

COVERT TOWNSHIP

REGULAR BOARD MEETING

Tuesday, May 13, 2025 at 6:00 PM

Covert Township Hall

73943 Lake St, Covert, MI 49043

COVERT TOWNSHIP REGULAR BOARD MEETING

Tuesday, May 13, 2025 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 Moderator

Motion by _____, seconded by _____ to
approve/deny/table appointing _____ to moderate the meeting.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

4. Approval of Agenda

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

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

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

6. CONSENT AGENDA

- a. Draft Minutes of the April 8, 2025 Regular Board Meeting
- b. Draft Minutes of the May 1, 2025 Special Board Meeting pending
- c. Clerk's Invoice Register Report and Payroll Report
- d. Treasurer's Revenue Receipt Distribution, Banking and Budget Report pending
- e. Fire & Police Department Report
- f. Department of Public Works Report

- g. FOIA Request Report
- h. Senior Services Report
- i. Safebuilt Permits Report
- j. Campground Sales and Forecast Report

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

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

7. BOARD AND COMMISSION MEETING MINUTES

Senior Advisory Committee and Zoning Board of Review did not meet in April.

- a. DRAFT Planning Commission Minutes 4/16/2025 *pending*
- b. DRAFT SH Area Airport Authority Minutes 4/16/2025
- c. DRAFT Park Advisory Committee 4/17/2025
- d. DRAFT Historical Museum Minutes 4/17/2025 *pending*
- e. DRAFT Community Garden Advisory Committee 4/25/2025

8. OLD BUSINESS

- a. **Ongoing Park Projects, Suzannah Deneau (Wightman) – Covert Community Park, North Boardwalk, South Boardwalk**

Suzannah will give the board an update on the three ongoing projects and welcome any questions. Information regarding the roof pitch and material in question for the pavilion at the Covert Community Park has been distributed.

- b. **Police/Fire Complex Drain Update, Marc Compton (Compton)**

A lift station is being recommended to address the drainage issue in the basement of the Police/Fire Station. Marc Compton, the contractor working to correct the issue, will be present to explain and answer questions.

Motion by _____, seconded by _____ to approve/deny/table the estimate from Compton to install a lift station to address the drainage issue at the Police Fire Complex in an amount not to exceed \$12,787.50.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

- c. **Parking Lot Project Bids, Ben Baker (DLZ)**

The bid documents approved by the Township Board were distributed to numerous contractors and posted online. Ben Baker held a bid opening on Friday, May 9th at

the Township Hall and will forward copies of each bid and a recommendation. Cost share agreements are being drafted for two private properties that will be impacted. This is partially based on square footage of the lots on their property. Bids are good for 60 days.

Motion by _____, seconded by _____ to approve/deny/table awarding the Parking Lot Project Bid to _____, in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

d. Sewer Ordinance

A red-lined draft reflecting the board's changes has been presented and is pending attorney review. Attorney feedback will be shared with the board when available.

Motion by _____, seconded by _____ to approve/deny/table Ordinance No. _____ Sanitary Sewage Disposal Facilities Rate & Mandatory Connection, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

e. Al Van Humane Society, Additional Contribution

At the last meeting, the Township Board approved contributing \$1,000 for animal sheltering services and asked that Supervisor Cook inquire whether the Township could contribute more dollars toward the sheltering of stray domestic animals from Covert Township. Cindy Moreen, Al-Van Humane Society's Board President, indicated that they would accept any contribution the Township is willing to give. Other donation drive ideas are also welcome.

Motion by _____, seconded by _____ to approve/deny/table contributing an additional \$ _____ toward the animal sheltering services, as described in the Animal Service Agreement for April 2025 – March 2026.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

9. NEW BUSINESS

a. **Covert Township Police And Fire/Ems Administrative Assistant & FOIA Coordinator**

This request was introduced to the board on the 5/1/25 Special Meeting. The amount of time to fill FOIA requests have increased dramatically due to redacting video from the newly deployed body worn cameras, which has overwhelmed our administrative staff and caused a back log in other projects and initiatives. The administrative needs of the Police and Fire Chief have also grown in scope. A job description and suggested rate of pay has been drafted with the help of Office Manager Laura Fogarty, Chief Allen, Supervisor Cook and the Township's labor attorney. This position would be compensated 45% from Police ,45% from Fire and 10% from General Fund.

Motion by _____, seconded by _____ to approve/deny/table hiring a full-time Covert Township Police and Fire/EMS Administrative Assistant & FOIA Coordinator at a rate of \$ ____/hour , as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

b. **Police Department – DNA Test Request**

Chief Allen is requesting \$4,173 to complete the DNA testing for an ongoing investigation. This total is split with the Michigan State Police. The original amount for the testing is \$8,346.

Motion by _____, seconded by _____ to approve/deny/table contributing half the cost of DNA testing for an ongoing investigation in the amount of \$4,173.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

c. **Fire Department – Bio Care Physicals**

Chief Allen is requesting the annual Bio Care required physicals for the CTFD and EMS personnel in the total amount of \$9,935.

Motion by _____, seconded by _____ to approve/deny/table BioCare physicals for the Fire and EMS personnel in the total amount of \$9,935, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

d. Resolution To Establish In-Service Withdrawal Age Of 55 For Township-Funded 401(A) Plans

A DPW employee has requested the board consider offering a benefit to allow early withdrawal from a Township-funded 401(a) to begin at age 55, subject to early withdrawal penalties by the account holder.

Motion by _____, seconded by _____ to approve/deny/table the Resolution To Establish In-Service Withdrawal Age Of 55 For Township-Funded 401(A) Plans, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

e. DPW – Parking Lots

Four parking lots are due for sealing and marking. This is routine maintenance. The board may chose to forgo any lots that will be improved with the upcoming parking lot projects. DPW Manager Piggee will forward quotes:

- *Shembarger: Library \$960, Police/Fire Complex \$5,135, DPW/Old Fire Station \$1,122, Town Hall \$2,730*
- *Paving Solution: Library \$1,565, Police/Fire Complex \$12,879, DPW/Old Fire Station \$2,925, Town Hall \$8,422*
- *Arnt Asphalt: Library \$1,550, Police/Fire Complex \$6,800, DPW/Old Fire Station \$1,850, Town Hall \$4,350*

Motion by _____, seconded by _____ to approve/deny/table the quotes from _____ to seal and mark the following parking lots,

_____, for the total amount of \$ _____.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

f. Covert Cemetery – Paving

Sections of the drives at the Covert Cemetery have been identified for repaving. This was budgeted in the Road Fund and the Township Attorney will confirm whether Road Millage dollars can be spent toward this project. DPW Manager Piggee will forward quotes:

- *Shembarger \$20,100 (Section 1), \$18,300 (Section 2)*
- *Paving Solution \$39,540 (Sections to be confirmed)*
- *Arnt Asphalt \$6,500 (Sections to be confirmed)*

Motion by _____, seconded by _____ to approve/deny/table the quote from _____ to re-pave the cemetery drives in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

g. Township Hall – Generator Repair

DPW Manager Piggee will forward the quote received by Wolverine Power Systems in the amount of \$1,003.62.

Motion by _____, seconded by _____ to approve/deny/table the quote from _____ to repair the generator at the Township Hall in the amount of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

h. Provident Insurance

The Provident Accident and Health Policy offered to the Fire and Police Departments is due for renewal. On the attached proposal, Present Plan applies the previously maintained benefit limits on the new policy form. Additional plans shown (Plan 1 and Plan 2) offer higher benefit levels and a Line of Duty Cancer Initial Diagnosis Benefit Rider.

Motion by _____, seconded by _____ to approve/deny/table the Provident Accident and Health Policy, Present Plan/Plan 1/Plan 2 with an annual premium of \$ _____, as presented.

ROLL CALL VOTE: Rose: _____, Rendell: _____, Pritchard: _____, Taylor: _____, Cook: _____

i. Deputy Supervisor

Treasurer Rendell has been appointed by Supervisor Cook to be Deputy Supervisor as permitted by MCL 41.61. Treasurer Rendell will only assume the duties of the Supervisor under specific circumstances as described in the attached directive.

Although no pay is requested for these duties, the Township Board may decide whether the Deputy Supervisor receives compensation. Otherwise, no action is needed.

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

11.Any Other Business

12.Adjourn

Motion by _____, to adjourn at _____ PM.

Next Regular Township Board Meeting is scheduled for Tuesday, June 10, 2025 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

CONSENT AGENDA

**COVERT TOWNSHIP
REGULAR BOARD MEETING**

Tuesday, April 8, 2025 at 6:00 PM
Covert Township Hall, 73943 Lake St, Covert, MI 49043
DRAFT Minutes

Call to Order/Pledge of Allegiance

Roll Call: Rose, Rendell, Pritchard, Taylor, Cook present

Motion by Cook, seconded by Taylor to approve the agenda as presented with changes.

ROLL CALL VOTE: Y: 5 N: 0

Commissioner Updates: VBC Commissioner, VBCRC Commissioner, A. Furhman, representative for Joey Andrews

Public Comment: B. Norman requested the board address road/ditch needs for 28th Avenue; S. Strickland inquired about township employees having positions boards and commissions

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

ROLL CALL VOTE: Y: 4 N: 1

Motion by Cook, seconded by Rendell to approve a Resolution to Adopt the Covert Township Policy on Security Camera Management at Township Hall, as presented with changes to wording of camera locations.

ROLL CALL VOTE: Y: 4 N: 1

Motion by Pritchard, seconded by Rose to approve appointing Mike Gillian to serve a four-year term on the South Haven Area Regional Airport Authority, to expire 1/9/2029.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Cook, seconded by Pritchard to table upholding the orders of the Dangerous Buildings Hearing Officer to raze the structure on 80676 46th Ave, as presented to allow the property owner 90 days to apply for a building permit.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Cook, seconded by Rendell to approve appointing Keith Gleiss for a 5-year term on the Salary Advisory Committee, to expire 3/12/2030.

ROLL CALL VOTE: Y: 4 N: 1

Motion by Cook, seconded by Rendell to approve purchasing a 2025 Ford F250 pickup truck from Woodham's for DPW in the amount of \$60,309.00, as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Pritchard, seconded by Rendell to approve the estimate from D&D Excavating, in the amount not to exceed \$12,200.00 to remove blight from 76487 CR 376 in compliance with the court order as presented.

ROLL CALL VOTE: Y: 4 N: 1

Motion by Rendell, seconded by Pritchard to approve the estimate from D&D Excavating, in the amount not to exceed \$4900.00 to remove blight from 75689 CR 378, in compliance with the court order as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Pritchard, seconded by Rose to approve the estimate from Next Level Junk, in the amount not to exceed \$19,479.00 to remove blight from 76842 48th Ave, in compliance with the court order as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Rose, seconded by Taylor to approve a budget of \$2900 to purchase planters, gravel and plants to place throughout the township, as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Cook, seconded by Pritchard to approve the following budget amendments to the General Fund: 191.00 (Elections) to \$13,919, 445.00 (Drains) to \$7,600 and 910.00 (Insurance) to \$29,685, as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Pritchard, seconded by Rose to approve authorizing Supervisor Cook to sign the MOU with the Van Buren Conservation District to host the EGLE funded Scrap Tire Cleanup Grant, as presented.

ROLL CALL VOTE: Y: 5 N: 0

Motion by Cook, seconded by Taylor to approve signing the Certification by Local Official of PHA Plans Consistency with the Consolidated Plan HUD document regarding the Covert Housing 5-year Plan pending confirmation from HUD that the township is an appropriate governing body, as presented.

ROLL CALL VOTE: Y: 4 N: 1

Adjourned at 7:55PM.

Next Regular Township Board Meeting is scheduled for Tuesday, May 14, 2025 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

COVERT TOWNSHIP SPECIAL BOARD MEETING

Thursday, May 1, 2025 at 4:30 PM

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

Meeting Minutes

Call to Order/Pledge of Allegiance

Roll Call: Present: Pritchard, Rose, Cook, Taylor, Rendell

Absent: None

Motion by Cook, seconded by Taylor to approve the agenda as presented with the addition of an invoice from Fleetwood Heating and Cooling, and the proposed position for Admin/FOIA Coordinator to the wages section of the Draft Budget Presentation & Discussion.

ROLL CALL VOTE: Yes: 5 No: 0

Public Comment -none

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).

Motion by Cook, supported by Pritchard to approve entering closed session.

ROLL CALL VOTE: Yes: 5 No: 0

Entered closed session at 4:35pm.

Having consulted with legal counsel, motion by Rose, supported by Cook to approve the recommended strategy as presented by counsel regarding the ongoing New Covert Generating Company tax litigation and to authorize counsel to proceed with the litigation strategy as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Returned to open session at 4:57pm.

Motion by Taylor, seconded by Rose to approve the invoice from Fleetwood Mechanical Services in the amount of \$9500.00.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Pritchard, seconded by Rendell to approve paying invoice #949 for 50% of costs incurred from the NCG Tax Appeal from 1/1/2025 – 3/31/2025, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Pritchard, seconded by Rendell to approve project #497.3076 to slag sealcoat and fog seal roads as identified in the amount of \$274,499.50, as presented.

ROLL CALL VOTE: Yes: 4 No: 1

Motion by Taylor, seconded by Pritchard to approve project #497.3088 for de-berming roads as identified in the amount of \$48,496, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Taylor, seconded by Pritchard to approve project #497.3072 to boom mow various roads as identified in the amount of \$25,000, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Pritchard to approve project #497.3067 for ditching on 28th Ave in the amount of \$16,065.39, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rendell, seconded by Pritchard to table project #497.3069 for ditching and tree removal on 48th Ave in the amount of \$17,530.96, as presented pending further evaluation.

ROLL CALL VOTE: Yes: 4 No: 1

Motion by Rose, seconded by Pritchard to approve the METRO Act Right of Way Permit Extension with ACD.net for another five years, to expire on 7/14/2030, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rose, seconded by Cook to approve the Animal Service Agreement between Covert Township and Al-Van Humane Society, which includes \$1,000 toward specialized sheltering of stray domesticated animals in Covert Township, as presented.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Cook, seconded by Rendell to approve re-appointing Michelina Dominguez for a three-year term to the Covert Community Garden Advisory Committee, to expire 9/14/2028, and Mia Bennett for a three-year term to the Covert Historical Museum Advisory Committee, to expire 9/14/2028.

ROLL CALL VOTE: Yes: 5 No: 0

Motion by Rose, seconded by Cook to approve the \$1200.00 quote from Black Rock Technologies to purchase a new tablet for the DPW Manager.

ROLL CALL VOTE: Yes: 5 No: 0

Other Business: Pritchard presented discoveries of the construction errors on the Covert Community Park pavilion. Supervisor Cook will be contacting the Architect/Engineer for the project.

Meeting Adjourned at 7:15pm.

Next Regular Township Board Meeting is scheduled for Tuesday, May 13, 2025 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

CLERK'S REPORT

4/11/2025 to 5/15/2025				To be paid when due:	
INVOICE REGISTER		PAYROLL AMOUNTS		INVOICES ON HOLD FOR REVIEW	
AMOUNTS					
101 GENERAL FUND	82,074.10	35,370.63	\$	2,160.00	
204 MUNICIPAL STREET FUND			\$	1,430.00	
260 WATER			\$	2,860.00	
207 POLICE FUND	26,995.27	58,600.89	\$	2,427.50	
208 DRUG ENFORCEMENT			\$	4,013.90	
210 FIRE/AMBULANCE FUND	24,586.36	44,934.77	\$	4,200.00	
249 BUILDING FUND	4,112.00		\$	5,837.01	
250 COVERT COM. GARDEN					
270 MUSEUM	932.53				
280 CAMPGROUND	23,449.99				
290 SENIOR SERVICES FUND	3,878.37				
590 WASTE WATER FUND	771.41				
700.00 WATER	5,000.00				
703 CURRENT TAX COLL'N FUND					
750 PAYROLL	1,929.48				
SUBTOTAL		\$ 173,729.51	\$	138,906.29	\$ 22,928.41
TOTAL TO APPROVE FOR PAYMENT:		\$335,564.21			

BOARD REPORT

PAYROLL PERIOD: 03.23.2025 TO 04.05.2025

Row Labels	Sum of HOURS	Sum of DEBIT
1-GENERAL FUND	494.82	23857.60
BOARD OF REVIEW	11	1149.95
ER TAX EXPENSE	0	81.73
Meeting - Board Of R	11	1068.22
CLERK	33.5	1898.62
ER TAX EXPENSE	0	134.59
Hourly Wages	33.5	644.88
Salary Wages	0	1119.15
SENIORS	8	165.78
ER TAX EXPENSE	0	11.78
Hourly Wages	8	154.00
STREETS AND SIDEWALKS	256.71	6915.75
DPW Hourly	224.64	5232.70
ER TAX EXPENSE	0	466.18
Overtime	12.07	444.15
Paid Time Off	16	317.60
Meeting - Board Of R	4	455.12
SUPERVISOR	0	4285.03
ER TAX EXPENSE	0	304.51
Ins Opt Out	0	955.35
Salary Wages	0	3025.17
TOWNSHIP BOARD	127.09	4431.72
ER TAX EXPENSE	0	284.62
Hourly Wages	12.99	250.06
Salary Wages	73.1	1916.86
Twp - Meeting	4	408.00
Airport - Meeting	4	157.56
Park - Meeting	9	405.51
Planning - Meeting	18	747.27
Senior - Meeting	4	183.06
ZBA - MEETING	2	78.78
TRANSFER STATION	14.52	271.97
DPW Hourly	14.52	252.65
ER TAX EXPENSE	0	19.32
TREASURER	44	4738.78
ER TAX EXPENSE	0	339.57
Hourly Wages	40	770.00
Ins Opt Out	0	796.38
Salary Wages	0	2424.83
Twp - Meeting	4	408.00
2-POLICE DEPARTMENT	834	28373.23
ER TAX EXPENSE	0	1978.22
Hourly	564	16456.79
Hourly-Pd Clerical	36.5	693.75
Overtime	51.5	2228.14
Salary Wages	100	4360.91
Sick	20	607.62
Vacation	30	911.43
Comp Time Used	10	312.99
Hourly - Pd OIC	22	823.38
3-FIRE DEPARTMENT	897.5	22737.06
ER TAX EXPENSE	0	1604.32
Fire - Acting Chief	0	144.00
Hourly	552	12075.60
Hourly-Fd Clerical	24	453.12
Hourly-Fd Part-Time	37	751.10
Ins Opt Out	0	440.93
Overtime	117	3734.09
Comp Time Used	48	1016.16
Kelly Day Off	72	1470.72
Stipend	0	340.00
On Call	47.5	707.02
Grand Total	2226.32	74967.89

BOARD REPORT

PAYROLL PERIOD: 04.06.2025 - 04.19.2025

Row Labels	Sum of HOURS	Sum of DEBIT
1-GENERAL FUND	406.10	11513.03
CLERK	38.00	1983.89
ER TAX EXPENSE	0.00	133.24
Hourly Wages	38.00	731.50
Salary Wages	0.00	1119.15
SENIORS	4.63	95.95
ER TAX EXPENSE	0.00	6.82
Hourly Wages	4.63	89.13
STREETS AND SIDEWALKS	252.41	6337.55
DPW Hourly	205.96	4777.87
ER TAX EXPENSE	0.00	426.27
Holiday	24.00	553.76
Overtime	6.45	240.45
Personal Time	8.00	158.80
Sick	8.00	180.40
TOWNSHIP BOARD	72.26	2134.08
ER TAX EXPENSE	0.00	140.22
Holiday	3.50	98.29
Hourly Wages	4.00	77.00
Salary Wages	64.76	1818.57
TRANSFER STATION	15.05	469.39
DPW Hourly	7.37	128.24
ER TAX EXPENSE	0.00	32.18
Overtime	7.68	308.97
TREASURER	23.75	492.17
ER TAX EXPENSE	0.00	34.98
Hourly Wages	23.75	457.19
2-POLICE DEPARTMENT	839.05	30227.66
Comp Time Used	10.00	266.95
ER TAX EXPENSE	0.00	2107.24
Holiday	8.00	424.04
Hourly	630.00	18593.06
Hourly-Pd Clerical	37.05	705.91
Longevity	0.00	750.00
Meeting	2.00	85.62
Overtime	80.00	3478.50
Personal Time	2.00	106.01
Salary Wages	70.00	3710.33
3-FIRE DEPARTMENT	850.75	22197.71
Comp Time Used	48.00	1056.00
ER TAX EXPENSE	0.00	1554.58
Fire - Acting Chief	0.00	144.00
Hourly	600.00	13061.76
Hourly-Fd Clerical	19.75	372.88
Ins Opt Out	0.00	440.93
Kelly Day Off	24.00	508.08
Overtime	159.00	5059.48
Grand Total	2095.90	63938.40

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
67868	USA BLUEBOOK	04/04/2025	05/04/2025	307.81	0.00	Paid	Y
67806	VAN BUREN CENTRAL DISPATCH CENTER	03/31/2025	04/30/2025	534.36	0.00	Paid	Y
67807	VAN BUREN CO. ASSOC. POLICE CHIEF	04/08/2025	05/08/2025	45.00	0.00	Paid	Y
67936	VAN BUREN COUNTY ADMINISTRATION	04/07/2025	05/05/2025	2,526.25	0.00	Paid	Y
67866	VESTIS	04/14/2025	04/24/2025	71.50	0.00	Paid	Y
67920	WENDE PRITCHARD	05/01/2025	05/01/2025	1,254.25	0.00	Paid	Y
67921	WEST MICH TOURIST ASSOC	03/26/2025	05/05/2025	420.00	0.00	Paid	Y
67844	WEST MICHIGAN CRIMINAL JUSTICE TR	04/15/2025	05/15/2025	486.50	0.00	Paid	Y
67919	WILLIAM FEATHERSTONE	04/17/2025	05/01/2025	187.50	0.00	Paid	Y
# of Invoices:	150	# Due:	7	Totals:	173,729.51	22,928.41	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				173,729.51	22,928.41		

--- TOTALS BY FUND ---			
101.0 - GENERAL FUND	82,074.10	14,239.76	
207.0 - POLICE FUND	26,995.27	40.00	
210.0 - AMBULANCE FUND	24,586.36	4,063.90	
249.0 - BUILDING FUND	4,112.00	0.00	
260.0 - WATER	5,000.00	0.00	
270.0 - MUSEUM	932.53	0.00	
280.0 - COVERT TWP PARK CAMPGROUN	23,449.99	4,200.00	
290.0 - SENIOR SERVICES FUND	3,878.37	384.75	
590.0 - WASTE WATER FUND	771.41	0.00	
750.0 - PAYROLL	1,929.48	0.00	

--- TOTALS BY DEPT/ACTIVITY ---			
000.00 -	86,610.88	8,688.65	
101.00 - TWP BOARD	8,879.64	3,181.75	
171.00 - SUPERVISOR	180.28	0.00	
209.00 - ASSESSING	8,979.58	0.00	
215.00 - CLERK	4,740.18	0.00	
253.00 - TREASURER	2,139.12	0.00	
265.00 - TWP HALL	12,943.11	0.00	
276.00 - CEMETERY	109.63	0.00	
360.00 - MECH PERMIT	990.00	0.00	
370.00 - ELECTRICAL INSPECT	1,122.00	0.00	
380.00 - BLDG INSPECT	2,000.00	0.00	
390.00 - ORD ENFORCE	8,913.09	4,458.01	
444.00 - STREETS/SIDEWALK	27,707.33	0.00	
526.00 - TRANSFER STATION	1,455.95	0.00	
692.00 - PARKS	224.80	0.00	
738.00 - LIBRARY	133.92	0.00	
801.00 - PLANNING	6,600.00	6,600.00	

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
67854	ACCUMED GROUP	03/31/2025	04/30/2025	788.82	0.00	Paid	Y
67947	AFLAC	04/27/2025	05/05/2025	1,095.56	0.00	Paid	Y
67944	ALVIN BONTRAGER	05/02/2025	05/05/2025	7,500.00	0.00	Paid	Y
67867	AT&T MOBILITY	04/14/2025	05/01/2025	833.54	0.00	Paid	Y
67894	AT&T MOBILITY	04/11/2025	05/06/2025	152.00	0.00	Paid	Y
67942	AUTO VALUE PARTS STORE	05/01/2025	05/05/2025	31.98	0.00	Paid	Y
67821	BAUCKHAM, THALL, SEEBER, KAUFMAN	04/07/2025	05/07/2025	5,837.01	5,837.01	Open	Y
67805	BEST WAY DISPOSAL	03/31/2025	04/25/2025	1,308.97	0.00	Paid	Y
67808	BEST WAY DISPOSAL	03/31/2025	04/25/2025	138.95	0.00	Paid	Y
67809	BEST WAY DISPOSAL	03/31/2025	04/25/2025	653.55	0.00	Paid	Y
67946	BLACK ROCK TECHNOLOGIES	05/01/2025	05/05/2025	2,000.00	0.00	Paid	Y
67893	BLUE CARE NETWORK	04/08/2025	05/08/2025	36,411.05	0.00	Paid	Y
67814	BOUND TREE MEDICAL	04/01/2025	05/01/2025	939.99	0.00	Paid	Y
67913	BOUND TREE MEDICAL	04/21/2025	05/21/2025	563.65	0.00	Paid	Y
67819	BRIGHTON AREA FIRE AUTHORITY	04/08/2025	04/08/2025	260.00	0.00	Paid	Y
67870	BRONSON SOUTH HAVEN HOSPITAL	04/16/2025	05/16/2025	75.00	0.00	Paid	Y
67901	BS&A SOFTWARE	04/16/2025	05/31/2025	4,602.00	0.00	Paid	Y
67862	CAPITAL ONE TRADE CREDIT	03/19/2025	04/13/2025	676.09	0.00	Paid	Y
67907	CAPITAL ONE TRADE CREDIT	04/19/2025	05/14/2025	633.38	0.00	Paid	Y
67930	C-COMM OF KALAMAZOO, INC	05/05/2025	05/05/2025	410.40	0.00	Paid	Y
67876	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	39.53	0.00	Paid	Y
67881	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	467.21	0.00	Paid	Y
67883	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	61.35	0.00	Paid	Y
67885	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	39.14	0.00	Paid	Y
67886	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	59.18	0.00	Paid	Y
67887	CITY OF SOUTH HAVEN	04/09/2025	04/09/2025	184.01	0.00	Paid	Y
67890	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	39.15	0.00	Paid	Y
67891	CITY OF SOUTH HAVEN	04/09/2025	04/29/2025	40.65	0.00	Paid	Y
67911	CITY OF SOUTH HAVEN	04/17/2025	05/17/2025	4,511.00	0.00	Paid	Y
67798	COASTAL CLEAN	04/04/2025	05/04/2025	495.00	0.00	Paid	Y
67853	COASTAL CLEAN	04/04/2025	05/04/2025	456.00	0.00	Paid	Y
67880	COASTAL CLEAN	04/18/2025	05/18/2025	456.00	0.00	Paid	Y
67892	COASTAL CLEAN	04/18/2025	05/18/2025	495.00	0.00	Paid	Y
67935	COASTAL CLEAN	05/02/2025	05/05/2025	456.00	0.00	Paid	Y
67937	COASTAL CLEAN	05/02/2025	05/05/2025	495.00	0.00	Paid	Y
67943	COASTAL LANDSCAPING INC	05/05/2025	05/05/2025	182.50	0.00	Paid	Y
67840	COMCAST	04/05/2025	04/26/2025	165.45	0.00	Paid	Y
67926	COMCAST	04/24/2025	05/05/2025	165.80	0.00	Paid	Y
67938	COVERT PROFESSIONAL FIREFIGHTERS	05/01/2025	05/05/2025	360.00	0.00	Paid	Y
67810	COVERT TWP WASTEWATER	04/01/2025	05/01/2025	131.25	0.00	Paid	Y
67811	COVERT TWP WASTEWATER	04/01/2025	05/01/2025	131.25	0.00	Paid	Y
67812	COVERT TWP WASTEWATER	04/01/2025	05/01/2025	131.25	0.00	Paid	Y
67818	COVERT TWP WASTEWATER	04/01/2025	05/01/2025	131.25	0.00	Paid	Y
67865	CRYSTAL FLASH ENERGY	03/31/2025	04/24/2025	4,777.58	0.00	Paid	Y
67820	DALE CLAYTON TREE SERVICE	04/04/2025	04/04/2025	1,500.00	0.00	Paid	Y
67858	DAN'S AUTOMOTIVE	04/14/2025	05/14/2025	40.54	0.00	Paid	Y
67859	DAN'S AUTOMOTIVE	04/14/2025	05/14/2025	40.54	0.00	Paid	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
67902	DAN'S AUTOMOTIVE	04/21/2025	05/21/2025	20.00	0.00	Paid	Y
67931	DAN'S AUTOMOTIVE	05/01/2025	05/05/2025	80.00	0.00	Paid	Y
67927	DLZ ARCHITECTURE	04/21/2025	05/05/2025	2,427.50	2,427.50	Open	Y
67945	DOUG DE BEST	05/05/2025	05/05/2025	532.45	0.00	Paid	Y
67838	FAHEY SCHULTZ BURZYCH RHODES PLC	04/01/2025	05/01/2025	22.50	0.00	Paid	Y
67815	FIDLAR TECHNOLOGIES	03/31/2025	04/30/2025	202.95	0.00	Paid	Y
67934	FIRE CAT', LLC	04/24/2025	05/05/2025	4,013.90	4,013.90	Open	Y
67922	FLEETWOODS MECHANICAL SERVICES, I	04/25/2025	05/05/2025	9,500.00	0.00	Paid	Y
67802	FRONTIER	04/01/2025	04/25/2025	355.77	0.00	Paid	Y
67803	FRONTIER	04/01/2025	04/25/2025	415.12	0.00	Paid	Y
67816	FRONTIER	04/01/2025	04/25/2025	118.96	0.00	Paid	Y
67841	FRONTIER	04/07/2025	05/01/2025	119.61	0.00	Paid	Y
67842	FRONTIER	04/07/2025	05/01/2025	117.43	0.00	Paid	Y
67843	FRONTIER	04/07/2025	05/01/2025	119.43	0.00	Paid	Y
67855	GOOD YEAR TIRE & RUBBER	04/11/2025	05/11/2025	38.95	0.00	Paid	Y
67906	GRATEFUL OUTDOOR SOLUTIONS, LLC	04/28/2025	05/01/2025	6,666.67	0.00	Paid	Y
67923	GRATEFUL OUTDOOR SOLUTIONS, LLC	05/07/2025	05/05/2025	1,390.08	0.00	Paid	Y
67801	HAVEN HEATING & AIR	04/09/2025	04/17/2025	165.95	0.00	Paid	Y
67929	HERALD PALLADIUM	05/04/2025	05/05/2025	432.00	0.00	Paid	Y
67824	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	80.92	0.00	Paid	Y
67825	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	194.86	0.00	Paid	Y
67826	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	96.10	0.00	Paid	Y
67827	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	49.63	0.00	Paid	Y
67828	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	29.84	0.00	Paid	Y
67829	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	30.71	0.00	Paid	Y
67830	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	1,642.61	0.00	Paid	Y
67831	INDIANA MICHIGAN POWER	04/01/2025	04/24/2025	42.30	0.00	Paid	Y
67832	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	224.43	0.00	Paid	Y
67833	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	43.06	0.00	Paid	Y
67834	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	0.13	0.00	Paid	Y
67835	INDIANA MICHIGAN POWER	04/01/2025	05/02/2025	338.43	0.00	Paid	Y
67871	INDIANA MICHIGAN POWER	04/08/2025	05/08/2025	29.28	0.00	Paid	Y
67872	INDIANA MICHIGAN POWER	04/08/2025	05/08/2025	4.74	0.00	Paid	Y
67873	INDIANA MICHIGAN POWER	04/08/2025	05/08/2025	51.94	0.00	Paid	Y
67874	INDIANA MICHIGAN POWER	04/08/2025	05/08/2025	426.59	0.00	Paid	Y
67924	INDIANA MICHIGAN POWER	05/01/2025	05/05/2025	65.61	0.00	Paid	Y
67925	INDIANA MICHIGAN POWER	04/30/2025	05/05/2025	660.51	0.00	Paid	Y
67918	JACOB FINNEY	04/16/2025	05/01/2025	850.00	0.00	Paid	Y
67912	JANICE WEST	04/28/2025	05/10/2025	300.00	0.00	Paid	Y
67804	JANIE HARDING	03/31/2025	04/14/2025	480.98	0.00	Paid	Y
67813	JASON DANIELS	04/09/2025	04/17/2025	40.00	0.00	Paid	Y
67861	JASON DANIELS	04/14/2025	04/23/2025	44.00	0.00	Paid	Y
67940	JASON DANIELS	05/02/2025	05/05/2025	132.00	0.00	Paid	Y
67877	KENDALL'S SEPTIC & SEWER SERVICE	04/16/2025	05/16/2025	4,200.00	4,200.00	Open	Y
67800	KORREY WILLIAMS	04/09/2025	04/17/2025	504.26	0.00	Paid	Y
67869	KSS ENTERPRISES	04/16/2025	05/16/2025	12.66	0.00	Paid	Y
67941	KSS ENTERPRISES	04/30/2025	05/05/2025	79.33	0.00	Paid	Y

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
67845	LAKEFRONT ROOFING & EXTERIORS	04/11/2025	04/23/2025	1,000.00	0.00	Paid	Y
67799	LAKESHORE PLUMBING & SEPTIC	04/09/2025	04/17/2025	225.00	0.00	Paid	Y
67817	LAKESHORE PLUMBING & SEPTIC	04/09/2025	04/17/2025	325.00	0.00	Paid	Y
67836	LAKESHORE PLUMBING & SEPTIC	04/09/2025	04/16/2025	275.00	0.00	Paid	Y
67905	LAUREN A. BIRDSALL	04/28/2025	05/01/2025	5,333.33	0.00	Paid	Y
67903	LEROY'S BODY SHOP, INC.	04/24/2025	04/24/2025	3,469.46	0.00	Paid	Y
67904	L-FLASH LAWN CARE	04/24/2024	04/24/2025	100.00	0.00	Paid	Y
67852	LINDE	04/03/2025	05/03/2025	599.65	0.00	Paid	Y
67908	LINDE	04/22/2025	05/22/2025	355.25	0.00	Paid	Y
67909	MARTIN'S FLAG COMPANY	03/10/2025	04/10/2025	552.02	0.00	Paid	Y
67899	MCKENNA ASSOCIATES	04/15/2025	05/15/2025	2,160.00	2,160.00	Open	Y
67915	MCKENNA ASSOCIATES	04/16/2025	05/30/2025	1,430.00	1,430.00	Open	Y
67916	MCKENNA ASSOCIATES	04/15/2025	05/15/2025	2,860.00	2,860.00	Open	Y
67900	MEDICAL MUTUAL	04/23/2025	06/01/2025	694.18	0.00	Paid	Y
67863	MES SERVICE COMPANY, LLC	04/14/2025	05/14/2025	112.70	0.00	Paid	Y
67860	MICHIGAN AMMO LLC	04/08/2025	05/08/2025	1,030.00	0.00	Paid	Y
67849	MICHIGAN GAS UTILITIES	04/08/2025	05/01/2025	280.38	0.00	Paid	Y
67850	MICHIGAN GAS UTILITIES	04/08/2025	05/01/2025	712.33	0.00	Paid	Y
67851	MICHIGAN GAS UTILITIES	04/08/2025	05/01/2025	189.42	0.00	Paid	Y
67864	MICHIGAN GAS UTILITIES	04/08/2025	05/01/2025	551.78	0.00	Paid	Y
67847	MIDWEST ENERGY & COMMUNICATIONS	04/08/2025	04/29/2025	19.73	0.00	Paid	Y
67848	MIDWEST ENERGY & COMMUNICATIONS	04/08/2025	04/29/2025	201.27	0.00	Paid	Y
67896	NYE UNIFORM COMPANY	04/16/2025	05/16/2025	91.09	0.00	Paid	Y
67914	ON DUTY GEAR, LLC	04/23/2025	05/23/2025	235.98	0.00	Paid	Y
67822	OVERHEAD DOOR COMPANY	03/31/2025	04/30/2025	858.00	0.00	Paid	Y
67823	OVERHEAD DOOR COMPANY	03/31/2025	04/30/2025	685.00	0.00	Paid	Y
67856	PARRETT COMPANY	04/15/2025	04/16/2025	188.88	0.00	Paid	Y
67857	PARRETT COMPANY	04/15/2025	04/16/2025	315.24	0.00	Paid	Y
67839	PITNEY BOWES GLOBAL FINANCIAL SER	04/11/2025	05/10/2025	388.65	0.00	Paid	Y
67939	POLICE OFFICERS ASSOC MI	05/02/2025	05/05/2025	473.92	0.00	Paid	Y
67933	POSTMASTER	05/01/2025	05/05/2025	74.00	0.00	Paid	Y
67897	PREMIER CUSTOM TRAILERS	03/13/2025	04/24/2025	11,235.00	0.00	Paid	Y
67910	QUINN ELECTRICAL CONTRACTORS	04/21/2025	05/21/2025	150.00	0.00	Paid	Y
67898	RED LINE OPERATIONS LLC	04/17/2025	05/17/2025	1,682.10	0.00	Paid	Y
67875	SAFEBUILT, LLC LOCKBOX #88135	03/31/2025	04/30/2025	8,371.80	0.00	Paid	Y
67932	SCHNEIDER TIRE OUTLET, INC	04/29/2025	05/05/2025	680.00	0.00	Paid	Y
67846	SHARE CORP	04/04/2025	05/04/2025	334.52	0.00	Paid	Y
67878	STAPLES	04/17/2025	05/17/2025	0.00	0.00	Void	Y
67879	STAPLES	04/17/2025	05/17/2025	0.00	0.00	Void	Y
67882	STAPLES	04/09/2025	04/29/2025	0.00	0.00	Void	Y
67884	STAPLES	04/09/2025	04/29/2025	0.00	0.00	Void	Y
67888	STAPLES	04/09/2025	04/29/2025	67.48	0.00	Paid	Y
67889	STAPLES	04/09/2025	05/17/2025	77.54	0.00	Paid	Y
67928	STATE OF MICHIGAN	05/05/2025	05/05/2025	18.00	0.00	Paid	Y
67917	STEVEN HOOPER	04/28/2025	04/30/2025	489.00	0.00	Paid	Y
67837	TRANS UNION	04/01/2025	05/15/2025	78.40	0.00	Paid	Y
67895	UNUM LIFE INS CO OF AMERI	04/14/2025	05/01/2025	567.48	0.00	Paid	Y

05/06/2025

CASH SUMMARY BY BANK FOR COVERT TOWNSHIP
FROM 07/01/2024 TO 04/30/2025

Bank Code		Beginning Balance	Total	Total	Ending Balance
Fund	Description	07/01/2024	Debits	Credits	04/30/2025
<hr/>					
CD620	CD 002-0611567620				
101.0	GENERAL FUND	260,235.74	4,246.20	238.50	264,243.44
	CD 002-0611567620	260,235.74	4,246.20	238.50	264,243.44
<hr/>					
CDAR	CDARS				
101.0	GENERAL FUND	1,121,535.12	40,463.64	161,634.78	1,000,363.98
204.0	MUNICIPAL STREET FUND	1,247,350.28	47,108.08	100,000.00	1,194,458.36
207.0	POLICE FUND	2,785,260.19	110,451.01	617,769.48	2,277,941.72
210.0	AMBULANCE FUND	4,533,487.28	579,196.74	250,000.00	4,862,684.02
290.0	SENIOR SERVICES FUND	130,879.33	4,473.85	0.00	135,353.18
590.0	WASTE WATER FUND	49,734.12	2,281.37	0.00	52,015.49
592.0	DUNESWOOD	14,340.55	494.85	14,835.40	0.00
593.0	WATER REPLACEMENT	939,146.99	45,702.03	0.00	984,849.02
	CDARS	10,821,733.86	830,171.57	1,144,239.66	10,507,665.77

Bank Code		Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 04/30/2025
Fund	Description				
PARK COVERT TWP PARK					
280.0	COVERT TWP PARK CAMPGROUND	19,172.33	487,696.65	475,056.48	31,812.50
	COVERT TWP PARK	19,172.33	487,696.65	475,056.48	31,812.50
TAX CURRENT TAX ACCOUNT					
703.0	CURRENT TAX COLLECTION FUND	264,748.23	28,663,628.95	28,912,513.29	15,863.89
	CURRENT TAX ACCOUNT	264,748.23	28,663,628.95	28,912,513.29	15,863.89
GEN GEN FUND CHECKING					
101.0	GENERAL FUND	212,110.64	1,294,656.95	1,466,609.27	40,158.32
204.0	MUNICIPAL STREET FUND	119,307.53	396,520.35	276,575.32	239,252.56
207.0	POLICE FUND	51,668.64	1,815,270.66	1,125,266.14	741,673.16
208.0	DRUG ENFORCEMENT	9,259.68	0.00	0.00	9,259.68
210.0	AMBULANCE FUND	258,342.38	1,941,005.85	1,774,788.57	424,559.66
249.0	BUILDING FUND	5,053.51	44,583.00	33,260.78	16,375.73
250.0	COVERT COMMUNITY GARDEN	2,716.35	101.71	1,614.71	1,203.35
260.0	WATER	21,126.00	26,190.00	43,709.66	3,606.34
270.0	MUSEUM	7,183.28	6,766.47	7,367.38	6,582.37

Bank Code		Beginning	Total	Total	Ending
Fund	Description	Balance	Debits	Credits	Balance
		07/01/2024			04/30/2025
280.0	COVERT TWP PARK CAMPGROUND	7,765.17	573,899.61	374,581.18	207,083.60
290.0	SENIOR SERVICES FUND	335,463.25	727,793.10	973,869.88	89,386.47
	GEN FUND CHECKING	1,029,996.43	6,826,787.70	6,077,642.89	1,779,141.24
CDMUS MUSEUM CDS					
270.0	MUSEUM	18,518.82	140.65	0.26	18,659.21
	MUSEUM CDS	18,518.82	140.65	0.26	18,659.21
PAY PAYROLL ACCOUNT					
750.0	PAYROLL	8,055.95	1,629,078.78	1,502,502.65	134,632.08
	PAYROLL ACCOUNT	8,055.95	1,629,078.78	1,502,502.65	134,632.08
TRUST TRUST AND AGENCY					
701.0	TRUST & AGENCY FUND	13,805.27	11.68	1.25	13,815.70
	TRUST AND AGENCY	13,805.27	11.68	1.25	13,815.70
WWR WASTE WATER & RECEIVING					
590.0	WASTE WATER FUND	70,180.50	116,640.90	115,331.05	71,490.35
	WASTE WATER & RECEIVING	70,180.50	116,640.90	115,331.05	71,490.35

Bank Code		Beginning			Ending
Fund	Description	Balance	Total	Total	Balance
		07/01/2024	Debits	Credits	04/30/2025

WATER WATER FUND ACCOUNT					
591.0	WATER BOND FUND	22,556.21	12,654.99	365.00	34,846.20
592.0	DUNESWOOD	12,164.75	29,662.24	26,010.00	15,816.99
593.0	WATER REPLACEMENT	24,204.63	121.86	9.04	24,317.45
	WATER FUND ACCOUNT	58,925.59	42,439.09	26,384.04	74,980.64
	TOTAL - ALL FUNDS	12,565,372.72	38,600,842.17	38,253,910.07	12,912,304.82

05/06/2025 REVENUE AND EXPENDITURE REPORT FOR COVERT TOWNSHIP
PERIOD ENDING 04/30/2025
% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	04/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Fund 101.0 - GENERAL FUND						
Revenues						
101.0-000.00-403.000	CURRENT TAX	490,572.00	0.00	462,166.60	28,405.40	94.21
101.0-000.00-403.400	TAX INTEREST	7,094.00	0.00	13,217.12	(6,123.12)	186.31
101.0-000.00-407.000	DEL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
101.0-000.00-447.000	TAX ADMIN FEES	250,547.00	0.00	222,038.41	28,508.59	88.62
101.0-000.00-451.000	BUSINESS LICENSES/PERMITS	0.00	0.00	0.00	0.00	0.00
101.0-000.00-474.000	ZONING PERMITS	0.00	0.00	0.00	0.00	0.00
101.0-000.00-478.000	GARAGE SALE PERMITS	45.00	3.00	39.00	6.00	86.67
101.0-000.00-479.000	PLANNING COMM APP FEES	655.00	0.00	0.00	655.00	0.00
101.0-000.00-481.000	RENTAL REG FEES	4,420.00	2,976.00	17,308.00	(12,888.00)	391.58
101.0-000.00-483.000	ZONING COMPLIANCE FEES	0.00	1,175.00	3,225.00	(3,225.00)	100.00
101.0-000.00-484.000	LIQUOR LICENSES	0.00	0.00	0.00	0.00	0.00
101.0-000.00-570.000	GRANTS	196,000.00	0.00	12,460.15	183,539.85	6.36
101.0-000.00-571.000	RECYCLE GRANT	0.00	0.00	11,590.33	(11,590.33)	100.00
101.0-000.00-572.000	SPARK GRANT	0.00	0.00	0.00	0.00	0.00
101.0-000.00-573.000	REVITALIZATION GRANT	0.00	0.00	0.00	0.00	0.00
101.0-000.00-574.000	CONSTIT STATE SHARED REV	262,080.00	0.00	179,160.00	82,920.00	68.36
101.0-000.00-575.000	STATUTORY STATE REV	0.00	0.00	570.00	(570.00)	100.00
101.0-000.00-629.000	TRANSFER STATION FEES	11,018.00	1,178.00	7,834.00	3,184.00	71.10
101.0-000.00-634.000	BURIAL FEES	0.00	0.00	(525.00)	525.00	100.00
101.0-000.00-643.000	LOT SALES	7,881.00	2,550.00	7,920.00	(39.00)	100.49
101.0-000.00-650.000	ATTORNEY FINES	0.00	0.00	250.00	(250.00)	100.00
101.0-000.00-655.000	ORDINANCE FINES	1,000.00	620.00	10,494.31	(9,494.31)	1,049.43
101.0-000.00-664.000	INTEREST EARNED	8,253.00	0.00	6,982.20	1,270.80	84.60
101.0-000.00-664.300	INTEREST - INVESTMENT	40,000.00	280.37	44,471.34	(4,471.34)	111.18
101.0-000.00-668.000	RENTS	25,815.00	0.00	32,216.52	(6,401.52)	124.80
101.0-000.00-673.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
101.0-000.00-675.000	DONATIONS	0.00	0.00	10,300.00	(10,300.00)	100.00
101.0-000.00-676.000	CONT OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
101.0-000.00-677.000	REIMBURSEMENTS	450.00	0.00	9,890.67	(9,440.67)	2,197.93
101.0-000.00-677.500	REIMBURSEMENT/BLIGHT	18,967.00	0.00	0.00	18,967.00	0.00
101.0-000.00-687.000	REFUNDS/REBATES	100.00	55.98	2,416.67	(2,316.67)	2,416.67
101.0-000.00-688.000	ARPA FUNDS	160,903.00	146,462.00	146,462.00	14,441.00	91.03
101.0-000.00-694.000	OTHER REVENUE	4,680.00	538.10	2,250.37	2,429.63	48.08

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	04/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
101.0-000.00-699.000	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
101.0-209.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
101.0-209.00-694.000	OTHER REVENUE ASSESSING	0.00	100.00	100.00	(100.00)	100.00
101.0-738.00-570.000	GRANTS	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
TOTAL REVENUES		1,490,480.00	155,938.45	1,202,837.69	287,642.31	80.70
Expenditures						
000.00		0.00	0.00	24.14	(24.14)	100.00
101.00	TWP BOARD	200,468.00	20,822.18	184,964.64	15,503.36	92.27
171.00	SUPERVISOR	58,273.00	4,465.33	48,103.97	10,169.03	82.55
191.00	ELECTIONS	13,919.00	29.05	13,028.62	890.38	93.60
209.00	ASSESSING	216,346.00	6,453.33	93,019.06	123,326.94	43.00
215.00	CLERK	79,895.00	7,204.66	76,406.91	3,488.09	95.63
247.00	BOARD OF REVIEW	2,374.00	1,218.24	3,377.47	(1,003.47)	142.27
253.00	TREASURER	75,250.00	7,370.05	59,821.62	15,428.38	79.50
265.00	TWP HALL	44,597.00	2,621.67	44,898.36	(301.36)	100.68
276.00	CEMETERY	16,376.00	109.63	6,048.05	10,327.95	36.93
390.00	ORD ENFORCE	119,404.00	14,323.59	75,819.69	43,584.31	63.50
444.00	STREETS/SIDEWALK	399,588.00	41,542.56	311,888.05	87,699.95	78.05
445.00	DRAINS	7,600.00	0.00	7,507.50	92.50	98.78
526.00	TRANSFER STATION	87,355.00	2,197.31	36,574.06	50,780.94	41.87
692.00	PARKS	293,050.00	42.30	48,175.91	244,874.09	16.44
710.00	WATER	4,196.00	0.00	1,293.38	2,902.62	30.82
738.00	LIBRARY	3,832.00	558.92	2,108.90	1,723.10	55.03
801.00	PLANNING	45,791.00	6,775.00	7,776.83	38,014.17	16.98
804.00	MUSEUM	6,144.00	0.00	4,218.01	1,925.99	68.65
901.00	APPROPRIATIONS	86,603.00	0.00	68,396.13	18,206.87	78.98
910.00	INSURANCE	29,685.00	0.00	29,518.88	166.12	99.44
TOTAL EXPENDITURES		1,790,746.00	115,733.82	1,122,970.18	667,775.82	62.71
Fund 101.0 - GENERAL FUND:						
TOTAL REVENUES		1,490,480.00	155,938.45	1,202,837.69	287,642.31	80.70
TOTAL EXPENDITURES		1,790,746.00	115,733.82	1,122,970.18	667,775.82	62.71
NET OF REVENUES & EXPENDITURES		(300,266.00)	40,204.63	79,867.51	(380,133.51)	26.60
BEG. FUND BALANCE		1,445,432.63		1,445,432.63		
END FUND BALANCE		1,145,166.63		1,525,300.14		

Fund 204.0 - MUNICIPAL STREET FUND

Expenditures

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	04/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
000.00		1,674,121.00	88,519.88	1,076,397.81	597,723.19	64.30
TOTAL EXPENDITURES		1,674,121.00	88,519.88	1,076,397.81	597,723.19	64.30
Fund 207.0 - POLICE FUND:						
TOTAL REVENUES		1,276,825.00	14,148.07	1,216,629.55	60,195.45	95.29
TOTAL EXPENDITURES		1,674,121.00	88,519.88	1,076,397.81	597,723.19	64.30
NET OF REVENUES & EXPENDITURES		(397,296.00)	(74,371.81)	140,231.74	(537,527.74)	35.30
BEG. FUND BALANCE		2,847,715.73		2,847,715.73		
END FUND BALANCE		2,450,419.73		2,987,947.47		
Fund 210.0 - AMBULANCE FUND						
Revenues						
210.0-000.00-403.000	CURRENT TAX	1,017,288.00	0.00	958,393.07	58,894.93	94.21
210.0-000.00-407.000	DELINQUENT PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
210.0-000.00-570.000	GRANTS	0.00	0.00	20,203.20	(20,203.20)	100.00
210.0-000.00-582.100	VOTED COUNTY AMB MONIES	287,673.00	98,954.94	345,106.48	(57,433.48)	119.96
210.0-000.00-664.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
210.0-000.00-664.300	INTEREST - INVESTMENT	173,620.00	11,577.97	179,196.74	(5,576.74)	103.21
210.0-000.00-664.500	PARK LOAN INTEREST	2,926.00	0.00	0.00	2,926.00	0.00
210.0-000.00-675.000	DONATIONS FOR FIRE	0.00	0.00	0.00	0.00	0.00
210.0-000.00-676.000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
210.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	1,515.00	(1,515.00)	100.00
210.0-000.00-677.100	TERRORISM GRANT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
210.0-000.00-678.000	AMBULANCE SERVICE FEES	168,790.00	0.00	64,839.74	103,950.26	38.41
210.0-000.00-687.000	REFUNDS	0.00	550.11	588.09	(588.09)	100.00
210.0-000.00-690.000	SALE OF EQUIPMENT	0.00	0.00	2,750.00	(2,750.00)	100.00
210.0-000.00-692.000	TRAINING REVENUE	0.00	0.00	0.00	0.00	0.00
210.0-000.00-694.000	OTHER REVENUE	0.00	0.00	45.00	(45.00)	100.00
TOTAL REVENUES		1,650,297.00	111,083.02	1,572,637.32	77,659.68	95.29
Expenditures						
000.00		2,135,884.00	77,342.64	1,113,645.80	1,022,238.20	52.14
651.00	EMS DEPARTMENT	0.00	0.00	196.36	(196.36)	100.00
TOTAL EXPENDITURES		2,135,884.00	77,342.64	1,113,842.16	1,022,041.84	52.15
Fund 210.0 - AMBULANCE FUND:						
TOTAL REVENUES		1,650,297.00	111,083.02	1,572,637.32	77,659.68	95.29
TOTAL EXPENDITURES		2,135,884.00	77,342.64	1,113,842.16	1,022,041.84	52.15
NET OF REVENUES & EXPENDITURES		(485,587.00)	33,740.38	458,795.16	(944,382.16)	94.48

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	ACTIVITY FOR MONTH 04/30/2025 INCREASE (DECREASE)	YTD BALANCE 04/30/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
BEG. FUND BALANCE		5,091,970.49		5,091,970.49		
END FUND BALANCE		4,606,383.49		5,550,765.65		

Fund 249.0 - BUILDING FUND

Revenues

249.0-000.00-447.000	PERMIT ADMIN FEES	6,019.00	350.00	2,245.00	3,774.00	37.30
249.0-000.00-447.100	ZONING PERMIT ADMIN FEES	0.00	0.00	0.00	0.00	0.00
249.0-000.00-475.000	MECHANICAL PERMITS-CONTRACTUAL	9,682.00	990.00	6,385.00	3,297.00	65.95
249.0-000.00-476.000	ELECTRICAL PERMITS-CONTRACTUAL	13,576.00	1,122.00	7,697.00	5,879.00	56.70
249.0-000.00-477.000	BUILDING PERMITS-CONTRACTUAL	17,865.00	2,000.00	13,332.76	4,532.24	74.63
249.0-000.00-478.000	ZONING PERMITS-CONTRACTUAL	1,600.00	0.00	0.00	1,600.00	0.00
249.0-000.00-480.000	LAND DIV ORD FEES	227.00	0.00	475.00	(248.00)	209.25
249.0-000.00-664.300	INTEREST EARNED INVESTMENT	0.00	0.00	0.00	0.00	0.00
249.0-000.00-677.000	REIMBURSEMENTS	108.00	0.00	6,048.24	(5,940.24)	5,600.22
249.0-000.00-687.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		49,077.00	4,462.00	36,183.00	12,894.00	73.73

Expenditures

000.00		1,006.00	150.00	1,807.00	(801.00)	179.62
360.00	MECH PERMIT	9,047.00	990.00	5,265.00	3,782.00	58.20
370.00	ELECTRICAL INSPECT	13,405.00	1,122.00	5,891.00	7,514.00	43.95
380.00	BLDG INSPECT	20,506.00	2,000.00	8,148.78	12,357.22	39.74
390.00	ORD ENFORCE	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		43,964.00	4,262.00	21,111.78	22,852.22	48.02

Fund 249.0 - BUILDING FUND:

TOTAL REVENUES		49,077.00	4,462.00	36,183.00	12,894.00	73.73
TOTAL EXPENDITURES		43,964.00	4,262.00	21,111.78	22,852.22	48.02
NET OF REVENUES & EXPENDITURES		5,113.00	200.00	15,071.22	(9,958.22)	294.76
BEG. FUND BALANCE		1,304.51		1,304.51		
END FUND BALANCE		6,417.51		16,375.73		

Fund 250.0 - COVERT COMMUNITY GARDEN

Revenues

250.0-000.00-675.000	DONATIONS	0.00	0.00	0.00	0.00	0.00
250.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	04/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
Expenditures						
000.00		1,000.00	10.00	1,513.00	(513.00)	151.30
TOTAL EXPENDITURES		1,000.00	10.00	1,513.00	(513.00)	151.30
Fund 250.0 - COVERT COMMUNITY GARDEN:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,000.00	10.00	1,513.00	(513.00)	151.30
NET OF REVENUES & EXPENDITURES		(1,000.00)	(10.00)	(1,513.00)	513.00	151.30
BEG. FUND BALANCE		2,716.35		2,716.35		
END FUND BALANCE		1,716.35		1,203.35		
Fund 260.0 - WATER						
Revenues						
260.0-000.00-677.000	SUBSIDY FROM GF	0.00	0.00	0.00	0.00	0.00
260.0-000.00-694.000	WATER TAP FEES	0.00	0.00	10,428.19	(10,428.19)	100.00
TOTAL REVENUES		0.00	0.00	10,428.19	(10,428.19)	100.00
Expenditures						
000.00		0.00	5,000.00	25,209.09	(25,209.09)	100.00
TOTAL EXPENDITURES		0.00	5,000.00	25,209.09	(25,209.09)	100.00
Fund 260.0 - WATER:						
TOTAL REVENUES		0.00	0.00	10,428.19	(10,428.19)	100.00
TOTAL EXPENDITURES		0.00	5,000.00	25,209.09	(25,209.09)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(5,000.00)	(14,780.90)	14,780.90	100.00
BEG. FUND BALANCE		18,387.24		18,387.24		
END FUND BALANCE		18,387.24		3,606.34		
Fund 270.0 - MUSEUM						
Revenues						
270.0-000.00-664.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00
270.0-000.00-664.300	INTEREST EARNED INVESTMENT	75.00	0.00	140.39	(65.39)	187.19
270.0-000.00-675.000	DONATIONS	558.00	0.00	2,029.00	(1,471.00)	363.62
270.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
270.0-000.00-694.000	OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
270.0-265.00-677.000	REIMBURSEMENTS FROM GF	6,144.00	0.00	4,218.01	1,925.99	68.65
270.0-265.00-699.000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		AMENDED BUDGET	MONTH 04/30/2025 INCREASE (DECREASE)	04/30/2025 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES		6,777.00	0.00	6,387.40	389.60	94.25
Expenditures						
000.00		575.00	243.65	808.98	(233.98)	140.69
265.00	TWP HALL	6,143.00	960.36	6,038.94	104.06	98.31
TOTAL EXPENDITURES		6,718.00	1,204.01	6,847.92	(129.92)	101.93
Fund 270.0 - MUSEUM:						
TOTAL REVENUES		6,777.00	0.00	6,387.40	389.60	94.25
TOTAL EXPENDITURES		6,718.00	1,204.01	6,847.92	(129.92)	101.93
NET OF REVENUES & EXPENDITURES		59.00	(1,204.01)	(460.52)	519.52	780.54
BEG. FUND BALANCE		25,827.81		25,827.81		
END FUND BALANCE		25,886.81		25,367.29		
Fund 280.0 - COVERT TWP PARK CAMPGROUND						
Revenues						
280.0-000.00-447.000	ADMIN FEES	0.00	0.00	11,354.00	(11,354.00)	100.00
280.0-000.00-485.000	TWP PARK FEES	226,469.00	17,914.40	249,154.49	(22,685.49)	110.02
280.0-000.00-490.000	DUMP STATION	0.00	0.00	0.00	0.00	0.00
280.0-000.00-570.000	GRANTS	775,000.00	30,230.73	30,230.73	744,769.27	3.90
280.0-000.00-664.000	INTEREST EARNED	59.00	0.00	13.33	45.67	22.59
280.0-000.00-677.000	REIMBURSEMENTS	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	142,300.00	0.00
280.0-000.00-694.000	OTHER REVENUE	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
TOTAL REVENUES		1,143,828.00	48,145.13	290,752.55	853,075.45	25.42
Expenditures						
000.00		1,102,270.00	35,638.00	370,372.34	731,897.66	33.60
TOTAL EXPENDITURES		1,102,270.00	35,638.00	370,372.34	731,897.66	33.60
Fund 280.0 - COVERT TWP PARK CAMPGROUND:						
TOTAL REVENUES		1,143,828.00	48,145.13	290,752.55	853,075.45	25.42
TOTAL EXPENDITURES		1,102,270.00	35,638.00	370,372.34	731,897.66	33.60
NET OF REVENUES & EXPENDITURES		41,558.00	12,507.13	(79,619.79)	121,177.79	191.59
BEG. FUND BALANCE		(164,768.28)		(164,768.28)		
END FUND BALANCE		(123,210.28)		(244,388.07)		

		2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	MONTH 04/30/2025	04/30/2025	BALANCE	% BDGT
<hr/>						
Fund 290.0 - SENIOR SERVICES FUND						
Revenues						
290.0-000.00-403.000	CURRENT TAX	598,405.00	0.00	563,758.36	34,646.64	94.21
290.0-000.00-407.000	DELINQUENT TAX	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
290.0-000.00-664.300	INTEREST EARNED INVESTMENT	5,889.00	0.00	4,473.85	1,415.15	75.97
290.0-000.00-687.000	REFUNDS	0.00	0.00	0.00	0.00	0.00
290.0-000.00-694.000	OTHER REVENUE	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
TOTAL REVENUES		604,294.00	0.00	568,232.21	36,061.79	94.03
Expenditures						
000.00		625,006.00	(39,433.93)	565,957.86	59,048.14	90.55
TOTAL EXPENDITURES		625,006.00	(39,433.93)	565,957.86	59,048.14	90.55
<hr/>						
Fund 290.0 - SENIOR SERVICES FUND:						
TOTAL REVENUES		604,294.00	0.00	568,232.21	36,061.79	94.03
TOTAL EXPENDITURES		625,006.00	(39,433.93)	565,957.86	59,048.14	90.55
NET OF REVENUES & EXPENDITURES		(20,712.00)	39,433.93	2,274.35	(22,986.35)	10.98
BEG. FUND BALANCE		222,465.30		222,465.30		
END FUND BALANCE		201,753.30		224,739.65		
Fund 590.0 - WASTE WATER FUND						
Revenues						
590.0-000.00-513.000	SANITATION SYSTEM GRANT	0.00	0.00	0.00	0.00	0.00
590.0-000.00-664.000	INTEREST EARNED	126.00	0.00	87.78	38.22	69.67
590.0-000.00-664.200	INTEREST -SAVINGS	2,361.00	0.00	2,281.37	79.63	96.63
590.0-000.00-673.000	SEWER USER FEES	102,307.00	15,667.20	101,825.60	481.40	99.53
590.0-000.00-673.100	DELINQ SEWER FEES	0.00	0.00	0.00	0.00	0.00
590.0-000.00-676.000	CONTRIBUTIONS GENERAL FUND	0.00	0.00	0.00	0.00	0.00
590.0-000.00-677.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
590.0-000.00-694.000	OTHER REVENUE	2,326.00	0.00	0.00	2,326.00	0.00
TOTAL REVENUES		107,120.00	15,667.20	104,194.75	2,925.25	97.27
Expenditures						
000.00		122,859.00	3,628.03	98,832.28	24,026.72	80.44
TOTAL EXPENDITURES		122,859.00	3,628.03	98,832.28	24,026.72	80.44

GL NUMBER	DESCRIPTION	2024-25	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		AMENDED BUDGET	MONTH 04/30/2025	04/30/2025	BALANCE	
			INCREASE (DECREASE)	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
<hr/>						
Fund 590.0 - WASTE WATER FUND:						
TOTAL REVENUES		107,120.00	15,667.20	104,194.75	2,925.25	97.27
TOTAL EXPENDITURES		122,859.00	3,628.03	98,832.28	24,026.72	80.44
NET OF REVENUES & EXPENDITURES		(15,739.00)	12,039.17	5,362.47	(21,101.47)	34.07
BEG. FUND BALANCE		424,837.60		424,837.60		
END FUND BALANCE		409,098.60		430,200.07		
TOTAL REVENUES - ALL FUNDS		6,677,167.00	352,796.28	5,337,266.07	1,339,900.93	79.93
TOTAL EXPENDITURES - ALL FUNDS		8,128,913.00	292,914.45	4,679,629.74	3,449,283.26	57.57
NET OF REVENUES & EXPENDITURES		(1,451,746.00)	59,881.83	657,636.33	(2,109,382.33)	45.30
BEG. FUND BALANCE - ALL FUNDS		11,297,192.21		11,297,192.21		
END FUND BALANCE - ALL FUNDS		9,845,446.21		11,954,828.54		

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

May 6, 2025

TO: Covert Township Board

FR: Chief Allen

RE: CTPD Report for April 2025

Covert TWP Board,

Totals for CTPD

Complaints: 158

Arrests: 10

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

May 1, 2025

TO: Covert Township Board

FR: Chief Allen

RE: Covert Township Fire and EMS responses for April 2025

Covert TWP Board,

The Totals for the following CTFD and EMS responses for April 2025 are:

Fire Dispatch: 15

Ambulance EMS: 20

Thank You,

Chief Allen

COVERT TOWNSHIP PUBLIC WORKS REPORT May 13, 2025

1. Ongoing projects

1.1. Marking and clearing Miss Dig tickets

- Orchard Street
- 34th Ave

1.2. Tickets placed with VBC Road Commission

- 48th Ave – ditching

2. New Business

2.1. Received quotes for sealing and marking parking lots

- | | |
|------------------------------------|----------------------------------|
| • Shembarger | Pavement Solution |
| ○ Library: \$960.00 | Library: \$1,565.00 |
| ○ Police/Fire Complex: \$5,135.00 | Police/Fire Complex: \$12,879.00 |
| ○ DPW/Old Fire Station: \$1,122.00 | DPW/Old Fire Station: \$2,925.00 |
| ○ Town Hall: \$2,730.00 | Town Hall: \$8,422.00 |
| • Arnt Asphalt | |
| ○ Library: \$1,550.00 | |
| ○ Police/Fire Complex: \$6,800.00 | |
| ○ DPW/Old Fire Station: \$1,850.00 | |
| ○ Town Hall: \$4,350.00 | |

2.2. Received quotes for repaving two areas in Covert Cemetery

- Shembarger
 - **Section 1:** \$20,100.00; **Section 2:** \$18,300.00
- Paving Solution
 - Quote for \$39,540.00; need to confirm coverage area
- Arnt Asphalt
 - Quote for \$6,500.00; need to confirm coverage area

2.3. Received quote for repairing Town Hall generator

- Wolverine Power Systems
 - \$1,003.62

2.4. A lift station needs to be installed to resolve the water issue in the basement of the Police and Fire Complex. Received estimate from Compton for \$12,787.50. A representative from Compton will

attend the board meeting to explain the issue, explain why there is additional work required and to answer any questions. (See attachment)

3. Completed projects
 - 3.1. New truck for DPW ordered
 - 3.2. Landscaping around Township properties
4. Special projects
 - 4.1. Repainted Covert Township sign at Town Hall - completed
5. Van Buren County report – No report
6. VB Drain Commission
 - 6.1. Emailed Joe Palmer regarding the county drain on 38th Ave. They sent Compton to clean around the catch basin so water could flow.
7. General maintenance
 - 7.1. Maintaining all Township Properties
8. Assisting Citizens
9. Projects in Progress
10. Additional Information
 - 10.1. Need Board permission to sell Ford Expedition SUV
 - 10.2. Need Board permission to sell old snowblower for old tractor we no longer have
 - 10.3. Need Board permission to sell old back-blade for old tractor we no longer have

George Piggee
Manager
Public Works



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

FOIA Requests

2024-2025 Fiscal Year

	<u>Police</u>	<u>Township</u>	<u>Total Requests</u>
July	19	2	21
August	8	2	10
September	12	0	12
October	12	1	13
November	14.5	0.5	15
December	15	2	17
January	8.5	0.5	9
February	14	2	16
March	11	1	12
April	17	1	18
May			
June			

Respectfully Submitted:
Debbie Hinman
FOIA Coordinator
April 30, 2025



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

Senior Millage Expenses

2024-2025 Fiscal Year

BOARD REPORT

	CHORE		HOME REPAIR	
	Amount Billed	Amount Remaining	Amount Billed	Amount Remaining
July	\$5,577.01	\$24,422.99	\$3,091.64	\$26,908.36
August	\$5,220.00	\$19,202.99	\$2,000.00	\$24,908.36
Sept.	\$3,930.00	\$15,272.99	\$1,000.00	\$23,908.36
Oct.	\$3,183.25	\$12,089.74	\$1,648.99	\$22,259.37
November	\$903.50	\$11,186.24	\$3,530.66	\$18,728.71
December	\$1,040.00	\$10,146.24	\$1,550.00	\$17,178.71
January	\$903.50	\$9,242.74	\$2,958.75	\$14,219.96
February	\$755.00	\$8,487.74	\$1,093.00	\$13,126.96
March	\$850.00	\$7,637.74	\$2,546.72	\$10,580.24
April	\$500.00	\$7,137.74	\$1,000.00	\$9,580.24
May	\$		\$	
June	\$		\$	

Respectfully Submitted:
Debbie Hinman
Chore & Home Repair Coordinator
April 30, 2025

SAFEBuilt
2/1/2025 - Present

Permit number	Address	Permit Type	Status	Acceptance date
25-COV-BR00026	76916 County Road 376, Covert	Residential New SFR w/Slab & Garage	Proof of ownership and address: Pending*	5/6/2025
25-COV-BR00025	75859 40th Avenue, Covert	Roof - Redeck/Reshingle - Residential	Request Valuation Calculation/Pricing: Pending*	5/1/2025
25-COV-Z00020	47390 Blue Star Highway, Coloma	Zoning Permit	Project Staked or Marked out on site: Pending*	5/1/2025
25-COV-Z00019	38517 Michigan 140, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	4/30/2025
25-COV-BR00024	46530 Blue Star Highway, Coloma	Interior Remodel/Alteration - Residential	Plans (cross section): Pending*	4/30/2025
25-COV-ER00012	46530 Blue Star Highway, Coloma	Electrical - Residential	Building Inspections: Pending	4/30/2025
25-COV-BWOP00004	73064 34th Avenue, Covert	Building Without a Permit	Inspections: In Progress	4/30/2025
25-COV-ORD00020	73064 34th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/30/2025
25-COV-ORD00021	76291 38th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/30/2025
25-COV-ER00011	44965 80th Street, Coloma	Electrical - Residential	Building Inspections: In Progress	4/29/2025
25-COV-BR00023	38418 76th Street, Covert	Window Replacement - Residential	Plan Review Fee Paid: Pending*	4/29/2025
25-COV-BR00021	29783 72nd Street, Covert	Garage - Detached - Residential	Request Valuation Calculation/Pricing: Pending*	4/28/2025
25-COV-ER00009	26458 76th Street, South Haven	Electrical - Residential	Plan Review Fee Paid: Pending*	4/28/2025
25-COV-BR00022	26458 76th Street, South Haven	Solar Unit - Residential	Plan Review Fee Paid: Pending*	4/28/2025
25-COV-ER00010	44622 County Road 703, Coloma	Electrical - Residential	Building Inspections: In Progress	4/28/2025
25-COV-ORD00018	77274 County Road 376, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/23/2025
25-COV-ORD00019	77002 38th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/23/2025
25-COV-BWOP00003	72317 County Road 376, Covert	Building Without a Permit	Inspections: In Progress	4/23/2025
25-COV-INF00005	45085 76th Street, Covert	Informational	Information Uploaded - Permit Issuance: Information Uploaded	4/23/2025
25-COV-INF00006	77648 48th Avenue, Coloma	Informational	Information Uploaded - Permit Issuance: Pending	4/23/2025
25-COV-MR00012	29435 Thunder Mountain Lane #122, Covert	Mechanical - Residential	Proof of ownership and address: Pending*	4/21/2025
25-COV-Z00017	77265 County Road 376, Covert	Zoning Permit	On Hold	4/18/2025
25-COV-ER00006	79427 Ravine Way, Covert	Electrical - Residential	Add Processing Fee - \$25.00: Pending*	4/18/2025
25-COV-Z00018	77265 County Road 376, Covert	Zoning Permit	On Hold	4/18/2025
25-COV-ER00008	24310 72nd Street, South Haven	Electrical - Residential	Proof of ownership and address: Pending*	4/18/2025
25-COV-BR00020	74440 County Road 378, Covert	Pole Barn	Proof of ownership and address: Pending*	4/18/2025
25-COV-Z00016	29428 Thunder Mountain Drive, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	4/17/2025
25-COV-BR00019	37772 76th Street, Covert	Interior/Exterior Remodel/Alteration - Residential	Obtain Valuation Calculation/Pricing: Pending*	4/15/2025
25-COV-ORD00017	74719 County Road 376, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/14/2025
25-COV-REN00042	75741 East County Road 378 East Unit, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	4/14/2025
25-COV-MR00010	74719 County Road 376, Covert	Mechanical - Residential	Building Inspections: In Progress	4/10/2025
25-COV-BR00016	77265 County Road 376, Covert	Residential New SFR w/Slab	Plan Review Fee Paid: Pending*	4/10/2025
25-COV-BR00017	74268 Orchard Drive, Covert	Residential Exterior Alterations/Remodel	Plan Review Fee Paid: Pending*	4/10/2025
25-COV-STR00002	30056 Lake Bluff Drive, Covert	Short Term Rental Inspections	On Hold	4/9/2025
25-COV-BC00006	33851 Michigan 140, Covert	Safety Inspection	Building Inspections: In Progress	4/9/2025
25-COV-LDLS00004	47988 Blue Star Highway, Coloma	Land Division/Land Split	Inspection (Not a Site Visit): In Progress	4/7/2025
25-COV-BR00013	74068 Orchard Drive, Covert	Siding - Residential	Request Valuation Calculation/Pricing: Pending*	4/7/2025
25-COV-BR00014	74068 Orchard Drive, Covert	Window Replacement - Residential	Request Valuation Calculation/Pricing: Pending*	4/7/2025
25-COV-BR00015	29428 Thunder Mountain Drive, Covert	Covered Deck - Residential	Obtain Valuation Calculation/Pricing: Pending*	4/7/2025
25-COV-Z00013	33805 Michigan 140, Covert	Zoning Permit	Proof of ownership and address: Pending*	4/3/2025
25-COV-BC00005	33805 Michigan 140, Covert	Accessory Structure - Commercial New	Proof of ownership and address: Pending*	4/3/2025
25-COV-ORD00016	72401 36th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/3/2025

25-COV-REN00040	71811 26th Avenue (Lot 2), Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	4/3/2025
25-COV-REN00041	71811 26th Avenue (Lot 1), Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	4/3/2025
25-COV-ORD00015	75551 28th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	4/2/2025
25-COV-Z00012	70273 County Road 378, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	4/2/2025
25-COV-MC00002	39397 Michigan 140, Covert	Mechanical - Commercial	Building Inspections: In Progress	4/2/2025
25-COV-STR00001	75361 28th Avenue, Covert	Short Term Rental Inspections	Rental: Ready to send RIRP*	3/31/2025
25-COV-REN00035	34441 Michigan 140, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/27/2025
25-COV-REN00036	75741 West County Road 378 West Unit, Covert	Rental Inspections	Rental: Reminder Letter*	3/27/2025
25-COV-REN00037	79100 48th Avenue, Coloma	Rental Inspections	Rental: Ready to send Reminder Letter*	3/27/2025
25-COV-BR00011	32520 Michigan 140, Covert	Roof - Metal - Residential	Building Inspections: In Progress	3/26/2025
25-COV-REN00034	72413 County Road 378, Covert	Rental Inspections	Rental: Inspection Scheduled*	3/26/2025
25-COV-BR00012	79427 Ravine Way, Covert	Interior/Exterior Remodel/Alteration - Residential	Building Inspections: Pending	3/26/2025
25-COV-REN00032	77585 County Road 376, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/25/2025
25-COV-REN00033	34218 West Street, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/25/2025
25-COV-REN00030	24228 72nd Street, South Haven	Rental Inspections	Rental: Ready to send RIRP*	3/24/2025
25-COV-BC00004	34068 Michigan 140, Covert	Commercial Building - New	Building Inspections: In Progress	3/24/2025
25-COV-ORD00014	29557 72nd Street, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/24/2025
25-COV-LDLS00003	77274 County Road 376, Covert	Land Division/Land Split	Inspection (Not a Site Visit): In Progress	3/24/2025
25-COV-REN00031	70272 32nd Avenue, Covert	Rental Inspections	Rental: Under Investigation*	3/24/2025
25-COV-ER00005	36256 76th Street, Covert	Electrical - Residential	Trade Permit Fee Paid: Pending*	3/24/2025
25-COV-BR00010	70767 40th Avenue, Covert	Garage - Attached - Residential	Building Inspections: Pending	3/20/2025
25-COV-MR00009	37788 Blue Star Highway, Covert	Mechanical - Residential	Building Inspections: In Progress	3/20/2025
25-COV-ER00004	80898 48th Avenue, Coloma	Electrical - Residential	Building Inspections: In Progress	3/18/2025
25-COV-ORD00013	76945 28th Avenue, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/18/2025
25-COV-REN00028	29040 Michigan 140, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/17/2025
25-COV-REN00029	74720 County Road 378, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/17/2025
25-COV-REN00021	41890 76th Street, Covert	Rental Inspections	Rental: Under Investigation*	3/14/2025
25-COV-REN00022	41602 76th Street (Cabin), Coloma	Rental Inspections	Rental: Ready to send Reminder Letter*	3/14/2025
25-COV-STR00023	79985 Arthur Quick Circle (AKA 79880), Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/14/2025
25-COV-STR00024	78506 County Road 376, Coloma	Rental Inspections	Rental: Under Investigation*	3/14/2025
25-COV-STR00025	78580 County Road 376, Coloma	Rental Inspections	Rental: Ready to send Reminder Letter*	3/14/2025
25-COV-REN00026	75157 30th Avenue, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	3/14/2025
25-COV-BR00007	75901 34th Avenue, Covert	Carport-Detached - Residential	Request Valuation Calculation/Pricing: Pending*	3/13/2025
25-COV-BR00008	73758 County Road 376, Covert	Pole Barn	Building Inspections: Pending	3/13/2025
25-COV-ORD00011	29013 Michigan 140, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/13/2025
25-COV-ORD00012	37772 76th Street, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/13/2025
25-COV-REN00019	75531 County Road 378, Covert	Rental Inspections	Rental: Reminder Letter*	3/13/2025
25-COV-REN00020	41602 76th Street, Covert	Rental Inspections	Rental: Under Investigation*	3/13/2025
25-COV-Z00008	75901 34th Avenue, Covert	Zoning Permit	Zoning Inspection/Permit Issuance: In Progress	3/12/2025
25-COV-INF00004	40782 Michigan 140, Covert	Informational	Information Uploaded - Permit Issuance: Information Uploaded	3/11/2025
25-COV-LDLS00002	70767 40th Avenue, Covert	Land Division/Land Split	Inspection (Not a Site Visit): In Progress	3/11/2025
25-COV-ORD00010	33465 Orchard Place P.O. Box 33, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/11/2025
25-COV-MR00008	74322 County Road 378, Covert	Mechanical - Residential	Building Inspections: Pending	3/10/2025
25-COV-ORD00009	77265 County Road 376, Covert	Ordinance Violation/Property Maintenance	Inspections: In Progress	3/4/2025
25-COV-MR00007	77002 38th Avenue, Covert	Mechanical - Residential	Permit Issuance: Pending*	3/4/2025
25-COV-REN00009	76522 30th Avenue, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025
25-COV-REN00010	32520 Michigan 140, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025
25-COV-REN00011	38210 Blue Star Highway, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025

25-COV-REN00012	34526 Michigan 140, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025
25-COV-STR00013	32276 Blue Star Highway, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/27/2025
25-COV-REN00014	80036 Ramblewood Drive, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025
25-COV-REN00015	79641 Edgewater Road, Covert	Rental Inspections	Rental: Under Investigation*	2/27/2025
25-COV-REN00016	31960 Blue Star Highway (3 Units), Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/27/2025
25-COV-REN00017	31974 Blue Star Highway, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/27/2025
25-COV-REN00018	24567 72nd Street, South Haven	Rental Inspections	Rental: Ready to send Reminder Letter*	2/27/2025
25-COV-REN00007	35876 Michigan 140, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/25/2025
25-COV-REN00008	74229 County Road 378, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/25/2025
25-COV-MR00005	44359 76th Street, Covert	Mechanical - Residential	Building Inspections: Pending	2/24/2025
25-COV-REN00006	29349 72nd Street, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/24/2025
25-COV-STR00005	42796 76th Street, Covert	Rental Inspections	Rental: Ready to send Reminder Letter*	2/20/2025
25-COV-BC00002	39397 Michigan 140, Covert	Accessory Structure - Commercial New	Building Inspections: In Progress	2/13/2025
25-COV-MR00004	40568 76th Street, Covert	Mechanical - Residential	Building Inspections: Pending	2/12/2025
25-COV-ER00003	40568 76th Street, Covert	Electrical - Residential	Building Inspections: In Progress	2/12/2025
25-COV-LDLS00001	M Michigan 140, Covert	Land Division/Land Split	Inspection (Not a Site Visit): In Progress	2/11/2025
25-COV-BC00001	39397 Michigan 140, Covert	Demolition - Commercial	Building Inspections: In Progress	2/10/2025
25-COV-ER00002	40110 Wilderness Dunes Lane, Covert	Electrical - Residential	Building Inspections: Pending	2/10/2025
25-COV-BR00006	28400 Sturtevant Walk, Covert	Window Replacement - Residential	Proof of ownership and address: Pending*	2/10/2025
25-COV-REN00004	45187 Blue Star Highway, Coloma	Rental Inspections	Rental: Entered*	2/5/2025
25-COV-MR00003	71363 24th Avenue, South Haven	Mechanical - Residential	Building Inspections: Pending	2/3/2025

Room Forecast Report - Covert Park Beach and Campground

Report type: Room Forecast Report

Date Range: Custom Range | Apr 18, 2025 to Oct 15, 2025

Group Rows by: Month

Include Performance Metrics: Yes

Generated On: May 06, 2025 | 09:54PM

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
Apr 18, 2025 - Oct 15, 2025	11765	0	11765	3135	26.65%	8630	8920	939	2196	939	0	0	0.00%	\$0.00	\$172,678.00	\$55.08	\$14.68

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
2025 April	845	0	845	43	5.09%	802	89	18	25	17	0	0	0.00%	\$0.00	\$2,414.00	\$56.14	\$2.86
2025 May	2015	0	2015	370	18.36%	1645	967	127	243	101	0	0	0.00%	\$0.00	\$21,625.00	\$58.45	\$10.73
2025 June	1950	0	1950	600	30.77%	1350	1824	207	393	221	0	0	0.00%	\$0.00	\$32,082.00	\$53.47	\$16.45
2025 July	2015	0	2015	1081	53.65%	934	3129	298	783	285	0	0	0.00%	\$0.00	\$58,973.00	\$54.55	\$29.27
2025 August	2015	0	2015	773	38.36%	1242	2297	220	553	198	0	0	0.00%	\$0.00	\$42,366.00	\$54.81	\$21.03
2025 September	1950	0	1950	250	12.82%	1700	578	61	189	109	0	0	0.00%	\$0.00	\$14,258.00	\$57.03	\$7.31
2025 October	975	0	975	18	1.85%	957	36	8	10	8	0	0	0.00%	\$0.00	\$960.00	\$53.33	\$0.98

BOARD & COMMITTEE MINUTES

SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

APRIL 16, 2025

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, APRIL 16 2025.

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

BOARD MEMBERS PRESENT:

Jon Woodhams, Geneva Township, Vice Chair
Jim Sankofski, Casco Township
Julian Allen, Covert Township
Ross Woodhams, alternate for City of South Haven
Fred Bower, Covert Township

BOARD MEMBERS ABSENT:

Mary Hosley, City of South Haven
Brent Nichols-Chair
Todd Jensen, South Haven Township

- I. **Agenda:** Julian Allen motioned to approve the agenda for the APRIL 16, 2025, Airport Board Meeting. Ross Woodhams seconded this motion. **All voted in favor. The motion to approve the agenda carries. YEA 5 / NA 0**

- II. **Public Comments:** Mrs. Goldner brought to the Airport Board's attention that a dead deer lay in the ditch at the intersection of 16th Ave and 72nd St, on Airport property.

Julian Allen motioned to approve the consent agenda, and Fred Bower seconded this motion:

Consent Agenda:

Expenses from:

- MARCH 2025 Totaling: \$56,351.93
- Manager's report dated: APRIL 16, 2025
- Minutes of MARCH 19, 2024

A roll call vote to approve the consent agenda was taken and **all voted in favor. The motion carries. YEA 5 / NA 0**

- III. **Committee Reports:** Financial Committee met on 3/24/2025 to plan the financial budget for the next fiscal year.

IV. Old Business:

None

V. New Business:

None

IV. Member Comments:

None

Julian Allen moved to adjourn the meeting Ross Woodhams seconded this motion. The meeting was adjourned at: 7:40pm

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

Fred Bower, Covert Township
Julian Allen, Covert Township
Jim Sankofski, Casco Township
Nancy Kelley, Treasurer
John Carlson, Secretary

Covert Township Park Advisory Committee

Thursday April 17 2025

Meeting Minutes

Meeting called to order by Chair C. Zwenger at 4:30 PM

Present: W. Rendell, C. Zwenger, W. Pritchard, J. Snow, and E. Wilborn

Absent: None

Others Present: Park Manager Austin Forgrave

Agenda:

Motion by W. Pritchard seconded by E. Wilborn to approve the agenda as presented.
Motion Carried.

Public Comment:

None.

Secretary's Report:

Motion by W. Pritchard seconded by J. Snow to approve the February 20, 2025 meeting minutes as presented.
Motion Carried.

Old Business:

Cabin purchase update:

Austin said that the two new cabins are set to arrive in June, and they are already advertising them for rent.

Park Manager report:

Austin told us that the contractor installing the North boardwalk was almost done and should be done before very long.

Austin said that the water is turned on and they are ready for the park opening tomorrow, April 18th.

Update on Pavilion:

Discussion was had on the construction that is under way on our new pavilion. We observed and discussed that the roof pitch was not what we had recommended and the Township Board had approved.

Motion by W. Rendell seconded by J. Snow to have C. Zwenger write a letter to the Township Board regarding the pitch of the roof.

New Business:

Budget:

W. Pritchard presented the expenses and income for physical year 2024 and discussion was had on how physical year 2025 would differ from year 2024 and how we could use this to present a tentative budget to the Township Board.

W. Pritchard will work on resolving some of our questions and have the information for our May meeting.

5-Year pard plan:

After discussing this for a few minutes we decided that due to the how late it was getting we would table this until our May meeting.

Other Business:

None

Next meeting date:

Next regular Meeting – May 15, 2025 at 4:30 PM

Adjournment:

Motion to adjourn at 6:30 PM

Respectfully Submitted:

Wayne Rendell, 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, Barbara Bainbridge, Patrice Jackson

Members Absent: Daywi Cook, Michelina Dominguez

Motion by P. Jackson, supported by R. Job, to approve the agenda.

Yes: 3, No: 0, Absent: 2 - CARRIED

PUBLIC COMMENT: Renee Hostetler of Van Buren ISD discussed her contact with a science teacher at the Covert middle school who is interested in helping with regular weeding of the beds. Class availability is from 12:45-2:40 pm, can work any time we have into their schedule until school ends June 9, then resume when school resumes in late August.

NEW BUSINESS

Approve 3/28/25 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 April Volunteers Day 7 volunteers total showed up: R. Job, B. Bainbridge, R. Hostetler, D. Cook, J. Cook, A. Dambrowski, M. Dambrowski. All present agreed we need to call volunteers earlier in order to get more people available to come for future events. Event included adding soil to several beds, transplanting garlic, planting mustard, mesclun, beets, carrots, and several other items, as well as laying straw in the gardening paths for weed control.

Go Over Final Planting Map Tabled until May meeting since we didn't have the finalized planting map printed as of meeting's commencement.

Discuss May/June Volunteer Days Members agreed on a planting volunteer day of May 16 from 2-5pm, with a backup date of May 23 from 2-5pm if weather doesn't cooperate. June volunteer dates will be discussed during May meeting,

may need a harvesting day for peas, radishes, etc, potential planting of raspberry canes.

Brainstorming Signage, Etc. All present members agreed that D. Cook's submitted proposal for a plant/weed identification flip book would be ideal. P. Jackson suggested a potential plexiglass cover for additional weatherproofing. R. Hostetler particularly liked the "How to Eat/Recipes" suggestion, thinks it's a good value add. P. Jackson suggests additional signage to the effect of "Take some for you and your family, leave the rest for others, and pull a few weeds while you're here!"

OTHER BUSINESS

None

Motion to adjourn by R. Job, supported by B. Bainbridge , at 4:53 PM.

Respectfully submitted by R. Job, Chair
Next Meeting Friday, May 30, 2025 at 4:00 PM

COVERT TOWNSHIP HISTORICAL MUSEUM ADVISORY COMMITTEE

SPECIAL STRATEGIC PLANNING MEETING

Thursday, April 3, 2025, at 10:00 A.M.

COVERT TOWNSHIP HALL, 73943 E. LAKE STREET, COVERT, MI 49043

Purpose: This is the third of a series of meetings to create a strategic plan to focus projects and overall goals of the Covert Historical Museum.

DRAFT Meeting Minutes

1. Call to Order

The meeting was called to order by M. Clayton at 10:00 am

2. Attendance

Present: L. Brigham, M. Clayton, D. Cook

Absent: M. Bennett, V. Bury

Also Present: W. Fluharty, *Strategic Planning Moderator*

4. Public Comments: None

5. Strategic Planning Session #3

W. Fluharty led an exercise in which the main points of our newly refined "purpose" statement could translate to action items. We chose to focus on four key goals:

- Connecting the past to the present
- Preservation
- Exploration
- Story Telling

Action items were derived from these goals and prioritized based on immediate needs and long term goals.

Exhibit Design was discussed as an important action item. Resources, such as local educational organizations, were identified.

Mr. Fluharty will produce a document capturing the results of our three strategic planning sessions to be presented at a regular meeting of the Museum Advisory Committee.

10. Adjournment

Motion by M. Clayton to adjourn at 12:00 PM.

Next Regular Meeting of the HISTORICAL MUSEUM ADVISORY COMMITTEE is scheduled for April 16, 2025.

Respectfully submitted by D. Cook, Secretary

**COVERT TOWNSHIP
HISTORICAL MUSEUM ADVISORY COMMITTEE
MINUTES – APRIL 16, 2025 REGULAR MEETING**

The meeting was called to order at 10:42 a.m. by Marjorie Clayton.

Roll Call	Present:	Marjorie Clayton Lois Brigham Val Bury Mia Bennett
------------------	----------	---

Absent: Daywi Cook

Approve Agenda M. Bennett moved to accept the agenda with the modifications discussed. M. Clayton seconded the motion and the motion passed.

Public Comment	A question was asked about how the visioning sessions were going.
-----------------------	---

Approve March 19, 2025 Draft Minutes M. Bennett moved to accept the March 19, 2025 minutes. L. Brigham seconded the motion and the motion passed.

OLD BUSINESS

Visioning Session	The minutes from the visioning sessions were reviewed. Follow up needed to confirm if a final wrap up session will be held.
--------------------------	---

Budget and Capital Improvements	The budget and capital improvement draft budget was approved at the last advisory committee meeting for submission to the Covert Township Board for approval.
--	---

Local Blacksmith Demonstration	John LaPlante was emailed and asked to confirm if he would be available in either July or August in order to coordinate the demonstration with the Covert Summer School Program. Awaiting his response.
---------------------------------------	---

NEW BUSINESS

Memorial Day Parade Participation	M. Bennett moved that the museum participate in the 2025 Covert Memorial Day Parade and have the two Covert students from last year carry the museum banner. M. Clayton seconded the motion and the motion passed.
--	--

**Green Book
Exhibit**

M. Bennett discussed the idea of creating a Green Book exhibit displaying the Covert business establishments included in the Green Book. Discussion was had regarding the type of exhibit substrate material/display stands/cases the museum should use going forward for exhibits. A suggestion was made to create a "Coming Soon" bulletin board. L. Brigham and M. Bennett volunteered to prepare the bulletin board.

**Cleaning of
Museum for
Opening**

L. Brigham agreed to be the museum contact for coordinating to have the museum cleaned in the spring prior to opening and in September once the museum closes for the year.

**2025 Volunteer
Schedule**

The Tuesday volunteers will be M. Clayton and M. Bennett. The Friday volunteers will be M. Benham and J. Robinson. V. Bury will volunteer on an as needed basis.

Motion by M. Bennett to adjourn the meeting at 11:45 a.m.

Submitted by Mia Bennett

COVERT TOWNSHIP
PLANNING COMMISSION
MINUTES OF THE APRIL 16, 2025 REGULAR MEETING
6:30 P.M., COVERT TOWNSHIP 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 Dennison, to approve the agenda of the April 16, 2025 regular meeting, as presented. Motion carried unanimously.

Approval of Minutes – March 19, 2025 Regular Meeting

Motion by Taylor, seconded by Harding, to approve the minutes of the March 19, 2025 regular meeting, as presented. Motion carried unanimously.

Public Comment

No public comment was offered.

Public Hearing: Text Amendment – Short-Term Rentals (STRs)

Chair Rendell stated that the next matter to come before the Commission was consideration of the proposed amendment to Section 2.02 – Definitions and the proposed addition of Section 18.36 – Short-Term Rentals, Zoning Ordinance.

Chair Rendell opened the public hearing.

Harvey provided an overview of the draft text, referencing the Commission's final review of the amendments in March.

No public comment was offered on the matter and the public comment portion of the public hearing was closed.

The Planning Commission noted that the draft text has been fully reviewed and accurately reflects the discussions held by the Commission on the matter. Motion by Bury, seconded by Chair Rendell, to recommend Township Board approval of the proposed amendment to Section 2.02 and the proposed addition of Section 18.36 – Short-Term Rentals, as referenced in public hearing notice items #1 and #2 and presented in the 'public hearing draft' text. Motion carried unanimously.

New Business

Chair Rendell stated that no New Business was formally scheduled for consideration but that he wanted to take this opportunity in the agenda to seek clarification on how the Zoning Ordinance defines and regulates 'public roads', 'private roads', 'easements' and 'driveways'. . . specifically regarding land divisions and setback requirements.

Lengthy discussion ensued, including specifically the presence, history and regulation of private roads within the Township.

Ongoing Business

Master Plan/Coastal Management Plan

Chair Rendell stated that the Commission has provided review comments and held discussion on pages 1-54 (Chapters 1-5) of the draft Plan, including detailed reviews of the maps contained therein, since February.

He noted that it was agreed in March that the Commission would conduct individual reviews of pages 55-87 (Chapters 6 through 11) in preparation for continued discussion of the draft Plan at the April Planning Commission meeting.

The Planning Commission then proceeded to provide review comments and hold discussion on pages 55-73 (Chapters 6-8) of the draft document, including a partial review of the Future Land Use Map. (page 73)

Due to the lateness of the hour, it was agreed that the review of the remainder of the document (pages 73-87, Chapters 9-11) would be scheduled for the May Planning Commission meeting.

He again reminded that Commission members are encouraged to provide comments/corrections related to the mechanics of the document directly to Harvey (via a 'marked up' document).

Communications

No communications were provided.

Public Comment

No public comment was offered.

Adjournment

There being no further business to come before the Commission, the meeting was adjourned at 8:39 p.m.

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

OLD BUSINESS

PRECONSTRUCTION MEETING MINUTES

PROJECT: Community Park Project
CLIENT: Covert Township
CONTRACTOR: Compton, Inc.
DATE: March 5, 2025 at 11:30 AM

INTRODUCTIONS

Owner

- Covert Township
Address – Covert Township Hall, 73943 Lake Street, Covert, MI 49043
Project Location
Covert Community Park – M140 and 34th Street, Covert, MI 49043
Contact –Daywi Cook, Supervisor, (269) 767-6800 Mobile

Engineer

- Wightman
2303 Pipestone Road, Benton Harbor, MI 49022
Suzannah Deneau, Project Manager, (269) 214-7015 Mobile, sdeneau@gowightman.com
Eliza McCallum, Project Engineer, (605) 929-1963 Mobile, emccallum@gowightman.com

Contractor

- Compton, Inc.
PO Box 487, South Haven, MI 49090
Marc Compton, Owner, (269) 214-8932 Mobile, marc@comptonlandimprovement.com

ADDITIONAL CONTACTS

- Building Inspector
Chad Butler, Safebuilt, (970) 652-6560, cbutler@safebuilt.com
- City of South Haven
 - Dustin Guminski, Bella Haberski, Quentin Clark
- Covert Township Board
 - Wende Pritchard, Clerk

UTILITIES

- The contractor is required to coordinate his work with the utility companies. Refer to the specifications for each contract. **The contractor shall call MISS DIG prior to all work.**
- **Frontier 601 N. US131, Three Rivers, MI 49093 Lance Webley, 614-370-4046 not AT&T**

PROGRESS SCHEDULE

General

- Notice to Proceed.
- Requests for changes in the Contract must be submitted in accordance with the General Conditions.
- Holidays and Special Events – none, park is closed until completion
 - Signage Needs?
 - Snow fence around construction, Wightman will coordinate signage around park
- Completion Dates
 - Substantial completion changed to 4/15/25
 - Daywi to call playground supplier – Suzannah to give contact information



PRECONSTRUCTION MEETING MINUTES

- Submittals to be provided
 - Electrical need, no submittals for shingles
- Equipment staging areas
 - Immediate area around construction should be adequate
 - Parking spaces along 34th Street
- Coordination required with Township and Wightman to maintain access and emergency services during construction and minimize disturbances associated with construction.
- Project has several items for the Township to complete once this project contract completed

CONTRACTOR COORDINATION

- Emergency Services (Ambulance, Fire, Police)
- Preferred method of contact: Marc Compton, pCell 269-214-8932
- List of subcontractors provided
 - Concrete: Duran, Electric: Severance, Playground: We Build Fun, Building: Eagle Crest Builders

PERMITS

- Building Permit – to be submitted
 - Has not been submitted, needs to be soon
 - Send plans to Chad
- Marc will coordinate visits with Chad Butler
 - Mainly focus will be on the pavilion, owner of Eagle Crest to communicate with Chad
- SESC and EGLE permits not required
- Maintain copies of all permits on-site.

STATUS MEETINGS

- Final date, time, and frequency to be determined after review of progress schedule. Minimum of monthly meetings are expected.
 - Next meeting: 4/1 @ 9:30am, frequency every 3 weeks
 - Start date 3/10

SPECIFICATION HIGHLIGHTS

- Water Service, Drinking Fountain were removed from the project and two items had modified quantities, light pole and Sidewalk
- Security Camera contractor needs
 - Connect black rock with Severance

PAY ESTIMATES

- Quantities will be reviewed on-site with the contractor and a pay estimate completed monthly by the engineer. Contractor requested to approve and sign the pay estimate prior to the Covert Township.
- 10% retainage for work completed/earned amounts and for materials stored on site.
- Materials stored on site will be paid for provided they are properly stored and protected, and the engineer is provided a copy of the detailed billing for the material.
- Pay estimate review meetings will be coordinated with status meetings.
- At 5% completion, we pay out 50% of Mobilization, at 10%, we pay out another 25%, and at 50%, we pay out the final 25%



PRECONSTRUCTION MEETING MINUTES

RAP GRANT REQUIREMENTS

- Wage Rate Interviews for all contractors, please notify when different contractors onsite.
 - Wightman to talk to all subs for wage interviews
 - Listed under "heavy and building"

QUESTIONS / CONCERNS / INFO

- Send CAD files to Marc
- Send plans with Setbacks to Alton
- Marc to send paperwork to Ken Ark at Wightman biweekly
- Adding drinking fountain to the park will be assessed later
- Concrete to be tested
- Pine tree will be fenced in on site to avoid damage




Fw: Community Park Roof

From Daywi Cook <Supervisor@coverttwp.com>

Date Mon 5/5/2025 9:35 AM

To Marilyn Rendell <Treasurer@coverttwp.com>; Lonzey Taylor <Trustee2@coverttwp.com>; Barbara Rose <Trustee1@coverttwp.com>; Wende Pritchard <Clerk@coverttwp.com>

Cc Suzannah Deneau <sdeneau@gowightman.com>

 1 attachment (149 KB)

2025.03.05 Preconstruction Meeting Minutes.pdf;

Good morning,

I was able to get Suzannah, our project manager from Wightman, to visit the site first thing Friday morning. She happened to be out doing her visits at the two projects.

Her response and supporting meeting documents are attached.

In my conversation with Suzannah, it appears that there was miscommunication at the pre-construction meeting. I did not realize that giving the direction for the pavilion to be "just like the one at the campground" implied that the roof would be shingles. We do have it documented as shingles in the communication after the bid docs were accepted and awarded. The price of a metal roof versus shingles was virtually the same, and we did not pay for a metal roof. We also did not require drawings from the contractor, as the specs provided to our zoning and building inspector from the bid docs were sufficient to move forward.

Unfortunately, there isn't much to be done about the pitch of the roof unless we completely remove the roof and rebuild.

Suzannah will be attending our May meeting to brief the board on our three ongoing park projects to answer any questions of the board.

If there are ever any other concerns about ongoing projects, please let me know immediately. These projects are time sensitive and require immediate attention.

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: Suzannah Deneau <sdeneau@gowightman.com>

Sent: Monday, May 5, 2025 8:10 AM

To: Daywi Cook <Supervisor@coverttwp.com>

Subject: Community Park Roof

Daywi,

Thank you for letting me know about the roof in Community Park. I spoke with Marc and reviewed our notes from the preconstruction meeting. In this meeting, Marc asked about metal or shingle roof as the cost are very similar. We indicated to him that he should match the one in the existing park and that as long as colors were the same, he did not need to submit shop drawings. Based on that direction, we revised the specifications back to shingle roofing. I've attached the meeting minutes to this email. I'm sorry for the confusion. Thanks! Suzannah

Suzannah Deneau

MOBILE [269.214.7015](tel:269.214.7015)

2303 PIPESTONE ROAD, BENTON HARBOR, MI 49022

GOWIGHTMAN.COM





Date: April 30, 2025

To: Covert Township

ATTN: George

Project Name: 25-071-Covert Township Fire Department Footing Drain Outlet Repair

Description: The following is an estimate to furnish all labor, materials and equipment necessary to complete the following scope of work:

Excavate to install lift station system to pump water from footing drain that has been installed lower than existing outlet pipe, causing water to back up and dampen concrete in building as per site visit.

*Note, previous investigation/excavation was not able to determine condition/grade of pipe due to inability to get camera up stream far enough to verify footing drain issue. The existing repaired belly prevented the camera from making it to the footing drain. Upon return to site, the crew used a camera to televise to confirm serious elevation issues with footing drain tile and the outlet pipe. Previous excavation did repair the pipe bellies inhibiting some of the flow, but could not repair them all within that scope as noted in the exclusions reading: "repairs to the drain system upstream from pipe belly". See attached diagrams as for a visual explanation on the issues.

Inclusions:

- Mobilization- 1 LS- \$1,015
- Excavation & Lift Station Construction- \$10,140.50
 - Excavation to footing drain- 13' deep to bottom of footing
 - Install washed stone bottom
 - Install 24" Dual Wall Pipe Structure with fastened cover
 - Install Pump & associated exterior electrical outlet (pull from current exterior outlet boxes)
 - Will install pump with rope for future access & maintenance
 - Connect pump to previously installed cleanout riser
 - Backfill & compact
- Restoration- 1 LS \$1,632
 - Topsoil/Mulch Blanket/Seed disturbed area
 - Reinstall stone maintenance strip
 - Repair downspout outlet pipe

Exclusions:

- Asphalt Repairs
- Concrete Repairs
- Interior Pump Station
- Repairs to existing footing system

Lump Sum Price: \$12,787.50

Not to exceed

Note* Compton Inc shall not be held liable for any direct or consequential damages to the roadway pavement. Therefore the owner shall defend, indemnify and hold harmless Compton Inc. from any claims damages, or expenses arising as a result of the work. This price will be good for 90 days from date of quotation.

If you require any further proposal clarifications, please contact Marc at the listed contact information

We sincerely thank you for your consideration.

Marc Compton

Project Manager

(269)214-8932

marc@comptonlandimprovement.com

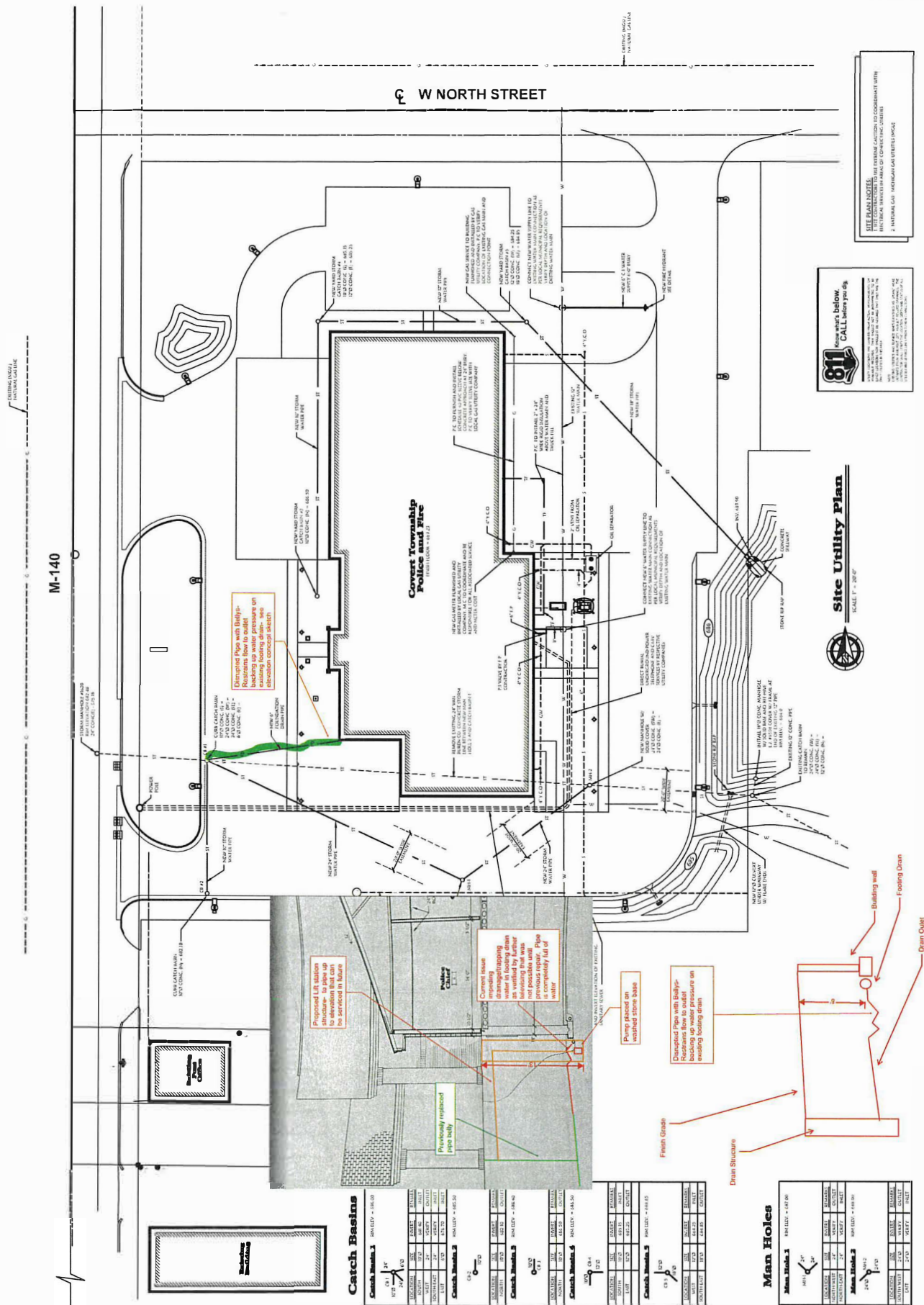
1201 8th Avenue - PO Box 487

South Haven, MI 49090

Phone: 269-637-5188

Fax: 269-637-7224

Email: Info@comptonlandimprovement.com



2
P.4

Water Meter D

NO SCALE

PR

FOR CONTINUATION OF
UNDERGROUND PIPING, SEE
MECH/PLUMBING SITE PLAN
SHEET P-1

PERFORATED, CORRUGATED 4"
FOOTING DRAIN WITH SAND
SOCK TYPICAL AS SHOWN THUS.

P.C. TO COORDINATE WITH
GEN'L. TRADES WHERE FOOTING
DRAINS PENETRATE FOOTINGS.
USE SOLID SCHED. 40 PVC AT FTG.
PENETRATIONS. (TYPICAL)

TO COORDINATE WITH
VL. TRADES WHERE FOOTING
DRAINS PENETRATE FOOTINGS.
USE SOLID SCHED. 40 PVC AT FTG.
PENETRATIONS. (TYPICAL)

SLOPE GRADE AWAY
FROM BUILDING

BASEMENT FLOOR
ELEVATION = 89'-6"

100'-0"

VINYL BASE

8" PRECAST CONC. PLANKS
W/ 2" CONC. TOPPING
(3000 PSI + FIBERMESH)
W/ 3 5/8" BRG.

14" ROUNDED CONC.
FOUNDATION WALL W/
#5'S AT 18" O.C. EA. WAY.
SEE FOUNDATION PLAN

CLEAN FILL SAND

EXISTING CLAY SOIL
TO REMAIN

3" CLEAR
TYPICAL

2" CLEAR
TYPICAL

EXPANSION JOINT
MATERIAL

4" CONC. FLOOR SLAB W/
6" x 6" W/ 1.4 x 1.4 W/W.F.
ON 6 MILL VAPOR BARRIER

FILTER FABRIC

3/4" STONE

89'-0"
T.O. FTG.

3/4" STO

Wall Section

COVERT TOWNSHIP

POST OFFICE AND SENIOR CENTER PARKING IMPROVEMENTS

PROJECT ADDRESS: 33845 M-140, COVERT, MI 49043



ISSUED FOR BID

APRIL 16, 2025

PROPRIETOR

NAME: COVERT TOWNSHIP
ADDRESS: 73943 E. LAKE STREET - P.O. BOX 35, COVERT, MI 49043
PHONE NUMBER: 269-754-8985

PROJECT DESCRIPTION

PARKING LOT UPDATES ADJACENT TO THE SENIOR CENTER AND POST OFFICE

QUANTITATIVE SUMMARY CHART

ADDRESS: 33845 M-140, COVERT, MI
TOTAL PROJECT ACREAGE: 0.96 AC (41,781 SF)

SENIOR CENTER

ACRES TO BE DEVELOPED: 0.08 AC (3,268 SF)
NUMBER OF STALLS, TOTAL: 45
NUMBER OF ADA ACCESSIBLE STALLS: 3

POST OFFICE AND DETENTION POND

ACRES TO BE DEVELOPED: 0.88 AC (38,513 SF)
ACRES OF NEWLY DEVELOPED SURFACE DIRECTED TO DETENTION POND: 0.37 AC (16,115 SF)
NUMBER OF STALLS, TOTAL: 22
NUMBER OF ADA ACCESSIBLE STALLS: 2



SHEET INDEX	
Sheet Number	Sheet Title
G1.0	COVER SHEET
C1.0	SITE REMOVALS AND PROTECTION PLAN
C2.0	SITE LAYOUT AND GEOMETRICS PLAN
C2.1	DETAILS

LOCATION MAP

SCALE: NOT TO SCALE

DLZ PROJECT NO. 2448-7805-00



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

GENERAL NOTES

THE CONTRACTOR SHALL CALL "MISS DIG" (1-800-483-1111) THREE WORKING DAYS, EXCEPT SATURDAY, SUNDAY, AND HOLIDAYS PRIOR TO COMMENCEMENT OF ANY WORK.
CONTRACTOR SHALL NOTIFY THE ENGINEER AT LEAST 48 HOURS IN ADVANCE OF BEGINNING CONSTRUCTION IN ORDER TO ADEQUATELY SCHEDULE INSPECTION FOR PROJECT.
THE IMPROVEMENTS COVERED BY THESE PLANS SHALL BE DONE IN ACCORDANCE WITH THE CITY OF DETROIT CODE OF ORDINANCES.

DLZ MICHIGAN, INC.
505 PLEASANT STREET, STE 103
ST JOSEPH, MICHIGAN 49085
PHONE: (269) 261-0744
WEBSITE: www.dlz.com

SITE DEVELOPMENT

SEEN DASH: PUA

Ordinance No. ____

COVERT TOWNSHIP

SANITARY SEWAGE DISPOSAL FACILITIES RATE AND MANDATORY CONNECTION ORDINANCE

Adopted _____

Effective _____

An Ordinance to regulate the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of sewage and wastes into the Covert Sanitary Sewer System; to provide for the connection to and the fixing and collection of rates and charges for the use of the Sanitary Sewer System; and to provide penalties for ordinance violations.

THE TOWNSHIP OF COVERT HEREBY ORDAINS:

ARTICLE I

TITLE & PURPOSE

Sec. 1.1. SHORT TITLE.

This Ordinance shall be known as the "Covert Sanitary Connection Ordinance" and may be cited as such.

Sec. 1.2. PUBLIC UTILITY RATE BASIS.

It is hereby determined to be desirable and necessary for the public health, safety, and welfare of the Township of Covert that all sanitary sewage disposal facilities in the Township be operated on a public utility rate basis in accordance with the provisions of Act 94, Public Acts of Michigan, 1933, as amended.

ARTICLE II

DEFINITIONS

Sec. 2.1 DEFINITIONS.

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

- (1) **B.O.D. OR BIOCHEMICAL OXYGEN DEMAND.** The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees C., expressed in PPM by weight.
- (2) **BUILDING DRAIN.** That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys said discharge to the Building Sewer, beginning five feet outside the inner face of the building wall.

Ordinance No. ____

- (3) **BUILDING SEWER.** The extension from the Building Drain to the Public Sewer or other place of disposal.
- (4) **CESSPOOL.** An underground pit into which raw Domestic Sewage or other untreated liquid waste is discharged, and from which the liquid seeps into the surrounding soil or is otherwise removed.
- (5) **C.O.D. OR CHEMICAL OXYGEN DEMAND.** The oxygen consuming capacity of inorganic or organic matter present in Sewage.
- (6) **COMPATIBLE POLLUTANT.** The pollutants which are treated and removed to a substantial degree by the Sewage Treatment Facility. These pollutants include but are not limited to B.O.D., S.S., pH and fecal coliform.
- (7) **COUNTY.** The County of Van Buren, Michigan.
- (8) **DISTRICT.** The general area located in the unincorporated Village of Covert in the Township and served by the System.
- (9) **DOMESTIC SEWAGE.** The liquid wastes from all habitable buildings and residences and shall include human excreta and wastes from sinks, lavatories, bathtubs, showers, laundries, and all other water-carried wastes of organic nature either singly or in combination thereof.
- (10) **DOSING SIPHON.** A bell and siphon arrangement which controls intermittent flow of effluent from the Dosing Tank into the Subsurface Disposal System according to the compression of air under the bell.
- (11) **DOSING TANK.** A watertight tank or receptacle used for the purpose of retaining the overflow of effluent from a Septic Tank, until discharged by a Dosing Siphon or pump.
- (12) **GARBAGE.** Solid wastes from the preparation, cooking, and dispensing of food, and from the handling, sale and storage of produce.
- (13) **HEALTH DEPARTMENT.** Van Buren County Health Department.
- (14) **INDUSTRIAL WASTES.** The liquid wastes, solids, or semisolids from industrial processes as distinct from Domestic Sewage.
- (15) **INSPECTION FEE.** The amount charged to each applicant by the Township at the time an application is made to the Township for connection to the System to cover the routine cost of inspecting and approving the physical connection of a Building Sewer to the Service Connection and the issuance of a connection permit.
- (16) **INSPECTOR** The Health Department or other person responsible for inspecting connections of Building Sewers to the Public Sewer or his duly authorized representative, as designated by the Township.

Ordinance No. ____

- (17) **MAY.** Is permissive.
- (18) **MG/L.** Milligrams per liter.
- (19) **MISCELLANEOUS USER FEE.** The amount charged to Users for miscellaneous services and related administrative costs associated with the System.
- (20) **NPDES PERMIT.** The National Pollution Discharge Elimination System Permit issued to the Township by the SWRC.
- (21) **NATURAL OUTLET.** Any outlet into a Watercourse, pond, ditch, lake or other body of surface or ground water.
- (22) **NORMAL STRENGTH.** Sewage or Wastes, the concentration of which do not exceed B.O.D. of 300 MG/L, S.S. of 300 MG/L and phosphorus of 10 MG/L, which have a pH between 6.5 and 9.5 and which do not contain a concentration of other constituents which will interfere with the normal sewage treatment process.
- (23) **NUISANCE.** Without limitation, any condition where Sewage or the effluent from any Sewage Disposal Facility is exposed to the surface of the ground; or is permitted to drain on or to the surface of the ground or into any Natural Outlet; or when the odor, appearance, or presence of this material has an obnoxious or detrimental effect on or to the senses and/or health of persons, or when it shall obstruct the comfortable use or sale of adjacent property.
- (24) **OPERATION AND MAINTENANCE.** All costs, direct and indirect, inclusive of all expenditures attributable to administration, Replacement and treatment and collection of Sewage and Wastes, necessary to ensure adequate treatment and collection of Sewage or Wastes on a continuing basis in conformance with the NPDES Permit, and other applicable regulations.
- (25) **pH.** The negative logarithm of the concentration of hydrogen ions in solution, in grams per liter.
- (26) **PPM.** Parts per million.
- (27) **PERSON.** Any individual, firm, company, association, society, corporation or group.
- (28) **PROPERLY SHREDDED GARBAGE.** Garbage that has been shredded or cut to such degree that all particles will be carried freely under the flow conditions normally prevailing in Public Sewers, with no particle greater than one-half inch in any dimension.
- (29) **PUBLIC HEALTH CODE.** Act 368 of the Public Acts of Michigan of 1978, as amended.
- (30) **PUBLIC SEWER.** The System, which is owned and controlled by the Township.
- (31) **REPLACEMENT.** Expenditures and costs for obtaining and installing equipment, accessories, or appurtenances which are necessary during the service of life of the System to maintain the capacity and performance for which the System was designed and constructed.

Ordinance No. ____

- (32) **REVENUES OR NET REVENUES.** shall be understood to have the meanings as defined in Section 3, Act 94, Public Acts of Michigan, 1933, as amended.
- (33) **SANITARY SEWER.** A Sewer which carries Sewage or Wastes. Storm, surface, and ground waters are not normally admitted to a Sanitary Sewer.
- (34) **SEEPAGE PIT.** A cistern or underground enclosure constructed of concrete blocks, bricks, or similar material loosely laid with open joints to allow Septic Tank overflow or effluent to be absorbed directly into the surrounding soil.
- (35) **SEPTIC TANK.** A watertight tank or receptacle used to receive Sewage or Wastes from flush toilets, sinks, lavatories, bathtubs, showers, laundry drains, and similar waste lines and is intended to provide for the separation of substantial portions of the Suspended Solids in such Sewage or Wastes and the partial decomposition by bacterial action of solids so separated.
- (36) **SERVICE CONNECTION OR LATERAL.** The extension of the Public Sewer laterally from the main collector sewer to the property line of parcel of property adjacent to the path of the Public Sewer.
- (37) **SEWAGE DISPOSAL FACILITIES.** Any Toilet Device, Cesspool, Seepage Pit, Septic Tank, Subsurface Disposal System, or other devices used in the disposal of Sewage or Human Excreta.
- (38) **SEWAGE OR WASTES.** Any combination of the water-carried wastes from residences, business buildings, institutions and industrial establishments, including Industrial Wastes and Domestic Sewage.
- (39) **SEWAGE TREATMENT FACILITY.** The physical plant designated to receive and treat the raw, untreated Sewage or Wastes of the properties located in the District and served by the System, including Septic Tanks, the Subsurface Disposal System, Dosing Tanks, Dosing Siphons, groundwater monitoring wells, earthwork, roadways and all appurtenances.
- (40) **SEWAGE WORKS.** All public facilities for collecting, pumping, treating and disposing of Sewage and Wastes, including all Service Connections, mains, the Sewage Treatment Facility and appurtenances.
- (41) **SEWER.** Any pipe, tile, tube or conduit for carrying Sewage or Wastes.
- (42) **SEWER RATES AND CHARGES.** The Inspection Fee, User Charge, User Surcharge, Miscellaneous User Fee and the civil penalty imposed pursuant to Section 3.4.
- (43) **SHALL.** Is mandatory.
- (44) **SLUG.** Any discharge of water, Sewage, or Industrial Wastes which, in concentration of any given constituent or in quality of flow, exceeds, for any period of time longer than fifteen (15) minutes, more than five (5) times the average twenty-four (24) hour concentration of flows during normal operation.
- (45) **S.S. OR SUSPENDED SOLIDS.** Solids either floating on the surface or suspended in water, Sewage or Wastes, or other liquids and which are removable by laboratory filtering and

Ordinance No. ____

biologic process.

- (46) **STORM SEWER OR STORM DRAIN.** A Sewer which carries storm or surface waters, or drainage, but excludes Sewage or Wastes and polluted Industrial Wastes.
- (47) **STRUCTURE IN WHICH SANITARY SEWAGE OR WASTES ORIGINATE.** A building in which toilet, kitchen, laundry, bathing or other facilities which generate water-carried sanitary sewage are used or are available for use for household, commercial, industrial or other purposes.
- (48) **SUBSURFACE DISPOSAL SYSTEM.** An arrangement for distribution of Septic Tanks effluent or overflow beneath the ground surface (also referred to as a "drainfield system" or a "soil absorption system").
- (49) **SWRC.** The State Water Resources Commission or any of its affiliates, the Michigan Department of Health, or Michigan Department of Natural Resources.
- (50) **SUPERVISOR.** The Supervisor of the Township or his or her authorized representative.
- (51) **SYSTEM.** The Sewage Works and Sewage Treatment Facility and all appurtenances thereto, known generally as the Covert Township Sanitary Sewer Sewage Disposal System No. 1.
- (52) **TOILET DEVICE.** Any device which generates Domestic Sewage.
- (53) **TOWNSHIP.** The Township of Covert, located in Van Buren County, Michigan, and/or its duly authorized agent or representative.
- (54) **TREASURER.** The Treasurer of the Township, or his or her duly authorized deputies, assistants or agents.
- (55) **U.S. EPA.** The United States Environmental Protection Agency which assures the protection of the environment by abating or controlling pollution on a systematic basis.
- (56) **UNIT OR UNITS.** A standard of measuring the relative quantity of Sewage or Wastes and the Benefits derived from the disposal thereof ordinarily arising from the occupancy of a single family residential dwelling unit (but such term shall not necessarily be related to actual use arising from any such dwelling unit) and shall be defined or determined from time to time by the Township through its Township Board. Said units are set forth in Appendix I to this Ordinance, according to the type of use to which the properties are put. Any use not enumerated in Appendix I shall, in the discretion of the Township Supervisor, upon authority of the Township Board, possess those Units which attached to the property based upon the most similar use enumerated in Appendix I.
- (57) **USER** The recipients of the services provided by the System including premises which are connected to and discharge Sewage or Wastes into the System and shall consist of the following classes:
 - a. "Residential User"- A User whose premises (i) are domiciles for single or multiple family use and (ii) discharge only Domestic Sewage.

Ordinance No. ____

- b. "Governmental User"- A User whose premises (i) are publicly-owned facilities performing local government functions (e.g. government office building, post office, library, school) and (ii) discharge only Domestic Sewage.
- c. "Commercial User"- A User whose premises (i) are privately owned and used to perform and/or sell services and/or products for profit (e.g. retail and wholesale stores, restaurants, motels, gasoline stations) and (ii) discharge primarily Domestic Sewage.
- d. "Institutional User"- A User whose premises (i) are owned by a non-profit organization pursuant to Section 501 of the Internal Revenue Code of 1986, as amended (e.g. churches, hospitals) and (ii) discharge primarily Domestic Sewage.
- e. "Industrial User"- A User whose premises (i) discharge more than the equivalent of 50,000 gallons per day (gpd) of Sewage or Wastes (which may, at the discretion of the Township, be exclusive to Domestic Sewage) and which is identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemented under one of the following divisions:

Division A. Agriculture, Forestry and Fishing

Division B. Mining

Division D. Manufacturing

Division E. Transportation, Communication, Electrical, Gas
and Sanitary Service

Division I. Services

(For purposes of this subparagraph, the equivalent of 50,000 gpd of Sewage or Wastes shall be determined on an actual volume basis or by the weight of B.O.D. or S.S. equivalent to that weight found in 25,000 gpd of Normal Strength Sewage or Wastes); or (ii) discharge Sewage or Wastes containing toxic pollutants or poisonous solids, liquids or gases in sufficient quantity either singly or by interaction with other wastes, to contaminate the sludge of the Sewage Works and Sewage Treatment Facility, or to injure or to interfere with any sewage treatment process, or which constitutes a hazard to humans or animals, creates a nuisance, or creates any hazard in or has an adverse effect on the water receiving any discharge from the Sewage Treatment Facility.

- (58) **USER CHARGE.** A charge based on Units levied on Users of the System for the User's proportionate share of the cost of Operation and Maintenance (including Replacement) and debt service on the debt incurred by the Township to acquire and construct the System.
- (59) **USER SURCHARGE.** A charge imposed on a User of the System who discharges Sewage or Wastes in excess of Normal Strength.
- (60) **WATERCOURSE.** A channel in which a flow of water occurs, either continuously or intermittently.

ARTICLE III

USE OF PUBLIC SEWERS REQUIRED

Ordinance No. ____

Sec. 3.1 DEPOSIT OF SEWAGE OR WASTES UPON PUBLIC OR PRIVATE PROPERTY.

No Person shall place, deposit, or permit to be placed or deposited in any unsanitary manner upon public or private property within the District any Sewage or Wastes.

Sec. 3.2 POLLUTED DISCHARGES TO NATURAL OUTLET.

No Person shall discharge to any Natural Outlet within the District any Sewage or Wastes, or other polluted waters except where suitable treatment has been provided in accordance with standards established by the SWRC, U.S. EPA and this Ordinance.

Sec. 3.3 FACILITIES CONSTRUCTED OR MAINTAINED BY PERSON.

Except as provided in this Ordinance, no Person shall construct or maintain in the District any Sewage Disposal Facilities.

Sec. 3.4 CONNECTION REQUIREMENTS & TIME LIMIT FOR CONNECTION

- A. The owners of all Structures in which Sanitary Sewage or Wastes originate, now situated or hereafter constructed within the District and abutting on any right-of-way, easement, highway, street, or public way in which there is now located or may in the future be located a Public Sewer of the Township, provided, that the Public Sewer is not more than two hundred (200) feet at the nearest point from the Structure in which Sanitary Sewage or Wastes originates, are hereby required at their expense to connect said structure's Building Sewer directly to the Public Sewer in accordance with the provisions of this Ordinance. The Township may require any such owners, pursuant to the authority conferred upon it by law or ordinance, to make such installations or connections.
- B. As a matter of public health, all connections to the Public Sewer required thereunder, shall be completed no later than ninety (90) days after the last to occur of the date of official notice by the Township to make said connections or the modification of a structure so as to become a Structure in which Sanitary Sewage or Wastes originates. Persons who fail to complete a required connection to the Public Sewer within such ninety (90) days period shall be liable for a civil penalty equal in amount to the User Charges that would have accrued and been payable had the connection been made as required.

Sec. 3.5 SERVICE PLATS.

Plats for premises located in the District and subdivided into four or more lots or parcels shall not be approved by the Township after the effective date of this Ordinance unless, without regard to the two hundred (200) foot requirement of Section 3.4, an extension to the Public Sewer is constructed to and serving all lots in the plat in compliance with the construction and capacity requirements of the Township as reviewed by the Township engineer, all at the cost of the owner of the premises. This is intended to implement the provisions of the Subdivision Control Act of 1967 (Act 288 of the Public Acts of Michigan of 1967, as amended).

Sec. 3.6 FAILURE TO CONNECT.

A Person who fails to complete a connection to the Public Sewer required by this Article shall be subject to notice and the rights of the Township under the Public Health Code to bring action for a mandatory injunction or suitable court order to compel such connections.

Ordinance No. ____

ARTICLE IV

PRIVATE SEWAGE DISPOSAL

Sec. 4.1 PUBLIC SEWER NOT AVAILABLE.

If a Public Sewer is not available to a parcel of land located in the District under provisions of Article III, the Building Sewer shall be connected to private Sewage Disposal Facilities constructed in compliance with requirements of the Health Department, the Public Health Code and the SWRC.

Sec. 4.2. OPERATION AND MAINTENANCE OF FACILITIES.

The owner shall operate and maintain the private Sewage Disposal Facilities in a sanitary manner at all times, at no expense to the Township.

Sec. 4.3 ADDITIONAL REQUIREMENTS.

No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by the Township, the Health Department, the SWRC or any other governmental agency with jurisdiction over the District.

Sec. 4.4 WHEN PUBLIC SEWER BECOMES AVAILABLE.

At such time as a Public Sewer becomes available to a parcel served by private Sewage Disposal Facilities, as provided in Article III, the Building sewer shall be connected to the Public Sewer in compliance with this Ordinance. The private Sewage Disposal Facilities shall be cleared of sludge, any kind of cover removed and be abandoned for sanitary use by filling with suitable materials, or otherwise required by the Health Department.

ARTICLE V

BUILDING SEWERS AND CONNECTIONS

Sec. 5.1 PERMIT REQUIREMENT.

No unauthorized Person shall uncover, make any connections with or opening into, use, alter, or disturb the Public Sewer without first obtaining a written permit from the Township.

Sec. 5.2 PERMIT APPLICATION.

A connection to the Public Sewer shall be made only by authorized contractor or plumber upon written authorization and a permit issued by the Township. Prior to said connection, the property owner or his agent shall submit a permit application to the Township. This permit application shall be on a special form furnished by the Township and shall be accompanied by payment of any civil penalty which has accrued pursuant to Section 3.4, above, payment of the applicable Inspection Fee, provision for payment of all costs relating to construction of the Service Connection or Lateral pursuant to Section 5.5 hereof, the plans and specifications of all plumbing construction within the premises, and any other information required by the Township.

Sec. 5.3 APPROVAL OF PERMIT APPLICATION.

Ordinance No. ____

The approval of permit application shall be subject to (a) compliance with all terms of this Ordinance, including all payments required by Section 5.2 hereof, and all orders, rules and regulations of the Health Department and the SWRC, (b) the availability of capacity in the System, including Compatible Pollutant capacity, and (c) compliance of the plans and specifications with the following standards for construction:

- (i) The Building Sewer and Service Connections shall meet the specifications prepared by the Township Engineer.
- (ii) The size of the Building Sewer shall not be less than four (4) inches in diameter.
- (iii) Whenever possible the Building Sewer shall be brought to the building at an elevation below the basement floor. No Building Sewer shall be laid parallel to and within three (3) feet of any bearing wall. Where this minimum depth cannot be obtained, the Building Sewer shall be laid at a minimum grade of one-quarter (1/4) inch per foot, sloping towards the Service Connection.
- (iv) In all buildings in which any Building Drain is too low to permit gravity flow to the Service Connection, the Sewage to be carried by the Building Drain shall be lifted by means acceptable to the Township and Discharged to the Service Connection.
- (v) Where the Public Sewer is more than twelve (12) feet deep measured from established street grade, a riser shall be constructed on the Public Sewer using methods and materials approved by the Township.
- (vi) All joints and connections shall be made gastight and watertight.

Connection of the Building Sewer to the Public Sewer shall conform to requirements of the building and plumbing code or other applicable rules and regulations of the Township. Any deviation from the prescribed procedures and materials must be approved by the Township.

Sec. 5.4 EXCAVATIONS, PIPE LAYING, AND BACKFILL.

All excavations, pipe laying, and backfill required for the installation of Building Sewers shall be done to conform to requirements and standards approved by the Township. No backfill shall be placed until the work has been inspected and approved by the Inspector. Cinders shall not be used as backfill.

Sec. 5.5 CONNECTION TO PUBLIC SEWER.

The connection of the Building Sewer to the Public Sewer shall be made at the Service Connection. If no Service Connection is available, the owner(s) of the Parcel shall be responsible for payment of all costs related to construction and installation of the Building Drain, Building Sewer, and Service Connection, connection of the Building Sewer to the Service Connection including, but not limited to, the purchase of the pipe and associated structures, actual costs of construction, backfill, restoration, and replacement. The Township's engineer shall determine the exact location and method of cutting into the Public Sewer to install the Service Connection and the materials to be used.

Sec. 5.6 CONNECTION OF SURFACE RUNOFF OR GROUNDWATER.

No Person shall make connection of roof downspouts, exterior footing or foundation drains, areaway drains, storm drains, or other points of entry of surface runoff or groundwater to a Building Sewer or Building Drain which in turn is connected directly or indirectly to the Public Sewer.

Ordinance No. ____

Sec. 5.7 EXCAVATIONS.

All excavations for Building Sewer installation and connection to the public Sewer shall be adequately guarded with barricades and lights so as to protect the public from hazard, streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored at the cost of the property owner in a manner satisfactory to the Township.

Sec. 5.8 COST OF INSTALLATION AND CONNECTIONS; INDEMNIFICATION.

All costs and expenses incidental to the installation and connection of the Building Sewer to the Public Sewer shall be borne by the owner of the property being connected. No such work shall be commenced before such owner obtains the necessary permission to work in the public right of way from the Township and the County Road Commission. Said owner shall indemnify the Township from all loss or damage that may directly or indirectly be caused by the installation and connection of the Building Sewer to the Public Sewer.

Sec. 5.9 INSPECTION.

The applicant for a Building Sewer permit shall notify the Inspector when the Building Sewer is ready for inspection. If the Inspector determines that the Building Sewer has been constructed and installed pursuant to this Ordinance and, the permit issued by the Township, the Building Sewer shall then be connected with the Public Sewer under the observation of the Inspector.

Sec. 5.10 COST OF REPAIRS, ETC. TO EXISTING BUILDING SEWERS.

The cost of all repairs, operation, maintenance and replacement of existing Building Sewers and their connection to Public Sewers shall be borne by the property owner. Such owner shall make application to perform such work to the Township.

Sec. 5.11 COST OF REPAIRS, ETC. TO THE SYSTEM.

The cost of all repairs, Operation and Maintenance and Replacement of the System shall be borne by the Township as part of the Township's budgeted annual expense of the System, subject to the right of the Township to impose a Miscellaneous Customer Fee in accordance with Section 7.10, below.

ARTICLE VI

USE OF THE PUBLIC SEWERS

Sec. 6.1 UNPOLLUTED DISCHARGES TO THE PUBLIC SEWER.

No Person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to the Public Sewer. No Storm Sewer or Storm Drain shall be connected directly or indirectly to the Public Sewer.

Sec. 6.2 UNPOLLUTED DRAINAGE.

Storm water and all other unpolluted drainage shall be discharged to the ground surface or to a Natural Outlet approved by the Township or the SWRC.

Sec. 6.3 PROHIBITED DISCHARGES.

Ordinance No. ____

Except as hereinafter provided by specific limits stated in the Ordinance, no Person shall discharge or cause to be discharged any of the following described Sewage or Wastes to any Public Sewer:

- (a) B.O.D. in excess of 300 MG/L.
- (b) C.O.D. in excess of 450 MG/L.
- (c) Chlorine demand of 15 MG/L.
- (d) Explosive liquid, solid or gas, benzene, naphtha, fuel oil, or other flammable material.
- (e) Any Garbage which is not Properly Shredded Garbage.
- (f) Grease, oils, wax, fats, or any other substances that will solidify or become viscous in the Sewer at temperatures between 32 degrees F and 150 degrees F.
- (g) Substances which tend to settle out in the Sewer, causing stoppage or obstruction to flow.
- (h) Liquids which are corrosive.
- (i) Insoluble, solids, or viscous substances such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, tar, feathers, plastics, wood, hair, paunch manure.
- (j) Any noxious or malodorous gas or substance capable of creating a public Nuisance.
- (k) Substances having a pH less than 6.5 or greater than 9.5.
 - (1) All toxic, poisonous or radioactive wastes exceeding limits established by applicable state and federal regulations.
- (m) Any substance harmful to the System.
- (n) Any live animals or fish.
- (o) Suspended Solids in excess of 300 MG/L.
- (p) Wastes having a temperature less than 32 degrees for greater than 150 degrees F.
- (q) Phosphorus in excess of 10 MG/L.

Sec. 6.4 WASTES WHICH WOULD CAUSE EFFLUENT TO EXCEED DISCHARGE LIMITS.

No Person shall discharge or cause to be discharged to the System any Sewage or Wastes which would cause effluent from the Sewage Treatment Facility to exceed discharge limits established in the NPDES permit issued to the Township for operation of the System.

Sec. 6.5 TOWNSHIP ACTION TO PREVENT HAZARD OR NUISANCE.

If any Sewer or Wastes are discharged, or are proposed to be discharged to the Public Sewer, and such

Ordinance No. ____

Sewage or Wastes contain the substances or possess the characteristics enumerated in Section 6.3, and which in the judgment of the Township may have a harmful effect upon the Sewage Works or Sewage Treatment Facility, or receiving waters, or which otherwise create a hazard to life or constitute a public Nuisance, the Township may take the actions necessary to:

- (a) Reject the Sewage or Wastes from the Public Sewer;
- (b) Require pre-treatment to an acceptable condition for the discharge of the Sewage or Wastes to the Public Sewers;
- (c) Require control over the quantities and rates of discharge; or
- (d) Require payment to cover the added cost of handling and treating the Sewage or Wastes pursuant to Section 7.2 hereof.

If the Township permits the pre-treatment or equalization of Sewage or Waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Township, the Health Department, the SWRC, and subject to the requirements of all applicable codes, ordinances, regulations and laws. No construction of pre-treatment facilities shall take place until all necessary approvals are obtained in writing.

Sec. 6.6 PRELIMINARY TREATMENT OR FLOW EQUALIZING FACILITIES.

Where preliminary treatment or flow equalizing facilities are provided for any Sewage or Wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at no expense to the Township.

Sec. 6.7 SPECIAL AGREEMENT BETWEEN TOWNSHIP AND INDUSTRIAL USER.

No statement contained in this Article shall be construed as preventing any special agreement or arrangement between the Township and any Industrial User whereby Industrial Wastes of unusual strength or character may be accepted by the Township for treatment, subject to payment of a User Surcharge by the Industrial User.

Sec. 6.8 SPECIAL AGREEMENT BETWEEN TOWNSHIP AND OTHER MUNICIPALITY.

No statement contained in this Article shall be construed as preventing any special agreement or arrangement between the Township and any other municipality whereby Sewage or Wastes from the municipality may be accepted by the Township for treatment, subject to payment therefore, by the municipality.

Sec. 6.9 INTERCEPTORS.

Grease, oil, and sand interceptors shall be provided by and at the cost of Users of the System when determined by the Township to be necessary for the proper handling of Sewage or Wastes containing ingredients described in Section 6.3 hereof. All interceptors shall be (a) of the type and capacity prescribed by the Township, (b) located so as to be readily and easily accessible for cleaning and inspection, (c) constructed of impervious materials capable of withstanding abrupt and extreme changes in temperature, and (d) of substantial construction, watertight, and equipped with easily removable covers which when bolted in place shall be gastight and watertight. Interceptors shall not be required for Residential Users for private living quarters or dwelling units.

Ordinance No. __

Sec. 6.10 CONTROL MANHOLE.

When required by the Township, the owner(s) of any property serviced by a Building Sewer carrying Industrial Wastes shall install a suitable control manhole in the Building Sewer. The purpose of this control manhole shall be to enable observation, sampling, and measurements of the Industrial Wastes. Such manhole shall be in a location approved by the Township, shall be easily accessible, and shall be constructed in accordance with plans and specifications approved by the Township and the Township Engineer. Installations of the control manhole, sampling equipment and other appurtenances required by the Township shall be at the expense of the property owner. The owner shall also maintain the control manhole and appurtenances in a safe and accessible manner at all times.

Sec. 6.11 MEASUREMENTS, TESTS AND ANALYSIS.

All measurements, tests and analyses of characteristics of industrial Wastes shall be conducted on samples obtained at the control manhole. Where no specific control manhole has been constructed, the control manhole shall be considered to be the in the nearest downstream manhole in the Public Sewer to the point at which the Building Sewer is connected.

Sec. 6.12 DETERMINING SEWAGE OR WASTE CHARACTERISTICS.

All measurements, test, and analyses of Sewage or Waste characteristics described in this Article shall be determined in accordance with the current "Standard Methods for the Examination of Water and Sewage," as published by the American Public Health Association.

ARTICLE VII

SEWER RATES AND CHARGES

Sec. 7.1 OPERATION AND MAINTENANCE.

The operation and maintenance of the System shall be under the general supervision and control of the Township, subject to the terms of the financing contract for the Covert Township Sewage Disposal System No. 1. The Township has retained the exclusive right to establish, maintain, and collect rates and charges for sewer collection and disposal service, and the Township Board may employ such person or persons in such capacity or capacities as it deems advisable and may make such rules, orders, and regulations as it deems advisable and necessary to assure the efficient establishment, maintenance, and collection of such rates and charges.

Sec. 7.2 RATES, CHARGES AND ENFORCEMENT.

Rates to be charged for services furnished by the system shall be as follows:

- A. **Sewer Use Charges.** The Township Board may revise rates for sewer service from time to time by resolution. Sewer users shall be charged a rate of \$125 per quarter per Unit. Units are defined in Appendix I. This rate may be increased up to five (5) percent per quarter by adoption of a resolution by the Township Board, as necessary to ensure sufficiency of revenues in meeting the expenses of the System. Commercial users shall be subject to a Non-Resident User (NEU) rate, determined based on metered usage and as established by the Township Board.

Ordinance No. __

- (1) The User Charge imposed pursuant to this Section is applicable only to Users who discharge Normal Strength Domestic Sewage. A User who discharges toxic pollutants or Sewage or Waste into the System that do not qualify as Normal Strength Domestic Sewage shall also pay a User Surcharge determined pursuant to subsection B., below, for each day such toxic pollutants or non-qualifying Sewage or Waste is discharged.
 - (2) As of the date of adoption of this ordinance, it is determined that no Users of the System are Industrial Users. Before the Township permits any Industrial User to connect to the System in the future, the Township shall take the necessary action, including adoption of necessary ordinances, to comply with federal and state guidelines applicable to the collection and treatment of industrial Wastes.
 - (3) User Charges shall begin to accrue as of the first day of the first month following connection of the Building Sewer to the public Sewer in accordance with Article V.
- B. **User Surcharge.** The User Surcharge payable pursuant to subsection A(1), above, shall be determined by resolution of the Township Board and shall be sufficient to provide for the proportional distribution of the increased expense of Operation and Maintenance of the System to each User contributing toxic pollutants or Sewage or Waste that does not qualify as Normal Strength Domestic Sewage. Factors such as Sewage or Waste strength, volume, and delivery flow rate characteristics shall be considered and included as a basis for determining the User Surcharge.
- C. **Connection Charge.**
- (1) **Direct Connection.** For each direct connection to lines of the System there shall be charged a fee of \$2,000.00 per unit as defined in Appendix I.
 - (2) **Indirect Connection.** In order to defray the proportional share of the cost of treatment facilities, sewer lines, and pumping stations, for each indirect connection to the System there shall be charged a fee of \$1,000.00 per unit as defined in Appendix I. An indirect connection shall be defined as one made to existing lines or lines added to the System after its original construction.
- D. **Equivalent User Factor.** Each premises shall pay the above charges multiplied by a factor representing a ratio of sewage use by such class of premises to normal single-family residential use, as defined in Appendix I.
- E. **Permit Fee.** A permit fee of \$50.00 shall be charged for each connection.
- F. **Special Rates.**
- (1) For miscellaneous or special services which a special rate shall be established, such rates shall be fixed by the Township Board.
 - (2) Upon showing of need and lack of any other means to pay the connection charge, permit fee, or hookup fees charged by any contractor, the Township of Covert may advance such costs upon conditions it deems prudent so as to be able to secure and collect such sums and to preserve the integrity of the System. Such methods of collection shall include but not be limited to mortgages, security interests, liens on the property which may be treated the same as unpaid taxes, or other secured methods of

Ordinance No. ____

payment.

(2)(3) All new and existing commercial users shall be responsible for installing a control manhole and flow metering device, subject to approval and inspection by the Township's designated engineering authority. These users shall be billed based on a Non-Equivalent User (NEU) rate structure as determined by the Township Board.

Formatted: Indent: Left: 0.34", Hanging: 0.5", Right: 0", Line spacing: single, No bullets or numbering, Tab stops: Not at 1.21"

- G. **Enforcement.** The charges for services, under the provisions of Section 21, Act 94, Public Acts of Michigan, 1933, as amended, are made a lien on all premises served thereby. Unless notice is given that a tenant is responsible, the notice of charges for services is hereby recognized to constitute such lien. Whenever any such charge against any piece of property shall be delinquent for ninety (90) days by the end of the third quarter of the calendar year, the Township official or officials in charge of collection thereof shall certify annually on September 1st by September 30th of each year to the tax-assessing officer of the Township the facts of such delinquency. Such charge shall be entered upon the next tax roll as a charge against such premises. The charge shall be collected and the lien thereof enforced in the same manner as general township taxes against such premises are collected and the lien thereof enforced. ~~Provided, however, where notice is given that a tenant is responsible for such charges and service, no further service shall be rendered such premises until a cash deposit in the amount of at least \$150.00 shall have been received by the Township as security for payment of such charges and service. The Township shall have the discretion but not the duty to notify the landlord or property owner where a tenant who is responsible for such charges neglects or refuses to pay such charges when due.~~

~~In addition to the foregoing, the Township shall have the right to shut off sewer service to any premises for which charges for sewer service are more than ninety (90) days delinquent, and such service shall not be re-established until all delinquency charges and penalties and a turn-on charge, to be specified by the Township Board have been paid. Further, such charges and penalties may be recovered by the Township by court action or such other action as set forth herein.~~

Formatted: Indent: Left: 0.96", First line: 0"

Sec. 7.3 NO FREE SERVICE.

No free service shall be furnished by said System to any person, firm or corporation, public or private, or to any public agency or instrumentality.

Sec. 7.4 ADMINISTRATION AND OPERATION EXPENSES.

Sewer rates shall be determined by resolution of the Township Board and shall be estimated to generate sufficient revenue to cover all operation, maintenance, and administrative expenses associated with the sanitary sewer system, including but not limited to salaries, repairs, inspections, and insurance.

Formatted: Indent: Left: 0.17"

~~The rates hereby fixed are estimated to be sufficient to provide for the payment of the expenses of administration and operation, such expenses for maintenance of said System necessary to preserve the same in good repair and working order, to provide for the payment of the debt service obligations of the Townships, and to provide for such other expenditures and funds for said System as this Ordinance may require. Such rates shall be fixed and revised from time to time as may be necessary to produce these amounts.~~

Sec. 7.5 OPERATING YEAR.

Ordinance No. ____

The System shall be operated on the basis of an operating year commencing on July 1 and ending on the last day of June next following.

Sec. 7.6 REVENUES.

The revenues of the System shall be ~~set aside as collected and~~ deposited in a separate designated depository account at ~~First of America Bank Michigan, or its successor,~~ a bank duly qualified to do business in Michigan, ~~in an account to be designated. Said account shall be identified as SEWER SYSTEM RECEIVING FUND (hereinafter referred to as "Receiving Funds").~~ Said ~~Revenues collected in the Sewer Fund shall be utilized so deposited shall be transferred from the Receiving Fund periodically,~~ in the manner and at the times hereafter specified.

- A. **Operation and Maintenance.** ~~Out of revenues in the Receiving Fund, a sum shall be set aside quarterly. Sufficient funds shall be retained in the Sewer Fund~~ to provide for the payment of the next quarter's expenses of administration and operation of the system and such expenses for maintaining the System in good repair and working order.
- B. **System Payment.** ~~Out of revenues, and after the set aside of funds for~~ After providing for the Operation and Maintenance of the system, a sum shall be set aside quarterly ~~sufficient funds shall further be retained in the Sewer Fund~~ to provide for the payment of the Township's obligations for financing the System. Should the revenues of the System prove insufficient for this purpose, such revenues may be supplemented by any other funds of the Township legally available for such purpose.
- C. **Replacement and Improvement.** ~~Out of revenues in the Receiving Fund and after the set aside of funds~~ After providing for the for Operation and Maintenance and System Payment, ~~sufficient funds shall further be retained in the Sewer Fund~~ a sum shall be set aside to provide for making major repairs and replacements, improvements, extensions, and enlargements to the System. The amount of funds to be set aside for this purpose shall be determined by the Township Board.
- D. **Surplus Moneys.** Moneys remaining in the ~~Receiving Sewer~~ Fund after full satisfaction of the requirements for operation and maintenance, System payment, and replacement and improvement, may, at the option of the Township Board, be ~~transferred to an Improvement Fund, or be used in connection with any other project of the Township reasonable related to purposes of the System.~~
- E. **Bank Accounts.** All money belonging to the System fund may be kept in one bank account. In the event the moneys shall be allocated on the books and records of the Township within the single bank account.

Sec. 7.7 INSUFFICIENT FUNDS.

In the event the moneys in the ~~Receiving Sewer~~ Fund are insufficient to provide for the current requirement of operation and maintenance, any moneys and/or securities in other funds of the System, except for debt payment funds, may be transferred for operation and maintenance to the extent of the deficit.

Sec. 7.8 INVESTMENT FUNDS.

Formatted: Not Expanded by / Condensed by

Formatted: Font: Bold

Formatted: Normal, Space Before: 0.3 pt, No bullets or numbering

Ordinance No. ____

Moneys in any fund or account established by provisions of this ordinance may be invested in obligations of the United States of America, in the manner and subject to the limitations provided in Act 94, Public Acts of Michigan, 1933, as amended. In the event such investments are made, the securities representing the same shall be kept on deposit with the bank or trust company having on deposit the fund or funds from which such purchase was made. Income received from such investments shall be credited to the fund from which said investments were made.

Sec. 7.9 HARDSHIP APPLICATION.

The owner or owners of a single-family residence in which residence said owner or owners reside and upon which a connection charge has been imposed may submit a hardship application to the Township seeking a deferment in the partial or total payment of the connection charge provided for herein based upon a showing of financial hardship, subject to and in accordance with the following:

- A. The owners of the premises shall, under oath, complete a hardship application provided by the Township Board and file said application, together with all other information and documentation reasonably required by the Township, with the Township Board not less than thirty (30) days prior to the due date of such charge. An application shall be completed and filed by each and every legal and equitable interest holder in the premises, excepting financial institutions having security interests in the premises.
- B. Hardship applications shall be reviewed by the Township Board and, after due deliberation of the application, the Township Board shall determine in each case whether there has been an inadequate showing of financial hardship, and shall immediately notify the applicants of said determination.
- C. An applicant aggrieved by the determination of the Township Board may request the opportunity to appear before the Township Board in person for the purpose of showing hardship and presenting any argument or additional evidence. A denial of hardship following such a personal appearance before the Township Board shall be final and conclusive.
- D. In the event that the Township Board makes a finding of hardship, the Township Board shall fix the time for payment or the amount of partial or total deferment of the charge imposed. The Township Board may require an annual filing of financial status by each applicant, providing that upon a material change of financial status of an applicant, said applicant shall immediately notify the Clerk of the Township so that a further review of the matter may be made by the Township Board. The period of the deferment shall automatically terminate upon the occurrences of any one of the following events:
 - (1) A change in the financial status of any applicant which removes the basis for financial hardship.
 - (2) A conveyance of any interest in the premises by any of the applicants, including the execution of a new security interest in the premises or extension thereof.
 - (3) The death of any applicant.

Upon the determination of the Township Board deferring all or part of the charges imposed, the owners of the premises shall, within one (1) month after such determination, execute and deliver to the Township, as the secured party, a recordable security instrument covering the premises to guarantee payment of the deferred amounts on or before the death of any of the applicants or, in any event, upon

Ordinance No. __

the sale or transfer of the premises. Said security interest shall guarantee payment of an amount necessary to cover all fees and charges deferred and all costs of installation and connection, if applicable. The consideration for said security interest shall be the granting of the deferment pursuant to this Ordinance.

Sec. 7.10 MISCELLANEOUS CUSTOMER FEE.

The Township shall, from time to time, establish and impose on one or more Users a Miscellaneous Customer Fee, as necessary, for miscellaneous service, repairs and related administrative costs associated with the System and incurred, without limitation, as a result of the intentional or negligent acts of such User or Users, including for example, excessive inspection services not covered by Inspection fee, costs of repairing and/or replacing a Service Connection and costs incurred by the Township to shut off and Turn on the Sewer Services.

Commented [DC1]: I left this here in case a scenario occurs in which we must install a shut off valve due to an emergency or other circumstance.

Sec. 7.11. INSPECTION FEE.

The Inspection Fee shall be determined from time to time by resolution by the Township and shall be based upon the actual cost to the Township of the Inspector.

Sec. 7.12. BILLING.

~~It shall be the duty of the Treasurer~~ A Township Official or Official Staff designated by the Township to shall bill and collect all Sewer Rates and Charges. The ~~Treasurer designee~~ shall mail each User a bill on or before the 10th day of the first month in the quarterly billing period. The bill shall separately itemize the Sewer Rates and Charges. Payment of the bill which is rendered by the Treasurer is due and payable on or before the 1st day of the second month in the quarterly billing period. Payment of said bill shall be made at a location designated by the Township Board. The quarterly billing periods shall correspond to the quarters of the ~~Township's fiscal year~~ calendar year.

Sec. 7.13. OUTSTANDING BALANCE.

CURRENT: If Sewer Rates and Charges are not paid on or before the due date then a time price differential of 5% per quarter or fraction of a quarter shall be charged on the outstanding balance until paid or entered on the tax roll. This may be revised by Township Board resolution. (ord. No. 26 eff. Sept. 14, 1989)

PRACTICE: If Sewer Rates and Charges are not paid on or before the due date, then a \$10 late fee shall be charged, unless revised by Township Board resolution.

ALTERNATIVE: If Sewer Rates and Charges are not paid on or before the due date, then a time price differential of 3% per month or fraction of a month shall be charged on the outstanding balance until paid or entered on the tax roll. This may be revised by Township Board resolution.

Sec. 7.14. UNPAID CHARGES.

If Sewer Rates and Charges are not paid on or before the due date, the Township, pursuant to Act 178 of the Public Acts of Michigan of 1939, as amended, may (i) discontinue services provided by the System by disconnecting the Building Sewer or inserting a shutoff valve in the Service Connection or Lateral, and the service so discontinued shall not be reinstated until all sums then due and owing, including time price differential, penalties, interest and all expenses incurred by the township for shutting off and turning on the service, shall be paid to the Township; (ii) institute an action in any

Commented [DC2]: Leave as an option in case we do install a shutoff valve in the future. We still have two other options available in addition to this.

Ordinance No. ____

court of competent jurisdiction of the collection of the amounts unpaid, including penalties, interest and reasonable attorney fees; or (iii) enforce the lien created in Section 709 below. These remedies shall be cumulative and shall be in addition to any other remedy provided in this Ordinance or now or hereafter existing at law or in equity. Under no circumstances shall action taken by the Township to collect unpaid Sewer Rates and Charges, time price differential, penalties and interest, invalidate or waive the lien created by Section 7.2.

ARTICLE VIII

POWERS AND AUTHORITY OF INSPECTORS

Sec. 8.1 POWER AND AUTHORITY OF INSPECTORS

The duly authorized representatives, employees or agents of the Township, including, but not limited to, the Supervisor, the Township's engineer, the Inspector, representatives of the Health Department and representatives of SWRC bearing proper credentials and identification shall be permitted to enter at any time during reasonable or usual business hours in and upon all properties in the District for the purpose of inspection, observation, measurement, sampling, testing and emergency repairs in accordance with the provisions of this Ordinance.

ARTICLE IX

PENALTIES

Sec. 9.1 WILLFUL DAMAGE TO SYSTEM.

No unauthorized Person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with, climb upon, or enter into any structure, appurtenance, or equipment of the System, including the Sewage Treatment Facility or connect or disconnect any Building Sewer to the System.

Sec. 9.2 NOTICE.

Except as provided in Section 9.1 hereof, any person found to be violating any provision of this Ordinance shall be served by the Township with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

Sec. 9.3 PENALTY.

Any person or entity responsible for a violation of this Ordinance, whether as an occupant, owner (by deed or land contract), lessee, licensee, agent, contractor, servant, employee, or otherwise, shall be liable as a principal. Each day that a violation exists shall constitute a separate offense.

Any violation of this Ordinance is hereby declared to constitute a public nuisance, and shall constitute a basis for such judgment, writ or order necessary to compel compliance with the Ordinance and/or to restrain and prohibit continuation of the violation, or other appropriate relief in any court of competent

Ordinance No. ____

jurisdiction, in addition to any other relief or sanction herein set forth or allowed by law, including but not limited to any emergency response cost.

A violation of this Ordinance is a municipal civil infraction as defined by Michigan statute and shall be punishable by a civil fine determined in accordance with the following schedule:

	Minimum Fine	Maximum Fine
- 1st Offense within 3-year period*	\$150.00	\$500.00
- 2nd Offense within 3-year period*	\$250.00	\$500.00
- 3rd Offense within 3-year period*	\$350.00	\$500.00
- 4th or More Offense within 3-year period*	\$500.00	\$500.00

*Determined on the basis of the date of commission of the offense(s).

Additionally, the violator shall pay costs which may include all expenses, direct and indirect, to which Covert Township has been put in connection with the municipal civil infraction. In no case, however, shall costs of less than \$10.00 or more than \$500.00 be ordered. In addition, the Township shall have the right to proceed in any court of competent Jurisdiction for the purpose of obtaining an injunction, restraining order, or other appropriate remedy to compel compliance with this Ordinance. Each day that a violation exists shall constitute a separate offense."

Sec. 9.4 NUISANCE PER SE.

Any Nuisance or any violation of this Ordinance is deemed to be a nuisance per se. The Township, in the furtherance of the public health, is hereby empowered to make all necessary repairs or take other corrective action necessitated by such nuisance or violation. The person who violated the Ordinance or permitted such nuisance or violation to occur shall be responsible to the Township for the Costs and expenses incurred by the Township in making such repairs or taking such action.

Sec. 9.5 LIABILITY.

Any Person violating any of the provisions of this Ordinance shall become liable to the Township and its authorized representatives for any expense, including reasonable attorney's fees, loss, or damage incurred by the Township by reason of such violation.

Sec. 9.6 REMEDIES CUMULATIVE.

The remedies provided by this Ordinance shall be deemed to be cumulative and not mutually exclusive.

ARTICLE X

VALIDITY

Sec. 10.1 REPEAL.

All ordinances or parts of ordinances in conflict herewith are hereby repealed. Any proceedings pending, including prosecutions for violations, under any previous provision being repealed hereby shall not be affected by this amendment and may be continued pursuant to said previous provisions. In addition, this Ordinance specifically repeals the following ordinances in their

Ordinance No. ____

entirety: Ord. No. 24, eff. Jan. 2, 1989, revised by Ord. No. 94, eff. May 21, 2017; & Ord. No. 26 eff. Sept 14, 1989, revised March 14, 2014.

Sec. 10.2 SEVERABILITY.

If any section, paragraph, clause, or provision of this ordinance shall be held invalid, the invalidity of such section, paragraph, clause, or provision shall not affect any of the other provisions of this Ordinance.

Sec. 10.2 CONFLICT.

All ordinances, resolutions, or orders, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Sec. 10.3 PUBLICATION.

This Ordinance shall be published once promptly after its adoption, in full, in the _____, a newspaper of general circulation within the boundaries of the Township and qualified under State law to publish legal notices. This Ordinance shall be recorded in the Ordinance Book of the Township and the recording shall be authenticated by the signatures of the Township Supervisor and the Township Clerk.

Sec. 10.4 EFFECTIVE DATE.

This Ordinance shall be in full force and effect thirty (30) days after its publication as provided by law.

Ordinance No. __

APPENDIX I

CALCULATION OF UNITS

RESIDENTIAL EQUIVALENT USER TABLE

All residential property shall be charged at a rate of one (1) Residential Equivalent Unit (REU) per single family dwelling unit. Multiple family dwelling units shall be charged at a rate of one (1) REU per family dwelling unit, regardless of configuration.

USER	Unit Factor
Single family residence, one dwelling unit per lot, parcel, or unit	1.00
Apartment	1.00 per dwelling unit within the apartment building
Condominium, site or otherwise	1.00 per dwelling unit

NON-RESIDENTIAL EQUIVALENT USER

In computing charges for commercial, industrial, or multiple residences (other than defined above), the number of units for which charges are made shall be determined by resolution of the Township Board. When the use of a building changes substantially the number of equivalent users for the new use, a supplemental tap-in fee will be assessed for the increased use.

Commented [DC3]: Once ordinance is approved, we can look at a resolution for each commercial user.

Fw: Sewer Ordinance - Revisions for Draft

From Daywi Cook <Supervisor@coverttwp.com>
Date Tue 4/8/2025 2:08 PM
To koches <koches@michigantownshiplaw.com>

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: Marilyn Rendell <Treasurer@coverttwp.com>
Sent: Wednesday, March 26, 2025 12:07 PM
To: Daywi Cook <Supervisor@coverttwp.com>; koches <koches@michigantownshiplaw.com>
Cc: Roxanne Seeber <seeber@michigantownshiplaw.com>
Subject: RE: Sewer Ordinance - Revisions for Draft

Comments in red.

Marilyn Rendell
Treasurer
Covert Township

73943 E. Lake Street
P.O. Box 35
Covert, MI 49043
269-764-5142
269-764-1771 (fax)

From: Daywi Cook <Supervisor@coverttwp.com>
Sent: Wednesday, March 26, 2025 10:05 AM
To: koches <koches@michigantownshiplaw.com>
Cc: Marilyn Rendell <Treasurer@coverttwp.com>; Roxanne Seeber <seeber@michigantownshiplaw.com>
Subject: Sewer Ordinance - Revisions for Draft

Hi Seth,

At the last meeting the board was able to make some decisions based on your/Roxanne's feedback:

- We have two commercial users that have their own meters that we use to determine billing based on a rate structure created years ago. (Whirlpool & FurnitureR). We need something in the ordinance that talks about new and existing commercial hook ups, in which they are responsible for installing a control manhole and meter, under the approval and inspection of our engineers, and subject to an NEU **REU** rate.
- Sec. 7.2.A We decided to remove a 5% quarterly cap to the rate increases. The Township Board may change rates upon resolution. We also need to add that commercial users will be charged an NEU **REU** rate.
- Appendix I stipulates that a resolution is needed to determine NEU **REU**. **Marilyn - can you please share our formula for determining the rates for Whirlpool/Brandywine and FurnitureR? Then lets draft two resolutions please.** **Billed quarterly after getting monthly readings from F&V:**
 Base charge of \$1,223.25 for 3 months @ 10,000 gallons per month (equals \$.041/gallon)
 Additional gallons @ \$25.20 per thousand (equals \$.0252/gallon)
- All mention throughout about shutting off service will need to be removed, as we cannot.
- Sec 7.2.G needs to be updated to reflect current practice (if we can). Property owners are billed quarterly, and anything delinquent by the end of the 3rd quarter goes on their property taxes. I assume this can also be done with commercial users - although we haven't been doing that for some reason. **Marilyn - under the current ordinance it looks like we can and should be putting delinquent sewer bills on commercial property tax statements.** **Already doing this.**
- 7.13 We agreed we need steeper late fees. For some reason we only charge \$10 per billing cycle, versus 5% per quarter as the ordinance dictates. Seth was going to see what other municipalities do and what is reasonable for us to charge and still motivate payment.

Also - here are the additional changes that were proposed before that will also need to be made:

- Sec 7.4 Administration and Operation Expenses; We are not fixing the rate here, but it would be good to mention that the rates determined by resolution of the Township Board will be estimated to be sufficient to cover all of the operation and administration of the system that are detailed here.
- Sec 7.6 remove reference to "First of America Bank, Michigan".
- Secc 7.6.A - We don't use a receiving fund (although we are "supposed" to per existing ordinance). I believe the purpose of this section is to establish processes to ensure funds collected are utilized to support the operation and maintenance of the system. **Marilyn - please share with Seth how the sewer fund is set up and processes for receiving.** My understanding is we simply collect payment in the same fund as expenses for the maintenance/admin and operation of the system. **That is correct. Also have a CD for money reserved if bond payment would be short.**
- Sec 7.12 Billing; Remove Treasurer as designated person to bill and collect revenues and replace with Township designated staff, or similar language.

Please let me know if you have any questions. Once you get the information from Marilyn, lets please get a final draft for our board to review. **Marilyn - if I am missing anything please let us know.**

TO TOWNSHIP BOARD:

Sewer Ordinance Late Fee - Please choose or decide on alternative fee structure

CURRENT ORDINANCE

5% per quarter

Sewer Charge per Quarter	New Balance	Fee	Day Late
125	\$ 131.25		5% 1 - 90 days
	\$ 137.81		5% 180 days
	\$ 144.70		5% 270 days
	\$ 151.94		5% 360 days

Any delinquent charges are assessed to property taxes after the third quarter of each calendar year.

CURRENT PRACTICE

\$10, one time late fee

Sewer Charge per Quarter	New Balance	Fee	Day Late
125	\$ 135.00	\$10	90 days
	\$ 135.00		0% 180 days
	\$ 135.00		0% 270 days
	\$ 135.00		0% 360 days

Any delinquent charges are assessed to property taxes after the third quarter of each calendar year.

SAMPLE ALTERNATIVE LATE FEE

3% per month, plus one time 4% Admin Fee

Sewer Charge per Quarter	New Balance	Late Fee	Admin Fee	Day Late
\$ 125.00	\$ 135.00	3%	4%	1 - 30 days
	\$ 139.05	3%		60 days
	\$ 143.22	3%		90 days
	\$ 147.52	3%		120 days
	\$ 151.94	3%		150 days
	\$ 156.50	3%		180 days
	\$ 161.20	3%		210 days
	\$ 166.03	3%		240 days
	\$ 171.01	3%		270 days
	\$ 176.14	3%		300 days
	\$ 181.43	3%		330 days
	\$ 186.87	3%		360 days

Any delinquent charges are assessed to property taxes after the third quarter of each calendar year.

Thank you!

Daywi Cook

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

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

Coverttwp.com

RE: Sewer Ordinance DRAFT & Notes

From Seth Koches <koches@michigantownshiplaw.com>

Date Fri 5/9/2025 11:31 AM

To Daywi Cook <Supervisor@coverttwp.com>

Cc Marilyn Rendell <Treasurer@coverttwp.com>; Laura Fogarty <officemanager@coverttwp.com>

Hi Daywi,

Laura and I talked through it this morning. My office reviewed delinquent fees. Generally, we do see a lot of sewer ordinances include a late fee of 5%. There is currently a flat rate of \$10. We recommend the Board consider amending by resolution a delinquent fee to a flat rate of \$11-\$12. I know this isn't much of an increase, but if there is a challenge the Court will look to whether that fee is excessive and strike it down. For example, if the fee is a flat rate of \$131, a \$13% flat rate fee is 10%, which a court may find to be too high. In doing research, most sewer ordinances we see include a delinquent fee of 5%, which equate to about a delinquent fee of \$6.60 for a \$131 payment. Even increase to \$13 flat rate fee, will result in doubling the existing fee, which a court may consider excessive. The township can always revise the fee back to 5% if it feels that an \$11 or \$12 late fee is too much.

Thank you, and please do not hesitate to contact me with any additional questions.

Sincerely,

Seth Koches

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



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: Daywi Cook <Supervisor@coverttwp.com>

Sent: Tuesday, May 6, 2025 1:58 PM

To: Seth Koches <koches@michigantownshiplaw.com>

Cc: Marilyn Rendell <Treasurer@coverttwp.com>; Laura Fogarty <officemanager@coverttwp.com>

Subject: Sewer Ordinance DRAFT & Notes

Importance: High

Hi Seth,

I think I got all of our notes revised in this draft. I also have a chart to show some options for the late fee.

I will not be attending our board meeting and will be out of the country 5/8 - 5/17. If you could work with Laura on any comments/changes so she can distribute it to the board. I would prefer a response by this Friday at the latest. I'll send this draft out to the board so they can start reviewing as well.

It may be helpful to have you or someone in attendance on 5/13. Let me know if you are available.

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



March 10, 2025

Dear Covert Township,

Al-Van Humane Society in South Haven has consistently provided shelter and care for homeless animals from Van Buren and Allegan Counties since 1968. Since Al-Van serves the residents of Covert Township, we are taking this opportunity to provide you with information about those services. It is our organization's hope that you will consider entering into an annual agreement with Al-Van Humane Society by becoming a budgeted line item for services rendered.

- During 2024, 541 animals were sheltered at Al-Van. Of those, 24 animals came from documented residents of Covert Township.
- Proof of address, township information and a copy of driver's license are required for every animal surrendered to our shelter.
- Covert Township animals comprised 4% of the total animals admitted to Al-Van in 2024.
- Average cost per length of stay for each animal that came into our shelter, including medical and animal sheltering expenses is \$834. \$834 multiplied by 24 animals from Covert Township equals a cost of \$20,016 in care provided to animals from your township.
- Individual donations, grants, memberships and municipal contracts constitute the total financial support for services rendered in Van Buren County and Allegan County. To raise the rest of the needed funds we hold several fundraisers.

Al-Van Humane Society has always been proud to work side-by-side townships in Allegan and Van Buren County. Please consider a municipal financial commitment of \$1,000, to support not only the valuable service of animal intake/surrender Al-Van provides to your residents, but also programs and services such as animal adoption, humane education, and animal microchipping. Thank you in advance for your consideration.

On behalf of Al-Van Humane Society, I would welcome the opportunity to discuss our programs and services that benefit Covert Township residents at an upcoming township meeting, and how your township can assist us in continuing to provide services to the area. I have included my contact information below should you choose to contact me directly, or a representative will look forward to speaking with you soon.

Sincerely,

Cindy Moreen

Cindy Moreen, Board President
Al-Van Humane Society



Animal Service Agreement Between Covert Township and Al-Van Humane Society

THIS ANIMAL SERVICES AGREEMENT Is entered into for the period of One (1) Year between Covert Township and Al-Van Humane Society, Inc., a Michigan non-profit benefit corporation.

WHEREAS, Covert Township is in need of specialized shelter in relation to homeless and stray domesticated animals within the Jurisdiction of Covert Township and since the Al-Van Humane Society possesses the facilities, skill and expertise to provide the required services we enter into this agreement.

1. Animal Services Provided by Al-Van Humane Society

- (a) For the consideration set forth in this agreement, Al-Van shall provide Covert Township shelter services.
- (b) Except as provided in this Agreement Al-Van shall determine the method, details and means of performing the services, and Covert Township shall have no right to control the manner or determine the method of accomplishing Al-Van's services.
- (c) Through established procedures, the shelter facility will be accessible to Covert Township during normal shelter hours.

2. Compensation

Covert Township agrees to contribute to Al-Van Humane Society a sum of \$1,000 for animal sheltering services rendered under this Agreement for the period of April 2025 to March 2026.

3. Independent Contractor Relationship

This agreement shall in no way be construed to constitute Al-Van as a partner. The parties have the relationship of independent contractors, and except as specifically provided in this Agreement, each party shall be solely responsible for all obligations and liabilities pertaining to the business.

4. Termination

This Agreement may be terminated at any time prior to the year-end date (above) upon the written consent of both parties, or by either party immediately upon 30-day notice to the other.

Municipal Representative Signature

Date

Al-Van Humane Society Representative Signature

Date

Are they questions we need to answer or something George is working on getting them?



Alyssa McAndrew

Communications and Project Clerk

Van Buren County Road Commission

325 W James Street, P.O. Box 156

Lawrence, MI 49064

P: 269.674.8011 ext. 249

From: Daywi Cook <Supervisor@coverttwp.com>

Sent: Friday, May 2, 2025 12:30 PM

To: Alyssa McAndrew <AlyssaMcAndrew@vbcrc.org>

Subject: Signed Program sheets

Hi Alyssa - the board approved the slag sealcoating and the ditching on 28th. We had a board member who wanted more details on 48th before approving that one. Attached are the signed program sheets.

Thank you!

Daywi

Sent via the Samsung Galaxy S21 FE 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

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

Sent: Friday, May 2, 2025 10:25:09 AM

To: Daywi Cook <Supervisor@coverttwp.com>

Subject: Scan from Covert Township

Re: Signed Program sheets

From BrianBurrows <BrianBurrows@vbcrc.org>

Date Fri 5/2/2025 4:02 PM

To Daywi Cook <Supervisor@coverttwp.com>; Alyssa McAndrew <AlyssaMcAndrew@vbcrc.org>

Cc Greg Brucks <gregbrucks@vbcrc.org>

I went out there and met with George about some concerns he was having with drainage. He assured me that he'd be able to explain to the township supervisor and the board his concerns. Hopefully he can address all the questions. If not, I would be happy to meet out there to go over them with you. Let me know what time is convenient for you and George to meet if necessary

Get [Outlook for Android](#)

From: Daywi Cook <Supervisor@coverttwp.com>

Sent: Friday, May 2, 2025 12:48:05 PM

To: Alyssa McAndrew <AlyssaMcAndrew@vbcrc.org>

Cc: Greg Brucks <gregbrucks@vbcrc.org>; BrianBurrows <BrianBurrows@vbcrc.org>

Subject: Re: Signed Program sheets

I think we can cover it with George. He confirmed that someone from your team inspected the ditching to confirm the work that needed to be performed. The board member used the address on the program sheet to drive out there, but had no context or anyone to show her what was being proposed.

My understanding is that there are three trees that need to be removed closer to CR 703 and the elevation of the ditches and possible culverts need to be adjusted to allow the water to drain. If there is any other detail that would be helpful from your end, please let me know.

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: Alyssa McAndrew <AlyssaMcAndrew@vbcrc.org>

Sent: Friday, May 2, 2025 12:43 PM

To: Daywi Cook <Supervisor@coverttwp.com>

Cc: Greg Brucks <gregbrucks@vbcrc.org>; BrianBurrows <BrianBurrows@vbcrc.org>

Subject: RE: Signed Program sheets

Excellent, thank you!

VAN BUREN COUNTY ROAD COMMISSION

2025 SPECIAL MAINTENANCE PROJECT PROGRAM SHEET

Project #: 497.3069

Township: **Covert**

Local Road System

77648 48th Avenue

Type of Work: **830' of Ditching and Small Tree Removals**

ITEM OF WORK	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Small Bucket Truck + Op	4	Hours	\$ 75.99	\$ 303.96
Sterling Dump Truck + Op	4	Hours	\$ 147.08	\$ 588.32
Loader + Op	4	Hours	\$ 158.20	\$ 632.80
Groundsman + Pickup	4	Hours	\$ 52.12	\$ 208.48
14" Chainsaw	4	Hours	\$ 6.26	\$ 25.04
18" Chainsaw	4	Hours	\$ 9.21	\$ 36.84
20" Chainsaw	4	Hours	\$ 9.21	\$ 36.84
24" Chainsaw	4	Hours	\$ 9.21	\$ 36.84
Pole Saw	4	Hours	\$ 7.78	\$ 31.12
Gradall + Op	30	Hours	\$ 143.30	\$ 4,299.00
Tandem + Op	60	Hours	\$ 156.04	\$ 9,362.40
Groundsman + Pickup	30	Hours	\$ 52.12	\$ 1,563.60
Hydroseeder Set + Ops	4	Hours	\$ 101.43	\$ 405.72

This estimate is valid for 60 days from
receipt of program sheet.

ESTIMATE TOTAL: \$ 17,530.96

FUNDING

Township Funds	\$	17,530.96
Road Commission Funds	\$	-
Total	\$	17,530.96

Township Supervisor or Liaison

Date

Van Buren County Road Commission

Date

Fw: 77648 48th ditching

From Daywi Cook <Supervisor@coverttwp.com>

Date Fri 5/2/2025 3:16 PM

To Marilyn Rendell <Treasurer@coverttwp.com>; Lonzey Taylor <Trustee2@coverttwp.com>; Barbara Rose <Trustee1@coverttwp.com>; Wende Pritchard <Clerk@coverttwp.com>

Cc George Piggee <PublicWorks@coverttwp.com>

 3 attachments (14 MB)

IMG_1216.jpg; IMG_1217.jpg; IMG_1215.jpg;

I spoke with George and the Road Commission about this ditching request that was tabled.

Both George and someone from the commission inspected the request, and there are three trees that will need to be removed, in addition to ditching to change the elevation and allow water to flow freely. This back up was visible during high water issues and may also require culverts be repositioned.

The trees are located closer to CR703.

Please reach out to George with any further questions.

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: George Piggee <PublicWorks@coverttwp.com>

Sent: Friday, May 2, 2025 12:13 PM

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

Subject: 77648 48th ditching

Get [Outlook for iOS](#)

NEW BUSINESS

**COVERT TOWNSHIP POLICE AND FIRE/EMS
ADMINISTRATIVE ASSISTANT & FOIA COORDINATOR**

Position Summary

The Administrative Assistant & FOIA Coordinator provides essential administrative and clerical support to the Covert Township Police and Fire/EMS Departments. This position is responsible for managing departmental records, processing reports, coordinating FOIA requests, researching and writing grants, and supporting incident management coordination. The role requires discretion in handling sensitive data, familiarity with public safety protocols, strong administrative skills, and a working knowledge of FOIA and grant compliance specific to law enforcement and emergency services.

Key Responsibilities

General Office Administration

- Review and verify documents for accuracy, completeness, grammar, and formatting.
- Prepare correspondence, reports, and memoranda.
- Organize, maintain, and purge departmental files and logs.
- Process invoices, receipts, and financial documentation.
- Coordinate with the Township Clerk's Office for invoice processing.
- Manage all department purchases at the direction of the Chief and supply inventories.
- Respond to public inquiries and route requests to appropriate personnel.
- Maintain logs of client interactions, phone calls, and public service contacts.
- Handle incoming and outgoing mail.
- Covert dictation to written materials as needed.
- Operate standard office equipment including computers, copiers, and fax machines.

FOIA Coordination – Covert Township, Police, and Fire/EMS

- Serve as the designated FOIA Coordinator for the Township of Covert.
- Receive, review, process, and respond to FOIA requests in compliance with law.
- Coordinate with staff to collect, redact, and release appropriate documents.
- Maintain accurate records and timelines related to FOIA processing.
- Communicate with requestors regarding FOIA status and delivery.
- Train department personnel on FOIA-related policies and practices.
- Ensure secure storage of all FOIA documentation and correspondence.

Records and Data Management

- Manage, file, and protect confidential police and fire/EMS records in compliance with data protection policies.
- Retrieve, file, and archive both manual and digital records.
- Ensure data security for sensitive information and law enforcement materials.
- Keep record systems current and compliant with retention schedules.

Grant Research and Writing

- Identify local, state, and federal funding opportunities for police and fire/EMS departments.
- Prepare, write, and submit grant applications under the direction of departmental leadership.
- Track grant deadlines, submission requirements, and reporting obligations.
- Maintain organized files for grant activities, outcomes, and supporting documentation.
- Assist with grant reporting and compliance.

Incident Management Support

- Provide administrative assistance with local, state, and national incident management systems (e.g., NIMS, ICS).
- Maintain records and documentation required for incident response and training.
- Support staff with coordination and reporting related to emergency preparedness and incident tracking.

Public Liaison

- Serve as the first point of contact for visitors to the Police and Fire/EMS Departments.
- Respond to public inquiries and provide support as needed.
- Assist in emergency coordination by contacting appropriate services when requested.
- Maintain and update departmental social media (create and manage Police Department Facebook, update and maintain Fire Department Facebook).
- Maintain and update website pages and signage for the departments.
- Manage public announcement mass mailing and push-out notifications.
- Coordinate community engagement events, such as Spring and Fall Pancake Breakfasts.

Project and Administrative Support

- Assist with planning and implementation of internal projects and initiatives.
- Prepare reports, collect data, and provide support to department heads and township officials.
- Collect and manage bond funds as required.
- Track and manage professional license renewals.
- Perform other duties as assigned to support departmental and township needs.

Job Qualifications

Knowledge, Skills, and Abilities

- Exceptional interpersonal and communication skills with a strong commitment to public service.
 - Understanding of office practices and administrative procedures.
 - Familiarity with FOIA regulations, especially as they relate to law enforcement.
 - Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
 - Strong multitasking, time management, and organizational skills.
 - Excellent written and verbal communication abilities.
 - Ability to maintain confidentiality and handle sensitive information appropriately.
 - Skilled in operating standard office technology.
 - Typing speed of at least 40 words per minute.
 - Basic math skills for data entry and verification.
 - Proficiency in social media and website management
-

Physical Demands and Work Environment

- **Environment:** Primarily an office environment with regular public interaction at the front desk.
 - **Physical:** Must be able to sit or stand for prolonged periods; occasional lifting (up to 20 lbs.).
 - **Vision/Hearing:** Must have normal vision and hearing (corrective devices acceptable).
-

Education and Experience

- High school diploma or equivalent.
 - Minimum of two years of administrative or clerical experience; government or public safety setting preferred.
 - Prior experience in grant writing or incident management coordination is desirable.
 - Experience with confidential recordkeeping and multitasking environments is strongly preferred.
-

Hours: 8:30 AM to 4:00 PM Monday through Thursday, and 8:30 AM to 12:00 PM on Friday.

Full-Time Position (33.5 hours weekly/1742 hours annually) with Full-Benefits

Hourly Wage

- Initial base rate: **\$21.00/hour**
Scheduled Annual Hours, Total: 1,742 hours/year
Gross Annual Compensation, \$36,582.00/year (calculated as $\$21.00 \times 1,742$ hours)

Performance Review and Wage Adjustment Clause

- A performance and duties review will be conducted **after six months** of employment.
- **At the discretion of the Chief**, and based on satisfactory performance and operational need, the hourly rate may be increased to **\$22.00/hour**.
- **If increased**, new annual compensation = **\$38,324.00/year** ($1,742 \times \22.00)

This review ensures alignment with departmental expectations and recognizes employee contributions and growth.

Supervision

This position reports directly to the Covert Township Police and Fire/EMS Administrator, **Julian Allen**, who serves as the primary supervisor. **Laura Fogarty**, Office Manager, provides secondary supervision and day-to-day administrative oversight. The Administrative Assistant is expected to coordinate and communicate effectively with both supervisors to support departmental operations.

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

May 6, 2025

TO: Covert Township Board

FR: Chief Allen

RE: Orthrum DNA Test

Covert Township Board,

I am requesting \$4,173 to complete the DNA testing for the Maurice Walker case. This total is split with the Michigan State Police. The original amount for the testing is \$8,346.

This is a sensitive investigation. If you have any specific questions on the test please reach out to me.

Total \$4,173

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

May 6, 2025

TO: Covert Township Board

FR: Chief Allen

RE: Bio-Care

Covert Township Board,

I am requesting the annual Bio Care required Physicals for the CTFD and EMS personnel.

Total \$9,935

Thank you,

Chief Allen



QUOTE

Company Address 1778 Holloway Drive, STE A
Holt, Michigan 48842
United States

Created Date 5/1/2025
Quote Number 00004780

Prepared By Mallory Chrisman
Email mchrisman@biocareusa.com

Bill To Name Covert Township Fire Department
Bill To P.O. Box 5
Covert, Michigan 49043
United States

Ship To Name Covert Township Fire Department
Ship To 33805 M-140 Highway
Covert, Michigan 49043
United States

Product	Line Item Description	Sales Price	Quantity	Total Price
Medical Examination - Fire Department: physical exam, vitals, medical history questionnaire, comprehensive blood panel, complete urinalysis with Micro, vision test, pulmonary function (PFT), and 12 lead resting EKG.		\$325.00	20.00	\$6,500.00
Quantitative Fit Test (QNFT) - single mask		\$35.00	20.00	\$700.00
Qualitative Fit Test (QLFT) - single mask	N-95 Testing	\$30.00	20.00	\$600.00
Tuberculosis (TB) Screening - Mantoux Tuberculin Skin Test		\$25.00	19.00	\$475.00
Respiratory Surveillance: Fire Department - testing includes medical questionnaire, pulmonary function test and single respirator mask fit test		\$85.00	6.00	\$510.00
Travel Charge - Truck		\$2.00	275.00	\$550.00
Travel Fee - Staff Travel and/or Overnight Hotel and Per Diem		\$300.00	2.00	\$600.00
	Subtotal	\$9,935.00		
	Total Price	\$9,935.00		
	Grand Total	\$9,935.00		

This is a Quote which has preliminary pricing information and terms of service. Once your testing services are planned, a final Service Agreement will be sent to you detailing the Service Pricing and Terms of Service.

Payment Terms

1. A minimum charge equal to 85% of the Service Pricing TOTAL on the signed Service Agreement will be billed. It is your responsibility to provide accurate information and to ensure your personnel are scheduled and show up for testing.
2. Once the testing schedule has been completed and you've signed the Service Agreement, a fee of \$150 will be charged for each additional hour of testing time that you require. All scheduling changes need to be discussed and approved with Bio-Care Operations.
3. Daily Testing Rates consist of up to 8 consecutive hours of testing.
4. Payment for services is due per the number of days noted in the Service Agreement from the invoice date. It is your responsibility to follow and complete your organization's internal account payable processes.
5. Late payments will be assessed a 2% late fee every 10 days following the invoice date.
6. A charge equal to 50% of the Service Pricing TOTAL on the signed Service Agreement will be billed if the testing is cancelled within 15 days of the scheduled testing date(s) without written notification to Bio-Care.

Covert Township
Van Buren County, MI
Resolution No _____

**RESOLUTION TO ESTABLISH IN-SERVICE WITHDRAWAL AGE OF 55 FOR
TOWNSHIP-FUNDED 401(A) PLANS**

At a regular meeting of the Covert Township Board, Van Buren, Michigan, held at the Township Hall on the 13th day of May, 2025, at 6:00pm, the following resolution was offered by Member [Name] and supported by Member [Name]:

- WHEREAS, the Township of Covert ("Township") provides a defined contribution retirement plan under Section 401(a) of the Internal Revenue Code ("401(a) Plan") for eligible employees, with contributions funded by the Township;
- WHEREAS, the Internal Revenue Code permits in-service withdrawals from a 401(a) Plan beginning at age 59½, and allows for earlier in-service withdrawals as early as age 55 for governmental plans if permitted by plan terms;
- WHEREAS, the Township Board desires to amend the Township's 401(a) Plan to allow in-service withdrawals beginning at age 55 for all eligible employees participating in the Township-funded 401(a) Plan, in order to enhance flexibility and retirement planning options;
- WHEREAS, such a change is consistent with applicable federal laws and regulations and requires formal approval and coordination with the Township's 401(a) Plan provider;
- WHEREAS, employees should be made aware that any in-service withdrawals made before age 59½ may be subject to a 10% early withdrawal penalty under federal tax law unless an exception applies

NOW, THEREFORE, BE IT RESOLVED that the Township of Covert hereby approves the modification of its 401(a) Plan to permit in-service withdrawals beginning at age 55 for all eligible employees participating in the Township-funded 401(a) Plan.

BE IT FURTHER RESOLVED that authorized representatives are hereby directed to work with the Township's 401(a) Plan administrator and legal counsel to amend the plan documents as necessary to implement this change and ensure compliance with all applicable legal requirements.

AYES: [List Names]

NAYS: [List Names]

ABSENT: [List Names]

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

I hereby certify that the above is a true and correct copy of a resolution adopted by the Township of Covert at a regular meeting held on [Date], at which a quorum was present.

4.

Please let us know if you need any specific documentation from our end to evaluate the plan details.
Thank you in advance for your time and assistance.

Best regards,

Laura Fogarty

Office Manager

Covert Township

Office: 269-764-5138

Cell: 269-906-0703

Website: coverttwp.com

To: Laura Fogarty <officemanager@coverttwp.com>
Cc: Tom Armintrout <tarmintrout@acrisure.com>; Daywi Cook <Supervisor@coverttwp.com>
Subject: RE: Inquiry Regarding Age 55 Withdrawal Provision in Township Retirement Plan

Hi Laura,

The Board can change the in-service withdrawal age to any age 55 or later. However, if an employee takes an in-service withdrawal before age 59.5 the IRS early withdrawal penalty of 10% will apply. The Board cannot choose to negate the IRS penalty, only to allow in-service participants to take a distribution from the plan if they choose to at age 55. Since this is a municipal plan, terminated participants can take a penalty free withdrawal at age 55. The key is separation of service; if someone is separated from service, penalty free withdrawal allowed at age 55 for municipal plans. If someone is still employed and chooses to take a distribution at 55 their distribution will be subject to the 10% early withdrawal penalty.

Carrie Desjardins

Client Advisor, Group Retirement
Great Lakes Region
www.acrisure.com/greatlakes



315 S Kalamazoo Mall
Kalamazoo, MI 49007
Email: cdesjardins@acrisure.com
Direct: 269-341-4858

From: Laura Fogarty <officemanager@coverttwp.com>
Sent: Monday, April 14, 2025 12:01 PM
To: Carrie Desjardins <cdesjardins@bfgroup.com>
Cc: Tom Armintrout <TARMINTROUT@BFGROUP.COM>; Daywi Cook <Supervisor@coverttwp.com>
Subject: Inquiry Regarding Age 55 Withdrawal Provision in Township Retirement Plan

Dear Carrie,

I hope this message finds you well.

We're reaching out with a question regarding our Township's retirement plan, which is currently administered through John Hancock. One of our employees, Jose, inquired about the possibility of beginning withdrawals from his 401(k) at age 55 without penalty. He mentioned that, in a previous conversation with our benefits provider, he was informed that offering such an option would be at the discretion of the Township.

To our understanding, implementing a "Rule of 55" or similar early withdrawal provision would constitute a benefit enhancement to the retirement plan. If this feature is not already included in our current plan, its adoption would likely need to apply to all participants and may have associated costs or administrative considerations.

We would appreciate your guidance on the following:

1. Does our current retirement plan allow for penalty-free withdrawals at age 55?
2. If not, what would be required to add this provision?
3. Are there additional costs or fees the Township should be aware of if we choose to implement this option?



Outlook

RE: Inquiry Regarding Age 55 Withdrawal Provision in Township Retirement Plan

From Carrie Desjardins <cdesjardins@bfgroup.com>

Date Tue 4/15/2025 9:51 AM

To Daywi Cook <Supervisor@coverttwp.com>; Laura Fogarty <officemanager@coverttwp.com>

Cc Tom Armintrout <tarmintrout@acrisure.com>

No, only the participant choosing to take an early in-service distribution would be subject to IRS penalty.

Carrie Desjardins

Client Advisor, Group Retirement

Great Lakes Region

www.acrisure.com/greatlakes



315 S Kalamazoo Mall

Kalamazoo, MI 49007

Email: cdesjardins@acrisure.com

Direct: 269-341-4858

From: Daywi Cook <Supervisor@coverttwp.com>

Sent: Tuesday, April 15, 2025 9:35 AM

To: Carrie Desjardins <cdesjardins@bfgroup.com>; Laura Fogarty <officemanager@coverttwp.com>

Cc: Tom Armintrout <tarmintrout@acrisure.com>

Subject: Re: Inquiry Regarding Age 55 Withdrawal Provision in Township Retirement Plan

Hi Carrie - thank you for this information. Would the Township be subject to any fees due to an early withdrawal?

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: Carrie Desjardins <cdesjardins@bfgroup.com>

Sent: Monday, April 14, 2025 2:38 PM

From: Seth Koches <koches@michigantownshiplaw.com>

Sent: Tuesday, May 13, 2025 3:48 PM

To: Laura Fogarty <officemanager@coverttwp.com>

Subject: RE: Road Millage funds for Cemetery Drives?

Hi Laura,

Looked into the resolution, the resolution uses MCL 247.670 as the enabling to collect the millage. MCL 247.670 states, in part, to pay any sum so appropriated or raised into the county road fund of the county for the maintenance and/or improvement of county roads within the townships, or for the widening of state trunk line highways beyond the width required for state trunk line traffic in unincorporated areas of such Township.

Although the Township is public, as are the access roads it is not a county road. Based the on resolution we cannot use the road millage money to fixed the cemetery roads, unfortunately. Please do not hesitate to contact me with any additional questions.

Sincerely,

Seth Koches

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



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.

Shembarger Asphalt Sealing

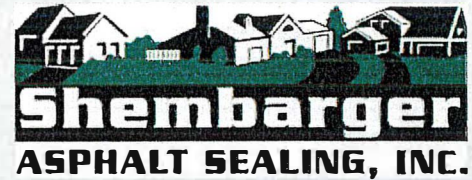
6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

George Piggee

NEW Covert Fire Station

Estimate 6595**DATE** 04/04/2022

ACTIVITY	DESCRIPTION	S.F./L.F	AMOUNT
1. Prep Work	Edge perimeter with commercial edger then clean area of all dirt and debris (OWNER SHOULD WEED SPRAY -- or pay ADDITIONAL cleaning fee)	1	0.00
2. Crackfilling	Cleaning and sealing of all cracks 1/4" and larger with Right Pointe rubberized hot pour crack sealant. Meets or exceeds requirements of ASTM D3405. (NO WEBBED AREAS OR EDGE CRACKS) NO GUARANTEE ON CRACKS AFTER WINTER	400	280.00
4. Seal Coating 2	Apply (2) coats of GemSeal asphalt sealer with (2) lbs. of sand and (2)% latex meeting federal spec RP 355-E	40,500	4,455.00
8.Stripe Yellow	* Painting of 4" parking stripes, arrows, and no parkings in YELLOW * Marking of handicap spaces BLUE * Performed with SetFast acrylic paint that meets federal spec TTP-1952	1	400.00

DIAMOND SHIELD OPTION IS ADDITIONAL TO YOUR TOTAL IF DESIRED	SUBTOTAL	5,135.00
	TAX	0.00

OWNER RESPONSIBLE TO WEED SPRAY OR PAY ADDITIONAL CLEANING FEE

TOTAL \$5,135.00

Accepted By

Accepted Date

05/01/2022

Shembarger Asphalt Sealing

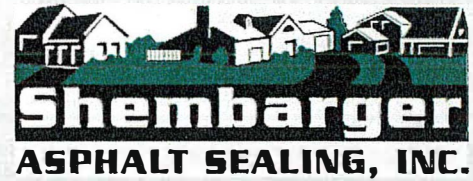
6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

Geroge Piggee

Covert Township Hall

Estimate 11327**DATE** 04/05/2025

ACTIVITY	DESCRIPTION	S.F./L.F	AMOUNT
1. Prep Work	Edge perimeter with commercial edger then clean area of all dirt and debris (OWNER SHOULD WEED SPRAY -- or pay ADDITIONAL cleaning fee)	1	0.00
2. Crackfilling	Cleaning and sealing of all cracks 1/4" and larger with Right Pointe rubberized hot pour crack sealant. Meets or exceeds requirements of ASTM D3405. (NO WEBBED AREAS OR EDGE CRACKS) NO GUARANTEE ON CRACKS AFTER WINTER	800	560.00
4. Seal Coating 2	Apply (2) coats of GemSeal asphalt sealer with (2) lbs. of sand and (2)% latex meeting federal spec RP 355-E	16,000	1,920.00
8.Stripe Yellow	* Painting of 4" parking stripes, arrows, and no parkings in YELLOW * Marking of handicap spaces BLUE * Performed with SetFast acrylic paint that meets federal spec TTP-1952	1	250.00

DIAMOND SHIELD OPTION IS ADDITIONAL TO YOUR TOTAL IF DESIRED SUBTOTAL 2,730.00

OWNER RESPONSIBLE TO WEED SPRAY OR PAY ADDITIONAL CLEANING FEE

TOTAL \$2,730.00

Accepted By

Accepted Date

Shembarger Asphalt Sealing

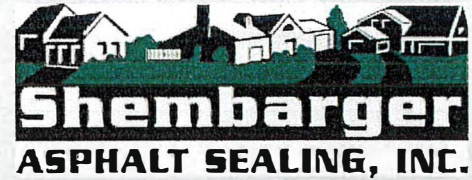
6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

George Piggee

OLD Covert Fire Station

Estimate 11328**DATE** 04/06/2025

ACTIVITY	DESCRIPTION	S.F./L.F	AMOUNT
1. Prep Work	Edge perimeter with commercial edger then clean area of all dirt and debris (OWNER SHOULD WEED SPRAY -- or pay ADDITIONAL cleaning fee)	1	0.00
2. Crackfilling	Cleaning and sealing of all cracks 1/4" and larger with Right Pointe rubberized hot pour crack sealant. Meets or exceeds requirements of ASTM D3405. (NO WEBBED AREAS OR EDGE CRACKS) NO GUARANTEE ON CRACKS AFTER WINTER	400	280.00
4. Seal Coating 2	Apply (2) coats of GemSeal asphalt sealer with (2) lbs. of sand and (2)% latex meeting federal spec RP 355-E	6,600	792.00
8.Stripe Yellow	* Painting of 4" parking stripes, arrows, and no parkings in YELLOW * Marking of handicap spaces BLUE * Performed with SelfFast acrylic paint that meets federal spec TTP-1952	1	50.00

DIAMOND SHIELD OPTION IS ADDITIONAL TO YOUR TOTAL IF DESIRED

SUBTOTAL

1,122.00

OWNER RESPONSIBLE TO WEED SPRAY OR PAY ADDITIONAL CLEANING FEE

TOTAL**\$1,122.00**

Accepted By

Accepted Date

Shembarger Asphalt Sealing

6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

George Piggee

Covert Library

Estimate 11329**DATE 04/05/2025**

ACTIVITY	DESCRIPTION	S.F./L.F	AMOUNT
1. Prep Work	Edge perimeter with commercial edger then clean area of all dirt and debris (OWNER SHOULD WEED SPRAY -- or pay ADDITIONAL cleaning fee)	1	0.00
2. Crackfilling	Cleaning and sealing of all cracks 1/4" and larger with Right Pointe rubberized hot pour crack sealant. Meets or exceeds requirements of ASTM D3405. (NOWEBBED AREAS OR EDGE CRACKS) NO GUARANTEE ON CRACKS AFTER WINTER	300	210.00
4. Seal Coating 2	Apply (2) coats of GemSeal asphalt sealer with (2) lbs. of sand and (2)% latex meeting federal spec RP 355-E	5,000	600.00
8.Stripe Yellow	* Painting of 4" parking stripes, arrows, and no parkings in YELLOW * Marking of handicap spaces BLUE * Performed with SetFast acrylic paint that meets federal spec TTP-1952	1	150.00

DIAMOND SHIELD OPTION IS ADDITIONAL TO YOUR TOTAL IF DESIRED SUBTOTAL 960.00

OWNER RESPONSIBLE TO WEED SPRAY OR PAY ADDITIONAL CLEANING FEE

TOTAL \$960.00

Accepted By

Accepted Date

Shembarger Asphalt Sealing

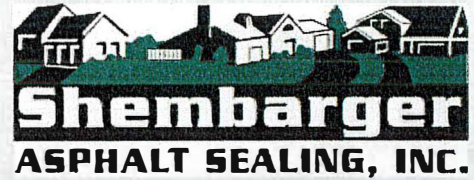
6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

George

Covert Cemetary

Cemetary S/ M 140

Covert, MI 49043

SHIP TO

George

Covert Cemetary

FRONT AREA MARKED

Estimate 11609**DATE** 04/28/2025

ACTIVITY	DESCRIPTION	S.F./L.F	AMOUNT
Mill 3"	Mill existing pavement areas to an average depth of 3 inches Install 3 inches of 36A HMA Surface and compact in place	4,450	20,100.00

Signed Contract due upon acceptance.

SUBTOTAL

20,100.00

TOTAL**\$20,100.00**

Accepted By

Accepted Date

Shembarger Asphalt Sealing

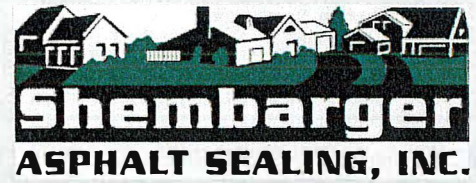
6951 Deans Hill Rd

Berrien Center, MI 49102 US

+12694714944

shembarger.asphalt@hotmail.com

www.shembarger.com

**ADDRESS**

George

Covert Cemetary

Cemetary St/ M 140

Covert, MI 49043

SHIP TO

George

Covert Cemetary

BACK AREA MARKED

Estimate 11610**DATE 04/28/2025****ACTIVITY****DESCRIPTION****S.F./L.F****AMOUNT****Mill 3"**Mill existing pavement areas to an average depth of 3 inches
Install 3 inches of 36A HMA Surface and compact in place

4,050

18,300.00

Signed Contract due upon acceptance.

SUBTOTAL

18,300.00

TOTAL**\$18,300.00**

Accepted By

Accepted Date



1240 South Crystal Avenue
Benton Harbor, MI 49022
Phone: (269) 927-1532 Fax: (269) 927-1547
Toll Free: (877) 880-2768
Celebrating 50 Great Years 1970-2020

South Bend Office
(574) 233-1505

Website: arntasphalt.com
Rob@arntasphaltco.com

Customer: Attn: George Covert Township 73943 Lake St Covert, MI 49043 Phone: (269) 861-5483 Fax:	Date: March 26, 2025 Job Name: Cemetery Patching Location: clerk@coverttwp.com supervisor@coverttwp.com Email: publicworks@coverttwp.com
---	---

1. Mill transitions joint, clean areas and apply tack coat.
2. Pave in 1 layer: 2" average of surface.

APPROX. 2,000 SQ. FT. COST: \$ 6,500.00

OWNER IS RESPONSIBLE FOR ALL PERMITS.

ARNT ASPHALT SEALING, INC. WILL MAKE EVERY EFFORT TO MATCH ANY QUALIFIED COMPETITOR'S PRICE!

PAYMENT TERMS: 25% DOWN WITH SIGNED PROPOSAL – BALANCE DUE 10 DAYS FROM INVOICE DATE

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature **Rob Ickes (269) 208-2059**

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies according to this contract will be borne by the customer.

1 ½% interest will be charged on past due accounts over 30 days from date of billing – NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature _____

Signature _____

Date of Acceptance: _____

OLD FIRE DEPARTMENT

1. Clean and fill approx. 400 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 6,636 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists
COST: \$ 1,850.00

NEW FIRE AND POLICE DEPARTMENT

1. Clean and fill approx. 200 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 40,500 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists
COST: \$ 6,800.00

TOTAL COST \$ 18,640.00

No Guarantee On Seal Coating Application After October 1ST. No Guarantee on Standing Water. No Guarantee on Seal Coating Adhering to Asphalt that Remains Shaded Underneath Trees.

ARNT ASPHALT SEALING, INC. WILL MAKE EVERY EFFORT TO MATCH ANY QUALIFIED COMPETITOR'S PRICE

PAYMENT TERMS: 25% DOWN WITH SIGNED PROPOSAL – BALANCE DUE 10 DAYS FROM INVOICE DATE

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized **Rob Ickes (269) 208-2059**
Signature _____

Note: This proposal may be withdrawn by us if not accepted within 10 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies according to this contract will be borne by the customer.

1 ½% interest will be charged on past due accounts over 30 days from date of billing – NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature _____

Date of Acceptance: _____

Signature _____



1240 South Crystal Avenue
Benton Harbor, MI 49022
Phone: (269) 927-1532 Fax: (269) 927-1547
Toll Free: (877) 880-2768
Celebrating 50 Great Years 1970-2020

South Bend Office
(574) 233-1505

Website: arntasphalt.com
Rob@arntasphaltco.com

Customer: Attn: George Piggee
Covert Township Hall
73943 Lake Street
Covert, MI 49043

Updated **Date:** March 26, 2025

Job Name: Asphalt Maintenance

Location: Various Locations

supervisor@coverttwp.com

clerk@coverttwp.org

Phone: (269) 861-5483

Fax:

Email: publicworks@coverttwp.com

LIBRARY

1. Clean and fill approx. 300 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 5,020 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists

COST: \$ 1,550.00

MEDICAL BUILDING

1. Clean and fill approx. 420 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 8,370 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists

COST: \$ 2,190.00

TOWNSHIP HALL

1. Clean and fill approx. 1,300 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 16,000 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists

COST: \$ 4,350.00

MUSEUM

1. Clean and fill approx. 340 feet of MAJOR cracks with hot rubberized crack sealant. No web areas are to be filled.
2. Clean entire area to be sealed of dirt and debris. Apply (2) coats of **STAR-SEAL®** pavement sealer with (2) lbs. of sand and (2) % latex per gallon added. (Approx. 6,000 sq. ft.)
3. Repaint parking lot striping and stencils with traffic paint, as it now exists

COST: \$ 1,900.00

Covert Township
Van Buren County, MI
Resolution No _____

[Name], Township Clerk
Township of Covert



Cemetery - Hwy. M140 Proposal

Submitted to

George Piggee
Covert Township
(269) 906-7012
publicworks@coverttwp.com

Contact

Mike Smith
msmith@pavementsolutions.org

Cemetery - Hwy. M140 Proposal

**Submitted to**

George Piggee
(269) 906-7012
publicworks@coverttwp.com

Proposal Date 4/24/2025

Project ID 25-1204

Job Site Hwy. M140
Covert, MI 49043

Contact

Mike Smith
msmith@pavementsolutions.org

About us

We Solve Problems & Make Pavement Maintenance Simple

For more than 30 years, Pavement Solutions has provided pavement design, maintenance, & construction services to the residential, commercial, recreational, and industrial markets. We provide innovative solutions for concrete and asphalt surfaces on commercial and residential properties nationwide.

Our quality workmanship and service prove how detail-oriented and focused we are in solving our client's needs. As you will see by the enclosed proposal, we are very interested in earning your business.

We truly appreciate the opportunity to quote you on this project and look forward to your favorable consideration on our behalf.

For more information, please [see our website](#).

Cemetery - Hwy. M140 Proposal



Services

Cemetery - Hwy. M140 Estimate

4.0" Asphalt Remove and Replace

\$39,540.00

4.0" Asphalt Remove and Replace ~ 5,783 sq ft

**Project Includes 1 Mobilization*

- Excavate and remove existing asphalt pavement and haul off site.
- Inspect, fine grade, and compact existing aggregate base course.
- Install 4.0" compacted thickness HMA pavement, consisting of 2.5" base course & 1.5" surface course.

Total: \$39,540.00

Exclusions & Conditions

Exclusions and Conditions:

No permits, bonds, fees, soil testing, engineering, surveying, as-builts or layout.

Must always have suitable access to all work areas

Sub grade to be prepared by others and be within 1/10' and ready for aggregate base placement

No undercutting of unsuitable material below designed subgrade or replacement with suitable material.

Not responsible for underground utilities if the client does not request a JULIE or DIGGER locate.

All excavated material has been figured to be classified as "clean fill", free of petromat fabric

Any handling or removal of buried or unforeseen structures are not included.

No construction or security fence figured.

We appreciate the opportunity to quote on this project and we look forward to your favorable consideration on this matter

Acceptance

George Piggee
Covert Township
publicworks@coverttwp.com

Date

Mike Smith
Pavement Solutions
msmith@pavementsolutions.org

Other Documents

- 1 YR Terms and Conditions 2025
- Insurance & Workers Comp
- Pavement Solutions Services
- Proof of insurance thru end of April 2025.pdf

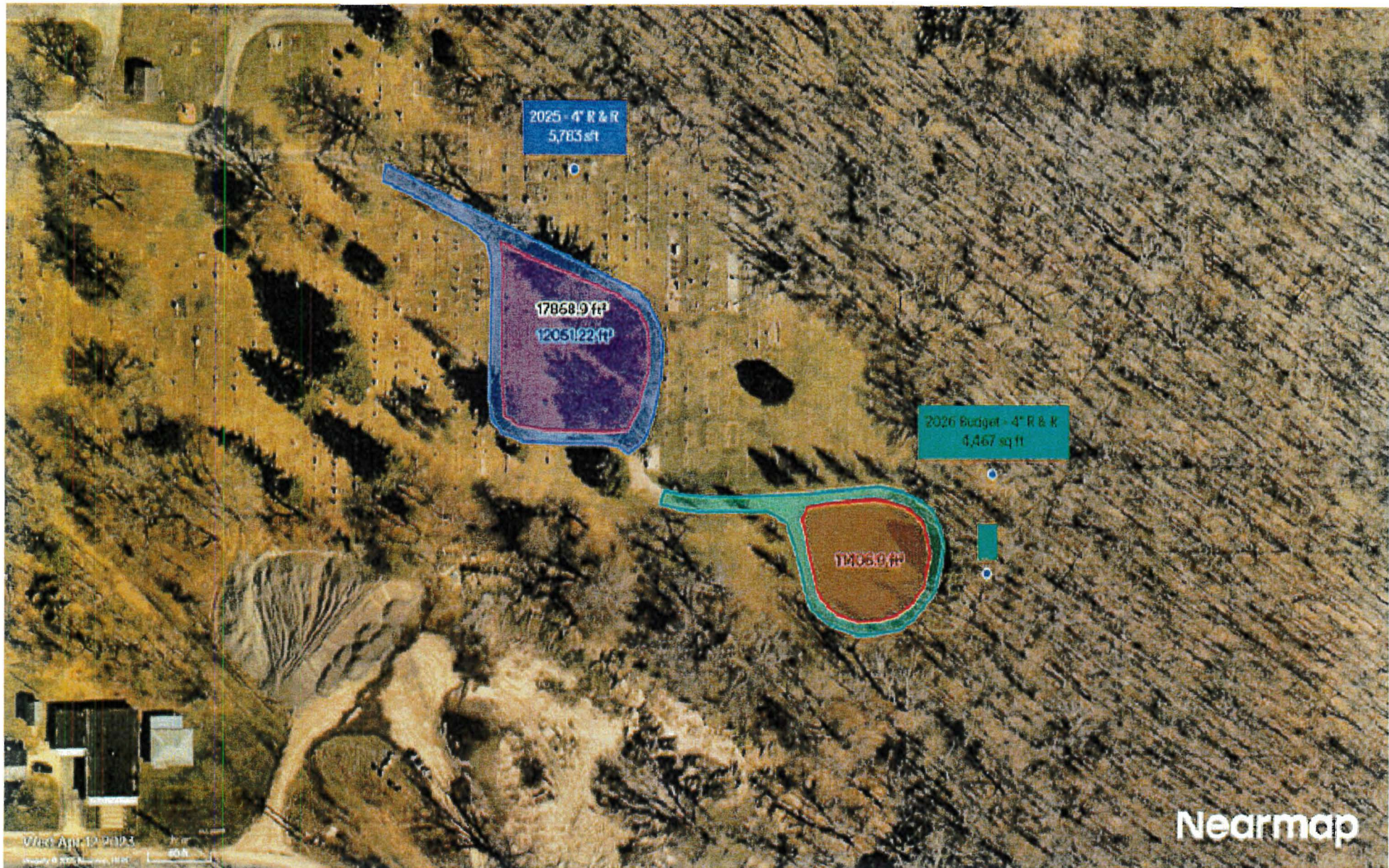
Cemetery - Hwy. M140 Proposal



Cemetery - Hwy. M140 Proposal



Cemetery - Hwy. M140 Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

5 of 5



Covert Township Library - 33680 Hwy. M-140 Proposal

Submitted to

George Piggee
Covert Township
(269) 906-7012
publicworks@coverttwp.com

Contact

Mike Smith
msmith@pavementsolutions.org

Covert Township Library - 33680 Hwy. M-140 Proposal



Submitted to
George Piggee
(269) 906-7012
publicworks@coverttwp.com

Proposal Date 4/24/2025
Project ID 25-1123
Job Site 33680 Hwy M-140
Covert, MI 49043

Contact
Mike Smith
msmith@pavementsolutions.org

About us

We Solve Problems & Make Pavement Maintenance Simple

For more than 30 years, Pavement Solutions has provided pavement design, maintenance, & construction services to the residential, commercial, recreational, and industrial markets. We provide innovative solutions for concrete and asphalt surfaces on commercial and residential properties nationwide.

Our quality workmanship and service prove how detail-oriented and focused we are in solving our client's needs. As you will see by the enclosed proposal, we are very interested in earning your business.

We truly appreciate the opportunity to quote you on this project and look forward to your favorable consideration on our behalf.

For more information, please [see our website](http://www.pavementsolutions.org).



Services

Covert Township Library - 33680 Hwy. M-140 Estimate

Sealcoat Existing Pavement

\$910.00

Sealcoat ~ 4,122 sq ft

**Project Includes 1 Mobilization*

- Pavement surface to be cleaned of all loose material, weeds, grass and dirt so that the material will adhere to the existing surface.
- Oil Spots will be wire broomed and treated with Petro Seal.
- Apply 1 coat(s) of pavement sealer per manufacturer's specification.
- Sealant to be applied by broom and spray application.
- Additive: We will be using 3 lbs. of fine aggregate per gallon along with 2% polymer latex additive as per the manufacturer's specification.

Crack Sealing - Overband

\$55.00

Crack Sealing Hot Rubberized ~ 68 feet

**Project Includes 1 Mobilization*

- Cracks specified for repair are singular cracks and shall be limited to 1/4" to 1" in width only.
- Clean all dirt, loose gravel and weeds from cracks in preparation to apply a hot-rubberized non-tracking sealant.
- There will be a slightly elevated band not to exceed 3" in width on the pavement of the sealed crack.
- All work areas will be barricaded at the time of crack sealing.

Pavement Markings

\$600.00

Pavement Markings ~ 1 LS

**Install Pavement Markings Per Existing Layout - 1 LS*

**Project Mobilizations Include - 1 EA*

Pavement Markings to Include:

- ADA - 1 EA
- Stalls - 6 EA

Total: \$1,565.00

Exclusions & Conditions

Exclusions and Conditions:

No permits, bonds, fees, soil testing, engineering, surveying, as-builts or layout.

Must always have suitable access to all work areas

Sub grade to be prepared by others and be within 1/10' and ready for aggregate base placement

No undercutting of unsuitable material below designed subgrade or replacement with suitable material.

Not responsible for underground utilities if the client does not request a JULIE or DIGGER locate.

All excavated material has been figured to be classified as "clean fill", free of petromat fabric

Any handling or removal of buried or unforeseen structures are not included.

Covert Township Library - 33680 Hwy. M-140 Proposal



No construction or security fence figured.

We appreciate the opportunity to quote on this project and we look forward to your favorable consideration on this matter

Acceptance

George Piggee
Covert Township
publicworks@coverttwp.com

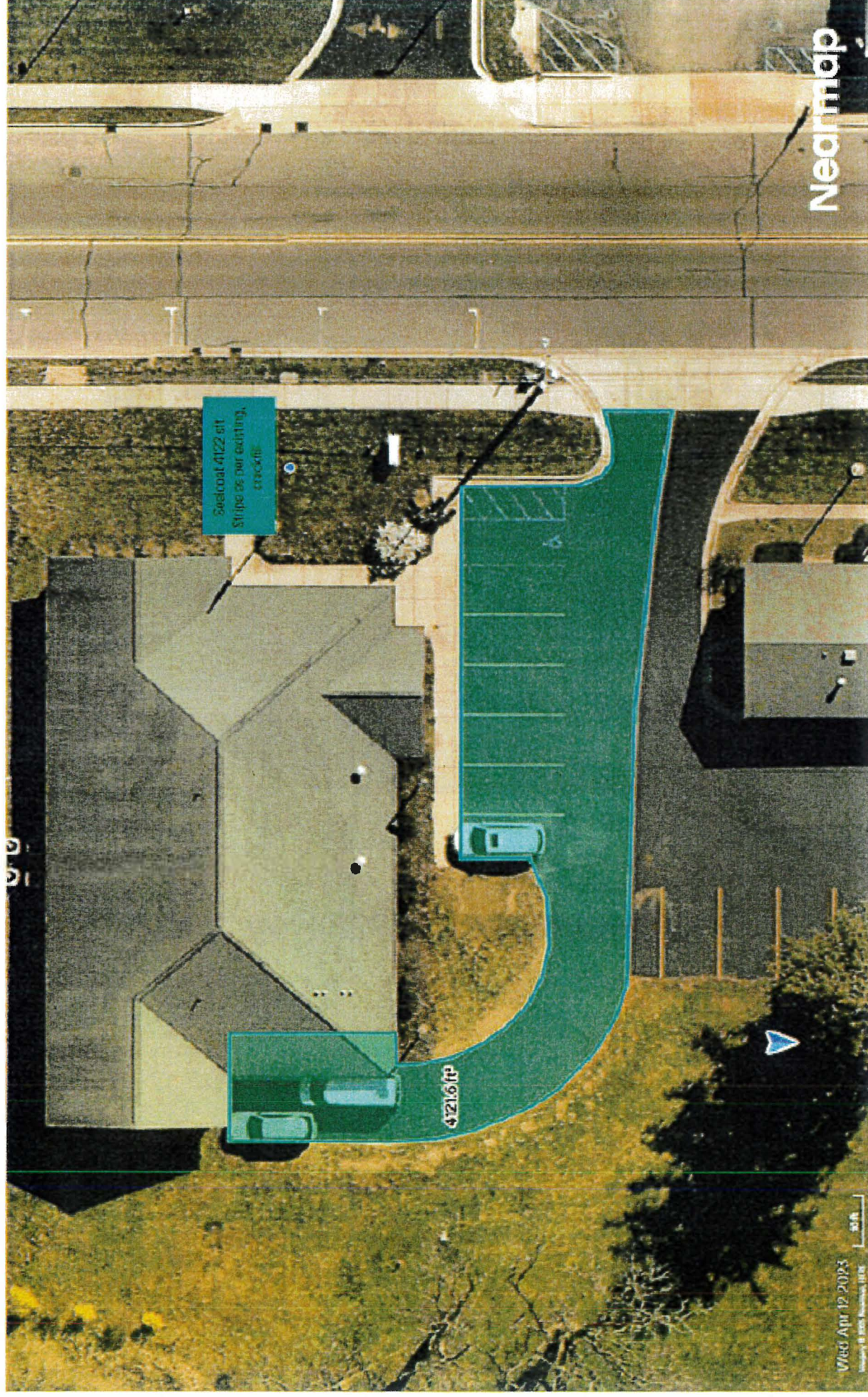
Date

Mike Smith
Pavement Solutions
msmith@pavementsolutions.org

Other Documents

- 1 YR Terms and Conditions 2025
- Insurance & Workers Comp
- Pavement Solutions Services
- Proof of insurance thru end of April 2025.pdf

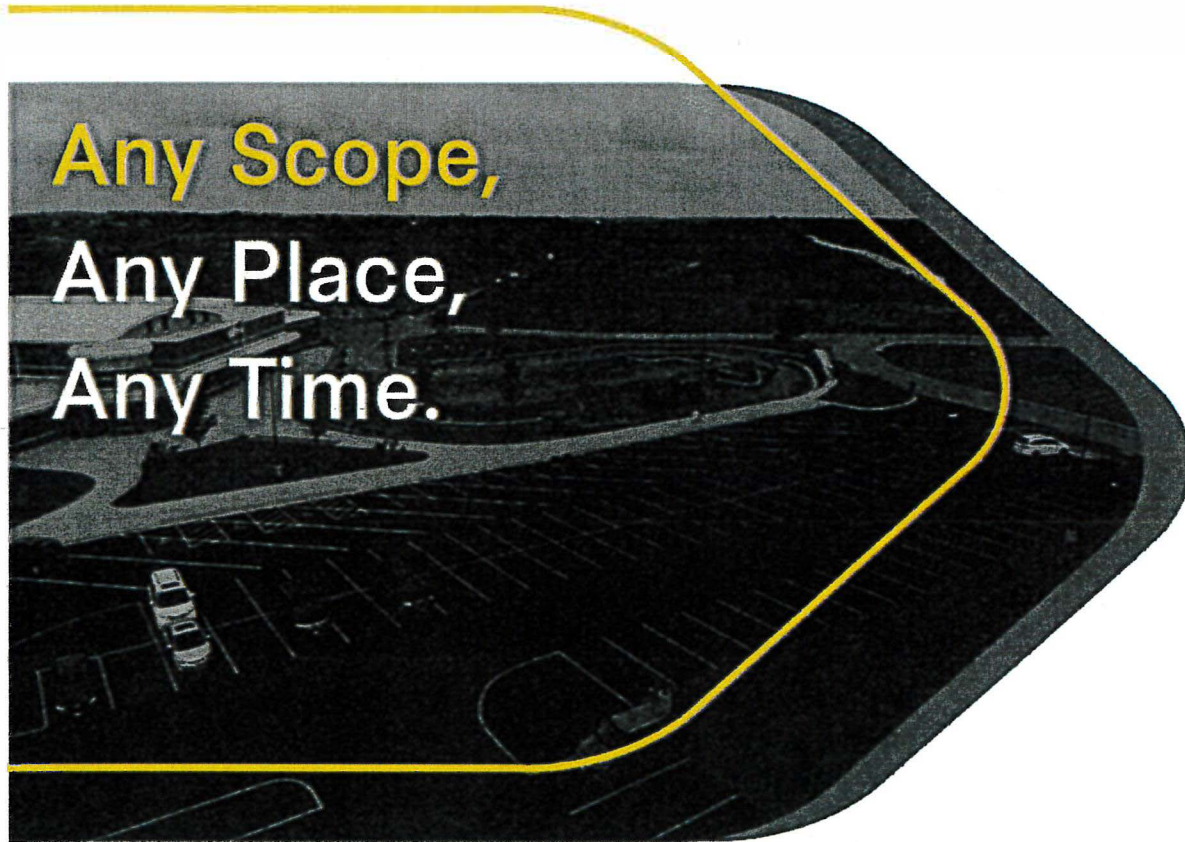
Covert Township Library - 33680 Hwy. M-140 Proposal



7617 State Rte J1, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

4/24/2025

4 of 4



Police & Fire Department - 33805 Hwy. M-140 Proposal

Submitted to

George Piggee
Covert Township
(269) 906-7012
publicworks@coverttwp.com

Contact

Mike Smith
msmith@pavementsolutions.org

Police & Fire Department - 33805 Hwy. M-140 Proposal



Submitted to
George Piggee
(269) 906-7012
publicworks@coverttwp.com

Proposal Date 4/24/2025
Project ID 25-1124
Job Site 33805 Hwy M-140
Covert, MI 49043

Contact
Mike Smith
msmith@pavementsolutions.org

About us

We Solve Problems & Make Pavement Maintenance Simple

For more than 30 years, Pavement Solutions has provided pavement design, maintenance, & construction services to the residential, commercial, recreational, and industrial markets. We provide innovative solutions for concrete and asphalt surfaces on commercial and residential properties nationwide.

Our quality workmanship and service prove how detail-oriented and focused we are in solving our client's needs. As you will see by the enclosed proposal, we are very interested in earning your business.

We truly appreciate the opportunity to quote you on this project and look forward to your favorable consideration on our behalf.

For more information, please [see our website](https://www.pavementsolutions.org/).



Services

Police & Fire Department - 33805 Hwy. M-140 Estimate

Sealcoat Existing Pavement

\$8,765.00

Sealcoat ~ 39,843 sq ft

**Project Includes 1 Mobilization*

- Pavement surface to be cleaned of all loose material, weeds, grass and dirt so that the material will adhere to the existing surface.
- Oil Spots will be wire broomed and treated with Petro Seal.
- Apply 1 coat(s) of pavement sealer per manufacturer's specification.
- Sealant to be applied by broom and spray application.
- Additive: We will be using 3 lbs. of fine aggregate per gallon along with 2% polymer latex additive as per the manufacturer's specification.

Crack Sealing - Overband

\$2,364.00

Crack Sealing Hot Rubberized ~ 2,955 feet

**Project Includes 1 Mobilization*

- Cracks specified for repair are singular cracks and shall be limited to 1/4" to 1" in width only.
- Clean all dirt, loose gravel and weeds from cracks in preparation to apply a hot-rubberized non-tracking sealant.
- There will be a slightly elevated band not to exceed 3" in width on the pavement of the sealed crack.
- All work areas will be barricaded at the time of crack sealing.

Pavement Markings

\$1,750.00

Pavement Markings ~ 1 LS

**Install Pavement Markings Per Existing Layout - 1 LS*

**Project Mobilizations Include - 1 EA*

Pavement Markings to Include:

- ADA - 3 EA
- Stalls - 47 EA

Total: \$12,879.00

Exclusions & Conditions

Exclusions and Conditions:

No permits, bonds, fees, soil testing, engineering, surveying, as-builts or layout.

Must always have suitable access to all work areas

Sub grade to be prepared by others and be within 1/10' and ready for aggregate base placement

No undercutting of unsuitable material below designed subgrade or replacement with suitable material.

Not responsible for underground utilities if the client does not request a JULIE or DIGGER locate.

All excavated material has been figured to be classified as "clean fill", free of petromat fabric

Any handling or removal of buried or unforeseen structures are not included.



No construction or security fence figured.

We appreciate the opportunity to quote on this project and we look forward to your favorable consideration on this matter

Acceptance

George Piggee
Covert Township
publicworks@covertwp.com

Date

Mike Smith
Pavement Solutions
msmith@pavementsolutions.org

Other Documents

- 1 YR Terms and Conditions 2025
- Insurance & Workers Comp
- Pavement Solutions Services
- Proof of insurance thru end of April 2025.pdf

Police & Fire Department - 33805 Hwy. M-140 Proposal



4/24/2025

7517 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

4 of 7

Police & Fire Department - 33805 Hwy. M-140 Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696







Public Works Building #2 - 74034 34th Street Proposal

Submitted to

George Piggee
Covert Township
(269) 906-7012
publicworks@coverttwp.com

Contact

Mike Smith
msmith@pavementsolutions.org

Public Works Building #2 - 74034 34th Street Proposal



Submitted to
George Piggee
(269) 906-7012
publicworks@covertwp.com

Proposal Date 4/24/2025
Project ID 25-1121
Job Site 74034 34th Street
Covert, MI 49043

Contact
Mike Smith
msmith@pavementsolutions.org

About us

We Solve Problems & Make Pavement Maintenance Simple

For more than 30 years, Pavement Solutions has provided pavement design, maintenance, & construction services to the residential, commercial, recreational, and industrial markets. We provide innovative solutions for concrete and asphalt surfaces on commercial and residential properties nationwide.

Our quality workmanship and service prove how detail-oriented and focused we are in solving our client's needs. As you will see by the enclosed proposal, we are very interested in earning your business.

We truly appreciate the opportunity to quote you on this project and look forward to your favorable consideration on our behalf.

For more information, please [see our website](https://www.pavementsolutions.org).



Services

Public Works Building #2 - 74034 34th Street Estimate

Sealcoat Existing Pavement

\$1,425.00

Sealcoat ~ 6,476 sq ft

**Project Includes 1 Mobilization*

- Pavement surface to be cleaned of all loose material, weeds, grass and dirt so that the material will adhere to the existing surface.
- Oil Spots will be wire broomed and treated with Petro Seal.
- Apply 1 coat(s) of pavement sealer per manufacturer's specification.
- Sealant to be applied by broom and spray application.
- Additive: We will be using 3 lbs. of fine aggregate per gallon along with 2% polymer latex additive as per the manufacturer's specification.

Pavement Markings

\$600.00

Pavement Markings ~ 1 LS

**Install Pavement Markings Per Existing Layout - 1 LS*

**Project Mobilizations Include - 1 EA*

Pavement Markings to Include:

- ADA - 0 EA
- Stalls - 10 EA Across Street Abutting Park

Crack Sealing - Overband

\$900.00

Crack Sealing Hot Rubberized ~ 1,127 feet

**Project Includes 1 Mobilization*

- Cracks specified for repair are singular cracks and shall be limited to 1/4" to 1" in width only.
- Clean all dirt, loose gravel and weeds from cracks in preparation to apply a hot-rubberized non-tracking sealant.
- There will be a slightly elevated band not to exceed 3" in width on the pavement of the sealed crack.
- All work areas will be barricaded at the time of crack sealing.

Total: \$2,925.00

Exclusions & Conditions

Exclusions and Conditions:

No permits, bonds, fees, soil testing, engineering, surveying, as-builts or layout.

Must always have suitable access to all work areas

Sub grade to be prepared by others and be within 1/10' and ready for aggregate base placement

No undercutting of unsuitable material below designed subgrade or replacement with suitable material.

Not responsible for underground utilities if the client does not request a JULIE or DIGGER locate.

All excavated material has been figured to be classified as "clean fill", free of petromat fabric

Any handling or removal of buried or unforeseen structures are not included.

Public Works Building #2 - 74034 34th Street Proposal



No construction or security fence figured.

We appreciate the opportunity to quote on this project and we look forward to your favorable consideration on this matter

Acceptance

George Piggee
Covert Township
publicworks@covertwp.com

Date

Mike Smith
Pavement Solutions
msmith@pavementsolutions.org

Other Documents

- 1 YR Terms and Conditions 2025
- Insurance & Workers Comp
- Pavement Solutions Services
- Proof of insurance thru end of April 2025.pdf

Public Works Building #2 - 74034 34th Street Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

4 of 7

Public Works Building #2 - 74034 34th Street Proposal

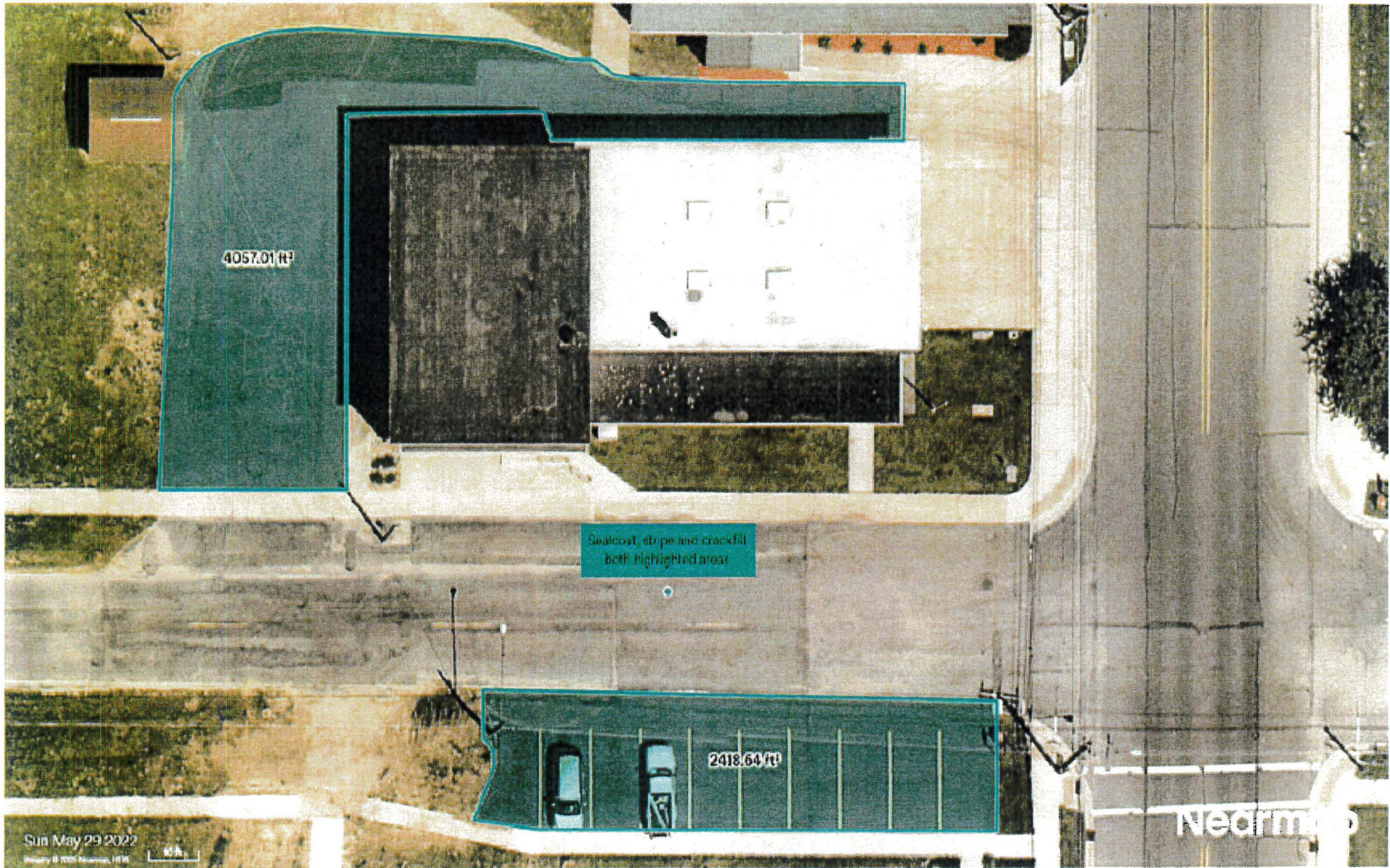


4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

5 of 7

Public Works Building #2 - 74034 34th Street Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

6 of 7

Public Works Building #2 - 74034 34th Street Proposal





Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal

Submitted to

George Piggee
Covert Township
(269) 906-7012
publicworks@coverttwp.com

Contact

Mike Smith
msmith@pavementsolutions.org

Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal

**Submitted to**

George Piggee
(269) 906-7012
publicworks@coverttwp.com

Proposal Date 4/24/2025

Project ID 25-1097

Job Site 73943 East Lake Street
Covert, MI 49043

Contact

Mike Smith
msmith@pavementsolutions.org

About us

We Solve Problems & Make Pavement Maintenance Simple

For more than 30 years, Pavement Solutions has provided pavement design, maintenance, & construction services to the residential, commercial, recreational, and industrial markets. We provide innovative solutions for concrete and asphalt surfaces on commercial and residential properties nationwide.

Our quality workmanship and service prove how detail-oriented and focused we are in solving our client's needs. As you will see by the enclosed proposal, we are very interested in earning your business.

We truly appreciate the opportunity to quote you on this project and look forward to your favorable consideration on our behalf.

For more information, please [see our website](https://www.pavementsolutions.org/).



Services

Town Hall & Main Public Works Lot - 73943 East Lake Street Estimate

Sealcoat Existing Pavement

\$3,572.00

Sealcoat ~ 16,238 sq ft

**Project Includes 1 Mobilization*

- Pavement surface to be cleaned of all loose material, weeds, grass and dirt so that the material will adhere to the existing surface.
- Oil Spots will be wire broomed and treated with Petro Seal.
- Apply 1 coat(s) of pavement sealer per manufacturer's specification.
- Sealant to be applied by broom and spray application.
- Additive: We will be using 3 lbs. of fine aggregate per gallon along with 2% polymer latex additive as per the manufacturer's specification.

Crack Sealing - Overband

\$1,950.00

Crack Sealing Hot Rubberized ~ 2,433 feet

**Project Includes 1 Mobilization*

- Cracks specified for repair are singular cracks and shall be limited to 1/4" to 1" in width only.
- Clean all dirt, loose gravel and weeds from cracks in preparation to apply a hot-rubberized non-tracking sealant.
- There will be a slightly elevated band not to exceed 3" in width on the pavement of the sealed crack.
- All work areas will be barricaded at the time of crack sealing.

Pavement Markings

\$900.00

Pavement Markings ~ 1 LS

**Install Pavement Markings Per Existing Layout - 1 LS*

**Project Mobilizations Include - 1 EA*

Pavement Markings to Include:

- ADA - 3 EA
- Stalls - 26 EA

Total: \$6,422.00

Exclusions & Conditions

Exclusions and Conditions:

No permits, bonds, fees, soil testing, engineering, surveying, as-builts or layout.

Must always have suitable access to all work areas

Sub grade to be prepared by others and be within 1/10' and ready for aggregate base placement

No undercutting of unsuitable material below designed subgrade or replacement with suitable material.

Not responsible for underground utilities if the client does not request a JULIE or DIGGER locate.

All excavated material has been figured to be classified as "clean fill", free of petromat fabric

Any handling or removal of buried or unforeseen structures are not included.



No construction or security fence figured.

We appreciate the opportunity to quote on this project and we look forward to your favorable consideration on this matter

Acceptance

George Piggee
Covert Township
publicworks@covertwp.com

Date

Mike Smith
Pavement Solutions
msmith@pavementsolutions.org

Other Documents

- 1 YR Terms and Conditions 2025
- Insurance & Workers Comp
- Pavement Solutions Services
- Proof of insurance thru end of April 2025.pdf

Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal



Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

5.01.0

Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal



4/24/2025

7517 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

10 of 32



Town Hall & Main Public Works Lot - 73943 East Lake Street Proposal



4/24/2025

7617 State Rte 31, Richmond, IL 60071
<https://www.pavementsolutions.org/> | (815) 675-0696

2025



GENERATORS & MOBILE POWER PRODUCTS
SALES · RENTALS · SERVICE & PARTS



1.800.485.8068
WOLVERINEPOWER.COM

Wolverine Power Systems
3229 80th Avenue
Zeeland MI 49464
(800) 485-8068

Quote

Order Number: 0739079
Order Date: 2/21/2025
Salesperson: WPZ
Customer Number: COV002

Sold To:

COVERT TOWNSHIP
PO BOX 35
COVERT, MI 49043

Ship To:

COVERT TOWNSHIP (CITY HALL)
73943 EAST LAKE STREET
CITY HALL
COVERT, MI 49043

CONFIRM TO:

Phone: (269) 764-8732 Fax: P: (269) 764-8986

Page: 2

Customer P.O.	Ship VIA	F.O.B.	Terms
			Due Upon Receipt

Item Description	Unit	Ordered
------------------	------	---------

THIS QUOTE IS VOID AFTER 15 DAYS AND IS SUBJECT TO PARTS AVAILABILITY. THIS QUOTE DOES NOT INCLUDE ADDITIONAL REPAIRS TO UNFORESEEN DAMAGE OR ADDITIONAL LABOR CAUSED BY CIRCUMSTANCES OUTSIDE OF OUR DIRECT CONTROL. UNLESS SPECIFICALLY LISTED ABOVE, THIS QUOTE DOES NOT INCLUDE ANY PRIOR SITE VISITS OR WORK. CUSTOMER IS RESPONSIBLE FOR ANY AND ALL RESTOCKING FEES, FREIGHT CHARGES, NON-RETURNABLE PARTS AND/OR MATERIALS UPON APPROVING THIS QUOTE AND WILL BE CHARGED ACCORDINGLY IF THIS ORDER IS CANCELLED FOR ANY REASON PER OUR STANDARD RETURN POLICY, WHICH CAN BE FOUND AT [HTTPS://WOLVERINEPOWER.COM/RETURN-REFUND-POLICY/](https://wolverinepower.com/return-refund-policy/) ON OUR WEBSITE. A 3% PROCESSING FEE WILL BE APPLIED TO ALL ORDERS OF \$5,000 OR MORE THAT ARE PAID FOR BY CREDIT CARD. WOLVERINE POWER SYSTEMS IS NOT LIABLE FOR LOSSES OR ANY CONTINGENT LIABILITIES ARISING FROM THE OPERATION OF THIS SYSTEM OR THE FAILURE OF THIS SYSTEM TO OPERATE.

APPROVED BY (Please Print): _____

CUSTOMER SIGNATURE: _____

GENERATOR SALES - SERVICE - RENTALS - PARTS

Net Order:	978.62
Less Discount:	0.00
Freight:	25.00
Sales Tax:	0.00
Order Total:	1,003.62

Wolverine Power Systems
3229 80th Avenue
Zeeland MI 49464
(800) 485-8068

Quote

Order Number: 0739079
Order Date: 2/21/2025
Salesperson: WPZ
Customer Number: COV002

Sold To:

COVERT TOWNSHIP
PO BOX 35
COVERT, MI 49043

Ship To:

COVERT TOWNSHIP (CITY HALL)
73943 EAST LAKE STREET
CITY HALL
COVERT, MI 49043

CONFIRM TO:

Phone: (269) 764-8732 Fax: P: (269) 764-8986

Page: 1

Customer P.O.	Ship VIA	F.O.B.	Terms
			Due Upon Receipt

Item Description	Unit	Ordered
THIS IS A QUOTE TO PERFORM THE FOLLOWING ADDITIONAL WORK, DURING OUR NORMAL BUSINESS HOURS, AT OUR NEXT MAINTENANCE INSPECTION:		
-REPLACE OIL PAN GASKET		
-REPLACE VALVE COVER GASKET		
-REPLACE HIGH TEMP RTV TUBE		
-REPLACE GENERATOR BATTERY		
***INCLUDES STANDARD SHIPPING FEES AND A 1-2 MONTH LEAD TIME ON PARTS		
DIAGNOSTIC LABOR - 9/27/24		0.50
GASKET,SEAL OIL PAN	EACH	1.00
GASKET, HEAD CVR SEALING	EACH	1.00
HIGH TEMP RTV SILICONE	EACH	1.00
BATTERY, GROUP 26R,WET SERVICE	EACH	1.00
LABOR (NRS)		3.50

Continued



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.¹ 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.² 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, Indiana, Kansas, Kentucky, Michigan, Montana, North Carolina, Oregon, Pennsylvania, South Dakota, and Wisconsin

Please note with this new offering, effective for all renewal policies beginning January 1, 2025, 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.

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

² "Firefighters and Cancer." NFPA. 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
Phone: 800-447-0360**

PBG-AH-033-AXI-0924

From: Provident Policy Issuance <ProvidentPolicyIssuance@providentins.com>
Sent: Thursday, April 24, 2025 3:41 PM
To: Kathryn Thomas <kvthomas@acrisure.com>; Great Lakes Platform - Accounting <GreatLakesAccounting@acrisure.com>
Cc: Tristan Lesheim <tlesheim@providentins.com>
Subject: Covert-Township-Fire-and-Police-Department-AH-Renewal-PRCO-91985-MI10233

Good day,

We have attached the invoice and proposal for the above referenced policy.

In order to more effectively respond to the 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 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.** Please refer to the attached informational flyer as well as the proposal document for more information about the cancer exclusion as well as the new Line of Duty Cancer Initial Diagnosis Benefit that is available to be purchased through the rider.

Please note with this new offering, effective for all renewal policies beginning July 1, 2024, cancer is now excluded from the Accident & Health policy.

The attached invoice indicates when payment is due. Please return a copy of the invoice along with your check made payable to Provident Agency, Inc.

If you are interested in submitting your payment through ACH transfer, please reply to this email requesting a return call and we will be happy to assist you.

It is beyond the scope of this email nor is it reasonably possible to detail all the important provisions of this insurance. Only an actual reading of the policy will explain the coverage purchased, any exclusions and limitations that exist as well as how to access these benefits. Please do not hesitate to contact your Regional Director or our office if you have any questions.

Thank you for your business!

Provident Agency, Inc., is a third-party administrator for AXIS Insurance Company and New York Life Insurance Company.

As we are concerned about privacy, please [click here](#) to upload files securely.

Bill McCracken
Underwriter - Special Risk
p: [800.447.0360](tel:800.447.0360) x132
f: 412.963.0415
Pittsburgh, PA 15238
providentins.com

Celebrating 95 Years Serving ESOs
Fire & EMS | Law Enforcement | Special Risks

Provident Agency, Inc., dba in California as Provident of Pennsylvania Insurance Agency, Inc. CA License No. 0F74424 | NPN 2007953

CONFIDENTIAL INFORMATION: The information contained in this e-mail transmission is confidential and may contain Protected Health Information, as defined in the Health Insurance Portability and Accountability Act of 1996, as amended. It is intended only for the individual(s) designated above. If you are not the intended recipient be advised that federal law strictly prohibits any unauthorized use, disclosure, distribution, dissemination or the taking of any action in reliance on the contents of this information. If you have received this e-mail in error you are instructed to (1) immediately notify the sender via telephone at (412) 963-1200 and (2) destroy and delete all forms of this e-mail and all contents thereof. Unauthorized interception of this e-mail is a violation of federal criminal law.

IMPORTANT NOTICE:


This email, including any attachments or subsequent replies or forwards, (a) may include confidential, proprietary or other protected information; (b) is sent based upon a reasonable expectation of privacy; and (c) is not intended for unauthorized persons. If you are not the intended recipient, then you must not use, disclose or disseminate the information. In addition, please immediately notify the sender and then permanently delete the message and any attachments, replies or forwards, including any copies or portions thereof. Any unauthorized review, use, disclosure or distribution of this email is prohibited and may be a violation of law or regulation. It is the responsibility of the recipient to take steps to protect against viruses and ensure that this email (and any attachments hereto) does not adversely affect any computer system into which it is received or opened.

FW: Covert-Township-Fire-and-Police-Department-AH-Renewal-PRCO-91985-MI10233

From Laura Fogarty <officemanager@coverttwp.com>

Date Tue 4/29/2025 9:27 AM

To Daywi Cook <Supervisor@coverttwp.com>

 3 attachments (644 KB)

Covert-Township-Fire-and-Police-Department-AH-PROPOSAL-4-21-2025-72084.pdf; Provident Line of Duty Cancer Initial Diagnosis Benefit Rider Flyer.pdf; 2025 AH Renewal Invoice-Current Plan-Plan 1-Plan 2 Options Covert Township.pdf;

Hi Daywi,

Could we get this renewal package added to one of the Meeting coming up in May or June please.

Thank you,

Laura Fogarty

Office Manager

Covert Township

Office: 269-764-5138

Cell: 269-906-0703

Website: coverttwp.com

From: Kathryn Thomas <kvthomas@acrisure.com>

Sent: Tuesday, April 29, 2025 8:08 AM

To: Laura Fogarty <officemanager@coverttwp.com>

Subject: Covert-Township-Fire-and-Police-Department-AH-Renewal-PRCO-91985-MI10233

Good morning, Laura,

The anniversary date of your Provident Accident and Health policy is rapidly approaching. Please refer to the enclosed renewal packet.

On the attached proposal, **Present Plan** applies the previously maintained benefit limits on the new policy form. Additional plans shown (**Plan 1** and **Plan 2**) offer higher benefit levels and a Line of Duty Cancer Initial Diagnosis Benefit Rider.

To renew your present plan on the new policy form, please remit the premium for **Present Plan Annual Installment**. If you would like to increase the benefit levels to **Plan 1** or **Plan 2**, please remit the corresponding premium for the option you are choosing.

As always thank you for your business and please let me know if you have any questions.

Thank you!

Kate

Kate Thomas

Associate Account Manager



315 S. Kalamazoo Mall

Kalamazoo, MI 49007

Email: kvthomas@acrisure.com

Direct: 269-341-4839

Fax: 269-276-9155

www.acrisure.com/greatlakes

Coverage cannot be issued, changed, cancelled, modified or otherwise altered without speaking to and receiving written confirmation from an authorized representative of Acrisure, LLC.

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.

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.

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.

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 Any, 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.

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.

supplies charged by the institution up 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.

- 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.

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.

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.

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.

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>
Annual Premium	\$3,228	\$4,178	\$5,129

The annual payment option offers a one-year rate guarantee.

Preparation Date: April 21, 2025

Renewal Date: July 1, 2025

Proposal ID: 72084

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.

- 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.



BIND REQUEST

DATE: April 29, 2025

Covert Township
73943 Lake Street
PO Box 35
Covert MI. 49043-0035

Provident Accident & Health Policy #PRCO-91985-MI10233
Premium Due & Effective: 7/1/2025

<u>PLAN #</u>	<u>PREMIUM:</u>
<input type="checkbox"/> Present Plan – Annual Premium	\$3,228
<input type="checkbox"/> Plan 1 – Annual Premium	\$4,178
<input type="checkbox"/> Plan 2 – Annual Premium	\$5,129

TOTAL PREMIUM SELECTED: \$ _____

****Please check the box of the plan you are selecting, sign, date & return to:***

***Acrisure Great Lakes Partners Insurance Services, LLC
315 South Kalamazoo Mall
Kalamazoo, MI 49007***

PAYMENTS MAY BE SENT TO:

***Acrisure Great Lakes Partners Insurance Services, LLC
P.O. Box 736242
Chicago, IL 60673-6242***

Or pay online at: www.acrisure.com/greatlakes-pay/

SIGNATURE: _____ **DATE:** _____

**COVERT TOWNSHIP
VAN BUREN COUNTY, MICHIGAN**

Ordinance No. 125

Adopted: May 13, 2025

Effective:

An Ordinance to amend the Township of Covert Zoning Ordinance to revise and add definitions for short-term rentals; to allow this use in certain zoning districts; to provide for regulations for short-term rentals; to provide for severability; and, to provide for 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**

This Section amends Article 2, “Construction of Language and Definitions,” Section 2.02, titled, “Definitions” of the Covert Township Zoning Ordinance to revise the definition of “Dwelling Unit” and to add new terms and definitions for “Permanent Resident,” Short-Term Rental,” and Short-Term Rental Activity” and reads as follows:

Dwelling Unit – A building or a mobile home or portion thereof connected to an approved sanitary wastewater collection and disposal system and having cooking, sanitary, bathing, dining, and sleeping facilities, intended for occupancy by not more than one (1) family of permanent residents. A mobile home can be classified as a dwelling unit only after meeting the standards of a mobile home as defined herein. (See Mobile Home)

Permanent Resident – Any person who has resided in the same dwelling unit for a period of more than 30 consecutive days is construed as a permanent resident for the purpose of this Ordinance.

Short-Term Rental – A dwelling in which short-term rental activity is allowed to occur subject to the terms and conditions of this Ordinance, the Short-Term Rental Ordinance (Ordinance #118), and the Housing and Property Maintenance Code.

Short-Term Rental Activity – The rental of a dwelling for a term of less than 31 consecutive days. However, short-term rental activity does not include the following: transitional housing operated by a nonprofit entity, group homes such as nursing homes and adult foster care homes, hospitals, or housing provided by a substance abuse rehabilitation clinic, mental health facility, or other health care related clinic, or dwelling units owned by a business entity and made available on a temporary basis to employees of that business entity or employees of a contractor working for that business entity.

SECTION 2
AMENDMENT TO ARTICLE 18, “GENERAL PROVISIONS” OF THE COVERT
TOWNSHIP ZONING ORDINANCE

This Section amends Article 18, “General Provisions,” of the Covert Township Zoning Ordinance to add new Section 18.36, titled, “Section 18.36 – Short-Term Rentals” and reads as follows:

Section 18.36 – Short-Term Rentals

- A. Only single-family dwellings shall be allowed to be used for short-term rental activity.
- B. Where allowed, short-term rental activity shall be considered a residential accessory use.
- C. A dwelling unit in which short-term rental activity is allowed to occur shall be subject to the terms and conditions of this Ordinance, the Short-Term Rental Ordinance (Ordinance #118), and the Housing and Property Maintenance Code.
- D. A dwelling unit in which short-term rental activity is allowed to occur must have a minimum of one (1) off-street parking space on the same lot as the short-term rental activity for each occupant’s vehicle in addition to any other spaces required under applicable laws, rules and regulations for any other uses in the building or on the premises. Off-street parking shall be subject to compliance with Article 19 of this Ordinance.

SECTION 3
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 4
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



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

Covert Township Supervisor Directive

Subject: Duties for the Deputy Supervisor

Effective Date: 5/8/2025

Issued by: Daywi Cook, *Township Supervisor*

Purpose:

This directive establishes the specific circumstances under which the Deputy Supervisor of Covert Township may exercise the powers and perform the duties of the Township Supervisor, and outlines the limitations of authority and compensation.

Directive:

Pursuant to MCL - Section 41.61, and the authority vested in the Supervisor, the Deputy Supervisor of Covert Township shall act in a limited capacity as follows:

1. Activation of Duties

The Deputy Supervisor shall assume the powers and perform the duties of the Township Supervisor **only** in the event of one or more of the following conditions:

- **Absence** of the Supervisor, defined as:
 - The Supervisor is unable to be reached for an extended period of time; or
 - The Supervisor has provided notice that they will be unavailable for a defined period.
- **Sickness or disability** that renders the Supervisor incapable of performing official duties.
- **Death** of the Supervisor.

2. Compensation

The Deputy Supervisor shall not receive compensation for performing these duties under this directive, unless the Township Board formally approves payment for the temporary assumption of duties. Any compensation must be authorized by a majority vote of the Board and recorded in the official meeting minutes.

3. Limitations on Authority

While acting under this directive, the Deputy Supervisor shall:

- Possess the powers and perform the statutory duties of the Township Supervisor.
- **Not** exercise voting rights of the Supervisor on the Township Board.
- **Not** assume the role as moderator during a meeting of the Township Board, unless the Deputy Supervisor is a Township Board member and the Township Board formally authorizes they moderate the meeting by a majority vote.

- Cease exercising such powers immediately upon the return or recovery of the Supervisor, or upon direction by a majority vote of the Township Board if applicable under law.

4. Notification Requirements

- In the event of a planned absence, the Supervisor shall notify the Township Clerk and the Deputy Supervisor in writing, specifying the expected duration of the absence.
- In an emergency or unplanned circumstance, the Deputy Supervisor shall notify the Township Board upon assuming duties, and provide periodic updates as necessary.

5. Duration and Review

This directive remains in effect until the end of the Supervisor's term, unless amended or rescinded by the Township Supervisor or the Township Board.

Approved by:

A handwritten signature in black ink, appearing to read 'Daywi Cook', with a stylized flourish at the end.

Daywi Cook
Township Supervisor, Covert Township
5/6/2025



Covert Township

Van Buren County, Michigan

P.O. Box 35, Covert, MI 49043 | Phone (269) 764-8986 • Fax (269) 764-1771 | Website: coverttwp.com

FOR IMMEDIATE RELEASE

Contact: Daywi Cook, Covert Township Supervisor
Email: supervisor@coverttwp.com | Phone: (269) 764-5137
Website: www.coverttwp.com

Covert Township to Host Dual Ribbon Cutting Ceremonies Celebrating Major Park Improvements

COVERT TOWNSHIP, VAN BUREN CO, MI – Covert Township is proud to announce two back-to-back ribbon cutting ceremonies celebrating the completion of major improvement projects at Covert Community Park and Covert Park Beach & Campground. Both projects were managed by Wightman and Associates on behalf of Covert Township.

These events, hosted by the South Haven Area Chamber of Commerce, will take place on Thursday, May 29, 2025. The first ceremony will begin at 12:00 PM, guests are invited to the Covert Park Beach & Campground (80559 32nd Ave, Covert, MI) for the first ribbon cutting to unveil the newly improved boardwalk. This project was made possible by a \$475,000 Michigan Spark Grant from the Department of Natural Resources and included a complete replacement of a 600-foot boardwalk and stairway through Lake Michigan dunes. Improvements include stabilized pathways, safety railings, benches, and the use of eco-friendly composite decking material to enhance durability and accessibility. Contractor TJM Construction led the transformation of this essential access point, which supports safe visitor movement and dune preservation.

Immediately following, at 12:30 PM at Covert Community Park, located downtown at the southwest corner of M-140 Hwy and 34th Avenue. This celebration marks the completion of a \$293,000 revitalization project made possible through a \$146,462 grant from the Michigan Economic Development Corporation's (MEDC) Revitalization and Placemaking (RAP) Program. Enhancements include new playground equipment, a pavilion, walkways, landscaping, lighting, and more—delivered by general contractor Compton, Inc. This effort is part of a long-term vision to transform the park into a central gathering space and support economic growth in the heart of the community.

"These projects represent a significant investment in the quality of life, environmental stewardship, and recreational access for our residents and visitors," said Covert Township Supervisor Daywi Cook. "We're excited to celebrate with the community and all those who helped make these projects possible."

The South Haven Area Chamber of Commerce will host both ceremonies, and community members, project partners, and press are encouraged to attend. Light refreshments will be provided at the second ribbon cutting.