

**LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA MAY 14, 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 April 9, 2024 meeting minutes
4. Action on Accts Payable Independent Bank checks #6237 - #62\_\_\_ totaling \$ \_\_\_\_\_
5. Presentation / Public Comment-3 minute limitation
  
6. Unfinished Business:
  - \*Bell Oak Cemetery-remove 2stumps/clean-up [not yet done 05/07]
  - \*Social Media Policy sample [pink]
  
7. New Business:
  - \*Williamston Senior Center millage proposal information
  - \*HSC Services, Inc, 2 yr extension of Assessor Agreement, \$2000 monthly [current \$1800]
  - \*Funding Award from Mi State Housing Dev Authority, \$22,750 for Master Plan project
  - \*Discussion items:

Hall rentals [damage/responsibility]	Non statutory duties list [green]
Meeting dates/time for 2025	Replacement printer for Treasurer [yellow]
Draft summer newsletter	6' bulletin board / painting of interior walls
  
8. Reports:

**Clerk** - Apr rev/exp report; \$30,562 Jan/Feb Revenue Sharing received; 4/23 SAM [System for Award Mngmnt] renewal submitted; 4/24 attend Dept of Treas zoom webinar SLFRF NEU update; 4/25 NEU [non-entitlement units of gov.] ARPA expenditure annual report submitted; completed Bureau of Elections Early Voting survey; placed 247 veterans flags in cemeteries

**Treasurer** –April 30 treas report; 4/18 attend Fahey Schultz webinar-Avoiding Social Media Liability; 4-23 Flagstar Bank-\$250,000 CD obtained

**Trustee** – Davis:

**Trustee** – Shepler: PC Master Plan update; 4/23&24 MTA Annual Educational Conference overview; 5/09 Wmstn Housing Committee report

**Supervisor** – April NIESA report; 4/22 attend ICRD pre-construction meeting re: Hoxie Rd bridge rehabilitation; ordered 2 free water sensors thru Ins. Co.; 5/03 met w/Wmstn Sen Cntr

**Zoning Administrator** –April report; building permits update
  
9. Public Comment [3 minute limitation]
10. Communications, seminars, etc.
  - \***ICRD May 16, 5:30 pm at Locke Twp Hall re: Dietz Rd bridge public meeting**
  - \*Twp Board Candidate petitions received: Supervisor-Nathan Lott; Clerk-Marcy Shepler; Treasurer-Sheri Rambo; Trustee- Jean Coe, Duane Pinckney, Ty Hull
  - \*Par Plan News April 2024 edition
  - \*MTA educational offerings in 2024: June–Election Prep/Primer \$100  
Aug–Hot Topics Plan/Zon \$100 Dec–New Officials Training \$149
  - \*Ing Co Bd of Comm-Materials Management Planning Committee positions available
  
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.

## 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.

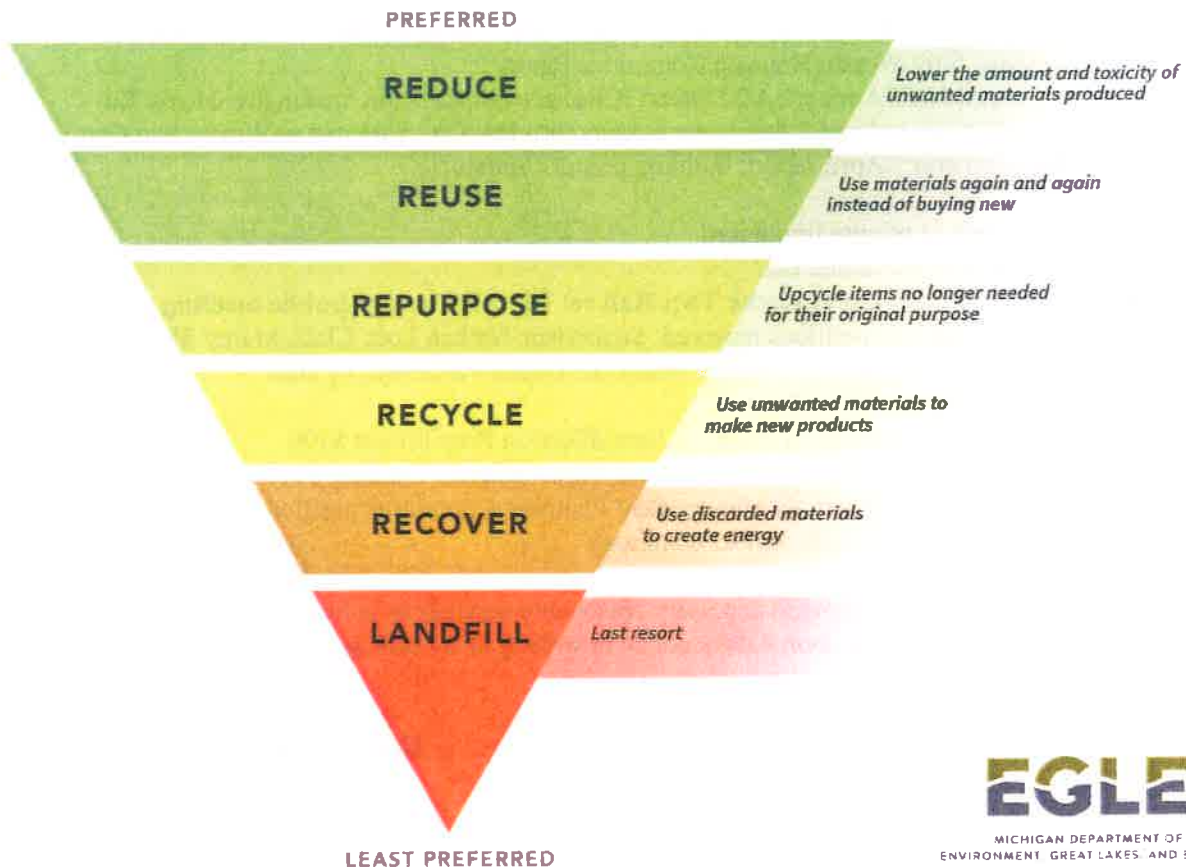
When addressing the Board, please state your name and address. Please observe rules of common courtesy.

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 to us.

# SUSTAINABLE MATERIALS MANAGEMENT



**EGLE**

MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

**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 or 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.

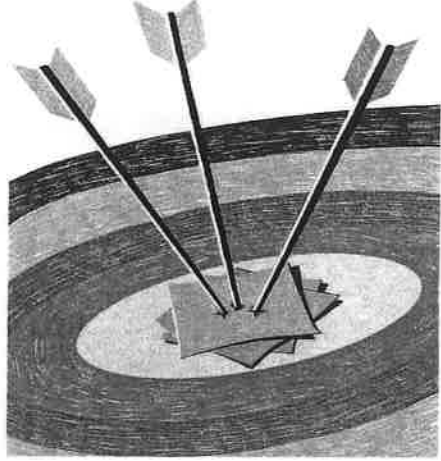
This policy, as presented by the Michigan Township Participating Plan, is intended as general guidelines for members of the Michigan Township Participating Plan Program. This policy should not be construed as legal advice. The viewer or reader of the material should consult legal counsel to review the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

# AVOIDING SOCIAL MEDIA LIABILITY

## A REVIEW OF LINDKE V FREED

KYLE A. O'MEARA

FAHEY SCHULTZ BURZYCH RHODES PLC



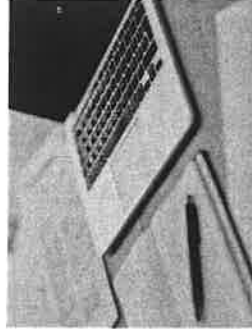
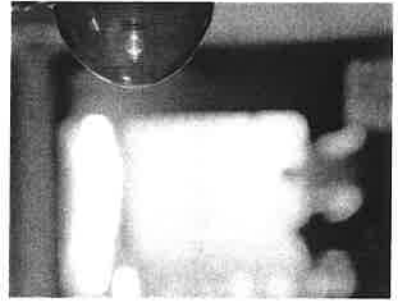
## PRESENTATION GOALS

1. Discuss purposes for townst social media
2. Understand the March 2024 Supreme Court opinion rela to individual social media us by government officials
3. Discuss tips to avoid liability your township regarding you social media use

## DISCLAIMER

The following presentation is comprised of general information and is not intended to constitute legal advice to any municipality for a particular situation.

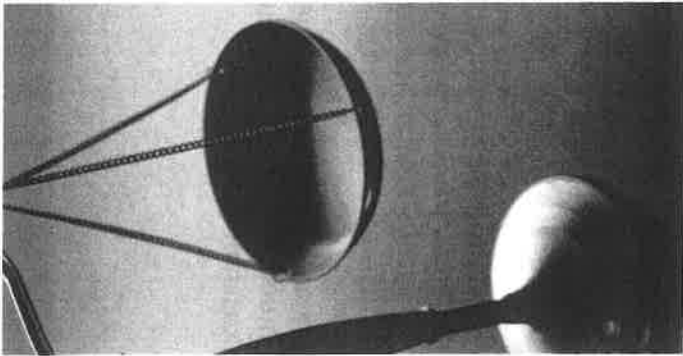
Please consult an attorney if your municipality needs legal assistance regarding social media use.



## SOCIAL MEDIA – QUICK FACTS

1. 68% of adults use Facebook
2. 53% of X (Twitter) users obtain news on X
3. In 2021, 29% of local governments in Michigan use social media (up from 18% in 2012)

Sources:  
<https://www.incanvaet.com/story/news/realtime/delictant/ctives/2023/03/09/6-ways-local-government-reading-what-you-post-on-social-media-its-possible-270587361274>  
<https://www.fewrssearch.org/journalism/fact-sheet/social-media-and-news-how-its-used>



# TOWNSHIP SOCIAL MEDIA BENEFITS & RISKS

## Benefits

1. Quick way to provide information to residents
2. Often free to use
3. Residents may demand its use

## Risks

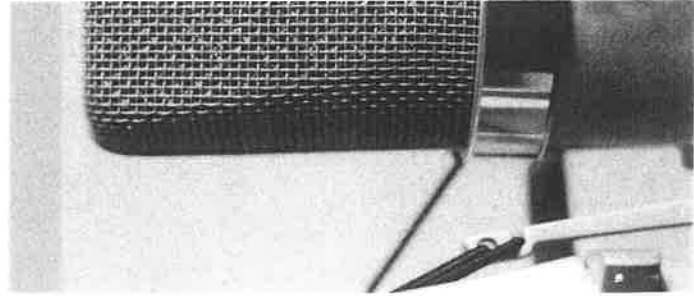
1. Poor messaging/posts from township
2. May face criticism if not continuously updated
3. **Content from the public**

# 42 USC 1983

Provides cause of action against governments for constitutional violations

Successful litigants under 1983 action can be awarded attorneys fees (42 USC 1988)

First Amendment of US Constitution protects freedom of speech



# RELEVANT LEGAL CONCEPTS IN ADDITION TO LINDKE V FREED

- Concurrence in *Elonis v United States*, 575 US (2015) outlined threats on social media not protected by First Amendment
- Social media is the “modern public square” and over-restrictive laws limiting use will be struck down. *Packingham v North Carolina*, 582 US (2017)
- Generally, governments cannot impose laws regulating the content of speech. *Texas v Johr* 491 US 397 (1989) (protection of flag burning)



# LINDKE V FREED THE FACTS

- City manager of Port Huron had “public figure” Facebook page due to “friend limitation”
- The manager usually posted about personal issues (family posts), but did post updates regarding City business (COVID-19 response) had City contact information
- A resident disliked the City’s COVID-19 response. He posted “negative” comments on the manager’s Facebook
- The manager first deleted posts, but then blocked the resident from posting at all (but he could see the page)



## LINDKE V FREED - THE RESULT

Developed new test to address whether individual social media accounts could be "public forum" (subject to restrictions of blocking/deleting comments)

Public official's social media activity would constitute state action if:

1. They possessed actual authority to speak on state's behalf
2. They purported to exercise that right



## LINDKE V FREED OTHER CONSIDERATIONS

- Not enough for an individual's social media page to "look official" (e.g., list job information) to constitute state action
- The Court warned against "broad job descriptions" to be enough to find individual has actual authority to speak on behalf of municipality
- When an individual blocks someone, all posts on a social media page will be subjected to the two-part test

## TIPS TO REDUCE LIABILITY #1 - DISCLAIMER

Consider using disclaimers to show you are not purporting to speak on behalf of the township in an "official manner"

"The views represented on this page are my own and not [x] Township's"



## TIP #2 - USE OF OFFICIAL ACCOUNT



- Townships may want to funnel all announcements through one "official" page
- A social media policy could be created to govern official social media use
- **But** be wary of chilling speech of employees and officials

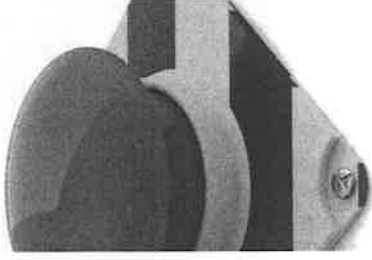
## TIP #3 – USE PERSONAL ACCOUNTS

Second prong of two factor test relates to purporting to use authority to speak on behalf of a township

To limit this, consider using “personal” rather than “public” or “public figure” pages to show intent that you’re making posts as a person (and not on behalf of your township)

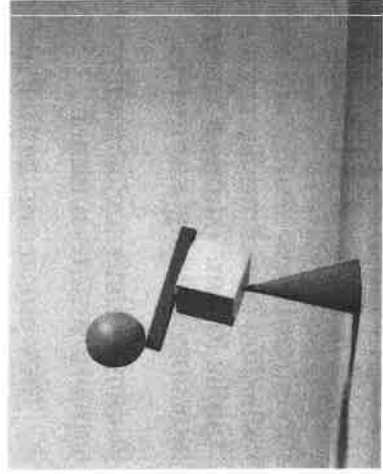


## TIP #4 – AVOID DELETING COMMENTS/BLOCKING



- People will say negative stuff
- Sometimes negative comments are an opportunity to clarify the record
- Other times, you can just ignore negative comments
- A township could also consider not authorizing any comments on posts

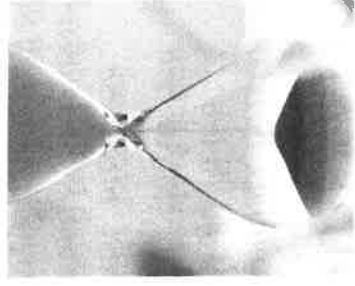
## TIP #5 – LIMIT TOWNSHIP TIES ON PERSONAL SOCIAL MEDIA PAGES



- Consider not posting contact information for the Township on a personal page
- You may want to “share” official Township posts rather than making them on your own page

## OPEN QUESTIONS?

- What if a township official shares township information on a personal page, but does not “friend” everyone?
- How will the Sixth Circuit apply the Supreme Court Opinion to the *Freed* case? Will it conduct a comprehensive review of all of the city manager’s posts due to blocking?
- Where are lines drawn when a municipal official has disclaimers as to posting “official information,” but they are really posting official information?



**CITY OF WILLIAMSTON PROPOSAL**

**City of Williamston Proposal for Senior Center Millage**

Shall the Constitutional tax limitation imposed on the City of Williamston be renewed at .2475 mills (\$0.2475 per \$1000 of taxable value) and levied for four (4) years, 2024 -- 2027, inclusive, to support the Williamston Area Senior Center. If approved and levied in full, this millage is estimated to raise \$\_\_\_\_\_.00 in the first year of its levy. As required by State law, a portion of the millage may be disbursed to the Williamston Downtown Development Authority, and the TIFA II-A and TIFA II-B Authorities.

## **ARTICLE VII. (USE OF EARNINGS)**

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its Trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered. No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue law) or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law).

## **ARTICLE VIII. (MEMBERS)**

The corporation shall have no members.

## **ARTICLE IX. (DISSOLUTION)**

In the event of the dissolution of the corporation, the Board of Trustees shall cause the assets of the corporation to be distributed as follows:

a. All liabilities of the corporation shall be paid or adequate provision shall be made for payment;

b. All of the remaining assets of the corporation shall be conveyed to the Williamston Area Senior Center or its successor, if said corporation or its successor shall qualify as an exempt organization under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law for exempt purposes within the meaning of section 501 (c)(3) of the IRS Code). If said corporation or its successor shall not so qualify, the remaining assets shall be conveyed to some other organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes that are qualified as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law). Any such assets not disposed of shall be distributed to the federal government, or to state or local government, for a public purpose or be disposed of by the Circuit Court of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Williamston Area Senior Center**  
**Profit & Loss Budget vs. Actual**

July 2023 through March 2024

*75% of budget yr*

	Jul '23 - Mar 24	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Membership Dues	1,714.00	2,500.00	-786.00
Donations	44,504.75	5,500.00	39,004.75
Memorials	1,320.00	4,000.00	-2,680.00
<b>Tax Millage</b>			
Wheatfield Township	-142.05	22,100.00	-22,242.05
Leroy Township	1,055.31	38,550.00	-37,494.69
City of Williamston	30,451.86	29,500.00	951.86
<b>Total Tax Millage</b>	<b>31,365.12</b>	<b>90,150.00</b>	<b>-58,784.88</b>
<b>Grants</b>			
Senior Benefit Fund	2,016.85	10,000.00	-7,983.15
Williamstown Township	3,000.00	3,000.00	0.00
Other	0.00	1,500.00	-1,500.00
<b>Total Grants</b>	<b>5,016.85</b>	<b>14,500.00</b>	<b>-9,483.15</b>
<b>Fundraisers</b>			
30th Birthday Celebration	0.00	1,500.00	-1,500.00
Rotary Duck Tickets	1,158.00		
Concession Stand	1,602.24	1,200.00	402.24
Concession Stand Costs	-93.98		
Euchre Tournament	0.00	400.00	-400.00
Other Fundraisers	935.65	5,000.00	-4,064.35
Costs of Other Fundraisers	-200.00		
<b>Total Fundraisers</b>	<b>3,401.91</b>	<b>8,100.00</b>	<b>-4,698.09</b>
<b>Interest Income</b>			
Other Types of Income	4,525.21	1,800.00	2,725.21
<b>WASC Lunches</b>			
WASC Lunches	4,284.18	4,800.00	-515.82
Miscellaneous Revenue	2,280.18	500.00	1,780.18
<b>Total Other Types of Income</b>	<b>6,564.36</b>	<b>5,300.00</b>	<b>1,264.36</b>
<b>Total Income</b>	<b>98,412.20</b>	<b>131,850.00</b>	<b>-33,437.80</b>
<b>Expense</b>			
<b>Business Expenses</b>			
Conference/Workshops	0.00	900.00	-900.00
Membership Dues	63.49	550.00	-486.51
Liability Insurance	0.00	1,300.00	-1,300.00
Business Registration Fees	264.00		
<b>Total Business Expenses</b>	<b>327.49</b>	<b>2,750.00</b>	<b>-2,422.51</b>
<b>Operations</b>			
Books, Subscriptions, Reference	595.33	400.00	195.33
Capital Outlay	398.00	1,800.00	-1,402.00
Office Supplies	1,959.42	6,300.00	-4,340.58
Room Cleaning	1,125.00	3,900.00	-2,775.00
Room and Equipment Repairs	570.26	800.00	-229.74
Postage, Mailing Service	726.64	1,100.00	-373.36
Printing and Copying	11.50	75.00	-63.50
Telephone	1,015.02	1,200.00	-184.98
Miscellaneous	90.00	200.00	-110.00
<b>Total Operations</b>	<b>6,491.17</b>	<b>15,775.00</b>	<b>-9,283.83</b>
<b>Outreach/Programming</b>			
Contracted Transportation	81.00		
Volunteer Appreciation	0.00	300.00	-300.00
Veteran's Day	839.01	600.00	239.01
TCOA Lunch Fees Paid	48.00		
Program/Craft Leader Fees	860.00	3,200.00	-2,340.00
Food/Supplies for programs	5,818.72	11,000.00	-5,181.28

**Williamston Area Senior Center**  
**Profit & Loss Budget vs. Actual**  
**July 2023 through March 2024**

	<u>Jul '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Total Outreach/Programming</b>	7,646.73	15,100.00	-7,453.27
<b>Payroll Expenses</b>			
<b>Director</b>	22,315.75	41,000.00	-18,684.25
<b>Activities Coordinator</b>	9,216.00	18,000.00	-8,784.00
<b>Kitchen Coordinator</b>	6,571.75	12,000.00	-5,428.25
<b>Administrative</b>	2,831.25	3,800.00	-968.75
<b>Payroll Processing Fees</b>	700.00	1,000.00	-300.00
<b>Worker's Comp Insurance</b>	491.00	750.00	-259.00
<b>Social Security/Unemployment ...</b>	3,710.16	6,750.00	-3,039.84
<b>Total Payroll Expenses</b>	45,835.91	83,300.00	-37,464.09
<b>Total Expense</b>	60,301.30	116,925.00	-56,623.70
<b>Net Ordinary Income</b>	38,110.90	14,925.00	23,185.90
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
<b>Contingencies</b>	0.00	10,000.00	-10,000.00
<b>Transfer to Building Fund</b>	0.00	4,925.00	-4,925.00
<b>Total Other Expense</b>	0.00	14,925.00	-14,925.00
<b>Net Other Income</b>	0.00	-14,925.00	14,925.00
<b>Net Income</b>	<b>38,110.90</b>	<b>0.00</b>	<b>38,110.90</b>

**Williamston Area Senior Center**  
**Profit & Loss Budget vs. Actual**

July 2022 through June 2023

*annual report*

	Jul '22 - Jun 23	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Membership Dues	2,419.00	2,500.00	-81.00
Donations	6,397.10	2,500.00	3,897.10
Memorials	5,585.20	2,500.00	3,085.20
<b>Tax Millage</b>			
Wheatfield Township	21,515.64	20,500.00	1,015.64
Leroy Township	37,427.32	35,000.00	2,427.32
City of Williamston	28,641.71	28,000.00	641.71
<b>Total Tax Millage</b>	<b>87,584.67</b>	<b>83,500.00</b>	<b>4,084.67</b>
<b>Grants</b>			
Senior Benefit Fund	11,573.81	7,500.00	4,073.81
Williamstown Township	0.00	3,000.00	-3,000.00
Other	1,500.00	5,000.00	-3,500.00
<b>Total Grants</b>	<b>13,073.81</b>	<b>15,500.00</b>	<b>-2,426.19</b>
<b>Fundraisers</b>			
30th Birthday Celebration	4,553.55	0.00	4,553.55
30th Birthday Celebration Costs	-2,888.85		
Travel & Trips	1,733.00	1,000.00	733.00
Travel & Trips Cost	-1,472.00		
Concession Stand	2,104.63	0.00	2,104.63
Concession Stand Costs	-1,339.22		
Euchre Tournament	979.50	0.00	979.50
Euchre Tournament Costs	-445.42		
Other Fundraisers	5,658.06	3,000.00	2,658.06
Costs of Other Fundraisers	-740.00		
<b>Total Fundraisers</b>	<b>8,143.25</b>	<b>4,000.00</b>	<b>4,143.25</b>
Interest Income	369.65	0.00	369.65
<b>Other Types of Income</b>			
WASC Lunches	5,356.72	0.00	5,356.72
TCOA Lunch Collections	5,760.03		
Miscellaneous Revenue	423.07	500.00	-76.93
<b>Total Other Types of Income</b>	<b>11,539.82</b>	<b>500.00</b>	<b>11,039.82</b>
<b>Total Income</b>	<b>135,112.50</b>	<b>111,000.00</b>	<b>24,112.50</b>
<b>Expense</b>			
<b>Business Expenses</b>			
Conference/Workshops	841.93	0.00	841.93
Membership Dues	356.98	0.00	356.98
Liability Insurance	1,200.00	0.00	1,200.00
Business Registration Fees	249.00		
<b>Total Business Expenses</b>	<b>2,647.91</b>	<b>0.00</b>	<b>2,647.91</b>
<b>Operations</b>			
Books, Subscriptions, Reference	586.34	0.00	586.34
Capital Outlay	3,641.31	4,000.00	-358.69
Office Supplies	6,348.72	2,000.00	4,348.72
Room Cleaning	3,835.70	0.00	3,835.70
Room and Equipment Repairs	789.02	0.00	789.02
Postage, Mailing Service	1,229.59	0.00	1,229.59
Printing and Copying	25.25	0.00	25.25
Telephone	1,042.52	3,000.00	-1,957.48
Miscellaneous	272.16	1,000.00	-727.84
<b>Total Operations</b>	<b>17,770.61</b>	<b>10,000.00</b>	<b>7,770.61</b>
<b>Outreach/Programming</b>			
Volunteer Appreciation	0.00	0.00	0.00
Veteran's Day	0.00	0.00	0.00
TCOA Lunch Fees Paid	6,479.21		
Program/Craft Leader Fees	3,287.00	0.00	3,287.00

**Williamston Area Senior Center**  
**Profit & Loss Budget vs. Actual**  
**July 2022 through June 2023**

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Food/Supplies for programs</b>	11,209.52	13,500.00	-2,290.48
<b>Total Outreach/Programming</b>	20,975.73	13,500.00	7,475.73
<b>Payroll Expenses</b>			
Director	36,215.50	39,000.00	-2,784.50
Activities Coordinator	17,769.60	21,000.00	-3,230.40
Kitchen Coordinator	11,836.00	12,350.00	-514.00
Administrative	3,165.00	4,350.00	-1,185.00
Payroll Processing Fees	500.00	750.00	-250.00
Worker's Comp Insurance	629.00	0.00	629.00
Social Security/Unemployment ...	5,754.65	5,800.00	-45.35
<b>Total Payroll Expenses</b>	75,869.75	83,250.00	-7,380.25
<b>Total Expense</b>	117,264.00	106,750.00	10,514.00
<b>Net Ordinary Income</b>	17,848.50	4,250.00	13,598.50
<b>Other Income/Expense</b>			
Other Expense			
Contingencies	0.00	0.00	0.00
Transfer to Building Fund	0.00	4,250.00	-4,250.00
<b>Total Other Expense</b>	0.00	4,250.00	-4,250.00
<b>Net Other Income</b>	0.00	-4,250.00	4,250.00
<b>Net Income</b>	<u>17,848.50</u>	<u>0.00</u>	<u>17,848.50</u>



## WILLIAMSTON AREA SENIOR CENTER BYLAWS

### **ARTICLE I: NAME**

The name of this organization is the Williamston Area Senior Center, hereinafter referred to as the WASC.

### **ARTICLE II: ORGANIZATION**

The WASC is a Michigan Nonprofit Corporation and is qualified under Section 501(c)(3) of the Internal Revenue Code. The WASC is a membership organization, governed by a Board of Directors (Board) elected by the membership and including representatives from various townships, cities, municipalities, and other governing entities that provide tax revenue for the support to the WASC. The WASC was established in 1992 by the Williamston Community Schools under its Community Education Program. *32 yrs.*

### **ARTICLE III: REGISTERED OFFICE**

The registered office of the WASC is set forth in the Articles of Incorporation. The Board may change such location.

### **ARTICLE IV: MISSION AND PURPOSE**

**Mission Statement:** The WASC shall be a “go-to” resource where aging adults and their families find support, guidance, educational, and social programs assisting seniors 55 years of age and older, navigate life transitions, and continue to be active, healthy, and engaged in the community.

**Purpose:** The WASC shall provide educational, enrichment, health awareness, and social programs; shall serve as a resource for individuals needing assistance with medical and social service networks; and collaborate with other community agencies, local government, and trained professionals to meet the needs of the senior population.

### **ARTICLE V: FISCAL YEAR**

The fiscal year of the WASC is from July 1 through June 30.

### **ARTICLE VI: MEMBERSHIP, PARTICIPATION**

The WASC shall be a membership organization. Membership shall be open to adults residing for some part of the year in one of the communities served by the WASC and are 55-years-of-age, or older.

Membership in the WASC requires:

- 1) completion of a membership application

## **WILLIAMSTON AREA SENIOR CENTER BYLAWS**

- 2) payment of the annual membership fee established by the Board. Continuance of membership shall require an annual payment of the membership fee.

Privileges of membership in the WASC include:

- 1) Right to vote in meetings of the membership for officers and such other action which a vote of the membership is required as defined by the Bylaws or recommended by the Board.
- 2) Participation in WASC programs and activities at the rate established for members.

While the programs and activities of the WASC are primarily intended for seniors age 55 and older, the facilities, resources, and programs of the WASC are available to all adults, regardless of membership status. Further, no person shall be excluded from participation based upon race, sex, color, religious affiliation, handicap, national origin, or legislated by current Federal, State, or Local laws.

### **ARTICLE VII: BOARD**

The Board shall consist of five to eleven voting members.

At least 51% of the Board membership shall consist of persons elected by the WASC members from among its membership. These representatives shall be considered voting members and shall be elected for a term of three years. Board members may be elected for consecutive terms of service on the Board. The WASC membership shall elect Board members in staggered terms such that in any given year, no more than ½ of the Board's membership term expires.

Additional members of the Board shall serve as representatives of the local townships, cities, villages, municipalities, or other governing authorities that provide tax revenue for the support of the WASC. Representatives from area governing authorities shall be appointed by their respective governing authority and serve for a term of one year. Representatives may be elected for consecutive terms of service on the Board.

The Board shall have the following individuals employed or appointed by the Board who serve as ex-officio members (a voice without a vote): WASC Director and the WASC Treasurer, if not elected as a Board member by the WASC members. The ex-officio members may be in addition to the eleven-person limit on the size of the Board.

Employees of the WASC shall not serve as voting members of the Board while employed by the WASC. Employees of the WASC who serve as ex-officio members of the Board shall recuse themselves from Board decisions related to their hiring, compensation, and benefits.

Board members shall serve without compensation, except for reasonable expenses related to fulfilling their responsibility on the Board. The Board must approve such compensation.

## WILLIAMSTON AREA SENIOR CENTER BYLAWS

Board members, including those elected from the membership and those representing area governing authorities, may be removed with or without cause by a two-thirds vote of the WASC membership at a meeting called for that purpose. Examples of circumstances that may result in a Board member being removed for cause include:

- 1) Three consecutive absences in a fiscal year without prior Board approval.
- 2) Action that violates the policies as stated in the Bylaws violates the Board's non-discrimination policies or as legislated by Federal, State, and Local Laws, or behavior that is deemed abusive or discriminatory by a majority of the members of the Board.

A vacancy on the Board created by the resignation or removal of a Board member elected by the WASC shall be filled by appointment from among the membership of the WASC by a majority of the Board. This appointment shall be effective until the next annual meeting. At the time of the next annual meeting, the appointee or another member of the WASC may be elected by the membership for a remainder of the unexpired term. A vacancy on the Board created by the resignation or removal of a local governing authority representative shall be filled by the local governing authority he or she represented.

The Board shall have the following responsibilities:

- 1) Ensuring the WASC is compliant with applicable federal, state, and local laws related to all aspects of the operation of the WASC.
- 2) Ensuring the policies, procedures, and programs of the WASC comply with laws governing a 501(c)3 organization. The Board shall not permit any policy, decision, or activity of the WASC that would adversely affect the 501(c)3 status with the Internal Revenue Service.
- 3) Approving lease agreements and any other decision or activity which may encumber or put at risk the assets of the WASC.
- 4) Ensuring that the WASC maintains current Property and Liability, Vehicle, Worker's Compensation, and Unemployment insurances required by Federal, State, and Local laws.
- 5) Establishment of policies related to the programs, activities, and use of the WASC facilities and resources.
- 6) Establishment of Financial policies related to the operation of the WASC inclusive of the establishment of a system of internal controls, procedures for the receipt and expenditure of funds, provision for an annual professional audit or review of internal controls of the WASC financial activities, and investment of WASC assets to balance the need for liquidity of operations with the opportunity for a greater return on investment.
- 7) Oversee the operations of the WASC through the services of a Senior Center Director (Director) who may be employed or appointed as a volunteer by the Board.
- 8) Employment or securing of a Director who shall be responsible for the day-to-day operations of the WASC, inclusive of programming, communications, staffing, fundraising, membership recruitment and retention, facility usage, and other duties as defined by the Board. The Board shall determine the compensation, benefits, and responsibilities of the Director.

## WILLIAMSTON AREA SENIOR CENTER BYLAWS

- 9) Approval of the recommendation of the Director related to the employment of additional staff for the operations of the WASC. The Director shall be responsible for developing each position's duties through a written Position Description and making recommendations to the Board related to the employment of individuals to fill these positions. The Board shall be responsible for approving the Position Descriptions developed by the Director and determining the compensation and benefits for each position. The Director shall be responsible for annual reviews of employees and making recommendations regarding compensation. The final decision regarding compensation, hiring, or termination of employees shall remain with the Board.
- 10) The Board shall make available a means by which any employee or member may report incidences of perceived abuse, failure to follow defined policies of the WASC, violations of Federal, State, or Local Laws related to discrimination or operating a senior center, or other concerns related to perceived unfair treatment of an employee or WASC member. Such concerns must be provided in writing and signed by the person raising the concerns. The Board shall be responsible for developing an appropriate process through which the concern is investigated, any corrective action, if needed, is pursued, an appropriate response is provided to the person raising the concerns, and a written record is maintained of the concern, the results of the investigation, and any action taken.
- 11) The Board may define additional responsibilities that it deems essential to the operation of the WASC in reaching its mission and purpose, which shall become a part of the Board's operational policies.

### **ARTICLE VIII: OFFICERS**

The Board shall elect officers of the WASC from among the Board members in the first meeting following the annual election of Board members by the WASC membership. Terms of service shall be for one year. Officers may be elected to consecutive terms. The officers include: President, Vice-President, and Secretary elected from among the Board's duly elected members. A Treasurer shall be appointed or employed by the Board. The Treasurer may be but is not required to be elected to the Board by the WASC membership. A person elected to the Board by the membership and appointed as Treasurer by the board shall have voting rights on the Board. A person appointed by the Board but not elected by the WASC membership as a member of the Board shall serve ex-officio.

The President shall:

- 1) Ensure that all of the responsibilities of the Board as defined in the bylaws are fulfilled.
- 2) Chair the Board's meetings, the Annual Membership meeting, and other such meetings of the WASC membership that may be duly called.
- 3) Meet monthly either in person or via phone/video conference with the Director to assess ongoing progress of the WASC, accomplishing the goals set by the Director, and discuss any other issue which the President or the Director may deem appropriate to address.

## WILLIAMSTON AREA SENIOR CENTER BYLAWS

- 4) Meet with a representative of the Senior Benefit Fund, local townships, cities, villages, municipalities, or other governing authorities which provide tax revenue for the support of the WASC, and a representative of the property owner who provides the lease for the WASC, on at least an annual basis and more frequently if the Board, President or individuals mentioned earlier deems beneficial.

The Vice-President shall:

- 1) Assume the duties of the President in the absence or incapacitation of the President.
- 2) Assist the President in the fulfillment of his or her duties as needed.

The Secretary shall:

- 1) Ensure an accurate record of membership of the WASC is maintained.
- 2) Provide notice of Board Meetings and Membership meetings and ensure appropriate reports, ballots, and any other information needed for the meeting are included in meeting packets.
- 3) Record and preserve a copy of the current minutes or written summaries of meetings. A copy of all minutes and records shall be maintained at the WASC office as per existing legal requirements. The Secretary may keep duplicate copies in his or her possession.
- 4) Provide a copy of minutes or other documents needed to sign legal documents or secure financial accounts.

The Treasurer shall:

- (1) Receive, deposit, and disburse all funds as authorized by the Board's financial policies and in keeping with standard financial accounting practices.
- (2) Maintain accurate records of all financial activities with the original copies securely maintained in the WASC office. The Treasurer may maintain such duplicate copies of financial activities in his or her possession as may be needed to fulfill the duties of the Treasurer.
- (3) Prepare and submit financial reports at meetings, making a copy of Financial Reports available for review by the WASC membership at the WASC as approved by the Board.
- (4) File required tax returns and maintain copies of such returns secured at the WASC office.
- (5) Assist the Board in establishing the Financial Policies of the WASC, securing the services of a professional to complete an annual audit or review, preparing the yearly budget of the WASC, and advising with regards to other financial activities and asset management related to WASC assets.

The Board may select the same person to serve as Secretary and as Treasurer.

All records of the WASC shall be available to WASC members and the Board at the direction of the Board and in accordance with applicable Federal, State, and Local Laws.

### **ARTICLE IX: MEETINGS**

## WILLIAMSTON AREA SENIOR CENTER BYLAWS

An annual Membership meeting shall be held in May of each year, at which time Board members shall be elected. The number of members present at an annual meeting shall constitute a quorum. The Board may call special meetings of the membership when needed. Special meetings shall require a minimum of seven-day's notice. Notice may be posted at the WASC or provided through contacting the membership by USPS. WASC members may participate in a membership meeting in person or through videoconferencing.

Board meetings shall occur according to the Board's schedule as defined by the Board and posted at the WASC office. A majority of voting Board members shall constitute a quorum at all Board meetings. Special meetings may be called by the President of the Board or at the request of 1/3 of the Board's voting membership. A minimum of seven days' notice is required for a special board meeting. Notice of special meetings shall be provided to all Board members either by USPS, phone, text, or email. Board members may participate and be considered present in constituting a quorum for Board meetings in person, through videoconferencing, or by phone.

*Violation of Open Meetings Act?*  
In the event of the need for immediate action by the Board, the Board may act without a meeting and prior notice if all Board members, including ex-officio members, confirm their consent to the action in writing. The written consents shall be filed with the Secretary at the next board meeting and included in that meeting's minutes.

Meetings may be held at the WASC, or at such other location as designated by the Board. Meetings shall be open to anyone unless called into executive session by the Board President. Executive Board meetings shall be open to all Board members, inclusive of ex-officio members. All action in Membership Meetings or Board meetings shall require a simple majority for approval unless otherwise noted in the Bylaws or established by the Board.

All meetings shall be conducted in accordance with the current version of Robert's Rules of Order.

### **ARTICLE X: CONFLICT OF INTEREST**

Whenever a member of the Board or a member of the staff shall have a financial or personal interest, either perceived or actual, in any matter coming before the Board, the Board shall ensure that:

- (1) The interest of such a member or employee is fully disclosed to the Board.
- (2) No interested member or employee may vote, lobby on the matter, or be counted in determining the existence of a quorum at the meeting of the Board a vote is taken on the matter.
- (3) Any transaction in which the member or employee has a financial or personal interest shall be duly approved by members of the Board who do not have a financial or personal interest in the transaction.
- (4) Payments to the interested member or employee shall be reasonable and shall not exceed fair market value.

**WILLIAMSTON AREA SENIOR CENTER BYLAWS**

(5) The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

**ARTICLE XI: INDEMNIFICATION**

Consistent with the Michigan Nonprofit Corporation Act, the WASC assumes liability as covered in Article XI of the Articles of Incorporation. Any repeal or modification of this Article shall not adversely affect any right or protection of a volunteer director or Board member of the Corporation existing at the time of, or for or with respect to, any acts of omissions occurring before the effective date of such repeal or modification.

**ARTICLE XII: AMENDMENTS**

These bylaws may be amended by action of the Board and approval of the WASC membership. No change may be made in the Bylaws which potentially, could adversely affect the 501(c)3 status of the WASC.

**ARTICLE XIII: DISSOLUTION**

The WASC may be dissolved with a two-thirds majority vote of the membership in a duly called meeting in which the potential for dissolution is previously announced as for consideration. Upon dissolution of the WASC, Article IX's provisions of the WASC Articles of Incorporation shall apply. If the remaining funds cannot be distributed as defined in Article IX's provision, or if the Board cannot agree upon distribution, the charitable trust act with appropriate jurisdiction shall distribute the funds according to prevailing law.

Recommended by the WASC Board of Directors on: 6/18/21

Approved by the Williamston Area Senior Center on: 6/18/21

EFFECTIVE DATE: 7/18/21

*Ann Limmen*  
WASC President's signature:

6/22/2022  
Date:

*Marilyn Thompson*  
WASC Secretary's signature:

6/21/2022  
Date:





## AGREEMENT

**THIS AGREEMENT** is made this 15 day of December, 2020, between the **CITY OF WILLIAMSTON**, a Michigan municipal corporation, 161 E. Grand River Ave., Williamston, MI 48895 ("City"), and **WILLIAMSTON AREA SENIOR CENTER**, a Michigan non-profit corporation, P.O. Box 343, Williamston, MI 48895 ("Contractor").

**WHEREAS**, the City requires a program of services to be provided to senior citizens who are residents of the City; and

**WHEREAS**, the Contractor is willing and able to perform the senior services the City requires.

**THEREFORE**, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1. **TERM.** This Agreement shall commence on December 1, 2020, and shall continue for a period of four years, through November 30, 2024, at which time it shall terminate. The City may terminate this Agreement for any reason upon thirty (30) days written notice to the Contractor.

2. **SERVICES.** The Contractor shall develop and operate a program to provide senior services to senior citizens who are residents of the City, including (a) operation of the Williamston Area Senior Center, located at 201 School St., Williamston, MI 48895, (b) provision of educational, enrichment, health awareness, and social programs, and (c) a meals service.

3. **COMPENSATION.** For each year of this Agreement, the City shall compensate the Contractor for all services provided in an amount up to but not to exceed the total annual amount of the Senior Center Millage levied on the City's tax bills each year. For the first year of this Agreement, the compensation shall not exceed the total sum of \$25,687.00. Millage funds will be disbursed to the Contractor as they are received by the City, but no less frequently than once per month.

4. **ACCOUNTING/REPORTS.** The Contractor's accounting procedures and internal financial controls shall conform to generally accepted accounting practices in order that the costs and expenditures allowed by this agreement can be readily ascertained, and expenditures verified. For each year of this Agreement, the Contractor shall prepare and submit to the City an annual report of its operations, with revenue and expense figures, and an annual financial audit of its activities.

5. **ACCESS TO BOOKS AND RECORDS.** The City shall have the right at all reasonable times and with reasonable notice to the Contractor to have access to and examine the books, documents, papers and records of the Contractor related to the funds allocated under this Agreement, including but not limited to monthly bank records, purchase orders, inventory statements, grants, federal, state or other agency paperwork,

and contracts related to the funding provided in this Agreement. Refusal to allow the City or its representatives access to the records shall constitute a material breach of this Agreement. The Contractor shall keep and maintain records for a period of seven (7) years after termination of this Agreement,

6. **BOARD REPRESENTATION.** The City shall have one voting representative on the Contractor's Board of Directors, to be appointed annually by the City Council.

7. **NONDISCRIMINATION.** The Contractor, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. The Contractor agrees to follow all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
- D. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101, *et seq.*), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement.

8. **APPLICABLE LAWS AND REGULATIONS.** All funded programs and services shall be subject to all applicable provisions of the Older Americans Act as amended and the Act's regulations and policies; to all applicable operating standards of the Michigan Aging & Adults Services Agency; and all applicable Federal, State and Local laws, ordinances, rules and regulations.

9. **INDEPENDENT CONTRACTOR.** It is expressly understood and agreed that the Contractor is an independent contractor. The employees and agents of the Contractor shall in no way be deemed to be and shall not hold themselves out as the employees or agents of the City. The Contractor's employees and agents shall not be entitled to any fringe benefits of the City such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave or longevity. The Contractor shall be responsible for paying any salaries, wages, or other compensation due its employees for services performed pursuant to this Agreement and for the withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The Contractor shall carry Workers' Compensation coverage for its employees, as required by law, and shall provide the City with proof of said coverage upon request.

10. **INSURANCE.** The Contractor shall procure, pay the premium, keep and maintain during the term of this Agreement, comprehensive general and professional liability insurance with contractual liability coverage in an amount of not less than One Million and No/100 (\$1,000,000.00) per occurrence, and/or aggregate, combined single limit covering all personal and bodily injuries, death, and/or property damage arising from the Program operated pursuant to this Agreement. The Contractor shall provide the City with a certificate of insurance proper to the commencement of this Agreement upon request. The Contractor shall maintain such other insurances as it deems appropriate for its own protection. Premises liability insurance in the amount of One Million and No/100 (\$1,000,000.00) shall be provided by the Contractor. The City shall be named as an additional insured and loss payee on the Contractor's liability policy.

In the event that the Contractor's insurance coverage, including Workers' Compensation insurance required under this Agreement is at any time reduced or terminated during the duration of the Agreement, the Contractor's insurer shall provide the City with at least thirty (30) days prior written notification of such reduction or termination.

11. **INDEMNIFICATION AND HOLD HARMLESS.** The Contractor shall, at its own expense, indemnify, protect, defend and hold harmless the City, its elected and appointed officers, employees and agents from all third party claims, damages, lawsuits, costs, and expenses, including but not limited to all costs from administrative proceedings, court costs and attorney fees that it may incur to the extent they are the result of any acts, omissions or negligence of the Contractor, its employees, agents or subcontractors that may arise out of this Agreement and/or its prior Agreements.

12. **NOTICE.** Any notices permitted or required under this Agreement shall be made to the parties as follows:

To the City:                   City Manager  
                                      161 E. Grand River Ave.  
                                      Williamston, MI 48895

To the Contractor:       WASC President  
                                      P.O. Box 343  
                                      Williamston, MI 48895

13. **MODIFYING THE AGREEMENT.** This Agreement may be modified only by a writing signed by both parties.

14. **APPLICABLE LAW.** This Agreement will be governed by the laws of the State of Michigan.

15. **SUCCESSORS AND ASSIGNS.** All of the provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, if any, successors, and assigns.

16. **NO THIRD PARTY BENEFICIARIES.** This Agreement is for the sole benefit of the parties and their respective successors and permitted assigns, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

17. **SUBCONTRACTING AND ASSIGNMENT.** The Contractor may not subcontract portions of the work to be performed under this Contract without prior written approval from the City. In the event of such subcontracting, the Contractor shall be responsible for paying all compensation owed to the subcontractor(s) for services performed and ensuring that the subcontractor(s) complies with the requirements of this Contract.


18. **SECTION TITLES.** The titles of the sections set forth in this Contract are for reference only and shall be disregarded when construing or interpreting any of the provisions of this Contract.


19. **COMPLETE AGREEMENT.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

20. **SEVERABILITY OF INVALID PROVISIONS.** If any part of this Agreement is declared by any Court having jurisdiction to be invalid, unconstitutional, or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

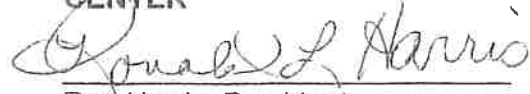
21. **CERTIFICATION OF AUTHORITY TO SIGN THIS AGREEMENT.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of the parties and that this Agreement has been authorized by the parties.


**CITY OF WILLIAMSTON**

  
\_\_\_\_\_  
Tammy Gilroy, Mayor  
Dated: 12-15, 2020

  
\_\_\_\_\_  
Holly Thompson, City Clerk  
Dated: 12-15, 2020

**WILLIAMSTON AREA SENIOR  
CENTER**

  
\_\_\_\_\_  
Ron Harris, President  
Dated: 12/11, 2020

  
\_\_\_\_\_  
Christine Maurer, Board Member  
Dated: 12/11, 2020





## HSC SERVICES, INC.

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4056 Florida Avenue  
Clarklake, MI 49234  
Phone (517) 282-5356  
hroenicke@msn.com

April 10, 2024

Ms. Dorothy Hart, Supervisor  
Locke Township  
3805 Bell Oak Road  
Williamston, Michigan 48895

RE: Extension of agreement for assessor of record services.

Dear Dorothy:

The contract for assessment services between HSC Services and Locke Township will expire at the end of September. Per Section 26 of the agreement; "the term of this agreement may be extended, by amendment, if mutually agreed to, by each party". It is our hope that the Township wishes to amend the contract to extend the term of the agreement two year from 9/30/2024 to 10/1/2026.

In performance of the extended agreement a monthly retainer fee in the amount of Two Thousand Dollars (\$2,000) shall due and payable by the Township to HSC on the first day of each month, Commencing October 1, 2024.

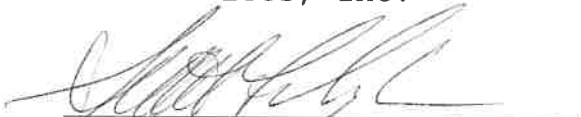
Please sign below and return a signed copy to our office. Upon signing below, the agreement will be considered to have been amended mutually by both parties.

Extension of contract is mutually agreed to by:

Locke Township

---

HSC Services, Inc.



---

Scott Cunningham







# INGHAM COUNTY ROAD DEPARTMENT

## PUBLIC INFORMATION MEETING NOTICE

4/12/2024

**Re: 2024 Construction Project- Dietz Road Over Red Cedar River**

Dear Resident:

A Public Information Meeting is scheduled for **5:30-6:30 pm** on **Thursday, May 16, 2024** at the **Locke Township Hall**, located at 3805 Bell Oak Rd, Williamston, Mi 48895.

The Ingham County Road Department invites the public to attend an open house style meeting to discuss the upcoming construction on Dietz Road. The project includes the reconstruction of the entire bridge, both deck and substructure.

Construction is expected to begin early June and is estimated for completion in November. During this project the bridge will be closed with a posted detour.

Project updates will be posted to the "Road Construction" page of the Ingham County Road Department website at [www.roads.ingham.org](http://www.roads.ingham.org) throughout the project.

In accordance with the Americans with Disabilities Act, the Road Department will provide necessary reasonable auxiliary aids and services for public meetings. Requests for interpretation, accommodations for persons with disabilities, and assistance with additional needs should be made as soon as possible, but no less than five (5) working days in advance of the meeting date.

To make accommodation requests or for any other project questions or concerns, contact the Road Department by calling (517) 676-9722 or emailing [roads@ingham.org](mailto:roads@ingham.org).

Neal Galehouse, P.E.  
Director of Engineering  
Ingham County Road Department



STATE OF MICHIGAN

GRETCHEN WHITMER  
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

AMY HOVEY  
CHIEF EXECUTIVE OFFICER  
AND EXECUTIVE DIRECTOR

April 26, 2024

Dorothy Hart  
Locke Township  
[locketwpsupervisor@tds.net](mailto:locketwpsupervisor@tds.net)

**RE: Announcement of Funding Award, Grant #HRI-2024-10618-LEG**

Dear Dorothy Hart:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for a Housing Readiness Incentive grant in the amount of \$22,750. The purpose of this letter is to inform you of the documentation needed to initiate this grant.

**Executing the Grant Agreement**

Please navigate to MSHDA's grants management system, IGX, at [mgs.michigan.gov](https://mgs.michigan.gov) and sign into your IGX account. Navigate to the "My Tasks" table and click on your grant number. Your grant number is HRI-2024-10618-LEG. On the left-hand navigation bar, click "Grant Documents." Fill out the required page and click "Submit Signed Grant."

Return the Grant Agreement via IGX within 30 days of this letter. If you have any technical difficulties, please contact your Grant Manager, Marcel Jackson at [Jacksonm45@michigan.gov](mailto:Jacksonm45@michigan.gov) or 517-335-3437.

**Financial Status Report and Quarterly Updates**

Please follow the policies included in Exhibit A in your grant agreement to properly complete Financial Status Reports (FSRs) and Quarterly Updates. Each FSR and quarterly update must be submitted via IGX by the designated authorized signatory; if this person is different than the Authorized Official, MSHDA approval is required. FSRs and progress reports must be submitted 30 days after the end of a calendar quarter.

**LOCKE TOWNSHIP NEWSLETTER**  
**3805 Bell Oak Road Williamston MI 48895**

**www.locketownship.com**

**July 2024**

**your key to Township news**

**Volume 56**

**TOWNSHIP OFFICE HOURS:**

Tuesday and Thursday 10 am - 4 pm.  
Assessor hours 2<sup>nd</sup> & 4<sup>th</sup> Thurs 10 - noon.  
The office will be closed Tuesday July 4<sup>th</sup>.  
Website - [www.locketownship.com](http://www.locketownship.com)  
Hall rental rate - \$100. plus \$50. deposit.  
Seating capacity is 100. Alcohol is not allowed. For information and /or rental agreement call the hall office, 517 468-3405.

**A** MONITORED DROP BOX is located at the Township Hall front entrance for documents/tax payments. Cash discouraged. In addition, an Absentee Ballot Drop Box kiosk, with security camera surveillance, is available during each election cycle for Absentee Applications & Absentee Ballots.

**P**ROPERTY TAXES may be paid by mail or at the Locke Township Hall.

Treasurer's office hours are:

Tuesday & Thursday 10 am – 4 pm

Monday, September 16 9 am – 5 pm

Bring/mail your tax bill with your payment to ensure proper credit. Paid receipts sent when payment includes stamped, self-addressed envelope. Postmark is NOT payment date. Debit or credit cards are not accepted. Application for Deferment of Summer 2024 Taxes accepted by September 16th. Forms are available at the Township Hall and on the website.

**A** MERICAN RESCUE PLAN ACT [ARPA] provided federal COVID-19 relief funding to local governments. The Locke Township Board identified our roads as the greatest impact priority and utilized the full amount distributed, \$195255, from this unprecedented opportunity for roads.

**A** SSESSOR annual site visits/review in 2024 include Sections 1 and 2.

**C**ONSUMERS ENERGY plans to replace 55 miles of transmission pipeline in Clinton, Shiawassee, Ingham, Livingston and Washtenaw Counties. The two-phase, \$550 million project will replace vintage 20" pipeline dating back to the 1940s with 36" pipeline that will move natural gas quickly, safely and efficiently. Phase II, will pass thru the southwest portion of Locke Township in 2024. Pipeline Corridor Encroachments must be avoided. These include, but aren't limited to: sheds, pools, barns, gazebos, driving/parking vehicles, trees, septic, digging. For information contact Consumers Energy 888 441-0299

**E**LECTION NEWS:

Aug. 06, 2024 Primary Election

Nov. 05, 2024 General Election

Results from the Feb. Presidential Primary: 1541 registered voters/435 votes cast=28%  
[Note: 27 electors cast their ballot during the mandated 9 days of early voting.]

Michigan has made registering to vote and updating your voter registration a simple process. Visit [www.michigan.gov/vote](http://www.michigan.gov/vote) or stop by the Locke Township Hall, Tuesday or Thursday 10 – 4:00.

**T**HE PLANNING COMMISSION is updating the Master Plan with the guidance of Master Planner Bradley Kotrba of Williams & Works, professional planners.

**W**ELCOME to new appointed officials:  
Deputy Clerk Michelle Soliz and  
Planning Commissioner Cory Jorgensen.

**R**EMINDER that you are responsible for a fire you start! Brush/Bonfire Burn Permits are available from [NIESA] Northeast Ingham Emergency Services Authority, 1296 W Grand Ri, Williamston by calling 517 655-3384 OR on their website - [niesa.org](http://niesa.org). NIESA coverage area is 24% of Ingham County including 133 sq. miles in the Townships of Leroy, Locke, Wheatfield and Williamstown, the Village of Webberville and the City of Williamston.



**L**OCAL ROAD IMPROVEMENTS  
Locke Township has contracted with the Ingham County Road Department for hot mix asphalt overlay on Milton Road from the Township Line to Locke Road.

The 1934 Dietz Road Bridge over the Red Cedar River [closed in 2017] will be rebuilt and road approaches reconstructed in June thru November 2024. Also, the Hoxie Road Bridge over Wolf Creek is scheduled for bridge deck, railings replacement, guardrail installation & road approach reconstruction in August thru November 2024.

**M**EETING DATES for 2024 at the Locke Township Hall at 7 pm:  
**Township Board** 2<sup>nd</sup> Tues of each month.  
**Planning Commission** 3<sup>rd</sup> Tues of each month [except February & December].  
Special meetings scheduled will be posted.

**M**ichigan was officially admitted as the 26<sup>th</sup> state in the Union in 1837. A skirmish with Ohio, known as the Toledo War, delayed Michigan's statehood and led to a trade: Toledo remained in Ohio, while the Upper Peninsula became part of Michigan, making Michigan the only state in the nation comprised of two peninsulas. Nearly 10 million people reside in our Great Lakes state and we have the nation's longest freshwater coastline.

**L**OCKE TOWNSHIP DIRECTORY  
Hall phone 517 468-3405  
Hall fax 517 468-0105  
Hall website: [www.locketownship.com](http://www.locketownship.com)

Dorothy Hart, supervisor/NIESA rep  
email: [locketwpsupervisor@tds.net](mailto:locketwpsupervisor@tds.net) 517 468-3405  
Glenda Turner, clerk/NIESA alt rep  
email: [locketwpcclerk@tds.net](mailto:locketwpcclerk@tds.net) 517 468-3405  
Sheri Rambo, treasurer  
email: [locketwptreas@tds.net](mailto:locketwptreas@tds.net) 517 468-3405  
Marcy Shepler, trustee/plan comm 517 285-4009  
email: [guatemalamarcy@yahoo.com](mailto:guatemalamarcy@yahoo.com)  
Bob Davis, trustee 517 468-3889  
email: [bobcountryguy@yahoo.com](mailto:bobcountryguy@yahoo.com)  
Jenny Rhodes, dep. clerk  
Michelle Soliz, deputy treasurer  
Julie Moore, Zoning Administrator  
[locketwpzoning@tds.net](mailto:locketwpzoning@tds.net)

HSC Services, assessor 517 282-5356  
Nick Keck-AGS bldg insp 800 627-2801  
Bert Gale-AGS elect insp 800 627-2801  
Kevin Matteson, mech insp 800 627-2801  
Clarence Parks, plumb insp 800 627-2801

Thomas Hitch, attorney  
Bradley Kotrba, planner Williams & Works  
Jalene Trew, hall custodian  
Strong's Lawn Service, cemeteries mowing  
Nick's Lawn Services, hall mowing  
Ed Fuller, cemetery sexton  
Webster & Griffes Inc, hall snow plowing  
Sarah Lackey, zoning bd of appeals  
Jordan Smith, planning commission  
Ben Howard, planning commission  
Ty Hull, planning commission  
David Wheeler, zoning board of appeals  
Jean Coe, zoning board of appeals  
Dean Kitchenmaster, board of review  
Cory Jorgensen, board of review/plan comm  
Mary Shinkle, board of review

**Ingham County Sheriff Dept 9-1-1**  
Sgt Chad Doyle [cdoyle@ingham.org](mailto:cdoyle@ingham.org)

Contact Supervisor Hart if you would like to be considered for a vacancy or appointment.  
**Contact Clerk Turner if you wish to work as a precinct inspector during an election.**  
Planning Commission/Board Appointments are made at the December Board meeting.

**S**ustainable Materials Management:  
Michigan leads the country in tons of waste in landfills per person. We can better manage trash. Reduce / Reuse / Repurpose  
Recycle / Recover / Landfill-as last resort.

Township Manager – assist the Board, reports to the Board

Oversee all day-to-day operations All staff report to the manager, including dep clerk & dep treas

Propose policy matters for the board to consider

Prepare/set up for meetings

Cemetery liaison – lots, flags, burials, sales, communicate with sexton

Take curb carts out to roadside, bring back in

Chief administrative officer – prepare budget, control twp expenditures

Twp hall flag replacement and/or repair

See that all laws and ordinances are enforced

Manage/supervise twp buildings and properties

Responsible for the preservation of property, tools and appliances of the twp

Purchasing agent Perform such other duties as may be assigned by the Twp Bd

Non Assigned [not statutory] Duties:

AED [Automated External Defibrillator]-check annually, order/replace batteries & pads [every 5 yrs?]

Agenda preparation for TB, PC, ZBA, BOR

Bulletin Board-keep current

Cemetery – flags order & [un]install, schedule grave opening, mark burial grave site, sell gravesites,  
remove artificial decoration from gravesites, replace missing flags

Copier-fill with paper, monthly use report to Applied Imaging [then AI prepares invoice & emails]

Detention pond area upkeep/care & urns planting/watering/upkeep

F-65 annual financial report preparer/submitter

Freedom of Information Act coordinator

Garbage curb carts-take out to road Monday, bring back in Tuesday

Generator cabinet- rodent repellent

Grants-access any available opportunities

Hall Rental Agreement emergency contact and availability if needed

Kiosk-check/empty daily, clean occasionally

Kitchen-check stove/microwave/refrigerator for leftovers-discard. Run kitchen water faucet periodically  
[hall water not used a lot, so running faucet ensures enough water in drain field to move solids along]

Meetings-setup/take down name plates & chairs

Newsletter editor

Ordinance, Resolution, Policy drafting/preparation

Paint touchup occasionally

Publishing-ZBA, TB, PC, BOR

Recording Secretary?

Repairs-source out any repairs needed to the appropriate companies/individuals

SAM [federal government, System for Award Management] agent

Storage room cleaning supplies cabinet-monitor supplies/purchase

Supplier catalogs-rotate/toss old catalogs [on top of Zoning File Cabinets]

Subcontractor Certificate of Insurance, keep up to date [located in large white Insurance notebook]

Surveillance camera recording review

Thermostat, update seasonally-heat/cool

Toilet plunge or call janitor or plumber

Twp Hall flag, rope, clips-order/replace as needed [or repair flag if minor wear]

Water softener-monitor salt, purchase salt & replenish

Website-submit info to webmaster [Josh Rockey], keep website up to date



Canon c3500 printer \$4641 w/\$50 mo. service plan [includes toner] Applied Imaging, Lansing ID# 101937 March 2020 \$55.50 effective 04-01-2021 5 year guarantee

Date	b/w meter reading [1998 / .01554 .019840 over]		color reading [367 / .0888 .113360 over]	
	<u>reading</u>	<u># copies</u>	<u>reading</u>	<u># copies</u>
03/18/2020	51	51	50	50
04/14/2020	595	544	90	40
05/12/2020	1630	1035	180	140
06/16/2020	4715	3085	[1087 over = +\$15.22]	324 144
07/14/2020	8638	3923	[1925 over = +\$26.95]	387 063
08/13/2020	10373	1735		609 222
09/15/2020	11966	1593		793 184
10/12/2020	13115	1149		861 068
11/12/2020	14572	1457		1310 449[82 over = +6.56]
12/15/2020	18057	3485	[1485 over = +\$20.82 tax/nwsltr]	2116 806[439 over = +35.12]
01/12/2021	19047	990		2172 56
02/13/2021	20559	1512		2408 236
03/16/2021	22117	1558		2519 111
04/13/2021	23278	1161		2640 121
05/13/2021	24804	1526		2822 182
06/21/2021	26717	1913		2881 59
07/13/2021	29807	3090	[1092 over = \$16.97 bills/nwsltr]	2969 88
08/26/2021	31645	1838		3270 301
09/28/2021	32893	1248		3482 212
10/28/2021	34196	1303		3783 301
11/30/2021	37800	3604	[1606 over = \$24.96 tax/nwsltr]	3908 125
12/28/2021	38643	843		4022 114
01/27/2022	39920	1277		4197 175
02/24/2022	40807	887		4577 380 13 over = +\$1.15
03/31/2022	42953	2146	148 over = \$2.30 cmtry rcrds	4865 288
04/28/2022	44360	1407		5056 191
05/31/2022	46550	2190	192 over - \$3.31AV apps	5175 119
06/27/2022	51815	5265	3267 over - \$56.36 nwsltr, AV apps, tax bills	5281 106
07/??/2022	55440	3625	1627 over - \$28.07	5451 170
08/30/2022	54623	may have misread last mo? [no - they estimated]		5713 262
09/30/2022	56435	1812		5959 246
10/27/2022	57334	899		6039 80
11/28/2022	59974	2640	642 over - newsletter = \$11.07	6188 149
12-29-2022	63174	3200	1202 over-tax bills	6324 136
01-30-2023	65128	1954		6540 216
02-25-2023	66939	1811		6874 334
03-28-2023	69765	2826	828 over-AV apps	7202 328
04-27-2023	71313	1548		7677 475 [109 over \$12.24]
05-26-2023	72752	1439		8144 467[100 over \$11.34]
06-27-2023	77203	4451[2453 over-tax/nwsltr/AV app = \$48.67		8326 182
07-27-2023	78499	1296		8477 151
08-29-2023	80058	1559		8885 408 [41 over \$4.65]
09-26-2023	80881	823		9054 169
10-31-2023	82837	1956		9291 237

11-27-2023	85379	2542[1998 over-newsletter]	9449	158
01-02-2024	88597	3218 [1220 over-tax bills/AV apps]	9890	441 [74 over]
01-30-2024	90965	2368 [370 over-AV apps?]	10230	340
02-27-2024	92685	1720	10495	265
03-28-2024	93792	1107	10888	393
04-25-2024	94604	812	11069	181

<u>Date</u>	<u>black</u>	<u>magenta</u>	<u>yellow</u>	<u>cyan</u>	
20211112	10%	80%	90%	90%	20211012 black ink cartridge replaced [19 mo.]
20220127	80%	80%	80%	80%	20230302 black ink cartridge replaced [16 mo.]
20220531	60%	80%	80%	80%	
20220830	30%	70%	80%	80%	
20221229	10%	70%	70%	70%	
20230328	100%	"	"	"	
20231127	30%	50%	50%	50%	
20240328	10%	"	"	"	

Treasurer HP color laser jet pro MFP M476 printer purchased 6/25/2014 \$549.00 IT Right  
21 pages copied/printed per minute, 300 sheet capacity, USB 2.0, auto duplexing



REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDT
		AMENDED BUDGET	NORMAL (ABNORMAL)	04/30/2024	04/30/2024	MONTH	04/30/2024		
				NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL	(ABNORMAL)		USED
Fund 101 - GENERAL									
Revenues									
Dept 000									
101-000-402	PROPERTY TAXES	94,000.00	0.00		0.00		94,000.00	0.00	0.00
101-000-447	TAX ADMINISTRATION FEE	36,000.00	0.00		0.00		36,000.00	0.00	0.00
101-000-448	SUMMER TAX COLLECT REIMB	2,700.00	0.00		0.00		2,700.00	0.00	0.00
101-000-478	ZONING PERMITS	2,000.00	55.00		55.00		1,945.00	2.75	0.00
101-000-490	BUILDING PERMITS	12,000.00	0.00		1,407.00		10,593.00	11.73	0.00
101-000-528	OTHER GRANT FUNDS	0.00	0.00		0.00		0.00	0.00	0.00
101-000-546	METRO ACT REIMBURSEMENT	6,700.00	0.00		0.00		6,700.00	0.00	0.00
101-000-547	SET REIMBURSEMENT	0.00	0.00		0.00		0.00	0.00	0.00
101-000-548	GRANT REIMBURSEMENT	0.00	0.00		0.00		0.00	0.00	0.00
101-000-574	REVENUE SHARING	199,662.00	0.00		30,562.00		169,100.00	0.00	0.00
101-000-576	ELECTION REIMBURSEMENT	5,000.00	0.00		0.00		5,000.00	0.00	15.31
101-000-626	CEMETERY BURIAL	10,000.00	1,956.00		1,956.00		8,044.00	0.00	0.00
101-000-628	PLANNING COMMISSION REIMBURSE	0.00	0.00		0.00		0.00	0.00	19.56
101-000-629	ZONING REIMBURSEMENT	0.00	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	0.00
101-000-665	INTEREST	3,000.00	800.00		800.00		2,200.00	0.00	26.67
101-000-667	HALL RENTAL	8,000.00	703.04		703.04		7,296.96	8.79	0.00
101-000-670	LAND RENTAL	5,000.00	1,000.00		1,000.00		4,000.00	20.00	0.00
101-000-674	CONTRIBUTIONS	0.00	0.00		0.00		0.00	0.00	0.00
101-000-675	MISCELLANEOUS INCOME	0.00	0.00		0.00		0.00	0.00	0.00
101-000-677	ESCROW REFUND	0.00	0.00		0.00		0.00	0.00	0.00
101-000-687	INSURANCE REFUNDS	0.00	0.00		0.00		0.00	0.00	0.00
101-000-693	SALE OF FIXED ASSETS	0.00	0.00		0.00		0.00	0.00	0.00
Total Dept 000		384,062.00	36,483.04		36,483.04		347,578.96	9.50	
TOTAL REVENUES									
		384,062.00	36,483.04		36,483.04		347,578.96	9.50	
Expenditures									
Dept 101 - TOWNSHIP BOARD									
101-101-709	NIESA REP WAGE	960.00	80.00		80.00		880.00	8.33	0.00
101-101-710	PER DIEM	4,250.00	340.00		340.00		3,910.00	8.00	0.00
101-101-711	NON STATUTORY WAGE	200.00	0.00		0.00		200.00	0.00	0.00
101-101-712	OFFICE MANAGER WAGE	0.00	0.00		0.00		0.00	0.00	0.00
101-101-713	MEDICARE-SS	400.00	32.13		32.13		367.87	8.03	0.00
101-101-727	OFFICE SUPPLIES	1,500.00	163.83		163.83		1,336.17	10.92	0.00
101-101-818	LEGAL	3,000.00	0.00		0.00		3,000.00	0.00	0.00
101-101-820	AUDIT	500.00	0.00		0.00		500.00	0.00	0.00
101-101-822	TECH ADMIN/SUPPORT	3,000.00	0.00		0.00		3,000.00	0.00	0.00
101-101-860	TRAVEL	300.00	0.00		0.00		300.00	0.00	0.00
101-101-901	PRINTING AND PUBLISHING	1,000.00	0.00		0.00		1,000.00	0.00	0.00
101-101-955	MEMBERSHIPS AND DUES	2,000.00	0.00		0.00		2,000.00	0.00	0.00
101-101-956	WORKERS COMP INS	1,200.00	1.50		1.50		1,198.50	0.13	0.00
101-101-957	EDUCATION-TRAINING	1,000.00	0.00		0.00		1,000.00	0.00	0.00
101-101-958	MISC EXP	0.00	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	0.00
Total Dept 101 - TOWNSHIP BOARD		24,310.00	617.46		617.46		23,692.54	2.54	
Dept 171 - SUPERVISOR									
101-171-702	SALARY	19,641.00	1,636.75		1,636.75		18,004.25	8.33	0.00
101-171-713	MEDICARE-SS	1,500.00	125.22		125.22		1,374.78	8.35	0.00
101-171-727	OFFICE SUPPLIES	300.00	0.00		0.00		300.00	0.00	0.00

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT 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	300.00		0.00	0.00	300.00	0.00
101-171-955	MEMBERSHIPS AND DUES	50.00		0.00	0.00	50.00	0.00
101-171-956	WORKERS COMP INS	0.00		30.79	30.79	(30.79)	100.00
101-171-957	EDUCATION-TRAINING	1,000.00		0.00	0.00	1,000.00	0.00
101-171-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 171 - SUPERVISOR		23,491.00		1,792.76	1,792.76	21,698.24	7.63
Dept 215 - CLERK							
101-215-702	SALARY	39,302.00		2,775.17	2,775.17	36,526.83	7.06
101-215-703	DEPUTY SALARY	2,000.00		170.00	170.00	1,830.00	8.50
101-215-713	MEDICARE-SS	3,160.00		225.31	225.31	2,934.69	7.13
101-215-727	OFFICE SUPPLIES-POSTAGE	1,000.00		0.00	0.00	1,000.00	0.00
101-215-821	ACCOUNTING ASSISTANCE	200.00		0.00	0.00	200.00	0.00
101-215-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-215-860	TRAVEL	300.00		0.00	0.00	300.00	0.00
101-215-955	MEMBERSHIPS AND DUES	100.00		20.00	20.00	80.00	20.00
101-215-956	WORKERS COMP INS	0.00		52.20	52.20	(52.20)	100.00
101-215-957	EDUCATION AND TRAINING	1,000.00		0.00	0.00	1,000.00	0.00
101-215-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		47,562.00		3,242.68	3,242.68	44,319.32	6.82
Dept 247 - BOARD OF REVIEW							
101-247-702	SALARY	1,000.00		0.00	0.00	1,000.00	0.00
101-247-713	MEDICARE-SS	80.00		0.00	0.00	80.00	0.00
101-247-860	TRAVEL	100.00		0.00	0.00	100.00	0.00
101-247-901	PRINTING-PUBLISHING	300.00		0.00	0.00	300.00	0.00
101-247-956	WORKERS COMP INS	0.00		0.00	0.00	0.00	0.00
101-247-957	EDUCATION AND TRAINING	300.00		0.00	0.00	300.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,780.00		0.00	0.00	1,780.00	0.00
Dept 253 - TREASURER							
101-253-702	SALARY	28,987.00		2,415.58	2,415.58	26,571.42	8.33
101-253-703	DEPUTY SALARY	500.00		0.00	0.00	500.00	0.00
101-253-710	PER DIEM	0.00		0.00	0.00	0.00	0.00
101-253-713	MEDICARE-SS	2,260.00		184.79	184.79	2,075.21	8.18
101-253-727	OFFICE SUPPLIES-POSTAGE	2,800.00		220.00	220.00	2,580.00	7.86
101-253-821	ACCOUNTING ASSISTANCE	300.00		0.00	0.00	300.00	0.00
101-253-850	PHONE	0.00		0.00	0.00	0.00	0.00
101-253-860	TRAVEL	700.00		(446.22)	(446.22)	1,146.22	(63.75)
101-253-956	WORKERS COMP INS	0.00		0.00	0.00	0.00	0.00
101-253-957	EDUCATION AND TRAINING	1,000.00		0.00	0.00	1,000.00	0.00
101-253-971	CAPITAL OUTLAY	500.00		0.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		37,047.00		2,374.15	2,374.15	34,672.85	6.41
Dept 257 - ASSESSOR							
101-257-727	OFFICE SUPPLIES-POSTAGE	1,500.00		0.00	0.00	1,500.00	0.00
101-257-818	CONTRACT ASSESSING	24,000.00		0.00	0.00	24,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR LOCKE TOWNSHIP  
 PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 04/30/2024			
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	0.00	0.00	25,500.00	0.00
Dept 262 - ELECTIONS						
101-262-702	SALARY	14,500.00	0.00	0.00	14,500.00	0.00
101-262-713	MEDICARE-SS	1,500.00	0.00	0.00	1,500.00	0.00
101-262-727	ELECTION SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
101-262-818	ELECTION CONTRACT	0.00	0.00	0.00	0.00	0.00
101-262-860	TRAVEL	600.00	0.00	0.00	600.00	0.00
101-262-901	PRINTING-PUBLISHING	4,000.00	0.00	0.00	4,000.00	0.00
101-262-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-262-971	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 262 - ELECTIONS		24,100.00	0.00	0.00	24,100.00	0.00
Dept 265 - BUILDING/GROUNDS						
101-265-702	SALARY	2,000.00	340.00	340.00	1,660.00	17.00
101-265-713	MEDICARE-SS	150.00	26.01	26.01	123.99	17.34
101-265-731	MAINTENANCE SUPPLIES	3,000.00	68.00	68.00	2,932.00	2.27
101-265-818	BLDG/GRNDN CONTRACT	8,620.00	3,853.84	3,853.84	4,766.16	44.71
101-265-850	PHONE/INTERNET	3,500.00	585.84	585.84	2,914.16	16.74
101-265-920	UTILITIES	6,000.00	278.98	278.98	5,721.02	4.65
101-265-955	INSURANCE	9,000.00	8,915.00	8,915.00	85.00	99.06
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		38,270.00	14,067.67	14,067.67	24,202.33	36.76
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	0.00	0.00	10,000.00	0.00
Total Dept 371 - CONTRACT INSPECTOR		10,000.00	0.00	0.00	10,000.00	0.00
Dept 445 - DRAINS APPROPRIATION						
101-445-818	DRAINS/PUBLIC BENEFIT APPROP	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 445 - DRAINS APPROPRIATION		10,000.00	0.00	0.00	10,000.00	0.00
Dept 446 - HIGHWAYS/STREETS/BRIDGES						
101-446-819	HIGHWAYS/STREETS/BRIDGES	93,000.00	0.00	0.00	93,000.00	0.00
Total Dept 446 - HIGHWAYS/STREETS/BRIDGES		93,000.00	0.00	0.00	93,000.00	0.00

2024-25 YTD BALANCE  
 AMENDED BUDGET 04/30/2024  
 NORMAL (ABNORMAL) MONTH 04/30/2024  
 INCREASE (DECREASE) NORMAL (ABNORMAL)

GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	%
				MONTH 04/30/2024	BALANCE	RDDT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USFD
<b>Fund 101 - GENERAL</b>						
<b>Expenditures</b>						
<b>Dept 567 - CEMETERY</b>						
101-567-702	SALARY-MAINTENANCE	7,500.00	0.00	0.00	7,500.00	0.00
101-567-703	SALARY-SEXTON	1,500.00	725.00	725.00	775.00	48.33
101-567-713	MEDICARE-SS	680.00	0.00	0.00	680.00	0.00
101-567-737	OPERATING SUPPLIES	1,500.00	249.63	249.63	1,250.37	16.64
101-567-818	CONTRACT GROUNDS MAINTENANCE	42,000.00	0.00	0.00	42,000.00	0.00
101-567-860	TRAVEL	200.00	0.00	0.00	200.00	0.00
101-567-955	MEMBERSHIP AND DUES	35.00	0.00	0.00	35.00	0.00
101-567-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-567-971	CAPITAL OUTLAY	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 567 - CEMETERY</b>		<b>54,415.00</b>	<b>974.63</b>	<b>974.63</b>	<b>53,440.37</b>	<b>1.79</b>

<b>Dept 701 - PLANNING</b>						
101-701-702	PER DIEM	8,000.00	625.00	625.00	7,375.00	7.81
101-701-710	PER DIEM	0.00	0.00	0.00	0.00	0.00
101-701-713	MEDICARE-SS	600.00	47.82	47.82	552.18	7.97
101-701-727	OFFICE SUPPLIES-POSTAGE	500.00	0.00	0.00	500.00	0.00
101-701-818	PROFESSIONAL SERVICES	24,000.00	0.00	0.00	24,000.00	0.00
101-701-860	TRAVEL	200.00	0.00	0.00	200.00	0.00
101-701-901	PRINTING-PUBLISHING	500.00	0.00	0.00	500.00	0.00
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
<b>Total Dept 701 - PLANNING</b>		<b>34,300.00</b>	<b>672.82</b>	<b>672.82</b>	<b>33,627.18</b>	<b>1.96</b>

<b>Dept 702 - ZONING</b>						
101-702-702	SALARY	8,640.00	720.00	720.00	7,920.00	8.33
101-702-703	DEPUTY ZONING ADM WAGE	1,000.00	0.00	0.00	1,000.00	0.00
101-702-710	PER DIEM	1,000.00	0.00	0.00	1,000.00	0.00
101-702-713	MEDICARE-SS	850.00	55.08	55.08	794.92	6.48
101-702-727	OFFICE SUPPLIES-POSTAGE	200.00	0.00	0.00	200.00	0.00
101-702-818	PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
101-702-901	PRINTING-PUBLISHING	500.00	0.00	0.00	500.00	0.00
101-702-956	WORKERS COMP INS	0.00	0.00	0.00	0.00	0.00
101-702-957	EDUCATION	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 702 - ZONING</b>		<b>14,690.00</b>	<b>775.08</b>	<b>775.08</b>	<b>13,914.92</b>	<b>5.28</b>

<b>Dept 901 - CAPITAL OUTLAY</b>						
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
<b>Total Dept 901 - CAPITAL OUTLAY</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>TOTAL EXPENDITURES</b>						
		<b>438,965.00</b>	<b>24,517.25</b>	<b>24,517.25</b>	<b>414,447.75</b>	<b>5.59</b>

<b>Fund 101 - GENERAL:</b>						
<b>TOTAL REVENUES</b>						
		<b>384,062.00</b>	<b>36,483.04</b>	<b>36,483.04</b>	<b>347,578.96</b>	<b>9.50</b>

<b>Fund 101 - GENERAL</b>						
<b>TOTAL EXPENDITURES</b>						
		<b>438,965.00</b>	<b>24,517.25</b>	<b>24,517.25</b>	<b>414,447.75</b>	<b>5.59</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>						
		<b>(54,903.00)</b>	<b>11,965.79</b>	<b>11,965.79</b>	<b>(66,868.79)</b>	<b>21.79</b>

**TREASURER'S REPORT**

4/30/2024

**INDEPENDENT BANK**

<b>GENERAL ACCOUNT #4621</b>	<u>Checking</u>	<u>Cash Sweep</u>	<u>Total</u>
Beginning Balance	\$1,000.00	\$589,962.20	
Deposits	\$307,218.02	\$36,680.05	
Interest (0.90%)		\$703.04	
Withdrawals (incl. IRS)	(\$307,218.02)	(\$271,808.09)	
IRS Tax Payment			
Ending Balance	\$1,000.00	\$355,537.20	<b>\$356,537.20</b>

<b>TAX ACCOUNT #4618</b>			
Beginning Balance	\$2,976.20		
Deposits (incl. interest)	\$6.88		
Interest (0%)			
Withdrawals	(\$224.86)		
Ending Balance	\$2,758.22		<b>\$2,758.22</b>

**HUNTINGTON BANK**

<b>ARPA FUNDS #1274</b>		
Beginning Balance		
Deposits (incl. interest)		
Interest		
Withdrawals		
Ending Balance	\$0.00	\$ -

**FLAGSTAR BANK**

<b>CD #8015</b>		
Beginning Balance	\$ 250,000.00	
Ending Balance	\$ 250,000.00	<b>\$ 250,000.00</b>
<i>maturity date 10-21-24</i>		
<i>interest rate 5.03%</i>		
Cash On Hand	\$20.00	<b>\$20.00</b>

**GRAND TOTAL** **\$609,315.42**

Signed

*Shirley L. Rambo, Treasurer*



## NIESA report

April 2024

Wed Mar 27 3 calls – medical: 1 Wmstown, 1 City, 1 Leroy  
 Thu Mar 28 4 calls – medical: 1 Wmstown, 1 City, **1 Locke**, 1 Leroy-brush fire  
 Fri Mar 29 5 calls – medical: **1 Locke**, 1 Vlg, 1 City, 1 Wheatfield-structure fire, 1 mutual aid  
 Fowlerville structure fire  
 Sat Mar 30 3 calls – medical: **1 Locke**, 1 City, 1 Whtfld  
 Sun Mar 31 2 calls – medical: 1 Leroy, 1 Whtfld-chimney fire

Mon Apr 01 2 calls-medical: **1 Locke**, 1 Vlg  
 Tues Apr 02 4 calls-medical: 3 City, 1 Vlg  
 Wed Apr 03 5 calls-medical: 3 Wmstown, 1 Vlg, 1 City  
 Thurs Apr 04 5 calls-medical: 1 Leroy, 2 Wmstown, 1 City, 1 mutual aid Handy Twp fire response  
 Fri Apr 05 8 calls-medical: 2 Whtfld, 1 Leroy, 2 Wmstown, 1 City, 1 Vlg, **1 Locke-structure fire**  
 Sat Apr 06 1 calls-medical: 1 Wmstown

Sun Apr 07 3calls–medical: 1 Leroy, 1 Whtfld, 1 Vlg  
 Mon Apr 08 5 calls–medical: 2 Leroy, 1 City, 1 Wmstown, 1 mutual aid Okemos-fire response  
 Tues Apr 09 4 calls–medical: 1 Whtfld, 2 Vlg, 1 Leroy-brush fire  
 Wed Apr 10 4 calls–medical: 1 City, 2 Wmstown, 1 mutual aid Perry-fire response  
 Thurs Apr 11 8 calls– medical: 4 Wmstown, 1 City, 1 Leroy, 1 Whtfld-utility, 1 mutual aid Okemos  
 Fri Apr 12 4 calls– medical: 1 City, 1 Vlg, **1 Locke**, 1 Vlg  
 Sat Apr 13 6 calls– medical: 1 Wmstown, 2 Leroy, 1 City, **1 Locke**, 1 Vlg

Sun Apr 14 0 calls -medical:  
 Mon Apr 15 6 calls –medical: 1 Vlg, 1 Whtfld-structure fire, 1 City, 2 Leroy, **1 Locke**  
 Tues Apr 16 6 calls - medical: 1 City, 1 Wmstown, 1 City, 1 Vlg-structure fire, 1 mutual aid Mason-  
 structure fire, 1 mutual aid Fowlerville-structure fire

Wed Apr 17 7 calls - medical: 3 City, **1 Locke**, 2 Wmstown, 1 Leroy-vehicle accident. Also, attended  
 Family Life Church recognition dinner 7 vehicle display

Thurs Apr 18 5 calls - medical: 2 City, 2 Wmstown, 1 mutual aid Stockbridge  
 Fri Apr 19 4 calls – medical: **2 Locke**, 1 City, on site during Wmstn Middle School fire drill  
 Sat Apr 20 7 calls - medical: 3 City, 1 Leroy, 1 Wmstown, 1 Whtfld, **1 Locke**

Sun Apr 21 5 calls - medical: 2 City, 1 Leroy, 1 Vlg-fire response, 1 Whtfld  
 Mon Apr 22 4 calls - medical: 2 City, 2 Wmstown  
 Tues Apr 23 4calls - medical: 2 Whtfld, 1 Wmstown, 1 City  
 Wed Apr 24 6 calls - medical: 2 Whtfld, 1 Vlg, 2 City, 1 mutual aid Fowlerville-fire  
 Thurs Apr 25 8 calls -medical: 3 Wmstown, 3 City, **1 Locke**, 1 Vlg  
 Fri Apr 26 6 calls -medical: 3 City, 2 Wmstown, 1 Whtfld-vehicle accident  
 Sat Apr 27 4 calls –medical: 1 Vlg, 1 City, 1 Wmstown-vehicle accident, 1 Leroy-vehicle accident  
 Sun Apr 28 8 calls – medical: 3 Wmstown, 2 City, 1 Vlg, 1 Leroy, **1 Locke**  
 Mon Apr 29 5 calls – medical: 1 Whtfld-vehicle accident, 2 Vlg [1 fire], 1 Leroy, **1 Locke**  
 Tues Apr 30 3 calls – medical: 1 Whtfld-vehicle accident, **2 Locke [1 vehicle accident & 1 medical]**





LOCKE TOWNSHIP ZONING ADMINISTRATOR, JULIE A. MOORE

April 2024 Zoning Administrator report

Land Use Permits issued

2024 LU-005	Cory Jorgenson	4405 Rowley Rd Williamston 48895	34 200 009
2024 LU 006	Sean Chapman	2659 Donna Dr. Williamston 48895	31 051 008
2024 LU 007	Tom Driver	4828 Bell Oak Rd Webberville 48892	23 200 014
2024 LU 008	Consumer's Energy	2753 Sherwood Rd Williamston 48895	19 400 002

phone/meetings/site visits

04-02-24

Opened emails.

Rec'd email from Lina Chapman with soil erosion permit waiver. Advised Chapman that the Soil Erosion Affidavit is required. Emailed form to Chapman. Chapman also advised that the plans for the pole barn are forthcoming.

Sent AGS Res. Elec. Permit for Anne Flint, 4047 Dietz Rd, Documented & filed. Glenda accepted payment of 48.00 , #6252 F. D. Hayes Elec. Co.

Dorothy emailed AGS res. Elec. Permit for 3558 Colby Rd & accepted check \$48, #4500 Maple Front Farm. Doc. & Filed.

Rec'd Elec. Permit 24-008 from AGS for Maple Front properties 09-100-001. Doc. & filed.

04-04-24

Opened emails.

Rec'd elec. Permit 24-009 for Anne Flint @ 4047 Dietz Rd., Williamston 29-400-012. Documented & filed.

Rec'd Chapman's soil erosion affidavit & pole barn plans; however, emailed Chapman advising the site plan needs to indicate the front yard set back.

Rec'd Bldg. Permit App. for C. Jorgenson, 4405 S. Rowley Rd. Will., 34-200-009. Issued 2024 LU 005, documented & filed. Emailed application to AGS.

04-09-24

Opened emails

Rec'd soil erosion waiver for Griffes Construction 3290 Rowley Rd, Webberville 48892, 32-400-006 from J. Lynn, ICDC. Emailed to AGS.

Rec'd email from Lina Chapman road frontage is 50' for 31-051-008. Issued 2024LU006 sent site plan and soil erosion permit waiver & affidavit to J. Lynn ICDC.

Rec'd Bldg. permit 24-002 for C. Jorgenson, emailed [cory@jorgensonexcavating.com](mailto:cory@jorgensonexcavating.com) to notify its ready for pick up and owes 167.00. Documented on Bldg. Permit list.

Rec'd Bldg. permit for 24-003 for McElroy, Rodney 5649 M52 Perry 09-300-001 emailed owner @ [bugsmac@aol.com](mailto:bugsmac@aol.com) – ready for pick up owed 403.00. Clerk processed elec. Permit & accepted payment of 156.00.

Rec'd LU permit application for 23-200-014 4828 Bell Oak Road, Tom Driver. Issued 2024 LU 007 permit & emailed to AGS. Documented.

Rec'd check 0091 4-9-24 247.00 for payment of Building Permit 24-003, Doc. Gave check to clerk & emailed to AGS. Emailed payment rec'd to AGS.

Rec'd check 0092 from Rodney McElroy of 48.00 for mech. permit 5649 S. M-52 Perry 09-300-001

Documented an gave check to clerk. Faxed to AGS.

04-16-24

Opened emails.

Rec'd soil erosion waiver from ICDC for Chapman 2659 Donna Drive 31-451-008. Emailed Bldg. Permit App. to AGS..

Rec'd mech. permit 24-005 McElroy, 5649 M-52 09-300-001, documented & filed.

Alex Van. – wanting new solar system ordinance, emailed it to him.

Rec'd AGS rough inspection for 02-200-008 24-001 for Jack Palmer & filed.

Rec'd AGS Bldg. permit 23-021 for Caitlyn 13-200-022 & filed.

Rec'd Bldg Permit 24-004 from AGS for Mike Coe 3290 Rowley Rd. Williamston, 32-400-006 sent notification to [elgriffes@gmail.com](mailto:elgriffes@gmail.com) that permit is ready for pick up and \$247.00 is due.

Rec'd Land Use Permit appl. For 2753 Sherwood Rd, Williamston 19-400-002 & 55.00 check #302112 from Consumer's Enger6y dated 4-5-24. Sent email to AGS inquiring if a bldg.. permit is needed.

Emailed Jawson Lynn ICDC inquiring if they need a soil erosion waiver.

Emailed [Mike@wppoolscapes.com](mailto:Mike@wppoolscapes.com) requesting he forward his contractor's Fed. ID #, Mesc employer #, contractor license #, License expiration date & workers comp. carrier to AGS.

Attended Planning Commission Meeting.

04-18-24

Opened emails.

Rec'd Bldg. Permit 24-005 from AGS for Tom Driver 23-200-014. Notified applicants Mike Antonides via email Permit is ready for pick up and owes \$199. Documented & filed.

Rec'd Bldg. Permit 24-006 from AGS for Sean Chapman 2659 Donna Drive 31-451-007. Emailed S. Chapman that Bldg. Permit is ready for pick up & owes \$247. Documented & filed.

Rec'd TCF Sage Suza from BRS Field Ops LCC 385-273-1825 Left msg. residential solar installation company wanting to know if township required registration or contractor licenseing. Emailed back advising Bldg. Permit App. will need contractor info.

Issued 2024 LU 008 Permit for 2753 Sherwood Rd 48895 19-400-002 to consumer's energy, mailed copy to Consumers Energy 7 gave copy to assessor. Documented & filed.

Rec'd Bldg. Permit appl for Mike Driver, barn addition, 5041 Corey Rd, 140300-008. Sent Soil Erosion Waiver & Affid. & site plan to ICDC for approval.

04-23-24

Opened emails.

Re-sent soil erosion waiver/affidavit to ICDC for Mike Driver 14-300-008.

Rec'd. Invoices for 3-16-24 to 4-15-24 from AGS. Emailed AGS as there no record of Electrical Permit 24-010 McElroy 5649 S. M 52, Perry or payment of 156.

Documented payment of 247.00 for Bldg. Permit 24-004, Coe & emailed to AGS.

04-25-24

Opened emails.

Rec'd email from AGS re: McElroy Elec. Permits 24-11 & 24-10. AGS shows 24-10 as being paid but it might have been receipted in by mistake. AGS will void the permit & issue a refund to Locke Township on the next billing cycle.

Recorded payment of 199 w/#2173 for 24-005 Wolbers Pools & Landscapes & filed.

Reconciled EOM invoice from AGS & gave to Supervisor.

Rec'd Bldg Permit App. for 5335 Horstman, Williamston 17 200 024. Issued 2024 LU 009 permit & emailed app. to AGS.

Rec'd Bldg. Permit App. for 6130 Shaftsburg Rd., Williamston, Nancy & Jasson Cassing 06 300 005. Issued 2024 LU 010 & emailed app. to AGS.

Emailed [jward@goclward.com](mailto:jward@goclward.com) advising to use correct Bldg. Permit App for attached structures & LU Permit application.

Emailed Jlynn ICDC re: 09-300-020 soil erosion waiver and if EGLE needed a flood plain permit.

04-30-24

Opened emails.

Emailed Amy Gilpin advising the LU Permit 24-008 was mailed to Consumer's Energy on 04-18-24.

Documented payment rec'd \$247, #3045 on 4-25-24 by D. Hart for BP 24-006. Emailed AGS with payment info. & filed.

Rec'd Bldg Permit 24-095-007 for Cassing @ 6130 Shaftsburg Rd. Emailed [jward@goclward.com](mailto:jward@goclward.com) that BP is ready for pick up. Owes 199.

Rec'd Bldg. Permit 24-095-008 for Stamp, @ 5445 Horstman Rd, 17 200-024. Emailed [jward@goclward.com](mailto:jward@goclward.com) that BP is ready for pick up. Owes 199.

Sent email to Jason Lynn ICDC inquiring if soil erosion permit was approved for Mike Driver, 14-300-008 5041 Corey Rd. Williamsotn.

Rec'd email forwarded by clerk from EGLE re: Permit WRP041038 V. 1 for Mid Mich. Pipeline Ovid twp to Sylvan Twp.

Emailed LU Permit 24-008 for Consumer's Energy to Amy.Gilpin@CMSenergy.com.

## 2024 LOCKE TOWNSHIP BUILDING PERMITS

Dec/Jan  Jan/Feb# Feb/Mar  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#
Wynngarden, Jeff	24-001	2601 Donna Dr	48895	31 451 003	No fee	Maint. (re-roof)

### APR

Jorgenson, Cory	24-002	4405 Rowley Rd	48895	34 200 009	pd. 167	Floating Dec+
McElroy, Rod	24-003	5649 M-52 Perry	48872	09 300 001	pd. \$247	Pole Barn/Porch+
Coe, Mike	24-004	3290 Rowley Rd	48895	32 400 006	pd. \$247	Pole Bldg.
Driver, Tom	24-005	4828 Bell Oak Rd	48892	23 200 014	pd \$199	ool
Chapman, Sean	24-006	2659 Donna Dr	48895	31 451 007	pd. \$247	Pole Bldg.
Cassing, Jason	24-007	6130 Shaftsburg	48895	06 300 005	\$199	Deck
Stamp, Yanch	24-008	5445 Horstman	48895	17 200 024	\$199	Deck

### 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 # <input type="checkbox"/>
04-09-24 McElroy, Rodney	24-005	5649 S.M52	48872	09 300 001	pd.48	mech/rest+.

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 <input type="checkbox"/>
02-19-24 Merritt, Kyle	23-095	5353 Herrington	48892	13 200 022	pd \$48 (rein)	plumb <input type="checkbox"/>
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 FN	24-002	4309 Harris Rd	48895	30 200 015	pd \$48	elec. <input type="checkbox"/>
03-06-24 Carroll, David FNL	24-003	6300 Corey Rd.	49972	02 200 008	pd \$114	elec. <input type="checkbox"/>
03-11-24 Beckwith, Brad	24-005	4321 Jacobs Rd	48872	03 200 004	pd \$48	elec. <input type="checkbox"/>
03-11-24 Stamp, Jennifer	24-004	5445 Horstman	48895	17 200 024	pd \$48	elec. <input type="checkbox"/>
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.+
03-28-24 Maple Front Prop	24-008	3558 Colby Rd	48872	09 100 001	pd \$48	elec.+
04-01-24 Anne Flint	24-009	4047 Dietz Rd	48895	29 400 012	pd \$48	elec.+
<del>04-09-24 McElroy, Rod</del>	<del>24-010</del>	<del>5649 M-52</del>	<del>48872</del>	<del>09 300 001</del>	<del>\$156</del>	<del>Elec.</del>
04-09-24 B & D	24-011	5649 M-52	48872	09 300 001	pd. \$156	Elec.+

# Ingham County Board of Commissioners

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*DISTRICT 9*

VICE-CHAIRPERSON  
**CHRIS TRUBAC**  
*DISTRICT 3*

VICE-CHAIRPERSON PRO TEM  
**RANDY MAIVILLE**  
*DISTRICT 1*



INGHAM COUNTY COURTHOUSE  
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*DISTRICT 15*

April 15, 2024

Dear Stakeholder:

In 2022, Michigan's Solid Waste Program underwent significant updates with the passage of amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. These amendments mandate the replacement of existing county Solid Waste Management Plans with new Materials Management Plans (MMP). These plans will emphasize sustainable materials management approaches, such as recycling and composting, rather than merely focusing on landfilling waste.

This is to advise you that the Ingham County Board of Commissioners is soliciting applications for positions on the Ingham County Materials Management Planning Committee. The Ingham County Board of Commissioners is required by State Law to establish and appoint a Materials Management Planning Committee (MMPC) in order to prepare a Materials Management Plan (MMP) for Ingham County.

The MMPC will be a permanent body that is appointed to direct the Designated Planning Agency (DPA) in the preparation of the County's Materials Management Plan. Initial members will be appointed for 5-year terms to this committee. The MMPC will play a crucial role in the development of the County's MMP, including approving the work program for development, advising the County and local municipalities regarding the MMP, ensuring compliance with state law in development, and reviewing, modifying, and approving prior to County and State approval. Members must be residents of Ingham County, as required by County policy.

The member requirements of the MMPC, as per State law, are as follows:

- A solid waste disposal facility operator.
- A representative of a hauler of managed material.
- A materials recovery facility operator.
- A composting facility or anaerobic digester operator.
- A waste diversion, reuse, or reduction facility operator.
- A representative of an environmental interest group that has members residing in the planning area.
- An elected official of the county.
- An elected official of a township.
- An elected official of a city or village.

- A representative of a business that generates a managed material.
- A representative of the regional planning agency whose territory includes the planning area.

The Ingham County Board of Commissioners invites applications from individuals who meet one or more of the requirements outlined for the member position(s) above. Due to the timeline required for this process by the State, applications for the MMPC must be received on or before May 10, 2024.

Applications will be considered by the Human Services Committee of the Ingham County Board of Commissioners. Applicants will be considered for appointment to the Materials Management Planning Committee based on the member requirements defined by State law and by County policy, as well as consideration of the criteria used in selecting applicants for advisory boards used by the County.

Individuals who are interested in applying for an MMPC member position should fill out the enclosed application form and return the form(s) to this office at the above-stated address or via email to [bbennett@ingham.org](mailto:bbennett@ingham.org). The application form can also be found online at <https://bc.ingham.org/AppointedBoards.aspx>, under the "Application for Appointment" tab.

If you have any questions regarding this matter, please feel free to contact me.

Sincerely,



Becky Bennett, Director  
Board of Commissioners' Office