

LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA FEB 11, 2025 7 PM
LOCKE TWP HALL, 3805 BELL OAK RD WMSTN 48895 517 468-3405

1. Call to Order by Supervisor Lott, 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 January 15, 2025 meeting minutes. Any corrections? Motion to approve?
Motion _____, second _____ to approve Jan. 15, 2025 minutes.
All in favor say aye _____ All opposed say nay _____. Motion passes/fails.
4. Action on Accounts Payable Independent Bank checks #6556 - #65____ totaling \$ _____.
Any questions/comments? Motion to approve?
Motion _____, second _____ to approve Accts Pay checks 6556-65__ totaling \$ _____.
All in favor aye _____ All opposed nay _____. Motion passes/fails.
5. Presentation / Public Comment-3 minute limitation.

6. Unfinished Business.

* Ingham County Road Department Local Road Program. Supervisor Lott proposes we agree to spend the \$200,000 that is in the Budget for road work in Locke Township. Any Questions or comments? Motion _____ Second _____ Roll Call Lott _____ Coe _____ Hull _____ Shepler _____ Rambo _____. Motion passes/fails.

* Key Deisel: Supervisor Lott has done a lot of follow up on this matter, with the support of Attorney Hitch, AGS and the Planning Commission, Supervisor Lott is proposing we give Key Deisel (Matthew Key) a Grace period of 6 months starting February 11, 2025 and ending August 11, 2025 at 12 PM. If Key Deisel has not moved the business or shut the business down by the 11th of August, Key Deisel must close doors immediately and if they choose to not do so ASG will serve a citation every day until closed. Key Deisel is to stop all construction work at the address of 4838 Deitz Rd, unless Key Deisel pulls the proper permits with Locke Township, all construction on the property of 4838 Deitz Rd should be for Personal use and not for the commercial business. Attorney Hitch has prepared a contract for Supervisor Nathan Lott and Matthew Key (Owner of Key Deisel) to sign. If Key Deisel does not agree to this contract, immediate action will start back up. Any Questions or Comments? Motion _____ Second _____. All in favor say Aye _____ All opposed say nay _____. Motion passes/fails

* Supervisor Lott has reached out to more Lawyers and is receiving resumes in at this time. Supervisor Lott will keep the Board up to date through this process.

:

7. New Business.

*Locke Township Lawn Maintenance: We have one bid on the cemeteries and two bids on the Township hall. Strong's Lawn service has put a bid on both and Nick's Lawn service has put a bid on the hall. Strong's bid is \$15 lower then Nick's equaling around \$60 a month cheaper. Supervisor Lott recommends we use Strong's Lawn Services and save \$60 per month. Any questions or comments? Motion _____ Second _____ roll call please Hull _____ Shepler _____ Rambo _____ Coe _____ Lott _____ Motion passes/fails.

* Supervisor Lott has sent the Board Of Review Notice to the Fowlerville News and Views, which is to be published 3 straight weeks on the dates of February 11, 23 and March 2, 2025.

*Clerk Shepler must attend the "Now You Know LIVE Webinar" which would include cost of Webinar(\$25) and milage. Motion _____ Second _____ All in Favor say Aye _____ All Opposed say Nay _____ Motion passes/fails

LOCKE TOWNSHIP BOARD OF TRUSTEES MEETING MINUTES
January 15, 2025

Draft
Approved _____

The Locke Township Board met on **January 15, 2025**, in the Locke Township Hall, 3805 Bell Oak Road.

Present: Nathan Lott, Marcy Shepler, Sheri Rambo, Ty Hull, Jean Coe. Also, present Matthew Keys, Amber Keys, Michelle Soliz, Ralph Baylor and Cindy Delau.

Absent: None.

Call to order at 7:00 PM by Supervisor Lott followed by pledge to flag.

Additions to agenda: None - Approval of agenda – Motion Shepler, second Rambo – agenda approved.

Action on December 17, 2024 Board of Trustees meeting minutes. Motion Rambo, second Hull to approve the Board of Trustees meeting minutes of 12/17/2024. PASSED {5-0}.

Action on Accounts Payable checks. Motion Rambo, second Coe to approve accounts payable checks #6520 - #6555 in the amount of \$19,327.92. PASSED {5-0}.

Presentation/Public Comment: Keys Diesel regarding Zoning

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 re-worded by Supervisor Lott, which he has provided for the board to review. Motion Shepler, Second Lott. PASSED {5-0}.

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 Lott, Second Rambo. PASSED {5-0}.

2. NEISA Alternate Representative: Supervisor Lott Appointed Nate Lott to a 4-year term expiring 6-31-2028. Motion Shepler, second Hull. PASSED {5-0}.

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.

Motion Shepler, Second Coe. PASSED {5-0}.

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 Rambo, Second Hull. PASSED {5-0}.

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 Rambo, second Shepler.

Roll call vote: Yes-Shepler, Lott, Hull, Coe, Rambo. PASSED {5-0}.

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.

Motion Shepler, second Lott. **Roll call vote:** Yes-Shepler, Lott, Hull, Coe, Rambo. PASSED {5-0}.

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. Motion Shepler, second Coe. **Roll call vote:** Yes-Shepler, Lott, Hull, Coe, Rambo. PASSED {5-0}.

Wages Review: 2025-2026 Locke Township Wages: Supervisor Lott has not changed any number on the Locke Township Wages sheet. More information needed, will review at February meeting.

Draft – General Budget Worksheet: Supervisor Lott has entered all the new numbers to the 2025-2026 General Budget Worksheet. Will review and discuss at February meeting.

Lawn Maintenance Letters: the township has two bids in so far for Lawn maintenance. Will hold until February meeting to allow for more bids to be received.

Locke Township Deputy Zoning Administrator Dorothy Hart has submitted her resignation. The Board will have to discuss filling this position. Will discuss at February Meeting. Motion to accept resignation of Dorothy Hart – Motion Lott, second Rambo. PASSED {5-0}.

Reports:

Clerk-Dec rev/exp report distributed and reviewed. Will attend January 22, 2025 meeting regarding school elections held by Barb Byrum.

Treasurer- 12/31/24 Treasurers report distributed; Treasurer has collected 97% of summer taxes and 52% of Winter taxes.

Trustee- Coe – no report

Trustee- Hull – no report

Supervisor- Attended Road Commission meeting. Will review in February meeting.

Zoning Administrator- December report summary w/building permits update: **NIESA**. December Report

Public Comment: None

Communications, seminars, etc.

*Sgt Jeremy Doerr, ICSD report

Adjournment. Motion Rambo, second Shepler to adjourn at 8:35 PM. PASSED {5-0}.

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.

Next meeting –February 11,2025.

Marcy Shepler, Locke Township Clerk



2025 LOCAL ROAD PROGRAM

Locke Township



INGHAM COUNTY
ROAD DEPARTMENT

Address: 301 Bush Street, PO Box 38, Mason, MI 48854

Phone: (517) 676-9722 E-Mail: roads@ingham.org Website: <http://roads.ingham.org>

Introduction

The following packet was assembled for both seasoned officials who are very familiar with the process and for officials new to their positions to help them better understand the intricacies of local road funding.

Each year, the Ingham County Road Department (ICRD) and Township Boards partner to provide local road improvements to the residents of Ingham County. While road funding is limited, these parties work hard to spend this precious limited funding efficiently and effectively. In 2024, approximately \$7.6M was invested in capital improvements to the local road network, with \$6.2M being contributed through the Townships, special assessment districts and/or Township millages.

Funding for Local Roads

Roads in Michigan have been chronically underfunded for decades. There are numerous reasons behind this fact, but no matter the cause, Michiganders see the results – many miles of poor roads.

This is especially true for local roads, which connect people from the primary road system to their homes and businesses. Local roads can be further divided into local collector roads and subdivision roads. Local collector roads are those that connect residential and business areas to the primary road system. Local subdivision roads mostly service residents or businesses within subdivisions and business parks.

Ingham County has 432.76 miles of primary roads and 822.60 miles of local roads. See below for a chart breaking down the mileage per Township.

Township	Primary Roads (miles)	Local Roads (miles)
Alaiedon	34.20	41.66
Aurelius	26.11	45.98
Bunkerhill	30.00	30.50
Delhi	43.33	98.07
Ingham	19.54	35.65
Lansing	15.93	26.99
Leroy	22.30	45.02
Leslie	27.13	49.97
Locke	20.84	49.79
Meridian	51.65	158.32
Onondaga	23.50	41.01
Stockbridge	21.80	29.84
Vevay	29.39	47.53
Wheatfield	27.63	29.50
White Oak	10.80	45.70
Williamstown	28.61	47.07

The primary and local designations play an important role in how much the ICRD receives from the Michigan Transportation Fund (MTF). According to the 2025 MTF formula, the

ICRD will receive \$3,437 for each mile of rural local road and \$6,410 for each mile of urban local road.

Unfortunately, the MTF allocated for local roads barely covers the ICRD's cost for routine maintenance such as snow plowing and pothole patching. In addition, under current state law (Public Act 51 of 1951, as amended), any improvements to a local road must have at least 50% of its funding come from a source other than the road agency. This alternate source of funding often comes from the Township, but it can also come from a millage, special assessment district, developments or other outside sources.

Funding Options for Townships

Townships are not legally required to contribute to the maintenance, construction or reconstruction of county roads. However, Act 51 does restrict how much a road agency can spend on improvements to local roads as noted above. While road agencies do not have any legal taxing authority, Townships have three options to help raise revenue to fund road improvements: a millage through Act 51, a Township-wide millage, or a special assessment district. Previously, the use of American Recovery Plan Act (ARPA) funds were another option available to Townships to fund local road improvements, but this funding option has since expired.

1. Act 51 Millage

Act 51 outlines two options for Townships to raise revenue for the maintenance and improvement of local roads.

- Township Boards can levy a property tax of no more than three mills in any year, without a vote of the people, for the maintenance or improvement of county roads within the Township.
- With voter approval, Township Boards may levy a property tax of no more than six mills in any year for the maintenance or improvement of county roads within the Township.

2. Township-Wide Millage

Article IX, Section 6 of the Constitution of Michigan of 1963 authorizes Townships to levy millages with a majority vote of the people. However, this option is limited to a cap on the total mills able to be imposed for personal property taxes from all sources.

3. Special Assessment Districts

Two options are available to create special assessment districts (SAD). An SAD is an area where the majority of property owners agree to allow a governmental agency to levy a property tax in exchange for a specific service such as road improvements. The area can be limited to a neighborhood or can be Township-wide.

- Public Act 188 of 1954 allows Townships to initiate the SAD process via a resolution and a public hearing. The Township is the primary contact for Public Act 188 SAD

projects. This is a more streamlined process than the Public Act 246 option, as it usually can be completed within one year.

- Public Act 246 of 1931 allows Landowners to petition the Road Department for an SAD. This process requires numerous Board resolutions and public meetings, which extends the schedule timeframe to 2-3 years. The Road Department is the primary contact throughout the process.

Historic Local Road Contributions

The chart below includes all contributions made by the Townships and/or residents within Ingham County for local road improvements over the last five years.

Township	2020	2021	2022	2023	2024
Alaiedon	\$56,244	\$97,695	\$269,135	\$141,197	\$120,630
Aurelius	\$24,282	\$35,275	\$248,466	\$132,585	\$183,194
Bunkerhill	\$51,613	\$53,115	\$90,564	\$62,672	\$310,552
Delhi	\$0	\$0	\$155,913	\$0	\$285,229
Ingham	\$0	\$64,217	\$0	\$73,611	\$32,511
Lansing	\$118,019	\$0	\$81,828	\$57,730	\$98,470
Leroy	\$0	\$108,929	\$71,098	\$106,658	\$310,144
Leslie	\$0	\$61,494	\$55,519	\$48,107	\$50,147
Locke	\$25,000	\$76,698	\$172,096	\$258,506	\$23,107
Meridian	\$4,636,645 (*)	\$2,335,991 (*)	\$1,775,512 (*)	\$4,341,407 (*)	\$4,006,408 (*)
Onondaga	\$0	\$0	\$61,812	\$44,635	\$99,037
Stockbridge	\$30,088	\$0	\$254,584	\$274,076	\$224,129
Vevay	\$45,000	\$53,973	\$72,968	\$126,604	\$50,147
Wheatfield	\$33,300	\$0	\$80,233	\$62,175	\$186,972
White Oak	\$0	\$0	\$112,506	\$0	\$117,247
Williamstown	\$0	\$71,409	\$1,263,003 (**)	\$103,931	\$151,497

(*) = Township-wide Millage

(**) = includes \$284,351 from SAD projects

The chart below shows the total amount invested in the local roads during the 2024 Local Road Program.

Township	Township Contribution	ICRD Contribution	Total LRP Cost
Alaiedon	\$120,630.29	\$122,011.69	\$242,641.98
Aurelius	\$183,193.50	\$116,500.66	\$299,694.16
Bunkerhill	\$310,551.94	\$121,360.89	\$431,912.83
Delhi	\$285,228.70	\$447,326.72	\$732,555.42
Ingham	\$32,510.61	\$39,878.93	\$72,389.54
Lansing	\$98,469.85	\$152,587.73	\$251,057.57
Leroy	\$301,144.39	\$112,778.03	\$413,922.42
Leslie	\$50,146.87	\$70,705.31	\$120,852.18
Locke	\$23,106.89	\$35,884.01	\$58,990.90
Meridian	\$4,006,407.51	\$335,000.00	\$4,341,407.51
Onondaga	\$99,037.43	\$128,316.41	\$227,353.84
Stockbridge	\$244,128.93	\$93,907.10	\$318,036.03
Vevay	\$50,146.87	\$70,705.31	\$120,852.17
Wheatfield	\$186,972.39	\$83,022.81	\$269,995.20
White Oak	\$117,247.39	\$93,191.48	\$210,438.87
Williamstown	\$151,496.58	\$107,965.46	\$259,462.04

The total cost of the ICRD contribution to the Local Road Program in 2024 was \$2,131,142.54, which equates to more than 40% of the total annual funding the ICRD receives for local roads through the MTF Formula.

Local Road Matching Program

The allocations provided to each Township are based upon the way ICRD receives funding through the MTF formula, which considers both population and road mileage in the funding distribution. The ICRD has dedicated over 20% of the local road funding received annually towards the Local Road Program allocations to the Townships. The remainder of the local road funds are used for ICRD costs in the LRP program, winter operations and routine maintenance.

Each year, Townships have three options for managing their allocated funds from the ICRD:

1. **Utilize the full allocation for the year’s program.** This option leaves no rollover for the following year.
2. **Use part of the allocation and roll over the remaining funds** to the next year.
3. **Roll over the entire allocation** to fund a larger project in the subsequent year.

If a Township chooses to roll over any funds, those funds must be used in the following fiscal year’s program; otherwise, they will be forfeited. Additionally, any Townships with existing 2024 carryover balances must utilize it by the end of 2025, or the funds will be forfeited.

The chart below shows the 2025 Local Road Program funding allocation for use by each of the Townships as calculated by the ICRD. Please note, the “Total Allocation Available for 2025” column includes the 2025 LRP allocation from the ICRD plus any current rollover funds.

Township	2025 Allocation	2024 Roll Over	Total Allocation Available for 2025
Alaiedon	\$45,000.00	\$0	\$45,000.00
Aurelius	\$50,000.00	\$0	\$50,000.00
Bunkerhill	\$33,300.00	\$0	\$33,300.00
Delhi	\$210,000.00	\$630,831.14	\$840,831.14
Ingham	\$33,300.00	\$789.39	\$34,089.39
Lansing	\$60,000.00	\$61,970.36	\$121,970.35
Leroy	\$45,000.00	\$0	\$45,000.00
Leslie	\$50,000.00	\$1,745.13	\$51,745.13
Locke	\$45,000.00	\$21,893.11	\$66,893.11
Meridian	\$335,000.00	\$0	\$335,000.00
Onondaga	\$45,000.00	\$93,837.88	\$138,837.88
Stockbridge	\$33,300.00	\$0	\$33,300.00
Vevay	\$55,000.00	\$4,853.13	\$59,853.13
Wheatfield	\$33,300.00	\$0	\$33,300.00
White Oak	\$40,000.00	\$0	\$40,000.00
Williamstown	\$60,000.00	\$0	\$60,000.00

Locke Township Summary

The following is a summary of the roads located in Locke Township. A map showing the road network within the Township is included in Appendix A. This map also shows the LRP work performed in the Township over the last several years.

Primary Roads

- 20.84 miles of primary roads
 - 0 miles are located within the urban boundary

Local Roads

- 49.79 miles of local roads
 - 0.28 miles are located within the urban boundary

Project Selection

Each Township is requested to coordinate with the ICRD to develop a 3-year road improvement plan for planning purposes. Eligible local road capital improvements include such activities as cold-milling, pulverizing, asphalt overlays, gravel resurfacing, curb replacement and shoulders.

The ICRD staff have put together a small selection of project candidates with anticipated costs as shown in Appendix B. Additionally, the roads completed as part of the 2024 Local Road Program are included in Appendix B.

Action Required by Township

Each Township shall notify the ICRD by **Friday, February 14, 2025** of their intentions regarding the LRP fund allocation as follows:

1. Able to use ALL of the allocated LRP funds; or
2. Unable to use any portion of the allocated LRP funds; or
3. Only able to use a PORTION (amount of \$_____) of the allocated LRP funds

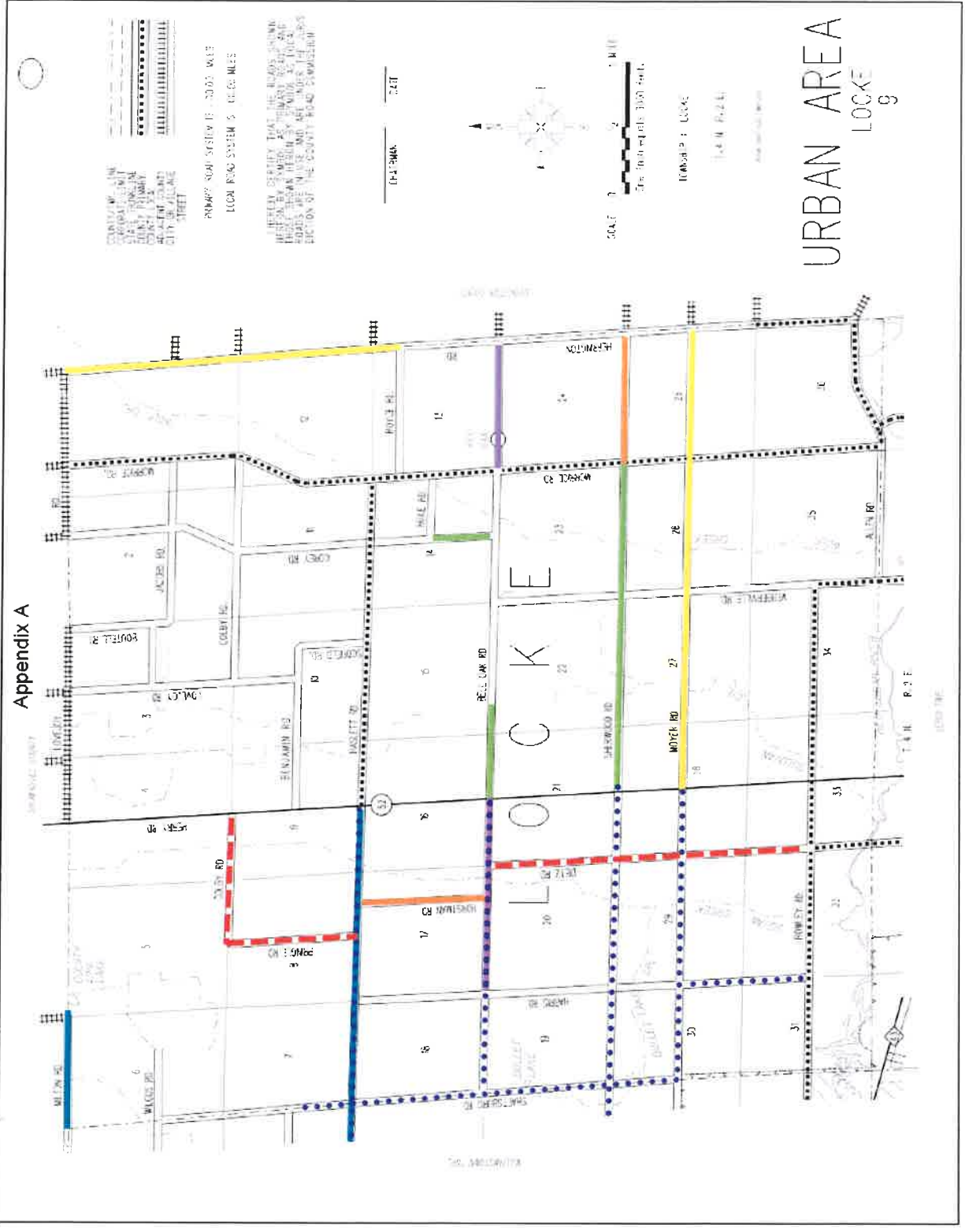
If Option 2 or 3 are selected, the Township may request to roll over all or part of the 2025 annual allotment to the 2026 calendar year, in an effort to complete a larger project. Please note, only one year of funds can be rolled over annually.

As a reminder, Townships with existing large carryover balances must utilize their available Road Department funding by the end of 2025 or it will be forfeited.

A lack of response by the deadline may result in forfeiture of the current year's allocation.

Contact Information

Managing Director	Director of Operations	District Supervisor	Office Coordinator
Kelly Jones kjones2@ingham.org (517) 676-9722 x 2336	Andy Dunn adunn@ingham.org (517) 676-9722 x 2355	Tim Engel tengel@ingham.org (517) 719-6660	Heather Barry hbarry@ingham.org (517) 676-9722 X 2310



Completed 2020 Completed 2021 Completed 2022 Completed 2023 Completed 2024 Proposed 2025 Consumers Energy Projects

PASER Ratings for 1/7/2025

Ingham (County)

Today's Date: Tuesday, January 7, 2025

Historical Date : 1/7/2025

Filter Name: Locke [Admin]

PASER Ratings for 1/7/2025

2025	Surface Subtype	PASER Rating										Lane Miles	AVG. PASER
		10	9	8	7	6	5	4	3	2	1		
	Primary - Rural Standard	0.000	0.000	0.000	0.000	3.078	0.000	0.000	0.036	3.290	0.000	6.404	3.928
	Primary - Rural Improved	0.000	0.000	5.048	8.430	0.990	0.000	7.010	13.888	5.616	8.870	49.852	3.914
	Asphalt-Standard	0.000	0.000	1.014	5.050	4.018	17.068	6.234	6.768	0.000	0.000	40.152	4.935
	Local - Standard	0.000	0.000	1.622	0.996	0.000	0.000	0.000	0.000	7.046	0.000	9.664	3.522
	Sealcoat-Standard	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1.990	0.000	2.986	4.976	1.800
	Totals:	0.000	0.000	7.684	14.476	8.086	17.068	13.244	22.682	15.952	11.856	111.048	4.155



INGHAM COUNTY

ROAD DEPARTMENT

301 Bush Street, PO Box 38, Mason, MI 48854
(517) 676-9722 roads@ingham.org

LOCAL ROAD PROGRAM LOCKE TOWNSHIP 2025 PROPOSED PROJECTS

BUDGET OVERVIEW

2024 LRP ROLLOVER	2025 LRP ALLOCATION	TOTAL FUNDS AVAILABLE 2025
\$21,893.11 * MUST BE USED IN THIS YEAR OR FORFEITED	\$45,000 * MAY BE DESIGNATED FOR ROLLOVER TO 2026	\$66,893.11

To calculate the township cost for the year, add up cost for each project set to be done, then subtract the total LRP funds available.

GLOSSARY

TERM	DEFINITION
Chip Seal	Pavement surface treatment that combines a layer of asphalt emulsion (liquid oil) with a layer of aggregate (small stone).
Culvert	Metal pipe below the road that moves water from one side of the road to the other.
Fog Seal	Thin layer of asphalt emulsion (liquid oil) that is applied over top of a chip seal. Fog seal applications help lock in aggregates and also change the appearance of chip sealed surfaces. Fog seal cost are not included in cost sharing.
Hot Mix Asphalt (HMA)	Stone, sand, gravel bound together by asphalt cement (product of crude oil).

2024 PROJECTS

ROAD SEGMENT	SUMMARY OF WORK	CHIPSEAL STATUS
Milton Rd - Twp Line to Locke Rd	Trees, Ditching, Culverts, HMA Leveling, HMA Overlay	Scheduled 2025

PROPOSED PROJECT #1

ROAD NAME	SEGMENT OF ROAD	COST OF PROJECT
Dietz Rd	Rowley to Sherwood	\$175,329.00

DESCRIPTION OF WORK

The scope of work includes tree removal and trimming, culvert replacement, ditching, HMA leveling course, HMA wearing/top course, gravel shoulders, and chip seal.

PROPOSED PROJECT #2

ROAD NAME	SEGMENT OF ROAD	COST OF PROJECT
Dietz Rd	Rowley to Moyer	\$116,886.00

DESCRIPTION OF WORK

The scope of work includes tree removal and trimming, culvert replacement, ditching, HMA leveling course, HMA wearing/top course, gravel shoulders, and chip seal.

PROPOSED PROJECT #3

ROAD NAME	SEGMENT OF ROAD	COST OF PROJECT
Dietz Rd	Moyer to Bell Oak	\$175,329.00

DESCRIPTION OF WORK

The scope of work includes tree removal and trimming, culvert replacement, ditching, HMA leveling course, HMA wearing/top course, gravel shoulders, and chip seal.

PROPOSED PROJECT #4

ROAD NAME	SEGMENT OF ROAD	COST OF PROJECT
Pringle Rd & Colby Rd		\$62,378.10

DESCRIPTION OF WORK

The scope of work includes Pulverizing + 2" Gravel, Grading, Culverts, and Ditching.

NOTES

ICRD or its contractor will apply two applications of Calcium Chloride per year, paid for by ICRD. Any additional applications will be paid for by the township. One Mile of Liquid Calcium Chloride - \$722.77

Consumers Energy Pipeline Phase 2 Projects:

- Moyer Rd - Shaftsburg to M52
- Shaftsburg Rd - Moyer to Eply
- Harris Rd - Rowley to Moyer
- Bell Oak - Shaftsburg to M52

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 Strong's lawn service phone 517-294-5845
Address 490 meadow Ln Fowlerville MI 48836 email caron Strong 43@yahoo.com

1. Locke Township Hall, 3805 Bell Oak Rd, Williamston [approximately 2 acres]
-Per occurrence mow/trim, pick up debris, blow clippings from sidewalks/asphalt
\$ 65.00
2. Rowley Cemetery, corner Rowley Rd & M-52 [approximately 5.61 acres]
-Per occurrence mow/trim, pick up debris \$530.00
3. Bell Oak Cemetery, Bell Oak Road east of Morrice Road [approximately 2.45 acres]
-Per occurrence mow/trim, pick up debris \$200.00
4. Brick Cemetery, Shaftsburg Road north of Haslett Road [approximately 2.04 acres]
-Per occurrence mow/trim, pick up debris \$120.00
5. Spring / Fall / storm damage / general maintenance cleanup @ \$ 30.00 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 *Caron Strong* Date 10-22-24

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

Bid received 10-22-2024 [date] DLH. Bid accepted by Locke Township Board _____ [date]

Nathan Lott, Locke Twp Supervisor / date

Marcy Shepler, Locke Twp Clerk / date

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 Nick's Lawn Services & Snow Removal phone 517-449-9982

Address 4167 W Grand River Rd Owosso MI 48867 email Nick48872@yahoo.com

1. Locke Township Hall, 3805 Bell Oak Rd, Williamston [approximately 2 acres]
-Per occurrence mow/trim, pick up debris, blow clippings from sidewalks/asphalt
\$ 80

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 @ \$ 100 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.

mm mm

Signature

11/12/24

Date

should have it from this year yet

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

Tyler Nicks - 989-403-8062

Chase Ridman - 517-455-4626

Builders Wholesale - 517-243-6678

2025 BOARD OF REVIEW NOTICE
LOCKE TOWNSHIP INGHAM COUNTY

The Locke Township Board of Review will hear assessment appeals at the Locke Township Hall, 3805 Bell Oak Road, Williamston according to the following schedule:

Organizational Meeting: Tuesday March 04, 2025 9 AM
Appeal Hearing: Monday March 10, 2025 9 AM– noon & 2 – 5 PM
Tuesday March 11, 2025 1 - 4 PM & 6 – 9 PM

2024 Tentative Ratios and Estimated Multipliers Factor for each Property Class:

<u>Property Class</u>	<u>Ratio</u>	<u>Factor</u>
Agricultural	51.72%	0.96675
Commercial	48.11%	1.03929
Industrial	50.61%	10.98795
Residential	49.34%	1.0000
Personal	50.00%	1.0000

The Board of Review will meet to hear questions, protests and to equalize the 2025 assessments. Residents are able to protest by letter received prior to March 11, 2025. Locke Township will provide necessary reasonable services to individuals with disabilities at the Board of Review meetings upon 3 days notice. Contact: Locke Township Clerk, 3805 Bell Oak Road, Williamston MI 48895, 517 468-3405.

This meeting is open to all members of the public under Michigan’s Open Meetings Act, PA 267 of 1976, as amended [MCL41.72a(2)(3)] and the Americans with Disabilities Act.

Board of Review Members: Dean Kitchenmaster, Cory Jorgensen, Mary Shinkle
Supervisor/Board of Review Secretary: Nathan M Lott
Assessor – John Cunningham

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	17. 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	20. per hour plus mileage .50 per sq inch sexton pd 25¢ per sq inch if quikcrete Back hoe use \$100, Burial \$550 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		<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
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

♣♥2025 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

01-14-25	Luft, Nicholas	25-002	5695 M-52 48449	09 300 020	\$288		Grd. Solar
01-14-25	Luft, Nicholas	25-001	5695 M-52 48449	09 300 020	\$384		Res. Alter

2025 Locke Twp-plumbing/mechanical/electrical permits

01-07-25	Gibney, Dennis	25-001	5005 Harris Rd 48895	18 400 009	Pd\$48	Elec.	Generator♣
01-16-25	Luft, Nicholas	25-002	5695 M-52 48449	09 300 020	\$96	Elec.	Gr. Solar
01-16-25	Luft, Nicholas	25-003	5695 M-52 48449	09 300 020	\$288	Elec.	200 amp.
01-21-25	Bowen, Jason	25-004	5130 Shaftsburg Rd	18 300 012	Pd\$192	Elec.	200 amp

01-16-25	Luft, Nicholas	25-001	5695 M-52 48449	09 300 020	\$288	Mech.	Gas/Oil duct
01-23-25	Black, Michael	25-002	2625 E. Haslett 48895	07 300 005	Pd.\$96.	Mech.	Furnance

01-16-25	Luft, Nicholas	25-001	5695 M-52 48449	09 300 020	\$288	Plumb	Sewer/Water
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01-02-25. Opened emails. Emailed Bldg. Permit App for Luft to AGS. Rec'd unsigned res. elec. Permit for Gibney – sent to contractor for signature in order to process.

01-07-25. Opened emails. Email sent to R. Piner Ing. Co. Treasurer for county certificates for parcels 17-200-021, 17-200-020, 17-200-004 for D. Johnson. Rec'd & issued 2025 LU-001 Permit for combining parcels. Copy to assessor. Rec'd check #35897 gave to clerk. Left voice mail for S. Dickinson requesting LD application in order to proceed. Rec'd Ing. Rd. Dept for S. Dickinson. Rec'd Elec. Res. Permit App. for D. Gibney & payment of 48. Emailed to AGS. Check to clerk.

01-09-25. Opened emails. Rec'd Elec. Permit 25-001 from AGS for D. Gibney. Doc. & filed. Processed AGS FNL inspections. Ret. Call to S. Dickerson ATD Architectural firm in Royal Oak re: parcel in Locke Twn. Left VM. Ret. Call to S. Dickinson re: LD app., waiting on finalized survey. Updated Elec., Bldg, Mech, packets with new fees.

01-14-25. Opened emails. Returned Res. Mech. Permit check #35896 dated 1-9-25 for \$48 to Northwinds Heating and Cooling and sent new application form. Worked on LD for S. Dickinson. Requested county certificate.

01-16-25. Opened emails. Rec'd S. Dickinson county certificate. Sent LD Permit & survey to Ingham Org. requesting new parcel #. Gave copy to assessor. Gave check #3800 dated 1-14-25 for 110.00 to clerk for LD fee. Rec'd BP 25-001 and 25-002 for Luft. Notified Luft they are ready for pickup and fees owed. Documented on permit list. Ret. Call to S. Gustafson left voicemail. Rec'd email from G. Steel with berm dimensions, forwarded email to ICDC.

01-21-25. Opened emails. Rec'd email from Hull, ICDC who sent email to G. Steele advising he will need an updated waiver application. Rec'd Red. Elec. Permit for J. Bowen, emailed to AGS. Rec'd msg. from S. Gustafson, left msg. advising Zon. Adm either needs address or email to send LU Permit. Mailed 2025 LU 003 for N. Luft. Reconciled AGS new permits report for 11-29-24 & 01-17-25. Discrepancy found on Elec. Comm. Permit – advised clerk.

01-23-25. Opened emails. Rec'd Northwinds #35906 \$96 1-17-15 for Res. Mech. Permit for 07-300-005. Emailed to app. to AGS & gave check to clerk. Rec'd Cert of Occupancy for Black. Mailed to homeowner with Principal Res. Exemption Affidavit. Gave clerk Comm. Elec. Permit for 22-400-004 from 11-2-23. Left msg. w/Howard he will need a BP to add lean to pole barn. Ret. Call to Alisah @ Victor Solutions – advised they use an obsolete maint. form, re-roof requires BP App. with LD use App. Emailed forms to Victor Solutions.

NIESA report

January 2025

Wed Jan 01 6 calls - medical: 1 Whtfld, 4 City, 1 Wmstown
 Thur Jan 02 4 calls - medical: 2 City, 1 Whtfld-fire, 1 mutual aid Shiawassee County structure fire
 Fri Jan 03 4 calls – medical: 1 Wmstown, 1 City, 1 Leroy, **1 Locke**
 Sat Jan 04 4 calls – medical: 1 City, 2 Vlg, 1 Leroy
 Sun Jan 05 5 calls – medical: 1 Wmstown, **3 Locke**, 1 City
 Mon Jan 06 3 calls – medical: 3 Wmstown [1 fire]
 Tue Jan 07 4 calls – medical: 2 City, 1 Wmstown, **1 Locke**
 Wed Jan 08 3 calls – medical: 1 Leroy, 1 Vlg, 1 Whtfld-fire
 Thu Jan 09 3 calls – medical: 1 Wmstown-fire, 1 City, 1 Vlg
 Fri Jan 10 8 calls – medical: 3 City, 2 Vlg[1 fire], 1 Whtfld[accident on I-96], 2 Wmstown
 Sat Jan 11 3 calls - medical: 1 City-fire, 1 Vlg-fire,**1 Locke**

 Sun Jan 12 6 calls – medical: 1 Wmstown, 3 City[1 fire], 1 Wmstown, 1 Whtfld[accident I-96]
 Mon Jan 13 6 calls – medical: 1 Leroy, **1 Locke[Morrice/Haslett acc]**, 1 Whtfld, 1 Vlg, 2 mutual aid-
 Okemos-medical & Gregory-fire
 Tue Jan 14 4 calls – medical: 1 Leroy, 2 City, 1 Wmstown
 Wed Jan 15 9 calls – medical: 2 Leroy, 2 Wmstown[both fire], 4 City, 1 Whtfld-acc. I-96
 Thu Jan 16 7 calls – medical: 3 City, 1 Wmstown, 2 Leroy, **1 Locke**
 Fri Jan 17 3 calls – medical: 1 City, 1 Wmstown, 1 Leroy
 Sat Jan 18 3 calls – medical: 1 Leroy, 1 Whtfld, 1 Wmstown-carbon monoxide alarm activation

 Sun Jan 19 1 calls – medical: 1 City
 Mon Jan 20 3 calls – medical: 1 City, 1 Leroy, 1 Whtfld-acc. I-96 at Zimmer
 Tue Jan 21 4 calls – medical: 2 City, 2 Leroy-acc. I-96 at Dietz & acc. Gr Ri & M-52
 Wed Jan 22 6 calls – medical: **1 Locke**, 1 Leroy, 2 Wmstown, 2 Vlg
 Thu Jan 23 5 calls – medical: **1 Locke**, 3 Whtfld [1 vehicle accident on I-96], 1 City
 Fri Jan 24 1 calls – medical: 1 Whtfld
 Sat Jan 25 3 calls – medical: 2 City, 1 Vlg

 Sun Jan 26 7 calls – medical: 3 Wmstown[1 acc. Shoreman/Barry], 3 City, 1 Leroy
 Mon Jan 27 5 calls – medical: 1 Wmstown, 2 Vlg, **1 Locke**, 1 City
 Tue Jan 28 2 calls – medical: 1 City, 1 Wmstown

2024 was record year for ambulance and fire calls totaling 1728 calls.

EMT class going well. Ingham County fire school at Station 62 has 13 students.

Participated in Williamston and Webberville light parades. Also, shop with a Hero.