LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA MARCH 14, 2023 7 PM
LOCKE TWP HALL- 3805 BELL OAK RD, WMSTN 48895 517 468-3405

1. Call to Order, Welcome, Pledge of Allegiance
2. Additions to agenda/approval of agenda **w/Public Comment Guidelines on back**
3. Action on February 14, 2023 meeting minutes
4. **Action on** Accts Payable Independent Bank checks #5792 - #58___ totaling $ _____

5. Public Hearing – General Budget and Millage for Fiscal Year April 1, 2023-March 31, 2024
2023-24 Budget review [Millage rate 1 mill] green sheet & white suggested updates

6. Public Comment [3 minute limitation]

7. New Business:
*Selection of Lawn Mowing Contractor [summary to be emailed March 7 after 4 pm deadline]
4 Easy Steps to Hire the Best Candidates
*Process for selecting Township Planner – 2023 Feb. summary Planner/Attorney Survey
*Action on Trustee $65 additional meeting compensation - Feb 23rd Wind/Solar meeting, Bob & Marcy
*Action on Dep. Zon. Adm. $200 compensation for SLU reviews for PC– Rollins & Smith
*Res. 2023-04 General Fund Budget/General Appropriation Act Fiscal Yr 4/1/2023-3/31/24
with suggested updates from #5 above
*Ordinance 2023-01 Moratorium–whether to proceed; schedule public hearing Apr 11@7 pm; OR
schedule special Twp Bd meeting Tues Mar 28 @ 6 or 7 pm focused on Landfill/Solar/Wind
20220308 LandPlan letter re: draft zoning ordinance amendments
20220504 Atty Hitch memorandum re: moratorium [light pink]
booklets/flyers from Wind/Solar meeting

8. Unfinished Business:
*2023 Local Road Program – recommendations/suggestions [use $195,000 ARPA monies?]
trim trees by Mar 31st deadline for bat population restrictions / **info from last month**

9. Reports: [all elected officials attended the Feb 23rd ICC/MTA Wind and Solar presentation in East Lansing]
Treasurer – Feb treas report; collected 95% of 2022 taxes; beginning 'settlement' with County;
3/2 met w/Kevin Decker-ins review
Clerk - Feb rev/exp report; reviewed Marion Twp/Homier video; 3/2 met w/Kevin Decker-ins. review; mailed 271 AV ballot applications for May 2, 2023 Webberville Schools election
Trustee – Davis: Shepler:
Supervisor – attend 02/09 NIESA meeting; Feb NIESA calls report [dk pink]; attend 02/23 4 easy steps to hire the best candidates webinar
Zoning Administrator –Feb report; building permits update

10. Public Comment [3 minute limitation]
11. Communications, seminars, etc.
*20230305 email from resident Witgen-suggested motion retain Atty Homier with Foster Swift [green]
*20230305 email from resident Witgen-suggested motion 6 mo moratorium Landfill/Solar/Wind [green]
*Ing Co Sheriff Dept Sgt Chad Doyle: Feb calls:
*Apr 17-20, 2023 MTA Annual Conference, Traverse City
*May 1 deadline for 2023 Ing County Trails/Parks Millage Grant Program application
*Community Project Funding grant
*Aug 16-18, MI Assoc of Cemeteries Conference, Traverse City, $149 registration by Aug 4
12. Any Other Business / Board member comments
13. Adjournment

The Township will provide necessary reasonable services to individuals with disabilities at the Board meeting upon 3 days notice in writing or by calling the Locke Township Clerk at 517 468-3405.

Dorothy G Hart, Locke Township Supervisor

Next meeting – Apr 11

PUBLIC COMMENT GUIDELINES

Officials will listen carefully and respectfully, while allowing for differences of opinion.

Township meetings are for the purpose of conducting Board business, part of which allows for public comment. Therefore, each person who wishes to address the Board is permitted 3 minutes to do so during the Public Comment period of the meeting.

When addressing the Board, please state your name and address. Please observe rules of common courtesy.

Comments are to be directed to the Board. This is the purpose for the Public Comment period (that the Board may hear from the public).It is not the purpose of the Public Comment period to enter into a back and forth dialogue between the Board and the public. It is the public's turn to speak, and the Board's turn to listen. That said, questions may be asked by the Board in order to clarify what is said.

Those who have further questions or who wish to have conversations with the Board are welcome to contact Board members at times beyond the township meetings.

The Locke Township Board greatly appreciates your willingness to weigh in on issues, concerns, solutions. Your input is important to us.

Note - Planning Commission meets March 21, 2023 @ 7pm

2 Special Land Use Permits on Plan. Comm. agenda –

Rollins Auto Sales, M-52 Auto Repair

Smith, Haslett Rd, Day Care Center

LOCKE TOWNSHIP 2023-2024 PROPOSED GENERAL BUDGET

		2020-21	2021-22	2022-23	2023-24
REVENUE					
101 000 402	PROPERTY TAXES	79000	81000	83500	85000
101 000 447	TAX ADMINISTRATION FEE	34000	34000	34000	34000
101 000 490	BUILDING PERMITS	10000	10000	9000	10000
101 000 478	ZONING PERMITS	1000	1000	2000	3000
101 000 448	SUMMER TAX COLLECT	2700	2700	2700	2700
101 000 528	ARPA GRANT			97000	195500
101 000 576	ELECTION REIMBURSEMENT	500	500	500	500
101 000 546	METRO ACT RIGHT OF WAY FEE	4600	5000	5000	5000
101 000 548	GRANT REIMBURSEMENT			00	00
101 000 574	REVENUE SHARING	155000	150000	150000	160000
101 000 626	CEMETERY BURIAL	7000	9000	7000	6000
101 000 642	SALE OF CEMETERY LOTS	2000	2000	3000	1500
101 000 665	INTEREST	3000	500	300	5000
101 000 667	HALL RENTAL	4000	2000	5500	5500
TOTAL REVENUE		**302800****	**297700****	**399500****	**513700 ****
EXPENDITURES					
101 101 709	TWP BD NIESA REP WAGE	900	900	960	960
101 101 710	PER DIEM [TRUSTEES]	3000	3500	4172	4250
101 101 711	NON STATUTORY WAGE	500	200	200	400
101 101 713	MEDICARE-SS	350	350	400	430
101 101 727	OFFICE SUPPLIES	1500	2000	2000	2000
101 101 818	LEGAL	3000	3000	3000	3000
101 101 822	TECH ADMIN/SUPPORT	3000	3000	3000	3000
101 101 820	AUDIT	4500	5000	500	7600
101 101 860	TRAVEL	300	300	300	300
101 101 957	EDUCATION-TRAINING	1000	500`	1000	600
101 101 956	WORKERS COMP INS	1200	1200	1200	1200
101 101 901	PRINTING-PUBLISHING	500	500	500	500
101 101 955	MEMBERSHIPS-DUES	1500	1500	1600	1700
101 101 972	CAPITAL OUTLAY	6000	5000	5000	5000
	TOTAL TWP BD	**27250***	**26950***	**23832***	**30940***
101 171 702	SUPERVISOR SALARY	10539	11496	12186	13044
101 171 713	MEDICARE-SS	800	900	930	998
101 171 727	OFFICE SUPPLIES	250	250	300	300
101 171 821	ACCNTNG/CNSLTNG FEE	300	200	200	200
101 171 860	TRAVEL	400	200	200	200
101 171 957	EDUCATION/TRAINING	800	500	500	300
101 171 955	MEMBERSHIPS-DUES	50	50	50	50
101 171 971	CAPITAL OUTLAY	500	500	500	500
	TOTAL SUPERVISOR	**13639***	**14096***	**14866***	**15592***
101 215 702	CLERK SALARY	17145	16912	19003	19932
101 215 703	DEPUTY SALARY	2500	2500	2500	3500
101 215 713	MEDICARE-SS	1440	1485	1650	1800
101 215 727	OFFICE SUPPLY-POSTAGE	1000	1000	1000	1200
101 215 821	ACCNTNG/CNSLTNG FEE	300	200	200	200
101 215 860	TRAVEL	600	300	300	300
101 215 957	EDUCATION-TRAINING	800	500	600	300
101 215 955	MEMBERSHIPS-DUES	100	100	100	100
101 215 971	CAPITAL OUTLAY	500	500	1400	500
	TOTAL CLERK	**24385***	**23497***	**26753***	**27832***
101 247 702	BOARD OF REVIEW SALARY	700	800	800	800
101 247 713	MEDICARE-SS	55	60	60	60
101 247 860	TRAVEL	100	100	100	100
101 247 957	EDUCATION-TRAINING	300	200	250	250
101 247 901	PRINTING-PUBLISHING	400	200	200	300
	TOTAL BD OF REVIEW	**1555***	**1360***	**1410***	**1510***
101 253 702	TREASURER SALARY	14604	15924	16879	18060
101 253 703	DEPUTY SALARY	2500	1000	1000	1000
101 253 713	MEDICARE-SS	1300	1300	1370	1450
101 253 727	OFFICE SUPPLY-POSTAGE	3000	3000	3000	2500

		2020-21	2021-22	2022-23	2023-24
101 253 821	ACCNTNG/CNSLTNG FEE	500	300	300	300
101 253 860	TRAVEL	600	600	600	600
101 253 957	EDUCATION-TRAINING	800	500	600	300
101 253 971	CAPITAL OUTLAY	500	500	900	500
	TOTAL TREASURER	**23804***	**23124***	**24649***	**24710***
101 257 727	ASSESSOR OFFICE SUPPLY-POST	3000	1500	1500	1500
101 257 818	CONTRACT ASSESSING	22000	22000	24000	24000
	TOTAL ASSESSOR	**25000***	**23500***	**25500***	**25500***
101 262 702	ELECTION SALARY	2500	1000	3500	2500
101 262 727	SUPPLIES	1500	500	3000	1981
101 262 818	ELECTION CONTRACT	3075	00	00	00
101 262 860	TRAVEL	300	200	200	500
101 262 901	PRINTING-PUBLISHING	1000	300	800	800
101 262 971	CAPITAL OUTLAY	7000	500	1400	500
	TOTAL ELECTION	**15375***	**2500***	**8900***	**6281***
101 265 702	BUILDING/GROUNDS SALARY	2500	2500	2500	2500
101 265 713	MEDICARE-SS	200	200	200	200
101 265 731	MAINTENANCE SUPPLIES	2000	2000	2000	2500
101 265 818	BLDG/GRNDS CONTRACT	6000	9000	9000	12000
101 265 850	PHONE/INTERNET	3500	3500	3500	3500
101 265 920	UTILITIES	4000	4000	6600	6600
101 265 955	INSURANCE	9000	9000	9000	9000
101 265 971	CAPITAL OUTLAY	3000	3000	3000	6000
	TOTAL BUILDING/GROUNDS	**30200***	**33200***	**35800***	**42300***
101 567 702	CEMETERY SALARY-MAINT	5000	5000	5000	5000
101 567 703	SEXTON ~~BACKHOE~~	2000	2500	2500	2500
101 567 713	MEDICARE-SS	380	380	380	380
101 567 737	OPERATING SUPPLIES	1200	1400	1400	1000
101 567 818	CONTRACT GRNDS MNT	20000	20000	24000	24000
101 567 860	TRAVEL	100	100	100	100
101 567 971	CAPITAL OUTLAY	20000	5000	6000	2000
101 567 955	MEMBERSHIP-DUES	35	35	35	35
	TOTAL CEMETERY	**48715***	**34415***	**39415***	**35015***
101 302 823	HAZMAT APPROPRIATION	**500***	**500***	**500***	**500***
101 371 818	CONTRACT INSPECTOR	**9000***	**7000***	**9000***	**10000***
101 445 818	DRAINS	**15000***	**10000***	**10000***	**10000***
101 446 819	HIGHWAYS/STREETS/BRIDGES	**150000***	**71393***	**170000***	**237500***
101 701 702	PLANNING PER DIEM	3500	4200	5000	5500
101 701 713	MEDICARE-SS	270	325	380	420
101 701 727	OFFICE SUPPLY-POSTAGE	200	200	500	500
101 701 818	PROFESSIONAL SERVICES	3000	3000	7000	20000
101 701 860	TRAVEL	300	200	200	200
101 701 957	EDUCATION	800	500	500	500
101 701 901	PRINTING-PUBLISHING	500	500	500	500
	TOTAL PLANNING	**8570***	**8925***	**14080***	**27620***
101 702 702	ZONING SALARY	8640	8640	12000	10000
101 702 703	DEPUTY ZONING SALARY	200	5000	5000	2000
101 702 710	PER DIEM [ZBA]	500	800	1000	2000
101 702 713	MEDICARE-SS	700	1100	1200	1100
101 702 727	OFFICE SUPPLY-POSTAGE	200	200	200	200
101 702 818	PROFESSIONAL SERVICES	1000	1000	2000	2000
101 702 957	EDUCATION	300	300	300	300
101 702 901	PRINTING-PUBLISHING	200	200	200	300
	TOTAL ZONING	**11740***	**17240***	**21900***	**17900***
TOTAL EXPENDITURES		**404733****	**297700****	**423605.****	**513200****

04-01-23 ESTIMATED FUND BALANCE	425000
PROPOSED REVENUE	+513200
PROPOSED EXPENDITURES	- 513200
03-31-24 ESTIMATED FUND BALANCE	425000

$100,000 MINIMUM FUND BALANCE appropriate level [25% of annual expenses / auditor recommends 17%]

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101 701 860	TRAVEL	300	200	200	200	
101 701 957	EDUCATION	800	500	500	500	
101 701 901	PRINTING-PUBLISHING	500	500	500	500	
	TOTAL PLANNING	**8570***	**8925***	**14080***	**27620***	37,620*
101 702 702	ZONING SALARY	8640	8640	12000	10000	
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101 702 727	OFFICE SUPPLY-POSTAGE	200	200	200	200	
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101 702 957	EDUCATION	300	300	300	300	
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	TOTAL ZONING	**11740***	**17240***	**21900***	**17900***	20,900*
TOTAL EXPENDITURES		**404733****	**297700****	**423605.****	**513200****	609,200**

04-01-23 ESTIMATED FUND BALANCE	425000	650000
PROPOSED REVENUE	+513200	+ 513700
PROPOSED EXPENDITURES	- 513200	- 609200
03-31-24 ESTIMATED FUND BALANCE	425000	554,500

$100,000 MINIMUM FUND BALANCE appropriate level [25% of annual expenses / auditor recommends 17%]

4 Easy Steps to Hire The Best Candidates While Avoiding Red Flags and Common Pitfalls

February 23, 2023

This webinar will begin at 1:30 PM ET, 10:30 AM PT. You will hear no audio until that time.
If you are unable to listen to audio via your computer, speakers or headphone,
call: 1-650-479-3208, Access code: 2558 837 4911.

ePlace SOLUTIONS

#A-J

Let's Talk About Job Postings

- **Include EEO language in all job advertisements**
  - At a minimum, state the employer as an equal opportunity employer and all applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status and any other characteristic protected by law.
    - What about when religion, sex, or national origin is a "bona fide occupational qualification"
    - Talk to an attorney if you think this applies to a position!
- **Consider including a statement about disability accommodations**
- **Check for any state or local requirements that a salary range be disclosed in the job post**
- **Do not state that those with a criminal background need not apply**
- **Ensure *where* you are advertising is not inadvertently excluding protected classes**
  - Advertise in two separate markets to reach different audiences
- **Don't target job advertisements to particular classes**
  - ACLU class-action suit against Facebook and employers

Dos and Don'ts

- ***Don't*** ask for an applicant's date of birth, age, race, national origin, religion, gender, or other protected characteristics. Such information is generally not relevant to job qualifications and duties or whether the applicant has those qualifications and can perform those duties. These questions open you up to a discrimination claim if the applicant is not hired.

- ***Don't*** exclusively use online applications, as this can exclude groups of people from applying and open you up to a discrimination claim. Using only online applications can have a disparate impact on older candidates or minority groups who have less access to computers than other groups of candidates.

- ***Know*** your state's laws about inquiring into an applicant's salary history.

- ***Know*** your state's "Ban-the-Box" laws (criminal background)

- ***Know*** your state's laws about obtaining a consumer report (e.g., a credit report, background check, etc.). Many states prohibit employers from obtaining consumer reports before an offer of employment is made. Also be sure to follow the FCRA procedures (and any state equivalent) for giving proper notice, obtaining authorization, and making an employment decision based on information in the consumer report.

What to Include on Job Applications I

Examples of statements that may be included, depending on your state's law, include:

- Statement requiring the applicant to provide proof of legal authorization to work; in U.S.

- ★ Important Certification that the applicant has not knowingly withheld any information, that the information provided on the application are true and correct, and a statement that any omission or misstatement of material fact shall be grounds for rejection of the application or immediate termination; stand alone statement (bold type)

- Authorization for the employer to thoroughly investigate all references, work record, education and other matters related to suitability for employment;

- Understanding that nothing contained in this application or interview is a contract for employment and that any employment is at-will;

What to Include on Job Applications II

Examples of statements that may be included, depending on your state's law, include:

- Acknowledgement that the employer may obtain and investigate a consumer report about the applicant, with a list of types of reports that may be pulled, and a statement that any job offer is contingent upon receipt of a favorable consumer or investigative consumer report;

- Understanding that any offer of employment is conditioned upon taking and passing a post-offer/pre-employment drug test, and if necessary for the position, a post-offer/pre-employment medical examination, with a statement that any refusal will result in the offer being immediately withdrawn; and

- Bold or all-capitalized statement that the applicant has read, understood, and accepts all conditions of employment.

STEP 2: ALL ABOUT INTERVIEWS

ePlace
solutions

Interview Dos and Don'ts

- **Prepare questions and selection criteria.** All candidates for a position should be asked the same interview questions and be evaluated based on the same criteria. This can be done by looking at the job description and understanding the duties and responsibilities the job requires, as well as what background education or experience is necessary versus helpful.

- **Don't ask about the candidate's personal matters.** While you may see asking if the person has a spouse or children as simple small talk, merely getting to know the individual, questions about marital status, family planning, child-care arrangements, etc. should be off limits. These questions can easily lead to claims of discrimination on the basis of sex, gender, sexual orientation, and reproductive choices.

- **Don't ask about a candidate's health or whether they have a disability.** Do not ask if the person has a heart condition, asthma, long-COVID, past workers' comp claims, prescription drugs, etc. Instead, employers should review the job duties with the candidate and ask about the candidate's ability to perform those tasks. If the person has self-identified a disability, or the disability is obvious, then the employer may ask if the candidate will need an accommodation to perform the job and explore possible accommodations.

- **Don't ask about race, religion, citizenship, or national origin.** None of these characteristics assist in determining a candidate's qualifications.

- **Be careful if you use "working interviews" or "skills tests."** A working interview or skills test is when an employer has a candidate perform the job for which they're interviewing. While this can be a great way to evaluate the candidate, if not done correctly it can expose your business to myriad employment law claims, including costly wage and hour suits. It is important that the candidate not actually perform work that advances the business's bottom line.

- **Know your state and local salary history inquiry bans, salary disclosure laws, and "ban-the-box" laws.** Many state and local governments have passed laws that prohibit employers from asking candidates to disclose their past rates of pay. Employers cannot generally inquire into a person's criminal history until after an employment offer has been made.

Behavioral Interviewing – Sample Questions I

There are many behavioral interviewing questions that can be used. Below are a few samples with follow-up questions.

- Give me an example of a time when you tried to accomplish something ~~you~~ and it failed or didn't go as planned.
  - What challenges did you come across?
  - What was the outcome?
  - How did you feel about the outcome?
  - What did you learn from the experience?

- Tell me about a time when you were extremely upset with a coworker or your supervisor.
  - What happened?
  - What was the outcome?
  - How do you feel about the outcome?
  - Would you do anything differently to prevent this from happening in the future?

Behavioral Interviewing – What's That?

"I can accurately get a sense of how good a job applicant will be by asking standard "yes" and "no" interview questions."

FALSE!

- The most accurate predictor of future performance is past performance in similar situations. Simple "yes" or "no" questions will not accurately reflect an applicant's past experiences in the workplace. Instead, it is imperative that an employer ask behavioral interviewing questions.

- Behavioral interviewing focuses on an applicant's past experiences by asking applicants to provide specific examples of how they have demonstrated certain behaviors, knowledge, skills, and abilities. The answer to these questions provides an employer insight into the applicant's thought process in answering questions and can also trigger red flags. This straightforward approach limits the amount of discretion for each individual interviewer, making it easier for the employer to evaluate and compare applicants fairly.

- One of the most common ways to accomplish this is by using the **STAR** method.

  - **Situation**: Tell me about a time...
  - **Task**: When you didn't agree with something your manager told you to do.
  - **Action**: What did you do to resolve it?
  - **Results**: How did it turn out? What did you learn from this experience?

Behavioral Interviewing – Sample Questions II

- Tell me about an ethical situation you have encountered at work.
  - What challenges did you come across?
  - What was the outcome?
  - What did you learn from the experience?

- Describe the most difficult employee relations situation you have had to handle.
  - What was the situation?
  - What did you do to try to resolve it?
  - Why did you choose that way?
  - Did you come across any challenges?
  - Were you happy with the outcome? Why or why not?

These questions and the answers that follow, provide important insight into the mind, thinking process, and past behavior of an applicant. The answer to these questions can trigger red flags or warning signs of someone that may be potentially harmful to your organization.

Questions to Avoid – Age

Do not ask:

- Date of birth
- Date of high school graduation
- Date of college graduation

Instead, ask:

- If hired, can you show proof you are at least 18 years of age?

Be consistent when asking your questions!

Questions to Avoid – Gender and Family Status

Do not ask:

- Number of children/childcare arrangements
- Marital status
- Questions around pregnancy (either the candidate or their partner)
- Maiden name
- Sexual orientation
- Gender identity

Instead, ask:

- What hours can you work?
- Can you meet the job's travel requirements?
- Do you have relatives employed at the company?

Be consistent when asking your questions!

Questions to Avoid – Religion

Do not ask:

- What is your religion?
- What church/temple/mosque do you attend?
- What is the name of your priest, rabbi, minister, or other religious leader?
- What religious holidays do you observe?
- Does your religion prevent you from working weekends or holidays?

Instead, ask:

- Make statements regarding the regular days, hours, or shifts to be worked and ask if the applicant will be able to meet those requirements.

Be consistent when asking your questions!

Protected Classes

Federal Law:

- Age (40+)
- Race
- Color
- National Origin
- Sex (inc. sexual orientation, gender identity, and pregnancy)
- Religion
- Disability
- Military/Veteran Status
- Genetic Information

Many States and Cities Protect:

- Marital Status
- Domestic Violence Victim Status
- Age (18+)
- Citizenship Status
- Arrest or Conviction Record

Some States and Cities Protect:

- Weight
- Familial/Caregiver Status
- Arrest Record
- Parental Status
- Credit History
- Source of Income
- Current Unemployment Status
- And more!

STEP 3: MAXIMIZING REFERENCE CHECKS

ePlace

employers can only ask about criminal history after a conditional offer of employment.

Reference Checks

- Did you know that reference checks are one of the best and easiest ways to find hidden red flags?
- A step that is routinely overlooked by employers. Don't be scared!
- Ways to avoid HIPAA and protected classes
- According to a 2014 CareerBuilder.com survey, 58% of hiring managers reported they had caught a lie on an applicant's resume and 33% of hiring managers surveyed reported that they have been seeing an increase in false information. In a 2018 CareerBuilder survey, 75% reported they had caught a lie on a resume.
- Remember: It is ***fiction*** that you don't need to check references. You will ***not*** pick up on all red flags during an interview.

Reference Checks – Red Flags

- **Negative Comments -** Applicants typically provide references who they know will speak highly of them. Any negative feedback about an applicant's work performance is something to consider prior to making a hiring decision.

- **Lack of Specificity** - You can generally expect an overly positive review. After all, these are people the applicant trusts to vouch for them in a job interview. When faced with overselling, ask for specifics. If a reference still refuses to provide specifics, it may mean that the person did not work closely enough with the applicant which may also bring the applicant's judgment into question for choosing them as a reference. However, it may also mean that the reference had a negative experience with the applicant and does not want to share them, because it may prevent the applicant from getting the job.

- **Inconsistencies in Factual Information -** Small inaccuracies (i.e. the exact date of employment) might not be a reason to raise a red flag. However, if you find that an applicant is lying about more significant issues, such as what their responsibilities were, it may be a warning sign about their reliability and truthfulness.

- **References Who Did Not Know They Were References -** If the reference is surprised to hear from you, it may be a red flag. The applicant should give their reference a head's up that you'll be contacting them before handing out their contact information.

- **Not Being the Correct Person to Speak With -** If the reference states that they are not the best person to speak with about the applicant, ask for specifics as to why. In the uncommon event that your understanding differs from what you hear from the reference, you can also ask the applicant to explain and may find that it is nothing to be concerned with.

Reference Checks – Sample Questions

There are many questions that can be asked of references. These questions are likely to elicit substantive and material information about the applicant who could be potentially violent and/or dangerous.

If the Reference was a Superior of the Applicant

- How did they meet the challenges of the role and manage the pressure of the job?
- Were there any workplace conduct or ethical incidents caused by this applicant when they worked for your company? Please describe.
- Is the applicant eligible to be re-hired and would you re-hire them? Why/why not?

If the Reference was a Coworker of the Applicant

- What were the easiest and most challenging aspects of working with the applicant?
- Did s/he get along well with management and co-workers?
- How did the applicant handle conflict? How about pressure? Stress?

Reference Checks – The Magic Question

One simple question that works every time:

What is their greatest strength and weakness?

2023 February Planner and Attorney survey

	Planner	Attorney
Alaiedon Twp	LandPlan	Tom Hitch since 1981 Interviewing Foster/Swift - June
Aurelius Twp	no response	
BunkerHill Twp		Fahey, Schultz, Burzych, Rhodes Bill Fahey 10 yrs
Conway Twp	CIB-formerly None now	
Ingham Twp		Fahey, Schultz, Matt Kuschel
Leroy Twp	McKenna Assoc 15 yrs Chris Khorey 8 yrs	Foster Swift 15 yrs Leslie Dickinson [Homier-lead]
Leslie Twp	no response	
Locke Twp	LandPlan Mark Eidelson	McGinty, Hitch Person, Tom Hitch
Onondaga Twp	no response	
Vevay Twp	no response	
Wheatfield Twp	LandPlan Mark Eidelson	McGinty, Hitch, Person, Tom Hitch
Williamstown Twp	McKenna Assoc Chris Doozan 20 yrs	Murphy Spagnola 20 yrs David Klevorn 3-4 yrs Fahey Schultz for MTT

Locke Township
Employee Expense Report

PERIOD Feb. 2023 **THROUGH** Feb. 2023

NAME: Dorothy Hart - dep. Zon. Adm.

2023

Date	Description/Job	Start	End	Rate	Total
02/25	Rollin SLU finding of facts	12:00		5 hours @ $20.	$100.
	Rollin PC packets		5:00		
02/26	18 100 007 Smith SLU finding of facts	2:11	3:36		
	"	4:05	5:16	5 hr @ $20.	$100.
02/27	"	12:19	1:15		
03/04	"	3:37	5:05		
					$200. total

Employee Signature Dorothy Hart **Date** 03-06-2023

Supervisor Signature_____ **Date**_____

TOWNSHIP OF LOCKE, INGHAM COUNTY, MICHIGAN
RESOLUTION 2023-04 RE: GENERAL FUND BUDGET AND GENERAL APPROPRIATION ACT
FOR FISCAL YEAR 04-01-23 THRU 03-31-24

A Resolution to establish a General Appropriations Act for Locke Township; to define the powers and duties of the Locke Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Resolution.

The Board of Trustees of Locke Township resolves:

Section 1: Title This Resolution shall be known as the Locke Township General Appropriations Act.

Section 2: Chief Administrative Officer The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearing on the Budget Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in The State Journal, a newspaper of general circulation, on February 28, 2023, and a public hearing on the proposed budget was held on March 14, 2023.

Section 5: Estimated Revenues Estimated Township general fund revenues for fiscal year 2023-2024, including millage and various miscellaneous revenue, shall total $513700.

		ARPA Grant [transfer from Huntington]	195500
PROPERTY TAXES	85000	METRO ACT R-O-W FEE	5000
TAX ADM FEE	34000	REVENUE SHARING	160000
BUILDING & TRADES PERMITS	10000	CEMETERY BURIAL	6000
ZONING PERMITS	3000	SALE OF CEMETERY LOTS	1500
SUMMER TAX COLLECT FEE	2700	INTEREST	5000
ELECTION REIMBURSEMENT	500	HALL RENTAL	5500

Section 6: Millage Levy The Locke Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1 mill as set forth by the Tax Allocation Board, reduced if and as necessary to comply with constitutional tax limitation.

Section 7: Estimated Expenditures Estimated township general fund expenditures for fiscal year 2023-2024 for the various Township activities total $609200.

101 TOWNSHIP BOARD	40940	302 HAZMAT APPROP	500
171 SUPERVISOR	15592	371 CONTRACT INSPECTOR	10000
215 CLERK	27832	445 DRAINS	10000
247 BOARD OF REVIEW	1510	446 HIGHWAYS/STS/BRIDGES	304500
253 TREASURER	24710	567 CEMETERY	41015
257 ASSESSOR	25500	701 PLANNING	37620
262 ELECTION	6281	702 ZONING	20900
265 BUILDING/GROUNDS	42300		

Section 8: Adoption of Budget by Activity/Department Locke Township Board adopts the 2023-2024 fiscal year general fund budget by Activity/Department, with revenues and activity expenditures as indicated in Section 5 and 7 of this Act. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each Activity/Department. The account numbers, organization, summaries and headings may be adjusted by the Fiscal Officer to comply with state law and proper accounting standards.

Section 9: Budget Monitoring Whenever it appears to the Chief Administrative Officer, the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer or Fiscal Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 10: Authorized Salary, Hourly and Per Diem Rates
Included in the various Activities/Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

SUPERVISOR	13044	BOARD OF REVIEW	16. HR (min. 2 hrs)
CLERK	19932	ELECTION INSPECTOR	16. HR / ELECTION CHAIR 25. extra
TREASURER	18060	NIESA REP	80. PER MO. MEETING
TRUSTEE	164 per twp bd meeting, 70 per additional meeting/32 virtual when approved by the Board		
PLAN COMM	120 per meeting (chair/member sec 25 additional, non-member recording sec 40 per meeting)		
ZBA/CONST BD OF APPEALS	120 per meeting (chair/member sec 25 additional, non-member recording sec 40 per meeting)		
DEPUTIES / CEMETERY CARETAKER / HALL MAINTENANCE	17. per hour		
ORDINANCE ENFORCEMENT OFFICER/DEP ZON ADM	20 per hr (min 2 hrs)		

Section 11: Appropriation not a Mandate to Spend Appropriations shall be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall monitor and control the budget to ensure that expenditures are within appropriations, and shall not issue any Township order for expenditures that exceed appropriations.

Section 12: Periodic Fiscal Reports The Fiscal Officer shall transmit to the Township monthly, a report of financial operations, including, but not limited to:

a. summary statement of the actual financial condition of the general fund
b. summary statement showing the receipts and expenditures and encumbrances.

Section 13: Limit on Obligations and Payments
No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Authorization of Payments
The Fiscal Officer may issue and deliver checks drawn on the Township funds for payroll, utility bills and other pre-approved purchases in order to take advantage of discounts or to make payment prior to a billing deadline that falls between Township Board meeting dates. Such payments shall be included on the claims list submitted to the Township Board at their next meeting, labeled prepaid. All other checks drawn on the Township general fund shall be approved by the Township Board prior to being delivered.

Section 15: Violations of This Act Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials to disciplinary action as outlined in Public Act 621 of 1978.

Section 16: Board Adoption
The foregoing resolution offered by board member _____, seconded by board member _____. Upon a roll call vote, the following voted:

Aye _____ _____ _____ _____ _____
Nay _____ _____ _____ _____ _____
Absent _____ _____

The resolution was declared adopted at this regular meeting held on March 14, 2023.

_____
Glenda S Turner, Locke Township Clerk

CERTIFICATION

The undersigned, Glenda S Turner, duly elected and acting Clerk of the Township of Locke, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of Locke Township on March 14, 2023 at which meeting a quorum was present; that said meeting was conducted in accordance with the Open Meetings Act of the State of Michigan and the members of said Board voted upon said Resolution as hereinbefore set forth.

_____
Attested to by Supervisor Dorothy G Hart

_____
Glenda S Turner, Locke Township Clerk

LANDPLAN
INCORPORATED
rural community planning & zoning services

Date: March 8, 2022

To: Locke Township Planning Commission and Zoning Administrator

From: Mark A. Eidelson, AICP

Re: Draft Zoning Ordinance Amendments – Solar Energy Systems (SES)

The Township has requested that I review the current solar energy system and wind energy system regulations of the Locke Township Zoning Ordinance and offer suggested amendments as applicable.

This correspondence presents suggested revisions to the current solar energy system (SES) provisions of the Ordinance and poses questions and issues for the Planning Commission's consideration. I am scheduled to meet with the Commission on March 15 to review this material.

In the past when submitting draft amendments, I have presented the draft amendments with ~~strikethroughs~~ to identify suggested text deletions and have *italicized* suggested additions. In this case, I am suggesting a fully reformatted set of provisions that I believe are more user-friendly and concise. Because of the reformatting, presenting suggested revisions with ~~strikethroughs~~ and *italicized* words is not practical in most cases. However, the reformatted provisions are substantively identical to the current regulations except where noted otherwise.

Any suggested changes to the current regulations, or issues I recommend for the Commission's consideration, are identified by a "boxed" note to the Planning Commission (*"Special Note to PC"*) including as presented immediately below.

> ***Special Note to PC:*** This material does not provide for any revisions to the authorization of SES within the context of Tables 10-2 and 10-3 of Article 10. These tables currently authorize SES as follows:
>
> - A Small SES is permitted as an accessory use in all districts.
> - A Medium SES is permitted in the A-1, R-MF, and R-MHC Districts only, as a principal use of a lot, and it is permitted By Right (site plan review required).
> - A Large SES is permitted in the A-1 District only, as a principal use only, by Special Land Use approval.
>
> Please consider the following:
>
> 1. A Medium SES covers more than 2,000 sq. ft. but less than 10,000 sq. ft. of land area. The Planning Commission may want to consider permitting Medium SES only as accessory to the principal use of the parcel rather than permitting it to be the sole use of a lot. The establishment of a Medium SES as the sole use of a lot is <u>not</u> something I have witnessed and is just not a practical scenario. Also, Medium SES as a principal use may be something that officials (and public) may not want to open the door for in the A-1 District or even R-MF and R-MHC Districts, or consume the limited B-1 and I-1 zoned and planned land in the township.
> 2. Table 10-2 permits Large SES only as a principal use (A-1 District). All of the larger solar applications that I have reviewed or am otherwise familiar with suggest that both options are very realistic (principal or accessory use). A Large SES could be accessory to a factory or large office building (by example) or occupy an entire parcel and operated by a utility company.

Following are my suggested amendments and issues for consideration.

P.O. BOX 313, OKEMOS, MI 48805-0313
517.881.6902 landplanning@comcast.net

AMENDMENT #1: Article 29 Definitions / Solar Energy Systems

Amend the Article 29 definition of *"Solar Energy Systems (SES)"* as follows (suggested additions in *italics*, suggested deletions with ~~strikethrough~~)

Solar Energy System (SES): *See Section 14.24 for definitions pertaining to solar energy systems.* ~~A system consisting of a device or combination of devices, structures or parts thereof, that collect, transfer or transform solar radiant energy into thermal, chemical or electrical energy.~~

a. ~~Small Solar Energy System (Small SES): A solar energy system that relies on roof mounted and/or ground mounted collection systems that have a total cumulative surface area of no more than two thousand (2,000 sq. ft.). A Small SES is typically intended to principally serve a single residential unit, agricultural operation or business.~~

b. ~~Medium Solar Energy System (Medium SES): A solar energy system that relies on roof mounted and/or ground mounted collection systems that have a total cumulative surface area of more than two-thousand (2,000 sq. ft.) but not more than ten-thousand (10,000) sq. ft. A Medium SES is typically intended to produce energy for use principally in association with multiple dwellings and/or businesses on a single lot on which the system is located and/or for use by off-lot properties and persons including in association with energy utility providers.~~

c. ~~Large Solar Energy System (Large SES): A solar energy system that relies on roof mounted and/or ground mounted collection systems that have a total cumulative surface area of more than ten-thousand (10,000) sq. ft. A Medium SES is typically intended to produce energy for use principally in association with multiple dwellings and/or businesses on a single lot on which the system is located and/or for use by off-lot properties and persons including in association with energy utility providers.~~

d. ~~Solar Collection Panels: Panels and tiles comprised of semiconductor devices and typically referred to as photovoltaic cells, which collect and convert solar energy directly into electricity. Ground mounted solar collection panels are panels attached to the ground by a pole, metal frame or other similar support structure.~~

> ***Special Note to PC:*** The definitions above that are recommended for deletion are to be relocated to Section 14.24 as presented in Amendment #2 below. The only references to SES in the Zoning Ordinance are in Tables 10-3 and 10-4 and Section 14.24. To improve the user-friendliness of the Ordinance, I moved the Article 29 definitions for SES to Section 14.24 (as presented in Amendment #2). This will do away with the necessity for the reader to flip-flop back and forth between Section 14.24 and the Article 29 definitions.

AMENDMENT #2: Section 14.24 / Solar Energy Systems (SES)

Delete Sec. 14.24 regarding solar energy systems and replace with a new Section 14.24 addressing the same, to read as follows:

Section 14.24 Solar Energy Systems (SES)

A. Definitions: For the purpose of this Section and Ordinance, the following phrases shall have the following corresponding definitions.

1. Solar Energy System (SES): A system consisting of a device or combination of devices, structures or parts thereof, that collect, transfer or transform solar radiant energy into thermal, chemical or electrical energy, excluding systems that substantially rely on mirrors or similar technologies to focus solar radiant energy onto a considerably smaller area and are sometimes referred to as "concentrated solar power" systems or "CSP" systems.
2. Small Solar Energy System (Small SES): A SES located on the same lot as the use served by the SES and which relies on roof mounted and/or ground mounted collection systems that occupy no more than two thousand (2,000) sq. ft. of combined roof and/or land area, including access aisles between solar panels. A Small SES is typically intended to serve a single residential unit, agricultural operation, or other business.
3. Medium Solar Energy System (Medium SES): A SES located on the same lot as the use served by the SES and which relies on roof mounted and/or ground mounted collection systems that occupy more than two thousand (2,000) sq. ft. but not more than ten thousand (10,000) sq. ft. of combined roof and land area, including access aisles between solar panels. A Medium SES is typically intended to produce energy for use in association with multiple dwellings and/or businesses on a single lot.

4. Large Solar Energy System (Large SES): A solar energy system that relies on roof mounted and/or ground mounted collection systems that occupy more than ten thousand (10,000) sq. ft. of combined roof and land area, including access aisles between solar panels. A Large SES is typically intended to produce energy for use principally in association with multiple dwellings and/or businesses on a single lot on which the system is located and/or for use by off-lot properties and persons including in association with energy utility providers.
5. Solar Collection Panels: Panels and tiles comprised of semiconductor devices and typically referred to as photovoltaic cells, which collect and convert solar energy directly into electricity. Ground mounted solar collection panels are panels attached to the ground by a pole, metal frame or other similar support structure.

Special Note to PC: The above definitions are identical to those currently in Article 29 (see Amendment #1) except as follows:

- The definition of SES has been expanded to exclude what are mirror-based systems, which present unique challenges including environmental issues.
- In determining if an SES is a Small, Medium or Large SES, the definitions no longer rely on measuring the total panel area but, rather, the land area that the panels occupy. This approach is more practical and easier to administer.

B. Authorization, Review and Approval Procedures

1. Small SES: Small SES are permitted as accessory uses and structures only and are authorized in all districts. Small SES require a land use permit and shall be subject to Zoning Administrator approval. An application for a Small SES shall be accompanied by a plot plan prepared according to Section 3.04(B), including the delineation of all SES structures, equipment, and other facilities, and equipment, and all structures on adjacent properties within one hundred (100) feet of a shared lot line.

   Special Note to PC: The above provision requires that in the case of a Small SES, the application must identify all structures on adjacent parcels, within 100'. Given that the township does not require the identification of neighboring structures within 100' for dwellings or most any other accessory structures to dwellings, I recommend this requirement be deleted.

2. Medium SES: Medium SES are an authorized permitted principal use according to Tables 10-2 and 10-3 of Article 3 and are subject to site plan approval according to Article 4, except that if the principal use of the lot constitutes a special land use, the approval process for the Medium SES shall be subject to the special land use review and approval provisions of Article 5. A Medium SES may also function as an accessory use and are authorized as an accessory use in all districts except in Residential Districts.
3. Large SES: A Large SES is permitted principal permitted use. A Large SES requires a zoning permit, constitutes a special land use, and are subject to the special land use review and approval provisions of Article 5 including site plan review according to Article 4. See Tables 3-2 and 3-3 of Article 3 regarding in what districts Large SES are authorized as a principal use.

   Special Note to PC: Subsections (1), (2) and (3) above are substantively similar to the current regulations. Please see my comments on page 1 regarding my discouragement of the allowance of a Medium SES as a permitted principal use, and my encouragement of the allowance of Large SES as a permitted principal use and accessory use.

C. General Standards

1. Buildings: Unless provided elsewhere in this Section, all buildings part of a SES shall comply with the standards of Table 10-4 of Article 10.
2. Structures: Unless provided elsewhere in this Section, all structures that do not constitute buildings shall comply with the accessory structure standards of Section 28.11.
3. Glare/Radiation: SES collection panels shall be designed and placed such that concentrated solar radiation or solar glare shall not be directed onto nearby properties and public roads. The applicant shall submit documentation to verify compliance with this section. When deemed necessary, the designated approving body may require a report from a registered civil engineer or other professional deemed qualified by the approving body, attesting to the glare and radiation impact on nearby properties and public roads.

4. Yard Restrictions:
   a. In the case of a ground mounted Small SES, there shall be no restrictions on the yards in which any portion of the SES may be located.

> ***Special Note to PC:*** The above subsection (a) continues to permit Small SES in a front yard. Some communities prohibit front yard SES altogether due to their visual impact, or otherwise require screening with the SES. Below in italics is an example of the allowance of a Small SES in a front yard with required screening, should the PC want to consider this option.
>
> *Small SES ground mounted panels and support equipment that exceeds a cumulative ground area of one hundred (100) sq. ft., or exceed six (6) feet in height, and are in a front yard, shall be screened according to subsection (11).*

   b. No above-ground portion of a Medium or Large SES shall be in a front yard. *In the case of a lot that does not include a building not otherwise part of the SES, the front yard shall be construed to extend from the front lot line to a distance of seventy-five (75) feet.*

> ***Special Note to PC:*** The suggested new *italicized* second sentence above in subsection (b) addresses the common scenario where there is no building on a Large SES parcel .

5. Panel Setbacks and Heights:
   a. Small SES ground-mounted collection panel systems and associated equipment shall comply with the setback standards for accessory structures according to Section 28.11, and shall not exceed fifteen (15) feet in height as measured from the ground below.
   b. Medium SES ground-mounted panels and associated equipment shall be set back from all property lines the same distance as required for the principal building on the property according to Table 10-4 but shall be a minimum of fifty (50) feet where the respective yard is adjacent to a lot in a Conservation or Residential District, and shall not exceed fifteen (15) feet in height as measured from the ground below.
   c. Large SES ground-mounted panels and associated equipment shall be set back from all property lines the same distance as required for the principal building on the property according to Table 10-4 but shall be a minimum of fifty (50) feet where the respective yard is adjacent to a lot in a Conservation or Residential District. The maximum height shall not exceed twelve (12) feet in height as measured from the ground below unless the panels are set back a minimum distance of seventy-five (75) feet from lot lines, but in no case shall the panels exceed fifteen (15) feet in height.

> ***Special Note to PC:*** In regard to subsections (b) and (c) above:
>
> Medium SES: The current option to have panels as high as 18' in Business and Industrial Districts was removed, thereby keeping the height restriction of 15' applicable in all districts. It is my understanding that 18' heights are very rare. This change also minimizes the potential visual profile of a Medium SES. I believe it may be most prudent to restrict the height to 15' at this time.
>
> Large SES: The maximum permitted height for a Large SES was decreased from 15' to 12'. Large SES panel heights tend to be comparatively low, commonly no greater than 9' or 10', due to the greater acreage available (typically) and ease of construction and maintenance. This change also minimizes the potential visual profile of a Large SES. As noted above, I believe it may be most prudent to restrict the heights to 12' until a clear need arises to increase the height standard.

6. Maximum Lot Coverage: The calculation of lot coverage for ground-mounted SES shall be fifty percent (50%) of the total land area devoted to the SES facility, including inverters and substations but exclusive of vegetated aisles that may exist between panel arrays, divided by the area of the lot on which the SES or portion thereof is located. Maximum lot coverage shall comply with Table 10-4 of Article 10 except that the maximum lot coverage for a Large SES shall not exceed fifty percent (50%).

> ***Special Note to PC:*** Subsection (6) above is a new provision addressing lot coverage, a matter about which the current regulations are vague. Without clarity, the matter is open to variable interpretation. By example, is the lot coverage of a ground mounted single solar panel that is 15 sq. ft. in area based on the 15 sq. ft. panel area or only the 6"-diameter post that actually touches the ground? If the 15 sq. ft. panel is tilted all the time and never fully horizontal, what is the basis then for using the full 15 sq. ft. in calculating lot coverage. It should also be noted that the more stringent the lot coverage calculations are for Large SES, the more acreage is likely to be converted out of farming. The above subsection is intended to clarify lot coverage limits and on what the calculation is to be based.

Special Note to PC: The suggested *italicized* subsections (7) and (8) below in this box address lighting and fencing, about which the current regulations are silent. I am aware of no SES of a comparatively large scale that does not provide for security fencing, whether expressly required or not. Some communities expressly require fencing while others defer to the discretion of the operator.

7. *Lighting: No SES exterior lighting shall be erected except upon satisfactory evidence that such lighting is necessary for the proper operation or security of the facility. No light may adversely affect adjacent lots. All lighting shall be shielded from adjoining lots, and light poles are restricted to eight (8) feet in height from the ground except upon satisfactory evidence that a greater height is necessary, no reasonable alternatives are available, and the greater height shall not create nuisance conditions.*
8. *Fencing: In the case of Medium SES and Large SES, a fence of a minimum eight (8) feet in height shall be erected to prevent access by the public to any solar panels and other facility equipment, with locked gates, and shall include "danger" signage.*

9. Roof-Mounted Systems: Roof-mounted SES may exceed the maximum height standard for the structure to which it is attached according to the District in which it is to be located, but no portion of the system shall extend more than five (5) feet above the roof surface to which it is attached directly below.
10. Abandonment: If a ground mounted SES ceases to operate or is abandoned for six (6) months, or is deemed by the Building Inspector to be unsafe or not consistent with the building code, the applicant shall repair and restore the system to good working order within a reasonable time set by the Zoning Administrator or otherwise remove the system in its entirety including posts, equipment, panels, foundations and other features and restore the ground to its preconstruction state. *Restoration of the site shall be completed no more than one hundred eighty (180) days of the applicant's initiation of decommissioning or after the Zoning Administration notifies the applicant in writing of a determination of abandonment, except that the Zoning Administrator may extend the restoration time frame to no more than one (1) year should seasonal conditions necessitate a greater period of time to complete the restoration.*

Special Note to PC: The suggested new *italicized* second sentence above in subsection (10) is to ensure prompt restoration of the site.

11. Screening:
    a. In the case of a ground mounted solar panel(s) located on a lot that is adjacent to a lot in a Conservation or Residential District, where the panels are to be located within one hundred (100) feet of a shared lot line with such lot, the panels shall be screened from view from such lot. The screening shall consist of one (1) evergreen tree per twenty (20) linear feet of panel length and such trees shall be spaced no greater than twenty-five (25) feet apart measured on-center. Trees shall be a minimum height equal to fifty percent (50%) of the height of the panel(s). Required screening need not be in the immediate area of the panels that the plantings are intended to screen if the planting locations provide for the intended screening effect. No tree shall be located within five (5) feet of a lot line. All plant material shall be maintained in a healthy condition to provide the necessary screening, shall be permitted to grow according to its natural habit, and shall be replaced upon death or disease.
        1) The designated approving body for the SES may permit a maximum fifty percent (50%) reduction in the number and size of tree plantings where the adjacent property is vacant and not likely to be developed within the next five (5) years based on nearby development trends during the preceding five (5) years, where natural features are present that serve to assist in the screening of the panel(s) such as existing topographic or vegetative conditions, where existing structures will assist in the screening of the panel(s), and/or where other conditions may be present that make typical screening requirements ineffective or otherwise unnecessary.

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Special Note to PC: The above subsection (11) is the current screening requirements, and applies to Small, Medium and Large SES. Please consider whether the following issues suggest modifications to the subsection.

- Some communities do not require screening for Small SES (such as associated with dwellings) on the basis that they do not require screening for accessory structures generally and the panel array can be less conspicuous than, by example, a pole barn. Others require screening due to the unique appearance of the solar arrays.
- Some communities establish more stringent screening measures for larger scale SES (not applicable residential lots) such as the following italicized text below (by example), for the PC's consideration:

  "In the case of Medium SES and Large SES, screening shall be comprised of, at a minimum, a double-row of evergreen trees with such trees to be planted no greater than twenty (20) feet apart from each other and no less than ten (10) feet apart from each other, and the second row of trees shall be planted no greater than twenty-five (25) feet and no less than eighteen (18) feet from the first row as measured perpendicularly between the center line of each row. A minimum of fifty percent (50%) of the trees shall be an evergreen species, and all trees shall be a minimum of six (6) feet in height at the time of planting, have a projected growth rate of a minimum of six (6) inches per year, and have a minimum projected growth height of at least twelve (12) feet. The screening shall consist of a minimum of one (1) evergreen tree and one (1) low-branching deciduous tree per forty (40) linear feet of perimeter panel length, and one (1) shrub per twenty (20) linear feet of perimeter panel length. Shrubs shall be of a dense growth habit, shall be a minimum of two and one-half (2.5) feet in height at the time of planting, and shall have a projected growth height of at least five (5) feet. The site plan shall specify the proposed plant material according to common name, botanical name, and minimum planting size, and the selected plant material shall be predominantly species native to Michigan."

D. Minor Accessory Solar Energy Systems: Solar energy systems that do not exceed four (4) square feet in total solar collector panel area, intended to provide energy to operate a device to which such panel is attached or otherwise part of, such as in the case of a solar panel powering an exterior light or an attic fan, are permitted in all districts and may be erected without the issuance of a land use permit.

1. Setbacks: Self-contained solar energy systems shall comply with the setback restrictions applicable to accessory structures in the respective District.
2. Heights: Self-contained solar energy systems shall comply with the height restrictions applicable to accessory structures in the respective District except that in the case of a roof-mounted system, no portion of the system attached to the roof shall exceed three (3) feet above the roof surface below.

Special Note to PC: Regarding subsection (1) above, I recommend the PC consider a more lenient setback standard than that which is required for the principal building if the height of the panel is limited such as no greater than 6'. This is more reasonable given the comparatively low visual profile of such a panel and the continued expansion of and reliance on solar powered devices, including "panels" that are only several square inches in area. Since a 4 sq. ft. panel of 6' in height has a visual profile far less than a solid property line privacy fence, requiring no minimum setback is an option also.

E. Exempt Solar Energy Systems: Minor accessory solar energy systems permitted by subsection (D), and roof-mounted solar energy systems, shall not be subject to the issuance of a land use permit but shall comply with the requirements and standards of this Section including subsection (C).

Special Note to PC: The subject matter of subsection (E) above is fully new and is intended to minimize administrative burdens and costs for both the township and applicants.

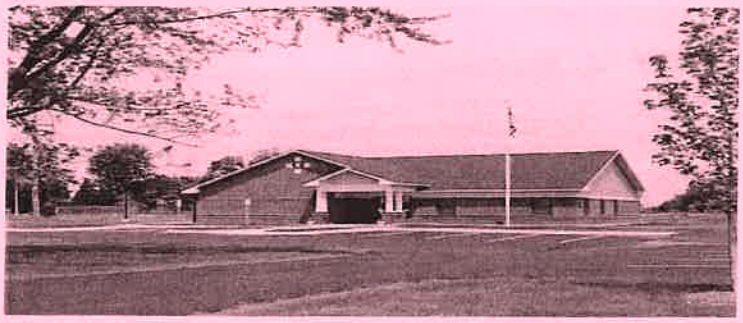
(Balance of Page Blank))

Special Note to PC: The subject matter of subsection (F) below is fully new. The subsection delineates special information that must be presented for larger SES applications – beyond what is normally required by Article 4.

F. Additional Submittal Requirements for Medium and Large SES: In the case of an application for a Medium or Large SES, the following information shall be provided in addition to the information required by Article 4 for site plan review and Article 5 for special land use applications.

1. Project Description and Rationale: Description of the SES including type, size, rated power output, reflection and glare protection measures, safety and noise characteristics, construction time frame and phases, project life, likely markets for the generated energy, and possible future expansions.
2. Operator's Agreement: The operator's agreement, which shall set forth the operations parameters, the name and contact information of the certified operator, inspection protocol, emergency proceedings, and general safety documentation.
3. Analysis of Traffic: An assessment of anticipated traffic to the SES during construction phases and once the SES is operational, including the anticipated daily vehicles by frequency and type during construction and after construction.
4. Visual Impacts: A graphic presentation of the visual impact using photos or renditions of the project with consideration given to the tree plantings and setback requirements.
5. Wildlife: A review of the real and potential impacts on wildlife on the site and in the surrounding area.
6. Lighting: Description of the extent of exterior lighting to be installed including locations, heights, fixture specifications, light levels along property lines, and the frequency of lights to be illuminated.
7. Transportation Plan: An access plan during construction and operational phases including the proposed SES service road system and ingress and egress points onto public roads.
8. Public Safety: A description of the public health and safety risks the SES may present and measures to address such risks including emergency and standard shutdown procedures, and any security measures that may be employed to manage access to the facility by the public.
9. Telecommunications Interference: Description of the extent to which the SES may interfere with wireless communications within one (1) mile of the SES, or otherwise alter electromagnetic field conditions.
10. Power: Identify how the SES will connect to the power grid.
11. Glare: Provide a report prepared by a qualified person with documented training, certification and/or licensing in glare associated with SES including training in the use of computer software designed to assess glare potential, attesting to the glare and radiation impact on nearby properties and public roads and verifying compliance with this Section.
12. Project Duration, Decommissioning, and Reclamation: A decommissioning plan addressing the manner in which all SES features shall be removed, and the manner in which the site shall be reclaimed to its former condition. The decommissioning plan shall include a detailed description of the financial security guaranteeing removal of the system and which shall be posted at the time of receiving a land use permit for the facility. The security shall be in a form as required by Section 3.06 except where the Township Board approves an acceptable alternative method. The amount of such guarantee shall be no less than the estimated cost of removal and may include a provision for inflationary cost adjustments. The estimate shall be prepared by the engineer for the developer, shall present a detailed basis for the estimate including estimated hours and costs for labor and equipment, and shall be subject to approval by the Township.

(End)



LOCKE TOWNSHIP 3805 BELL OAK ROAD WILLIAMSTON MI 48895
phone 517 468-3405 fax 517 468-0105 www.locketownship.com
office hours - Tuesday & Thursday 10 am – 4 pm

Supervisor	Dorothy Hart	locketwpsupervisor@tds.net	Trustee	Marcy Shepler
Clerk	Glenda Turner	locketwpclerk@tds.net	Trustee	Bob Davis
Treasurer	Sheri Rambo	locketwptreas@tds.net		

February 27, 2023

Attorney Tom Hitch
601 Abbot Rd
East Lansing MI 48826
Via email tomhitch@mcgintylaw.com

Dear Atty Hitch,

Attached please find proposed Ordinance #2023-01 for a Moratorium on Large Solar Energy Systems and Commercial Wind Turbine Generators for your review and input.

Is this, or should this be a Zoning Ordinance Amendment or Police Power Ordinance or both?

If the Locke Township Board agrees to proceed with scheduling a Public Hearing, then timely adopts Ordinance #2023-01, am I correct that applications, approvals, construction, maintenance and operation of Large SES and CWTG are placed on hold?

Thanks for your timely opinion on this matter,

Dorothy G Hart

Dorothy G Hart
Locke Township Supervisor

LOCKE TOWNSHIP
Ingham County, Michigan
ORDINANCE #2023-01 Large Solar Energy Systems and Commercial Wind Turbine Generators Moratorium

An Ordinance to impose a Moratorium for a limited period of time within Locke Township on all applications, approvals, construction, maintenance and operation of Large Solar Energy Systems [SES] and Commercial Wind Turbine Generators [CWTG].

THE TOWNSHIP OF LOCKE ORDAINS:

Section 1: Findings and Purpose. The Township of Locke hereby finds and declares the purpose of this Ordinance to be as follows:

A. Locke Township acknowledges that there is a current emphasis on the development of energy projects not utilizing fossil fuels, of which includes Large SES and CWTG.

B. Large SES and CWTG are very significant structures that visibly impact the local environment, have the potential for generating noise, glare and radiation impact on nearby properties and public roads.

C. Locke Township currently has Large SES regulations contained in the 2005 Locke Township Zoning Ordinance, as amended. Regulations being Ordinance #2018-01, Section 14.24. Also, CWTG regulations being Section 14.22. The Planning Commission has reviewed the regulations, updating and making large SES and CWTG regulations more user-friendly and concise. Ordinance #2022-02 pertaining to SES adopted August 2022 and Ordinance #2022-03 pertaining to CWTG adopted December 2022.

D. Locke Township further recognizes the need for a structured process of review and study of SES and CWTG Ordinance revisions in order to determine compatibility with the best interests of the citizens of Locke Township.

E. Locke Township has concluded that a moratorium for a limited period of time on the development of Large SES and CWTG would further meet its goals to engage in a reasonable review process to determine how such development should be regulated, in considering the health, safety and welfare of the Locke Township citizens.

Section 2: Establishment of Moratorium. The Locke Township Board of Trustees hereby declares a limited moratorium on the acceptance of applications, the issuance of all permits and approvals for the construction, development and operation of Large SES and CWTG within the Township for six [6] months from the effective date of this Ordinance.

Section 3: Exceptions to Moratorium. The moratorium imposed under this Ordinance shall not apply to requests for Small and Medium Solar Energy Systems permitted by Section 14 and Private Wind Turbine Generators permitted in Section 28 of the Locke Township Zoning Ordinance.

Section 4: Term of Moratorium. The moratorium imposed hereunder shall expire upon the earlier of (A) six [6] month period from the effective date of this Ordinance, unless extended by Township Board resolution; or (B) the effective date of any amendments to the Locke Township Zoning Ordinance addressing this matter.

Section 5: Severability, Effective Date and Adoption. The provisions of this Ordinance are hereby declared to be severable and if any clause, sentence, word, section or provision is declared void or unenforceable for any reason by any court of competent jurisdiction, it shall not affect any portion of this Ordinance other than said part or portion thereof. This Ordinance shall be effective the day following publication.

CERTIFICATION

State of Michigan
County of Ingham

I, GLENDA S. TURNER, the duly elected, qualified and acting clerk of the Township of Locke, Ingham County, State of Michigan do hereby certify as follows:

1. The foregoing is a true and complete copy of Ordinance #2023-01 Large Solar Energy System AND Commercial Wind Turbine Generators Moratorium adopted by the Locke Township Board at a regular meeting on _____.

2. The foregoing Ordinance was moved for adoption by _____, seconded by _____ and adopted by the following vote: Yes: _____ No: _____.

3. The Township Board members voted as follows:
   Yes:_____

   No: _____

   Abstaining:_____ Absent:_____

   The Supervisor declared Ordinance #2023-01 adopted.

4. The Notice of Ordinance Adoption was published on the ____ day of ____ ____, 2023, in The State Journal, a newspaper of general circulation in the Township of Locke.

5. That said Ordinance and the record of publication were duly recorded in the Book of Ordinances of the Township of Locke and is available for public use and inspection at the office of the Locke Township Clerk.

6. An attested copy of the foregoing Ordinance was filed with the Ingham County Clerk on _____.

_____ _____
Glenda S Turner, Clerk Date

McGINTY, HITCH, PERSON & ANDERSON, P.C.

MEMORANDUM

TO: LOCKE TOWNSHIP BOARD OF TRUSTEES

FROM: THOMAS M. HITCH, TOWNSHIP ATTORNEY

RE: LOCKE TOWNSHIP COMMERCIAL WIND TURBINE GENERATORS MORATORIUM

DATE: May 4, 2022

The purpose of this memorandum is to set forth my opinion as it relates to the proposed moratorium on the development and construction of commercial wind turbine generators.

I reviewed the memorandum and have had a brief conversation with Dorothy Hart, Township Supervisor. It is my opinion that the proposed ordinance is fine with one exception. In Section 4: Term of Moratorium, it is provided that the Township may extend the moratorium after the six-month time period. My concern is that this ordinance has no end date. A moratorium can not be indefinite and thus, it is my recommendation that there be a one-time extension under this ordinance for whatever reasonable time period the Board would desire.

In my opinion, an additional nine or twelve months is completely defensible. If the Board concludes that at the end of the extension of the term of the moratorium, the Board decides to continue a moratorium, it can reenact another ordinance. With the lapse of time, there can be additional developments justifying a further extension that does not diminish the Board's discretion. It does satisfy what I believe to be a reasonable requirement that moratoriums can not be indefinite.

There is one point which I did not raise with Dorothy but I believe the Board should consider. In Section 1C, it is provided that there are certain regulations contained in the zoning ordinance which permit the development of commercial wind turbine generators. Absent a separate licensing ordinance, which I do not believe exists, it is my recommendation that this ordinance go through the same steps for adoption that are necessary to adopt any other zoning ordinance.

It is my opinion that an ordinance not intended to be a zoning ordinance cannot amend an existing zoning ordinance. While this isn't an "amendment", it is clear that whatever rights an

owner would have under the Locke Township Zoning Ordinance are significantly impacted by this ordinance. That is, during the time period of the moratorium, there can be no advancement of the development of what would otherwise be an entirely lawful activity under the Locke Township Zoning Ordinance.

It is my recommendation that this ordinance be treated as a zoning ordinance and thus, it must first be considered by the Planning Commission with a public hearing, and then by the Board.

I recognize that this is somewhat more time consuming and costly for the Board. My concern is that the moratorium could be challenged because it is affecting the rights of individuals that were created by the zoning ordinance. My suspicion is that it is not highly likely, but I know that the risk is not zero.

Consequently, I believe the ordinance should be adopted utilizing the same procedure as any other zoning ordinance.

TMH:cf

TREASURER'S REPORT 2/28/2023

GENERAL ACCOUNT #4621	*Checking*	*Cash Sweep*	*Total*
Beginning Balance	$1,000.00	$594,512.65	
Deposits	$101,290.21	$85,575.29	
Interest (0.90%)		$748.12	
Withdrawals (incl. IRS)	($101,290.21)	($18,635.33)	
IRS Tax Payment	$0.00	$1,168.64	
Ending Balance	$1,000.00	$662,200.73	**$663,200.73**

TAX ACCOUNT #4618		
Beginning Balance	$840,069.39	
Deposits (incl. interest)	$694,062.80	
Interest		
Withdrawals	($1,449,307.20)	
Ending Balance	$84,824.99	**$84,824.99**

HUNTINGTON #1274		
Beginning Balance	$195,504.80	
Deposits (incl. interest)	$44.99	
Interest	$44.99	
Withdrawals	$0.00	
Ending Balance	$195,549.79	**$ 195,549.79**

Cash On Hand	$20.00	**$20.00**

GRAND TOTAL **$943,595.51**

Signed Sheri L. Rambo, Treasurer

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL						
Revenues						
Dept 000						
101-000-402	PROPERTY TAXES	83,500.00	88,942.69	46,519.09	(5,442.69)	106.52
101-000-447	TAX ADMINISTRATION FEE	34,000.00	67.21	0.00	33,932.79	0.20
101-000-448	SUMMER TAX COLLECT REIMB	2,700.00	45.00	0.00	2,655.00	1.67
101-000-478	ZONING PERMITS	2,000.00	4,690.00	480.00	(2,690.00)	234.50
101-000-490	BUILDING PERMITS	9,000.00	11,165.40	590.00	(2,165.40)	124.06
101-000-528	OTHER GRANT FUNDS	97,000.00	97,626.31	0.00	(626.31)	100.65
101-000-546	METRO ACT REIMBURSEMENT	5,000.00	4,917.64	0.00	82.36	98.35
101-000-548	GRANT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-000-574	REVENUE SHARING	150,000.00	199,752.00	33,173.00	(49,752.00)	133.17
101-000-576	ELECTION REIMBURSEMENT	500.00	557.40	0.00	(57.40)	111.48
101-000-626	CEMETERY BURIAL	7,000.00	7,286.00	1,258.00	(286.00)	104.09
101-000-628	PLANNING COMMISSION REIMBURSE	0.00	0.00	0.00	0.00	0.00
101-000-629	ZONING REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-000-642	SALE OF CEMETERY LOTS	3,000.00	3,185.00	1,750.00	(185.00)	106.17
101-000-665	INTEREST	300.00	4,656.57	793.11	(4,356.57)	1,552.19
101-000-667	HALL RENTAL	5,500.00	6,445.00	500.00	(945.00)	117.18
101-000-670	LAND RENTAL	0.00	0.00	0.00	0.00	0.00
101-000-674	CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00
101-000-675	MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00
101-000-677	ESCROW REFUND	0.00	0.00	0.00	0.00	0.00
101-000-687	INSURANCE REFUNDS	0.00	289.17	0.00	(289.17)	100.00
101-000-693	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		399,500.00	429,625.39	85,063.20	(30,125.39)	107.54
TOTAL REVENUES		399,500.00	429,625.39	85,063.20	(30,125.39)	107.54
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-709	NIESA REP WAGE	960.00	880.00	80.00	80.00	91.67
101-101-710	PER DIEM	4,172.00	3,496.00	306.00	676.00	83.80
101-101-711	NON STATUTORY WAGE	200.00	0.00	0.00	200.00	0.00
101-101-712	OFFICE MANAGER WAGE	0.00	0.00	0.00	0.00	0.00
101-101-713	MEDICARE-SS	400.00	334.80	29.52	65.20	83.70
101-101-727	OFFICE SUPPLIES	2,000.00	1,832.96	658.70	167.04	91.65
101-101-818	LEGAL	3,000.00	440.00	0.00	2,560.00	14.67
101-101-820	AUDIT	500.00	0.00	0.00	500.00	0.00
101-101-822	TECH ADMIN/SUPPORT	3,000.00	3,291.75	0.00	(291.75)	109.73
101-101-860	TRAVEL	300.00	60.00	0.00	240.00	20.00
101-101-901	PRINTING AND PUBLISHING	500.00	246.00	0.00	254.00	49.20
101-101-955	MEMBERSHIPS AND DUES	1,600.00	1,717.69	50.00	(117.69)	107.36
101-101-956	WORKERS COMP INS	1,200.00	16.50	1.50	1,183.50	1.38
101-101-957	EDUCATION-TRAINING	1,000.00	100.00	0.00	900.00	10.00
101-101-958	MISC EXP	0.00	0.00	0.00	0.00	0.00
101-101-972	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 101 - TOWNSHIP BOARD		23,832.00	12,415.70	1,125.72	11,416.30	52.10
Dept 171 - SUPERVISOR						
101-171-702	SALARY	12,186.00	11,170.50	1,015.50	1,015.50	91.67
101-171-713	MEDICARE-SS	930.00	854.54	77.69	75.46	91.89
101-171-727	OFFICE SUPPLIES	300.00	60.00	0.00	240.00	20.00
101-171-821	ACCOUNTING ASSISTANCE	200.00	0.00	0.00	200.00	0.00

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
101-171-860	TRAVEL	200.00	110.00	0.00	90.00	55.00
101-171-955	MEMBERSHIPS AND DUES	50.00	0.00	0.00	50.00	0.00
101-171-956	WORKERS COMP INS	0.00	210.10	19.10	(210.10)	100.00
101-171-957	EDUCATION-TRAINING	500.00	128.00	0.00	372.00	25.60
101-171-971	CAPITAL OUTLAY	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		14,866.00	12,533.14	1,112.29	2,332.86	84.31
Dept 215 - CLERK						
101-215-702	SALARY	19,003.00	17,044.39	1,458.58	1,958.61	89.69
101-215-703	DEPUTY SALARY	2,500.00	2,838.12	56.00	(338.12)	113.52
101-215-713	MEDICARE-SS	1,650.00	1,567.27	115.86	82.73	94.99
101-215-727	OFFICE SUPPLIES-POSTAGE	1,000.00	881.47	37.61	118.53	88.15
101-215-821	ACCOUNTING ASSISTANCE	200.00	73.00	0.00	127.00	36.50
101-215-850	PHONE	0.00	0.00	0.00	0.00	0.00
101-215-860	TRAVEL	300.00	93.98	0.00	206.02	31.33
101-215-955	MEMBERSHIPS AND DUES	100.00	95.00	20.00	5.00	95.00
101-215-956	WORKERS COMP INS	0.00	320.66	27.44	(320.66)	100.00
101-215-957	EDUCATION AND TRAINING	600.00	0.00	0.00	600.00	0.00
101-215-971	CAPITAL OUTLAY	1,400.00	965.28	0.00	434.72	68.95
Total Dept 215 - CLERK		26,753.00	23,879.17	1,715.49	2,873.83	89.26
Dept 247 - BOARD OF REVIEW						
101-247-702	SALARY	800.00	180.00	0.00	620.00	22.50
101-247-713	MEDICARE-SS	60.00	13.77	0.00	46.23	22.95
101-247-860	TRAVEL	100.00	0.00	0.00	100.00	0.00
101-247-901	PRINTING-PUBLISHING	200.00	0.00	0.00	200.00	0.00
101-247-956	WORKERS COMP INS	0.00	0.30	0.00	(0.30)	100.00
101-247-957	EDUCATION AND TRAINING	250.00	0.00	0.00	250.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,410.00	194.07	0.00	1,215.93	13.76
Dept 253 - TREASURER						
101-253-702	SALARY	16,879.00	15,472.38	1,406.58	1,406.62	91.67
101-253-703	DEPUTY SALARY	1,000.00	276.00	36.00	724.00	27.60
101-253-710	PER DIEM	0.00	0.00	0.00	0.00	0.00
101-253-713	MEDICARE-SS	1,370.00	1,204.75	110.35	165.25	87.94
101-253-727	OFFICE SUPPLIES-POSTAGE	3,000.00	2,334.26	390.97	665.74	77.81
101-253-821	ACCOUNTING ASSISTANCE	300.00	73.00	0.00	227.00	24.33
101-253-850	PHONE	0.00	0.00	0.00	0.00	0.00
101-253-860	TRAVEL	600.00	466.63	0.00	133.37	77.77
101-253-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-253-957	EDUCATION AND TRAINING	600.00	125.00	75.00	475.00	20.83
101-253-971	CAPITAL OUTLAY	900.00	965.28	0.00	(65.28)	107.25
Total Dept 253 - TREASURER		24,649.00	20,917.30	2,018.90	3,731.70	84.86
Dept 257 - ASSESSOR						
101-257-727	OFFICE SUPPLIES-POSTAGE	1,500.00	666.00	0.00	834.00	44.40
101-257-818	CONTRACT ASSESSING	24,000.00	17,160.00	1,800.00	6,840.00	71.50
101-257-971	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
Total Dept 257 - ASSESSOR		25,500.00	17,826.00	1,800.00	7,674.00	69.91
Dept 262 - ELECTIONS						
101-262-702	SALARY	3,500.00	3,478.75	0.00	21.25	99.39
101-262-713	MEDICARE-SS	0.00	0.00	0.00	0.00	0.00
101-262-727	ELECTION SUPPLIES	3,000.00	3,051.87	0.00	(51.87)	101.73
101-262-818	ELECTION CONTRACT	0.00	0.00	0.00	0.00	0.00
101-262-860	TRAVEL	200.00	358.75	0.00	(158.75)	179.38
101-262-901	PRINTING-PUBLISHING	800.00	666.00	0.00	134.00	83.25
101-262-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-262-971	CAPITAL OUTLAY	1,400.00	884.84	0.00	515.16	63.20
Total Dept 262 - ELECTIONS		8,900.00	8,440.21	0.00	459.79	94.83
Dept 265 - BUILDING/GROUNDS						
101-265-702	SALARY	2,500.00	1,680.00	136.00	820.00	67.20
101-265-713	MEDICARE-SS	200.00	128.52	10.40	71.48	64.26
101-265-731	MAINTENANCE SUPPLIES	2,000.00	1,912.51	52.00	87.49	95.63
101-265-818	BLDG/GRNDS CONTRACT	9,000.00	11,047.86	862.50	(2,047.86)	122.75
101-265-850	PHONE/INTERNET	3,500.00	3,046.40	279.16	453.60	87.04
101-265-920	UTILITIES	6,600.00	5,308.96	595.44	1,291.04	80.44
101-265-955	INSURANCE	9,000.00	7,756.00	0.00	1,244.00	86.18
101-265-956	WORKERS COMP INS	0.00	2.85	0.00	(2.85)	100.00
101-265-971	CAPITAL OUTLAY	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 265 - BUILDING/GROUNDS		35,800.00	30,883.10	1,935.50	4,916.90	86.27
Dept 302 - TRI COUNTY METRO APPROPRIATION						
101-302-818	TRI COUNTY METRO APPROP	0.00	0.00	0.00	0.00	0.00
101-302-823	HAZMAT APPROPRIATION	500.00	500.00	500.00	0.00	100.00
Total Dept 302 - TRI COUNTY METRO APPROPRIATION		500.00	500.00	500.00	0.00	100.00
Dept 371 - CONTRACT INSPECTOR						
101-371-818	CONTRACT INSPECTOR	9,000.00	8,114.00	1,012.00	886.00	90.16
Total Dept 371 - CONTRACT INSPECTOR		9,000.00	8,114.00	1,012.00	886.00	90.16
Dept 445 - DRAINS APPROPRIATION						
101-445-818	DRAINS/PUBLIC BENEFIT APPROP	10,000.00	6,903.38	6,877.73	3,096.62	69.03
Total Dept 445 - DRAINS APPROPRIATION		10,000.00	6,903.38	6,877.73	3,096.62	69.03
Dept 446 - HIGHWAYS/STREETS/BRIDGES						
101-446-819	HIGHWAYS/STREETS/BRIDGES	170,000.00	161,370.00	161,370.00	8,630.00	94.92
Total Dept 446 - HIGHWAYS/STREETS/BRIDGES		170,000.00	161,370.00	161,370.00	8,630.00	94.92

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
Dept 567 - CEMETERY						
101-567-702	SALARY-MAINTENANCE	5,000.00	3,732.32	0.00	1,267.68	74.65
101-567-703	SALARY-SEXTON	2,500.00	360.00	0.00	2,140.00	14.40
101-567-713	MEDICARE-SS	380.00	216.67	0.00	163.33	57.02
101-567-737	OPERATING SUPPLIES	1,400.00	208.17	0.00	1,191.83	14.87
101-567-818	CONTRACT GROUNDS MAINTENANCE	24,000.00	18,567.32	0.00	5,432.68	77.36
101-567-860	TRAVEL	100.00	48.77	0.00	51.23	48.77
101-567-955	MEMBERSHIP AND DUES	35.00	45.00	45.00	(10.00)	128.57
101-567-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-567-971	CAPITAL OUTLAY	6,000.00	3,250.00	0.00	2,750.00	54.17
Total Dept 567 - CEMETERY		39,415.00	26,428.25	45.00	12,986.75	67.05
Dept 701 - PLANNING						
101-701-702	PER DIEM	5,000.00	5,050.00	0.00	(50.00)	101.00
101-701-710	PER DIEM	0.00	0.00	0.00	0.00	0.00
101-701-713	MEDICARE-SS	380.00	386.32	0.00	(6.32)	101.66
101-701-727	OFFICE SUPPLIES-POSTAGE	500.00	0.00	0.00	500.00	0.00
101-701-818	PROFESSIONAL SERVICES	7,000.00	4,125.00	0.00	2,875.00	58.93
101-701-860	TRAVEL	200.00	0.00	0.00	200.00	0.00
101-701-901	PRINTING-PUBLISHING	500.00	318.00	0.00	182.00	63.60
101-701-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-701-957	EDUCATION	500.00	0.00	0.00	500.00	0.00
Total Dept 701 - PLANNING		14,080.00	9,879.32	0.00	4,200.68	70.17
Dept 702 - ZONING						
101-702-702	SALARY	12,000.00	7,920.00	720.00	4,080.00	66.00
101-702-703	DEPUTY ZONING ADM WAGE	5,000.00	0.00	0.00	5,000.00	0.00
101-702-710	PER DIEM	1,000.00	1,055.72	395.00	(55.72)	105.57
101-702-713	MEDICARE-SS	1,200.00	719.63	85.30	480.37	59.97
101-702-727	OFFICE SUPPLIES-POSTAGE	200.00	0.00	0.00	200.00	0.00
101-702-818	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-702-901	PRINTING-PUBLISHING	200.00	116.00	0.00	84.00	58.00
101-702-956	WORKERS COMP INS	0.00	27.92	0.00	(27.92)	100.00
101-702-957	EDUCATION	300.00	25.00	0.00	275.00	8.33
Total Dept 702 - ZONING		21,900.00	9,864.27	1,200.30	12,035.73	45.04
Dept 901 - CAPITAL OUTLAY						
101-901-971	CAPITAL OUTLAY-EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-901-972	CAPITAL OUTLAY-TWP HALL	0.00	0.00	0.00	0.00	0.00
Total Dept 901 - CAPITAL OUTLAY		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		426,605.00	350,147.91	180,712.93	76,457.09	82.08
Fund 101 - GENERAL: TOTAL REVENUES		399,500.00	429,625.39	85,063.20	(30,125.39)	107.54
Fund 101 - GENERAL TOTAL EXPENDITURES		426,605.00	350,147.91	180,712.93	76,457.09	82.08
NET OF REVENUES & EXPENDITURES		(27,105.00)	79,477.48	(95,649.73)	(106,582.48)	293.22

NIESA report Feb 2023

Wed Feb 01	4 calls – 3 emerg medical: 3 City 1 fire: Whtfld
Thurs Feb 02	3 calls – all emerg medical: 2 City, 1 Wmstown
Fri Feb 03	4 calls - all emerg medical: 3 City, 1 Wmstown
Sat Feb 04	5 calls – all emerg medical: 2 City, 1 Wmstown, 1 Leroy, 1 assist Livingston County EMS
Sun Feb 05	1 call - emerg medical: City
Mon Feb 06	6 calls – 5 emerg medical: 1 City, 2 Wmstown, 1 Whtfld / 1 fire: Whtfld
Tues Feb 07	9 calls – 7 emerg medical: 3 City, 1 Wmstown, 1 Whtfld, 2 Leroy Also 1 assist at Okemos High School 1 fire: assist Stockbridge
Wed Feb 08	5 calls – 4 emerg medical: all Wmstown / 1 fire: Leroy
Thurs Feb 09	3 calls – all emerg medical: 1 City, 1 Wmstown, 1 Vlg
Fri Feb 10	2 calls – both emerg medical: 1 Wmstown, 1 assist Meridian
Sat Feb 11	4 calls – all emerg medical: 2 City, 1 Wmstown, 1 Leroy
Sun Feb 12	2 calls – both emerg medical: 1 Whtfld, **1 Locke**
Mon Feb 13	5 calls – 4 emerg medical: 2 Wmstown, 1 assist MSU active shooter incident [3 vehicles], 1 assist Lansing Fire 1 fire: assist Fowlerville
Tues Feb 14	2 calls – both emerg medical: 2 City
Wed Feb 15	5 calls – 3 emerg medical: 1 City, 2 Leroy / 2 fire: 1 City, 1 Leroy
Thurs Feb 16	7 calls – 4 emerg medical: 1 City, 2 Wmstown, 1 Leroy 3 fire: 2 Leroy, 1 Wmstown
Fri Feb 17	8 calls – 6 emerg medical: 2 City, 2 Wmstown, 1 Whtfld, **1 Locke** 2 fire: 1 Whtfld, 1 assist Meridian
Sat Feb 18	1 call – emerg medical: City
Sun Feb 19	5 calls – 4 emerg medical: 2 City, 1 Wmstown, 1 Leroy / 1 fire: Wmstown
Mon Feb 20	6 calls – 5 emerg medical: 2 City, 1 Wmstown, 1 Whtfld / 1 fire: City
Tues Feb 21	2 calls – both emerg medical: 1 City, 1 Leroy
Wed Feb 22	2 calls – 1 emerg medical: Leroy / 1 fire: Whtfld
Thurs Feb 23	2 calls – both emerg medical: 1 Leroy, 1 Wmstown
Fri Feb 24	2 calls – 1 emerg medical: **Locke** 1 fire: mutual aid Meridian
Sat Feb 25	9 calls – 7 emerg medical: 4 City, 1 Leroy, 2 Whtfld \ 2 fire: 1 Vlg, 1 mutual aid Ingham Twp
Sun Feb 26	9 calls – all emerg medical: 1 Wmstown, 1 Leroy, 1 City, **1 Locke,** 1 mutual aid White Oak, 1 mutual aid Meridian
Mon Feb 27	5 calls – 2 emerg medical: both Wmstown / 3 fire: 1 City, **1 Locke**, 1 mutual aid Fowlerville
Tues Feb 28	1 call – vehicle accident City

LOCKE TOWNSHIP ZONING ADMINISTRATOR, JULIE A. MOORE
February 2023 Zoning Administrator report

Land Use Permits issued
~~2023 LU001 Adam Marsh 5721 Herrington Rd 12 400 008~~

phone/meetings/site visits
02-02-23 Processed Building, Electrical, Plumbing, Mechanical Permits for 3611 M-52./Emailed to AGS.
02-02-23 Processed Mechanical Permit Application – Rockey/emailed to AGS.
02-02-23 Rec'd Mech. Permit for Cole/File.
02-02-23 Emailed Maintenance Permit Application to Penner.

02-07-23 Processed Building Build. Permit/Elec./Plumb/Mech for 3611 M 52 & called
02-07-23 Processed Electrical Permit for Cole – Fee due $48.00
02-07-23 Processed Vanwert Building Permit & called.
02-07-23 Met with R. Loza re: parcel information.
02-07-23 Met with B. Andrusyszyn, picked up building permit, pd. Bldg. & reinspect fee.
02-07-23 Emailed AGS Maintenance Permit 5327 Harris.

02-09-23 Purged old inactive building permit files.
02-09-23 Phone call regarding pole barn conversion to dwelling

02-14-23 Phone call on property tax due/parcel #
02-14-23 Emailed AGS Elec. Permit 4230 Rowley Rd
02-14-23 Printed Public Hearing Letter & mailed 9 notices
02-14-23 Emailed Wind and solar presentation info. to planning commission
02-14-23 Reviewed MTS Landfill response email, research NREPA & MCL 125.3207 Zoning Enabling Act.
02-14-23 Purged old inactive building permit file
02-14-23 Attended Township Board Meeting

02-16-23 Phone call regarding cemetery burial
02-16-23 ZBA meeting agenda
02-16-23 Met with Mr. & Mrs. ? regarding division of property/viewed Sidwell map
02-16-23 Purged old inactive building permit file
02-16- 23 Met with former Zoning Adm. Steve Hunt/ret. Books & key
02-16-23 Provided tax information for resident
02-16-23 Registered for MI Assoc. of Planning on line class.
02-16-23 Rec'd from AGS Electrical Permit from Fuller & filed

02-23-23 Emailed Ags 3778 Rowley Road Building permit

02-21-23 Re-emailed Penner maint. permit to AGS & forwarded to Penner
02-21-23 Reviewed ZBA paperwork on Smith and Rockey
02-21-23 Researched MTA Role of Zoning Admin. Webinar & emailed Cindy Dodge@mta
02-21-23 Purged files
02-21-23 Phone call S. Hay re: parcel numbers from land division

02-28-23 Completed AGS Invoice
02-28-23 Filed folders
02-28-23 Registered for On line Training – role of Zoning Admin.
02-28-23 Emailed Josh re: Public Hearing notices for Rollin and Smith
02-28-23 Emailed LSJ re: public hearing notices for Rollin and Smith
02-28-23 Posted Rollin and Smith Public Hearing Notices at the Township Hall
02-28-23 Call from Valerie re: uses of commercial property, emailed table 10-3.

2023 LOCKE TOWNSHIP BUILDING PERMITS Dec/Jan☒ Jan/Feb# Feb/Mar♧ Mar/Apr+ Apr/May 🗁 May/Jun^ Jun/Jul☺ Jul/Aug% Aug/Sep☼ Sep/Oct♥ Oct/Nov@ Nov/Dec♣

JAN						
Consumers Energy	23-001	3245 Rowley	48895	32 200 003	pd $151	House/Garage Demo#
FEB						
Andrsyszyn, C	23-003	3611 M 52	48895	33-300-016	$247	Finish Existing Home#
Vanwert, Alex	23-002	3778 Rowley	48895	33 400 013	$247	1500 Sq. Pole Barn
Penner, Don	23-001	327 Harris Rd.	48895	18-200-003	$0	Maint. Windows Replace#
Barrows, Jamie	23-002	5880 Shaftsburg	48895	07-100-003	$0	Maint. Re-roof

2023 Locke Twp-plumbing/mechanical/electrical permits

01-10-23 Delacruz, Jan	23-002	4492 Harris Rd.	48895	29 100 001	pd $48	mech ☒
01-10-23 June, Joshua	23-001	3248 Rowley Rd.	48895	32 400 008	pd $48	mech ☒
01-12-23 Boehme, Scott	22-033 re inspect	4400 Moyer	48895	27 400 006	pd $48	mech reinspect ☒
01-19-23 Coykendall, Shannon	23-0003	4356 Harris	48895	29 100 007	pd$48	mech#
01-31-23 Cole, Ron	23-004	4230 Rowley Rd	48895	34 300 003	pd $49	mech #
02-02-23 Rockey, Joshua	23-005	4856 Dietz Rd	48895	21 100 017	pd $114	mech #
01-31-23 Andrsyszyn, C.	23-006	3611 M -52	48895	33 300 016	pd$114	mech#

01-10-23 Smith, Moriah	23-001	6175 Corey	48872	02 400 010	pd $114	elect ☒
01-31-23 Andrsyszyn, C.	23-002	3611 M-52	48895	33 300 016	pd $114#	
02-14-23 Fuller, Julie	23-003	4230 Rowley Rd	48895	34-300-003	pd$114	Elect (ref 66)#

01-12-23 Rockey, Joshua		4856 Dietz	48895	21 100 017	pd $114	plumb ☒
01-31-23 Andrsyszyn	23-002	3611 M-52	48895	33 300 016	pd $114 plumb#	
02-07-23 Andrsyszyn	23-002	3611 M-52	48895	33 300 016	pd $48 plumb reinspec#	

March 5, 2023

The Honorable Glenda S Turner
Locke Township Clerk
Locke Township Board
3805 Bell Oak Rd
Williamston, MI 48895

Dear Madam,

I would ask that the following be added to the packet for the meeting scheduled for March 14, 2023.

Agenda item: New Business; discussion/possible action: Retaining specialized legal counsel Foster Swift

I know a great deal of thought and care were used when drafting our Solar and Wind Ordinance revisions and a lot of resources and hard work went into that process. I appreciate all the work that was done and agree the Ordinances are better than what was written previously. With the new information about a company in the "Landfill" business purchasing several hundred acres of agricultural property in Locke Township and with the current happenings in our neighboring communities with Solar and Wind industries, we need to reevaluate them immediately.

It would be advantageous to hire a subject matter expert to create ordinances that can be upheld in court to protect Locke Township. We have the unique need for Landfill planning above and beyond the Solar and Wind Ordinances.

There is a large group of residents that feel the same way as proof of the attendance at the last few meetings.

Attorney Michael D. Homier of the firm Foster Swift, 313 South Washington Square, Lansing, MI 48933, phone number 517-371-8100, is currently consulting our neighboring communities with similar if not worse concerns.

SUGGESTED MOTION: Move forward retaining Legal counsel from Michael D. Homier with the firm Foster Swift.

Richard Witgen
Locke Township Resident
4943 Colby Rd
Perry, MI 48872
rich@witgen.us
517-648-1746

March 5, 2023

The Honorable Glenda S Turner
Locke Township Clerk
Locke Township Board
3805 Bell Oak Rd
Williamston, MI 48895

Dear Madam,

I would ask that the following be added to the packet for the meeting scheduled for March 14, 2023.

Agenda item: New Business; discussion/possible action: Zoning Ordinance Moratorium

A group of residents, including myself, were unaware of proceedings to revise our Solar and Wind Ordinances in 2022. I know a great deal of thought and care were used when drafting those revisions and I appreciate all the hard work that was done. Alas with all the resent Solar and Wind projects that are being actively pursued in our neighboring Townships and the new information brought to light that a company in the "Landfill" business purchased several hundred acres of agricultural property in Locke Township. The fact that Locke Township does not have an ordinance in place to regulate landfills. I believe we need to improve and/or add to our current ordinances.

With the overall support of the Locke Township residents, I believe a moratorium of at least a six-month duration should be implemented to allow our Planning Commission time to work with a subject matter expert to review, update and create our Landfill, Solar and Wind Ordinances, that can preserve our agricultural and rural way of life and be upheld in court.

As far as I know there are no applicants currently seeking permits for Landfill, Solar or Wind projects so enacting a Moratorium should not cause any litigation.

SUGGESTED MOTION: Move forward with a moratorium for all Landfill, Solar and Wind project applications.

Richard Witgen
Locke Township Resident
4943 Colby Rd
Perry, MI 48872
rich@witgen.us
517-648-1746