if it determines that the assessing district can achieve and maintain substantial compliance with the requirements in subsection (1) using a different assessor of record.

(i) Notwithstanding any other provision of this subsection, the state tax commission may immediately require an assessing district to contract with the designated assessor for the county to serve as the district's assessor of record if after the expiration of 90 days following a second notice of noncompliance under subdivision (b) or the issuance of a notice of arbitration results under subdivision (g), whichever is later, the assessing district has not either contracted with the designated assessor for the county or employed or contracted with a new assessor of record pursuant to subdivision (c) or if both of the following apply:

(i) The assessing district has failed to file an acceptable corrective action plan with the state tax commission under subdivision (a) within 180 days following an initial notice of noncompliance under subdivision (a) or has failed to make a good-faith effort to implement a corrective action plan approved by the state tax commission under subdivision (a) within 240 days following an initial notice of noncompliance under subdivision (a).

(ii) The failure is likely to result in assumption of the assessing district's assessment roll.

(j) A designated assessor may charge an assessing district that is required to contract with the designated assessor under this subsection, and that assessing district shall pay, for the reasonable costs incurred by the designated assessor in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The state tax commission shall develop guidelines, which, at a minimum, shall provide for the ability of an assessing district to protest a charge to the state tax commission and the ability of the state tax commission to resolve disputes between the designated assessor and the assessing district regarding costs and charges.

(k) A designated assessor is a local assessing unit for purposes of the provisions in section 44 concerning the division and use of any collected property tax administration fees.

(4) Beginning December 31, 2020, every county shall have a designated assessor on file with the state tax commission, subject to all of the following:

(a) Subject to subdivision (d), to designate an assessor as a designated assessor, a county shall provide the state tax commission with an interlocal agreement that designates an individual who will serve as the county's designated assessor and shall petition the state tax commission to approve of the individual as the designated assessor for that county. The interlocal agreement must be executed by the board of commissioners for that county, a majority of the assessing districts in that county, and the individual put forth as the proposed designated assessor. For purposes of this subdivision and subsection (5)(d), an assessing district is considered to be in the county where all of, or in the case of an assessing district that has state equalized value in multiple counties, the largest share of, that assessing district's state equalized value is located.

(b) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall approve the petition.

(c) Except as otherwise provided in subdivision (d), if the state tax commission determines that an individual named in a petition submitted under subdivision (a) is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1), it shall reject the petition and request the submission of additional interlocal agreements under subdivision (a) until a suitable assessor has been presented.

(d) Except as otherwise provided in subdivision (e), an approved designated assessor designation shall not be revoked and no new designation shall be made under subdivision (a) earlier than 5 years following the date of the approved designation.

(e) The state tax commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a county's designated assessor and, if applicable, revoke the approved designation of the current designated assessor under the following circumstances and subject to the following time limit:

(i) If the designated assessor dies or becomes incapacitated.

(ii) If the designated assessor was designated and approved based on his or her employment status and that status materially changes.

(iii) If it determines at any time that the designated assessor is not capable of ensuring that contracting assessing districts achieve and maintain substantial compliance with the requirements in subsection (1).

(iv) If, as of December 31, 2020, it has not been provided an interlocal agreement, executed as provided in subdivision (a), that presents a suitable individual to serve as the county's designated assessor.

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

**History:** Add. 2018, Act 660, Imd. Eff. Dec. 28, 2018.

**Compiler's note:** Enacting section 1 of Act 660 of 2018 provides:

"Enacting section 1. It is the intent of the legislature to appropriate sufficient money to address start-up and training costs associated with this amendatory act, including, but not limited to, necessary costs incurred to train board of review members, increase the number of assessors qualified to serve as assessors of record, facilitate initial designated assessor designations, respond to assessor requests for technical assistance, enhance staff and programming within the state tax commission to improve technical support for assessors of record, and transition some assessment services to designated assessors."

**Popular name:** Act 206

(v) An approved designation under this subdivision is effective only until a new assessor has been designated and approved under subdivisions (a) to (c).

(5) As used in this section:

(a) "Advanced assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Advanced Assessing Officer(3) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Advanced Assessing Officer(3).

(b) "Assessing district" means a city, township, or joint assessing authority.

(c) "Corrective action plan" means a plan developed by an assessing district that specifically indicates how the assessing district will achieve substantial compliance with the requirements in subsection (1) and when substantial compliance will be achieved.

(d) "Designated assessor" means an individual designated and approved, as provided in subsection (4), to serve a county as the assessor of record for the assessing districts in that county that are required to contract with a designated assessor pursuant to the process specified in subsection (3).

(e) "Master assessing officer" means an individual certified by the state tax commission pursuant to section 10d as a Michigan Master Assessing Officer(4) or, if the state tax commission changes its certification designations, an individual certified by the state tax commission to perform functions equivalent in scope, as determined by the state tax commission, to those that previously could have been performed by a Michigan Master Assessing Officer(4).

(f) "Noncompliance" means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute. It is the opposite of substantial compliance and shall be determined based on a holistic evaluation of compliance with the requirements in subsection (1), taking into account the anticipated overall impact of the deficiencies on the assessing district's ability to perform the assessment function. A finding of noncompliance shall not be based on isolated technical deficiencies.

(g) "Substantial compliance" means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute. It is the opposite of noncompliance.

(6) Not later than 2 years after the effective date of the amendatory act that added this section, the state tax commission shall adopt and publish guidelines to implement this section. The guidelines shall include, at a minimum, minimum standards and model policies to be followed for substantial compliance with the requirements of subsection (1) and shall identify those deficiencies that may lead to a finding of noncompliance and those deficiencies that are technical. The state tax commission may update the guidelines as needed to implement this section.

**History:** Add. 2018, Act 660, Imd. Bff. Dec. 28, 2018.

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**Popular name:** Act 206

## **GRAND TRAVERSE COUNTY INTERLOCAL AGREEMENT FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF GRAND TRAVERSE, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and ACME TOWNSHIP, BLAIR TOWNSHIP, EAST BAY TOWNSHIP, FIFE LAKE TOWNSHIP, GARFIELD TOWNSHIP, GRANT TOWNSHIP, GREEN LAKE TOWNSHIP, LONG LAKE TOWNSHIP, MAYFIELD TOWNSHIP, PARADISE TOWNSHIP, PENINSULA TOWNSHIP, UNION TOWNSHIP, WHITEWATER TOWNSHIP, and THE CITY OF TRAVERSE CITY each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District's Assessor of record, upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1). The Assessing District shall provide the Designated Assessor with access to all records, documents, and information as necessary for the Designated Assessor to perform his duties. The Assessing District shall advise the Designated Assessor of any applicable policies

and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation and reimbursement of costs. Said compensation and reimbursement would amount to the actual costs incurred by the County Designated Assessor. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff or contractors necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include, but are not limited to: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

(i) if the County Designated Assessor dies or becomes incapacitated;

(ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation and reimbursement of costs. Said compensation and reimbursement would amount to the actual costs incurred by the County Designated Assessor. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff or contractors necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include, but are not limited to: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

(i) if the County Designated Assessor dies or becomes incapacitated;

(ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

(iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission's designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County's petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Grand Traverse County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF GRAND TRAVERSE

\_\_\_\_\_  
Robert Hentschel, Chairperson  
County Board of Commissioners

\_\_\_\_\_  
Date

ACME TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

BLAIR TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

EAST BAY TOWNSHIP

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Supervisor

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Date

FIFE LAKE TOWNSHIP

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Supervisor

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GARFIELD TOWNSHIP

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Supervisor

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GRANT TOWNSHIP

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GREEN LAKE TOWNSHIP

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MAYFIELD TOWNSHIP

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FIFE LAKE TOWNSHIP

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MAYFIELD TOWNSHIP

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Supervisor

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PARADISE TOWNSHIP

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Supervisor

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PENINSULA TOWNSHIP

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Supervisor

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Date

UNION TOWNSHIP

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Supervisor

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Date

WHITEWATER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CITY OF TRAVERSE CITY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_

\_\_\_\_\_  
Date



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 8 of 2020**  
**June 9, 2020**  
**Audit Process and Designated Assessor**

**TO:** Assessors and Equalization Directors

**FROM:** State Tax Commission

**SUBJECT:** Overview of Audit Process and Designated Assessor under Public Act 660 of 2018

Public Act 660 of 2018 was approved by Governor Snyder on December 28, 2018 and amended the General Property Tax Act to provide a statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. The Act defines the requirements for substantial compliance with the General Property Tax Act, provides timelines for audits and follow-up audits, and details a process for bringing a local unit into compliance if they remain non-compliant after a follow-up review. The Designated Assessor is an integral part of that process.

### **Audit Process Overview**

The Commission will conduct an audit of assessment practices according to a published schedule. If the assessing district (City, Township or Joint Assessing Authority) is determined to be in substantial compliance, the audit process for that five-year cycle is complete and the assessing district is not required to take any additional action.

If the State Tax Commission determines that an assessing district is not in substantial compliance with the General Property Tax Act, the Commission will provide the assessing district with a notice of noncompliance, including the reasons the assessing district is not in substantial compliance.

The assessing district must either appeal the audit determination by filing a written petition to be developed by the State Tax Commission or they must submit a corrective action plan to be approved by the State Tax Commission. "Corrective action plan" is defined in P.A. 660 of 2018 as "a plan developed by an assessing district that specifically indicates *how* the assessing district will achieve substantial compliance . . . and *when* substantial compliance will be achieved." (Emphasis added). Additional information related to the corrective action plan and petition to challenge the audit results will be provided by the State Tax Commission in separate guidance.

In the event the Commission conducts a follow-up review and the assessing district is not in substantial compliance after the follow-up review, the assessing district has three options:

1. The assessing district may hire a new Michigan Advanced Assessing Officer (MAAO) or Michigan Master Assessor Officer (MMAO),

2. The State Tax Commission assumes jurisdiction over the assessment roll in order to bring the roll into substantial compliance, or,
3. The local unit may move directly to the designated assessor.

Regardless of which option is selected, the Commission will conduct a second follow-up review to determine if the assessment roll is in substantial compliance. If, after the second follow-up review the assessing district continues to be in noncompliance, the local unit will move directly to the Designated Assessor process.

As defined in statute **substantial compliance** “means that any identified deficiencies do not pose a significant risk that the assessing district is unable to perform the assessment function in conformity with the state constitution and state statute.”

As defined in statute **noncompliance** “means that the identified deficiencies, taken together, pose a significant risk that the assessing district is unable to perform the assessing function in conformity with the state constitution and state statute.”

At the December 17, 2019 State Tax Commission meeting, the Commission determined “substantial compliance” to mean that the local unit 1) has properly calculated and appropriately documented Economic Condition Factors; 2) has properly calculated and appropriately documented land value determinations; and 3) less than 1% of the record cards are on override and less than 1% of the record cards reflect flat land values. If any of the requirements associated with those items are not met, the local unit will be considered noncompliant and the notice of noncompliance will be issued.

Once the audit is complete, if an assessing district is notified that it has fallen out of substantial compliance prior to the next audit, the State Tax Commission may require the assessing district to contract with the Designated Assessor to serve as their assessor of record. If the assessing district is notified that it has fallen out of substantial compliance more than four years after the initial finding of substantial compliance, then the regular audit process will be followed.

### **What is the Designated Assessor?**

The Designated Assessor is part of a process to ensure that local units are in compliance with the statutory provisions of the General Property Tax Act, meaning that local units are meeting minimum assessing requirements.

The Designated Assessor is the individual selected and agreed to by the County Board of Commissioners and a majority of the assessing districts within that county, subject to final approval of the State Tax Commission.

The Designated Assessor serves as the assessor of record and assumes all duties and responsibilities as the assessor of record for an assessing district that is determined to be non-compliant with an audit.

The Designated Assessor is not an automatic requirement for Countywide assessing or for the County Equalization Director to take over as the assessor for local units. While the County can be named the Designated Assessor, it is not an automatic designation as the Designated Assessor as this is determined by the approved interlocal agreement.

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### **Who may be the Designated Assessor?**

Each Assessing District within each County is required to have an assessor of record with a certification level that meets the valuation requirements set forth by the State Tax Commission. Township and City certification levels are adjusted annually and approved by the STC. The individual who will serve as the county's Designated Assessor must be in good standing and be certified, at least, at the highest level required within the County. If the County contains an Assessing District that requires a Michigan Master Assessing Officer (MMAO), the Designated Assessor must then also be certified at the MMAO level. If the County only contains Assessing Districts that require a Michigan Advanced Assessing Officer (MAAO) certification, or a lower certification, the Designated Assessor may be certified at the level of MAAO. A Michigan Certified Assessing Officer (MCAO) may not serve as the Designated Assessor. As part of the annual certification level process, the Commission will review all MAAO Designated Assessors to ensure compliance with certification level requirements. Additionally, the STC will examine and determine a specific process, on a case by case basis, any specific instance of a MAAO that has been assigned multiple units that may place them beyond the certification requirements of a MAAO.

### **Notification of Selected Designated Assessor**

P.A. 660 of 2018 requires that each county notify the State Tax Commission, no later than December 31, 2020, of the individual that will serve as the county's Designated Assessor. In addition, the county must provide the State Tax Commission with the interlocal agreement executed by the County Board of Commissioners, a majority of the assessing districts within that county, and the proposed Designated Assessor for the county. The interlocal agreement must provide enough detail regarding the assessment responsibilities for the designated assessor. The Commission expects the interlocal agreement will include, but not be limited to, the following:

- Information related to the scope of services being provided by the Designated Assessor, including preparation of assessment rolls, timeline for delivery of documents and execution of forms, attendance at Boards of Review meetings, duties and responsibilities related to property tax appeals, both Small Claims and Entire Tribunal, filed with the Michigan Tax Tribunal, responsibility to meet with local unit officials, and obligations of local unit assessing staff members.
- Duties and responsibilities for each local unit within the County, including providing the Designated Assessor with reasonable access to records, documents and information.
- Details relating to cost and compensation for overseeing and administering the annual assessment and operating the assessing office, including payment terms and cost reimbursement.

Failure to timely notify the State Tax Commission of the county's Designated Assessor will result in the State Tax Commission selecting a Designated Assessor for the county.

If the State Tax Commission determines that an individual named as the Designated Assessor is capable of ensuring that the assessing districts within the county will achieve and maintain substantial

compliance, the Commission shall approve that individual as the County's Designated Assessor. Once approved, the designation will not be revoked for at least five years from the approval date.

If the State Tax Commission is unable to approve the individual identified as the county's Designated Assessor because the Commission determines that the proposed Designated Assessor is not capable of ensuring that the assessing districts will achieve and maintain substantial compliance, the county must submit a new Designated Assessor candidate and accompanying interlocal agreement within sixty days of the Commission's determination. The county will be required to repeat the process until a satisfactory Designated Assessor can be approved. The State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor during this period.

The State Tax Commission will develop a form to be utilized by the County Equalization Departments to notify the Commission of the proposed Designated Assessor. The Designated Assessor form will be available by August 18, 2020. The form must be submitted to the Commission no later than December 31, 2020.

### **Designated Assessor Term**

Once an assessing district is under contract with a Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. Statute does provide for a local unit to petition the Commission to end the contract after the Designated Assessor has been in place for 3 years.

The Commission shall approve termination of a contract if it is determined that the assessing district can *achieve and maintain* substantial compliance with the General Property Tax Act using a different assessor of record other than the Designated Assessor.

The State Tax Commission may revoke the Designated Assessor and provide for an interim designated assessor if:

1. The Designated Assessor dies or becomes incapacitated
2. The Designated Assessor's employment status materially changes or
3. The Designated Assessor is not capable of ensuring that the assessing district is able to achieve and maintain substantial compliance with MCL 211.10g.

The interim Designated Assessor will remain in place until a new Designated Assessor can be selected following the interlocal agreement process.

If the Designated Assessor is serving as an assessor of record for an assessing district that is found to be in noncompliance, the State Tax Commission will appoint an individual to serve as the county's temporary Designated Assessor. The county will utilize the normal process to select and notify the Commission of the new Designated Assessor.

### **Designated Assessor Costs**

The Designated Assessor is permitted to charge an assessing district for the reasonable costs incurred in serving as the assessing district's assessor of record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office. The assessing district is required to pay these costs in accordance with

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the interlocal agreement. The costs and fees agreed to by the county, assessing districts and the Designated Assessor is a local issue and will vary statewide.

The Commission will develop guidelines as required by statute for any local unit to protest charges by the Designated Assessor.

### **Audit Preparation**

While the audit process outlined in P.A. 660 of 2018 will not commence until 2022, assessing districts can prepare for these audits by meeting the requirements of the current Audit of Minimum Assessing Requirements (AMAR) and the “Supervising Preparation of the Assessment Roll”, as those requirements existed on October 1, 2018. Additionally, assessing districts should employ an assessor certified by the State Tax Commission at the proper certification level based on the valuation requirements, adjusted annually, set forth by the State Tax Commission. Additional information about the AMAR, including the AMAR Review Sheet, and certification levels, are available on the State Tax Commission website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)).