

LOCKE TOWNSHIP REGULAR BOARD MEETING AGENDA March 10, 2026 7 PM
LOCKE TWP HALL- 3805 BELL OAK RD, WMSTN 48895 517 468-3405

1. Call to Order by Supervisor Lott, Welcome everyone, please stand for the 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 February 11, 2026 meeting minutes. Any corrections? Motions to approve?
Motion _____ Second _____ to approve February 11, 2026 minutes.
All in favor say aye _____ All opposed say nay _____ Motion passes/fails.
4. Public Hearing-General Fund Budget and General Appropriation Act for the fiscal year 4--1-2026 thru 3-31-2027. Supervisor Lott calls the public hearing to order at _____. Any questions or comments from the public? If so or not, Supervisor Lott asks for motion to adjourn.
Motion _____, Second _____, to adjourn the March 10, 2026 Public Budget Hearing. Roll call please Clerk Shinkle, Lott _____, Hull _____, Coe _____, Shepler _____, Shinkle _____.
Motion passes/fails?
5. Action on Accts Payable Independent Bank checks #7021 - #70 _____ totaling \$ _____
Any questions/comments? Motion to approve?
Motion _____ second _____ to approve Accts Pay Checks #7021-70 _____ totaling \$ _____
All in favor say Aye _____ All opposed say Nay _____ Motion passes/fails.

6. Presentation / Public Comment-3 minute limitation

7. Unfinished Business:

*Inghan County Road Department two proposals: Board members take a look at the two proposals from the ICRD, first one would be the Allen road project that would cost Locke \$29,756.54 (rolling over \$15,243.45 into 2027). Second one would be the Allen Road and Herrington gravel project that would cost Locke \$41,953.34 (rolling over \$3,046.66 into 2027). Any questions or comments? If not we would need a motion on one of the proposals, please.
Motion _____, Second _____ to accept proposal # _____ for the amount of \$ _____.
Roll call please Clerk Shinkle, Lott _____, Hull _____, Coe _____, Shepler _____, Shinkle _____. Motion passes/fails?

8. New Business

*Resolution 2026-04 General Fund Budget/Appropriation Act for the fiscal year 4-1-26 thru 3-31-27. Any questions or comments? Motion _____, Second _____, to accept Resolution 2026-04 Appropriation Act. Roll call Clerk Shinkle, Lott _____, Hull _____, Coe _____, Shepler _____, Shinkle _____, motion passes/fails?

*Cemetery Flags: Clerk Shinkle we need to order 300 Flags for the upcoming holidays if not done yet.

9. Reports:

Clerk - Feb rev/exp report;

Treasurer -2/28 treasurer report: Treasurer has collected 96.3% of Winter taxes.

Trustee - Coe:

Trustee – Hull:
Supervisor – Lott

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

10.. Public Comment [3 minute limitation]

11. Communications, seminars, etc.
*Sgt Richard Stack, ICSD report

12. Any Other Business / Board member comments

13. 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 locketwpclerk@tds.net.

Nathan M Lott, Locke Township Supervisor **Next meeting –April 14,2026**



From: Heather Barry
Sent: Friday, February 27, 2026 11:55 AM
To: locketwpsupervisor@tds.net
Cc: Brett Campbell <BCampbell@ingham.org>; Timothy Engel <TEngel@ingham.org>; Dan Troia <DTroia@ingham.org>
Subject: RE: Locke Township Local Road Program

Good morning!

Thank you for confirming your 2026 Local Road Program project selection. I have recorded that you will be moving forward with the following:

ROAD NAME	SEGMENT OF ROAD	SCOPE OF WORK	ESTIMATED COST OF PROJECT
Allen Road	Webberville to Morrice Rd	The scope of work includes tree removal and trimming, culvert replacement, ditching, HMA leveling course, HMA wearing/top course, gravel shoulders, and chip seal.	\$119,026.17
		TOTAL ESTIMATED LRP COST:	\$119,026.17
		LERROY SPLIT COST FOR MEECH ROAD:	-\$59,513.09
		ESTIMATED ICRD FUNDS CONTRIBUTION:	-\$29,756.54
		TOTAL ESTIMATED COST FOR TOWNSHIP:	\$29,756.55
		ESTIMATED ROLLOVER FUNDS FOR 2027	\$15,243.45

An option that you could consider would be completing Dietz Road from Moyer to Sherwood, which had an estimated cost of \$59,290.00. This would bring your estimated LRP cost to \$118,803.09, which is roughly what you were expecting your total to be for Allan Road without the cost share with Leroy. With the our match removed it would be a total estimated cost of \$73,803.09 for your township. Or you can chose to rollover the remaining for next year’s work. Let me know what you would like to do.

In the meantime, we will submit the Allen Road project as a resolution to our Board of Commissioners, draft a work agreement, and reach out once the agreement is ready for your signature. Please let me know if any of the above does not look correct to you or if you have any questions.

Best,

Heather Barry

locketwpsupervisor@tds.net

From: Heather Barry <HBarry@ingham.org>
Sent: Wednesday, March 4, 2026 11:57 AM
To: locketwpsupervisor@tds.net
Cc: Brett Campbell; Timothy Engel; Dan Troia
Subject: RE: Locke Township Local Road Program

Hi Nate,

If you were to add Herrington Road project this year your contribution would be as follows:

ROAD NAME	SEGMENT OF ROAD	SCOPE OF WORK	ESTIMATED COST OF PROJECT
Allen Road	Webberville to Morrice Rd	The scope of work includes tree removal and trimming, culvert replacement, ditching, HMA leveling course, HMA wearing/top course, gravel shoulders, and chip seal.	\$119,026.17
Herrington Road	Chase Lake to Sherwood	Tree trimming and removal, culverts, ditching, gravel reshaping, add 2" of gravel, regrade and shape.	\$24,393.60
TOTAL ESTIMATED LRP COST:			\$143,419.77
LEROY SPLIT COST FOR MEECH ROAD:			-\$59,513.09
ESTIMATED ICRD FUNDS CONTRIBUTION:			-\$41,953.34
TOTAL ESTIMATED COST FOR TOWNSHIP:			\$41,953.34
ESTIMATED ROLLOVER FUNDS FOR 2027			\$3,046.66

Let me know after your vote on Tuesday if you would like to move forward with this additional project or if you have any questions before then.

Best,

Heather Barry

Office Coordinator
Ingham County Road Department
(517) 676-9722 x 2310
hbarry@ingham.org
[https://roads.ingham.org/departments and officials/roads/](https://roads.ingham.org/departments_and_officials/roads/)
301 Bush Street, PO Box 38
Mason, MI 48854

TOWNSHIP OF LOCKE, INGHAM COUNTY, MICHIGAN
 RESOLUTION 2026-04 RE: GENERAL FUND BUDGET AND GENERAL APPROPRIATION ACT
 FOR FISCAL YEAR 04-01-26 THRU 03-31-27

A Resolution to establish a General Appropriations Act for Locke Township; to define the powers and duties of the Locke Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Resolution.

The Board of Trustees of Locke Township resolves:

Section 1: Title This Resolution shall be known as the Locke Township General Appropriations Act.

Section 2: Chief Administrative Officer The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this Act.

Section 3: Fiscal Officer The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this Act.

Section 4: Public Hearing on the Budget Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in The Fowlerville News and Views, a newspaper of general circulation, on February 22, 2026, and a public hearing on the proposed budget was held on March 10, 2026.

Section 5: Estimated Revenues Estimated Township general fund revenues for fiscal year 2026-2027, including millage and various miscellaneous revenue, shall total \$379,827.

PROPERTY TAXES	102900	ARPA Grant [transfer from Huntington]	00
TAX ADM FEE	37000	METRO ACT R-O-W FEE	5000
BUILDING & TRADES PERMITS	12000	REVENUE SHARING	190227
ZONING PERMITS	1500	CEMETERY BURIAL	10000
SUMMER TAX COLLECT FEE	2700	SALE OF CEMETERY LOTS	3500
ELECTION REIMBURSEMENT	5000	INTEREST	5000
		HALL RENTAL	5000

Section 6: Millage Levy The Locke Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1 mill as set forth by the Tax Allocation Board, reduced if and as necessary to comply with constitutional tax limitation.

Section 7: Estimated Expenditures Estimated township general fund expenditures for fiscal year 2026-2027 for the various Township activities total \$430066.

101 TOWNSHIP BOARD	32900	302 HAZMAT APPROP	500
171 SUPERVISOR	23982	371 CONTRACT INSPECTOR	12000
215 CLERK	53700	445 DRAINS	18000
247 BOARD OF REVIEW	2300	446 HIGHWAYS/STS/BRIDGES	45000
253 TREASURER	39844	567 CEMETERY	53250
257 ASSESSOR	31500	701 PLANNING	32700
262 ELECTION	22600	702 ZONING	15840
265 BUILDING/GROUNDS	45950		

Section 8: Adoption of Budget by Activity/Department Locke Township Board adopts the 2026-2027 fiscal year general fund budget by Activity/Department, with revenues and activity expenditures as indicated in Section 5 and 7 of this Act. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each Activity/Department. The account numbers, organization, summaries and headings may be adjusted by the Fiscal Officer to comply with state law and proper accounting standards.

Section 9: Budget Monitoring Whenever it appears to the Chief Administrative Officer, the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer or Fiscal Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 10: Authorized Salary, Hourly and Per Diem Rates

Included in the various Activities/Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

SUPERVISOR	20132.	BOARD OF REVIEW	17. HR (min. 2 hrs)
CLERK	39500.	ELECTION INSPECTOR	17. HR / ELECTION CHAIR 25. extra
TREASURER	30544.	NIESA REP	80. PER MO. MEETING
TRUSTEE	174. per twp bd meeting, 82. per additional meeting/36. virtual when approved by the Board		
PLAN COMM	150. per meeting (chair/member sec 25. additional, non-member recording sec 60. per meeting)		
ZBA/CONST BD OF APPEALS	150. per meeting (chair/member sec 25. additional, non-member recording sec 60. per meeting)		
DEPUTIES / HALL MAINTENANCE	17. per hr (min 2 hrs) Cemetery caretaker 20. Per hour		
ORDINANCE ENFORCEMENT OFFICER	20. per hr (min 2 hrs)		

Section 11: Appropriation not a Mandate to Spend Appropriations shall be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall monitor and control the budget to ensure that expenditures are within appropriations, and shall not issue any Township order for expenditures that exceed appropriations.

Section 12: Periodic Fiscal Reports The Fiscal Officer shall transmit to the Township monthly, a report of financial operations, including, but not limited to:

- a. summary statement of the actual financial condition of the general fund
- b. summary statement showing the receipts and expenditures and encumbrances.

Section 13: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 14: Authorization of Payments

The Fiscal Officer may issue and deliver checks drawn on the Township funds for payroll, utility bills and other pre-approved purchases in order to take advantage of discounts or to make payment prior to a billing deadline that falls between Township Board meeting dates. Such payments shall be included on the claims list submitted to the Township Board at their next meeting, labeled prepaid. All other checks drawn on the Township general fund shall be approved by the Township Board prior to being delivered.

Section 15: Violations of This Act Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials to disciplinary action as outlined in Public Act 621 of 1978.

Section 16: Board Adoption

The foregoing resolution offered by board member _____, seconded by board member _____ . Upon a roll call vote, the following voted:

Aye _____

Nay _____

Absent _____

The resolution was declared adopted at this regular meeting held on March 10, 2026.

Mary Shinkle, Locke Township Clerk

CERTIFICATION

The undersigned, Mary Shinkle, duly elected and acting Clerk of the Township of Locke, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Township Board of Locke Township on March 10, 2026 at which meeting a quorum was present; that said meeting was conducted in accordance with the Open Meetings Act of the State of Michigan and the members of said Board voted upon said Resolution as hereinbefore set forth.

Attested to by Supervisor Nathan M Lott

Mary Shinkle, Locke Township Clerk

LOCKE TOWNSHIP

Apr 01, 2026-Mar 31, 2027 GENERAL BUDGET WORKSHEET

REVENUE		<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
101 000 402	PROPERTY TAXES	85000	94000	98000	102,900
101 000 447	TAX ADMINISTRATION FEE	34000	36000	37000	37,000
101 000 490	BUILDING PERMITS	10000	12000	10000	12,000
101 000 478	ZONING PERMITS	3000	2000	1500	1500
101 000 448	SUMMER TAX COLLECT	2700	2700	2700	2700
101 000 528	ARPA GRANT	195500	00	0	0
101 000 576	ELECTION REIMBURSEMENT	500	5000	0	5000
101 000 546	METRO ACT RIGHT OF WAY FEE	5000	6700	5000	5000
101 000 574	REVENUE SHARING	160000	199662	195027	190227
101 000 626	CEMETERY BURIAL	6000	10000	10000	10000
101 000 642	SALE OF CEMETERY LOTS	1500	3000	3500	3500
101 000 665	INTEREST	5000	8000	5000	5000
101 000 667	HALL RENTAL	<u>5500</u>	<u>5000</u>	<u>5000</u>	<u>5000</u>
TOTAL REVENUE		513700**	384062**	372727***	379827
EXPENDITURES					
101 101 709	TWP BD NIESA REP WAGE	960	960	960	1000
101 101 710	PER DIEM [TRUSTEES]	4250	4250	4250	4500
101 101 711	NON STATUTORY WAGE	400	200	200	200
101 101 713	MEDICARE-SS	430	400	400	500
101 101 727	OFFICE SUPPLIES	2000	1500	2500	2500
101 101 818	LEGAL	13000	3000	10000	10000
101 101 822	TECH ADMIN/SUPPORT	3000	3000	3000	6000
101 101 820	AUDIT	7600	500	8000	500
101 101 860	TRAVEL	300	300	300	500
101 101 957	EDUCATION-TRAINING	600	1000	1000	1000
101 101 956	WORKERS COMP INS	1200	1200	1200	1200
101 101 901	PRINTING-PUBLISHING	500	1000	500	1000
101 101 955	MEMBERSHIPS-DUES	1700	2000	2000	2000
101 101 972	CAPITAL OUTLAY	<u>5000</u>	<u>5000</u>	<u>2000</u>	<u>2000</u>
TOTAL TWP BD		40940*	24310**	36310****	32900
101 171 702	SUPERVISOR SALARY	13044	19641	21032	20132
101 171 713	MEDICARE-SS	998	1500	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	300	300	300
101 171 957	EDUCATION/TRAINING	300	1000	1000	1000
101 171 955	MEMBERSHIPS-DUES	50	50	50	50
101 171 971	CAPITAL OUTLAY	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL SUPERVISOR		15592*	23491**	24882****	23982
101 215 702	CLERK SALARY	19932	39302	34135	39500
101 215 703	DEPUTY SALARY	3500	2000	7000	7000
101 215 713	MEDICARE-SS	1800	3160	3160	3400
101 215 727	OFFICE SUPPLY-POSTAGE	1200	1000	1000	1500
101 215 821	ACCNTNG/CNSLTNG FEE	200	200	200	200
101 215 860	TRAVEL	300	300	500	500
101 215 957	EDUCATION-TRAINING	300	1000	1500	1000
101 215 955	MEMBERSHIPS-DUES	100	100	100	100
101 215 971	CAPITAL OUTLAY	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
TOTAL CLERK		27832*	47562****	48095****	53700
101 247 702	BOARD OF REVIEW SALARY	800	1000	1000	1200
101 247 713	MEDICARE-SS	60	80	80	100
101 247 860	TRAVEL	100	100	100	200
101 247 957	EDUCATION-TRAINING	250	300	300	500
101 247 901	PRINTING-PUBLISHING	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
TOTAL BD OF REVIEW		1510*	1780****	1780****	2300
101 253 702	TREASURER SALARY	18060	28987	29712	30544
101 253 703	DEPUTY SALARY	1000	500	500	1000
101 253 713	MEDICARE-SS	1450	2260	2300	2600

		2500	2800	3000	3200
		<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
101 253 727	OFFICE SUPPLY-POSTAGE	2500	2800	3000	3200
101 253 821	ACCNTNG/CNSLTNG FEE	300	300	300	300
101 253 860	TRAVEL	600	700	700	700
101 253 957	EDUCATION-TRAINING	300	1000	500	1000
101 253 971	CAPITAL OUTLAY	500	500	500	500
	TOTAL TREASURER	24710*	37047****	37512****	39844
101 257 727	ASSESSOR OFFICE SUPPLY-POST	1500	1500	1500	1500
101 257 818	CONTRACT ASSESSING	24000	24000	24000	30000
	TOTAL ASSESSOR	25500*	25500****	25500****	31500
101 262 702	ELECTION SALARY	2500	14500	2500	14500
101 262 713	MEDICARE-SS	1500	0		1500
101 262 727	SUPPLIES	1981	2500	500	2500
101 262 818	ELECTION CONTRACT	00	00	0	00
101 262 860	TRAVEL	500	600	100	600
101 262 901	PRINTING-PUBLISHING	800	4000	500	2500
101 262 971	CAPITAL OUTLAY	500	1000	1000	1000
	TOTAL ELECTION	6281*	24100****	4600****	22600
101 265 702	BUILDING/GROUNDS SALARY	2500	2000	2500	3000
101 265 713	MEDICARE-SS	200	150	200	200
101 265 731	MAINTENANCE SUPPLIES	2500	3000	3000	3000
101 265 818	BLDG/GRNDS CONTRACT	12000	8620	10000	12000
101 265 850	PHONE/INTERNET	3500	3500	3500	3500
101 265 920	UTILITIES	6600	6000	6000	7500
101 265 955	INSURANCE	9000	9000	9500	10750
101 265 971	CAPITAL OUTLAY	6000	6000	6000	6000
	TOTAL BUILDING/GROUNDS	42300*	38270****	40700****	45950
101 567 702	CEMETERY SALARY-MAINT	5000	7500	7500	10000
101 567 703	SEXTON BACKHOE	2500	1500	2000	3000
101 567 713	MEDICARE-SS	380	680	725	1000
101 567 737	OPERATING SUPPLIES	1000	1500	2500	3000
101 567 818	CONTRACT GRNDS MNT	30000	42000	30000	35000
101 567 860	TRAVEL	100	200	200	200
101 567 971	CAPITAL OUTLAY	2000	1000	500	1000
101 567 955	MEMBERSHIP-DUES	35	35	35	50
	TOTAL CEMETERY	41015*	54415****	43460****	53250
101 302 823	HAZMAT APPROPRIATION	500*	500*	500	500
101 371 818	CONTRACT INSPECTOR	10000*	10000*	10000	12000
101 445 818	DRAINS	10000*	10000*	10000	18000
101 446 819	HIGHWAYS/STREETS/BRIDGES	304500*	93000*	200000	45000
101 701 702	PLANNING PER DIEM	5500	8000	8000	9000
101 701 713	MEDICARE-SS	420	600	600	700
101 701 727	OFFICE SUPPLY-POSTAGE	500	500	200	500
101 701 818	PROFESSIONAL SERVICES	30000	24000	20000	20000
101 701 860	TRAVEL	200	200	200	500
101 701 957	EDUCATION	500	500	500	1000
101 701 901	PRINTING-PUBLISHING	500	500	500	1000
	TOTAL PLANNING	37620*	34300****	30000****	32700
101 702 702	ZONING SALARY	10000	8640	8640	8640
101 702 703	DEPUTY ZONING SALARY	2000	1000	1000	1000
101 702 710	PER DIEM [ZBA]	2000	1000	1000	1000
101 702 713	MEDICARE-SS	1100	850	850	1000
101 702 727	OFFICE SUPPLY-POSTAGE	200	200	200	200
101 702 818	PROFESSIONAL SERVICES	5000	2000	2000	3000
101 702 957	EDUCATION	300	500	200	500
101 702 901	PRINTING-PUBLISHING	300	500	200	500
	TOTAL ZONING	20900*	14690****	14090****	15840
	TOTAL EXPENDITURES	609200**	438965****	527429**	430066

04-01-26 ESTIMATED FUND BALANCE 542569
PROPOSED REVENUE +379827
PROPOSED EXPENDITURES - 430066
03-31-27 ESTIMATED FUND BALANCE 492330

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

TREASURER'S REPORT

2/28/2026

INDEPENDENT BANK

GENERAL ACCOUNT	#4621	<u>Checking</u>	<u>Cash Sweep</u>	<u>Total</u>
Beginning Balance		\$1,000.00	\$305,350.20	
Deposits		\$146,974.54	\$39,768.75	
Interest (0.90%)			\$150.36	
Withdrawals (incl. IRS)		\$146,974.54	\$32,630.30	
IRS Tax Payment				
Ending Balance		\$1,000.00	\$312,639.01	\$313,639.01

TAX ACCOUNT	#4618			
Beginning Balance		\$1,389,615.23		
Deposits (incl. interest)		\$1,654,247.91		
Interest (0%)				
Withdrawals		\$1,300,867.29		
Ending Balance		\$1,742,995.85		\$1,742,995.85

FLAGSTAR BANK

CD #8015		Rolled Over 4/18/2025 for 180-day term		
Beginning Balance		\$ 261,930.20		
Ending Balance				\$ 261,930.20
Interest (4.15%)				
Matures October 15, 2025				

<u>CASH ON HAND</u>		\$20.00		\$20.00
----------------------------	--	---------	--	----------------

<u>GRAND TOTAL</u>				\$2,318,585.06
---------------------------	--	--	--	-----------------------

Signed



Tracy Shepherd

02-03-2026

♣♥2026 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♣

February

LAND USE PERMITS ISSUED – February

LU 2026-018	Gulick, Brian	2530 Bell Oak Rd. Williamston 48895	19 200 004
LU 2026-019	Medina, Ben	2900 Rowley Rd, Williamston 48895	31 426 002
LD 2026-020	Stamp, Jennifer	5445 Horstman Rd., Williamston 48895	17 200 024 (Combo)

2026 Locke Twp-plumbing/mechanical/electrical permits

Phone Meetings/Minutes

02-03-26. Opened emails. Rec'd email from Csabatini, Ingham County Equalization with new parcel #'s for split of 16 400 012 to 16 400 015 & 16 400 016. Mailed LD Permit to applicant along with new parcel numbers and legal descriptions. Gave copy to assessor. Made to new parcel files. TCF Wright wanting to know if there were any open permits for 23 200 012.

02-05-26. Opened emails. Rec'd email from Planner who confirmed LU permit only for 19 200 004 as pole barn is for tractors and Ag use, permitted use b/c GAAMPS related. Issued 2026 LU 2018, mailed original to applicant, filed copy, gave #4157 1-11-26 for \$55.00 to from B. Gulick to clerk. Rec'd call from T. Stone inquiring what is needed to build pole barn for his farm, advised LU permit application and payment of \$55.00.

02-10-26. Opened emails. Rec'd VM from S. Hunt re: 5 acre parcel next to township that caller and Jorgensen are purchasing and that he has been zoned commercial. Advised ZO unaware of that. Caller reported Sup. Lott states that was "ratified" in Dec. Advised caller ZO will contact Super. Lott. Sent email to Super. Lott. & Planner.

02-12-26. Opened emails. Rec'd email from Planner with forms. Reviewed zoning ordinance.

02-17-26. Opened emails. Rec'd LU Permit App for 31 426 002 with no payment. TCT B. Mahaffey re: BP for replacement windows, advised none required if just replacing windows. Ret. Call to Dillion (435) 294-0669 and left VM.

02-19-26. Opened emails. TCT B. Medina advised we need payment to process LU app. Rec'd LD (combo) application from J. Stamp to combine 17 200 025 & 17 200 024. TCT to Stamp. Sent email to rpiner for tax certificate. B. Medina came into office with \$55.00 check, 110 for LU Application, gave check to clerk. Issued LU 2026-01

02-24-26. Opened emails. Rec'd Ing. Co. treasurers certificate for parcel 17 200 024 & 17 200 -025 combination. Created 2026 LD 020 and sent with survey to csabatini @ ingham.org, gave check 1039 for \$55.00 from J. Stamp to clerk. Rec'd BP App for W. Wheeler 28 300 004. Called contractor – no signature on lot diagram or stated use of building. Took msg. for assessor and emailed. TCT B. Medina wants to increase size of pole barn, advised to come in to change dimensions on site plan and will changed LU permit with correct dimensions.

02-26-26. Opened emails. Rec'd updated site plan from B. Medina with new dimensions of pole barn. Rec'd email from csabatini@ingham.org with new parcel number 17 200 029 and legal descriptions. Gave copy to owner and assessor. Met with

B. Medina re: 2026LU 019. Met with N. Croather & provided legal descriptions of his parcels 06 400 013 & 05-300 001. Rec'd soil erosion permit waiver for W. Wheeler, sent BP App to AGS.

LOCKE TOWNSHIP ZONING ADMINISTRATOR, JULIE A. MOORE

February 2026 Zoning Administrator report

Land Use Permits issued

2026 LD 018	Gulick, Brian	2530 Bell Oak Rd., Williamston 48895	19 200 004
2026LU 019	Medina, Ben	2900 Rowley Rd., Williamston 48895	31 426 002
2026 LD 020	Stamp, Yancy	5445 Horstman, Williamston 48895	17 200 024

phone/meetings/site visits

02-03-26. Opened emails. Rec'd email from csabatini, Ingham County Equalization with new parcel numbers for split from 16 400 012 to 16 400 015 and 16 400 016 for Aaron Jorgensen. Mailed 2026 LD 017 to Jorgensen with new parcel numbers and legal description to 4104 Moyer Road Wm. 48895. Gave copy to assessor. Created new parcel files. Filed original application in parent file 012. TCF Catherine Wright wanting to know if there were any open permits for 23 200 012.

02-05-26. Opened emails. Rec'd email from Planner re: 19 200 004, as long as pole barn is for tractors & is for AG it will be a permitted use b/c GAAMPS related. TCT to B. Gulick requesting pole barn dimensions, added to plot plan. Issued 2026 LU 018 to Gulick for pole barn, mailed LU permit to applicant, copy to file, check #4157 1-11-26 for \$55.00 from Brian Gulick given to clerk. TCF T. Stone wanting to know what needed to be completed to add pole barn to his property. Advised to completed a LU Permit and pay \$55.00 if Ag related, otherwise needs to complete BP App.

02-10-26. Opened emails. Rec'd VM from Steven Hunt (517) 282-1311 inquiring if he can stop by and get the paperwork for the 5 acre lot next to the Township that he and Aaron Jorgensen are purchasing that has been changed and zoned to commercial. Advised ZO doesn't have any of this information. Caller reported he spoke to Nate Lott in Dec. and that it had been "ratified" and he needs to get the paperwork. Advised ZO will get in contact with Supervisor Lott. Emailed Supervisor Lott. Emailed Brad Kotbra, Planner as ZO unaware of this change. Met with woman who's parent has 20 acres and they wanted to building another house on her parent's property. Advised this is in the 2026 ZO; however, it has not yet been approved. Also advised they could consider LD of 20 acre parcel and build on that.

02-12-26. Opened emails. Rec'd forms from Planner. Discussed parcel next to township with assessor. Reviewed new Zoning Ordinance.

02-17-26. Opened emails. Rec'd LU Permit App for 31 426 002 for barn addition. No check provided. TCF Bret Mahaffey re: BP for windows. Rec'd application and emailed Bret Mahaffey back.

02-18-26. Opened emails. TCT Ben Mendina (517) 404-3551 advised we need \$55.00 payment for LU Application. Rec'd LD (Combo) application from Jen and Yancy Stamp 5445 Horstman Wm. 48895 17 200 024. Called Jen. Stamp (248) 467-3338 Combing parcels, they own Parcel A on suvery 17 200 024

9.98 acres 5445 Horstman & will combine with 17 200 025 10.04 acres for total of 20.02. Sent check #1039 of \$55.00. Sent email to Rpiner@ingham.org for land combination tax certificates. B. Medina came in office with #011717 for \$55.00 for LU application, showed Medina Table 10-4 with Min. Yard Setbacks and frontage for AG. Property. Medina advised they are adding onto his existing barn to keep farm equipment for farming on his land. Inside of barn peak will be no greater than 20', addition will be 70'x100'. Took calls re: BP process.

02-24-26. Opened email Rec'd Ing. Co. Treasurer's Certificate for Parcel combination of 17-200-024 & 17-200-025, Created 2026 LD 020 (Combo) & sent with survey to csabatini@ingham.org. Gave check #1039 from Jennifer Stamp dated 2-17-16 for 55.00 to clerk. Rec'd BP App for Wayne Wheeler @ 3700 Moyer Rd, Wm. 48895 28 300 004. TCT to contractor Scott Parisian (517) 404-5995 advised he needs to sign back of lot diagram form. Asked purpose of barn and he stated he was residential. Took message for John Cunningham to call Mike Johnson (517) 974-9432 @ 5288 Horstman Rd., WM. Took phone call from Ben Medina who wants to increase size of barn, advised to come into to change site plan and a new LU Permit would be issued.

02-26-26. Opened email. Rec'd updated site plan from B. Medina with new dimension of barn 80'X120'. Rec'd email from csabatini@ingham.org for combination of 17 200 -024 & 17-200025 new parcel number 17-200-029. Created new file. Gave copy to assessor and sent copy to owner. Met w/B Medina re: more questions 2026 LU019, reviewed set backs & showed him Table 10-4. Met with N. Croather re: 06 400 003 and 05-300-001 gave him legal descriptions of his parcels. Rec'd soil erosion & sed. Control permit waiver for W. Wheeler 28 300 004, sent BP App to AGS, with questions if BP is required or just LU as this was damage done to a building on his AG property by a tornado.