

POLICIES AND PROCEDURES FOR COLON TOWNSHIP LAKE BOARD

Preamble

The Colon Township Lake Board functions under regulation by the State of Michigan contained in public act 345, first passed in the 73rd regular session of the Michigan State Legislature, 1966. This act was later revised and amended as Public Act Number 243, July 27, 1972. The Act was finally re-named the Inland Lake Improvement Act of 1996, as amended by Act Number 229 Public Acts of 1980, and Act Number 332, Public Acts of 1984.

At its time of passage the Inland Lake Improvement Act of 1966 was described as “an act to provide for the improvement of certain inland lakes.”

Any policies or procedures that are in conflict with the State of Michigan law will defer to the state law.

The members of the Lake Board will deal with policies and procedures that are not specifically addressed in this document on an as needed basis.

POLICIES AND PROCEDURES OF THE COLON LAKE BOARD (CONTINUED)

Membership

There will be seven members of the Lake Board as outlined in the settlement of the lawsuit by Judge Noecker . These members shall be composed as follows.

- Representative of the County Commissioners
- Representative of the Drain Commissioner
- Representative of the Colon Township Board
- Representative of the Colon Village Council
- Representative of the Department of Natural Resources (DNR)
- At large member from Long Lake appointed by the Lake Board
- At large member from Palmer Lake appointed by the Lake Board

It is assumed that the members of the Lake Board will serve four year terms. It is recognized that members that serve at the pleasure of various county, township or local governments can be changed at any time by their respective governmental body.

Members of the board are eligible for re-appointment.

Ideally, members will be appointed at staggered intervals to maintain institutional memory and continuity on the board.

The at large board member from Palmer Lake will next be selected in 2022 and then every four years after that. The subsequent appointments would be in 2026, 2030, 2034 and continue in this manner in perpetuity.

The at large board member from Long Lake will next be selected in 2024 and then every four years after that. The subsequent appointments would be in 2028, 2032, 2036 and continue in this manner in perpetuity.

The Colon Township Lake Board can be reached at:

Colon Township Lake Board
P.O. Box 249
Colon, MI 49040

POLICIES AND PROCEDURES OF THE COLON LAKE BOARD (CONTINUED)

Procedure for appointment of at-large members

When an at large member's term is to expire the Lake Board will request "Willingness To Serve Letters" from any "interested person" (as defined by public 345). There will be a time period of one month after their request for the letters for their submission. The Lake Board will then select an at large member from among those letters submitted. At large members currently on the Lake Board may submit reappointment letters.

Procedure for filling resigned positions

If a member resigns that was the representative of a local government body then the Lake Board chair will inform the respective governmental body by letter of such resignation. The letter will request a new member be reappointed. If the member is an at large member the above policy for appointment of at large members will be followed. The member filling a resigned position will serve out the remainder of that term.

POLICIES AND PROCEDURES OF THE COLON LAKE BOARD (CONTINUED)

Officers of the Lake Board

As outlined in the Inland Lake Improvement Act of 1996, the Lake Board shall elect a chairperson and a secretary. These elections shall occur at the first meeting of the Lake Board of every odd calendar year. These officers shall serve a term of two(2) years. Should an officer resign during a term the Lake Board will elect another member to serve in that capacity for the remainder of the term.

POLICIES AND PROCEDURES OF THE COLON LAKE BOARD (CONTINUED)

Conduct of the Lake Board

Meeting Frequency. There will be Six(6) scheduled regular meetings of the Lake Board per year to occur, one each, in the months of April, May, June, July, August, and September. The meetings will be held on the second (2nd) Saturday of before mentioned months unless otherwise changed. Public announcement of these meetings as required by state law shall be posted at the meeting site at least 18 hours before each scheduled meeting and on the website at colontownshiplakeboard.com. Special meeting may be called at the discretion of the Lake Board chair or at the request of a majority of the members.

Quorum. The quorum for the Lake Board meeting is at least ½ of the members.

Issues shall be decided by a vote of a majority of members present. It is generally assumed that a voice vote will be taken on issues. Any member may request a roll call vote at any time.

The Colon Township Treasurer shall maintain the treasury of the Lake Board. In the time period between meetings the chair or secretary of the Lake Board may approve payment of bills up to \$500.00.

It is assumed that membership on the Lake Board includes a requirement to attend meetings. Unexcused absences shall bring the members interest in serving on the board into question. In the event of an unexcused absence from a meeting the chair of the Lake Board will be directed to send a letter to the absent individual informing them of their absence. In the event of a second unexcused absence during a term the chair of the Lake Board will be directed to send a letter to the government body which the member represents informing them of their representative's absence. If the member is an at large member the Lake Board shall determine the appropriate action by majority vote of all members.

Cash Reserve Policy

Annually, as part of the budgeting process, the lake board will review the current and expected cash position based on expected assessment income and operating expenses. It is expected that bill payment will be approved by the board prior to disbursement when feasible. The goal of this policy would be to maintain between three and five years operating expenses in reserve. Reserve funds are intended to fund unexpected general operating expenses and special projects related to water quality. Excess/short reserve fund balances will be addressed at each five-year assessment hearing.

BYLAWS OF THE COLON TOWNSHIP LAKE BOARD ADVISORY COMMITTEE

Article I – PURPOSE

The purpose of the advisory committee (hereafter “committee”) is to preserve and protect Palmer and Long Lakes and the connecting channel and its surroundings, and to enhance the water quality, fishery, boating safety, and aesthetic values of these, as a public recreational facility for today and for future generations.

Article II – STATUS AND LIMITATIONS

The committee exists to assist the Colon Township Lake Board (hereafter “Lake Board”) by carrying out assigned duties or projects and reporting back to the Lake Board. No asset of the committee shall benefit any officer or member. The committee shall not participate in partisan political activity. At each committee meeting all members present will be allowed to comment on each issue presented to the committee. The committee shall be a review and research body to the Lake Board. Committee actions are not instructions to the Lake Board but rather shall constitute suggestions or recommendations. The duties of the committee shall be to review and comment on the items referred by the Lake Board. From time to time the chair of the Lake Board may ask the advisory committee to review and comment on other issues and assume other duties that may be of assistance to the Lake Board.

Article III – MEMBERSHIP

Members of the committee shall include the members of the Lake Board and those members at large as appointed by the Lake Board. Membership on the committee shall be of unspecified duration. No reappointment is necessary. Members of the committee may be removed by the Lake Board.

Article IV – OFFICERS

The committee shall have two(2) officers, chair and secretary. The officers shall be elected by the members of the committee at the first meeting of the committee for each calendar year. Offices are for social economy and organization and bestow no special privileges on the office holders except as enumerated in the bylaws.

The chair shall be responsible for calling each meeting and preparing an agenda. The chair shall act as the spokesperson reporting for the committee in correspondence or at the Lake Board meetings. Other members of the committee may address the Lake Board in writing or at public meetings, as they desire. The chair shall conduct the meetings of the committee according to accepted rules of order.

The secretary shall keep recorded minutes of the committee. Records should be kept by the secretary and passed on to subsequent office holders for record keeping.

Article V – MEETINGS

The committee shall meet immediately prior to each regularly scheduled Lake Board meeting. Additional meetings may occur as needed. Meetings shall be scheduled at the discretion of the chair or by request of the Lake Board. Notification of the meetings shall be made to members of the committee by mutually agreeable methods. Numerous methods may be utilized for notification. Members of the general public may attend the meetings of the committee but no public notice of the meetings is required. The committee may solicit public input at the discretion or request of the majority of the members.

Article VI – FUNDS

The committee shall hold no funds and have no funds available at its discretion. Members of the committee may be reimbursed by the Lake Board for expenses approved in advance by the Lake Board according to their policies.

Article VII – QUORUM

There shall be no quorum requirement for the committee

Article VIII – ORDER OF MEETINGS

Roberts Rules of Order, in the current revised edition, shall be in force at the meetings of the committee unless required otherwise by these by-laws. Non-members of the committee may be recognized to speak at committee meetings at the discretion of the chair who shall also serve as parliamentarian.