

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

REGULAR BOARD MEETING AGENDA

TUESDAY JUNE 28, 2022

1. CALL TO ORDER/PLEDGE - 6:31 pm

2. ROLL CALL

- Dan Wilhelm - Pre
- Mike Romatz - Pre
- Glenn Alexander - Pre
- Sheri Levy - Pre
- Jaclyn Hall - Pre

Mid Mich. Devel. Coop. training EMT service.
 App/ship Program - Property Tax - Bill in House.

3. GUEST - Bronwyn Asplund -

4. GUEST - ROBERT VANDERBROOK - running for sthdist. Commissioner

5. PUBLIC COMMENT - Sandy Bristol - Commissioner Candidate

6. Approve Agenda - Motion: Dan 2nd: Mike All in favor.

7. CONSENT AGENDA: Motion: Dan 2nd: Glenn All in favor.

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: REGULAR BOARD MEETING MAY 31, 2022 AND SPECIAL MEETING JUNE 9, 2022

8. TREASURER REPORT - ON FILE

9. CLERK REPORT

A. FIRE/POLICE- ON FILE

B. ELECTIONS: PRELIMINARY TEST/PUBLIC TEST - JULY 27TH.

C. CLERK'S HOURS JULY 30, 2022 8AM -4PM

check date.

10. OLD BUSINESS- Township Policies: Property Management, Account Receivable, Tax

Disbursement: Motion to Accept: Jaclyn 2nd: Sheri All in favor

11. ROAD BRINING: 2nd Brining done -

Airport - trying to raise money
for updates - to be able to
apply for Grants (fed.) Another
event end of August.

12. NEW BUSINESS –

13. I.T. RIGHT QUOTE TO REPLACE ALL COMPUTERS @ \$5,544.00 MOTION: Dan

2ND: Glenn All in favor

14. HALL RENTAL AGREEMENT UPDATED WITH FEE SCHEDULE: MOTION: Dan 2ND:

Sherie All in favor.

15. SUMMERFIELD TOWNSHIP TO MOVE ALL BANK ACCOUNTS FROM HUNTINGTON BANK

TO ISABELLA BANK: MOTION Sherie

2ND: Glenn/Dan
All in favor.

Roll Call:

- Dan Wilhelm- Yes
- Sheri Levy- Yes
- Mike Romatz- Yes
- Glenn Alexander- Yes
- Jaclyn Hall- Yes.

zoning

16. APPOINT DAN WILHELM AS ^{zoning} ORDINANCE ENFORCEMENT OFFICER: MOTION: Glenn

2ND: Mike All in favor.

ROLL CALL VOTE:

- Dan Wilhelm - Yes
- Mike Romatz Yes
- Sheri Levy Yes
- Jaclyn Hall Yes
- Glenn Alexander - Yes.

17. ENFORCEMENT OFFICER ORDINANCE – MOTION TO ACCEPT Sherie 2ND: Glenn

All in favor.

18. ADJOURN MEETING. 7:16 pm

NEXT MEETING JULY 26, 2022 @ 6:30 PM

Check Date	Bank	Check Number	Check Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/31/2022	PR	1688	ALEXANDER, GLENN	130.00	120.06	0.00	Open
05/31/2022	PR	1689	ROMATZ, MICHAEL	213.10	146.60	0.00	Open
05/31/2022	PR	1690	WILHELM, DANIEL M	500.00	440.50	0.00	Open
05/31/2022	PR	1691	HALL, JACLYN L	500.00	400.50	0.00	Open
05/31/2022	PR	1692	MARTIN, TRISHA M	310.00	273.11	0.00	Open
05/31/2022	PR	1693	LEVY, SHERILLEN H	580.63	511.53	0.00	Open
05/31/2022	PR	1694	RHINEHART, THOMAS	817.15	592.61	0.00	Open
06/15/2022	PR	1695	ALEXANDER, GLENN	130.00	120.05	0.00	Open
06/15/2022	PR	1696	ROMATZ, MICHAEL	261.58	189.30	0.00	Open
06/15/2022	PR	1697	WILHELM, DANIEL M	500.00	440.50	0.00	Open
06/15/2022	PR	1698	HALL, JACLYN L	500.00	400.50	0.00	Open
06/15/2022	PR	1699	MARTIN, TRISHA M	368.13	324.32	0.00	Open
06/15/2022	PR	1700	LEVY, SHERILLEN H	580.63	511.53	0.00	Open
06/15/2022	PR	1701	HUNTER, JOANNE	40.00	35.24	0.00	Open
06/15/2022	PR	1702	HUNTER, MICHAEL	40.00	35.24	0.00	Open
06/15/2022	PR	1703	NIELSON, VALERIE	65.00	57.26	0.00	Open
06/15/2022	PR	1704	RHINEHART, THOMAS	650.95	462.80	0.00	Open
06/15/2022	PR	1705	SHEEHAN, HERMAN	50.00	44.05	0.00	Open

Totals: Number of Checks: 018

6,237.17

5,105.70

0.00

Total Physical Checks: 18
 Total Check Stubs:

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GEN FUND					
06/01/2022	GEN	106(E)	00121	IRS	1,226.06
06/01/2022	GEN	107(E)	00021	EMC INSURANCE	517.00
06/01/2022	GEN	11901	00002	AT&T	323.87 V
06/01/2022	GEN	11902	00068	MVW & ASSOCIATES INC.	750.00 V
06/01/2022	GEN	11903	00046	QUILL	475.30 V
06/01/2022	GEN	11904	00048	REPUBLIC SERVICES #237	1,910.85 V
06/01/2022	GEN	11905	00053	RHINEHART, THOMAS	60.00 V
06/01/2022	GEN	11906	00095	TEAM FINANCIAL GROUP	465.29 V
06/01/2022	GEN	11907	00061	WEINLANDER FITZHUGH	255.00 V
06/01/2022	GEN	11908			0.00 V
06/01/2022	GEN	11909	00002	AT&T	323.87
06/01/2022	GEN	11910	00068	MVW & ASSOCIATES INC.	750.00
06/01/2022	GEN	11911	00046	QUILL	475.30
06/01/2022	GEN	11912	00048	REPUBLIC SERVICES #237	1,910.85
06/01/2022	GEN	11913	00053	RHINEHART, THOMAS	60.00
06/01/2022	GEN	11914	00111	STAMPERS SEPTIC	175.00
06/01/2022	GEN	11915	00095	TEAM FINANCIAL GROUP	465.29
06/01/2022	GEN	11916	00061	WEINLANDER FITZHUGH	255.00
06/01/2022	GEN	11917	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
06/15/2022	GEN	11918	00018	CONSUMERS ENERGY	190.39
06/15/2022	GEN	11919	00030	HARRISON LUMBER-DO IT CENTER	135.94
06/15/2022	GEN	11920	00033	HUGHES NETWORK SYSTEM	120.73
06/15/2022	GEN	11921	00017	MTA	452.09
06/15/2022	GEN	11922	00124	MUNIWEB	135.00
06/15/2022	GEN	11923	00053	RHINEHART, THOMAS	65.00
06/15/2022	GEN	11924	00136	RIGHT WAY ROOFING	8,600.00 V
06/15/2022	GEN	11925	00043	ROMATZ, MIKE	182.71
06/15/2022	GEN	11926	00066	SUPERIOR FIRE PROTECTION SERVICE	80.00
06/15/2022	GEN	11927	00061	WEINLANDER FITZHUGH	4,500.00
06/15/2022	GEN	11928	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
06/17/2022	GEN	11929	00136	DARYL SANSOM	8,600.00

GEN TOTALS:

Total of 31 Checks:	33,660.04
Less 9 Void Checks:	12,840.31
Total of 22 Disbursements:	<u>20,819.73</u>

SUMMERFIELD TOWNSHIP
9971 N. FINLEY LAKE AVE, HARRISON, MI 48625
REGULAR BOARD MEETING UNAPPROVED MINUTES
MAY 31, 2022

1. CALL TO ORDER/PLEDGE – 6:30 PM
 2. ROLL CALL
 - Dan Wilhelm – Present
 - Mike Romatz – Present
 - Glenn Alexander – Present
 - Sheri Levy – Present
 - Jaclyn Hall - Present
 3. GUEST – Bronwyn Asplund – Spoke about the Veteran’s Relief Bill- which would put money back into counties and townships for relief on property taxes for Veteran’s. More grants possible for internet, waiting for them to pass in the house. Summerfield Township was sprayed for gypsy moths.
 4. LORI MOTT (Martin) -
 5. PUBLIC COMMENT –
 6. Approve Agenda – Motion: Dan Wilhelm 2nd: Sheri Levy all in favor
 7. CONSENT AGENDA: Motion: Dan Wilhelm 2nd: Glenn Alexander all in favor
 - A. PAYROLL-
 - B. ACCOUNTS PAYABLE
 - C. APPROVE BOARD MINUTES FROM: APRIL 19, 2022 BOARD MEETING
 8. TREASURER REPORT – on file
 9. CLERK REPORT
 - A. FIRE/POLICE – on file
 - B. ELECTION – AUGUST 2ND – LOOKING FOR ELECTION WORKERS
 10. OLD BUSINESS- Township has received a few complaints about the road brining. We have switched companies this year to Michigan Chloride instead of Beckmans. Supervisor Dan is waiting for first bill to arrive so that he can do a cost analysis to see how much brine in being put down.
 11. NEW ROOFING -RIGHT WAY ROOFING FOR \$13,665.00: MOTION Sheri Levy 2ND Dan Wilhelm all in favor
 12. EQUALIZATION CONTRACT FOR 2022/2023 TAX SEASON: MOTION Sheri Levy 2ND Dan Wilhelm all in favor
(Accidently skipped over due to a question. Will bring back next month for board approval.)
 13. TOWNSHIP POLICY- PROPERTY MANAGEMENT UPDATED
 14. TOWNSHIP POLICY- ACCOUNTS RECEIVABLE:
 15. TOWNSHIP POLICY- TAX DISBURSEMENT:
 16. ADJOURN MEETING- 6:52 PM
- NEXT MONTHS MEETING DATE: JUNE 28, 2022 @ 6:30 PM**
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SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

SPECIAL BOARD MEETING AGENDA

THURSDAY JUNE 9, 2022

1. CALL TO ORDER/PLEDGE – 10:28 AM

2. ROLL CALL

Dan Wilhelm – PRESENT

Mike Romatz - PRESENT

Glenn Alexander – PRESENT

Sheri Levy - ABSENT

Jaclyn Hall - PRESENT

3. RIGHT WAY ROOFING – Dan called to schedule the roofing to be done. At which, the owner of the company started placing his order for materials and found that the prices had increased. The bid was no longer valid. The owner of Right Way Roofing contacted Dan stating that the bid needs to be increase by \$1000.00 more for it to cover the costs of materials. The original bid was over 30 days. Dan motioned to accepted the increase of \$1000.00. Glenn Alexander 2nd the motion. All in favor.

4. ADJOURN MEETING. 10:34 AM -Motion: Dan Wilhelm 2nd by Glenn Alexander all in favor

JUNE REPORT
May 2022 Balanced

GENERAL LEDGER DETAIL MONTHLY ACTIVITY

	Adjusted Beginning Bal.	Receipts	Interest/Fees	Disbursements	Trans IN	Trans OUT	Sweep	Adj.	Adjusted Ending Bal.
GENERAL FUND	\$ 135,751.48	\$ 15,852.98	\$ (16.29)	\$ (6,868.65)			\$ (5,276.77)	\$ (144.00)	\$ 139,298.75
PAYROLL	\$ -				\$ (5,276.77)		\$ 6,135.47	\$ (858.70)	\$ -
FIRE FUND	\$ 27,562.80	\$ 1,992.58		\$ (135.00)					\$ 29,420.38
ROAD FUND CD	\$ 192,973.04		\$ 39.65						\$ 193,012.69
ROAD FUND	\$ 170,087.68	\$ 5,440.95		\$ (742.50)					\$ 174,786.13
RUBBISH FUND	\$ 65,501.03	\$ 4,037.63		\$ (955.81)					\$ 68,582.85
RUBBISH PAYROLL	\$ -				\$ 858.70	\$ (858.70)			\$ -
TAX DRAWER	\$ 200.00								\$ 200.00
TAXES	\$ 784.94								\$ 784.94
ARPA Grant (285)	\$ 23,809.08			\$ (3,147.72)					\$ 20,661.36
	\$ -								\$ -
TOTAL	\$ 616,670.05	\$ 27,324.14	\$ 23.36	\$ (11,849.68)	\$ (4,418.07)	\$ (858.70)	\$ 858.70	\$ (1,002.70)	\$ 626,747.10

General Ledger Total Summary

As of 05/31/2022

GENERAL FUND	\$ 139,298.75
PAYROLL	\$ -
FIRE FUND	\$ 29,420.38
ROAD FUND CD	\$ 193,012.69
ROAD FUND	\$ 174,786.13
RUBBISH FUND	\$ 68,582.85
RUBBISH PAYROLL	\$ -
TAX DRAWER	\$ 200.00
TAXES	\$ 784.94
ARPA Grant	\$ 20,661.36
Total of Funds	\$ 626,747.10

General Fund 'Pooled' Cash Balance

As of 05/31/2022

GENERAL	\$ 139,298.75
FIRE	\$ 29,420.38
ROAD	\$ 174,786.13
RUBBISH	\$ 68,582.85
ARPA Grant	\$ 20,661.36
Total of Funds	\$ 432,749.47

'Adjusted' Bank Statement Balances

As of 05/31/2022

GENERAL	\$ 432,749.47
PAYROLL	\$ -
TAXES	\$ 784.94
ROAD CD	\$ 193,012.69
Total of Funds	\$ 626,747.10

Cash on Hand \$ 626,747.10



CLARE COUNTY SHERIFF DEPARTMENT

INCIDENTS BY AREA

MAY 2022

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TY
0013	34	Ambulance Run	1
		Animal Control Complaint	5
		Burglary - Forced Entry	1
		Car/ Deer Accident	2
		Damage to Property	1
		Intimidation/ Stalking	1
		LINES DOWN	1
		Motor Vehicle Theft	1
		Non-Aggravated Assault	1
		Paper Service	5
		Property Check	1
		Public Peace - Other	1
		Suspicious Persons	1
		Traffic Accident	1
		Traffic Stop	10
		Vehicle/Object Road Hazard	1
0014	24	Ambulance Run	6
		General Assistance	4
		LINES DOWN	1
		Larceny - Other	1
		Motor Vehicle Theft	1
		Off Road Vehicle Complaint	2
		Paper Service	1
		Property Check	2
		Retail Fraud - Theft	1
		Suspicious Persons	1
		TRAFFIC PATROL	1
		Traffic Stop	1
		Valid Alarm Activation	1
		Vehicle/Object Road Hazard	1
0015	189	Accident, Non-Traffic/ Private Property	1
		Aggravated/ Felonious Assault	1
		Ambulance & Rescue	22
		Animal Control Complaint	7
		BOL Wrong Way Driver	1
		Be On the Look Out	7
		Burglary - Forced Entry	2
		Car/ Deer Accident	4

Tax Account Disbursements

4.59 Tax Account Disbursements

The township treasurer shall create a separate bank account in the name of the Township and shall account for the tax fund separately from other township funds. The treasurer shall provide the clerk with summaries of the tax receipts and copies of all checks written from the tax account so the clerk can enter the information in to the townships accounting system.

Property Management

8.1 Identifying Township Assets

Assets that have a value of at least \$ shall be identified and inventoried, and safeguarded to prevent loss.

8.2 Inventory of Assets

The (Clerk) shall maintain an inventory of the township's assets, and shall add or remove assets from the inventory at the time of acquisition or disposal. Depart heads shall inventory all assets assigned to their department, at least annually and at the time of acquisition, and shall submit the inventory to the Clerk.

The inventory of assets shall include the following information on each asset:

- Class code
- Voucher number
- Acquisition date
- Name and address of vendor
- Description of asset
- Responsible department
- Location
- Acquisition Cost
- Fund or Cost Center (from which it was purchased)
- How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift)
- Estimated life
- Date and method of authorized disposition
- Permanent identification number

8.3 Inventory Tagging

All assets shall be tagged with a label that includes the permanent identification number.

8.4 Lost or Damaged Township Property of Equipment

Any lost or damaged equipment shall be reported immediately to the (any Board Member)

8.5 Disposal of Fixed Assets

Department heads shall make note on the annual inventory, or shall notify Clerk sooner if desired, of an equipment that would be appropriate for disposal. The clerk shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Township Board for approval.

The township shall not make a gift or donation of township property with any remaining value.

The Township Board shall determine, on a case-by-case basis, the method of disposal, which may include sealed bids, public auction, negotiated sale or disposal.

Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval from the board. An elected officials shall refrain from voting on any negotiated sale involving the elected official

Intellectual Property

8.6 Intellectual Property

Documents and files written or otherwise created by township officials, appointees, employees, volunteers and consultants/contractors in connection with performing their township duties, or for the township's use, are the creative intellectual property of the township.

Property Maintenance

8.7 Responsibility for Maintenance

The township supervisor shall be responsible for monitoring the need for repairs and improvements to township property.

The supervisor shall use the township purchasing and bidding procedures for procuring the following services as applicable:

- Cleaning
- Lawn maintenance
- Snow removal
- Fire extinguisher inspections
- Non-emergency repairs to township building, land, equipment and vehicles
- All other determined by the Township Board

8.8 Emergency Repairs

The supervisor is authorized to contract for emergency repairs up to the cost of \$ 500.00 without prior board approval, when a delay in initiating a repair will have a significant impact on township operations or finances.

Accounts Receivable

4.40 Accounts Receivable

The Treasurer shall be responsible for processing all accounts receivable.

4.41 Invoice Preparation

The following positions shall be responsible for preparing invoices for revenues due to the township:

Official	Revenue Source
Supervisor/Clerk	Freedom of Information Act request
Clerk	Cemetery plots and grave sites
Supervisor	Zoning Related Fees: special use permit, site plan reviews, rezoning requests, variances

All invoices shall include a remittance advice or invoice to be returned to the township with payment. The remittance advice or invoice shall include the name, amount invoiced, purpose and that payment is to be made to the township and mailed to the township treasurer.

4.42 Posting and Distribution of Accounts Receivable

A copy of all invoices or bills for the money owed the township shall be given daily to the Treasurer.

The Treasurer will use the invoice copy as verification when payment is received.

The Clerk will use the invoice copy to record the receivable in the general ledger. Invoices are to be reconciled to the general ledger control on a monthly basis.

Terms and Conditions of Rental

1. **Intent.** The intent of this Agreement is to ensure that Summerfield Township (the “Township”) facilities are maintained and kept available for, and used by, Summerfield Township residents and members of the public at large, without undue restriction. In renting its facilities, the Township shall not illegally discriminate against any person, entity, or organization seeking access to or use of the facilities offered by the Township.
2. **Categories of Users.** In determining the applicable fee for rental of Township facilities, the following definitions shall be controlling:
 - A **Resident** is hereby defined as a person(s) or business which resides in, or pays property taxes in, the Township.
 - A **Nonresident** is hereby defined as a person(s) or business that is neither located in, nor pays taxes in, the Township.
3. An **Organized Group** is hereby defined as a collection of persons organized in furtherance of a specified legal purpose. **Regulations Governing Certain Users.** The following rules apply to the specified category of user during the performance of this agreement.
 - **Nonresident:** Nonresident fees shall be assessed to those Lessees not residing or paying property taxes within the Township. Residency status is subject to the Township’s sole discretion, without option for appeal.
 - **Organized Groups:** Any rental by an organized group must name an adult of at least 21 years of age as a sponsor (Group Representative) for purposes of this Agreement. This Group Representative is responsible for their Group’s actions, including any damages or losses to the Township caused by the Organized Group’s behavior.
4. **Rental Fees and Security Deposit, Cleaning Fee.** The rental fee and Security Deposit and Cleaning Fee requirements for use and rental of Township facilities is set by the Township Board.
 - The Security Deposit is to be paid when the Rental Agreement is signed. The rental amount, and Cleaning Fee are due thirty (30) days prior to the event.
 - All refundable deposit fees will be returned in the form of a check mailed to the address provided on the agreement. All refunds shall be processed within thirty (30) days of an inspection verifying that all rented equipment and facilities have been left in satisfactory condition.
 - Any damages occurring during or as a result of a reservation will be assessed against Lessee’s Security Deposit. The Lessee will receive an invoice from Summerfield Township for any costs, expenses or damages that have been deducted. Any damages that exceed the Security Deposit will be billed to the Lessee. All damages shall be calculated according to the following method: the Township’s cost of any repairs to the rented facility, plus the cost of any materials, equipment, or other items that were improperly used, damaged, or destroyed.

5. **Cancellation Policy.** To obtain a full refund of the Security Deposit, notice of cancellation must be provided no less than forty-five (45) days prior to the event. Reservations cancelled within thirty (30) days shall receive a partial refund of 50%. Reservations cancelled within fourteen (14) days shall receive a refund of only 25%.
6. **Right to Refuse Service.** The Township retains the absolute right to cancel a rental agreement and revoke permission to use the Township's facilities in the event that, in its sole discretion, the Township determines that Lessee has failed to fully satisfy the rules set forth in the rental agreement.
7. **Facility Use Rules:** The following Facility Use Rules ("Rules") shall govern all rentals of Township facilities and equipment. The Township reserves the right to modify these Rules and to develop and enforce such additional rules and regulations as may be required for the protection of the individual facilities of the Township and the Lessees of those facilities.
 - Only persons ages 21 and over are eligible to contract for the use of Township facilities and equipment.
 - The reservation is for the designated reserved area of the facility only.
 - All posted room capacities must be adhered to. Rental groups shall not overflow into the hallways.
 - Exits, corridors, and hallways must remain free of obstruction at all times.
 - Any decorations used shall not alter or damage any surfaces. Nails, pushpins, glue, or tape cannot be used on any Township facilities.
 - No flame candles, fireworks, torches, or other exposed source of flame is permitted.
 - Inappropriate behavior by any Lessee or their guest(s) will not be tolerated. Inappropriate behavior includes, but is not limited to:
 - i. Verbal abuse of staff or participants,
 - ii. Profane language,
 - iii. Vandalism of Township property,
 - iv. Drunkenness
 - v. Fighting,
 - vi. Serving of intoxicants to minors,
 - vii. Gambling,
 - viii. Disorderly conduct,
 - ix. Any other behavior the Township deems to be improper. The ultimate determination of what constitutes Inappropriate Behavior shall be made by the Township, in its sole discretion. Staff has the authority to remove any person or persons or close any function that demonstrates Inappropriate Behavior.
 - Summerfield Township facilities are a smoke-free environment. Smoking or tobacco use of any kind, including the use of E-Cigarette devices, is prohibited in

Township facilities.

- No entryway designated with an exit sign shall be obstructed in any manner.
- Vehicles are not permitted on grass. This Rule shall not apply to for motorized wheelchairs and/or similar devices for the disabled.
- Any accidents occurring on the property must be reported to the building staff. The party responsible for the rental must also complete an incident report explaining the circumstances of the accident.
- The sale, use, and possession of any controlled or illegal substance is expressly prohibited in all Township facilities.
- The possession of any firearm, knife, or other deadly weapon is prohibited in Township facilities.
- Prior to any event, the Responsible Party will be required to participate in a walk-through of the facility with Township Personnel for the purposes of obtaining knowledge of emergency procedures.
- No animals are permitted in Township facilities unless said animal is classified as a service animal by state or federal law.
- Any noise shall be kept at an appropriate level, not to be audible from more than fifty (50) feet from the relevant Township facility. All broadcasting equipment, including stereo or speaker systems, shall be turned off no later than 12:30 am on Friday and Saturday, and no later than 11:30 pm on all other nights.
- Tables shall only be moved by two individuals, one on each end of the table. Tables are not to be dragged, as this causes significant damage to the floors. As with all damages to the facility, the Renter shall be responsible for any damages to the floor.
- Neither tables nor chairs may be removed from the facility. Tables and chairs are not to be taken outdoors.
- Upon exiting the facility, all doors and windows must be closed and locked. Renter shall be responsible for any and all lost or stolen items resulting from Renter's failure to secure a Township facility under this Rule.
- The Township is in no way responsible for any damages or losses to the renters' equipment.

8. Rules for Alcohol.

- Alcohol is prohibited within or on Township property.

9. **Cleaning Policy.** All facilities must be left in the same condition in which they were in prior to the event. This includes the removal of decorations, signs, and food debris, as well as the wiping down of all countertops, tables, and chairs. The kitchen and all kitchen equipment shall be left in a clean, orderly fashion, including the washing out of sinks. Kitchen counters, countertops, sinks, ovens, ranges, and microwaves may only be cleaned with appropriate cleaners. All garbage must be disposed of in tied plastic bags and placed in the dumpster. Failure to satisfy any of the above conditions will result in the forfeiture

of your security deposit. If the state of the facility is such that significant cleaning is necessary, additional fees may apply. A check list will be provided at the time of the walk thru.

10. **Ordinance Compliance.** In executing this Agreement, Renter agrees to abide by all applicable Township Ordinances
11. **Limitation of Liability.** Renter agrees to hold harmless the Township and its elected officials, employees, agents, and volunteers from any expense or cost (including attorney's fees and costs) in connection with the use of Township facilities and further agrees to assume all responsibility for liability of any kind.
12. **Modification.** No change, modification, or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both parties. This provision does not apply to the Township's ability to modify or add Facility Use Rules.
13. **Choice of Law.** This Agreement is to be governed by the law of the State of Michigan. Any dispute arising out of, relating to, or in connection with this Agreement shall be litigated, if at all, solely in the Courts of Clare County, Michigan.
14. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed ineffective only to the extent of such prohibition and the validity and enforceability of all remaining provisions shall not be affected thereby.
15. **Waiver.** Non-enforcement of any provision of this Agreement by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or the remainder of this Agreement.
16. **Headings.** The headings are inserted for convenience only and shall not be considered when interpreting any of the provisions or terms hereof.

Responsible Party

Date

Summerfield Township Official

Date

FEE SCHEDULE

<u>DESCRIPTION</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Hall with kitchen	125.00	175.00
Hall Only	75.00	125.00
Security Deposit	200.00	200.00
Cleaning Fee	150.00	150.00
Meeting-w/o kitchen- under 15	45.00	50.00
Meeting w/ kitchen-under 15	75.00	100.00

- The Security Deposit is to be paid when the Rental Agreement is signed. The rental amount, and Cleaning Fee are due thirty (30) days prior to the event.
- All refundable deposit fees will be returned in the form of a check mailed to the address provided on the agreement. All refunds shall be processed within thirty (30) days of an inspection verifying that all rented equipment and facilities have been left in satisfactory condition.
- Any damages occurring during or as a result of a reservation will be assessed against Lessee's Security Deposit. The Lessee will receive an invoice from Summerfield Township for any costs, expenses or damages that have been deducted. Any damages that exceed the Security Deposit will be billed to the Lessee. All damages shall be calculated according to the following method: the Township's cost of any repairs to the rented facility, plus the cost of any materials, equipment, or other items that were improperly used, damaged, or destroyed.

By signing below, you agree to the conditions of this Hall Rental Policy/Contract thereby making this a legal and binding contract.

I UNDERSTAND THIS HALL RENTAL POLICY/CONTRACT AND ACKNOWLEDGE MY RESPONSIBILITIES BY SIGNING.

You must be 21, and show proof, to rent the Summerfield Township Hall.

Signature

Date

Clerk/Township Employee

Date

RENTER CHECK LIST RESPONSIBILITIES

This is to be completed following our rental and left on the counter in the banquet area with the key to the building

Renter	Custodian
Bathroom is clean, water off on sinks and toilets flushed	
Empty all trash containers and take bags to dumpster located in the fenced in area	
Make sure all trash is picked up outside and any cigarette butts are also picked up	
Put new garbage bags in garbage cans (bags are located under sink in the kitchen area)	
Empty refrigerator and freezer of your items	
Items used in the kitchen must be scrubbed, clean, and rinsed well, using the supplies under the sink	
Kitchen counters, countertops, sink, oven, range and microwave are to be wiped down with appropriate cleaners (cleaners located under sink in kitchen area)	
Make sure stove, oven and other equipment is off	
Check for items left behind (coats, gloves, dishes, etc.)	
Remove all personal items from the building	
Close all windows	
Remove all decorations	
Leave tables and chairs as they were originally set up	
Wipe down all tables and chairs	
Sweep and mop floors (mop bucket will be by the supervisor's office)	
Complete this checklist, leave completed checklist key on counter in the kitchen area	
Lock the doors & pull from outside to check that it is locked	

Signature

Date

Your deposit check will be returned by mail if all the above is completed and no damage has been done



Estimate For

Township of Summerfield, MI
 Trisha Martin
 9971 N.Finley Lake Ave.
 Harrison, MI 48625
 United States

Phone (989) 539-2501
Fax

QUOTE

Number VC3Q22615
Date Jun 9, 2022

Here is the quote you requested.

From The Desk Of	Phone	Ship Via	Terms
Monique Allen	517-318-0350 opt 5		Net 15

Line	Qty	Description	Unit Price	Ext. Price
1	6	5307 PC MID I5 16gb 250ssd WIN 10 PRO	\$924.00	\$5,544.00

Please contact me if I can be of further assistance.

SubTotal	\$5,544.00
Tax	\$0.00
Shipping	\$0.00
Total	\$5,544.00

***Quotes are Subject to Availability. Prices may vary if substitutions become necessary.
 Shipping charges included upon invoice.**

**5815 Clark Rd, Bath MI 48808
 1.855.487.4448**

Site_Name	PC_Name	Domain	User	Description
Township Hall	LAPTOP-B5T80GHF	WORKGROUP	HP	summerfieldLT
Township Hall	SFT-TRS	SUMMERFIELD.local	SUMMERFIELD\slevy	Treasurer's Computer
Township Hall	SFT-CLERK	SUMMERFIELD.local	SUMMERFIELD\Clerk	clerk
Township Hall	SFT-SUPER	SUMMERFIELD.local	SUMMERFIELD\supervisor	Carey
Township Hall	SFT-DEPTREAS	SUMMERFIELD.local	Treasurer	Deputy Treasurer's Computer
Township Hall	SFT-DEPCLERK	SUMMERFIELD.local	SUMMERFIELD\depclerk	Deputy Clerk
Township Hall	SVR19	SUMMERFIELD.local	Windows User	Administrator
Replace				2022
Replace				2026

MFG	Model	OS	CPU
HP	HP Notebook	Microsoft Windows 10 Home	Intel(R) Pentium(R) CPU N3710 @ 1.60GHz
Gigabyte Technology Co., Ltd.	B250M-DS3H	Microsoft Windows 10 Pro	Intel(R) Core(TM) i5-6400 CPU @ 2.70GHz
Gigabyte Technology Co., Ltd.	B250M-DS3H	Microsoft Windows 10 Pro	Intel(R) Core(TM) i5-6400 CPU @ 2.70GHz
Gigabyte Technology Co., Ltd.	B250M-DS3H	Microsoft Windows 10 Pro	Intel(R) Core(TM) i5-6400 CPU @ 2.70GHz
System manufacturer	H110M-C	Microsoft Windows 10 Pro	Intel(R) Core(TM) i5-7400 CPU @ 3.00GHz
Dell Inc.	OptiPlex 7010	Microsoft Windows 10 Pro	Intel(R) Core(TM) i7-3770 CPU @ 3.40GHz
Supermicro	Super Server	Microsoft Windows Server 2019 Standard	Intel(R) Xeon(R) E-2224 CPU @ 3.40GHz

Ram	OS_Install_Date	Last Online
4	1/5/2022 14:47	5/3/2022
16	12/20/2021 6:17	6/1/2022
8	12/4/2020 11:02	6/2/2022
8	1/17/2022 6:19	6/2/2022
8	3/14/2022 3:47	5/22/2022
16	9/27/2020 8:45	6/1/2022
16	5/17/2021 12:29	6/2/2022

