

*Directors and Chapter Officers:* This newsletter is mailed to chapter presidents and secretaries.  
Please copy and distribute this newsletter to other chapter members.



# County Chapter Update

*News for and from Michigan Townships Association County Chapters* ♦ *March 2006*

## **Baraga County Joins Long List of MTA County Chapters**

With the assistance of MTA District 2 Director Denny Olson, Baraga county township officials met October 18, 2005 for an organizational chapter meeting at the Baraga Township hall in L'Anse. All five townships in Baraga county were represented.

MTA Member Information Specialist Robin Reed provided an overview of MTA's county chapter activities and discussed chapter by-laws, election of officers and setting up a meeting schedule.

Welcome Baraga County Chapter!



*MTA District 2 Director Denny Olson congratulates newly elected Baraga County Chapter President Robert Tembreull, supervisor, L'Anse Township.*

## **Everyone in Michigan Needs Access to Broadband**

*Attend MTA's Broadband Forums in June and Get Your Community Connected*



One of the most pressing issues facing community leaders today is making affordable and equal access to the Internet available through high-speed broadband technology to all of Michigan's citizens, local governments, businesses, educational institutions, and health care providers.

The Michigan Townships Association (MTA) has taken the lead in partnering with several statewide organizations to help stimulate broadband development projects throughout Michigan. This June, MTA will conduct nine forums around the state to educate and assist local communities in developing broadband partnerships. The forums will bring community leaders and vendors together to share ideas, forge new relationships and to facilitate high-speed broadband access in underserved rural, urban and suburban areas of Michigan.

Please join MTA, Michigan Municipal League, Michigan Association of Counties, State of Michigan Department of Information Technology, Michigan Broadband Development Authority, and the Upper Great Lakes Educational Technologies, Inc., in spreading the word and encouraging your members to participate in these regional forums.

MTA is building a list of service providers (ISP) for Michigan and are looking for recent broadband projects or partnerships that are currently underway. Please call or email Robin with your local information (contact information is located in the box to the left)

**Share this information at your next County Chapter Meeting!**

**Member Information Department  
Michigan Townships Association  
County Chapter Contact: Robin Reed  
Phone: (517) 321-6467 Fax: (517) 321-6140  
Email: [robin@michigantownships.org](mailto:robin@michigantownships.org)**

## **Attention Townships with an April/March Fiscal Year**

The beginning of a new fiscal year is upon us and MTA recognizes this as a time for updating the MTA salary compensation database.

Once a year, MTA mails a salary survey to each township clerk and requests a compensation update on how much the elected and appointed officials earn. The survey also gathers information on benefits and compensation for many other township-related boards and commissions.

Without your participation, the salary survey data cannot be generated or kept up-to-date.

If April is the beginning of your fiscal year, and fill out the salary survey and return it to MTA as soon as possible. MTA staff enter salary data on a daily basis and as a result, this keeps all the salary information MTA provides to its members current.

If you don't receive a survey in April or want to know more about MTA's compensation database and reports we can generate on your behalf, please contact Tammie at (517) 321-6467 or email her at [tammie@michigantownships.org](mailto:tammie@michigantownships.org). Requests for salary reports can be submitted electronically by visiting the MTA Web site and clicking on "At Your Service" and then "Data and Maps," and "Salary Database."

## **Need a Speaker for your next County Chapter Meeting?**

The MTA Member Information Services (MIS) department works directly with member township officials and county chapters. MIS staff make efforts to visit existing chapters, encourage new chapters and help chapters to form in counties that do not have one. MIS staff have developed "mini" seminars that can be presented at chapter meetings, or we can present a program familiarizing the chapter with MTA's services. For example, the "mini" seminars could include (but are not limited to):

- Meetings management
- Open Meetings Act
- Freedom of Information Act
- Planning and zoning subjects (guidelines)
- Conducting a public hearing
- Government resources on the Internet
- Voting
- Ordinances
- Salaries and compensation
- Appointing boards and commissions
- Determining lawful expenditures
- Cemetery management

For information on scheduling an MTA staff visit to your county chapter meeting, please contact: Robin Reed, Member Information Specialist (517) 321-6467, ext. 242 or [robin@michigantownships.org](mailto:robin@michigantownships.org).

## **Plan to Attend Upcoming Michigan Townships Association Educational Programs!**

Visit [www.michigantownships.org](http://www.michigantownships.org), click on "Training" and select "Educational Workshops" to download a registration brochure, or register online.

### ***Cemeteries: Challenges & Solutions***

March 10: Holiday Inn West, Lansing - SOLD OUT!  
March 20: Bay de Noc Community College, Escanaba  
March 21: Holiday Inn, Grayling

### ***Township Governance Academy Weekender—***

April 21-22, Augusta (near Kalamazoo)

- Township Finances (F-103B)
- Board, Employees and Volunteers: The Right Mix (B-104)
- Laying Out Your Township's Land Use Future (F-102B)
- Land Use Tools: Piecing the Puzzle Together (F-102A)

### ***Spring District Meetings – May 2006***

- 1 - Alpena Civic Center, Alpena
- 2 - Comfort Inn Suites Lakeside, Houghton Lake
- 3 - Valley Plaza Resort, Midland
- 4 - Double JJ Resort, Rothbury
- 9 - Little Bear East Arena, St. Ignace
- 10 - Shanty Creek, Bellaire
- 11 - Holiday Inn, Big Rapids
- 16 - Terrace Bay Resort, Escanaba
- 17 - Lac Vieux Casino, Watersmeet
- 18 - Northern Michigan University, Marquette

### ***Coming Soon ...***

#### ***Broadband: Bringing High Speed Internet to You – June 2006***

Check the April edition of the *Michigan Townships News* or visit: [www.michigantownships.org](http://www.michigantownships.org) in March for dates and locations.

# Resource Toolkits Available

Prepared by MTA staff, state agencies and other sources, these fact sheets, booklets, bulletins and Web resources address various township topics in depth. Many provide handy sample language, checklists or charts, along with commentary and compliance tips. To obtain a copy, visit [www.michigantownships.org](http://www.michigantownships.org) and click on "At Your Service" and "Resource Toolkits," or call Robin at (517) 321-6467.

## Accounting

- ☐ Uniform Accounting Procedures Manual
- ☐ Uniform Chart of Accounts
- ☐ Uniform Reporting Format After GASB 34

## Americans With Disabilities Act

- ☐ ADA Checklist for Polling Places
- ☐ ADA Guide for Small Towns

## Annexation and Conditional Land Use Agreements

- ☐ Annexation: A Convoluted Process Needing Reform  
*Michigan Township News, August 1998*
- ☐ 425 Agreements: A Summary of Conditional Land Transfer Agreements

## Appointments

- ☐ Appointing Township Officials, Boards and Commissions
- ☐ Filling Vacancies Created by Death, Resignation and Recall
- ☐ Oath of Office

## Boards and Commissions

- ☐ Appointing Township Boards and Commissions

## Budget Process

- ☐ Uniform Budget Manual
- ☐ Sample General Appropriations Act
- ☐ Budget Public Hearing Notice

## Charter Townships

- ☐ General Law or Charter Township? The Decision is Yours

## Employment

- ☐ Federal-State Reference Guide
- ☐ Guide to Social Security and Medicare and tax withholding requirements for local government employees.
- ☐ Taxable Fringe Benefit Guide
- ☐ Understanding Compensation for Township Officials and Employees
- ☐ What Township Officials Need to Know About: Complying with the Michigan Social Security Number Privacy Act
- ☐ What Township Officials Need to Know About Unemployment Insurance
- ☐ Workplace Posters

## Finances

- ☐ The State and Federal Tax-Exempt Status of Townships

## GASB 34: Financial Reporting

- ☐ Auditor Independence: November 2002 Financial Forum
- ☐ Implementing GASB 34: April 2003 Financial Forum
- ☐ GASB 34 Reporting Requirements: January/February 2004 Financial Forum
- ☐ Basic Financial Statements for Counties and Local Governments in Michigan (Michigan requirements for GASB 34)
- ☐ More on Implementing GASB 34: June 2004 Financial Forum
- ☐ Sample Balance Sheet, Before and After GASB 34
- ☐ Sample Fixed Asset Policy

- ☐ Sample Management Discussion and Analysis Letter
- ☐ GASB 34: Infrastructure and Resources
- ☐ GASB 34 Resources at GASB.org

## Lawful Expenditures

- ☐ Determining Lawful Expenditures

## Liquor Control

- ☐ A Guide to the Rights and Responsibilities of Local Governments under the Liquor Control Code

## Local Authority

- ☐ A Response to 'A Bird's Eye View of Michigan Local Government at the End of the 20th Century'

## Meetings

- ☐ Frequently Asked Questions on the Annual Meeting of the Township Electors
- ☐ Meetings: Expand Your Field of Vision
- ☐ Public Notice Requirements
- ☐ When is a Roll Call Vote or Resolution Required?

## Officials

- ☐ Understanding Compensation for Township Officials and Employees
- ☐ Oath of Office

## Ordinances

- ☐ Charter Township Ordinance Adoption Checklists (Non-Zoning & Zoning)
- ☐ General Law Township Ordinance Adoption Checklists (Non-Zoning & Zoning)
- ☐ Uniform Traffic Code Packet (General Law and Charter Townships)

## Planning, Zoning and Land Use

- ☐ The Land Division Act: An Overview of the Land Division Amendments to the Subdivision Control Act
- ☐ The Neighborhood Charrette Handbook
- ☐ The Right to Farm Act and the GAAMPs

## Records Management

- ☐ Township General Record Retention Schedule No. 10 (includes Non-Record Schedule No. 1)
- ☐ State of Michigan Records Management Services for Local Governments
- ☐ State of Michigan Records Imaging Services and Information for Local Governments
- ☐ Disposal of Records No Longer Required to Be Retained

## Services and Programs

- ☐ What Township Officials Need to Know About Fireworks Permits

## Social Security Number Privacy Policy

- ☐ What Township Officials Need to Know About: Complying with the Michigan Social Security Number Privacy Act

## Tax Collecting

- ☐ 2005 Summer Tax Collection Packet

## Vacancies

- ☐ Appointing Township Officials, Boards and Commissions
- ☐ Filling Vacancies Created by Death, Resignation and Recall
- ☐ Oath of Office

# County Chapter Meeting Notes

Please send your county chapter minutes, along with any stories or photos (prints or digital), to: Robin Reed, MTA, P.O. Box 80078, Lansing, MI 48908-0078, fax: (517) 321-8908, or email: robin@michigantownships.org.

## Baraga County

**November 18:** First organizational meeting to create Baraga County Chapter. MTA District 2 Director Denny Olson and MTA Member Information Specialist Robin Reed presented information to assist with organizing.

## Bay County

**January 18:** Tom Begin, a spokesperson from Consumers Energy Community Relations spoke on tree trimming within the road rights-of-ways.

## Cheboygan County

**December 1:** Jack Messer, Emergency Management Coordinator for Cheboygan County gave a presentation on all the county level emergency response programs.

**January 19:** Several emergency response agencies spoke about their organization including the Victim's Service Unit for Cheboygan County, the American Red Cross, and the Salvation Army. Cheboygan County Sheriff Dale Clairmont spoke about how all of these agencies work together in tragic situations. MTA District 5 Director Charles Veneros gave a legislative update and spoke on the up coming MTA Annual Education Conference.

## Chippewa County

**October 20:** MTA District 4 Director Jason Oberle gave a presentation on zoning and MTA Past President Marvin Besteman handed out delegate bags from the 2005 MTA conference.

**December 8:** MTA Member Information Director Evelyn David spoke on the consolidated election calendar and reviewed the process of how to fill vacancies on township boards. Chippewa County Health Department Emergency Coordinator discussed procedures for handling a pandemic and mass vaccinations. MTA Past President Marvin Besteman and MTA District 4 Director Jason Oberle attended.

## Clare County

**December 19:** Several county officials were present and gave updates on various county programs. Sheriff Goyt spoke about snowmobile and hunter safety training for kids.

## Delta County

**October 27:** Ensign Township Fire Department representative Jim Lundberg discussed cuts in fire department funding.

**January 26:** Don Pyle of the Delta County Landfill spoke about future plans and operations for the landfill.

## Isabella County

**January 31:** MTA Member Information Specialist Robin Reed was guest speaker and presented a program on how to transition from county zoning to local township zoning.

MTA District 12 Director George Grim talked about the MTA Annual Education Conference and Rep. Bill Caul. R-Mt. Pleasant, talked about the state budget and new bills.

## Kalkaska County

**January 16:** Lt. Hoffman from the County Sheriff's Department spoke on proper notification for violating junk ordinances. John Rogers from the County Road Commission gave an update on road improvements.

## Lapeer County

**February 21:** MTA Legislative Liaison Bill Anderson spoke on conditional rezonings.

## Manistee County

**January 18:** The Manistee County Chamber of Commerce and Economic Development reported that Chapter President Fred Alkire will be honored as Citizen of the Year at the annual MECCA dinner on February 10. Elaine Bush from the MSU Extension office reminded chapter members of an upcoming FOIA and Open Meetings Act seminar offered by the Extension.

## Montmorency County

**December 8:** MTA District 7 Director Ken Gauthier gave updates on MTA headquarter news and on the 2006 Annual Educational Conference.

## Muskegon County

**November 1:** Sheriff George Jurkas and County Administrator James Borushko gave a presentation on police protection and the Partners in Neighborhood (PINS) program. MTA District 15 Director James Stover gave an update on MTA headquarters happenings.

## Osceola County

**November 28:** Laurie Smalla, Director for Meceola Central Dispatch gave a presentation on the central dispatch service.

## Otsego County

**November 1:** Discussions on a county jail program and a crossing over I-75 were the highlight of the meeting. Otsego County Land Services Director Richard Edmonds brought the final copy of a proposed private road ordinance.



*On January 31, MTA District 12 Director George Grim updated Isabella County Chapter members on the 2006 Annual MTA Educational Conference in Grand Rapids.*

## Presque Isle County

**January 3:** MTA District 7 Director Ken Gauthier presented awards to retiring officials Louis Konieczny (Treasurer, Metz Township) and Robert Kowalewsky (Trustee, Metz Township). Together, Louis and Robert had 77 years of service to Metz Township. Ken also reported on the upcoming MTA Annual Conference and encouraged everyone to attend. MTA Member Information Specialist Robin Reed was guest speaker and presented a program on township technology, including information on MTA's Web site.



*Pictured left to right is Louis Konieczny, Treasurer, Metz Township; District 7 Director Ken Gauthier; and Robert Kowalewsky, Trustee, of Metz Township. On January 3, Ken Gauthier presented certificates of appreciation on behalf of the MTA for the two retiring elected officials.*

## Roscommon County

**November 29:** MTA District 10 Director Diane Randall reminded members to adopt a sample resolution for the Social Security Number Privacy Act.

**September 27:** Carl Geiger gave an update on the transit authority, Barb Stauffer talked about the Household Hazardous Waste Drop-off program and MTA District 10 Director Diane Randall informed everyone that registration was open for the MTA Annual Educational Conference.

## Sanilac County

**February 13:** MTA Member Information Specialist Robin Reed presented a program on basic planning and zoning for MTA Chapter members, township planning commissioners, and zoning board of appeals members.

## St. Clair County

**January 5:** More than 230 people attended to hear keynote speaker Tim Skubick (a capitol correspondent) talk about the Governor's race between Jennifer Granholm and Dick DeVos. MTA Legislative Liaison Tom Frazier and Rep. John Espinoza D-Croswell, were also in attendance.

**Got e-mail? Get the MTA E-News!**  
The E-News provides electronic township updates and information.  
Go to: [www.michigantownships.org](http://www.michigantownships.org)  
and click on "Communications."

## Sample Ordinances Available

Along with all the resource toolkits listed on page 3, the MTA also provides hundreds of sample documents on a variety of subject areas. All samples are available on the MTA Web site to print or download. If you do not find what you are looking for, email or call the MTA to see if we have a sample in our office files. Some samples are available by fax or mail only. E-mail [robin@michigantownships.org](mailto:robin@michigantownships.org) for further inquiries.

Here is a list of the most popular subject areas we offer samples for:

- Contracts and agreements
- Job descriptions
- Millage language
- Ordinances
- Policies and resolutions
- Requests for proposals
- Forms and permits
- Public notices
- Zoning ordinances/sections



**Please update your chapter information  
if it has changed. Thanks!**

County \_\_\_\_\_

President / Chairperson

Township \_\_\_\_\_

Position \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Secretary

Township \_\_\_\_\_

Position \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

List the actual meeting dates for 2005-06 or the day of the month (i.e., Third Wednesday of Jan., April, July, Oct.):

Mail, fax or email the information above to Robin Reed MTA, P.O. Box 80078, Lansing, MI 48908-0078, Phone: (517) 321-6467, Fax: (517) 321-6140, Email: [robin@michigantownships.org](mailto:robin@michigantownships.org).