

#19

ORDINANCE STEINER MUSEUM HISTORICAL COMMISSION

I. TITLE

The ordinance shall be known as the 'Steiner Museum Historical Commission Ordinance'.

II. DEFINITIONS

As used in this ordinance:

- A. *Commission* means the Steiner Museum Historical Commission.
- B. *Historical preservation* means protection, rehabilitation, restoration, or reconstruction, of sites, buildings, structures, or objects.
- C. *Local unit* means a participating county or township.
- D. *Museum site* means the land, buildings, structures, objects, and support facilities in and upon (legal description for 5 acre parcel) commonly known as the Steiner Museum property in Comins Township, Oscoda County, Michigan.

III. PURPOSE

It shall be the purpose of the Commission to:

- A. Safeguard the pioneering and lumbering heritage of the local units.
- B. Foster any activity or projects which tend to advance the historical interests of the local units.
- C. Strengthen the local economy.
- D. Promote education, pleasure and welfare of the citizens of the local units through preservation of cultural, social, economic, political and architectural history.

IV. COMMISSION

A. Members. The Commission shall be composed of two members appointed by each participating local unit.

B. Terms. Members shall be appointed for three year terms and be eligible for reappointment without limitation. Lots shall be drawn at the first meeting of the Commission to determine original terms. Original terms shall be staggered such that 1/3 of new members shall serve a 1 year term, 1/3 a two year term, and 1/3 a three year term.

C. Vacancies. Vacancies in the membership shall be filled by appointment by the appropriate local unit for the unexpired term.

V. FUNCTIONS

The Commission shall:

- A. Develop, operate, and maintain, the museum site.
- B. Facilitate cooperation between local units and non profit entities interested in historic preservation of the museum site.
- C. Encourage donations for purposes incidental to or connected with the museum site including structures, artifacts, and personal property for display or demonstration.
- D. Promote use of the museum site.
- E. Prepare operating budget subject to funds available from local units, non profit groups, donations, grants and any other source.
- F. Ensure operation of the museum site within available budgeted funds.
- G. Establish a job description for and select Museum Director.

VI. MEETINGS

A. Open Meetings. The business which the Commission may perform shall be conducted at a public meeting of the Commission held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

B. Freedom of Information. A writing prepared, owned, used, in the possession of, or retained by the Commission in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

C. Schedule. The Commission shall meet not less than twice each year.

D. Quorum. A majority of members constitute a quorum for the transaction of business.

VII. OFFICERS

A. Election. Members of the Commission shall elect President, Vice President, Secretary, and Treasurer at the first meeting of each calendar year.

B. President. The President shall chair all meetings of the Commission.

C. Vice President. The Vice President shall chair all meetings in the absence of the President.

D. Secretary. The Secretary shall keep all writings, meetings and other records of the Commission.

E. Treasurer. The Treasurer shall maintain the financial records of the Commission.

IX. FUNDING SOURCES

A. Agency. Local units may accept grants from state or federal governments for historical purposes, may accept public or private gifts for historical preservation, and may make the Commission its duly appointed agent to accept and administer grants and gifts for historical preservation purposes.

B. Solicitation. The Commission may solicit funding from state, federal, or local governments, non profit groups, private foundations or from any other source.

**BYLAWS
OF
STEINER MUSEUM HISTORICAL COMMISSION**

ARTICLE 1. ALTERNATE MEMBERSHIP

Whenever a Commission member will be absent for three meetings, that Commission member or the governmental unit which appointed the member may appoint a temporary alternate to sit in that Commission member's place with full voting rights

ARTICLE 2. MEETINGS

A. Regular Meetings. Regular meetings of the Historical Commission shall be held on the third Thursday of each month, at 7:00pm, at the museum, unless Commissioners are notified in advance of other arrangements.

B. Special Meetings. Special meetings of the Historical Commission may be called by the President or by written request of five (5) Commission members.

ARTICLE 3. VOTING

A. Proxy. Each Commissioner shall be entitled to one (1) vote on each matter that is submitted to the vote of the Commission. Each vote must be cast by the Commissioner or the Commissioner's temporary alternate in person and not by proxy.

B. Roll Call. A recorded vote showing the yeas and nays of all Commissioners present shall be taken and recorded in the minutes if demanded by any Commissioner present.

C. Majority. All Commission action, except Amendment of Bylaws, may be taken on majority vote of Commission members present at any regular or special meeting.

ARTICLE 4. OFFICERS

A. Duties.

President. The President shall be the chief executive officer of the Commission, with general control and management of the Commission business between meetings of the Commission and/or Executive Committee.

Vice President. The Vice President shall assume the responsibilities of the President in the absence of the President.

Secretary. The Secretary shall keep the minutes of each meeting, be responsible for meeting notices to Commissioners, posting meeting notices as required by the Open Meetings Act, and preserving Commission records.

Treasurer. The Treasurer shall maintain the financial records of the Commission, account for all funds received by the Commission, provide monthly financial reports at each regular meeting, prepare an annual budget, prepare an annual financial statement itemizing income and expenditures, and provide such additional financial reports as requested by the Commission.

B. Change in Duties. The Commission may assign to or transfer from any officer such duties as it determines necessary in the best interests of Commission operations.

C. Vacancy. A vacancy in any office shall be filled by the Commission.

D. Removal. Any officer may be removed, with or without cause, by the Commission.

E. Membership. Officers shall be elected from the membership of the Commission.

ARTICLE 5. COMMITTEES

A. Executive Committee.

1. The Executive Committee shall consist of the officers of the Commission.
2. The Executive Committee shall exercise all powers of the Commission between regular Commission meetings except the power to fill vacancies on the Commission.
3. The Executive Committee shall meet at the call of the President or at the request of two (2) members of the Committee.
4. Notice of the time and place of meeting shall be given to members at least 24 hours before the meeting. Notice shall be posted at least 18 hours before the meeting as required by the Open Meetings Act.
5. A majority of the Executive Committee shall constitute a quorum.

B. Standing Committees. The Commission shall designate such other standing Committees as it deems necessary.

ARTICLE 6. AMENDMENTS

The Commission may amend the Bylaws by 2/3 vote of members present at any regular or special meeting.

SUGGESTED FORMAT FOR PUBLICATION

The Steiner Museum Historical Commission Ordinance adopted on Dec. 15th, 1997, by resolution of the Big Crk Township Board as Ordinance # 19 becomes effective the day after publication.

SUMMARY OF STEINER MUSEUM HISTORICAL COMMISSION ORDINANCE

This ordinance provides for the participation of Big Crk. Township on a historical commission created to oversee the operation of Steiner Museum with two members appointed for three year terms by each participating unit of local government. A true copy of the ordinance can be inspected or obtained at the Big Crk Township Hall.

RESOLUTION APPROVING AGREEMENT FOR SALE OF
STEINER'S PIONEERING & LUMBERING MUSEUM
AND AUTHORIZING PAYMENT FOR PURCHASE

Whereas the governing body of Big Creek Township may raise and appropriate money for the purpose of fostering any activity or project which, in the opinion of the board tends to advance the historical interests of the township and,

Whereas, Steiner Museum contains artifacts which reflect the historical interests of this township, and

Whereas, purchase of Steiner Museum will ensure the pioneering and lumbering heritage of Big Creek Township will be preserved, and

Whereas, purchase of Steiner Museum fosters protection of the historical interests of the other townships within Oscoda County and Oscoda County itself,

Now therefore, be it resolved that the governing body of Big Creek Township:

1) Determines purchase of Steiner Museum will advance the historical interests of the township.

2) Approves the attached Agreement for Sale of Steiner's Pioneering & Lumbering Museum.

3) Authorizes payment towards purchase by check in the amount of \$ 6800.00 as this township's contribution.

4) Recognizes the Steiner Museum Historical Commission as the cooperative structure for operation of the museum by participating units of local government choosing to adopt the ordinance.

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted by the BIG CREEK TOWNSHIP BOARD at a REGULAR meeting held on the 16th day of March 1992.

Ayes: 4
Nays: 0
Absent 1

Judy Bernery
Township Clerk

**RESOLUTION ADOPTING STEINER MUSEUM HISTORICAL
ORDINANCE**

Whereas, Big Creek, Clinton, Comins, Elmer, Greenwood, and Mentor Townships and Oscoda County have jointly agreed to purchase Steiner Museum by Agreement for Sale of Steiner's Pioneering & Lumbering Museum dated April 1, 1992, and

Whereas, under authority of PA 213 of 1957 townships and counties, or any combination thereof, acting jointly, may create by ordinance a historical commission, provide for its appointment and prescribe functions, and

Whereas the Steiner Museum Historical Commission Ordinance is the cooperative structure for operation of the museum by participating units of local government,

Now therefore, be it resolved that BigCrk. Township adopts the attached Steiner Museum Historical Commission Ordinance.