

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

REGULAR BOARD MEETING/ BUDGET HEARING AGENDA

1. CALL TO ORDER/PLEDGE - 6:29 PM
2. ROLL CALL
  - Dan Wilhelm - Pre
  - Mike Romatz - Pre
  - Glenn Alexander - Abs.
  - Sheri Levy - Pre
  - Jaclyn Hall - Pre
3. PUBLIC COMMENT - David Hoefling - announce candidence for 5th distric.
4. BUDGET PUBLIC HEARING -
5. GUEST - Bronwyn Asplund - Sheriff depart now has an under sheriff.
6. Approve Agenda - Motion: Dan 2<sup>nd</sup>: Mike all in favor
7. CONSENT AGENDA: Motion: Dan 2<sup>nd</sup>: Sheri
  - A. PAYROLL-
  - B. ACCOUNTS PAYABLE
  - C. APPROVE MINUTES FROM: February 22, 2022
8. TREASURER REPORT - on file.
9. CLERK REPORT
  - A. FIRE/POLICE on file.
10. OLD BUSINESS
11. NEW BUSINESS -
  - A. IT RIGHT TO BECOME BS&A ADMIN - NO EXTRA COST INVOLVED AS TOWNSHIP HAS CONTRACT WITH IT COMPANY
  - MOTION: Dan 2<sup>ND</sup>: Sheri all in favor

~~6:30~~ Bronwyn - handout for cyber defense

6:36 - Close meeting to open Budget.

Motion Dan 2nd Jackie  
all in favor.

~~6:38~~ Motion to acc. Budget 22/23  
Sheri 2nd Dan.  
all in favor

6:39 Motion to close Budget Dan  
2nd Mike  
all in favor.

6:39 Open regular meeting back-up.



B. EMC TOWNSHIP RENEWAL FOR THE FY 22-23 IN THE AMOUNT OF \$6,144.00

MOTION: Jackie 2<sup>ND</sup>: Dan all in favor

C. ESTABLISH TRAINING PAY FOR THE FOLLOWING NOT TO EXCEED 4 HOURS PER TRAINING:

- a. BOR MEMBERS - \$40/TRAINING
- b. ELECTION INSPECTORS - \$40/TRAINING
- c. PLANNING COMMISSION - \$40/TRAINING

MOTION: 2<sup>ND</sup>:

what if training is over 4 hours.

> table. Motion  
Dan-  
2nd Mike  
all in favor.

D. DEPUTY CLERK WAGE INCREASE TO \$15.50/HOUR EFFECTIVE APRIL 1, 2022.

MOTION: Dan 2<sup>ND</sup>: Mike all in favor.

E. WAGE INCREASE TO \$11.00/HOUR FOR ELECTION INSPECTORS EFFECTIVE FY 22-23:

MOTION: Dan 2<sup>ND</sup>: Sheri all in favor

F. RESOLUTION #2022-06: - FINAL BUDGET AMENDMENT FOR FISCAL YEAR 2021-2022.

MOTION: Dan 2<sup>ND</sup>: Jackie all in favor.

ROLL CALL: SUPERVISOR WILHELM Y

CLERK HALL: Y

TREASURER LEVY: Y

TRUSTEE ROMATZ: Y

TRUSTEE ALEXANDER: Abs

RESOLUTION #2022-07: - SUMMERFIELD TOWNSHIP GENERAL APPROPRIATION ACT FOR FISCAL 2022-2023 YEAR.

MOTION: Dan 2<sup>ND</sup>: Mike. all in favor.

ROLL CALL: SUPERVISOR WILHELM Y

CLERK HALL: Y

TREASURER LEVY: Y

TRUSTEE ROMATZ: Y

TRUSTEE ALEXANDER: abs.

12. ADJOURN MEETING. 6:52

MOTION: Dan 2<sup>ND</sup>: Jackie

Check Register Report For Summerfield Township  
For Check Dates 02/22/2022 to 03/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/28/2022	PR	1630	ALEXANDER, GLENN	130.00	120.06	0.00	Open
02/28/2022	PR	1631	ROMATZ, MICHAEL	363.10	303.74	0.00	Open
02/28/2022	PR	1632	WILHELM, DANIEL M	500.00	440.50	0.00	Open
02/28/2022	PR	1633	HALL, JACLYN L	500.00	440.50	0.00	Open
02/28/2022	PR	1634	MARTIN, TRISHA M	199.50	164.24	0.00	Open
02/28/2022	PR	1635	LEVY, SHERILENE H	580.63	511.53	0.00	Open
02/28/2022	PR	1636	ROOD, MAYELENE	190.00	112.38	0.00	Open
02/28/2022	PR	1637	RHINEHART, THOMAS	367.03	223.60	0.00	Open
02/28/2022	PR	1638	BARTEL, LAURIE J	50.00	44.04	0.00	Open
02/28/2022	PR	1639	GOSCHKA, JAMES	50.00	44.04	0.00	Open
03/09/2022	PR	1641	RHINEHART, THOMAS	60.00	52.86	0.00	Open
03/15/2022	PR	1642	ALEXANDER, GLENN	130.00	120.05	0.00	Open
03/15/2022	PR	1643	ROMATZ, MICHAEL	285.40	235.29	0.00	Open
03/15/2022	PR	1644	WILHELM, DANIEL M	500.00	440.50	0.00	Open
03/15/2022	PR	1645	HALL, JACLYN L	500.00	440.50	0.00	Open
03/15/2022	PR	1646	MARTIN, TRISHA M	391.88	324.18	0.00	Open
03/15/2022	PR	1647	BARTEL, LAURIE J	100.00	88.10	0.00	Open
03/15/2022	PR	1648	GOSCHKA, JAMES	150.00	132.15	0.00	Open
03/15/2022	PR	1649	LEVY, SHERILENE H	580.63	511.53	0.00	Open
03/15/2022	PR	1650	ROOD, MAYELENE	255.00	169.66	0.00	Open
03/15/2022	PR	1651	RHINEHART, THOMAS	470.85	315.07	0.00	Open
03/15/2022	PR	1652	VANWORMER, MEGAN	25.00	22.03	0.00	Open
02/28/2022	PR	1622	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1623	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1624	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1625	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1626	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1627	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1628	< Check added as Void >	0.00	0.00	0.00	Cleared
02/28/2022	PR	1629	< Check added as Void >	0.00	0.00	0.00	Cleared



## Check Register Report For Summerfield Township

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For Check Dates 02/22/2022 to 03/28/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/28/2022	PR	1640	RHINEHART, THOMAS	0.00	0.00	0.00	Open

Totals:

Number of Checks: 031

6,379.02

5,256.55

0.0

Total Physical Checks:

31

Total Check Stubs:

03/29/2022 10:38 AM  
User: JACLYN  
DB: Summerfield Twp

CHECK REGISTER FOR SUMMERFIELD TOWNSHIP HALL  
CHECK DATE FROM 02/23/2022 - 03/29/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GEN FUND					
03/02/2022	GEN	95 (E)	00121	IRS	923.15
03/08/2022	GEN	96 (E)	00121	IRS	24.50
03/16/2022	GEN	97 (E)	00121	IRS	594.54
02/23/2022	GEN	11847	00046	QUILL	124.32
02/23/2022	GEN	11848	00132	SHERI LEVY	232.00
03/01/2022	GEN	11849	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
03/02/2022	GEN	11850	00017	MTA	1,360.00
03/08/2022	GEN	11851	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	126.18 V
03/09/2022	GEN	11852	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
03/09/2022	GEN	11853	00002	AT&T	144.28
03/09/2022	GEN	11854	00018	CONSUMERS ENERGY	245.67
03/09/2022	GEN	11855	00124	MUNIWEB	135.00
03/09/2022	GEN	11856	00068	MVW & ASSOCIATES INC.	750.00
03/09/2022	GEN	11857	00048	REPUBLIC SERVICES #237	919.82
03/09/2022	GEN	11858	00095	TEAM FINANCIAL GROUP	465.29
03/16/2022	GEN	11859	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
03/16/2022	GEN	11860	00010	CLARE COUNTY CLEAVER	113.00
03/16/2022	GEN	11861	00032	HEINTZ PROPANE	455.08
03/16/2022	GEN	11862	00033	HUGHES NETWORK SYSTEM	120.73
03/16/2022	GEN	11863	00104	JACLYN HALL	16.00
03/16/2022	GEN	11864	00068	MVW & ASSOCIATES INC.	29.76
03/18/2022	GEN	11865	00011	CLARE COUNTY EQUALIZATION	437.10

GEN TOTALS:

Total of 22 Checks:	7,515.67
Less 1 Void Checks:	126.18
Total of 21 Disbursements:	7,389.49



**SUMMERFIELD TOWNSHIP**

**9971 N. FINLEY LAKE AVE, HARRISON, MI 48625**

**REGULAR BOARD MEETING UNAPPROVED**

**FEBRUARY 22, 2022**

**1. CALL TO ORDER/PLEDGE – 6:33 PM**

**2. ROLL CALL**

Supervisor Dan Wilhelm – Present

Trustee Mike Romatz - Present

Trustee Glenn Alexander – Absent

Treasurer Sheri Levy - Present

Clerk Jaclyn Hall - Present

**3. GUEST – Bronwyn Asplund – called to cancel**

**4. PUBLIC COMMENT – N/A**

**5. Approve Agenda – Motion: Dan Wilhelm 2<sup>nd</sup>: Mike Romatz all in favor**

**6. CONSENT AGENDA: Motion: Dab Wilhelm 2<sup>nd</sup>: Sheri Levy all in favor**

**A. PAYROLL-**

**B. ACCOUNTS PAYABLE**

**C. APPROVE MINUTES FROM: January 25, 2022 Regular Board Meeting**

**7. TREASURER REPORT – January's report (December) had an adjustment. The wrong figure was used off Bank Statement instead of off General Ledger.**

**8. CLERK REPORT**

**A. FIRE/POLICE – DECEMBER 2021 AND JANUARY 2022**

**9. OLD BUSINESS**

**10. NEW BUSINESS –**

**A. MTA CONFERENCE IN LANSING APRIL 25<sup>TH</sup> – 28<sup>TH</sup> . (\$1260.00) for Dan, Sheri, Jaclyn and Trisha to attend. Motion Dan Wilhelm 2<sup>nd</sup> Mike Romatz all in favor**

**B. AirBnB lodging for MTA Conference \$546.54 (or with in reason of the \$546.00 if price has gone up) Motion Dan Wilhelm 2<sup>nd</sup> Mike Romatz and Sheri Levy all in favor**

**C. MOVE APRIL 26<sup>TH</sup> MONTHLY MEETING TO APRIL 19<sup>TH</sup> AND MOVE WORKSHOP MEETING FROM APRIL 20<sup>TH</sup> TO APRIL 13<sup>TH</sup>. Motion Dan Wilhelm 2<sup>nd</sup> Sheri Levy all in favor**

**D. Audit Proposal for Weinlander Fitzhugh. Motion to accept proposal Dan Wilhelm 2<sup>nd</sup> Sheri Levy all in favor**

- E. Weinlander Fitzhugh to do the ARPA April Reporting at a rate of : Associate - \$110.00, Supervisor - \$135.00, Manager-\$170.00: Motion to have Weinlander do reporting for ARPA funds made by Dan Wilhelm 2<sup>nd</sup> Jaclyn Hall all in favor
- F. Treasurer class professional development MTA \$232. Motion Dan Wilhelm 2<sup>nd</sup> Sheri Levy all in favor

11.ADJOURN MEETING. 6:55 PM

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**CLARE COUNTY SHERIFF DEPARTMENT**

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**INCIDENTS BY AREA****FEBRUARY 2022**

03/02/2022

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
0013	36	Intimidation/ Stalking	1
		Non-Aggravated Assault	1
		Property Check	1
		Suspicious Persons	1
		TRAFFIC PATROL	1
		Traffic Accident	1
		Traffic Stop	6
		Vehicle/Object Road Hazard	1
		Ambulance Run	4
		Animal Control Complaint	1
		Car/ Deer Accident	4
		Civil	1
		Conservation	1
		False Alarm Activation	3
		Fraud - Credit Card/ ATM	1
		General Assistance	2
		LINES DOWN	2
		Larceny - Other	1
		Lost & Found Property	1
		Paper Service	3
		Property Check	3
		Suspicious Persons	1
		Traffic Accident	2
		Traffic Stop	3
		Vehicle/Object Road Hazard	3
0014	22	Accident, Fire	1
		Ambulance Run	4
		Burglary - Forced Entry	1
		CSC I Penis/ Vagina	1
		General Assistance	4
		Non-Aggravated Assault	1
		Paper Service	1
		Property Check	4
		Traffic Accident	3
		Traffic Accident with Injury	1
		Traffic Stop	1
0015	120	Accident, Fire	5
		Accident, Non-Traffic/ Private Property	1
		Ambulance & Rescue	21
		Ambulance Run	2
		Animal Control Complaint	5

# TOWNSHIP CODES

Feb-22

ARTHUR	0001
FRANKLIN	0002
FREEMAN	0003
FROST	0004
GARFIELD	0005
GRANT	0006
GREENWOOD	0007
HAMILTON	0008
HATTON	0009
HAYES	0010
LINCOLN	0011
REDDING	0012
SHERIDAN	0013
SUMMERFIELD	0014
SURREY	0015
WINTERFIELD	0016
GLADWIN CO.	0026
FARWELL	0030
ISABELLA CO	0037
HARRISON	0039
CLARE	0046
MARION	0067



## February 2022 Balanced

[illegible]

**Resolution # 2022-06**

**Summerfield Township, Clare County, Michigan**

**Resolution of Budget Amendment by Summerfield Township Board:**

On March 29, 2022 the Summerfield Township Board authorized the following Budget Amendments.

Please see the attached amended budget worksheets.

Motion by: Dan Wilhelm Supported by: Jaclyn Hall

Roll Call Vote to adopt the foregoing resolution, the following voted:

Wilhelm: Yes

Hall: Yes

Levy: Yes

Romatz: Yes

Alexander: Absent

The Clerk declared the resolution adopted on March 29, 2022.

I, Jaclyn Hall, Clerk of Summerfield Township, Clare County, Michigan, do hereby certify that the foregoing Resolution was adopted by the Board of Summerfield Township at a General Meeting here therein on March 29, 2022.

Jaclyn Hall

Jaclyn Hall, Clerk, Summerfield Township, Clare County, Michigan

Resolution # 2022-07

Note: copy of attached worksheet to stay with amendment.



# FINAL BUDGET AMENDMENT FY 21-22

## SUMMARY

### Fund 101 - GENERAL FUND

		Original Budget	Increase	Decrease	Ending Budget
<b>Revenues</b>					
General		\$ 113,307.43	\$ 2,576.36	\$ 1,381.80	\$ 114,501.99
<b>Expenses</b>					
Dept 101 - TOWNSHIP BOARD		\$ 37,022.65	\$ 66.00	\$ 4,996.70	\$ 32,091.95
Dept 171 - SUPERVISOR		\$ 13,386.00	\$ -	\$ 79.02	\$ 13,306.98
Dept 215 - CLERK		\$ 29,392.45	\$ 223.53	\$ 8,736.40	\$ 20,879.58
Dept 247 - BOARD OF REVIEW		\$ 1,716.23	\$ 510.84	\$ 554.30	\$ 1,672.77
Dept 253 - TREASURER		\$ 35,958.33	\$ 290.80	\$ 15,197.33	\$ 21,051.80
Dept 257 - ASSESSOR		\$ 17,633.53	\$ 475.86	\$ 6,601.89	\$ 11,507.50
Dept 262 - ELECTIONS		\$ 283.75	\$ -	\$ 156.15	\$ 127.60
Dept 265 - BUILDING & GROUNDS		\$ 11,850.58	\$ 567.72	\$ 1,347.67	\$ 11,071.63
Dept 448 - STREET LIGHTS		\$ 300.00	\$ -	\$ 141.22	\$ 158.78
Dept 567 - CEMETERY		\$ 988.09	\$ 171.69	\$ 125.00	\$ 1,034.78
Dept 701 - PLANNING COMMISSION		\$ 918.20	\$ -	\$ 2.36	\$ 915.84
Dept 702 - ZONING		\$ 50.00	\$ -	\$ 42.80	\$ 7.20
Dept 751 - PARK		\$ 595.54	\$ 59.23	\$ 24.31	\$ 630.46
TOTAL:		\$ 150,095.35	\$ 2,365.67	\$ 38,005.15	\$ 114,456.87
<b>Fund 201 - ROAD FUND</b>					
Revenues		\$ 48,942.84	\$ 788.19	\$ 3,215.41	\$ 46,515.62
Expenditures		\$ 30,000.00	\$ -	\$ 3,310.74	\$ 26,689.26
		\$ 18,942.84	\$ 788.19	\$ (95.33)	\$ 19,826.36

**Fund 206 - FIRE FUND**

Revenues	\$	16,363.58	\$	214.35	\$	-	\$	16,577.93
Expenditures	\$	-		16,235.00	\$	-	\$	16,235.00

\$	16,363.58	\$	(16,020.65)	\$	-	\$	342.93
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**Fund 226 - RUBBISH FUND**

Revenues	\$	22,050.00	\$	272.46	\$	-	\$	22,322.46
Expenditures	\$	34,428.00	\$	293.87	\$	4,284.55	\$	30,437.32

\$	(12,378.00)	\$	(21.41)	\$	(4,284.55)	\$	(8,114.86)
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**Fund 258 - ARPA FUND**

Revenues	\$	24,231.00	\$	97.32	\$	-	\$	24,328.32
Expenditures	\$	-	\$	-	\$	-	\$	-

\$	24,231.00	\$	97.32	\$	-	\$	24,328.32
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**TOTAL REVENUES - ALL FUNDS**

\$	226,943.85	\$	3,138.27	\$	1,381.80	\$	228,700.32
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**TOTAL EXPENDITURES - ALL FUNDS**

\$	215,324.63	\$	18,872.92	\$	45,600.01	\$	188,597.59
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**NET OF REVENUES & EXPENDITURES**

\$	11,619.22	\$	(15,734.65)	\$	(44,218.21)	\$	40,102.73
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# General Appropriations Act

RESOLUTION #2022-07

A resolution to establish a general appropriation act for Summerfield Township; to define the powers and duties of the Summerfield Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Summerfield Township ordains (resolves):

## Section 1: Title

This resolution shall be known as the Summerfield Township General Appropriations Act.

## Section 2: Chief Administrative Officer

The Supervisor (*Dan Wilhelm*) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

## Section 3: Fiscal Officer

The Clerk (*Jaclyn Hall*) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

## Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 24, 2022, and a public hearing on the proposed budget was held on March 29, 2022.

## Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022-23, including an allocated millage (if applicable) of .8408\_township mills; (*ROADS*) of 1.9380 mills; and (*FIRE*) .7099 mills; and various miscellaneous revenues shall total \$224,365.

## Section 6: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-23 for the various township activities (*cost centers*) are as follows: (*separate page attached*).

## Section 7: Adoption of Budget by Reference

The general fund budget of Summerfield Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

## Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Summerfield Township adopts the 2022-23 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

## Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

## Section 10: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end



of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to: (A) a summary statement of the actual financial condition of the General Fund at the end of the previous Quarter (month) (B) a summary statement showing the receipts, expenditures and encumbrances for the previous Quarter (month) and for the current fiscal year to the end of the previous Quarter (month)

#### **Section 11: Limit on Obligations and Payments**

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

#### **Section 12: Budget Monitoring**

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

#### **Section 13: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Summerfield Township personnel manual.

#### **Section 14: Roll Call**

Supervisor Wilhelm Y

Treasurer Levy Y

Clerk Hall Y

Trustee Romatz Y

Trustee Alexander absent

#### **Section 15: Board Adoption**

Motion made by Dan Wilhelm, seconded by Mike Romatz to adopt the foregoing ordinance (Resolution 2022-06). Upon roll call vote, the following voted aye: 4. The following voted nay: 0. The Supervisor declared the motion carried and the resolution duly adopted on the March day of 29, 2022.

Jacklyn Hall  
Township Clerk

*The purpose of this sample resolution is to provide a suggested guideline for the types of items that should be included within an ordinance. Certainly, no sample resolution should be used unless, after careful review, it is the professional judgment of your legal counsel that using the sample will accomplish the particular objectives and intentions of your township. Although these sample resolutions are the result of much thought and effort, neither the authors nor the Michigan Townships Association assumes any responsibility for the results of using these samples word-for-word in individual cases.*

**BUDGET FY 22-23**  
**SUMMARY**  
Fund 101 - GENERAL FUND

<b>Revenues</b>		<b>FY 21-22</b>	<b>FY-22-23</b>
General	\$	110,041.50	\$ 120,554.30
<b>Expenses</b>		<b>FY 21-22</b>	<b>FY-22-23</b>
Dept 101 - TOWNSHIP BOARD	\$	33,082.36	\$ 24,287.99
Dept 171 - SUPERVISOR	\$	13,386.00	\$ 13,088.00
Dept 223 - AUDITOR	\$	-	\$ -
Dept 215 - CLERK	\$	29,439.56	\$ 32,796.30
Dept 247 - BOARD OF REVIEW	\$	1,662.40	\$ 1,842.24
Dept 253 - TREASURER	\$	41,856.33	\$ 23,379.44
Dept 257 - ASSESSOR	\$	16,506.00	\$ 18,159.76
Dept 262 - ELECTIONS	\$	283.75	\$ 3,785.07
Dept 265 - TOWNSHIP HALL & GROUNDS	\$	11,750.58	\$ 10,815.43
Dept 448 - UTILITIES -STREET LIGHTING	\$	300.00	\$ 300.00
Dept 567 - CEMETERY	\$	575.08	\$ 1,565.03
Dept 702 - ZONING	\$	-	\$ 50.00
Dept 701 - PLANNING COMMISSION	\$	743.36	\$ 915.92
Dept 751 - PARK	\$	325.03	\$ 747.60
	\$	149,910.45	\$ 131,732.78
REVENUES	\$	110,041.50	\$ 120,554.30
EXPENDITURES	\$	149,910.45	\$ 131,732.78
	\$	(39,868.95)	\$ (11,178.48)

<b>Revenues</b>		<b>FY 21-22</b>	<b>FY-22-23</b>
ROAD FUND - 201	\$	48,255.00	\$ 46,425.00
<b>Expenses</b>		<b>FY 21-22</b>	<b>FY-22-23</b>
ROAD FUND - 201	\$	30,000.00	\$ 271,000.00

<b>NET REVENUE (EXPENDITURES)</b>	\$	18,255.00	\$ (224,575.00)
<b>BEGINNING FUND BALANCE</b>	\$	349,083.82	\$ 349,666.55





Renewal Payment is Due 4/1/2022.

1/10/2022

SUMMERFIELD TOWNSHIP  
OF CLARE COUNTY  
9971 N FINLEY LAKE AVE  
HARRISON MI 48625-8580

### It's Time to Renew your Policies

Thank you for choosing EMC Insurance Companies to protect your Municipality. The following policies in your billing account will be renewed, contingent upon receipt of the first monthly installment or payment of the full renewal premium (listed below):

6A32209	Commercial Property	\$1,823
6C32209	Commercial Inland Marine	\$178
6D32209	General Liability (Occurrence)	\$300
6E32209	Business Auto	\$214
6F32209	Crime/Fidelity	\$100
6H32209	Workers Compensation	\$834
6K32209	Linebacker	\$1,433
N/A	Law Enforcement	N/A
N/A	CyberSolutions	N/A
6J32209	Umbrella	\$1,262

**Total Renewal Premium: \$6,144**

Coverage will not be provided if payment is not received by the due date. Any recent changes to your account not listed above will be reflected on future statements.

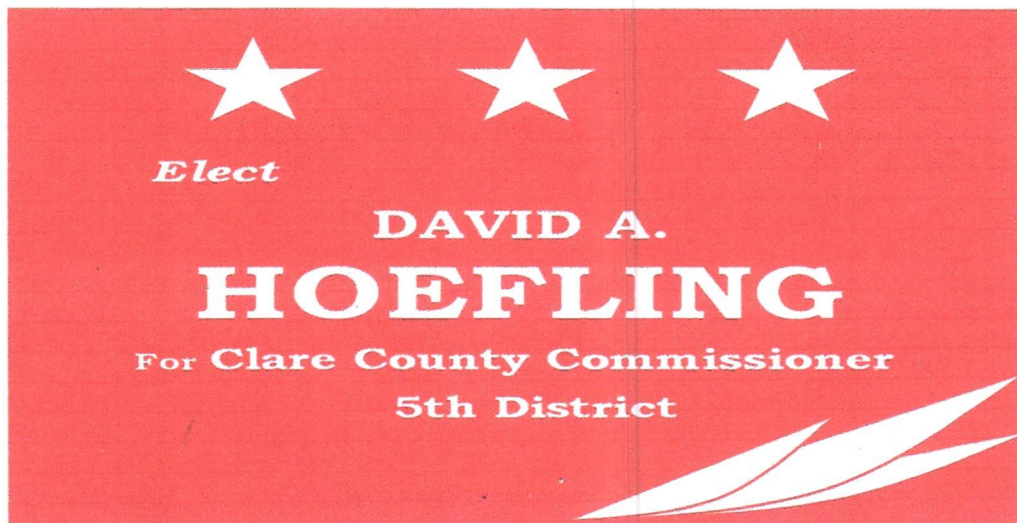
**Save time – Pay online or by phone.** Visit [www.emcins.com](http://www.emcins.com) and select **Make a Payment** at the top of the homepage to make a quick, one-time online payment by electronic check (eCheck) or credit/debit card. To pay by phone, call 855-404-9076.

Contact your agent for policy changes or answer coverage questions.

Hartleb Agency - Municipalities  
269-385-5911

Send Payment To: EMC Insurance Companies - P.O. Box 712 Des Moines, IA 50306





### About Me:

- \*Eagle Scout.
- \*Harrison High School Graduate (Class of 2014).
- \*Clare County Leadership Institute Graduate (Class of 2016).
- \*Mid-Michigan Community College Graduate with High Honors (Class of 2017).
- \*Alma College Graduate Bachelor of Arts in Political Science (Class of 2020).
- \*Former Clare County Commissioner (6th District) (2019-2021).
- \*Party Affiliation: Republican.
- \*Currently serving as the Secretary of the Clare County Republican Party.

### Why You Should Vote for Me:

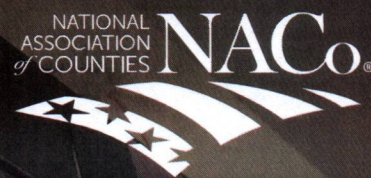
- \*Proven track record when it comes to fiscal conservatism.
- \*I believe that government exists to help its people, not itself.
- \*I believe in government transparency. The people deserve to know the what and why.



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FB.COM/NACoDC  
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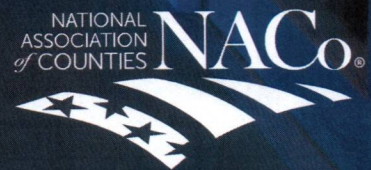


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# NACo Technology Guides **FOR COUNTY LEADERS**

CYBER





# EXECUTIVE SUMMARY

The NACo IT Advisory Council is developing layman's guides for county elected officials, as well as other county executive leadership to help raise the awareness and understanding of the technology that is needed to support county essential functions. The guides will further provide for education in the innovative uses of technology to take the county beyond the essentials and improve the delivery of citizen services and programs. Each guide will include an executive summary and then will focus on a series of questions to ask that will include the risk or missed opportunity if not implemented. Guides identified include:

## CYBER

*Detection*

*Prevention*

*Response*



## GEOSPATIAL TECHNOLOGIES

*Use Cases and  
Investment*

*Strategy*

*Policies and  
Data Sharing*



## BUDGETING & GRANTS

*Procurement*

*Contracts*

*Grants*



## WORKFORCE TALENT

*Flextime*

*Benefits*

*Career Growth*



## TECHNOLOGY PLANNING, STRATEGY

*Projects*

*Priorities*

*Innovation*





# CYBER

## Purpose:

It is vital that county leaders communicate with the county IT leadership or the outsourced IT support concerning the important cyber posture of the county. One may ask "why is this important?" While it is the responsibility of IT to implement many of the day to day cyber best practices and for other department leaders to provide the business requirements, it is your responsibility to understand the impacts that these cyber efforts have in relation to resources, budget, legal requirements, and ultimately the safety of the county data assets.

Elected Officials, both incoming as well as seasoned, can benefit from a layman's guide for emerging and innovative technologies that are required in local government. The theme of this guide is Cyber Security and is the first in a series that will provide an overview as well as a checklist of questions to

dialogue with county IT leadership and outsourced IT support (if outsourced). As you dialogue concerning the county cyber defenses, please keep in mind that many of these conversations will cover sensitive information and should be considered confidential.

These guides have been compiled with input from the IT Advisory Council, as well as NACo Tech Xchange members. The next two pages are the executive summary of benefits and top ten questions to ask in the area of cyber. As you dialogue with your IT support, whether full-time with the county or outsourced, it is important to remember that cybersecurity is a journey requiring ongoing assessment, adjustment, and dialogue. Think of it through the lens of people, processes, technology, and data.





# Top Ten Benefits that Cyber Defenses Can Bring to Your County

## 1 INCREASED SECURITY

By implementing cyber best practices, the county exposure to theft and destruction of county data is significantly reduced.

## 2 PROTECTION OF RESIDENTS

When a county provides cyber education (through the website or other means), county residents not only have greater confidence in county government, but they also have access to tools and resources that can increase the safety of their personal lives and activities.

## 3 LOWER CYBER INSURANCE COVERAGE

Due to the increase in cyber attacks and ransomware on local government, cyber insurance premiums have significantly increased while coverage has decreased. By increasing cyber defenses, a county can receive better coverage and less of an increase in cyber insurance premiums.

## 4 PROTECTION OF END USERS

It is often said that the end user is the greatest risk. By implementing sound cyber tools and best practices, this exposure becomes less of a vulnerability.

## 5 PROTECTION OF DATA ASSETS

County government collects a plethora of resident and client information that is stored in documents, software applications and transmitted electronically to the state and other service providers. By increasing cyber defenses, the protection of this sensitive data in turn increases the protection of county residents.

## 6 PROTECTION OF THE COUNTY BRAND

When a county is attacked and a breach of data occurs, media will publicize such events. This in turn can weaken the credibility and trust of government services such as election procedures, tax collection, and online payments for county residents. Sound cyber security best practices can help to mitigate this situation.

## 7 PROTECTION OF THE WEBSITE

The county website is a main source of online information, services and digital applications. If the website is defaced or taken down by a cyber attack, county residents cannot access those resources. Further, county websites are key during an emergency for the residents to look up information; an attack on weak cyber security puts that at risk. Addressing website security weaknesses is no longer a nice to have but rather a necessity.

## 8 PROTECTION OF THE NETWORK

County employees rely on their computer and access to the network resources (email, software applications, case management systems) to perform their job functions. Cyber defenses are a necessity to ensure that those functions are available 24/7.

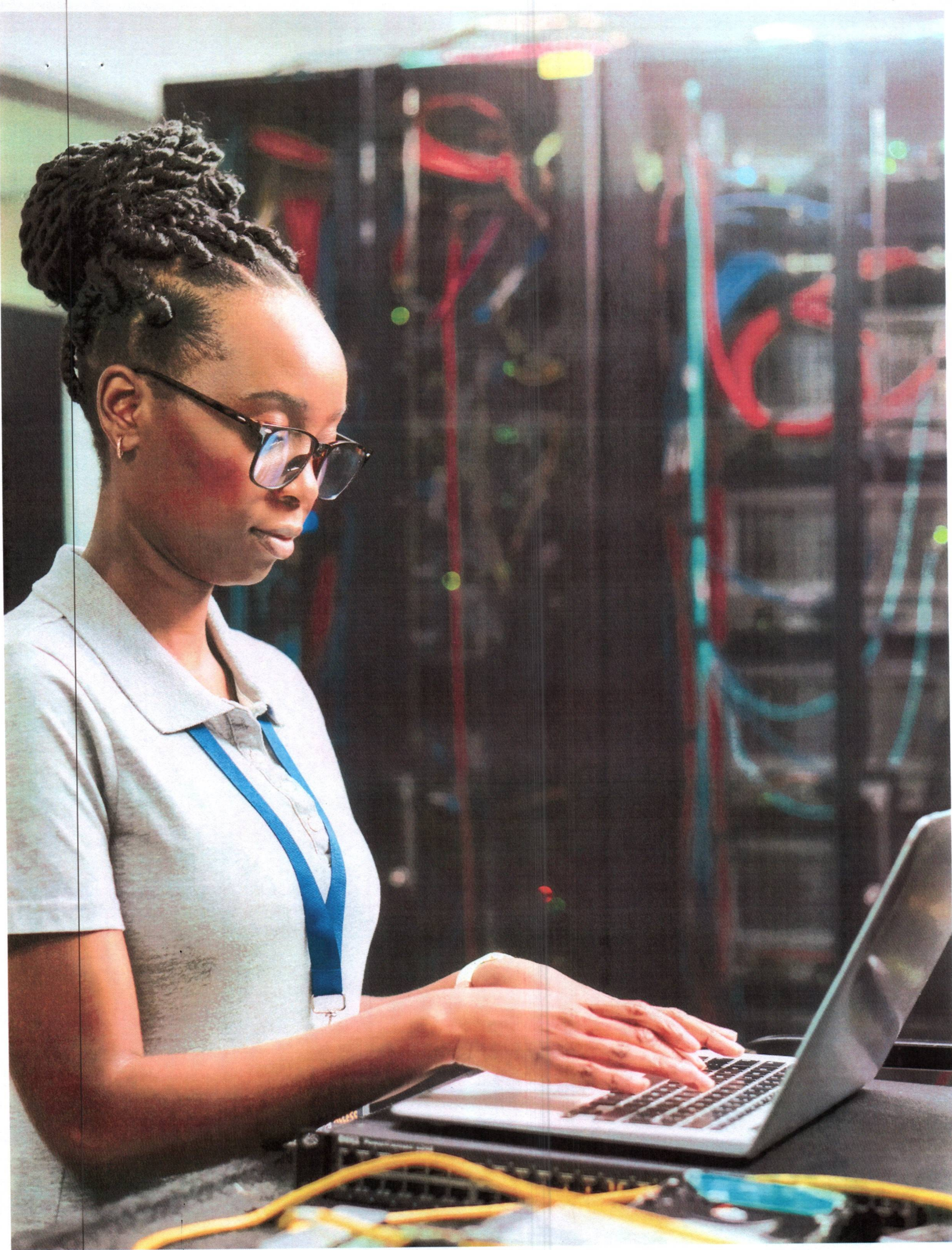
## 9 PROTECTION OF ELECTION EQUIPMENT

When a county follows the Election Administration Commission, Department of Homeland Security, and vendor guidance on the physical protection of election equipment including strict chain of custody processes, county residents will have a better appreciation of election security in their county.

## 10 PROTECTION OF ELECTION PROCESSES

When a county invites the public to view election system testing, or other activities that the county undertakes before, during and after an election, county residents will have more confidence in election processes.







## Top Ten Cyber Questions for County Leadership

- 1** Does the County have a Board adopted Information Security Program in place to govern cyber risk management, that includes:
  - Cybersecurity policies and procedures
  - Proper cyber hygiene that covers patching, routine assessments, annual security risk analysis, cyber insurance, and incident response
  - Identification of cyber strengths, weaknesses, opportunities, and threats in terms of people, process, and technology
  - Level of current and desired maturity of the county
- 2** Does the county have Multi-Factor Authentication (MFA) in place?
- 3** Does our county have a security incident plan in place and
  - is that plan part of the overall continuity of government plan
  - is the IT department aware of the security incident plan?
  - is the plan prioritized based on criteria that takes into account critical services and potential impact?
  - is the plan tested with county departments so that they know what to do if a cyber incident occurs, and
  - does the plan include what is an acceptable computer/communication systems outage timeframe?
- 4** What cyber-related issues have we experienced in the past year or key high-level findings that have been uncovered through an assessment, and what is our plan for addressing them?
- 5** Are there security initiatives which you believe are important to take on in the next several years? And does that involve new tools and funding? How can elected leadership support you in those?
- 6** Does our county have an employee security awareness training program in place? Tell me more.
- 7** Are our backups safe from a security threat and have we conducted exercises to test reinstalling data from backup?
- 8** How does our county ensure the cyber safety of county employees, contractors and others that connect to the network, especially in a remote environment?
- 9** Is our county using the cloud for hosting data and applications and how is that protected?
- 10** Why do we need cyber insurance and what are the current challenges?



# DIG DEEPER

Phase two will include the tracks below which will contain additional questions county leaders can use in dialogue with the county IT support.

## Track 1

More in-depth questions for elected officials

## Track 2

An IT track for county CIOs, IT Directors, outsourced IT support

## Track 3

A track for county executives and administrators

## Track 4

A track for department directors

**For more information on the guides or on NACo Technology resources, visit**

County Tech Xchange ([naco.org](http://naco.org)), or reach out to Rita Reynolds, NACo CIO at [rreynolds@naco.org](mailto:rreynolds@naco.org)



<b>ENDING FUND BALANCE</b>	\$ 367,338.82	\$ 125,091.55
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<b>Revenues</b>	FY 21-22	FY-22-23
FIRE FUND - 206	\$ 16,360.00	\$ 16,532.00

<b>Expenses</b>	FY 21-22	FY-22-23
FIRE FUND - 206	\$ 15,500.00	\$ 22,680.00

<b>NET REVENUE (EXPENDITURES)</b>	\$ 860.00	\$ (6,148.00)
<b>BEGINNING FUND BALANCE</b>	\$ 29,258.12	\$ 41,035.37
<b>ENDING FUND BALANCE</b>	\$ 30,118.12	\$ 34,887.37

<b>Revenues</b>	FY 21-22	FY-22-23
RUBBISH FUND - 226	\$ 22,050.00	\$ 24,200.00

<b>Expenses</b>	FY 21-22	FY-22-23
RUBBISH FUND - 226	\$ 34,428.40	\$ 36,100.00

<b>NET REVENUE (EXPENDITURES)</b>	\$ (12,378.40)	\$ (11,900.00)
<b>BEGINNING FUND BALANCE</b>	\$ 65,434.26	\$ 62,627.28
<b>ENDING FUND BALANCE</b>	\$ 53,055.86	\$ 50,727.28

<b>Revenues</b>	FY 21-22	FY-22-23
ARPA FUND - 285	\$ 24,328.32	\$ 24,231.00

<b>Expenses</b>	FY 21-22	FY-22-23
ARPA FUND - 285	\$ -	\$ 13,510.00

<b>NET REVENUE (EXPENDITURES)</b>	\$ 24,328.32	\$ 10,721.00
<b>BEGINNING FUND BALANCE</b>	\$ 24,328.32	\$ 48,559.32
<b>ENDING FUND BALANCE</b>	\$ 24,328.32	\$ 35,049.32