

AGENDA
MORTON TOWNSHIP REGULAR MEETING
April 13, 2021, 7:00 pm
Morton Township Hall, 290 West Main Street, MI 49332

Call to Order/Pledge

Roll Call:

Public Comments:

Presentation of Lifetime Achievement Award to Cecil Demott

Approve Agenda:

Approve Consent Agenda:

Approve minutes of Regular Meeting on Tuesday, March 9, 2021 @ 9:00 am

Approve minutes of Valley Court Special Assess. Public Hearing #2 on Tuesday, March 16, 2021 @ 6:00 pm

Approve minutes Special Meeting to Discuss Office Job Duties Friday, April 2, 2021 @ 9:00 am

Approve minutes of Committee of the Whole Meeting Tuesday, April 6, 2021 @ 9:00 am

Approve minutes of Meeting of Election Commission Tuesday, April 6, 2021 @ 11:00 am

Treasurer's Report:

Fund Disbursement:

These included bills paid on March 11, 2021 for the amount of two hundred seventy thousand, nine hundred sixty-one dollars and nineteen cents (\$270,961.19); paid on March 22, 2021 for the amount of nine thousand, five hundred fourteen dollars and ten cents (\$9,514.10) and on April 1, 2021 for the amount of thirty-five thousand, two hundred eighteen dollars and thirty-seven cents (\$35,218.37) for a grand total of three hundred fifteen thousand, six hundred ninety-three dollars and sixty-six cents (\$315,693.66).

Reports:

1. Fire/Rescue – Chief Allen Sutherby
Motion to approve purchase of new uniforms not to exceed \$2000.
2. Fire Administration Committee – Chairperson J. Lanz
3. Planning Commission – J. Ratledge
4. Recreation Committee – J. Lisuzzo

New Business:

1. **Motion to approve policy manual changes and Morton Township Ethical Code of Conduct.**
2. **Motion to approve R-210413 Resolution to**
3. **Motion to pay recycling staff that worked over 20 days during COVID-19 pandemic a one-time hazard pay of \$250.**
4. **Motion to approve recycling center pole bard construction by JBS Contracting per proposal dated March 9, 2021 for the amount of \$73,400.**
5. **Motion to approve electric work at recycling center pole barn by M. Schneider Electric LLC per proposal dated March 12, 2021 for the amount of \$8,250.**
6. **Motion to approve site work for recycling center pole barn by Canadian Lakes Excavating per proposal dated March 25, 2021 for the amount of \$2,250.**
7. **Motion to approve installation of new furnaces and air conditioning at Morton Township Hall by McNeal & Sons HVAC LLC per proposals submitted April 1, 2021 for the amount of \$11,600.**

Public Comments:

Announcements:

Adjourn:

Minutes
MORTON TOWNSHIP COMMITTEE OF THE WHOLE MEETING
Tuesday, April 6, 2021 9:00 AM
Morton Township Hall, 290 West Main Street, Mecosta MI 49332

Call to Order/Pledge by Supervisor Mark Klumpp at 9:01 am

Roll Call: Mark Klumpp, Maureen Wolfe, Jeff Ratledge, Yo Bellingar and Stephanie McNeal were present.

3 Public Citizens were present.

Public Comment: None.

New Business:

Township Hall Usage/Rentals: When are we opening for hall rentals? Mark Klumpp will take on determining what limits the township will impose on allowing gatherings at the township hall.

Schedule Budget Meeting: Tuesday, April 27, 2021 at 9:00 am for general fund. Fire/Rescue Budget Meeting Tuesday, May 4, 2021 at Noon.

Lifetime Achievement Award for Cecil Demott: Stephanie McNeal will prepare award for Cecil to be presented on April 13, 2021 Board of Trustees Meeting.

iCompass Proposal: Stephanie McNeal shared a proposal from iCompass for streamlining meetings.

BSA Online: Assessor requested that the township making our BSA available online as other townships do. He indicated that we are the only township in the county that does not offer this service.

Habitat for Humanity Restore Truck: Habitat representative contacted the township to ask permission to park a truck once or twice a month at our fire station one to accept donations that our community wants to donate. The board of trustees is not opposed to allowing it.

Signs on Roadways: Mark Klumpp has asked for pricing on blue and white road signs indicating township boundaries.

Mowing and Plowing Bids: Mr. Paul submitted new bids for plowing and mowing. The prices did not change.

Fire Agreement with Austin Township: Our fire coverage agreement with ends this year.

Unfinished Business:

Recycle Building: Stephanie McNeal presented three quotes for construction of a pole barn at the recycling center. Approval of the construction of the pole barn will be an agenda item for the regular Board of Trustees Meeting Tuesday, April 13, 2021 at 7:00 pm.

Furnace Bids: Mark Klumpp received two bids to replace furnaces in the township hall. Motion on agenda for regular meeting to approve replacement of furnaces.

Township Legal Representation: Mark Klumpp would like the township to consider alternative legal representation. Mika Meyers has represented us very well on tax tribunal cases.

Remodel Project: One contractor is bidding the project.

Policy Updates Status: Changes on agenda for meeting next Tuesday.

Staff Evaluations: Stephanie McNeal distributed compilation of staff evaluations. Mark Klumpp questioned why we do not have a full-time chief position? Based on the evaluation items and all the expectations of the position, it appears we could have a full-time person in that role.

Reports:

1. Joe Lisuzzo, Recreation Committee: Rec. committee meeting is scheduled for April 14, 2021.
2. Allen Sutherby, Fire Chief: The department is assessing issues from the fire last Tuesday. Vent Saw chains need to be replaced and one section of hose was damaged. Engine One has an engine issue. It needs to be towed to Michigan Cat in Grand Rapids. The cost to repair the engine may be in excess of \$3000. There will be other costs for the fire including excavating. Nye Uniform measured for new uniforms. \$125 per uniform. Wants board approval for up to \$2000. 10 new sets of uniforms and 8 people that need a pant or shirt.
3. Joe Lanz, Fire Administrative Committee: No report.
4. Mark Klumpp, Supervisor: Mark Klumpp updated the board on the property at Trapper Woods – the initial reason relates to the safe drinking water act. A public water supply cannot be privately owned. The township quit claim deeded the well back to the property owners in 1992. Township attorney will do more research to let us know if the township is doing the right thing. Representatives from Tri-Lakes Association met with our assessor to determine boundaries of special assessment district. Been working with zoning issues with new Zoning Administrator including blight. Staff at Edward D. Jones will be picking up trash along 9 Mile Road on Earth Day (April 22) and wants permission to dispose of in township dumpsters.
5. Maureen Wolfe, Treasurer: Music on the River asked the township to publish their summer concert series. Long-term Disability options were shared with the board of trustees. Will be turning over delinquent personal property tax to our attorney for write offs. She had some questions from Eric Williams regarding the resolution for the Valley Court Special Assessment.
6. Stephanie McNeal, Clerk: We have sent out over 600 absentee ballots and over half have been returned for the May 4, 2021 Special Election.
7. Jeff Ratledge, Trustee: Planning Commission met in March. Elected officers: Dennis Morawa, Chair; Steve Brandt, Vice Chair and Lisa Thompson as Secretary. We need to appoint an apprentice. No PC meeting for April.
8. Yo Bellingar, Trustee: Yo updated the board on the status of the Morton Township River Park. Reminder that the MCTA meeting will be at Morton Township on Monday, April 26, 2021 at 7:00 pm.

Public Comments:

Linda Howard: The court system will be starting back up with jury trials shortly. The location for any jury trials will be at Star Auditorium at Ferris. It will start in early May. Have Mark or Rich Davis met with the village yet about clean up? When do we set up voting machines?

Announcements: Mark Klumpp announced that we no longer need to meet via Zoom.

Adjourn: 12:04 pm

Unapproved Minutes
MORTON TOWNSHIP REGULAR MEETING
March 9, 2021, 9:00 am
Morton Township Hall, 290 West Main Street, MI 49332

Call to Order/Pledge at 9:05 am

Roll Call: Mark Klumpp, Maureen Wolfe, Jeff Ratledge, Yo Bellingar (Zoom), Stephanie McNeal were all present.

Public Citizens present were Fire Chief Allen Sutherby, Fire Administrative Chairperson Joe Lanz, Fire/Rescue Dept. Member Jeff Harvel, Sandy Brogan and Wanda Ratledge.

Public Comments:

Emma Constantino, North Country Cooperative Invasive Species Management Area: Their organization is concerned with aquatic invasive species. Their goal is to prevent the next invasive species from becoming a problem. There is a program dedicated to monitoring lakes and reducing the probability that an exotic infestation will cause significant disruptions to the lake ecosystem and recreation. Monitor for water transparency \$30 fee to enroll. They will provide free tool kits to monitor for invasive species. If an invasive species is identified, they provide help to treat the species. Please reach out to them with any questions.

Sandy Brogan commented that on Saturday the Tri-Lakes Board of Improvement met and approved moving forward with a special assessment district. They appointed four people to a board for the SAD. They would like to ask the township to schedule a meeting to set up a schedule for moving forward with the SAD.

Motion to approve Agenda by J. Ratledge, second by M. Wolfe. 5 ayes, 0 nays Motion Carried

Consent Agenda:

Approve minutes of Regular Meeting on Tuesday, February 9, 2021 @ 9:00 am

Approve minutes of Special Meeting to Update Personnel and Policy Manuals Thursday, February 11, 2021 @ 1:00 pm

Approve minutes Special Meeting to Update Morton Township Policy Manual Sections 4 and 5 Thursday, February 16, 2021 @ 9:00 am

Approve minutes of Special Meeting to Discuss Building Official Position and Fire-Rescue Department FEMA Grant Friday, February 19, 2021 @ 1:00 pm

Approve minutes of Special Meeting to Update Morton Township Policy Manual Sections 6 and 7 Thursday, February 23, 2021 @ 10:00 am

Approve minutes of Special Meeting to Discuss Hiring Building Official Friday, February 26, 2021 @ 10:00 am

Approve minutes of Committee of the Whole Meeting Tuesday, March 2, 2021 @ 9:00 am

Approve minutes of Election Commission Meeting to Consolidate Precincts 1 and 2 for May 4, 2021 Election Tuesday, March 2, 2021 @ 11:00 am

Motion to approve Consent Agenda by J. Ratledge, second by M. Klumpp. 5 ayes, 0 nays Motion Carried

Treasurer's Report submitted by M. Wolfe.

Fund Disbursement:

Motion to approve bills paid on February 11, 2021 for the amount of fourteen thousand, six hundred forty-seven dollars and twenty-eight cents (\$14,647.28); bills paid on February 24, 2021 for forty-two thousand, six hundred eighty-three dollars and sixty-four cents (\$42,683.64); and an Electronic Funds Transfer on March 1, 2021 for the amount of one hundred fifteen thousand, eight hundred ninety-four dollars and eleven cents (\$115,894.11) for a grand total of one hundred seventy-three thousand, two hundred twenty-five dollars and

three cents (\$173,225.03) by M. Wolfe, second by S. McNeal. Roll call vote: Wolfe, yes; McNeal, yes; Ratledge, yes; Klumpp, yes; Bellingar, yes. Motion Carried

Reports:

1. Fire/Rescue – Chief Allen Sutherby: 41 calls for February 2021.
2. Fire Administration Committee – Chairperson J. Lanz

Motion to approve purchase of two Zoll Medical Corporation X Series Manual Monitor/Defibrillators with receipt of one unit in current fiscal year. Purchase includes a detailed list of accessories included with each monitor, a list of supplies, consumables and related equipment. All items are detailed in Zoll quotation 375673 V:1. No trade-in of Philips Heartstart units is anticipated. The special payment terms detailed in the quotation will apply providing for 50% due net 30 and balance due October 1, 2021. Purchase order will be directed to Zoll Medical Corporation with a total amount of \$46,145.12 plus shipping, second by J. Ratledge.

Discussion included if we need two, how that affects the budget, evaluating the brands of cardiac monitors and the benefits of the better technology.

Roll call vote: McNeal, yes; Ratledge, yes; Wolfe, yes; Klumpp, yes; Bellingar, yes. Motion Carried

3. Planning Commission – J. Ratledge: No meeting last month. Will meet this month on March 17, 2021 @ 6:30 pm. Officers will be elected at this meeting.
4. Recreation Committee – J. Lisuzzo: No report.

New Business:

1. **Motion to approve Budget Adjustment Resolution R-210309 by M. Wolfe, second by S. McNeal. Roll-call vote: Wolfe, yes; McNeal, yes; Bellingar, yes; Ratledge, yes; Klumpp, yes. Motion Carried**
2. **Motion to approve Road Projects for 2021 to include chip and fog seal 90th Avenue from 11 Mile to 12 Mile, chip and fog seal West School Section from Buchanan to the end, HMA overlay 80th Avenue from 8 Mile to 9 Mile Road and HMA bike lane shoulder paving only 90th Avenue from 9 Mile to M-20 for a total cost of \$254,308.73 by S. McNeal, second by M. Klumpp. Roll call vote: McNeal, yes; Klumpp, yes; Bellingar, yes; Wolfe, yes; Ratledge, yes. Motion Carried**
3. **Motion to amend MT Personnel Manual one time to allow payout of unused vacation days up to five days for our full-time staff by M. Klumpp, second by Y. Bellingar.**
Discussion included are we going to make any other amendments moving forward?
Roll call vote: Klumpp, no; Bellingar, yes; McNeal, yes; Wolfe, yes; Ratledge, no. Motion Carried
4. Answers to Gypsy Moth Questions from Dave Lewis:
SAD begins with informal petition circulated by concerned citizens.
Eric Williams would assist with petition if hired by concerned citizens requesting SAD.
A description of the assessment district should be included on the petitions.
We do not charge for public meetings.
The township mails out notices to property owners in the SAD.
Description of SAD, list of properties and cost of program are included in the public notice.
As many circulators as needed can circulate petitions.
Each sheet of the petition does require the wording on it.

Public Comments: None.

Announcements:

McNeal commented that quotes for the recycling building are coming and she could potentially have something to present for approval at the April meeting. Ratledge and McNeal are going to stake the site on Wednesday.

Klumpp announced that Rich Davis started in his new position as Building Official/Zoning Administrator yesterday.

Sutherby announced that the floor at Station Two is complete.

Adjourn at 10:32 am.

Minutes
Special Meeting to Discuss Office Job Duties
Friday, April 2, 2021 @ 9:00 am
290 West Main Street, Mecosta MI 49332

Call to Order 9:00 am

Pledge of Allegiance

Roll Call: Mark Klumpp, Maureen Wolfe and Stephanie McNeal were all present.

Purpose of meeting is to discuss office job duties.

Topics covered were distribution of office duties, job descriptions, flow of office tasks, and linking tax and assessment databases.

Meeting adjourned at 11:09 am.

Respectfully submitted by Clerk Stephanie McNeal.

Minutes
Valley Court Special Assessment
Public Hearing #2 with Zoom
Tuesday, March 16, 2021 @ 6:00 pm
290 West Main Street, Mecosta MI 49332

Call to Order 6:00 pm by Supervisor Mark Klumpp.

Pledge of Allegiance

Roll Call: Mark Klumpp, Jeff Ratledge, Maureen Wolfe, Yo Bellingar and Stephanie McNeal were all present.

Citizens in Attendance:

Mike Carey, 10401 Valley Court
Dick Knobloch, 10441 Valley Court
Bryan and Brenda Marquardt, 10421 Valley Court
Charlie Schroeder, 10511 Valley Court
Seth Lattimore Morton Township Assessor (Zoom)
Township Attorney Eric Williams (Zoom)

Public Comment:

None.

Open Public Hearing at 6:02 pm.

Purpose of Public Hearing is to consider any objections and to confirm the roll as submitted or revised or amended.

Eric Williams addressed the group and asked for objections. No objections have been received in the mail or otherwise.

M. Wolfe shared the cost estimates for a three-year and five-year assessment with a 90/10 and 80/20 split for developed and undeveloped properties, respectively.

Mike Carey, 10401 Valley Court, commented that he is ok with 90/10 split. Bryan Marquardt, 10421 Valley Court, commented that he would like a five-year assessment. Dick Knobloch, 10441 Valley Court, also commented that the five-year payback will be more palatable for the vacant lot owners. Property owners that are present would prefer a five-year payback rather than three.

Close Public Hearing at 6:20 pm.

Motion to confirm roll with a 90/10 split for developed and undeveloped properties respectively for a pay back period of five years for \$79,600 total project cost by J. Ratledge, second by M. Wolfe. No further discussion. Roll call vote: Ratledge, yes; Wolfe, yes; Bellingar, yes; Klumpp, yes; McNeal, yes. Motion Carried

Eric Williams will prepare a Resolution confirming roll for board approval by April 6, 2021.

Public Comment:

Mike Carey thanked the board of trustees for their hard work.

Meeting adjourned at 6:30 pm.

Respectfully submitted by Clerk Stephanie McNeal.

**Minutes
Meeting of Election Commission
State Primary Election August 4, 2020
Tuesday, April 6, 2021
11:00 am
290 West Main Street, Mecosta MI 49332**

Call to Order 12:06 pm

Pledge of Allegiance

Roll Call: Mark Klumpp, Stephanie McNeal and Maureen Wolfe were all present.

Two public citizens present.

Public Comment: None.

Approve election inspectors for Special Election May 4, 2021 (See attached)

Motion to approve submitted list of election inspectors for Special Election May 4, 2021 by Mark Klumpp, second by Maureen Wolfe. 3 ayes, 0 nays. Motion Carried

Public Comment: None.

Meeting adjourned 12:10 pm

Morton Township Code of Ethical Conduct

The township board recognizes that to carry out its mission of service to the community, the township board, officials, and employees must earn the full confidence of the Morton Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent, and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering of township programs and services.

Applicability the Code of Ethical Conduct includes the following policies that shall apply to but not limited to all elected and appointed officials, and employees.

Implementation As an expression of the standards of conduct for elected and appointed officials, and employees expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, and employees. Township officials, appointees, and employees shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

Compliance and Enforcement the Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, and employees. Each person has the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions, department heads, and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may impose sanctions on those individuals whose conduct does not comply with the township's Ethical Code of Conduct standards, such as reprimand, formal censure, loss of seniority or committee assignment, budget restriction, termination or other sanctions as identified by the board. A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

Reporting Improper Actions Suspected improper actions shall be reported to the Board of Trustees. 3.6

Reporting Improper Actions of Elected and Appointed Officials Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the Supervisor. The Supervisor will investigate the allegation and shall provide a report of their findings to the involved elected or appointed official. If the complaint is about the Supervisor, the Clerk will handle the investigation and report. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

Conduct in Compliance with Laws Township officials and employees shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees, and volunteers.

Uniformity of Enforcement Township ordinances, policies, procedures, rules, and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule, or regulation.

Actions Not for Personal Gain The township board, appointees, boards and commissions, and employees shall act in the best interest of the township, rather than for personal gain.

Actions on Behalf of Third Parties As stewards of the public interest, members of the township board, appointees, members of boards and commissions, and employees shall not appear on behalf of the private interests of third parties before the township board, or any board, commission, committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

Conflict of Interest Township officials, appointees, boards and commissions, and employees shall not enter any business relationships that would put them into conflict with their obligations to the township.

Disclosure of Conflict of Interest When a decision or action would create a personal financial impact, the official, appointee, or employee shall promptly disclose the conflict of interest and shall not, directly, or indirectly, participate in the decision or in any manner influence others who participate in the decision or action.

Conflict of Interest Township officials, appointees, and employees shall avoid even the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies and procedures.

Gifts and Special Benefits Township officials, appointees, and employees shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of being compromised.

Financial Relationships Township officials shall disclose any personal transactions, more than \$500.00, entered into with any vendor that also does business with the township.

Township Resources Township resources will be utilized efficiently and effectively, with waste avoided.

Personal or Political Benefit Township resources will not be used for personal or political benefit.

Maintaining the Integrity of Office A township board member who intends to enter an office or position that is incompatible with his or her township board office shall resign from township board office. A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation.

Truthfulness All information provided by township officials, appointees, boards and commissions, and employees will be truthful and complete. The township board, appointees, boards and commissions, and employees shall not knowingly make false or misleading statements or use false or misleading information as the basis for deciding.

Confidential Information Township officials, appointees, boards and commissions, and employees shall respect the confidentiality of information concerning the property, personnel, or affairs of the township. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.

Information Acquired Information acquired in one's public position will not be used for personal advantage.

Community Decisions Township officials and appointees shall demonstrate effective approaches to solving problems. Township officials and appointees shall utilize their public forum to demonstrate how individuals with differing points of view can find common ground and seek compromises that benefit the community.

Community Role Models Township officials, appointees, boards and commissions, and employees shall conduct themselves as role models for residents, businesspeople and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

Quality of Life Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

Community Commitment The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

Development of Public Policy decisions of board officials and appointees will be based on the merits of the issues, will consider diversity of opinions and, whenever possible, shall reflect consensus of participants.

Transparency Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

Avoiding Influence on Other Township Boards and Commissions Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions, and committee proceedings.

Participation in Decision-Making Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views, and opinions of others.

Meeting Inclusion Relevant staff shall be included in all meetings that affect their respective departments.

Public Input Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

Public Involvement Expanded opportunities for public involvement in developing and evaluating township programs and services shall be actively considered by all boards, commissions, and committees.

Public Interactions by the public with township processes shall be made as stress-free as possible.

Representation of Township Interests When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

Interactions with Others To provide an environment that is free from unlawful discrimination, including discrimination or harassment that is based on any legally protected status, township officials, appointees, and employees shall not engage in any form of harassment defined by township policy. Any form of discrimination or harassment that violates policy will not be tolerated. This policy forbids any unwelcome conduct that is based on an individual's age, race, religion, sex, national origin, ancestry, marital status, veteran status, physical or mental disability, legally protected medical condition or association with anyone who has, or is perceived to have, any protected characteristic, or any other basis protected by state, federal or local law.

Interactions with Citizens Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

Responsibility of Actions Township officials, appointees, and employees will take responsibility for their own actions and decisions.

Promises Township officials, appointees, and employees shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

Commitments Township officials, appointees, and employee commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

Credit Township officials, appointees, and employees will give proper credit to those who contribute to the township’s successes and accomplishments.

Discussions The professional and personal conduct of township officials, appointees, and employees must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, and employees.

Communication of Township Positions Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township.

Meeting Attendance Township officials, appointees, and employees shall come to meetings on time and be prepared to deliberate and make decisions.

Meeting Attendance—Decorum in Debate Township officials, appointees, and employees shall practice civility and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of the ideas and information are legitimate elements of a free democracy in action. Township officials, appointees, and employees will be respectful of diverse opinions.

Meeting Attendance—Respect for Moderator Board members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Board members will respect the role of the supervisor as moderator to focus discussion on current agenda items. Objections to the supervisor’s actions should be voiced politely and with reason.

I have received a copy of the Morton Township Code of Ethical Conduct and have read it through carefully. I agree to abide by this code of ethical conduct. I further acknowledge that it is my responsibility to read the code of ethical conduct and ask questions about anything I don’t understand.

Employee Signature

Date

Supervisor’s Signature

Date