

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

BOARD MEETING AGENDA

May 25, 2021

1. CALL TO ORDER- 6:29 pm

2. PLEDGE -

3. ROLL CALL

Dan Wilhelm - ✓

Mike Romatz - ✓

Glenn Alexander - ✓

Cheryl Grigg -

Jaclyn Hall - ✓

Joanne Sheehan. Absent.

4. Approve Agenda - Motion: Dan. 2nd: Glenn All in favor.

5. GUEST - Asplund Bronwyn: hazard litigation - township participate -
what township needs to get funds from FEMA.
Board Band 100,000.00 Covid funding - June 9th @ 7pm
(Jerry Becker - Greenwood twp)

Bill Simpson - Road Commissioner:

Service Request Line - Pass the # on.
539-2151
interactive map for Road projects.

6. PUBLIC COMMENT -

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

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: April 27, 2021

8. TREASURER REPORT -

9. CLERK REPORT
A. FIRE/POLICE

10. OLD BUSINESS – www.summerfieldtwp.org is back up and running now.

11. NEW BUSINESS –

- a. Reestablishing Special Assessment District Rubbish. Public hearing dates 6/30, 8/17 & 8/31 - Motion Dan 2nd Jacky *- All in favor.*
- b. Policy for Rule of Engagement. Motion Dan 2nd: Glenn *All in favor*
- c. Board and Administration Policy Introduction. Motion Dan. 2nd: Glenn. *All in favor*
- d. Clare County Equalization Contract. Motion Dan 2nd: Mike. *All in favor.*

Possible lower in cost.

e. Resolution Cemetery Fee Schedule – Roll call vote

- f. Move Workshop meeting time from 5:30 to 1:00pm. Motion Dan 2nd: Mike *All in favor.*
- g. Brining Contract. Motion Dan. 2nd: Glenn. *All in favor.*
- Beckman, 23 gal -

12. ADJOURN MEETING. Motion Dan 2nd: Mike *All in favor.*

May Report 2021

April 2021 BALANCES

	Beginning Balances	Receipts	Interest	Disbursements	Transfer In	Transfer Out	Sweep	Adjustments	Ending Balance
GENERAL FUND	\$ 147,046.28	\$ 3,710.71	\$ 3.19	\$ (7,308.08)			\$ (5,102.34)	\$ 2,029.00	\$ 140,378.76
PAYROLL	\$ -				\$ 5,102.34		\$ (4,320.93)	\$ (781.41)	\$ -
FIRE FUND	\$ 27,219.87	\$ 2,038.25							\$ 29,258.12
ROAD FUND CD-Isabella Ba	\$ 191,722.48		\$ 282.68						\$ 192,005.16
ROAD FUND	\$ 151,513.10	\$ 5,565.56							\$ 157,078.66
RUBBISH FUND	\$ 61,477.21	\$ 4,310.09		\$ (353.04)					\$ 65,434.26
RUBBISH PAYROLL	\$ -				\$ 781.41	\$ (781.41)			\$ -
TAX DRAWER	\$ 200.00								\$ 200.00
TAXES	\$ 784.94	\$ 15,379.61		\$ (15,379.61)					\$ 784.94
TOTAL	\$ 579,963.88	\$ 31,004.22	\$ 285.87	\$ (23,040.73)	\$ 5,883.75	\$ (781.41)	\$ (9,423.27)	\$ 1,247.59	\$ 585,139.90
				Bank Balances					Pooled Cash Bal
				As of 04/30/21					As of 04/30/21
GENERAL FUND	\$ 140,378.76			General.				GENERAL	\$ 140,378.76
PAYROLL	\$ -			Payroll	\$ 392,149.80			FIRE	\$ 29,258.12
FIRE FUND	\$ 29,258.12			Taxes	\$ -			ROAD	\$ 157,078.66
ROAD FUND CD-Isabella Ba	\$ 192,005.16			Road CD	\$ 784.94			RUBBISH	\$ 65,434.26
ROAD FUND	\$ 157,078.66			Tax drawer	\$ 192,005.16				
RUBBISH FUND	\$ 65,434.26				\$ 200.00				
RUBBISH PAYROLL									
TAX DRAWER	\$ 200.00								
TAXES	\$ 784.94								
Total of Funds	\$ 585,139.90			\$ 585,139.90					\$ 392,149.80

RESOLUTION
SUMMERFIELD CEMETERY FEE SCHEDULE

2021-011

Resolution Number 2021-011

WHEREAS, Public Act 46 of 1931 Public Cemeteries a Townships to authorize the resale of such spaces and to direct the investment and use of the funds received.

WHEREAS, the Township Board desire to revise the fee schedule for Summerfield Township Cemetery due to the uprising costs.

NOW, THEREFORE, BE IT RESOLVED that Summerfield Township Board adopts Resolution 2021-011, Summerfield Township Cemetery Fee Schedule)

The foregoing resolution offered by Board Member Dan Wilhelm.
Second offered by Board Member Jaclyn Hall.

Upon roll call vote, the following voted:

	Yay	Nay
Dan Wilhelm	✓	
Jaclyn Hall	✓	
Mike Romatz	✓	
Glenn Alexander	✓	
Joanne Sheehan	—	— Absent.

The Supervisor *Dan Wilhelm* declared the resolution adopted. On this day, the 25th of May 2021

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 May 25, 2021

Jaclyn Hall (Clerk's signature)
(Jaclyn Hall), Clerk
Date: 5-25-2021

Note: a copy of the Fee Schedule attached to this Resolution.

SUMMERFIELD TOWNSHIP CEMETERY

PLOT FEES

SINGLE

RESIDENT	\$	200.00
NON RESIDENT	\$	300.00

BURIAL FEES

SUMMER

(April 1 - November 30)

WINTER

(December 1 - March 31)

VAULT BURIAL	\$	500.00	\$	750.00
CREMAINS BURIAL	\$	175.00	\$	225.00
CREMAINS VAULT	\$	250.00	\$	350.00
BABY CASKET	\$	200.00	\$	300.00

These are made of materials that
serve as a casket/vault and are
either 12", 24" or 36" long.

FOUNDATIONS (.25 sq. inch)

Foundations for Veteran plaques at the foot of the grave are according to plaque size with 3" added to all sides

UPRIGHT VETERAN MONUMENT/MARKER PROCESS IS \$150.

(these do not require a foundation and are in lieu of other types of monuments or markers that do require a foundation)

SINGLE (48X20)	\$	240.00
DOUBLE (96X20)	\$	480.00

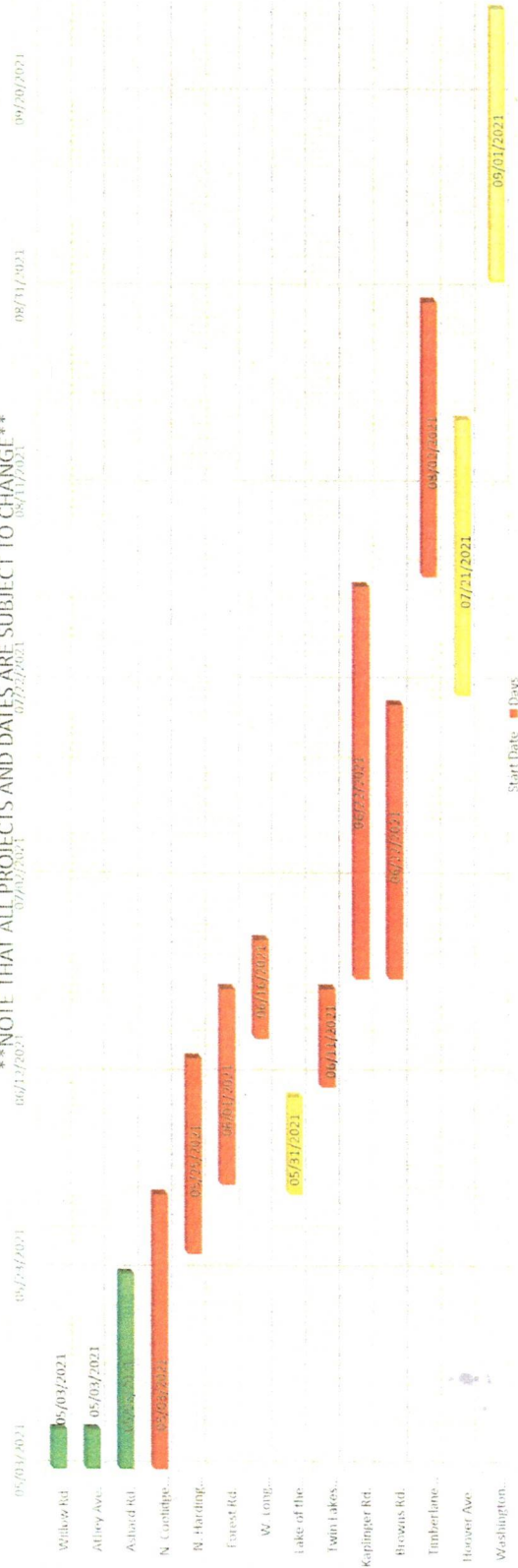
SUMMERFIELD TOWNSHIP RESERVES THE RIGHT TO ALTER THE FOREGOING FEES,, TO ACCOMMODATE INCREASED COST AND NEEDED RESERVE FUNDS, FOR CEMETERY MAINTENANCE AND ACQUISITION.

Project Name	Location	Start Date	Days	End Date	Township	Estimated 50%	Tree Cutting	Gravel Bid
Willow Rd.	Beaver to dead end	3-May	4	7-May	Grant	40,824.00	Henry	Hubshers
Athey Ave.	Mannside to Ashard	3-May	4	7-May	Arthur	50,282.37	Done	Fishers
Ashard Rd.	Athey to Bailey Lk.	3-May	20	23-May	Arthur	57,022.72	Kelly	Fishers
N. Coolidge Ave.	Stockwell to Cranberry Lk.	3-May	28	31-May	Greenwood	72,050.05	Miller	Arden
N. Harding Ave.	M-61 to Fir	25-May	20	14-Jun	Greenwood	82,935.65	Henry	Arden
Forest Rd.	N. Clare Ave. to dead end	1-Jun	20	21-Jun	Frost	60,374.00	DNR	Arden
W. Long Lake Dr.	Long Lake Rd. to dead end	16-Jun	10	26-Jun	Frost	41,511.65	CCRC	Arden
Lake of the Pines	Subdivision, various	31-May	10	10-Jun	Freeman	20,000.00	none	will bid
Twin Lakes Ave.	Haskel Lake to dead end	11-Jun	10	21-Jun	Winterfield	47,485.22	Done	Arden
Kaplinger Rd.	Surrey to Pebble Creek Dr.	22-Jun	40	1-Aug	Grant	86,399.10	Miller	Fishers
Browns Rd.	Railroad Tracks to dead end	22-Jun	28	20-Jul	Lincoln	49,984.73	Henry	Fishers
Timberlane Rd.	N. Clare Ave. to dead end	2-Aug	28	30-Aug	Hutton	33,103.68	Henry	Arden
Hoover Ave.	Browns Rd. to Adams Rd.	21-Jul	28	18-Aug	Arthur	63,812.20	Will bid	will bid
Washington Rd.	Hoover Ave. to County line	1-Sep	28	29-Sep	Sheridan	27,610.50	Will bid	will bid
		44319.00				733,395.87		
		44468.00						

Shaded green is projects carried over from 2020
 Shaded orange is current projects to be bid
 Shaded yellow are projects to be bid at later date

2021 GRAVEL PROJECTS

NOTE THAT ALL PROJECTS AND DATES ARE SUBJECT TO CHANGE



Last updated 3/2/2021

Board "Rules of Engagement"

developed by the Michigan Townships Association

Principles

Rules of Engagement Must Be:

1. Appropriate to meeting purpose
2. Agreed to by all
3. Efficient
4. Fair
5. Promote public respect
6. Starting and ending times

General Rules

1. Only one meeting—no side conversations
2. All viewpoints are valid
3. Ideas generated first; evaluated later
4. Try to reach consensus—majority vote as last resort
5. Decisions will be supported by all members
6. Materials will be received in advance
7. Each member speaks for established period of time
8. Brainstorming—record all ideas
9. Manage war stories; off-track discussions
10. Intervene with tact—any group member can act
11. Set time limit for each item
12. Adopt Agenda by Motion

Participants

1. Prepare by reading; develop points of view, questions, opinions
2. Determine your goals
3. Take meeting seriously; stay involved, show up on time
4. Active listening
5. Know where your point is going before you start—comments relevant
6. Help chair keep meeting moving
7. Obtain recognition from chair before speaking
8. Limit remarks to issue being considered
 - a. Ask questions for clarification
 - b. Respect colleagues' rights
 - c. Actively listen
 - d. Explain reasons behind significant decisions
 - e. Raise concerns and objections at meeting, rather than after
 - f. Express disagreement verbally
 - g. Don't spring surprises
9. Criticize constructively and in private

Summerfield Township

Board and Administrative Policies Manual

Introduction

1.1 Purpose

This policies manual is adopted to provide for the efficient and uniform application of policies and procedures in Summerfield Township, where such procedures have not been provided for by law.

Compliance with and Enforcement of Township Policies

1.2 Elective or Appointive Positions

When a township board member or other elective or appointive official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or other elective or appointive official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

A township board member or other elective or appointive official whose conduct does not comply with any township policy or procedure, including its ethical code of conduct, may be subject to actions including, but not limited to, internal reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute.

Violations of township policy may also be considered by the township board as just cause for removing members of appointive township boards and commissions from office, where removal is authorized by law.

1.3 Non-statutory committees

Violations of township policy and procedures may be considered by the township board as just cause for removing members of non-statutory township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, other elective or appointive official, township employee or volunteer.

1.4 Employees and volunteers

A township employee or volunteer who violates township policy may be subject to any of the following actions, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public:

- Counseling
- Verbal warning, accompanied by a written memo for the file
- Written reprimand
- Suspension without pay
- Termination of employment or termination of the volunteer position

1.5 Approval

The policies included in this manual were approved as official policy of Summerfield Township on _____, 20___. All township officials and personnel are bound by these policies, and any deviation from established policy is prohibited.

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

BOARD MEETING

APRIL 27, 2021

1. CALL TO ORDER/PLEDGE – 6:30 PM

2. ROLL CALL

Dan Wilhelm – Present

Mike Romatz - Present

Glenn Alexander – Present

Joanne Sheehan - Present

Jaclyn Hall - Present

- 3. GUEST – Lori Martin – Update from County.** A new program has been setup for property fraud alert on the Clare County website. Free for anyone to use. This is used to help keep people from scamming others out of their homes and property. Sheriff's office is not doing finger scanning at this time for concealed pistol licenses, sending to other counties at this time.

4. PUBLIC COMMENT –

- 5. Approve Agenda – Motion:** 2nd:

- 6. CONSENT AGENDA: Motion:** Dan Wilhelm 2nd: Glenn Alexander all in favor

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: March 30, 2021 Board Meeting

7. TREASURER REPORT – on file

8. CLERK REPORT

A. FIRE/POLICE on file

9. OLD BUSINESS

10. NEW BUSINESS –

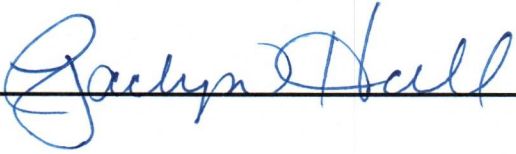
a.) I.T. Right new server not to exceed \$3200.00 - Motion: Dan Wilhelm 2nd: Mike Romatz all in favor

b.) Financial Administration Policy- Motion: Jaclyn Hall 2nd: Dan Wilhelm all in favor

c.) Ethics Policy- Motion: Jaclyn Hall 2nd: Mike Romatz all in favor

ADJOURN MEETING. 6:45 PM

NEXT BOARD MEETING IS MAY 25, 2021 @ 6:30 PM

A handwritten signature in blue ink, appearing to read "Gachyn Dull", is written over a horizontal line. To the right of this line, there is another horizontal line that is not signed.

**CLARE COUNTY SHERIFF DEPARTMENT**

Page 8

INCIDENTS BY AREA**APRIL 2021**

05/03/2021

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
0013	26	Traffic Stop	6
		Vehicle/Object Road Hazard	1
		Weapons Offense - Other	1
		Accident, Fire	1
		Ambulance Run	3
		Conservation	2
		Fraud - False Pretence/ Swindle/ Confidence Game	1
		LINES DOWN	1
		Larceny - Other	1
		Lost & Found Property	3
		Natural Death	1
		Non-Aggravated Assault	2
		Paper Service	3
		Property Check	3
		Traffic Accident	1
		Traffic Stop	2
		Vehicle/Object Road Hazard	2
0014	21	Accident, Fire	1
		Ambulance Run	5
		Animal Control Complaint	1
		Burglary - Entry W/Out Force (Intent to Commit)	1
		Conservation	1
		GENERAL PATROL	1
		General Assistance	1
		LINES DOWN	1
		Paper Service	2
		State of Emerg/Gov Order	1
		Suspicious Persons	2
		Traffic Stop	2
		Trespass - Other	2
0015	171	Accident, Fire	2
		Aggravated/ Felonious Assault	1
		Ambulance & Rescue	24
		Ambulance Run	2
		Animal Control Complaint	10
		BOL Wrong Way Driver	1
		Be On the Look Out	6
		Burglary - Forced Entry	2
		Car/ Deer Accident	1
		Civil	1
		Conservation	5