Regular Board Meeting
Agenda

Wednesday December 2, 2026 7:00 p.m.
Township Hall
Zoom Meeting ID 799 777 8521
Passcode 413315

The purpose of the consent agenda is to expedite business by grouping noncontroversial items together to be dealt with in one board motion without discussion. Any member of the public, board, or staff may ask that any item of the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such request will be automatically respected.

Standard Consent Agenda Items:

Minutes of prior meeting, Treasurer report, Clerks Report, Assessor Report, Zoning Administrator Report, KMHC Report, Road Committee Report, Fire Department Report.

I. Meeting Call to Order -- Fletemier
II. Pledge of Allegiance -- Fletemier
III. Roll Call of Members Present – Nichol
IV. Approval of Consent Agenda – Fletemier
1. ~~Includes Minutes of Prior Meeting,~~ Treasurer report, ~~Clerks Report,~~ Assessor Report, ~~Zoning Administrator Report, KMHC Report, Road Committee Report, Fire Department Report.~~

V. Adoption of Agenda - Fletemier
VI. Conflict of Interest – Fletemier Roll call
VII. Minutes of Prior Meeting –
1. October 27, 2026
2. November 11, 2026

VIII. Clerks Report - Nichol
1. Payment of bills
2. Revenue and Expenditures

IX. Correspondents and Guests
1. Community Officer – Deputy Ray Farrier
2. County Commissioner – Kohn Fisher

X. Public Comment (3 Minute time limit)
XI. Township Reports not included in Consent Agenda
1. Assessor's Report – Sheneman
    a) Board of Review Meeting December 15th 10:00 am
2. Fire Department Report – Brierley
3. Planning Commission Report - Brozovich
4. Zoning Board of Appeals – Buttermore
5. Zoning Administrator – Frank

6. KMHC Hospital Report – Nichol
7. Road Committee Report - Greer

XII. Board Members Comment and Input

XIII. Old Business

1. Policy Manual – Chapters 1, 2 & 3 Review and Vote
2. BS&A Transition – Quote and decision
3. Employee Handbook w/ ESTA Compliance – Update Nichol
4. Pension Payout Status – Brighthouse Nichol
5. KMHC Property Tax Update
6. Items to Hold for Future Meeting
    a) Speed Limit Signs
    b) Kitchen Bid Updates

XIV. New Business

1. Audit status
2. 2027 Meeting Dates – All meeting times 7:00 PM unless noted
    a) January 6
    b) February 3
    c) March 3
    d) April 7
    e) May 5
    f) June 2
    g) July 7
    h) August 7 (1st Saturday in August 1st) 9:00 am
    i) Sept 1
    j) October 6
    k) November 3
    l) December1

XV. Next Meeting date January 6, 2027 7:00 pm

XVI. Adjournment

Blue Lake Township
Treasuer's Balance Sheet
As of November 30, 2026

	Nov 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1 · COMMON CHECKING	864,180.06
7 · TAX ACCOUNT CHECKING	44,992.20
Total Checking/Savings	909,172.26
Total Current Assets	909,172.26
TOTAL ASSETS	**909,172.26**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
101-002 · 4 Front CU	10.00
101 · GENERAL FUND	147,196.61
203-005 · HWY ICS	418,341.76
203 · HIGHWAY IMPROVEMENT	28,039.14
206 · FIRE FUND	89,252.66
226 · TRASH FUND	71,884.19
246 · TOWNSHIP IMPROVEMENT	106,520.35
703 · TAX FUND	47,922.88
Total Other Current Liabilities	909,167.59
Total Current Liabilities	909,167.59
Total Liabilities	909,167.59
Equity	
3900 · Retained Earnings	4.67
Total Equity	4.67
TOTAL LIABILITIES & EQUITY	**909,172.26**

Blue Lake Township
Treasurer's Deposit Detail
As of November 30, 2026

Type	Date	Num	Name	Memo	Split	Amount
101-002 · 4 Front CU						
Total 101-002 · 4 Front CU						
101-003 · GF CD 1						
Total 101-003 · GF CD 1						
101-004 · GF CD 2						
Total 101-004 · GF CD 2						
101-005 · GF CD 3						
Total 101-005 · GF CD 3						
101-006 · GF CD 4						
Total 101-006 · GF CD 4						
101-007 · GF ICS						
Total 101-007 · GF ICS						
101 · GENERAL FUND						
Deposit	11/04/2026	5347	Split Application	Holmes - Combo	1 · C...	-75.00
Deposit	11/04/2026	5348	State of Michigan	Revenue Sharing	1 · C...	-7,398.00
Deposit	11/04/2026	5350	Permits	Brozovich - Shed	1 · C...	-75.00
Deposit	11/04/2026	5351	Permits	Macek - Pole Barn	1 · C...	-75.00
Deposit	11/04/2026	5352	Permits	THAB-DSB	1 · C...	-75.00
Deposit	11/04/2026	5353	Permits	Marcinkus - Shed	1 · C...	-75.00
Deposit	11/04/2026	5354	Permits	Shafer - Pole Barn /Carport	1 · C...	-75.00
Deposit	11/18/2026	5358	Blue Lake Tax Acct	Admin Fee - Payout #6	1 · C...	-421.29
Deposit	11/25/2026	5359	Accident Fund	Refund	1 · C...	-576.00
Total 101 · GENERAL FUND						-8,845.29
203-002 · HW CD 1						
Total 203-002 · HW CD 1						
203-003 · HW CD 2						
Total 203-003 · HW CD 2						
203-004 · HW CD 3						
Total 203-004 · HW CD 3						
203-005 · HWY ICS						
Total 203-005 · HWY ICS						
203 · HIGHWAY IMPROVEMENT						
Total 203 · HIGHWAY IMPROVEMENT						
206-002 · FF CD 1						
Total 206-002 · FF CD 1						
206-003 · FF CD 2						
Total 206-003 · FF CD 2						
206-004 · FF CD 3						
Total 206-004 · FF CD 3						
206-005 · FF CD 4						
Total 206-005 · FF CD 4						
206-006 · FF ICS						
Total 206-006 · FF ICS						
206 · FIRE FUND						
Deposit	11/04/2026	5346	Municipal Underwrit...	Refund Ins Old Pumper	1 · C...	-1,758.00
Total 206 · FIRE FUND						-1,758.00
226-002 · TR ICS						
Total 226-002 · TR ICS						
226 · TRASH FUND						
Total 226 · TRASH FUND						

Blue Lake Township
Treasurer's Deposit Detail
As of November 30, 2026

Type	Date	Num	Name	Memo	Split	Amount
246-002 · TI CD 1						
Total 246-002 · TI CD 1						
246-003 · TI CD 2						
Total 246-003 · TI CD 2						
246-004 · TI CD 3						
Total 246-004 · TI CD 3						
246-005 · TI CD 4						
Total 246-005 · TI CD 4						
246-006 · TI ICS						
Total 246-006 · TI ICS						
246 · TOWNSHIP IMPROVEMENT						
Deposit	11/04/2026	5349	Omimex Energy Inc	Oil Royalty	1 · C...	-61.86
Deposit	11/18/2026	5357	American Tower	T-Mobile Rent	1 · C...	-707.59
Total 246 · TOWNSHIP IMPROVEMENT						-769.45
703 · TAX FUND						
Deposit	11/04/2026	1935	Current Tax Collecti...	Batch 1	7 · TA...	-5,345.31
Deposit	11/04/2026	1935	Current Tax Collecti...	Batch 2	7 · TA...	-7,454.87
Deposit	11/11/2026	1937	Current Tax Collecti...	Brakel	7 · TA...	-1,236.13
Deposit	11/11/2026	1938	Current Tax Collecti...	Deposit	7 · TA...	-2,545.25
Deposit	11/18/2026	1939	Current Tax Collecti...	Batch 1	7 · TA...	-3,911.09
Deposit	11/18/2026	1939	Current Tax Collecti...	Batch 2	7 · TA...	-395.27
Deposit	11/18/2026	1939	Current Tax Collecti...	Batch 3	7 · TA...	-839.09
Total 703 · TAX FUND						-21,727.01
TOTAL						**-33,099.75**

Blue Lake Township
Treasurer's Check Detail
As of November 30, 2026

Type	Date	Num	Name	Memo	Split	Amount
101 · GENERAL FUND						
Check	11/17/2026	EFT ...	Huntington Bank		1 · COMMON ...	-256.62
Check	11/30/2026	EFT140	Internal Revenue S...		1 · COMMON ...	-2,506.98
Check	11/30/2026	EFT141	State of Michigan		1 · COMMON ...	-519.01
Check	11/10/2026	7014	4 Front Credit Union		1 · COMMON ...	-21.19
Check	11/10/2026	7015	DTE Energy		1 · COMMON ...	-76.78
Check	11/10/2026	7016	Michigan Township...	VOID:	1 · COMMON ...	0.00
Check	11/11/2026	7017	Voided Check		1 · COMMON ...	
Check	11/10/2026	7019	Applied Innovation		1 · COMMON ...	-53.36
Check	11/10/2026	7020	Great Northern Law...		1 · COMMON ...	-316.80
Check	11/10/2026	7023	Bauckham, Thall		1 · COMMON ...	-40.00
Check	11/17/2026	7025	Anavon Technology...		1 · COMMON ...	-515.04
Check	11/17/2026	7026	Northern Power Ele...		1 · COMMON ...	-295.00
Check	11/17/2026	7027	Patti Pollock		1 · COMMON ...	-175.00
Check	11/17/2026	7028	Great Lakes Energy		1 · COMMON ...	-441.86
Check	11/17/2026	7029	Great Northern Law...		1 · COMMON ...	-375.00
Check	11/17/2026	7030	Matt's Underground...	VOID:	1 · COMMON ...	0.00
Check	11/17/2026	7031	Rhonda K Allen		1 · COMMON ...	-55.41
Check	11/17/2026	7032	Christine M Almose		1 · COMMON ...	-1,220.12
Check	11/17/2026	7035	Karan M Brozovich		1 · COMMON ...	-110.82
Check	11/17/2026	7036	Todd M Brozovich		1 · COMMON ...	-317.16
Check	11/17/2026	7037	Carl W Buttermore		1 · COMMON ...	-55.41
Check	11/17/2026	7040	Todd R Fletemier		1 · COMMON ...	-1,174.67
Check	11/17/2026	7041	Robert J Frank		1 · COMMON ...	-748.84
Check	11/17/2026	7042	Jeffrey W Greer		1 · COMMON ...	-317.16
Check	11/17/2026	7043	Janet M Gruley		1 · COMMON ...	-1,798.35
Check	11/17/2026	7044	Gloria H Higgins		1 · COMMON ...	-841.72
Check	11/17/2026	7045	Teresa A Nichol		1 · COMMON ...	-1,354.43
Check	11/17/2026	7046	Kurt D Nothstine		1 · COMMON ...	-52.86
Check	11/17/2026	7047	James G Owens		1 · COMMON ...	-52.86
Check	11/17/2026	7048	Thomas P Sheneman		1 · COMMON ...	-1,989.04
Check	11/17/2026	7049	Blair Shearer		1 · COMMON ...	-1,570.50
Check	11/17/2026	7050	David Stockford		1 · COMMON ...	-288.00
Check	11/17/2026	7051	Patti Pollock		1 · COMMON ...	-968.90
Check	11/17/2026	7052	Sharon Stockford		1 · COMMON ...	-629.00
Check	11/17/2026	7053	Kenda K English		1 · COMMON ...	-651.30
Check	11/17/2026	7054	Dale Feigel		1 · COMMON ...	-182.30
Check	11/18/2026	7055	Voided		1 · COMMON ...	
Check	11/17/2026	7056	Sherry Taylor		1 · COMMON ...	-1,284.10
Check	11/24/2026	7057	Charter Communic...		1 · COMMON ...	-180.71
Check	11/24/2026	7058	Christine Almose		1 · COMMON ...	-31.90
Check	11/24/2026	7059	Michigan Township...		1 · COMMON ...	-150.00
Check	11/24/2026	7060	Todd's Welding Ser...		1 · COMMON ...	-933.33
Check	11/24/2026	7062	Todd Fletemier		1 · COMMON ...	-24.65
Check	11/24/2026	7063	Kalkaska County S...		1 · COMMON ...	-718.60
Check	11/24/2026	7064	Teresa Nichol		1 · COMMON ...	-208.80
Total 101 · GENERAL FUND						-23,503.58
203 · HIGHWAY IMPROVEMENT						
Total 203 · HIGHWAY IMPROVEMENT						
206 · FIRE FUND						
Check	11/17/2026	EFT ...	Huntington Bank		1 · COMMON ...	-518.61
Check	11/30/2026	EFT140	Internal Revenue S...		1 · COMMON ...	-740.52
Check	11/30/2026	EFT141	State of Michigan		1 · COMMON ...	-89.43
Check	11/10/2026	7015	DTE Energy		1 · COMMON ...	-107.92
Check	11/10/2026	7018	CSI		1 · COMMON ...	-955.00
Check	11/10/2026	7021	Fick & Sons Diesel ...		1 · COMMON ...	-1,500.59
Check	11/10/2026	7022	T- Mobile		1 · COMMON ...	-164.27
Check	11/10/2026	7024	Hook & Ladder 284		1 · COMMON ...	-1,500.00
Check	11/17/2026	7025	Anavon Technology...		1 · COMMON ...	-55.50
Check	11/17/2026	7033	Kerry Boyer		1 · COMMON ...	-161.14
Check	11/17/2026	7034	Phillip G Brierley		1 · COMMON ...	-1,554.26
Check	11/17/2026	7038	Michael W Clark		1 · COMMON ...	-165.18
Check	11/17/2026	7039	Randall D Dickens		1 · COMMON ...	-631.11
Total 206 · FIRE FUND						-8,143.53

Blue Lake Township
Treasurer's Check Detail
As of November 30, 2026

Type	Date	Num	Name	Memo	Split	Amount
226 · TRASH FUND						
Check	11/24/2026	7061	GFL Environmental		1 · COMMON ...	-9,283.39
Total 226 · TRASH FUND						-9,283.39
246 · TOWNSHIP IMPROVEMENT						
Total 246 · TOWNSHIP IMPROVEMENT						
703 · TAX FUND						
Check	11/18/2026	4672	Blue Lake Township	Sum Payout ...	7 · TAX ACCO...	-421.29
Check	11/18/2026	4673	Kalkaska County Tr...	Sum Payout ...	7 · TAX ACCO...	-15,261.64
Check	11/18/2026	4674	Kalkaska Public Sc...	Sum Payout ...	7 · TAX ACCO...	-24,758.43
Check	11/18/2026	4675	Northwest Educatio...	Sum Payout ...	7 · TAX ACCO...	-3,878.97
Total 703 · TAX FUND						-44,320.33
TOTAL						**-85,250.83**

11/24/2026

Good evening,

During the month of Nov as of 11/23/26, I processed 3 deeds, 1 PTA’s, 1 PRE, 1 affidavit of legal correction, I met with a landowner regarding their PRE.

We did our fall new construction inspections, which took two trips to complete.

Thank you,

Tom

Blue Lake Township

1.0 Board and Administrative Policies Manual

Introduction

1.1 Purpose

This policies manual is adopted to provide for the efficient and uniform application of policies and procedures in Blue Lake Township, where such procedures have not been provided for by law.

Blue Lake Township

2.0 Township Board

2.1 Township Board Authority

The township board is empowered by the Michigan Constitution and state laws to govern Blue Lake Township. The township board has the exclusive authority, subject to applicable laws, to determine the scope, quality and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives.

The township board may authorize appointed officials and employees to take such actions and make decisions that are consistent with applicable federal and state laws, local ordinances, and township board policies.

2.2 Township Board Authority is exercised by the Board

Township board authority shall be exercised only through official board decisions recorded as votes taken, directives given or consensus established by the township board at a township board meeting.

No individual, committee, or organization shall represent its authority or action in a matter as that of the township board unless the township board has directed the individual, committee, or organization in writing or resolution to act on the township board's behalf in that matter.

2.3 Allocation of Resources

The township board shall allocate township resources through the annual adoption of the township budget and periodic budget amendments. The board shall authorize the resources necessary to fulfill the township's mission as required by law and defined in the goals identified in the township strategic plan.

2.4 Budgeting for Results and Outcomes

The township board shall budget for results and outcomes by linking strategic planning, long-range financial planning, performance measures, budgeting, and evaluation. The use of resources shall be linked to objectives established or reaffirmed at the beginning of the budget development process. The township board shall routinely monitor, evaluate and adjust budget allocations to align township resources with the strategic plan goals and objectives.

2.5 Strategic Planning

The township board shall focus its administrative and budgetary deliberations at a strategic level through the adoption and updating of a strategic plan to provide long-range direction over five years.

The strategic plan shall:

- Provide that all boards, commissions, department heads, committees, citizen task forces, and the general public through public hearings should be queried and contribute to the development of, or updates to, the strategic plan.

- Define long-term outcomes that the township board wishes to achieve. Facilitate introduction of new programs or services in a logical, rational manner
- Link program objectives to resource development
- Be adjusted annually for changes in environment
- Be reviewed as part of the budget process to align township resources with the strategic plan goals and objectives

2.6 Evaluating Programs and Services
The township board shall establish, monitor and evaluate measurable objectives in the strategic plan that defines when success has been achieved. The township board will use surveys, forums, benchmarking, customer satisfaction surveys, complaint reporting, direct solicitation of stakeholder views and opinions, internal reviews, etc., to evaluate the township's programs and services. Township board and departments heads, together, will develop performance metrics for every department.

2.7 Board Consultants
The township board reserves to itself the authority to appoint specialized consultants.

A letter of agreement and/or contract will be executed between the board and any consultant that identifies the:

1. Term/length of the agreement
2. Services to be provided
3. Payment method *(retainer, hourly or by project)*
4. Payment schedule
5. Documentation of services provided for payment *(details to be included in statements)*
6. Method of resolving disputes
7. Township officials/employees authorized to direct work or assign tasks to Consultant
8. Terms of termination.

2.08 Contracts
All contracts entered into on behalf of the township must be authorized by the township board. As the legal agent of the township, the Supervisor has statutory authority to sign a contract that the township board has approved. The township board may direct the Clerk, as appropriate, to sign a contract that the board has authorized, in addition to or instead of the Supervisor. Oral contracts are not authorized.

2.09 Property
A township board resolution adopted by a majority of the board members serving is required for the township to acquire property for public purposes by purchase, gift, condemnation, lease, construction or otherwise, or to convey or lease township-owned property or any part of township-owned property not needed for public purposes. In the case of donations of equipment and facilities, the board will encourage the donor to include an endowment to cover estimates of future maintenance expenses.

2.10 Stewardship
The township board delegates to township officials and employees the responsibility to oversee the township's assets, including its land, buildings, and property, through means that include insurance.

2.11 Litigation
The initiation of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding requires a majority vote of the township board, except when there are extenuating circumstances. The township board is authorized to remedy the circumstances as defined in this section.

"Extenuating circumstances" are defined as an emergency situation that cannot wait until a special or regular meeting of the board or a situation in which a violation of any state, federal or local ordinance constitutes a danger to the public and in which the continued existence of such a condition, emergency or violation is detrimental to the health, safety and welfare of the township.

"Extenuating circumstances" also include any situation where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding.

The township board reserves the authority to authorize and direct the course and conduct of any lawsuit, litigation, claim for injunctive relief, writ of mandamus or other legal proceeding, notwithstanding its initiation for extenuating circumstances.

All board members must be immediately informed of any pending or current litigation. This includes all lawsuits and tax tribunal cases.

Township Administration

2.12 Board Administration
Board policies and procedures shall define what the township is to accomplish through the adoption of a mission statement, strategic plan, and other adopted policies and procedures in compliance with applicable laws.

Board policies and procedures shall also define the manner in which the board will conduct its business, the relationship of the board to the township officials and employees, and limitations on the actions of township officials and employees.

2.13 Direction and Control of Administration
To promote efficient administration, the township board may authorize by resolution or majority vote of the board, a board member, Administrative Assistant, or other individual to provide direction and control over designated township activities and functions that are not assigned by state law to another official.

Township Board Meetings as adopted Policy 01-09032025 Sections 2.14 through 2.17

2.14 Board Meeting Notices
The township Clerk or his/her designee is responsible for all regular, special, and rescheduled township board meeting notice requirements in conformance with the Open Meetings Act and other state laws.

2.15 Regular Board Meeting Agenda

The township Supervisor shall prepare and distribute the agenda and board packet at least four (4) business days prior to a scheduled Board meeting to every township board member.

Board member agenda items - Business items intended for board action shall be placed on the agenda by any board member by notifying the Supervisor at least five (5) business days prior to the meeting.

As an example, if a regular meeting is scheduled for a Wednesday, items are due to the Supervisor by the previous Wednesday, 5:00 PM. The board packet would then be posted and distributed by 5:00 pm Thursday.

Department heads, Committees, and Planning Commission

Those requesting to have any business placed on the proposed agenda shall notify the Supervisor and with a cover memo (email suffices) and supporting documentation at least five (5) days prior to the township board meeting.

Board members and department heads, who wish to bring an issue to the board's attention, but are not seeking board action, shall bring up such issues under one of the report sections in the consent agenda of the meeting in accordance with paragraph 2.17 below.

A copy of the proposed agenda shall be delivered or made available to every board member, as well as published on the township's website. Included will be all supporting documentation and correspondence addressed to the township board, at least Five (5) business days prior to the board meeting. This will be known as the "board packet".

Board packets should be in chronological order and placed in one PDF file.

Paperless Board Meetings - To the greatest extent possible, board meeting packets should be paperless. Board members may download the board packet from the web page or from email to the laptop, tablet or electronic reader device provided by the township.

When a need to place an item on the agenda arises after the deadline, the business item may be added to the agenda by majority vote of the board at the meeting.

The proposed agenda should be approved by majority vote. Should the board fail to approve the proposed agenda, the meeting shall proceed using the following standard order of business.

1. Call to order
2. Pledge of Allegience
3. Roll call
4. Approval of consent agenda
5. Approval of meeting agenda
6. Board member conflict of interest
7. Correspondence and Guests
8. Public Comments (3 minute limit)
9. Old business
10. New business
11. Board comments

12. Next Meeting Date and Time
13. Adjournment

2.16 Board Correspondence
Correspondence shall only be included with the board packet that requires immediate board action.

2.17 Consent Agenda

Consent agenda items may include topics that require no discussion, including approval of previous minutes; executive reports and committee reports provided for information only; correspondence requiring no action; project status report; staff and facility updates; membership and program updates.

Items requiring a decision that is not expected to need any discussion or debate may be placed on the agenda under consent agenda.

All materials and items proposed in the consent agenda shall be clearly identified as such in the meeting packages. All board members must receive and review the consent agenda items prior to the meeting.

Upon the request of any board member or member of the public, an item shall be removed from the consent agenda and be considered under new business.

Agenda and Minutes are to contain the following statement:

"The purpose of the consent agenda is to expedite business by grouping noncontroversial items together to be dealt with in one board motion without discussion. Any member of the public, board, or staff may ask that any item of the consent agenda be removed and placed elsewhere on the agenda for full discussion. Such request will be automatically respected."

When items are placed under the heading consent agenda, a motion must be made to approve or reject the agenda, and the motion to approve the agenda must be worded "motion to approve consent agenda."

The consent agenda will include reports from departments, commissions, boards, and task forces. At a minimum each report shall contain the following:

a. Summary
b. Financial Impact
c. Recommendation (if any)

The following reports will be provided at regular board meetings:

- Treasurer's Report
- Clerks Report
    - Bills
    - Revenue and Expenditure Report
- Minutes of Board Meetings
- Assessor Report
- Zoning Administrator Report
- KMHC Hospital Report
- Road Committee Report
- FOIA Report if any

- Planning Commission (excludes new Ordinances)
- Fire Department

2.18 Board Member Conflict of Interest

A township board member shall vote upon all matters that require a vote of the township board unless the board member has a conflict of interest. If a township board member has a conflict of interest regarding a matter on which the township board is required to vote, the board member will disclose that interest and recuse him or herself from voting on that matter.

2.19 Public Participation

Members of the public shall have an opportunity, under public comment per the Agenda to address the board on any matter for no more than three (3) minutes.

Persons shall be recognized by the Supervisor or meeting moderator. Persons addressing the township board must speak from the podium or lectern or stand.

Members of the public will not interrupt board discussions or deliberations for any reason. The Supervisor or other presiding member is responsible for maintaining order.

Public comment is not a question-and-answer period. It provides individuals with an opportunity to express their comments regarding any subject matter. All comments shall be directed only to the presiding member of the township board.

The board is not required to respond to comments made during the public comment.

The presiding member of the township board may:

- Interrupt, warn, or terminate an individual's presentation when the presentation exceeds three (3) minutes or is personally directed, abusive, obscene, or irrelevant;
- Request that any individual leave the meeting when that individual fails to observe reasonable decorum;
- Request the assistance of law enforcement officers in the removal of a disorderly individual when that individual's conduct amounts to a breach of the peace that interferes with the orderly progress of the meeting; and/or
- Call for a recess or an adjournment until order is restored.

2.20 Minutes

Minutes and Official Records

The township clerk shall be responsible for maintaining the official record and minutes of each meeting of the township board. The content of minutes shall reflect the collective will of the township board as expressed in official board decisions.

The Clerk shall ensure that minutes of board meetings record:

- Time, date, and place of the meeting
- Board members present and absent
- Decisions made by the board at a meeting open to the public
- All the actions and decisions of the board with respect to substantive (non-procedural) motions.
- The minutes shall include the names of the mover and seconder and the vote of

the members.

- The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted.
- The purpose(s) for which a closed session is held

In addition to the minute's contents listed above that are required by the Michigan Open Meetings Act, the minutes shall list persons who addressed the board under general public comment periods and the topic of their remarks. The Clerk shall ask those making public comment for their name to enter into the record.

The clerk shall maintain, in the office of the clerk, copies of each resolution and ordinance or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the ordinance, resolution, or other matter.

Record of Discussion

The clerk shall not be responsible for maintaining a written record or summary of the discussion or comments of the members of the township board nor of the comments made by members of the public. The clerk, however, shall be responsible for making an audio tape recording of each meeting of the board.

Each such recording shall be maintained in the office of the clerk until the minutes are transcribed and formally approved by the board. Thereafter, the recording may be erased or destroyed, unless the recording is pertinent to any pending or reasonably anticipated legal proceeding.

Request for Remarks to Be Included

Any member of the township board may have his or her comments printed as part of the record upon the concurrence of a majority of the other boards members serving. Comments to be included in the record shall be provided in writing by the member.

Public Access to Meeting Records

The township clerk shall make available to members of the public the records and minutes of the township board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Minutes of board meetings, prepared but not approved by the board, shall be available for public inspection not more than eight (8) business days following the meeting. Draft minutes shall be approved by the Supervisor prior to publication to the public or the township website. Minutes approved by the board shall be available within five (5) business days of the meeting at which they were approved.

Appointments

2.21 Appointment Policy
Authority

All applications for appointment to boards, commissions, citizen task forces and/or committees that the board shall have authority to make shall be submitted to all board members and voted upon by the board. A board member may nominate an individual at any time.

Notice

Thirty (30) days prior to any committee expiration date, a notice of the intended vacancy will be posted by the Clerk on the township website. Board members will be advised as well. The notice shall include description of function, membership requirements, any per diem paid,

term of appointment, method of appointment, application instruction and due date, dates of introduction opportunities, date the appointment is expected to be made and where to find more information (i.e. website address, phone number, contact name).

Application

Interested individuals will be directed to complete an Application for Appointment which can be obtained from the township website or the township office.

Application Submission

All applications will be submitted to the Clerk prior to the due date specified on each posting. Applicants must include any required documentation per statute and may include non-mandatory items such as a resume, letter of intent, or letter of reference.

Committee applications are to be sent to:
Clerk
Blue Lake Township
10599 Twin Lake Road
Mancelona, Mi 49659
Or blcerk@bluelaketwpkalkaska.gov

Application Procedure

All applications received by the township will be distributed to all board members after the due date has passed and will be included in the board's agenda packet.

Appointment

The nomination will be placed on the board's agenda. Applicants are welcome to attend the meeting at which the appointment is addressed, but their presence is not required. Prior to appointment, the Clerk will compile a summary of the residential/geographical location of all applicants. Applicants will be notified of the outcome via a letter (written or electronic) from the Clerk.

Supervisor Appointments

Committee appointments that fall to the township Supervisor by statute will also be posted as a courtesy to all.

Records

The Clerk will coordinate and oversee the process of maintaining all records regarding appointments.

Establishment of Advisory Citizen Task Forces
2.22 Task Force Establishment and Rules

The board, at its sole discretion, may establish by resolution an Advisory Citizen Task Force citing the name of the task force, its purpose, term, meeting requirements, and number of proposed members.

Such task force shall be comprised of at least five (5) members but will not exceed seven (7) members, one of which must be an ex-officio member of the township board.

Appointment terms shall not exceed three (3) years.

Citizens who serve on a task force shall not be a member of any other board, commission, or committee unless approved by majority vote of the township board.

Approval

The policies included in this manual were approved as official policy of Blue Lake Township. All township officials and personnel are bound by these policies, and any deviation from established policy is prohibited. This policy supersedes all previous policies, implied or written.

Tab 2-A Cover Sheet

FOR DECISION

TITLE:

SUMMARY: Provide short, concise summary here

FINANCIAL IMPACT: Include initial costs and any projected maintenance or sustainment costs for the next 6 years.

RECOMMENDATION: Include recommendation, or if seeking approval, write a motion.

PREPARED BY:

DEPT/BOARD/COMMISSION:

ATTACHMENTS: List and attach them.

TAB 2-B Report Format

TITLE: (Name of Department, Board or Commission) Report

SUMMARY:

Suggestion:

Last Month: Activities/Metrics or issues

Current Month: Activities/Metrics or issues

Future Months: Activities/Metrics or issues

FINANCIAL IMPACT:

RECOMMENDATION: Include recommendation, or if seeking approval, write a motion.

PREPARED BY:

DEPT/BOARD/COMMISSION:

ATTACHMENTS: List and attach them.

TAB 2-C Application for Appointment

APPLICATION FOR APPOINTMENT TO BOARDS, COMMISSIONS, COMMITTEES or CITIZEN TASK FORCES

APPOINTMENT POLICY GUIDELINES

Authority: All applications for appointment to boards, commissions, committees and Citizen Task Forces that the Board of Trustees shall have the authority to make shall be submitted to all Board members and voted upon by the Board of Trustees at a scheduled Board of Trustees meeting.

Applications: Interested individuals in an appointment to boards, commissions, and/or committees shall complete an Application for Appointment.

Application Submission: All applications will be submitted to the Administrative Assistant no later than two weeks before the date of voting thereon. The cut-off date will be specified on each posting.

The Clerk will notify all Board Members 60 days in advance of an appointee's term expiration.

Applicant must be 18 years or older to apply.

Board, commission, or committee you are applying for:

I understand the terms for this appointment to be:

Enter term appointment date and term expiration date:

PERSONAL INFORMATION

First Name, Last Name:

Address:

Home Phone Number:

Email Address:

Employer:

Business Address:

Business Phone Number:

Are you at least 18 years of age:

RESIDENCY INFORMATION

Are you a US Citizen?

Are you a full-time resident of Blue Lake Township?

If not, do you own property or have a business in Blue Lake Township?

EDUCATION AND ACTIVITIES (OPTIONAL, NOT REQUIRED)

High School:

Name of school, city, State/degree earned:

College:

Name of school, city, State/degree(s) earned:

Trade or Business School:

Name of school, city, State/degree(s) earned:

Activities:

List civic, fraternal, charitable, professional organizations you are a member of

ORGANIZATIONAL MEMBERSHIP INFORMATION

Is this an application for reappointment?

If yes, how many years have you served on this board, commission, committee?

Are you currently serving on other boards, commissions, or committees in the Township or elsewhere?

If yes, please describe and include dates of terms.

Have you served on a board, commission, or committee before?

If yes, list them, including dates of terms.

Briefly indicate your qualifications for appointment to this board, commission, committee, and why you believe your appointment will benefit Blue Lake Township]

Please list areas of special interest.

I ACKNOWLEDGE

(1) if appointed, I will comply with all Statutory and other requirements and obligations of my appointment, including adhering to relevant State, County, and Township laws, ordinances, regulations, and policies (2) if I cease to comply with such requirements, I automatically forfeit said appointed position; (3) I hold no position or appointment which is a conflict of interest with the appointed position applied for; (4) to the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking ; and (5) I understand that this application and all information contained therein, will become part of the Board of Trustees agenda packet, which will be publicly available.

Signature/Date:

Blue Lake Township

3.0 Code of Ethics As adopted May 7 2025 By Resolution 05072025-1 of 2025

TOWNSHIP OF BLUE LAKE
CODE OF ETHICS

A. All elected and appointed officials of Blue Lake Township (township officials) shall abide by all of the following standards of conduct when discharging the duties of their respective offices:

1. Township officials shall treat each other and members of the public appearing before them with respect, fairness, and sincerity.

2. Township officials shall discharge the duties of their respective offices in accordance with prescribed constitutional, statutory, and regulatory procedures and shall apply the laws and policies of the township in an evenhanded manner without partiality, favoritism, or dishonesty and not for personal gain or benefit.

3. Township officials shall not divulge to any unauthorized person confidential information acquired in the course of their duties in advance of the time prescribed for its authorized release to the public.

4. Township officials who acquire confidential information in the course of their duties that is not available at the time to the general public shall not use such information to further their private interests or the private interests of another person.

5. Township officials shall not represent their personal opinions as that of Blue Lake Township or the township board, committee, commission, or board on which they serve, unless expressly authorized to do so.

6. Township officials shall not, directly or indirectly, make use of or permit others to make use of township property, equipment, vehicles, or supplies of any kind for personal gain or benefit.

7. Township officials shall not, directly or indirectly, solicit or accept any gift or a loan of money, goods, services or other thing of value which tends to influence or creates the appearance that it influences the manner in which they perform their official duties or is intended or has the appearance of being intended as a reward for any official act on their part.

8. Township officials shall not engage in or accept employment or render services that are incompatible or in conflict with the discharge of their official duties or that tends to impair their independence of judgment when discharging their official duties.

9. Except as permitted under the Contracts of Public Servants with Public Entities Act, MCL 15.321, *et seq*., township officials shall not, directly or indirectly, solicit or be a party to a contract between themselves and Blue Lake Township and shall not solicit a contract between an entity in which they have a financial or personal interest and Blue Lake Township.

10. Township officials shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to any business entity in which they have, directly or indirectly, a financial or personal interest.

11. Township officials shall not participate in and vote on land use decisions when they reside on or have an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.

12. When making discretionary, administrative decisions, including but not limited to land use decisions, township officials shall refrain from making statements or taking any actions outside the formal decision-making process that would suggest they have prejudged the matter before them or would in any way preclude them from affording the applicant and the public a fair hearing.

B. A willful violation of these standards of conduct may be grounds for removal of an appointed township official following procedures required by law.

3.1 Public Servants. NEW

Township trustees, officials, employees and appointees are Public Servants. Public Servants shall avoid any action which might result in or create the appearance of using a public office, position or employment for private gain, giving improper preferential treatment to any person or organization, impeding government efficiency or economy, exhibiting a lack of independence or impartiality of action, making a government decision outside of official channels, or effecting adversely the confidence of the public and the integrity of the Township.

Public servants shall not request, use or permit the use of any consideration, treatment, advantage or favor beyond that which is the general practice to grant or make available to the public at large.

A. Pursuit of Public Interests. In treating their office as a public trust, public servants, whatever their role, should diligently and in good faith pursue the public interest to the best of their ability and subordinate self-interest to the public good.

B. Ensuring Public Respect. In treating their office as a public trust, public servants should act to ensure the reality and perception that government is conducted according to the highest principles of democracy with honesty, integrity and a concern for justice and is, therefore, worthy of respect, trust and support. ?

(l) Avoiding Impropriety. Public servants should maintain public trust in government by avoiding acts, which place personal or private interests above pursuit of the public interest.

(2) Avoiding Appearances of Impropriety. Public servants should avoid conduct, which tends to undermine public trust by creating in the minds of reasonable impartial observers the

perception that government office has been used improperly.

(3) Honesty. Public servants should be scrupulously honest, avoiding any form of lying, deception, deviousness, hypocrisy, and cheating in their professional and personal lives.

(4) Integrity. A public servant should reflect personal integrity in all matters, placing principle over expediency and demonstrating courage of convictions.

3.2 Just and Equitable Treatment

A. Offer or Acceptance of Gifts or Favors. No public servant, whether paid or unpaid, shall solicit or accept, or give anything of such value which could be interpreted to influence a vote, decision, or other exercise of official authority in any matter involving the Township and does not create the appearance that the public servant is using their position for personal gain.

B. Business Transactions. Engaging in a business transaction which may cause the public servant to derive a personal profit or gain directly or indirectly because of his or her official position is prohibited.

C. Bias or Favoritism. Public servants should exercise the powers and prerogatives of office fairly without prejudice or favoritism. It is improper to use public authority to reward relatives, friends, or political supporters or to hinder or punish enemies and opponents.

D. Personal Gain from the Performance of Public Duties. Public servants should not engage in any conduct, which could create in the mind of a reasonable observer the belief that persons will receive better or different service if they provide personal benefits or political support to a government official or employee.

3.3. Conflicts Of Interest

In connection with any actual or potential conflict of interest, the following requirements are established by this policy:

A. Business Transactions. No public servant, either on his or her behalf or on behalf of any other person, shall have an interest in any business transaction with any public body of the Township, unless the personal shall first make full public disclosure of the nature of such interest, and comply with the requirements of Contracts of Public Servants with Public Entities Act 317 of 1968, as amended, MCL 15.321 et seq.

B. Proposed Legislation or Pending Decisions. Any public servant of the Township who has an interest in any proposed legislation or decision pending before a body of which the public servant is a member, shall publicly disclose in the official records of the body, the nature and extent of such interest prior to any vote or official action on the matter. The member shall be excused from voting on the matter if excused by the unanimous consent of the other members present.

C. Perceived Conflicts of Interest. A public servant considered to have a conflict of interest shall publicly disclosure the nature and extent of the potential conflict of interest on the official records of the body prior to any vote or official action on this matter. The member shall be excused from voting on the matter if excused by the unanimous consent of the other members present.

D. Dual Employment. No elected official or department head shall engage in employment with any other agency or department of the Township. No public servant shall render services for private interest when such employment or service conflicts with or is incompatible with the proper discharge of his or her duties.

E. Dual Representation. A public servant shall make full public disclosure of business involving the Township when attempting to use his or her official position to secure special privileges or exemptions for self or others and shall comply with paragraphs A and C above.

F. Familial Interest. Any public servant who has a family member possessing an interest in any proposed legislation or decision pending before a body of which the public servant is a member shall publicly disclose on the official records of the body, the nature and extent of such interest prior to any vote or official action on the matter. The member may be excused from voting on the matter if excused by the unanimous consent of the other members present.

G. Disclosure Statement. Each public servant shall annually sign a disclosure statement which will address conflicts of interest, actual and potential as described herein. The disclosure statement shall include the date, month and year, the name, address, and public position held by the public servant. The purpose of such statement will be to remind the public servants of those financial interests that might impair their judgment on behalf of the public; informs the public of those interests; and assists in instilling confidence in the actions of public servants.

H. Disclosure of Financial Conflicts of Interest. Public servants subject to disclosure of financial interest requirements should comply with both the letter and spirit of the regulations and not seek to circumvent them by evasion strategies or legalisms.

3.4 Formulation of Public Policy

Persons with the responsibility for making public policy and laws should place the public interest over all other considerations.

A. Organizational vs. Personal Loyalties. Public servants with supervisory authority should safeguard and protect the public interest, the reputation of government and the integrity and efficiency of their department, even at the cost if injuring a superior, colleague or friend.

B. Supervisor's Duty. In order to encourage a broad sense of responsibility for both the results and methods of government action, supervisors should develop a working environment that fosters constructive criticism and creative problem solving.

3.5 Compliance

A. State Acts. All public servants together with contractors, employees, volunteers and organized groups of primarily Township employees shall comply with all of the following state acts:

(1) The Michigan Campaign Finance Act, Public Act 388 of 1976; and

(2) The Incompatible Public Offices Act, Public Act 566 of 1978; and

(3) The Local Government Fiscal Responsibility Act, Public Act 72 of 1990; and

(4) The Management and Budget Act; Public Act 431 of 1984; and

(5) The Bureau of Criminal Identification and Records Act, Public Act 289 of 1925; and

(6) The Michigan Penal Code, Act 328 of 1931.

B. Public Recourse. The public has recourse through local ordinances, municipal, state, and federal laws for unethical actions of all Township representatives.

C. Employee Acknowledgment of Provisions. Each public servant has a responsibility to ensure that they understand and meet the ethical standards expressed in this policy. This policy shall be included in the regular orientations for all new public servants. A statement affirming that each new and current public servant has read and understands this policy shall be signed by all public servants.

3.6 Violations

A. Except as it pertains to elected officials, significant, repeated, or intentional ethics violations may be grounds for disciplinary action up to and including removal and/or discharge, where applicable, adapted to the circumstances of the particular violation(s) and having as a primary objective furtherance of the Township's interest in preventing violations

and making clear that violations are neither tolerated nor condoned.

B. Except as it pertains to elected officials, disciplinary action may be taken not only against individuals who authorize or participate directly in ethics violations, but also against:

(1) Any public servant who knowingly fails to report an ethics violation; and

(2) Any public servant who deliberately withholds relevant and material information concerning an ethics violation.

C. Where a public servant is accused of violating the policy, and the individual has relied in good faith on the advice of Township legal counsel after full disclosure of the material facts, no disciplinary action shall be taken against the public servant under this policy.

D. Except as it pertains to elected officials, and subject to Section IV, H, all violations will be enforced through the appropriate due process afforded the public servant through the Township Code, the applicable collective bargaining agreement, professional services, contract, employment contract or grievance process.

E. As to allegations of criminal conduct against an elected official, the Police Department shall refer the matter to the Michigan State Police, the U.S. Postmaster General, the Michigan Attorney General, the Kalkaska County Sheriff, the FBI or other appropriate enforcement agency for investigation/prosecution.

F. This policy recognizes the peculiarities of sanctioning or removing a duly elected official under Michigan law. Election to public office includes protections not afforded other public servants. The following are some examples of specific state law provisions enacted by the legislature to ensure that the will of the voters in electing public officials is given necessary priority while at the same establishing the processes for dealing with removal from office for elected officials found to have committed malfeasance, misfeasance, willful neglect of duty, extortion, habitual drunkenness, and/or conviction of a felony:

(1) The State Constitution, Article VIl, Section 33, Removal of Elected Officials; and

(2) The State Constitution, Article X], Section 7, Impeachment of Civil Officers; and

(3) The Michigan Election Law, Public Act 1 16 of 1954; and

(4) All Acts referred to in Section V of this policy.

G. An elected official's salary cannot be reduced during his or her term in office under Section 95(7) of the Revised Statutes of 1846, MCL 41.95(7).

H. This policy also recognizes due process protections afforded to certain board and commission members under state law. The following are examples that provide for a specific hearing process or otherwise, prior to the removal of certain appointed board or commission members.

(1) A member of the Planning Commission may only be removed pursuant to the requirements of Section 15(9) of the Michigan Planning Enabling Act, Public Act 33 of 2008.

This policy applies to all categories of Township employment except for temporary election workers.

Approval

The policies included in this manual were approved as official policy of Blue Lake Township. All township officials and personnel are bound by these policies, and any deviation from established policy is prohibited. This policy supersedes all previous policies, implied or written.