

# **COVERT TOWNSHIP**

## **REGULAR BOARD MEETING**

Tuesday, June 11, 2024 at 6:00 PM

Covert Township Hall

73943 Lake St, Covert, MI 49043

# COVERT TOWNSHIP REGULAR BOARD MEETING

Tuesday, June 11, 2024 at 6:00 PM  
Covert Township Hall, 73943 Lake St, Covert, MI 49043

AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.  
THERE WILL BE TWO PERIODS FOR PUBLIC COMMENT – ONCE AT THE  
BEGINNING AND AGAIN AT THE END OF THE MEETING.  
PLEASE REFRAIN FROM QUESTIONS AND COMMENTS UNTIL THOSE  
DESIGNATED TIMES.

## AGENDA

### 1. Call to Order/Pledge of Allegiance

### 2. Roll Call

### 3. Appoint a Moderator

*In the absence of Supervisor Cook, a moderator must be appointed by the board.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table appointing \_\_\_\_\_, as moderator of the meeting  
in the absence of Supervisor Cook.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

### 4. Approval of Agenda

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table the agenda as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

### 5. Commissioner Updates

### 6. Public Comment – *please keep comments to three (3) minutes.*

### 7. INFORMATIONAL UPDATES

- a. Recognize Jose Saucedo for 18 years of employment at Covert Township Department of Public Works.
- b. Budget Public Hearing – 6/27/24 at 6PM
- c. July Board of Review – 7/16/24 at 2PM
- d. Covert Park Beach & Campground Sales Report
- e. Free Transfer Station Days: July 13 & July 30

## 8. **CONSENT AGENDA**

- a. Draft Minutes of the May 14, 2024 Regular Board Meeting
- b. Draft Minutes of the May 30 2024 Special Board Meeting
- c. Clerk's Invoice Register Report and Payroll Report
- d. Treasurer's Revenue Receipt Distribution, Banking and Budget Report
- e. Fire & Police Department Report
- f. Department of Public Works Report
- g. FOIA Request Report
- h. Senior Services Report
- i. Safebuilt Permits Report

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the Consent Agenda as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

## 9. **BOARD AND COMMISSION MEETING MINUTES**

*Zoning Board of Appeals did not meet in May. Community Garden did not have a quorum.*

- a. DRAFT Ordinance Review Board 4/2/2024, 4/18/2024, 5/16/2024 *pending*
- b. DRAFT Historical Museum Advisory Committee 5/21/2024
- c. DRAFT Planning Commission 4/17/2024, 5/15/2024
- d. DRAFT SH Airport Authority 5/15/2024
- e. DRAFT Community Garden Advisory Committee 4/26/2024
- f. DRAFT Park Advisory Committee 5/16/2024
- g. DRAFT Senior Advisory Committee 5/30/2024

## 10. **NEW BUSINESS**

### a. **Genealogy Services – Active Investigation**

*Covert Police Department is sharing the cost with the State to conduct a genealogy study in connection with an ongoing investigation. More information to be shared.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the cost of \$\_\_\_\_\_ to conduct genealogy

services for the Covert Police Department, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**b. Covert PD Request – Rifles**

*Chief Allen will provide more information as soon as it is available.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table the cost of \$ \_\_\_\_\_ to purchase  
\_\_\_\_\_ for the  
Covert Police Department, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**c. Provident Accident and Health Policy Renewal**

*This coverage is due to be renewed. Three options and details have been provided.  
This is for all full-time police and fire fighters.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table the annual renewal of the Provident Accident and Health  
Policy for the Police and Fire Department, in the amount of \$ \_\_\_\_\_ for  
Plan \_\_\_\_\_, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**d. IT Services – Replace VC3 and Security Camera Solution**

*VC3 has been underperforming and has had security concerns since IT Right was  
purchased. Office Manager, Laura Fogarty, Police Chief Allen and Supervisor  
Cook have been investigating other IT companies and highly recommend Black  
Rock. They have also offered no cost for Microsoft 365.*

*The company we use to manage our security cameras at the Police and Fire  
Departments has been difficult to communicate with and have not charged us for  
services since 2018. Black Rock Tech can also provide these services to deploy  
cameras Township-wide and manage our current cameras.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table signing a three-year agreement with Black Rock Tech, as  
presented.



ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**e. Web Design & Logos**

*Shumaker Technology Group has been actively working with Township on the new website. A preliminary design has been shared with the board, as well as ten logo designs based on board discussion. I am requesting feedback on design and top 3-5 logos to poll the public. Content is currently being organized and provided by Office Manager Laura Fogarty and Supervisor Cook based on best practices and other municipal web sites.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to  
approve/deny/table polling the public on social media and our web site to provide  
feedback to the board, with the following top logos: #\_\_\_\_\_, #\_\_\_\_\_, #\_\_\_\_\_,  
#\_\_\_\_\_, #\_\_\_\_\_.

Notes on design:

---

---

---

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**f. Cleaning Services – Consider New Cleaning Services for Township Hall and Police/Fire Complex**

*Office Manager Laura Fogarty has been seeking bids for a new cleaning service to clean the Township Hall and Police/Fire Complex. We currently use Coastal Clean and pay \$475.50/week for both facilities. Cleaning Reliable Services and Paw Paw Lake Commercial Cleaning responded to RFPs.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to  
approve/deny/table hiring \_\_\_\_\_, in the amount  
of \$\_\_\_\_\_/week, to clean the Township Hall and Police/Fire Complex, as  
presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**g. Parking Lot Projects – Consider New Engineer/Architect**

*The Township Board approved a proposal from Merritt Midwest to perform engineering drawings for two parking lot improvements at the Senior Center/Historical Museum and the Post Office. Due to a lack of response and no*

*deliverables, Supervisor Cook would like to request the Township open this up to bids and terminate the agreement with Merritt Midwest. Drawings and an RFP were completed but no documents were delivered. No payment has yet been made*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table authorizing Supervisor Cook to deliver written notification to terminate the agreement with Merritt Midwest for the Senior Parking Lot, and Post Office Lot projects, and seek bids from other engineers to complete the project.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**h. Transfer Station Signage – Recycling Infrastructure Grant**

*New signage at the Covert Transfer Station has been budgeted as part of the Recycling Infrastructure Grant. Designs were created in collaboration with the Van Buren Conservation District and input from the Recycling Partnership, a national non-profit who researches recycling behavior. The total for all signs and installation come to \$3,652.94. \$4,400 was budgeted for this item.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table purchasing new signage for the Covert Township Transfer Station from FastSigns in the amount of \$3,652.94, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**i. Best Way Disposal Addendum**

*Our current agreement has expired and is up for renewal. The old and proposed addendums are attached for the board's consideration.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table Addendum A for Servicing of Covert Township Transfer Station, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**j. Resolution Establishing Rental Inspection Fees**

*Covert Township Ordinance No 118 allows the Township to establish fees for inspection and registration of Short Term Rentals by resolution. Currently, no fees have been established. A recommendation by the Office Manager, Laura Fogarty, is provided.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table the Resolution Establishing Rental Inspection Fees, No # \_\_\_\_\_, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**k. Resolution Extending the Rental Housing and Short-Term Rental Registration Date**

*Due to the initial roll-out of the program falling after the March 1 annual registration date, the board may want to establish a date for 2024 registration deadlines that allows ample time to communicate the Ordinance to rental owners and register with the Township. A resolution extending the deadline for 2024 only is provided for consideration.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table the Resolution Extending the Rental Housing and Short Term Rental Registration Date to \_\_\_\_\_, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**l. July 5<sup>th</sup> Township Closure Request**

*This date is not been recognized as a holiday by Covert Township. This year, it falls on a Friday, in which we are only open to noon. A request has been made by office staff to close that Friday, July 5<sup>th</sup>, 2024, due to it falling the day after Independence Day.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table closing the Township Hall on July 5, 2024.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_, Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**m. Senior Advisory Committee Recommendation – Home Chore & Repair**

*The Advisory Committee made a recommendation to the Township Board to make changes to current Home Repair and Chore Service forms and Minimum Service Standards. More details to be provided.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table approving the changes to current Home Repair and Chore Service forms and Minimum Service Standards, as presented by the Senior Advisory Committee.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**n. Senior Advisory Committee Recommendation – Walkway**

*The Advisory Committee has made a recommendation to the Township Board to look into the development of a walking path/linear park, loop from the Covert Community Gardens to the Covert Community Park , with funds from the Senior Millage and SSVBC and other agencies to financially partner with us.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table authorizing Supervisor Cook to look into the development of a walking path/linear park, loop from the Covert Community Gardens to the Covert Community Park , with funds from the Senior Millage and SSVBC and other agencies to financially partner with us.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**o. Zoning Ordinance Amendments Pertaining to Waterfront Access and Solar Energy Systems**

*The Covert Twp Planning Commission held public hearings on April 19, 2023 and February 21, 2024, regarding waterfront access regulations and solar energy systems. Each were approved to forward to the Township Board for approval.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve/deny/table Ordinance No \_\_\_\_\_, as presented.

ROLL CALL VOTE: Hartmann: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,  
Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**p. Attorney Meeting Attendance Discussion**

*In an effort to reduce costs, Supervisor Cook would like to consider only inviting the Township Attorney to attend meetings either virtually or in-person as needed. Board packets and agendas will continue to be forwarded to the attorney for review, and feedback provided to the board at each meeting. This does not require official action of the board, but any feedback is appreciated.*

*Feedback from Board:*

---

---

---

**11.Public Comment** – *please keep comments to three (3) minutes.*

**12.Any Other Business**

**13.Adjourn**

Motion by \_\_\_\_\_, to adjourn at \_\_\_\_\_ PM.

**Next Regular Township Board Meeting is scheduled for Tuesday, July 9, 2024 at 6:00 PM  
at the Covert Township Hall, 73943 Lake Street.**

# **CONSENT AGENDA**

## COVERT TOWNSHIP REGULAR BOARD MEETING

Tuesday, May 14, 2024 at 6:00 PM

Covert Township Hall, 73943 Lake St, Covert, MI 49043

**\*DRAFT\*** Meeting Minutes

Call to Order/Pledge of Allegiance

Roll Call: Present: Pritchard, Hartmann, Cook, Taylor, Rendell Absent: None

Motion by Cook, seconded by Taylor to approve the agenda with the addition of the property cleanup estimate.

ROLL CALL VOTE: Yes: 5 No: 0

### **Public Comment** -none

Motion by Taylor, seconded by Hartmann to approve the Consent Agenda as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Hartmann to approve the site plan and budget presented by Wightman & Associates for the Covert Community Park, with the following selections: To request bids on an a la carte basis for items to be considered, and to approve submitting the application to the planning commission.

ROLL CALL VOTE: Yes: 3 No: 2

Motion by Cook, seconded by Pritchard to table the quote from James Painting to sand and paint the light poles at the Township Hall in the amount of \$1500, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Cook to approve purchasing an audio system from Guitar Center in the amount of \$1329.18, as presented.

ROLL CALL VOTE: Yes: 4 No: 1

Motion by Pritchard seconded by Hartmann to table beginning recycling service at the Covert Park Beach & Campground as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell seconded by Cook to approve the quote from Next Level Junk Removal for the property site cleanup located 37107 76<sup>th</sup> Street not to exceed \$11,5000 as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Cook to approve travel expenses related to Detective Marler's travel for an ongoing investigation, in the amount of \$748.47, plus reimbursable expenditures for lodging, meals and mileage as allowed under Township policy.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Cook to approve two FOIA training webinars for three staff members in the total amount of \$893.10 from PRI, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Pritchard to approve the proposal from Arnt Asphalt to repair the drives at the Covert Cemetery in the amount of \$8600, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Taylor to approve the water application to the City of South Haven in the amount of \$5,250, plus costs for installation, to install a water meter, pit and tap at the Covert Township Transfer Station, as presented and not to exceed \$6000.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Rendell to approve project sheet #489.3037 for ditching and boom mowing at 71726 26<sup>th</sup> Avenue in the amount of \$30,911.16, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Pritchard, seconded by Rendell to approve project sheet #497.3061 for ditching and boom mowing at 72985 28<sup>th</sup> Avenue in the amount of \$10,305.74, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Taylor to approve/deny/table project sheet #497.3062 for ditching at 29716 77.5 Street in the amount of \$9,321.50, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Rendell to approve project sheet #497.3063 for ditching at 29349 72nd Street in the amount of \$8,923.64, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Pritchard to approve project sheet #497.3064 for a pipe replacement on 72<sup>nd</sup> Street just north of 38<sup>th</sup> Avenue, in the amount of \$6,378.10, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Hartmann to approve project sheet #497.3065 for a pipe replacement on 72<sup>nd</sup> Street south of 40<sup>th</sup> Avenue, in the amount of \$6,378.10, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Pritchard, seconded by Taylor to approve project sheet #497.3066 for a pipe replacement on 72<sup>nd</sup> Street south of 36<sup>th</sup> Avenue, in the amount of \$6,378.10, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Hartmann to approve paying invoice 24-0000391, in the amount of \$40,973.80, from Van Buren County for Covert Township's share of the NCG Tax Appeal costs for fees incurred between July 1, 2023 and December 31, 2023, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Pritchard to approve paying invoice 24-0000392, in the amount of \$797.50, from Van Buren County for Covert Township's share of the NCG Tax Appeal costs for fees incurred between January 1, 2024 – March 31, 2024, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Cook to approve paying Compton invoice #212682 in the amount of \$5890, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Pritchard to approve amending the presented budget amounts.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Taylor to approve returning the presented Outdoor Assemblies Ordinance to the Ordinance Review Board for suggested revision.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Cook to approve sending the county-proposed ORV Ordinance to the Ordinance Review Board.

ROLL CALL VOTE: Yes: 5 No: 0

**Public Comment** – B. Norman, L. Smaka

### **CLOSED SESSION**

*Request to enter closed session to consult with an attorney regarding trial or settlement strategy in connection with specific pending litigation, as an open meeting would have detrimental financial effect on Covert Township's litigation or settlement position, per MCL 15.268, Sec. 8 (1) (e).*

Entered into Closed session at 8:20pm.

Returned to open session at 8:57pm.

Meeting Adjourned at 8:58pm.

**Next Regular Township Board Meeting is scheduled for Tuesday, June 11, 2024 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.**



**COVERT TOWNSHIP SPECIAL BOARD MEETING**

Tuesday, May 30, 2024 at 1:00 PM  
Covert Township Hall, 73943 Lake St, Covert, MI 49043  
**\*DRAFT\*** Meeting Minutes

Call to Order/Pledge of Allegiance

Roll Call: Present: Pritchard, Hartmann, Cook, Taylor, Rendell Absent: None

Motion by Pritchard, seconded by Taylor to approve the agenda with the striking of commissioner updates.

ROLL CALL VOTE: Yes: 5 No: 0

**Public Comment -none**

Motion by Hartmann, seconded by Pritchard to approve two FOIA training webinars for three staff members in the total amount of \$1099.20 from PRI, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Taylor to approve the Resolution Electing to Comply with the Provisions of PA152 of 2011, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Hartmann to approve a 5% raise for all non-union employees effective July 1, 2024, and an additional \$2.00/hr increase for Albert Moore.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Pritchard, seconded by Taylor to approve the Township Board Regular Meeting Schedule for the 2024- 2025 fiscal year, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Hartmann, seconded by Pritchard to approve the Boards & Committees Regular Meeting Schedule for the 2024-2025 fiscal year, as presented, adding caution to screen meeting dates for holidays (eg. Juneteenth).

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Taylor to approve/deny/table the Township Employee Holiday Schedule for the 2024-2025 fiscal year, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

**CLOSED SESSION**

*Request to enter closed session(s) to consult with an attorney(s) regarding trial(s) or settlement strategy(s) in connection with specific pending litigation(s), as an open meeting(s) would have detrimental financial effect on Covert Township's litigation or settlement position, per MCL 15.268, Sec. 8 (1) (e).*

Entered into Closed session at 1:28pm. Returned to open session at 3:07pm.

Entered into Closed session at 3:08pm. Returned to open session at 3:18pm.

Meeting Adjourned at 3:27pm.

**Next Regular Township Board Meeting is scheduled for Tuesday, June 11, 2024 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.**

# CLERK'S REPORT

Wednesday, May 15, 2024

		4/11/2024 - 5/15/2024		To be paid when due:	
		INVOICE REGISTER	PAYROLL AMOUNTS	INVOICES ON HOLD FOR	REVIEW
		AMOUNTS			
101	GENERAL FUND	188,456.34	35,539.31	\$	40,973.80
204	MUNICIPAL STREET FUND	189,980.52		\$	797.50
260	WATER			\$	7,537.54
207	POLICE FUND	39,082.10	51,307.90	\$	6,217.41
208	DRUG ENFORCEMENT				
210	FIRE/AMBULANCE FUND	40,878.13	37,651.87		
249	BUILDING FUND	13,697.00			
250	COVERT COM. GARDEN				
270	MUSEUM	674.21			
280	CAMPGROUND	38,385.60			
290	SENIOR SERVICES FUND	6,175.08			
403	POLICE/FIRE				
590	WASTE WATER FUND	9,557.87			
591	WATER BOND FUND	678,037.11			
592	DUNESWOOD				
593	WATER REPLACEMENT				
701	TRUST & AGENCY				
703	CURRENT TAX COLL'N FUND	345,626.43			
750	PAYROLL	3,157.72			
SUBTOTAL		\$ 1,553,708.11	\$ 124,499.08	\$	55,526.25
TOTAL TO APPROVE FOR PAYMENT:		\$1,733,733.44			

JOURNALIZED  
BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65706	5TH DISTRICT COURT	04/16/2024	04/18/2024	0.00	0.00	Void	Y
65707	5TH DISTRICT COURT	04/16/2024	04/18/2024	0.00	0.00	Void	Y
65726	5TH DISTRICT COURT	04/11/2024	04/23/2024	200.00	0.00	Paid	Y
65727	5TH DISTRICT COURT	04/11/2024	04/23/2024	200.00	0.00	Paid	Y
	Total for vendor 203595 - 5TH DISTRICT COURT:			400.00	0.00		
65705	7TH DISTRICT COURT	04/16/2024	04/18/2024	250.00	0.00	Paid	Y
65908	7TH DISTRICT COURT	05/29/2024	05/31/2024	1,100.00	0.00	Paid	Y
	Total for vendor 203742 - 7TH DISTRICT COURT:			1,350.00	0.00		
65759	ACCUMED GROUP	04/30/2024	05/02/2024	1,230.45	0.00	Paid	Y
65680	ACD ADVANCE COMMUNICATION	04/04/2024	04/17/2024	915.06	0.00	Paid	Y
65806	ACD ADVANCE COMMUNICATION	05/05/2024	05/09/2024	912.86	0.00	Paid	Y
	Total for vendor 203790 - ACD ADVANCE COMMUNICATION:			1,827.92	0.00		
65787	AFLAC	04/27/2024	05/06/2024	969.30	0.00	Paid	Y
65907	AFLAC	05/26/2024	05/31/2024	969.30	0.00	Paid	Y
	Total for vendor 001320 - AFLAC:			1,938.60	0.00		
65740	ARAMARK	04/15/2024	04/25/2024	71.50	0.00	Paid	Y
65775	ARAMARK	03/31/2024	05/02/2024	71.50	0.00	Paid	Y
	Total for vendor 001505 - ARAMARK:			143.00	0.00		
65805	ARNOLD BABER	05/08/2024	05/09/2024	125.00	0.00	Paid	Y
65909	ARNOLD BABER	05/30/2024	05/31/2024	100.00	0.00	Paid	Y
65921	ARNOLD BABER	06/03/2024	06/03/2024	90.00	0.00	Paid	Y
	Total for vendor 204137 - ARNOLD BABER :			315.00	0.00		
65736	AT&T MOBILITY	04/14/2024	04/25/2024	799.43	0.00	Paid	Y
65904	AT&T MOBILITY	05/06/2024	05/31/2024	799.43	0.00	Paid	Y
	Total for vendor 001345 - AT&T MOBILITY:			1,598.86	0.00		
65848	AUTO VALUE PARTS STORE	05/13/2024	05/16/2024	83.47	0.00	Paid	Y
65732	AUTO-WARES GROUP	04/19/2024	04/25/2024	19.99	0.00	Paid	Y
65906	AUTO-WARES GROUP	05/22/2024	05/31/2024	184.97	0.00	Paid	Y
	Total for vendor 204025 - AUTO-WARES GROUP:			204.96	0.00		
65665	BAUCKHAM, THALL, SEEBER, KAUFMAN	04/04/2024	04/17/2024	3,071.44	0.00	Paid	Y
65666	BAUCKHAM, THALL, SEEBER, KAUFMAN	04/04/2024	04/17/2024	282.00	0.00	Paid	Y
65667	BAUCKHAM, THALL, SEEBER, KAUFMAN	04/04/2024	04/17/2024	308.00	0.00	Paid	Y
65784	BAUCKHAM, THALL, SEEBER, KAUFMAN	05/02/2024	05/06/2024	3,026.76	0.00	Paid	Y
65930	BAUCKHAM, THALL, SEEBER, KAUFMAN	06/03/2024	06/12/2024	6,217.41	6,217.41	Open	Y
	Total for vendor 002590 - BAUCKHAM, THALL, SEEBER, KAUFMAN & :			12,905.61	6,217.41		
65858	BEAUDOIN ELECTRICAL CONSTRUCTION	04/25/2024	05/16/2024	8,630.00	0.00	Paid	Y
65841	BEST WAY DISPOSAL	04/30/2024	05/15/2024	1,718.13	0.00	Paid	Y
65708	BLUE CARE NETWORK	04/09/2024	04/18/2024	25,148.90	0.00	Paid	Y

JOURNALIZED  
BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65873	BLUE CARE NETWORK	05/07/2024	05/20/2024	25,148.90	0.00	Paid	Y
	Total for vendor 002240 - BLUE CARE NETWORK:			50,297.80	0.00		
65717	BOUND TREE MEDICAL	04/01/2024	04/23/2024	178.01	0.00	Paid	Y
65795	BOUND TREE MEDICAL	04/29/2024	05/07/2024	217.88	0.00	Paid	Y
	Total for vendor 002620 - BOUND TREE MEDICAL:			395.89	0.00		
65851	BRONSON SOUTH HAVEN HOSPITAL	05/04/2024	05/16/2024	103.00	0.00	Paid	Y
65923	BRONSON SOUTH HAVEN HOSPITAL	05/29/2024	06/03/2024	175.00	0.00	Paid	Y
	Total for vendor 203839 - BRONSON SOUTH HAVEN HOSPITAL:			278.00	0.00		
65739	BROWNELLIS	04/17/2024	04/25/2024	434.77	0.00	Paid	Y
65693	BROWN'S LOCKSMITH , INC	01/30/2024	04/17/2024	95.64	0.00	Paid	Y
65694	BROWN'S LOCKSMITH , INC	04/03/2024	04/17/2024	35.00	0.00	Paid	Y
	Total for vendor 002155 - BROWN'S LOCKSMITH , INC:			130.64	0.00		
65752	BS&A SOFTWARE	05/01/2024	04/29/2024	4,463.00	0.00	Paid	Y
65735	BSN SPORTS LLC	04/05/2024	04/25/2024	38.99	0.00	Paid	Y
65832	BSN SPORTS LLC	05/02/2024	05/15/2024	265.99	0.00	Paid	Y
	Total for vendor 204404 - BSN SPORTS LLC:			304.98	0.00		
65709	BURNHAM & FLOWER INSURANCE GROUP	04/17/2024	04/18/2024	97.50	0.00	Paid	Y
65892	CAPITAL ONE TRADE CREDIT	04/19/2024	05/22/2024	1,026.32	0.00	Paid	Y
65855	CAROL GAGE-STEWART	05/16/2024	05/16/2024	170.38	0.00	Paid	Y
65821	CASH	05/09/2024	05/09/2024	35.86	0.00	Paid	Y
65789	CHERYL MCCRAY	05/06/2024	05/06/2024	80.00	0.00	Paid	Y
65856	CHERYL MCCRAY	05/16/2024	05/16/2024	100.00	0.00	Paid	Y
	Total for vendor 204175 - CHERYL MCCRAY:			180.00	0.00		
65695	CITY OF SOUTH HAVEN	04/09/2024	04/17/2024	129.65	0.00	Paid	Y
65838	CITY OF SOUTH HAVEN	05/09/2024	05/15/2024	821.24	0.00	Paid	Y
65869	CITY OF SOUTH HAVEN	04/10/2024	05/20/2024	5,250.00	0.00	Paid	Y
	Total for vendor 003256 - CITY OF SOUTH HAVEN:			6,200.89	0.00		
65786	CLARENCE JOYNER JR.	05/02/2024	05/06/2024	294.40	0.00	Paid	Y
65668	COASTAL CLEAN	04/05/2024	04/17/2024	342.00	0.00	Paid	Y
65722	COASTAL CLEAN	04/05/2024	04/23/2024	495.00	0.00	Paid	Y
65733	COASTAL CLEAN	04/19/2024	04/25/2024	456.00	0.00	Paid	Y
65801	COASTAL CLEAN	05/03/2024	05/07/2024	495.00	0.00	Paid	Y
65866	COASTAL CLEAN	05/17/2024	05/20/2024	495.00	0.00	Paid	Y
65868	COASTAL CLEAN	05/03/2024	05/20/2024	456.00	0.00	Paid	Y
65881	COASTAL CLEAN	05/17/2024	05/22/2024	456.00	0.00	Paid	Y
65882	COASTAL CLEAN	04/19/2024	05/22/2024	495.00	0.00	Paid	Y
	Total for vendor 203792 - COASTAL CLEAN:			3,690.00	0.00		
65678	COASTAL LANDSCAPING INC	04/05/2024	04/17/2024	457.00	0.00	Paid	Y
65711	COASTAL LANDSCAPING INC	04/11/2024	04/23/2024	230.00	0.00	Paid	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65757	COASTAL LANDSCAPING INC	04/29/2024	05/02/2024	201.40	0.00	Paid	Y
65767	COASTAL LANDSCAPING INC	05/01/2024	05/02/2024	120.84	0.00	Paid	Y
65820	COASTAL LANDSCAPING INC	05/07/2024	05/09/2024	224.44	0.00	Paid	Y
	Total for vendor 203544 - COASTAL LANDSCAPING INC:			1,233.68	0.00		
65751	COINS FOR ANYTHING	04/11/2024	04/29/2024	311.50	0.00	Paid	Y
65686	COMCAST	04/05/2024	04/17/2024	164.34	0.00	Paid	Y
65794	COMCAST	04/24/2024	05/07/2024	154.85	0.00	Paid	Y
65844	COMCAST	05/05/2024	05/15/2024	164.34	0.00	Paid	Y
	Total for vendor 003765 - COMCAST:			483.53	0.00		
65730	COMPTON, INC.	03/29/2024	04/24/2024	5,890.00	0.00	Paid	Y
65781	COVERT PROFESSIONAL FIREFIGHTERS	05/01/2024	05/06/2024	270.00	0.00	Paid	Y
65826	COVERT TWP- GENERAL FUND	05/08/2024	05/09/2024	121,809.61	0.00	Paid	Y
65737	COVERT TWP WASTEWATER	04/01/2024	04/25/2024	525.00	0.00	Paid	Y
65825	COVERT TWP WATER FUND	05/08/2024	05/09/2024	7,306.00	0.00	Paid	Y
65774	CRYSTAL FLASH ENERGY	03/31/2024	05/02/2024	2,924.46	0.00	Paid	Y
65813	CRYSTAL FLASH ENERGY	04/30/2024	05/09/2024	3,833.65	0.00	Paid	Y
	Total for vendor 003540 - CRYSTAL FLASH ENERGY:			6,758.11	0.00		
65779	DALE CLAYTON TREE SERVICE	04/24/2024	05/06/2024	3,800.00	0.00	Paid	Y
65827	DANIEL W. RUTHERFORD	05/08/2024	05/09/2024	320.00	0.00	Paid	Y
65828	DANIEL W. RUTHERFORD	05/08/2024	05/09/2024	750.00	0.00	Paid	Y
	Total for vendor 204478 - DANIEL W. RUTHERFORD:			1,070.00	0.00		
65731	DAN'S AUTOMOTIVE	04/22/2024	04/25/2024	46.43	0.00	Paid	Y
65758	DAN'S AUTOMOTIVE	04/24/2024	05/02/2024	790.54	0.00	Paid	Y
65760	DAN'S AUTOMOTIVE	04/26/2024	05/02/2024	991.43	0.00	Paid	Y
65799	DAN'S AUTOMOTIVE	04/30/2024	05/07/2024	40.54	0.00	Paid	Y
65898	DAN'S AUTOMOTIVE	05/28/2024	05/31/2024	40.54	0.00	Paid	Y
	Total for vendor 004250 - DAN'S AUTOMOTIVE:			1,909.48	0.00		
65884	DAVID HINMAN	05/22/2024	05/22/2024	260.00	0.00	Paid	Y
65853	DEBRA WRIGHT	05/16/2024	05/16/2024	170.38	0.00	Paid	Y
65914	EDDIE WILBORN	05/28/2024	05/31/2024	100.00	0.00	Paid	Y
65697	F&V OPERATIONS & RESOURCE	04/03/2024	04/17/2024	165.82	0.00	Paid	Y
65771	F&V OPERATIONS & RESOURCE	05/01/2024	05/02/2024	2,433.11	0.00	Paid	Y
65879	F&V OPERATIONS & RESOURCE	05/22/2024	05/22/2024	0.00	0.00	Void	Y
65903	F&V OPERATIONS & RESOURCE	03/01/2024	05/31/2024	2,433.11	2,433.11	Open	Y
65929	F&V OPERATIONS & RESOURCE	06/01/2024	06/04/2024	2,433.11	2,433.11	Open	Y
	Total for vendor 006030 - F&V OPERATIONS & RESOURCE:			7,465.15	4,866.22		
65670	FAHEY SCHULTZ BURZYCH RHODES PLC	04/01/2024	04/17/2024	472.50	0.00	Paid	Y
65671	FAHEY SCHULTZ BURZYCH RHODES PLC	03/01/2024	04/17/2024	337.50	0.00	Paid	Y
65672	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	04/17/2024	0.00	0.00	Void	Y
65673	FAHEY SCHULTZ BURZYCH RHODES PLC	03/01/2024	04/17/2024	420.00	0.00	Paid	Y
65674	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	04/17/2024	0.00	0.00	Void	Y

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65675	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	04/17/2024	0.00	0.00	Void	Y
65676	FAHEY SCHULTZ BURZYCH RHODES PLC	04/01/2024	04/17/2024	22.50	0.00	Paid	Y
65677	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	04/17/2024	0.00	0.00	Void	Y
65768	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	05/02/2024	45.00	0.00	Paid	Y
65769	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	05/02/2024	45.00	0.00	Paid	Y
65770	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	05/02/2024	382.50	0.00	Paid	Y
65773	FAHEY SCHULTZ BURZYCH RHODES PLC	02/02/2024	05/02/2024	742.50	0.00	Paid	Y
Total for vendor 006385 - FAHEY SCHULTZ BURZYCH RHODES PLC:				2,467.50	0.00		
65679	FAREN'S METAL WORKS & ALUMINUM	04/05/2024	04/17/2024	300.00	0.00	Paid	Y
65808	FIRE CATT, LLC	05/05/2024	05/09/2024	3,965.50	0.00	Paid	Y
65913	FRANCISCO SANCHEZ	05/28/2024	05/31/2024	150.00	0.00	Paid	Y
65922	FRANCISCO SANCHEZ	06/03/2024	06/03/2024	500.00	0.00	Paid	Y
Total for vendor 204148 - FRANCISCO SANCHEZ:				650.00	0.00		
65659	FRONTIER	04/01/2024	04/17/2024	106.11	0.00	Paid	Y
65660	FRONTIER	04/01/2024	04/17/2024	327.03	0.00	Paid	Y
65661	FRONTIER	04/01/2024	04/17/2024	299.64	0.00	Paid	Y
65662	FRONTIER	04/07/2024	04/17/2024	103.02	0.00	Paid	Y
65663	FRONTIER	04/01/2024	04/17/2024	101.02	0.00	Paid	Y
65664	FRONTIER	04/07/2024	04/17/2024	103.70	0.00	Paid	Y
65816	FRONTIER	05/01/2024	05/09/2024	99.21	0.00	Paid	Y
65817	FRONTIER	05/01/2024	05/09/2024	329.56	0.00	Paid	Y
65818	FRONTIER	05/01/2024	05/09/2024	299.64	0.00	Paid	Y
65839	FRONTIER	05/07/2024	05/15/2024	307.33	0.00	Paid	Y
Total for vendor 006400 - FRONTIER:				2,076.26	0.00		
65890	GEOFFREY ROSE	05/22/2024	05/22/2024	100.00	0.00	Paid	Y
65743	GRATEFUL OUTDOOR SOLUTIONS, LLC	05/01/2024	05/01/2024	7,889.00	0.00	Paid	Y
65895	GRATEFUL OUTDOOR SOLUTIONS, LLC	06/01/2024	06/01/2024	7,889.00	0.00	Paid	Y
Total for vendor 204460 - GRATEFUL OUTDOOR SOLUTIONS, LLC:				15,778.00	0.00		
65849	GREENMARK EQUIPMENT	05/09/2024	05/16/2024	26.23	0.00	Paid	Y
65891	GREENMARK EQUIPMENT	05/17/2024	05/23/2024	48.98	0.00	Paid	Y
Total for vendor 204369 - GREENMARK EQUIPMENT:				75.21	0.00		
65777	GREENMARK EQUIPMENT	05/02/2024	05/06/2024	154.16	0.00	Paid	Y
65864	GREENMARK EQUIPMENT	05/13/2024	05/20/2024	0.00	0.00	Void	Y
Total for vendor 203783 - GREENMARK EQUIPMENT:				154.16	0.00		
65790	HERALD PALLADIUM	05/02/2024	05/06/2024	5,106.05	0.00	Paid	Y
65926	HERALD PALLADIUM	06/02/2024	06/03/2024	237.59	0.00	Paid	Y
Total for vendor 008005 - HERALD PALLADIUM:				5,343.64	0.00		
65689	INDIANA MICHIGAN POWER	04/02/2024	04/17/2024	35.79	0.00	Paid	Y
65690	INDIANA MICHIGAN POWER	04/02/2024	04/17/2024	167.74	0.00	Paid	Y
65691	INDIANA MICHIGAN POWER	04/02/2024	04/17/2024	75.99	0.00	Paid	Y

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
65692	INDIANA MICHIGAN POWER	04/02/2024	04/17/2024	75.99	0.00	Paid	Y
65696	INDIANA MICHIGAN POWER	04/02/2024	04/17/2024	1,405.75	0.00	Paid	Y
65700	INDIANA MICHIGAN POWER	04/03/2024	04/18/2024	2,135.52	0.00	Paid	Y
65803	INDIANA MICHIGAN POWER	04/30/2024	05/07/2024	586.66	0.00	Paid	Y
65804	INDIANA MICHIGAN POWER	05/01/2024	05/07/2024	45.63	0.00	Paid	Y
65836	INDIANA MICHIGAN POWER	05/01/2024	05/15/2024	294.14	0.00	Paid	Y
65837	INDIANA MICHIGAN POWER	05/01/2024	05/15/2024	2,607.47	0.00	Paid	Y
Total for vendor 009000 - INDIANA MICHIGAN POWER:				7,430.68	0.00		
65924	J & B MEDICAL SUPPLY	04/03/2024	06/03/2024	265.20	0.00	Paid	Y
65829	JANIE HARDING	05/07/2024	05/09/2024	519.02	0.00	Paid	Y
65847	JARVIS MONUMENTS	04/06/2024	05/16/2024	700.00	0.00	Paid	Y
65738	JASON DANIELS	04/17/2024	04/25/2024	104.00	0.00	Paid	Y
65797	JASON DANIELS	05/01/2024	05/07/2024	40.00	0.00	Paid	Y
65834	JASON DANIELS	05/13/2024	05/15/2024	49.72	0.00	Paid	Y
65897	JASON DANIELS	05/29/2024	05/31/2024	133.10	0.00	Paid	Y
Total for vendor 203820 - JASON DANIELS:				326.82	0.00		
65762	JENSEN'S EXCAVATING	04/29/2024	05/02/2024	118.46	0.00	Paid	Y
65682	JERRY STAINBROOK	04/08/2024	04/17/2024	500.00	0.00	Paid	Y
65748	JOHN HANCOCK LIFE INS USA	04/01/2024	04/29/2024	1,915.49	0.00	Paid	Y
65887	JOHN HANCOCK LIFE INS USA	05/01/2024	05/22/2024	2,092.62	0.00	Paid	Y
Total for vendor 013060 - JOHN HANCOCK LIFE INS USA:				4,008.11	0.00		
65912	JOSE SAUCEDO	05/28/2024	05/31/2024	320.00	0.00	Paid	Y
65812	KALIN CONSTRUCTION CO., INC.	04/22/2024	05/09/2024	6,178.85	0.00	Paid	Y
65746	KATHLEEN M. SMITH	04/25/2024	04/29/2024	440.00	0.00	Paid	Y
65877	KENDALL'S SEPTIC & SEWER SERVICE	05/09/2024	05/20/2024	4,080.00	0.00	Paid	Y
65749	KORREY WILLIAMS	04/25/2024	04/29/2024	100.00	0.00	Paid	Y
65750	KOSTER PLUMBING, INC.	04/26/2024	04/29/2024	2,114.00	0.00	Paid	Y
65870	KSS ENTERPRISES	05/08/2024	05/20/2024	723.07	0.00	Paid	Y
65874	KSS ENTERPRISES	05/15/2024	05/20/2024	161.47	0.00	Paid	Y
65875	KSS ENTERPRISES	05/08/2024	05/20/2024	189.41	0.00	Paid	Y
Total for vendor 204102 - KSS ENTERPRISES :				1,073.95	0.00		
65852	LAURA FOGARTY	05/16/2024	05/16/2024	105.53	0.00	Paid	Y
65742	LAUREEN A. BIRDSALL	05/01/2024	05/01/2024	5,333.33	0.00	Paid	Y
65896	LAUREEN A. BIRDSALL	06/01/2024	06/01/2024	5,333.33	0.00	Paid	Y
Total for vendor 203516 - LAUREEN A. BIRDSALL:				10,666.66	0.00		
65916	LENARD BERRY	05/28/2024	05/31/2024	100.00	0.00	Paid	Y
65765	LINDE	04/23/2024	05/02/2024	308.21	0.00	Paid	Y
65833	LINDE	05/02/2024	05/15/2024	538.13	0.00	Paid	Y
Total for vendor 204208 - LINDE:				846.34	0.00		
65802	LOIS BRIGHAM	05/06/2024	05/07/2024	500.00	0.00	Paid	Y
65814	MARILYN RENDELL	05/09/2024	05/09/2024	82.41	0.00	Paid	Y

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65712	MARTIN'S FLAG COMPANY	02/20/2024	04/23/2024	707.26	0.00	Paid	Y
65846	MARTIN'S FLAG COMPANY	05/07/2024	05/16/2024	0.00	0.00	Void	Y
65861	MARTIN'S FLAG COMPANY	05/07/2024	05/16/2024	286.13	0.00	Paid	Y
	Total for vendor 013115 - MARTIN'S FLAG COMPANY:			993.39	0.00		
65763	MCKENNA ASSOCIATES	04/12/2024	05/02/2024	0.00	0.00	Void	Y
65862	MCKENNA ASSOCIATES	04/12/2024	05/16/2024	1,530.00	0.00	Paid	Y
	Total for vendor 013740 - MCKENNA ASSOCIATES:			1,530.00	0.00		
65688	MEDICAL MUTUAL	04/05/2024	04/17/2024	529.05	0.00	Paid	Y
65807	MEDICAL MUTUAL	04/26/2024	05/09/2024	570.60	0.00	Paid	Y
	Total for vendor 003265 - MEDICAL MUTUAL:			1,099.65	0.00		
65835	MICHELINA DOMINGUEZ	05/02/2024	05/15/2024	150.00	0.00	Paid	Y
65793	MICHIGAN AMMO LLC	04/29/2024	05/07/2024	672.00	0.00	Paid	Y
65654	MICHIGAN GAS UTILITIES	04/09/2024	04/17/2024	208.27	0.00	Paid	Y
65655	MICHIGAN GAS UTILITIES	04/09/2024	04/17/2024	830.55	0.00	Paid	Y
65656	MICHIGAN GAS UTILITIES	04/08/2024	04/17/2024	305.42	0.00	Paid	Y
65657	MICHIGAN GAS UTILITIES	04/08/2024	04/17/2024	98.73	0.00	Paid	Y
65658	MICHIGAN GAS UTILITIES	04/09/2024	04/17/2024	141.31	0.00	Paid	Y
65698	MICHIGAN GAS UTILITIES	04/09/2024	04/17/2024	121.72	0.00	Paid	Y
65840	MICHIGAN GAS UTILITIES	05/08/2024	05/15/2024	198.15	0.00	Paid	Y
	Total for vendor 013015 - MICHIGAN GAS UTILITIES:			1,904.15	0.00		
65723	MICHIGAN TOWNSHIPS ASSOCIATION	02/27/2024	04/23/2024	150.00	0.00	Paid	Y
65878	MICHIGAN TOWNSHIPS ASSOCIATION	05/22/2024	05/22/2024	7,537.54	7,537.54	Open	Y
	Total for vendor 204473 - MICHIGAN TOWNSHIPS ASSOCIATION:			7,687.54	7,537.54		
65687	MIDWEST ENERGY & COMMUNICATIONS	04/07/2024	04/17/2024	0.00	0.00	Void	Y
65699	MIDWEST ENERGY & COMMUNICATIONS	04/07/2024	04/17/2024	227.34	0.00	Paid	Y
65842	MIDWEST ENERGY & COMMUNICATIONS	05/07/2024	05/15/2024	20.27	0.00	Paid	Y
65843	MIDWEST ENERGY & COMMUNICATIONS	05/07/2024	05/15/2024	207.07	0.00	Paid	Y
	Total for vendor 006000 - MIDWEST ENERGY & COMMUNICATIONS:			454.68	0.00		
65669	MISS DIG 811	01/29/2024	04/17/2024	1,030.14	0.00	Paid	Y
65703	MOSES FIRE EQUIPMENT	04/08/2024	04/18/2024	6,223.70	0.00	Paid	Y
65900	MOSES FIRE EQUIPMENT	05/20/2024	05/31/2024	420.20	0.00	Paid	Y
	Total for vendor 013075 - MOSES FIRE EQUIPMENT:			6,643.90	0.00		
65701	NEXT LEVEL JUNK REMOVAL	04/10/2024	04/18/2024	12,000.00	0.00	Paid	Y
65756	NYE UNIFORM COMPANY	04/26/2024	04/26/2024	0.00	0.00	Void	Y
65766	NYE UNIFORM COMPANY	04/26/2024	05/02/2024	0.00	0.00	Void	Y
65785	NYE UNIFORM COMPANY	04/26/2024	05/06/2024	224.01	0.00	Paid	Y
65792	NYE UNIFORM COMPANY	04/26/2024	05/06/2024	26.00	0.00	Paid	Y
	Total for vendor 014005 - NYE UNIFORM COMPANY:			250.01	0.00		
65809	ON DUTY GEAR, LLC	05/02/2024	05/09/2024	246.98	0.00	Paid	Y



Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
65710	PARRETT COMPANY	04/16/2024	04/23/2024	227.91	0.00	Paid	Y
65728	PARRETT COMPANY	04/16/2024	04/24/2024	375.65	0.00	Paid	Y
65729	PARRETT COMPANY	04/16/2024	04/24/2024	320.27	0.00	Paid	Y
65880	PARRETT COMPANY	05/16/2024	05/22/2024	121.65	0.00	Paid	Y
65888	PARRETT COMPANY	05/16/2024	05/22/2024	466.81	0.00	Paid	Y
65889	PARRETT COMPANY	05/16/2024	05/22/2024	273.24	0.00	Paid	Y
	Total for vendor 016015 - PARRETT COMPANY:			1,785.53	0.00		
65863	PATRICE JACKSON	05/16/2024	05/16/2024	167.44	0.00	Paid	Y
65764	PAT'S PRONTO PRINT	04/19/2024	05/02/2024	340.74	0.00	Paid	Y
65800	PENN CARE, INC.	04/22/2024	05/07/2024	313.88	0.00	Paid	Y
65724	PITNEY BOWES GLOBAL FINANCIAL SER	04/11/2024	04/23/2024	388.65	0.00	Paid	Y
65713	PITNEY BOWES RESERVE ACCT	03/31/2024	04/23/2024	500.00	0.00	Paid	Y
65780	POLICE OFFICERS ASSOC MT	05/02/2024	05/06/2024	401.94	0.00	Paid	Y
65894	POSTMASTER	04/30/2024	05/23/2024	74.00	0.00	Paid	Y
65715	QUINN ELECTRICAL CONTRACTORS	04/15/2024	04/23/2024	85.00	0.00	Paid	Y
65716	QUINN ELECTRICAL CONTRACTORS	04/15/2024	04/23/2024	1,000.00	0.00	Paid	Y
	Total for vendor 203840 - QUINN ELECTRICAL CONTRACTORS:			1,085.00	0.00		
65714	RED ARROW SMALL ENGINE	04/16/2024	04/23/2024	177.34	0.00	Paid	Y
65901	RED ARROW SMALL ENGINE	05/22/2024	05/31/2024	630.00	0.00	Paid	Y
	Total for vendor 204401 - RED ARROW SMALL ENGINE:			807.34	0.00		
65919	RED LINE OPERATIONS LLC	05/15/2024	06/03/2024	1,602.72	0.00	Paid	Y
65854	REGINA HOOVER	05/16/2024	05/16/2024	170.38	0.00	Paid	Y
65720	SAFEBUILD, LLC LOCKBOX #88135	03/31/2024	04/23/2024	7,838.06	0.00	Paid	Y
65815	SAFEBUILD, LLC LOCKBOX #88135	04/30/2024	05/09/2024	7,201.15	0.00	Paid	Y
	Total for vendor 204113 - SAFEBUILD, LLC LOCKBOX #88135:			15,039.21	0.00		
65734	SCHNEIDER TIRE OUTLET, INC	04/12/2024	04/25/2024	680.00	0.00	Paid	Y
65899	SCHNEIDER TIRE OUTLET, INC	05/29/2024	05/31/2024	680.00	0.00	Paid	Y
	Total for vendor 203473 - SCHNEIDER TIRE OUTLET, INC:			1,360.00	0.00		
65918	SCOTTY ELLIS	05/28/2024	05/31/2024	360.00	0.00	Paid	Y
65753	SHARE CORP	03/28/2024	04/29/2024	321.96	0.00	Paid	Y
65865	SHARE CORP	05/06/2024	05/20/2024	162.93	0.00	Paid	Y
	Total for vendor 019905 - SHARE CORP:			484.89	0.00		
65791	SO HAVEN CHAMBER OF COMM	02/26/2024	05/06/2024	250.00	0.00	Paid	Y
65721	SOUTH HAVEN REG AIRPORT	04/09/2024	04/23/2024	19,083.29	0.00	Paid	Y
65796	SPENCER MANUFACTURING	04/30/2024	05/07/2024	2,429.05	0.00	Paid	Y
65872	SPENCER MANUFACTURING	05/15/2024	05/20/2024	247.46	0.00	Paid	Y
	Total for vendor 019430 - SPENCER MANUFACTURING:			2,676.51	0.00		
65684	STAPLES	04/11/2024	04/17/2024	7.68	0.00	Paid	Y
65685	STAPLES	04/10/2024	04/17/2024	62.50	0.00	Paid	Y
65917	STAPLES	05/16/2024	05/31/2024	274.23	0.00	Paid	Y

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Unlized
Total for vendor 203796 - STAPLES:				344.41	0.00		
65920	STATE OF MICHIGAN	06/03/2024	06/03/2024	137.00	0.00	Paid	Y
65778	STEENSMA LAWN & POWER EQUIPMENT	05/02/2024	05/06/2024	197.40	0.00	Paid	Y
65910	SWANS LAWN CARE	05/30/2024	05/31/2024	60.00	0.00	Paid	Y
65911	SWANS LAWN CARE	05/30/2024	05/31/2024	60.00	0.00	Paid	Y
Total for vendor 204129 - SWANS LAWN CARE:				120.00	0.00		
65702	TANIR MCJILTON	04/12/2024	04/18/2024	920.05	0.00	Paid	Y
65810	TELEFLEX LLC	04/30/2024	05/09/2024	610.50	0.00	Paid	Y
65871	TELEFLEX LLC	05/13/2024	05/20/2024	677.50	0.00	Paid	Y
65885	TELEFLEX LLC	05/22/2024	05/22/2024	0.00	0.00	Void	Y
65893	TELEFLEX LLC	05/23/2024	05/23/2024	562.50	0.00	Paid	Y
Total for vendor 204017 - TELEFLEX LLC:				1,850.50	0.00		
65704	TELE-RAD INC	04/05/2024	04/18/2024	230.00	0.00	Paid	Y
65718	TELE-RAD INC	04/05/2024	04/23/2024	535.00	0.00	Paid	Y
Total for vendor 020150 - TELE-RAD INC:				765.00	0.00		
65915	THERESA SAWYER	05/28/2024	05/31/2024	100.00	0.00	Paid	Y
65788	THIN-SPIN PRODUCTIONS/DJ SERVICES	05/01/2024	05/06/2024	275.00	0.00	Paid	Y
65755	THOMAS KUHN	04/20/2024	04/29/2024	547.18	0.00	Paid	Y
65867	THOMAS KUHN	05/20/2024	05/20/2024	123.43	0.00	Paid	Y
65927	THOMAS KUHN	06/03/2024	06/03/2024	105.90	0.00	Paid	Y
65928	THOMAS KUHN	06/03/2024	06/03/2024	53.00	0.00	Paid	Y
Total for vendor 204059 - THOMAS KUHN:				829.51	0.00		
65761	THRYV	04/23/2024	05/02/2024	158.00	0.00	Paid	Y
65876	TRACE ANALYTICAL LABORATORIES, IN	03/14/2024	05/20/2024	828.00	0.00	Paid	Y
65747	TRIPLE C'S LAWN CARE	04/29/2024	04/29/2024	165.00	0.00	Paid	Y
65745	UNUM LIFE INS CO OF AMERI	04/29/2024	04/29/2024	829.77	0.00	Paid	Y
65886	UNUM LIFE INS CO OF AMERI	06/01/2024	05/22/2024	532.77	0.00	Paid	Y
Total for vendor 021140 - UNUM LIFE INS CO OF AMERI:				1,362.54	0.00		
65883	USA BLUEBOOK	05/07/2024	05/22/2024	304.96	0.00	Paid	Y
65798	VAN BUREN CENTRAL DISPATCH CENTER	05/02/2024	05/07/2024	530.34	0.00	Paid	Y
65822	VAN BUREN CO INTERMEDIATE	05/08/2024	05/09/2024	136,264.00	0.00	Paid	Y
65830	VAN BUREN CO. FINANCE DEPT.	12/31/2023	05/15/2024	40,973.80	40,973.80	Open	Y
65831	VAN BUREN CO. FINANCE DEPT.	04/18/2024	05/15/2024	797.50	797.50	Open	Y
Total for vendor 204101 - VAN BUREN CO. FINANCE DEPT.:				41,771.30	41,771.30		
65741	VAN BUREN CONSERVATION	04/23/2024	04/25/2024	500.00	0.00	Paid	Y
65925	VAN BUREN COUNTY ROAD COMMISSION	05/20/2024	06/03/2024	189,245.52	0.00	Paid	Y
65719	VAN BUREN COUNTY TREASURER	04/23/2024	04/23/2024	850.82	0.00	Paid	Y
65824	VAN BUREN COUNTY TREASURER	05/08/2024	05/09/2024	57,734.00	0.00	Paid	Y
Total for vendor 022010 - VAN BUREN COUNTY TREASURER:				58,584.82	0.00		

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
65772	VAN BUREN CTY. BOARD OF PUBLIC WO	04/16/2024	05/02/2024	678,037.11	0.00	Paid	Y
65823	VAN BUREN DIST LIBRARY	05/08/2024	05/09/2024	21,662.00	0.00	Paid	Y
65681	VAN BUREN PUBLIC TRANSIT	03/31/2024	04/17/2024	22.00	0.00	Paid	Y
65850	VAN BUREN PUBLIC TRANSIT	04/30/2024	05/16/2024	40.00	0.00	Paid	Y
Total for vendor 022020 - VAN BUREN PUBLIC TRANSIT:				62.00	0.00		
65783	VBC- REGISTER OF DEEDS	05/06/2024	05/06/2024	60.00	0.00	Paid	Y
65754	VC3 INC	04/22/2024	04/29/2024	145.00	0.00	Paid	Y
65811	VC3 INC	04/30/2024	05/09/2024	150.00	0.00	Paid	Y
65859	VC3 INC	04/22/2024	05/16/2024	175.70	0.00	Paid	Y
65902	VC3 INC	05/28/2024	05/31/2024	145.00	0.00	Paid	Y
Total for vendor 204282 - VC3 INC:				615.70	0.00		
65860	VESTIS	05/13/2024	05/16/2024	71.50	0.00	Paid	Y
65845	VITAL RECORDS CONTROL	04/30/2024	05/15/2024	95.00	0.00	Paid	Y
65782	WATERLIET FRUIT EXCHANGE	05/01/2024	05/06/2024	175.00	0.00	Paid	Y
65857	WENDE PRITCHARD	05/16/2024	05/16/2024	112.56	0.00	Paid	Y
65744	WEST MICHIGAN CRIMINAL JUSTICE TR	04/23/2024	04/29/2024	406.94	0.00	Paid	Y
65683	WIGHTMAN & ASSOCIATES	03/31/2024	04/17/2024	2,432.50	0.00	Paid	Y
65905	WILLIAM FEATHERSTONE	05/24/2024	05/31/2024	1,950.00	0.00	Paid	Y
65776	WOLVERINE ACE HARDWARE	04/23/2024	05/06/2024	30.93	0.00	Paid	Y
65819	WOODHAMS FORD LINCOLN	04/30/2024	05/09/2024	94.39	0.00	Paid	Y
# of Invoices:	276	# Due:	6	Totals:	1,553,708.11	60,392.47	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				1,553,708.11	60,392.47		
--- TOTALS BY GL DISTRIBUTION ---							
101.0-000.00-643.000	LOT SALES			320.00			
101.0-101.00-703.000	WAGES - CLERICAL			358.16			
101.0-101.00-716.000	HEALTH INSURANCE			4,982.24			
101.0-101.00-717.000	LIFE INSURANCE			318.70			
101.0-101.00-717.100	DISABILITY			54.00			
101.0-101.00-719.000	PENSION			657.20			
101.0-101.00-826.000	OFFICE SUPPLIES			617.48			
101.0-101.00-850.000	LEGAL			4,415.58			
101.0-101.00-900.000	COMMUNICATIONS			485.66			
101.0-101.00-934.000	PRINTING/PUBLISHING			5,501.64			
101.0-101.00-956.000	OFFICE EQUIP/MAINT			1,654.76			
101.0-101.00-958.000	MISCELLANEOUS			349.00			
101.0-101.00-979.000	DUES			7,537.54			
101.0-171.00-717.000	CAPITAL OUTLAY			95.64			
101.0-171.00-717.100	LIFE INSURANCE			19.40			
101.0-171.00-717.100	DISABILITY			38.56			
101.0-171.00-719.000	PENSION			544.54			

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
101.0-171.00-850.000	COMMUNICATIONS			161.72			
101.0-171.00-934.000	OFFICE EQUIPMENT			14.00			
101.0-191.00-702.000	SALARIES/WAGES			896.67			
101.0-209.00-801.000	CONTRACTUAL SERVICES			10,666.66			
101.0-209.00-825.000	NCG LITIGATION			41,771.30			
101.0-209.00-934.000	OFFICE EQUIPMENT			1,094.00			
101.0-215.00-702.000	SALARIES/WAGES			290.36			
101.0-215.00-716.000	HEALTH INSURANCE			4,052.38			
101.0-215.00-717.000	LIFE INSURANCE			57.60			
101.0-215.00-717.100	DISABILITY			30.90			
101.0-215.00-719.000	PENSION			436.46			
101.0-215.00-727.000	OFFICE SUPPLIES			106.17			
101.0-215.00-850.000	COMMUNICATIONS			89.24			
101.0-215.00-934.000	OFFICE EQUIPMENT			769.00			
101.0-247.00-957.000	EDUCATIONAL EXPENSES			150.00			
101.0-253.00-717.000	LIFE INSURANCE			145.60			
101.0-253.00-717.100	DISABILITY			30.90			
101.0-253.00-719.000	PENSION			436.46			
101.0-253.00-860.000	MILEAGE			82.41			
101.0-253.00-934.000	OFFICE EQUIP/MAINTENANCE			1,801.00			
101.0-265.00-801.000	CONTRACTUAL SERVICES			1,834.81			
101.0-265.00-850.000	COMMUNICATIONS			989.58			
101.0-265.00-920.000	UTILITIES			1,076.38			
101.0-265.00-920.100	UTILITIES/RENTAL			98.73			
101.0-265.00-930.000	REPAIRS/MAINTENANCE			6,695.50			
101.0-265.00-956.000	MISCELLANEOUS			347.36			
101.0-276.00-920.000	UTILITIES			115.20			
101.0-276.00-930.000	REPAIRS/MAINTENANCE			818.46			
101.0-390.00-801.000	CONTRACTUAL SERVICE			1,210.19			
101.0-390.00-826.000	LEGAL			7,011.55			
101.0-390.00-955.000	BLIGHT REMOVAL			12,060.00			
101.0-444.00-702.000	SALARIES/WAGES			376.98			
101.0-444.00-704.000	WAGES - PUBLIC WORKS			376.98			
101.0-444.00-716.000	HEALTH INSURANCE			10,511.10			
101.0-444.00-717.000	LIFE INSURANCE			230.20			
101.0-444.00-717.100	DISABILITY			155.18			
101.0-444.00-719.000	PENSION			1,933.45			
101.0-444.00-740.000	OPERATING SUPPLIES			1,694.20			
101.0-444.00-751.000	GASOLINE			2,449.07			
101.0-444.00-801.000	CONTRACTUAL SERVICES			1,030.14			
101.0-444.00-850.000	COMMUNICATIONS			267.72			
101.0-444.00-920.000	UTILITIES			937.26			
101.0-444.00-929.000	STREET LIGHTS			1,726.94			
101.0-444.00-930.000	BLDG REPAIR/MAINT			1,183.76			
101.0-444.00-931.000	EQUIPMENT MAINT/REPAIR			687.58			
101.0-444.00-932.000	GENERAL REPAIR/MAINT			1,229.73			
101.0-444.00-934.000	OFFICE EQUIP/MAINTENANCE			14.00			

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
101.0-444.00-939.000	VEHICLE/TRUCK MAINT			1,275.23			
101.0-444.00-971.000	CAPITAL OUTLAY TWP IMPROVEMENT			300.00			
101.0-526.00-920.000	UTILITIES			1,365.09			
101.0-526.00-930.000	REPAIRS/MAINTENANCE			6,636.29			
101.0-526.00-958.000	CONTRIBUTION			500.00			
101.0-526.00-970.000	CAPITOL OUTLAY			5,250.00			
101.0-692.00-930.000	REPAIRS/MAINTENANCE			457.00			
101.0-692.00-970.000	CAPITAL OUTLAY			2,432.50			
101.0-738.00-930.000	REPAIRS/MAINTENANCE			71.96			
101.0-801.00-817.000	CONSULTANT			1,530.00			
101.0-801.00-826.000	LEGAL SERVICES			1,460.00			
101.0-901.00-969.200	AIRPORT AUTHORITY			19,083.29			
204.0-000.00-826.000	LEGAL SERVICES			735.00			
204.0-000.00-969.100	ROAD MAINT-TWP ONLY PROJECTS			189,245.52			
207.0-000.00-227.000	DUE TO COURT			1,750.00			
207.0-000.00-702.000	SALARIES/WAGES			1,488.20			
207.0-000.00-716.000	HEALTH INSURANCE			21,978.35			
207.0-000.00-717.000	LIFE INSURANCE			235.70			
207.0-000.00-717.100	DISABILITY			432.00			
207.0-000.00-740.000	OPERATING SUPPLIES			1,106.77			
207.0-000.00-751.000	GASOLINE & OIL			1,511.27			
207.0-000.00-768.000	UNIFORMS			304.98			
207.0-000.00-801.000	CONTRACTUAL SERVICES			1,278.15			
207.0-000.00-826.000	LEGAL SERVICES			218.00			
207.0-000.00-850.000	COMMUNICATIONS			2,565.28			
207.0-000.00-920.000	UTILITIES			875.32			
207.0-000.00-930.000	BUILDING MAINTENANCE/REPAIRS			1,138.97			
207.0-000.00-934.000	OFFICE EQUIP & MAINTENANCE			533.65			
207.0-000.00-939.000	VEHICLE MAINTENANCE			2,996.62			
207.0-000.00-956.000	MISCELLANEOUS			261.90			
207.0-000.00-957.100	TRAINING IN SERVICE			406.94			
210.0-000.00-702.000	SALARIES/WAGES			595.56			
210.0-000.00-716.000	HEALTH INSURANCE			6,611.29			
210.0-000.00-717.000	LIFE INSURANCE			92.45			
210.0-000.00-717.100	DISABILITY			621.00			
210.0-000.00-727.000	OFFICE SUPPLIES			105.54			
210.0-000.00-740.000	OPERATING SUPPLIES/BUILDING			85.00			
210.0-000.00-740.100	OPERATING SUPPLIES - AMB			175.00			
210.0-000.00-740.200	OPERATING SUPPLIES - FIRE			6,502.84			
210.0-000.00-751.000	GASOLINE & OIL			1,035.55			
210.0-000.00-768.000	UNIFORMS			371.99			
210.0-000.00-801.000	CONTRACT SERVICES-ACCUMED			1,230.45			
210.0-000.00-826.000	LEGAL			1,665.00			
210.0-000.00-850.000	COMMUNICATIONS			841.63			
210.0-000.00-920.000	UTILITIES			3,839.47			
210.0-000.00-934.000	OFFICE EQUIP/MAINTENANCE			2,223.61			
210.0-000.00-939.000	MAINTENANCE AMB VEHICLES			161.47			

BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
210.0-000.00-939.100	MAINTENANCE/ FIRE VEHICLES			6,394.55			
210.0-000.00-957.000	EDUCATION FIRE			2,370.20			
210.0-651.00-740.100	OPERATING SUPPLIES - AMB			2,647.46			
210.0-651.00-751.000	GASOLINE & OIL			1,762.22			
210.0-651.00-768.000	UNIFORMS			125.00			
210.0-651.00-934.000	OFFICE EQUIP/MAINTENANCE			136.62			
210.0-651.00-939.000	MAINTENANCE AMB VEHICLES			1,140.23			
210.0-651.00-957.500	EDUCATION AMBULANCE			144.00			
249.0-000.00-480.000	LAND DIV ORD FEES			200.00			
249.0-360.00-801.000	CONTRACTUAL SERVICES-MECHANICAL			1,960.00			
249.0-370.00-801.000	CONTRACTUAL SERVICE-ELECTRICAL			3,262.00			
249.0-380.00-801.000	CONTRACTUAL SERVICES-BUILDING			2,675.00			
249.0-390.00-801.000	CONTRACTUAL SERVICES			5,600.00			
270.0-000.00-930.000	CLEANING			150.00			
270.0-265.00-850.000	COMMUNICATIONS			51.49			
270.0-265.00-920.000	UTILITIES			468.72			
270.0-265.00-934.000	OFFICE EQUIP/MAINTENANCE			4.00			
280.0-000.00-720.000	SALES TAX			137.00			
280.0-000.00-740.000	OPERATING SUPPLIES			723.07			
280.0-000.00-801.000	CONTRACTUAL SERVICES			15,778.00			
280.0-000.00-850.000	COMMUNICATIONS			656.59			
280.0-000.00-900.000	PRINTING & PUBLISHING			340.74			
280.0-000.00-900.100	PROMOTION & ADVERTISING			250.00			
280.0-000.00-920.000	UTILITIES			3,737.70			
280.0-000.00-930.000	REPAIRS/MAINTENANCE			16,740.00			
280.0-000.00-934.000	OFFICE EQUIP/MAINTENANCE			22.50			
290.0-000.00-943.500	HOME REPAIR			4,604.40			
290.0-000.00-943.600	PUBLIC TRANSIT			1,269.02			
290.0-000.00-944.000	MISCELLANEOUS			62.00			
290.0-000.00-956.000	CONTRACTED SERVICES			239.66			
590.0-000.00-802.000	UTILITIES			8,127.33			
590.0-000.00-920.000	REPAIRS/MAINTENANCE			1,264.72			
590.0-000.00-930.000	BONDS PAYABLE			165.82			
591.0-000.00-300.000	BOND INTEREST EXPENSE			670,000.00			
591.0-000.00-996.000	DUE TO GENERAL FUND			8,037.11			
703.0-000.00-214.100	DUE TO ROAD FUND			19,809.61			
703.0-000.00-214.200	DUE TO POLICE FUND			10,000.00			
703.0-000.00-214.300	DUE TO FIRE & AMBULANCE FUND			38,000.00			
703.0-000.00-214.400	DUE TO VAN BUREN CO LIBRARY			34,000.00			
703.0-000.00-216.000	DUE TO VAN BUREN CO TREASURER			21,662.00			
703.0-000.00-218.000	DUE TO SENIOR SERVICES			7,306.00			
703.0-000.00-222.000	DUE TO VAN BUREN INTERMEDIATE			57,734.00			
703.0-000.00-231.000	UNDISTRIBUTED TAXES			20,000.00			
703.0-000.00-234.200	DUE TO EMPLOYEES			136,264.00			
703.0-000.00-274.000	DUE TO INSURANCE			850.82			
750.0-000.00-232.000				547.18			
750.0-000.00-234.000				1,938.60			

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Unlized
TOTALS BY FUND ---		DUE TO UNION DUES		671.94			
750.0-000.00-235.000							
101.0 - GENERAL FUND				188,456.34	55,460.25		
204.0 - MUNICIPAL STREET FUND				189,980.52	0.00		
207.0 - POLICE FUND				39,082.10	66.00		
210.0 - AMBULANCE FUND				40,878.13	0.00		
249.0 - BUILDING FUND				13,697.00	0.00		
270.0 - MUSEUM				674.21	0.00		
280.0 - COVERT TWP PARK CAMPGROUN				38,385.60	0.00		
290.0 - SENIOR SERVICES FUND				6,175.08	0.00		
590.0 - WASTE WATER FUND				9,557.87	4,866.22		
591.0 - WATER BOND FUND				678,037.11	0.00		
703.0 - CURENT TAX COLLECTION FU				345,626.43	0.00		
750.0 - PAYROLL				3,157.72	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
000.00 -				1,345,595.03	4,932.22		
101.00 - TWP BOARD				27,027.60	9,097.13		
171.00 - SUPERVISOR				778.22	0.00		
191.00 - ELECTIONS				896.67	0.00		
209.00 - ASSESSING				53,531.96	41,771.30		
215.00 - CLERK				5,832.11	0.00		
247.00 - BOARD OF REVIEW				150.00	0.00		
253.00 - TREASURER				2,496.37	0.00		
265.00 - TWP HALL				11,566.57	0.00		
276.00 - CEMETERY				933.66	0.00		
360.00 - MECH PERMIT				1,960.00	0.00		
370.00 - ELECTRICAL INSPECT				3,262.00	0.00		
380.00 - BLDG INSPECT				2,675.00	0.00		
390.00 - ORD ENFORCE				25,881.74	3,737.82		
444.00 - STREETS/SIDEWALK				26,379.52	0.00		
526.00 - TRANSFER STATION				13,751.38	0.00		
651.00 - EMS DEPARTMENT				5,955.53	0.00		
692.00 - PARKS				2,889.50	0.00		
738.00 - LIBRARY				71.96	0.00		
801.00 - PLANNING				2,990.00	854.00		
901.00 - APPROPRIATIONS				19,083.29	0.00		

BOARD REPORT		
PAYROLL PERIOD: 04.21.2024 to 05.04.2024		
Row Labels	Sum of HOURS	Sum of DEBIT
1-GENERAL FUND	457.47	22033.1
DPW Hourly	256.32	5510.59
ER TAX EXPENSE	0	1524.03
Hourly Wages	113.8	2085.96
Ins Opt Out	0	1751.73
Longevity	0	2000
Overtime	22.54	766.06
Salary Wages	64.81	8394.73
2-POLICE DEPARTMENT	765.67	24397.5
Comp Time Used	4	120.96
ER TAX EXPENSE	0	1700.9
Hourly	535	15036.36
Hourly-Pd Clerical	29.67	535.02
Longevity	0	500
Overtime	42	1708.08
Paid Time Off	8	389.25
Retro Pay	44	40.31
Retro Pay Overtime	5	6.87
Salary Wages	75	3649.21
Sick	23	710.54
3-FIRE DEPARTMENT	806.25	18477.43
Comp Time Used	24	441.12
ER TAX EXPENSE	0	1301.48
Hourly	624	12771.76
Hourly-Fd Clerical	25.25	454
Hourly-Fd Part-Time	55.5	1073.37
Ins Opt Out	0	440.93
Kelly Day Worked	24	640.44
On Call	12	196.92
Overtime	41.5	1157.41
Grand Total	2029.39	64908.03



BOARD REPORT			PAYROLL PERIOD: 05.04.2024 to 05.018.2024		
Row Labels	Sum of HOURS	Sum of DEBIT			
1-GENERAL FUND	510	13506.2			
CEMETERY	18	411.95			
DPW Hourly	18	384.79			
ER TAX EXPENSE	0	27.16			
CLERK	43.75	2056.51			
ER TAX EXPENSE	0	135.42			
Hourly Wages	43.75	801.94			
Salary Wages	0	1119.15			
MUSEUM	9	182.79			
DPW Hourly	9	170.1			
ER TAX EXPENSE	0	12.69			
SENIORS	15	349.78			
DPW Hourly	7	178.85			
ER TAX EXPENSE	0	24.29			
Hourly Wages	8	146.64			
STREETS AND SIDEWALKS	246.26	6250.85			
DPW Hourly	208.57	4528.38			
ER TAX EXPENSE	0	429.39			
Overtime	37.69	1293.08			
TOWNSHIP BOARD	112.44	2850.41			
ER TAX EXPENSE	0	191.91			
Hourly Wages	45.44	832.92			
Paid Time Off	41	1117.15			
Salary Wages	26	708.43			
TRANSFER STATION	30.55	713.28			
DPW Hourly	23.55	396.1			
ER TAX EXPENSE	0	48.9			
Overtime	7	268.28			
TREASURER	35	690.63			
ER TAX EXPENSE	0	49.08			
Hourly Wages	35	641.55			
2-POLICE DEPARTMENT	801.75	26910.4			
Comp Time Used	10	275.75			
ER TAX EXPENSE	0	1879.36			
Hourly	550	15528.61			
Hourly-Pd Clerical	27.75	501.13			
Hourly-Pd Custodian	1	25.55			
Meeting	3.5	163.26			
Overtime	66	2805.15			
Paid Time Off	12	605.77			
Salary Wages	68	3432.69			
Sold Comp Time	63.5	1693.13			
3-FIRE DEPARTMENT	823	19174.44			
Comp Time Used	24	441.12			
ER TAX EXPENSE	0	1350.33			
Hourly	624	12431.76			
Hourly-Fd Clerical	21.5	386.57			
Hourly-Fd Custodian	3	64.41			
Hourly-Fd Part-Time	54	1180.2			
Ins Opt Out	0	440.93			
Overtime	96.5	2879.12			
Grand Total	2134.75	59591.04			

06/05/2024

CASH SUMMARY BY BANK FOR COVERT TOWNSHIP  
FROM 07/01/2023 TO 05/31/2024

Bank Code		Beginning Balance	Total	Total	Ending
Fund	Description	07/01/2023	Debits	Credits	Balance 05/31/2024
<hr/>					
CD620	CD 002-0611567620				
101.0	GENERAL FUND	250,000.00	0.00	0.00	250,000.00
	CD 002-0611567620	<hr/>	<hr/>	<hr/>	<hr/>
		250,000.00	0.00	0.00	250,000.00
CDAR	CDARS				
101.0	GENERAL FUND	1,390,519.69	55,312.97	325,000.00	1,120,832.66
204.0	MUNICIPAL STREET FUND	1,094,697.81	148,950.89	0.00	1,243,648.70
207.0	POLICE FUND	2,574,427.53	1,007,428.34	800,010.00	2,781,845.87
210.0	AMBULANCE FUND	3,852,053.93	1,162,799.08	500,000.00	4,514,853.01
290.0	SENIOR SERVICES FUND	121,336.03	255,099.27	0.00	376,435.30
590.0	WASTE WATER FUND	47,652.76	2,081.36	0.00	49,734.12
591.0	WATER BOND FUND	323,878.41	14,930.29	338,808.70	0.00
592.0	DUNESWOOD	23,352.88	75,987.67	85,000.00	14,340.55
593.0	WATER REPLACEMENT	898,430.17	40,716.82	0.00	939,146.99
	CDARS	<hr/>	<hr/>	<hr/>	<hr/>
		10,326,349.21	2,763,306.69	2,048,818.70	11,040,837.20

Bank Code		Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund	Description				
<hr/>					
PARK	COVERT TWP PARK				
280.0	COVERT TWP PARK CAMPGROUND	28,506.11	171,715.80	169,859.43	30,362.48
	COVERT TWP PARK	28,506.11	171,715.80	169,859.43	30,362.48
<hr/>					
TAX	CURRENT TAX ACCOUNT				
703.0	CURRENT TAX COLLECTION FUND	6,086.03	21,560,468.48	21,550,578.15	15,976.36
	CURRENT TAX ACCOUNT	6,086.03	21,560,468.48	21,550,578.15	15,976.36
<hr/>					
GEN	GEN FUND CHECKING				
101.0	GENERAL FUND	287,475.92	1,371,584.89	1,368,275.42	290,785.39
204.0	MUNICIPAL STREET FUND	314,589.14	259,775.77	265,811.86	308,553.05
207.0	POLICE FUND	187,479.52	1,818,715.21	1,878,377.56	127,817.17
208.0	DRUG ENFORCEMENT	9,259.68	0.00	0.00	9,259.68
210.0	AMBULANCE FUND	411,166.40	1,807,539.06	1,923,428.70	295,276.76
249.0	BUILDING FUND	32,009.71	43,656.00	71,861.24	3,804.47
250.0	COVERT COMMUNITY GARDEN	344.60	3,520.00	1,148.25	2,716.35
260.0	WATER	3,415.00	28,600.00	10,889.00	21,126.00
270.0	MUSEUM	7,309.84	3,268.58	6,605.15	3,973.27
280.0	COVERT TWP PARK CAMPGROUND	17,998.28	249,007.91	254,362.92	12,643.27

Bank Code		Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 05/31/2024
Fund	Description				
290.0	SENIOR SERVICES FUND	262,361.18	539,937.66	713,807.88	88,490.96
	GEN FUND CHECKING	1,533,409.27	6,125,605.08	6,494,567.98	1,164,446.37
CDMUS	MUSEUM CDS				
270.0	MUSEUM	18,446.93	65.79	0.00	18,512.72
	MUSEUM CDS	18,446.93	65.79	0.00	18,512.72
PAY	PAYROLL ACCOUNT				
750.0	PAYROLL	14,598.72	1,661,806.95	1,676,197.38	208.29
	PAYROLL ACCOUNT	14,598.72	1,661,806.95	1,676,197.38	208.29
TRUST	TRUST AND AGENCY				
701.0	TRUST & AGENCY FUND	13,791.50	12.71	0.00	13,804.21
	TRUST AND AGENCY	13,791.50	12.71	0.00	13,804.21
WWR	WASTE WATER & RECEIVING				
590.0	WASTE WATER FUND	89,498.43	93,389.61	111,014.21	71,873.83
	WASTE WATER & RECEIVING	89,498.43	93,389.61	111,014.21	71,873.83
WATER	WATER FUND ACCOUNT				
591.0	WATER BOND FUND	181,794.07	535,739.25	694,977.11	22,556.21
592.0	DUNESWOOD	19,685.56	109,774.19	117,295.00	12,164.75

Bank Code		Beginning			Ending
Fund	Description	Balance	Total	Total	Balance
		07/01/2023	Debits	Credits	05/31/2024
593.0	WATER REPLACEMENT	22,512.43	32,422.47	30,739.31	24,195.59
	WATER FUND ACCOUNT	223,992.06	677,935.91	843,011.42	58,916.55
	TOTAL - ALL FUNDS	12,504,678.26	33,054,307.02	32,894,047.27	12,664,938.01

06/05/2024

REVENUE AND EXPENDITURE REPORT FOR COVERT TOWNSHIP  
 PERIOD ENDING 05/31/2024  
 % Fiscal Year Completed: 91.80

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund Group <None>							
Fund 101.0 - GENERAL FUND							
Revenues							
101.0-000.00-403.000	CURRENT TAX	448,331.00	16,396.00	419,540.17	424,727.00	23,604.00	94.74
101.0-000.00-403.400	TAX INTEREST	6,000.00	0.00	27,981.95	768.39	5,231.61	12.81
101.0-000.00-407.000	DEL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-447.000	TAX ADMIN FEES	222,619.00	3,413.61	202,714.99	215,032.25	7,586.75	96.59
101.0-000.00-451.000	BUSINESS LICENSES/PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-478.000	GARAGE SALE PERMITS	43.00	0.00	45.00	54.00	(11.00)	125.58
101.0-000.00-479.000	PLANNING COMM APP FEES	630.00	0.00	525.00	575.00	55.00	91.27
101.0-000.00-480.000	LAND DIV ORD FEES	0.00	0.00	(220.00)	0.00	0.00	0.00
101.0-000.00-481.000	RENTAL REG FEES	4,250.00	125.00	225.00	485.28	3,764.72	11.42
101.0-000.00-483.000	ZONING COMPLIANCE FEES	0.00	0.00	2,835.00	895.00	(895.00)	100.00
101.0-000.00-484.000	LIQUOR LICENSES	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-570.000	GRANTS	250,938.00	0.00	0.00	0.00	250,938.00	0.00
101.0-000.00-574.000	CONSTIT STATE SHARED REV	252,000.00	0.00	231,996.00	229,530.00	22,470.00	91.08
101.0-000.00-629.000	TRANSFER STATION FEES	10,594.00	864.00	8,987.50	8,799.00	1,795.00	83.06
101.0-000.00-634.000	BURIAL FEES	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-643.000	LOT SALES	7,578.00	(320.00)	6,785.00	1,525.00	6,053.00	20.12
101.0-000.00-655.000	ORDINANCE FINES	34,000.00	0.00	0.00	250.00	33,750.00	0.74
101.0-000.00-664.000	INTEREST EARNED	7,936.00	1,068.26	7,640.19	11,884.85	(3,948.85)	149.76
101.0-000.00-664.300	INTEREST - INVESTMENT	18,726.00	6,871.41	23,067.23	55,312.97	(36,586.97)	295.38
101.0-000.00-668.000	RENTS	24,822.00	3,333.56	34,211.30	25,382.15	(560.15)	102.26
101.0-000.00-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-676.000	CONT OTHER FUNDS	0.00	1,750.00	0.00	1,750.00	(1,750.00)	100.00
101.0-000.00-677.000	REIMBURSEMENTS	433.00	0.00	360.60	831.04	(398.04)	191.93
101.0-000.00-677.500	REIMBURSEMENT/BLIGHT	0.00	0.00	0.00	0.00	0.00	0.00
101.0-000.00-687.000	REFUNDS/REBATES	96.00	0.00	2,018.77	11.50	84.50	11.98
101.0-000.00-688.000	ARPA FUNDS	160,442.00	0.00	0.00	0.00	160,442.00	0.00
101.0-000.00-694.000	OTHER REVENUE	4,500.00	1,076.29	7,054.25	(5,013.47)	9,513.47	(111.41)
101.0-000.00-699.000	TRANSFERS IN	0.00	0.00	350.00	0.00	0.00	0.00
101.0-209.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
101.0-209.00-694.000	OTHER REVENUE ASSESSING	0.00	0.00	0.00	0.00	0.00	0.00
101.0-738.00-570.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
101.0-738.00-694.000	OTHER REVENUE LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,453,938.00	34,578.13	976,117.95	972,799.96	481,138.04	66.91

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Expenditures							
000.00		0.00	0.00	380.00	20.36	(20.36)	100.00
101.00	TWP BOARD	208,000.00	25,088.89	187,948.11	204,060.98	3,939.02	98.11
171.00	SUPERVISOR	58,500.00	4,643.16	45,141.98	52,695.03	5,804.97	90.08
191.00	ELECTIONS	19,629.00	896.67	16,771.25	7,945.77	11,683.23	40.48
209.00	ASSESSING	137,500.00	6,421.33	54,202.30	98,835.91	38,664.09	71.88
215.00	CLERK	81,846.00	7,193.39	72,712.26	70,909.00	10,937.00	86.64
247.00	BOARD OF REVIEW	4,212.00	0.00	3,509.51	2,282.75	1,929.25	54.20
253.00	TREASURER	74,916.00	7,031.20	65,386.09	62,594.91	12,321.09	83.55
265.00	TWP HALL	67,135.00	2,468.15	38,018.53	61,609.26	5,525.74	91.77
276.00	CEMETERY	7,200.00	838.78	5,488.86	7,266.76	(66.76)	100.93
390.00	ORD ENFORCE	122,125.00	1,250.56	19,707.05	98,095.48	24,029.52	80.32
444.00	STREETS/SIDEWALK	479,211.00	23,471.15	260,251.02	276,423.54	202,787.46	57.68
445.00	DRAINS	3,809.00	0.00	3,174.08	230.87	3,578.13	6.06
526.00	TRANSFER STATION	97,556.00	1,294.40	21,645.82	34,719.14	62,836.86	35.59
692.00	PARKS	152,391.00	0.00	21,860.45	22,405.48	129,985.52	14.70
710.00	WATER	9,236.00	0.00	20,252.96	3,698.08	5,537.92	40.04
738.00	LIBRARY	4,300.00	0.00	3,312.39	3,377.36	922.64	78.54
801.00	PLANNING	51,492.00	(2,812.00)	14,415.79	40,360.92	11,131.08	78.38
804.00	MUSEUM	4,738.00	0.00	2,682.30	2,433.22	2,304.78	51.36
901.00	APPROPRIATIONS	78,000.00	0.00	70,229.12	76,333.16	1,666.84	97.86
910.00	INSURANCE	26,579.00	0.00	23,401.45	23,520.20	3,058.80	88.49
TOTAL EXPENDITURES		1,688,375.00	77,785.68	950,491.32	1,149,818.18	538,556.82	68.10
FUND TOTALS							
TOTAL REVENUES		1,453,938.00	34,578.13	976,117.95	972,799.96	481,138.04	66.91
TOTAL EXPENDITURES		1,688,375.00	77,785.68	950,491.32	1,149,818.18	538,556.82	68.10
NET OF REVENUES & EXPENDITURES		(234,437.00)	(43,207.55)	25,626.63	(177,018.22)	(57,418.78)	75.51
Fund 204.0 - MUNICIPAL STREET FUND							
Revenues							
204.0-000.00-403.000	CURRENT TAX	273,000.00	10,000.00	255,746.36	259,040.77	13,959.23	94.89
204.0-000.00-407.000	DELINQ PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00
204.0-000.00-664.300	INTEREST - INVESTMENT	14,596.00	6,297.15	17,363.26	48,950.89	(34,354.89)	335.37
204.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
204.0-000.00-694.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		287,596.00	16,297.15	273,109.62	307,991.66	(20,395.66)	107.09

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<hr/>							
Expenditures							
000.00		531,388.00	189,245.52	65,903.81	354,322.38	177,065.62	66.68
TOTAL EXPENDITURES		531,388.00	189,245.52	65,903.81	354,322.38	177,065.62	66.68
<hr/>							
FUND TOTALS							
<hr/>							
TOTAL REVENUES		287,596.00	16,297.15	273,109.62	307,991.66	(20,395.66)	107.09
TOTAL EXPENDITURES		531,388.00	189,245.52	65,903.81	354,322.38	177,065.62	66.68
NET OF REVENUES & EXPENDITURES		(243,792.00)	(172,948.37)	207,205.81	(46,330.72)	(197,461.28)	19.00
<hr/>							
Fund 207.0 - POLICE FUND							
<hr/>							
Revenues							
207.0-000.00-403.000	CURRENT TAX	1,039,300.00	38,000.00	971,855.35	984,375.60	54,924.40	94.72
207.0-000.00-407.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00	0.00
207.0-000.00-570.000	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
207.0-000.00-655.000	ORDINANCE FINES	10,915.00	0.00	9,095.63	3,845.82	7,069.18	35.23
207.0-000.00-664.000	INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
207.0-000.00-664.300	INTEREST INVESTMENT	34,518.00	235.71	32,884.28	107,418.34	(72,900.34)	311.20
207.0-000.00-673.000	SALE OF FIXED ASSETS	4,618.00	0.00	3,847.50	10,275.00	(5,657.00)	222.50
207.0-000.00-675.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
207.0-000.00-677.000	REIMBURSEMENTS	(1,806.00)	0.00	(1,504.81)	5.00	(1,811.00)	(0.28)
207.0-000.00-687.000	REFUNDS	3,636.00	0.00	3,029.93	0.00	3,636.00	0.00
207.0-000.00-694.000	OTHER REVENUE	6,616.00	289.54	5,578.35	10,428.14	(3,812.14)	157.62
207.0-000.00-695.000	TRAINING GRANTS	1,680.00	0.00	1,400.20	0.00	1,680.00	0.00
207.0-000.00-699.000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,099,477.00	38,525.25	1,026,186.43	1,116,347.90	(16,870.90)	101.53
<hr/>							
Expenditures							
000.00		1,167,767.00	70,429.53	884,972.12	904,188.11	263,578.89	77.43
TOTAL EXPENDITURES		1,167,767.00	70,429.53	884,972.12	904,188.11	263,578.89	77.43
<hr/>							
FUND TOTALS							
<hr/>							
TOTAL REVENUES		1,099,477.00	38,525.25	1,026,186.43	1,116,347.90	(16,870.90)	101.53
TOTAL EXPENDITURES		1,167,767.00	70,429.53	884,972.12	904,188.11	263,578.89	77.43
NET OF REVENUES & EXPENDITURES		(68,290.00)	(31,904.28)	141,214.31	212,159.79	(280,449.79)	310.67

Fund 210.0 - AMBULANCE FUND



GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Revenues							
210.0-000.00-403.000	CURRENT TAX	930,700.00	34,000.00	869,554.07	880,756.19	49,943.81	94.63
210.0-000.00-407.000	DELINQUENT PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-570.000	GRANTS	73,965.00	0.00	0.00	0.00	73,965.00	0.00
210.0-000.00-582.100	VOTED COUNTY AMB MONIES	309,694.00	0.00	258,077.76	249,064.30	60,629.70	80.42
210.0-000.00-664.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-664.300	INTEREST - INVESTMENT	44,114.00	12,481.05	44,557.81	162,799.08	(118,685.08)	369.04
210.0-000.00-664.500	PARK LOAN INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-675.000	DONATIONS FOR FIRE	871.00	0.00	726.00	0.00	871.00	0.00
210.0-000.00-676.000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	(1,032.49)	128.95	(128.95)	100.00
210.0-000.00-677.100	TERRORISM GRANT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-678.000	AMBULANCE SERVICE FEES	197,810.00	7,273.52	176,074.40	161,783.12	36,026.88	81.79
210.0-000.00-687.000	REFUNDS	1,274.00	0.00	1,062.49	0.00	1,274.00	0.00
210.0-000.00-690.000	SALE OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-692.000	TRAINING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
210.0-000.00-694.000	OTHER REVENUE	78.00	0.00	65.00	595.58	(517.58)	763.56
TOTAL REVENUES		1,558,506.00	53,754.57	1,349,085.04	1,455,127.22	103,378.78	93.37
Expenditures							
000.00		1,618,953.00	53,585.96	745,683.68	819,822.81	799,130.19	50.64
651.00	EMS DEPARTMENT	1,054,683.00	1,880.75	79,793.06	74,984.42	979,698.58	7.11
TOTAL EXPENDITURES		2,673,636.00	55,466.71	825,476.74	894,807.23	1,778,828.77	33.47
FUND TOTALS							
TOTAL REVENUES		1,558,506.00	53,754.57	1,349,085.04	1,455,127.22	103,378.78	93.37
TOTAL EXPENDITURES		2,673,636.00	55,466.71	825,476.74	894,807.23	1,778,828.77	33.47
NET OF REVENUES & EXPENDITURES		(1,115,130.00)	(1,712.14)	523,608.30	560,319.99	(1,675,449.99)	50.25
Fund 249.0 - BUILDING FUND							
Revenues							
249.0-000.00-447.000	PERMIT ADMIN FEES	3,500.00	440.00	8,119.00	5,305.00	(1,805.00)	151.57
249.0-000.00-447.100	ZONING PERMIT ADMIN FEES	0.00	0.00	0.00	0.00	0.00	0.00
249.0-000.00-475.000	MECHANICAL PERMITS-CONTRACTUAL	6,720.00	705.00	5,778.00	8,534.00	(1,814.00)	126.99
249.0-000.00-476.000	ELECTRICAL PERMITS-CONTRACTUAL	8,053.00	1,238.00	7,062.40	11,966.00	(3,913.00)	148.59
249.0-000.00-477.000	BUILDING PERMITS-CONTRACTUAL	18,890.00	1,505.00	16,541.60	15,746.00	3,144.00	83.36
249.0-000.00-478.000	ZONING PERMITS-CONTRACTUAL	3,628.00	0.00	0.00	1,410.00	2,218.00	38.86
249.0-000.00-480.000	LAND DIV ORD FEES	0.00	0.00	0.00	200.00	(200.00)	100.00
249.0-000.00-664.300	INTEREST EARNED INVESTMENT	0.00	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
249.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	95.00	(95.00)	100.00
249.0-000.00-687.000	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		40,791.00	3,888.00	37,501.00	43,256.00	(2,465.00)	106.04
Expenditures							
000.00		3,850.00	0.00	3,889.39	887.00	2,963.00	23.04
360.00	MECH PERMIT	8,100.00	0.00	6,441.00	7,974.00	126.00	98.44
370.00	ELECTRICAL INSPECT	12,000.00	0.00	9,040.00	11,815.40	184.60	98.46
380.00	BLDG INSPECT	21,000.00	0.00	16,417.40	18,074.24	2,925.76	86.07
390.00	ORD ENFORCE	30,000.00	0.00	3,022.64	28,000.00	2,000.00	93.33
TOTAL EXPENDITURES		74,950.00	0.00	38,810.43	66,750.64	8,199.36	89.06
FUND TOTALS							
TOTAL REVENUES		40,791.00	3,888.00	37,501.00	43,256.00	(2,465.00)	106.04
TOTAL EXPENDITURES		74,950.00	0.00	38,810.43	66,750.64	8,199.36	89.06
NET OF REVENUES & EXPENDITURES		(34,159.00)	3,888.00	(1,309.43)	(23,494.64)	(10,664.36)	68.78
Fund 250.0 - COVERT COMMUNITY GARDEN							
Revenues							
250.0-000.00-675.000	DONATIONS	5,000.00	0.00	400.00	3,520.00	1,480.00	70.40
250.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		5,000.00	0.00	400.00	3,520.00	1,480.00	70.40
Expenditures							
000.00		0.00	0.00	0.00	980.77	(980.77)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	980.77	(980.77)	100.00
FUND TOTALS							
TOTAL REVENUES		5,000.00	0.00	400.00	3,520.00	1,480.00	70.40
TOTAL EXPENDITURES		0.00	0.00	0.00	980.77	(980.77)	100.00
NET OF REVENUES & EXPENDITURES		5,000.00	0.00	400.00	2,539.23	2,460.77	50.78
Fund 260.0 - WATER							
Revenues							
260.0-000.00-677.000	SUBSIDY FROM GF	19,068.00	0.00	15,890.00	0.00	19,068.00	0.00

GL NUMBER	DESCRIPTION	2023-24	ACTIVITY FOR	YTD BALANCE	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH 05/31/24 INCR (DECR)	05/31/2023 NORM (ABNORM)	05/31/2024 NORM (ABNORM)	BALANCE NORM (ABNORM)	
260.0-000.00-694.000	WATER TAP FEES	24,840.00	0.00	20,700.00	25,678.38	(838.38)	103.38
TOTAL REVENUES		43,908.00	0.00	36,590.00	25,678.38	18,229.62	58.48
Expenditures							
000.00		39,588.00	0.00	38,175.00	7,967.38	31,620.62	20.13
TOTAL EXPENDITURES		39,588.00	0.00	38,175.00	7,967.38	31,620.62	20.13
FUND TOTALS							
TOTAL REVENUES		43,908.00	0.00	36,590.00	25,678.38	18,229.62	58.48
TOTAL EXPENDITURES		39,588.00	0.00	38,175.00	7,967.38	31,620.62	20.13
NET OF REVENUES & EXPENDITURES		4,320.00	0.00	(1,585.00)	17,711.00	(13,391.00)	409.98
Fund 270.0 - MUSEUM							
Revenues							
270.0-000.00-664.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00
270.0-000.00-664.300	INTEREST EARNED INVESTMENT	43.00	22.25	35.68	65.79	(22.79)	153.00
270.0-000.00-675.000	DONATIONS	852.00	0.00	710.00	492.00	360.00	57.75
270.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
270.0-000.00-694.000	OTHER REVENUE	12.00	0.00	10.00	0.00	12.00	0.00
270.0-265.00-677.000	REIMBURSEMENTS FROM GF	4,738.00	0.00	1,955.28	2,433.22	2,304.78	51.36
270.0-265.00-699.000	TRANSFER FROM GENERAL FUND	0.00	0.00	678.47	0.00	0.00	0.00
TOTAL REVENUES		5,645.00	22.25	3,389.43	2,991.01	2,653.99	52.99
Expenditures							
000.00		815.00	150.00	429.33	506.34	308.66	62.13
265.00	TWP HALL	4,738.00	674.49	3,682.38	5,598.23	(860.23)	118.16
TOTAL EXPENDITURES		5,553.00	824.49	4,111.71	6,104.57	(551.57)	109.93
FUND TOTALS							
TOTAL REVENUES		5,645.00	22.25	3,389.43	2,991.01	2,653.99	52.99
TOTAL EXPENDITURES		5,553.00	824.49	4,111.71	6,104.57	(551.57)	109.93
NET OF REVENUES & EXPENDITURES		92.00	(802.24)	(722.28)	(3,113.56)	3,205.56	3,384.30

Fund 280.0 - COVERT TWP PARK CAMPGROUND

Revenues

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
280.0-000.00-447.000	ADMIN FEES	4,200.00	0.00	0.00	0.00	4,200.00	0.00
280.0-000.00-485.000	TWP PARK FEES	231,000.00	18,251.10	181,951.15	172,352.42	58,647.58	74.61
280.0-000.00-490.000	DUMP STATION	0.00	0.00	12.00	0.00	0.00	0.00
280.0-000.00-570.000	GRANTS	775,000.00	0.00	0.00	0.00	775,000.00	0.00
280.0-000.00-664.000	INTEREST EARNED	34.00	1.82	37.70	54.23	(20.23)	159.50
280.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
280.0-000.00-688.000	ARPA FUNDS	142,300.00	0.00	0.00	0.00	142,300.00	0.00
280.0-000.00-694.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
280.0-000.00-699.300	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1,152,534.00	18,252.92	182,000.85	172,406.65	980,127.35	14.96

Expenditures

000.00		1,082,403.00	15,043.98	146,200.62	174,180.19	908,222.81	16.09
TOTAL EXPENDITURES		1,082,403.00	15,043.98	146,200.62	174,180.19	908,222.81	16.09

FUND TOTALS

TOTAL REVENUES		1,152,534.00	18,252.92	182,000.85	172,406.65	980,127.35	14.96
TOTAL EXPENDITURES		1,082,403.00	15,043.98	146,200.62	174,180.19	908,222.81	16.09
NET OF REVENUES & EXPENDITURES		70,131.00	3,208.94	35,800.23	(1,773.54)	71,904.54	2.53

Fund 290.0 - SENIOR SERVICES FUND

Revenues

290.0-000.00-403.000	CURRENT TAX	547,000.00	20,000.00	69,038.76	518,089.22	28,910.78	94.71
290.0-000.00-407.000	DELINQUENT TAX	0.00	0.00	0.00	0.00	0.00	0.00
290.0-000.00-664.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00
290.0-000.00-664.300	INTEREST EARNED INVESTMENT	3,091.00	0.00	3,799.52	5,099.27	(2,008.27)	164.97
290.0-000.00-694.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
290.0-000.00-699.000	Transfer In	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		550,091.00	20,000.00	72,838.28	523,188.49	26,902.51	95.11

Expenditures

000.00		786,430.00	4,885.50	80,314.28	440,055.44	346,374.56	55.96
TOTAL EXPENDITURES		786,430.00	4,885.50	80,314.28	440,055.44	346,374.56	55.96

FUND TOTALS

TOTAL REVENUES		550,091.00	20,000.00	72,838.28	523,188.49	26,902.51	95.11
----------------	--	------------	-----------	-----------	------------	-----------	-------

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	ACTIVITY FOR MONTH 05/31/24 INCR (DECR)	YTD BALANCE 05/31/2023 NORM (ABNORM)	YTD BALANCE 05/31/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
TOTAL EXPENDITURES		786,430.00	4,885.50	80,314.28	440,055.44	346,374.56	55.96
NET OF REVENUES & EXPENDITURES		(236,339.00)	15,114.50	(7,476.00)	83,133.05	(319,472.05)	35.18
FUND GROUP TOTALS							
TOTAL REVENUES		6,197,486.00	185,318.27	3,957,218.60	4,623,307.27	1,574,178.73	74.60
TOTAL EXPENDITURES		8,050,090.00	413,681.41	3,034,456.03	3,999,174.89	4,050,915.11	49.68
NET OF REVENUES & EXPENDITURES		(1,852,604.00)	(228,363.14)	922,762.57	624,132.38	(2,476,736.38)	33.69
TOTAL REVENUES - ALL FUNDS		6,197,486.00	185,318.27	3,957,218.60	4,623,307.27	1,574,178.73	74.60
TOTAL EXPENDITURES - ALL FUNDS		8,050,090.00	413,681.41	3,034,456.03	3,999,174.89	4,050,915.11	49.68
NET OF REVENUES & EXPENDITURES		(1,852,604.00)	(228,363.14)	922,762.57	624,132.38	(2,476,736.38)	33.69

# COVERT TOWNSHIP POLICE DEPARTMENT



Julian Allen  
Chief of Police

33805 M-140  
PO BOX 6  
Covert, MI 49043

Phone: (269)764-8100  
Fax: (269)764-8925  
email: [policechief@coverttwp.com](mailto:policechief@coverttwp.com)

June 4, 2024

TO: Covert Township Board

FR: Chief Allen

RE: CTPD Report for May 2024

Covert TWP Board,  
Totals for CTPD

Complaints: 140

Arrests: 29

Tickets: 55

Thank You,

Chief Allen

# COVERT TOWNSHIP POLICE DEPARTMENT



Julian Allen  
Chief of Police

33805 M-140  
PO BOX 6  
Covert, MI 49043

Phone: (269)764-8100  
Fax: (269)764-8925  
email: [policechief@coverttwp.com](mailto:policechief@coverttwp.com)

June 04, 2024

TO: Covert Township Board

FR: Chief Allen

RE: Fire, EMS for May 2024

Covert TWP Board,

The Totals for the following CTFD and EMS responses for May 2024 are:

Fire Dispatch: 8

Ambulance EMS: 20

Thank You,

Chief Allen

# COVERT TOWNSHIP PUBLIC WORKS REPORT June 11, 2024

1. Ongoing projects
  - 1.1. Marking and clearing Miss Dig tickets
    - 34<sup>th</sup> and 77 ½ -Mark sewer
  - 1.2. Placed three tickets with VBC Road Commission for ditching and washouts
    - One ticket 72<sup>nd</sup> between 34<sup>th</sup> and 36<sup>th</sup> – bad culvert
    - One ticket for 72<sup>nd</sup> between 378<sup>th</sup> and 28<sup>th</sup> – washout for driveways
    - One ticket for 77 ½ - ditching
  - 1.3. Need approval to have Town Hall parking lot lights painted
    - James Painting - \$1,500.00
    - 1.3..1. Will bring back at a later date; not able to get all of the information needed for bids
2. New Business
3. Completed projects
  - 3.1. Repairing and repainting the deck at the Museum
4. Special projects
5. General maintenance
  - 5.1. Maintaining all Township Properties
6. Assisting Citizens
7. Projects in Progress
  - 7.1. In process of remodeling storage space at the Transfer Station
8. Additional Information
  - 8.1. I am requesting to meet with the Board regarding the Township clerk, Wendy Pritchard's, concerns regarding Public Works and more specifically myself.

George Piggee  
Manager  
Public Works



# COVERT TOWNSHIP

CLERK  
NAOMI BARNES

P.O. BOX 35  
COVERT, MICHIGAN 49043  
(269) 764-8986 • Fax (269) 764- 1771

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DATWI COOK

TRUSTEE  
LONZEY TAYLOR

---

## **FOIA Requests** **Monthly Totals** May 2024

	<b><u>Police</u></b>	<b><u>Township</u></b>	<b><u>Total Requests</u></b>
<b>January</b>	14	0	14
<b>February</b>	15	3	18
<b>March</b>	4	0	4
<b>April</b>	10	3	13
<b>May</b>	10	2	12

Respectfully Submitted:  
Debbie Hinman  
FOAI Coordinator  
June 6, 2024

# COVERT TOWNSHIP

CLERK  
NAOMI BARNES

P.O. BOX 35  
COVERT, MICHIGAN 49043  
(269) 764-8986 • Fax (269) 764- 1771

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DAYWI COOK

TRUSTEE  
LONZEY TAYLOR

---

## Senior Millage Expenses 2023-2024 Fiscal Year

	CHORE		HOME REPAIR	
	Amount Billed	Amount Remaining	Amount Billed	Amount Remaining
July	\$4,679.69	\$25,320.31	\$977.56	\$29,022.44
August	\$5,255.00	\$20,065.31	\$3,114.54	\$25,907.90
Sept.	\$1,815.00	\$18,250.31	\$925.00	\$24,982.90
Oct.	\$2,211.62	\$16,038.69	\$2,583.69	\$22,399.21
November	\$2,190.31	\$13,848.38	\$3,000.00	\$19,399.21
December	\$649.95	\$13,198.43	\$2,071.95	\$17,327.26
January	0	\$13,198.43	\$700.00	\$16,627.26
February	0	\$13,198.43	\$2,048.51	\$14,578.75
March	\$985.00	\$12,213.43	\$1,461.32	\$13,117.43
April	\$1,285.00	\$10,928.43	0	\$13,117.43
May	\$2,999.40	\$7,929.03	\$1,269.02	\$11,848.41

Respectfully Submitted:  
Debbie Hinman  
Chore & Home Repair Coordinator  
June 6, 2024

Permit number	Address	Permit Type	Status	Acceptance date
24-COV-ORD00013	74088 Orchard Drive, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	6/5/2024
24-COV-BR00029	44879 Blue Star Highway, Coloma	Roof - Redeck/Reshingle - Residential	Building Permit Fee Paid: Pending*	6/4/2024
24-COV-Z00014	78921 29th Avenue, Covert	Zoning Permit	Site Plan or Statement of New Use: Pending*	6/4/2024
24-COV-MR00013	42185 Michigan 140, Covert	Mechanical - Residential	Building Inspections: Pending	5/31/2024
24-COV-EC00005	73860 Lake Street, Covert	Electrical - Commercial	Plan Review: Pending	5/30/2024
24-COV-ORD00012	82022 45th Avenue, Coloma	Ordinance Violation/Property Maintenance	Inspections: In Progress	5/29/2024
24-COV-BR00028	69034 42nd Avenue, Covert	Interior/Exterior Remodel/Alteration - Residential	Proof of ownership and address: Pending*	5/29/2024
24-COV-BR00027	78921 29th Avenue, Covert	Residential Exterior Alterations/Remodel	Zoning Approval: Pending*	5/24/2024
24-COV-ER00018	73455 County Road 378, Covert	Electrical - Residential	Building Inspections: In Progress	5/24/2024
24-COV-ER00017	34421 Michigan 140, Covert	Electrical - Residential	Building Inspections: Pending	5/21/2024
24-COV-ORD00011	74841 County Road 378, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	5/21/2024
24-COV-ORD00010	74479 Orchard Drive, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	5/17/2024
24-COV-BR00026	45601 72nd Street, Watervliet	Addition - Residential	Plan Review Fee Paid: Pending*	5/17/2024
24-COV-ORD00009	36855 76th Street, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	5/17/2024
24-COV-Z00013	30082 77 1/2 Street, Covert	Zoning Permit	Completed	5/15/2024
24-COV-BR00025	30082 77 1/2 Street, Covert	Deck - Residential	Building Inspections: In Progress	5/15/2024
24-COV-LDLS00003	45010 70th Street, Hartford	Land Division/Land Split	Inspection (Not a Site Visit): Pending	5/14/2024
24-COV-ER00016	32276 Blue Star Highway, Covert	Electrical - Residential	Building Inspections: In Progress	5/13/2024
24-COV-MR00012	79796 32nd Avenue, Covert	Mechanical - Residential	Building Inspections: Pending	5/8/2024
24-COV-Z00012	76390 30th Avenue, Covert	Zoning Permit	Site Plan or Statement of New Use: Pending*	5/8/2024
24-COV-Z00011	45601 72nd Street, Watervliet	Zoning Permit	Completed	5/6/2024
24-COV-BR00024	77002 38th Avenue, Covert	Residential Exterior Alterations/Remodel	Building Inspections: Pending	5/2/2024
24-COV-ER00015	77002 38th Avenue, Covert	Electrical - Residential	Building Inspections: Pending	5/2/2024

# **BOARD & COMMITTEE MINUTES**

# **Ordinance Review Board**

## **Special Meeting**

April 2, 2024 at 10:00

Covert Township Hall

**Present:** Jay Allen, Laura Fogarty, Wendy Pritchard, Aaron Wittorp

**Absent:** Marlyn Rendell

The meeting was called to order at 10:02 a.m. by Pritchard.

- A motion to accept the March 21, 2024 minutes was offered by Allen.
  - Motion seconded by Pritchard.
  - All vote in favor. Motion carried.
- Fogarty made a motion to recommend to the township board to approve the Short Term Rental Ordinance as presented to allow minor edits from 1-8-24 per consultation with the fire inspector.
  - Motion seconded by Allen.
  - All vote in favor. Motion carried.

Motion to adjourn the meeting at 10:15 a.m. was offered by Pritchard.

Next meeting: April 18, 2024 at 10:00 a.m.

Prepared by: Aaron Wittorp

# **Ordinance Review Board**

April 18, 2024 at 10:00

Covert Township Hall

**Present:** Laura Fogarty, Marlyn Rendell, Wendy Pritchard, Aaron Wittorp

**Absent:** Jay Allen

The meeting was called to order at 10:00 a.m. by Pritchard

- A motion to table April 2, 2024 minutes was offered by Fogarty
  - Motion seconded by Rendell.
  - Motion carried.

## **Public Comment.**

- Jerry Splain expressed concerns regarding the Rental Ordinance.

## **Old Business:**

- Fogarty makes a motion to send the Portable Structure Ordinance to the township board.
  - Seconded by Rendell.
  - All vote in favor. Motion carried.
- Fogarty made a motion to send the Outdoor Assembly Ordinance with changes to Section 7B, and Section 9 Draft 2 to the township board.
  - Seconded by Rendell.
  - All vote in favor. Motion carried.
- Fogarty makes a motion to accept the Short Term Rental Ordinance as revised as of 4-18-24 to the township board.
  - Seconded by Rendell.
  - All vote in favor. Motion carried.

## **New Business**

- The Sewer Ordinance was sent to the attorney.
- Revisit Garage Sale Ordinance.

Motion to adjourn the meeting at 10:41 a.m. was offered by Pritchard.

Next meeting: May 16, 2024 at 10:00 a.m.

Prepared by: Aaron Wittorp



## **COVERT HISTORICAL MUSEUM ADVISORY COMMITTEE MINUTES**

Tuesday, May 21, 2024 Meeting

Meeting called to order by Supervisor Daywi Cook at 12:08

All members present.

Approval of agenda and minutes: Daywi made motion. Mia seconded.

**PUBLIC COMMENT:** None

### **OLD BUSINESS:**

#### **1. Guest speakers:**

1) Mr. Mingo is scheduled to speak for the museum event during Reunion Weekend, Friday, May 21 at 2 p.m. The Covert alumni will be posting this event in their flyer.

-Room set up and occupancy regulations in the museum were discussed per this event. The Fire Inspector is to confirm the occupancy regulation.

2) Daywi will follow up on having Mr. DeYoung, Register of Deeds, Van Buren County, and the Lorena Family for future guest speakers.

3) Patrice will reach out to the Pokagon Tribe for our Native American connection.

**2. Volunteers:** Mia and Marjorie will alert volunteers when there is an “all hands on deck” situation.

#### **3. Exhibit Renovations:**

1st) Identify all furniture that does not have a purpose for the museum, and put a sticky note on it.

2nd) Do some minor arranging of the furniture to allow for more ease of movement and flow in the museum.

3rd) Each volunteer and committee member is to submit to Christy up to 5 “new exhibit ideas” before the June meeting. Also: Get feedback from visitors and even have a comment box for any exhibit idea. The possibility of rotating exhibits was discussed as well.



**4. Fundraising:** Daywi has the donor letter ready. She suggested having a QR code on the letter for ease of donation. She will talk to the Treasurer about it. The intention is to make it as easy as possible for donors to give money to the museum.

**5. Media & Communication:**

- The Museum's FB page is up with the intention to encourage volunteer opportunities on the page.
- The new email is to be put in place soon.

**NEW BUSINESS**

**1. Miscellaneous items:**

- The "Open" flag was a success! Thank you to Jean Robinson!
- The flowers are hung up on the porch too! Thank you Covert Public Works!
- The power point on the history of the museum is now on the main computer.
- Daywi is getting 2 air purifiers for the upstairs.

**2. Volunteer roles and possible future exhibits:**

- Empower them to work on the areas of the museum their strengths are most suited for.
- Summer student volunteers: Patrice offered to go into each classroom to "enlist" their services.
- Mia is to set up a "sign up" sheet.
- The Octagon House was discussed as a possible future exhibit.

**3. Donation Policy:**

This will be our first action item for the June meeting.  
Each member is to review the Collections Donation Fact Sheet Daywi handed out and come to the next meeting with suggestions.

Meeting was adjourned at 1:25

Next meeting is Tuesday, June 18, Noon.

Respectfully submitted,  
Christy Zwenger  
Secretary



**COVERT TOWNSHIP**  
**PLANNING COMMISSION**  
**MINUTES OF THE April 17, 2024 REGULAR MEETING**  
**6:30 P.M., COVERT TOWNSHP HALL**

**Call to Order / Roll Call / Pledge of Allegiance**

Chair Rendell called the meeting to order at 6:30 p.m.

Members Present: Robert Brown, Tom Bury, Luke Dennison, Austin Harding, Jena Johnson, Wayne Rendell, Lonzey Taylor

Members Absent: None

Others Present: Rebecca Harvey, Township Planning Consultant

**Approval of Agenda**

Motion by Brown, seconded by Bury, to approve the agenda of the April 17, 2024 regular meeting, as presented. Motion carried unanimously.

**Approval of Minutes – *March 20, 2024 Regular Meeting***

Motion by Brown, seconded by Harding, to approve the minutes of the March 20, 2024 regular meeting, as presented. Motion carried unanimously.

**Public Comment on Non-Agenda Items**

It was suggested that an updated and easier to read Zoning Map was needed for the Board room.

No further public comment was offered on non-agenda items.

**New Business**

Chair Rendell stated that no New Business was scheduled for consideration.

## **Ongoing Business**

### ***Text Amendment: Battery Storage Facilities***

Chair Rendell reminded that the Commission had considered draft amendments to Section 2.02 – Definitions and Section 18.34 – Battery Energy Storage Systems (BESS) prepared based on the City of Walker ordinance in March. Following review and discussion, the Planning Commission directed Harvey to request Township Attorney review of the draft text and to consider all review comments provided to develop Draft #2 for continued Planning Commission consideration in April.

Harvey provided an overview of the Township Attorney's review comments/questions of Draft #1 and reviewed the corresponding modifications to the proposed text reflected in Draft #2. She elaborated on the question of using MWH vs. kWh and provided context regarding the types of battery storage systems that would be defined as 'Tier 1' systems (e.g. home battery systems and individual farm, school or commercial systems) in the Ordinance.

Lengthy discussion of Draft #2 ensued, wherein the following was noted:

- Reference to 'an enclosed area' in the Tier 1 and 2 definitions should be revised for clarity. A similar discussion related to the solar energy text was referenced.
- Clarification of 'participating lots' and 'nonparticipating lots' was noted, with specific reference to Subsection B.1.
- The 'noise' standard reflected in Subsection B.8. should be revised to require measurement at the property line rather than 'the outside wall of any residence of a non-participating lot'. The measurement requirements set forth in the Noise Ordinance should be consulted for consistency.
- The text in 'red' in Subsection B.12. is language suggested by the attorney representing a potential BESS applicant . . and is currently under review by the Township Attorney.
- There is value in seeking review of the draft text by the Township Zoning Administrator and Township Building Official.

Public comment on the discussion was then offered. Questions were raised regarding why the Commission is pursuing a text amendment to allow energy storage facilities in the Township,

noting that the Township already disproportionately supports the energy production industry. Concerns were expressed regarding noise impacts. The Planning Commission was urged to review sample ordinances from other communities and for the Township to become proactive in supporting the current challenge to the existing legislation. It was requested that the Township hold on moving the proposed amendments forward until after the November election and the success of that challenge is known.

David Zubiak, a future 'energy storage systems' applicant, reiterated that he has no issues with the draft text presented, but that he will seek his engineer's comment on the text modifications discussed tonight.

Harvey was directed to revise the draft text as discussed and submit same to the Township Attorney for final review and to the Township Zoning Administrator and Building Official for comment. It was agreed that review of Draft #3 and consideration of the requested technical reviews will be scheduled for the May meeting.

### ***Community Survey Results***

Chair Rendell noted receipt of the raw survey data requested but added that the form in which the data was received made analysis difficult. A general discussion ensued regarding the questions of interest regarding the survey responses.

Several Township residents present expressed their appreciation for the Township's public engagement efforts but noted that better methods for seeking input are needed.

### **Communications**

Harvey reported on the status of the Master Plan/Coastal Management Plan project.

### **Adjournment**

There being no further business to come before the Commission, the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,  
Rebecca Harvey, AICP, PCP  
(McKenna)Township Planning Consultant

# COVERT TOWNSHIP

## PLANNING COMMISSION

### MINUTES OF THE May 15, 2024 REGULAR MEETING

6:30 P.M., COVERT TOWNSHP HALL

#### **Call to Order / Roll Call / Pledge of Allegiance**

Chair Rendell called the meeting to order at 6:30 p.m.

Members Present: Robert Brown, Tom Bury, Luke Dennison, Austin Harding, Jena Johnson, Wayne Rendell, Lonzey Taylor

Members Absent: None

Others Present: Rebecca Harvey, Township Planning Consultant

#### **Approval of Agenda**

Motion by Brown, seconded by Bury, to approve the agenda of the May 15, 2024 regular meeting, as presented. Motion carried unanimously.

#### **Approval of Minutes – April 17, 2024 Regular Meeting**

Motion by Brown, seconded by Taylor, to approve the minutes of the April 17, 2024 regular meeting, as presented. Motion carried unanimously.

#### **Public Comment on Non-Agenda Items**

No public comment was offered on non-agenda items.

#### **Ongoing Business**

#### ***Text Amendment: Battery Storage Facilities***

Chair Rendell reminded that the Commission considered Draft #2 of proposed amendments to Section 2.02 – Definitions and Section 18.34 – Battery Energy Storage Systems (BESS) in April. Following review and discussion, the Planning Commission directed Harvey to revise the draft text as discussed and submit same to the Township Attorney for final review and to the Township Zoning Administrator and Building Official for comment. It was agreed that review of Draft #3 and consideration of the requested technical reviews would be scheduled for the May meeting.

Harvey provided an overview of Draft #3 and referenced the Covert Township Anti-Noise and Public Nuisance Ordinance provided to the Commission for reference. She recited the Township Attorney's preliminary review comments on Draft #3, noting that a complete/final review had not yet been received. Harvey advised that the Zoning Administrator reviewed the draft text and offered no changes . . . and that no review response had been received from the Building Official to date.

Lengthy discussion of Draft #3 ensued. The Commission noted that all requested revisions were made and are satisfactory. The amendment of Subsection B.8. so as to apply the standards of the Noise Ordinance, namely to require measurement at the property line rather than 'the outside wall of any residence of a non-participating lot', was considered at length. It was agreed that requiring the measurement of noise levels at the property line more effectively protects future buildings/uses on adjacent properties.

Public comment on the discussion was then offered. Liz Smaka noted that she lives in the vicinity of the industrial zoning where BESS facilities are proposed to be allowed and expressed concern with the noise potential. To that end, she expressed support for applying the measurement standard established by the Noise Ordinance. She stated that she is interested in feedback from the future BESS applicant present regarding the proposed noise standard. Smaka further noted that adoption of local standards for battery storage facilities may result in applicants choosing the local review process instead of the state process. She opined that the shorter review process equates to incentivizing these types of facilities in the Township and that she does not feel that is in the best interest of the Township.

David Jakubiak of Aileron Communications stated that they find the proposed '65 db level as measured at the property line' standard acceptable. He requested the Township also consider adding a waiver provision that would allow a non-participating adjacent landowner the ability to 'authorize' a non-compliant noise level.

Barbara Norman stated that she feels Covert Township is currently home to several energy-related facilities and that there is not a need for the Township to accommodate all related uses. She noted that other types of growth in the Township are desired.

The Planning Commission explained the impact of PA 233 on the Township and the merit of adopting local standards, which allows: 1) the establishment of higher and locally-specific standards, and 2) Township participation in the review/approval process.

Taylor stated that he feels the lack of public sewer in the Township is what largely serves to discourage local development.

The Planning Commission proceeded with an in-depth discussion of the proposed noise-standard, noting the pros/cons of the State standard and the local Noise Ordinance. In conclusion, the following points of consensus were noted:

- There is support for the proposed approach to limit Tier 2 energy storage facilities to the I Industrial District as a special land use.
- There is support for the modified Subsection B.8. so as to reference compliance with the Township's existing noise ordinance.
- There is some interest in the idea of a 'noise waiver' option.
- Township Attorney review of Draft #3, including the 'noise waiver' idea, is requested.

The Planning Commission directed Harvey to coordinate a review of Draft #3 by the Township Attorney. It was agreed that the review comments would be considered at the next meeting and a public hearing on the draft text scheduled.

## **New Business**

### ***Text Amendment: Shipping/Storage Containers***

Chair Rendell reminded that the topic of 'shipping/storage containers' was added to the Work Plan in January as a Priority #2 Work Item. He noted that he had requested Harvey provide background information and sample ordinances on the subject to allow for initial Planning Commission consideration.



Harvey referenced two informational articles provided on the use of shipping containers for storage and for housing/retail space . . and sample ordinances for same from the City of Hastings, Atlas Township, Conway Township and Wakefield Township.

Planning Commission discussion ensued wherein the following was noted:

- There is quite a bit of interest in the Township for the use of shipping containers.
- There is support for allowing the use of shipping containers for accessory use only.
- There are safety concerns with the use of shipping containers for housing.
- There are many issues to resolve, such as: where to allow; required permitting; how to address existing shipping containers in the Township.

Johnson reviewed Sections 18.12 and 18.14 and how they might apply to the use of shipping containers. Chair Rendell indicated a preference for the approach used in the Conway Township ordinance. Dennison added that the maintenance provision set forth in the Wakefield Township ordinance should be considered.

Harvey was then directed to prepared draft text based on the Planning Commission's discussion for consideration at the next meeting.

### **Communications**

Chair Rendell noted receipt of the compiled survey results and indicated that the form in which the results were provided was much easier to review than the raw data previously requested. Harvey noted that the compilation received will also be included in the Master Plan.

Harvey then reported on the status of the Master Plan/Coastal Management Plan project.

### **Adjournment**

There being no further business to come before the Commission, the meeting was adjourned at 8:18 p.m.

Respectfully Submitted,  
Rebecca Harvey, AICP, PCP  
(McKenna)Township Planning Consultant

## **SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES**

**May 15, 2024**

**Pursuant to Act 267 of 1976, as amended (Open Meetings Act), the Board Members of the South Haven Area Regional Airport Authority (SHARAA) met at the South Haven Area Regional Airport, 73020 C.R. 380, South Haven, Michigan on Wednesday, May 15 2024.**

Brent Nichols Called a regular meeting of the South Haven Area Regional Airport Authority Board to order at 7:30 pm.

### **BOARD MEMBERS PRESENT:**

Brent Nichols, Chairman  
Jon Woodhams, Geneva Township, Vice Chair  
Ron Christy, Covert Township  
Mary Hosley, City of South Haven  
Jim Sankofski, Casco Township  
Ross Woodhams, alternate for City of South Haven  
Todd Jensen, South Haven Township

### **BOARD MEMBERS ABSENT:**

Fred Bower, Covert Township

- I. **Agenda:** Mary Hosley motioned to approve the agenda for the MAY 15, 2024, Airport Board Meeting. Jon Woodhams seconded this motion. **All voted in favor. Chairman Nichols announced the motion to approve the agenda carries. YEA 6 / NA 0**

### **II. Public Comments:**

Mr. Torp asked the difference between a Provisional and General Airport License, meaning General Utility as KLWA is categorized as. Airport Manager John Carlson advised Mr. Torp that the Airport was under a Provisional License due to obstructions in the runway approaches (trees). Once the Airport showed corrective action was being taken for these obstructions, the Michigan Aeronautics Commission issued the Airport its General Utility License.

Mr. Torp asked if the EPA offers impact statements on the tree obstruction removal we are expected to conduct.

Mr. Torp commented that the Runway End Indicator Lights, or REIL strobes, at the end of Runway 23 are very bright at night and in overcast conditions. He also stated he believed these lights were pilot-controlled, and asked why they are on at all times.

Todd Jensen motioned to approve the consent agenda, and Mary Hosley seconded this motion:

Consent Agenda:

Expenses from:

- MARCH 2024 Totaling: \$16, 130.82
- Manager's reports dated: MAY 15, 2024

A roll call vote to approve the consent agenda was taken and **all voted in favor. Chairman Nichols announced the motion carries. YEA 6 / NA 0**

III. **Committee Reports:** None

IV. **Old Business:**

Mary Hosley motioned to enter a Closed Session to discuss Parcels and Easements.  
Ron Christy seconded this motion. **all voted in favor. Chairman Nichols announced the motion to enter a Closed Session carries. YEA 6 / NA 0**

Mary Hosley motioned to enter back into Open Session. Brent Nichols seconded this motion. **all voted in favor. Chairman Nichols announced the motion to enter an Open Session carries. YEA 6 / NA 0**

V. **New Business:**

Airport Management is gathering quotes for continued tree/obstruction removal on Airport property as well as the Runway 32 approach. (turf runway).

VI. **Member Comments:** None

Todd Jensen motioned to adjourn the meeting at: 7:52pm. Mary Hosley seconded this motion. **All voted in favor. Chairman Nichols announced the motion carries and the meeting adjourned. YEA 6 / NA 0**

**SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY**

Brent Nichols, Chairman  
Jon Woodhams, Geneva Township, Vice Chair  
Todd Jensen, South Haven Township  
Mary Hosley, City of South Haven  
Ross Woodhams, alternate for City of South Haven

Ron Christy, Covert Township  
Fred Bower, Covert Township  
Jim Sankofski, Casco Township  
Nancy Kelley, Treasurer  
John Carlson, Secretary

# **COVERT TOWNSHIP COMMUNITY GARDEN ADVISORY COMMITTEE**

## **DRAFT Minutes**

**Friday, April 26, 2024 at 4:00 PM**

**Covert Branch Library, 33805 M-140, Covert, MI 49043**

The meeting was called to order by Chair R. Job at 4:15 PM.

Members Present: Rebecca Job, Michelina Dominguez, Barbara Bainbridge, Patrice Jackson

Members Absent: Daywi Cook

Motion by M. Dominguez, supported by P. Jackson, to approve the agenda.

Yes: 4, No: 0, Absent: 1 - CARRIED

**PUBLIC COMMENT:** none

## **NEW BUSINESS**

**Approve 3/22/24 Meeting Minutes** Previous meeting's minutes were not printed out as of meeting's commencement, so approval will be tabled until May's meeting.

**Discuss Earth Day/Bed Prep Events** All present members agreed that both events went well. 8 people attended the Earth Day seed starting event, and 11 attended the bed prep event, including 3 folks from the fire dept. and several new faces (Keith/Melanie Gloiss).

## **Finalize Garden Bed Planning/Discuss What's Already Planted**

R. Job suggested that we start a planting journal to keep track of what gets planted where, on what day, and how it does. We discussed rotating the tomato bed. Discussed adding a melon plot and a pumpkin patch, both of which could be seeded later than the May event, at next meeting or later. Plants already planted include: carrots, radishes, brussel sprouts, spinach. Established plants include Swiss chard, garlic, cilantro, sage, blue flax, potatoes, onions, and 6 raspberry canes. Desired additional plants include beets, zucchini, crowder peas, and green beans.

## **Brainstorm June Activity**

M. Dominguez suggested an event in partnership with the library. P. Jackson suggested a seed “giveaway,” promoting the seed library we already have and supplemented by an info packet as well as a tour of the community garden. Tentative date set for Saturday, June 1 at 3pm.

## **OTHER BUSINESS**

None

Motion to adjourn by R. Job, supported by M. Dominguez, at 4:59 PM.

---

Respectfully submitted by R. Job, Chair  
Next Meeting Friday, May 31, 2024 at 3:00 PM

## **Covert Township Park Advisory Committee**

**Thursday May 16, 2024**

### **Meeting Minutes**

Meeting called to order by Chair C. Zwenger at 5:30 PM

**Present:** W. Rendell, C. Zwenger, J. Hartmann, and E. Wilborn

**Absent:** J. Snow

**Others Present:** None

#### **Agenda:**

Motion by J. Hartmann seconded by E. Wilborn to approve the agenda as presented.

Motion Carried.

#### **Public Comment:**

None.

#### **Secretary's Report:**

Motion by J. Hartmann seconded by C. Zwenger to approve the April 18, 2024 meeting minutes as presented.

Motion Carried.

#### **Old Business:**

##### **Cameras:**

J. Hartmann said that the Township has received the grant and it is moving forward, but isn't sure when it will be completed.

##### **Covert Community Park Pavilion:**

J. Hartmann reported that the Township Board approved our recommendation for the pavilion and that Wightman will seek bids.

#### **New Business:**

##### **Park Manager report:**

None.

**Other Business:**

J. Hartmann will check with Township Supervisor, D. Cook to see what the status is on the North and South Stairs at Covert Park Beach and Campground to see if they are on schedule to be done this fall.

**Next meeting date:**

Next regular Meeting – June 20, 2024 at 5:30 PM

**Adjournment:**

Motion to adjourn at 6:15 PM

Respectfully Submitted:

Wayne Rendell, Secretary

# Room Forecast Report - Covert Park Campground

**Report type:** Room Forecast Report

**Date Range:** Custom Range | May 15, 2024 to Oct 15, 2024

**Group Rows by:** Month

**Include Performance Metrics:** Yes

**Generated On:** Jun 06, 2024 | 11:28PM

**Break Out by:** None

**Include Group Reservations:** Yes

**Include Inactive/Obsolete Room Classes:** No

## Summary View | Room Forecast

	Rooms ⓘ						Guests ⓘ				Group ⓘ				Performance ⓘ		
Date range	TOT	OOO	BKBL	RS	OCC%	AVL	GST	ARV	S/O	DEP	BLK	P/U	P/U%	GRP REV	REV	ADR	RevPAR
May 15, 2024 - Oct 15, 2024	10010	0	10010	3537	35.33%	6473	10608	1173	2364	1173	0	0	0.00%	\$0.00	\$166,128.99	\$46.97	\$16.60

## Detailed View | Room Forecast

Group Rows By: Month

	Rooms ⓘ						Guests ⓘ				Group ⓘ				Performance ⓘ		
Date	TOT	OOO	BKBL	RS	OCC%	AVL	GST	ARV	S/O	DEP	BLK	P/U	P/U%	GRP REV	REV	ADR	RevPAR
2024 May	1105	0	1105	306	27.69%	799	883	139	167	112	0	0	0.00%	\$0.00	\$15,522.64	\$50.73	\$14.05
2024 June	1950	0	1950	780	40.00%	1170	2232	313	467	311	0	0	0.00%	\$0.00	\$36,326.57	\$46.57	\$18.63
2024 July	2015	0	2015	1283	63.67%	732	3832	360	923	371	0	0	0.00%	\$0.00	\$58,931.72	\$45.93	\$29.25
2024 August	2015	0	2015	929	46.10%	1086	2971	289	640	257	0	0	0.00%	\$0.00	\$42,970.14	\$46.25	\$21.33
2024 September	1950	0	1950	210	10.77%	1740	612	59	151	109	0	0	0.00%	\$0.00	\$10,831.92	\$51.58	\$5.55
2024 October	975	0	975	29	2.97%	946	78	13	16	13	0	0	0.00%	\$0.00	\$1,546.00	\$53.31	\$1.59



# **NEW BUSINESS**



## INVOICE & BIND REQUEST

DATE: May 30, 2024

Covert Township, Van Buren County  
73943 Lake Street  
P.O. Box 35  
Covert, MI 49043-0035

---

---

### Provident Accident & Health Policy #PRCO-91985-MI10233 Premium Due & Effective: 7/1/2024

<u>PLAN #</u>	<u>PREMIUM:</u>
<input type="checkbox"/> Present Plan – Annual Premium	\$3,176
<input type="checkbox"/> Plan 1 – Annual Premium	\$3,641
<input type="checkbox"/> Plan 2 – Annual Premium	\$4,136

**TOTAL PREMIUM SUBMITTED:**     \$ \_\_\_\_\_

***\* Please mark the box of the plan you are selecting.***

---

---

**PLEASE MAKE CHECK PAYABLE & SUBMIT TO:**

**BURNHAM & FLOWER INSURANCE GROUP**  
**315 South Kalamazoo Mall**  
**Kalamazoo, MI 49007**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## Plans of Insurance for the Covert Township Fire and Police Department

*Benefits apply while performing a Covered Activity.*

- Class 1 All volunteer classes of membership including but not limited to a Volunteer Member, Emergency Volunteer, Auxiliary Member, Fire Corps, Community Volunteer, Board Member, Trustee, Administrative Personnel, Junior Member, Member in Training, Probationary Member, and Part-Time Employees of the Policyholder.
- Class 2 Career Personnel of the Policyholder.

### Section I: Death Benefits

		<u>Present Plan</u>	<u>Plan 1</u>	<u>Plan 2</u>
A.	Covered Injury Death Benefit	\$50,000	\$50,000	\$50,000
B.	Covered Illness Death Benefit	\$50,000	\$50,000	\$50,000
C.	HIV Positive Diagnosis Lump Sum Benefit	\$50,000	\$50,000	\$50,000
D.	Bereavement Benefit	Up to \$5,000	\$5,000	\$5,000
E.	Dependent Child Benefit (Per Child)	\$10,000	\$10,000	\$10,000
F.	Seatbelt Benefit	\$12,500	\$12,500	\$12,500
	Airbag Benefit	\$12,500	\$12,500	\$12,500
G.	Final Expenses Benefit*	Up to \$5,000	\$5,000	\$5,000
H.	Spousal Benefit	\$15,000	\$15,000	\$15,000
I.	Surviving Spouse Education Benefit	Up to \$10,000	\$10,000	\$10,000
J.	Dependent Child Education Benefit	Up to \$10,000	\$10,000	\$10,000

\* Includes repatriation to the funeral home as well as other locations, cremation, burial services, grave marker/headstone.

### Section II: Impairment Benefits

A.	Dismemberment, Loss of Speech or Hearing Benefit**	Up to \$50,000	\$50,000	\$50,000
B.	Vision Impairment Benefit**	Up to \$50,000	\$50,000	\$50,000
C.	Cosmetic Disfigurement from Burns Benefit**	Up to \$50,000	\$50,000	\$50,000
D.	Permanent Physical Impairment Benefit**	Up to \$50,000	\$50,000	\$50,000
E.	Felonious Assault Benefit	Up to \$25,000	\$25,000	\$25,000
F.	Impairment Modification Benefit**	Up to \$50,000	\$50,000	\$50,000
G.	Paralysis Benefit**	Up to \$50,000	\$50,000	\$50,000
H.	Line of Duty Cancer Initial Diagnosis Benefit Rider^	\$0	\$5,000	\$10,000

\*\* Benefits payable are based on the percentage of impairment or loss as defined in the Policy.

### Section III: Income Protection Benefits

A.	Weekly Total Disability Benefits	Up to \$250	\$250	\$250
A.i.	Covered Injury Minimum Weekly Total Disability Benefit	\$50	\$50	\$50
A.ii.	Covered Illness Minimum Weekly Total Disability Benefit	\$50	\$50	\$50
A.iii.	Covered Injury Weekly Earned Income Replacement Benefit***	Up to \$200	\$200	\$200
A.iv.	Covered Illness Weekly Earned Income Replacement Benefit***	Up to \$200	\$200	\$200
B.	Partial Disability Benefit ***	Up to \$250	\$250	\$250
C.	Cost of Living Adjustment	Up to \$750	\$750	\$750
D.	First Week Disability Benefit***	Up to \$1,000	\$1,000	\$1,000
E.	Transition Benefit	Up to \$250	\$250	\$250
F.	Retraining Benefit	Up to \$20,000	\$20,000	\$20,000

\*\*\* Benefits are payable in coordination with the Loss of Earnings Coverage as defined in the Policy.

**Plans of Insurance for the Covert Township Fire and Police Department**  
*Benefits apply while performing a Covered Activity.*

Section IV: Medical Expenses			<u>Present Plan</u>	<u>Plan 1</u>	<u>Plan 2</u>
A.	Medical Expense Benefit****	Up to	\$20,000	\$20,000	\$20,000
B.	Plastic Surgery Expense Benefit****	Up to	\$25,000	\$25,000	\$25,000
**** We will not pay covered medical expenses incurred by an Insured Person that are paid or payable under Workers' Compensation, no fault auto or similar insurance.					
Section V: Additional Benefits					
A.	Daily Hospital Confinement and Outpatient Treatment Benefit		\$15	\$15	\$15
B.	Daily Critical Care Benefit		\$30	\$30	\$30
C.	Family Expense Benefit	Up to	\$10,000	\$10,000	\$10,000
D.	Occupational Rehabilitation Benefit	Up to	\$10,000	\$10,000	\$10,000
E.	Mental Stress Management Benefit	Up to	\$10,000	\$10,000	\$10,000
F.	Traumatic Incident Benefit	Up to	\$10,000	\$10,000	\$10,000
G.	Health Insurance Premium Benefit	Up to	\$12,000	\$12,000	\$12,000

	<u>Present Plan</u>	<u>Plan 1</u>	<u>Plan 2</u>
<b>Annual Premium</b>	\$3,176	\$3,641	\$4,136
<i>The annual payment option offers a one-year rate guarantee.</i>			

Preparation Date: May 16, 2024  
Renewal Date: July 1, 2024  
Proposal ID: 66274  
This proposal is valid for 90 days from the Preparation Date or until 1 day prior to the Renewal Date, whichever is later.  
Underwritten by: AXIS Insurance Company

***^Please note that cancer is excluded from the policy. A Line of Duty Cancer Initial Diagnosis Benefit Rider is available for purchase.***

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

### **DISCLOSURE STATEMENT**

All U.S. insurance coverage described in this proposal is provided by AXIS Accident & Health and underwritten by AXIS Insurance Company. Coverage may not be available in all U.S. states and jurisdictions. Product availability and plan design features, including eligibility requirements, descriptions of benefits, exclusions or limitations may vary depending on state laws. This proposal outlines in general some of the important features of the proposed insurance program. The controlling provisions will be in the Policy, and this proposal is not intended in any way to modify the provisions or their meanings. The policy will be subject to the laws of the state in which it is issued.

This insurance coverage is administered by Provident Agency, Inc. of Pittsburgh, PA.

This insurance does not apply to the extent that trade or economic sanctions or regulations prohibit AXIS Accident & Health from providing insurance, including, but not limited to, the payment of claims. Payment of claims under any insurance policy issued shall only be made in full compliance with all United States economic or trade and sanction laws or regulation, including, but not limited to, sanctions, laws and regulations administered and enforced by the U.S. Treasury Department's Office of Foreign Assets Control ("OFAC").

Insurance policies providing certain health insurance coverage issued or renewed on or after September 23, 2010 are required to comply with all applicable requirements of the Patient Protection and Affordable Care Act (PPACA). However, there are a number of types of insurance that are specifically exempt from the requirements of the PPACA.

Based on our understanding of the current law and regulations, it is our belief that the accident and health benefits provided under this program are exempt from the requirements of the PPACA. Similarly, we do not believe that this accident and health coverage qualifies as minimum essential benefits as set forth in the PPACA.

AXIS Insurance Company continues to monitor PPACA laws and regulations to determine any impact on its products. Should there be any change that requires modification of this coverage, we reserve the right to change the policy and rates accordingly.

### **GENERAL EXCLUSIONS AND LIMITATIONS**

The benefits contained in the Policy are subject to the following limitations:

1. All Covered Injuries and Covered Illnesses arising from the same Covered Activity shall be treated as a single Covered Injury or Covered Illness. If the Insured Person sustained a Covered Injury and a Covered Illness from the same Covered Activity and the amount payable or benefit period for a specific benefit is different for Covered Injuries and Covered Illnesses, the Company will pay the higher amount or adhere to the longer benefit period.
2. If an Insured Person suffers a Covered Injury or Covered Illness that is payable under more than one of the following benefits, the most the Company will pay is the greater of the largest principal sum or the largest single benefit amount payable shown on the *Policy Schedule of Benefits* for any benefit for which the Insured Person qualifies: Covered Injury Death Benefit; Covered Illness Death Benefit; HIV Positive Diagnosis Lump Sum Benefit; Dismemberment, Loss of Speech or Hearing Benefit; Vision Impairment Benefit; Permanent Physical Impairment Benefit or Paralysis Benefit.
3. If an Insured Person is covered under more than one Policyholder Blanket Accident Policy issued by the Company, the total benefits payable will not exceed those payable under the policy that provides the greatest benefit.

*This limitation may not apply when multiple Blanket Accident Policies are issued and an Insured Person is also covered under an Accidental Death & Dismemberment Policy.*

*This limitation will apply when an Insured Person is covered under multiple Blanket Accident Policies; the Insured Person will not be covered under more than one local policy, more than one county policy, or more than one state policy.*

In addition to any benefit or coverage specific exclusion, benefits will not be paid for any loss which directly or indirectly, in whole or in part, is caused by or results from any of the following unless coverage is specifically provided in the Policy: declared or undeclared war or act of war; suicide or any attempt at it, while sane or insane; or intentionally self-inflicted injuries while sane; mental or emotional disorders, except as specifically provided for by the Traumatic Incident Benefit or the Mental Stress Management Benefit; any Organized League Athletic Event, except as provided under the Policy; commission of a felony; or cancer. In addition, benefits will not be paid for services or treatment rendered by any person who is: employed or retained by Policyholder; living in the Insured Person's household; an Immediate Family Member of either the Insured Person or the Insured Person's Spouse; or the Insured Person.

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

### **EXCLUSIONS THAT APPLY TO THE INCOME PROTECTION BENEFITS**

In addition to the Exclusions provided under the Policy, no Income Protection Benefits shall be payable in the following instances, unless coverage is specifically provided: (1) during the Insured Person's incarceration in a penal or corrections institution. Payments may resume after incarceration as long as the Insured Person remains Totally Disabled and remains covered under the Policy; or (2) the Insured Person is not receiving Appropriate Care.

### **LIMITATIONS THAT APPLY TO THE INCOME PROTECTION BENEFITS**

1. Total Disability or Partial Disability claims resulting from athletic events that are not Organized League Athletic Events will be limited to a maximum period of up to 156 weeks.
2. In no event will benefits be payable to an Insured Person for more than one disability at the same time.
3. An Insured Person may reopen his or her claim at any time up to 5 years following a period of Total Disability or Partial Disability for either Covered Injuries or Covered Illnesses for which payments were made under this Policy.
4. If an Insured Person is covered by multiple Accident Policies issued by the Company, the total amount of Income Protection Benefits payable under all policies will be a weekly benefit amount up to a maximum of \$1,000.
5. If a Career Personnel Insured Person is approved for disability retirement or otherwise retires, all eligibility for Total Disability or Partial Disability terminates on the effective date of such retirement.

### **EXCLUSIONS FOR MEDICAL EXPENSE BENEFIT AND THE PLASTIC SURGERY EXPENSE BENEFIT**

In addition to the Exclusions provided under the Policy, no Medical Expense Benefit or Plastic Surgery Expense Benefits shall be payable for the following treatments or services, unless coverage is specifically provided:

1. benefits paid or payable under any Workers' Compensation Act or similar law, or under any no fault automobile insurance plan or similar law. If an Insured Person settles a Workers' Compensation claim, including medical expenses under Workers' Compensation, medical expenses rising from the injury or occupational disease that led to the Workers' Compensation claim will be deemed to be payable under Workers' Compensation for purpose of determining Covered Medical Expenses; or
2. any elective or routine treatment, surgery, health treatment, or examination, including any service, treatment or supplies that: (a) are deemed by the Company to be experimental or investigational; and (b) are not recognized and generally accepted medical practice in the United States.

### **EXCLUSIONS THAT APPLY TO THE LINE OF DUTY CANCER INITIAL DIAGNOSIS BENEFIT RIDER**

1. The Line of Duty Cancer Initial Diagnosis Benefit is not payable for nonmelanoma cancer including but not limited to basal cell or squamous cell carcinoma skin cancers.

### **LIMITATIONS THAT APPLY TO THE LINE OF DUTY CANCER INITIAL DIAGNOSIS BENEFIT RIDER**

1. Once a Line of Duty Cancer has been Diagnosed and an Initial Diagnosis Benefit is paid to the Insured Person, no further benefits are payable under the rider.

## Plans of Insurance for the Covert Township Fire and Police Department

*Benefits apply while performing a Covered Activity.*

### DESCRIPTION OF BENEFITS

#### Section I: Death Benefits

- A. Covered Injury Death Benefit** - This benefit is payable if an Insured Person sustains a Covered Injury that directly causes the loss of life.
- B. Covered Illness Death Benefit** - This benefit is payable if an Insured Person suffers a Covered Illness that directly causes the loss of life.
- C. HIV Positive Diagnosis Lump Sum Benefit** - If Insured Person tests HIV Positive as a result of participation in a Covered Activity, the Insured Person may choose to receive the HIV Positive Diagnosis Lump Sum Benefit in lieu of the Permanent Physical Impairment Benefit and/or Covered Illness Death Benefit or Covered Injury Death Benefit.
- D. Bereavement Benefit** - If a Covered Injury Death Benefit or Covered Illness Death Benefit is payable under the Policy, an amount up to the Maximum Benefit Amount will be paid for out-of-pocket expenses actually incurred by the Policyholder or Participating Organization for the following expenses that are directly associated with an Insured Person's loss of life: 1) reasonable cost of bereavement counseling and 2) the reasonable costs associated with the memorial service, wake, honor guard, or other tribute to the Insured Person. This benefit is payable to the Policyholder or Participating Organization.
- E. Dependent Child Benefit** - If a Covered Injury or Covered Illness Death Benefit is payable under the Policy, an additional benefit is payable for each Dependent Child.
- F. Seatbelt Benefit** - If a Covered Injury Death Benefit is payable under the Policy and the Insured Person's death occurred in an Accident while he or she was wearing a properly fastened automobile seatbelt, the Seatbelt Benefit is payable.  
**Airbag Benefit** - If the Seatbelt Benefit is payable, the additional Airbag Benefit Amount will be paid if the Insured Person was also positioned in a seat protected by a properly-functioning and properly deployed Supplemental Restraint System (Airbag) when the Accident occurred.
- G. Final Expenses Benefit** - If a Covered Injury or Covered Illness Death Benefit is payable under the Policy, an additional benefit will be paid for out-of-pocket expenses actually incurred by the beneficiary for expenses directly associated with an Insured Person's loss of life.
- H. Spousal Benefit** - If a Covered Injury Death Benefit or Covered Illness Death Benefit is payable under the Policy, an additional benefit is payable to the Insured Person's Spouse.
- I. Surviving Spouse Education Benefit** - If an Insured Person suffers a Covered Injury Death or Covered Illness Death, a benefit is payable for the surviving Spouse to enroll in an institution of higher learning, professional or trade training program as set forth in a written agreement between the Spouse and the Company which can be periodically reviewed. The Company shall pay the actual costs incurred by the Insured Person for tuition, books and supplies charged by the institution up to the Maximum Benefit Amount provided in the Policy.
- J. Dependent Child Education Benefit** - If an Insured Person suffers a Covered Injury Death or Covered Illness Death and a death benefit is payable under this Policy, a benefit is payable for expenses incurred by each Dependent Child for tuition, fees, books, room and board, transportation and any other costs payable directly to a school, or approved and certified by the school, up to the Maximum Benefit Amount provided in the Policy.

#### Section II: Impairment Benefits

- A. Dismemberment, Loss of Speech or Hearing Benefit** - If an Insured Person sustains a Covered Injury that directly causes a loss of speech, hearing or a dismemberment as defined in the Policy, an amount equal to 6.25% up to 100% of the Principal Sum is payable, based on the level of loss or dismemberment.
- B. Vision Impairment Benefit** - If the Insured Person, as a result of a Covered Injury, suffers a vision impairment as defined in the Policy, an amount equal to 2.75% up to 100% of the Principal Sum is payable. Benefits are payable for partial loss of sight as well as total loss of sight.
- C. Cosmetic Disfigurement from Burns Benefit** - If an Insured Person, as a result of a Covered Injury, suffers a Cosmetic Disfigurement from Burn due to a burn that is classified as third degree or a full thickness burn, a benefit is payable. The amount of the benefit will be based on a formula, which will be multiplied by the Principal Sum. The formula will take into account the area of the body which was burned. This benefit will be paid in addition to any other benefit payable under the Policy, with the exception of a benefit paid under the Dismemberment, Loss of Speech or Hearing Benefit for the same burned area.
- D. Permanent Physical Impairment Benefit** - If an Insured Person suffers a Covered Injury or Covered Illness which results in a Permanent Physical Impairment of a body part, we will pay a PPI Benefit. The impairment percentage assigned by the Physician is multiplied by the Principal Sum to determine the benefit payable.
- E. Felonious Assault Benefit** - If an Insured Person is participating in a Covered Activity and sustains a Covered Injury caused by a Felonious Assault directed at the Insured Person, an additional benefit is payable.

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

- F. Impairment Modification Benefit** - This benefit may be payable if, due to Total or Partial Disability, an Insured Person's physical limitation or impairment poses a safety risk or inhibits the Insured Person's ability to maintain independence in their current transportation or living situation. The benefit may pay for alterations to make the Insured Person's residence wheelchair accessible and/or habitable, and modifications to his or her motor vehicle. Impairment modifications are subject to written agreement and other requirements outlined in the Policy.
- G. Paralysis Benefit** - If an Insured Person suffers Paralysis resulting from a Covered Injury or Covered Illness, the Company will pay a percentage of the Principal Sum based on the type of Paralysis, provided that the Paralysis occurs within 365 days.
- H. Line of Duty Cancer Initial Diagnosis Benefit Rider** - This benefit is payable If an Insured Person is Diagnosed with a new Line of Duty Cancer by a Physician in the medical specialty appropriate for the type of cancer Diagnosed, subject to the Diagnostic Requirements and Benefit Payment Conditions.

### **Section III: Income Protection Benefits**

#### **A. Weekly Total Disability Benefits**

- A.i. Covered Injury Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to lifetime while the Insured Person is Totally Disabled. For Career Personnel, payable for up to 5 years while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- A.ii. Covered Illness Minimum Weekly Total Disability Benefit** – For Volunteers, payable up to later of age 67 or five years, whichever is greater while the Insured Person is Totally Disabled. For Career Personnel, payable for up to 5 years while the Insured Person is Totally Disabled. Paid in addition to any benefit from any source.
- A.iii. Covered Injury Weekly Earned Income Replacement Benefit** – For Volunteers, payable up to lifetime and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. For Career Personnel, payable up to 5 years and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. The amount payable shall be computed by determining the Insured Person's Weekly Earned Income then subtracting the Minimum Weekly Total Disability Benefit and the Loss of Earnings Coverage as defined in the Policy.
- A.iv. Covered Illness Weekly Earned Income Replacement Benefit** - For Volunteers, payable up to later of age 67 or five years, whichever is greater and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. For Career Personnel, payable up to 5 years and up to the amount listed in the Policy while the Insured Person is Totally Disabled and the Minimum Weekly Total Disability Benefit is payable. The amount payable shall be computed by determining the Insured Person's Weekly Earned Income then subtracting the Minimum Weekly Total Disability Benefit and the Loss of Earnings Coverage as defined in the Policy.
- B. Partial Disability Benefit** - If a Covered Injury or Covered Illness results in a Partial Disability and permits the Insured Person to return to any Reasonable Occupation but at a lower rate of Weekly Earned Income, a benefit is payable of up to the Maximum Weekly Total Disability Benefit which would have been paid had the Insured Person been Totally Disabled. For Volunteers, benefits are payable up to later of age 67 or five years. For Career Personnel, benefits are payable for up to 5 years.
- C. Cost of Living Adjustments** - Adjustments are made at the greater of 5% or the CPI-U (up to 8%) on the Review Date of the Covered Injury or Covered Illness continuous disability. COLA adjustments are compounded after each Review Date not to exceed three times the Maximum Weekly Total Disability Benefit amount.
- D. First Week Total Disability Benefit** - For the first week of Total Disability, a benefit of up to \$1,000 is payable. The amount payable shall be computed by determining the Insured Person's Weekly Earned Income then subtracting the Minimum Weekly Total Disability Benefit, the Weekly Earned Income Replacement Benefit and the Loss of Earnings Coverage.
- E. Transition Benefit** – If an Insured Member is released to return to his or her primary employment after having received disability benefits under this Policy due to Covered Injury or Covered Illness, and their position at their primary employer has been terminated due to said Covered Injury or Covered Illness, disability benefits previously payable will continue to be paid for a period of up to 26 weeks while the Insured Person actively seeks employment.
- F. Retraining Benefit** - If as a result of a Covered Injury or Covered Illness an Insured Person cannot find and maintain a Regular Occupation, the Company will pay for the Insured Person to enroll in an institution of higher learning, professional or trade training program as set forth in a written agreement between the Insured Person and us which can be periodically reviewed. The Company shall pay the actual costs incurred by the Insured Person for tuition, books and



## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

supplies charged by the institution up to the Maximum Benefit Amount provided in the Policy. Benefits for disability will continue as provided by the Policy while the Insured Person is actively participating in the program.

### **Section IV: Medical Expense Benefits**

- A. Medical Expense Benefit** - If, as a result of a Covered Injury or Covered Illness, an Insured Person incurs charges for Covered Medical Expenses as defined in the Policy, we will pay 100% of the Reasonable and Customary Charges up to the Maximum Medical Expense Benefit Amount provided. This Maximum is payable for all Covered Medical Expenses resulting from the same Covered Injury or Covered Illness.
- B. Plastic Surgery Expense Benefit** - If an Insured Person incurs expenses that exceed the Maximum Medical Expense Benefit Amount provided under the Medical Expense Benefit, an additional amount from Covered Medical Expenses incurred for Medically Necessary plastic surgery due to a Covered Injury will be paid.

### **Section V: Additional Benefits**

- A. Daily Hospital Confinement and Outpatient Treatment Benefit** - If, due to a Covered Injury or Covered Illness, an Insured Person:
- is admitted to a Hospital on an Inpatient basis, a Daily Benefit Amount is payable for each full day of Inpatient Hospital confinement, not to exceed 730 days;
  - If after a period of being confined as an Inpatient in a Hospital, an Insured Person requires Outpatient physical therapy, rehabilitation and/or follow-up Physician visits, we will pay the Daily Benefit Amount for each day of such Outpatient treatment, not exceed 730 days; or
  - If an Insured Person does not require confinement as an Inpatient in a Hospital, but does require Outpatient physical therapy, rehabilitation and/or follow-up Physician visits, we will pay the Daily Benefit Amount for each day of such Outpatient treatment, not to exceed 365 days.
- For Outpatient treatment, only one payment per day will be made, regardless of the number of appointments the Insured Person attends.
- B. Daily Critical Care Benefit** - If, due to a Covered Injury or Covered Illness, an Insured Person is Hospital confined to an intensive care, trauma, critical care, burn or similar specialty unit, a Daily Benefit Amount is payable for each full day of such confinement, not to exceed 730 days. This payment is in lieu of the Daily Hospital Confinement Benefit.
- C. Family Expense Benefit** - If, as a result of a Covered Injury or Covered Illness, an Insured Person requires medical treatment that causes an Immediate Family Member or a significant other to accompany the Insured Person for treatment or to help treat the Insured Person, a benefit is payable for reasonable expenses actually incurred and not reimbursed by another source up to the Family Expense Benefit limit. Expenses may include, but are not limited to; loss of wages, out of pocket expenses, hotel accommodations, parking, and childcare.
- D. Occupational Rehabilitation Benefit** - If an Insured Person is receiving Weekly Total Disability Benefits or Partial Disability Benefits, he or she may be eligible for a rehabilitation program. The Company will pay up to the Maximum Benefit Amount for the program as set forth in a written agreement. The goal of the rehabilitation program will be to return an Insured Person to the workforce in a Reasonable Occupation for which he or she is reasonably suited considering the Covered Injury or Covered Illness sustained.
- E. Mental Stress Management Benefit** - If, as a direct result of being actively engaged in a single emergency incident or repeated active engagement in emergency incidents involving the organization, an Insured Person suffers psychiatric or mental stress, a Mental Stress Management Benefit is payable. The Insured Person must be receiving care by a Physician properly licensed to provide care appropriate for the condition causing the psychiatric or mental stress.
- F. Traumatic Incident Benefit** - A benefit is payable for reasonable expenses for the services provided by a Traumatic Incident Stress Management Team, if such services are requested and authorized by the organization as a result of a Traumatic Incident. Expenses must be incurred within one year of the Traumatic Incident and are subject to the Traumatic Incident Benefit limit in the policy. The Traumatic Incident Aggregate Maximum Benefit Amount is the maximum that will be paid per Traumatic Incident regardless of the number of persons treated.
- G. Health Insurance Premium Benefit** - If, disability benefits are paid under the Policy, and as a result of a Covered Injury or Covered Illness, the medical or health insurance premiums previously paid the Insured Person's employer have been discontinued, the Company shall pay the amount the employer previously paid for those premiums. The benefit is payable if the Insured Person incurs out of pocket costs for said premiums.

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

### **DEFINITIONS**

**Accident or Accidental** means a sudden, unexpected, specific and abrupt event that occurs by chance at an identifiable time and place while the Insured Person is covered under this Policy.

**Appropriate Care** means the determination of an accurate and medically supported diagnosis of the Insured Person's Total or Partial Disability by a Physician, or a plan established by a Physician of ongoing medical treatment and care of the Total or Partial Disability that conforms to generally accepted medical standards, including frequency of treatment and care.

**Auxiliary Member** means any person who is a member of the auxiliary to the Policyholder at the time of Covered Injury or Covered Illness.

**Benefit Period** means the period, shown on the *Policy Schedule of Benefits*, commencing with the date of the onset of the Total Disability or Partial Disability during which benefits are payable.

**Career Personnel** means employees or members of the organization that receive Weekly Earned Income for regularly working at least 30 cumulative hours per week as an emergency service provider for the Policyholder.

**Community Volunteer** means a non-member who helps the Policyholder and/or the auxiliary of the organization, in a non-emergency capacity such as fund raisers, banquets, etc.

**Cosmetic Disfigurement from Burns** means a cosmetic disfigurement that is due to a burn that is classified as a third degree or full-thickness burn caused by a source that is thermal, chemical, electrical, or nuclear. The surface area must be documented by a Physician according to the Rule of Nines or the Lund-Browder chart.

**Covered Activity** means any activity which is normal for an Insured Person while acting on behalf of the Policyholder and includes travel directly to and from such activity, as well as impromptu action (Good Samaritan) at the scene of an emergency regardless of the Policyholder's involvement. Covered Activity includes all athletic events sponsored by the Policyholder with the exception of Organized League Athletic Events, unless such coverage is purchased. The Covered Activity must be performed at the direction, or with knowledge, of an officer of the Policyholder, unless immediate action is required of the Insured Person at the scene of an emergency not on behalf of the Policyholder or any other organization.

**Covered Illness** means any disease, sickness or infection, other than those related to psychiatric illness or mental stress, contracted or suffered by an Insured Person during or resulting from a Covered Activity while this Policy is in force.

**Covered Illness Death** means any Covered Illness, other than those related to psychiatric illness or mental stress, contracted or suffered by an Insured Person during or resulting from a Covered Activity while this Policy is in force and results in the death of an Insured Person.

**Covered Injury** means Accidental bodily injury sustained by the Insured Person during and/or resulting directly from an Insured Person's participation in a Covered Activity while coverage under the Policy is in force (independent of sickness, disease, mental incapacity or any other cause) and which is not otherwise defined as a Covered Illness.

**Covered Injury Death** means a Covered Injury sustained by an Insured Person during and/or resulting directly from a Covered Activity while this Policy is in force, and which results in the death of an Insured Person.

**Covered Medical Expenses** means the Reasonable and Customary Charges for any of the following services: medical or surgical treatment, preventative inoculation, Hospital confinement, Home Healthcare, nursing services prescribed and monitored by a Physician, Post exposure Prophylaxis protocol (PEP) treatment, when such treatment is advised by the attending Physician, Infectious Disease screening test (s), or Post exposure preventive inoculations as a result of participation in a Covered Activity.

**CPI-U** means the Consumer Price Index for all Urban Consumers, published by the United States Department of Labor. The Company reserves the right to use some other similar measurement if the Department of Labor changes or stops publishing the CPI-U.

**Dependent Child** means any unmarried child of an Insured Person who is dependent and under the age of 26 upon an Insured Person and claimed on an Insured Person's most current federal tax return or qualified court document showing at least 50% financial responsibility.

**Diagnosed/Diagnosis** means a definitive and unequivocal diagnosis identifiable by a code under the most current ICD code structure made by a Physician who specializes in the condition for which benefits are being claimed: (1) based upon the use of clinical and/or laboratory investigations as supported by the Insured Person's medical records; and (2) meeting any Diagnostic Requirements set forth in this Policy for Line of Duty Cancer. The disease or infirmity shall be presumed to have been caused by or to have resulted from the work performed. This presumption shall be rebuttable by evidence meeting judicial standards.

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

**Emergency Volunteer** means a person physically present at the time of the emergency, and who is not responding/acting as a member of any emergency service organization, who has been specifically requested to assist by the Chief, Line Officer or other officer in charge of the emergency.

**Felonious Assault** means any willful or unlawful use of force upon an Insured Person:

1. with the intent to cause bodily injury to an Insured Person;
2. that results in bodily harm to an Insured Person; and
3. that is a felony or misdemeanor in the jurisdiction in which it occurs.

Felonious Assault does not include any willful or unlawful use of force upon an Insured Person by another Insured Person.

**Home Healthcare** means Medically Necessary services provided and billed by the Home Health Agency. Such services must be prescribed and supervised by a Physician in accordance with a medical treatment.

**Home Health Agency** means an entity engaged in arranging and providing nursing services, home health services or other therapeutic and related services. The entity and must be certified by a competent governmental authority in the jurisdiction where the services are rendered, as meeting requirement of Title XVIII of the Social Security Act, as amended, for home health agencies.

**Hospital** means an institution that meets all of the following:

1. it is licensed as a Hospital pursuant to applicable law;
2. it is primarily and continuously engaged in providing medical care and treatment to sick and injured persons;
3. it is managed under the supervision of a staff of medical doctors;
4. it provides 24-hour nursing services by or under the supervision of a graduate registered nurse (R.N.);
5. it has medical, diagnostic and treatment facilities, with major surgical facilities on its premises, or available on a prearranged basis; and
6. it charges for its services.

Hospital shall include a Veteran's Administration Hospital or Federal Government Hospital and the requirement that a patient must incur an expense as an Inpatient shall be waived.

**Infectious Disease** means a disease included within the list of potentially life-threatening infectious diseases, developed by the Secretary of Health and Human Services, pursuant to Title XXVI of the Public Health Service Act.

**Immediate Family Member** means a person who is related to the Insured Person in any of the following ways: Spouse, parent (includes stepparent), brother or sister (includes stepbrother or stepsister), child (includes legally adopted or stepchild), grandparent, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, or father-in-law.

**Inpatient** means confined overnight as a registered bed-patient in a Hospital or other medical facility where at least one day's room and board is charged. The confinement must be on the advice of a Physician.

**Insured Person** means any person who is listed as an Eligible Person on the *Policy Schedule of Benefits*.

**Line of Duty Cancer** means malignant neoplasms/melanoma of the following body areas and organ systems:

1. Central and Peripheral Nervous System;
2. Oropharyngeal;
3. Respiratory Tract;
4. Gastrointestinal Tract;
5. Hepatobiliary;
6. Solid Organ and Endocrine;
7. Genitourinary and Male Reproductive;
8. GYN;
9. Skin, Soft Tissue, and Breast; and
10. Bone and Blood.

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

**Loss of Earnings Coverage** means any disability benefits or salary continuance received from:

1. the benefits payable in accordance with any Workers' Compensation Act or Occupational Disease Act or Law, or any other law which provides compensation for an occupational injury;
2. the income benefit provided by or through any automobile insurance plan or any government plan of automobile insurance or similar insurance regulation or law;
3. the salary continuation or severance allowance provided by or through the employer;
4. the disability, retirement or other income benefits provided by or through the employer, the Policyholder, or the Insured Person; and
5. the amounts paid or payable under any group plan or insurance policy.

Loss of Earnings Coverage does not include disability benefits received from individual disability insurance paid by Insured Person, or any disability benefits payable under the United States Federal Social Security Act. If an Insured Person settles a Workers' Compensation claim, including Loss of Earnings or similar provisions of Workers' Compensation, the presumed amount of those Workers' Compensation benefits shall be considered Loss Earnings Coverage for the entire duration of the Insured Person's Total Disability or Partial Disability.

**Medically Necessary** means medical services that: (1) are essential for diagnosis, treatment or care of the Covered Injury or Covered Illness for which it is prescribed or performed; (2) meet generally accepted standards of medical practice; and (3) are ordered by a Physician and performed under his or her care, supervision or order.

**Nurse** means a licensed graduate registered Nurse (R.N.) or a licensed practical Nurse (L.P.N.) who is not:

1. the Insured Person;
2. an Immediate Family Member of either the Insured Person or the Insured Person's Spouse;
3. a person living in the Insured Person's household; or
4. a person employed or retained by the Policyholder.

**Named Insured** means any organization listed as a Participating Organization on the *Policy Schedule of Benefits*.

**Organized League Athletic Event** means any type of sporting event or activity that occurs during a pre-planned schedule of practices, games, matches and/or tournaments over a specific season and may include the usage of a team roster, designated uniforms, umpires/referees, or fees paid to participate.

**Organized League Athletic Covered Activity** means preparation for, participation in, and travel to and from, an Organized League Athletic Event sponsored or approved by the Policyholder.

**Other Valid and Collectible Insurance** means: (1) any group plan, program or insurance policy; (2) any other group hospital, surgical or medical benefit plan; or (3) any union welfare plan or group employer or employee benefit program. Other valid and collectible insurance will not include benefits provided by the United States Social Security Act or any individual disability insurance plan.

**Outpatient** means an Insured Person who is a patient and is not hospitalized overnight but who visits a Hospital, clinic, or associated facility for diagnosis or treatment.

**Partial Disability or Partially Disabled** means, for an Insured Person with an occupation producing wages as described in the definition of Weekly Earned Income, the inability to perform one or more, but not all, of the material and substantial duties of his or her own occupation as a result of a Covered Injury or Covered Illness. If an Insured Person does not have an occupation producing wages as described in the definition of Weekly Earned Income, Partial Disability or Partially Disabled means:

1. the inability to perform one or more, but not all of the material and substantial duties of an occupation for which an Insured Person is qualified by reason of education, training or experience; or
2. the inability to perform one or more, but not all of the regular activities of an Insured Person.

An Insured Person must be under the regular care of a Physician during Partial Disability.

**Permanent Physical Impairment** means a physical impairment or functional abnormality of a body part or parts or loss of at least 10% whole person which remains after maximum medical rehabilitation has been achieved and which is considered stable or non-progressive by the examining Physician at the time of evaluation.

**Physician** means a licensed health care provider practicing within the scope of his or her license and rendering care and treatment to the Insured Person that is appropriate for the condition and locality, and who is not:

1. the Insured Person;
2. an Immediate Family Member of either the Insured Person or the Insured Person's spouse;
3. a person living in the Insured Person's household;
4. a person employed or retained by the Policyholder; or

## **Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

5. a person providing homeopathic, aroma-therapeutic, or herbal therapeutic services.

**Policy Term** means the time period defined for the Policyholder shown on the *Policy Schedule of Benefits*.

**Reasonable and Customary Charge(s)** means a charge that:

1. is made for a Covered Medical Expense;
2. does not exceed the usual level of charges for similar treatment, services or supplies in the locality where the expense is incurred (for a Hospital room and board charge, other than for a Medically Necessary stay in an intensive care unit or a cardiac care unit, does not exceed the Hospital's most common charge for semi-private room and board); and
3. does not include charges that would not have been made if no insurance existed.

**Reasonable Occupation** means any occupation for which an Insured Person is reasonably fitted based on education, training or experience and an Insured Person could expect to generate the lesser of \$75,000 annually or at least 70% of his or her Weekly Earned Income.

**Regular Occupation** means the Insured Person's primary occupation at the time of disability for which he or she was receiving remuneration.

**Review Date** means the date after 52 weeks of continuous disability.

**Spouse** means the Insured Person's lawful spouse.

**Total Disability or Totally Disabled** means that for the first 5 years from the date of a Covered Injury or onset of a Covered Illness, an Insured Person:

1. is not able to perform the substantial and material duties of his or her occupation; and
2. is receiving Appropriate Care.

After 5 years from the date of a Covered Injury or onset of a Covered Illness, Total Disability or Totally Disabled means that due to a Covered Injury or a Covered Illness an Insured Person:

1. is not able to engage in any Reasonable Occupation;
2. is not working at any other occupation; and
3. is receiving Appropriate Care.

**Traumatic Incident** means an abnormal experience involving the Policyholder, outside the range of usual human experiences and that includes: 1) line of duty death or serious injury to other Insured Persons; 2) a single incident having multiple casualties; 3) death or serious injury of a child; 4) dealing with victims known to the Insured Person, and 5) similar incidents that would reasonably require mental health care for the entire Policyholder or a significant number of members of the Policyholder.

**Traumatic Incident Stress Management Team** means an organized group of mental health professionals and peer support individuals trained to provide support services to emergency service organization personnel. Such support services include traumatic incident stress defusing, debriefing, demobilization, stress reduction education, spousal support, one-on-one interviews, or on-the-scene support.

**Weekly Earned Income** means the greater of an Insured Person's:

1. average income earned on a weekly basis at the time the disability starts; or
2. average income earned on a weekly basis for the period of one year prior to the start of disability for which a claim is made.

If an employer, other than himself, employs an Insured Person, Weekly Earned Income will be computed from an Insured Person's regular, over-time and shift differential wages. Weekly Earned Income shall be substantiated by pay stubs, W-2 Forms, other employment records, tax records, and/or other records which We may reasonably request. Commission earnings will be computed using an average of 24 months of previous commission earnings.

If an Insured Person is self-employed, Weekly Earned Income will be computed from the amount reported by an Insured Person on page 1 of the IRS Form 1040 series, which includes amounts from Schedules C and F, and from qualifying income from Schedule E which is included in the amount reported by an Insured Person on page 1 of IRS Form 1040 series.

If the Insured Person is a commissioned sales person, Weekly Earned Income will be any salary or wages and commissions received from the Employer. This will be based on the Statement of Wages Earned and Taxes Withheld (Form W-2) for the fiscal year ending immediately prior to the date of the Insured Person's disability.

**Plans of Insurance for the Covert Township Fire and Police Department**

*Benefits apply while performing a Covered Activity.*

Weekly Earned Income does not include rent, royalties, investment income, passive income, estate and trust income and REIT/REMIC income regardless of an Insured Person's active involvement in generating said forms of income, an Employer's contributions to any deferred compensation plan or pension plan on the Insured Person's behalf, stock options, or any other income not derived directly from an Insured Person's occupational activities.



# LINE OF DUTY CANCER INITIAL DIAGNOSIS BENEFIT RIDER FOR EMERGENCY SERVICE ORGANIZATIONS

Those who put their lives on the line for their families, friends, and neighbors deserve protection of their own. The Accident & Health insurance coverage available to you through Provident is designed specifically to meet the unique needs of firefighters, EMTs, and emergency service organizations personnel.

Cancer is the second leading cause of death in the United States.<sup>1</sup> According to a study conducted by the National Institute for Occupational Safety and Health, in comparison to the general U.S. population, firefighters are 9 percent more likely to receive a cancer diagnoses and 14 percent more likely to die from the disease.<sup>2</sup> In order to more effectively respond to this upward trend of cancer diagnoses in emergency responders, **we will be excluding cancer from the Accident & Health policy so that we can offer you our new Line of Duty Cancer Initial Diagnosis Benefit Rider.** This benefit has no age limit. The list of cancers covered, shown below, are extensive and cover many of the cancers typically diagnosed in firefighters. **You now have the opportunity to purchase this new Line of Duty Cancer Initial Diagnosis Benefit Rider.**

**Line of Duty Cancer means malignant neoplasms/melanoma of the following body areas and organ systems:**

- Central and Peripheral Nervous System
- Oropharyngeal
- Respiratory Tract
- Gastrointestinal Tract
- Hepatobiliary
- Solid Organ and Endocrine
- Genitourinary and Male Reproductive
- GYN
- Skin, Soft Tissue, and Breast
- Bone and Blood

**This benefit is available in the following states:** Alaska, Arkansas, Illinois, Kansas, Kentucky, Michigan, Montana, North Carolina, Oregon, Pennsylvania, South Dakota, and Wisconsin

**Please note with this new offering, effective for all renewal policies beginning July 1, 2024, cancer will be excluded from the Accident & Health policy. Cancer will be excluded from all new business proposals quoted on or after May 1, 2024.**

THIS IS A BLANKET ACCIDENT ONLY POLICY. The Accident & Health insurance coverage is underwritten by AXIS Insurance Company under policy form series number VFBACC-001-0513. Coverage is subject to exclusions and limitations and may not be available in all US states and jurisdictions. Product availability and plan design features, including eligibility requirements, descriptions of benefits, exclusions or limitations may vary depending on local country or US state laws. The amount of benefits provided depends upon the plan selected and the premium will vary with the amount of the benefits selected.

<sup>1</sup> CDC. An Update on Cancer Deaths in the United States. Atlanta, GA: Division of Cancer Prevention and Control; 2021.

<sup>2</sup> "Firefighters and Cancer." NFPA, [www.nfpa.org/News-and-Research/Resources/Emergency-Responders/Health-and-Wellness/Firefighters-and-cancer](http://www.nfpa.org/News-and-Research/Resources/Emergency-Responders/Health-and-Wellness/Firefighters-and-cancer); 2023.

**Provident:**  
**Your Trusted Leader For  
Providing Customized Insurance  
Solutions For Emergency  
Service Organizations**

With more than 95 years' experience providing bespoke coverages for firefighters and emergency responders, Provident continues to be a pioneer in developing insurance programs for ESOs, FDs, firefighters, EMS providers, police officers, arson investigators, and other emergency service providers.

## Available Benefit Options

- Lump Sum Benefit Amounts of \$2,500 - \$100,000



**SCAN TO  
VISIT OUR  
WEBSITE!**

**PO Box 11588, Pittsburgh, PA 15238  
Email: [info@providentins.com](mailto:info@providentins.com)  
Phone: 800-447-0360**

## RE: Covert Township / Black Rock Tech - IT Services

Jon Siedlik <jon@black-rock.tech>

Thu 6/6/2024 8:53 AM

To: Supervisor <Supervisor@coverttwp.com>; Laura Fogarty <officemanager@coverttwp.com>; PoliceChief <PoliceChief@coverttwp.com>

Cc: Info <info@black-rock.tech>

Hi Daywi,

We have some exciting news to share with you.

1. We are now offering Microsoft 365 licenses at no additional cost to all Michigan Townships! Get Web and mobile versions of Word, Excel, PowerPoint, and Outlook for ALL township employees/trustees.
2. We have updated our emergency onsite support, previously we offered to guarantee a technician onsite within 5 days of an "emergency". We're now offering to deploy a technician to arrive onsite within 48 hours of a declared emergency.

How does this affect Covert?

1. Today, 27 of your 30 Microsoft users ONLY have access to email. With our new offering, everyone has access to the full Microsoft suite on the web (Including Word, Excel, PowerPoint, Outlook, Teams, and OneDrive) at no additional cost. This is an annual savings of approximately \$2,000 a year for Covert Township!

I have updated the proposal presentation and agreement to reflect these changes and shared the links below.

Proposal Presentation: <https://pages.qwilr.com/Covert-Township-IT-Services-2024-z4u01xt0RU6I>

Agreement: <https://signnow.com/s/szyRb8oC>

Please don't hesitate to reach out if you have any questions or concerns!

Talk soon-

### JON SIEDLIK



**BLACK ROCK  
TECHNOLOGIES**

734.338.8658 | JON@BLACK-ROCK.TECH  
6175 JACKSON RD, ANN ARBOR, MI 48103  
**WWW.BLACK-ROCK.TECH**

[Book a meeting with me](#)

---

**From:** Jon Siedlik

**Sent:** Tuesday, June 4, 2024 2:43 PM

**To:** Supervisor <Supervisor@coverttwp.com>; Laura Fogarty <officemanager@coverttwp.com>; PoliceChief <PoliceChief@coverttwp.com>

**Cc:** Info <info@black-rock.tech>

**Subject:** RE: Covert Township / Black Rock Tech - IT Services



Hi Daywi,

It's been a couple of weeks since we sent over our proposal + case studies, and I wanted to check in to see if you had any thoughts or questions. We're really excited about the possibility of helping level up Covert's tech landscape and be your "One stop shop".

I believe you have an upcoming board meeting so please don't hesitate to reach out for questions/concerns or to share any feedback you might have up to this point.

Looking forward to next steps!

---

**From:** Jon Siedlik

**Sent:** Friday, May 24, 2024 11:10 AM

**To:** Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)>; Laura Fogarty <[officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)>; PoliceChief <[PoliceChief@coverttwp.com](mailto:PoliceChief@coverttwp.com)>

**Cc:** Info <[info@black-rock.tech](mailto:info@black-rock.tech)>

**Subject:** RE: Covert Township / Black Rock Tech - IT Services

Hi Daywi,

That's great! We're thrilled about the possibility of working together. We truly value the trust our clients place in us, and as part of our commitment to respecting their privacy, we've opted to use detailed case studies instead of direct referrals. These case studies not only reflect the breadth and depth of our capabilities but also ensure we respect the time and confidentiality of our valued clients. I have attached three case studies that hopefully are helpful in the board's decision-making process.

Thank you once again for considering us. We're excited about the possibility of partnering together as your IT department and are here to answer any further questions you might have.

PS. If the board requires a reference, we will consider providing one.

PPS. If we don't connect before the upcoming holiday, I hope you have a safe and enjoyable Memorial Day weekend.

---

**From:** Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)>

**Sent:** Thursday, May 23, 2024 11:22 AM

**To:** Jon Siedlik <[jon@black-rock.tech](mailto:jon@black-rock.tech)>; Laura Fogarty <[officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)>; PoliceChief <[PoliceChief@coverttwp.com](mailto:PoliceChief@coverttwp.com)>

**Cc:** Info <[info@black-rock.tech](mailto:info@black-rock.tech)>

**Subject:** Re: Covert Township / Black Rock Tech - IT Services

Hi Jon,

Thank you for the proposal, we are excited to bring this to our board. Do you also have references you can share with us?

Thank you,

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800  
Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043  
Coverttwp.com

---

**From:** Jon Siedlik <[jon@black-rock.tech](mailto:jon@black-rock.tech)>  
**Sent:** Monday, May 20, 2024 12:03 PM  
**To:** Laura Fogarty <[officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)>; Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)>; PoliceChief <[PoliceChief@coverttwp.com](mailto:PoliceChief@coverttwp.com)>  
**Cc:** Info <[info@black-rock.tech](mailto:info@black-rock.tech)>  
**Subject:** Covert Township / Black Rock Tech - IT Services

Hi Covert Township team,

It was a genuine pleasure meeting and chatting with all of you! We're thankful for all the information you shared about your current IT challenges with us, and I'm excited about how we can help you tackle them.

To give you a clearer picture of how we can support you, here's a link to our detailed presentation: <https://pages.qwilr.com/Covert-Township-IT-Services-2024-z4u01xt0RU6l>  
It outlines everything we offer. Plus, there's a handy digital agreement linked at the end of the presentation, ready for you if you decide to move forward with us.

We're available to start within the next 30 days, aiming to kick things off as soon as June 15<sup>th</sup> or July 1st – think of this as “Month Zero.” This initial phase is all about laying the groundwork. Looking forward to possibly working together and making a difference!

P.S. Our cost includes all of the items on your VC3 invoices, including unlimited support, backup, Phishing training, data protection, etc. The only exception is your Microsoft licenses (approx. \$180/mo). Those will be billed directly to you from Microsoft, not from Black Rock Tech or any other IT provider moving forward. This ensures that the Township maintains ownership of the account/data and cannot be held “hostage” by an IT provider.

P.P.S. If you have any questions or concerns, please ask! We'd also be happy to hop on another call if it makes sense.

## JON SIEDLIK

---



734.338.8658 | [JON@BLACK-ROCK.TECH](mailto:JON@BLACK-ROCK.TECH)  
6175 JACKSON RD, ANN ARBOR, MI 48103  
[WWW.BLACK-ROCK.TECH](http://WWW.BLACK-ROCK.TECH)

[Book a meeting with me](#)



# MANAGED IT SERVICE AGREEMENT

[info@black-rock.tech](mailto:info@black-rock.tech)

(734) 338-8658

*Sales Executive: Jon Siedlik*

*SOW Generated on June 5th, 2024,*

*Version 1.5*

# CONTENTS

OVERVIEW.....	3
PROPOSAL .....	4
MANAGED IT SERVICE PLAN INCLUDES:.....	4
PAYMENT & RATE SCHEDULE .....	4
COMMITMENT TERM .....	4
ESCALATION .....	5
PRICE INCREASE.....	5
OUR RESPONSIBILITIES.....	5
OUR RESPONSE TIME GUARANTEE.....	5
SERVICE REQUEST PRIORITIES.....	6
WHAT'S COVERED .....	6
SCHEDULED SITE VISITS.....	6
NON-EMERGENCY SITE VISITS.....	7
EMERGENCY SITE VISITS.....	7
REPORTING .....	8
ANNUAL BUSINESS REVIEWS .....	9
YOUR RESPONSIBILITIES.....	9
APPROVED BUSINESS SOFTWARE.....	9
LODGING OF SERVICE REQUESTS .....	10
ACCESS REQUIREMENTS.....	10
PRIMARY IT CONTACTS.....	10
APPENDIX A.....	12
GUARANTEED RESPONSE TIMES & PRIORITY LEVELS .....	12
APPENDIX B .....	13
RESPONSE TIME GUARANTEE EXCLUSION LIST .....	13
APPENDIX C .....	14
AGREEMENT INCLUSION LIST.....	14

APPENDIX D.....	17
APPROVED SOFTWARE LIST .....	17
APPENDIX E .....	18
DEFINITIONS & INTERPRETATIONS.....	18
GENERAL Terms & Conditions .....	19
LIMITATION OF LIABILITY .....	19
OUT-OF-HOURS RATE.....	19
EMERGENCY & OUT OF SCOPE WORK .....	19
CONFIDENTIALITY .....	20
PAYMENT METHODS.....	20
PRICE AND TERM VALIDITY .....	20
COMMITMENT TERM .....	20
TERMINATION .....	21
WARRANTY .....	21
AGREEMENT .....	23

## OVERVIEW

You (Organization Name),  
located at (Organization Address)  
"Yourself" or "Your") are engaging us, **Black Rock Technologies LLC**, located at **6175 Jackson Rd Ste B, Ann Arbor, MI 48103** ("We", "Us" or "Our") to provide: The services to you as outlined in this Agreement for the pricing as outlined in our initial Proposal.

**You:** You have the authority to enter into this agreement on behalf of Your Organization and will do everything you can to allow Us to provide our world-class services to You.

**Us:** We have the experience and ability to do everything. We've agreed with You and We'll do it all in a professional and timely manner.

We will endeavour to provide world-class support to You and on top of that We'll maintain the confidentiality of everything We come across.

**Of course, it is a little more complex than that and there are a few more areas we need to cover, so let's get down to the Finer Details!**

# PROPOSAL

To provide a proposal for Fully Managed IT Services ("Your IT Department").

Black Rock Technologies would like to propose the following ongoing monthly IT support, service, and maintenance agreement:

## MANAGED IT SERVICE PLAN INCLUDES:

- IT Support for up to 30 users.
- Microsoft 365 Basic Licenses for up to 30 users.
- Network Administration Services
- Patch Management, Microsoft Updates and 3rd Party Software updates
- Onsite and Cloud Data Backup Monitoring, Service & Maintenance
- Data Server System Monitoring Services
- Computer and Server, Software and Hardware Maintenance
- Firewall Support, Service and Maintenance
- Antivirus Software Alerting and Monitoring Services
- Email System Administration
- Technology Procurement Recommendations and Strategy Planning
- Vendor Management
- Hardware/Software Inventory Management.
- VPN configuration, Support and Management
- Tablet/Smartphone Email Configuration and Support
- IT Project Management

## PAYMENT & RATE SCHEDULE

1. Your Monthly Service Fee – Due 1<sup>st</sup> of the month – Due upon receipt
  - a. \$ **2,000.00**
2. One-Time Setup: \$2,000.00
3. Upon approval:
  - a. \$150/hr for all on-site support.
  - b. \$175/hr for all out-of-scope projects.
  - c. \$200/hr for after-hours remote support or remote emergency support.
  - d. \$275/hr for after-hours onsite support, emergency support, and weekends.

## COMMITMENT TERM

The minimum term is 3 years.

After the expiry of the Committed Term, an extension of the Term will automatically commence equal to the period of the original Committed Term, unless earlier terminated as outlined in the 'Termination' section below.

## ESCALATION

While we strive to provide You with the best possible support at all levels, we leave an open communication channel right up to "the big boss" for you in the event you ever need to Escalate an issue further.

All Service Requests must be lodged through the help desk, [support@black-rock.tech](mailto:support@black-rock.tech).

If You lodge a Service Request through an Escalation Channel, this will be treated as an "Emergency" Service Request and will be charged at the "Emergency" rate found on our Rate Schedule.

## PRICE INCREASE

The prices for services provided under this agreement shall be subject to a minimum annual increase of 5% each year to cover the cost of inflation and doing business. The annual price adjustment will take effect in Q1 of each year.

## OUR RESPONSIBILITIES

### OUR RESPONSE TIME GUARANTEE

We agree to respond to your Service Requests within the Maximum time frames set out in **Appendix A**.

If the response time to an incident exceeds the times set out in **Appendix A** and provided that you reported the incident to Us via the methods as set out in Our General Terms and Conditions, You may make a claim for credit within 7 days of the incident in writing to **[invoices@black-rock.tech](mailto:invoices@black-rock.tech)**.

If We agree Your claim is valid, You will be credited 1.5% of the monthly Agreement amount (this does not include any additional charges incurred in that month) of the month of the incident, to a maximum of 3% per month.

For our hourly and Co-Managed Support customers, if the support request is lodged outside Our Business Hours Our Response Time Guaranteed does not apply. We will still work on your Service Request as fast as possible, however it will be on a best effort basis.

Response Times are calculated as per the Definition as outlined in **Appendix E**.



Response Times are Guaranteed maximum times to respond to a Service Request.

Please see **Appendix B** for a list of the types of Service Requests that our Response Time Guarantee does not apply to.

## **SERVICE REQUEST PRIORITIES**

We classify Service Request priorities as shown in **Appendix A**.

These priorities tie directly in with Our Response Time Guarantee to provide you with information about how quickly We will respond to Your issues.

If you require a Service Request that would normally be classed as a High, Medium or Low priority to be escalated and remediated as a Critical Priority – then You can request for an “Emergency”. Please see our Rate Schedule for more information on “Emergency”.

As we know, not everything in life fits into a box so the final decision on classifying the priority of an issue will be made by Our responding technician.

## **WHAT’S COVERED**

As part of this Agreement, we endeavour to include all of the day-to-day IT support items that are typically required to run a typical Business Technology Baseline Infrastructure.

You can see a list of all the items we will cover under this Agreement in **Appendix C**.

It is important to note that anything not included in **Appendix C** is explicitly excluded from Your Agreement and will be billed at our normal rates as found on our Rate Schedule.

From time to time, we may provide support for items not explicitly included in **Appendix C** without charge – however we will do this at our sole discretion.

## **SCHEDULED SITE VISITS**

As part of this Agreement, we will perform Quarterly Onsite Visits as indicated in the Proposal, as needed.

These visits are up to 4 hours in length.

During these visits, we will perform a physical inspection and clean, if necessary, of all your Networking and Server Infrastructure at your main site.

In the event of adverse weather conditions, including but not limited to heavy snowfall, ice storms, or severe storms, Black Rock Technologies holds the right to prioritize the safety of its employees and clients. This may include the implementation of alternative work arrangements, such as remote work or the rescheduling of meetings. We strongly discourage non-essential travel during inclement weather, and any decisions regarding travel will be made based on thorough assessments of safety risks.

## **NON-EMERGENCY SITE VISITS**

For all support requests necessitating onsite support at the client's premises, a standard service fee of \$150 will be applied. After the initial hour, additional time spent on support services will be billed at \$150/hr in 0.5-hour increments to ensure fairness and accuracy in billing.

Scope of Onsite Support: This includes troubleshooting all items listed in **Appendix C** that cannot be resolved remotely.

For all out-of-scope items, **all items not listed in Appendix C**, requiring onsite support, the project rate of \$175/hr will be applied.

Request Submission: All non-emergency service requests must be submitted through the help desk.

Technician Availability: While we strive to address and accommodate onsite support requests promptly, we cannot guarantee the availability of a technician on any specific date. Our team will make all reasonable efforts to meet your needs in a timely and efficient manner, prioritizing urgent issues to minimize any potential impact on your operations.

In the event of adverse weather conditions, including but not limited to heavy snowfall, ice storms, or severe storms, Black Rock Technologies holds the right to prioritize the safety of its employees and clients. This may include the implementation of alternative work arrangements, such as remote work or the rescheduling of meetings. We strongly discourage non-essential travel during inclement weather, and any decisions regarding travel will be made based on thorough assessments of safety risks.

## **EMERGENCY SITE VISITS**

In the event of an emergency service request initiated by the Client, Black Rock Tech agrees to deploy a technician to arrive onsite within 48 hours following mutual confirmation between the Client and Black Rock Tech that the incident in question qualifies as an "Emergency" pursuant to the criteria outlined below:

**Confirmation Process:** Upon receipt of an emergency service request, Black Rock Tech will promptly review the situation in consultation with the Client. Both parties must agree that the situation meets the established definition of an Emergency before deploying onsite support.

**Terms of Deployment:** Following the mutual agreement that an incident qualifies as an Emergency, Black Rock Tech commits to ensuring that a technician is dispatched and arrives at the Client's premises within the specified 48-hour timeframe to address and resolve the issue.

**Emergency Request Definition:** An "Emergency" is defined as any situation that poses an immediate risk to the organization, such as loss of data, hardware failure, or a cybersecurity incident.

- A \$300 emergency response fee will be charged per incident.
- An hourly service fee of \$200 per hour during business hours for emergency support.
- An hourly service fee of \$275 per hour for after-hours emergency support.

**Request Submission:** All emergency service requests must be submitted through the help desk.

In the event of adverse weather conditions, including but not limited to heavy snowfall, ice storms, or severe storms, Black Rock Technologies holds the right to prioritize the safety of its employees and clients. This may include the implementation of alternative work arrangements, such as remote work or the rescheduling of meetings. We strongly discourage non-essential travel during inclement weather, and any decisions regarding travel will be made based on thorough assessments of safety risks.

## REPORTING

Each quarter, we will email Your Primary IT Contact a list of any Service Requests that we currently have in Our system that are currently waiting on input from You. This is to help figure out what Service Requests may be on hold while We are waiting on more information from someone on Your team.

Each quarter, we will email an Executive Summary report to Your Primary IT Contact with metrics from the previous quarters use of our services.

This report may contain metrics such as:

- ⇒ Number of Service Requests Opened and Closed for the Quarter
- ⇒ Cybersecurity Posture

- ⇒ Service Request Types (by Category)
- ⇒ Projects we're working on

We may modify the metrics We use in this report from time to time as We continually improve how we report to Our clients.

## **ANNUAL BUSINESS REVIEWS**

As part of this Agreement – each year We will provide to You to a Business Review Session via Teams or Zoom. Think of this session as meeting with your Virtual IT Manager.

In this session, we run through items such as, but limited to, the following:

- ⇒ Yearly Metrics
- ⇒ Your Plans for the next Year
- ⇒ Refresh Cycle Update / Minimum Standards
- ⇒ Technology Budget Update
- ⇒ Technology Update
- ⇒ Anything else you need to raise / discuss related to your IT

You agree to allocate 2 hours to each of these sessions to ensure that We can provide our Service to You at the world class levels that We strive for.

You agree to give us at least 5 Business Days' notice if you need to re-schedule or amend an upcoming Annual Business Review. If You don't give us at least 5 Business Days' notice, that Annual Business Review will still be counted as used.

## **YOUR RESPONSIBILITIES**

### **APPROVED BUSINESS SOFTWARE**

The list in **Appendix D** shows all the Approved software that can be installed on any of the Computers or Devices covered by this Agreement.

This doesn't mean that all other software can't be installed – it simply means that if other software is installed, then it's up to our sole discretion whether we cover any Service Requests related any other Software under the scope of this Agreement.

If We deem any Service Requests to be Out of the scope of This Agreement, We will ask for Your approval before performing any work.

This list may change over the time we work together under this Agreement. We will email any updates to this list to Your Primary IT Contact.

## **LODGING OF SERVICE REQUESTS**

The process for lodging Service Requests is outlined in Our General Terms and Conditions as referenced in the General Section of this Agreement.

All Service Requests must be lodged via the Help Desk ([support@black-rock.tech](mailto:support@black-rock.tech)) only otherwise Our Response Time Guarantee will only be applicable at Our Medium priority level for these.

It's important You and Your team follow this process to ensure You are guaranteed to receive the support at the levels We have promised.

You agree to make sure Your team is aware of any restrictions You have in place regarding who is authorized to lodge Service Requests, as all requests received by us will allocated against this Agreement.

## **ACCESS REQUIREMENTS**

You agree to allow Us full and free access to Your computers, and associated equipment. Your premises and Your team for the purposes of providing the Services in this Agreement.

If there is anything that interferes with our access, we may in our absolute discretion charge You for any extra time incurred.

## **PRIMARY IT CONTACTS**

You agree to nominate from Your team a Primary IT Contact and a Secondary IT Contact (who We will treat as the Primary IT Contact should the current Primary IT Contact not be available).

When issues of Critical and High Priority are happening, your Team are to channel all communication through these people during business hours.

This allows Our team to work most effectively in restoring Your services as fast as possible, instead of fielding calls from multiple sources about the same problem.

The Primary IT Contact is to inform all staff at these times, to ensure fast resolutions.

The role of the Primary IT Contact is to also assist Our team to be the eyes and hands onsite, to allow them to remotely diagnose and solve issues in the fastest possible manner.






You will be asked to provide the details of your nominated Primary and Secondary IT Contacts during your Onboarding process, and you agree to update us if and when these Contacts change during the Term of this Agreement.

## APPENDIX A

### GUARANTEED RESPONSE TIMES & PRIORITY LEVELS

The following table shows the Guaranteed Response times for each priority level and provides priority-level examples.

While we commit to a one-hour response time, it is acknowledged and agreed by both parties that Black Rock Tech does not guarantee a specific time frame for the complete resolution or closure of the submitted ticket. The time required to resolve a ticket fully may vary based on the complexity and nature of the issue, availability of necessary resources, and other variable factors that may arise during the troubleshooting and resolution process.

PRIORITY	EXAMPLES	GUARANTEED RESPONSE TIMES
 <b>Critical</b>	Your Server is offline, and all users are unable to work. One of your Network Switches has failed and stopped half the company from working. A VPN link between 2 x offices is offline causing one office to be unable to work.	1 Hour
 <b>High</b>	Your Internet Connection is offline, users can still work locally Your supervisor's computer has stopped working Your main software has stopped working	1 Hour
 <b>Medium</b>	A user's desktop will not turn on so they can't work One of the main printers is not working, but users can print to another one A user is having problems connecting to the Wireless network	1 Hour
 <b>Low</b>	Printing is slower than normal A single user is unable to scan A user needs a program installed on their PC	1 Hour
 <b>No Priority</b>	Pro-active maintenance of systems	N/A

## APPENDIX B

### RESPONSE TIME GUARANTEE EXCLUSION LIST

The Response Time Guarantee does not apply to:

- ⇒ Additions, moves or changes to users, devices, configurations, or network.
- ⇒ Issues lodged in any other manner than specified in this Agreement and our *General Terms and Conditions*
- ⇒ Issues lodged outside Our Business Hours – Monday-Friday 9am-5pm.
- ⇒ Items caused by Hardware or Software not meeting our Minimum Standards
- ⇒ Service Requests related to Software not on our Approved Software List (see Appendix D)
- ⇒ Service Requests for issues that have been caused by You not acting on advice or recommendations given by Us
- ⇒ Service Requests for Issues caused by You or third parties modifying any Hardware or Software Configuration
- ⇒ Service Requests for issues related to user-initiated Virus and Malware Infections
- ⇒ Service Requests for Issues involving the sourcing of hardware/software
- ⇒ Service Requests for Hardware and Software issues of items that are not under current warranty or maintenance coverage



# APPENDIX C

## AGREEMENT INCLUSION LIST

DESCRIPTION	FREQUENCY	INCLUDED
<b>→ CONSULTING</b>		
Remote Quarterly Business Review (QBR)	Quarterly	YES
Google/Microsoft Office 365 Training (Up to 2 hours per month)	As Needed	YES
<b>→ DESKTOP, LAPTOPS AND SERVERS</b>		
Setup New Profiles on Desktops and Laptops	As Needed	YES
Add / Edit / Delete User Accounts	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & Files)	As Needed	YES
Setup & Maintain Security Groups	As Needed	YES
Setup & Maintain Network Drives	As Needed	YES
Restore Files from Backups <sup>(1)</sup>	As Needed	YES
Troubleshoot Operating System Not Working	As Needed	YES
Troubleshoot Microsoft Office Not Working	As Needed	YES
Troubleshoot Anti-Virus Not Working	As Needed	YES
Reboot Servers	As Needed	YES
Troubleshoot Hardware Issues <sup>(3)</sup>	As Needed	YES
Hard Drive Clean-up (Remove Temp & Unnecessary Files)	As Needed	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES
Microsoft Patch Management (Service Packs & Updates)	Daily	YES
Update Approved 3 <sup>rd</sup> Party Applications (Adobe Reader, Chrome, Zoom, Java, 7-Zip)	Daily	YES
Monitor all Critical Server and Computer Services and Fix	24x7x365	YES
Monitor Anti-Virus Running & Protection Enabled	24x7x365	YES
Monitor Anti-Virus Definitions +Updating Correctly	24x7x365	YES

Monitor Anti-Malware Running & Protection Enabled	24x7x365	YES
Monitor Anti-Malware Definitions Updating Correctly	24x7x365	YES
Monitor Hard Disk Health + Space & Defrag if Necessary	24x7x365	YES
Monitor High CPU Usage	24x7x365	YES
Monitor Security and Event Logs	24x7x365	YES
Roll out our Best Practise Security Policies	On-Going	YES
<b>➔ BACKUPS AND DISASTER RECOVERY</b>		
Monitor Server and Computer Backups <sup>(1)</sup>	24x7x365	YES
Troubleshoot Server and Computer Backup Failures <sup>(1)</sup>	As Needed	YES
Monitor Google/Microsoft 365 Backups <sup>(1)</sup>	24x7x365	YES
Troubleshoot Google/Microsoft Backup Failures <sup>(1)</sup>	As Needed	YES
Manual Test Restore & Report of All Approved Backups <sup>(1)</sup>	Monthly	YES
<b>➔ PRINTERS</b>		
Clear & Reset Printer Queues	As Needed	YES
Troubleshoot Printer Issues	As Needed	YES
Add / Edit / Delete Printer Mapping Group Policies	As Needed	YES
Add / Edit / Delete Printer Drivers for Existing Printers	As Needed	YES
Troubleshoot Printer Hardware Issues <sup>(3)</sup>	As Needed	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES
<b>➔ NETWORK</b>		
Troubleshoot Internet Service Provider Issues & Outages	As Needed	YES
Troubleshoot Network Switch Issues	As Needed	YES
Troubleshoot Wi-Fi Access Point Issues	As Needed	YES
Update Wi-Fi SSID / Keys	As Needed	YES
Troubleshoot Router Issues	As Needed	YES
Troubleshoot Firewall Issues	As Needed	YES
Firewall Security Audit and Adjustment	Monthly	YES

Monitor Network Switches Operations & Availability	24x7x365	YES
Monitor Wi-Fi Access Points Operations & Availability	24x7x365	YES
Monitor Router Operations & Availability	24x7x365	YES
Monitor Firewall Operations & Availability	24x7x365	YES
Warranty Claim Processing <sup>(3)</sup>	As Needed	YES

### → DOMAIN NAMES

Add / Edit / Delete MX Records	As Needed	YES
Add / Edit / Delete TXT Records	As Needed	YES
Add / Edit / Delete PTR Records	As Needed	YES
Add / Edit / Delete CNAME Records	As Needed	YES
Add / Edit / Delete A Records	As Needed	YES

### → MOBILE PHONES & TABLETS

Configure Multi-Factor Authentication App <sup>(2)</sup>	As Needed	YES
Configure Outlook or Mail App <sup>(2)</sup>	As Needed	YES
Configure OneDrive for Business App <sup>(2)</sup>	As Needed	YES
Configure Google Drive App <sup>(2)</sup>	As Needed	YES

### → GOOGLE/MICROSOFT 365

Add / Edit / Delete User Accounts	As Needed	YES
Add / Edit / Delete User and Security Groups	As Needed	YES
Add / Edit / Delete Shared Mailboxes	As Needed	YES
Add / Edit / Delete Distribution Groups	As Needed	YES
Forgotten Password Resets	As Needed	YES
Archive Old User Accounts (Backup Email & OneDrive)	As Needed	YES
Restore Files from Backups <sup>(1)</sup>	As Needed	YES
Install & Connect OneDrive Desktop Client <sup>(2)</sup>	As Needed	YES
Install & Connect Microsoft Office Apps <sup>(2)</sup>	As Needed	YES
Install & Connect Teams Desktop Client <sup>(2)</sup>	As Needed	YES

**(1)** Only applies to when using the Backup Platforms in our Recommended Technology Platform.

**(2)** This assumes that you already have the back-end systems and company-wide configurations all setup and configured for this product. If you don't, then We will discuss with You the scope of any potential Project and send You a separate Proposal for your review.

**(3)** As you can appreciate, it's hard to build a profitable and sustainable business offering "Unlimited Support" at a reasonable price for items that we didn't recommend, sell and install.

As such, if the Hardware we are troubleshooting was not purchased from us and/or the device is not currently covered by the Manufacturer's warranty, a care pack or a maintenance agreement, then it is in Our sole discretion as to whether We will cover this work under the Scope of this Agreement or set it as Billable Out of Scope work.

## APPENDIX D

### APPROVED SOFTWARE LIST

- ⇒ Microsoft Software – *Microsoft Office Suite, Edge*
- ⇒ Adobe Applications – *Reader, Air*
- ⇒ 7 Zip
- ⇒ Black Rock Tech Endpoint Protection
- ⇒ Black Rock Tech RMM Agent

## APPENDIX E

### DEFINITIONS & INTERPRETATIONS

**"Agreement"** means any arrangement between Us and You (whether alone or in conjunction with any other person) for Services and/or the provision of Goods provided by Us under an arrangement in connection with Work agreed to be done or progressed for or on behalf of You or any other person at Your request, including as set out in this Agreement and any corresponding Proposal;

**"Plan Fee"** means a quote provided to You by Us;

**"Proposal"** means a Quote or Proposal provided to You by Us;

**"Rate Schedule"** means the schedule of rates, charges and conditions for the services of Ours as set, and as may be varied, by Us from time to time in Our absolute discretion;

**"Response Time"** Response Time is measured as the difference between the time We are first notified of a New Service Request as per the process outlined in our *General Terms and Conditions* and the time that We start providing Service on the Service Request. We do not count any triage, scheduling or dispatch work when calculating Response Times.

**"Services"** means the provision of any services by Us including Work, advice and recommendations;

**"Service Request"** means any request for work that either you ask us to perform or we perform proactively on your behalf;

**"Software"** includes software and any installation, update, associated software and any services provided in connection with any of these things;

# GENERAL TERMS & CONDITIONS

## LIMITATION OF LIABILITY

Black Rock Technologies shall perform all services using the same level of care or better than expected in the industry. However, in no event shall Black Rock Technologies be held liable for indirect, special, incidental, or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs and damages.

Cybersecurity services do not provide guarantees against security breaches. The service provides education and tools to help implement data security and protections. It should also be noted that the Baseline Phishing and Training is not legal advice. Consult with legal counsel to ensure a full legal interpretation of federal, state and local laws.

By utilizing the cybersecurity services provided by Black Rock Technologies, the Client acknowledges having read, understood, and agreed to this Limitation of Liability Statement, embodying their agreement not to hold Black Rock Technologies liable as discussed herein.

## OUT-OF-HOURS RATE

1. The hourly labor rate for any onsite work performed outside of normal business hours by Black Rock Technologies may be subject to an increased hourly rate of \$200.
2. Normal business hours refer to the hours between 9:00 AM and 5:00 PM on weekdays.
3. The hourly labor rate for any work performed on weekends by Black Rock Technologies may be subject to an increased hourly rate of \$275 per hour.
4. Weekend work refers to any work performed on Saturdays and Sundays.
5. The customer must provide written authorization for all Out-of-Hours work to be performed, and the hourly rate of will be applied to all hours worked.
6. If the project is cancelled or postponed by the customer after weekend work has been authorized, the customer will be responsible for paying the hourly rate of for any hours worked during the authorized Out-of-Hours work period.
7. Black Rock Technologies reserves the right to decline any authorization for weekend work or to adjust the hourly rate for weekend work at its sole discretion.
8. The customer acknowledges that the hourly rate for Out-of-Hours work is higher due to the premium cost of labor outside normal business hours and weekends.
9. The customer acknowledges that it has read and understands these terms and conditions and agrees to be bound by them.

## EMERGENCY & OUT OF SCOPE WORK

Black Rock Technologies is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are

not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

1. The customer agrees to pay a rate of \$175 per hour for all out-of-scope labor performed on a time and materials basis.
2. Out of scope labor includes any work requested by the customer that is not covered under the original project scope or contract agreement.
3. Black Rock Technologies will notify the customer in writing of any out-of-scope work requested by the customer, including a description of the work and an estimate of the additional time required to complete the work.
4. The customer must approve any out-of-scope work in writing before Black Rock Technologies begins work on the additional tasks.
5. Black Rock Technologies will provide an invoice for all out-of-scope work performed, detailing the work performed and the time spent on each task.
6. The customer agrees to pay all invoices within 30 days of receipt.

## **CONFIDENTIALITY**

Black Rock Technologies and its agents will not use or disclose any Client information, except as necessary for or consistent with providing the contracted services and will use our best efforts to protect against unauthorized use.

## **PAYMENT METHODS**

Payments can be made via check or ACH.

## **PRICE AND TERM VALIDITY**

The price displayed on this document is valid for 30 days from the date of submission.

## **COMMITMENT TERM**

The minimum term that You have agreed to use our services is outlined in our In-Scope Services to you and is referred to as the Commitment Term.

After the expiry of the Committed Term, an extension of the Term will automatically commence equal to the period of the original Committed Term, unless earlier terminated as outlined in the 'Termination' section below.

## TERMINATION

Whenever either of the parties determines that Termination of this Agreement is in such party's best interest, then the Agreement may be terminated by providing ninety (90) days written notice to the other party. All Termination requests must be made in writing to: [invoices@black-rock.tech](mailto:invoices@black-rock.tech). If the Client elects to terminate the Agreement with less than ninety (90) days written notice, the Client shall be liable to pay Black Rock Tech an early termination fee equivalent to the balance of the fees that would have been payable by the Client for the remainder of the 90-day notice period. This clause is designed to ensure that Black Rock Tech is compensated for potential losses due to a shorter notice period while providing an option for the Client to exit the Agreement early, under specific financial conditions.

## WARRANTY

1. Black Rock Technologies warrants that all work performed under this agreement will be performed in a professional and workmanlike manner, in accordance with industry standards and best practices.
2. The warranty period for all work performed under this agreement shall be 14 days from the date of completion of the work.
3. The customer must notify Black Rock Technologies in writing of any defects or deficiencies in the work performed within the warranty period.
4. The warranty provided by Black Rock Technologies does not cover any defects or deficiencies caused by the customer's misuse, negligence, or failure to follow Black Rock Technologies instructions.
5. Black Rock Technologies shall have the right to inspect any alleged defects or deficiencies before making any repairs or replacements.
6. All equipment provided by Black Rock Technologies to the customer is covered by the manufacturer's warranty.
7. The customer acknowledges that Black Rock Technologies is not responsible for any warranty repairs or replacements of equipment provided under this agreement.
8. Any warranty claims or repairs must be made directly with the manufacturer of the equipment.
9. Black Rock Technologies will not be responsible for any costs or damages incurred as a result of equipment failure, including but not limited to, lost profits, downtime, repair costs, or replacement costs.



## AGREEMENT

IN WITNESS HEREOF, the parties hereto have caused this Statement of Work Agreement to be executed by their duly authorized representatives on the dates set forth below.

X

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Client Representative Name

\_\_\_\_\_  
Date

X

*Jon Siedlik*

\_\_\_\_\_  
Black Rock Tech Signature

**Jon Siedlik**

\_\_\_\_\_  
Black Rock Tech Representative Name

06/06/2024

\_\_\_\_\_  
Date

This Agreement is made effective as of \_\_\_\_\_ by and between \_\_\_\_\_, and I.T. Right, of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

#### **1. DESCRIPTION OF SERVICES.**

Beginning on 05/01/2022 I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office(s).

**2. SERVICES NOT COVERED.** I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment or technologies. The client will be notified ahead of time of any extra charges involved before the work is started. Projects expected to exceed Eight (8) hours of labor including but not limited to the replacement of servers are considered new technology, are not covered under this contract and will be billed separately.

**3. Services Not Provided.** I.T. Right will not provide structured cabling services. I.T. Right will not climb into ceilings, attics or crawlspaces. I.T. Right will not climb upon roofs, trees or polls; or use equipment like tall ladders or bucket trucks to service or replace equipment.

**4. Third Party Support Agreements.** To the extent that I.T. Right is asked to support third party software or hardware; The Client agrees to maintain appropriate support agreements with the manufacturers or resellers of those products such as software support contracts and/or onsite extended warranties for applicable hardware.

**5. PAYMENT.** The Client will pay an annual fee to I.T. RIGHT for the Services in the amount listed in the payment schedule (Appendix A). This fee shall be payable in full within 30 days unless otherwise notated in this document.

**6. PERFORMANCE OF SERVICES.** I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.

**7. LIABILITY LIMITATIONS.** The client agrees that in no event shall IT Right, Its Officers or Directors, be liable for any damages of any kind, including but not limited to any direct, indirect, incidental, special or punitive damages. The exclusive remedy for any breach of this agreement is limited to an amount equivalent to three monthly payments. In the event of extreme error or negligence, damages will be limited to the limits of the liability insurance referred to in section eight. Further, IT Right also agrees that damages from the client may in no circumstances exceed an amount equivalent to three monthly payments of the contract. Thus, under no circumstances will either party be liable to the other for damages that exceed the value of three-monthly payments.

**8. INSURANCE.** During the Term, I.T. Right shall procure and maintain the following insurance coverage: (a) workers' compensation and employer's liability insurance as required by the laws of the State in which the Services are being performed, (b) comprehensive general liability insurance in the amount that is commercially reasonable with respect to the Services, and (c) cyber-liability insurance in the amount that is commercially reasonable with respect to the Services. The Client shall not rely exclusively on I.T. Right for insurance or as an insurance provider; but shall procure and maintain its own insurance coverage (or agree to accept risk itself) as follows: cyber-liability insurance in the amount that is commercially reasonable with respect to The Client's servers, hardware, software, data and/or computer networks.

**9. THIS SECTION INTENTIONALLY LEFT BLANK.**

**10. CLIENT NEW PROJECT**

**APPROVAL.** I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of the Client prior to the commencement of a new project.

**11. Site Liaison/Primary Contact.** The Client agrees to assign one employee or elected official to be the primary contact person to I.T. Right. The roll of the Primary Contact shall be to, (i) Meet and discuss with I.T. Right status of projects and initiatives (ii) Communicate to I.T. Right the decisions of The Client including but not limited to technology policies and their enforcement, (iii) Approve quotes or communicate the same to I.T. Right. Should the client fail to appoint a Primary Contact, The Client agrees that I.T. Right may work with any elected official in these capacities.

**12. Other Client Appointed Contacts.** I.T. Right recognizes The Client may for compliance, legal, or other reasons appoint individuals other than the primary contact to positions of responsibility concerning line of business technology concerns. These positions include but are not limited to "CJIS Officer" and "FOIA Officer." I.T. Right will work with these individuals as it pertains to their reasonably assigned duties. The Client represents that I.T. Right can depend on these individuals for guidance pertaining to their respective areas of responsibility.

**13. TERM/TERMINATION.** This Agreement shall be effective for THREE year(s). Continuation of and payment for services beyond this agreement stated term will constitute a renewal 1 year under the existing terms. Either party reserves the right to terminate this contract at any time provided 90 days' notice is given. The remaining time will be prorated and paid to the client within 120 days of receipt of the termination notice.

**14. EMPLOYEES.** I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

**15. Employment Restrictions.** The Client shall not solicit to hire, hire or engage any of IT RIGHT'S employees (or anyone employed by IT RIGHT in the prior twelve calendar months) while this Agreement is in effect and for the twelve-calendar month period immediately after termination or completion of this Agreement for any reason. If Client does solicit to hire, hire or engage any of the IT RIGHT'S employees, The Client shall immediately pay Company an amount equal to 100% of the then-current or most recent annual salary or wages paid by Company to such employee.

**16. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for The Client:

IF for I.T. RIGHT:

I.T. Right  
Dan Eggleston  
Director of Information Technology  
5815 East Clark Road Suite G  
Bath Michigan 48808

Either party may change such address from time to time, by providing written notice to the other in the manner set forth above.

**17. CPI-Index** At the expiration of this contract period and each year thereafter, the rates described in "Appendix A" will be adjusted by 3% or by a CPI factor, whichever is greater. For the purposes of this document the CPI shall be defined by and will not exceed the US BLS Unadjusted annual rate for the most recently reported 12-month period.

**18. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**19. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**20. APPLICABLE LAW.** The laws of the State of Michigan shall govern this Agreement.

Party receiving services:

Accepted By: \_\_\_\_\_

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

Party providing services: I.T. Right

Proposed By \_\_\_\_\_  
Dan Eggleston, Founder

## Appendix A: Price Sheet:

---

*RA*

Year	Amount	Term/Option
2022	\$11,981	Regular Term
2023	\$16,653	Regular Term
2024	\$23,147	Regular Term
	3% or CPI Index annually thereafter	





*Breakdown  
on Back side*

VC3 Inc  
PO Box 746804  
Atlanta, GA 30374-6804  
(803) 733-7333

<b>Bill To:</b>
Township of Covert, MI Attn: Naomi Barnes 73943 E. Lake Street PO Box 35 Covert, MI 49043 United States

<b>Date</b>	<b>Invoice</b>
06/16/2023	113118
<b>Account</b>	
ITR29685048	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 30	07/16/2023		Annual - July 2023 - June 2024

Contract Details	Quantity	Price	Amount
Downpayment Invoice			
Agreement: Service Contract Bundle 2022			
Unlimited Service Contract	1.00	\$16,653.00	\$16,653.00
Managed Anti-virus / Anti-Ransomware / Monitored Initial Detection and Response System	21.00	\$0.00	\$0.00
Workstation Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, and Intrusion Detection.	21.00	\$0.00	\$0.00
Server Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, Health Checks, and Intrusion Detection.	3.00	\$0.00	\$0.00
Remote Backup	3.00	\$0.00	\$0.00
Phishing Simulator & User Awareness Training	21.00	\$0.00	\$0.00
(Quarterly) Proactive Network Administration / Project Design and TAM VCIO Management / Budget Planning	1.00	\$0.00	\$0.00
<b>Total Contract Details:</b>			<b>\$16,653.00</b>

<p>Make checks payable to VC3 Inc</p> <p>Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804</p> <p>visit <a href="http://www.vc3.com/pay-invoice">www.vc3.com/pay-invoice</a> to pay via credit card</p> <p>If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email <a href="mailto:finance@vc3.com">finance@vc3.com</a> with any issues to stop the draft of any invoice.</p> <p>ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a>. Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132</p>	<b>Invoice Subtotal:</b>	\$16,653.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$16,653.00</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$16,653.00</b>

\* Divide among Twp, Fire, Police, etc \*

OVER

Covert PD	COVERTPD2-W11	COVERTPD\Dhinman	Microsoft Windows 11 Pro x64	Desktop	13th Gen Intel(R) Core(TM) i5-13500
Township	LT-PARK-W10	LT-PARK-W10\Covert Park	Microsoft Windows 11 Pro x64	Notebook	Intel(R) Core(TM) i3-1005G1 CPU @ 1.20GHz
Covert FD	CHIEF-W10	COVERTFD\wfeatherstone	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-6100 CPU @ 3.70GHz
Covert PD	OFFICERS	COVERTPD\Dhinman	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-7100 CPU @ 3.90GHz
Covert PD	AMARLER-W10	Not Logged In	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-8100 CPU @ 3.60GHz
Covert FD	DISPATCH1-W10	Not Logged In	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-8100 CPU @ 3.60GHz
Covert FD	DISPATCH2-W10	COVERTFD\jcortez	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-8100 CPU @ 3.60GHz
Township	TREAS1-W10	COVERTTWP\deputytreasurer	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i3-8100 CPU @ 3.60GHz
Covert PD	CHIEF-W10	COVERTPD\chief	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i5-10400 CPU @ 2.90GHz
Covert FD	CPT-OFFICE-W11	COVERTFD\Jwindsor	Microsoft Windows 11 Pro x64	Desktop	Intel(R) Core(TM) i5-10400 CPU @ 2.90GHz
Township	OFFMAN	COVERTTWP\LFogarty	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i5-7400 CPU @ 3.00GHz
Township	SUPERVISORLT-W1	Not Logged In	Microsoft Windows 10 Pro x64	Notebook	Intel(R) Core(TM) i5-8265U CPU @ 1.60GHz
Township	PUBLICWORKSLT-W	PUBLICWORKSLT-W\George	Microsoft Windows 10 Pro x64	Notebook	Intel(R) Core(TM) i5-8265U CPU @ 1.60GHz
Township	COVERTASSESSING	COVERTTWP\Ibirdsall	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i5-8400 CPU @ 2.80GHz
Township	DEPCLERKW10	COVERTTWP\depclerk	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i5-8400 CPU @ 2.80GHz
Township	COVERTCLERK-W10	COVERTTWP\clerk	Microsoft Windows 10 Pro x64	Desktop	Intel(R) Core(TM) i5-8400 CPU @ 2.80GHz
Covert PD	COVERT-LT-01	COVERT-LT-01\Chief	Microsoft Windows 10 Pro x64	Notebook	Intel(R) Core(TM) i5-9400 CPU @ 2.90GHz
Township	DESKTOP-9T2P8RV	Not Logged In	Microsoft Windows 10 Pro x64	LapTop	Intel(R) Core(TM) i7-6650U CPU @ 2.20GHz
Covert PD	CCENTER	Not Logged In	Microsoft Windows Server 2019 Standard x64	Desktop	Intel(R) Xeon(R) Bronze 3206R CPU @ 1.90GHz
Covert PD	PDSVR	COVERTPD\administrator	Microsoft Windows Server 2019 Standard x64	MainServerChassis	Intel(R) Xeon(R) Bronze 3206R CPU @ 1.90GHz (x2)
Covert PD	SVR2K12	Not Logged In	Microsoft Windows Server 2012 R2 Foundation x64	MainServerChassis	Intel(R) Xeon(R) CPU E3-1220 V2 @ 3.10GHz
Township	SVR2K19	Not Logged In	Microsoft Windows Server 2019 Standard x64	MainServerChassis	Intel(R) Xeon(R) CPU E3-1220 v6 @ 3.00GHz





VC3 Inc  
PO Box 746804  
Atlanta, GA 30374-6804  
(803) 733-7333

<b>Bill To:</b>
Township of Covert, MI Attn: Township Clerk 73943 E. Lake Street PO Box 35 Covert, MI 49043 United States

<b>Date</b>	<b>Invoice</b>
04/22/2024	146861
<b>Account</b>	
ITR29685048	

Terms	Due Date	PO Number	Reference
Net 15 days	05/07/2024		Monthly Billing for April

Contract Details	Quantity	Price	Amount
Agreement Microsoft Office 365			
Azure Information Protection Premium P1 - NCE Annual Commitment	8000	\$2.00	<del>\$16.00</del>
Exchange Online (Plan 1) - NCE Annual Commitment	26.00 27	\$4.00	\$104.00
Office 365 E3 - NCE Monthly Commitment	2.00	\$27.60	\$55.20
Microsoft 365 Business Standard - NCE Annual Commitment	1.00	\$12.50	\$12.50
Total Contract Details:			\$187.70

Make checks payable to VC3 Inc  Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804  visit <a href="http://www.vc3.com/pay-invoice">www.vc3.com/pay-invoice</a> to pay via credit card  If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email <a href="mailto:finance@vc3.com">finance@vc3.com</a> with any issues to stop the draft of any invoice.  ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a> . Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132	<b>Invoice Subtotal:</b>	\$187.70
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	\$187.70
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	\$187.70

Row Labels	Sum of AMOU
101	\$ 67.20
<del>107</del> * 109	\$ 4.00
171	\$ 4.00
207	\$ 28.00
210	\$ 32.00
215	\$ 12.00
253	\$ 8.00
444	\$ 4.00
270	\$ 4.00
280	\$ 12.50
Grand Total	\$ 175.70

Debbie Hinman	Debbie	Hinman	Azure Information Protection Premium P1+Microsoft 365 Business Standard
Laura Fogarty	Laura	Fogarty	Azure Information Protection Premium P1+Microsoft 365 Business Standard
Trustee1	Jean	Hartmann	Exchange Online (Plan 1)
Trustee2	Lonzey	Taylor	Exchange Online (Plan 1)
Info	Info		Exchange Online (Plan 1)
AMarler	Alan	Marler	Exchange Online (Plan 1)
Supervisor	Daywi	Cook	Exchange Online (Plan 1)
PoliceChief	Jay	Allen	Exchange Online (Plan 1)
Jason Daniels	Jason	Daniels	Exchange Online (Plan 1)
Jfinney	Jacob	Finney	Exchange Online (Plan 1)
Kyle Hodgson	Kyle	Hodgson	Exchange Online (Plan 1)
ljackson	Latrell	Jackson	Exchange Online (Plan 1)
Tanir McJilton	Tanir	McJilton	Exchange Online (Plan 1)
Thomas Kuhn	Thomas	Kuhn	Exchange Online (Plan 1)
awebb	Alesia	Webb	Exchange Online (Plan 1)
CFDIPAD	CFDIPAD		Exchange Online (Plan 1)
dpacker	Daniel	Packer	Exchange Online (Plan 1)
jcortez	Jazmin	Cortez	Exchange Online (Plan 1)
Jwindsor	Jeffrey	Windsor	Exchange Online (Plan 1)
Mllerena	Miquel	Llerena	Exchange Online (Plan 1)
vvirsik	Vince	Virsik	Exchange Online (Plan 1)
wfeatherstone	William	Featherstone	Exchange Online (Plan 1)
Clerk	Wende	Pritchard	Exchange Online (Plan 1)
depclerk	Karen	Palimater	Exchange Online (Plan 1)
FIOA	FIOA		Exchange Online (Plan 1)
Deputy Treasurer	Regina	Hoover	Exchange Online (Plan 1)
Treasurer	Marilyn	Rendell	Exchange Online (Plan 1)
PublicWorks	George	Piggee	Exchange Online (Plan 1)
Museum	Museum		Exchange Online (Plan 1)
Campground	Campground		Microsoft 365 Business Standard



VC3 Inc  
PO Box 746804  
Atlanta, GA 30374-6804  
(803) 733-7333

<b>Bill To:</b>
Township of Covert, MI Attn: Township Clerk 73943 E. Lake Street PO Box 35 Covert, MI 49043 United States

<b>Date</b>	<b>Invoice</b>
04/22/2024	146862
<b>Account</b>	
ITR29685048	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 15 days	05/07/2024		Monthly Billing for April

Contract Details	Quantity	Price	Amount
Agreement Cloud Protection and Cloud Data Recovery			
Cloud Data Recovery	27.00	\$3.00	\$81.00
Cloud Protect - Per User	32.00	\$2.00	\$64.00
<b>Total Contract Details:</b>			<b>\$145.00</b>

Make checks payable to VC3 Inc	<b>Invoice Subtotal:</b>	\$145.00
Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804	<b>Sales Tax:</b>	\$0.00
visit <a href="http://www.vc3.com/pay-invoice">www.vc3.com/pay-invoice</a> to pay via credit card	<b>Invoice Total:</b>	<b>\$145.00</b>
If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email <a href="mailto:finance@vc3.com">finance@vc3.com</a> with any issues to stop the draft of any invoice.	<b>Payments:</b>	\$0.00
ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a> .	<b>Credits:</b>	\$0.00
Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132	<b>Balance Due:</b>	<b>\$145.00</b>

101. 101. 9340 - \$27.  
101. 171. " - 5  
101 209. " - 2  
101 215. " - 10  
101 253. " - 10  
101444. " - 5.  
207 - 9340 - 40  
210 - 9340 - 41  
280 - 9340 - 5  
\$145.00



Alan	Marler	Active	2697648100	Police Department		amarler@coverttwp.com
Alesia	Webb	Active	2697645102	Administrative Assistant		AWebb@coverttwp.com
Bill	Featherstone	Active	2317405067	Fire Department		wfeatherstone@coverttwp.com
Daniel	Packer	Active	2697648986	Fire Department		dpacker@coverttwp.com
Dayvi	Cook	Active	2697645137	Supervisor		supervisor@coverttwp.com
Debbie	Hinman	Active	2697648986	Township Office Assistant		Office@coverttwp.com
George	Piggee	Active	2699067012	DPW		publicworks@coverttwp.com
Jason	Daniels	Active	2697648100	Police Department		jdaniels@coverttwp.com
Jean	Hartmann	Active	2692146517	Township Trustee		jeanhartmann.jh@gmail.com
Julian	Allen	Active	2697648100	Police/Fire Chief		policechief@coverttwp.com
Latrell	Jackson	Active	2697648100	Police Department	End User	ljackson@coverttwp.com
Laura	Fogarty	Active	2697645138	Office Manager	Outage Notification Contact, NPS Survey, Approver, Marketing Comms	officemanager@coverttwp.com
Lonzey	Taylor	Active	2697648986	Trustee		trustee2@coverttwp.com
Marilyn	Rendell	Active	2697648986	3 Treasurer		treasurer@coverttwp.com
Regina	Hoover	Active	2697645141	Deputy Treasurer		deptreasurer@coverttwp.com
Tanir	McJilton	Active	2694200399	Police Department		tmcjilton@coverttwp.com
Thomas	Kuhn	Active	2699067098	Police Department		tkuhn@coverttwp.com
Vince	Virsik	Active	2697641768	Fire Department		covert107@hotmail.com
Wende	Pritchard	Active	2697645142	Clerk		treasurer@coverttownship.com

Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
Jfinney	Jacob	Finney			Police Department		jfinney@coverttwp.com
Mllerena	Miquel	Llerena			Fire Department		millerena@coverttwp.com
Jwindsor	Jeffrey	Windsor			Fire Department		jwindsor@coverttwp.com
jcortez	Jazmin	Cortez			Fire Department		jcortez@coverttwp.com
depclerk	Karen	Palimater			Deputy Clerk		depclerk@coverttwp.com
Campground	Campground				Campground		Campground@coverttwp.com
Fire Chief	Fire	Chief			Fire Department		
Office Calendar	Office	Calendar					

Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
<b>S ONLY</b>							
Chris	Lewandowski	Active	6303303171				chris@it-solutions-inc.com
Eric	Ferrell	Active	2692147426				ericferrell@hotmail.com
Jacqui	Zurwalski	Active	2697641768				jzurwalski@gmail.com
Laureen	Birdsall	Active	2697648986				Lbirdsall@aol.com



VC3, Inc.  
1301 Gervais Street,  
Suite 1800  
Columbia SC 29201  
United States

101 - 9340 - \$50.00  
207 - 9340 - \$50.00  
210 - 9340 - \$50.00

# Customer Invoice

Bill To
Township of Covert, MI Attn: Laura Fogarty 73943 E. Lake Street PO Box 35 Covert MI 49043 United States

Date	Invoice
4/30/2024	INV7940VC3
Account	
ITR29685048	

**Description:** Quote VC3Q26314 Approver Laura Fogarty


**Terms**  
Net 30

**Due Date**  
5/30/2024

**PO #**  
Annual VPN License

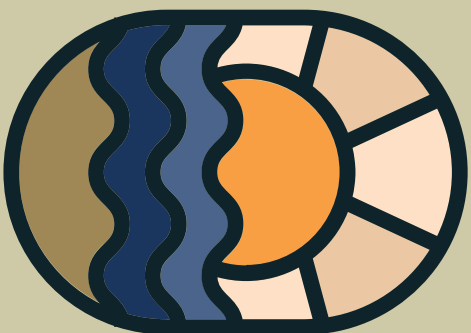
**Currency**  
USD

Item	Quantity	Rate	Amount
SSL Certificate Renewal, Standard, 1 Year	1	\$150.00	\$150.00

Make checks payable to VC3, Inc Remit To: VC3, Inc PO Box 746804 Atlanta, GA 30374-6804 visit <a href="https://www.vc3.com/client-support">https://www.vc3.com/client-support</a> to pay via credit card If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a> . Bank Name: PNC Bank Routing Number: 021052053 Account Number: 51843132	<b>Invoice Subtotal: \$150.00</b> <b>Invoice Total: \$150.00</b> <b>Payments/Credits: \$0.00</b> <b>Balance Due: \$150.00</b> 
--	---

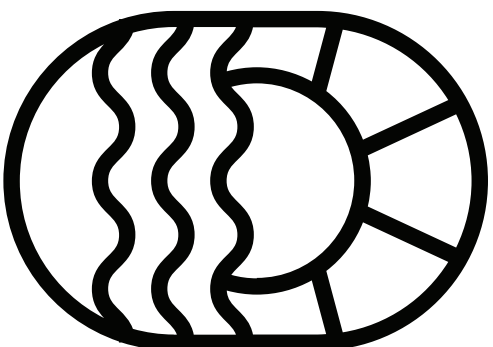


INV7940VC3



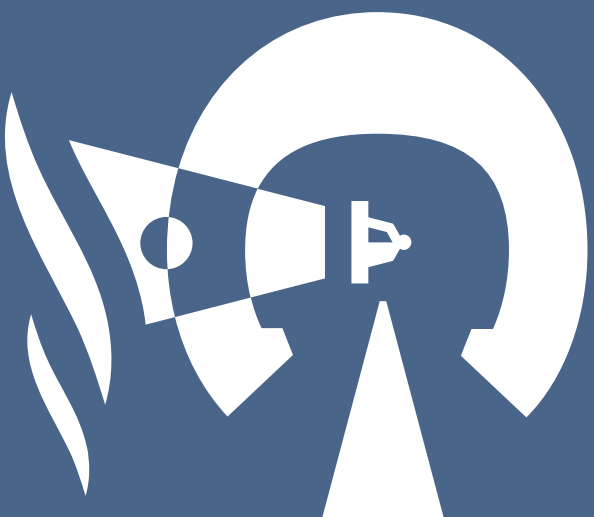
# Covert Township

A HIDDEN GEM



# Covert Township

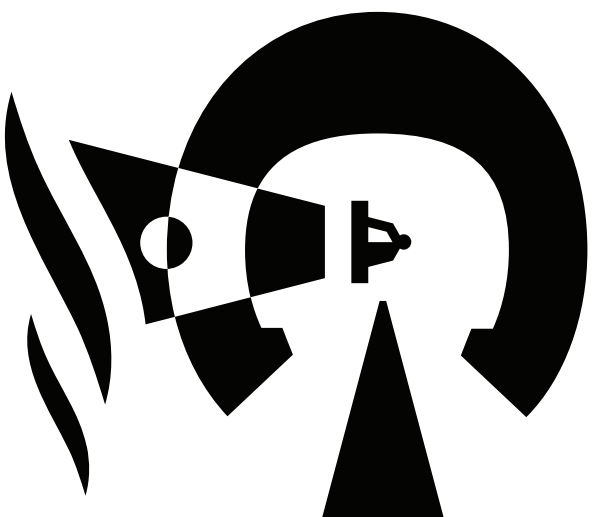
A HIDDEN GEM



# Covert Township

A HIDDEN GEM



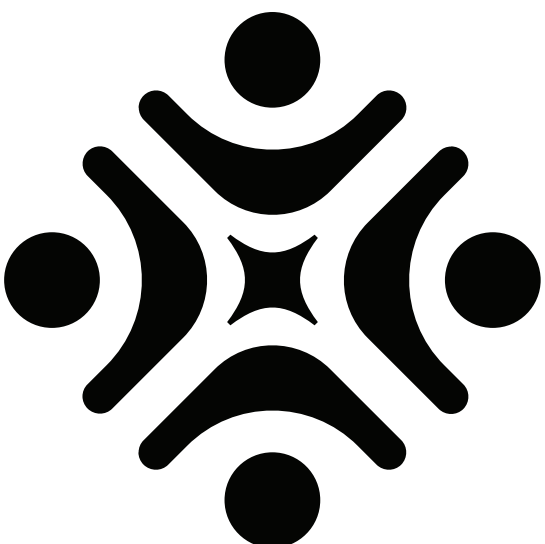


# Covert Township

A HIDDEN GEM



# Covert Township



# Covert Township



**GOVERT**  
**TOWNSHIP**



**GOVERT**  
**TOWNSHIP**



# Covert Township

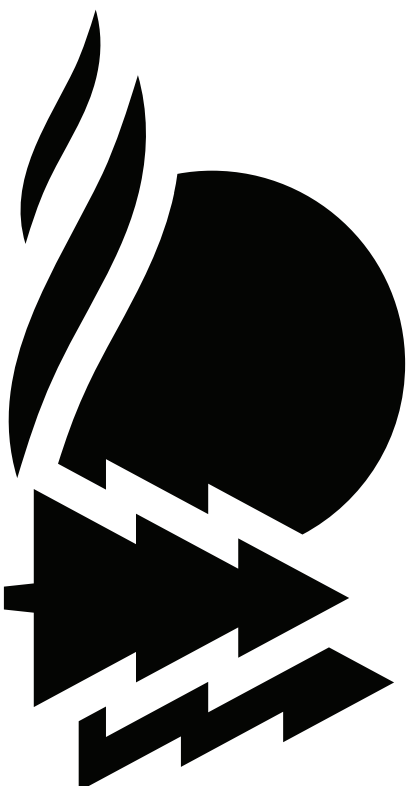


Coverdell County, Georgia



# Covert Township

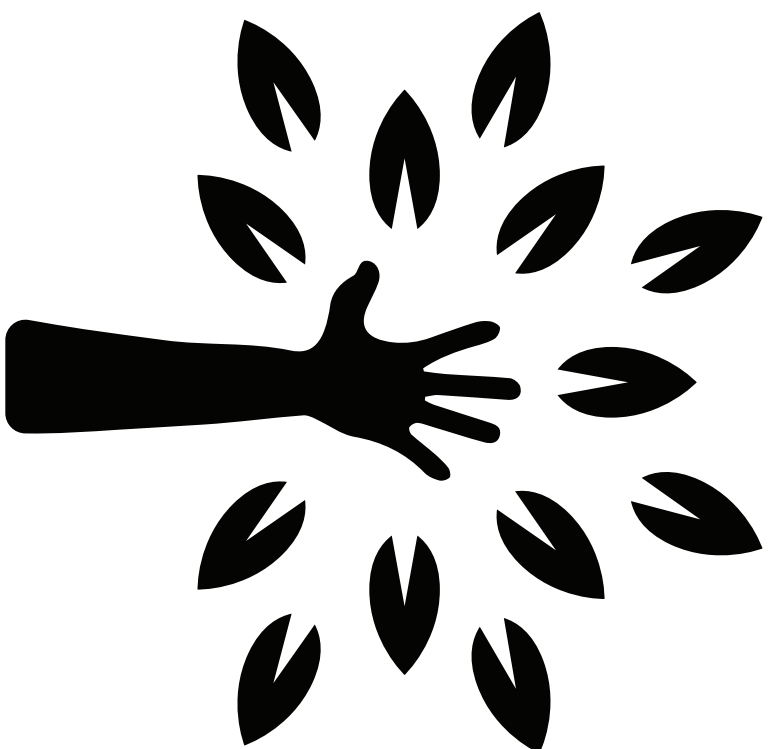




**Covert Township**



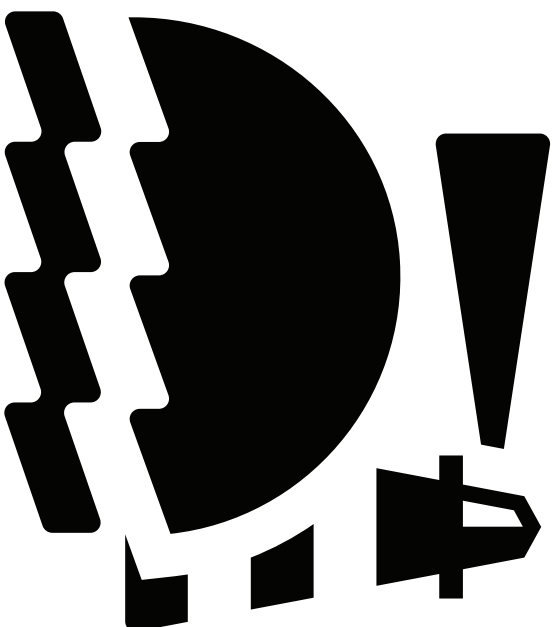
# COVERT TOWNSHIP



COVERT TOWNSHIP



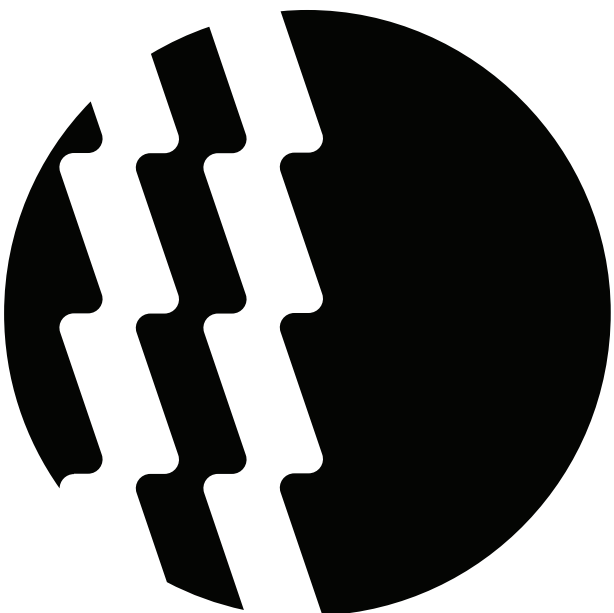
# COVERT TOWNSHIP



**COVERT TOWNSHIP**



**COVERT**  
**TOWNSHIP**

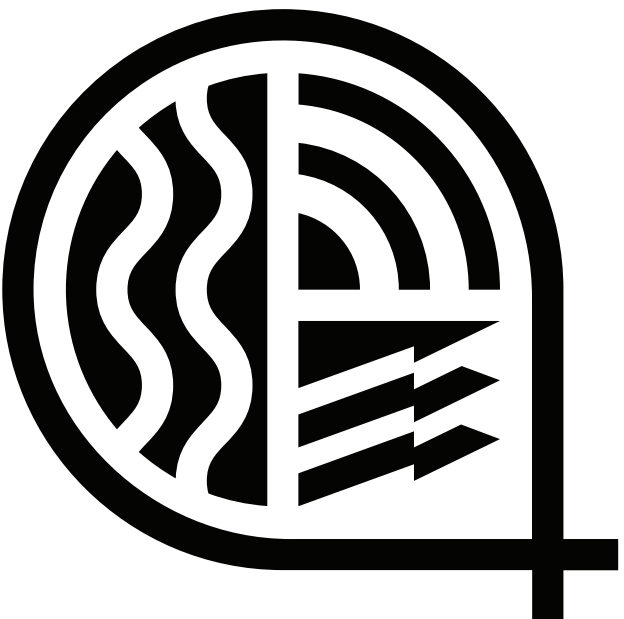


**GOVERT**  
**TOWNSHIP**



# Covert Township

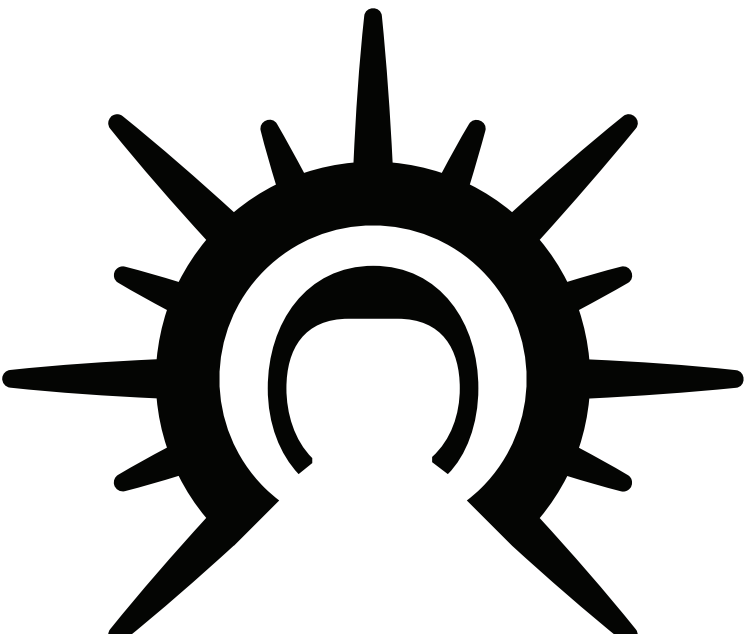




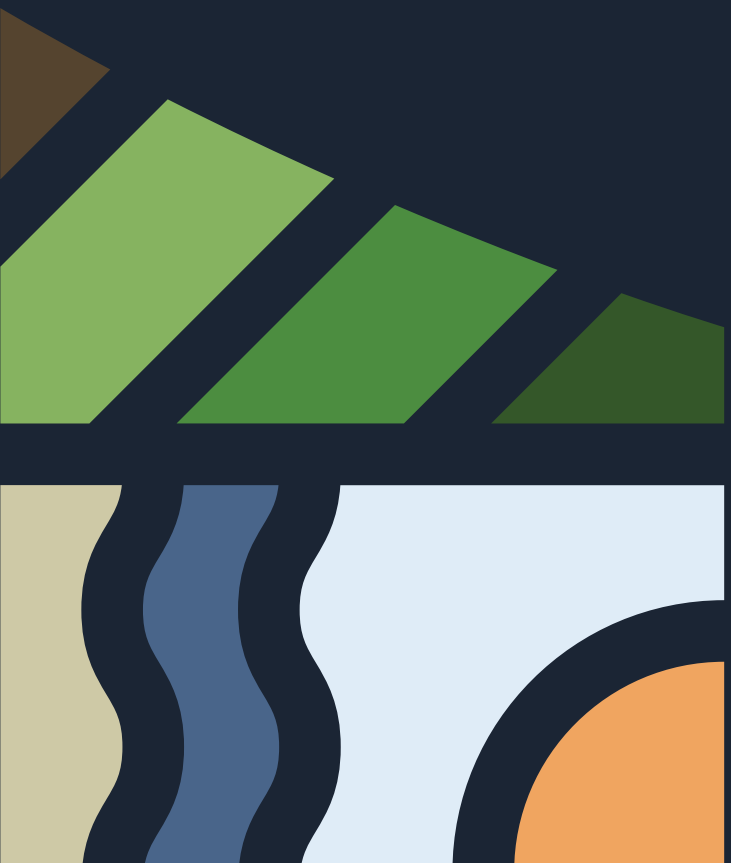
**Covert Township**



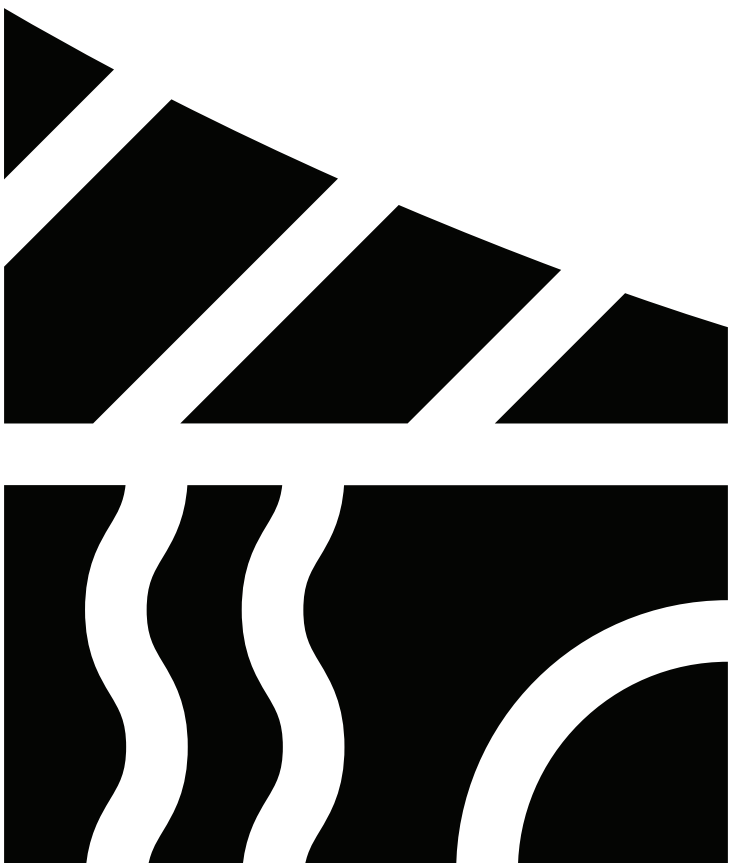
# Covert Township



Covert Township



# Covert Township



**Covert Township**



A Hidden Gem

Covert Township

OF VAN BUREN COUNTY



Township Minutes



Forms



Building & Zoning



Calendar



Property Taxes



Elections



About Covert Township

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In et metus ipsum. Nullam ac ante quam. Pellentesque cursus feugiat condimentum. Morbi hendrerit sapien vel felis suscipit imperdiet. In fermentum vehicula mauris, vel ultrices dolor scelerisque nec. Donec maximus diam sit amet luctus ullamcorper. Ut scelerisque sapien nibh, eu faucibus elit tincidunt eu. Nam at ex ac risus tincidunt porttitor vitae et odio.

LEARN MORE →



Announcements



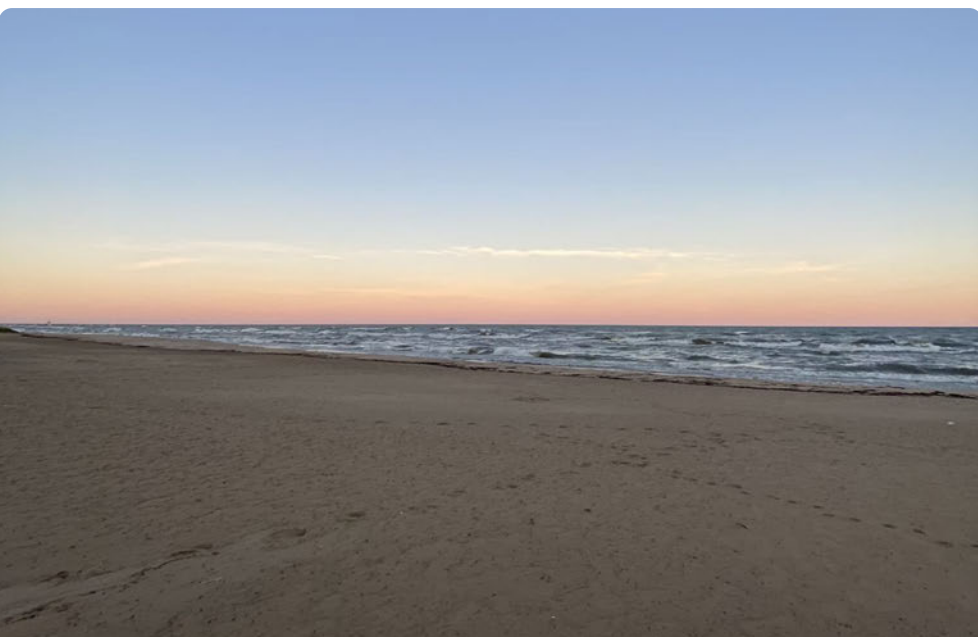
Category

Public Notice Example



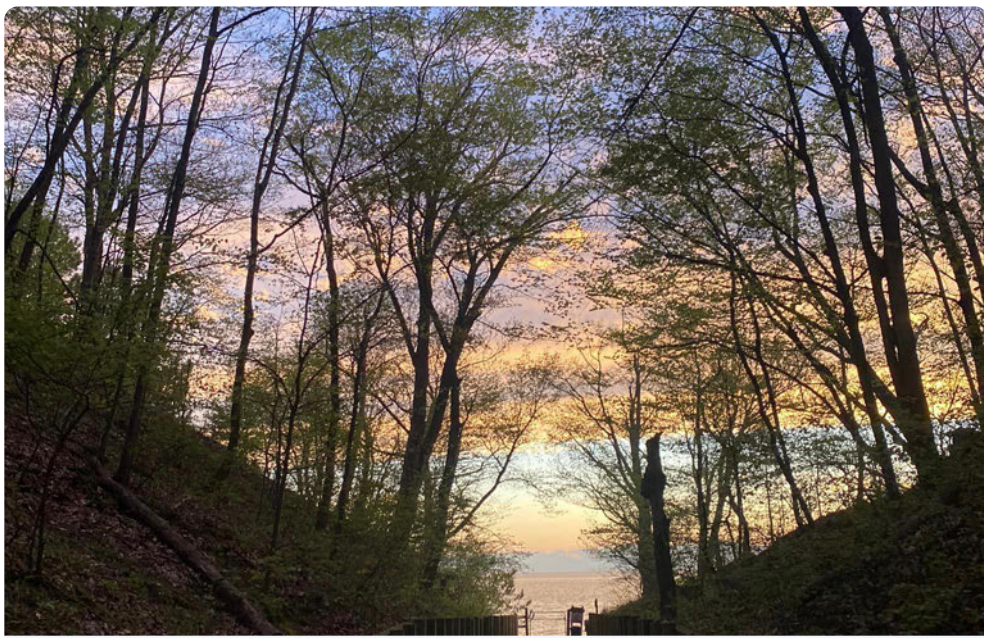
Category

Public Notice Example



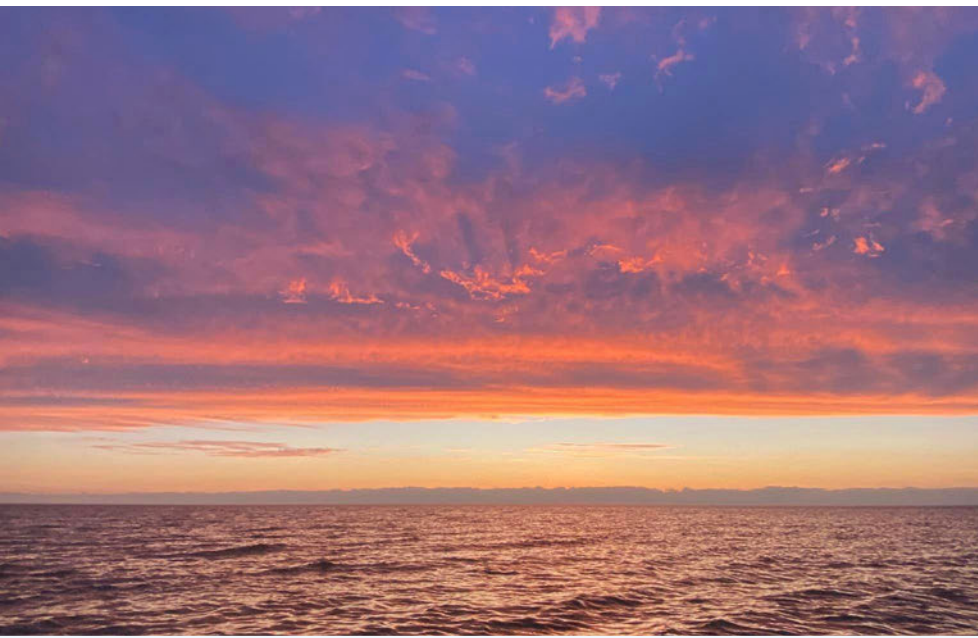
Category

Public Notice Example



Category

Public Notice Example



Category

Public Notice Example



Category

Public Notice Example



Calendar

October 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	28
29	30	31				

Upcoming Events

October 5th, 2024

Example Event

October 5th, 2024

Example Event

October 5th, 2024

Example Event



Recent Facebook Posts

Covert Township

about a month ago

Example: Duis vel augue in justo volutpat aliquet. Nam nec est commodo, iaculis nisl sed, posuere nulla. Ut quis risus non leo rutrum ultricies. Fusce blandit convallis quam, vel egestas ipsum cursus quis. Nam eu tempus enim. Aliquam vitae venenatis metus. Fusce sagittis odio nunc, sit amet sodales nibh tincidunt ac. Duis porttitor scelerisque lorem nec placerat. Nunc fermentum quam neque, non congue ligula dapibus elementum.

Like

Comment

2

Covert Township

about a month ago

Example: Duis vel augue in justo volutpat aliquet. Nam nec est!

Like

Comment

2

Covert Township

about a month ago

Example: Duis vel augue in justo volutpat aliquet. Nam nec est commodo, iaculis nisl sed, posuere nulla. Ut quis risus non leo rutrum ultricies. Fusce blandit convallis quam, vel egestas ipsum cursus quis. Nam eu tempus enim.

Like

Comment

2

Township Offices

- 73943 E. Lake Street  
P.O. Box 35  
Covert, MI 490-43
- Monday-Thursday, 8:30AM-4:00PM  
Friday, 8:30AM-12:00PM

Contact Information

- info@coverttwp.com
- 269-764-8986
- 269-764-1771

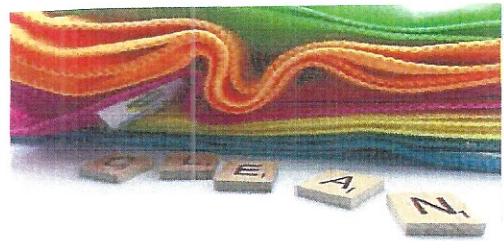
Connect

- Covert Township
- Community Garden Club
- Park, Beach & Campground
- Historical Museum



## Cleaning Reliable Services

17057 M140 Hwy.  
South Haven, Mi. 49090  
269-214-8308



### Bid for cleaning offices - Covert Township

Contractor shall provide the Services and Deliverable(s) as follows: Cleaning and disinfecting all surfaces required. Dumping trash and recycling. Fill products and paper as needed. Clean glass, dust, vacuum, and mop. Spot clean furniture and carpet as needed.

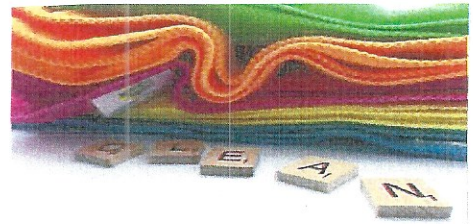
### Fee Schedule

The total sum per week \$185

Item Description	Persons		
Clean premises 2 times per week. ( days to be determined per client.)	2		

## Cleaning Reliable Services

17057 M140 Hwy.  
South Haven, Mi. 49090  
269-214-8308



### Bid for cleaning offices - Covert Fire/Police Complex

Contractor shall provide the Services and Deliverable(s) as follows: Cleaning and disinfecting all surfaces required. Dumping trash and recycling. Fill products and paper as needed. Clean glass, dust, vacuum, and mop. Spot clean furniture and carpet as needed.

### Fee Schedule

The total sum per week \$250

Item Description	Persons		
Clean premises 3 times per week. (days to be determined upon acceptance)	2		



## INVOICE

Coastal Clean  
1210 Phoenix Street Ste 9  
South Haven, MI 49090

accounts@coastalclean.net  
269-639-1515  
coastalclean.net



# Coastal Clean

housekeeping • home watch • handyman

### ., Covert Police Department

#### Bill to

Covert Police Department .  
Covert Police Department  
33805 M-140 Hwy  
Covert, MI 49043 US

#### Ship to

Covert Police Department .  
Covert Police Department  
33805 M-140 Hwy  
Covert, MI 49043 US

#### Invoice details

Invoice no.: 4489  
Invoice date: 04/19/2024  
Due date: 05/19/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Commercial Cleaning	Monday - 4/8/2024 33805 M-140 Hwy	1	\$82.50	\$82.50
2.		Commercial Cleaning	Wednesday - 4/10/2024 33805 M-140 Hwy	1	\$82.50	\$82.50
3.		Commercial Cleaning	Friday - 4/12/2024 33805 M-140 Hwy	1	\$82.50	\$82.50
4.		Commercial Cleaning	Monday - 4/15/2024 33805 M-140 Hwy	1	\$82.50	\$82.50
5.		Commercial Cleaning	Wednesday - 4/17/2024 33805 M-140 Hwy	1	\$82.50	\$82.50
6.		Commercial Cleaning	Friday - 4/19/2024 33805 M-140 Hwy	1	\$82.50	\$82.50

207.930

Total

**\$495.00**

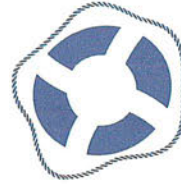
**Overdue**

05/19/2024

## INVOICE

Coastal Clean  
1210 Phoenix Street Ste 9  
South Haven, MI 49090

accounts@coastalclean.net  
269-639-1515  
coastalclean.net



# Coastal Clean

housekeeping • home watch • handyman

### ., Covert Township Hall

**Bill to**

Covert Township Hall .  
Covert Township Hall  
73943 East Lake St.  
Covert, MI 49043 US

**Ship to**

Covert Township Hall .  
Covert Township Hall  
73943 East Lake St.  
Covert, MI 49043 US

### Invoice details

Invoice no.: 4673  
Invoice date: 05/17/2024  
Due date: 06/16/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Commercial Cleaning	Wednesday - 5/8/2024 73943 East Lake St.	1	\$114.00	\$114.00
2.		Commercial Cleaning	Friday - 5/10/2024 73943 East Lake St.	1	\$114.00	\$114.00
3.		Commercial Cleaning	Wednesday - 5/15/2024 73943 East Lake St.	1	\$114.00	\$114.00
4.		Commercial Cleaning	Friday - 5/17/2024 73943 East Lake St.	1	\$114.00	\$114.00

**Total**

**\$456.00**

101. 265.801

**Cleaning proposal between the following parties:**

Paw Paw Lake Commercial Cleaning

4663 North Coloma Rd

Coloma, MI 49038

269-759-4804

*Contractor*

Covert Township Hall

73943 Lake St

Covert, MI 49043

*Client*

**Services include:**

Cleaning duties as listed on the office cleaning list provided by Covert Township Hall.

**Frequency:**

Two times per week

Cleaning equipment and supplies will be provided by  
Paw Paw Lake Commercial Cleaning.

Additional cleans and/or special requests are subject to additional pricing

**Total cost per clean- \$150**

## **Cleaning proposal between the following parties:**

Paw Paw Lake Commercial Cleaning

4663 North Coloma Rd

Coloma, MI 49038

269-759-4804

*Contractor*

Covert Township Police Dept

33805 M-140

Covert, MI 49043

*Client*

### **Services include:**

Cleaning duties as listed on the cleaning list provided by Covert Township Police Department.

### **Frequency:**

Three times per week

Cleaning equipment and supplies will be provided by

Paw Paw Lake Commercial Cleaning, LLC.

Additional cleans and/or special requests are subject to additional pricing

**Total cost per clean- \$115**

# COVERT TOWNSHIP

P.O. BOX 35

COVERT, MICHIGAN 49043  
(269) 764-8986 • Fax (269) 764- 1771

CLERK  
WEDNESDAY PRITCHARD

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DAYWI COOK

TRUSTEE  
LONZEY TAYLOR

---

## REQUEST FOR COMMERCIAL CLEANING SERVICE BID PROPOSAL

The Township of Covert is seeking cleaning services at the Covert Police Department. Please follow the scope of services and submission requirements set forth within this Request for Proposals in submitting your proposal. **The due date is June 5, 2024 by 12:00PM.**

### **OBJECTIVE**

The Township is seeking commercial cleaning service three times per week.

### **SCOPE OF SERVICE**

Professional cleaning and maintenance of Township Police Department for all areas except Evidence Room, Garage, and Fire Department areas. Including Report Room, Holding Bathroom, Interview Room, Women's Locker Room, Men's Locker Room, Processing Room, Gun Cleaning Room, Storage Room, Break Room, offices, Conference room, Lobby, Lobby Bathrooms, Weight Room, and Training Room. Service to be performed three (3) times per week so that it does not interfere with employee's work or meetings. Contractor to provide all labor, equipment, tools, and cleaning supplies necessary to perform the specified. The township shall provide all paper towels, toilet tissue, restroom dispenser soap, urinal cakes, trash bags and liners.

#### **DAILY WORK**

- Wet mop front entrance and hallways.
- Wet mop all restroom floors.
- Clean and disinfect drinking fountains, toilet seats and commodes, urinals, restroom counter tops, sinks and faucets.
- Empty all waste baskets and containers.
- Empty all recycling containers around desks and dispose contents in proper recycling containers.
- Fill hand soap, paper towels and toilet paper as needed.
- Spot clean glass in entryway and lobby, all mirrors and push plates on doors.
- Clean counter area, sink and microwave in kitchen.
- Spot dust offices, counters, and meeting areas.
- Vacuum all tile floors.
- Vacuum office carpets.

#### **WEEKLY WORK**

- Clean and sanitize restroom walls/partitions.
- Clean and/or vacuum air vents and registers.
- Mop all hard floors and chair mats.
- Dust door sashes, ledges, window sills, blinds & baseboards.
- Sanitize phones, light switches, and door knobs.
-

# COVERT TOWNSHIP

**P.O. BOX 35**

**COVERT, MICHIGAN 49043  
(269) 764-8986 • Fax (269) 764- 1771**

CLERK  
WEDNESDAY PRITCHARD

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DAYWI COOK

TRUSTEE  
LONZEY TAYLOR

---

- Clean showers in both locker rooms.
- Clean and mop exercise room including wiping down equipment.

## **OTHER WORK**

- Detail dust offices, counters, and meeting areas every other week.
- Spot clean carpets when necessary.
- Spot clean chairs in the meeting hall as needed.

## **NON-DISCRIMINATION**

The Township does not discriminate based on race, creed, color, religion, age, sex, national origin, or disability.

## **INSPECTION OF PROPERTY TO BE CLEANED**

Contractors are invited to contact the Covert Township Office Manager, Laura Fogarty at 269-764-5138 to schedule an appointment to inspect the building.

## **SUBMISSION OF BIDS**

**All bids must be submitted no later than 12:00 P.M. on Tuesday June 5, 2024.** Bids may be delivered in person to Laura Fogarty at Covert Township, mailed, emailed and/or faxed.

- Physical Address: 73943 E. Lake Street, Covert, MI 49043
- Mailing Address: P.O. Box 35, Covert, MI 49043
- Email: [officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)
- Fax: 269-764-1771

The Township reserves the right to reject any and all proposals and any contract is subject to the Township securing adequate funding for such service. Further, the Township reserves the right to accept or reject any and all bids due to unforeseen circumstances, for any discrepancy within a submitted bid, or for the failure of a bid to meet the requirements listed within this request.

**Bid recommendations will be presented to the Township Board at the Regular Township Board Meeting scheduled for Tuesday, June 11, 2024, at 6:00PM for consideration.**

# COVERT TOWNSHIP

CLERK  
WEDNESDAY PRITCHARD

P.O. BOX 35  
COVERT, MICHIGAN 49043  
(269) 764-8986 • Fax (269) 764- 1771

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DAYWI COOK

TRUSTEE  
LONZEY TAYLOR

---

## REQUEST FOR COMMERCIAL CLEANING SERVICE BID PROPOSAL

The Township of Covert is seeking cleaning services at the Covert Township Hall. Please follow the scope of services and submission requirements set forth within this Request for Proposals in submitting your proposal. **The due date is June 5, 2024 by 12:00PM.**

### **OBJECTIVE**

The Township is seeking commercial cleaning service two times per week.

### **SCOPE OF SERVICE**

Professional cleaning and maintenance of Township Hall offices, meeting hall, restrooms, hallways, and entrances and exits. Service to be performed two (2) times per week so that it does not interfere with employee's work or meetings. Contractor to provide all labor, equipment, tools, and cleaning supplies necessary to perform the specified. The township shall provide all paper towels, toilet tissue, restroom dispenser soap, urinal cakes, trash bags and liners.

#### **DAILY WORK**

- Wet mop front entrance and hallways.
- Wet mop all restroom floors.
- Clean and disinfect drinking fountains, toilet seats and commodes, urinals, restroom counter tops, sinks and faucets.
- Empty all waste baskets and containers.
- Empty all recycling containers around desks and dispose contents in proper recycling containers.
- Fill hand soap, paper towels and toilet paper as needed.
- Spot clean glass in entryway and lobby, all mirrors and push plates on doors.
- Clean counter area, sink and microwave in kitchen.
- Spot dust offices, counters, and meeting areas.
- Vacuum all tile floors.
- Vacuum office carpets.

#### **WEEKLY WORK**

- Clean and sanitize restroom walls/partitions.
- Clean and/or vacuum air vents and registers.
- Mop all hard floors and chair mats.
- Dust door sashes, ledges, window sills, blinds & baseboards.
- Sanitize phones, light switches, and door knobs.

# COVERT TOWNSHIP

CLERK  
WEDNESDAY PRITCHARD

**P.O. BOX 35**  
**COVERT, MICHIGAN 49043**  
**(269) 764-8986 • Fax (269) 764- 1771**

TREASURER  
MARILYN RENDELL

TRUSTEE  
JEAN HARTMANN

SUPERVISOR  
DAYWI COOK

TRUSTEE  
LONZEY TAYLOR

---

## **OTHER WORK**

- Detail dust offices, counters, and meeting areas every other week.
- Spot clean carpet when necessary.
- Spot clean chairs in the meeting hall as needed.

## **NON-DISCRIMINATION**

The Township does not discriminate based on race, creed, color, religion, age, sex, national origin, or disability.

## **INSPECTION OF PROPERTY TO BE CLEANED**

Contractors are invited to contact the Covert Township Office Manager, Laura Fogarty at 269-764-5138 to schedule an appointment to inspect the building.

## **SUBMISSION OF BIDS**

**All bids must be submitted no later than 12:00 P.M. on Tuesday June 5, 2024.** Bids may be delivered in person to Laura Fogarty at Covert Township, mailed, emailed and/or faxed.

- Physical Address: 73943 E. Lake Street, Covert, MI 49043
- Mailing Address: P.O. Box 35, Covert, MI 49043
- Email: [officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)
- Fax: 269-764-1771

The Township reserves the right to reject any and all proposals and any contract is subject to the Township securing adequate funding for such service. Further, the Township reserves the right to accept or reject any and all bids due to unforeseen circumstances, for any discrepancy within a submitted bid, or for the failure of a bid to meet the requirements listed within this request.

**Bid recommendations will be presented to the Township Board at the Regular Township Board Meeting scheduled for Tuesday, June 11, 2024, at 6:00PM for consideration.**



May 2, 2023

Daywi Cook  
Covert Township Supervisor  
73943 Lake Street  
Covert, MI 49043

Re: - Proposed Senior Center Parking Expansion – Covert, MI

Thank you for considering Merritt Midwest, Inc. for engineering and survey services required to complete the proposed site plan for the Senior Center parking expansion project located at 33800 M-140 Highway, Covert, MI. It is our understanding that the project will consist of creating a site plan showing the existing structures, asphalt parking areas and drives, roads, utilities, etc. Included in the site planning would be combining the two existing asphalt parking areas and engineering stormwater management for the new combined area as needed. Merritt Midwest proposes the following:

Phase I – Topography

- Gather topographic information of the project area including building structures, paved parking and driveway areas, sidewalks, visible utilities, etc..

Phase II – Site Plan

- Design site plan according to the Covert Township site plan requirements.
- Design new site plan combining the two existing parking areas.
- Design grading plan for combined parking area and storm water engineering for site.
- Design new parking layout
- Meet with client to review after preliminary site plan is complete, revise if needed.
- Attend Covert Township planning commission meeting if required.

Merritt Midwest can perform the above services for \$3,600.00.

*May 2, 2023*

Monthly invoices will be issued by Merritt Midwest, Inc. for all work performed. Any services not included above are available either through a separate proposal or on a time and material basis. Permit fees would be paid for by owner.

Thank you for your interest in our firm, and please contact us with any questions or comments. We would be happy to further discuss this proposal. If you would like us to proceed, please sign below and return a copy of this proposal to our office.

### TERMS

1. Consulting fees and direct expenses will be billed monthly as incurred. Payments are due within 15 days of invoice date. Overdue accounts charged 1.5% interest/mo (18% APR).
2. Work items added to contract will be billed monthly at either an agreed-on amount or at Engineer's standard hourly rates plus direct costs.
3. This Contract shall not be deemed to be a third party beneficiary contract or contract for the benefit of any other party other than the parties hereto. The ENGINEER shall not be responsible to any other party other than the Owner for any acts, errors, mistakes or omissions, and the ENGINEER shall bear no liability or responsibility to the Owner for any acts, errors, mistakes or omissions or breaches of contract by others.
4. Engineer reserves the right to suspend or terminate this contract, should any invoice not be paid in full within 30 days of the date of the invoice. Owner agrees to pay to Engineer all reasonable costs of collecting any sums due to Engineer under this Agreement, including but not limited to Engineer's attorney's fees or other fees, costs and expenses.
5. In addition to Engineer's right to suspend or terminate this Agreement, under paragraph 4, this Agreement may be terminated by either party upon seven days written notification. In the event of termination, Engineer will be paid up to the effective date of the termination for all services rendered and work performed through the date of the termination, as calculated by Engineer. All documents, materials, or work prepared by Engineer shall remain the property of Engineer and will not be delivered to the Owner until all sums owed to Engineer by the Owner have been paid. Engineer assumes no liability for any documents, materials, or work prepared or delivered to the Owner under this paragraph, unless otherwise specifically agreed in writing.

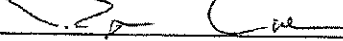
6. Owner agrees to indemnify, defend, and save harmless Engineer, its agents, and employees, from and against all loss or expense (including costs and reasonable attorney's fees) by reason of any liability asserted or imposed upon Engineer, its agents, and employees, for damages because of bodily injury, including death, sustained by any person or persons, or on account of damage to property, including loss of use thereof, and for any other damages because of acts, omissions, errors, or negligence arising out of the performance of services under this Agreement.
7. If Engineer is required (whether by Owner or otherwise) to participate in any legal, arbitration, or mediation proceeding or testimony in connection with such proceedings, which results to work performed by the Owner, the Owner agrees to pay Engineer's then standard expert witness fees together with any other administrative charges and expense reimbursements as may be required by this Agreement.
8. By acceptance of this proposal, it is agreed that Engineer has permission to go on site and can perform any reasonable and necessary investigation in the course of completing these tasks. Owner is solely responsible for site security and for obtaining permission from any affected third party property Owners for use of their land.
9. The work performed by Engineer is the confidential property of the Owner and will not be released to any other party without the Owner's permission, except as may be required by law or court order.
10. This proposal is subject to revision by the Engineer if not accepted by the Owner within 30 days.

---

*Information provided within this proposal (PSA) is proprietary and shall not be duplicated, used, or disclosed to any parties in whole or in part other than the Owner and Owner's employees unless authorized in writing by Engineer. This agreement is governed by the laws of the State of Michigan*

---

OWNER: COVERT TOWNSHIP – DAYWI COOK

SIGNATURE:   
PRINT NAME: Daywi Cook  
TITLE: Township Supervisor  
DATE: 5/10/2023

ENGINEER: MERRITT MIDWEST, INC.

BY:   
PRINT NAME: Rob Pirsein  
TITLE: Vice President  
DATE: 5-2-23

**MERRITT  
MIDWEST  
INC.**  
engineering and surveying

May 2, 2023

Daywi Cook  
Covert Township Supervisor  
73943 Lake Street  
Covert, MI 49043

Re: - Proposed Post Office & Restaurant Parking Project – Covert, MI

Thank you for considering Merritt Midwest, Inc. for engineering and survey services required to complete the proposed site plan for the Post Office & Restaurant parking expansion project located at 33845 M-140 Highway, Covert, MI. It is our understanding that the project will consist of creating a site plan showing the existing structures, asphalt and gravel parking areas and drives, roads, utilities, etc. Included in the site planning design would be combining the parking areas north and south of the Post Office with a drive on the east side of the post office, stormwater management, and asphalt paving. Merritt Midwest proposes the following:

Phase I – Survey & Topography

- Gather topographic information of the project area including building structures, paved parking and driveway areas, sidewalks, visible utilities, etc..
- Establish property lines on all properties within project scope to be shown on site plan

Phase II – Site Plan

- Design site plan according to the Covert Township site plan requirements.
- Design site plan combining the two existing parking areas.
- Design grading plan for combined parking area and storm water engineering for site.
- Design new parking layout
- Meet with client to review after preliminary site plan is complete, revise if needed.
- Attend Covert Township planning commission meeting if required.

Merritt Midwest can perform the above services for \$4,700.00.

Monthly invoices will be issued by Merritt Midwest, Inc. for all work performed. Any services not included above are available either through a separate proposal or on a time and material basis. Permit fees would be paid for by owner.

Thank you for your interest in our firm, and please contact us with any questions or comments. We would be happy to further discuss this proposal. If you would like us to proceed, please sign below and return a copy of this proposal to our office.

**TERMS**

1. Consulting fees and direct expenses will be billed monthly as incurred. Payments are due within 15 days of invoice date. Overdue accounts charged 1.5% interest/mo (18% APR).
2. Work items added to contract will be billed monthly at either an agreed-on amount or at Engineer's standard hourly rates plus direct costs.
3. This Contract shall not be deemed to be a third party beneficiary contract or contract for the benefit of any other party other than the parties hereto. The ENGINEER shall not be responsible to any other party other than the Owner for any acts, errors, mistakes or omissions, and the ENGINEER shall bear no liability or responsibility to the Owner for any acts, errors, mistakes or omissions or breaches of contract by others.
4. Engineer reserves the right to suspend or terminate this contract, should any invoice not be paid in full within 30 days of the date of the invoice. Owner agrees to pay to Engineer all reasonable costs of collecting any sums due to Engineer under this Agreement, including but not limited to Engineer's attorney's fees or other fees, costs and expenses.
5. In addition to Engineer's right to suspend or terminate this Agreement, under paragraph 4, this Agreement may be terminated by either party upon seven days written notification. In the event of termination, Engineer will be paid up to the effective date of the termination for all services rendered and work performed through the date of the termination, as calculated by Engineer. All documents, materials, or work prepared by Engineer shall remain the property of Engineer and will not be delivered to the Owner until all sums owed to Engineer by the Owner have been paid. Engineer assumes no liability for any documents, materials, or work prepared or delivered to the Owner under this paragraph, unless otherwise specifically agreed in writing.

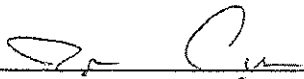
6. Owner agrees to indemnify, defend, and save harmless Engineer, its agents, and employees, from and against all loss or expense (including costs and reasonable attorney's fees) by reason of any liability asserted or imposed upon Engineer, its agents, and employees, for damages because of bodily injury, including death, sustained by any person or persons, or on account of damage to property, including loss of use thereof, and for any other damages because of acts, omissions, errors, or negligence arising out of the performance of services under this Agreement.
7. If Engineer is required (whether by Owner or otherwise) to participate in any legal, arbitration, or mediation proceeding or testimony in connection with such proceedings, which results to work performed by the Owner, the Owner agrees to pay Engineer's then standard expert witness fees together with any other administrative charges and expense reimbursements as may be required by this Agreement.
8. By acceptance of this proposal, it is agreed that Engineer has permission to go on site and can perform any reasonable and necessary investigation in the course of completing these tasks. Owner is solely responsible for site security and for obtaining permission from any affected third party property Owners for use of their land.
9. The work performed by Engineer is the confidential property of the Owner and will not be released to any other party without the Owner's permission, except as may be required by law or court order.
10. This proposal is subject to revision by the Engineer if not accepted by the Owner within 30 days.

---

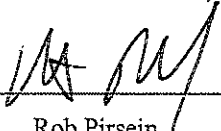
*Information provided within this proposal (PSA) is proprietary and shall not be duplicated, used, or disclosed to any parties in whole or in part other than the Owner and Owner's employees unless authorized in writing by Engineer. This agreement is governed by the laws of the State of Michigan*

---

OWNER: COVERT TOWNSHIP – DAYWI COOK

SIGNATURE:   
PRINT NAME: Daywi Cook  
TITLE: Township Supervisor  
DATE: 5/10/2023

ENGINEER: MERRITT MIDWEST, INC.

BY:   
PRINT NAME: Rob Pirsein  
TITLE: Vice President  
DATE: 5-2-23



## Fw: Invoice Dispute

Supervisor <Supervisor@coverttwp.com>

Thu 6/6/2024 3:55 PM

To: Clerk <Clerk@coverttwp.com>

FYI

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800

Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043

Coverttwp.com

---

**From:** rpirsein@merrittmidwest.com <rpirsein@merrittmidwest.com>

**Sent:** Thursday, June 6, 2024 2:56 PM

**To:** Supervisor <Supervisor@coverttwp.com>

**Subject:** RE: Invoice Dispute

Hello,

We did complete the Senior parking area completely with bid tabs, all that was needed was to go out to bid. So that was complete. The other one was held up, we got extra topo per drain commissioner and had to get soil boring in gravel parking area to determine if we need to remove soil be it that was a while ago. We had a design that shows a catchbasin in the northeast corner of the post office parking area that would drain back under the ditch to the detention area which was approved by the drain commissioner. That being said, yes that one still had a little work to complete, not much, we just had to add underdrain and a retaining wall. I agree there should have been communication from our office, that is my fault as I been in and out of office. I apologize for the delay and lack of communication. Even though you are not going to pay for anything, I will be willing to give your new engineer any info we have that they might be able to use, such as topography, our current plan, etc..

Have a great evening.

Rob Pirsein

Merriitt Midwest

---

**From:** Supervisor [mailto:Supervisor@coverttwp.com]

**Sent:** Thursday, June 06, 2024 12:42 PM

**To:** info@merrittmidwest.com

**Cc:** Clerk; rpirsein@merrittmidwest.com

**Subject:** Invoice Dispute

Good afternoon,

I have attempted to call and email Mr. Pirsein regarding deliverables on this project. I do understand he has performed work, but we have yet to receive drawings and RFPs, and he has not had communication with us since February 20, 2024. We will not be paying this invoice.

Furthermore, the Township Board will be deciding whether to hire a different engineering firm to complete these two parking lots.

Please do not hesitate to contact me directly to discuss this matter.

Thank you,

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800

Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043

Coverttwp.com

---

**From:** eq20878@parrettcompany.com <eq20878@parrettcompany.com> on behalf of Covert Township  
<eq20878@parrettcompany.com>

**Sent:** Thursday, June 6, 2024 12:48 PM

**To:** Supervisor <Supervisor@coverttwp.com>

**Subject:** Scan from Covert Township

# COVERT TOWNSHIP WASTE AND RECYCLING CENTER

HOURS: SATURDAY 9:00 AM - 4:00 PM

CLOSED HOLIDAYS

CALL 269-764-8986 FOR MORE INFORMATION  
COVERT RESIDENTS ONLY WITH VALID PROOF\*

\*SOME EXCEPTIONS MAY APPLY FOR SPECIAL PROGRAMS

PURCHASE TICKETS FROM TOWNSHIP HALL OR STATION ATTENDANT.



Project funded in part through Van Buren Conservation District; Michigan Department of Environment, Great Lakes, and Energy; The Recycling Partnership; and Van Buren County.





# COVERT TOWNSHIP TRANSFER STATION

Covert Residents ONLY with valid proof.

Appliances containing refrigerants must be professionally vented and certified before being accepted.

Punch cards are purchased from attendant or Township Hall during office hours.

**No** Burn Barrel Contents | **No** Large Amounts of  
Construction Material | **No** Sleeper Couches  
**No** Hazardous Waste

1 (30 Gallon) Trash Bags.....1 Punch

1 (55 Gallon) Trash Bag... ..... 2 Punches

1 Barrel (55 Gallons) NO Burn Barrels..... 2 Punches

1 Barrel (95 Gallons) NO Burn Barrels..... 3 Punches

Recycle Bin Items..... No Punches

Cubic Yard.....\$11 per Yard

Scrap Metal & Tire Collection Fees Vary – See Attendant

\*Fees subject to change. Other items are collected and charged at the discretion of the Attendant



# RECYCLE



## Commingled



[VanBurenCD.org/Recycling](http://VanBurenCD.org/Recycling) | 269-633-9314



**The Recycling Partnership**  
Solving for Circularity



# RECYCLE



## Cardboard



[VanBurenCD.org/Recycling](http://VanBurenCD.org/Recycling) | 269-633-9314



**The Recycling Partnership**  
Solving for Circularity



# RECYCLE



## Tires



[VanBurenCD.org/Recycling](http://VanBurenCD.org/Recycling) | 269-633-9314



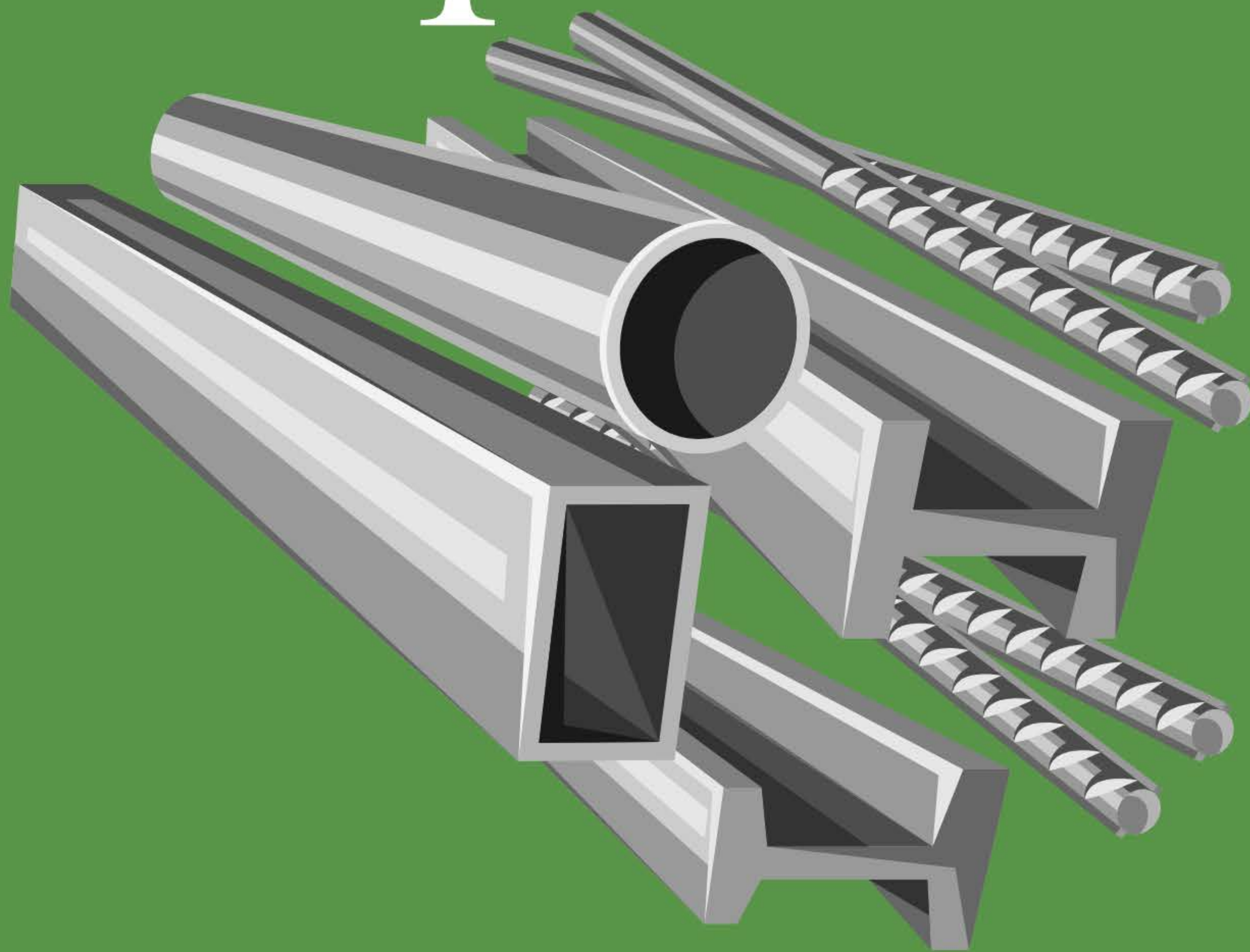
**The Recycling  
Partnership**  
Solving for Circularity



# RECYCLE



## Scrap Metal



[VanBurenCD.org/Recycling](http://VanBurenCD.org/Recycling) | 269-633-9314



**The Recycling  
Partnership**  
Solving for Circularity

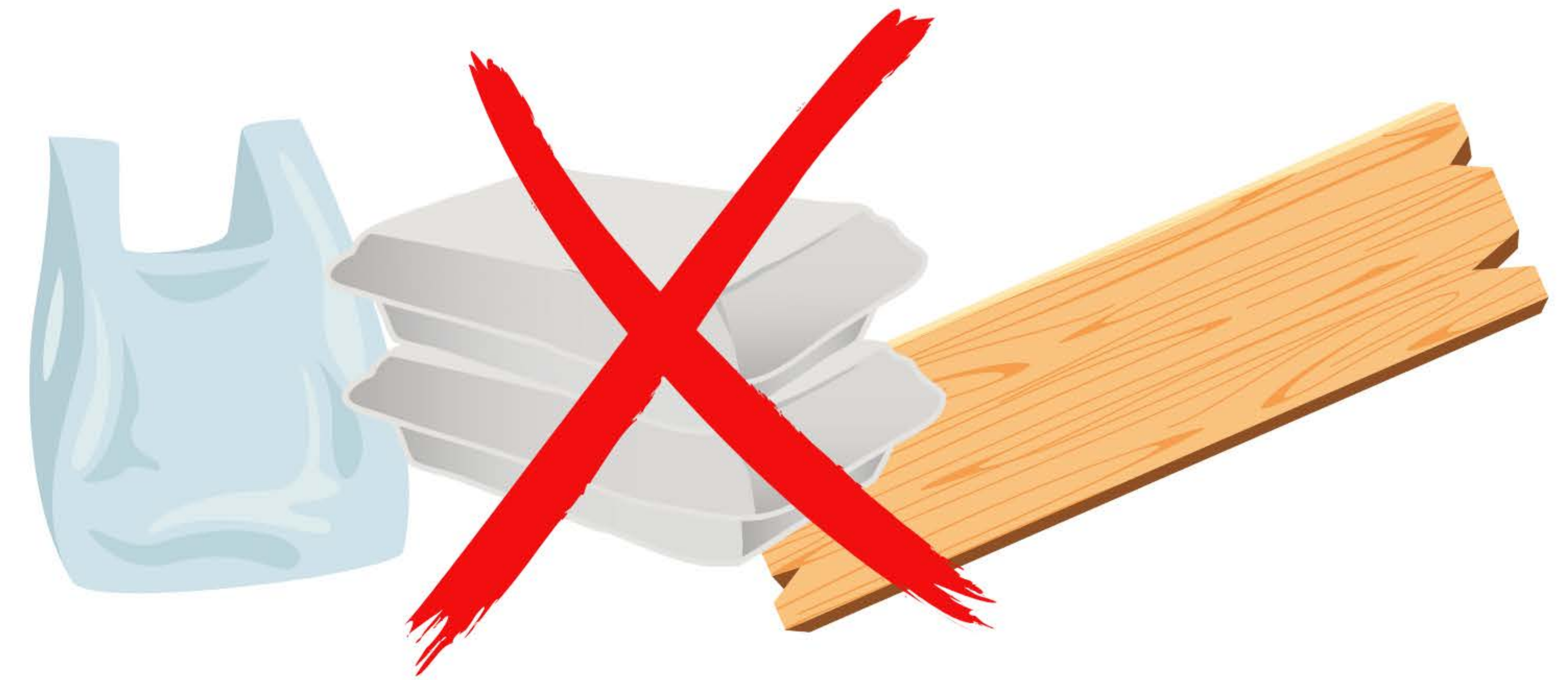


# MIXED RECYCLING

## DO'S AND DON'TS



- Plastic Bottles & containers
- Glass jars and Bottles
- Aluminium cans
- Mixed Paper



- Electronics
- Plastic Bags
- Yard Waste
- Styrofoam™



FOR MORE ABOUT RECYCLING:  
SCAN THE QR CODE  
VISIT [VANBURENCD.ORG](http://VANBURENCD.ORG)  
CALL 269-633-9314





# MAP



Recycling



Metal



Trash



Tires

Entrance



# EXIT



# THIS WAY



403 Balch St.  
Kalamazoo, MI 49001  
(269) 337-4200

# ESTIMATE

## E335-38510

www.FASTSIGNS.com/335

Payment Terms: Cash Customer

Created Date: 6/3/2024

**DESCRIPTION:** Exterior Signs Transfer Station

<b>Bill To:</b> Covert Township 76912 34th Street Covert, MI 49043 US	<b>Pickup At:</b> FASTSIGNS of Kalamazoo 403 Balch St. Kalamazoo, MI 49001 US
--	--

<b>Requested By:</b> kalli . Email: resourcerecovery@vanburencd.org Work Phone: (269) 764-8986 Tax ID: on file	<b>Salesperson:</b> Rick Furrow Email: Rick.Furrow@fastsigns.com Cell Phone: (269) 903-6901
---	---

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	<b>3mm ACM Panel Sign SS Covert Road Sign 72 x 48</b> Single Side Sign Attached To The Gate 72" Wide x 48" Tall. Covert Road Sign	1	\$384.38	\$384.38
1.1.1	Aluminum Composite 3mm -			
1.1.2	Vinyl - Calendered (Overlay) -			
1.1.3	Overlaminates- 3 mil UV Gloss -			
2	<b>6mm Alumalite Sign DS Covert Road Sign 72" Wide x 48" Tall</b> Double Sided Sign 72" Wide x 48" Tall Covert Road Sign	1	\$741.36	\$741.36
2.1.1	Alumalite 6mm -			
2.1.2	Vinyl - Calendered (Overlay) -			
2.1.3	Overlaminates- 3 mil UV Gloss -			
2.2	Treated Wood Post (8ft) -			
2.3	NOTE - Hardware to attach Posts to DS Sign			
3	<b>.080 Aluminum Panel Sign SS 36" Wide x 24" Tall</b> Single Sided 36" Wide x 24: Tall Signs  Qty. 2 Pricing Signs Qty. 1 Commingled EDU Signs  Signs attached to an 8 foot Tall U Channel Green Post	3	\$266.6333	\$799.90
3.1.1	Aluminum .080 -			
3.1.2	Vinyl - Calendered (Overlay) -			

3.1.3	Overlaminates- 3 mil UV Gloss -			
3.2	NOTE - Hardware For Mounting Sign To Post			
3.3	U-Channel Post - 8 foot Green -			
4	.080 Aluminum Panel Sign SS 24" x 18" Tall	5	\$164.26	\$821.30
	Single Sided 18" Wide x 24: Tall			
	Qty. 1 Commingled Recycling			
	Qty. 1 Scrap Metal Recycling			
	Qty. 1 Tire Recycling			
	Qty. 1 Exit Sign			
	Qty, 1 Map			
	Signs Attached To an 8 Foot Tall Green Channel Post			
4.1.1	Aluminum .080 -			
4.1.2	Vinyl - Calendered (Overlay) -			
4.1.3	Overlaminates- 3 mil UV Gloss -			
4.2	NOTE - Hardware to attach Signs to Channel Posts			
4.3	U-Channel Post - 8 foot Green -			
5	Sign & Post Attachment & Installation	1	\$906.00	\$906.00
5.1	Installation -			
			Subtotal:	\$3,652.94
			Taxes:	\$0.00
			Grand Total:	\$3,652.94

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

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

## Re: Year Round Tire Collection

Supervisor <Supervisor@coverttwp.com>

Mon 5/20/2024 1:36 PM

To: Kalli Marshall <resourcerecovery@vanburencd.org>

Cc: PublicWorks <PublicWorks@coverttwp.com>

Perfect!

Thank you!

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800

Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043

Coverttwp.com

---

**From:** Kalli Marshall <resourcerecovery@vanburencd.org>

**Sent:** Monday, May 20, 2024 12:12 PM

**To:** Supervisor <Supervisor@coverttwp.com>

**Cc:** PublicWorks <PublicWorks@coverttwp.com>

**Subject:** Re: Year Round Tire Collection

Here is the updated version. I can get these submitted for quotes today with a June 3 deadline if that works for you.

This is what I purpose for sizes:

Covert Road sign 72" x 48" Either on gate or double sided

(2) Pricing/info Signs 36" x 24"

Commingled Recycling 18' x 24'

Scrap Metal Recycling 18' x 24'

Tire Recycling 18' x 24'

Commingled EDU 36" x 24"

Exit 18" x 24"

Map 18" x 24"

As far as scrap metal, I haven't heard of communities having to charge residents. It may be worth talking to Bestway about if they will provide a bin, or checking out this company out of Benton Harbor <https://bentonmetalrecycling.com/custom-solutions/> I'm hoping we can find other options other than you having to charge. Most in the Paw Paw area use scrap recyclers who will provide the container for free. We can definitely work on solutions.

**Kalli Marshall**

Recycling & Materials Management Coordinator

Van Buren Conservation District

1035 E. Michigan Ave. Ste. A

Paw Paw, MI 49079

Cellphone: 269-633-9314

Office: 269-657-4030 x 5

Stay Connected:

[Click Here for Links](#)



On Mon, May 20, 2024 at 10:26 AM Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)> wrote:

These look great!

Just a few edits/questions.

- There is a typo on the first sign, Special is spelled incorrectly.
- For the second sign, I would remove the extra line divider after "No Sleeper Couches."
- I think we'll need two of that second sign if we want to mirror what we have now.
- Could we also have the two directional signs (on last page of what I sent).
- We currently charge for the scrap metal, can conservation district help with recycling this? I believe we use someone out of South Haven who used to pay us for the scrap and no longer does. They claim the removal cost is about the same as the market cost of the metal.
- Any thoughts on the sizes of the signs? We have two huge signs that detail the fees/punch cards. (see image).
- And your recommendation on aluminum sounds great.

With these small tweaks it would be great to get a quote and I can get it in front of our board at our June meeting. I am away after June 7<sup>th</sup> for three weeks, so if we can get proofs and costs soon I can get it in the board packet.

I appreciate all your assistance with this!

Daywi Cook  
Covert Township Supervisor  
O: (269) 764-5137 | C: (269) 767-6800  
Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043  
[Coverttwp.com](http://Coverttwp.com)

---

**From:** Kalli Marshall <[resourcerecovery@vanburencd.org](mailto:resourcerecovery@vanburencd.org)>

**Sent:** Friday, May 17, 2024 11:20 AM

**To:** Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)>

**Subject:** Re: Year Round Tire Collection

Hi Daywi,

I have been working on helping with signage and have had some input from The Recycling Partnership who is a national non profit who researches recycling behavior. They have added their input on the signs I have attached as well. I have been working with FastSigns specifically Rick Furrow and would be happy to reach out to them when we have designs finalized for a quote.

My hope is to have aluminum signs made as that was recommended for the best long term sustainability.

Let me know what you think and I can make adjustments or remake whatever you need.

Thank you!

**Kalli Marshall**

Recycling & Materials Management Coordinator

Van Buren Conservation District

1035 E. Michigan Ave. Ste. A  
Paw Paw, MI 49079  
Cellphone: 269-633-9314  
Office: 269-657-4030 x 5

Stay Connected:

[Click Here for Links](#)



On Fri, May 17, 2024 at 10:20 AM Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)> wrote:

Hi Kalli,

Thats great, thanks for letting me know.

Also - I have a first draft of the new signage we would like to order for the Transfer Station as part of the recycling infrastructure grant. George is still reviewing it with me, but its attached for reference.

I recall you sending samples that you helped on for another municipality. Could you lend a hand for us in the final design, material and vendor selection? I am not sure how involved you were with the signs you sent over, but they looked great.

If any of this is out of your wheel-house please let me know and we can figure it out.

Thanks for all you do!

Daywi Cook  
Covert Township Supervisor  
O: (269) 764-5137 | C: (269) 767-6800  
Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043  
[Coverttwp.com](http://Coverttwp.com)

---

**From:** Kalli Marshall <[resourcerecovery@vanburencd.org](mailto:resourcerecovery@vanburencd.org)>

**Sent:** Thursday, May 16, 2024 11:21 AM

**To:** Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)>

**Subject:** Re: Year Round Tire Collection

Hi Daywi,  
I ran into George outside as I dropped off the signs, so he had them!  
Thank you!!  
Kalli Marshall  
Recycling & Materials Management Coordinator  
Van Buren Conservation District  
1035 E. Michigan Ave. Ste. A



Paw Paw, MI 49079  
Office: 269-657-4030 x 5  
Cellphone: 269-633-9314

Stay Connected:

Inline image

Inline image

Inline image

On Thu, May 9, 2024 at 9:50 AM Supervisor <[Supervisor@coverttwp.com](mailto:Supervisor@coverttwp.com)> wrote:

Hi Kalli,

Thank you for this! If you could drop them at the Township Hall for George to pick up and display.

Best,

Daywi Cook  
Covert Township Supervisor  
O: (269) 764-5137 | C: (269) 767-6800  
Covert Township, [73943 Lake St](#), PO BOX 35, Covert, MI 49043  
[Coverttwp.com](http://Coverttwp.com)

---

**From:** Kalli Marshall <[resourcerecovery@vanburencd.org](mailto:resourcerecovery@vanburencd.org)>

**Sent:** Wednesday, May 8, 2024 4:38 PM

**Subject:** Year Round Tire Collection

Good afternoon,

I have attached our one page handout for the new service. I also have the yard signs in stock and am hoping to bring those by soon. I am out for a long weekend but I could drop them off on Thursday May 16th if that would work for you. I can either bring them to the township hall or drop them at the gate of the transfer station. Let me know what works best for you.

Kindly,

**Kalli Marshall**

Recycling & Materials Management Coordinator

Van Buren Conservation District

[1035 E. Michigan Ave. Ste. A](#)

[Paw Paw, MI 49079](#)

Cellphone: 269-633-9314

Office: 269-657-4030 x 5

Stay Connected:

[Click Here for Links](#)



## **ADDENDUM A FOR SERVICING OF COVERT TOWNSHIP TRANSFER STATION**

This is an agreement, effective July 1<sup>st</sup> 2024, and is made between Township of Covert and Best Way Disposal, Inc., a Michigan corporation.

Background: The Township of Covert currently operates a public transfer station and recycling center, located in Covert Township, Michigan. Best Way Desires to service the operation of the transfer station and recycling center and the parties have agreed to the following terms.

1. Premises: The premises on which the operation will take place are legally described as: West 25 Acres of the Southwest Quarter of the Northeast Quarter, Covert Township, Section 16, Van Buren County, Michigan.
2. Term: This Contract shall continue for 12 months, commencing July 1<sup>st</sup> 2024 and ending on June 30, 2025. Either party may terminate this Contract at will and without cause, by giving 30 days prior written notice of cancellation.
3. Utilities and Services: Covert Township shall pay, on a prompt and timely basis, for all the utilities that will be required to operate the transfer station and recycling center. Best Way is satisfied with the current electrical availability.
4. Insurance: During the term of this Contract, Best Way will procure and keep in effect public liability and property damage insurance for the benefit of the Township in the minimum amounts of Three Hundred Thousand Dollars (\$300,000.00) for damages resulting to one person; One Million Dollars (\$1,000,000.00) for damages resulting from more than one casualty.
5. Best Way shall provide one (1), 40-yard container for construction and bulky rubbish which shall be emptied on an "as-requested" basis. (\$545.00 per container, Pricing is based on 5-ton limit, \$ 50.00 will be charged for each ton over the limit)
6. Best Way shall provide one (1), 42-yard compactor container for rubbish which shall be emptied on an "as needed bases. (\$615.00 per container, Pricing is based on a 7-ton limit, \$ 50.00 will be charged for each ton over the limit)
7. Best Way shall provide one (1), 30-yard container for metal recycling which shall be emptied on an "as needed bases. (\$295.00 per container, if contaminated, \$ 50.00 will be charged for each ton for disposal)
8. Best Way shall provide one (1) 8-yard co-mingled recycle container, emptied on an "as-requested" basis. (\$185.00 per container)

9 Best Way shall provide one (1) 8-yard cardboard recycle container, emptied on an "weekly" basis. (\$85.00 per container per month)

10. Best Way guarantees the pricing for waste disposal for a period of one year. After which the price for waste disposal may be increased, should Best Way Disposal receive an increase in the cost of doing business. The percentage of increase shall be added to the Township's per container rate. Before said change shall take place, a written letter to Covert Township will be furnished 30 days prior to the increase.

- a) Best Way reserves the right to modify the rate set forth in the service agreement period due to changes in any governmentally mandated fees, or taxes prior to the completion of the first year as previously stated.

11. Fuel Surcharges will be applied to each container serviced based on the national average of diesel fuel as reported by the U.S. Depart of Energy. This amount will vary from month to month.

12. Snow removal – will be the responsibility of the Township of Covert to make sure that the premises is kept clear of snow for residents and to ensuring that Best Way Disposal can access trash and recycle containers for servicing. Inaccessible containers may result in a related trip charge.

13. CARE OF PREMISES: Best Way shall not perform any act or carry on any practices that may injure the property or is a nuisance or a menace to others in the vicinity and shall keep the premises clean and free from uncontained rubbish, garbage and debris at all times.

14. INDEMNIFICATION: Best Way thereby agrees to indemnify the Township and hold it harmless from any liability for damages to person or property in or on the premises loaned from any cause but those attributable to the negligent or willful acts of Best Way, its agents or employees.

15. BEST WAY'S ADDITIONAL OBLIGATIONS ARE AS FOLLOWS:

- A. To continue to assist to operate the site as a public transfer station and recycling center and to maintain, at a minimum, the current level of service at said center.
- B. To observe and comply at its own expense, with and execute and conform with all present and future federal, state and township statutes, ordinance, rules and codes, including but not limited to all applicable, health, environmental, tax and employment laws and regulations.
- C. All trash and recycling materials will be removed from the site as requested by the Township of Covert. Best Way will not be liable for any prior dumping of waste material at the site.

D. Containers need to be called in by Friday at 10:00 am in order to be serviced prior to Saturday's hours of operation.

16. Entire Agreement: This lease agreement embodies the entire agreement between the parties with respect to the subject matter hereof. This agreement may only be modified in writing executed by both parties.

16. Notice: Any notice which either party may be required to give under this Lease may be delivered personally or sent by first-class mail as follows:

- a) To Lessee at: 7901 Dan Smith Road, Watervliet, MI 49098;
- b) To Lessor at: Covert TWP. Hall, P.O. Box 35, Covert, MI 49043

17. AUTHORIZATION TO EXECUTE THIS AGREEMENT: Each individual executing this Agreement of the corporation or entity warrants that he or she is duly authorized to execute this lease agreement is binding upon such corporation or other entity.

Dated: \_\_\_\_\_, 2023

BEST WAY DISPOSAL, Inc., Lessee

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

Dated: \_\_\_\_\_, 2023

TOWNSHIP OF COVERT, Lessor

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

## **ADDENDUM A FOR SERVICING OF COVERT TOWNSHIP TRANSFER STATION**

This is an agreement, effective March 1<sup>st</sup> 2023, and is made between Township of Covert and Best Way Disposal, Inc., a Michigan corporation.

Background: The Township of Covert currently operates a public transfer station and recycling center, located in Covert Township, Michigan. Best Way Desires to service the operation of the transfer station and recycling center and the parties have agreed to the following terms.

1. Premises: The premises on which the operation will take place are legally described as: West 25 Acres of the Southwest Quarter of the Northeast Quarter, Covert Township, Section 16, Van Buren County, Michigan.
2. Term: This Contract shall continue for 12 months, commencing March 1<sup>st</sup> 2023 and ending on February 29, 2024. Either party may terminate this Contract at will and without cause, by giving 30 days prior written notice of cancellation.
3. Utilities and Services: Covert Township shall pay, on a prompt and timely basis, for all the utilities that will be required to operate the transfer station and recycling center. Best Way is satisfied with the current electrical availability.
4. Insurance: During the term of this Contract, Best Way will procure and keep in effect public liability and property damage insurance for the benefit of the Township in the minimum amounts of Three Hundred Thousand Dollars (\$300,000.00) for damages resulting to one person; One Million Dollars (\$1,000,000.00) for damages resulting from more than one casualty.
5. Best Way shall provide one (1), 40-yard container for construction and bulky rubbish which shall be emptied on an "as-requested" basis. (\$530.00 per container, Pricing is based on 5-ton limit, \$ 47.00 will be charged for each ton over the limit)
6. Best Way shall provide one (1), 42-yard compactor container for rubbish which shall be emptied on an "as needed bases. (\$600.00 per container, Pricing is based on a 7-ton limit, \$ 47.00 will be charged for each ton over the limit)
7. Best Way shall provide one (1), 30-yard container for metal recycling which shall be emptied on an "as needed bases. (\$295.00 per container, Pricing is based on a 7-ton limit, \$ 47.00 will be charged for each ton over the limit)
8. Best Way shall provide one (1) 8-yard co-mingled recycle container, emptied on an "as-requested" basis. (\$185.00 per container)



9. Best Way shall provide one (1) 8-yard cardboard recycle container, emptied on an "weekly" basis. (\$85.00 per container per month)

10. Best Way guarantees the pricing for waste disposal for a period of one year. After which the price for waste disposal may be increased, should Best Way Disposal receive an increase in the cost of doing business. The percentage of increase shall be added to the Township's per container rate. Before said change shall take place, a written letter to Covert Township will be furnished 30 days prior to the increase.

- a) Best Way reserves the right to modify the rate set forth in the service agreement period due to changes in any governmentally mandated fees, or taxes prior to the completion of the first year as previously stated.

11. Fuel Surcharges will be applied to each container serviced based on the national average of diesel fuel as reported by the U.S. Depart of Energy. This amount will vary from month to month.

12. Snow removal – will be the responsibility of the Township of Covert to make sure that the premises is kept clear of snow for residents and to ensuring that Best Way Disposal can access trash and recycle containers for servicing. Inaccessible containers may result in a related trip charge.

13. CARE OF PREMISES: Best Way shall not perform any act or carry on any practices that may injure the property or is a nuisance or a menace to others in the vicinity and shall keep the premises clean and free from uncontained rubbish, garbage and debris at all times.

14. INDEMNIFICATION: Best Way thereby agrees to indemnify the Township and hold it harmless from any liability for damages to person or property in or on the premises loaned from any cause but those attributable to the negligent or willful acts of Best Way, its agents or employees.

15. BEST WAY'S ADDITIONAL OBLIGATIONS ARE AS FOLLOWS:

- A. To continue to assist to operate the site as a public transfer station and recycling center and to maintain, at a minimum, the current level of service at said center.
- B. To observe and comply at its own expense, with and execute and conform with all present and future federal, state and township statutes, ordinance, rules and codes, including but not limited to all applicable, health, environmental, tax and employment laws and regulations.
- C. All trash and recycling materials will be removed from the site as requested by the Township of Covert. Best Way will not be liable for any prior dumping of waste material at the site.

- a. Containers need to be called in by Friday at 10:00 am in order to be serviced prior to Saturday's hours of operation.

16. Entire Agreement: This lease agreement embodies the entire agreement between the parties with respect to the subject matter hereof. This agreement may only be modified in writing executed by both parties.

16. Notice: Any notice which either party may be required to give under this Lease may be delivered personally or sent by first-class mail as follows:

- a) To Lessee at: 7901 Dan Smith Road, Watervliet, MI 49098;
- b) To Lessor at: Covert TWP. Hall, P.O. Box 35, Covert, MI 49043

17. AUTHORIZATION TO EXECUTE THIS AGREEMENT: Each individual executing this Agreement of the corporation or entity warrants that he or she is duly authorized to execute this lease agreement is binding upon such corporation or other entity.

Dated: \_\_\_\_\_, 2023

BEST WAY DISPOSAL, Inc., Lessee

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

Dated: 3/15, 2023

TOWNSHIP OF COVERT, Lessor

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



**TOWNSHIP OF COVERT**  
**COUNTY OF VAN BUREN, STATE OF MICHIGAN**  
**RESOLUTION NO. 2024 - \_\_\_\_\_**  
**Effective: June 11, 2024**

**RESOLUTION ESTABLISHING SHORT-TERM RENTAL  
REGISTRATION AND INSPECTION FEES**

WHEREAS, Covert Township adopted Short-Term Rental Ordinance #118, effective May 2, 2024; and

WHEREAS, the Short-Term Rental Ordinance authorizes the Township to charge and collect fees for the administration of Short-Term Rental registration and inspections process; and

WHEREAS, the Township Board wants to ensure that the fees are adequate to cover the Township's costs incurred in the administration of the Short-Term Rental Ordinance;

NOW THEREFORE IT IS HEREBY RESOLVED that Township Board adopts the following fees for administration of the Short-Term Rental Ordinance:

Short-Term Rental Registration Fee.....	\$500.00 per unit
Late fee for Short-Term Rental Registration .....	\$50.00 per unit
First Rental Inspection.....	No Charge
Any/All Re-Inspection(s) Fee .....	\$92.00 per unit
No Show/Cancellation Fee .....	\$92.00 per unit
➤ Scheduled inspection(s) missed without 24-hour notice to cancel or reschedule.	

IT IS FURTHER RESOLVED that the above fees are effective upon adoption of this resolution by the Township Board; and

IT IS FURTHER RESOLVED that the Township Board may amend these fees by resolution at any time.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the resolution.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Resolution declared adopted.

Effective: June 11, 2024

\_\_\_\_\_  
Wednesday Pritchard, Clerk  
Township of Covert  
Van Buren County, Michigan

#### CERTIFICATE

I hereby certify that foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Covert Township Board held on June 11, 2024; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
Wednesday Pritchard, Clerk  
Township of Covert  
Van Buren County, Michigan

**TOWNSHIP OF COVERT  
COUNTY OF VAN BUREN, STATE OF MICHIGAN RESOLUTION NO.**

**2024 - \_\_\_\_\_  
Effective: June 11, 2024**

**RESOLUTION EXTENDING RENTAL HOUSING ORDINANCE AND  
SHORT-TERM RENTAL ORDINANCE REGISTRATION DATE.**

WHEREAS, Covert Township adopted Rental Housing Ordinance #112, effective April 29, 2024; and Short-Term Rental Ordinance #118 effective May 2, 2024; and

WHEREAS, the Rental Housing Ordinance and the Short-Term Rental Ordinance defines the registration date of March 1 of each year; and

WHEREAS, the Rental Housing Ordinance and the Short-Term Rental Ordinance we effective after March 1, 2024;

NOW THEREFORE IT IS HEREBY RESOLVED that the Township Board extend the Rental Housing Ordinance and Short-Term Rental Ordinance registration date of March 1, 2024, to August 1, 2024.

IT IS FURTHER RESOLVED that the 2024 registration date of August 1, 2024 becomes effective upon adoption of this resolution by the Township Board.

Motion by \_\_\_\_\_, supported by \_\_\_\_\_ to approve the resolution.

Roll Call Vote:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Resolution declared adopted. Effective: June 11, 2024

\_\_\_\_\_  
Wednesday Pritchard, Clerk  
Township of Covert  
Van Buren County, Michigan

**CERTIFICATE**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Covert Township Board held on June 11, 2024; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
Wednesday Pritchard, Clerk  
Township of Covert  
Van Buren County, Michigan

**COVERT TOWNSHIP  
VAN BUREN COUNTY, MICHIGAN**

**NOTICE OF PUBLIC HEARING AND PLANNING COMMISSION MEETING**

To: The residents and property owners of Covert Township, Van Buren County, Michigan, and any other interested persons:

**PLEASE TAKE NOTICE** that the Covert Township Planning Commission will hold a public hearing and meeting on Wednesday, February 21, 2024 at 6:30 p.m. at the Covert Township Hall, 73943 Lake Street, Covert, Michigan within the Township. The items to be considered at this public hearing/meeting include the following:

1. Zoning Ordinance text amendments to Section 2.02, Definitions, to add new definitions and terms.
2. Zoning Ordinance text amendments to Section 15.01, Schedule of Regulations, to amend the table of dimensions regarding minimum frontage.
3. Zoning Ordinance text amendments to Section 15.02, Schedule of Regulations, to amend subsection 4.d to revise the existing language
4. Zoning Ordinance text amendments to Article 18, General Provisions, to add new Section 18.34, titled, "Non-Public Waterfront Access Lot Regulations" and to regulate the same.
5. Such other matters as may properly come before the Planning Commission at this public hearing/meeting.

**PLEASE TAKE FURTHER NOTICE** that the full text of each proposed Zoning Ordinance amendments may be obtained by contacting the Township Clerk at the phone number set forth below.

**PLEASE TAKE FURTHER NOTICE** that the Planning Commission reserves the right to recommend approval of, denial of, or modifications to the proposed amendments and will make its recommendation to the Township Board accordingly.

Written comments concerning the above matter(s) may be submitted to the chairperson of the Covert Township Planning Commission, or to the Clerk of Covert Township, at any time prior to the public hearing/meeting, and may further be submitted to the Planning Commission at the public hearing/meeting.

Covert Township will provide necessary, reasonable auxiliary aids and services at the hearing/meeting to individuals with disabilities, such as signers for the hearing impaired and audiotapes of printed materials being considered, upon five (5) days notice to the Township Clerk of the need for the same.

COVERT TOWNSHIP  
Wende Pritchard, Clerk  
73943 Lake Street  
PO Box 35  
Covert, MI 49043-0035  
269-764-8986  
[www.coverttwp.com](http://www.coverttwp.com)

**NOTICE OF PUBLIC HEARING  
COVERT TOWNSHIP PLANNING COMMISSION**

PROPOSED ACTION: Zoning Ordinance Text Amendments  
DATE OF HEARING: Wednesday, April 19, 2023  
TIME OF HEARING: 6:30PM  
PLACE OF HEARING: Covert Township Hall - 73943 Lake Street, Covert, MI 49043

NOTICE IS HEREBY GIVEN that the Covert Township Planning Commission will be conducting a public hearing in consideration of amendments to the following Township Zoning Ordinance provisions:

**Summary of proposed changes and additions:**

Section 2.02 - Definitions

- Child Care Home, Family
- Child Care Home, Group
- ~~Day~~ Child Care Center
- Solar Energy System (SES)
- Accessory Use SES –
  - Accessory Ground-Mounted
  - Building Integrates SES
  - Roof-Mounted SES
- Maximum Tilt
- Minimum Tilt

Section 4.02 - Principal Permitted Uses (AG District)

- 8. Family child care homes.

Section 4.03 - Special Uses (AG District)

- 11. Group child care homes.

Section 5.02 - Principal Permitted Uses (RR District)

- 5. Family child care homes.

Section 5.03 - Special Uses (RR District)

- 6. Group child care homes.

Section 6.02 - Principal Permitted Uses (LD District)

- 4. Family child care homes.

Section 6.03- Special Uses (LD District)

- 3. Group child care homes.

Section 7.02- Principal Permitted Uses (MD District)

- 4. Family child care homes.

Section 6.03- Special Uses (MD District)

- 3. Group child care homes.

Section 8.02 - Principal Permitted Uses (HD District)

- 4. Family child care homes.

Section 8.03 - Special Uses (HD District)

- 4. Group child care homes

Section 9.03 - Table of Land Uses (VMU District)

- Family child ~~day~~-care homes. - (Permitted Use – LI & HI)
- Group child ~~day~~-care homes - (Special Use – LI & HI)
- Child ~~Day~~-Care Center - (Permitted Use – HI)

Section 18.32 – Child Care Facilities – Requirements

Section 18.33 – Accessory Use Solar Energy System (SES) – Requirements

**The complete proposal of the text amendments is available for review at the Township Hall during normal business hours and on the township website [www.coverttwp.com](http://www.coverttwp.com). Arrangements for viewing may also be made by contacting Laura Fogarty at (269)764-5138.**

NOTICE IS FURTHER GIVEN that persons interested may attend the public hearing and/or send correspondence regarding the case to the Covert Township Hall, addressed to the Planning Commission, P.O. Box 35, Covert, MI 49043.

Covert Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the public hearing upon receipt of seven days advance notice to the Township at (269)764-8986.



**TOWNSHIP OF COVERT  
VAN BUREN COUNTY, MICHIGAN**

**NOTICE OF ORDINANCE ADOPTION**

TO: RESIDENTS AND PROPERTY OWNERS OF COVERT TOWNSHIP, VAN BUREN COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:

PLEASE TAKE NOTICE that the following is a summary of Ordinance No. \_\_\_\_\_ which was adopted by the Covert Township Board at a meeting held on \_\_\_\_\_, 2024.

ORDINANCE \_\_\_\_\_  
AMENDMENTS TO TOWNSHIP ZONING ORDINANCE

SECTION 1. AMENDMENT TO ARTICLE 2 SECTION 2.02 OF TOWNSHIP ZONING ORDINANCE, DEFINITIONS. This section adds new definitions regarding waterfront lots, waterways, access lots and solar energy systems. This section also amends the definitions of waterfront setback, water's edge and waterfront lot line.

SECTION 2. AMENDMENT TO ARTICLE 15, SECTIONS 15.01 AND 15.02 OF TOWNSHIP ZONING ORDINANCE. This section amends the headings on the table of dimensions and amends a footnote regarding setbacks on lots with water frontage.

SECTION 3. AMENDMENT TO ARTICLE 18 GENERAL PROVISIONS OF TOWNSHIP ZONING ORDINANCE. This section adds a new Section 18.33 Accessory Use Solar Energy Systems to the Zoning Ordinance, including requirements for such systems.

SECTION 4. AMENDMENT TO ARTICLE 18, GENERAL PROVISIONS OF TOWNSHIP ZONING ORDINANCE. This section adds a new Section 18.34 Non-Public Waterfront Access Lot Regulations to the Zoning Ordinance, including regulations for access lots.

SECTION 5. SEVERABILITY. The provisions of the ordinance are severable.

SECTION 6. REPEAL OF CONFLICTING ORDINANCES/EFFECTIVE DATE. The Ordinance takes effect eight days after publication after adoption. Any conflicting ordinances or parts of ordinances are repealed.

PLEASE TAKE FURTHER NOTICE that the full text of the Ordinance has been posted in the Office of the Township Clerk at the address set forth below and a copy of the Ordinance may be purchased or inspected at the office of the Township Clerk during regular business hours of regular working days following the date of this publication.

COVERT TOWNSHIP  
Wednesday Pritchard, Clerk  
73943 Lake Street  
PO Box 35  
Covert, MI 49043-0035  
269-764-8986

**COVERT TOWNSHIP  
VAN BUREN COUNTY, MICHIGAN**

**Ordinance No. \_\_\_\_\_**

**Adopted: \_\_\_\_\_**

**Effective: \_\_\_\_\_**

An Ordinance to amend the Township of Covert Zoning Ordinance to add provisions regarding waterfront access lots; to add provisions regarding solar energy systems; to provide an effective date and to repeal all ordinances or parts of ordinances in conflict herewith.

**THE TOWNSHIP OF COVERT  
COUNTY OF VAN BUREN, MICHIGAN  
ORDAINS:**

**SECTION 1  
AMENDMENT TO SECTION 2.02 OF THE  
COVERT TOWNSHIP ZONING ORDINANCE**

Article 2, Section 2.02, "Construction of Language and Definitions" of the Covert Township Zoning Ordinance is hereby amended to add the following uses and to revise the following definitions as noted herein:

**Add these definitions:**

**Access Lot** – A type of waterfront lot providing for private or common (semi-private) access to a waterway for one or more access lot beneficiaries. An access lot includes any buffer strips required herein.

**Access Lot Beneficiary** – The owner/occupant of a waterfront lot and any other person with a right of access to a waterway and/or use of a waterway through a waterfront lot, in whole or in part by fee ownership, easement, lease, license, gift, business invitation, or any other written form of conveyance, dedication, permission or access/use rights. Members of the same family as defined herein shall be collectively considered as one access lot beneficiary.

**Waterfront Lot** – Any lot or parcel of land, whether or not improved, and whether or not platted, any portion of which:

- a. Abuts the shoreline of any waterway; or
- b. Abuts a promenade, walkway, or other property which itself abuts the shoreline of any waterway and which provides access and/or use rights to the waterway.

**Waterway** – A natural or man-made lake, river, stream, channel, pond, equal or greater than two (2) acres, or other natural or artificial watercourse.

**Solar Energy System (SES)** – a photovoltaic system or solar thermal system for generating and/or storing electricity or heat, including all above and below ground equipment or components required for the system to operate properly and to be secured to a roof surface or the ground. This includes any necessary operations and maintenance building(s), but does not include any temporary construction offices, substation(s) or other transmission facilities between the SES and the point of interconnection to the electric grid.

**Accessory Use SES** – a solar energy system with the purpose primarily of generating electricity for the principal use on the site.

- **Accessory Ground-Mounted SES:** A ground-mounted solar energy system with the purpose primarily of generating electricity for the principal use on the site.
- **Building-Integrated SES:** A solar energy system that is an integral part of a primary or accessory building or structure (rather than a separate mechanical device), replacing or substituting for an architectural or structural component of the building or structure. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within roofing materials, windows, skylights, and awnings.
- **Roof-Mounted SES:** A solar energy system mounted on racking that is attached to or ballasted on the roof of a building or structure

**Maximum Tilt** - the maximum angle of a solar array (i.e., most vertical position) for capturing solar radiation as compared to the horizon line.

**Minimum Tilt:** The minimal angle of a solar array (i.e., most horizontal position) for capturing solar radiation as compared to the horizon line.

**Solar Energy System (SES)** – a photovoltaic system or solar thermal system for generating and/or storing electricity or heat, including all above and below ground equipment or components required for the system to operate properly and to be secured to a roof surface or the ground. This includes any necessary operations and maintenance building(s), but does not include any temporary construction offices, substation(s) or other transmission facilities between the SES and the point of interconnection to the electric grid.

**Amend these definitions to read as follows:**

**Setback, Waterfront** – For all waterways, the waterfront setback distance shall be the distance measured from the water's edge to the nearest point of the facing wall of the principal structure or accessory structure.

**Water's Edge** – The line of typical separation between the waterway and the immediately adjacent land. Where there is disagreement as to the location of this line or it is difficult to clearly determine, the Township may use the Ordinary High-Water Mark.

**Waterfront Lot Line** – See Water's Edge

**SECTION 2**  
**AMENDMENT TO ARTICLE 15, SECTIONS 15.01 and 15.02**  
**OF THE COVERT TOWNSHIP ZONING ORDINANCE**

Article 15, Section 15.01, "Table of Dimensions" of the Covert Township Zoning Ordinance is hereby amended to re-label Column "Minimum Frontage (feet)" to read as follows:

"Minimum Street Frontage- Minimum Waterway Frontage-Minimum Lot Width-(feet)"

Article 15, Section 15.02, "Notes to Schedule of Regulations," Subsection 4.d. of the Covert Township Zoning Ordinance is hereby amended to read as follows:

For lots with frontage on other waterways besides Lake Michigan, the Minimum Waterfront Setback shall be the same as the Minimum Rear Yard Setback in the subject zoning district.

**SECTION 3**  
**AMENDMENT TO ARTICLE 18, "GENERAL PROVISIONS" OF**  
**THE COVERT TOWNSHIP ZONING ORDINANCE**

Article 18, General Provisions of the Covert Township Zoning Ordinance is hereby amended so that Item 3 to add a new Section 18.33 Accessory Use Solar Energy Systems (SES), which shall read as follows:

**Section 18.33      Accessory Use Solar Energy System (SES)**

Accessory Ground-Mounted SES, Building-Integrated SES, and Roof-Mounted SES shall be allowed in all zoning districts as accessory uses, subject to the following requirements:

A. Accessory Ground-Mounted SES:

1. *Location:* Accessory Ground-Mounted SES shall be located in the side or rear yard to minimize visual impacts from the public rights-of-way. Ground-Mounted SES shall also be allowed within the front yard if located at least 250 feet from the abutting public right-of-way.

Ground-Mounted SES may be placed in the front yard with Planning Commission approval where the applicant can demonstrate that placement of the SES in the rear or side yard



will:

- a. Decrease the efficiency of the SES due to topography, accessory structures, or vegetative shading from the subject lot or adjoining lots;
  - b. Interfere with septic system, accessory structures, or accessory uses; or
  - c. Require the SES to be placed on the waterfront side of the principal building.
2. *Setbacks:* Accessory Ground-Mounted SES shall be subject to the setback requirements applicable to accessory buildings established by Section 18.12, measured from the property line to the leading edge of the SES at minimum tilt.
  3. *Height:* Accessory Ground-Mounted SES shall be subject to the height requirements applicable to accessory buildings established by Section 18.12, measured from the ground to the top of the system when oriented at maximum tilt.
  4. *Lot Coverage:* The surface area covered by the Ground-Mounted SES shall be included in the lot coverage calculations for the lot, unless it is sited over an existing impervious surface.
  5. *Exemption:* Accessory Ground-Mounted SES used to power a single device or specific piece of equipment such as a lawn ornament, lights, weather station, thermometer, clock, well pump or other similar singular device is exempt from this Section.
  6. *Installation:* Accessory Ground-Mounted SES shall be permanently and safely attached to the ground. Proof thereof shall be submitted to the Township Building Official prior to installation and shall be subject to the Building Official's approval.
  7. *Utilities:* All related power transmission lines shall be placed underground.

B. Roof-Mounted SES:

1. Roof-Mounted SES installed on a sloped roof surface shall not project vertically above the peak of the roof to which it is attached.
2. Roof-Mounted SES installed on a flat roof shall not project vertically higher than the height of the parapet wall surrounding the roof or shall be screened by architectural features.



3. Roof-Mounted SES shall be only of such weight as can safely be supported by the roof. Proof thereof shall be submitted to the Township Building Official prior to installation and shall be subject to the Building Official's approval.

C. Building-Integrated SES:

1. Building-Integrated SES shall be subject to the same zoning regulations applicable to the building or structure.



- D. The exterior surfaces of Accessory SES shall be generally neutral in color and substantially non-reflective of light.
- E. Accessory SES-related battery systems no longer in use shall be disposed of in accordance with applicable laws and regulations.
- F. Accessory SES shall conform to applicable industry standards and shall be installed, maintained and used only in accordance with the manufacturer's directions. The Building Official may inspect the completed installation to verify compliance.
- G. Accessory SES shall comply with all applicable Township construction-related codes and permitting requirements.
- H. Accessory SES installed on a nonconforming lot or building/structure or to serve a nonconforming use shall not be considered an expansion of the nonconformity.
- I. A Zoning Compliance Permit is required and shall be obtained from the Township Zoning Administrator for an Accessory SES in accordance with Section 27.05, except:
1. Applications for Ground-Mounted SES must include drawings that show the location of the system on the property, height, tilt features (if applicable), the primary structure, accessory structures, and setbacks to property lines.
  2. Applications for Roof-Mounted SES must include horizontal and vertical elevation drawings that show the location and height of the SES on the building and dimensions of the SES.
  3. Applications that meet the ordinance requirements shall be granted administrative approval.
  4. Applications failing to meet the height, setback, location or lot coverage requirements set forth herein may be allowed as a special use, in accordance with Article 24.

- J. Any Accessory SES that becomes inoperable or is not used for six (6) successive months shall be deemed abandoned and shall be dismantled and removed from the property at the expense of the property owner.

**SECTION 4**  
**AMENDMENT TO ARTICLE 18, "GENERAL PROVISIONS" OF**  
**THE COVERT TOWNSHIP ZONING ORDINANCE**

Article 18, General Provisions of the Covert Township Zoning Ordinance is hereby amended so that Item 3 to add a new Section 18.34 Non-Public Waterfront Access Lot Regulations, which shall read as follows:

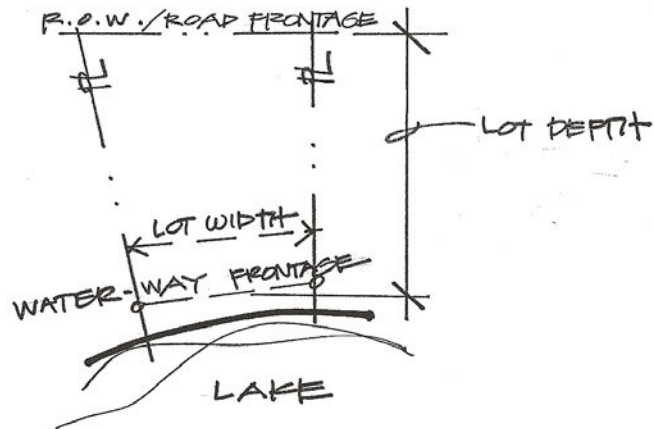
Section 18.34                      Non-Public Waterfront Access Lot Regulations

No waterfront lot in any zoning district shall be used as an access lot unless it complies with all of the following requirements:

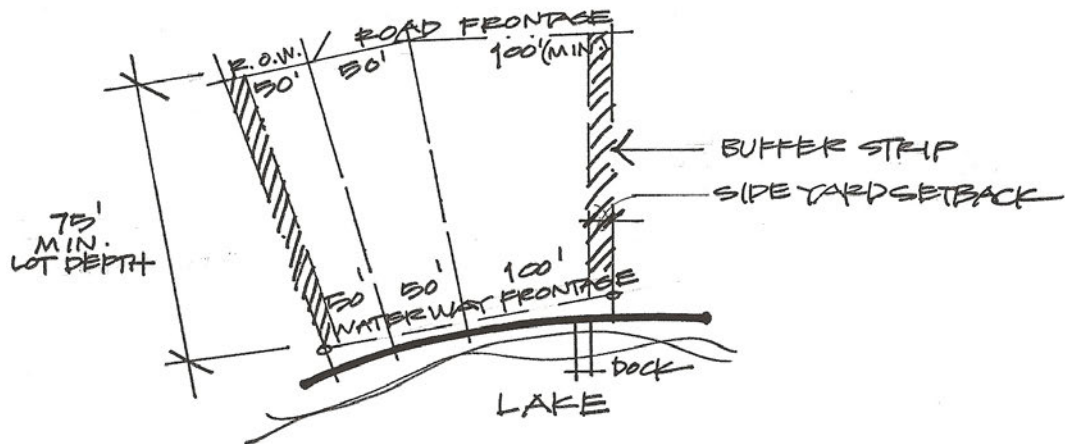
- A. An access lot shall have a minimum waterway frontage, a minimum lot width, a minimum road frontage, and a minimum lot area corresponding to the minimum waterway frontage, lot width, road frontage, and lot area requirements for a lot in the zoning district in which the access lot is situated.
- B. An access lot providing waterway access to more than one access lot beneficiary shall have a minimum lot depth of at least 75 feet and at least an additional 50 feet of waterway frontage, lot width, and road frontage for each additional access lot beneficiary.
- C. Waterway frontage shall be measured by a straight line which intersects each side line of the access lot at the Ordinary High-Water Mark. Areas consisting of swamp, bog, marsh, or other type of wetland, as commonly defined, shall not be counted towards the minimum waterway frontage required herein, but may be used to meet minimum buffer strip requirements.
- D. An access lot providing access to two (2) or more access lot beneficiaries shall include a buffer strip on each side of the access lot, parallel with each boundary that extends from the waterway frontage. Each buffer strip shall have a minimum width for the entire depth of the access lot corresponding with the amount of minimum side yard setback required for a principal building in the zoning district in which the access lot is situated.
- E. No building or structure of any kind other than fencing shall be constructed or erected upon a required buffer strip. Required buffer strips shall not be used for any motorized vehicular traffic, parking, boat ramps or for storage purposes (including junk, waste or garbage) or other development purpose of any kind, and shall be preserved to provide a natural barrier between the usable portion of an access lot and adjacent lots.



- F. No portion of any dock shall be located within the minimum side setback area required for the zoning district in which the access lot is situated, as measured from the boundaries of the lot as projected into a waterway.
- G. Adequate off-street parking for each access lot beneficiary shall be provided on each access lot.
- H. Site plan review shall be required for all access lots providing access to more than one (1) access lot beneficiary.
- I. An access lot created as part of a plat or condominium development shall be dedicated at the time of recording of the plat/condominium for use solely by the owners/occupants of lots contained within the plat/condominium, or a specified lesser number thereof, consistent with all applicable laws and ordinances.



ACCESS LOT FOR ONE (1) BENEFICIARY



ACCESS LOT FOR THREE (3) BENEFICIARIES

**SECTION 5**  
**SEVERABILITY**

The provisions of this Ordinance are declared to be severable. If any court of law shall hold that any section or provision hereof is invalid, such holding shall not affect or impair the validity of any other section or provision of this Ordinance.

**SECTION 6**  
**REPEAL OF CONFLICTING ORDINANCES/EFFECTIVE DATE**

All ordinances or parts of ordinances in conflict herewith are hereby repealed. This Ordinance shall take effect eight (8) days following publication after adoption.

COVERT TOWNSHIP  
Wednesday Pritchard, Clerk  
73943 Lake Street  
PO Box 35  
Covert, MI 49043-0035  
269-764-8986  
[www.coverttwp.com](http://www.coverttwp.com)

## RE: Township Meetings - Attorney Present Question

Seth Koches <koches@michigantownshiplaw.com>

Wed 6/5/2024 10:36 AM

To: Supervisor <Supervisor@coverttwp.com>

Hi Daywi,

I think this will work just fine. I'm happy to review the agenda packet and provide any comments to you. I have townships where I prepare a brief "memo" or an email with general comments regarding the agenda. I'm happy to attend on an "as-needed" basis to help save costs. Also, I can appear by Zoom if needed as well. That is something I do for many municipalities as well.

I'll do whatever works best for the township. Thank you!

Sincerely,

Seth Koches

Partner

Bauckham, Thall, Seeber, Kaufman & Koches.

470 W. Centre Ave, Suite A

Portage, MI 49024

269-382-4500 ext. 106

269-382-2040 (fax)

[koches@michigantownshiplaw.com](mailto:koches@michigantownshiplaw.com)



**Confidentiality Notice:** This email and any attachment to it are intended only for the use of the intended recipient(s). If you have received this transmission in error, please immediately notify the sender by "reply" and permanently delete this message from your computer system. **Reliance:** Any legal opinion expressed in this email, including any attachment, may only be relied upon by those persons or entities that are clients of Bauckham, Sparks, Lohrstorfer, Thall & Seeber, PC. If the intended recipient(s) is a client, this email and any attachment are subject to the attorney/client privilege. **Non-binding Electronic Transmission:** This email, including statements, symbols or any attachment, is not meant to constitute an electronic signature or an offer, acceptance or intent to contract electronically. **IRS Required Notice:** To ensure compliance with IRS regulations, we inform you that any tax advice contained in this communication, including any attachment, is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax penalties or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

---

**From:** Supervisor <Supervisor@coverttwp.com>

**Sent:** Wednesday, June 5, 2024 9:58 AM

**To:** Seth Koches <koches@michigantownshiplaw.com>

**Subject:** Township Meetings - Attorney Present Question

Hi Seth,

As we look at ways of saving money, I am considering only having you present at meetings on an "as-needed" basis. I get the board packets out usually by Friday morning before each meeting. If possible, it would be helpful to have a review and notes from you or Catherine in case we are missing anything. I try to get most items reviewed by an attorney regardless, so much of the content may not require a thorough review.

Let me know your thoughts.

Thank you,

Daywi Cook

Covert Township Supervisor

O: (269) 764-5137 | C: (269) 767-6800

Covert Township, 73943 Lake St, PO BOX 35, Covert, MI 49043

[Coverttwp.com](http://Coverttwp.com)