

# INLAND TOWNSHIP BOARD MEETING

April 8, 2024 at 6:00 p.m.

19668 Honor Hwy., Interlochen

**DRAFT**

**Call to Order** by Clerk Wirth

**Invocation** by Trustee Miller

**Pledge of Allegiance** was recited

**Roll Call Present:** Clerk Wirth, Trustee Miller, Treasurer Zielinski, Trustee Brouwer

Excused: Supervisor Davis

**Public Comment\*** open at 6:02 p.m. was received close @ 6:03 p.m.

**Move** to appoint Trustee Miller as moderator for this meeting by Wirth, 2<sup>nd</sup> by Miller

Ayes – All      Nays – None      Motion carries

**Approval of Meeting Agenda:** Move to approve meeting agenda as presented by Wirth, 2<sup>nd</sup> by Brouwer

Ayes – All      Nays – None      Motion carries

## Approval of Consent Agenda

- Minutes from March 11 regular mtg & March 26 Special Mtg/Public hearing, 2024
- Financial Reports
- Prepaid Bills/Tax Account: 15250-~~2528~~ 15282 = \$17,955.18
- Payroll: # 1001030-1001049-50 = \$14,566.73
- Unpaid Bills: #15283-15294 = \$7203.62

**Move** to approve consent agenda minus regular and special meeting minutes, corrections to prepaid bills and payroll and add unpaids by Wirth, 2<sup>nd</sup> by Miller

Roll call Ayes – Brouwer, Miller, Zielinski, Wirth      Nays – none      Excused Davis

**Move** to accept minutes with corrections as recorded by Brouwer, 2<sup>nd</sup> by Wirth

Ayes – All      Nays – None      Motion carries

## Reports:

1. County Commissioner – Commissioner Warsecke gave verbal report
2. Fire Chief – Chief Pfof gave verbal report of last month and asked for approval of resignation of Cindy Beechraft

**Move** to approve resignation of Cindy Beechraft from the Fire Department by Wirth, 2<sup>nd</sup> by Miller

Ayes – All      Nays – None      Motion carries

3. Parks & Recreation - report given by Peggy Case. Next meeting April 14 @ 2 p.m.
4. Fire Association – report given by Jenice Skusa. Next meeting April 15 @ 6 p.m.
5. Inland Planning Commission – report given by Mary Miller. Next meeting April 15 @ 6 p.m.
6. Event Committee – report given by Ryan Presern. Next meeting May 2 @ 6p.m.
7. Website Committee – report given by Jim Brouwer. Next meeting Wednesday.
8. Land Committee – report given by Evan Warsecke
9. Zoning/Blight Administrator – written report in packet
10. Salary Committee – report given by Jim Clark
11. Board Member Reports – Mary Miller stated that MTA conference coming up April 22 -24

## New Business

1. AT&T metro extension – was discussed

**Move** to table AT&T metro act and bring back as old business in May by Brouwer, 2<sup>nd</sup> by Miller

Ayes – All      Nays – None      Motion carries

**Any Other Business to come before the Board** – n/a

**Public Comment\*** open at 6:46 p.m. was received close @ 6:55 p.m.

**Adjournment Move** to adjourn by Miller, 2<sup>nd</sup> by Brouwer      Ayes – All      Nays – None      Motion carries

Meeting adjourned at 6:56 p.m.

CASH SUMMARY BY FUND FOR INLAND TOWNSHIP  
 FROM 04/01/2024 TO 04/30/2024  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
101	GENERAL FUND	866,593.86	6,200.45	21,110.65	851,683.66
151	CEMETERY TRUST FUND	7,243.14	250.00	0.00	7,493.14
152	BRUNDAGE CEMETERY	1,609.11	0.00	0.00	1,609.11
153	COUNTRYSIDE CEMETERY	333.35	0.00	0.00	333.35
203	LOCAL ROAD MILLAGE FUND	239,104.03	75.38	0.00	239,179.41
206	FIRE FUND	412,964.11	121,059.08	125,925.09	408,098.10
208	PARK/RECREATION FUND	3,268.89	219.76	787.52	2,701.13
211	FIRE ASSOCIATION	25,800.00	167.53	0.00	25,967.53
213	FIRE EQUIPMENT MILLAGE FUND	313,343.43	125,787.90	125,000.00	314,131.33
214	PLANNING/ZONING COMMISSION	15,417.51	980.00	1,690.76	14,706.75
216	SPECIAL EVENTS FUND	6,807.46	50.03	0.00	6,857.49
252	WATER SUPPRESSION FUND	28,575.69	225.23	0.00	28,800.92
285	AMERICAN RESCUE PLAN ACT	201,802.46	0.00	0.00	201,802.46
402	EQUIPMENT REPLACEMENT FUND	54,230.54	241.20	0.00	54,471.74
701	GENERAL AGENCY FUND	1,725.20	347.50	750.00	1,322.70
703	CURRENT TAX COLLECTION FUND	(1,040.66)	101.43	101.43	(1,040.66)
TOTAL - ALL FUNDS		2,177,778.12	255,705.49	275,365.45	2,158,118.16

CASH SUMMARY BY ACCOUNT FOR INLAND TOWNSHIP  
 FROM 04/01/2024 TO 04/30/2024  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
Fund 101	GENERAL FUND				
001.000	CASH-CHECKING	653,729.00	537.15	21,110.65	633,155.50
001.002	CASH-CHECKING - SWEEP ACCOUNT	(1,985.05)	0.00	0.00	(1,985.05)
002.001	CASH-SAVINGS CENTRAL STATE BANK	13,081.88	0.00	0.00	13,081.88
002.005	CENTRAL STATE BANK - SAVINGS	0.00	0.00	0.00	0.00
002.006	MICHIGAN CLASS	135,740.50	5,663.30	0.00	141,403.80
002.011	SWEEPS	(3,974.26)	0.00	0.00	(3,974.26)
003.001	TIME DEPOSIT - CENTRAL STATE BANK	15,477.19	0.00	0.00	15,477.19
003.002	CERTIFICATES OF DEPOSIT - HONOR STATE B	0.00	0.00	0.00	0.00
003.003	OLD CD	0.00	0.00	0.00	0.00
003.005	CERTIFICATES OF DEPOSIT HSB 621	54,124.60	0.00	0.00	54,124.60
004.000	PETTY CASH	200.00	0.00	0.00	200.00
004.001	IMPREST CASH -TAX ACCOUNT	200.00	0.00	0.00	200.00
	GENERAL FUND	866,593.86	6,200.45	21,110.65	851,683.66
Fund 151	CEMETERY TRUST FUND				
002.000	CASH-SAVINGS	7,243.14	250.00	0.00	7,493.14
Fund 152	BRUNDAGE CEMETERY				
001.000	CASH-CHECKING	1,609.11	0.00	0.00	1,609.11
Fund 153	COUNTRYSIDE CEMETERY				
001.000	CASH-CHECKING	333.35	0.00	0.00	333.35
Fund 203	LOCAL ROAD MILLAGE FUND				
001.000	CASH-CHECKING	222,832.70	0.00	0.00	222,832.70
002.006	MICHIGAN CLASS	16,271.33	75.38	0.00	16,346.71
	LOCAL ROAD MILLAGE FUND	239,104.03	75.38	0.00	239,179.41
Fund 206	FIRE FUND				
001.000	CASH-CHECKING	187,659.29	0.00	125,925.09	61,734.20
002.006	MICHIGAN CLASS	225,304.82	121,059.08	0.00	346,363.90
	FIRE FUND	412,964.11	121,059.08	125,925.09	408,098.10
Fund 208	PARK/RECREATION FUND				
001.000	CASH-CHECKING	(27,217.41)	0.00	629.00	(27,846.41)
002.000	CASH-SAVINGS	26,856.21	207.70	158.52	26,905.39
002.006	MICHIGAN CLASS	2,910.76	12.06	0.00	2,922.82
003.006	CERTIFICATES OF DEPOSIT	719.33	0.00	0.00	719.33
	PARK/RECREATION FUND	3,268.89	219.76	787.52	2,701.13
Fund 211	FIRE ASSOCIATION				
001.000	CASH-CHECKING	3,171.27	62.00	0.00	3,233.27
002.006	MICHIGAN CLASS	22,628.73	105.53	0.00	22,734.26
	FIRE ASSOCIATION	25,800.00	167.53	0.00	25,967.53
Fund 213	FIRE EQUIPMENT MILLAGE FUND				
001.000	CASH-CHECKING	145,731.31	0.00	125,000.00	20,731.31
002.006	MICHIGAN CLASS	167,612.12	125,787.90	0.00	293,400.02

FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 04/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2024
<b>FIRE EQUIPMENT MILLAGE FUND</b>					
Fund 214	PLANNING/ZONING COMMISSION	313,343.43	125,787.90	125,000.00	314,131.33
001.000	CASH-CHECKING	15,417.51	980.00	1,690.76	14,706.75
<b>SPECIAL EVENTS FUND</b>					
Fund 216	SPECIAL EVENTS FUND	1,460.44	24.70	0.00	1,485.14
001.000	CASH-CHECKING	0.00	0.00	0.00	0.00
001.002	SWEEP CASH-CHECKING	5,347.02	25.33	0.00	5,372.35
002.006	MICHIGAN CLASS	0.00	0.00	0.00	0.00
004.000	PETTY CASH				
<b>WATER SUPPRESSION FUND</b>					
Fund 252	WATER SUPPRESSION FUND	6,807.46	50.03	0.00	6,857.49
001.000	CASH-CHECKING	18,537.98	180.00	0.00	18,717.98
002.006	MICHIGAN CLASS	10,037.71	45.23	0.00	10,082.94
<b>AMERICAN RESCUE PLAN ACT</b>					
Fund 285	AMERICAN RESCUE PLAN ACT	201,802.46	0.00	0.00	201,802.46
001.000	CASH-CHECKING	0.00	0.00	0.00	0.00
001.002	SWEEP CASH-CHECKING				
<b>EQUIPMENT REPLACEMENT FUND</b>					
Fund 402	EQUIPMENT REPLACEMENT FUND	54,230.54	241.20	0.00	54,471.74
001.000	CASH-CHECKING	3,293.60	0.00	0.00	3,293.60
001.002	SWEEP CASH-CHECKING	0.00	0.00	0.00	0.00
002.006	MICHIGAN CLASS	50,936.94	241.20	0.00	51,178.14
<b>GENERAL AGENCY FUND</b>					
Fund 701	GENERAL AGENCY FUND	1,725.00	347.50	750.00	1,322.50
001.000	CASH-CHECKING	0.20	0.00	0.00	0.20
001.002	CASH-CHECKING				
<b>CURRENT TAX COLLECTION FUND</b>					
Fund 703	CURRENT TAX COLLECTION FUND	1,725.20	347.50	750.00	1,322.70
001.003	TAX CHECKING ACCOUNT	(840.66)	101.43	101.43	(840.66)
004.000	PETTY CASH	(200.00)	0.00	0.00	(200.00)
<b>CURRENT TAX COLLECTION FUND</b>					
		(1,040.66)	101.43	101.43	(1,040.66)
<b>TOTAL - ALL FUNDS</b>					
		2,177,778.12	255,705.49	275,365.45	2,158,118.16

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
<b>Dept 101 - GOVERNING BODY</b>						
101-101-703.000	SALARIES	5,202.00	433.50	433.50	4,768.50	8.33
101-101-704.000	WAGES PART TIME	1,300.00	180.00	180.00	1,120.00	13.85
101-101-709.000	FICA	810.00	79.04	79.04	730.96	9.76
101-101-718.000	WORKERS COMPENSATION INSURANCE	2,600.00	0.00	0.00	2,600.00	0.00
101-101-752.000	SUPPLIES	1,300.00	783.74	783.74	516.26	60.29
101-101-800.000	OTHER SERVICES & CHARGES	6,000.00	0.00	0.00	6,000.00	0.00
101-101-801.001	PROFESSIONAL/CONTRACTED AUDIT	18,000.00	0.00	0.00	18,000.00	0.00
101-101-820.000	ATTORNEY FEES	5,500.00	0.00	0.00	5,500.00	0.00
101-101-860.000	TRANSPORTATION	300.00	0.00	0.00	300.00	0.00
101-101-900.000	PRINTING AND PUBLISHING	6,000.00	649.70	649.70	5,350.30	10.83
101-101-910.000	PROFESSIONAL DEVELOPMENT (EDUCATION)	3,000.00	1,392.00	1,392.00	1,608.00	46.40
101-101-915.000	MEMBERSHIPS	2,200.00	0.00	0.00	2,200.00	0.00
101-101-957.000	PROPERTY LIABILITY INSURANCE	4,500.00	0.00	0.00	4,500.00	0.00
101-101-959.000	CHARGEBACKS	1,000.00	0.00	0.00	1,000.00	0.00
101-101-972.000	CAPITAL OUTLAY	33,740.00	0.00	0.00	33,740.00	0.00
<b>Total Dept 101 - GOVERNING BODY</b>		<b>91,452.00</b>	<b>3,517.98</b>	<b>3,517.98</b>	<b>87,934.02</b>	<b>3.85</b>
<b>Dept 171 - CHIEF EXECUTIVE, SUPERVISOR</b>						
101-171-703.000	SALARIES - SUPERVISOR	22,860.00	1,905.00	1,905.00	20,955.00	8.33
101-171-709.000	FICA	1,745.00	173.27	173.27	1,571.73	9.93
101-171-752.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-171-850.000	COMMUNICATIONS (PHONE, RADIO, ETC.)	0.00	0.00	0.00	0.00	0.00
101-171-860.000	TRANSPORTATION	300.00	0.00	0.00	300.00	0.00
101-171-910.000	PROFESSIONAL DEVELOPMENT (EDUCATION)	1,200.00	892.00	892.00	308.00	74.33
101-171-955.000	MISCELLANEOUS	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 171 - CHIEF EXECUTIVE, SUPERVISOR</b>		<b>26,805.00</b>	<b>2,970.27</b>	<b>2,970.27</b>	<b>23,834.73</b>	<b>11.08</b>
<b>Dept 215 - CLERK</b>						
101-215-703.000	SALARIES - CLERK	24,000.00	2,000.00	2,000.00	22,000.00	8.33
101-215-704.000	WAGES PART TIME	3,000.00	0.00	0.00	3,000.00	0.00
101-215-709.000	FICA	2,500.00	175.95	175.95	2,324.05	7.04
101-215-752.000	SUPPLIES	2,000.00	98.77	98.77	1,901.23	4.94
101-215-850.000	COMMUNICATIONS (PHONE, RADIO, ETC.)	0.00	0.00	0.00	0.00	0.00
101-215-860.000	TRANSPORTATION	500.00	0.00	0.00	500.00	0.00
101-215-910.000	PROFESSIONAL DEVELOPMENT - EDUCATION	2,000.00	882.00	882.00	1,118.00	44.10
101-215-955.000	MISCELLANEOUS	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 215 - CLERK</b>		<b>36,000.00</b>	<b>3,156.72</b>	<b>3,156.72</b>	<b>32,843.28</b>	<b>8.77</b>
<b>Dept 247 - BOARD OF REVIEW</b>						
101-247-704.000	WAGES PART TIME	1,800.00	60.00	60.00	1,740.00	3.33
101-247-709.000	FICA	175.00	4.59	4.59	170.41	2.62
101-247-900.000	PRINTING AND PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00
101-247-910.000	PROFESSIONAL DEVELOPMENT - EDUCATION	1,200.00	125.00	125.00	1,075.00	10.42
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>4,675.00</b>	<b>189.59</b>	<b>189.59</b>	<b>4,485.41</b>	<b>4.06</b>
<b>Dept 253 - TREASURER</b>						
101-253-703.000	SALARIES - TREASURER	22,860.00	1,905.00	1,905.00	20,955.00	8.33

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-253-704.000	WAGES PART TIME	2,000.00	0.00	0.00	2,000.00	0.00
101-253-709.000	FICA	1,745.00	177.86	177.86	1,567.14	10.19
101-253-752.000	SUPPLIES	1,500.00	59.90	59.90	1,440.10	3.99
101-253-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	600.00	0.00	0.00	600.00	0.00
101-253-860.000	TRANSPORTATION	600.00	0.00	0.00	600.00	0.00
101-253-900.000	PRINTING AND PUBLISHING	6,000.00	0.00	0.00	6,000.00	0.00
101-253-910.000	PROFESSIONAL DEVELOPMENT - EDUCATION	1,200.00	952.00	952.00	248.00	79.33
101-253-955.000	MISCELLANEOUS	640.00	0.00	0.00	640.00	0.00
<b>Total Dept 253 - TREASURER</b>		<b>37,145.00</b>	<b>3,094.76</b>	<b>3,094.76</b>	<b>34,050.24</b>	<b>8.33</b>
<b>Dept 257 - ASSESSOR/EQUALIZATION DEPARTMENT</b>						
101-257-703.000	WAGES - ASSESSOR	6,000.00	416.67	416.67	5,583.33	6.94
101-257-709.000	FICA	459.00	31.87	31.87	427.13	6.94
101-257-801.000	PROFESSIONAL/CONTRACTUAL ASSESSOR	15,188.00	1,325.83	1,325.83	13,862.17	8.73
101-257-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
101-257-900.000	PRINTING AND PUBLISHING	3,000.00	260.00	260.00	2,740.00	8.67
101-257-955.000	MISCELLANEOUS	700.00	0.00	0.00	700.00	0.00
<b>Total Dept 257 - ASSESSOR/EQUALIZATION DEPARTMENT</b>		<b>25,347.00</b>	<b>2,034.37</b>	<b>2,034.37</b>	<b>23,312.63</b>	<b>8.03</b>
<b>Dept 262 - ELECTIONS</b>						
101-262-704.000	WAGES PART TIME	11,000.00	0.00	0.00	11,000.00	0.00
101-262-709.000	FICA	2,500.00	0.00	0.00	2,500.00	0.00
101-262-752.000	SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
101-262-860.000	TRANSPORTATION	300.00	0.00	0.00	300.00	0.00
101-262-900.000	PRINTING AND PUBLISHING	1,500.00	0.00	0.00	1,500.00	0.00
101-262-934.000	OTHER REPAIRS & MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-262-955.000	MISCELLANEOUS	4,500.00	0.00	0.00	4,500.00	0.00
<b>Total Dept 262 - ELECTIONS</b>		<b>23,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,800.00</b>	<b>0.00</b>
<b>Dept 265 - BENDON BUILDING AND GROUNDS</b>						
101-265-703.000	SALARIES	1,800.00	100.00	100.00	1,700.00	5.56
101-265-709.000	FICA	300.00	7.65	7.65	292.35	2.55
101-265-801.000	PROFESSIONAL/CONTRACTUAL LAWN CARE	700.00	100.00	100.00	600.00	14.29
101-265-801.001	PROFESSIONAL/CONTRACTED SNOW REMOVAL	600.00	600.00	600.00	0.00	100.00
101-265-920.000	UTILITIES -- ELECTRICITY	1,000.00	62.26	62.26	937.74	6.23
101-265-923.000	PROPANE	3,000.00	0.00	0.00	3,000.00	0.00
101-265-955.000	MISCELLANEOUS	1,500.00	0.00	0.00	1,500.00	0.00
101-265-972.000	CAPITAL OUTLAY	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 265 - BENDON BUILDING AND GROUNDS</b>		<b>13,900.00</b>	<b>869.91</b>	<b>869.91</b>	<b>13,030.09</b>	<b>6.26</b>
<b>Dept 268 - TOWNSHIP OFFICE/FIRE DEPT</b>						
101-268-703.000	SALARIES	4,200.00	250.00	250.00	3,950.00	5.95
101-268-704.001	MECHANIC WAGES	1,000.00	0.00	0.00	1,000.00	0.00
101-268-709.000	FICA	500.00	19.12	19.12	480.88	3.82
101-268-752.000	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
101-268-801.000	PROFESSIONAL/CONTRACTUAL LAWN CARE	1,500.00	100.00	100.00	1,400.00	6.67
101-268-801.001	PROFESSIONAL/CONTRACTED SNOW REMOVAL	2,200.00	2,200.00	2,200.00	0.00	100.00
101-268-850.000	COMMUNICATIONS (PHONE, RADIO, ETC.)	3,500.00	489.92	489.92	3,010.08	14.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>						
<b>Expenditures</b>						
101-268-919.000	WATER & RUBBISH DISPOSAL	1,000.00	0.00	0.00	1,000.00	0.00
101-268-920.000	ELECTRIC	6,000.00	345.76	345.76	5,654.24	5.76
101-268-921.000	NATURAL GAS	2,600.00	352.11	352.11	2,247.89	13.54
101-268-923.000	PROPANE	0.00	0.00	0.00	0.00	0.00
101-268-930.000	LAND & BUILDING REPAIRS	8,000.00	0.00	0.00	8,000.00	0.00
101-268-955.000	MISCELLANEOUS	1,000.00	0.00	0.00	1,000.00	0.00
101-268-972.000	CAPITAL OUTLAY	30,000.00	0.00	0.00	30,000.00	0.00
<b>Total Dept 268 - TOWNSHIP OFFICE/FIRE DEPT</b>		<b>62,500.00</b>	<b>3,756.91</b>	<b>3,756.91</b>	<b>58,743.09</b>	<b>6.01</b>
<b>Dept 304 - BLIGHT ORDINANCE ENFORCEMENT</b>						
101-304-703.000	SALARY	0.00	0.00	0.00	0.00	0.00
101-304-709.000	FICA	0.00	0.00	0.00	0.00	0.00
101-304-752.000	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-304-860.000	TRANSPORTATION	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 304 - BLIGHT ORDINANCE ENFORCEMENT</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dept 336 - FIRE DEPARTMENT</b>						
101-336-801.000	PROFESSIONAL/CONTRACTUL - HAZMAT CONTR	395.00	0.00	0.00	395.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>395.00</b>	<b>0.00</b>	<b>0.00</b>	<b>395.00</b>	<b>0.00</b>
<b>Dept 446 - ROADS, STREETS, BRIDGES (NOT ACT 510)</b>						
101-446-801.000	PROFESSIONAL/CONTRACTUAL ROADS	30,800.00	0.00	0.00	30,800.00	0.00
101-446-920.000	UTILITIES -- ELECTRICITY/INTERSECTION I	800.00	53.48	53.48	746.52	6.69
101-446-972.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 446 - ROADS, STREETS, BRIDGES (NOT ACT 510)</b>		<b>31,600.00</b>	<b>53.48</b>	<b>53.48</b>	<b>31,546.52</b>	<b>0.17</b>
<b>Dept 567 - CEMETERY</b>						
101-567-752.000	SUPPLIES & FLAGS	700.00	0.00	0.00	700.00	0.00
101-567-801.003	CONTRACTED - INLAND/STAGECOACH LAWN CAR	22,750.00	0.00	0.00	22,750.00	0.00
101-567-801.005	PROFESSIONAL/CONTRACTUAL INLAND LAWN CA	0.00	0.00	0.00	0.00	0.00
101-567-920.000	UTILITIES - ELECTRICITY	400.00	29.00	29.00	371.00	7.25
101-567-926.000	PORTABLE TOILETS	600.00	0.00	0.00	600.00	0.00
101-567-955.000	MISCELLANEOUS	4,500.00	0.00	0.00	4,500.00	0.00
101-567-972.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 567 - CEMETERY</b>		<b>28,950.00</b>	<b>29.00</b>	<b>29.00</b>	<b>28,921.00</b>	<b>0.10</b>
<b>Dept 966 - TRANSFER OUT AND OTHER USES</b>						
101-966-958.000	CONTINGENCY	6,886.00	0.00	0.00	6,886.00	0.00
101-966-995.001	TRANSFERS OUT - PARKS & RECREATION FUN	15,000.00	0.00	0.00	15,000.00	0.00
101-966-995.002	TRANSFERS OUT - ZONING/PLANNING	40,000.00	0.00	0.00	40,000.00	0.00
101-966-995.003	TRANSFERS OUT - WATER SUPPRESSION FUND	0.00	0.00	0.00	0.00	0.00
101-966-995.004	TRANSFERS OUT - BRUNDRAGE CEMETERY	1,500.00	0.00	0.00	1,500.00	0.00
101-966-995.005	TRANSFER OUT - COUNTRYSIDE CEMETERY	1,600.00	0.00	0.00	1,600.00	0.00
101-966-995.006	TRANSFER OUT - FIRE DEPT	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
Fund 101 - GENERAL FUND						
Expenditures						
	Total Dept 966 - TRANSFER OUT AND OTHER USES	64,986.00	0.00	0.00	64,986.00	0.00
TOTAL EXPENDITURES		447,555.00	19,672.99	19,672.99	427,882.01	4.40
Fund 101 - GENERAL FUND:						
TOTAL EXPENDITURES		447,555.00	19,672.99	19,672.99	427,882.01	4.40



GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 151 - CEMETERY TRUST FUND						
Expenditures						
Dept 567 - CEMETERY						
151-567-955.000	MISCELLANEOUS	102.00	0.00	0.00	102.00	0.00
Total Dept 567 - CEMETERY		102.00	0.00	0.00	102.00	0.00
TOTAL EXPENDITURES						
Fund 151 - CEMETERY TRUST FUND:		102.00	0.00	0.00	102.00	0.00
TOTAL EXPENDITURES		102.00	0.00	0.00	102.00	0.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 152 - BRUNDAGE CEMETERY						
Expenditures						
Dept 567 - CEMETERY						
152-567-801.000	PROFESSIONAL/CONTRACTUAL BRUNDAGE	1,700.00	0.00	0.00	1,700.00	0.00
152-567-958.000	CONTINGENCY	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 567 - CEMETERY		2,800.00	0.00	0.00	2,800.00	0.00
TOTAL EXPENDITURES		2,800.00	0.00	0.00	2,800.00	0.00
Fund 152 - BRUNDAGE CEMETERY:						
TOTAL EXPENDITURES		2,800.00	0.00	0.00	2,800.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
Fund 153 - COUNTRYSIDE CEMETERY						
Expenditures						
Dept 567 - CEMETERY						
153-567-801.000	PROFESSIONAL/CONTRACT COUNTRYSIDE LAWN	1,600.00	0.00	0.00	1,600.00	0.00
153-567-958.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 567 - CEMETERY		1,600.00	0.00	0.00	1,600.00	0.00
TOTAL EXPENDITURES						
		1,600.00	0.00	0.00	1,600.00	0.00
Fund 153 - COUNTRYSIDE CEMETERY:						
TOTAL EXPENDITURES						
		1,600.00	0.00	0.00	1,600.00	0.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
Fund 203 - LOCAL ROAD MILLAGE FUND						
Expenditures						
Dept 446 - ROADS, STREETS, BRIDGES (NOT ACT 510						
203-446-989.000 ROAD REHABILITATION		103,397.00	0.00	0.00	103,397.00	0.00
Total Dept 446 - ROADS, STREETS, BRIDGES (NOT ACT 510		103,397.00	0.00	0.00	103,397.00	0.00
TOTAL EXPENDITURES						
		103,397.00	0.00	0.00	103,397.00	0.00
Fund 203 - LOCAL ROAD MILLAGE FUND:						
TOTAL EXPENDITURES						
		103,397.00	0.00	0.00	103,397.00	0.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR	% BGD	
		AMENDED BUDGET	YTD BALANCE			MONTH
			04/30/2024	04/30/2024	BALANCE	
<b>Fund 206 - FIRE FUND</b>						
<b>Expenditures</b>						
Dept 336 - FIRE DEPARTMENT						
206-336-703.000	SALARIES - FIRE CHIEF	18,000.00	1,500.00	1,500.00	16,500.00	8.33
206-336-703.001	SALARIES - ASSISTANT FIRE CHIEF	7,200.00	600.00	600.00	6,600.00	8.33
206-336-703.002	CAPTAIN SALARIES	1,500.00	0.00	0.00	1,500.00	0.00
206-336-704.000	WAGES PART TIME	38,000.00	2,566.00	2,566.00	35,434.00	6.75
206-336-704.001	MECHANIC WAGES	2,500.00	416.00	416.00	2,084.00	16.64
206-336-709.000	FICA	5,490.00	388.78	388.78	5,101.22	7.08
206-336-718.000	WORKER'S COMPENSATION INSURANCE	2,500.00	0.00	0.00	2,500.00	0.00
206-336-722.000	FOOD ALLOWANCE - MEALS - TRAINING	500.00	0.00	0.00	500.00	0.00
206-336-752.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00
206-336-754.000	TRUCK & CLEANING SUPPLIES	200.00	0.00	0.00	200.00	0.00
206-336-758.000	DIESEL FUEL	3,000.00	0.00	0.00	3,000.00	0.00
206-336-759.000	GASOLINE	4,000.00	124.16	124.16	3,875.84	3.10
206-336-767.000	CLOTHING - UNIFORMS	3,000.00	0.00	0.00	3,000.00	0.00
206-336-768.000	PERSONAL FIRE GEAR	10,000.00	0.00	0.00	10,000.00	0.00
206-336-846.000	PHYSICALS	7,000.00	0.00	0.00	7,000.00	0.00
206-336-850.000	COMMUNICATIONS (PHONE, RADIO, ETC.)	3,000.00	81.15	81.15	2,918.85	2.71
206-336-900.000	PRINTING AND PUBLISHING	500.00	0.00	0.00	500.00	0.00
206-336-910.000	PROFESSIONAL DEVELOPMENT - TRAINING	5,000.00	0.00	0.00	5,000.00	0.00
206-336-915.000	MEMBERSHIPS - RTC	1,500.00	0.00	0.00	1,500.00	0.00
206-336-915.003	MEMBERSHIPS - BENZIE	1,000.00	0.00	0.00	1,000.00	0.00
206-336-929.000	PREVENTIVE MAINTENANCE	20,000.00	249.00	249.00	19,751.00	1.25
206-336-931.000	EQUIPMENT REPAIRS	3,000.00	0.00	0.00	3,000.00	0.00
206-336-932.000	VEHICLES REPAIRS	3,000.00	0.00	0.00	3,000.00	0.00
206-336-934.000	OTHER REPAIRS & MAINTENANCE	0.00	0.00	0.00	0.00	0.00
206-336-940.000	RENT	24,000.00	0.00	0.00	24,000.00	0.00
206-336-957.000	PROPERTY LIABILITY INSURANCE	15,000.00	0.00	0.00	15,000.00	0.00
206-336-958.000	CONTINGENCY	17,333.00	0.00	0.00	17,333.00	0.00
206-336-959.000	CHARGERACKS	0.00	0.00	0.00	0.00	0.00
206-336-977.000	EQUIPMENT VEHICLE	4,000.00	0.00	0.00	4,000.00	0.00
206-336-995.000	SHARE OF DEPT.-101&268	15,740.00	0.00	0.00	15,740.00	0.00
<b>Total Dept 336 - FIRE DEPARTMENT</b>		<b>216,463.00</b>	<b>5,925.09</b>	<b>5,925.09</b>	<b>210,537.91</b>	<b>2.74</b>
<b>TOTAL EXPENDITURES</b>		<b>216,463.00</b>	<b>5,925.09</b>	<b>5,925.09</b>	<b>210,537.91</b>	<b>2.74</b>
<b>Fund 206 - FIRE FUND:</b>						
<b>TOTAL EXPENDITURES</b>		<b>216,463.00</b>	<b>5,925.09</b>	<b>5,925.09</b>	<b>210,537.91</b>	<b>2.74</b>

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 208 - PARK/RECREATION FUND						
Expenditures						
Dept 751 - PARKS & RECREATION DEPARTMNET						
208-751-704.000	WAGES PART TIME	0.00	0.00	0.00	0.00	0.00
208-751-709.000	FICA	0.00	0.00	0.00	0.00	0.00
208-751-801.001	PROFESSIONAL/CONTRACTED SNOW REMOVAL	2,000.00	600.00	600.00	1,400.00	30.00
208-751-801.002	PROFESSIONAL/CONTRACTUAL LAWN CARE	3,700.00	0.00	0.00	3,700.00	0.00
208-751-920.000	UTILITIES	1,000.00	29.00	29.00	971.00	2.90
208-751-934.000	OTHER REPAIRS & MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
208-751-958.000	CONTINGENCY	2,000.00	0.00	0.00	2,000.00	0.00
208-751-972.000	CAPITAL OUTLAY	5,400.00	0.00	0.00	5,400.00	0.00
Total Dept 751 - PARKS & RECREATION DEPARTMNET		15,100.00	629.00	629.00	14,471.00	4.17
TOTAL EXPENDITURES						
		15,100.00	629.00	629.00	14,471.00	4.17
Fund 208 - PARK/RECREATION FUND:						
TOTAL EXPENDITURES		15,100.00	629.00	629.00	14,471.00	4.17

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
Fund 211 - FIRE ASSOCIATION						
Expenditures						
Dept 336 - FIRE DEPARTMENT						
211-336-967.000	PROJECT COSTS (NOT CAPITAL OUTLAY)	4,250.00	0.00	0.00	4,250.00	0.00
Total Dept 336 - FIRE DEPARTMENT		4,250.00	0.00	0.00	4,250.00	0.00
TOTAL EXPENDITURES		4,250.00	0.00	0.00	4,250.00	0.00
Fund 211 - FIRE ASSOCIATION:						
TOTAL EXPENDITURES		4,250.00	0.00	0.00	4,250.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 213 - FIRE EQUIPMENT MILLAGE FUND						
Expenditures						
Dept 336 - FIRE DEPARTMENT						
213-336-972.000	CAPITAL OUTLAY	106,156.00	0.00	0.00	106,156.00	0.00
Total Dept 336 - FIRE DEPARTMENT		106,156.00	0.00	0.00	106,156.00	0.00
TOTAL EXPENDITURES		106,156.00	0.00	0.00	106,156.00	0.00
Fund 213 - FIRE EQUIPMENT MILLAGE FUND:						
TOTAL EXPENDITURES		106,156.00	0.00	0.00	106,156.00	0.00



GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
<b>Fund 214 - PLANNING/ZONING COMMISSION</b>						
<b>Expenditures</b>						
<b>Dept 701 - PLANNING/ZONING</b>						
214-701-702.000	WAGES FULL TIME	9,000.00	750.00	750.00	8,250.00	8.33
214-701-704.000	WAGES PART TIME	6,500.00	260.00	260.00	6,240.00	4.00
214-701-704.001	WAGES - PC RECORDING SECRETARY	1,000.00	80.00	80.00	920.00	8.00
214-701-709.000	FICA	1,200.00	92.56	92.56	1,107.44	7.71
214-701-752.000	SUPPLIES	250.00	0.00	0.00	250.00	0.00
214-701-801.000	PROFESSIONAL/CONTRACTUAL PLANNER	20,000.00	0.00	0.00	20,000.00	0.00
214-701-802.000	PROFESSIONAL SERVICES ATTORNEY	2,500.00	0.00	0.00	2,500.00	0.00
214-701-850.000	COMMUNICATIONS (PHONE, RADIO, ETC.)	700.00	53.20	53.20	646.80	7.60
214-701-860.000	TRANSPORTATION	150.00	0.00	0.00	150.00	0.00
214-701-900.000	PRINTING AND PUBLISHING	800.00	0.00	0.00	800.00	0.00
214-701-910.000	PROFESSIONAL DEVELOPMENT - EDUCATION	1,000.00	455.00	455.00	545.00	45.50
214-701-955.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
214-701-958.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
214-701-995.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00
<b>Total Dept 701 - PLANNING/ZONING</b>		<b>43,100.00</b>	<b>1,690.76</b>	<b>1,690.76</b>	<b>41,409.24</b>	<b>3.92</b>
<b>Dept 722 - ZONING BOARD OF APPEALS</b>						
214-722-704.000	WAGES PART TIME	500.00	0.00	0.00	500.00	0.00
214-722-704.001	WAGES PART TIME - ZBA RECORDING SECRET	200.00	0.00	0.00	200.00	0.00
214-722-709.000	FICA	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 722 - ZONING BOARD OF APPEALS</b>		<b>900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>44,000.00</b>	<b>1,690.76</b>	<b>1,690.76</b>	<b>42,309.24</b>	<b>3.84</b>
<b>Fund 214 - PLANNING/ZONING COMMISSION:</b>						
<b>TOTAL EXPENDITURES</b>		<b>44,000.00</b>	<b>1,690.76</b>	<b>1,690.76</b>	<b>42,309.24</b>	<b>3.84</b>

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 216 - SPECIAL EVENTS FUND						
Expenditures						
Dept 754 - EVENTS COMMITTEE						
216-754-752.000	SUPPLIES	750.00	0.00	0.00	750.00	0.00
216-754-955.000	MISCELLANEOUS	6,000.00	0.00	0.00	6,000.00	0.00
		<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
Total Dept 754 - EVENTS COMMITTEE						
		<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
TOTAL EXPENDITURES						
		<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
Fund 216 - SPECIAL EVENTS FUND:						
TOTAL EXPENDITURES						
		<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDC USED
Fund 252 - WATER SUPPRESSION FUND						
Expenditures						
Dept 336 - FIRE DEPARTMENT						
252-336-967.000	PROJECT COSTS (NOT CAPITAL OUTLAY)	1,600.00	0.00	0.00	1,600.00	0.00
Total Dept 336 - FIRE DEPARTMENT		1,600.00	0.00	0.00	1,600.00	0.00
TOTAL EXPENDITURES		1,600.00	0.00	0.00	1,600.00	0.00
Fund 252 - WATER SUPPRESSION FUND:						
TOTAL EXPENDITURES		1,600.00	0.00	0.00	1,600.00	0.00

PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR MONTH	% BDC
		AMENDED BUDGET	YTD BALANCE		
Fund 285 - AMERICAN RESCUE PLAN ACT					
Expenditures					
Dept 336 - FIRE DEPARTMENT					
285-336-704.000	WAGES PART TIME	0.00	0.00	0.00	0.00
285-336-709.000	FICA	0.00	0.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00
Dept 751 - PARKS & RECREATION DEPARTMENT					
285-751-972.000	CAPITAL OUTLAY	201,802.00	0.00	0.00	0.00
Total Dept 751 - PARKS & RECREATION DEPARTMENT		201,802.00	0.00	0.00	0.00
TOTAL EXPENDITURES					
		201,802.00	0.00	0.00	0.00
Fund 285 - AMERICAN RESCUE PLAN ACT:					
TOTAL EXPENDITURES					
		201,802.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE	% BDT USED
Fund 402 - EQUIPMENT REPLACEMENT FUND						
Expenditures						
Dept 336 - FIRE DEPARTMENT						
402-336-955.000	MISCELLANEOUS	10,000.00	0.00	0.00	10,000.00	0.00
402-336-977.000	EQUIPMENT	42,505.00	0.00	0.00	42,505.00	0.00
Total Dept 336 - FIRE DEPARTMENT		52,505.00	0.00	0.00	52,505.00	0.00
<b>TOTAL EXPENDITURES</b>						
		52,505.00	0.00	0.00	52,505.00	0.00
Fund 402 - EQUIPMENT REPLACEMENT FUND:						
<b>TOTAL EXPENDITURES</b>						
		52,505.00	0.00	0.00	52,505.00	0.00
<b>TOTAL EXPENDITURES - ALL FUNDS</b>						
		1,204,080.00	27,917.84	27,917.84	1,176,162.16	2.32

05/06/2024

CHECK REGISTER FOR INLAND TOWNSHIP  
CHECK DATE FROM 04/09/2024 - 05/06/2024

Check Date	Check	Vendor Name	Description	Amount
	Bank 101 G 101 GF			
04/15/2024	15295	CHARTER COMMUNICATIONS	internet/phone	244.96
04/15/2024	15296	ID NETWORKS	FD-annual service maintenance fee (mobil	249.00
04/15/2024	15297	THE PIONEER GROUP	Notices - Audit & Budget	187.05
04/15/2024	15298	TRAVERSE CITY RECORD EAGLE	legal notice	0.29
04/16/2024	15299	CHARTER COMMUNICATIONS	phone/internet	244.96
04/16/2024	15300	SAM's CLUB MC/SYNCB	MTA Conf/postage/business cards	3,764.85
04/29/2024	15301	AT&T MOBILITY	FD phones	81.15
04/29/2024	15302	DTE ENERGY	Natural gas	352.11
04/29/2024	15303	Therese Zielinski	postcard printing clean up day	93.79
04/29/2024	15304	VERIZON WIRELESS	zoning phone	53.20
05/06/2024	15305	Kerri Brown	deposit refund	50.00
05/06/2024	15306	Marie Whitney	Deposit refund	50.00
05/06/2024	15307	William Stewart	Deposit refund	50.00
05/06/2024	15308	Jackie Francis	deposit refund	50.00
101 G TOTALS:				
Total of 14 Checks:				5,471.36
Less 0 Void Checks:				0.00
Total of 14 Disbursements:				5,471.36

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	BEECHRAFT, CINDY	1001052	Payroll ID: 87		
JE: 1301 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		298.35
			101-000-228.000	DUE TO STATE OF MICHIGAN		14.88
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		63.54
			101-265-703.000	SALARIES	100.00	
			101-265-709.000	FICA	7.65	
			101-268-703.000	SALARIES	250.00	
			101-268-709.000	FICA	19.12	
					<u>376.77</u>	<u>376.77</u>
04/30/2024	PR	BROUWER, JAMES R	1001053	Payroll ID: 87		
JE: 1302 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		588.05
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		97.40
			101-101-703.000	SALARIES	216.75	
			101-101-709.000	FICA	48.70	
			101-101-910.000	PROFESSIONAL DEVELOPMENT (EDUCATION)	420.00	
					<u>685.45</u>	<u>685.45</u>
04/30/2024	PR	BROW, GUNNAR P.	1001054	Payroll ID: 87		
JE: 1303 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		439.78
			101-000-228.000	DUE TO STATE OF MICHIGAN		0.43
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		72.92
			101-101-704.000	WAGES PART TIME	60.00	
			101-101-709.000	FICA	4.59	
			101-257-703.000	WAGES - ASSESSOR	416.67	
			101-257-709.000	FICA	31.87	
					<u>513.13</u>	<u>513.13</u>
04/30/2024	PR	DAVIS, DAVID G	1001055	Payroll ID: 87		
JE: 1304 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		2,147.14
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		355.72
			101-101-704.000	WAGES PART TIME	60.00	
			101-101-709.000	FICA	4.59	
			101-171-703.000	SALARIES - SUPERVISOR	1,905.00	
			101-171-709.000	FICA	173.27	
			101-171-910.000	PROFESSIONAL DEVELOPMENT (EDUCATION)	360.00	
					<u>2,502.86</u>	<u>2,502.86</u>
04/30/2024	PR	DEW, MARI E	1001056	Payroll ID: 87		
JE: 1305 POSTED (ID: 9359)						

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	FOSTER , LONDON OTTO	101-000-001.000	CASH-CHECKING		52.86
			101-000-228.000	DUE TO STATE OF MICHIGAN		2.55
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			101-247-704.000	WAGES PART TIME	60.00	
			101-247-709.000	FICA	4.59	
					<u>64.59</u>	<u>64.59</u>
04/30/2024	PR	FOSTER , LONDON OTTO	1001057	Payroll ID: 87		
JE: 1306	POSTED (ID: 9359)					
			101-000-001.000	CASH-CHECKING	7.03	
			101-000-228.000	DUE TO STATE OF MICHIGAN		1.53
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		5.50
			206-000-001.000	CASH-CHECKING		38.75
			206-336-704.000	WAGES PART TIME	36.00	
			206-336-709.000	FICA	2.75	
					<u>45.78</u>	<u>45.78</u>
04/30/2024	PR	HADFIELD , KAYLA J	1001058	Payroll ID: 87		
JE: 1307	POSTED (ID: 9359)					
			101-000-001.000	CASH-CHECKING	6.40	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		6.40
			206-000-001.000	CASH-CHECKING		45.20
			206-336-704.000	WAGES PART TIME	42.00	
			206-336-709.000	FICA	3.20	
					<u>51.60</u>	<u>51.60</u>
04/30/2024	PR	HUFFMAN , PAUL ALAN	1001059	Payroll ID: 87		
JE: 1308	POSTED (ID: 9359)					
			101-000-001.000	CASH-CHECKING	11.73	
			101-000-228.000	DUE TO STATE OF MICHIGAN		2.55
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	
					<u>76.32</u>	<u>76.32</u>
04/30/2024	PR	JOHNSON , ALEX CARL	1001060	Payroll ID: 87		
JE: 1309	POSTED (ID: 9359)					
			101-000-001.000	CASH-CHECKING	264.42	
			101-000-228.000	DUE TO STATE OF MICHIGAN		45.22
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		219.20
			206-000-001.000	CASH-CHECKING		1,145.40
			206-336-704.000	WAGES PART TIME	1,064.00	
			206-336-709.000	FICA	81.40	



FOR POST DATES FROM 04/01/2024 TO 04/30/2024

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	JOHNSON, ALEXANDER G	1001061	Payroll ID: 87	1,409.82	1,409.82
JE: 1310 POSTED (ID: 9359)						
			101-000-001.000	CASH-CHECKING	25.81	
			101-000-228.000	DUE TO STATE OF MICHIGAN		5.61
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		20.20
			206-000-001.000	CASH-CHECKING		142.10
			206-336-704.000	WAGES PART TIME	132.00	
			206-336-709.000	FICA	10.10	
					<u>167.91</u>	<u>167.91</u>
04/30/2024	PR	JOHNSON, MICHAEL C	1001062	Payroll ID: 87		
JE: 1311 POSTED (ID: 9359)						
			101-000-001.000	CASH-CHECKING	101.32	
			101-000-228.000	DUE TO STATE OF MICHIGAN		17.68
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		83.64
			206-000-001.000	CASH-CHECKING		447.82
			206-336-704.001	MECHANIC WAGES	416.00	
			206-336-709.000	FICA	31.82	
					<u>549.14</u>	<u>549.14</u>
04/30/2024	PR	LENTEN, JEFFREY ROBERT	1001063	Payroll ID: 87		
JE: 1312 POSTED (ID: 9359)						
			101-000-001.000	CASH-CHECKING	8.61	
			101-000-228.000	DUE TO STATE OF MICHIGAN		1.87
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		6.74
			206-000-001.000	CASH-CHECKING		47.37
			206-336-704.000	WAGES PART TIME	44.00	
			206-336-709.000	FICA	3.37	
					<u>55.98</u>	<u>55.98</u>
04/30/2024	PR	MILLER, MARY E	1001064	Payroll ID: 87		
JE: 1313 POSTED (ID: 9359)						
			101-000-001.000	CASH-CHECKING		156.24
			101-000-228.000	DUE TO STATE OF MICHIGAN		11.76
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		65.32
			101-101-703.000	SALARIES	216.75	
			101-101-709.000	FICA	16.57	
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	
					<u>297.91</u>	<u>297.91</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	ORTH , MARC JOSEPH	1001065	Payroll ID: 87		
JE: 1314 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		
			101-000-229.000	DUE TO FEDERAL GOVERNMENT	6.74	6.74
			206-000-001.000	CASH-CHECKING		47.37
			206-336-704.000	WAGES PART TIME	44.00	
			206-336-709.000	FICA	3.37	
					54.11	54.11
04/30/2024	PR	FPOST , DAYTON D	1001066	Payroll ID: 87		
JE: 1315 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		
			101-000-228.000	DUE TO STATE OF MICHIGAN	658.94	99.45
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		559.49
			206-000-001.000	CASH-CHECKING		2,519.01
			206-336-703.000	SALARIES - FIRE CHIEF	1,500.00	
			206-336-704.000	WAGES PART TIME	840.00	
			206-336-709.000	FICA	179.01	
					3,177.95	3,177.95
04/30/2024	PR	SKUSA , JENICE LYNN	1001067	Payroll ID: 87		
JE: 1316 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		
			101-000-228.000	DUE TO STATE OF MICHIGAN	30.30	5.00
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		25.30
			206-000-001.000	CASH-CHECKING		107.65
			206-336-704.000	WAGES PART TIME	100.00	
			206-336-709.000	FICA	7.65	
					137.95	137.95
04/30/2024	PR	SMITH, DEREK J	1001068	Payroll ID: 87		
JE: 1317 POSTED (ID: 9359)			101-000-001.000	CASH-CHECKING		
			101-000-228.000	DUE TO STATE OF MICHIGAN	168.82	40.18
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		128.64
			206-000-001.000	CASH-CHECKING		764.32
			206-336-703.001	SALARIES - ASSISTANT FIRE CHIEF	600.00	
			206-336-704.000	WAGES PART TIME	110.00	
			206-336-709.000	FICA	54.32	
					933.14	933.14
04/30/2024	PR	THOMAS , NELLIE M	1001069	Payroll ID: 87		
JE: 1318 POSTED (ID: 9359)						

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	TURMEL , LAURA L.	101-000-001.000	CASH-CHECKING	11.73	
			101-000-228.000	DUE TO STATE OF MICHIGAN		2.55
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	
					<u>76.32</u>	<u>76.32</u>
04/30/2024	PR	TURMEL , LAURA L.	101-000-001.000	CASH-CHECKING	15.64	
			101-000-228.000	DUE TO STATE OF MICHIGAN		3.40
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		12.24
			214-000-001.000	CASH-CHECKING		86.12
			214-701-704.000	WAGES PART TIME	80.00	
			214-701-709.000	FICA	6.12	
					<u>101.76</u>	<u>101.76</u>
04/30/2024	PR	WADDELL, AIDEN R	101-000-001.000	CASH-CHECKING	23.58	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		23.58
			206-000-001.000	CASH-CHECKING		165.79
			206-336-704.000	WAGES PART TIME	154.00	
			206-336-709.000	FICA	11.79	
					<u>189.37</u>	<u>189.37</u>
04/30/2024	PR	WELLER, JAMES C	101-000-001.000	CASH-CHECKING		17.18
			101-000-228.000	DUE TO STATE OF MICHIGAN		10.31
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		37.10
			101-101-704.000	WAGES PART TIME	60.00	
			101-101-709.000	FICA	4.59	
			214-000-001.000	CASH-CHECKING		196.46
			214-701-702.000	WAGES FULL TIME	62.50	
			214-701-709.000	FICA	13.96	
			214-701-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	120.00	
					<u>261.05</u>	<u>261.05</u>
04/30/2024	PR	WIRTH , ROSE A	101-000-001.000	CASH-CHECKING	15.64	
			101-000-228.000	DUE TO STATE OF MICHIGAN		3.40

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/30/2024	PR	WIRTH , ROSE A.	101-000-229.000	DUE TO FEDERAL GOVERNMENT		12.24
			214-000-001.000	CASH-CHECKING		86.12
			214-701-704.001	WAGES - PC RECORDING SECRETARY	80.00	
			214-701-709.000	FICA	6.12	
JE: 1323 POSTED (ID: 9359)						
			Check:	1001074 Payroll ID: 87	101.76	101.76
04/30/2024	PR	ZIELINSKI, THERESE L	101-000-001.000	CASH-CHECKING		1,729.63
			101-000-228.000	DUE TO STATE OF MICHIGAN		97.75
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		648.57
			101-215-703.000	SALARIES - CLERK	2,000.00	
			101-215-709.000	FICA	175.95	
			101-215-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	300.00	
JE: 1324 POSTED (ID: 9359)						
			Check:	1001075 Payroll ID: 87	2,475.95	2,475.95
04/30/2024	PR	WELLER, JAMES C	101-000-001.000	CASH-CHECKING		1,784.66
			101-000-228.000	DUE TO STATE OF MICHIGAN		98.81
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		619.39
			101-253-703.000	SALARIES - TREASURER	1,905.00	
			101-253-709.000	FICA	177.86	
			101-253-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	420.00	
JE: 1325 POSTED (ID: 9382)						
			Check:	1000918 Payroll ID: 88	2,502.86	2,502.86
04/30/2024	PR	WELLER, JAMES C	101-000-001.000	CASH-CHECKING	134.40	
			101-000-228.000	DUE TO STATE OF MICHIGAN		29.22
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		105.18
			214-000-001.000	CASH-CHECKING		740.09
			214-701-702.000	WAGES FULL TIME	687.50	
			214-701-709.000	FICA	52.59	
Grand Totals:						
					874.49	874.49
						5,722.78
						494.15
						3,202.59
						433.50
						180.00
						79.04
						420.00
						1,905.00

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
			101-171-709.000	FICA	173.27	
			101-171-910.000	PROFESSIONAL DEVELOPMENT (EDUCATION)	360.00	
			101-215-703.000	SALARIES - CLERK	2,000.00	
			101-215-709.000	FICA	175.95	
			101-215-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	300.00	
			101-247-704.000	WAGES PART TIME	60.00	
			101-247-709.000	FICA	4.59	
			101-253-703.000	SALARIES - TREASURER	1,905.00	
			101-253-709.000	FICA	177.86	
			101-253-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	420.00	
			101-257-703.000	WAGES - ASSESSOR	416.67	
			101-257-709.000	FICA	31.87	
			101-265-703.000	SALARIES	100.00	
			101-265-709.000	FICA	7.65	
			101-268-703.000	SALARIES	250.00	
			101-268-709.000	FICA	19.12	
			206-000-001.000	CASH-CHECKING		5,470.78
			206-336-703.000	SALARIES - FIRE CHIEF	1,500.00	
			206-336-703.001	SALARIES - ASSISTANT FIRE CHIEF	600.00	
			206-336-704.000	WAGES PART TIME	2,566.00	
			206-336-704.001	MECHANIC WAGES	416.00	
			206-336-709.000	FICA	388.78	
			214-000-001.000	CASH-CHECKING		1,302.56
			214-701-702.000	WAGES FULL TIME	750.00	
			214-701-704.000	WAGES PART TIME	260.00	
			214-701-704.001	WAGES - PC RECORDING SECRETARY	80.00	
			214-701-709.000	FICA	92.56	
			214-701-910.000	PROFESSIONAL DEVELOPMENT - EDUCATIO	120.00	

16,192.86

16,192.86

## CONSENT AGENDA

- Minutes from April 8, 2024
- Financial Reports
- Prepaid Bills/Tax Account: 15295-15308= \$5471.36
- Payroll: # 1001052-1001075, 1000918 = \$16,192.86
- Unpaid Bills: are attached



## NOTICE OF AUTHORIZATION

**Permit Number: WRP040763 v. 1**

**Site Name: 10 - CR 669 over Brundage Creek**

**Date Issued: March 28, 2024**

**Expiration Date: March 28, 2029**

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, P.O. Box 30458, Lansing, Michigan 48909-7958, under provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended: specifically:

- Part 31, Floodplain Regulatory Authority of the Water Resources Protection.
- Part 301, Inland Lakes and Streams.
- Part 303, Wetlands Protection.
- Part 315, Dam Safety.
- Part 323, Shorelands Protection and Management.
- Part 325, Great Lakes Submerged Lands.
- Part 353, Sand Dunes Protection and Management.

**Authorized activity:**

**Install a 0.36-inch thick cured in place UV liner to existing 40-foot long by 3-foot span by 3-foot rise concrete pipe culverts (2 span). The existing pipe interior diameter is 3.0-feet, proposed is 2.94-feet. Repair fieldstone headwall by grouting stone back into place.**

To be conducted at property located in: Benzie County, Waterbody: Brundage Creek  
Section 07, Town 26N, Range 13W, Inland Township

**Permittee:**

Troy Hinds  
Benzie County Road Commission  
11318 Main Street  
Honor, Michigan 49640

Issued By:

Luke Golden  
Cadillac District Office  
Water Resources Division  
989-370-1569

*This notice must be displayed at the site of work.  
Laminating this notice or utilizing sheet protectors is recommended.  
Please refer to the above permit number with any questions or concerns.*

EGLE  
WRP040763 v1.0  
Approved  
Issued On:03/28/2024  
Expires On:03/28/2029



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION PERMIT**

**Issued To:**

**Troy Hinds  
Benzie County Road Commission  
11318 Main Street  
Honor, Michigan 49640**

Permit No: WRP040763 v.1  
Submission No.: HQ1-Q09P-4RYKC  
Site Name: 10 - CR 669 over Brundage Creek  
Issued: March 28, 2024  
Revised:  
Expires: March 28, 2029

This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Part 301, Inland Lakes and Streams                                    | <input type="checkbox"/> Part 323, Shorelands Protection and Management |
| <input type="checkbox"/> Part 303, Wetlands Protection  | <input type="checkbox"/> Part 325, Great Lakes Submerged Lands          |
| <input type="checkbox"/> Part 315, Dam Safety   | <input type="checkbox"/> Part 353, Sand Dunes Protection and Management |
| <input checked="" type="checkbox"/> Part 31, Water Resources Protection (Floodplain Regulatory Authority) |   |

EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.

Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:

**Authorized Activity:**

**Install a 0.36-inch thick cured in place UV liner to existing 40-foot long by 3-foot span by 3-foot rise concrete pipe culverts (2 span). The existing pipe interior diameter is 3.0-feet, proposed is 2.94-feet. Repair fieldstone headwall by grouting stone back into place.**

Waterbody Affected: Brundage Creek  
Property Location: Benzie County, Inland Township, Town/Range/Section 26N/13W/07  
Property Tax No.

EGLE  
WRP040763 v1.0  
Approved  
Issued On:03/28/2024  
Expires On:03/28/2029



**Authority granted by this permit is subject to the following limitations:**

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31 of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with 2013 PA 174 (Act 174) and comply with each of the requirements of Act 174.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify EGLE within one week after the completion of the activity authorized by this permit.
- J. This permit shall not be assigned or transferred without the written approval of EGLE.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
- M. In issuing this permit, EGLE has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, EGLE may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, EGLE may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.

- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from EGLE. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by EGLE prior to being implemented.
- Q. This permit may be transferred to another person upon written approval of EGLE. The permittee must submit a written request to EGLE to transfer the permit to the new owner. The new owner must also submit a written request to EGLE to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all the above information may be provided to EGLE. EGLE will review the request and, if approved, will provide written notification to the new owner.
- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under Part 91, Soil Erosion and Sedimentation Control, of the NREPA, or the need to acquire applicable permits from the County Enforcing Agent (CEA).
- U. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- V. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- W. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- X. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources (MDNR, Fisheries Division).
- Y. Work to be done under authority of this permit is further subject to the following special instructions and specifications:
1. Authority granted by this permit does not waive permit or program requirements under Part 91 of the NREPA or the need to acquire applicable permits from the CEA. To locate the Soil Erosion Program Administrator for your county, visit <https://www.michigan.gov/egle/about/organization/water-resources/soil-erosion/sesc-overview> and select "Soil Erosion and Sedimentation Control Agencies".
  2. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state, or federal approval or authorization necessary to conduct the activity.

- 3. No fill, excess soil, or other material shall be placed in any wetland, floodplain, or surface water area not specifically authorized by this permit, its plans, and specifications.
- 4. This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.
- 5. The permit placard shall be kept posted at the work site in a prominent location at all times for the duration of the project or until permit expiration.
- 6. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by EGLE, will be for a five-year period beginning on the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.

Issued By:   
 Luke Golden  
 Cadillac District Office  
 Water Resources Division  
 989-370-1569

THIS PERMIT MUST BE SIGNED BY THE PERMITTEE TO BE VALID.

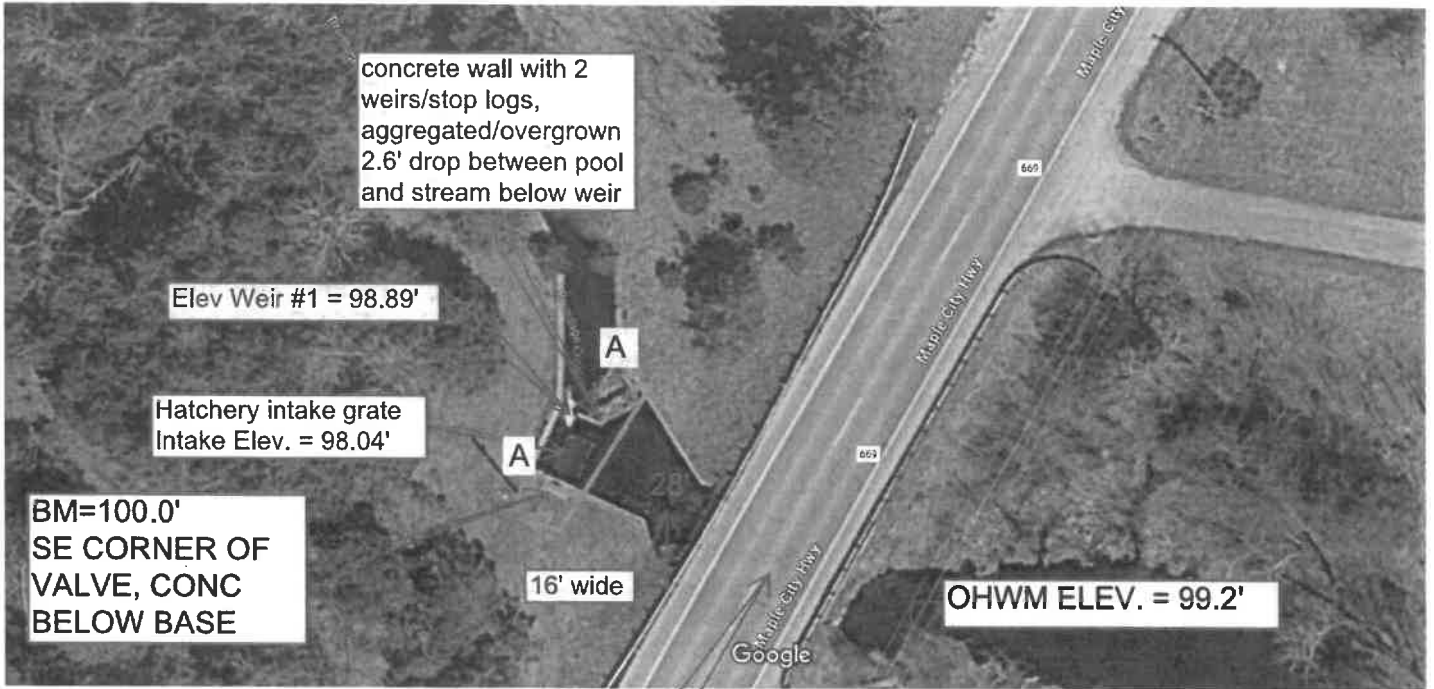
I hereby assure that I have read, am familiar with, and agree to adhere to the terms and conditions of this permit.

\_\_\_\_\_  
Permittee Signature

\_\_\_\_\_  
Date

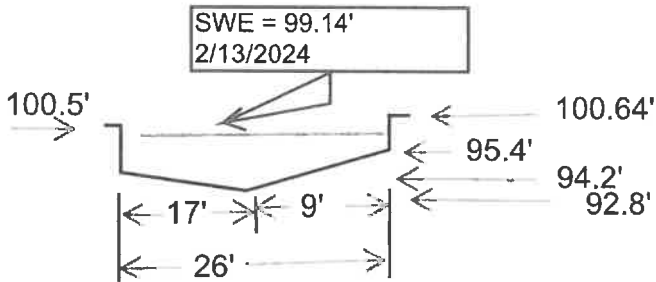
cc: Inland Township Clerk  
 Benzie County Drain Commissioner  
 Benzie County CEA  
 Brad Link, Link Engineering  
 Paul Stowe, MDNR Platter River State Fish Hatchery

FEBRUARY 26, 2024



Map data ©2024, Map data ©2024 20 ft  
44.664847, -85.932709

2- 3.0' inner dia. concrete pipes  
proposed Poly Ethylene lining  
Final inner Dia. 2.95'



SECTION A-A

SLOPE BELOW OUTLET  
= (97.5'-92.8')/28 = 0.168

WALLS = STEEL SHEET PILE  
BOTTOM IN FRONT OF INLET, SAND  
BOTTOM NORTH OF INLET, MUCKY

Lined double barrel 3.0' dia concrete pipes, new ID=2.95'.

Fieldstone headwall, pipes flush.

Inlet streambed and IE equal elevation.

Outlet streambed and IE equal elevation, riprap into deeper pool.

Outlet taper, see sketch.

Weir hieght equal overflow of wier within 0.05'.

Weir and overflow drop 2.6' into streambed, ~half flows into intake for DNR Platte River Fish Hatchery.

# County Commissioner Report

Art Jeannot

5-2024

- **County Administration**

- The County has approximately \$42k in ARPA funds. At the April 23<sup>rd</sup> BOC meeting it was agreed to use those funds to pay for certifying and providing continuing education for child care workers, purchase equipment for the Benzie Central and Frankfort Elberta schools child care program and safety door locks for the Whistle Stop child care in Thompsonville.
- The "*Taxation Advisory Board*" as been meeting to come up with a recommendation to the BOC regarding Headlee.
- We need a contractor for remodeling the probation office.
- Annual audit completed with no issues.

- **Other**

- Michelle Thompson has been hired as the Executive Director of the Benzie County Land Bank.
- The Benzie County Road Commission continues to explore the development of a new building. At the April 23<sup>rd</sup> BOC meeting they requested the County seek a ballot proposal to acquire a bond in the approximate amount of \$18M. Action was tabled until further questions are answered.
- I learned that Benzie County as a 1/3 owner of the Frankfort Dow Memorial Airport does not have a vote on issues related to the operation. I have asked the by-laws be revised to correct this.

Minutes - Parks & Rec Committee  
April 14

Meeting location: 15398 Homestead Road

Present: Rose Wirth, Glen Wirth, Rebecca Wilkinson, Peggy Case, Jeanne Peters, Dave Davis (on phone), Sean Case

New Bylaws for the Committee were adopted to replace those last adopted in 2011. See Attached.

**Inland Township Park** discussion (Dave with sick kids so came to meeting by phone) - ARPA funds must be spent by December or we lose them. We are being held up by board requirement that we get three bids for everything. In fact ARPA funds do not require this and some things we want don't have three alternatives to even ask for bids. We will be asking board again to waive three bid requirement on things like recreation equipment packages.

**Lamb Road Park** - We will finish the projects we have for 2023 that are not yet complete.

Dave will order wood benches which are easier to secure to ground than plastic though they have to be replaced more often.

Discussion about where we might want to use mulch on some trails, particularly the middle trail. We tabled that discussion for now so we can think more about the pros and cons of mulch. We want to do something to make at least one trail wheel chair accessible.

We want to add trail maintenance at Lamb road to the contract with Wilkinsen's so they will mow the center path and area around gazebo, as well as take care of doggie station and trash. Dave will be asked to add them to the contract in December.

We would like doggie stations at each parking area (2) and also trash cans at two areas (animal proof ones). We will sign them with no household trash signs.

We will continue trying to negotiate with the Road Commission to grade Lamb Road up to our north property line, and hope to get a few bids on snow removal for the main entrance so the park can be used in winter.

The remains of the old homestead need to be marked off or buried for safety reasons. Currently there are pieces of foundation and an open cistern there. We want to fence it off and put up danger signage. We will measure for a fence.

We will plan a day to put up the pavilion which has arrived. We might cook on a grill for those volunteers who help with this. Peggy will meet with the fire department to seek volunteer help and set the date. Possible dates are April 27. May 11 or Mat 18.

We plan to hold an open house kind of event as soon as we have pavilion and tables in place and trails finished. Rose will put it on the calendar. Beca will make a flier and put up notices at local establishments. We may have a food truck come for the event.

The twenty trees we ordered from the conservation district are coming in next Friday. They will be planted in pots and kept in a secure place where they can be watered for the summer. We might hold a tree planting event in the fall and enlist participation with some teachers at Lake Ann Elementary as a learning event.

submitted by Jeanne Peters, Secretary

INLAND TOWNSHIP  
PARKS AND RECREATION COMMITTEE

BYLAWS

The Parks and Recreation Committee (hereinafter "Committee"), being established by the Inland Township Board in order to provide the planning, development, and management of all parks and recreation activities and programs established in Inland Township, hereby adopt these bylaws and rules of procedure to provide for the efficient and uniform administration of the Parks and Recreation Committee.

ARTICLE I - AUTHORITY AND MEMBERSHIP

Section 1. Authority. The Parks and Recreation Committee is created by the Inland Township Board of Trustees, reports to Inland Township Board of Trustees and is subject to the jurisdiction and control of the Inland Township Board of Trustees.

Section 2. Appointment of Committee Members. The Parks and Recreation Committee shall be composed of members who reside in Inland Township and shall be appointed by the Inland Township Board of Trustees. Each Committee member shall hold office until he/she resigns or is removed from the committee. The Township Supervisor is an ex-officio member of the Committee.

Section 3. Resignation or Removal. Any Parks and Recreation Committee member may, by notice in writing to the chairperson, resign at any time. Any Parks and Recreation Committee member may be recommended for removal from the Committee for just cause upon review and by the affirmative vote of a majority of all other members of the Committee. Just cause for removal shall include, but is not limited to, unethical conduct; absence without reasonable cause for more than twenty-five (25%) percent of the Committee meetings held in a year; or gross misconduct that is clearly prejudicial to the Committee. Removal may only occur by majority vote of the Committee members.

Section 4. Vacancies. In the event of resignation or removal of a Committee member, the Inland Township Board shall fill the vacancy with another appointment. The vacancy shall be filled as soon as possible after the former member's departure.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Committee shall be a Chairperson, Vice Chairperson, and Secretary.



Section 2. Election of Officers. The officers of the Committee shall be chosen from its members of the Committee at the first regular meeting of the calendar year held in January of each year. The term of office for each officer shall be one (1) year. Officers may be re-elected for additional terms of office.

Section 3. Chairperson. The Chairperson shall preside over all meetings of the Committee. He or she shall also be the representative of the Committee during Inland Township Board meetings.

Section 4. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson during the absence or disability of the Chairperson.

Section 5. Secretary. The Secretary shall assure that the minutes of all meetings of the Committee are properly recorded and that notices for all meetings are duly given. He or she shall also perform such other duties as may be assigned by the Chairperson or the Inland Township Board.

Section 6. Vacancies. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the office of Chairperson for the remainder of the term. All other vacancies in offices shall be filled by the Committee from its members for the unexpired term of the office.

### ARTICLE III - QUORUM AND VOTING

Section 1. Quorum. A majority of Committee members shall constitute a quorum for the transaction of business. If a quorum is not present within the first 30 minutes of the start time of the meeting, the meeting will be cancelled unless notification is made that a member will be late.

Section 2. Voting. Actions of the Committee shall require a majority vote of the Committee members who vote, notwithstanding abstentions. There shall be no voting by proxy. The Chairperson has the right to speak at meetings, and the right to vote on all questions.

Section 3. Attendance. The Township Supervisor, Township Clerk and each of the Township Board members shall attend at least six (6) other Township meetings per year. This includes attendance at a Parks and Recreation Committee meeting if so desired.

### ARTICLE IV - MEETINGS

Section 1. Regular Meetings. The Committee shall meet on a monthly basis at such time and place as shall be established by resolution; provided that the Committee may meet more often as circumstances require.

Section 2. Posting Meetings. The Secretary of the Committee shall be responsible for posting all regular and special meetings in conformance with the time frames set forth in the Michigan Open Meetings Act. It is also the responsibility of the Chairperson of the Committee to make sure the posting is done.

Section 3. Special Meetings. Special meetings of the Committee:

- (a) May be called by the Chairperson in his/her discretion, and
- (b) Shall be called by the Chairperson upon the written request of two or more Committee members.
- (c) The Chairperson of the Committee shall be responsible to notify the Township Clerk of all special and scheduled meetings.

Section 4. Emergency Meetings. Emergency meetings of the Committee are Special Meetings which may be called by the Chairperson upon less than seventy-two (72) hours written notice, if such meetings are necessary. Efforts shall be made to give maximum practical notice to each Committee member. Such notice shall state the purpose, time, and place of such meeting. No business other than that stated in the notice shall be transacted at such meeting.

Section 5. Place of Meeting. Meetings of the Committee shall be held at a place in Inland Township to be determined by the Chairperson. Whenever the Chairperson determines that the place of the meeting will likely have inadequate space for members of the public, the location of the meeting may be changed to a larger meeting facility, or in the event of a conflict of scheduling.

Section 6. Agendas. The agenda for meetings of the Committee shall be as follows:

- (a) Regular Meetings. The agenda for regular meetings of the Committee shall be as follows:
  - (1) Call to order
  - (2) Roll call
  - (3) Additions/deletions to the agenda
  - (4) Approval of agenda
  - (5) Approval of minutes
  - (6) Public comment
  - (7) New business
  - (8) Old Business
  - (9) Closed session (if necessary)
  - (10) Adjournment
- (b) The meeting agenda shall be prepared by the Secretary in consultation with the Chairperson. The proposed agenda shall be approved by majority vote of the Committee at each Committee meeting.
- (c) If the Committee votes to have any business placed on the agenda for the Township Board meeting, the Chairperson of the Committee shall notify the

Supervisor with a cover memorandum and supporting documentation at least six (6) business days prior to the meeting. When a need to place an item on the agenda arises after this deadline, the business item may be added to the agenda by general consent of the Board.

(d) Special Meetings. Whenever the Committee meets in a special meeting, the matters to be considered shall be stated in the notice of the special meeting. No other matters shall be considered, except when all members of the Committee are present and concur.

Section 7. Record of Meetings.

- (a) Recording Responsibility. The Secretary shall be responsible for maintaining the official records and minutes of each meeting of the Committee. The minutes shall include all the actions of the Committee with respect to motions. The minutes shall include the names of Committee members who present motions and Committee members who second motions as well as the vote of the Committee on such motions. If a roll call vote is taken, the record shall show the “yes” and “no” votes, and any abstentions. However, if all members vote “yes” or “no”, the minutes may then reflect that the motion carried or defeated by unanimous vote.
- (b) Minutes of each meeting of the Committee shall be taken by the Secretary and filed with the Inland Township Clerk for each and every meeting held. Minutes of each meeting shall be approved at the next regular meeting. Minutes shall be filed with the Township Clerk within five (5) days after they are approved by the Committee.

Section 8. Attendance. All members of the Committee shall be required to attend a minimum of 75% of all meetings held during the calendar year. Failure to attend 75% of all meetings shall subject the member to removal from the Committee by a majority vote of the members of the Committee and exempt said Committee member from future appointment.

Section 9. Complaints.

(a) If a citizen files a complaint with the Township that involves the Committee, the Committee Chairperson shall be notified of the complaint. If the citizen complaint is made to the Committee, the Chairperson of the Committee shall provide the Township Board, via the Township Supervisor, with a copy of all correspondence that addresses the citizen’s complaint, or when the content may result in a lawsuit to the Township, or to the Board reviewing or implementing a Township policy. When the Committee Chairperson is unsure of the necessity to provide the Board with a copy of correspondence he should err on the side of caution and provide the correspondence.

(b) The Committee Chairperson shall notify and consult with the Township Supervisor prior to making any statements to the news media.

(c) All Committee correspondence shall be considered as a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any Committee member upon request.

#### ARTICLE V - AMENDMENTS

These Bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these Bylaws by the Committee shall be submitted to and approved by a majority vote of the Committee members and then submitted to and approved by the Inland Township Board before they become effective.

#### APPROVAL

These By-Laws were approved by the Inland Township Parks and Recreation Committee at its regular meeting held on \_\_\_\_\_, 2011.

These By-Laws were approved by the Inland Township Board at its regular meeting held on \_\_\_\_\_, 2011.

---

Secretary  
Parks and Recreation Committee

---

Marilyn Wareham  
Inland Township Clerk

**Parks & Recreation Committee Bylaws**  
**revised April 14, 2024 to replace existing bylaws from 2011**

The Parks and Recreation Committee (hereinafter the committee), being established by the Inland Township Board in order to provide the planning, development, and management of all parks and recreation activities and programs established in Inland township, hereby adopts these bylaws and rules of procedure to provide for the efficient and uniform administration of the Parks and Recreation Committee.

The Committee is created by the Inland township Board, reports to that Board, and is subject to the jurisdiction and control of that board. The committee chair or a designated representative will attend board meetings and report on progress.

The committee is composed of volunteer members who reside in Inland township and surrounding areas and express an interest in the parks and recreational activities, shall be presented to the township Board for appointment by the Inland township Board of Trustees. The township supervisor is an ex-officio member of the Committee. In addition, another board member serves on the committee as liaison with the Township Board.

Decisions made by the Committee that involve the use of township funds and grant money must be first presented and approved in Committee meetings and then approved by the Board.

The Committee will have no fixed number of members. However, anyone volunteering to work in the parks is required to be a member of the Committee if not already a township employee. They are not required to attend meetings however. They will work under the direction of the committee chair.

Committee meetings will be held as needed, which means there will not be a regularly scheduled meeting each month. There is little reason, for example, to meet during the winter months if the projects and plans for the coming year are already determined in the fall.

Township residents who wish to work with the committee will decide if they wish to participate in meetings or not. Those who wish only to be part of working groups as they arise will not be expected to attend meetings. It is the wish of the current committee that we be considered volunteers and will not want to be paid for attending meetings.

The committee will decide on the services and projects that require contracted bids paid for by the township, and present those bids and contracts to the township Board for approval. Attending meetings isn't one of those services.

The Committee may invite consultants to advise the committee as needed. These consultants need not be committee members. Any compensation to such consultants or service providers must be approved by the township Board.

The committee Chairperson will determine the location of meetings and inform the Clerk who will post the meetings in conformance with the time frames set forth in the Open Meetings Act.

Gatherings of volunteer workers at the parks for implementing the plans of the committee or organizing work parties are not considered meetings.

Although a majority vote in favor of any committee project, initiative, or spending proposal is desired by members attending meetings, the Committee will first attempt to reach a consensus before resorting to such a formal vote. If consensus is reached it will be noted in the minutes. If there is no consensus, the results of a formal vote will be recorded.



## 2 Station Bundle Deal -SAVE!

MSRP: \$577.94

Now: \$557.94

(You save \$20.00 )

SKU:

DEPOT-006B-2BND-GRN

UPC:

644625225457

Shipping:

Free Shipping



Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
5/6/2024	24-767

<b>Bill To</b>
Inland Township David Davis 19668 Honor Hwy Interlochen, MI 49643

<b>Ship To</b>
Inland Township David Davis 19668 Honor Hwy Interlochen, MI 49643

<b>Customer Contact</b>	<b>Customer Phone</b>	<b>Customer Fax</b>	<b>Terms</b>	<b>P.O. No.</b>	<b>Rep</b>
			Net 30		CRP

Item	Description	Qty	Weight	Price	Total
FitCore Extreme	Landscape Structures FitCore Extreme per design #6167 (13+ Age)			67,345.00	67,345.00T
177350A	Molded Bucket Seat w/Chains ProGuard Chains for 8' Beam Height			1,020.00	1,020.00T
194663B	ZipKrooz™ 50' Aluminum Posts			18,470.00	18,470.00T
Replacement It...	130910 LSI Tire			892.00	892.00T
	171029 Tire Ring				
	184295 Hardware				
Timber	12'x12' Plastic Timber Border for a sand box			688.00	688.00T
136233A	Independent Elevated Sand Table			3,881.00	3,881.00T
123831A	Super Scoop ,	2		1,377.00	2,754.00T
Mat 4x6x2	4' x 6' x 2" Play Mat	8		254.00	2,032.00T
SVB5000	Bison Competition Outdoor Volleyball System			1,910.00	1,910.00T
Freight	Freight			5,440.00	5,440.00

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

Credit Card fee of 3% on all purchases over \$2,000.00  
 AMX fee of 5% on all purchases over \$2,000.00

889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529





Make all P.O.s, Contracts, and Checks to:  
**Penchura, L.L.C.**  
**889 S. Old US 23**  
**Brighton, MI 48114**

# Proposal

Date	Project #
5/6/2024	24-767

<b>Bill To</b>
Inland Township David Davis 19668 Honor Hwy Interlochen, MI 49643

<b>Ship To</b>
Inland Township David Davis 19668 Honor Hwy Interlochen, MI 49643

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
			Net 30		CRP

Item	Description	Qty	Weight	Price	Total
Installation	Professional Certified Installation ~Excavate 37'x99' Area and keep spoils on site ~ Install FitCore Equipment ~ Excavate 22'x67' Area and Keep Spoils on site ~ Install 54" ZipKrooz ~ Install Molded Bucket Seat in Existing Bay of swings ~ Install New Tire Swing ~ Relocate existing spring toy ~ Remove and reinstall new Volleyball Outfit ~ Install new 12'x12' Sand Box ~ Install Elevated sand table and two sand diggers. ~ Install 8 Swing Mats			40,190.00	40,190.00
EWF-I	Engineered Wood Fiber - Installed	360		56.45	20,322.00T

Proposal good for 30 days.  
 Ship Via: common carrier  
 Delivery contact name and number: \_\_\_\_\_

Customer signature below constitutes a purchase order.

<b>Subtotal</b>	\$164,944.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$164,944.00

**Credit Card fee of 3% on all purchases over \$2,000.00**  
**AMX fee of 5% on all purchases over \$2,000.00**  
 889 S. Old US 23, Brighton, MI 48114  
 Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529



Order soon to avoid supply chain and delivery delays! Bison is aggressively c  
against any interruptions and we appreciate your advance planning.



QUOTE REQUEST



◀ 1/1 ▶

## ALUMINUM RECREATIONAL VOLLEYBALL SYSTEM

MSRP: \$1,746.00

Quantity

- 1 +

ADD TO QUOTE

SKU: SVB2000A

QUOTE (0)

Chat

UPC: 090053302800

CATEGORIES: Outdoor/Sand Volleyball, Volleyball, Volleyball & Net Games

 **VIEW IN CATALOG : PAGE 58**

### DESCRIPTION

The perfect volleyball system for playing in the sand or grass whenever the goal is fun... Recreational leagues, beach resorts, campgrounds, playgrounds, parks, school yards, any place where a group gathers to play volleyball • 3-1/2" diameter aluminum extruded posts permanently install in a 30" deep x 8" diameter concrete footings or can be installed using VB21 ground sleeves (optional) to allow easy removal of the poles when not in use • Rigid, lightweight aluminum is 100% rust-proof • Net is infinitely adjustable from men's competition volleyball height, 7' 11-5/8", to as low as 42" tennis height • Poles are capped to keep out moisture • Crankless net tightening • Powder coated finish • Includes net with fluorescent top tape and all necessary hardware • Two-year limited warranty on standards.

### ADDITIONAL INFORMATION

 Share

## YOU MAY ALSO LIKE



**MATCH POINT  
COMPETITION OUTDOOR**



**MATCH POINT  
RECREATIONAL OUTDOOR**



**OUTDOOR VOLLEYBALL  
BOUNDARY KIT**



**PREMIUM OUTDOOR  
VOLLEYBALL BOUNDARY  
KIT**

QUOTE (0)

+ [Product Overview and Features](#)

+ [Color and Materials](#)

+ [Developmental Benefits](#)

## Related Playground Components



### **ZipKrooz® Additional Bay**

Age Ranges: **5 to 12 years**

Price Range (USD): **\$20K-\$50K**



Also of Interest:

[Track Ride/Zip Lines](#)

[Frank Kent's Dream Park](#)

[ZipKrooz® Assisted](#)

[Model Release Forms](#)

[Login](#)

[Sitemap](#)

[Careers/Jobs](#)

[Privacy](#)

[Virtual Catalog](#)

[Contact Us](#)

©2024 Landscape Structures Inc. All Rights Reserved.

### **Cookie Consent**

By continuing to use the playsi.com website, you agree to the use of cookies. Further information on cookies can be found in our updated [Privacy Policy](#).

# ZipKrooz®

Model #194663



## Product Details



### Age Ranges

5 to 12 years

### Product Categories

[Freestanding Play](#)

### Shipping Weight

1,732 lbs

### Dimensions

- Min Area Required: 34' ZipKrooz 50'8" x 21'5" (15,44 m x 6,53 m); 50' ZipKrooz 66'10" x 21'5" (20,37 m x 6,53 m); 66' ZipKrooz 83'1" x 21'5" (25,32 m x 6,53 m)
- Max Fall Height: 105" (2,67 m)

### Design/CAD Files for this Freestanding Play Element

- [Download Design 3833 - 2D DWG](#)
- [Download Design 3833 - 2D PDF](#)
- [Download Design 3833 - 3D PDF](#)
- [Download Design 3833 - SketchUp](#)
- [Download Design 3839 - 2D DWG](#)
- [Download Design 3839 - 2D PDF](#)
- [Download Design 3839 - 3D PDF](#)
- [Download Design 3839 - SketchUp](#)

### Design Standards



**Price Range (USD)**  
**\$20K-\$50K**

\*Prices vary. For international and exact pricing, contact your local playground consultant.

[Contact Your Consultant](#)

## Cookie Consent

By continuing to use the playsi.com website, you agree to the use of cookies. Further information on cookies can be found in our updated [Privacy Policy](#).

[Yes, I agree](#)

# FitCore™ Extreme Course 4 - 13+



## Playground Details



### Age Ranges

13+ years

### Play Styles

Fitness-Focused

### Product Lines/ Categories

[Freestanding Play](#)  
[Sports & Fitness](#)

### Min Area Required

99' x 37' (30,18 m x 11,28 m)

### Max Fall Height

132" (3,35 m)

### Design/CAD Files for this Playground

- [Download Design 6167 - 2D DWG](#)
- [Download Design 6167 - 2D PDF](#)
- [Download Design 6167 - 3D PDF](#)
- [Download Design 6167 - SketchUp](#)

### Design Standards



Contact your consultant to verify that this playground design meets current design standard requirements or to modify for other design standards.

### Price Range (USD) \$60K-\$80K

Pricing reflects only the equipment shown in the 3D render above in USD. Freight, brokerage, exchange rates, etc. not included. For international and exact pricing, please contact your local playground consultant.

[Contact Your Consultant](#)

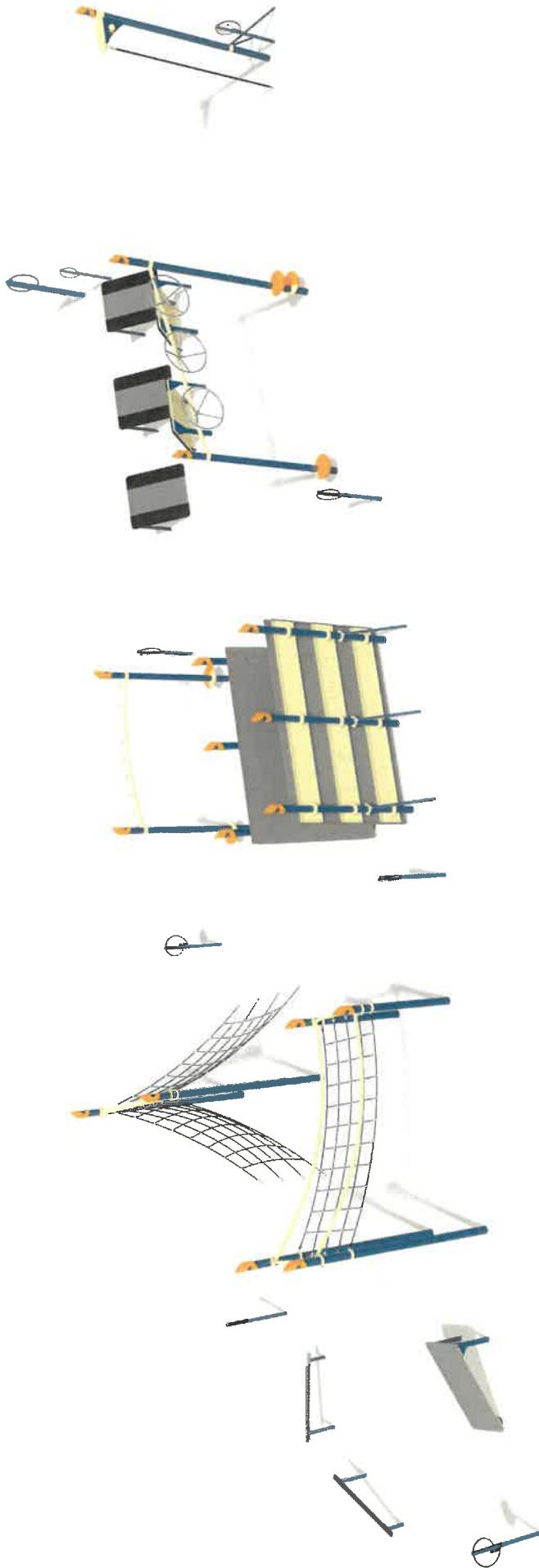
### Cookie Consent

By continuing to use the playsi.com website, you agree to the use of cookies. Further information on cookies can be found in our updated [Privacy Policy](#).

[Yes, I agree](#)









**Inland Fire Association**  
**April 15, 2024**

DRAFT

Present: Jenice Skusa, Cindy Beechraft, Phil Cochran, Marcia Cogburn, Therese Zielinski

Call to order by Jenice at 6:21 p.m.

Discussion: Need Drum bags for cans, Jenice will create schedule for sorting cans, keep cans at a central location.

Meeting adjourned at 6:39 p.m.

## INLAND TOWNSHIP PLANNING COMMISSION

Monday April 15, 2024 @ 6:00 p.m.

19668 Honor Hwy

Interlochen, MI 49643

1. Call to order at 6:03 by Vice Chair Huffman
2. Pledge of Allegiance was recited
3. Roll Call Present – Nellie Thomas, Mary Miller, Mari Dew, Paul Huffman, Zoning Administrator  
Jim Weller, Recording Secretary Rose Wirth      Absent – Laura Turmel

4. Public Input at 6:05 p.m. was received from Jim Clark – Dollar General in Honor on hold due to lack of EGLE permitting; master plan company when will you meet with them?

Laura Turmel arrived at 6:13 p.m.

Jim Brouwer - noise ordinance? Public Input close at 6:17 p.m.

5. Approval of Agenda

**Move** to approve agenda as presented by Miller, 2<sup>nd</sup> by Turmel

ayes – all    nays – none    Motion carried

6. Approval of minutes from February 19, 2024

**Move** to approve minutes of April 15, 2024 as presented by Miller, 2<sup>nd</sup> by Dew

ayes – all    nays – none    Motion carried

7. Old Business – Move forward with our ordinance enhancements & revised Master Plan

Discussion: Commission asked “Where do we stand with the Networks Northwest?” Zoning Administrator stated they have been contacted. The following proposed changes to Zoning Ordinance Section 5 were discussed and are as follows:

### Section 5.2

Letters **C, D & H** add the words non-permanent

Move the following to Section 5.3:

**E** - single- & two-family dwelling & **F** Licensed child or adult daycare facilities serving six or fewer clients

Move the following to Section 5.4:

**I**- Household wind energy conversion systems (WECS). (I is also referred to in section 12.7).

### Section 5.3

**D** Outdoor storage– Strick it out (blight conflict)

Move the following to Section 5.4 Special Use:

**I** Short term rentals & **J** Site condominium & subdivision developments

### Section 5.4

**C** – Note to make farm friendly – vertical bifacial solar arrays

Note to add Household Solar Energy Systems

**D & F** combine

Campgrounds definition needs to be reviewed by Planners – can we limit number of sites?

If it is not written in our zoning is it allowed and under what use is it allowed?

8. New Business – N/A

9. Public Input at 8:05 Therese Zielinski on Dollar General entrance and possible gravel pit behind trailer park

10. Adjourn      **Move** to adjourn by Miller, 2<sup>nd</sup> by Huffman      Meeting adjourned at 8:15 p.m.

# Zoning Administrator Report

## April 2024

To: Board of Trustees

From: Jim Weller- Zoning Administrator

---

### Land Use Permits For Inland Township

Single Family Dwelling (SFD)	1/ month	1ytd
SFD Addition	0/ month	0/ytd
Accessory Building	4/ month	7/ytd
Deck/Porch	2/ month	2/ytd
New Commercial Structure	0/ month	0/ytd
Commercial Addition/Alteration	0/ month	0/ytd
Sign	0/ month	0/ytd
Solar Array	2/month	2/ytd

### Land Divisions

Month of April	1 month	2/ ytd
----------------	---------	--------

### Inland Township Planning Commission

Past meetings: April 15th, 2024	1/ month	2/ ytd
---------------------------------	----------	--------

Future meetings:

May 20<sup>th</sup>,2024 @ 6:00 PM

## Compensation Committee Report

May 6, 2024

The committee identified twenty-four Northern Michigan townships that are similar to Inland Township in population, revenue, or are located in Benzie County. We interviewed these townships with a series of questions determining their approach to compensation of elected officials, paid staffers, and outside contractors. We were able to obtain needed information from 18 of those identified townships leading to a consolidated spread sheet that is available for the Board's review.

The committee also contacted MTA to gain an understanding of the lawful compensation for statutory and non-statutory duties. Through this review it was discovered that Inland Township and the majority of Northern Michigan townships surveyed are not in compliance with Michigan law.

Due to Inland Township's non-compliance with state law, the Compensation Committee recommends the following;

- 1- No change in the current compensation of township elected officials and paid staff for the remaining 2024 budget year.
- 2- The Compensation Committee to take on the updating of the township's Policy and Procedure Manual.
- 3- After the Policy and Procedure Manual is updated and approved by the Board, the Compensation Committee will complete the recommendation for adjusting the salaries into compliance with state law.

During our review process it was discovered that a number of townships don't have a Policy and Procedures manual in a misplaced attempt to avoid legal compliance to follow such guidelines. Inland Township's officials and staff have not been held accountable for following the current manual which exposes the township to legal action.

Expected action when the committee completes this process is to establish base salaries for the different positions to cover statutory duties, establish position descriptions for non-statutory duties with pay scales for those functions, gain signed agreements to cover those non-statutory duties, and signed agreements to comply with the updated Policies and Procedures Manual.

Also, when completed these guidelines should be published to insure any future candidates know and understand their potential compensation and expectation as to how they are to conduct themselves while serving the citizens of Inland Township.

# MTA 2024 Educational Conference Trustee Brouwer’s Takeaway Report

This Attendee Report is intended as a recap of what I perceive as the key takeaways from the classes I attended at the MTA 2024 Educational Conference.

The classes were the highlight of the conference. In addition to all of the great publications and support services that the MTA provides, they put on one of the best conferences I’ve ever attended. The sessions I attended were very informative, especially the pre-conference full-day session. There are also thirteen other classes that were recorded. Inland Township will have access to view them once they are posted online. I encourage all board members (and anyone else) to take advantage of viewing them.

This year’s Michigan Township Association Conference was held at the Grand Traverse Resort from Monday, April 22<sup>nd</sup> through Thursday, April 25<sup>th</sup>. The 2025 conference will be held in Grand Rapids.



## Table of Contents

Session	page
<b>Show Me the Money</b> <i>A Township Board Primer on Raising, Spending, and Reporting Township Money ...</i>	2
<b>Hot Legal Topics for Townships</b> .....	6
<b>Staying Out of Trouble: Keep Your Meetings in Compliance</b> .....	7
<b>Dig into Brownfield Redevelopment</b> .....	8
<b>Election Update</b> .....	9
<b>Navigating the Digital Minefield</b> .....	10
<b>Data-driven Strategic Planning and Budget Creation</b> .....	11

**Show Me the Money** *A Township Board Primer on Raising, Spending, and Reporting Township Money*

Speakers: MTA Staff Attorney Catherine Mullhaupt, Rod Taylor, Senior Government Consultant, Maner Costerisan, PC; and Steve Mann, Attorney – Miller Canfield

April 22, 2024 9:00 a.m. to 5:00 p.m.

**Key Takeaways**

**In 99.9% of all situations, the collective Board is 'the boss'**

All board members are 'trustees' and carry equal fiduciary responsibility to operate the township in the best interest of the public. While the Supervisor, Clerk, and Treasurer have additional statutory responsibilities to carry out, it is the entire Board that makes a decision by vote as there is no singular 'boss.'

"The Board is the 'Owner, Operator and Employer'" — from an MTA conference handout

**The Assessor holds a Public Office.**

Though an appointed position, the Assessor is a public office holder and as such must be paid as an employee of a township rather than as an independent contractor. The IRS is cracking down on townships that have paid assessors as contractors and is collecting numerous years of back taxes and penalties — all charged to the townships.

*With our Assessor's contract ending, we need to clarify that when we renew assessor services, Inland Township must be in compliance with IRS rules and therefore must pay the position as a Township employee, not as a contractor.*

**Hiring Contractors**

There is no statute that requires a township to advertise or seek bids for positions such as attorneys or auditors. There are Michigan firms that actually specialize in township law, accounting, and auditing. The board should consider this when hiring these services.

**Maintaining Sufficient Finances**

There are numerous functions we should be incorporating in our budgeting process. One crucial point made in this session is that "sufficient" finances does *NOT* include collecting or accruing revenues without a specific public purpose. Inland Township is not alone in running afoul on this point. This needs to be addressed ASAP.

**The Michigan Department of Treasury's Accounting Procedures Manual**

We should have a current copy. [www.michigan.gov/-/media/Project/Websites/treasury/MISC\\_3/AccountingProceduresManual.pdf?rev=c30fabcb84de643128a399235c7d0ae0e](http://www.michigan.gov/-/media/Project/Websites/treasury/MISC_3/AccountingProceduresManual.pdf?rev=c30fabcb84de643128a399235c7d0ae0e)



## Show Me the Money (continued)

### Spending Public Money

There are numerous statutory restrictions on how public money can be spent. In short, public money cannot be used for a private interest because it is "other people's money." An obvious example of an unlawful expenditure is using tax dollars to pave a private road.

### Allowable Township functions are either Mandatory or Permissive

Pulled from the MTA handout, allowable township functions include:

#### Mandatory

- Elections
- Assessing
- Tax Collecting
- Township Board Legislative Function
- Open Meetings Act, Freedom of Information Act, and Public Records Compliance
- Accounting, Auditing, and Financial Reporting

#### Permissive

- Roads\*
- Fire Protection\*
- Police Protections
- Emergency Medical\*
- Water / Sewer
- Parks and Recreation\*
- Planning and Zoning\*
- Code Enforcement
- Ordinance Enforcement
- Liquor Inspections
- Library
- Cemetery\*
- etc. ...

\*These are permissive activities in which Inland Township is actively engaged. We should review or establish policies on Code and Ordinance Enforcement (since my understanding is that we currently don't have them).

## Show Me the Money (continued)

### Unlawful Expenditures

There is a Michigan Treasury Bulletin for audits of local units of government for the unlawful spending of money. Stressed by the MTA, "Contributions or appropriations, which are not specifically authorized by the Constitution or State statute, cannot be authorized **regardless of the worthiness of the cause.**"

This point raised numerous questions from the attending townships. Prohibited expenditures discussed include: Office Refreshments, Staff Picnics, Retirement / Recognition Events, and Gifts such as flowers for a sick employee.

It was strongly suggested that we review policies such as how our Parks & Recreation Committee's Easter Egg Hunt candy or the Event Committee's Spaghetti Dinner is funded. Catherine further suggested that we are likely (more pointedly she said 'assuredly') running afoul with both our Fire Association and Events Committee. We need to examine how we can legally achieve their goals in compliance with Michigan statutes.

### Budgets DO NOT Have to Balance

The common misnomer is that *all* budgets must balance to the penny. That is, the assertion that revenues minus expenses *must always* equal zero is incorrect. Fund balances exist for a variety of reasons, including the coverage of shortfalls when expenses unexpectedly exceed revenues. Alternatively, monies shouldn't be spent unnecessarily and excess funds should go into a fund balance for future use.

### Budgeting

Details of the budgeting process were covered in greater detail in another session I attended on Wednesday, but it is worth noting that Inland Township has quite a bit of work to do in order to bring its budgeting procedures in line with acceptable fiduciary practices.

### Examining Revenue Sources

Suggested as part of the budgeting process, Inland should examine its fees it charges for all activities (rentals, permits, and so forth). One of the areas that is most overlooked by townships are cemetery fees. It was strongly suggested that we NOT put in perpetual care clauses in cemetery contracts.

### Grants & Donations

There are grants that Inland Township would likely fail to obtain based on our current budgeting practices (or lack thereof). We are missing key features such as a solid Capital

## Show Me the Money (continued)

Improvement Program and a detailed budget planning report. While the township could raise funds through millages to achieve a particular goal without obtaining a grant, it is the board's fiduciary duty to examine viable alternatives or supplements that would benefit our taxpayers. By not budgeting properly we aren't fulfilling our duties as we should.

### Fund Balance Policy

As we move through the review of our Policies & Procedures, we should establish a Fund Balance Policy. That is, for each individual fund we should establish what level of a reserve balance is appropriate. We have created a highly problematic situation.

### Capital Improvement Plan

Given Sec. 65 of Michigan's Planning Enabling Act, it was STRONGLY recommended that we (re)establish a Capital Improvement Plan (CIP).

While our current Policy & Procedures calls for one under Sec. 7.1, it isn't restricted to 'public works' issues as the Sec 7 title suggests. This is an integral part of the budgeting process and we should be doing it.

### Purpose of a Budget

There are numerous activities involved in creating a comprehensive budget. The purpose of the budget goes well beyond simply allocating dollars. It is the cornerstone for implementing good governance. At the heart of the Budget Process is Strategic Planning. One of the strongly suggested ideas is to create a Finance Committee to assist all participants in the creation of a realistic and functional budget.

More on the topic of budgeting is covered in the review of the session *Data-driven Strategic Planning and Budget Creation* starting on page 11.

### Audits

While only required semi-annually, it is recommended that we do an audit every year.



## Hot Legal Topics for Townships

Speaker: Michael Homier, Attorney – Foster Swift

April 23, 2024 11:30 a.m. to 12:30 p.m.

### Key Takeaways

This was an interesting meeting because the presenter only had a few key issues to address, then he opened up discussion to matters concerning the attendees.

#### Short-Term Rentals

There is a bill pending in Lansing regarding short-term rentals of homes (think AirBnB) that will likely address the issue of short-term rentals statewide. The advise was to implement a local ordinance now if it is currently a pressing problem.

#### Chance Quorums

Apparently the issue of small townships running afoul of the Open Meetings Act is a perennial one. Wherever a 'chance meeting' of three or more board members (in our case) may occur, it is not automatically an OMA violation. As long as there is no deliberation of an issue that is likely to come before the board nor any board decision is being made, there is no violation.

#### Round Robin Discussions

Board members may discuss issues one-on-one outside of board meetings in order to clarify understandings and individual positions. You can even have the same one-on-one topic discussion with each board member. HOWEVER, you cannot share with any of the individual members what the response or comments of another member was (i.e., if you are Member A, you cannot tell Member C what Member B said about a topic). We were also cautioned not to have these one-on-one discussions with anyone else (non-board persons) present as they might in turn share that conversation with another board member at a different time, thus likely violating the OMA. This series of one-on-one conversations are often referred to as 'round robin' discussions or 'going around the horn.'

#### Selling Township Property (land)

Another township raised the question of selling tax defaulted property and whether it can be disposed of at a profit. Answer: Yes, because a township has the responsibility to maximize returns to its taxpayers.



## **Staying Out of Trouble: Keep Your Meetings in Compliance**

Speaker: Michael Selden, MTA Director of Member Information Services

April 23, 2024 1:00 p.m. to 2:15 p.m.

### **Key Takeaways**

#### **Types of Meetings**

There are only two types of meetings: Regular & Special. Such things as Public Hearings and Closed Sessions take place as part of a meeting's agenda, they are not 'meeting types' on their own.

#### **Special Meetings**

In addition to the 18 hour requirement for posting notice of a special meeting in a conspicuous place, the notice must also appear on the Main Page of a township's website.

#### **Meeting Minutes**

Minutes are 'Board Minutes,' not the Clerk's or Recording Secretary's (or whoever writes them up). It is the entire board's responsibility to review and approve draft minutes. The board gets only one chance to correct draft minutes (typically at the meeting following that of the draft in review). If an error of fundamental importance is missed, the 'correction' to it can be recorded in future minutes with reference pointing back to the standing error.

#### **Corrections to Draft Minutes**

If draft minutes appear in the Consent Agenda of a meeting and a change is requested, they should be pulled from the Consent Agenda and dealt with separately as an Approval of the Draft Minutes.

#### **Meeting Recordings**

If audio recordings are made with the purpose of referring to them while preparing the minutes, they must be kept for a minimum of 30-days after those minutes are approved. If a FOIA request is made for the recording before that time period expires, that recording must be kept permanently.

#### **What Bodies Must Keep Minutes**

In addition to the Township Board, three other public bodies are required to keep and report minutes under the same rules as the board. This includes the Planning Commission, Board of Review, and Zoning Board of Appeals. If a committee does not have the power to make a decision or spend money without board approval (i.e. purely advisory) or include a quorum of the township board, it is not required to take minutes.



## **Dig into Brownfield Redevelopment**

Speakers: Marvin Radtke, MTA District 8 Director and Supervisor, Green Lake Township and Ann Jamieson-Urena, Director, Grand Traverse County Brownfield Redevelopment Authority.  
April 23, 2024 2:45 p.m. to 4:00 p.m.

### **Key Takeaways**

#### **The Meaning of 'Brownfields' Has Evolved**

While originally established to deal with 'contaminated' land, what currently qualifies as a 'brownfield' property has expanded considerably. In addition to its original purpose, now the types of brownfields include Tax Reverted or Blighted properties, buildings that need major renovations to become commercially useful, and even certain housing projects.

#### **'Brownfields' Funding Methods Have Changed**

Once driven by federal funding, the current process is funded through future tax sharing with the funding agency. Revitalized properties are projected to create more tax revenue. Those additional tax revenues are directed to the funding agency to repay them for their investment over a time period of anywhere from 5 to 30 years. After that repayment period, the entire tax bill reverts back to the township.

#### **What Inland Property Might Qualify as Brownfield**

The 30-acre lot at the corner of US-31 and Lake Ann Road is a likely candidate. When described as being an old cherry orchard, the immediate response of the presenters was the suspicion of lead and arsenic being in the ground. Sprays used by farmers are known to 'stick' for years. There are funding dollars for soil testing available through EGLE.

The 7-acre property that was obtained through tax delinquency may also qualify as a brownfield property.

Benzie County also lists the Economic Development & Brownfield Redevelopment Authority, so it would be worthwhile connecting with them to see what county involvement there might be.

Each brownfield site evaluation is different. It may, or may not, be a viable process to follow for our township.



## **Election Update**

Speaker: Kristi Dougan, Manager, Training and Elections Assistance, Michigan Bureau of Elections, Michigan Department of State

April 24, 2024 10:15 a.m. to 11:30 a.m.

This plenary session covered the current state of election laws, township reimbursements, voting records, and related matters. Referenced was a free Cyber Security Assessment from CISA.

*This session was recorded and will be available for viewing once MTA posts it.*



## **Navigating the Digital Minefield**

Speaker: Attorneys Thomas Bandit & Heather Sumner – Rosati, Schultz, Joppich & Amtsbuechler, PC

April 24, 2024 1:00 p.m. to 2:15 p.m.

### **Key Takeaways**

This session turned out to be more about how to go through litigation than how to prevent getting entangled in a lawsuit in the first place. Essentially this was the 'digital minefield' of a court room as seen through the eyes of a defense attorney.

#### **Social Media Accounts**

One helpful piece of advice was that if we ever have a social media account, we should be all or nothing when it comes to viewer comments. If comments are allowed, you should (must) leave them all up — even the disgusting and damning ones. Best practice is to not allow any comments and to use social media as a platform to publish information only.





## Data-driven Strategic Planning and Budget Creation

Speaker: Rod Taylor, Senior Government Consultant, Maner Costerisan, PC

April 24, 2024 2:45 p.m. to 4:00 p.m.

### Key Takeaways

We should hire Rod Taylor of Maner Costerisan to walk Inland Township through the full budgeting process that leads to improved township governance. The highlights below hardly does this most important topic full justice.

#### Strategic Plan

The budget and the budgeting process is far more than providing a Profit and Loss oriented list of potential incomes and expenses. At a budget's core is a Strategic Plan surrounded by preparation, engagement, development, review adoption, implementation, and monitoring. The Strategic Plan is built on a set of financially reasonable values, a mission, and a vision created for the township. We should consider not just where we have been and where we are, but also where we PLAN to go. Every board action should be tied to a Strategic Plan.

#### SWOT

We should review Inland Township's Strengths, Weaknesses, Opportunities, and Threats. One of the best ways to do this is in the form of a township wide survey.

#### Strategic Initiatives

"Strategic initiatives are large-scale, township wide efforts that are intended to help achieve the defined vision. **They are specific, concrete actions or projects** that are designed to address strategic pillars and drive progress within a township. They are not routine operations but rather key projects or actions designed to improve the township's position and performance in the long term." – quoted from MTA handout material

This review should be done at least every 5 years with annual updates. The Strategic Plan is also different from the Master Plan which primarily focusses on property and zoning (but is itself part of the overall Strategic Plan).

#### Capital Improvement Plan

This is required by statute as it is part of the Zoning Enabling Act and is actually part of a 'best practices' approach. As mentioned in Monday's session 'Show Me the Money,' a CIP is frequently (if not always) required when seeking most grants. It is also part of our current Policies and Procedures, so we should be doing one.

## Data-driven Strategic Planning and Budget Creation (continued)

The CIP should include financial elements of the Master Plan as well as anticipated purchases of major equipment, capital purchase, and any other large expenditures. Essentially anything with a big price tag should be included. We should review what defines 'big.' There are several townships that were referenced as having outstanding CIPs which I will be reviewing. Mentioned in several sessions, we should go online and borrow the good ideas from the public documents other townships have already created.

### Purpose of Budgets

The budget ties together the numerous efforts of the CIP, Master Plan, Strategic Plan, Labor Contracts, Parks and Recreation Plans, and general operations.

It is about Limited Resource Allocation which involves Financial Planning, Improved Decision Making, Fiscal Responsibility, and Transparency of Action.

### Budget Reporting

Presenting a budget to the community is an opportunity to tell a detailed story. In addition to sharing the Strategic Plan's goals and performance measurements, it should provide the previous year's accomplishments, budget highlights, priorities and projects, changes from the previous year, issues in the upcoming year, and long-term factors impacting the community.

### Budget Maintenance

While the 'budgeting process' should start 4–6 months prior to its adoption, in truth it is an ongoing activity. Monthly reports of just the numbers does not provide a 'clear and transparent' picture as to where a township has come from, where it currently stands, or where it is headed.

### Involving the Community

Implementing the elements described in *Data-driven Strategic Planning and Budget Creation* involves the community which creates a level of buy-in that helps avoid conflicts both in the present and in the future. All of this won't happen overnight, but doing it correctly is well worth the effort.



# **Inland Township**

Proposal for Audit Services  
For the Year Ended March 31, 2024

**Lake Michigan CPA Services, PLC**  
A Certified Public Accounting Firm



317 S. James Street  
Ludington, MI 49431  
(231) 690-5217  
LakeMichiganCPA.com

April 2, 2024

Inland Township  
19668 Honor Highway  
Interlochen, MI 49643

Dear Township Board,

Thank you for giving me the opportunity to submit a proposal for continuing audit services for Inland Township. This bid covers the audit years ending March 31, 2023 and March 31, 2024. The audit services will be planned, performed, and completed in accordance with the board deadline of June 30, 2024, as long as the records are in a condition to be audited on or before May 15, 2024. If the records are not ready at that time, I will meet with the supervisor, clerk and treasurer to address this issue and come up with a plan to complete the audit as soon as possible.

If you have any questions about my proposal or my firm's qualifications, please contact me at 231-690-5217.

Sincerely,

*Lake Michigan CPA Services, PLLC*

Sarah L. Kanitz  
Managing Member  
Certified Public Accountant

## **LAKE MICHIGAN CPA SERVICES, PLC AUDIT PROPOSAL**

### **Auditing Standards**

This audit proposal covers the financial statement audit of the Inland Township for the year ending March 31, 2024. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America. Lake Michigan CPA Services, PLC meets the independence requirements promulgated by the American Institute of Certified Public Accountants and *Governmental Auditing Standards* issued by the Comptroller General of the United States in relation to the Inland Township.

### **Information about the Firm**

Lake Michigan CPA Services, PLC was established in 2005 in Ludington, Michigan. The firm employs three full time accountants, two part-time accountants, and support staff members. Sarah Kanitz is the managing member and sole owner of the firm. She is licensed to practice as a certified public accountant in the State of Michigan and the firm is licensed to practice in the State of Michigan as a CPA firm. Audit staff will also include Chelsi Walicki, Senior Accountant, and Chyenenne Norman, Staff Accountant.

### **Procedures**

The purpose of the financial statement audit of the Inland Township will be to express an opinion on the financial statements based on the audit. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used, and significant estimates made by management, and evaluating the overall financial statement presentation. During the course of the audit, the auditor will document the internal control structure of the Township, perform certain substantive tests, perform tests of controls, analyze material financial balances, review any findings and recommendations with Township personnel and Board members, resolve accounting issues, meet with various Township officials during the audit process, and schedule an audit presentation with the full Board at the conclusion of the audit.

All audit work will be performed in May for the year-end audit and the report will be submitted by the due date of June 30, 2024, if all of the client work is completed and ready to be audited by May 1<sup>st</sup>.

The audit bid price includes assistance with the completion of the financial statements to conform to generally accepted accounting principles and all GASB

pronouncements, to the extent that independence is not impaired during the process. The fee also includes the completion of the form F-65. In the subsequent year, the F-65 fee will be \$350.

**Fees for the March 31, 2024 Year-end Audit**

Based on prior experience with Inland Township, I estimate that the audit fieldwork will take 2 days and work in our office will be approximately 80 hours. The total fees for the audit of the Inland Township for the year ending March 31, 2024 would be \$4,000. This bid is based on full cooperation of the record keepers and the anticipation that the records are in good order and do not require significant adjustments. If additional time is necessary to assist with reconciling or balancing funds, I would set a meeting with the supervisor to discuss any additional work and fees before we performed additional procedures. Additional work would be billed at a rate of \$75 per hour.

A PROPOSAL FOR FINANCIAL AUDIT SERVICES

*For the Years Ending March 31, 2024 - 2026*

**TOWNSHIP OF INLAND**

Submitted by

**GABRIDGE & CO.**  
WEALTH ADVISORS / CERTIFIED PUBLIC ACCOUNTANTS / CONSULTANTS

Joe Verlin, CPA, CGFM  
3940 Peninsular Drive SE – Suite 200  
Grand Rapids, MI 49546  
Ph | 616.328.6275  
JVerlin@Gabridgeco.com

May 6, 2024

# Table of Contents

## Letter of Transmittal

---

Audit Scope.....	3
Authorized Contact.....	4
Proposed Audit Fees.....	5

## Firm Profile

---

Firm Qualifications & Experience.....	6
Team Qualifications & Experience.....	7
Other Services.....	11

## Mandatory Criteria

---

License to Practice in Michigan.....	11
Independence & Conflict of Interest.....	11

## Summary Qualifications

---

Similar Engagements.....	12
Continuing Education and External Quality Control Review.....	14

## Audit Approach

---

Specific Audit Approach.....	14
Identification of Potential Audit Problems.....	17

## Additional Data

---

Non-Discrimination Clause.....	17
--------------------------------	----



## Audit Scope

Gabridge & Company, PLC will audit and provide an opinion on the Township of Inland's (the "Township") basic financial statements, including the governmental activities, each major fund, and the aggregate remaining fund information.

The audit report will be performed in accordance with Generally Accepted Auditing Standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the AICPA Audits of State and Local Government Units audit and accounting guide; the OMB Uniform Guidance; the Single Audit Act Amendments of 1996; and the Government Auditing Standards, published by the U.S. General Accounting Office.

Gabridge & Company, PLC guarantees access to the working papers for a minimum of seven years. All data, files & reports will be safeguarded by Gabridge & Company, PLC. The following reports will be submitted to the Township:

- Independent Certified Public Accountant report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles in the United States and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- Independent Certified Public Accountant report on internal control over financial reporting in accordance with Government Auditing Standards and test its compliance of laws, regulations, contracts and grants.
- Independent Certified Public Accountant report on the Schedule of Expenditures of Federal Awards (if applicable) and a report on Compliance and Internal Control over Financial Reporting in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and as required by OMB Uniform Guidance, Audits of State and Local Governments (if applicable – Single Audit).
- Management letter, covering internal control and recommendations.

All final copies of the Township financial statement audit and related reports will be provided to the Township in accordance with your schedule. Included with the audit will be the Management Representation Letter, a report on all audit adjustments (and backup documents), fixed asset depreciation lapse schedules, and year end proposed adjusting journal entries (if applicable). Gabridge & Company will upload the audit report to the Michigan Department of Treasury and Federal Audit Clearinghouse (if applicable). Gabridge & Company will also prepare and file the F-65 and qualifying statements at no additional charge. Lastly, a .pdf of the audit will be forwarded to the Township.

## Authorized Contact

**Joe Verlin, CPA, CGFM**

Principal in Charge - Audit Services  
3940 Peninsular Drive SE – Suite 200  
Grand Rapids, MI 49546  
Ph | 616.328.6275

We warrant that Joe Verlin is authorized to bind Gabridge & Company, PLC to the terms set forth in this proposal.

# Proposed Audit Fees

## TOWNSHIP OF INLAND Proposed Audit Fees

For the Period Ending March 31, 2024

PRELIMINARY	Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	Fee
Principal in Charge	2	-	-	2	\$ 295	\$ 590
Senior Staff	12	-	-	12	125	1,500
<b>Total</b>	<b>14</b>	<b>-</b>	<b>-</b>	<b>14</b>		<b>\$ 2,090</b>
FINAL	Planning Hours	Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	*Fee
Principal in Charge	-	-	4	4	\$ 295	\$ 1,180
Audit Manager	-	8	4	12	205	2,460
Senior Staff	-	12	8	20	125	2,500
<b>Total</b>	<b>-</b>	<b>20</b>	<b>16</b>	<b>36</b>		<b>\$ 6,140</b>
TOTALS	<u>14</u>	<u>20</u>	<u>16</u>	<u>50</u>		<u>\$ 8,230</u>

Year Ending March 31, 2024	\$ 8,230	- Not to exceed (Audit, F-65, and Qualifying Statement)
Year Ending March 31, 2025	\$ 8,500	- Not to exceed (Audit, F-65, and Qualifying Statement)
Year Ending March 31, 2026	\$ 8,750	- Not to exceed (Audit, F-65, and Qualifying Statement)

\* Notes regarding the proposed fees are as follows:

- Fee also includes preparation and submission of the annual F-65 and qualifying statement reports.
- Report-printing expenses would be billed separately and are not expected to exceed \$150 per year (based on the number of copies requested).
- Out-of-pocket expenses for travel would be added for any year(s) that fieldwork or the audit presentation are required to be onsite (not expected to exceed \$250 per year).

## Firm Qualifications and Experience

Gabridge & Company currently has over 270 governmental and non-profit audit clients throughout the State of Michigan. We also have 30 employees, including 15 governmental audit professionals. Gabridge & Company actively recruits prospective governmental audit staff members by seeking only individuals who are committed to serving our clients with integrity; while also being committed to becoming industry experts and providing proactive customer service. Gabridge & Company has offices located in Traverse City and Grand Rapids. Gabridge & Company will assign only accountants with extensive governmental experience to the audit of the Township, including a principal in charge and an independent review principal. Joe Verlin (Principal in Charge of Audit Services) will be assigned full-time to the audit and will remain the primary contact for the Township for the duration of the engagement term(s). Gabridge & Company is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center, the Michigan Municipal League and the Michigan Local Government Association.

Gabridge & Company is dedicated to serving municipal clients. We offer newsletters, webinars, and conferences at no charge to provide our clients with timely updates and best practices for the rapidly changing governmental financial regulations. We advise our clients before, during, and after the audit – and strive to be much more than what you would expect from your auditor.

Our firm has not been involved with any state or federal desk reviews or field reviews of its audits. Additionally, our firm has not been involved with any disciplinary action taken by state regulatory bodies or professional organizations. Our firm will also follow the American Institute of Certified Public Accountants "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits." Our firm will not subcontract any of the auditing services included in this proposal.

Our proposal will remain valid for 120 days past the deadline for submittal.

We warrant that all information provided in connection with this proposal is true and accurate to the best of our knowledge.

# Team Qualifications and Experience

## PRINCIPALS

---

**Joseph Verlin, CPA, CGFM**  
Principal in Charge - Audit Services

### Education

BA, Accounting  
Ferris State University

### Memberships

American Institute of Certified Public Accountants (AICPA)  
Michigan Association of Certified Public Accountants (MICPA)  
Michigan Municipal League  
Michigan Local Government Management Association  
AICPA Governmental Audit Quality Center  
Association of Government Accountants (AGA)  
Government Finance Officers Association (GFOA)

### Committees

Co-Chair of the MICPA Governmental Accounting and Auditing Task Force  
President of the West Michigan Chapter of the AGA

### Recent Speaking Engagements

MICPA sponsored governmental auditing conferences  
Internal Controls for Local Units of Government  
Improving Audit Timelines  
Single Audit Update  
Preventing Fraud, Waste and Abuse

Joe will serve as the engagement principal with responsibility for planning and technical execution of all of Gabridge & Company's services. Joe will ensure appropriate levels of staffing for your engagement, monitor your satisfaction, and manage regular communication with your executive leadership and Audit Committee. Joe currently serves as the engagement executive or independent review partner on over 75 of our firm's audit clients.

Joe is certified to practice public accounting in Michigan. Joe is also a **Certified Government Financial Manager** (CGFM), has earned the **Advanced Single Audit certification** from the AICPA, and is a member of the Government Finance Officers Association's (GFOA) Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting Program.

**Matt Holland**  
Independent Reviewer

Matt provides valued support in the role of audit manager / independent reviewer. He is in the field routinely performing audit services. Matt serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy  
Calvin College, Grand Rapids, MI

Memberships

Michigan Association of Certified Public Accountants (MICPA)  
AICPA Governmental Audit Quality Center

Professional History

- Eight years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

## AUDIT TEAM MEMBERS

---

### **Robert J. Klein**

Robert provides valued support in the role of senior auditor. He is in the field routinely performing audit services. Robert serves in a similar role on a significant number of other governmental audits.

#### Education

BA, Accounting  
Eastern Michigan University

#### Memberships

Michigan Association of Certified Public Accountants (MICPA)  
AICPA Governmental Audit Quality Center

#### Professional History

- Over 16 years of public accounting experience with David E Wilson, CPA, which merged with Gabridge & Company, PLC in July 2010
- Serves local units of government, non-profit organizations, and privately held businesses

### **Lauren Wenneman, CPA**

Lauren provides valued support in the role of staff auditor. She is in the field routinely performing audit services. Lauren serves in a similar role on a significant number of other governmental audits.

#### Education

Bachelor of Science in Public Accountancy  
Michigan State University

#### Memberships

Michigan Association of Certified Public Accountants (MICPA)  
AICPA Governmental Audit Quality Center

#### Professional History

- Five years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

## **Andrew Wilcoxon, CPA, CGFM**

Andrew provides valued support in the role of staff auditor. He is in the field routinely performing audit services. Andrew serves in a similar role on a significant number of other governmental audits.

### Education

Bachelor of Science in Public Accountancy  
Grand Valley State University

### Memberships

Michigan Association of Certified Public Accountants (MICPA)  
AICPA Governmental Audit Quality Center

### Professional History

- Over five years of public accounting experience
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit



## Other Services

Gabridge & Company, PLC is able to provide consulting services to its clients throughout the year **at no additional charge**. We feel that it is important to interact with our clients throughout the year, especially with the rapidly changing governmental accounting pronouncements. We find that these proactive discussions will ultimately reduce the upcoming audit workload for both our firm, and more importantly, the staff of the Township. Joe Verlin will be your primary contact throughout the year to ensure continuity.

Our consulting services include (but are not limited to); assistance with BS&A, budgeting, general accounting questions, human resource consulting, financial reporting, internal control, grant compliance, implementation and assistance to the Township with any new accounting principles required by GASB, or as required by State or Federal Law, etc. Our customer service policy allows us to handle our audit clients informal questions and consultations throughout the year without additional billings, unless the scope of the consultation becomes a project in nature. In these cases, our consulting projects will be documented in an engagement letter that will set forth the timing, scope and related fees.

## Licensed to Practice in Michigan

Gabridge & Company is a CPA firm actively registered to practice public accounting in the State of Michigan. Also, all assigned CPA's from Gabridge & Company are properly registered and licensed to practice in public accounting in Michigan.

## Independence and Conflict of Interest

Gabridge & Company, PLC is independent of the Township as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2018 revision). Gabridge & Company is also independent of all component units of the Township, as defined by the aforementioned standards. Gabridge & Company has had no professional relationships involving the Township or any of its agencies, component units or primary governments during the past five years that would impair independence. Lastly, Gabridge & Company will give the Township written notice of any professional relationship entered into with the Township, or any of its agencies, component units or primary governments during the period of this agreement.

We warrant that no work included within this proposal will be subcontracted by Gabridge & Company, PLC.

## Similar Engagements

Following is a list of similar engagements with other governmental entities in the State of Michigan:

### **Village of Beulah**

Scope of Work – Governmental Financial Audit  
Principal in Charge – Joe Verlin  
Contact – Margaret Lumm, Village Treasurer  
Phone – (231) 882.4451

### **Township of Grattan**

Scope of Work – Governmental Financial Audit  
Engagement Manager – Joe Verlin, CPA, CGFM  
Contact – Michelle Alberts, Township Clerk  
Phone – (616) 691.8450

### **Township of Vevay**

Scope of Work – Governmental Financial Audit  
Principal in Charge – Joe Verlin  
Contact – JoAnne Kean, MiPMC, Township Clerk  
Phone – (517) 676.9523

### **Township of Wilson**

Scope of Work – Governmental Financial Audit  
Auditor in Charge – Joe Verlin, CPA  
Contact – Marilyn Beebe, Township Clerk  
Phone – 231.582.1033

Further references are available upon request.

Following is a list of all Michigan governmental and nonprofit clients for which our firm has performed an audit for during the past five years:

**Villages**

Village of Bear Lake  
Village of Benzonia  
Village of Beulah  
Village of Decatur  
Village of Detour  
Village of Elk Rapids  
Village of Fife Lake  
Village of Honor  
Village of Kalkaska  
Village of Lyons  
Village of Morrice  
Village of Muir  
Village of Pewamo  
Village of Sheridan  
Village of Thompsonville

**Townships**

Township of Acme  
Township of Allegan  
Township of Almira  
Township of Arcadia  
Township of Bear Lake  
Township of Blue Lake  
Township of Centerville  
Township of Cheshire  
Township of Covert  
Township of Croton  
Township of Detour  
Township of Drummond Island  
Township of Everett  
Township of Fredonia  
Township of Garfield  
Township of Gilmore  
Township of Grattan  
Township of Hagar  
Township of Hartford  
Township of Holton  
Township of Hopkins  
Township of Howell  
Township of LaGrange  
Township of Mancelona  
Township of Manistee  
Township of Otisco  
Township of Pentwater  
Township of Pleasanton  
Township of Salem  
Township of Solon  
Township of Stronach  
Township of Trout Lake  
Township of Tuscarora  
Township of Tyrone  
Township of Vevay  
Township of Wayland  
Township of Whitefish  
Township of Wilson

**Nonprofits**

Another Way Pregnancy Center  
Association of Legal Writing Directors  
Big Brother Big Sister  
Choices of Manistee County  
Community Action of Allegan County  
Dispute Resolution Education Resources  
Jubilee Jobs  
Marshall Area Economic Dev. Alliance  
Mi. Center for Clinical Systems Imp.  
Senior Services of Van Buren County  
Staircase Youth Services  
The Ridge Project

**Cities**

City of Auburn  
City of Big Rapids  
City of Boyne City  
City of Cadillac  
City of Cheboygan  
City of Fennville  
City of Flushing  
City of Greenville  
City of Laingsburg  
City of Marshall  
City of New Baltimore  
City of New Buffalo  
City of Parchment  
City of Pottersville  
City of St. Johns  
City of Wayland  
City of White Cloud

**Counties**

Alger County  
Allegan County  
Calhoun County  
Gogebic County  
Luce County  
Manistee County  
Missaukee County  
Montcalm County  
Oceana County  
St. Joseph County

**Schools**

Bessemer Area Schools  
Columbia School District  
Manistee Area Public Schools  
Marcellus Community Schools  
Michigan Center School District  
North Adams-Jerome Public Schools  
Waldron Area Schools  
William C. Abney Academy  
Woodland School

**Charter Townships**

Charter Township of Breitung  
Charter Township of Coloma  
Charter Township of East Bay  
Charter Township of Gun Plain  
Charter Township of Marquette  
Charter Township of Muskegon  
Charter Township of Niles

**Libraries**

Brandon Township Public Library  
Briggs District Library  
Cheboygan Area Public Library  
Coopersville Area District Library  
Eau Claire District Library  
Ferdale Area District Library  
Galesburg-Charleston District Library  
Grant Area District Library  
Hartford Library  
Lakeland Library Co-op  
Manistee County Library  
Marshall District Library  
Newaygo Area District Library  
Otsego District Library  
Parchment Community Library  
Suburban Library Cooperative  
Watervliet District Library

**Other**

Bear Lake Improvement Board  
Calhoun County Cons. Dispatch Authority  
Cass County Transit Authority  
Central Cass Interlocal Fire Department  
City of Pottersville TIFA  
Dowagiac Local Revenue Sharing Board  
Fennville Area Fire Department  
Fife Lake Area Utility Authority  
Firekeepers Local Revenue Sharing Board  
Jordan Valley Emergency Med. Svcs. Auth.  
Kent County Conservation District  
Lake Leelanau Lake Association  
Ludington Mass Transit Authority  
Manistee 9-1-1 Authority  
Manistee-Blacker Airport  
Mason-Oceana 9-1-1  
Match-E-Be-Nash-She-Wish Rev. Shg. Board  
Miami University Men's Rugby Association  
Mid-Michigan Area Cable Comm. Consortium  
North Bemien Fire Rescue Board  
Oceana County Medical Care Facility  
Portland Area Fire Authority  
Solon-Centerville Fire Department  
Straits Regional Ride  
St. Joseph County Transportation Authority  
Washtenaw County Conservation District  
White Cloud-Sherman Utilities Authority

## Continuing Education and External Quality Control Review

### ***Continuing Education***

Gabridge & Company, PLC and its professional staff members meet all continuing education and external quality control requirements as stated in the U.S. General Accounting Office's Government Auditing Standards (2018 revision).

### ***External Quality Control Review***

Included with this proposal is Gabridge & Company's most recent external quality control review (peer review) for which government engagements were included. The peer review is for the period ended June 30, 2021. Our firm continues to meet the external quality control review requirements by actively monitoring our staff member's continuing education and training (through frequent staff meetings, attending pertinent governmental conferences, and self-study courses focused on governmental accounting and auditing), participating in governmental associations, and internal inspections of audit files by partners not involved with the audit.

### ***Quality Control Procedures***

Some examples of our quality control procedures include:

- Draft versions of audit reports are reviewed by an independent review principal who was not involved with the audit.
- Our audit teams are trained prior to their arrival for fieldwork to ensure audit efficiency and that you will not need to "train the auditor".
- An audit manager or the principal in charge of the audit will be on-site at all times during fieldwork to ensure that a properly trained decision-maker will be available throughout fieldwork.
- The principal in charge of each audit reviews the audit report and related letters with the client prior to finalizing.

## Specific Audit Approach

Our goal is to provide a thorough and quality audit with as little disruption to our clients as possible. We achieve this by emphasizing planning procedures and having audit team members who specialize in governmental audit. For example, prior to our arrival for fieldwork, we will already have a working set of financial statements loaded into our proprietary software and will have identified the audit areas that we feel need to be emphasized in the field. We will know precisely what we need to look at prior to our arrival – this focused approach minimizes disruption to your staff while we are in the field. Also, our staff is made up of employees who specialize in governmental audit and who are fully dedicated to auditing governmental agencies. In other words, our clients will not need to "train the auditors".

### ***Interim Fieldwork and Audit Planning***

During the interim fieldwork and audit planning phase, we gain an understanding of your current year operations, evaluate the reliability of your internal controls, identify any issues that may have audit significance, and complete planning in preparation for final audit fieldwork. Based on the information that we obtain during this phase, we can determine your general areas of audit risk, the extent to which we can rely on your internal controls for our audit testing, and whether any significant audit issues need to be discussed so they can be resolved prior to the start of fieldwork. Some of the areas addressed at this time include documentation of internal controls, preparation of confirmations as necessary, review of minutes, completion of the preliminary analytical procedures review, and tailoring the current year audit work programs.

### ***Final Fieldwork***

As we complete our interim fieldwork and engagement planning, you will be provided with a listing of audit schedules required for final fieldwork. Many of the schedules will be similar to what you have prepared for previous audits and may be provided to us in an electronic format. The final fieldwork phase of the audit will generally commence once the books are closed and the appropriate audit schedules have been completed. During this phase, we will perform the appropriate tests of account balances, using sampling, substantive, and analytical review procedures, in order to form an opinion on the financial statements as a whole.

Areas that we will test using substantive procedures include (not intended to be an all-inclusive list):

**Cash and cash equivalents** – we will inspect bank account reconciliations and prepare bank account confirmations to ensure that the balances agree to the financial statements.

**Accounts receivable** – we will test certain balances by using a combination of analytical procedures and tracing year end balances to subsequent receipts.

**Interfund transactions** – we will review the schedule of interfund transfers and balances to ensure that all entries are reconciled and eliminated properly for government-wide presentation.

**Capital assets** – we will obtain a depreciation lapse schedule and verify key additions by inspecting vouchers, while also testing the adequacy of depreciation expense.

**Accounts payable** – we will obtain a year end accounts payable aging report and test for accuracy by inspecting certain vouchers. We will also review subsequent expenditures (after year end) searching for possible unrecorded liabilities as of year-end.

**Accrued payroll** – We will obtain payroll registers for payrolls issued after year end and compare to the schedule of accrued salaries and wages. We will also test the year end balances for payroll taxes by tracing year end liabilities to their payments, while comparing to payroll forms.

**Compensated absences** – We will obtain a year end value of compensated absences and validate the balance by comparing to the employee handbook and / or union contracts.

**Long-term debt** – We will obtain a year end schedule of long-term debt and verify the accuracy of the current portion of long-term debt by reviewing amortization schedules. We will also confirm certain balances by inspecting vouchers or sending confirmations to lenders.

**Equity** – We will ensure that the beginning fund balance and net assets amounts agree to the prior year ending balances.

**Property Taxes** – We will examine taxable values and the Township’s millages to ensure that the tax revenues are properly supported and allocated to the proper funds.

**State and Federal Grants** – We will compare state and federal grant revenues and substantiate the activity with Treasury reports and grant documents. We will also review federal grant and loan activity verifying consistency between the financial statements and the Schedule of Expenditures of Federal Awards (if applicable).

***Type and Extent of Statistical Sampling to be Used in the Engagement***

Statistical sampling will be used extensively during field work to assist with our testing procedures. Sample size will be based primarily on the level of risk assigned to a given financial statement assertion, the potential magnitude of misstatement, the potential for non-compliance, and other factors based on our professional judgment. Most often the range of our sample size is between 25 and 40 items. We affirm that adequate tests of transactions will be performed.

***Type and Extent of Analytical Procedures to be Used in the Engagement***

Analytical procedures also will be used extensively during our planning and final fieldwork stages. We will rely on our analytical procedures to determine what areas may need additional attention based on the size of deviation from our expectations. Analytical procedures will be applied using key ratios compared to budget and historical figures. Areas with large “gaps” between actual and expected amounts will receive additional attention in the field, and the results of the extra attention will be documented and substantiated. Lastly, during field work we will gather sufficient audit documentation, clear all open items, complete our audit programs, and our quality control documents will be completed and reviewed.

***Approach to be Taken to Document an Understanding of Internal Controls***

As auditors for a significant number of governmental units, we have a good understanding of the significant areas of internal control that need to be tested and documented. We have tailored client questionnaires for each significant transaction class that allow our clients to review and document any changes in procedures in a timely and efficient manner. We then review the questionnaires and utilize them as a base for documenting our related tests and walkthroughs.

***Approach to Determining Laws and Regulations that will be Subject to Audit Test Work***

We have accumulated an extensive list of the significant laws and regulations that apply to governmental entities. Each year we review that list in relation to new State, Federal, and industry guidelines and make modifications as appropriate. During fieldwork, the list is reviewed with client personnel to ensure compliance with the identified laws and regulations.

We will provide delivery dates during the planning phase of the audit and confirm these dates during our planning meeting with management. Following is our anticipated timetable to complete the audit:

<b>Description</b>	<b>Date(s)</b>
Detailed Audit Plan	April
Fieldwork	May/June
Draft Report	July
Final Report	August
Board Presentation	August

## Identification of Potential Audit Problems

We begin the audit process each year by revisiting any prior year management recommendations and/or suggestions and inquiring of our clients regarding any action taken to remedy those recommendations. In addition, we engage in discussions with our clients regarding any potential areas of concern and if there are any specific procedures they would like us to perform during the audit process.

We will also provide monthly written reports to the Township that communicates progress of the audit. Additionally, any irregularities, illegal acts, or indications of illegal acts will immediately be reported in writing to management. Also, any conditions, transactions, situations or circumstances that need special consideration or that prevent or impede the completion of the audit will be reported to the Township officials.

## Non-Discrimination Clause

Gabridge & Company, PLC does not discriminate against any individual for employment with respect to such person's hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law.







AT&T Michigan Angela  
Wesson  
METRO Act Administrator  
54 N. Mill Street  
Mailbox #30  
Pontiac, MI 48342

March 26<sup>th</sup>, 2024

Inland Township Clerk  
19668 Honor Hwy  
Interlochen, MI 49643

**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

Dear Inland Township Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the Inland Township/Benzie County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on July 31, 2024. The extension is for a term to end on July 31, 2029.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Regulatory Information, Telecommunications, and METRO Act/Right of Way.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, [AD3245@att.com](mailto:AD3245@att.com) or 248-877-9518.

Agreed to by and on behalf of the  
**Inland Township**

**Michigan Bell Telephone Company d/b/a  
AT&T** acknowledges receipt of this.  
Permit Extension granted by the municipality.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Angela Wesson

Its: \_\_\_\_\_

Its: METRO Act Administrator

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Columbia Laboratories - Pesticide Testing Inquiry

Daniel Streicher <Daniel.Streicher@tentamus.com>

Thu 4/11/2024 11:50 AM

To:supervisor inlandtownship.org <supervisor@inlandtownship.org>

📎 1 attachments (432 KB)

P2220 Pesticide Multi-residue Profile 2024\_VEG SOIL.pdf;

Good morning,

Thank you for your testing inquiry. On behalf of [Columbia Laboratories](#), we are happy to help.

You requested information about testing for pesticide residues in soil. We discussed our Multi Residue Pesticide Profile, test code P2220S (for soil). I've attached the list of analytes for this profile to this email, and below is further information about this test:

Prod Code	Test Name	Method	Minimum Sample Size	List Price
P2220S	Multi-Residue Pesticide Profile: 450+ analytes (soil)	AOAC 2007.01 & EN 15662 (mod)	50g	\$349.90

Above pricing is per sample, for our standard turnaround time. Please inquire further if you decide to test for a compound that you do not see on the list, and we may still be able to test for it.

To submit samples:

- We now have an online sample submission form here: <https://submissions.us.tentamus.com/agriculture>
- The soil testing options only appear once "soil" is chosen as a material.

To pay for testing:

- We will send an invoice via email for payment
  - Please add [accountsreceivable.ci@tentamus.com](mailto:accountsreceivable.ci@tentamus.com) to your address folder for invoicing
  - Feel free to inquire further about setting up net terms if you plan to continue to submit samples
- Please add [reports.ci@tentamus.com](mailto:reports.ci@tentamus.com) to your address book to prevent your report from being sent to spam folders

We appreciate your business and look forward to working with you!

### ABOUT US:

[Columbia Laboratories](#) offers in-house ISO-accredited safety and quality testing for water, food, feed, beverages, nutraceuticals, hemp, and cannabis industries.

Please see our Certifications for Accreditation, available [here](#).

We aim to build sustainable business partnerships based on comprehensive services, legally defensible data, and professional customer care.

As members of the [Tentamus Network](#), we have access to global testing resources.

Think small lab customer care- global lab capabilities.

Thank you again for your consideration. We look forward to your response.

Best Regards,

**Daniel Streicher**

Project Manager

Columbia Laboratories Inc.



12423 NE Whitaker Way, Portland OR 97230

o: 503-254-1794 ext 303

direct: 971-270-4143



Confidentiality Note: This communication (including any attachments) may contain privileged or confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this communication and any attachments and are hereby notified that any disclosure, copying, or distribution of this communication, or the taking of any action based on it, is strictly prohibited. Thank you.

**P2220 Multi-Residue Pesticide Profile**

Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)
1, NAA	0.04	Bromoxynil	0.01	Cycloxydim	0.01	Disulfoton sulfoxide	0.01
2,4,5-T	0.01	Bromuconazole	0.01	Cyflumetofen	0.01	Dithianon	0.01
2,4,5-TP	0.01	Bupirimate	0.01	Cyfluthrin	0.03	Dithiopyr	0.01
2,4-D	0.01	Buprofezin	0.01	Cyhalothrin, lambda	0.01	Diuron	0.01
2,4-DB	0.01	Butachlor	0.01	Cymoxanil	0.01	DNOC	0.01
2,4-DP (Dichlorprop)	0.01	Butoxycarb	0.01	Cypermethrin	0.01	Edifenphos	0.01
Abamectin (Avermectin)	0.01	Butoxycarboxim	0.01	Cyprodinil	0.01	Endosulfan (α isomer)	0.02
Acephate	0.02	Butralin	0.02	Cyromazine	0.01	Endosulfan (β isomer)	0.02
Acequinocyl	0.01	Butylate	0.01	DCPMU	0.01	Endosulfan sulfate	0.01
Acetamiprid	0.01	Cadusafos	0.01	DDD, o,p'-	0.01	Endrin	0.02
Acetochlor	0.02	Captafol	0.1	DDD, p,p'-	0.01	Endrin aldehyde	0.02
Acibenzolar-s-methyl	0.01	Captan	0.02	DDE, o,p'-	0.01	EPN	0.01
Acifluorfen	0.01	Carbaryl	0.01	DDE, p,p'-	0.01	EPTC	0.01
Acrinathrin	0.01	Carbendazim	0.01	DDT, o,p'-	0.01	Esfenvalerate/Fenvalerate	0.02
Afidopyropen	0.01	Carbofuran	0.01	DDT, p,p'-	0.01	Etaconazole	0.01
Alachlor	0.02	Carbofuran, 3-hydroxy	0.01	DEF (Tribufos)	0.01	Ethaboxam	0.01
Aldicarb	0.01	Carbophenothion	0.01	Deltamethrin	0.01	Ethalfuralin	0.01
Aldicarb sulfone (Aldoxycarb)	0.01	Carbophenothion methyl	0.01	Demeton-S	0.02	Ethiofencarb	0.01
Aldicarb-sulfoxide	0.01	Carboxin	0.01	Demeton-S methyl-sulfone	0.02	Ethion	0.01
Aldrin	0.01	Carfentrazone-ethyl	0.01	Demeton-s-methyl	0.02	Ethirimol	0.01
Ametoctradin	0.01	Chlorantraniliprole	0.01	Desmedipham	0.01	Ethofumesate	0.01
Ametryn	0.01	Chlordane, cis-	0.01	Diallate	0.01	Ethoprophos	0.01
Aminocyclopyrachlor	0.01	Chlordane, trans-	0.01	Diazinon	0.01	Ethoxyquin	0.01
Anilazine	0.03	Chlordimeform	0.01	Diazoxon	0.01	Etofenprox	0.01
Aspon	0.01	Chlorfenapyr	0.02	Dicamba (Banvel)	0.01	Etoxazole	0.01
Asulam	0.01	Chlorfenson (Ovex)	0.01	Dichlobenil	0.01	Etridiazole	0.01
Atrazine	0.01	Chlorfenvinphos	0.01	Dichlofenthion	0.01	Etrimfos	0.01
Atrazine-desethyl	0.01	Chlorimuron-ethyl	0.01	Dichlofluanid	0.01	Famoxadone	0.02
Azadirachtin	0.01	Chlornitrofen (CNP)	0.02	Dichlorobenzamide	0.01	Famphur	0.01
Azinphos-ethyl	0.01	Chlorobenzilate	0.01	Dichlorvos	0.01	Fenamidone	0.01
Azinphos-methyl	0.01	Chloroneb	0.01	Diclobutrazol	0.01	Fenamiphos	0.01
Azoxystrobin	0.01	Chlorothalonil	0.04	Diclofop (acid)	0.01	Fenamiphos Sulfone	0.01
Benalaxyl	0.01	Chlorpropham (CIPC)	0.01	Diclofop-methyl	0.01	Fenamiphos Sulfoxide	0.01
Bendiocarb	0.01	Chlorpyrifos (ethyl)	0.01	Dicloran	0.04	Fenarimol	0.01
Benfluralin	0.01	Chlorpyrifos-methyl	0.01	Dicofol, p,p'-/o,p'-	0.02	Fenazaquin	0.01
Benoxacor	0.01	Chlorsulfuron	0.01	Dicrotophos	0.01	Fenbuconazole	0.01
Bensulide	0.01	Chlorthal-dimethyl (Dacthal)	0.01	Dieldrin	0.01	Fenbutatin oxide	0.01
Bentazon	0.01	Chlorthion	0.02	Diethofencarb	0.01	Fenchlorphos	0.01
Benzovindiflupyr	0.01	Chlorthiophos	0.01	Diethyltoluamide (DEET)	0.01	Fenchlorphos-oxon	0.01
BHC alpha isomer	0.01	Clethodim	0.01	Difenoconazole	0.01	Fenhexamid	0.01
BHC beta isomer	0.01	Clethodim sulfone	0.01	Diflubenzuron	0.01	Fenitrothion	0.01
BHC delta isomer	0.01	Clethodim sulfoxide	0.01	Diflufenzopyr	0.01	Fenobucarb (Baycarb)	0.01
Bifenazate	0.01	Clofentezine	0.01	Dimethenamid	0.01	Fenoxaprop-P-Ethyl	0.01
Bifenox	0.01	Clomazone	0.01	Dimethoate	0.01	Fenoxycarb	0.01
Bifenthrin	0.01	Clopyralid	0.01	Dimethomorph	0.01	Fenpropathrin	0.01
Binapacryl	0.04	Clothianidin	0.01	Diniconazole	0.01	Fenpyroximate	0.01
Bioresmethrin	0.01	Coumaphos	0.01	Dinocap	0.01	Fenson	0.02
Bitertanol	0.02	Crotoxyphos	0.01	Dinoseb (Dinitro)	0.01	Fensulfthion	0.01
Boscalid	0.01	Cyanazine	0.01	Dinotefuran	0.01	Fenthion	0.01
Broflanilide	0.01	Cyanofenphos	0.01	Dioxathion	0.01	Fenuron	0.01
Bromacil	0.02	Cyanophos	0.04	Diphenamid	0.01	Fipronil	0.01
Bromophos-methyl	0.01	Cyantraniliprole	0.01	Diphenylamine (DPA)	0.01	Flonicamid	0.01
Bromophos-ethyl	0.02	Cyazofamid	0.01	Disulfoton	0.02	Fluazifop	0.01
Bromopropylate	0.01	Cycloate	0.01	Disulfoton sulfone	0.01	Fluazinam	0.01

**P2220 Multi-Residue Pesticide Profile**

Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)
Fluchloralin	0.01	Isofenphos-OA	0.01	Naled	0.01	Pirimisulfuron-Methyl	0.01
Flucythrinate	0.03	Isfetamid	0.01	Napropamide	0.01	Prallethrin	0.01
Fludioxonil	0.01	Isoprocab	0.01	Neburon	0.01	Prochloraz	0.01
Flufenacet	0.01	Isopropalin	0.01	Nicosulfuron	0.01	Procymidone	0.01
Flumetsulam	0.01	Isoprothiolane	0.01	Nitrapyrin	0.02	Prodiamine	0.01
Flumioxazin	0.01	Isoproturon	0.01	Nitrofen	0.02	Profenofos	0.01
Fluometuron	0.01	Isoxaben	0.01	Norflurazon	0.01	Profluralin	0.01
Fluopicolide	0.01	Isoxaflutole	0.01	Novaluron	0.01	Promecarb	0.01
Fluopyram	0.01	Kresoxim-methyl	0.01	Nuarimol	0.02	Prometon	0.01
Fluoxastrobin	0.01	Lactofen	0.02	Omethoate	0.01	Prometryne	0.01
Flupyradifurone	0.01	Lenacil	0.01	O-Phenylphenol	0.01	Pronamide (Propyzamide)	0.01
Fluprimidol	0.01	Lindane	0.01	Oryzalin	0.01	Propachlor	0.01
Fluridone	0.01	Linuron	0.01	Oxadiazon	0.01	Propamocarb	0.01
Fluroxypyr (free acid)	0.01	Malaoxon (Malathion-o-analog)	0.01	Oxadixyl	0.01	Propanil	0.01
Flusilazol	0.01	Malathion	0.01	Oxamyl	0.01	Propargite	0.01
Fluthiacet Methyl	0.01	Mandipropamid	0.01	Oxamyl-oxime	0.01	Propazine	0.01
Flutolanil	0.01	MCPA	0.01	Oxathiapiprolin	0.01	Propetamphos	0.01
Flutriafol	0.01	MCPB	0.01	Oxychlordane	0.01	Propham	0.01
Fluvalinate -tau	0.01	MCPP (Mecoprop)	0.01	Oxydemeton-Methyl	0.01	Propiconazole	0.01
Fluxapyroxad	0.01	MCPP-P	0.01	Oxyfluorfen	0.01	Propoxur	0.01
Folpet	0.02	Mecarbam	0.01	Oxythioquinox	0.02	Propoxycarbazone sodium	0.01
Fomesafen	0.01	Mefentrifluconazole	0.01	Paclobotrazol	0.01	Prosulfuron	0.01
Fonofos	0.01	Mepanipyrim	0.01	Paraoxon-ethyl	0.01	Prothioconazole	0.01
Foramsulfuron	0.01	Mesosulfuron Methyl	0.01	Paraoxon-methyl	0.01	Prothiofos	0.01
Forchlorfenuron	0.01	Mesotrione	0.01	Parathion-ethyl	0.01	Pydiflumetofen	0.01
Formetanate	0.01	Metalaxyl/Mefenoxam	0.01	Parathion-methyl	0.03	Pymetrozine	0.01
Furathiocarb	0.01	Metaldehyde	0.01	PCP (Pentachlorophenol)	0.01	Pyraclostrobin	0.01
Halosulfuron-methyl	0.01	Metconazole	0.01	Penconazole	0.01	Pyraflufen-ethyl	0.01
Haloxyfop (free acid)	0.01	Methacrifos	0.01	Pendimethalin	0.01	Pyrazophos	0.01
Heptachlor	0.01	Methamidophos	0.01	Penflufen	0.01	Pyrethrins	0.01
Heptachlor epoxide	0.01	Methidathion	0.01	Pentachloroaniline (PCA)	0.01	Pyridaben	0.01
Hexachlorobenzene (HCB)	0.01	Methiocarb	0.01	Pentachloroanisole	0.01	Pyridate	0.01
Hexaconazole	0.01	Methiocarb sulfone	0.01	Pentachlorobenzene (PCB)	0.01	Pyrifluquinazon	0.01
Hexazinone (Velpar)	0.01	Methiocarb sulfoxide	0.01	Pentachloroethioanisole (PCTA)	0.03	Pyrimethanil	0.01
Hexythiazox	0.01			Penthiopyrad	0.01	Pyriproxifen	0.01
Hydroprene	0.01	Methomyl	0.01	Permethrin	0.01	Pyroxasulfone	0.01
Imazalil	0.01	Methoxychlor	0.01	Perthane	0.01	Pyroxulam	0.01
Imazamox	0.01	Methoxyfenozide	0.01	Phenmedipham	0.01	Quinalphos	0.01
Imazapic	0.01	Metobromuron	0.01	Phenothrin	0.01	Quinclorac	0.01
Imazapyr	0.01	Metolachlor	0.01	Phenthoate	0.01	Quinoxifen	0.01
Imazaquin	0.01	Metolcarb	0.01	Phorate	0.01	Quintozene(PCNB)	0.01
Imazethapyr	0.01	Metrafenone	0.01	Phorate OA	0.01	Quizalofop (free acid)	0.01
Imidacloprid	0.01	Metribuzin	0.01	Phorate Sulfone	0.01	Resmethrin	0.01
Imidoxone (Phosmet-Oxon)	0.01	Metsulfuron-methyl	0.01	Phorate Sulfoxide	0.01	Rimsulfuron	0.01
Indaziflam	0.01	Mevinphos	0.01	Phosalone	0.01	Rotenone	0.01
Indoxacarb	0.01	Mexacarbate	0.01	Phosmet	0.01	S-421	0.01
Iprobenfos	0.01	MGK-264	0.01	Phosphamidon	0.01	Saflufenacil	0.01
Iprodione	0.02	Mirex	0.01	Phoxim	0.01	Sebuthylazine	0.01
Isazophos	0.01	Molinate	0.01	Picloram	0.01	Sedaxane	0.01
Isobenzan	0.01	Monocrotophos	0.01	Pinoxaden	0.01	Sethoxydim	0.01
Isocarbophos	0.01	Monolinuron	0.01	Piperonyl Butoxide	0.01	Siduron	0.01
Isodrin	0.01	Myclobutanil	0.01	Pirimicarb	0.01	Simazine	0.01
Isofenphos	0.01	N-desethyl-pirimiphos-methyl	0.01	Pirimiphos-Ethyl	0.01	Simetryn	0.01
Isofenphos-methyl	0.01	N-dimethyl-N-phenyl Sulfonamide	0.01	Pirimiphos-Methyl	0.01	Spinetoram	0.01

**P2220 Multi-Residue Pesticide Profile**

Analyte	LOQ (mg/kg)	Analyte	LOQ (mg/kg)
Spinosad (α, β isomers)	0.01	Trifloxysulfuron -sodium	0.01
Spirodiclofen	0.01	Triflumizole	0.01
Spiromesifen	0.01	Trifluralin	0.01
Spirotetramat	0.01	Triflusulfuron-methyl	0.01
Spirotetramat-enol	0.01	Triforin	0.01
Spiroxamine	0.01	Trinexapac (acid)	0.01
Sulfallate	0.01	Trinexapac Ethyl	0.01
Sulfentrazone	0.03	Triticonazole	0.01
Sulfometuron-methyl	0.01	Vinclozolin	0.01
Sulfosulfuron	0.01	Zoxamide	0.01
Sulfotep	0.01		
Sulfoxaflor	0.01		
Sulprofos	0.01		
Tebuconazole	0.01		
Tebufenozide	0.01		
Tebuthiuron	0.01		
Tecnazene	0.01		
Tefluthrin	0.01		
Tembotrione	0.01		
Terbacil	0.04		
Terbufos	0.01		
Terbufos sulfone	0.01		
Terbufos sulfoxide	0.01		
Terbuthylazine	0.01		
Terbutryn	0.01		
Tertrachlorvinphos	0.01		
Tetraconazole	0.01		
Tetradifon	0.01		
Tetramethrin	0.01		
Tetrasul	0.01		
Thiabendazole	0.01		
Thiabendazole, 5-hydroxy	0.01		
Thiacloprid	0.01		
Thiamethoxam	0.01		
Thifensulfuron-methyl	0.01		
Thiobencarb (benthiocarb)	0.01		
Thiodicarb	0.01		
Thiometon	0.02		
Thionazin	0.01		
Thiophanate-methyl	0.01		
Tolclofos-methyl	0.01		
Tolfenpyrad	0.01		
Tolyfluanid	0.01		
Topramezone	0.01		
Tralkoxydim	0.01		
Triadimefon	0.01		
Triadimenol	0.01		
Tri-allate	0.01		
Triasulfuron	0.01		
Triazophos	0.01		
Tribenuron-methyl	0.01		
Trichlorfon	0.01		
Triclopyr	0.02		
Trifloxystrobin	0.01		

Search



Reviews (1)



**\$232.99**

Per each

**Rewards+** Upgrade to get 5% off, earn points 10% faster, and more! [Details](#)

1

Add to cart

Earn 232 points Free delivery

Rewards & coupons for you

Ship to: [49643](#)

Free delivery Mon, May 13 - Tue, May 14

Free returns

[Add to list](#) [Request bulk pricing](#)

[Description](#) [Specifications](#) [Reviews](#)

**Customers also viewed**



Oreck XL Commercial Upright Vacuum, Blue/Gray (XL2100RHS)

Item #: 901-XL2100RHS  
★★★★☆ (2)

**\$221.99**

Per each

1

Add



Sanitaire PROFESSIONAL Upright Vacuum, Bagless, Blue/Black (SL4410A)

Item #: 901-2448828

**\$205.99**

Per each

1

Add



Top

# MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS



## 2023 MEMBERSHIP APPLICATION

Renewal application due by January 31, 2023 to avoid late fees

Name \_\_\_\_\_ Title \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_

Mailing Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home/Cell \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Status  New Member  Renewal

Certification  MAMC-MIPMC  IIMC-MMC  IIMC-CMC

MEMBERSHIP TYPE (By-Laws Article III; SR-41)	DUES
<input checked="" type="checkbox"/> Active Member (Active Clerk, Deputy Clerk, or counterpart with different title)	75.00
<input type="checkbox"/> Associate Member (Previous member, or person or business connected with government)	85.00
<input type="checkbox"/> Honorary Member (Prior Clerk or dignitary; requires a majority vote of the Board)	0.00
<input type="checkbox"/> Membership Pin	6.00
<input type="checkbox"/> Late fee applies for renewals only, if postmarked after due date of January 31, 2023	15.00
<b>TOTAL AMOUNT ENCLOSED</b>	<b>\$</b>

I do hereby subscribe to the principles and ethics as described in MAMC's SR-47 Code of Ethics and Conduct, which I affirm will govern my personal and professional conduct as a Municipal Clerk in the State of Michigan. I attest to having read, and understand, the Code of Ethics and Conduct, and as a member of MAMC agree to uphold all ethics rules as written.

\_\_\_\_\_  
Applicant Signature (required)

\_\_\_\_\_  
Date

Apply on-line at: [www.michiganclerks.org](http://www.michiganclerks.org)

Office Use Only

Payable by credit card or check made payable to MAMC

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_

*Memberships are non-transferable*

Amount: \_\_\_\_\_

Michigan Association of Municipal Clerks | 120 N. Washington Sq, Suite 110A | Lansing, MI 48933-1609  
Phone 517.372.MAMC | Fax 517.371.1170

**Register now for the 2024 MAMC Summer Conference!**

Michigan Association of Municipal Clerks <info@michiganclerks.org>  
via mailchimpapp.net

Thu 3/14/2024 8:59 AM

To:clerk inlandtownship.org <clerk@inlandtownship.org>

Visit us at [www.michiganclerks.org](http://www.michiganclerks.org).

[View this email in your browser](#)

# MAMC Summer Conference June 17-21, 2024



**Grand Traverse Resort  
Acme, MI**

Registration for the 2024 MAMC Summer Conference is now open!

The conference will be held June 17-21, 2024, at Grand Traverse Resort, in Acme, Michigan.

Our theme for conference will be "Navigating 2024." We encourage you to sport your nautical-themed clothing throughout the week. So, dust off that resort wear you've been dying to wear all winter and join the fun!

We hope you will join us for a week of amazing educational sessions and the opportunity to connect with clerks from around the state.



Interested in being a sponsor or a vendor? Click [here](#) for vendor/sponsorship information.

**Registration ends May 10.**

#### Registration Options

There are three registration options. If you plan to attend only a pre-conference session (and not the conference), please select the **Pre-Conference Sessions Only** option. If you plan to attend a pre-conference session and conference, please select **Conference + Pre-con sessions**, and then select your session. If you plan to attend the conference, but no pre-conference sessions, please select **Conference + Pre-con sessions**, but leave the **Pre-Conference sessions** question blank.

#### Pre-Conference Sessions

Clerking 101 (Monday–Tuesday)

Member \$300

Non-Member \$350

Masters Class (Tuesday)

Member \$175

Non-Member \$225

#### Conference (Wednesday–Friday)

Member \$400\*

Non-Member \$450\*

*\*After May 10, a \$75 late fee will be applied.*

**Register now!**

#### HOTEL RESERVATIONS

Hotel reservations at Grand Traverse Resort, in Acme, MI, must be received on or before **May 15, 2024**. When booking, please use code **MAMC024**. You **MUST** mention this code to receive the group rate. To reserve a room, you may call (231) 534-6001 or visit the link below. *Please note: If making a reservation online, you **MUST** use this link to receive the group rate.*

**Book Room >>**

**MAMC SCHOLARSHIP PROGRAM**

Scholarships are available for those individuals who would like to attend conference but do not have the financial means to do so. The application, which can be downloaded via the link below, is due no later than 90 days before the event. **All applications must be submitted by March 15, 2024.**

## [Scholarship Application >>](#)

### **Week at a Glance\***

#### **Monday, June 17:**

7:30a-8:30a | **Clerking 101 Registration Open**

8:30a-4:30p | **Clerking 101 2-day bootcamp**

#### **Tuesday, June 18:**

7:30a-8:30a | **Clerking 101/Master Class Registration Open**

8:30a-4:30p | **Clerking 101/Master Class**

6:00p | **Welcome Reception**

#### **Wednesday, June 19:**

7:30a-8:30a | **Walk/Run**

8:30a | **Registration Desk open**

9:30a-10:15a | **Opening Session/MAMC Membership Meeting**

10:15-11:30a | **MIExcellence Awards**

11:30a-1:00p | **Lunch**

1:00p-3:30p | **Bureau of Elections**

1:30p | **Silent Auction open**

10a-5:30p | **Vendor Exhibits open**

3:30p-5:30p | **Vendor Showcase/Meet & Greet/Social Hour**

#### **Thursday, June 20:**

7:30a-8:30a | **Breakfast**

7:30a-6:00p | **Silent Auction Open**

8:30a-10a | **Educational Classes/Breakout Sessions**

*Topics: Emergency Management Situations; FOIA; Election Day Best Practices  
Medium/Large Jurisdiction*

10:00a-10:30a | **Break**

10:15a-11:45a | **Educational Classes/Breakout Sessions**

*Topics: Emergency Management Situations; Open Meetings Act; Pre-processing  
Ballots Before Election Day*

Noon-1:30p | **Lunch with Vendors**

12:30p | **Vendor Introductions & Giveaways**

1:45p-3:15p **Educational Classes/Breakout Sessions**

*Topics: Accessible Voting; Parliamentary Procedures; Pre-processing Ballots  
Before Election Day*

3:15p-3:30p | **Break**

3:30p-5:00p | **Educational Classes/Breakout Sessions**

*Topics: Accessible Voting; Village Clerk Roundtable; Election Day Best Practices  
Small/Medium Jurisdiction*

6:30p-7:00p | **Welcome; Clerk of the Year & President Recognition**

7:00p-10:30p | **Invocation, President's Dinner & Entertainment**

#### **Friday, June 21:**

7:30a-8:30a | **Breakfast**

8:30a-10:00a | **MAMC Membership Meeting & Swearing of Oaths**

10:30a-Noon | **Bureau of Elections/SOS/Bill Zaagman, Lobbyist**

*\*Schedule subject to change*

The Certification that Matters in Michigan. Attain it, Wear it.

*"As a new Certified Professional Municipal Clerk I was concerned that my opportunities for continuing education may be more limited now that I have achieved my MiPMC designation. In my opinion, the Michigan Professional Municipal Clerk (MiPMC) designation is an important tool for me to keep learning and growing as a clerk. Our duties as clerks require us to keep up on emerging trends in municipal government so we can provide our residents with the most efficient and highest quality service. What better way to keep abreast of the constant changes than to make continuing education and training the priority that it should be?"*

*I believe the MiPMC program will empower clerks by giving us the knowledge and confidence to better administer our duties in the ever-changing field of municipal government."*

**Marne McGrath, CMC**  
**City Clerk**  
**City of Ferndale**



The **Michigan Professional Municipal Clerk** designation distinguishes those clerks whose education and training enhance their quality of service to the public and the municipality in which they serve. Professional development benefits the individual clerk, while improving the administration of local government. Whether elected or appointed, clerks serve a powerful role in coordinating public programs and influencing legislative initiatives. A Michigan Professional Municipal Clerk affords a community the very best in administering many of the following programs and services regulated by Federal, State, and local laws:

- Election Administration
- Freedom of Information Act Coordinator
- Open Meetings/Agenda Preparation
- Minutes/Parliamentary Procedure
- Treasury/Finance/Budgeting
- Notary Administration
- Records Management
- Human Resources/Personnel Management
- Zoning/Publications/Notices
- Licensing
- Passports
- Legislative Expertise and Influence

Michigan Association of Municipal Clerks  
120 N. Washington Sq., Suite 110A  
Lansing, MI 48933



v2019

**MiPMC**  
Michigan Professional Municipal Clerk

Proudly sponsored by:  
**Michigan Association of  
Municipal Clerks**

## Institute Director Endorses MiPMC

*"It is difficult to imagine surviving in the ever changing reality of Michigan Clerks without the continuing education offered through the Clerks' Association Michigan Professional Clerk (MiPMC) program."*

Lewis G. Bender, PhD  
Professor Emeritus, Southern Illinois University Edwardsville  
MAMC Institute Director and Facilitator



Achieve the certification you deserve and earned from years of education and training. The **Michigan Professional Municipal Clerk (MiPMC)** designation is an honor awarded by the Michigan Association of Municipal Clerks and is a valued certification for you as a Michigan clerk.

- Distinguish yourself from your peers and highlight your commitment to professional development:
- Display the achievement of an honor granted for your dedication to the profession and commitment to operating your office with the highest level of integrity and know-how that was attained through educational perseverance.
  - Qualify the investment in education and training, empowering you with the tools necessary to perform your duties. Encourage advanced level achievements to keep you current on ever-changing legal requirements pertaining to your various jobs functions.
  - Provide added assurance to your municipality, board, constituents, residents, voters, and businesses through specialized education.



## MiPMC ~ Ensuring Civic Relevance

### Certifications

#### MiPMC Requirements:

1. Must be an active member of the MAMC.
2. Must have accomplished one of the following:
  - a. Completed Michigan Municipal Clerks Institute (MMCI);
  - b. Attained IIMC – CMC Certification;
  - c. Attained IIMC – MMC Certification.

#### MiPMC Level Two Requirements:

1. Automatic for clerks who previously recertified under CMMC
  2. OR, 20 additional points since your last certification date
- MiPMC Additional Levels Beyond Level Two:
1. 50 additional points from last certification

### Cost

The application fee for MiPMC certification is \$100 and \$50 for each additional level. Qualified applicants will receive a certificate and a lapel pin. As an option, a slide-in certificate plaque is available for an additional cost of \$40.

### Coursework and Locations

These certification programs encourage continual education through professional organizations such as:

- International Institute of Municipal Clerks
- Michigan Township Association
- Michigan Municipal League
- State of Michigan Bureau of Elections
- Michigan Government Financial Officers Association
- National Association of Government Archives and Records Administrators (NAGARA)
- Association of Records Managers Administrators (ARMA)
- Accredited Universities and Colleges
- MAMC's Educational Opportunities
  - Annual Summer Conference
  - Master Academy
  - Free Education Day
  - Clerking 101



For more information:

Contact MAMC at [info@michiganclerks.org](mailto:info@michiganclerks.org) or (517) 372-MAMC

The MiPMC Education and Certification Guidelines and Application are available at [www.michiganclerks.org](http://www.michiganclerks.org)

Items for approval to dispose of:

1. 1- table cart, metal
2. 1- paint striping machine
3. 6 cans- paint striping paint
4. 1- bookcase

**BENZIE COUNTY ROAD COMMISSION**

**LOCAL ROAD CONSTRUCTION AUTHORIZATION**



Date: 4/4/24

Project: Hulbert Road

Project number: Not Assigned

Township: Inland

Length: \_\_\_\_\_

Type of Work: Deliver and spread 4 inches of gravel

Location: From US-31 to Fewins Road – Inland Township to provide local match of \$27,625.59 after

Matching funds have been applied to this project (all of 2023 and part of 2024 allocation)

**TOTAL BUDGET ESTIMATE: \$55,251.18**

	BCRC Share	Township Share	Overhead	Total
Project	\$25,461.37		\$2,164.22	\$27,625.59
		\$25,461.37	\$2,164.22	\$27,625.59
Total				\$55,251.18

Note: Estimate Cost Valid Until \_\_\_\_\_

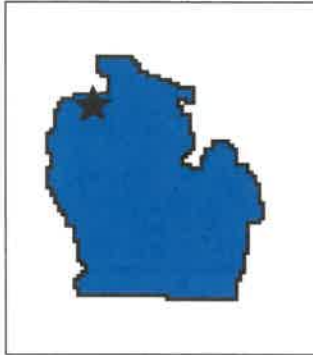
At a meeting of the Inland Township Board held on \_\_\_\_\_, the above estimate was approved. The Road Commission is authorized to proceed to accomplish the work and to bill the Township for all direct costs charged to the project plus an administrative overhead charge of eight and one-half percent (8.5%) of the total direct costs so charged, and the Township hereby agrees to pay same in full. Direct costs include any payments for engineers and other consultants, materials, labor and fringes, equipment rental, advertising, and printing. The overhead cost is included in the above estimate.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Remarks: This is an estimate only – Township will be billed for actual costs when project is completed.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: For correct processing, please return this work order to the Benzie County Road Commission.  
Fax: 231-325-2767. Email: bccclerk@benzieroad.net



**MICHIGAN ASSESSING SERVICE INC**  
**10655 RIVERSIDE DRIVE**  
**HONOR, MICHIGAN 49640**  
**PHONE 231-227-1095**  
**FAX 231-227-1109**  
**michiganassessingkw@hotmail.com**

Michigan Assessing Service, Inc. does hereby enter into a contractual agreement with Inland Township to perform assessing services in compliance with the laws of the State of Michigan as governed by the Michigan State Tax Commission.

Services to be provided by M.A.S., Inc. during the three-year term of this agreement would include but not be limited to the following:

1. Perform field inspections of all new construction and partial construction from prior years based on building/land use permits as provided by the Benzie County Building Codes Department and/or the Township zoning administrator.
2. Track vacant land sales and develop economic condition factors as required by the State Tax Commission based on transfer documents.
3. Perform the data entry required for name and address changes, principal residence exemption filings, agricultural exemption filings and personal property statements.
4. Complete all forms required by the State Tax Commission for normal assessing functions.
5. Defend Small Claims appeals to the Michigan Tax Tribunal at no additional charge. Defend full Tribunal appeals and prepare 154 Petitions at an hourly rate of \$75.00 per hour. Compensation for out-of-pocket expenses such as mileage, postage, copies, etc for all Tribunal cases will be covered by the Township.
6. Assist with Board of Review proceedings and preparation of forms and enter changes made by the Board into the database. Attend the organizational meeting with the Board of Review prior to the public hearings.
7. Perform inspections of the real properties within the Township on an annual basis, input all data into the BS&A software as inspected. Sketch buildings for all inspections either by hand or using Apex software as inspected.
8. Prepare/present reports to the Township Board as requested.
9. Respond to phone inquiries from taxpayers, realtors, mortgage companies, etc. on a regular basis. Maintain record cards at a location chosen by the Township.
10. Assess all properties using Equalizer Software. All data is owned by the Township.

11. If Apex software is incorporated into the appraisal process, the Township will also own all attachments.
12. Process all personal property statements and affidavits for exemption and perform audits as needed.
13. Serve on the Land Division committee and maintain records of all applications. Receive compensation on a per application basis.

This contractual agreement is for a period of three years beginning June 1, 2024 and ending May 31, 2027. The contract amount for the first year of service is \$24,650. From this amount, the assessor will be paid a salary of \$6000 per year for signing the roll, in accordance with IRS requirements. The balance will be paid to MAS in twelve equal monthly payments of \$ 1554.16 beginning in July, 2024 and ending in May, 2025. The fee for the second and third years will be increased by the cost of living as set by the Michigan Department of Treasury in conjunction with the Consumer Price Index and not to exceed 5% per year on a per parcel basis. Additional duties levied by the State or requested by the Township would be negotiated at the time of implementation and are not a part of this contractual agreement.

\_\_\_\_\_  
Dave Davis, Supervisor  
Inland Township

\_\_\_\_\_  
Christy M Brow, President  
Michigan Assessing Service Inc

Date: \_\_\_\_\_

Date: \_\_\_\_\_