

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

REGULAR BOARD MEETING AGENDA

FEBRUARY 28, 2023

1. CALL TO ORDER/PLEDGE - 6:30pm

2. ROLL CALL

Dan Wilhelm - Here  
Mike Romatz - Here  
Glenn Alexander - Here  
Sheri Levy - Here  
Jaclyn Hall - Absent

3. GUEST - DAVE HOFELING - Presented items from the February Commissioners meeting

4. PUBLIC COMMENT -

5. Approve Agenda - Motion: Dan

2<sup>nd</sup>: Glenn

All ayes

6. CONSENT AGENDA: Motion: Dan

2<sup>nd</sup>: Sheri

All ayes

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: January 31, 2023 Regular Board Meeting.

7. TREASURER REPORT -

8. CLERK REPORT

A. FIRE/POLICE

9. OLD BUSINESS

10. NEW BUSINESS -

11. Add alarm code strictly for hall rentals. Motion: Dan 2<sup>nd</sup>: Sheri All ayes

12. Rental keys to be assigned to renters (unable to be duplicated) Motion: Sheri 2<sup>nd</sup>: Dan

All ayes

County - \$89,000 - potential

Twp - \$400,000

Lori came up with

figures and will have  
intergovernmental agreements  
by approx April 1st!

aa

13. Hire Denise as Admin Assistant for Cemetery @ 12.00/hr. (130 hours/6 months)

starting April 1, 2023. Review every 2 months for progress. Motion: Dan 2<sup>nd</sup>: Mike

Roll Call: Dan y Sheri y Glenn y Mike y Jaclyn Absent

14. Hire Denise as Admin Assistant to Township Board @ \$12/hr (5 hours a week). Motion: (Retention) Sheri  
April 1<sup>st</sup>, 2023  
2<sup>nd</sup>: Dan

Roll Call: Dan y Sheri y Glenn y Mike y Jaclyn Absent

15. Establishing pay for Planning Commission {chairperson/vice chair/secretary-\$50 all

other members \$40 per meeting} Motion: Sheri 2<sup>nd</sup>: Glenn

Roll Call: Dan NO Sheri y Glenn y Mike y Jaclyn Absent # passes

16. Appoint Jaclyn Hall as Ex. Officio to Planning Commission Board. Motion: Dan 2<sup>nd</sup>: Glen

17. Update to Job description of Transfer Station, Custodial & Maintenance. Motion: Sheri  
All ayes

2<sup>nd</sup>: Dan All ayes

18. I. T. Right (VC3) Contract \$4400 (-300 for January payment). Motion:

2<sup>nd</sup>:

Motion to table: Dan  
2<sup>nd</sup>: Sheri  
19. EMC Insurance renewal \$6802. Motion:

2<sup>nd</sup>: Sheri All ayes

Motion to table: Dan  
20. ADJOURN MEETING.

2<sup>nd</sup>: Sheri All ayes

Adjourned 6:57pm

to visit until next meeting

**SUMMERFIELD TOWNSHIP**

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

**UNAPPROVED REGULAR BOARD MEETING**

**JANUARY 31, 2023**

**1. CALL TO ORDER/PLEDGE –**

**2. ROLL CALL**

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

**3. GUEST – Bronwyn Asplund**

**4. GUEST – DAVE HOELFING-up date on Commissioner pay scale- went from per diem per meeting to salary.**

**5. GUEST – BILL SIMPSON – Road Commission [www.Clarecrc.com](http://www.Clarecrc.com) send in service request**

**6. PUBLIC COMMENT –**

**7. Approve Agenda – Motion: Dan Wilhelm      2<sup>nd</sup>: Glenn Alexander all in favor**

**8. CONSENT AGENDA: Motion: Dan Wilhelm      2<sup>nd</sup>: Mike Romatz/Sheri Levy all in favor**

**A. PAYROLL-**

**B. ACCOUNTS PAYABLE**

**C. APPROVE MINUTES FROM: December 20, 2022, and Special Meeting December 28, 2022**

**9. TREASURER REPORT – on file**

**10. CLERK REPORT**

**A. FIRE/POLICE- on file**

**11. OLD BUSINESS**

**12. NEW BUSINESS – Our hearts go out the family of Sara Burns.**



**13. RESOLUTION 2023-01 3<sup>RD</sup> QUARTER BUDGET AMENDMENT Motion: Dan Wilhelm**

**2<sup>nd</sup>: Sheri Levy**

**Roll Call – Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**14. RESOLUTION 2023-02 TREASURERS SALARY Motion: Dan Wilhelm 2<sup>nd</sup>: Glenn**

**Alexander**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**15. RESOLUTION 2023-03 TO IMPOSE 3% LATE PENALTY Motion: Dan Wilhelm**

**2<sup>nd</sup>: Sheri Levy**

**Roll call - Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**16. RESOLUTION 2023-04 GRANTING AND REMOVING REAL PROPERTY EXEMPTIONS**

**Motion: Dan Wilhelm 2<sup>nd</sup>: Glenn Alexander**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**17. RESOLUTION 2023-05 ADOPT POVERTY EXEMPTION INCOME Motion: Dan Wilhelm**

**2<sup>nd</sup>: Glenn Alexander**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**18. RESOLUTION 2023-06 WAIVE PENALTIES FOR NON-FILING OF PROPERTY TRANSFER**

**Motion: Dan Wilhelm 2<sup>nd</sup>: Sheri Levy**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**19. RESOLUTION 2023-07 MICHIGAN CLASS ADDITIONAL INVESTMENTS Motion: Sheri**

**Levy 2<sup>nd</sup>: Dan Wilhelm**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**20. RESOLUTION 2023-08 TOWNSHIP INVESTMENT AND DEPOSITORY Motion: Sheri Levy**

**2<sup>nd</sup>: Dan Wilhelm**

**Roll call- Dan Y, Sheri Y, Glenn Y, Mike Y, Jaclyn Y**

**21. APPOINT BOARD OF REVIEW MEMBER FOR 2023 & 2024. Motion Dan Wilhelm**

**2<sup>nd</sup>: Jaclyn Hall**

**Tom Rhinehart, Lori Bartel, Sherry Nichols, James Adcock, Jim Goshka**

**22. Adopt IRS mileage rate for 2023 @65.5 cents per mile. With Board approval before any**

**mileage is paid. Motion Dan Wilhelm 2<sup>nd</sup>: Sheri Levy all in favor**

**23.ADJOURN MEETING. 6:56 pm**

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

## Check Register Report For Summerfield Township

For Check Dates 01/31/2023 to 02/16/2023

02/21/2023 03:05 PM

Check Date	Bank	Check Number	Check Number Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/31/2023	PR	1919	ALEXANDER, GLENN	130.00	120.06	0.00	Open
01/31/2023	PR	1920	ROMATZ, MICHAEL	330.00	250.30	0.00	Open
01/31/2023	PR	1921	WILHELM, DANIEL M	500.00	440.50	0.00	Open
01/31/2023	PR	1922	HALL, JACLYN L	500.00	440.50	0.00	Open
01/31/2023	PR	1923	MARTIN, TRISHA M	895.13	788.61	0.00	Open
01/31/2023	PR	1924	LEVY, SHERILENE H	580.63	511.53	0.00	Open
01/31/2023	PR	1925	SEARIGHT, DENISE K	256.75	226.20	0.00	Open
01/31/2023	PR	1926	RHINEHART, THOMAS	482.33	325.19	0.00	Open
02/15/2023	PR	1927	ALEXANDER, GLENN	130.00	120.05	0.00	Open
02/15/2023	PR	1928	ROMATZ, MICHAEL	130.00	70.05	0.00	Open
02/15/2023	PR	1929	WILHELM, DANIEL M	500.00	440.50	0.00	Open
02/15/2023	PR	1930	HALL, JACLYN L	500.00	440.50	0.00	Open
02/15/2023	PR	1931	MARTIN, TRISHA M	755.63	665.71	0.00	Open
02/15/2023	PR	1932	LEVY, SHERILENE H	580.63	511.53	0.00	Open
02/15/2023	PR	1933	SEARIGHT, DENISE K	585.00	514.60	0.00	Open
02/15/2023	PR	1934	RHINEHART, THOMAS	380.78	235.72	0.00	Open
Totals:			Number of Checks: 016	7,236.88	6,101.55	0.00	

16

Total Physical Checks:

Total Check Stubs:

02/21/2023 03:04 PM  
User: JACLYN  
DB: Summerfield Twp

CHECK REGISTER FOR SUMMERFIELD TOWNSHIP HALL  
CHECK DATE FROM 02/01/2023 - 02/22/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN GEN FUND					
02/02/2023	GEN	128(E)	00121	IRS	1,165.94
02/21/2023	GEN	129(E)	00021	EMC INSURANCE	516.97
02/01/2023	GEN	12106	00003	BS&A SOFTWARE	904.00
02/01/2023	GEN	12107	00086	HARRISON-LEOTA SNOWRIDERS	200.00
02/01/2023	GEN	12108	00032	HEINTZ PROPANE	527.06
02/01/2023	GEN	12109	00068	MVW & ASSOCIATES INC.	750.00
02/01/2023	GEN	12110	00048	REPUBLIC SERVICES #237	1,226.40 V
02/01/2023	GEN	12111	00095	TEAM FINANCIAL GROUP	465.29
02/01/2023	GEN	12112	00122	VC3, INC	300.00
02/01/2023	GEN	12113	00017	MTA	160.00
02/02/2023	GEN	12114	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75
02/08/2023	GEN	12115	00002	AT&T	176.42
02/08/2023	GEN	12116	00018	CONSUMERS ENERGY	273.97
02/08/2023	GEN	12117	00124	MUNIWEB	135.00
02/08/2023	GEN	12118	00046	QUILL	484.08
02/08/2023	GEN	12119	00097	R L I	280.00
02/15/2023	GEN	12120	00140	GFL ENVIRONMENTAL	793.52
02/15/2023	GEN	12121	00033	HUGHES NETWORK SYSTEM	120.73
02/15/2023	GEN	12122	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	99.75

GEN TOTALS:

Total of 19 Checks:

8,678.88

Less 1 Void Checks:

1,226.40

Total of 18 Disbursements:

7,452.48



# FEBRUARY REPORT

January 2023 Balanced

## GENERAL LEDGER DETAIL MONTHLY ACTIVITY

	Adjusted Beginning Bal.	Receipts	Interest/Fees	Disbursements	Trans IN	Trans OUT	Sweep	Adj.	Adjusted Ending Bal.
GENERAL FUND	\$ 135,652.57	\$ 16,151.54		\$ (6,082.47)	\$ 5,867.03	\$ (5,867.03)	\$ (5,057.03)	\$ 102.96	\$ 139,957.57
PAYROLL	\$ -							\$ (810.00)	\$ -
FIRE FUND	\$ 9,270.81	\$ 4,275.68							\$ 13,546.49
ROAD FUND CD	\$ -								\$ -
ROAD FUND	\$ 116,545.45	\$ 11,674.57							\$ 128,220.02
RUBBISH FUND	\$ 58,704.28	\$ 12,286.91		\$ (1,091.76)					\$ 69,899.43
RUBBISH PAYROLL	\$ -				\$ 810.00	\$ (810.00)			\$ -
TAX DRAWER	\$ 200.00								\$ 200.00
TAXES	\$ 105,998.59	\$ 84,005.32		\$ (159,381.18)				\$ (696.43)	\$ 29,926.30
ARPA Grant (285)	\$ 11,912.76			\$ (1,708.60)					\$ 10,204.16
	\$ -								\$ -
<b>TOTAL</b>	\$ 438,284.46	\$ 128,394.02	\$ -	\$ (168,264.01)	\$ 6,677.03	\$ (6,677.03)	\$ (5,057.03)	\$ (1,403.47)	\$ 391,953.97

General Ledger Total Summary As of 01/31/2023	General Fund 'Pooled' Cash Balance As of 01/31/2023					'Adjusted' Bank Statement Balances As of 01/31/2023				
	GENERAL	FIRE	ROAD	RUBBISH	ARPA Grant	GENERAL	PAYROLL	TAXES	ROAD CD	
GENERAL FUND	\$ 139,957.57					\$ 139,957.57				
PAYROLL	\$ -					\$ 13,546.49				
FIRE FUND	\$ 13,546.49					\$ 128,220.02		\$ 29,926.30		
ROAD FUND CD	\$ -					\$ 69,899.43				
ROAD FUND	\$ 128,220.02					\$ 10,204.16				
RUBBISH FUND	\$ 69,899.43									
RUBBISH PAYROLL	\$ -									
TAX DRAWER	\$ 200.00									
TAXES	\$ 29,926.30									
ARPA Grant	\$ 10,204.16									
<b>Total of Funds</b>	\$ 391,953.97					\$ 361,827.67		\$ 200.00		
								\$ 391,953.97		

**CLARE COUNTY SHERIFF DEPARTMENT**

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**INCIDENTS BY AREA****JANUARY 2023**

02/01/2023

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
		Suspicious Persons	2
		TRAFFIC PATROL	1
		Traffic Stop	1
		Vehicle/Object Road Hazard	1
		Weapons Offense - Other	1
0015	134	Aggravated/ Felonious Assault	1
		Ambulance & Rescue	24
		Ambulance Run	1
		Animal Control Complaint	4
		BOL Wrong Way Driver	1
		Be On the Look Out	1
		Burglary - Forced Entry	1
		Car/ Deer Accident	2
		Damage to Property	3
		False Alarm Activation	1
		Family - Abuse/ Neglect Non-Violent	2
		Family - Other	2
		Fraud - False Pretence/ Swindle/ Confidence Game	1
		General Assistance	8
		Intimidation/ Stalking	1
		Juvenile Delinquent	1
		Larceny - Other	2
		Marine Complaint	1
		Motorist Assist	3
		Natural Death	1
		Non-Aggravated Assault	2
		Obstructing Justice	4
		Off Road Vehicle Complaint	2
		Paper Service	6
		Property Check	8
		Public Peace - Other	3
		Repo	2
		Suicide	2
		Suspicious Persons	3
		Traffic Accident	4
		Traffic Accident with Injury	1
		Traffic Stop	30
		Traffic Violations	1
		Trespass - Other	2
		Valid Alarm Activation	1
		Violation of Controlled Substance	2
0016	15	Ambulance & Rescue	4



**CLARE COUNTY SHERIFF DEPARTMENT**

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**INCIDENTS BY AREA****JANUARY 2023**

02/01/2023

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
		Traffic Accident	4
		Traffic Stop	20
		Trespass - Other	1
		Valid Alarm Activation	2
		Vehicle/Object Road Hazard	4
0012	32	Accident, Fire	2
		Ambulance Run	4
		General Assistance	3
		Motor Vehicle Theft	1
		Operating Under the Influence of Liquor or Drugs	1
		Paper Service	3
		Property Check	2
		Suicide	1
		TRAFFIC PATROL	1
		Traffic Accident	1
		Traffic Stop	12
		Weapon Offense - Explosives	1
0013	33	Accident, Fire	1
		Ambulance Run	7
		Animal Control Complaint	11
		Be On the Look Out	1
		Car/ Deer Accident	1
		General Assistance	1
		General Non-Criminal	1
		Obstructing Justice	1
		Operating Under the Influence of Liquor or Drugs	1
		Suspicious Persons	1
		Traffic Accident	1
		Traffic Accident - Fatal	1
		Traffic Accident with Injury	1
		Traffic Stop	4
0014	25	Ambulance Run	1
		Fraud - Impersonation	1
		General Assistance	4
		Larceny - Theft from Motor Vehicle	1
		Lost & Found Property	1
		Non-Aggravated Assault	2
		Obstructing Justice	1
		Paper Service	6
		Private Property PIA	1
		Property Check	1



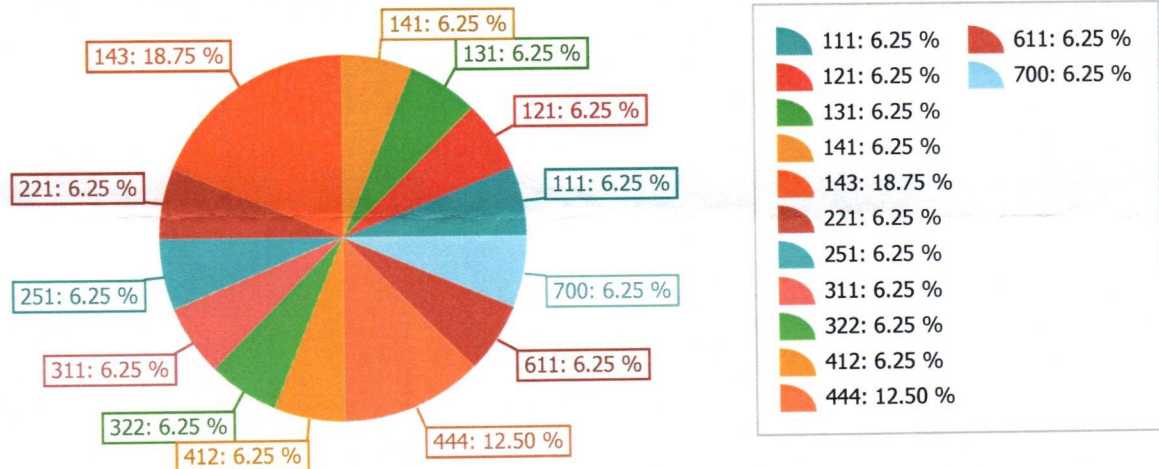
## Harrison Community Fire Department

2115 Sullivan Dr.

Harrison, Michigan 48625

Proudly serving the townships of Arthur, Franklin, Frost, Greenwood, Hamilton, Hatton, Hayes  
Redding, Summerfield and the City of Harrison

### Incident Reports By Incident Type, Summary



#### Incident Type

#### Total Incidents

#### Percent

111 - Building fire	1	6.25%
121 - Fire in mobile home used as fixed residence	1	6.25%
131 - Passenger vehicle fire	1	6.25%
141 - Forest, woods or wildland fire	1	6.25%
143 - Grass fire	3	18.75%
221 - Overpressure rupture of air or gas pipe/pipeline	1	6.25%
251 - Excessive heat, scorch burns with no ignition	1	6.25%
311 - Medical assist, assist EMS crew	1	6.25%
322 - Motor vehicle accident with injuries	1	6.25%
412 - Gas leak (natural gas or LPG)	1	6.25%
444 - Power line down	2	12.50%
611 - Dispatched & canceled en route	1	6.25%
700 - False alarm or false call, other	1	6.25%

**Total Number of Incidents: 16**

**Total Number of Incident Types: 13**





**Incident Type**

**Total Incidents**

**Percent**

**Report Filter Settings**

**Report File Name:** Incident Reports by Incident Type, Summary

**Filter Name:** By Township

**Filter Expression:** ([AlarmDateTime] is between '1/1/2022 00:00' and '12/31/2022 23:59') And ([TownshipID] equals 'Summerfield 09')



## GENERAL MAINTENANCE

### General Summary:

The general maintenance employee is responsible for the maintenance and upkeep of Summerfield Township facilities and properties, under the direct supervision of the Township Treasurer. The properties and facilities include: Summerfield Township Cemetery, Summerfield Township Hall and Grounds, and Summerfield Township Riverside Park.

### Requirements:

- Ability to stand and walk for long periods.
- Ability to lift and move over 50 pounds.
- Time-management and multitasking abilities
- Physical strength and stamina
- Organizational skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision.

### Work hours:

- Weekly hours will be dependent on tasks given and time of year. Requires weekly/monthly communication with Treasurer or at her discretion.

### Job Duties:

Include the following but are not limited to:

- Maintains, services, and conducts minor repairs on buildings and equipment.
- Performs a variety of semi-skilled duties that does not require a license in the areas of plumbing, carpentry, electrical, painting, or plastering.
- Complies with established safety guidelines and procedures.
- Performs grounds maintenance including mowing, cutting and removal of trees, snow/ice removal, painting and staining and various other tasks at all Summerfield Township properties and buildings.
- Sets – up election equipment and returns same to storage after elections.
- Performs other tasks and special projects as requested.
- Notifies the Township Treasurer's office if building materials or supplies needed for maintenance of Summerfield Township Properties/Buildings in the amounts of \$50 or more. Must obtain a signed request form from Treasurer's office prior to supply order.



## TOWNSHIP CUSTODIAN

### General Summary:

The custodian is responsible for the weekly upkeep of the Summerfield Township Hall under the direct supervision of the Township Treasurer.

### Requirements:

- Ability to stand and walk for long periods.
- Ability to lift and move over 50 pounds.
- Knowledge of different cleaning products and tools
- Time-management and multitasking abilities
- Physical strength and stamina
- Organizational skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision.

### Work hours:

Include the following but are not limited to:

- 2 hours for weekly cleaning (Friday 9 am – 11 am)
- Before hall rentals (if necessary)
- After hall rentals (if necessary)
- At the discretion of the Township Treasurer.

### Job Duties:

Include the following but are not limited to:

- Sweeps, mops, scrubs, and/or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows and mirrors with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and sanitizes fixtures and furniture.
- Scrubs and sanitizes the kitchen counters, microwave, refrigerator, and other fixtures.
- Carrying out heavy cleaning tasks and special projects as assigned
- Notifies the Clerk's department regarding the need for cleaning supply and/or paper supply reorder.

## **TRANSFER STATION ATTENDANT**

### General Summary:

The Transfer Station Attendant is responsible for maintaining the schedule set forth by the Summerfield Township Board for the Transfer Station hours and is under the direct supervision of the Township Treasurer.

### Requirements:

- Ability to stand and walk for long periods.
- Ability to lift and move over 50 pounds.
- Time-management and multitasking abilities
- Physical strength and stamina
- Organizational skills
- Good verbal communication and interpersonal skills
- Ability to work with minimal supervision.

### Work Hours:

- Monday: 9 am – 1 pm
- Thursday: 4 pm – 6 pm
- Sunday: 10 am – 4 pm
- Closed on the following holidays:
  - Easter, Thanksgiving, Christmas Day, and New Year's Day

### Job Duties:

Include the following but are not limited to:

- Open transfer station and remain present during scheduled hours.
- Checking punch cards for roll-offs and punching them to make sure that only authorized items are being dumped.
- Keep transfer station property and the area 10 feet around the out-side of fence clean and free of debris.
- Make sure dumpster covers are in place.
- Make sure that the huts and gates are secured with locks provided.
- Notify Township Treasurer of any discrepancy or violations in dumping at the station.
- If an individual or group is in violation of the rules or regulations listed, DO NOT ENTER INTO ANY CONFRONTATION OR FORCE WITH THE VIOLATOR. Take their name and license plate number and report it to the Township Treasurer.