

**ELK RAPIDS TOWNSHIP**

**RESOLUTION # 2020-10**

**EMERGENCY RESOLUTION**

**RESOLUTION FOR TEMPORARY EMERGENCY MEASURES**

At a Regular Meeting of the Township Board, Township of Elk Rapids, County of Antrim, Michigan, held at the Elk Rapids Township Hall, 315 Bridge Street, P.O. Box 365, Elk Rapids, Michigan 49629, on the 14<sup>th</sup> day of April, 2020, at 9:00 a.m.

**PRESENT:** D. Amos, S. Boisvert, M. Szymanski

**ABSENT:** A. Isenhardt, D. Hults

The following preamble and resolution was offered by Amos and supported by Boisvert.

**WHEREAS**, Michigan's Governor has issued Executive Orders and Directives pursuant to the Emergency Management Act, Public Act 390 of 1976, which impact Township operations, including limitations on the number of persons who may attend meetings; and

**WHEREAS**, it is in the best interest of the citizens of the Township, its officers and employees to take all steps necessary to inhibit the transmission of the COVID-19 virus; and

**WHEREAS**, the purpose of this Resolution is to delegate certain basic administrative powers on a temporary emergency basis, so that decisions and responses to changing conditions can be made without the need for a Township Board meeting.

**THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

1. The Township Supervisor, following consultation with the Township Clerk and Treasurer, and the Chair of any involved public body, if practicable, is hereby authorized to cancel, postpone, or reschedule any meeting or public hearing of the Township Board, Planning Commission, Zoning Board of Appeals or other Township body to be held during the month of April or May, 2020. Notice of all special or rescheduled meetings and public hearings shall be given in compliance with, and all meetings conducted in accordance with, the Open Meetings Act, Michigan Zoning Enabling Act, and other applicable law.

2. The Township Supervisor, in consultation with the Township Clerk and Treasurer, if practicable, and the Chair of any involved public body, may establish rules of public participation and attendance at those public meetings which are held, in order to comply with the Open Meetings Act, in light of applicable Emergency Orders issued by Federal, State or County authorities, and best public health practices.

3. The Township Board hereby approves the issuance of checks in payment of invoices by the Township Treasurer in conjunction with the Clerk as provided by law for budgeted expenditures, such as utility bills, payroll, contractual agreements, professional services, and other budgeted non-capital expenditures, subject to audit at the next meeting of the Township Board.

4. The Township Supervisor, in consultation with the Township Clerk and Treasurer, if practicable, may determine Township office hours, and close or limit access to the office for protection of the public, staff and employees, subject to the requirements of law for other situations in which access is made necessary by law.

5. Township staff shall publicize by posting on the Township website and at the Township office alternative means to have access to Township services.

6. Consistent with public safety and emergency directives and orders, the Township shall continue to conduct business and accept and process applications for zoning, building or other permits in a manner which eliminates or limits the need for face to face contact with citizens or applicants.

7. Except for the Deputy Clerk and Deputy Treasurer, who are subject to the authority of those offices, the Township Supervisor, in consultation with the Clerk and Treasurer, if practicable, may make decisions whether employees work from home or not work.

8. All citizens will be informed of and encouraged to register to vote by means not requiring an in-person visit to the Clerk's office. In the event the Clerk suspends regular office hours, the Board hereby delegates to the Clerk the authority to designate the hours that the Clerk will be at the Clerk's office for the purpose of receiving registrations, and to give notice, as provided by Section 498 of the Election Law.

9. This Resolution shall not infringe on the statutory duties and authorities of the Township Treasurer and Clerk, nor the ability of the majority of the Township Board members to call a special meeting by written request as provided in the statute. Further, the Township Clerk and Treasurer, by written consent of both, are hereby delegated the authority to call a special meeting of the Township Board.

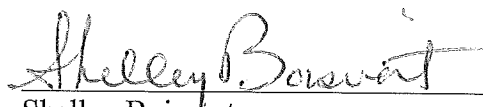
10. The authority delegated by the Resolution shall expire automatically on May 31, 2020 subject to earlier rescission or modification by the Township Board, or extension by action of the Township Board.

AYES: D. Amos, S. Boisvert, M. Szymanski

NAYS: NONE

ABSENT: A. Isenhardt, D. Hulst


RESOLUTION DECLARED ADOPTED.

  
\_\_\_\_\_, Township Clerk  
Shelley Boisvert

STATE OF MICHIGAN     )  
                                  )ss  
COUNTY OF ANTRIM    )

I, the undersigned, the duly qualified and acting Clerk for the Township of Elk Rapids, Antrim County, Michigan DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted by the Township at a regular meeting held on April 14, 2020, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including the case of a special or rescheduled meeting, notice by posting at lease eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature the 14<sup>th</sup> day of April, 2020.

  
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Shelley Boisvert  
Elk Rapids Township Clerk