

**LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA APRIL 09, 2024 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
3. Action on March 12, 2024 meeting minutes
4. Action on Accts Payable Independent Bank checks #6209 - #62 ___ totaling \$ _____
5. Presentation / Public Comment-3 minute limitation
6. Unfinished Business:
 - *Bell Oak Cemetery-remove 2stumps/clean-up
 - *CD Investment info: Huntington Bank, \$100,000-\$249,999.99, 5.00%/5.13% APY, 215days
7. New Business:
 - *Early Voting Agreement for all 2024 & 2025 State & Federal elections [April 15 deadline]
 - *NEU [non-entitlement units of gov.] ARPA expenditure report [April 30 deadline]
 - *SAM [System for Award Mngmnt] renewal [May 11 deadline]
 - *Action on Trustee MTA Annual Conf. registration \$415, April 23 & 24, Traverse City
 - *Action on Trustee MTA Annual Conf. hotel, April 22 & 23, approx. \$300
 - *Action on Trustee MTA Annual Conf. mileage, approx. 160 mi @ .67 = \$220
 - *Action -Bd Member \$25 MTA webinar registration, Now You Know-Apr. 10, Public Use of Twp Property & Facilities / May 8 Cemetery Services
 - *Social Media Policy sample [pink]
8. Reports:

Clerk - March rev/exp report; Presidential Primary reimbursement; qtr tax reports submitted; Prepared Early Voting Plan

Treasurer -March 31 treas report; tax settlement w/County; met 03/14 w/Decker Ins-review renewal policy; informed by Huntington Bank that govt CD rates are lower than quoted; went to Flagstar Bank-inquire about CD interest rates for govt

Trustee - Davis:

Trustee - Shepler: PC Master Plan update

Supervisor - March NIESA report & map; attend 3/19 Consumers Energy Pipeline Project Open House, Peacock Rd Family Farm, Laingsburg; met 3/14 w/Decker Ins; registered-MI State Housing Dev. Authority for Master Plan cost Grant

Zoning Administrator -March report; building permits update
9. Public Comment [3 minute limitation]
10. Communications, seminars, etc.
 - *MTA 'Who Can Do What for Clerk & Election Duties' informational handout
 - *April 10, MTA Know You Know webinar-Public Use of Twp Property&Facilities \$25
 - *MTA 2024 Educational Conference & Expo, April 22-25, Grand Traverse Resort
 - *May 09, WCS Housing Committee meeting, Wmstn Middle School, 6 pm
 - ***ICRD May 16, 5:30 pm at Locke Twp Hall re: Dietz Rd bridge**
 - *MTA educational offerings in 2024: May - ABCs of ZBAs in Frankenmuth \$100
June-Election Prep/Primer \$100 Aug-Hot Topics Plan/Zon \$100
Dec-New Officials Training \$149
11. Any Other Business / Board member comments
12. 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 –May 14

Deadline for submitting 2024 Township Board Candidate filing petition is April 23rd at 4 pm

Positions include: *Supervisor* *Clerk* *Treasurer* *Trustee* *Trustee*

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.

Locke Township Treasurer

From: Nikki Navarro <Nicole.K.Navarro@huntington.com>
Sent: Tuesday, March 26, 2024 11:58 AM
To: locketwptreas@tds.net
Subject: Huntington Government Banking - Locke Twp

Hello, Sheri, 😊

So nice chatting with you today! My apologies again for the confusion. I look forward to helping you with whatever I can in the future. Here are the rates I had mentioned to offer at the meeting.

4months- 4.60% / 4.7%apy
6months- 4.50% / 4.6%apy
9months- 4.35% / 4.4%apy
12months- 4.30% / 4.39%apy

I look forward to hearing from you in April, have a great week!

Nikki Navarro

Government Banking Client Manager | The Huntington National Bank | 989-894-9844 | EMICHB Bay City Rivers Edge



Internal Use

This message and any attachments are for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify the sender immediately and delete the original. Any other use of the email by you is prohibited. This message may contain an advertisement of a product or service constituting a commercial email. You may [unsubscribe](#) any time from receiving commercial emails. Huntington Bancshares Incorporated and its affiliated companies, 41 South High Street, Columbus, OH 43287. huntington.com

Internal Use

Early Voting Plan

No later than 120 days before the first statewide or federal election in each even numbered year, the clerk of the municipality is responsible for ensuring an Early Voting Plan is filed with the county clerk of the county in which the municipality is located.

Not less than 45 days before the first early voting day allowed by statute, the clerk will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each early voting site operated by the municipality. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

Plan Coverage: Single Municipal

Municipality Information:

Name of municipality	Clerk of municipality	Number of precincts in municipality	Number of registered electors in municipality
LOCKE TOWNSHIP	GLENDAS TURNER	1	1536

Early Voting Information:

	Early voting site #1	Early voting site #2	Early voting site #3
Location of site	LOCKE TOWNSHIP HALL		
Number of Election Workers at site	3		
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y		
Hours for 9 days of Constitutionally-required early voting	9-5		
How many (if any) additional days of early voting will be provided at this site?	0		
Hours for any additional days of early voting	N/A		
Is this site ADA compliant?	YES		
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any	YES		

other relevant considerations?			
--------------------------------	--	--	--

Early Voting Equipment Information:

Early Voting Site #	Number of Tabulators	Number of Early Voting Poll Book Laptops
1	1	1
2		
3		

Early Voting Site Supervisors:

	Supervisor at Early Voting site #1	Supervisor at Early Voting site #2	Supervisor at Early Voting site #3
Early Voting Day 1	GLENDAS TURNER		
Early Voting Day 2	GLENDAS TURNER		
Early Voting Day 3	GLENDAS TURNER		
Early Voting Day 4	GLENDAS TURNER		
Early Voting Day 5	GLENDAS TURNER		
Early Voting Day 6	GLENDAS TURNER		
Early Voting Day 7	GLENDAS TURNER		
Early Voting Day 8	GLENDAS TURNER		
Early Voting Day 9	GLENDAS TURNER		

Describe the communication strategy for informing electors of their opportunity for early voting:

POSTING AT TOWNSHIP HALL AND ON THE TOWNSHIP WEBSITE

Printed name of Clerk

Signature of Clerk

Date

This Policy is a Sample Policy only. It should be tailored to meet the specific needs of your entity and should be reviewed by Legal Counsel before implementation.

SOCIAL MEDIA POLICY

[Municipality Name]

I. PURPOSE

To prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by municipal personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.

The municipality allows the use of social media, where appropriate, to further the goals and missions of the municipality. However, the municipality has an overriding interest and expectation in deciding what is "spoken" on behalf of the municipality through social media. This policy establishes guidelines for the use of social media by municipal Employees.

II. APPLICABILITY

This policy applies to all municipal Employees and approved volunteers, consultants, service providers and contractors performing business on behalf of municipal ("Employees").

III. POLICY

It is the policy of the municipality that all individuals identified in paragraph II abide by the policy set forth herein when using municipal information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media ("Information Systems").

Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No Employee shall have any expectation of privacy with regard to any information transmitted or stored on the municipality's Information Systems.

IV. PROCEDURE

- A. Transmission of electronic messages and information on communications media provided for Employees of the municipality shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- B. The municipality encourages authorized and trained personnel with access to municipal Information Systems to utilize these devices whenever necessary. However, all Information Systems are the property of the municipality and use of any of these Information Systems is a privilege that is subject to revocation. Information Systems are intended for use in conducting official municipal business with limited exceptions noted in this policy
- C. Employees are advised that they do not maintain any right to privacy or ownership in Information Systems equipment of its contents or to include or install personally owned software.
- D. The municipality's administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate, and may require employees to provide passwords to files that have been encrypted or password protected.
- E. The municipality reserves the right to access, for quality control purposes and/or for violations of this policy, data, electronic and voice transmissions of Employees conducting business in the municipality.
- F. Personal and/or private use of municipal Information Systems to access social media sites is prohibited.
- G. Accessing or transmitting materials from municipal Information Systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten the municipality, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.

[This section applies to Law Enforcement Agencies if applicable]

Exception: Employees involved in criminal investigations, during the performance of their official duties, may be requested to receive, copy, download, or transmit sexually explicit or other materials normally not allowed. Anyone requiring such authorization will request, in writing, permission from the Employee's supervisor prior to beginning to receive, copy, download or transmit this material.

- H. Confidential, proprietary or sensitive information may be disseminated or made

available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.

- Elected Officials too?*
- I. Employees shall not post photographs of their co-workers or any member of the general public on their personal social media sites, *without written approval.*
 - J. No Employee shall access or allow others to access any file or database of the municipality unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
 - K. Employees are not to open email messages unless they are certain of the trustworthiness of the source.
 - L. Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
 - M. Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to their supervisor and then completely delete any such message inadvertently received when directed to do so.
 - N. Creating a web site or social media page that has any appearance of officially representing the municipality is prohibited without the express written approval of the Municipal Board or designee. Any information added to the official municipal web page(s) or site(s) must have the written approval of the Municipal Board or designee prior to being accessible by the general public.
 - O. Using images of any official municipal logo, patch, badge or sign on personal web pages is prohibited without the express written approval of the Municipal Board or designee.
 - P. Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.
 - Q. The use of social media shall conform to all municipal policies prohibiting discrimination, retaliation and harassment of co-workers.
 - R. Employees shall not identify themselves or any co-worker specifically, or

otherwise infer in any way that they are an employee of the municipality or any personal social media site, unless explicitly granted permission by the Municipal Board or designee.

V. DISCIPLINE

Any violation of this policy may result in disciplinary action up to and including termination.

This policy, as presented by the Michigan Township Participating Plan, is intended as general guidelines for members of the Michigan Township Participating Plan Program. This policy should not be construed as legal advice. The viewer or reader of the material should consult legal counsel to review the information presented before implementation of any policy or procedures.

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP

PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24		ACTIVITY FOR	AVAILABLE	% BGDG
		AMENDED BUDGET	YTD BALANCE			
		NORMAL	(ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 101 - GENERAL						
Revenues						
Dept 000						
101-000-402	PROPERTY TAXES	85,000.00	94,593.90	2,034.87	(9,593.90)	111.29
101-000-447	TAX ADMINISTRATION FEE	34,000.00	38,868.20	38,868.20	(4,868.20)	114.32
101-000-448	SUMMER TAX COLLECT REIMB	2,700.00	45.00	0.00	2,655.00	1.67
101-000-478	ZONING PERMITS	3,000.00	605.00	0.00	2,395.00	20.17
101-000-490	BUILDING PERMITS	10,000.00	11,182.60	306.00	(1,182.60)	111.83
101-000-528	OTHER GRANT FUNDS	195,500.00	0.00	0.00	195,500.00	0.00
101-000-546	METRO ACT REIMBURSEMENT	5,000.00	6,695.67	0.00	(1,695.67)	133.91
101-000-547	SET REIMBURSEMENT	0.00	2,522.50	2,522.50	(2,522.50)	100.00
101-000-548	GRANT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-000-574	REVENUE SHARING	172,000.00	195,400.88	0.00	(23,400.88)	113.61
101-000-576	ELECTION REIMBURSEMENT	500.00	3,385.45	0.00	(2,885.45)	677.09
101-000-626	CEMETERY BURIAL	6,000.00	10,558.00	425.00	(4,558.00)	175.97
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	0.00	0.00	0.00	0.00	0.00
101-000-642	SALE OF CEMETERY LOTS	1,500.00	2,600.00	400.00	(1,100.00)	173.33
101-000-665	INTEREST	5,000.00	9,708.92	866.50	(4,708.92)	194.18
101-000-667	HALL RENTAL	5,500.00	5,000.00	300.00	500.00	90.91
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	277.51	0.00	(277.51)	100.00
101-000-677	ESCROW REFUND	0.00	0.00	0.00	0.00	0.00
101-000-687	INSURANCE REFUNDS	0.00	3,194.00	0.00	(3,194.00)	100.00
101-000-693	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 000		525,700.00	384,637.63	45,723.07	141,062.37	73.17
TOTAL REVENUES						
		525,700.00	384,637.63	45,723.07	141,062.37	73.17
Expenditures						
Dept 101 - TOWNSHIP BOARD						
101-101-709	NIESA REP WAGE	960.00	960.00	80.00	0.00	100.00
101-101-710	PER DIEM	4,250.00	4,014.00	398.00	236.00	94.45
101-101-711	NON STATUTORY WAGE	400.00	0.00	0.00	400.00	0.00
101-101-712	OFFICE MANAGER WAGE	0.00	0.00	0.00	0.00	0.00
101-101-713	MEDICARE-SS	430.00	380.53	36.58	49.47	88.50
101-101-727	OFFICE SUPPLIES	2,000.00	1,578.59	57.72	421.41	78.93
101-101-818	LEGAL	13,000.00	13,684.00	0.00	(684.00)	105.26
101-101-820	AUDIT	7,600.00	7,600.00	0.00	0.00	100.00
101-101-822	TECH ADMIN/SUPPORT	3,000.00	3,343.75	0.00	(343.75)	111.46
101-101-860	TRAVEL	300.00	19.65	0.00	280.35	6.55
101-101-901	PRINTING AND PUBLISHING	500.00	961.35	52.50	(461.35)	192.27
101-101-955	MEMBERSHIPS AND DUES	1,700.00	1,751.08	0.00	(51.08)	103.00
101-101-956	WORKERS COMP INS	1,200.00	18.00	1.50	1,182.00	1.50
101-101-957	EDUCATION-TRAINING	600.00	25.00	25.00	575.00	4.17
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		40,940.00	34,335.95	651.30	6,604.05	83.87
Dept 171 - SUPERVISOR						
101-171-702	SALARY	13,044.00	13,044.00	1,087.00	0.00	100.00
101-171-713	MEDICARE-SS	998.00	997.92	83.15	0.08	99.99
101-171-727	OFFICE SUPPLIES	300.00	184.94	0.00	115.06	61.65

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE	% BGD USED
		AMENDED BUDGET	NORMAL (ABNORMAL)				
Fund 101 - GENERAL							
Expenditures							
101-171-821	ACCOUNTING ASSISTANCE	200.00		0.00	0.00	200.00	0.00
101-171-860	TRAVEL	200.00		164.25	23.75	35.75	82.13
101-171-955	MEMBERSHIPS AND DUES	50.00		0.00	0.00	50.00	0.00
101-171-956	WORKERS COMP INS	0.00		245.40	20.45	(245.40)	100.00
101-171-957	EDUCATION-TRAINING	300.00		125.00	0.00	175.00	41.67
101-171-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		15,592.00		14,761.51	1,214.05	830.49	94.67
Dept 215 - CLERK							
101-215-702	SALARY	21,732.00		21,732.00	1,561.00	0.00	100.00
101-215-703	DEPUTY SALARY	3,500.00		1,759.50	93.50	1,740.50	50.27
101-215-713	MEDICARE-SS	1,800.00		1,797.11	126.58	2.89	99.84
101-215-727	OFFICE SUPPLIES-POSTAGE	1,200.00		443.38	0.00	756.62	36.95
101-215-821	ACCOUNTING ASSISTANCE	200.00		79.00	0.00	121.00	39.50
101-215-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-215-860	TRAVEL	450.00		446.15	0.00	3.85	99.14
101-215-955	MEMBERSHIPS AND DUES	100.00		75.00	0.00	25.00	75.00
101-215-956	WORKERS COMP INS	0.00		408.76	29.36	(408.76)	100.00
101-215-957	EDUCATION AND TRAINING	300.00		25.00	0.00	275.00	8.33
101-215-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		29,782.00		26,765.90	2,256.59	3,016.10	89.87
Dept 247 - BOARD OF REVIEW							
101-247-702	SALARY	800.00		928.00	736.00	(128.00)	116.00
101-247-713	MEDICARE-SS	60.00		70.98	56.30	(10.98)	118.30
101-247-860	TRAVEL	100.00		0.00	0.00	100.00	0.00
101-247-901	PRINTING-PUBLISHING	950.00		922.25	922.25	27.75	97.08
101-247-956	WORKERS COMP INS	0.00		1.72	1.40	(1.72)	100.00
101-247-957	EDUCATION AND TRAINING	250.00		200.00	100.00	50.00	80.00
Total Dept 247 - BOARD OF REVIEW		2,160.00		2,122.95	1,815.95	37.05	98.28
Dept 253 - TREASURER							
101-253-702	SALARY	18,060.00		18,060.00	1,505.00	0.00	100.00
101-253-703	DEPUTY SALARY	1,000.00		306.00	0.00	694.00	30.60
101-253-710	PER DIEM	0.00		0.00	0.00	0.00	0.00
101-253-713	MEDICARE-SS	1,450.00		1,405.00	115.13	45.00	96.90
101-253-727	OFFICE SUPPLIES-POSTAGE	2,500.00		2,399.83	0.00	100.17	95.99
101-253-821	ACCOUNTING ASSISTANCE	300.00		79.00	0.00	221.00	26.33
101-253-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-253-860	TRAVEL	600.00		777.90	223.11	(177.90)	129.65
101-253-956	WORKERS COMP INS	0.00		0.00	0.00	0.00	0.00
101-253-957	EDUCATION AND TRAINING	300.00		250.00	25.00	50.00	83.33
101-253-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		24,710.00		23,277.73	1,868.24	1,432.27	94.20
Dept 257 - ASSESSOR							
101-257-727	OFFICE SUPPLIES-POSTAGE	1,500.00		883.96	0.00	616.04	58.93
101-257-818	CONTRACT ASSESSING	24,000.00		19,800.00	1,800.00	4,200.00	82.50

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP
 PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL						
Expenditures						
101-257-971	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 257 - ASSESSOR		25,500.00	20,683.96	1,800.00	4,816.04	81.11
Dept 262 - ELECTIONS						
101-262-702	SALARY	6,200.00	6,136.00	0.00	64.00	98.97
101-262-713	MEDICARE-SS	170.00	162.54	0.00	7.46	95.61
101-262-727	ELECTION SUPPLIES	2,181.00	2,138.27	59.56	42.73	98.04
101-262-818	ELECTION CONTRACT	0.00	0.00	0.00	0.00	0.00
101-262-860	TRAVEL	500.00	143.38	0.00	356.62	28.68
101-262-901	PRINTING-PUBLISHING	1,900.00	1,408.05	571.30	491.95	74.11
101-262-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-262-971	CAPITAL OUTLAY	500.00	0.00	0.00	500.00	0.00
Total Dept 262 - ELECTIONS		11,451.00	9,988.24	630.86	1,462.76	87.23
Dept 265 - BUILDING/GROUNDS						
101-265-702	SALARY	2,500.00	1,922.50	93.50	577.50	76.90
101-265-713	MEDICARE-SS	200.00	147.08	7.16	52.92	73.54
101-265-731	MAINTENANCE SUPPLIES	2,500.00	3,038.36	0.00	(538.36)	121.53
101-265-818	BLDG/GRNDS CONTRACT	12,000.00	6,551.79	385.00	5,448.21	54.60
101-265-850	PHONE/INTERNET	3,500.00	3,434.00	292.24	66.00	98.11
101-265-920	UTILITIES	6,600.00	7,633.46	743.16	(1,033.46)	115.66
101-265-955	INSURANCE	9,000.00	8,284.00	0.00	716.00	92.04
101-265-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-265-971	CAPITAL OUTLAY	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 265 - BUILDING/GROUNDS		42,300.00	31,011.19	1,521.06	11,288.81	73.31
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	0.00	0.00	500.00	0.00
Total Dept 302 - TRI COUNTY METRO APPROPRIATION		500.00	0.00	0.00	500.00	0.00
Dept 371 - CONTRACT INSPECTOR						
101-371-818	CONTRACT INSPECTOR	10,000.00	8,866.00	406.00	1,134.00	88.66
Total Dept 371 - CONTRACT INSPECTOR		10,000.00	8,866.00	406.00	1,134.00	88.66
Dept 445 - DRAINS APPROPRIATION						
101-445-818	DRAINS/PUBLIC BENEFIT APPROP	10,000.00	7,393.37	0.00	2,606.63	73.93
Total Dept 445 - DRAINS APPROPRIATION		10,000.00	7,393.37	0.00	2,606.63	73.93
Dept 446 - HIGHWAYS/STREETS/BRIDGES						
101-446-819	HIGHWAYS/STREETS/BRIDGES	296,730.00	258,506.98	0.00	38,223.02	87.12
Total Dept 446 - HIGHWAYS/STREETS/BRIDGES		296,730.00	258,506.98	0.00	38,223.02	87.12

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 03/31/2024 (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE (ABNORMAL)	% BDT USED
Fund 101 - GENERAL						
Expenditures						
Dept 567 - CEMETERY						
101-567-702	SALARY-MAINTENANCE	5,000.00	7,399.14	0.00	(2,399.14)	147.98
101-567-703	SALARY-SEXTON	2,500.00	1,000.00	0.00	1,500.00	40.00
101-567-713	MEDICARE-SS	380.00	554.55	0.00	(174.55)	145.93
101-567-737	OPERATING SUPPLIES	1,000.00	1,255.97	0.00	(255.97)	125.60
101-567-818	CONTRACT GROUNDS MAINTENANCE	42,000.00	41,656.00	1,377.00	344.00	99.18
101-567-860	TRAVEL	100.00	172.62	0.00	(72.62)	172.62
101-567-955	MEMBERSHIP AND DUES	35.00	45.00	0.00	(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	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 567 - CEMETERY						
		53,015.00	52,083.28	1,377.00	931.72	98.24
Dept 701 - PLANNING						
101-701-702	PER DIEM	5,500.00	5,105.00	650.00	395.00	92.82
101-701-710	PER DIEM	0.00	0.00	0.00	0.00	0.00
101-701-713	MEDICARE-SS	420.00	390.53	49.72	29.47	92.98
101-701-727	OFFICE SUPPLIES-POSTAGE	500.00	37.27	0.00	7.45	7.45
101-701-818	PROFESSIONAL SERVICES	30,000.00	1,718.35	0.00	28,281.65	5.73
101-701-860	TRAVEL	200.00	0.00	0.00	200.00	0.00
101-701-901	PRINTING-PUBLISHING	500.00	240.55	0.00	259.45	48.11
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						
		37,620.00	7,491.70	699.72	30,128.30	19.91
Dept 702 - ZONING						
101-702-702	SALARY	10,000.00	8,640.00	720.00	1,360.00	86.40
101-702-703	DEPUTY ZONING ADM WAGE	2,000.00	0.00	0.00	2,000.00	0.00
101-702-710	PER DIEM	2,000.00	0.00	0.00	2,000.00	0.00
101-702-713	MEDICARE-SS	1,100.00	660.91	55.08	439.09	60.08
101-702-727	OFFICE SUPPLIES-POSTAGE	200.00	79.39	0.00	120.61	39.70
101-702-818	PROFESSIONAL SERVICES	5,000.00	258.75	0.00	4,741.25	5.18
101-702-901	PRINTING-PUBLISHING	300.00	0.00	0.00	300.00	0.00
101-702-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-702-957	EDUCATION	300.00	0.00	0.00	300.00	0.00
Total Dept 702 - ZONING						
		20,900.00	9,639.05	775.08	11,260.95	46.12
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						
		621,200.00	506,927.81	15,015.85	114,272.19	81.60
Fund 101 - GENERAL:						
TOTAL REVENUES						
		525,700.00	384,637.63	45,723.07	141,062.37	73.17
TOTAL EXPENDITURES						
		621,200.00	506,927.81	15,015.85	114,272.19	81.60
NET OF REVENUES & EXPENDITURES						
		(95,500.00)	(122,290.18)	30,707.22	26,790.18	128.05

TREASURER'S REPORT

3/31/2024

INDEPENDENT BANK

GENERAL ACCOUNT #4621	<u>Checking</u>	<u>Cash Sweep</u>	<u>Total</u>
Beginning Balance	\$1,000.00	\$566,960.38	
Deposits	\$65,037.26	\$45,108.11	
Interest (0.90%)		\$866.50	
Withdrawals (incl. IRS)	(\$65,037.26)	(\$22,972.79)	
IRS Tax Payment		\$3,427.84	
Ending Balance	\$1,000.00	\$589,962.20	\$590,962.20

TAX ACCOUNT #4618

Beginning Balance	\$772,815.42		
Deposits (incl. interest)	\$4,434.22		
Interest (0%)			
Withdrawals	(\$774,273.44)		
Ending Balance	\$2,976.20		\$2,976.20

HUNTINGTON BANK

ARPA FUNDS #1274

Beginning Balance			
Deposits (incl. interest)			
Interest			
Withdrawals			
Ending Balance	\$0.00	\$	-

Cash On Hand \$20.00 **\$20.00**

GRAND TOTAL **\$593,958.40**

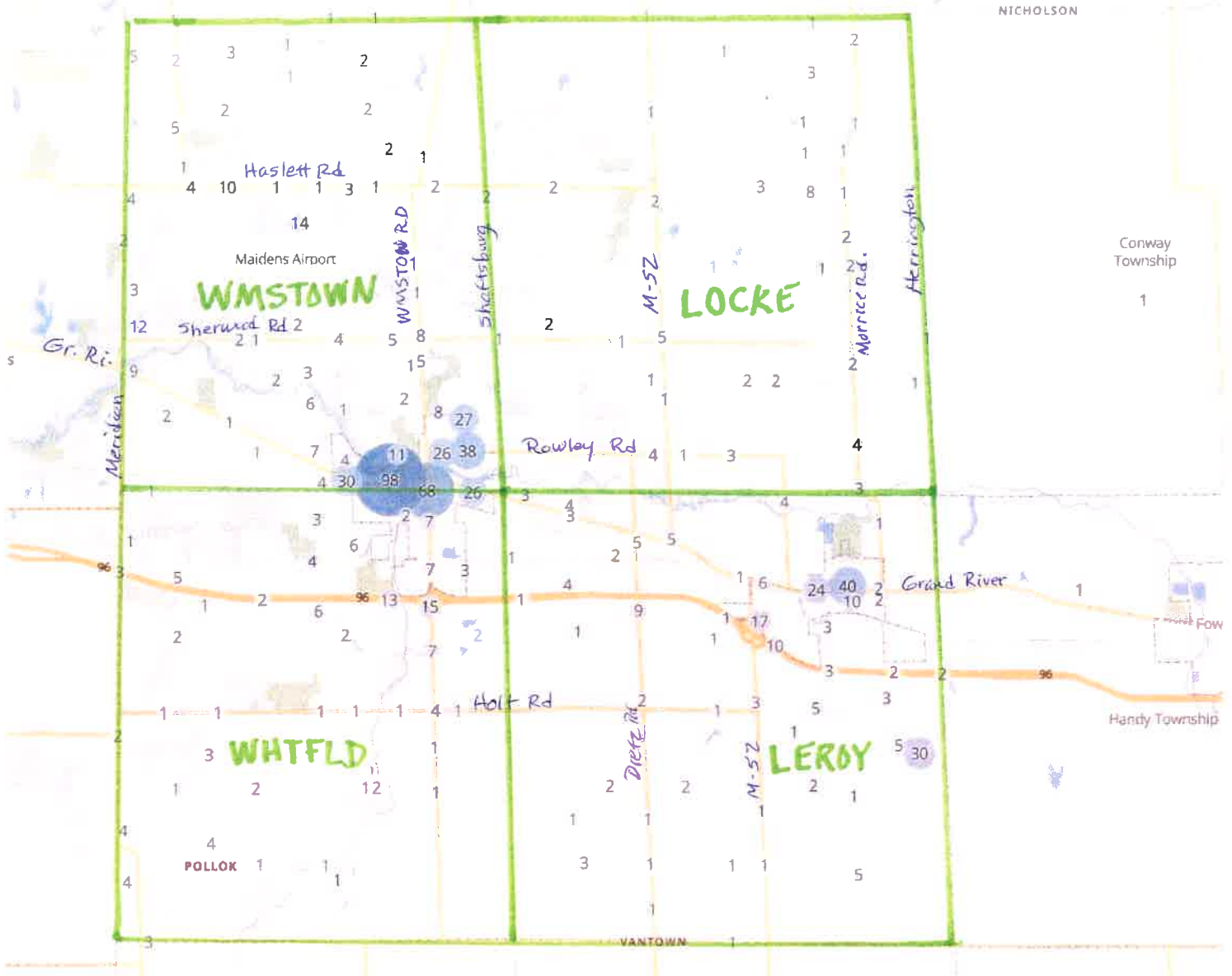
Signed

Sheryl Rambo, Treasurer

NIESA report

March 2024

Fri Mar 01	6 calls – medical: 2 Vlg-fire alarms, 3 Wmstown, 1 mutual aid Dansville
Sat Mar 02	4 calls – medical: 2 Leroy-[1 fire], 1 Wmstown, 1 City, helped at Eagles Club-Community Service
Sun Mar 03	5 calls – medical: 2 City, 1 Wmstown, 1 Shtfld, 1 mutual aid Perry-fire response
Mon Mar 04	6 calls – medical: 1 City, 2 Leroy-[control burn & brush fire], 1 Wmstown-vehicle fire 1 Whtfld, 1 mutual aid Stockbridge
Tue Mar 05	6 calls – medical: 1 Whtfld, 3 City, 2 Leroy
Wed Mar 06	8 calls – medical: 1 Vlg, 3 City, 1 Leroy-brush fire, 3 Wmstown
Thu Mar 07	5 calls – medical: 3 City, 1 Wmstown, 1 Whtfld
Fri Mar 08	3 calls – medical: 1 Vlg, 1 City, 1 Wmstown
Sat Mar 09	2 calls – medical: 1 City, 1 Whtfld-vehicle accident
Sun Mar 10	1 call – medical: 1 Leroy
Mon Mar 11	2 calls – medical: 1 City, 1 Wmstown
Tue Mar 12	4 calls – medical: 1 City, 1 Locke , 1 Leroy-vehicle accident, 1 mutual aid Okemos
Wed Mar 13	5 calls – medical: 2 Wmstown, 1 City, 1 White Oak-brush fire, 1 Leroy-brush fire
Thu Mar 14	4 calls – medical: 1 Locke , 2 Vlg, 1 Leroy-brush fire
Fri Mar 15	6 calls – medical: 1 Vlg, 3 Leroy, 2 Wmstown-1 was fire response
Sat Mar 16	5 calls – medical: 3 Wmstown, 1 City, 1 Leroy
Sun Mar 17	3 calls – medical: 2 Wmstown, 1 mutual aid Okemos-structure fire
Mon Mar 18	3 calls – medical: 1 City, 1 Whtfld, 1 Wmstown
Tue Mar 19	6 calls – medical: 1 Vlg, 1 City, 4 Whtfld-2 were fire responses & 2 smoke investigations
Wed Mar 20	7 calls – medical: 3 City, 2 Wmstown-vehicle accidents, 1 Leroy, 1 fire mutual aid Mason
Thu Mar 21	5 calls – medical: 3 Wmstown, 1 Whtfld-brush fire, 1 Locke
Fri Mar 22	7 calls – medical: 1 Locke , 2 City, 1 Whtfld-veh. acc., 2 Leroy, 1 fire mut. aid Fowlerville
Sat Mar 23	5 calls – medical: 1 Wmstown, 1 City, 1 Leroy, 2 fire mutual aid-Fowlerville & Jackson
Sun Mar 24	3 calls – medical: 1 City-CO2 alarm, 1 Whtfld-smoke investigation, 1 mutual aid Okemos-fire
Mon Mar 25	3 calls – medical: 1 City, 1 Wmstown, 1 mutual aid-Meridian
Tue Mar 26	5 calls – medical: 2 Vlg-1 fire, 2 Wmstown, 1 City-vehicle accident
Wed Mar 27	6 calls – medical:
Thu Mar 28	3 calls – medical:
Fri Mar 29	7 calls – medical:
Sat Mar 30	3 calls – medical:
Sun Mar 31	3 calls – medical:



2023

LOCKE TOWNSHIP ZONING ADMINISTRATOR, JULIE A. MOORE

March 2024 Zoning Administrator report

Land Use Permits issued

2024 LU-003	Rodney McElroy	5649 M-52 Perry 48872	09 300 001
2024 LU-004	Mike Coe	3290 Rowley Rd 48895	32 400 006

phone/meetings/site visits

03-06-24

Attended Virtual Zoning Administration Training 2-4

03-07-24

Opened emails.

Attended Virtual Zoning Administration Training 2-4

Documented Elec. Permit 24-003, Carroll, David 6300 Corey Rd, Perry, 02-200-008. Paid 114.00

03-06-24

Attended Zoning Administrator Virtual Training.

03-07-24

Attended Zoning Administrator Virtual Training.

Documented Elec. Permit 24-003 Carroll, David @ 6300 Corey Road, 02-200-008. Pd. 114.00

03-12-24

Opened emails.

Emailed Lina Chapman outlining site plan requirements.

Recorded Elec. Permit for Beckwith, 4321 Jacobs Rd, Perry 03-200-004, Pd. 48.00. App. was emailed to AGS 03-11-24 by D. Hart.

Recorded Elec. Permit for Stamp, 5445 Horstman Rd, Williamston 17-200-024. Pd. 48.00 App. was emailed to AGS by D. Hart.

Filed D. Pinckney letter requiring extension of Bldg. Permit 23-010, which was emaild to AGS on 03-11-24 by D. Hart.

Emailed AGS 03-12-24 inquiring if the Bldg. Permit 23-095BR002 for Alex Vanwert was extended?

Rec'd MDOT driveway permit for Nick Luft, parcel 09-300-020. Assignment letter completed with address assignment of 5695 M-52, Perry, MI 48872. Send letter to homeowner, gave copy to assessor.

Emailed Jason Lynn ICDR inquiring if soil erosion waiver and affidavit were approved for Nick Luft 09-300-020.

Emailed AGS extension request for from Richard Alexa 23-095BR002.

03-14-24

Opened emails.

Rec'd email from AGS stating they will re-submit soil erosion waiver to Nick from him to review. Rec'd 90 day extension for permit 23-095BR0002, Richard Alexa.

Emailed Lina Chapman – advised site plan is required with LU Permit Application for an accessory bldg.. answered questions as to what District she was in, acreage of parcel.

Reviewed Article, "Understanding Approvals With Conditions: The Basics and Best Practices for Imposing Land Use Conditions.

03-19-24

Opened emails.

Rec'd email from Jason Lynn, ICDR re: 09-300-020 Luft, Bldg. Permit. Lynn advised homeowner to contact EGLE about a need for a flood plain permit as the driveway will be going through a flood plain.

Rec'd maintenance permit for 31-451-003, 2601 Donna Dr. for a roof tear off & re-shingle on home.

Emailed to AGS, documented on 2024 Bldg. Permit list.

TCT Shawn Chapman – (51) 755-0680 that a tax bill will suffice as proof of ownership.

Rec'd New Permits Report from AGS 2/16 – 3/15, reconciled with Bldg Permit List.

Attended Planning Commission Meeting.

03-21-24

Opened emails.

Rec'd main. Permit 24-001 from AGS for 31-451-003, 2601 Donna Dr, Jeff Wyngarden for res. roof tear off & re-roof, documented 7& filed.

Rec'd Bldg. Permit App. for 31-051-008 2659 Donna Drive, Sean & Lina Chapman for new pole barn.

Emailed L. Chapman as application needs blue prints/drawing of the pole barn with set backs & needs soil erosion waiver/aff. Completed.

Rec'd mes. From Jennifer Cooper re: a check she never rec'd from Locke – gave msg. to clerk.

Sent email to D. Pinckney advising bldg.. permit 23-010 was approved to be extended for 90 days.

Rec'd Bldg. permit app. for 09-300-001, Rodney McElroy. Emailed soil erosion waiver/aff. to Jason Lynn, ICDC. Issued 2024 LU 003 permit.

03-26-24

Opened emails.

Rec'd Elec. Permit 24-006 from AGS for Roger Smith, 3118 Rowley Rd, Documented and filed.

Rec'd Plumb. Permit App. for Keith Mitchell, 4889 Herrington Rd, 24-200-008. Pd 48, check 54170 MI Plumbing, documented, emailed to AGS, gave check to clerk.

Rec'd email from R. McElroy with road frontage from house to M52.

Rec'd soil erosion waiver from ICDR for R. McElroy.

Emailed Building Permit Application for R. McElroy to AGS.

Emailed Lina Chapman advising a drawing would suffice with dimensions/setbacks, pole depth for a pole barn.

TCF Albert Esser (517) 993-2084 wanting information re: pole barn that was constructed with problems at 6175 S. Corey Rd, Perry, Moriah Smith, 02-400-010. Advised could not provide info. @ homeowners prior request with a different builder. Moriah Smith called and advised she will authorize information to be provided to Esser. TCT Esser advised a bldg.. permit for pole barn had been issued and a final inspection had been initiated by AGS; however, homeowner requested to close elec. Permit out and was going to hire a new electrician. Final Bldg. approval was pending per final electrical approval. Provided Esser with AGS telephone number.

03-28-24

Opened emails.

Rec'd Elec. Permit App. for 2753 Sherwood Rd, Williamston, 19-400-002. Pd. \$48,#108984 from Newkirk Elec., Emailed to AGS. Documented & gave check to clerk.

Rec'd Soil Erosion Waiver Permit from ICDR for 4828 Bell Oak Rd, Webberville, 23-200-014, Tom Driver (No Bldg. Permit App. Rec'd)

Send 2nd email to bpankow@goayers.com advising a signature is required on the Lot Diagram form before the Bldg. Permit can be submitted to AGS.

Rec'd Bldg. Permit App. from Michael & Jodi Coe, 3290 Rowley Rd, Williamston, 32-400-006 for a 30'x40' pole barn. Emailed griffes construction advising that a signature is required on the Lot Diagram form.

Emailed soil erosion & sedimentation permit waiver and affidavit to ICDR. Issued 2024 LU 004 Permit.

Rec'd plumbing permit 24-003 for Keith Mitchell 4889 Herrington Rd. Webberville, 24-200-008.

Documented and filed.

Emailed Lot Diagram for Nicholas Luft to travisshirley@tds.net MDOT.

Rec'd Elec. Permit 24-007 from AGS for 2753 Sherwood Rd, Williamston, documented & filed.

Rec'd Bldg. Permiit for swim. Pool for 4828 Bell Oak Rd, emailed mike@wppoolscapes.com advising the application is incomplete and it needs a LU Application, Soil Erosion Affidavit and Elec. Permit.

Prepared end of month Building Permit List and Mo. report – gave to Supervisor.

2024 LOCKE TOWNSHIP BUILDING PERMITS

Dec/Jan☒ Jan/Feb# Feb/Ma☒☒ Mar/Apr+ Apr/May☒
 May/Jun^ Jun/Jul☉ Jul/Aug% Aug/Sep☉ Sep/Oct♥ Oct/Nov@ Nov/Dec♣

JAN

Caroll, David & Eliz.	24-001	6300 Corey Rd	48872	02 200 008	pd. \$247	Res. Glassed in porch#
Wygarden, Jeff	24-001	2601 Donna Dr	48895	31 451 003	No fee	Maint. (re-roof)

2024 Locke Twp-plumbing/mechanical/electrical permits

01-02-24 Shanks, Kathy	23-021	4295 Rowley Rd	48895	34 200 011	pd. \$48	mech
01-09-24 Hill, Brenda	24-001	3653 Rowley Rd	48895	33 100 008	pd \$150(ref 102)	mech
01-23-23 Woelmer, Fred	24-002	3854 Rowley Rd	48895	33 400 008	pd \$48	mech#
01-30-24 McChesney, Mark	24-003	5301 Horstman	48895	17 200 027	pd \$78(ref 30)	mech#
02-27-24 Palmatier, Adam	24-004	4309 Harris Rd	48895	30 200 015	pd \$48 (98 for 2)	mech #☒

01-18-23 McKenzie, Rob	24-001	4437 Webberville	48892	27 200 015	pd \$48	plumb.#
01-30-24 Riley, Ryan	24-002	3093 Moyer Rd	48895	29 100 009	pd \$60(ref 12.)	plumb.#
02-19-24 Merritt, Kyle	23-095	5353 Herrington	48892	13 200 022	pd. 48 (rein.)	plumb☒
02-19-24 Merritt, Kyle	23-095	5353 Herrington	48892	13 200 022	pd. 48 (rein)	plumb☒
03-26-24 Mitchell, Keith	24-003	4889 Herrington	48892	24 200 008	pd. 48	plumb

01-25-04 Bloom, Justin	24-001	5350 Bell Oak Rd	48892	24 200 001	pd 48	elec
02-27-24 Palmatier, Adam	24-002	4309 Harris Rd	48895	30 200 015	pd 48	Elec.☒
03-06-24 Carroll, David	24-003	6300 Corey Rd.	49972	02 200 008	Pd. 114.00	Elec. ☒
03-11-24 Beckwith, Brad	24-005	4321 Jacobs Rd	48872	03 200 004	Pd. 48	Elec. ☒
03-11-24 Stamp, Jennifer	24-004	5445 Horstman	48895	17 200 024	Pd. 48	Elec.☒
03-26-24 Roger, Smith	24-006	3118 Rowley Rd	48895	32 300 014	Pd. 48	Elec.
03-28-24 Consumer's Ener	24-007	2753 Sherwood	48895	19 400 002	Pd. 48	Elec.

TDS Webmail**locketwpsupervisor@tds.net**

Fw: Williamston Housing Committee Meeting, Thursday, May 9th at 6:00 pm

From : Marcy Shepler <guatemalamarcy@yahoo.com>

Mon, Apr 01, 2024 07:19 PM

Subject : Fw: Williamston Housing Committee Meeting, Thursday,
May 9th at 6:00 pm**To :** Dorothy Hart <locketwpsupervisor@tds.net>External images are not displayed. [Display images below](#)

FYI

Marcy Shepler
Realtor
Mission Realty
(517) 285-4009

Begin forwarded message:

On Monday, April 1, 2024, 2:41 PM, Adam Spina <spinaa@gowcs.net> wrote:

Dear Community Leaders,

The WCS Housing Committee will be meeting again on Thursday, May 9th at 6:00 pm. The meeting will take place at the Williamston Middle School Boardroom (park in the back of the building and enter through Door #8). A formal invitation will be mailed to municipalities tomorrow but I want to provide as much notice as possible.

As discussed at the previous meeting, the Michigan Homebuilders Association will be attending. Local builders have also been invited to participate.

Please let me know if you have any questions in the meantime. Thank you for your ongoing support.

Respectfully,

Adam

