

**LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA JAN 15, 2025 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. If additions proposed-
Motion _____ Second _____ to add _____ to the agenda.(designate where to add)
Motion _____ Second _____ to approve agenda.
All in favor say Aye _____ All opposed say nay _____. Motion passes/fails.
3. Action on December 17, 2024 meeting minutes. Any corrections? Motions to approve?
Motion _____ Second _____ to approve December 17, 2024 minutes.
All in favor say aye ____ All opposed say nay _____ Motion passes/fails.
4. Action on Accts Payable Independent Bank checks #6519 - #65__ totaling \$ _____
Any questions/comments? Motion to approve?
Motion _____ second _____ to approve Accts Pay Checks 66519-66__ totaling \$ _____
All in favor say Aye _____ All opposed say Nay _____ Motion passes/fails.

5. Presentation / Public Comment-3 minute limitation

6. Unfinished Business:

* Locke Township Cemetery Ordinance passed and Supervisor Lott sent into the Fowlerville News and Views on December 18, 2024.

* Supervisor Lott has started reaching out to Lawyer's for future hire for Locke township.

Supervisor Lott has talked to 4 so far and 2 are interested.

*Rental Hall contract has been reworded by Supervisor Lott, which he has provided for the board to review. Any Questions or comments? Motion _____ Second _____ All in favor aye ____ All opposed nay Motion passes/fails.

*Williams & Works: Supervisor Lott has signed the contract for Zoning Ordinance updates.

*Appointments:

1.Zoning Board of Appeals/Construction Board of Appeals: Supervisor Lott Appointed Mark Lott to a 3 year term expiring 12-31-27. Motion _____ Second _____ All in favor say Aye ____ All opposed say Nay _____ Motion passes/fails.

2.NEISA Alternate Representative: Supervisor Lott Appointed Nate Lott to a 4 year term expiring 6-31-2028. Motion _____ Second _____ all in favor Aye ____ All opposed Nay ____ Motion Passes/fails.

7. New Business

*Fowlerville Community Schools Agreement for summer tax collections. The Fowlerville Board of Education requests that the township collect the district's summer school property taxes. The school District agrees to pay Township costs of assessment and collection of \$3.00 per parcel. It is understood that the tax rate as spread by the township would also reflect the sum 100% of taxes of the Livingston Educational Service Agency and that the \$3.00 per parcel fee will cover the collection for Livingston Educational Service Agency, also. Any Questions or comments?
Motion _____ Second _____ All in favor aye _____ All opposed nay _____. Motion passes/fails.

* Clerk Shepler would like to attend the Michigan Association of Municipal Clerks institute, in March in Mt. Pleasant, which includes registration fees and mileage, Motion _____
Second _____ All in favor _____ all Opposed _____. Motion passes/fails

* Supervisor Lott and Clerk Shepler would like to attend the MTA Conference on March 31 – April 3 in Grand Rapids, which would include cost of conference, cost of lodging and mileage. Motion _____ Second _____ All in favor aye _____ All Opposed _____ Motion passes/fails.

* Budget amendments: Clerk Deputy to 8 hrs a week at a rate of \$17 per hour. Which would be approximately \$7000 a year. Previous budget was \$2000. Increase 101.215.703 Deputy Clerk \$5000.00, Decrease 101.567.818 cemetery contract \$5000 Motion _____ Second _____ Clerk Shepler Roll Call Please. Lott _____ Hull _____ Shepler _____ Coe _____ Rambo _____ Motion passes/fails. Any other Amendments?

* Compensation for Dorothy Hart for training Supervisor Lott, not to go over 4 hours per week at a rate of \$17 per hour until Supervisor Lott is comfortable (never). Motion _____ Second _____ Clerk Shepler Roll Call Please. Hull _____ Coe _____ Rambo _____ Shepler _____ Lott _____ Motion passes/fails (Dorothy Hart is declining any reimbursement.)

*Review Resolution – Poverty Guidelines and Income/Asset Test: Supervisor Lott has entered all new numbers to the Locke Township Poverty Guidelines going off the numbers from the Township Assessor. Any Questions or comments? Motion _____ Second _____. Clerk Shepler roll call please: Coe _____ Rambo _____ Lott _____ Hull _____ Shepler _____. Motion passes/fails

* Resolution – Township Officers salary: Supervisor Lott has updated the Township Officers Salary by following the recommended (2.5%) as shown on the Resolution #2025-02 sheet. Any Questions or Comments? Motion _____ Second _____. Clerk Shepler roll call please. Lott _____ Hull _____ Shepler _____ Rambo _____ Coe _____. Motion passes/fails.

* Wages Review: 2025-2026 Locke Township Wages: Supervisor Lott has not changed any number on the Locke Township Wages sheet. Any Questions or Comments? Motion _____ Second _____. Clerk Shepler roll call please Hull _____ Rambo _____ Coe _____ Shepler _____ Lott _____. Motion passes/fails?

*Draft – General Budget Worksheet: Supervisor Lott has entered all the new numbers to the 2025-2026 General Budget Worksheet. Any Questions or Comments? Clerk Shepler roll call please. Lott _____ Coe _____ Shepler _____ Rambo _____ Hull _____. Motion passes/fails

*Lawn Maintenance Letters: the township has two bids in so far for Lawn maintenance but Supervisor Lott would like to change line #1 to include taking care of the front retention pond area. If passed, Supervisor Lott would update Locke Township Lawn Maintenance-2025 Agreement Sheet and present it to the board for a vote. Any Questions or Comments? Motion _____ Second _____. All in favor say Aye _____ All Opposed say Nay _____. Motion passes/fails.

*Locke Township Deputy Zoning Administrator Dorothy Hart has submitted her resignation. So the Board will have to discuss filling this position.

8. Reports:

Clerk - Dec rev/exp report;

Treasurer –12/31 treasurer report: Treasurer has collected 97% of Summer taxes and 52% of Winter taxes.

Trustee – Coe:

Trustee – Hull:

Supervisor –

Zoning Administrator –December report summary w/building permits update
NIESA. December Report

9.. Public Comment [3 minute limitation]

10. Communications, seminars, etc.
*Sgt Jeremy Doerr, ICSD report

11. Any Other Business / Board member comments

12. Adjournment. Motion____ Second____ to adjourn at _____ PM.
Ayes_____ Nays_____ Meeting adjourned(or not)

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 or email locketwpcclerk@tds.net.

Nathan M Lott, Locke Township Supervisor **Next meeting –February 11,2025**

LOCKE TOWNSHIP BOARD OF TRUSTEES MEETING MINUTES
December 17, 2024

Draft 12-19-2024
Approved _____

The Locke Township Board met on December 17, 2024, in the Locke Township Hall, 3805 Bell Oak Road.

Present: Nathan Lott, Marcy Shepler, Sheri Rambo, Ty Hull, Jean Coe. Also, present Fletcher Reed

Absent: None.

Call to order at 7:01 PM by Supervisor Lott followed by pledge to flag.

Additions to agenda: Motion Rambo second Shepler to allow Glenda to work along with Shepler.

Approval of agenda:

Action on November 12, 2024 Board of Trustees meeting minutes. Motion Shepler, second Rambo to approve the Board of Trustees meeting minutes of 11/12/2024. PASSED {5-0}.

Action on Accounts Payable checks. Motion Shepler, second Rambo to approve accounts payable checks #6470 - #6519 in the amount of \$48457.96. PASSED {5-0}.

Presentation/Public Comment: None

Unfinished Business:

*Locke Township Cemetery Ordinance 2024-01. Motion by Supervisor Lott to adopt Ordinance second by Rambo to adopt Ordinance 2024-01. Roll call vote: Yes-Rambo, Shepler, Lott, Hull, Coe. No-None. Passed (5-0)

New Business

*Locke Township Master Plan draft. Reviewed by Planning Commission December 3, 2024, Public Hearing Scheduled for February 18th 2025@ 7pm. Planning Commission recommends release of Master Plan for public review.

William & Works will send Master Plan to reviewing agencies pending clarifications.

Motion Shepler, second Hull to send Master Plan draft to reviewing agencies.

Roll call vote: Yes-Shepler, Lott, Hull, Coe. No- Rambo. Passed (4-1)

*Proposal from William & Works, dated December 3, 2024 to prepare Locke Township Zoning Ordinance update \$18,000 in approximately 9 months. Begin update approximately April 2025. Motion Lott, second Shepler to accept Williams & Works proposal to prepare Locke Township Zoning Ordinance update as stated in December 3, 2024 letter at an estimated cost of \$18,000 and a time frame of approximate time frame of 9 months. Proposal passed (5-0)

* Appointments to Planning Commission, Nomination by Lott to appoint Ty Hull to an ex officio township board member term expiring 11/20/2028. Motion by Rambo, second Coe to accept appointment. Nomination of Dorothy Hart to a partial term expiring 12/31/2025, motion by Rambo second by Hull to accept appointment. Nomination of Duane Pinckney to a 3-year term expiring 12/31/2027, motion by Shepler, second Rambo to accept nomination.

Dorothy Hart and Duane Pinckney. Nomination by Lott, second Rambo.

Zoning Board of Appeals permanent position available and NIESA alternate representative position available.

*Clerk Shepler appointed Glenda Turner as Deputy Clerk. Motion Lott, second Coe to approve the appointment of Glenda Turner as Deputy Clerk. Passed (5-0)

*Treasurer Rambo appointed Michelle Soliz as Deputy Treasurer. Motion Lott, second Shepler to approve the appointment of Michelle Soliz as Deputy Treasurer. Passed (5-0)

Reports:

*Clerk-Nov rev/exp report distributed and reviewed. Attended December 11th MTA workshop/training for elected officials and attended December 12th Fahey, Schultz Attorney's free Newly Elected Officials Workshop.

*Treasurer- Oct Treasurers Revised Report - Nov Treasurers report distributed; Attended MTA Webinar 11/13 onboarding new officials. 1042 tax bills/newsletters mailed.

*Trustee- Coe attended December 11th MTA workshop/training for newly elected officials

*Trustee- Hull could not attend December 11th MTA workshop/training for newly elected officials. Will look into online options.

*Supervisor- Nov rev/exp report. December 3rd submitted Bloom PA 116 apps to MDARD. Attended December 11th MTA workshop/training for newly elected officials.

*Zoning Administrator- Nov report summary with building & trades permits update.

Public Comment. None

Discussion items.

*Township Hall Rental Agreement to be discussed at future meeting.

*Attorney – anticipate Atty Hitch will retire this year. Request for proposal will be sent to potential legal services providers asking for written submission outlining experience, processes and costs.

Cost of Living (COLA) for 2025 salaries and wages (2.5%) to be discussed at another time.

Communications, seminars, etc.

*MTA Annual Educational Conference in April

Any Other Business/Board member comments:

Discussion on Locke Township Resolution 2024-12 to support Local Control and Claim of Appeal against Michigan Public Service Commission Order. Motion Shepler, second Rambo to support appeal.

Roll call vote: Yes-Rambo, Shepler, Lott, Hull, Coe. No-None. Passed (5-0)

Adjournment: Motion Shepler, second Hull to adjourn meeting. PASSED {5-0}.

Meeting adjourned at 8:56 by Supervisor Lott.

Marcy Shepler

Locke Township Clerk

Township of Locke

Cemetery Ordinance Notice of Adoption

PLEASE TAKE NOTICE that on December 17, 2024, the Locke Township Board, County of Ingham, adopted Locke Township Ordinance Number 2024-1 entitled "Locke Township Cemetery Ordinance". A summary of the ordinance is as follows.

"An ordinance to protect the public health, safety and general welfare by establishing rules and regulations relating to the operation, control, and management of cemeteries owned by the Township of Locke, Ingham County, State of Michigan; for the mutual protection of lot holders and the Township; to provide penalties for the violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith."

Section 1: Title 2

Section 2: Purpose 2

Section 3: Definitions 2

Section 4: Coverage 2

Section 5: Sale, Transfer and Repurchase of Burial Rights 2

Section 6: Forfeiture of Vacant Cemetery Lots of Burial Spaces 3

Section 7: Records 3

Section 8: Correction Errors 3

Section 9: Lot Locations 3

Section 10: Purchase Price and Transfer Fees 4

Section 11: Grave Opening / Closing Charges and Regulations 4

Section 12: Markers of Monuments 4

Section 13: Interment Regulations 4

Section 14: Cremation Burial 5

Section 15: Ground Maintenance / Grave Decoration 5

Section 16: Flags for Veterans 6

Section 17: Cemetery Hours and General Regulations 6

Section 18: Intentional Damage; Penalties 7

Section 19: Civil Penalties 7

Section 20: Severability 7

Section 21: Repealer 7

Section 22: Effective Date 7

A true copy of the full text of the adopted ordinance may be inspected or obtained at the office of the Township Clerk, 3805 Bell Oak Road, Williamston, MI 48895 on Tuesdays and Thursdays between 10AM and 4PM.

This ordinance shall become effective 30 days following first publication.

Locke Township Supervisor

Nathan M. Lott

12/18/2024

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT (hereinafter "Agreement") is entered into by and between Locke Township of 3805 Bell Oak Road, Williamston, Michigan, 48895 (hereinafter "Client"), and Williams & Works, Inc., of 549 Ottawa Ave., N.W., Grand Rapids, Michigan, 49503 (hereinafter "Williams & Works").

Scope of Services. The Client hereby contracts with Williams & Works to perform the following described professional services, hereinafter collectively referred to as the "Scope of Services," with regard to the Client's Project as described or referred to herein:

Locke Township Zoning Ordinance Update as outlined in Williams & Works proposal dated December 3, 2024.

Further, it is agreed that Williams & Works is not providing services pursuant to the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the rules promulgated thereunder by the Securities and Exchange Commission, that are intended to be or considered to be advice or recommendations regarding financial products or the issuance of debt or securities. Client is responsible for contracting separately with a registered financial advisor to provide all services required by the Dodd-Frank Wall Street Reform and Consumer Protection Act and applicable SEC rules.

Williams & Works' Compensation. Williams & Works shall be paid for all services rendered on the following basis: Hourly plus expenses for a not-to-exceed fee of eighteen thousand dollars (\$18,000.00).

Client's Representative. The Client has designated Nate Lott as the official representative of the Client. As such, the Representative shall be responsible for executing any document pertaining to the Agreement or any amendment thereto, and for the approval of all change orders, addenda, and additional services to be performed by Williams & Works.

Terms and Conditions. Williams & Works' terms and conditions of contract ("Terms and Conditions"), as included herewith, shall apply to all work performed by Williams & Works and to all obligations of the Client pursuant to this Agreement, unless otherwise specifically agreed in writing.

Additional Provisions. The Client and Williams & Works mutually agree that the rights and obligations of the parties under this Agreement shall be further governed by Additional Provisions, if any are attached hereto, and that such Additional Provisions, together with the Terms and Conditions are intended by the Client and Williams & Works as a final expression and complete and exclusive statement of their agreement.

Additional Provisions: None Attachment

Entire Agreement/Severability. If any element of this Agreement is held to violate the law or a regulation, or whose insurability cannot be confirmed by Williams & Works, it shall be deemed void, and all remaining provisions shall continue in force.

TERMS AND CONDITIONS

The following Terms and Conditions shall be a part of the Williams & Works contractual undertaking to perform professional services and Williams & Works' undertaking to perform such services and to enter into this Agreement is expressly conditioned on Client's assent to such Terms and Conditions, notwithstanding any additional or conflicting Terms and Conditions of Client, which are expressly objected to and rejected by Williams & Works. Where a client issues a purchase order to authorize Williams & Works' undertaking to perform professional services, that undertaking will be governed solely by the Terms and Conditions and Additional Provisions, if any, of this Agreement.

1. **Performance.** Williams & Works shall exercise the normal standard of care and diligence in performing the professional services explicitly described in this Agreement as normally employed by other professionals performing the same or similar services, but Williams & Works makes no warranty, express or implied, with respect to any services performed hereunder. Williams & Works shall not be liable for any claim, damage, cost or expense (including attorney fees) or other liability or loss not directly caused by the negligent acts, errors or omissions of Williams & Works.
2. **Amendment/Modification.** Additional services, modifications or amendments of this Agreement shall only be authorized in writing signed by the Client and Williams & Works. All such additional services shall nevertheless be performed by Williams & Works subject to these Terms and Conditions.
3. **Subcontractors.** Williams & Works may engage subcontractors on behalf of the Client to perform a portion of the services to be provided by Williams & Works hereunder.
4. **Termination.** This Agreement may be terminated by either party upon fourteen (14) days' prior written notice. In the event of termination, Williams & Works shall be paid up to the effective date of termination for all services rendered by it, and all drawings or other documents prepared by Williams & Works shall remain the property of Williams & Works and not be delivered to Client until all moneys owed to Williams & Works by Client (whether or not such moneys have then become due and payable) have been paid. Williams & Works assumes no liability for the use of drawings and other documents delivered to the Client under this clause, unless specifically agreed to in writing.
5. **Payment.** Williams & Works shall bill for services rendered and reimbursable costs incurred on a periodic basis. Each invoice shall be due and payable within fifteen (15) days of the presentation of the invoice. Invoices over thirty (30) days past due will be charged monthly interest at the rate of seven percent (7%) per annum on the unpaid balance or the highest lawful rate, whichever is less. The Client hereby waives any defense of usury with regard to said rate of interest. Williams & Works may, after seven (7) days' written notice to Client, suspend performance of services until all past due amounts are paid.
6. **Dispute Resolution.** Any dispute arising pursuant to any Agreement to which these Terms and Conditions apply shall be initially submitted to mediation. Unless the parties agree otherwise, the following terms apply to the mediation: (1) it will be non-binding; (2) it will be held in person in Grand Rapids, Michigan; (3) it will not last longer than eight (8) hours; (4) the mediator shall be chosen by the parties cooperatively from the 17th Judicial Circuit Court of Michigan's roster of Court-Approved Civil Mediators; (5) Williams & Works and the Client will each pay half of the mediator's fees; (6) Williams & Works or the Client may initiate the mediation process described in this paragraph by sending a written demand for mediation; (7) if after receiving a demand for mediation, Williams & Works or the Client does not respond within fourteen (14) days or fails to participate in any scheduled mediation, the party sending the demand may seek an order compelling mediation, and the party that

TERMS AND CONDITIONS (CONT'D)

13. **Site Conditions.** The Client recognizes that the presence of hazardous materials or pollution on or beneath the surface of a site may create risks and liabilities. Williams & Works has neither created nor contributed to this pollution. Consequently, the Client recognizes and hereby acknowledges that this Agreement accordingly limits Williams & Works' liability.
14. **Waiver.** No waiver, discharge, or renunciation of any claim of right of Williams & Works arising out of breach of this Agreement by Client shall be effective unless in writing signed by Williams & Works and supported by separate consideration.
15. **Governing Law.** This Agreement shall be deemed to have been made in Kent County, Michigan, and shall be governed by, and construed in accordance with the laws of the State of Michigan, existing at the time of the making of this Agreement.
16. **Shop Drawings.** If shop drawing review is provided under the Scope of Services, Williams & Works will check and review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of materials and equipment, and all other data which the contractor employed by the Client is required to submit, only for conformance with the design concept of the project as described in the Scope of Services, and compliance with the information in the construction contract documents between the Client and contractor.
17. **Documents.** All documents, drawings, files, working papers or other materials, whether written or electronic, prepared, or furnished to the Client by Williams & Works under this Agreement are intended for the specific purposes of this Agreement only. Any reuse of said documents, drawings, files, working papers or other materials after they have left the custody of Williams & Works shall be at the user's sole risk without liability to, or cause of action against, Williams & Works.
18. **Construction Phase Services.** When authorized to provide construction observation or construction management services, Williams & Works' liability with regard to the compliance of construction to construction documents prepared by Williams & Works shall be only as expressly described in the Scope of Services.
19. **Federal/Local Right to Know Compliance.** In compliance with the Federal Hazard Communication Standards and applicable local laws or ordinances, the Client shall provide Williams & Works with a list of hazardous substances in the work place to which Williams & Works employees or subcontractors may be exposed in performance of the services to be provided under this Agreement. The Client shall also provide a listing of protective measures in case exposure to said hazardous substances occurs.
20. **Third Party Rights.** Except as specifically stated in this Agreement, this Agreement does not create any rights or benefits to parties other than the Client and Williams & Works.
21. **Limitation of Liability.** The Client agrees that the total liability of Williams & Works under this Agreement for Client's damages, including but not limited to attorney fees and costs, is limited to the amount of this Agreement.

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836

(517) 223-6015 • FAX (517) 223-6022

Matt Stuard, Superintendent

Date: December 16, 2024

To: Township Official

From: Fowlerville Community Schools

Re: 2025 Summer Taxes

Enclosed is the Agreement for Collection of Summer Taxes. The Fowlerville Board of Education requests that the Township collect the district's summer school property taxes. If the Township agrees to do so, please sign and return the enclosed, original agreement and return it to the address below. If the Township will not agree to collect the district's summer tax levy, please notify me so other arrangements can be made.

Thanks for your continued help,



Matt Stuard, Superintendent
Fowlerville Community Schools

Mailing Address:

Fowlerville Community Schools
Superintendent
7677 W. Sharpe Road, Suite A
Fowlerville, MI 48836

Enclosures: Cover Letter
Summer Tax Agreement
Resolution

Annual Summer Tax Resolution

Fowlerville Community Schools (the "District")

A regular meeting of the board of education of the District (the "Board") was held in the Fowlerville High School media center, within the boundaries of the District, on the 10 day of December, 2024, at 7 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mrs. Amy Sova, President.

Present: Members Belcher, Braska, Charron, DeVries, Dombrowski, Hinton & Sova
Absent: Members None

The following preamble and resolution were offered by Member Mr. Belcher and supported by Member Mrs. DeVries:

WHEREAS, this Board previously adopted a resolution to impose a summer tax levy to collect 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to the Revised School Code, MCL 380.1 et seq., the Board invokes for 2025 its previously-adopted ongoing resolution imposing a summer tax levy of 100% of annual school property taxes, including debt service, upon property located within the District and continuing from year-to-year until specifically revoked by the Board and requests that each city and/or township in which the District is located collect those summer taxes.

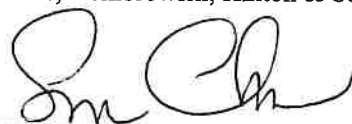
2. The Superintendent or designee is authorized and directed to forward to the governing body of each city and/or township in which the District is located a copy of this Board's resolution imposing a summer property tax levy on an ongoing basis and a copy of this resolution requesting that each such city and/or township agree to collect the summer tax levy for 2025 in the amount specified in this resolution. Such forwarding of the resolutions and the request to collect the summer tax levy shall be performed so that they are received by the appropriate governing bodies on or before December 31, 2024.

3. Pursuant to and in accordance with Revised School Code Section 1613(1), the Superintendent or designee is authorized and directed to negotiate on behalf of the District with the governing body of each city and/or township in which the District is located for the reasonable expenses for collection of the District's summer tax levy that the city and/or township may bill under Revised School Code Sections 1611 or 1612. Any such proposed agreement shall be brought before this Board for its approval or disapproval.


4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members Belcher, Braska, Charron, DeVries, Dombrowski, Hinton & Sova
Nays: Members None

Resolution declared adopted.


Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Fowlerville Community Schools, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Education



loketwpclerk@tds.net

From: Michigan Association of Municipal Clerks <info@michiganclerks.org>
Sent: Thursday, December 19, 2024 10:43 AM
To: locketwpclerk@tds.net
Subject: Register today for the 2025 MAMC Institute

Visit us at www.michiganclerks.org.

[View this email in your browser](#)



Michigan Association of Municipal Clerks

2025 MAMC Clerks Institute
March 9-14 OR March 16-21, 2025
Comfort Inn & Suites Conference Center
Mt. Pleasant, MI

Register today for the MAMC Institute, March 9-14 or March 16-21, 2025, at the Comfort Inn & Suites Hotel and Conference Center in Mt. Pleasant. The same curriculum will be offered at both sessions. You must select either the first week or the second week when registering.


[Click Here to Register](#)

Please note that MAMC will limit the incoming first-year class to 40 attendees each week.

You may make lodging arrangements at the Comfort Inn by calling 989-772-4000. Be sure to tell them you are with MAMC. You may also book your hotel room online using the links below.

[Click here for Week One Lodging](#) [Click here for Week Two Lodging](#)

If you have any questions or if you need assistance as you prepare, please contact **Steve Ludwig**.

 Find us on Facebook

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uNIQUE
&
NITED

MTA

**Annual Educational
Conference & Expo**

March 31-April 3, 2025 | Grand Rapids

**Registration opens
Jan. 2**



schedule at a glance

Day 1 Monday, March 31

8:30 a.m.-12:30 p.m.	Assessing Uniqueness: Best Practices for Assessment Administration*
9 a.m.-4 p.m.	Township Finances* (F-103) 📄
9 a.m.-4 p.m.	Board Authorities, Responsibilities and Roles*
9:30 a.m.-4:30 p.m.	Legal Institute for Township Attorneys*
11:30 a.m.-6 p.m.	MTA Registration Center, Ticket Xchange & Friends of MTA (PAC) Booth Open <i>Registration item sponsors: lanyards, BS&A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins & Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth & Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
5-6 p.m.	Volunteer Training Reception <i>(by invitation only; RSVP required) Sponsored by Miller Canfield</i>
8-11:30 p.m.	"3-D" Welcoming Reception at the Grand Woods Lounge <i>Sponsored by Bendzinski & Co., Municipal Finance Advisors</i>

Day 2 Tuesday, April 1

7:30 a.m.-4 p.m.	MTA Registration Center & Ticket Xchange Open <i>Registration item sponsors: lanyards, BS&A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins & Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth & Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
9-10:15 a.m.	Opening Session <i>Sponsored by DTE Energy; coffee service sponsored by Michigan CLASS</i>
10:15 a.m.-2:45 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open <i>Portrait Studio sponsored by Bauckham, Thall, Seeber, Kaufman & Koches, PC</i>
11:30 a.m.-12:30 p.m.	Township Business Solution Sessions 📄
11:45 a.m.-12:45 p.m.	TGA Graduate "Class of 2025" Luncheon 📄 <i>(by invitation only; RSVP required)</i>
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
4-5:30 p.m.	Evening in the Expo Reception <i>(open to all attendees!)</i>
7-10 p.m.	Par Plan Fun Night 40th Birthday Bash at The B.O.B. <i>Sponsored by Michigan Township Participating Plan</i>

Day 3 Wednesday, April 2

7:30-11 a.m.	MTA Registration Center and Ticket Xchange Open <i>Registration item sponsors: lanyards, BS&A Software; notepads, Fabey Schultz Burzych Rhodes PLC; delegate bags, Foster Swift Collins & Smith, PC; pens, Hartleb Agency; and water bottles, Mika Meyers PLC; novelty ribbons sponsored by Hubbell, Roth & Clark, Inc.; Ticket Xchange sponsored by University of Michigan Ford School of Public Policy</i>
7:30-8:30 a.m.	Power Up Breakfast for all attendees, <i>sponsored by Consumers Energy</i>
8:15-8:45 a.m.	Caucus Elections for 21 MTA Districts
9-10:15 a.m.	General Session, featuring keynote address by Juan Bendaña <i>Sponsored in part by Consumers Energy; coffee service sponsored by Michigan CLASS</i>
10:15 a.m.-1 p.m.	MTA Expo, Bookstore & Friends of MTA (PAC) Booth Open
10:45 a.m.-Noon	Concurrent Educational Sessions
Noon-1 p.m.	Grab-and-go lunch in the Expo* <i>(must pre-purchase; see page 10)</i>
1-2:15 p.m.	Concurrent Educational Sessions
2:45-4 p.m.	Concurrent Educational Sessions
6:30-9 p.m.	MTA Banquet <i>Entertainment sponsored in part by Acrisure</i>
9-11 p.m.	Afterglow Reception <i>Sponsored by Acrisure</i>

9-11 a.m.

MTA Annual Meeting

Day 4 Thursday, April 3

*Additional fee and pre-registration required.


Schedule subject to change.


General Session | Wednesday, April 2

In a world where change is happening faster than ever before, confidence becomes the bedrock upon which effective leadership is built. Our 2025



Conference Keynote **Juan Bendaña** will help attendees explore the pivotal role confidence plays in driving both individual and collective success within local government. Drawing on the Conference theme **Unique and United**, Bendaña will delve into how embracing your unique strengths while fostering unity among your township team can lead to resilient, vibrant communities. Explore practical strategies that improve and inspire confidence, while staying grounded in the real-world challenges that township leaders face. Whether you're a seasoned official or new to the role, our General Session will equip you with tools to lead with greater energy, courage and a renewed sense of purpose. Discover how, by uniting your unique strengths with those of your fellow township team members, you can drive united, meaningful change in your community.

Sponsored in part by  **Consumers Energy**
Count on us


Coffee service sponsored by  **Michigan CLASS**

MTA Banquet | Wednesday, April 2

Gather together for an evening of camaraderie and entertainment at MTA's Annual Banquet, featuring a delicious dinner—and the company of more than 1,000 dedicated local officials. After we honor important individuals who have made significant contributions to the Association and townships, sit back, relax and laugh. From side-splitting special character appearances to audience-inclusive games, Facilitator of Fun **Danny Adams** will engage attendees and guests in a unique way that will leave you filled with laughter.




NOTE: The MTA Banquet is included with full-Conference and guest registrations only. Additional tickets may be purchased using the registration form on page 10. Pre-select your seat on-site at the Ticket Exchange. Those with special dietary needs should contact Kristin at (517) 321-6467, ext. 230 or kristin@michigantownships.org at least two weeks before Conference.

Banquet entertainment sponsored in part by  **ACRISURE**

Ticket Exchange sponsored by  **M**
 GERALD R. FORD SCHOOL OF PUBLIC POLICY
 UNIVERSITY OF MICHIGAN

MTA Annual Meeting | Thursday, April 3

Take part in the final, but critically important, event of the Conference—our Annual Meeting. The business meeting for the Association, this morning event is your opportunity to help guide MTA's future direction, as delegates cast their vote on proposed policies to be included in MTA's 2025 Policy Platform (*only elected officials from member townships may vote*). In addition, attendees participate in the installation of the Association's new president, officers and newly elected district directors. During the meeting, 2024 MTA President **Connie Cargill** will also be recognized for her dedicated service to the Association.



Start the morning off right!
 Before heading in to your district's caucus election, grab a complimentary cup of coffee and light breakfast, open to all attendees and guests, courtesy of Consumers Energy.

Eats and treats

You won't go hungry at this year's Conference with our traditional events—and additions that bring even more value to attendees. Throughout the week, you can enjoy:

- Drinks and desserts at the "3-D Welcoming Reception," sponsored by Bendzinski & Co., Municipal Finance Advisors
- Select Business Solution Sessions include refreshments or lunch, courtesy of MTA Allied Service Providers
- Enjoy coffee during the Opening Session and General Session, sponsored by Michigan CLASS
- Complimentary drink tickets available from vendors at the Evening in the Expo Reception
- Heavy hors d'oeuvres and drinks at Par-Plan Fun Night, sponsored by Michigan Township Participating Plan
- Coffee and light breakfast for all attendees before the caucus elections, sponsored by Consumers Energy
- Avoid the lines by pre-purchasing a discounted boxed lunch (*thank you to Great Lakes Recreation!*) to pick up and enjoy in the Expo hall on Wednesday (*purchase on the registration form on page 10*)
- A three-course meal at the Annual Banquet (*One banquet ticket is included with each main-Conference and guest registration. Additional tickets may be purchased on the registration form and on-site.*)
- Beverages at the Afterglow Reception following the banquet, sponsored by Acrisure

Silver



Bronze





Driving Directions

From U.S. 131: Use the Pearl Street exit (Exit 85B). (If traveling northbound, turn right; if southbound, turn left, onto Pearl Street.) Make a quick left onto Scribner Avenue. Follow Scribner to Michigan Avenue and turn right. The entrance to the DeVos Place parking ramp will be on your right.

From I-196 East: Use the Ottawa Avenue/Downtown Exit 77C, keeping right at the fork. Turn right onto Michigan Avenue. The entrance to the DeVos Place parking ramp will be on your left just past Monroe Street.

Housing Reservations Procedures

Hotel reservations open at 9 a.m. on Thursday, Jan. 23.

More than 900 rooms have been reserved for attendees at the Amway Grand Plaza and other area hotels. Each hotel offers unique amenities and discounted rates, as well as additional perks like discounted parking and free WiFi. To reserve your hotel room in MTA room blocks, you must first register as a Conference attendee. This allows registrants priority access to rooms and prevents filling the most desired hotels with “just in case” bookings for individuals who later opt not to attend. Your Conference registration confirmation contains your personalized housing code allowing one room per code. **IMPORTANT: All registration and housing confirmations will come from MTA or our housing bureau, Grand Connection; any third-party emails are fraudulent.**

For the fastest service and most up-to-date hotel availability, make your reservation online at www.grandconnection.com/mta2025.

Here’s how it works:

- 1) Register for the Conference, beginning Jan. 2, at <https://michigantownships.org> or send in your Conference registration form with payment via fax or mail.
- 2) Look for your confirmation email, which contains your personalized housing code. (Allow two to three business days after receipt for processing of faxed or mailed forms.)
- 3) Beginning Jan. 23 at 9 a.m., visit www.grandconnection.com/mta2025 and enter your personalized housing code and last name *exactly as it appears in your Conference confirmation* to reserve your room online. You may also fax or mail completed forms to the MTA Housing Bureau (online reservations via the housing bureau are recommended for best availability). **NOTE:** Forms received without a housing code will **NOT** be processed. Housing forms received before 9 a.m. on Jan. 23 will not be processed until after 10 a.m. that day.
(See housing reservation form on page 8 for additional instructions.)



Join the Parade!

Register today to take part in the Parade of Flags—what some attendees call “the most inspirational part of the Conference!” The Parade will kick off the Conference’s Opening Session on April 1. To register, email jenn@michigantownships.org or fax this form to (517) 321-8908 by **March 17**. Instructions will be emailed to all Parade participants prior to to Conference.

Township/County _____

Contact Person _____

Email Address _____

Housing Confirmation

The MTA Housing Bureau will provide a confirmation of your hotel reservation. Those booking via MTA’s secure housing website, www.grandconnection.com/mta2025, will receive an instant email confirmation; allow up to two weeks for faxed or mailed reservation forms. A complete mailing address, phone number and credit card to guarantee the room are required to process housing requests. Most hotels allow pre-payment by check; instructions will be provided on your hotel confirmation. *Do NOT send checks to MTA or the Housing Bureau; checks must be sent directly to your confirmed hotel.*

Housing Changes & Cancellations

All hotel cancellations and changes on or before March 26, 2025, must be made in writing by mail, fax or email to the MTA Housing Bureau, or visit www.grandconnection.com/mta2025 and select “Modify an Existing Reservation.” Confirmation of your revision(s) will be sent to you within one week. If you do not receive confirmation, call the MTA Housing Bureau at (616) 785-6027, ext. 34. After March 26, cancellations or changes should be made directly with your hotel. Cancellation policies vary; see your reservation confirmation for details. Late cancellations or early departures may result in penalties.

IMPORTANT: If you do not show up for the first night of your reservation, your entire reservation will be cancelled and you will be charged a cancellation fee in accordance with your assigned hotel’s policy. Please see your hotel confirmation for details.

REMEMBER: Make your reservations by March 5, 2025, to ensure availability and discounted rates.

NOTE: A three-night minimum stay is required at the Amway Grand Plaza.

housing reservation form

Guest Information *(Please use one form per room.)*

ARRIVAL DATE	DEPARTURE DATE
NAME	
TOWNSHIP	COUNTY
MAILING ADDRESS	
CITY/STATE/ZIP	
DAYTIME PHONE	
EMAIL	
<input type="checkbox"/> CHECK HERE IF TAX EXEMPT	

Housing Code

To register for housing, you must first register for the Conference and receive a personalized housing code (enter below). Forms sent without a housing code will NOT be processed. See page 6 for details.

Housing code: _____

Accommodations

Please indicate hotel name and type of room requested (see page 7 for hotel details):

1st choice hotel: _____

2nd choice hotel: _____

3rd choice hotel: _____

Name(s) of additional guests in room: _____

Special requests (barrier-free, etc.): _____

Every effort will be made to accommodate special requests. You will be notified in advance if your request cannot be accommodated. For suite reservations, contact kristin@michigantownships.org or call (517) 321-6467, ext. 230.

State Sales Tax Exemption

All guests must pay 12% local taxes. To be eligible for state sales tax exemption, you must:

- (1) Check the "tax exempt" box in the Guest Information section above.
- (2) Complete the Michigan Sales & Use Tax Certificate on page 9, and provide upon check-in. (If sending payment to the hotel prior to the Conference, include a completed certificate with payment.)
- (3) Pay your hotel expenses by township check or township credit card.

Room Guarantee Method

A credit card is required to guarantee your reservation. No charges will be posted to the card until check-in. See individual hotel policies if you plan to pre-pay by township check or credit card. **Note:** A charge may be applied for reservations cancelled without proper notice or for early departures.

MasterCard VISA Discover American Express Check here if this is a township credit card.

Card Number _____ Expiration Date _____ CSV (3-digit code) _____

Print Cardholder's Name _____ Signature _____

**Housing opens at 9 a.m.
on Jan. 23**

Save time, register online at:
[www.grandconnection.com/
mta2025](http://www.grandconnection.com/mta2025)

Or, fax your completed form to:
(616) 600-4499

(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)

Housing Questions:

Grand Connection
(616) 785-6027, ext. 34
(8:30 a.m. to 5 p.m. weekdays)

Note: No reservations will be taken by phone.

**REMEMBER: Make your
reservations by March 5, 2025,
to ensure availability and
discounted rates.**

Payment Details

Guests will be asked to provide a credit card at check-in for incidentals at most hotels; some may accept a cash deposit. Contact your assigned hotel directly for details.

For those pre-paying by township check, checks must be received at least 7-10 days prior to your arrival date, but not before March 6, 2025. Please see your hotel confirmation for details. Note: All guest name(s) should be provided on the stub to ensure payment is applied to the correct reservation(s), and your tax exemption form should be included with the check, if paying with township funds.

Cancellation policies vary by hotel; check your confirmation details to avoid a penalty. Early departures may also incur a fee.

If you do not show up for the first night of your reservation, your entire reservation will be cancelled and **you will be charged a cancellation fee, which varies by hotel.** Please double check your confirmation to ensure your arrival and departure dates are correct.

NOTE: Housing forms received prior to Jan. 23 at 9 a.m. will NOT be processed until after 10 a.m. that day.

ALL forms must include a housing code.

conference registration form

**REGISTER EARLY
AND SAVE \$\$\$**

Save time! Register online at <https://michigantownships.org>

Registrant Information *(Please photocopy this form to register additional attendees.)*

NAME _____ NICKNAME FOR BADGE _____

TITLE _____ TOWNSHIP _____ COUNTY _____

EMAIL _____ DAYTIME PHONE _____

SPECIAL NEEDS (DIETARY, ACCESSIBILITY, OTHER) _____

Registration Options	Early-bird rate <i>(by March 3)</i>	Regular rate <i>(March 4-17)</i>	Late rate <i>(after March 17)</i>	Subtotal
Main Conference—Attendee (April 1-3) <i>Registrants can purchase our Conference On-Demand package for just \$50! See additional options below.</i>	\$400	\$425	\$475	
Conference On-Demand only Access to recordings of 10 educational sessions and three main-stage events; available in May	\$150	\$150	\$150	
Pre-Conference sessions (Monday, March 31) Select session:				
<input type="checkbox"/> Assessing Uniqueness (8:30 a.m. to 12:30 p.m.)	\$100	\$125	\$150	
<input type="checkbox"/> Board Authorities, Responsibilities & Roles (9 a.m. to 4 p.m.)	\$125	\$150	\$175	
<input type="checkbox"/> Township Finances (9 a.m. to 4 p.m.)	\$125	\$150	\$175	
Single day only				
<input type="checkbox"/> Tuesday, April 1 only <input type="checkbox"/> Wednesday, April 2 only <i>(Does NOT include banquet ticket)</i>	\$215	\$240	\$290	
Legal Institute for Township Attorneys (Monday, March 31)	\$246	\$271	\$321	
Guest registration (March 31-April 3; includes banquet ticket) Guest name: _____	\$92	\$92	\$112	
Additional Options				
Pre-purchase boxed lunch <i>sponsored by Great Lakes Recreation</i> <i>Avoid the lines and save time by pre-purchasing a discounted boxed lunch to pick up and enjoy in the MTA Expo on Wednesday, April 2; includes your choice of sandwich plus chips, deli salad and fresh fruit.</i> <i>Choose from:</i> <input type="checkbox"/> Ham, bacon & cheddar <input type="checkbox"/> Smoked turkey & provolone <input type="checkbox"/> Vegan wrap	\$18	\$18	\$18	
Extra banquet ticket <i>(ticket included with main Conference & guest registrations ONLY)</i>	\$76	\$76	\$96	
Conference On-Demand add-on <i>(for registered Conference attendees only)</i> <i>Access to 13 recorded sessions! See page 11 for more details.</i>	\$50	\$50	\$50	
Rates shown are for member registrations made online, postmarked or faxed by deadline. Non-members, contact MTA for rates. PLEASE NOTE: Guests may NOT attend any educational sessions unless registered as an attendee. See page 5 for rate descriptions. <i>Note: It is the position of MTA Legal Counsel that only elected and appointed township officials and personnel registration and fees can be paid for with township funds. Township checks/credit cards CANNOT be used to pay guest fees.</i>			TOTAL: _____	

Payment Options

- Check enclosed; check # _____ OR Credit card (MasterCard or VISA) Invoice township (MTA members **ONLY**)
(Make checks payable to MTA.)

Card Number _____ Expiration _____ CSV (3-digit code) _____

Print Card Holder's Name _____ Signature _____

Register online (starting Jan. 2) at <https://michigantownships.org>. Send completed forms with payment to rebecca@michigantownships.org, fax to (517) 321-8908 or mail to MTA, P.O. Box 80078, Lansing, MI 48908.
Need registration assistance? Call MTA at (517) 321-6467, ext. 226.

pre-conference classes

Separate registration fees apply. Register for pre-Conference sessions using the registration form on page 10. Note that all pre-Conference sessions are held at the Amway Grand Plaza. Room locations and event details will be provided in a “Know Before You Go” email sent prior to the event.

Monday, March 31

8:30 a.m. to 12:30 p.m.

Assessing Uniqueness: Best Practices for Assessment Administration

Includes continental breakfast

Approved by the State Tax Commission for four hours of assessors elective credit

Each local unit of government is one of a kind—varying in location, size, complexity, budget and population. Yet in assessment administration, we’re all united by the same statutes (the General Property Tax Act) and guidelines (from the State Tax Commission). This course explores best practices for effective assessment administration, tailored to the unique needs of your municipality. From Public Act 660 assessment roll audits to record retention, policies and procedures to organizational strategies, we’ll offer tips for making it work, right where you work. Plus, gain practical, time-tested techniques for managing it all with confidence and efficiency.

Speaker: Shila Kiander, Michigan Advanced Assessing Officer, Director, Mecosta County Equalization

9 a.m. to 4 p.m.

Board Authorities, Responsibilities and Roles

Includes continental breakfast and lunch

Explore aspects of township government that all township officials should know to successfully carry out their statutory and governing responsibilities, and gain insights into who does what, including how the township team works together to get it all done. Get a review of your township board authority and walk away with practical tips on keeping a productive focus on what matters most. This full-day class takes you in depth on managing your township’s day-to-day operations, including handling public funds, financial reporting and more! Topics include:

- **Board authority:** Who decides what a township will do—and how?

- **Enabling statutes:** Where do townships get their authority? What *must* townships do? What *may* a board choose to do?
- **Revenue sources:** How are townships funded? What options exist?
- **Working with other local governments:** Options for boards to make effective and productive partnerships
- **Lawful expenditures:** What may townships pay for?
- **Administrative responsibilities:** Getting things done by balancing statutory duties with township responsibilities
- **Board roles:** Who does what? What about nonstatutory duties?
- **Township roles:** Who sets the board agenda? Who is appointed Freedom of Information Act coordinator? What about the website, township security and other functions?
- **The power of engagement:** Why it’s important, what tools you can use and how you can make a difference

Speakers: MTA Director of Government Relations Judy Allen; Cindy Dodge, Owner, LOR Consulting; and MTA Staff Attorney Catherine Mullhaupt

Excellence in Governance

MTA’s Township Governance Academy (TGA) goes beyond board meetings and budgets, enhancing your leadership skills and motivating you to take on the challenges and opportunities unique to those serving as township public servants. Regardless of your position with the township or amount of experience, the Academy will move you to a higher level of performance and make your service to your community more effective—and more rewarding.

All are welcome to attend! You don’t have to be enrolled in TGA to attend our *Township Finances* pre-Conference class. If you decide to enroll within six months after this class, credit will be applied retroactively.



9 a.m. to 4 p.m.

Township Finances

F-103—6 credits; includes continental breakfast and lunch

Oversight of township finances is a fundamental statutory duty of township boards. Good governance demands that every board exercise effective oversight of all township assets, including human and physical resources. Explore in depth how township boards can achieve a greater degree of control over the township’s financial position and assure that resources are directed to address the township’s highest and greatest needs. Takeaways include:

- The board’s role in establishing a powerful budgeting process
- What every board needs to do to protect the township’s financial assets
- How to determine the correct amount of township financial reserves
- Early warning signs of potential financial problems
- How great township boards spend their time at meetings

Speakers: Rod Taylor, Senior Governmental Consultant, and Bethany Verble, Senior Manager, Maner Costerisan

9:30 a.m. to 4:30 p.m.

Legal Institute for Township Attorneys

Includes continental breakfast and lunch

Connect with fellow municipal attorneys from across the state to discuss changes, updates and other trends affecting township government. MTA’s annual Legal Institute is the premier educational event for attorneys who serve Michigan’s townships. Your attendance keeps you informed on legal news and changes that impact your local government clients. Register on page 10; registration materials will also be mailed in January and available at <https://michigantownships.org>.

Moderator: Rob Thall, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Discrimination, Harassment and Hostile Work Environments

Nearly everyone has heard the term “hostile work environment,” and just about everyone has some idea what harassment and discrimination are. But those terms—and how they work in the township hall—are commonly misunderstood. This confusion can result in misunderstandings, inconsistent treatment, and might even allow discrimination or harassment to continue unchecked. Learn what unlawful discrimination and harassment mean to attorneys, what a “hostile work environment” is, and what steps you must take to address these problems in your township.

Speakers: Helen “Lizzie” Mills, Member, and Tom Forgione, Attorney, Fahey Schultz Burzych Rhodes PLC

Hot Issues for Township Fire Departments

Providing emergency and fire protection services for your community may be one of the more complicated (and critical) services your township provides. This session brings clarity to the challenges that come with protecting your community and your firefighters. Gain insights into the latest training requirements and certifications, explore strategies for prioritizing personnel’s physical and mental health, and learn methods for building and maintaining a strong team.

Speaker: State Fire Marshal Kevin Schlmeyer, Bureau of Fire Services, Michigan Department of Licensing and Regulatory Affairs

Insights from Inside the Capitol

2024 provided an interesting mix of legislative issues affecting township government—including how the November election results impacted the lame duck session. MTA’s Government Relations team shares the priorities in store for the current 103rd legislative session—from the governor’s and Legislature’s to MTA’s. We’ll break down the policy issues, challenges on the horizon and how the change in control of the state House impacts the legislative agenda—and what it means for your community and residents. Get the latest on the issues and challenges of today’s political landscape, including how your experiences and voice can influence both current and emerging issues impacting townships.

Speakers: MTA Government Relations Staff

Making the Most of Your First Year

You’ve been elected, made it through the first few months and even have a few meetings under your belt. How do you build your confidence and influence to represent your community effectively? What are predictable challenges and interpersonal issues to prepare for? This peer-to-peer panel discussion will share insights into what officials wish they knew when they were first elected. Remember that this discussion conveys the experience, advice and opinions of your fellow officials; it should not be construed as formal MTA or legal advice. *Moderated by Neil Sheridan, MTA Executive Director; panelists to be announced*

Open Meetings Act: Why It Matters and Why You Should Care

The Open Meetings Act (OMA) is arguably the law that impacts your township board the most. It impacts every board member, every time the board meets—even before and after the meeting itself. Whether you’re new to the board or looking to refresh your knowledge, you can’t afford to miss this review of OMA requirements. We’ll explore how to properly schedule meetings, establish meeting rules, handle public comment, conduct voting, manage closed sessions, and maintain accurate minutes.

Speaker: Michael Selden, MTA Director of Member Information Services

Powering Up: What Public Act 233 Means for Your Township

Stay informed on the latest developments in renewable energy and how Public Act 233 of 2023 is reshaping the siting of large-scale renewable energy projects. Join MTA legal counsel for expert insights that will clarify new requirements, explore practical implications for your township, and share valuable lessons learned from real-life experiences. Don’t miss this opportunity to stay ahead of the curve on this important issue.

Speaker: Catherine Kaufman, MTA Legal Counsel, Bauckham, Thall, Seeber, Kaufman & Koches, PC

Practical Approach to Records Management

Get an overview of records management from retention and disposal schedules to storage and destruction techniques. Walk away with tips for email retention

and reproduction, and ways to tame your “paper tiger.”

Speaker: Sam Beland, Government Records Analyst, Records Management Services, Michigan Department of Technology, Management and Budget

Work Smart, Live Well

Serving as a township official can often feel like living and working in a fishbowl; every decision you make is visible, and the pressure to meet expectations can be overwhelming. Your ability to serve others begins with taking care of yourself. Explore practical strategies for managing stress, setting healthy boundaries and achieving work-life balance. Walk away with tools for navigating the unique challenges of public service while protecting your well-being and thriving in your role.

Speakers: Nathan Stein, LMSW, Therapist, Corewell Health, and Shila Kiander, MAAO, Director, Mecosta County Equalization

Concurrent Educational Sessions

2:45 to 4 p.m.

Behind the Paychecks:

The Board’s Role in Compensation

The township board—regardless of the size or complexity of the township—plays a key role in determining compensation for officials and employees, and every board member is responsible for overseeing compensation matters. Staying up to date with ever-evolving rules can be a challenge, but make no mistake—the responsibility for setting salaries and ensuring compliance with workplace laws falls squarely on the shoulders of elected township officials. *Speaker:* Judy Bigney, MTA Member Information Services Liaison

Community Connection LIVE

Don’t miss this peer-to-peer discussion of challenges and opportunities facing full-service townships. Participants are encouraged to contribute by bringing your own questions (or ideas) to share with the panelists. This discussion conveys the experience, advice and opinions of your fellow officials who may have handled similar situations in their own townships; it should not be construed as formal MTA or legal advice. *Moderated by Neil Sheridan, MTA Executive Director; panelists to be announced*

Building Bridges: Confidence as the Catalyst for Collaboration

Confidence isn't just a personal trait. It's a powerful tool for uniting diverse perspectives and driving effective collaboration within your township board and community.



Building on his Conference keynote address, Juan Bendaña will provide hands-on strategies to harness confidence in yourself, and others, to foster a more cohesive and collaborative environment. Discover how to leverage your confidence to bridge gaps between differing opinions, cultivate trust among your peers, and create a culture where every voice is valued.

Speaker: MTA 2025 Conference Keynote Juan Bendaña

Byte Back: Protecting Your Township from Cybercrime

Cybersecurity risks continue to pose significant threats to communities statewide. Get an update on the ever-evolving virtual threats targeting municipalities and initiatives to combat them. Learn practical strategies to strengthen your township's information systems and steps to safeguard your community's data, assets, and infrastructure from cyberattacks.

Speaker: Tom Peller, Special Agent, Federal Bureau of Investigation, Grand Rapids Division

Communication is Key

Townships face unique challenges in building meaningful connections with diverse communities. Join us as we explore actionable strategies for crafting and executing effective communication and engagement plans. Gain tools for navigating complex projects, building trust and fostering stronger community relations. Learn how to tailor your approach to enhance public perception, drive civic participation and ensure your initiatives make a lasting impact.

Speaker: Torri Mathes, Founder and CEO, Mathes Media

FOIA: What's All the Fuss?

You won't want to miss this insightful review of key aspects of the Freedom of Information Act (FOIA), from deadlines

for processing requests to the calculation of fees and so much more! Learn common mistakes boards make, get tips on how to avoid them and walk away with answers to your FOIA questions.

Speaker: Catherine Mullhaupt, MTA Staff Attorney

Follow the Yellow Brick Road: Farm Markets, Roadside Stands and the Right to Farm Act, Oh My!

The Right to Farm Act provides protection for old and expanding commercial farms. While traditional agriculture poses less complications for modern zoning and planning, the same is not true of farm markets and roadside stands, which have surged post-pandemic with at-home agricultural production. Come learn about regulation of farm markets, roadside stands, value-added agriculture and best practices of promoting local agriculture and working through the Right to Farm Act.

Speakers: Christopher Patterson, Member, and Matthew Kuschel, Attorney, Fahey Schultz Burzych Rhodes PLC

Fundamentals of Municipal Financing

How do townships borrow money under Michigan's public finance laws? From financing fire trucks to municipal buildings to water and sewer systems, get invaluable information on the laws and procedures governing municipal borrowing. We will answer the age-old question, "Why can't the township just get a loan from the bank?"

Speaker: Steve Mann, Attorney, Miller Canfield

Good Help is Hard to Find: Developing and Retaining Your Township Team

Explore the unique challenges facing townships when it comes to talent management, including strategies for retaining and developing the next generation of leaders. We'll even review best practices for outsourcing when necessary.

Speakers: Brian Camiller, Partner, Government Vertical Leader, and Carolyn Lorenz, Senior Manager, Plante Moran

Roles, Reports and Reconciliation: Who's Doing What?

Understanding who does what, and how the clerk and treasurer interact, is crucial for maintaining financial transparency, accuracy and accountability. Reconciliation between your township's

dynamic duo isn't just a procedural step, it's a critical internal control that protects public funds and ensures compliance with laws and best practices. When the entire township team understands these roles, they can help reduce errors, support accurate reporting and identify potential issues early. Join us as we clarify key responsibilities and provide practical insights for fostering collaboration and trust.

Speakers: Judy Bigney, Liaison, and Shelly Schneider, Associate, MTA Member Information Services Department

Strategies for Equitable Water and Sewer Solutions

Join the discussion on the unique challenges facing townships in managing water and sewer utilities. These essential utilities operate without direct government regulation, leaving the decision-making to elected officials who often have limited knowledge or experience in water and sewer utility operation and finance. Aging infrastructure necessitates costly replacements, leading to rate increases that can sometimes unfairly burden customers. Explore strategies and financing options, and learn how your township can navigate these complex issues to secure fair and sustainable water and sewer solutions for your community's future.

Speakers: Eric Conn and Jacob Witte, Attorneys, Fahey Schultz Burzych Rhodes PLC, and Andrew Burnham, Vice President, Management and Technology Sector Leader, Stantec

"You're Outta Here!" Regulating Speech in Meetings, Public Places and Online

When public comment at meetings, on online sites or in public places gets heated, uncomfortable or unsuitable for the ears of children, it's not an uncommon reaction to want to throw the speaker out of the conversation. But that's often the wrong choice ... unless it's not. This session will survey the constantly evolving landscape of law related to public participation in meetings, online sites and traditional public forums to help you review your ordinances, meeting policies and practices to best position your township to anticipate and react to potential due process and First Amendment-related pressures.

Speakers: Andrew Brege and Michael Berger, Attorneys, Rosati, Schultz, Joppich, Amtsbuechler, PC

Concurrent Educational Sessions

2:45 to 4 p.m.

Becoming a Leader Others Want to Follow

Is there a life hack for being more confident, capable and collaborative? How can you earn greater respect from those you serve and remain calm, flexible and focused in the face of controversy? We'll dissect the strongest predictors of leadership performance and must-have leadership skills, including the one that plays a larger role than your IQ, degrees or technical skills. Walk away with insights into uniting others and inspiring collaboration around your township's goals.

Speaker: Marilynn Semonick, Chief Exploration Officer, The Success Studio

Budget Development and Forecasting

Forecasting revenues is a fundamental part of budgeting and financial planning for your township's future, allowing you to anticipate resource availability and plan accordingly. Review budgetary concepts and legal requirements, explore best practices for preparing, adopting and monitoring your township's budget, and walk away with techniques for short- and long-term forecasting.

Speakers: Brian Camiller, Partner, Government Vertical Leader, and Carolyn Lorenz, Senior Manager, Plante Moran

Choosing the Right Township Manager: A Recruitment Roadmap

Gain insights into the key stages of recruitment of your next township manager. We'll review common pitfalls and offer strategies for negotiating, managing expectations and ensuring the right fit for your township team. Learn tips for working with a recruiter to ensure a successful, seamless selection of a manager who fits your community's needs.

Speaker: Stacy Belisle, Attorney, McGraw Morris, PC

Earned Sick Time: Experiences and Tips from the First Month

After a lengthy legal battle, the Earned Sick Time Act will go into effect Feb. 21, 2025. This new law will be a sea change for Michigan townships, many of which will be required to provide paid sick time for the first time. The act grants broad entitlements of paid sick time for

all township employees, regardless of the size of the township or the hours of the employee. You won't want to miss this review of common misunderstandings about sick time requirements, and real-world experiences from the first month of mandatory paid sick time.

Speakers: Helen "Lizzie" Mills, Member, and Tom Forgione, Attorney, Fahey Schultz Burzych Rhodes PLC

Lawful Expenditures: Spending Public Money

Townships need statutory authority to spend public money. Why all the restrictions? Because it's "other people's money." Wondering whether your township can spend money on an activity? Then this session is for you! We'll review the general guidelines and offer specific examples of lawful and unlawful expenditures.

Speaker: Shelly Schneider, MTA Member Information Services Associate

Legal Landmines: You Did What?!

Think your township is immune to legal slip-ups? Think again! Join us for a wild ride through the legal pitfalls that can turn good intentions into costly mistakes. We'll break down the blind spots that lead to municipal oopsie-daisies that can trip up even the most seasoned officials. Save your township time (and money!) by learning how to avoid these missteps, blind spots and traps.

Speaker: Seth Koches, MTA Legal Counsel, Bauckham, Thall, Secber, Kaufman & Koches, PC

Let's Get This Party Started (Or Not): The Long-Term Headache of Short-Term Rentals

Whether or not your township hosts large numbers of short-term rentals (STRs) or even regulates them at all, chances are that at least one is operating in your neighborhoods and it is just one wild party away from becoming your next policy crisis. Are STRs residential or commercial uses? Can you prohibit them, cap them, or even reduce the number that you already have? What if you do not address them at all? This session will help you navigate these and other STR issues, with updates on rapidly developing legal opinions and state legislative discussions.

Speaker: Matthew Zalewski, Attorney, Rosati, Schultz, Joppich, Amtsbuechler, PC

Managing FOIA Requests for Election Records

Across the state, townships have received multiple Freedom of Information Act (FOIA) requests for election records, both for recent and past elections. Join us as we dive into the waves of FOIA requests for election records in 2022 and 2024. We'll share recommended responses, offer an analysis of retention periods for election materials, and provide an overview of purported notices of preservation sent in 2022 and 2023. Walk away with a strategy for managing election-related FOIA requests, even during the busy election season.

Speaker: Kathryn Stegink, Attorney, Mika Meyers PLC

Social Media Pitfalls

Social media can be a powerful tool to engage constituents, disseminate information and collect feedback. But when does our personal social media transform into public? What can officials do to keep their personal pages personal? When (and what) can your township restrict without stepping on your team's free speech rights? The right choices lead to community engagement, but the wrong choices lead to expensive litigation. Explore the dos and don'ts for navigating the complicated, ever-evolving social media landscape.

Speakers: Keith Brown and Mackenzie Almassian, Attorneys, Foster Swift Collins & Smith, PC

Swimming in Regulations: A Municipal Dive into Public Swimming Pool and Campground Programs

Navigating the rules and regulations surrounding campgrounds and public swimming pools can be complex, but this session will help you stay afloat. Review state construction permit and operating license processes, get practical insights on inspections, and learn tips on identifying and responding to social media trends promoting unlicensed or illegal campgrounds—and what to do if they set up camp in your community.

Speakers: Karen Beauchamp, PE, Environmental Engineer Specialist, and Jeremy Hoch, PE, Environmental Health Programs Unit Supervisor, Campground and Public Swimming Pool Programs, Drinking Water and Environmental Health Division, Michigan Department of Environment, Great Lakes, and Energy

TOWNSHIP OF LOCKE
RESOLUTION #2025-01
POVERTY GUIDELINES and INCOME/ASSET TEST

WHEREAS, the adoption of guidelines for poverty exemptions, required by Section 7u of the General Property Tax Act, Public Act 206 of 1893, is within the purview of the Township Board; and

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994, Locke Township, Ingham County adopts the following guidelines for the Supervisor and Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year. To be eligible, a person shall do all of the following on an annual basis:

- 1) Be an owner of and occupy as a homestead the property for which an exemption is requested.
- 2) File a claim with the Supervisor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) Produce a valid drivers' license or other form of identification, if requested.
- 4) Produce a deed, land contract or other evidence of ownership of the property, if requested.
- 5) Income Test: Meet the Federal Poverty Income Standards as defined and determined annually by the United States Department of Health and Human Services under the authority of 42 U.S.C. 9902(2):

Poverty (Hardship) Exemptions for 2025	
<u>size of family unit</u>	<u>poverty guidelines</u>
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

for each additional person \$5,380

6) The application for an exemption shall be filed after January 1 and before the day prior to the last day of Board of Review.

7) Asset Test: To be eligible for a 100% poverty exemption for 2025, residents may have a maximum of \$50,000 in net assets, excluding their principal residence, retirement accounts, and accounts having a substantial penalty for withdrawals.

8) Any additional eligibility requirements as determined by the Township Board.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member _____ and seconded by Board Member _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

The Supervisor declared the resolution adopted.

Marcy Shepler, Clerk

attested to by: Nathan M Lott Supervisor

CERTIFICATION

I hereby certify, as the duly qualified and acting Clerk of Locke Township, Ingham County, Michigan, that the foregoing constitutes a true and complete copy of a Resolution adopted at a meeting of the Locke Township Board held on February 13, 2024; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by the Open Meetings Act.

Clerk

RESOLUTION #2025-02 TO ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, according to MCL 41.95(3) in a township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board.

THEREFORE BE IT RESOLVED, that as of April 1, 2025, the salary of the Township **Supervisor** for performing the statutory duties shall be: ~~\$ \$19641~~ \$21,032 annually, exclusive of assessing duties.

The foregoing resolution offered by board member _____, second by board member _____.

Upon a roll call vote, the following voted:

Aye _____
Nay _____ Absent _____

The Supervisor declared the resolution adopted.

THEREFORE BE IT RESOLVED, that as of April 1, 2025, the salary of the Township **Clerk** for performing the statutory duties shall be: ~~\$ \$33,302~~ \$34,135 annually AND Proposal 2022-02 expanded election functions: \$ 600 per each statutory duties election conducted without early voting AND

\$ 1800 per each statutory duties election conducted with 9 days of early voting-effective 02-01-2024.

The foregoing resolution offered by board member _____, second by board member _____.

Upon a roll call vote, the following voted:

Aye _____
Nay _____ Absent _____

The supervisor declared the resolution adopted.

THEREFORE BE IT RESOLVED, that as of April 1, 2025, the salary of the Township **Treasurer** for performing the statutory duties shall be: ~~\$ \$28,987~~ \$29,712 annually, winter and summer collections.

The foregoing resolution offered by board member _____, second by board member _____.

Upon a roll call vote, the following voted:

Aye _____
Nay _____ Absent _____

The supervisor declared the resolution adopted.

THEREFORE BE IT RESOLVED, that as of April 1, 2025, the salary of the Township **Trustee** for performing the statutory duties shall be:

~~\$170~~ 174 per township board meeting and

~~\$\$\$0~~ ~~\$82-~~ per additional in person meeting per day OR virtual meeting over 2 hrs. with Board approval.

~~\$35~~ \$36 per additional virtual meeting, less than 2 hours, with Board approval.

The foregoing resolution offered by board member _____, second by board member _____.

Upon a roll call vote, the following voted:

Aye _____
Nay _____ Absent _____

The supervisor declared the resolution adopted.

CERTIFICATION

I certify that this is a true copy of the Locke Township officer salary resolutions adopted by the Locke Township Board at a regular meeting held on January 15, 2025.

Marcy Shepler, Locke Township Clerk

If, within 30 days after the Township Board votes, a petition signed by 10% of the qualified electors of the township is filed requesting that the question be submitted to the electorate, the Township Board shall call a special election and submit the question of salary to the electors. NOTE: Absent a salary compensation commission established by MCL 41.95(4).

2024-25 LOCKE TOWNSHIP WAGES [effective 04/01/2024]

📁 Board of Review	17. per hour (minimum 2 hours) (includes certification class time)
📁 Planning Commission 721	150. per meeting – member 25. additional - chairperson 25. additional – member secretary 60. per meeting – recording secretary
📁 Zoning Board of Appeals 722 Construction Board of Appeals	150. per meeting – member 25. additional - chairperson 25. additional – member secretary 60. per meeting - recording secretary
📁 NIESA representative	80. per monthly meeting
📁 Election inspector 262-702 inspector chairperson Plus mileage to training	16. per hour (inc. training) [minimum 2 hours] 25. extra on Election Day
📁 hall maintenance 265-702	17. per hour (minimum 2 hours)
📁 Cemetery caretaker 276-702 Cemetery foundations	17. per hour plus mileage .50 per sq inch sexton pd 25¢ per sq inch if quikcrete sexton usage of personal truck/trailer \$35 per use (TB action 8-13-24)
📁 Deputies	17. per hour (minimum 2 hours)
📁 Webmaster 101-711	17. per hour (minimum 2 hours)
📁 Ordinance Enforcement Officer	20. per hour (minimum 2 hours)
📁 Deputy Zoning Administrator	17. (minimum 2 hours)

Mileage @ IRS rate 2021 .56 / 2022 .585 thru 6/30 & .625 thru 12/31 / 2023 .655 / 2024 .67

MI minimum hourly wage 2020 \$9.65 / 2021-22 \$9.87 / 2023 \$10.10 / 2024 \$10.33

LOCKE TOWNSHIP

Apr 01, 2025-Mar 31, 2026 GENERAL BUDGET WORKSHEET

REVENUE		2022-23	2023-24	2024-25	2025-26
101 000 402	PROPERTY TAXES	83500	85000	94000	98000
101 000 447	TAX ADMINISTRATION FEE	34000	34000	36000	37000
101 000 490	BUILDING PERMITS	9000	10000	12000	10000
101 000 478	ZONING PERMITS	2000	3000	2000	1500
101 000 448	SUMMER TAX COLLECT	2700	2700	2700	2700
101 000 528	ARPA GRANT	97000	195500	00	0
101 000 576	ELECTION REIMBURSEMENT	500	500	5000	0
101 000 546	METRO ACT RIGHT OF WAY FEE	5000	5000	6700	5000
101 000 574	REVENUE SHARING	150000	160000	199662	195027
101 000 626	CEMETERY BURIAL	7000	6000	10000	10000
101 000 642	SALE OF CEMETERY LOTS	3000	1500	3000	3500
101 000 665	INTEREST	300	5000	8000	5000
101 000 667	HALL RENTAL	5500	5500	5000	5000
TOTAL REVENUE		399500**	513700**	384062**	372727
EXPENDITURES					
101 101 709	TWP BD NIESA REP WAGE	960	960	960	960
101 101 710	PER DIEM [TRUSTEES]	4172	4250	4250	4250
101 101 711	NON STATUTORY WAGE	200	400	200	200
101 101 713	MEDICARE-SS	400	430	400	400
101 101 727	OFFICE SUPPLIES	2000	2000	1500	2500
101 101 818	LEGAL	3000	13000	3000	10000
101 101 822	TECH ADMIN/SUPPORT	3000	3000	3000	3000
101 101 820	AUDIT	500	7600	500	8000
101 101 860	TRAVEL	300	300	300	300
101 101 957	EDUCATION-TRAINING	1000	600	1000	1000
101 101 956	WORKERS COMP INS	1200	1200	1200	1200
101 101 901	PRINTING-PUBLISHING	500	500	1000	500
101 101 955	MEMBERSHIPS-DUES	1600	1700	2000	2000
101 101 972	CAPITAL OUTLAY	5000	5000	5000	2000
TOTAL TWP BD		23832*	40940*	24310**	36310
101 171 702	SUPERVISOR SALARY	12186	13044	19641	21032
101 171 713	MEDICARE-SS	930	998	1500	1500
101 171 727	OFFICE SUPPLIES	300	300	300	300
101 171 821	ACCNTNG/CNSLTNG FEE	200	200	200	200
101 171 860	TRAVEL	200	200	300	300
101 171 957	EDUCATION/TRAINING	500	300	1000	1000
101 171 955	MEMBERSHIPS-DUES	50	50	50	50
101 171 971	CAPITAL OUTLAY	500	500	500	500
TOTAL SUPERVISOR		14866*	15592*	23491**	24882
101 215 702	CLERK SALARY	19003	19932	39302	34135
101 215 703	DEPUTY SALARY	2500	3500	2000	7000
101 215 713	MEDICARE-SS	1650	1800	3160	3160
101 215 727	OFFICE SUPPLY-POSTAGE	1000	1200	1000	1000
101 215 821	ACCNTNG/CNSLTNG FEE	200	200	200	200
101 215 860	TRAVEL	300	300	300	500
101 215 957	EDUCATION-TRAINING	600	300	1000	1500
101 215 955	MEMBERSHIPS-DUES	100	100	100	100
101 215 971	CAPITAL OUTLAY	1400	500	500	500
TOTAL CLERK		26753*	27832*	47562**	48095
101 247 702	BOARD OF REVIEW SALARY	800	800	1000	1000
101 247 713	MEDICARE-SS	60	60	80	80
101 247 860	TRAVEL	100	100	100	100
101 247 957	EDUCATION-TRAINING	250	250	300	300
101 247 901	PRINTING-PUBLISHING	200	300	300	300
TOTAL BD OF REVIEW		1410*	1510*	1780**	1780
101 253 702	TREASURER SALARY	16879	18060	28987	29712
101 253 703	DEPUTY SALARY	1000	1000	500	500
101 253 713	MEDICARE-SS	1370	1450	2260	2300
101 253 727	OFFICE SUPPLY-POSTAGE	3000	2500	2800	3000

		<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
101 253 821	ACCNTNG/CNSLTNG FEE	300	300	300	300
101 253 860	TRAVEL	600	600	700	700
101 253 957	EDUCATION-TRAINING	600	300	1000	500
101 253 971	CAPITAL OUTLAY	<u>900</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL TREASURER		24649*	24710*	37047***	37512
101 257 727	ASSESSOR OFFICE SUPPLY-POST	1500	1500	1500	1500
101 257 818	CONTRACT ASSESSING	24000	24000	24000	24000
TOTAL ASSESSOR		25500*	25500*	25500***	25500
101 262 702	ELECTION SALARY	3500	2500	14500	2500
101 262 713	MEDICARE-SS			1500	0
101 262 727	SUPPLIES	3000	1981	2500	500
101 262 818	ELECTION CONTRACT	00	00	00	0
101 262 860	TRAVEL	200	500	600	100
101 262 901	PRINTING-PUBLISHING	800	800	4000	500
101 262 971	CAPITAL OUTLAY	<u>1400</u>	<u>500</u>	<u>1000</u>	<u>1000</u>
TOTAL ELECTION		8900*	6281*	24100****	4600
101 265 702	BUILDING/GROUNDS SALARY	2500	2500	2000	2500
101 265 713	MEDICARE-SS	200	200	150	200
101 265 731	MAINTENANCE SUPPLIES	2000	2500	3000	3000
101 265 818	BLDG/GRNDS CONTRACT	9000	12000	8620	10000
101 265 850	PHONE/INTERNET	3500	3500	3500	3500
101 265 920	UTILITIES	6600	6600	6000	6000
101 265 955	INSURANCE	9000	9000	9000	9500
101 265 971	CAPITAL OUTLAY	<u>3000</u>	<u>6000</u>	<u>6000</u>	<u>6000</u>
TOTAL BUILDING/GROUNDS		35800*	42300*	38270****	40700
101 567 702	CEMETERY SALARY-MAINT	5000	5000	7500	7500
101 567 703	SEXTON BACKHOE	2500	2500	1500	2000
101 567 713	MEDICARE-SS	380	380	680	725
101 567 737	OPERATING SUPPLIES	1400	1000	1500	2500
101 567 818	CONTRACT GRNDS MNT	24000	30000	42000	30000
101 567 860	TRAVEL	100	100	200	200
101 567 971	CAPITAL OUTLAY	6000	2000	1000	500
101 567 955	MEMBERSHIP-DUES	<u>35</u>	<u>35</u>	<u>35</u>	<u>35</u>
TOTAL CEMETERY		39415*	41015*	54415****	43460
101 302 823	HAZMAT APPROPRIATION	500*	500*	500*	500
101 371 818	CONTRACT INSPECTOR	9000*	10000*	10000*	10000
101 445 818	DRAINS	10000*	10000*	10000*	10000
101 446 819	HIGHWAYS/STREETS/BRIDGES	170000*	304500*	93000*	200000
101 701 702	PLANNING PER DIEM	5000	5500	8000	8000
101 701 713	MEDICARE-SS	380	420	600	600
101 701 727	OFFICE SUPPLY-POSTAGE	500	500	500	200
101 701 818	PROFESSIONAL SERVICES	7000	30000	24000	20000
101 701 860	TRAVEL	200	200	200	200
101 701 957	EDUCATION	500	500	500	500
101 701 901	PRINTING-PUBLISHING	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL PLANNING		14080*	37620*	34300****	250500
101 702 702	ZONING SALARY	12000	10000	8640	8640
101 702 703	DEPUTY ZONING SALARY	5000	2000	1000	1000
101 702 710	PER DIEM [ZBA]	1000	2000	1000	1000
101 702 713	MEDICARE-SS	1200	1100	850	850
101 702 727	OFFICE SUPPLY-POSTAGE	200	200	200	200
101 702 818	PROFESSIONAL SERVICES	2000	5000	2000	2000
101 702 957	EDUCATION	300	300	500	200
101 702 901	PRINTING-PUBLISHING	<u>200</u>	<u>300</u>	<u>500</u>	<u>200</u>
TOTAL ZONING		21900*	20900*	14690****	14090
TOTAL EXPENDITURES		442360.**	609200**	438965**	

04-01-24 ESTIMATED FUND BALANCE 500000
PROPOSED REVENUE +384062
PROPOSED EXPENDITURES -438965
03-31-25 ESTIMATED FUND BALANCE 445097

\$100,000 MINIMUM FUND BALANCE
25% of annual expenses/auditor recommends 17%

LOCKE TOWNSHIP LAWN MAINTENANCE – 2025 SEASON AGREEMENT
Bids must be received by **February 4, 2025 @ noon.**
BIDS MUST BE SUBMITTED ON THIS FORM TO BE CONSIDERED

Company Name _____ phone _____

Address _____ email _____

1. Locke Township Hall, 3805 Bell Oak Rd, Williamston [approximately 2 acres]
-Per occurrence mow/trim, pick up debris, blow clippings from sidewalks/asphalt
\$ _____

2. Rowley Cemetery, corner Rowley Rd & M-52 [approximately 5.61 acres]
-Per occurrence mow/trim, pick up debris \$ _____

3. Bell Oak Cemetery, Bell Oak Road east of Morrice Road [approximately 2.45 acres]
-Per occurrence mow/trim, pick up debris \$ _____

4. Brick Cemetery, Shaftsburg Road north of Haslett Road [approximately 2.04 acres]
-Per occurrence mow/trim, pick up debris \$ _____

5. Spring / Fall / storm damage / general maintenance cleanup @ \$ _____ per hour

Lawn service to be provided on a weekly basis. [Extreme dryness or heavy growth may decrease or increase the per occurrence schedule.] The Lawn Care Company shall provide machinery and workforce to do the work in a timely, professional manner. Invoice Township monthly, listing dates of mowing. Checks authorized/issued 2nd Tues of month.

Modifications or Termination Terms. Either party may modify or terminate this Agreement by giving the other party thirty [30] days written notice. No assignment or subletting of this Agreement without the written consent of Locke Township. **Prefer no Sunday mowing** unless a necessity due to weather.

Attach 3 references [at least one cemetery reference, if available].

Proof of Liability Insurance to accompany Bid.

Signature Date

Return Bids to Locke Township Hall, 3805 Bell Oak Road, Williamston MI 48895 or
locketwpsupervisor@tds.net

Bid received _____ [date] Bid accepted by Locke Township Board _____ [date]

Nathan Lott, Locke Twp Supervisor / date

Marcy Shepler, Locke Twp Clerk / date

Hart Consulting Group
3951 Rowley Rd
Williamston MI 48895

January 6, 2025

Locke Township Board
3805 Bell Oak Rd
Williamston MI 48895

Please accept the resignation of Dorothy Hart from the appointed position of Locke Township deputy Zoning Administrator effective upon Board acceptance. It has been my pleasure to serve in this capacity.

Respectfully,


Dorothy G Hart



Check/EFT Information

← Back



Check/EFT Number	Payment ID	Status Date
2235020087	EFT 271 250000243450	12/23/2024
Status		
Warranted		

∨ Vendor/Grantee Information

Vendor/Grantee Name	Alias/DBA	Vendor/Grantee Code
TOWNSHIP OF LOCKE	-	CV0049211
Vendor/Grantee Address	Vendor Address2	Vendor Address Zip
LOCKE TOWNSHIP TREASURER	3805 BELL OAK ROAD	WILLIAMSTON , MI 48895-0000
Assignee Vendor Name	Assignee Alias/DBA	Assignee Vendor Code
-	-	-
Assignee Address	Assignee Address 2	Assignee Address Zip
-	-	-

∨ Total Payment Allocation

Payment	Discount	Penalty
31,382.00	0.00	0.00
Interest	Backup Withholding	Contract Withholding
0.00	0.00	0.00
Retained		
0.00		
Intercepted	Default Intercept Fee	Supplementary Intercept Fee
0.00	0.00	0.00
Use Tax	Tax	Net Payment
0.00	0.00	31,382.00

TREASURER'S REPORT

12/31/2024

GENERAL ACCOUNT #4621	<u>Checking</u>	<u>Cash Sweep</u>	<u>Total</u>
Beginning Balance	\$1,000.00	\$324,429.09	
Deposits	\$61,168.53	\$41,067.89	
Interest (0.90%)		\$208.03	
Withdrawals (incl. IRS)	\$61,168.53	\$41,067.89	
IRS Tax Payment			
Ending Balance	\$1,000.00	\$321,156.01	\$322,156.01

TAX ACCOUNT #4618			
Beginning Balance	\$23,449.01		
Deposits (incl. interest)	\$1,004,356.14		
Interest (0%)			
Withdrawals	(\$148,261.56)		
Ending Balance	\$879,543.59		\$879,543.59

HUNTINGTON BANK

ARPA FUNDS #1274

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

FLAGSTAR BANK

CD #8015

Rolled Over October 21, 2024 for 179-day term

Beginning Balance	\$ 256,322.43	
Ending Balance		\$ 256,322.43
Interest (4.40%)		
Matures April 18, 2025		

<u>CASH ON HAND</u>	\$20.00	\$20.00
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GRAND TOTAL **\$1,458,042.03**

Signed Sherry L. Rambo, Treasurer

LOCKE TOWNSHIP ZONING ADMINISTRATOR ANNUAL REPORT - 2024

JULIE MOORE

3951 ROWLEY ROAD WILLIAMSTON MI 48895

PHONE (517) 468-3335 FAX (517) 468-3375

26 building permit applications received

26 land use permits issued

1 special land use issued

3 site visits

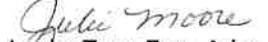
5 meetings with people

9 PC meetings attended & 1 special PC meeting attended

0 land divisions

Phone calls, zoning inquiries, requests for zoning information

Julie Moore


Locke Twp. Zon. Adm.

♣♥ 2024 LOCKE TOWNSHIP BUILDING PERMITS

Dec/Jan☒ Jan/Feb# Feb/Ma☒r☒ Mar/Apr+ Apr/May



May/Jun^ Jun/Jul☺ Jul/Aug% Aug/Sep☺ Sep/Oct♥ Oct/Nov@ Nov/Dec♣

JAN

Caroll, David & Eliz. FNL4/22 24-001 6300 Corey Rd 48872 02 200 008 pd \$247 233.6 sf glassed in porch#
 Wyngarden, 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 \$167 900 sf floating deck+
 McElroy, Rod 24-003 5649 M-52 Perry 48872 09 300 001 pd \$247 24x50 Pole Barn/Porch+
 Coe, Mike 24-004 3290 Rowley Rd 48895 32 400 006 pd \$247 30x40 Pole Bldg☒.
 Driver, Tom FNL4/24 24-005 4828 Bell Oak Rd 48892 23 200 014 pd \$199 in grnd pool☺
 Chapman, Sean FNL4/24 24-006 2659 Donna Dr 48895 31 451 007 pd \$247 24x40 Pole Bldg☒.
 Cassing, Jason 24-007 6130 Shaftsburg 48895 06 300 005 pd \$199 32x20 Deck & pergola☒
 Stamp, Yanch 24-008 5445 Horstman 48895 17 200 024 pd \$199 24x20 Deck☒

MAY

Driver, Mike 24-009 5041 Corey Rd 48895 14 300 008 pd \$247 40x40 Barn Add.☺
 Blunt, Pauline 24-002 4715 Bell Oak 48895 14 300 009 No fee Maint. re-roof
 Erwin, Jackie 24-010 2775 Rowley Rd 48895 31 251 006 pd \$247 20x30 pole Bldg.☺

JUNE

Bowen, Jason 24-011 5130 Shaftsburg 48895 18 300 011 pd \$391 1260sfAdd/deck☺
 Finch, Garrett FNL6/24 24-012 4761 W. Jacobs 48872 02 200 017 pd 247 1790 Sq Pole Barn
 Bowen, Jason 24-013 5130 Shaftsburg 48895 18 300 011 pd \$199 Ingrd. Pool☺
 Shipman, Larry FNL6/24 24-003 5715 S. Corey 48872 11 300 012 No fee Maint re-roof
 Galbreath, Paul 24-014 6412 S. Lovejoy 48872 03 200 010 pd \$ 203 pole barn☺

JULY

Meagher, Michael 24-005M 5174 Royce Rd 48872 13 100 007 \$0 re-roof
 Swartz, Barbara 24-004M 5952 S. Corey 48872 11 200 008 \$0 RE-ROOF
 Rabideau, Andrew 24-006M 4218 W. Benjamin 48872 10 300 006 \$0 reroof

AUGUST

Hale, Thomas 24-015 5214 Lovejoy 48872 01 100 024 pd \$247 30x48 pole barn☺
 Luft, Nick FNL9/24 24-016 5695 M-52 48872 09 300 020 pd \$247 48x64 pole barn☺
 Teague, Gary 24-017 5349 Royce 48892 13 200 011 pd \$247 50x60 pole barn☺
 Teague, Gary 24-018 5349 Royce 48892 13 200 011 pd \$525 1797 sq residence

SEPT

Moore, Doug FNL 10/24 24-019 3350 Moyer 48895 29 400 004 pd \$199 Re-roof Partial♥
 Munro, Debbie 24- 020 6000 S. Morrice 48872 01 300 017 pd \$144 re-roof/siding♥

OCT

Smith, Mariah 24- 021 6175 S. Corey 48872 02 400 010 pd \$199 Re-roof
 Smith, Mariah 24-022 6175 S Corey 48872 02 400 010 pd \$151 Alter. Pole barn

Nov.

Terrill, Jeff 24-024 5100 Cole Rd 48892 24 101 005 pd\$199 Re-Roof
 Poland, Marilyn 24-023 2711 Rowley 48895 31 201 002 pd\$227 Pole Bldg.♣
 Davis, Todd 24-025 6375 Morrice 48872 01 100 034 pd\$247 Pole Bldg. ♣

Dec.

Grant, Linda 24-026 4671 M-52 48895 21 300 006 pd\$247 Pole Bldg.

2024 Locke Twp-plumbing/mechanical/electrical permits

01-02-24 Shanks, Kathy FNL 1/10 23-021 4295 Rowley 48895 34 200 011 pd \$48 mech LP tank
 01-09-24 Hill, Brenda FNL1/24 24-001 3653 Rowley 48895 33 100 008 pd \$150(ref 102) mech gas/oil burn
 01-23-23 Woelmer, F FNL2/5 24-002 3854 Rowley 48895 33 400 008 pd \$48 mech# AC/heat pump
 01-30-24 McChesney, Mark FNL3/22 24-003 5301 Horstman 48895 17 200 027 pd \$78(ref 30) mech# gas/oil burn
 02-27-24 Palmatier, Adam FNL 4/10 24-004 4309 Harris 48895 30 200 015 pd \$48 (98 for 2) mech #☒ gen line
 04-09-24 McElroy, Rodney FNL4/24 24-005 5649 S.M52 48872 09 300 001 pd \$48 mech + gen
 05-13-24 Flint, Matt FNL5/24 24-006 4047 Dietz 48895 29 400 012 pd \$ 48 mech ☒gen
 05-21-24 Miller, Steven FNL5/24 24-008 4912 Bell Oak 48892 23 200 010 pd \$48 mech ☺ LP tank

05-21-24 Stamp, Jennifer	FNL5/24	24-007	5445 Horstman	48895	17 200 024	pd \$48	mech ☺	LP for gen
05-23-24 Forge, Doris	FNL5/24	24-009	4519 Harris	48895	19 400 008	pd\$48	mech ☺	AC/heat pump
06-18-24 June, Joshua	FNL6/24	24-010	3248 Rowley	48895	32 400 008	pd\$48	mech☺	propane tank
06-27-24 Shanks, Robert		24-011	4295 Rowley	48895	34 200 011	pd\$48	mech.☺	AC/heat pump
07-18-24 Frenzel, Charles		24-012	4744 Dietz	48895	21 300 001	pd \$48	mech%	rplc frplc/+ chmny
08-12-24 Purvis, Scott		24-013	6180 S Lovejoy	48872	03 400 004	Pd \$48	mech%	line to gen.
09-03-24 Foss, Kevin	FNL9/24	24-014	5182 Horstman	48895	17 400 009	pd \$48	mech☺	gen line
10-08-24 Merritt, Kyle	fnl 10/24 instal♥	24-016	5353 N. Herrington	48892	13 200 022	pd\$48.	Mech	propane
07-19-24 Bowen, Jason	fans♥	24-015	5130 Shaftsburg	48895	18 300 011	pd\$114	mech	3 heat/2bath
10-10-24 McKenzie, Linda		24-017	4437 N. Webberville	48892	27 200 015	pd\$48	Mech.	LPG Fuel♥
10-29-24 Peters, Bill		24-018	3406 Moyer Rd Wms	48895	29 400 005	pd\$48	Mech	Heat/Cool
11-05-24 McCoy		24- 019	6143 S. LoveJoy Perry	48872	03 300 001	pd\$48	Mech.	Heat/Cool
11-07-24 Clarke, Shirley		24- 020	2566 Donna Dr Wms	48895	31 452 001	pd\$48	Mech	Gas/Oil
11-12-24 McCoy, Dan		24-021	6143 S. Lovejoy Perry	48872	03 300 001	pd\$48	Mech	Propane
11-26-24 Finch, Garrett		24-022	4761 W. Jacobs Perry	48872	02 200 017	pd\$48	Mech	Propane♣
12-19-24 Dodds, Gerald		24- 023	4327 M-52 Wm.	48895	28 100 008	pd\$48	Mech	Heat Pump
12-26-24 June, Joshua		24- 024	3248 Rowley Rd. Wm.	48895	32 400 008	Pd\$48	Mech	Propane

01-18-23 McKenzie, Rob		24-001	4437 Webberville	48892	27 200 015	pd \$48	plumb.#	water heater
01-30-24 Riley, Ryan		24-002	3093 Moyer Rd	48895	29 100 009	pd \$60(ref 12.)	plumb.#	sump pump
02-19-24 Merritt, Kyle		23-095	5353 Herrington	48892	13 200 022	pd \$48 (rein.)	plumb☺	pipe system
02-19-24 Merritt, Kyle		23-095	5353 Herrington	48892	13 200 022	pd \$48 (rein)	plumb☺	pipe system
03-26-24 Mitchell, Keith		24-003	4889 Herrington	48892	24 200 008	pd \$48	plumb+	water heater
08-15-24 Luft, Nick		24-004	5695 M-52	48872	09 300 020	pd \$48	plumb☺	
09-10-24 Bowen, Jason		24-005	5130 Shaftsburg	48895	18 300 011	pd \$114	plumb☺	Master bath

01-25-04 Bloom, Justin		24-001	5350 Bell Oak	48892	24 200 001	pd \$48	elec	solar
02-27-24 Palmatier, Adam	FNL	24-002	4309 Harris	48895	30 200 015	pd \$48	elec.☺	200 amp/gen
03-06-24 Carroll, David	FNL	24-003	6300 Corey Rd.	48872	02 200 008	pd \$114	elec. ☺	addition
03-11-24 Beckwith, Brad	FNL3/24	24-005	4321 Jacobs Rd	48872	03 200 004	pd \$48	elec. ☺	gen
03-11-24 Stamp, Jennifer		24-004	5445 Horstman	48895	17 200 024	pd \$48	elec.☺	200 amp/gen
03-26-24 Roger, Smith		24-006	3118 Rowley Rd	48895	32 300 014	pd \$48	elec.+	undrgrnd to barn
03-28-24 Consumer's Ener		24-007	2753 Sherwood	48895	19 400 002	pd \$48	elec.+	200 amp
03-28-24 Maple Front Prop		24-008	3558 Colby Rd	48872	09 100 001	pd \$48	elec.+	200 amp
04-01-24 Anne Flint	FNL4/24	24-009	4047 Dietz Rd	48895	29 400 012	pd \$48	elec.+	gen
04-09-24 McElroy, Rod		24-010	5649 M-52	48872	09-300-001	\$156	Elec.	
04-09-24 McElroy, Rod	FNL 4/24	24-011	5649 M-52	48872	09 300 001	pd \$156	elec.+	200 amp/frnace
05-02-24 Driver, Mike	FNL5/24	24-013	5041 Corey Rd	48895	14 300 008	pd \$114+18	elec.	
05-07-24 Meaton, Matt	FNL5/24	24-012	4842 W. Colby	48872	11 200 009	pd \$48	elec.☺	part gen outlet
05-16-24 Driver, Tom		24-014	4828 Bell Oak	48892	23 200 014	pd \$96+18	elec.☺	pool
05-30-24 Diederich, Scott		24-015	5378 Moyer	48895	25 400 018	pd \$48	elec☺	meter box
08-06-24 Parisian, Scott		24- 016	4654 M-52	48895	21 400 004	pd \$48	elec. %	Panel upgrade
08-15-24 Luft, Nick		24-017	5695 M-52	48872	09 300 020	pd \$48	elec ☺	400 amp service
08-14-24 Finch, Garrett		24-018	4761 W. Jacobs	48872	02 200 017	pd \$156	elec. ☺	Pole barn
08-22-24 Purvis, Scott		24- 020	6180 S. Lovejoy	48872	03 400 004	pd \$48	elec. ☺	Install gen.
08-27-24 Baldwin, Rick		24-019	6400 Boutell	48872	02 100 002	pd \$48	elec ☺	water heater
09-12-24 Vanwert, Alex		24-021	3778 Rowley	48895	33 400 013	pd \$48	elec ☺	200A ungrd.
09-19-24 Bowen, Jason		24-022	5130 Shaftsburg	48895	08 300 011	pd \$114	elec	bed&bath♥
09-19-24 Little Leap		24-001C	2652 E. Haslett	48895	18 100 001	pd \$156	Elec.	Amp. Service♥
11-05-24 Smith, Moriah		24-023	6175 S. Corey	48872	02 400 010	pd\$48	elec.	200 Amp Serv
11-07-24 Crampton, Greg		24-003C	4435 Sherwppd	48895	22 400 004	pd\$48	Elec	800 Amp

12-19-24 Larsen, David	24- 024	5200 Harris Rd	48895	17 300 019	pd\$48	Elec.	Generator
12-19-24 Dodds, Gerald	24025	4327 M-52	48895	28 100 008	Pd\$48	Elec.	Heat pumps

December Zoning Administrator report summary

03 – Sick

05- Checked lock box. Computer issues – called IT – who will call Regional. Rec'd Cert of Occupancy for Marsh. Sent Marsh form Mi Dept. of Treasury principal res. exemption affidavit. Rec'd email from ICDC still waiting for Poland's signature on affidavit for soil erosion. Sent 2nd email to B. Poland. Rec'd Mech Permit 24-095MR022 for G. Finch., Rec'd Bldg. App. for L. Grant. Sup. Lott emailed Soil Erosion form to ICDC. Rec'd email from Hull – need dimension for G. Steele's berm. Emailed Steele requesting info. Sent email to ICDC inquiring if B. Barrett needed driveway permit. Advised no. Sent letter to Barrett.

10 – Dr. Appt.

11 – Opened emails. Rec'd soil erosion permit waiver from ICDC for L. Grant. Issued LU Permit 24LU027. Sent Grant Permit. Emailed BP App. to AGS. Rec'd email from klymko re: 4924 E. Haslett property for sale. Sent email to B. Kotrba with questions. Rec'd letter from Attny Hitch which was sent to M. Key. Send email to B. Poland, he will fill out new soil erosion form and bring it directly to ICDC.

12-Opened emails. Sent Viol Complaint Response to complainant re: 3049 Sherwood – no violation. No blight ordinance. Discussed BP App. process with Luft and gave application. Researched 4924 E. Haslett file re: parcels, splits.

17-Opened emails. Sent email to klymo re: questions about purchasing 4924 Haslett. Worked with owner of property who wanted to build barndom – would need to do a Land Division. Sent revised letter to Barrett re: temp. structure needing to be 108 ft from ROW.

19-Opened emails. Rec'd Elec. Permit App for Larsen & pymnt of 48. Emailed to AGS, Rec'd Res. Mech. permit App. for Dodds, & Elec. Permit App pd 96, sent to AGS. Rec'd Elec. Permit for Larsen, 24-024, Rec'd Mech. permit 24-023 for Dodds, Rec'd Elec. Permit 24-025 for Dodds. Rec'd BP for Grant, notified owner, needs to pay 247.00. Rec'd #6518 for \$247.00 for BP 24-026, L. Grant. Doc.

26-Opened emails. Rec'd #039482 \$48 from Lansing Ice & Fuel for Res. Mech. Permit for J. June, gave to clerk. Rec'd Soil Erosion Permit Waiver for Poland. Signed & sent letter re: Key property to Nick Keck. Rec'd mech. res. permit 24-024 for J. June. Doc. & filed. Rec'd AGS invoice & New permits report, reconciled & gave to clerk. Sent D. Johnson LU Application for combined parcels. Completed Year end report & gave to Supervisor.

31-Closed.

NIESA report

December 2024

Sun Dec 01 3 calls-medical: 2 City, 1 Vlg
 Mon Dec 02 4 calls-medical: **2 Locke-citizen assists**, 1 City, 1 Wmstown
 Tues Dec 03 1 call-medical: 1 Leroy
 Wed Dec 04 9 calls-medical: 3 Leroy[2 accidents], 2 Whtfld [1 fire], 3 Wmstown, **1 Locke**
 Thu Dec 05 4 calls-medical: 1 Wmstown[fire], **1 Locke [acc. Haslett/M-52]**, 1 City, 1 mutual aid
 Okemos
 Fri Dec 06 3 calls-medical: 1 Wmstown, 1 Vlg, 1 Leroy
 Sat Dec 07 7 calls-medical: 3 City, 1 Whtfld, 1 Wmstown[fire], 2 mutual aid-Dansville & Okemos
 Participated in Williamston Light Parade.

Sun Dec 08 4 calls-medical: 2 City, 1 Whtfld, 1 Leroy
 Mon Dec 09 3 calls-medical: 1 Wmstown, 1 Leroy, 1 Whtfld
 Tue Dec 10 6 calls-medical: 2 Wmstown[1 fire], 1 Leroy[fire], 2 Vlg, 1 mutual aid-Perry fire
 Wed Dec 11 3 calls-medical: **1 Locke**, 2 Wmstown
 Thu Dec 12 2 calls-medical: 1 City, **1 Locke**
 Fri Dec 13 7 calls-medical: 1 Leroy, 3 City, 2 Wmstown, **1 Locke**
 Sat Dec 14 6 calls-medical: 1 Whtfld, 2 City, 1 Leroy, 1 Wmstown, 1 mutual aid Okemos

Sun Dec 15 5 calls-medical: 1 Leroy, 2 Vlg[1 fire], 1 City, 1 mutual aid Fowlerville-fire
 Mon Dec 16 7 calls-medical: 1 Leroy, 3 Wmstown, **2 Locke[1 fire]**, 1 City
 Tue Dec 17 5 calls-medical: 2 Whtfld[1 fire], 1 City, 2 Wmstown[1 fire]
 Wed Dec 18 8 calls-medical: **3 Locke**, 1 Vlg-fire, 2 City-1 fire, 1 Leroy, 1 Whtfld
 Thu Dec 19 7 calls-medical: 3 Wmstown, 2 City, 1 Leroy, 1 Vlg
 Fri Dec 20 2 calls-medical: **1 Locke-citizen assist**, 1 mutual aid White Oak-vehicle acc.
 Sat Dec 21 3 calls-medical: **1 Locke**, 1 City, 1 Leroy

Sun Dec 22 2 calls-medical: 1 Wmstown, 1 Vlg-fire Hill
 Mon Dec 23 6 calls-medical: 1 Wmstown, 1 City, 2 Vlg-[1 fire], 2 mutual aid White Oak & Bunker
 Tue Dec 24 5 calls-medical: 1 Wmstown, **1 Locke-fire**, 1 Whtfld-fire, 2 mutual aid-Stockbridge
& Fowlerville-fire
 Wed Dec 25 2 calls-medical: 1 Wmstown, 1 City
 Thu Dec 26 3 calls-medical: 2 Vlg, 1 mutual aid-Okemos
 Fri Dec 27 6 calls-medical: 3 Vlg 2 Leroy, 1 mutual aid-Okemos
 Sat Dec 28 1 call-medical: 1 Leroy

Sun Dec 29 3 calls-medical: 1 Whtfld, 1 Wmstown, 1 City
 Mon Dec 30 9 calls-medical: 1 Whtfld, 4 City, 1 Wmstown-fire, **1 Locke**, 1 mutual aid-
 Mason[fire], 1 mutual aid-Okemos[vehicle accident]
 Tue Dec 31 2 calls-medical: **2 Locke-1 vehicle accident M-52 near Haslett, 1 medical**