

# **COVERT TOWNSHIP**

## **REGULAR BOARD MEETING**

Tuesday, June 10, 2025 at 6:00 PM

Covert Township Hall

73943 Lake St, Covert, MI 49043

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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. Approval of Agenda

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

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

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

### 5. Informational Updates

- a. Police/Fire Complex Drain
- b. North Boardwalk Project
- c. Covert Community Park Project
- d. South Boardwalk Project

### 6. CONSENT AGENDA

- a. Draft Minutes of the June 4, 2025 Special Board Meeting
- b. Draft Minutes of the May 13, 2025 Regular Board Meeting
- 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 *pending*

- 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, Zoning Board of Review and Historical Museum Advisory Committee did not meet in May.*

- DRAFT Park Advisory Committee 5/15/2025
- DRAFT Planning Commission Minutes 5/21/2025 *pending*
- DRAFT SH Area Airport Authority Minutes 5/21/2025
- DRAFT Community Garden Advisory Committee 5/30/2025 *pending*
- DRAFT Salary Advisory Committee 6/4/2025 *pending*

**8. OLD BUSINESS**

**a. Cemetery Roads – Next Steps**

*Repaving of the cemetery roads was tabled due to costs not being able to be covered by the Road Millage. I need direction on whether to move forward and how.*

**b. 497.3069 – 77648 48<sup>th</sup> Ave**

*The Township asked for a revised program sheet to remove services that have already been performed and provide more detail. The new program sheet is pending.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the revised 497.3069 for ditching along 48<sup>th</sup> Avenue near 77648 48<sup>th</sup> Ave, as presented.

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

**9. NEW BUSINESS**

**a. Resolution To Approve Installation of Permanent Story Stroll at Covert Community Park**

*Bronson secured \$5,000 in grant funding, and the Van Buren District Library will cover the difference. This is to install a permanent story stroll in Covert Township to encourage physical movement and reading. The interchangeable installations will be owned and managed by VBDL. They have asked Covert Township's DPW install the structures, of which the DPW Manager has agreed they can execute.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the Resolution to Approve the Installation of a Permanent Story Stroll at Covert Community Park, as presented.

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

**b. Department of Public Works - Resolution to Authorize the Sale of Surplus Township Equipment**

*DPW Manager Mr. Piggee has identified items that are no longer needed and could be sold at market value: Ford Expedition SUV (replaced by Police Cruiser), Old snowblower (formerly used with a tractor no longer owned), Old back-blade (formerly used with a tractor no longer owned), Golf Cart (needs major repair for charging issue). Mr. Piggee will determine fair market value. Anything over \$300 in value must be approved by resolution of the board.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the Resolution to Authorize the Sale of Surplus Township Equipment, as presented.

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

**c. Police Department – Police Academy Sponsorship Request**

*There is an opening on the Police Department and we may need to sponsor a cadet through the Police Academy. The cost of tuition and uniform is \$8,653.12. The cost of PT uniform and an hourly rate of \$20 will also need to be approved.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table sponsoring a cadet through the Police Academy at \$20/hour, plus the cost of tuition and uniforms, as presented.

ROLL CALL VOTE: Rose: \_\_\_\_\_, Rendell: \_\_\_\_\_, Pritchard: \_\_\_\_\_,

Taylor: \_\_\_\_\_, Cook: \_\_\_\_\_

**d. Police Department – School Resource Officer Agreement**

*The original agreement approved by this board was never fully executed and has since been modified by Covert Public School. The district will reimburse the cost of the officer in the amount of \$78,716, plus other resources as necessary.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the School Resource Officer Agreement with Covert Public School, as presented.

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

**e. Township Hall - Cleaning Services Bids**

*Due to the decline of services from the current Cleaning business, Office Manager, Laura Fogarty, has requested bids for cleaning services for the Township Hall. We have received quotes from K's Kleaning, Carmen's Cleaning Service and Laura Fogarty. Each contractor quoted \$150/week. K's Kleaning also quoted \$200 per monthly deep clean.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table hiring \_\_\_\_\_ to clean the Township Hall at \$150 per week to perform the scope of services as described in the RFP.

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

**f. Township Hall – Postage Machine Replacement**

*We need to replace our postage machine as it will no longer accept updates. Attached is the replacement machine brochure and the new lease amount is \$509.97 a quarter. Currently we pay \$388.65.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the NASPRO ValuePoint FMV Lease Agreement in the amount of \$509.97 a quarter, as presented.

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

**g. Covert Community Park Sign Concepts**

*Mike Kiefer has designed Covert Township's signs for decades. The four welcome signs were erected over 20 years ago, retouched once about 10 years ago and are due to be replaced (\$2530 each). A stronger high-density material will be used this time. We will also need a sign for the Covert Community Park (\$2285), which is covered by ARPA/RAP Grant funds.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table purchasing four welcome signs and one sign for the Covert Community Park in the total amount of \$12,405, as presented.

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

**h. Covert 5-Year Park Plan – SW Michigan Planning Commission Proposal**

*Our campground managers and been working with the Park Advisory Committee and SW Michigan Planning on when and how to update our 5-Year Park Plan. With the Park Advisory Committee not meeting last month, and the short time-line to get an updated plan to the DNR, a proposal has been formulated for the board to consider. The board discussed this to be budgeted for next fiscal year. **An estimate is pending.***

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the proposal from SW Michigan Planning Commission to update the 5-Year Park Plan in the amount of \$\_\_\_\_\_, as presented.

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

**i. Municipal Sewer Vector Clean Three Lift Stations – Clean Earth**

*Three lift stations are due to be pumped, cleaned and power washed. The proposal states a cost not to exceed \$3,500.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the proposal from CleanEarth to pump, clean and power wash three lift stations for a cost not to exceed \$3,500, as presented.

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

**j. Furniturer.inc Request for Relief of Sewer Bills**

*Furniturer.inc is requesting the board review their sewer account and consider a partial adjustment or relief for the affected billing period. The Treasurer’s office will supply copies of all bills during the period of Q4 2022 to now. The Township is required to calibrate the flow meters used to measure the flows going to the drain field annually. The meter and infrastructure in the facility is the responsibility of Furniturer.Inc to maintain. F&V met them on site to explain how we read the meter, and our Treasurer’s department explained the billing structure. In July 2023, we advised they hire someone to inspect their system for leaks. It wasn’t until May 2025 that the leak was detected, according to the email request from Furniturer.Inc.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the request from Furniturer.Inc for relief of their sewer bills, \_\_\_\_\_.

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

**k. Resolution to support the South Haven Area Water Sewer Authority (SHAWSA) Clean Water State Revolving Fund (CWSRF) Request**

*EGLE is asking for a board resolution showing Covert Township’s support for SHAWSA’s CWSRF grant application to fund the waste water expansion project to their treatment facility from Covert Township’s aging septic system. The project is estimated to cost approximately \$80M and includes a series of force mains, lift stations, and facility upgrades.*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve/deny/table the Resolution to support the South Haven Area Water Sewer Authority (SHAWSA) Clean Water State Revolving Fund (CWSRF) Request, as presented.

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

**l. Holtec Request for Parking – Covert Lion’s Community Center**

*Holtec has an immediate need for 300 parking spaces and has asked about using the Lion’s Club’s parking lot. A shuttle would get employees to the plant, and multiple lots will need to be utilized. The Lion’s Club has an ongoing lease per a CDBG agreement that was executed in 1990. The property would most likely lose its tax-exempt status. I need direction from the board before pursuing this further.*

**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, July 8, 2025 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.**

# **CONSENT AGENDA**

# COVERT TOWNSHIP REGULAR BOARD MEETING

Wednesday, June 4, 2025 at 4:30 PM

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

**\*DRAFT\*** Meeting Minutes

Call to Order/Pledge of Allegiance

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

\*Motion by Taylor, seconded by Pritchard to approve the agenda as presented.

ROLL CALL VOTE: Y: 5 N: 0

Public Comment: None

\*Motion by Cook, seconded by Pritchard to approve sending the parking lot project back out for bids with requirement of more detailed costs and contractor availability.

ROLL CALL VOTE: Y: 5 N: 0

\*Motion by Cook, supported by Taylor to approve allocating up to \$112,344.81 in RevShare Funds toward 2025 Sealcoating.

ROLL CALL VOTE: Y: 5 N: 0

\*Motion by Pritchard, supported by Rose to approve the following 2024/2025 budget amendments:

FUND DEPT CHANGE NEW VALUE

101- GF Dept 215.00 - CLERK 10,000 89,895

101- GF Dept 247.00 – BOR 1,000 3,374

101- GF Dept 265.00 - TWP HALL 18,000 62,597

101- GF Dept 444.00 – S/S 15,000 414,588

101- GF Dept 804.00 – MUSEUM 1,100 7,244

270 - MUS Dept 000.00 400 975

270 - MUS Dept 265.00 - TWP HALL 1,200 7,303

ROLL CALL VOTE: Y: 5 N: 0

\*Motion by Cook, supported by Rendell to approve a wage increase for Non-Union Township Employees, Board and Commission members and election inspectors at a rate of 3%, except for deputies and the office assistant who will receive a 5% increase and 35 hours of floating holiday pay.

ROLL CALL VOTE: Y: 5 N: 0

\* Motion by Rendell, supported by Pritchard to table adopting the Earned Sick Time Policy, to comply with ESTA, for all eligible employees who do not have an employment contract with the Township, as presented.

ROLL CALL VOTE: Y: 5 N: 0

\*Motion by Taylor, supported by Pritchard to approve the 2025/2026 Township Hall Holiday Closure Schedule, as presented.

ROLL CALL VOTE: Y: 5 N: 0

\* Motion by Cook, supported by Pritchard to approve the 2025/2026 Township Board Regular Meeting Schedule, with the November date changed to Wednesday November 12, 2025, to accommodate for Veteran's Day, as presented.

ROLL CALL VOTE: Y: 5 N: 0

Meeting adjourned at 6:24PM.

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

# COVERT TOWNSHIP REGULAR BOARD MEETING

Tuesday, May 13, 2025 at 6:00 PM

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

**\*DRAFT\*** Meeting Minutes

Call to Order/Pledge of Allegiance

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

\*Motion by Pritchard, seconded by Rendell to approve the appointing of Trustee Lonzey Taylor to moderate the meeting.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rendell, seconded by Pritchard to approve the agenda as presented with two additions.

ROLL CALL VOTE: Y: 3 N: 1 Absent: 1

Public Comment: B. Norman commented on road projects that need attention

Commissioner updates: Gail Patterson Gladney from VBC Board of Commissioners and Rev. Askew w/ Brett Witkowski from VBC Road Commission.

\*Motion by Rendell, seconded by Pritchard to approve the Consent Agenda as presented.

ROLL CALL VOTE: Y: 3 N: 1 Absent: 1

\*Motion by Rendell, seconded by Taylor to approve 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: Y: 4 N: 0 Absent: 1

\*Motion by Taylor, seconded by Rendell to table awarding the Parking Lot Project Bid as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Taylor, seconded by Rose to table the Ordinance of Sanitary Sewage Disposal Facilities Rate & Mandatory Connection, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rendell, seconded by Pritchard to deny contributing funds to Al Van Humane Society for animal sheltering services beyond the amount described in the Animal Service Agreement for April 2025 – March 2026.

ROLL CALL VOTE: Y: 3 N: 1 Absent: 1

\*Motion by Pritchard, seconded by Rose to approve hiring a full-time Covert Township Police and Fire/EMS Administrative Assistant & FOIA Coordinator at a rate of \$21/hour, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rose, seconded by Pritchard to approve contributing half the cost of DNA testing for an ongoing investigation in the amount of \$4,173.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rose, seconded by Taylor to approve BioCare physicals for the Fire and EMS personnel in the total amount of \$9,935, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rendell, seconded by Pritchard to approve the Resolution to Establish In-Service Withdrawal Age Of 55 For Township-Funded 401(A) Plans, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Pritchard, seconded by Rose to approve the quote from Arnt Asphalt to seal and mark the following parking lots: Library, Police/Fire Complex, DPW/Old Fire Station, and Township Hall, for the total amount of \$14,550.00.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Rendell, seconded by Rose to table the quotes to re-pave the cemetery drives, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Pritchard, seconded by Rose to approve the quote from Wolverine Power Systems to repair the generator at the Township Hall in the amount of \$1,003.62, as presented.

ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Pritchard, seconded by Rendell to approve the Provident Accident and Health Policy, Present Plan with an annual premium of \$3,228.00, as presented.  
ROLL CALL VOTE: Y: 4 N: 0 Absent: 1

\*Motion by Taylor, seconded by Rendell to approve adopting Ordinance 125.

**10. Public Comment** – B. Norman asked about the purpose of the DNA request by Covert PD and requested a copy of Ordinance 125.

L. Smaka expressed concern for items not posted to the website and the time frame of the effective date of Ordinance 125 vs availability of the document.

E. Harrington suggested making meetings available online/streaming.

G. Piggee asked Brett Witkowski for clarification on whether to report ditch issues to the VBCRC if the ditch is or is not damaging the road.

Meeting adjourned at 8:03PM.

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

# CLERK'S REPORT

|                                      |                         | 5/16/2025 - 6/11/2025   |                        | To be paid when due:               |
|--------------------------------------|-------------------------|-------------------------|------------------------|------------------------------------|
|                                      |                         | <u>INVOICE REGISTER</u> | <u>PAYROLL AMOUNTS</u> | <u>INVOICES ON HOLD FOR REVIEW</u> |
|                                      |                         | <u>AMOUNTS</u>          |                        | <u>REVIEW</u>                      |
| 101                                  | GENERAL FUND            | 153,452.27              | 49,569.70              | \$ 2,880.00                        |
| 204                                  | MUNICIPAL STREET FUND   | 205,874.63              |                        |                                    |
| 260                                  | WATER                   |                         |                        |                                    |
| 207                                  | POLICE FUND             | 17,681.17               | 88,552.69              |                                    |
| 208                                  | DRUG ENFORCEMENT        |                         |                        |                                    |
| 210                                  | FIRE/AMBULANCE FUND     | 9,727.71                | 71,753.58              |                                    |
| 249                                  | BUILDING FUND           |                         |                        |                                    |
| 250                                  | COVERT COM. GARDEN      |                         |                        |                                    |
| 260                                  | WATER                   | 5,200.00                |                        |                                    |
| 270                                  | MUSEUM                  | 104.84                  |                        |                                    |
| 280                                  | CAMPGROUND              | 152,582.22              |                        |                                    |
| 290                                  | SENIOR SERVICES FUND    | 3,997.54                |                        |                                    |
| 590                                  | WASTE WATER FUND        |                         |                        |                                    |
| 703                                  | CURRENT TAX COLL'N FUND |                         |                        |                                    |
| 750                                  | PAYROLL                 | 1,915.32                |                        |                                    |
| SUBTOTAL                             |                         | \$ 550,535.70           | \$ 209,875.97          | \$ 2,880.00                        |
| <b>TOTAL TO APPROVE FOR PAYMENT:</b> |                         | <b>\$763,291.67</b>     |                        |                                    |

**BOARD REPORT**

**PAYROLL PERIOD: 05.04.2025 TO 05.17.2025**

| Row Labels                 | Sum of HOURS   | Sum of DEBIT    |
|----------------------------|----------------|-----------------|
| <b>1-GENERAL FUND</b>      | <b>445.78</b>  | <b>11366.53</b> |
| DPW Hourly                 | 259.55         | 5877.77         |
| ER TAX EXPENSE             | 0.00           | 771.04          |
| Hourly Wages               | 76.16          | 1466.08         |
| Overtime                   | 29.34          | 959.04          |
| Paid Time Off              | 14.55          | 375.74          |
| Salary Wages               | 66.18          | 1916.86         |
| <b>2-POLICE DEPARTMENT</b> | <b>829.08</b>  | <b>28506.69</b> |
| Comp Time Used             | 3.00           | 93.90           |
| ER TAX EXPENSE             | 0.00           | 1984.93         |
| Hourly                     | 579.00         | 16987.50        |
| Hourly-Pd Clerical         | 56.58          | 1082.19         |
| Overtime                   | 52.50          | 2302.45         |
| Salary Wages               | 80.00          | 4240.38         |
| Sick                       | 18.00          | 563.38          |
| Vacation                   | 40.00          | 1251.96         |
| <b>3-FIRE DEPARTMENT</b>   | <b>851.88</b>  | <b>21622.45</b> |
| Comp Time Used             | 1.00           | 21.17           |
| ER TAX EXPENSE             | 0.00           | 1515.22         |
| Hourly                     | 647.00         | 13966.75        |
| Hourly-Fd Clerical         | 18.88          | 356.45          |
| Hourly-Fd Part-Time        | 39.00          | 791.70          |
| Ins Opt Out                | 0.00           | 440.93          |
| Overtime                   | 122.00         | 3955.67         |
| Sick                       | 24.00          | 574.56          |
| <b>Grand Total</b>         | <b>2126.74</b> | <b>61495.67</b> |

**BOARD REPORT**

**PAYROLL PERIOD: 04.20.2025 TO 05.03.2025**

| Row Labels                 | Sum of HOURS   | Sum of DEBIT    |
|----------------------------|----------------|-----------------|
| <b>1 GENERAL FUND</b>      | <b>628.07</b>  | <b>26690.14</b> |
| DPW Hourly                 | 229.11         | 5142.12         |
| ER TAX EXPENSE             | 0.00           | 1899.15         |
| Hourly Wages               | 84.10          | 1618.93         |
| Ins Opt Out                | 0.00           | 1751.73         |
| Longevity                  | 0.00           | 2000.00         |
| Overtime                   | 9.53           | 335.10          |
| Salary Wages               | 63.33          | 8486.01         |
| Sick                       | 40.00          | 902.00          |
| Sold Vacation              | 202.00         | 4555.10         |
| <b>2-POLICE DEPARTMENT</b> | <b>856.28</b>  | <b>29818.34</b> |
| Comp Time Used             | 10.00          | 266.95          |
| ER TAX EXPENSE             | 0.00           | 2031.24         |
| Hourly                     | 625.50         | 18488.93        |
| Hourly-Pd Clerical         | 58.28          | 1113.01         |
| Overtime                   | 72.50          | 3244.31         |
| Salary Wages               | 80.00          | 4360.91         |
| Vacation                   | 10.00          | 312.99          |
| <b>3-FIRE DEPARTMENT</b>   | <b>1120.00</b> | <b>27933.42</b> |
| ER TAX EXPENSE             | 0.00           | 1963.67         |
| Hourly                     | 648.00         | 14007.60        |
| Hourly-Fd Clerical         | 24.00          | 453.12          |
| Hourly-Fd Part-Time        | 67.00          | 1360.10         |
| Ins Opt Out                | 0.00           | 440.93          |
| Kelly Day Worked           | 24.00          | 831.96          |
| On Call                    | 36.00          | 530.88          |
| Overtime                   | 51.00          | 1640.96         |
| Sold Vacation              | 270.00         | 6364.20         |
| Stipend                    | 0.00           | 340.00          |
| <b>Grand Total</b>         | <b>2604.35</b> | <b>84441.90</b> |

**BOARD REPORT**

**PAYROLL PERIOD: 04.06.2025 - 04.19.2025**

| Row Labels                 | Sum of HOURS   | Sum of DEBIT    |
|----------------------------|----------------|-----------------|
| <b>1-GENERAL FUND</b>      | <b>406.10</b>  | <b>11513.03</b> |
| 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          |
| <b>2-POLICE DEPARTMENT</b> | <b>839.05</b>  | <b>30227.66</b> |
| 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         |
| <b>3-FIRE DEPARTMENT</b>   | <b>850.75</b>  | <b>22197.71</b> |
| 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         |
| <b>Grand Total</b>         | <b>2095.90</b> | <b>63938.40</b> |

| LINE  | ITEM                              | LOCATION | INVT DATE  | EXP DATE   | INV AMT    | AUT DUE | STATUS |
|---|-----------------------------------|----------|------------|------------|------------|---------|--------|
| 68299   | ATLAN                             |          | 05/26/2025 | 06/29/2025 | 1,471.56   | 1/00    | PAID   |
| 68300   | ATLANTA FLORIDA: BROWARD          |          | 05/01/2025 | 06/01/2025 | 1,100.00   | 1/00    | PAID   |
| 68301   | ATLANTA FLORIDA: BROWARD          |          | 05/01/2025 | 06/01/2025 | 1,100.00   | 1/00    | PAID   |
| 68302   | ATLANTA FLORIDA: BROWARD          |          | 05/30/2025 | 06/02/2025 | 115.00     | 1/00    | PAID   |
| 68303   | ATLANTA FLORIDA: BROWARD          |          | 05/26/2025 | 05/29/2025 | 335.00     | 1/00    | PAID   |
| 68304   | BLAZER TECH TECHNOLOGIES          |          | 05/21/2025 | 06/01/2025 | 1,000.00   | 1/00    | PAID   |
| 68305   | BLAZER TECH TECHNOLOGIES          |          | 05/29/2025 | 06/01/2025 | 45,000.00  | 1/00    | PAID   |
| 68306   | BURBANK CA: BURK                  |          | 05/29/2025 | 06/29/2025 | 307.82     | 1/00    | PAID   |
| 68307   | CITY OF SOUTH HAVEN               |          | 05/01/2025 | 05/29/2025 | 211.79     | 1/00    | PAID   |
| 68308   | CITY OF SOUTH HAVEN               |          | 05/01/2025 | 05/29/2025 | 466.97     | 1/00    | PAID   |
| 68309   | CITY OF SOUTH HAVEN               |          | 05/09/2025 | 05/29/2025 | 36.83      | 1/00    | PAID   |
| 68310   | CITY OF SOUTH HAVEN               |          | 05/09/2025 | 05/29/2025 | 41.96      | 1/00    | PAID   |
| 68311   | CITY OF SOUTH HAVEN               |          | 05/09/2025 | 05/29/2025 | 39.73      | 1/00    | PAID   |
| 68312   | CITY OF SOUTH HAVEN               |          | 05/09/2025 | 05/29/2025 | 40.32      | 1/00    | PAID   |
| 68313   | CITY OF SOUTH HAVEN               |          | 05/09/2025 | 05/29/2025 | 53.64      | 1/00    | PAID   |
| 68314   | CITY OF SOUTH HAVEN               |          | 05/17/2025 | 06/17/2025 | 5,300.00   | 1/00    | PAID   |
| Total for vendor 68306 - CITY OF SOUTH HAVEN: |                                   |          |            |            | 6,171.12   | 1/00    |        |
| 68019   | CONCRETE CITY                     |          | 05/15/2025 | 06/21/2025 | 402.00     | 1/00    | PAID   |
| 68020   | CONCRETE CITY                     |          | 05/15/2025 | 06/25/2025 | 457.00     | 1/00    | PAID   |
| 68021   | CONCRETE CITY                     |          | 05/07/2025 | 06/29/2025 | 81.00      | 1/00    | PAID   |
| Total for vendor 68019 - CONCRETE CITY:       |                                   |          |            |            | 940.00     | 1/00    |        |
| 68022   | CONCRETE CITY                     |          | 05/15/2025 | 06/21/2025 | 914.00     | 1/00    | PAID   |
| 68023   | CONCRETE CITY                     |          | 05/15/2025 | 06/21/2025 | 2,102.00   | 1/00    | PAID   |
| 68024   | CONCRETE CITY                     |          | 05/13/2025 | 05/23/2025 | 2,311.00   | 1/00    | PAID   |
| Total for vendor 68022 - CONCRETE CITY:       |                                   |          |            |            | 5,327.00   | 1/00    |        |
| 68025   | CONCRETE, INC.                    |          | 05/28/2025 | 06/02/2025 | 112,773.75 | 1/00    | PAID   |
| 68026   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 06/16/2025 | 120.00     | 1/00    | PAID   |
| 68027   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 06/29/2025 | 470.00     | 1/00    | PAID   |
| 68028   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/18/2025 | 06/19/2025 | 2,254.50   | 1/00    | PAID   |
| 68029   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/24/2025 | 06/29/2025 | 50.00      | 1/00    | PAID   |
| 68030   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/24/2025 | 06/07/2025 | 120.00     | 1/00    | PAID   |
| 68031   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 06/16/2025 | 250.00     | 1/00    | PAID   |
| 68032   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 05/01/2025 | 6,688.97   | 1/00    | PAID   |
| 68033   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 06/21/2025 | 155.50     | 1/00    | PAID   |
| 68034   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/28/2025 | 06/29/2025 | 500.00     | 1/00    | PAID   |
| 68035   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/18/2025 | 06/16/2025 | 98.00      | 1/00    | PAID   |
| 68036   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/22/2025 | 06/28/2025 | 128.42     | 1/00    | PAID   |
| 68037   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/27/2025 | 06/20/2025 | 207.84     | 1/00    | PAID   |
| 68038   | CONCRETE PROFESSIONAL FIREPROTECT |          | 04/23/2025 | 05/20/2025 | 459.11     | 1/00    | PAID   |
| 68039   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/16/2025 | 06/13/2025 | 251.97     | 1/00    | PAID   |
| 68040   | CONCRETE PROFESSIONAL FIREPROTECT |          | 04/23/2025 | 05/30/2025 | 114.80     | 1/00    | PAID   |
| 68041   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/21/2025 | 06/19/2025 | 194.04     | 1/00    | PAID   |
| 68042   | CONCRETE PROFESSIONAL FIREPROTECT |          | 05/28/2025 | 06/27/2025 | 26.00      | 1/00    | PAID   |

Inv Ref# Vendor Inv Date Due Date Inv Amt Amt Due Status Jmlized

Total for vendor 204102 - KSS ENTERPRISES : 546.64 0.00

|   |                    |            |            |          |          |      |   |
|---|--------------------|------------|------------|----------|----------|------|---|
| 68047   | LAUREN A. BIRDSELL | 06/01/2025 | 06/01/2025 | 5,333.33 | 0.00     | Paid | Y |
| 68074   | L-FLASH LAWN CARE  | 06/02/2025 | 06/02/2025 | 200.00   | 0.00     | Paid | Y |
| 68077   | MCKENNA ASSOCIATES | 05/18/2025 | 06/02/2025 | 630.00   | 0.00     | Paid | Y |
| 68078   | MCKENNA ASSOCIATES | 01/01/2025 | 06/02/2025 | 2,880.00 | 2,880.00 | Open | Y |
| Total for vendor 013740 - MCKENNA ASSOCIATES: |                    |            |            | 3,510.00 | 2,880.00 |      |   |

|  |                                |            |            |          |      |      |   |
|--|--------------------------------|------------|------------|----------|------|------|---|
| 68066                                      | MICHIGAN TOWNSHIPS ASSOCIATION | 05/21/2025 | 07/01/2025 | 7,537.54 | 0.00 | Paid | Y |
| 68049                                      | MIGUEL LLERENA                 | 04/17/2025 | 05/28/2025 | 25.00    | 0.00 | Paid | Y |
| 68065                                      | NEXT LEVEL JUNK REMOVAL        | 05/27/2025 | 05/29/2025 | 500.00   | 0.00 | Paid | Y |
| 68067                                      | HYE UNIFORM COMPANY            | 05/23/2025 | 06/23/2025 | 30.78    | 0.00 | Paid | Y |
| 68023                                      | PARRETT COMPANY                | 05/16/2025 | 05/21/2025 | 184.54   | 0.00 | Paid | Y |
| 68025                                      | PARRETT COMPANY                | 05/16/2025 | 05/21/2025 | 215.30   | 0.00 | Paid | Y |
| 68041                                      | PARRETT COMPANY                | 05/16/2025 | 05/21/2025 | 280.97   | 0.00 | Paid | Y |
| Total for vendor 016015 - PARRETT COMPANY: |                                |            |            | 680.81   | 0.00 |      |   |

|  |               |            |            |          |      |      |   |
|--|---------------|------------|------------|----------|------|------|---|
| 68072                                    | POSTMASTER    | 06/02/2025 | 06/02/2025 | 74.00    | 0.00 | Paid | Y |
| 68035                                    | SAMUEL TURMAN | 05/19/2025 | 05/21/2025 | 75.00    | 0.00 | Paid | Y |
| 68063                                    | SAMUEL TURMAN | 05/28/2025 | 05/29/2025 | 950.00   | 0.00 | Paid | Y |
| 68075                                    | SAMUEL TURMAN | 06/02/2025 | 06/02/2025 | 400.00   | 0.00 | Paid | Y |
| Total for vendor 204235 - SAMUEL TURMAN: |               |            |            | 1,425.00 | 0.00 |      |   |

|       |                                  |            |            |            |      |      |   |
|-------|----------------------------------|------------|------------|------------|------|------|---|
| 68053 | SWANS LAWN CARE                  | 05/21/2025 | 05/29/2025 | 60.00      | 0.00 | Paid | Y |
| 68056 | UNDM LIFE INS CO OF AMERI        | 05/15/2025 | 05/29/2025 | 567.48     | 0.00 | Paid | Y |
| 68068 | VAN BUREN COUNTY ROAD COMMISSION | 05/13/2025 | 06/13/2025 | 205,874.63 | 0.00 | Paid | Y |
| 68046 | WENDE PRITCHARD                  | 05/23/2025 | 05/28/2025 | 819.76     | 0.00 | Paid | Y |
| 68059 | WEST MICHIGAN OFFICE INTERIORS   | 02/12/2025 | 05/29/2025 | 1,610.20   | 0.00 | Paid | Y |

# of Invoices: 61 # Due: 1 Totals: 413,205.70 2,880.00  
 # of Credit Memos: 0 # Due: 0 Totals: 0.00 0.00

Net of Invoices and Credit Memos: 413,205.70 2,880.00

---- TOTALS BY GL DISTRIBUTION ----

|                      |                      |          |
|----------------------|----------------------|----------|
| 101.0-101.00-703.000 | WAGES - CLERICAL     | 185.20   |
| 101.0-101.00-716.000 | HEALTH INSURANCE     | 2,799.61 |
| 101.0-101.00-717.100 | DISABILITY           | 27.00    |
| 101.0-101.00-727.000 | OFFICE SUPPLIES      | 74.00    |
| 101.0-101.00-801.000 | CONTRACTUAL SERVICES | 280.97   |
| 101.0-101.00-850.000 | COMMUNICATIONS       | 205.86   |
| 101.0-101.00-934.000 | OFFICE EQUIP/MAINT   | 322.58   |
| 101.0-101.00-958.000 | DUES                 | 7,537.54 |
| 101.0-101.00-979.000 | CAPITAL OUTLAY       | 1,256.48 |
| 101.0-171.00-717.100 | DISABILITY           | 21.78    |
| 101.0-171.00-850.000 | COMMUNICATIONS       | 80.70    |
| 101.0-171.00-934.000 | OFFICE EQUIPMENT     | 64.52    |

| Job Code             | Account                      | Due Date | Due Date | Inv Amt    | Job Code | Quantity |
|----------------------|------------------------------|----------|----------|------------|----------|----------|
| 101.0-209.00-801.000 | GOVERNOR OF MASS CHS         |          |          | 0.000.00   |          |          |
| 101.0-211.00-102.000 | SALARIES/WAGES               |          |          | 103.70     |          |          |
| 101.0-211.00-116.000 | HEALTH INSURANCE             |          |          | 2,279.89   |          |          |
| 101.0-211.00-121.000 | TRAVEL                       |          |          | 47.46      |          |          |
| 101.0-211.00-830.000 | COMMUNICATIONS               |          |          | 44.46      |          |          |
| 101.0-211.00-914.000 | OFFICE EQUIPMENT             |          |          | 136.80     |          |          |
| 101.0-263.00-119.000 | LIBRARIES                    |          |          | 17.26      |          |          |
| 101.0-263.00-636.000 | VEHICLE FUEL/MAINTENANCE     |          |          | 129.00     |          |          |
| 101.0-263.00-740.000 | OPERATING SUPPLIES/SERVICES  |          |          | 76.00      |          |          |
| 101.0-263.00-903.000 | CONTRACTUAL SERVICES         |          |          | 156.00     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 59.82      |          |          |
| 101.0-263.00-920.000 | OFFICE SUPPLIES              |          |          | 740.40     |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 61.33      |          |          |
| 101.0-263.00-920.000 | REPAIRS - BUILDING           |          |          | 425.00     |          |          |
| 101.0-263.00-916.000 | HEALTH INSURANCE             |          |          | 7,264.29   |          |          |
| 101.0-263.00-917.000 | TRAVEL                       |          |          | 78.70      |          |          |
| 101.0-263.00-920.000 | OFFICE SUPPLIES              |          |          | 38.47      |          |          |
| 101.0-263.00-920.000 | COMMUNICATIONS               |          |          | 135.28     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 63.07      |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 73.68      |          |          |
| 101.0-263.00-920.000 | GENERAL MAINTENANCE          |          |          | 251.00     |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 67.02      |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 450.00     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 39.30      |          |          |
| 101.0-263.00-920.000 | CONTRACTUAL                  |          |          | 1,000.00   |          |          |
| 101.0-263.00-910.000 | CARTRIDGE/PRINT              |          |          | 1,896.75   |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 8.23       |          |          |
| 101.0-263.00-920.000 | CONTRACTUAL                  |          |          | 7,570.00   |          |          |
| 101.0-263.00-920.000 | ROAD REPAIRS/MAINTENANCE     |          |          | 228,074.63 |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 881.80     |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 2,100.00   |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 243.00     |          |          |
| 101.0-263.00-920.000 | OPERATING SUPPLIES           |          |          | 218.75     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 6.92       |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 228.72     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 92.99      |          |          |
| 101.0-263.00-920.000 | GENERAL SUPPLY & MAINTENANCE |          |          | 7,791.88   |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 38.38      |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 507.00     |          |          |
| 101.0-263.00-920.000 | REPAIRS/MAINTENANCE          |          |          | 182.00     |          |          |
| 101.0-263.00-920.000 | OPERATING SUPPLIES - FIRE    |          |          | 164.91     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 30.75      |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 215.30     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 104.00     |          |          |
| 101.0-263.00-920.000 | UTILITIES                    |          |          | 200.96     |          |          |

Page: 4/4

| Inv Acct             | Vendor                    | Inv Date | Due Date | Inv Amt   | Age | Days | Status | Inv' ment |
|----------------------|---------------------------|----------|----------|-----------|-----|------|--------|-----------|
| 210.0-000.00-934.000 | OFFICE SUPPLY/MAIN-NEWB   |          |          | 5.61      |     |      |        |           |
| 210.0-000.00-934.100 | MEMBERSHIP FEES/ST-LEWA   |          |          | 298.00    |     |      |        |           |
| 250.0-000.00-450.000 | ENTER CARDS               |          |          | 21,200.00 |     |      |        |           |
| 270.0-000.00-925.000 | UTILITIES                 |          |          | 54.30     |     |      |        |           |
| 270.0-000.00-929.000 | OFFICE SUPPLY/MAINTENANCE |          |          | 64.52     |     |      |        |           |
| 280.0-000.00-140.000 | OPERATING SUPPLIES        |          |          | 105.92    |     |      |        |           |
| 280.0-000.00-801.000 | CORPORATIONAL SERVICES    |          |          | 4,559.67  |     |      |        |           |
| 280.0-000.00-420.000 | UTILITIES                 |          |          | 217.73    |     |      |        |           |
| 280.0-000.00-334.000 | REPAIRS/MAINTENANCE       |          |          | 185.04    |     |      |        |           |
| 290.0-000.00-910.000 | CAPITAL COSTLY            |          |          | 7,000.00  |     |      |        |           |
| 290.0-000.00-201.000 | MISCELLANEOUS             |          |          | 54.72     |     |      |        |           |
| 290.0-000.00-818.500 | TRAVEL                    |          |          | 1,443.00  |     |      |        |           |
| 290.0-000.00-444.000 | PHONE/SHOPIR              |          |          | 850.00    |     |      |        |           |
| 290.0-000.00-978.000 | CARRIER SERVICE           |          |          | 1,428.02  |     |      |        |           |
| 290.0-000.00-222.000 | OFFICE SUPPLY             |          |          | 520.76    |     |      |        |           |
| 290.0-000.00-234.000 | INS TO INSURANCE          |          |          | 1,258.57  |     |      |        |           |

--- TOTALS BY FUND ---

|                                   |            |          |
|-----------------------------------|------------|----------|
| 101.0 - GENERAL FUND              | 153,892.72 | 2,080.00 |
| 204.0 - MUNICIPAL STREET FUND     | 205,571.83 | 0.00     |
| 300.0 - PWA (C) (C) (C)           | 7,052.27   | 0.00     |
| 210.0 - INSURANCE FUND            | 9,127.72   | 0.00     |
| 280.0 - WATER                     | 5,200.00   | 0.00     |
| 270.0 - WASTE                     | 154.84     | 0.00     |
| 280.0 - COVERED WAP WASH DEMONSTR | 13,252.02  | 0.00     |
| 290.0 - SENIOR SERVICES FUND      | 3,987.84   | 0.00     |
| 290.0 - SENIOR                    | 9,113.22   | 0.00     |

--- TOTALS BY DEPT/ACTIVITY ---

|                            |            |          |
|----------------------------|------------|----------|
| 000.00 -                   | 259,545.59 | 0.00     |
| 101.00 - GEN DEMO          | 12,829.24  | 0.00     |
| 171.00 - IMPROV/STOR       | 167.71     | 0.00     |
| 203.00 - ASSESSING         | 5,353.44   | 0.00     |
| 223.00 - CLEAN             | 2,697.12   | 0.00     |
| 253.00 - TREASURER         | 146.44     | 0.00     |
| 263.00 - WAP HALL          | 1,019.15   | 0.00     |
| 274.00 - CEMETERY          | 143.21     | 0.00     |
| 444.00 - STREET/STREETWORK | 9,840.64   | 0.00     |
| 544.00 - TRANSPORTATION    | 1,089.34   | 0.00     |
| 690.00 - TRUCKS            | 117,806.71 | 0.00     |
| 790.00 - LIBRARY           | 2.28       | 0.00     |
| 901.00 - PLANNING          | 2,110.20   | 1,680.00 |

06/04/2025

CASH SUMMARY BY BANK FOR COVERT TOWNSHIP  
FROM 07/01/2024 TO 05/31/2025

| Bank Code | Description           | Beginning<br>Balance<br>07/01/2024 | Total<br>Debits | Total<br>Credits | Ending<br>Balance<br>05/31/2025 |
|-----------|-----------------------|------------------------------------|-----------------|------------------|---------------------------------|
| CD620     | CD 002-0611567620     |                                    |                 |                  |                                 |
| 101.0     | GENERAL FUND          | 260,235.74                         | 4,701.68        | 160,466.24       | 104,471.18                      |
|           | CD 002-0611567620     | 260,235.74                         | 4,701.68        | 160,466.24       | 104,471.18                      |
| CDAR      | CDARS                 |                                    |                 |                  |                                 |
| 101.0     | GENERAL FUND          | 1,121,535.12                       | 56,004.09       | 171,995.08       | 1,005,544.13                    |
| 204.0     | MUNICIPAL STREET FUND | 1,247,350.28                       | 64,181.65       | 111,382.38       | 1,200,149.55                    |
| 207.0     | POLICE FUND           | 2,785,260.19                       | 132,612.46      | 632,543.78       | 2,285,328.87                    |
| 210.0     | AMBULANCE FUND        | 4,533,487.28                       | 1,472,617.25    | 1,112,280.34     | 4,893,824.19                    |
| 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                      | 1,778,367.55    | 2,043,036.98     | 10,557,064.43                   |

| Bank Code               |                             | Beginning  | Total         | Total         | Ending     |
|-------------------------|-----------------------------|------------|---------------|---------------|------------|
| Fund                    | Description                 | Balance    | Debits        | Credits       | Balance    |
|                         |                             | 07/01/2024 |               |               | 05/31/2025 |
| PARK COVERT TWP PARK    |                             |            |               |               |            |
| 280.0                   | COVERT TWP PARK CAMPGROUND  | 19,172.33  | 513,706.77    | 510,056.48    | 22,822.62  |
|                         | COVERT TWP PARK             | 19,172.33  | 513,706.77    | 510,056.48    | 22,822.62  |
| TAX CURRENT TAX ACCOUNT |                             |            |               |               |            |
| 703.0                   | CURRENT TAX COLLECTION FUND | 264,748.23 | 28,663,631.20 | 28,926,272.77 | 2,106.66   |
|                         | CURRENT TAX ACCOUNT         | 264,748.23 | 28,663,631.20 | 28,926,272.77 | 2,106.66   |
| GEN GEN FUND CHECKING   |                             |            |               |               |            |
| 101.0                   | GENERAL FUND                | 212,110.64 | 1,674,673.21  | 1,629,255.37  | 257,528.48 |
| 204.0                   | MUNICIPAL STREET FUND       | 119,307.53 | 396,520.35    | 482,449.95    | 33,377.93  |
| 207.0                   | POLICE FUND                 | 51,668.64  | 1,817,983.91  | 1,219,067.97  | 650,584.58 |
| 208.0                   | DRUG ENFORCEMENT            | 9,259.68   | 0.00          | 0.00          | 9,259.68   |
| 210.0                   | AMBULANCE FUND              | 258,342.38 | 1,964,766.51  | 1,855,243.89  | 367,865.00 |
| 249.0                   | BUILDING FUND               | 5,053.51   | 52,516.00     | 47,893.02     | 9,676.49   |
| 250.0                   | COVERT COMMUNITY GARDEN     | 2,716.35   | 101.71        | 1,614.71      | 1,203.35   |
| 260.0                   | WATER                       | 21,126.00  | 32,380.00     | 48,909.66     | 4,596.34   |
| 270.0                   | MUSEUM                      | 7,183.28   | 6,766.47      | 7,697.43      | 6,252.32   |

| Bank Code                   |                            | Beginning<br>Balance<br>07/01/2024 | Total<br>Debits | Total<br>Credits | Ending<br>Balance<br>05/31/2025 |
|-----------------------------|----------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 280.0                       | COVERT TWP PARK CAMPGROUND | 7,765.17                           | 743,832.20      | 740,076.07       | 11,521.30                       |
| 290.0                       | SENIOR SERVICES FUND       | 335,463.25                         | 727,857.62      | 979,056.07       | 84,264.80                       |
|                             | GEN FUND CHECKING          | 1,029,996.43                       | 7,417,397.98    | 7,011,264.14     | 1,436,130.27                    |
| CDMUS MUSEUM CDS            |                            |                                    |                 |                  |                                 |
| 270.0                       | MUSEUM                     | 18,518.82                          | 162.88          | 0.26             | 18,681.44                       |
|                             | MUSEUM CDS                 | 18,518.82                          | 162.88          | 0.26             | 18,681.44                       |
| PAY PAYROLL ACCOUNT         |                            |                                    |                 |                  |                                 |
| 750.0                       | PAYROLL                    | 8,055.95                           | 2,044,499.59    | 2,040,936.58     | 11,618.96                       |
|                             | PAYROLL ACCOUNT            | 8,055.95                           | 2,044,499.59    | 2,040,936.58     | 11,618.96                       |
| TRUST TRUST AND AGENCY      |                            |                                    |                 |                  |                                 |
| 701.0                       | TRUST & AGENCY FUND        | 13,805.27                          | 13.96           | 1.25             | 13,817.98                       |
|                             | TRUST AND AGENCY           | 13,805.27                          | 13.96           | 1.25             | 13,817.98                       |
| WWR WASTE WATER & RECEIVING |                            |                                    |                 |                  |                                 |
| 590.0                       | WASTE WATER FUND           | 70,180.50                          | 123,089.09      | 118,535.77       | 74,733.82                       |
|                             | WASTE WATER & RECEIVING    | 70,180.50                          | 123,089.09      | 118,535.77       | 74,733.82                       |

| Bank Code                |                    | Beginning     |               |               | Ending        |
|--------------------------|--------------------|---------------|---------------|---------------|---------------|
| Fund                     | Description        | Balance       | Total         | Total         | Balance       |
|                          |                    | 07/01/2024    | Debits        | Credits       | 05/31/2025    |
| -----                    |                    |               |               |               |               |
| 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     | 146.52        | 9.04          | 24,342.11     |
| -----                    |                    |               |               |               |               |
|                          | WATER FUND ACCOUNT | 58,925.59     | 42,463.75     | 26,384.04     | 75,005.30     |
| -----                    |                    |               |               |               |               |
|                          | TOTAL - ALL FUNDS  | 12,565,372.72 | 40,588,034.45 | 40,836,954.51 | 12,316,452.66 |

06/04/2025 REVENUE AND EXPENDITURE REPORT FOR COVERT TOWNSHIP  
 PERIOD ENDING 05/31/2025  
 % Fiscal Year Completed: 91.78

| GL NUMBER                 | DESCRIPTION               | ACTIVITY FOR           |                                      | YTD BALANCE                  | AVAILABLE                 | % BDGT USED |
|---------------------------|---------------------------|------------------------|--------------------------------------|------------------------------|---------------------------|-------------|
|                           |                           | 2024-25 AMENDED BUDGET | MONTH 05/31/2025 INCREASE (DECREASE) | 05/31/2025 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               | 13,759.48                            | 26,976.60                    | (19,882.60)               | 380.27      |
| 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                                 | 42.00                        | 3.00                      | 93.33       |
| 101.0-000.00-479.000      | PLANNING COMM APP FEES    | 655.00                 | 200.00                               | 200.00                       | 455.00                    | 30.53       |
| 101.0-000.00-481.000      | RENTAL REG FEES           | 4,420.00               | 1,918.00                             | 19,226.00                    | (14,806.00)               | 434.98      |
| 101.0-000.00-483.000      | ZONING COMPLIANCE FEES    | 0.00                   | 500.00                               | 3,725.00                     | (3,725.00)                | 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             | (1,558.00)                           | 10,902.15                    | 185,097.85                | 5.56        |
| 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                   | 12,460.00                            | 12,460.00                    | (12,460.00)               | 100.00      |
| 101.0-000.00-574.000      | CONSTIT STATE SHARED REV  | 262,080.00             | 0.00                                 | 223,725.00                   | 38,355.00                 | 85.37       |
| 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              | 457.00                               | 8,291.00                     | 2,727.00                  | 75.25       |
| 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               | 725.00                               | 8,645.00                     | (764.00)                  | 109.69      |
| 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               | 25.00                                | 10,519.31                    | (9,519.31)                | 1,051.93    |
| 101.0-000.00-664.000      | INTEREST EARNED           | 8,253.00               | 1,461.31                             | 10,286.93                    | (2,033.93)                | 124.64      |
| 101.0-000.00-664.300      | INTEREST - INVESTMENT     | 40,000.00              | 5,407.89                             | 49,879.23                    | (9,879.23)                | 124.70      |
| 101.0-000.00-668.000      | RENTS                     | 25,815.00              | 3,409.41                             | 37,714.02                    | (11,899.02)               | 146.09      |
| 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                   | (8,000.00)                           | 2,300.00                     | (2,300.00)                | 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              | 6,048.24                             | 6,048.24                     | 12,918.76                 | 31.89       |
| 101.0-000.00-687.000      | REFUNDS/REBATES           | 100.00                 | 742.40                               | 3,159.07                     | (3,059.07)                | 3,159.07    |
| 101.0-000.00-688.000      | ARPA FUNDS                | 160,903.00             | 0.00                                 | 146,462.00                   | 14,441.00                 | 91.03       |
| 101.0-000.00-694.000      | OTHER REVENUE             | 4,680.00               | 820.47                               | 3,070.84                     | 1,609.16                  | 65.62       |
| 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)                             | 0.00                         | 0.00                      | 0.00        |
| TOTAL REVENUES            |                           | 1,490,480.00           | 38,279.20                            | 1,289,613.40                 | 200,866.60                | 86.52       |
| Expenditures              |                           |                        |                                      |                              |                           |             |
| 000.00                    |                           | 0.00                   | 0.00                                 | 24.14                        | (24.14)                   | 100.00      |
| 101.00                    | TWP BOARD                 | 200,468.00             | 12,975.78                            | 197,940.42                   | 2,527.58                  | 98.74       |
| 171.00                    | SUPERVISOR                | 58,273.00              | 4,724.28                             | 52,828.25                    | 5,444.75                  | 90.66       |
| 191.00                    | ELECTIONS                 | 13,919.00              | 0.00                                 | 13,028.62                    | 890.38                    | 93.60       |
| 209.00                    | ASSESSING                 | 216,346.00             | 10,805.65                            | 103,824.71                   | 112,521.29                | 47.99       |
| 215.00                    | CLERK                     | 79,895.00              | 6,733.08                             | 83,139.99                    | (3,244.99)                | 104.06      |
| 247.00                    | BOARD OF REVIEW           | 2,374.00               | 0.00                                 | 3,377.47                     | (1,003.47)                | 142.27      |
| 253.00                    | TREASURER                 | 75,250.00              | 7,066.14                             | 66,887.76                    | 8,362.24                  | 88.89       |
| 265.00                    | TWP HALL                  | 44,597.00              | 12,928.47                            | 57,826.83                    | (13,229.83)               | 129.67      |
| 276.00                    | CEMETERY                  | 16,376.00              | 173.17                               | 6,221.22                     | 10,154.78                 | 37.99       |
| 390.00                    | ORD ENFORCE               | 119,404.00             | 8,690.25                             | 84,509.94                    | 34,894.06                 | 70.78       |
| 444.00                    | STREETS/SIDEWALK          | 399,588.00             | 33,663.26                            | 345,551.31                   | 54,036.69                 | 86.48       |
| 445.00                    | DRAINS                    | 7,600.00               | 0.00                                 | 7,507.50                     | 92.50                     | 98.78       |
| 526.00                    | TRANSFER STATION          | 87,355.00              | 3,687.28                             | 40,261.34                    | 47,093.66                 | 46.09       |
| 692.00                    | PARKS                     | 293,050.00             | 38,829.21                            | 87,005.12                    | 206,044.88                | 29.69       |
| 710.00                    | WATER                     | 4,196.00               | 0.00                                 | 1,293.38                     | 2,902.62                  | 30.82       |
| 738.00                    | LIBRARY                   | 3,832.00               | 8.25                                 | 2,117.15                     | 1,714.85                  | 55.25       |
| 801.00                    | PLANNING                  | 45,791.00              | 0.00                                 | 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           | 140,284.82                           | 1,263,255.00                 | 527,491.00                | 70.54       |

| GL NUMBER                                  | DESCRIPTION                | 2024-25        | ACTIVITY FOR                            | YTD BALANCE                     | AVAILABLE                    | % BDGT<br>USED |
|--|----------------------------|----------------|---|---------------------------------|------------------------------|----------------|
|  |                            | AMENDED BUDGET | MONTH 05/31/2025<br>INCREASE (DECREASE) | 05/31/2025<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| <b>Fund 101.0 - GENERAL FUND:</b>          |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                             |                            | 1,490,480.00   | 38,279.20                               | 1,289,613.40                    | 200,866.60                   | 86.52          |
| TOTAL EXPENDITURES                         |                            | 1,790,746.00   | 140,284.82                              | 1,263,255.00                    | 527,491.00                   | 70.54          |
| NET OF REVENUES & EXPENDITURES             |                            | (300,266.00)   | (102,005.62)                            | 26,358.40                       | (326,624.40)                 | 8.78           |
| BEG. FUND BALANCE                          |                            | 1,445,432.63   |   | 1,445,432.63                    |                              |                |
| END FUND BALANCE                           |                            | 1,145,166.63   |   | 1,471,791.03                    |                              |                |
| <b>Fund 204.0 - MUNICIPAL STREET FUND</b>  |                            |                |   |                                 |                              |                |
| <b>Revenues</b>                            |                            |                |   |                                 |                              |                |
| 204.0-000.00-403.000                       | CURRENT TAX                | 299,202.00     | 0.00                                    | 281,875.33                      | 17,326.67                    | 94.21          |
| 204.0-000.00-407.000                       | DELINQ PROPERTY TAX        | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| 204.0-000.00-664.300                       | INTEREST - INVESTMENT      | 49,267.00      | 5,691.19                                | 52,799.27                       | (3,532.27)                   | 107.17         |
| 204.0-000.00-677.000                       | REIMBURSEMENTS             | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| 204.0-000.00-694.000                       | OTHER REVENUE              | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| TOTAL REVENUES                             |                            | 348,469.00     | 5,691.19                                | 334,674.60                      | 13,794.40                    | 96.04          |
| <b>Expenditures</b>                        |                            |                |   |                                 |                              |                |
| 000.00                                     |                            | 626,345.00     | 205,874.63                              | 482,449.95                      | 143,895.05                   | 77.03          |
| TOTAL EXPENDITURES                         |                            | 626,345.00     | 205,874.63                              | 482,449.95                      | 143,895.05                   | 77.03          |
| <b>Fund 204.0 - MUNICIPAL STREET FUND:</b> |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                             |                            | 348,469.00     | 5,691.19                                | 334,674.60                      | 13,794.40                    | 96.04          |
| TOTAL EXPENDITURES                         |                            | 626,345.00     | 205,874.63                              | 482,449.95                      | 143,895.05                   | 77.03          |
| NET OF REVENUES & EXPENDITURES             |                            | (277,876.00)   | (200,183.44)                            | (147,775.35)                    | (130,100.65)                 | 53.18          |
| BEG. FUND BALANCE                          |                            | 1,381,302.83   |   | 1,381,302.83                    |                              |                |
| END FUND BALANCE                           |                            | 1,103,426.83   |   | 1,233,527.48                    |                              |                |
| <b>Fund 207.0 - POLICE FUND</b>            |                            |                |   |                                 |                              |                |
| <b>Revenues</b>                            |                            |                |   |                                 |                              |                |
| 207.0-000.00-403.000                       | CURRENT TAX                | 1,136,969.00   | 0.00                                    | 1,071,146.34                    | 65,822.66                    | 94.21          |
| 207.0-000.00-407.000                       | DELINQUENT TAX             | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| 207.0-000.00-570.000                       | GRANTS                     | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| 207.0-000.00-655.000                       | ORDINANCE FINES            | 4,363.00       | 0.00                                    | 5,326.14                        | (963.14)                     | 122.08         |
| 207.0-000.00-664.000                       | INTEREST                   | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| 207.0-000.00-664.300                       | INTEREST INVESTMENT        | 123,798.00     | 7,387.15                                | 117,828.16                      | 5,969.84                     | 95.18          |
| 207.0-000.00-673.000                       | SALE OF FIXED ASSETS       | 0.00           | 0.00                                    | 14,575.00                       | (14,575.00)                  | 100.00         |
| 207.0-000.00-675.000                       | DONATIONS                  | 0.00           | 0.00                                    | 700.00                          | (700.00)                     | 100.00         |
| 207.0-000.00-677.000                       | REIMBURSEMENTS             | 0.00           | 0.00                                    | 227.85                          | (227.85)                     | 100.00         |
| 207.0-000.00-687.000                       | REFUNDS                    | 0.00           | 515.90                                  | 4,021.41                        | (4,021.41)                   | 100.00         |
| 207.0-000.00-694.000                       | OTHER REVENUE              | 11,695.00      | 457.35                                  | 4,165.05                        | 7,529.95                     | 35.61          |
| 207.0-000.00-695.000                       | TRAINING GRANTS            | 0.00           | 0.00                                    | 1,390.00                        | (1,390.00)                   | 100.00         |
| 207.0-000.00-697.000                       | CPE DISTRIBUTION           | 0.00           | 0.00                                    | 7,000.00                        | (7,000.00)                   | 100.00         |
| 207.0-000.00-699.000                       | TRANSFER FROM GENERAL FUND | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00           |
| TOTAL REVENUES                             |                            | 1,276,825.00   | 8,360.40                                | 1,226,379.95                    | 50,445.05                    | 96.05          |
| <b>Expenditures</b>                        |                            |                |   |                                 |                              |                |
| 000.00                                     |                            | 1,674,121.00   | 91,135.41                               | 1,170,346.15                    | 503,774.85                   | 69.91          |
| TOTAL EXPENDITURES                         |                            | 1,674,121.00   | 91,135.41                               | 1,170,346.15                    | 503,774.85                   | 69.91          |
| <b>Fund 207.0 - POLICE FUND:</b>           |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                             |                            | 1,276,825.00   | 8,360.40                                | 1,226,379.95                    | 50,445.05                    | 96.05          |
| TOTAL EXPENDITURES                         |                            | 1,674,121.00   | 91,135.41                               | 1,170,346.15                    | 503,774.85                   | 69.91          |
| NET OF REVENUES & EXPENDITURES             |                            | (397,296.00)   | (82,775.01)                             | 56,033.80                       | (453,329.80)                 | 14.10          |
| BEG. FUND BALANCE                          |                            | 2,847,715.73   |   | 2,847,715.73                    |                              |                |
| END FUND BALANCE                           |                            | 2,450,419.73   |   | 2,903,749.53                    |                              |                |
| <b>Fund 210.0 - AMBULANCE FUND</b>         |                            |                |   |                                 |                              |                |
| <b>Revenues</b>                            |                            |                |   |                                 |                              |                |
| 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     | 0.00                                    | 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     | 31,140.17                               | 210,336.91                      | (36,716.91)                  | 121.15         |

| GL NUMBER                             | DESCRIPTION                    | 2024-25        | ACTIVITY FOR                            | YTD BALANCE                     | AVAILABLE                    | % BDGT USED |
|---------------------------------------|--------------------------------|----------------|---|---------------------------------|------------------------------|-------------|
|                                       |                                | AMENDED BUDGET | MONTH 05/31/2025<br>INCREASE (DECREASE) | 05/31/2025<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |             |
| 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           | 15.00                                   | 1,530.00                        | (1,530.00)                   | 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     | 8,173.27                                | 85,900.50                       | 82,889.50                    | 50.89       |
| 210.0-000.00-687.000                  | REFUNDS                        | 0.00           | 0.00                                    | 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   | 39,328.44                               | 1,624,853.25                    | 25,443.75                    | 98.46       |
| Expenditures                          |                                |                |   |                                 |                              |             |
| 000.00                                |                                | 2,135,884.00   | 77,829.03                               | 1,193,521.15                    | 942,362.85                   | 55.88       |
| 651.00                                | EMS DEPARTMENT                 | 0.00           | (196.36)                                | 0.00                            | 0.00                         | 0.00        |
| TOTAL EXPENDITURES                    |                                | 2,135,884.00   | 77,632.67                               | 1,193,521.15                    | 942,362.85                   | 55.88       |
| Fund 210.0 - AMBULANCE FUND:          |                                |                |   |                                 |                              |             |
| TOTAL REVENUES                        |                                | 1,650,297.00   | 39,328.44                               | 1,624,853.25                    | 25,443.75                    | 98.46       |
| TOTAL EXPENDITURES                    |                                | 2,135,884.00   | 77,632.67                               | 1,193,521.15                    | 942,362.85                   | 55.88       |
| NET OF REVENUES & EXPENDITURES        |                                | (485,587.00)   | (38,304.23)                             | 431,332.10                      | (916,919.10)                 | 88.83       |
| BEG. FUND BALANCE                     |                                | 5,091,970.49   |   | 5,091,970.49                    |                              |             |
| END FUND BALANCE                      |                                | 4,606,383.49   |   | 5,523,302.59                    |                              |             |
| Fund 249.0 - BUILDING FUND            |                                |                |   |                                 |                              |             |
| Revenues                              |                                |                |   |                                 |                              |             |
| 249.0-000.00-447.000                  | PERMIT ADMIN FEES              | 6,019.00       | 615.00                                  | 2,860.00                        | 3,159.00                     | 47.52       |
| 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       | 1,250.00                                | 7,635.00                        | 2,047.00                     | 78.86       |
| 249.0-000.00-476.000                  | ELECTRICAL PERMITS-CONTRACTUAL | 13,576.00      | 2,025.00                                | 9,722.00                        | 3,854.00                     | 71.61       |
| 249.0-000.00-477.000                  | BUILDING PERMITS-CONTRACTUAL   | 17,865.00      | 4,043.00                                | 17,375.76                       | 489.24                       | 97.26       |
| 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         | (6,048.24)                              | 0.00                            | 108.00                       | 0.00        |
| 249.0-000.00-687.000                  | REFUNDS                        | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00        |
| TOTAL REVENUES                        |                                | 49,077.00      | 1,884.76                                | 38,067.76                       | 11,009.24                    | 77.57       |
| Expenditures                          |                                |                |   |                                 |                              |             |
| 000.00                                |                                | 1,006.00       | 0.00                                    | 1,807.00                        | (801.00)                     | 179.62      |
| 360.00                                | MECH PERMIT                    | 9,047.00       | 2,100.00                                | 7,365.00                        | 1,682.00                     | 81.41       |
| 370.00                                | ELECTRICAL INSPECT             | 13,405.00      | 2,367.00                                | 8,258.00                        | 5,147.00                     | 61.60       |
| 380.00                                | BLDG INSPECT                   | 20,506.00      | 4,117.00                                | 12,265.78                       | 8,240.22                     | 59.82       |
| 390.00                                | ORD ENFORCE                    | 0.00           | 0.00                                    | 0.00                            | 0.00                         | 0.00        |
| TOTAL EXPENDITURES                    |                                | 43,964.00      | 8,584.00                                | 29,695.78                       | 14,268.22                    | 67.55       |
| Fund 249.0 - BUILDING FUND:           |                                |                |   |                                 |                              |             |
| TOTAL REVENUES                        |                                | 49,077.00      | 1,884.76                                | 38,067.76                       | 11,009.24                    | 77.57       |
| TOTAL EXPENDITURES                    |                                | 43,964.00      | 8,584.00                                | 29,695.78                       | 14,268.22                    | 67.55       |
| NET OF REVENUES & EXPENDITURES        |                                | 5,113.00       | (6,699.24)                              | 8,371.98                        | (3,258.98)                   | 163.74      |
| BEG. FUND BALANCE                     |                                | 1,304.51       |   | 1,304.51                        |                              |             |
| END FUND BALANCE                      |                                | 6,417.51       |   | 9,676.49                        |                              |             |
| 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        |
| Expenditures                          |                                |                |   |                                 |                              |             |
| 000.00                                |                                | 1,000.00       | 0.00                                    | 1,513.00                        | (513.00)                     | 151.30      |
| TOTAL EXPENDITURES                    |                                | 1,000.00       | 0.00                                    | 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        |

| GL NUMBER                                | DESCRIPTION                | 2024-25        | ACTIVITY FOR                            | YTD BALANCE                     | AVAILABLE                    | % BDGT<br>USED |
|--|----------------------------|----------------|---|---------------------------------|------------------------------|----------------|
|  |                            | AMENDED BUDGET | MONTH 05/31/2025<br>INCREASE (DECREASE) | 05/31/2025<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| TOTAL EXPENDITURES                       |                            | 1,000.00       | 0.00                                    | 1,513.00                        | (513.00)                     | 151.30         |
| NET OF REVENUES & EXPENDITURES           |                            | (1,000.00)     | 0.00                                    | (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           | 1,704.00                                | 12,132.19                       | (12,132.19)                  | 100.00         |
| TOTAL REVENUES                           |                            | 0.00           | 1,704.00                                | 12,132.19                       | (12,132.19)                  | 100.00         |
| Expenditures                             |                            |                |   |                                 |                              |                |
| 000.00                                   |                            | 0.00           | 714.00                                  | 25,923.09                       | (25,923.09)                  | 100.00         |
| TOTAL EXPENDITURES                       |                            | 0.00           | 714.00                                  | 25,923.09                       | (25,923.09)                  | 100.00         |
| Fund 260.0 - WATER:                      |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                           |                            | 0.00           | 1,704.00                                | 12,132.19                       | (12,132.19)                  | 100.00         |
| TOTAL EXPENDITURES                       |                            | 0.00           | 714.00                                  | 25,923.09                       | (25,923.09)                  | 100.00         |
| NET OF REVENUES & EXPENDITURES           |                            | 0.00           | 990.00                                  | (13,790.90)                     | 13,790.90                    | 100.00         |
| BEG. FUND BALANCE                        |                            | 18,387.24      |   | 18,387.24                       |                              |                |
| END FUND BALANCE                         |                            | 18,387.24      |   | 4,596.34                        |                              |                |
| 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          | 22.23                                   | 162.62                          | (87.62)                      | 216.83         |
| 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           |
| TOTAL REVENUES                           |                            | 6,777.00       | 22.23                                   | 6,409.63                        | 367.37                       | 94.58          |
| Expenditures                             |                            |                |   |                                 |                              |                |
| 000.00                                   |                            | 575.00         | (228.70)                                | 580.28                          | (5.28)                       | 100.92         |
| 265.00                                   | TWP HALL                   | 6,143.00       | 558.75                                  | 6,597.69                        | (454.69)                     | 107.40         |
| TOTAL EXPENDITURES                       |                            | 6,718.00       | 330.05                                  | 7,177.97                        | (459.97)                     | 106.85         |
| Fund 270.0 - MUSEUM:                     |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                           |                            | 6,777.00       | 22.23                                   | 6,409.63                        | 367.37                       | 94.58          |
| TOTAL EXPENDITURES                       |                            | 6,718.00       | 330.05                                  | 7,177.97                        | (459.97)                     | 106.85         |
| NET OF REVENUES & EXPENDITURES           |                            | 59.00          | (307.82)                                | (768.34)                        | 827.34                       | 1,302.27       |
| BEG. FUND BALANCE                        |                            | 25,827.81      |   | 25,827.81                       |                              |                |
| END FUND BALANCE                         |                            | 25,886.81      |   | 25,059.47                       |                              |                |
| Fund 280.0 - COVERT TWP PARK CAMPGROUND  |                            |                |   |                                 |                              |                |
| Revenues                                 |                            |                |   |                                 |                              |                |
| 280.0-000.00-447.000                     | ADMIN FEES                 | 0.00           | 1,541.00                                | 13,051.00                       | (13,051.00)                  | 100.00         |
| 280.0-000.00-485.000                     | TWP PARK FEES              | 226,469.00     | 26,713.40                               | 275,711.89                      | (49,242.89)                  | 121.74         |
| 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     | 132,667.50                              | 162,898.23                      | 612,101.77                   | 21.02          |
| 280.0-000.00-664.000                     | INTEREST EARNED            | 59.00          | 4.78                                    | 21.25                           | 37.75                        | 36.02          |
| 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   | 160,926.68                              | 451,682.37                      | 692,145.63                   | 39.49          |
| Expenditures                             |                            |                |   |                                 |                              |                |
| 000.00                                   |                            | 1,102,270.00   | 222,243.72                              | 593,070.17                      | 509,199.83                   | 53.80          |
| TOTAL EXPENDITURES                       |                            | 1,102,270.00   | 222,243.72                              | 593,070.17                      | 509,199.83                   | 53.80          |
| Fund 280.0 - COVERT TWP PARK CAMPGROUND: |                            |                |   |                                 |                              |                |
| TOTAL REVENUES                           |                            | 1,143,828.00   | 160,926.68                              | 451,682.37                      | 692,145.63                   | 39.49          |

| GL NUMBER                          | DESCRIPTION                | 2024-25        | ACTIVITY FOR                            | YTD BALANCE                     | AVAILABLE                    | % BDGT<br>USED |
|------------------------------------|----------------------------|----------------|---|---------------------------------|------------------------------|----------------|
|                                    |                            | AMENDED BUDGET | MONTH 05/31/2025<br>INCREASE (DECREASE) | 05/31/2025<br>NORMAL (ABNORMAL) | BALANCE<br>NORMAL (ABNORMAL) |                |
| <hr/>                              |                            |                |   |                                 |                              |                |
| TOTAL EXPENDITURES                 |                            | 1,102,270.00   | 222,243.72                              | 593,070.17                      | 509,199.83                   | 53.80          |
| NET OF REVENUES & EXPENDITURES     |                            | 41,558.00      | (61,317.04)                             | (141,387.80)                    | 182,945.80                   | 340.22         |
| BEG. FUND BALANCE                  |                            | (164,768.28)   |   | (164,768.28)                    |                              |                |
| END FUND BALANCE                   |                            | (123,210.28)   |   | (306,156.08)                    |                              |                |
| <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          |
| <hr/>                              |                            |                |   |                                 |                              |                |
| Expenditures                       |                            |                |   |                                 |                              |                |
| 000.00                             |                            | 625,006.00     | 5,121.67                                | 571,079.53                      | 53,926.47                    | 91.37          |
| TOTAL EXPENDITURES                 |                            | 625,006.00     | 5,121.67                                | 571,079.53                      | 53,926.47                    | 91.37          |
| <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     | 5,121.67                                | 571,079.53                      | 53,926.47                    | 91.37          |
| NET OF REVENUES & EXPENDITURES     |                            | (20,712.00)    | (5,121.67)                              | (2,847.32)                      | (17,864.68)                  | 13.75          |
| BEG. FUND BALANCE                  |                            | 222,465.30     |   | 222,465.30                      |                              |                |
| END FUND BALANCE                   |                            | 201,753.30     |   | 219,617.98                      |                              |                |
| <hr/>                              |                            |                |   |                                 |                              |                |
| TOTAL REVENUES - ALL FUNDS         |                            | 6,570,047.00   | 256,196.90                              | 5,552,045.36                    | 1,018,001.64                 | 84.51          |
| TOTAL EXPENDITURES - ALL FUNDS     |                            | 8,006,054.00   | 751,920.97                              | 5,338,031.79                    | 2,668,022.21                 | 66.67          |
| NET OF REVENUES & EXPENDITURES     |                            | (1,436,007.00) | (495,724.07)                            | 214,013.57                      | (1,650,020.57)               | 14.90          |
| BEG. FUND BALANCE - ALL FUNDS      |                            | 10,872,354.61  |   | 10,872,354.61                   |                              |                |
| END FUND BALANCE - ALL FUNDS       |                            | 9,436,347.61   |   | 11,086,368.18                   |                              |                |

# 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

June 4, 2025

TO: Covert Township Board

FR: Chief Allen

RE: CTPD Report for May 2025

Covert TWP Board,

Totals for CTPD

Complaints: 142

Arrests: 11

Tickets: 35

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

June 5, 2025

TO: Covert Township Board

FR: Chief Allen

RE: Covert Township Fire and EMS responses for May 2025

Covert TWP Board,

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

Fire Dispatch: 18

Ambulance EMS: 25

Thank You,

Chief Allen



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

## FOIA Requests

2024-2025 Fiscal Year

|                  | <u>Police</u> | <u>Township</u> | <u>Total Requests</u> |
|------------------|---------------|-----------------|-----------------------|
| <b>July</b>      | 19            | 2               | 21                    |
| <b>August</b>    | 8             | 2               | 10                    |
| <b>September</b> | 12            | 0               | 12                    |
| <b>October</b>   | 12            | 1               | 13                    |
| <b>November</b>  | 14.5          | 0.5             | 15                    |
| <b>December</b>  | 15            | 2               | 17                    |
| <b>January</b>   | 8.5           | 0.5             | 9                     |
| <b>February</b>  | 14            | 2               | 16                    |
| <b>March</b>     | 11            | 1               | 12                    |
| <b>April</b>     | 17            | 1               | 18                    |
| <b>May</b>       | 4             | 2               | 6                     |
| <b>June</b>      |               |                 |                       |

Respectfully Submitted:  
 Debbie Hinman  
 FOIA Coordinator  
 June 4, 2025



## In Covert



### Covert Statistics January – April 2025

|                                 |            |                       |
|---------------------------------|------------|-----------------------|
| South Haven Center              | 110 people | 2441 activities       |
| Covert Center                   | 33 people  | 711 activities        |
| Care Coordination               | 71 people  | 193 service points    |
| <b>Total Points of Contact</b>  |            | <b>3345</b>           |
| Medical Transportation          |            | 52 rides              |
| Handicap ramps                  |            | 3 ramps (summer 2024) |
| Handyman Services               |            | 10 repairs            |
| <b>Service Point of Contact</b> |            | <b>65</b>             |

### Programming additions:

We now serve up to 15 meals at the Covert site on Mondays  
 More outdoor games and programming outside. Cornhole, picnics, food trivia, guest speakers.  
 Karaoke and Social dance lessons.

#### Community projects:

- Community garden participation
- Outside shed to hold garden tools, games, and grill for future cookouts.



## A story of service-

### When It Rains It Pours

It was just over two years ago when I noticed my cooking stove had yellow flames and was blackening all of the pots and pans. After speaking to a technician, I was told it would be better to buy a new stove. I started to check the cost & realized that I would have to save up the money to purchase one. Just when I thought I was ready, the washing machine sent out. I bought the washing machine because the stove still had two working burners. Knowing the stove still had to be replaced, I started the process over. After about eight months, it was finally time to get the stove! While looking for the style and color I wanted, I woke up one morning to no hot water. Again, I called a technician, who told me the vent in the water heater was plugged and must be replaced. This is the moment when I thought, "When it rains, it pours". Here it is January 2025, we are in the middle of heating season, and property taxes are due next month. Surely the stove was on the back burner. I decided to go ask Senior Services if they could help. At the Covert site, where I live, I spoke to Ms. Pearlie, who said "I'll see what I can do." About four or five days later I received a call from Senior Services and a pleasant voice said "I have good news for you!" I replied, "It's always a joy hearing good news from you!" It was then that she told me that Senior Services would buy me a stove. THANK YOU! THANK YOU! Finally, the appliance I've been trying to get for so long was close. Now all I had to do was wait for delivery, hook up, and convert to propane. Thanks to all of the people at Senior Services, on February 14, I now have my new stove! Thank you for all that you do! Thank you!

-Arnold Baber, Covert

| <b>Covert 2025 (Jan-April)</b>                                | <b>4-month period</b> |
|---|-----------------------|
| Dedicated Staff w/ Benefits                                   | \$ 37,522.18          |
| Support Staff w/Benefits 12% of time                          | \$ 29,960.00          |
| Supplies  | \$ 297.00             |
| (4 months) Covert site Utilities Phone / Broadband / Electric | \$ 535.00             |
| Furniture and Equipment                                       | \$ 1,250.00           |
| Food (meal subsidy Covert) / Coffee / Bingo / Other           | \$ 1,896.00           |
| Emergency Fund  | \$ 1,430.50           |
| Emp Travel  | \$ 652.50             |
| Medical Transportation  | \$ 3,380.00           |
| Ramps   | \$ 9,750.00           |
| 5% South Haven Center Expenses                                | \$ 26,205.20          |
| Meal Subsidy @ \$5 per meal SH                                | \$ 9,080.00           |
| Newsletter 12%  | \$ 1,200.00           |
| Marketing / Signage   | \$ 267.17             |
| Insurance   | \$ 840.00             |
| Food Truck  | \$ 333.34             |
| Staff Development   | \$ 430.01             |
|   | <b>\$ 125,028.90</b>  |



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 |
| <b>July</b>     | \$5,577.01    | \$24,422.99      | \$3,091.64    | \$26,908.36      |
| <b>August</b>   | \$5,220.00    | \$19,202.99      | \$2,000.00    | \$24,908.36      |
| <b>Sept.</b>    | \$4,430.00    | \$14,772.99      | \$1,000.00    | \$23,908.36      |
| <b>Oct.</b>     | \$3,183.25    | \$11,589.74      | \$1,648.99    | \$22,259.37      |
| <b>November</b> | \$903.50      | \$10,686.24      | \$3,530.66    | \$18,728.71      |
| <b>December</b> | \$1,040.00    | \$9,646.24       | \$1,550.00    | \$17,178.71      |
| <b>January</b>  | \$870.00      | \$8,776.24       | \$2,958.75    | \$14,219.96      |
| <b>February</b> | \$755.00      | \$8,021.24       | \$1,093.00    | \$13,126.96      |
| <b>March</b>    | \$850.00      | \$7,171.24       | \$2,546.72    | \$10,580.75      |
| <b>April</b>    | \$300.00      | \$6,871.24       | \$2,495.21    | \$ 8,085.54      |
| <b>May</b>      | \$2,350.00    | \$4,521.24       | \$950.00      | \$7,135.54       |
| <b>June</b>     | \$            |                  | \$            |                  |

Respectfully Submitted:  
 Debbie Hinman  
 Chore & Home Repair Coordinator  
 June 4, 2025

SAFEBuilt  
03/01/2025 - 6/5/2025

| Permit number    | Address                                  | Permit Type  | Status   | Acceptance date |
|------------------|--|--|--|-----------------|
| 25-COV-MR00013   | 37772 76th Street, Covert                | Mechanical - Residential                           | Proof of ownership and address: Pending*                     | 6/4/2025        |
| 25-COV-INF00009  | 47580 Blue Star Highway, Covert          | Informational                                      | Information Uploaded - Permit Issuance: Pending              | 6/3/2025        |
| 25-COV-ER00017   | 76995 30th Avenue, Covert                | Electrical - Residential                           | Application Received by Safebuilt: Pending                   | 5/29/2025       |
| 25-COV-BR00032   | 25074 Michigan 140, South Haven          | Interior Remodel/Alteration - Residential          | Plan Review Fee Paid: Pending*                               | 5/29/2025       |
| 25-COV-BR00033   | 28604 Ravine Circle, Covert              | Residential New SFR w/ Finished Basement & Garage  | Health Department Approval: Pending*                         | 5/29/2025       |
| 25-COV-ER00016   | 79840 Fernwood Crescent, Covert          | Electrical - Residential                           | Building Inspections: In Progress                            | 5/27/2025       |
| 25-COV-ORD00025  | 37262 Michigan 140, Covert               | Ordinance Violation/Property Maintenance           | Inspections: In Progress                                     | 5/21/2025       |
| 25-COV-ORD00023  | 75180 30th Avenue, Covert                | Ordinance Violation/Property Maintenance           | Inspections: In Progress                                     | 5/20/2025       |
| 25-COV-ER00015   | 73058 34th Avenue, Covert                | Electrical - Residential                           | Building Inspections: Pending                                | 5/20/2025       |
| 25-COV-Z00024    | 72317 County Road 376, Covert            | Zoning Permit                                      | Zoning Inspection/Permit Issuance: In Progress               | 5/20/2025       |
| 25-COV-INF00007  | 47850 Blue Star Highway, Coloma          | Informational                                      | Information Uploaded - Permit Issuance: Information Uploaded | 5/20/2025       |
| 25-COV-INF00008  | 28604 Ravine Circle, Covert              | Informational                                      | Information Uploaded - Permit Issuance: Information Uploaded | 5/20/2025       |
| 25-COV-REN00043  | 72805 36th Avenue, Covert                | Rental Inspections                                 | Rental: Ready to send Reminder Letter*                       | 5/19/2025       |
| 25-COV-REN00044  | 40819 78th Street, Covert                | Rental Inspections                                 | Rental: Ready to send Reminder Letter*                       | 5/19/2025       |
| 25-COV-ER00014   | 70538 28th Avenue, Covert                | Electrical - Residential                           | Building Inspections: Pending                                | 5/19/2025       |
| 25-COV-BR00030   | 70451 28th Avenue, Covert                | Window Replacement - Residential                   | Building Inspections: Pending                                | 5/15/2025       |
| 25-COV-BR00031   | 24620 Michigan 140, South Haven          | Window Replacement - Residential                   | Building Inspections: Pending                                | 5/15/2025       |
| 25-COV-BR00029   | 38517 M 140 Hwy, Covert                  | Accessory Structure Addition - Residential         | Notify Applicant of Fees: Pending*                           | 5/11/2025       |
| 25-COV-BR00027   | 73058 34th Avenue, Covert                | Interior/Exterior Remodel/Alteration - Residential | Plan Reviews: In Progress                                    | 5/8/2025        |
| 25-COV-ER00013   | 76291 38th Avenue, Covert                | Electrical - Residential                           | Building Inspections: In Progress                            | 5/8/2025        |
| 25-COV-BR00026   | 76916 County Road 376, Covert            | Residential New SFR w/Slab & Garage                | Request Valuation Calculation/Pricing: Pending*              | 5/6/2025        |
| 25-COV-BR00025   | 75859 40th Avenue, Covert                | Roof - Redeck/Reshingle - Residential              | Building Inspections: In Progress                            | 5/1/2025        |
| 25-COV-ER00012   | 46530 Blue Star Highway, Coloma          | Electrical - Residential                           | Building Inspections: In Progress                            | 4/30/2025       |
| 25-COV-ORD00020  | 79525 Thunder Mountain Circle, Covert    | Ordinance Violation/Property Maintenance           | Inspections: In Progress                                     | 4/30/2025       |
| 25-COV-BR00024   | 46530 Blue Star Highway, Coloma          | Interior Remodel/Alteration - Residential          | Building 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                   | Building Inspections: Pending                                | 4/29/2025       |
| 25-COV-ER00010   | 44622 County Road 703, Coloma            | Electrical - Residential                           | Building Inspections: In Progress                            | 4/28/2025       |
| 25-COV-BR00021   | 29783 72nd Street, Covert                | Garage - Detached - Residential                    | Wetland Permit/Waiver: Pending*                              | 4/28/2025       |
| 25-COV-ER00009   | 26458 76th Street, South Haven           | Electrical - Residential                           | Building Inspections: Pending                                | 4/28/2025       |
| 25-COV-BR00022   | 26458 76th Street, South Haven           | Solar Unit - Residential                           | Building Inspections: Pending                                | 4/28/2025       |
| 25-COV-ORD00019  | 77002 38th Avenue, Covert                | Ordinance Violation/Property Maintenance           | Inspections: In Progress                                     | 4/23/2025       |
| 25-COV-ORD00018  | 77274 County Road 376, 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-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-ER00006   | 79427 Ravine Way, Covert                 | Electrical - Residential                           | Building Inspections: In Progress                            | 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 | Building Inspections: In Progress                            | 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-BR00016   | 77265 County Road 376, Covert                 | Residential New SFR w/Slab                         | Building Inspections: Pending                   | 4/10/2025 |
| 25-COV-MR00010   | 74719 County Road 376, Covert                 | Mechanical - Residential                           | Building Inspections: In Progress               | 4/10/2025 |
| 25-COV-BR00017   | 74268 Orchard Drive, Covert                   | Residential Exterior Alterations/Remodel           | Building Inspections: Pending                   | 4/10/2025 |
| 25-COV-BC00006   | 33851 Michigan 140, Covert                    | Safety Inspection                                  | Building Inspections: In Progress               | 4/9/2025  |
| 25-COV-STR00002  | 30056 Lake Bluff Drive, Covert                | Short Term Rental Inspections                      | Rental: Ready to send Reminder Letter*          | 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-BC00005   | 33805 Michigan 140, Covert                    | Accessory Structure - Commercial New               | Proof of ownership and address: Pending*        | 4/3/2025  |
| 25-COV-REN00040  | 71811 26th Avenue (Lot 2), Covert             | Rental Inspections                                 | Rental: Ready to send RIRP*                     | 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-Z00013    | 33805 Michigan 140, Covert                    | Zoning Permit                                      | 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-ORD00015  | 75551 28th Avenue, Covert                     | Ordinance Violation/Property Maintenance           | Inspections: In Progress                        | 4/2/2025  |
| 25-COV-STR00001  | 75361 28th Avenue, Covert                     | Short Term Rental Inspections                      | Rental: Ready to send Reminder Letter*          | 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-REN00034  | 72413 County Road 378, Covert                 | Rental Inspections                                 | Rental: Ready to send RIRP*                     | 3/26/2025 |
| 25-COV-BR00012   | 79427 Ravine Way, Covert                      | Interior/Exterior Remodel/Alteration - Residential | Building Inspections: In Progress               | 3/26/2025 |
| 25-COV-BR00011   | 32520 Michigan 140, Covert                    | Roof - Metal - Residential                         | Building Inspections: In Progress               | 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-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 (2 units), Covert           | Rental Inspections                                 | Rental: Ready to send Reminder Letter*          | 3/24/2025 |
| 25-COV-ER00005   | 36256 76th Street, Covert                     | Electrical - Residential                           | Trade Permit Fee Paid: Pending*                 | 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-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 Cabin 1, Covert             | Rental Inspections                                 | Rental: Under Investigation*                    | 3/14/2025 |
| 25-COV-REN00022  | 41602 76th Street House, Covert               | 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-REN00019  | 75531 County Road 378, Covert                 | Rental Inspections                                 | Rental: Reminder Letter*                        | 3/13/2025 |
| 25-COV-REN00020  | 41890 76th Street Cabin #2, Covert            | Rental Inspections                                 | Rental: Ready to send Reminder Letter*          | 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-BR00008   | 73758 County Road 376, Covert                 | Pole Barn  | Building Inspections: In Progress               | 3/13/2025 |

|                  |   |  |  |           |
|------------------|---|--|--|-----------|
| 25-COV-Z00008    | 75901 34th Avenue, Covert               | Zoning Permit                            | Zoning Inspection/Permit Issuance: In Progress               | 3/12/2025 |
| 25-COV-ORD00010  | 33465 Orchard Place P.O. Box 33, Covert | Ordinance Violation/Property Maintenance | Inspections: In Progress                                     | 3/11/2025 |
| 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-MR00008   | 74322 County Road 378, Covert           | Mechanical - Residential                 | Building Inspections: Pending                                | 3/10/2025 |
| 25-COV-MR00007   | 77002 38th Avenue, Covert               | Mechanical - Residential                 | Permit Issuance: Pending*                                    | 3/4/2025  |
| 25-COV-ORD00009  | 77265 County Road 376, Covert           | Ordinance Violation/Property Maintenance | Inspections: In Progress                                     | 3/4/2025  |

# Room Forecast Report - Covert Park Beach and Campground

Report type: Room Forecast Report

Generated On: Jun 05, 2025 | 04:15PM

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

Break Out by: None

Group Rows by: Month

Include Group Reservations: Yes

Include Performance Metrics: Yes

Include Inactive/Obsolete Room Classes: No

## Summary View | Room Forecast

| Date range                  | Rooms ⓘ |     |       |      |        |      | Guests ⓘ |      |      |      | Group ⓘ |     |       |         | Performance ⓘ |         |         |
|-----------------------------|---------|-----|-------|------|--------|------|----------|------|------|------|---------|-----|-------|---------|---------------|---------|---------|
|                             | 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 | 3598 | 30.58% | 8167 | 10267    | 1153 | 2445 | 1153 | 0       | 0   | 0.00% | \$0.00  | \$197,027.00  | \$54.76 | \$16.75 |

## Detailed View | Room Forecast

Group Rows By: Month

| Date           | Rooms ⓘ |     |      |      |        |      | Guests ⓘ |     |     |     | Group ⓘ |     |       |         | Performance ⓘ |         |         |
|----------------|---------|-----|------|------|--------|------|----------|-----|-----|-----|---------|-----|-------|---------|---------------|---------|---------|
|                | 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  | \$2,406.00    | \$55.95 | \$2.85  |
| 2025 May       | 2015    | 0   | 2015 | 373  | 18.51% | 1642 | 974      | 150 | 223 | 116 | 0       | 0   | 0.00% | \$0.00  | \$22,417.00   | \$60.10 | \$11.13 |
| 2025 June      | 1950    | 0   | 1950 | 814  | 41.74% | 1136 | 2423     | 301 | 513 | 319 | 0       | 0   | 0.00% | \$0.00  | \$42,916.00   | \$52.72 | \$22.01 |
| 2025 July      | 2015    | 0   | 2015 | 1164 | 57.77% | 851  | 3420     | 338 | 826 | 326 | 0       | 0   | 0.00% | \$0.00  | \$63,287.00   | \$54.37 | \$31.41 |
| 2025 August    | 2015    | 0   | 2015 | 920  | 45.66% | 1095 | 2705     | 272 | 648 | 240 | 0       | 0   | 0.00% | \$0.00  | \$49,979.00   | \$54.32 | \$24.80 |
| 2025 September | 1950    | 0   | 1950 | 266  | 13.64% | 1684 | 620      | 66  | 200 | 127 | 0       | 0   | 0.00% | \$0.00  | \$15,062.00   | \$56.62 | \$7.72  |
| 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**

# Covert Township Park Advisory Committee

Thursday May 15 2025

## Meeting Minutes

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

**Present:** W. Rendell, C. Zwenger, and W. Pritchard

**Absent:** J. Snow, and E. Wilborn

**Others Present:** Park Manager Austin Forgrave

### **Agenda:**

Motion by W. Pritchard seconded by W. Rendell to approve the agenda as presented.

Motion Carried.

### **Public Comment:**

None.

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

Motion by W. Pritchard seconded by C. Zwenger to approve the April 17, 2025 meeting minutes as presented. Motion Carried.

### **Old Business:**

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

Austin told us that the contractor installing the North boardwalk was done except for installing the hand rails.

Austin said that the two new cabins are still set to arrive in June.

### **New Business:**

#### **Budget:**

W. Pritchard presented the budget that that was presented at the Township Board meeting and we discussed it.

### **5-Year pard plan:**

Austin said that Aubre'anna has been talking to Marcy and he expect that she will have an update for us at our next meeting.

### **Other Business:**

None

### **Next meeting date:**

Next regular Meeting – June 19, 2025 at 4:30 PM. Location to be determined.

**Adjournment:** Motion to adjourn at 5:40 PM

Respectfully Submitted:

Wayne Rendell, Secretary

## SOUTH HAVEN AREA REGIONAL AIRPORT AUTHORITY MINUTES

MAY 21, 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, MAY 21, 2025.**

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

### **BOARD MEMBERS PRESENT:**

Brent Nichols-Chair  
Jon Woodhams, Geneva Township, Vice Chair  
Mary Hosley, City of South Haven  
Jim Sankofski, Casco Township  
Todd Jensen, South Haven Township  
Mike Gillian, Covert Township  
Julian Allen, Covert Township

### **BOARD MEMBERS ABSENT:**

Fred Bower, Covert Township  
Ross Woodhams, alternate for City of South Haven

- I. **Agenda:** Mary Hosley motioned to approve the agenda for the MAY 21, 2025, Airport Board Meeting. Jon Woodhams seconded this motion. **All voted in favor. The motion to approve the agenda carries. YEA 7 / NA 0**

### **II. Public Comments: NONE**

Todd Jensen motioned to approve the consent agenda, and Jon Woodhams seconded this motion:

#### Consent Agenda:

Expenses from:

- APRIL 2025 Totaling: \$6,682.38
- Manager's report dated: MAY 21, 2025
- Minutes of APRIL 16, 2024

A roll call vote to approve the consent agenda was taken and **all voted in favor. The motion carries.**  
**YEA 7 / NA 0**

III. **Committee Reports:** NONE

IV. **Old Business:** NONE

V. **New Business:** NONE

**IV. Member Comments:**

The South Haven Area Regional Board and Authority welcomes Mike Gillian to the board. Mike represents Covert Township and his willingness to serve is greatly appreciated.

Annual Fly-In and Pancake Breakfast in conjunction with the National Blueberry Festival is set for Sunday, August 10<sup>th</sup>.

Airport staff highlighted a couple upcoming events in and around the City of South Haven that are usually a boost in operations here at the Airport. Gridlife (6/6-6/8) and Harborfest (6/13-6/14) were two upcoming events that came to mind. Mary Hosley shared another event in the fall for Airport staff to look into as well. The 2025 South haven Jazz Festival will be held (9/12-9/13). Mary offered to gather more information in the near future and pass it along to Airport staff.

Airport Manager John Carlson shared he inquired about the initial possibility of extending the Van Buren trail system East along County Road 380 to Airport property, that way pilots that use one of our courtesy bicycles (or bring their own) can hopefully access the trail from a trailhead right on Airport owned property along County Road 380. Airport staff will be gathering more information on the possibility of this, Jay Allen recommended Assistant Manager Dan Sanborn contact area community leaders to assess what has already been planned for the future of this trail system.

Todd Jensen moved to adjourn the meeting Jon Woodhams seconded this motion. The meeting was adjourned at: 7:55pm

**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  
Mike Gillian, Covert Township

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

# **NEW BUSINESS**

## **Van Buren District Library & Bronson Health Group Story Stroll Potential Installation in Covert Township Park**

### **Narrative:**

*Note: We are not using StoryWalk because it is copyrighted, and because Bronson initially wanted a different name to be more inclusive.*

Bronson would be purchasing the Storywalk materials from Barking Dog Exhibits, specifically the angled wood post mount. You can see more, including pictures, at Barking Dog Exhibits here: <https://bdexhibits.com/storywalk-solutions/>

Additionally, here is a description of the Story Stroll: A Story Stroll is also known as a bookwalk or storywalk, though for the purposes of this project we do not use the word “storywalk” as it is protected by copyright. Wood or metal posts would be permanently installed outdoors using in-ground posts with glass-fronted metal frames or panels mounted on top, in which books are displayed and may be read by moving from one post to the next. Van Buren District Library has been working in collaboration with the Great Start Collaborative, Paw Paw District Library, Bronson Health, Van Buren ISD, and Community Mental Health to create Story Strolls since Summer 2023, with one focused on physical literacy and another on social-emotional health; both were also translated into Spanish. This iteration for Covert has been a collaboration between VBDL and Bronson.

This Story Stroll would encourage reading and literacy by featuring high interest picture books. It would also include a Spanish translation which would encourage participation by Spanish-speaking families in Van Buren County, allowing our neighbors to interact with the Story Stroll in their native language. This Story Stroll would inspire families to read together and discuss the elements of literacy, such as reading the book, predicting what might happen next, play through the mimicking of the movements on the page, and talking about the narrative.

There is also a health or physical literacy element to a Story Stroll. Because the panels are spaced out, participants must move from one to another to finish the story. Play, as mentioned above, is an important part of literacy in terms of reacting to what happens in a story.

### **Article from StoryWalk:**

[https://storybookwalk.com/blog/the-storywalk-revolution?ss\\_source=sscampaigns&ss\\_campaign\\_id=67ee82aeaea8981de81cae30&ss\\_email\\_id=67ee860c3ce59428352a4059&ss\\_campaign\\_name=The+Growing+Impact+of+StoryWalks%C2%AE+%E2%80%93+An+Update+on+the+Industry&ss\\_campaign\\_sent\\_date=2025-04-03T12%3A59%3A04Z](https://storybookwalk.com/blog/the-storywalk-revolution?ss_source=sscampaigns&ss_campaign_id=67ee82aeaea8981de81cae30&ss_email_id=67ee860c3ce59428352a4059&ss_campaign_name=The+Growing+Impact+of+StoryWalks%C2%AE+%E2%80%93+An+Update+on+the+Industry&ss_campaign_sent_date=2025-04-03T12%3A59%3A04Z)

“Since their inception, outdoor literacy installations have experienced remarkable growth. According to research from Let’s Move in Libraries, only 300 public libraries in the U.S. and Canada offered outdoor StoryWalk programs in 2017. However, after the pandemic, libraries and parks across the country scrambled to find ways to engage children and adults in outdoor

activities, leading to a surge in outdoor reading installations. Sales skyrocketed, and since 2020, demand has continued to grow as more communities recognize the benefits of combining literacy with physical activity. In 2024 alone, the top three outdoor story frame producers sold over 3,000 frames. Today, various reading displays can be found in every state in the US and across Canada, reflecting their increasing popularity.

As this trend continues, the possibilities for innovation are endless. With new technologies, interactive storytelling elements, and creative programming, outdoor reading displays are set to become a lasting feature in literacy education and community engagement. Whether in a public park, a schoolyard, or along a bustling Main Street, these immersive experiences are redefining how we connect with stories.”

Other points of discussion:

- Bronson secured \$5,000 funding for the materials; VBDL will pay the difference (VBDL is currently constructing another story stroll to be installed in Lawrence, slightly different circumstances; story strolls are a project that many agencies have been working on for 3 years or so)
- Installation of the walk - DPW overall happy to cover this cost
- Ownership and Maintenance - VBDL staff can own the walk and maintain it (cleanliness, repair), happy to enter into agreement with Covert Township about installation on their property but VBDL maintains

Additional considerations:

A survey was sent out to families of Covert schools by Bronson, although a low response rate, 9 of 9 responded that there is a need in the community for free, accessible and safe places to be active; 7 of 9 responded they would like to see a Story Stroll in the Covert community park if a Story Stroll was added to the community; 7 of 9 responded they are very likely to bring their family to the Story Stroll and 2 of 9 said they would be somewhat likely.

The Library District has found that following the appropriate administrative procedure yields the best results. This means conferring with a community’s chief administrative officer responsible for the day-to-day operations of the municipality, such as Daywi Cook. Once the Library District, its community partner(s), and a municipality’s administrator are in agreement, the final step in this process is then informing the municipality’s governing body, such as the Covert Township Council.



Swan many fireflies  
open their wings.  
They flutter and flutter,  
over every night's wings.

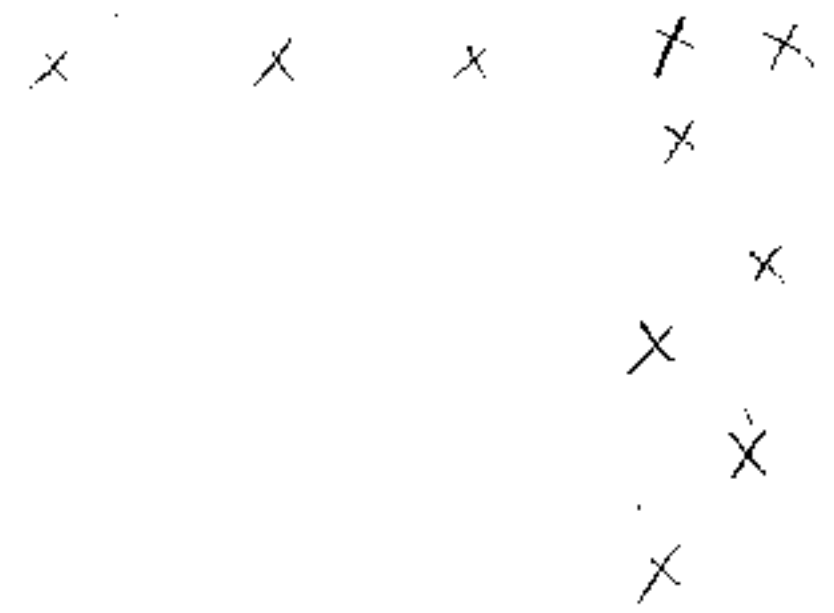
### STORYWALK

Can you **SPREAD** your arms out wide  
like wings & **FLUTTER** them to the  
next page?

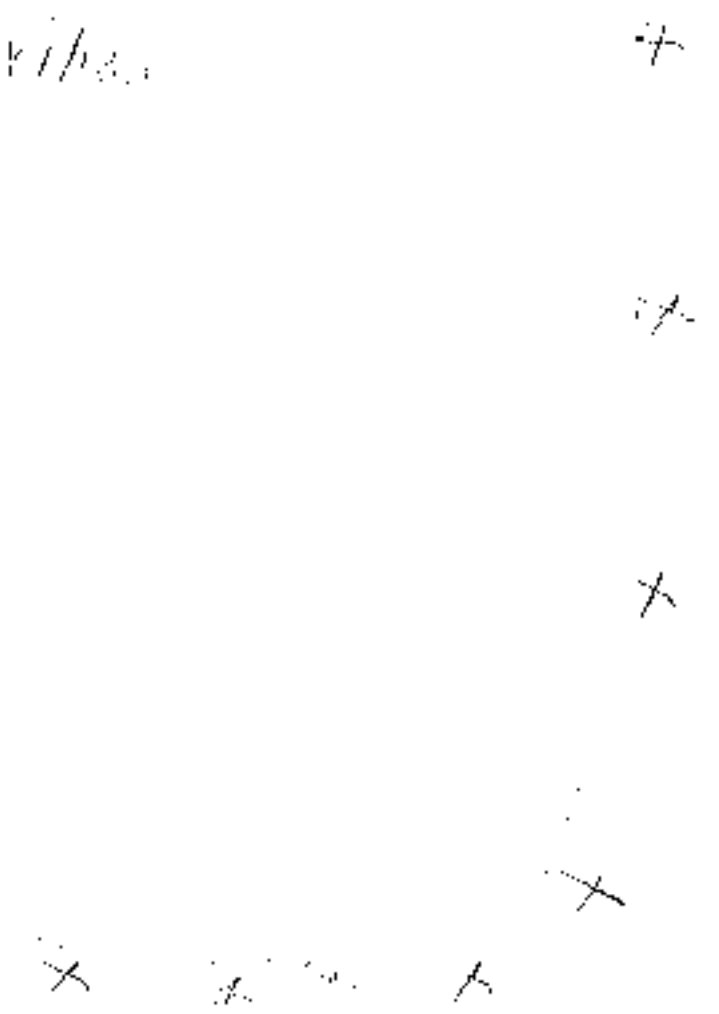


How many **SWINGS** have  
you tried at this park?

M-110



Pavilion



COVERT TOWNSHIP BOARD  
VAN BUREN COUNTY, MICHIGAN

RESOLUTION NO. 2025-XX  
Date: June 10, 2025

RESOLUTION TO APPROVE INSTALLATION OF PERMANENT STORY STROLL AT COVERT  
COMMUNITY PARK

WHEREAS, the Van Buren District Library has proposed to install a permanent Story Stroll at Covert Community Park, located within the jurisdiction of Covert Township, as a public enrichment initiative to promote early literacy, family engagement, and outdoor activity; and

WHEREAS, the Story Stroll will consist of a series of permanent stations or display panels placed along a walking path in the park, each featuring sequential pages from a children's book to create an interactive and educational experience; and

WHEREAS, Covert Township supports the mission and values of the Van Buren District Library and recognizes the benefit this installation will provide to families, children, and the broader community; and

WHEREAS, Covert Township agrees to support the installation of the Story Stroll by providing labor and services through its Department of Public Works to install the Story Stroll infrastructure in accordance with an agreed site plan; and

WHEREAS, the Van Buren District Library shall retain full ownership of the Story Stroll and will be solely responsible for its ongoing maintenance, repair, replacement, and removal as necessary, and will coordinate such activities with the Township as needed to ensure continued park safety and usability;

NOW, THEREFORE, BE IT RESOLVED, that the Covert Township Board hereby grants permission to the Van Buren District Library to install a permanent Story Stroll at Covert Community Park and agrees to support its installation through the Township Department of Public Works;

BE IT FURTHER RESOLVED, that the Township Supervisor and/or Township Clerk are authorized to execute any agreements or documentation necessary to carry out the intent of this resolution.

Motion offered by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Upon a roll call vote, the following voted:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT/ABSTAIN: \_\_\_\_\_

Resolution declared adopted this \_\_\_\_ day of June, 2025.

I, \_\_\_\_\_, Clerk of the Township of Covert, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Van Buren District Library, which Resolution was adopted by the Covert Township Board at a meeting held \_\_\_\_\_.

\_\_\_\_\_ Signature \_\_\_\_\_

**TOWNSHIP OF COVERT  
COUNTY OF VAN BUREN, STATE OF MICHIGAN**

**RESOLUTION FOR DISPOSAL/SALE OF  
MISCELLANEOUS ITEMS AND EQUIPMENT**

**Resolution #2019-20  
Effective: November 12, 2019**

WHEREAS, MCL 41.2 allows the Township Board to sell or convey property no longer needed for public purposes by resolution; and

WHEREAS, the Township office occasionally has miscellaneous items of equipment, such as furniture, equipment that has been replaced; obsolete and or otherwise unneeded items of negligible value which takes up necessary space in the township hall and other township buildings; and

WHEREAS the Township Supervisor, Clerk, Office Manager and Public Works director are in the best position to be able to identify those items; to determine whether they have any value on the secondary market, and to effectuate the sale or disposition of the same; and

WHEREAS the Township Officers and staff are required by MCL 41.2 to obtain Township Board approval for disposition or sale of unneeded or unnecessary equipment; and

WHEREAS the Township Board of Covert Township meets once monthly to conduct the business of the Township and it is not a wise use of Township Board time to consider the identification and disposition of items of negligible value. Furthermore, in some instances a potential buyer is identified between meetings, who may or may not still be

interested in making the purchase if he or she has to wait for a board meeting and/or board authority for the sale.

WHEREAS the Township Board therefore finds it prudent and expedient to allow the Township Supervisor, Clerk, Office Manager and Public Works Director to transfer, sell or dispose of miscellaneous items and equipment, of negligible value which are, in his or her opinion, no longer needed for Township purposes without the necessity of requesting a resolution of the Township Board authorizing the sale/disposition of each item.

NOW THEREFORE BE IT HEREBY RESOLVED as follows:

1. The Township Supervisor, Office Manager, Clerk and Public Works Director are hereby authorized to identify miscellaneous items and equipment that are no longer needed for township purposes; and
2. The Township Board hereby determines that individual items valued at \$300 resale or less are deemed to be of “negligible value”; and
3. The Township Board hereby authorizes the Township Supervisor or Office Manager to sell, offer for sale, and/or dispose of those miscellaneous items and equipment identified by the Township Clerk, Public Works Director, Supervisor or Office Manager as no longer needed for public purposes so long as such items are of “negligible value” as defined herein; and
4. The Township Supervisor or Office Manager shall account for and transfer the amount received for such items to the Township Treasurer within 10 days of their disposition; and

5. The Township Board hereby retains the authority to approve the sale/disposal of any police department items which of more than “negligible value” by resolution in accordance with MCL 41.2.

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Motion was made by D. Palgen and seconded by D. Cook to adopt the foregoing Resolution.

Upon roll call vote the following voted “Aye”:

D. Cook

D. Palgen

W. Pritchard

The following voted “Nay”:

K. Harrington

The following were absent:

L. Taylor

The Supervisor declared the motion carried and the resolution duly adopted.

#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Covert Township Board held on November 12, 2019; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the

Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

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Daywi Cook, Clerk  
Township of Covert  
VanBuren County, Michigan

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## Disposal of Twp Property

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**From** Daywi Cook <Supervisor@coverttwp.com>  
**Date** Wed 5/21/2025 2:13 PM  
**To** Laura Fogarty <officemanager@coverttwp.com>  
**Cc** George Piggee <PublicWorks@coverttwp.com>

 1 attachment (67 KB)  
2019-20 Disposal of Unneeded Twp.pdf;

Hi Laura,

My research shows that we need a resolution to allow George to sell items with a value of \$300 or more.

Can you please work with George on drafting a resolution? In addition to the items on his board report, he would also like to add the golf cart.

1. Ford Expedition SUV
2. old snowblower for old tractor we no longer have
3. old back-blade for old tractor we no longer have
- i. 4. Add Golf Cart

George - my research also shows that we do not need to do a bidding process. We first need to make sure there is no longer a need, then determine the "fair value" of each item. Any work on your end to present this to the board would be helpful.

The board may decide how to sell these items. In the spirit of transparency, we should probably post them online and do a first come first serve sale. George may be the best point of contact, but Laura may want to be involved as she is in the office. Details on how the items are sold may also be in the resolution.

Once drafted, let's have our attorney review.

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

**TOWNSHIP OF COVERT  
COUNTY OF VAN BUREN, STATE OF MICHIGAN**

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**RESOLUTION TO AUTHORIZE THE SALE OF SURPLUS TOWNSHIP EQUIPMENT**

**Resolution #2025-\_\_**  
Effective: [Insert Date]

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**WHEREAS**, MCL 41.2 allows the Township Board to sell or convey property no longer needed for public purposes by resolution; and

**WHEREAS**, the following items have been identified by the Township Supervisor, Clerk, Office Manager, and Public Works Director as no longer needed for Township purposes:

- Ford Expedition SUV
- Old snowblower (formerly used with a tractor no longer owned)
- Old back-blade (formerly used with a tractor no longer owned)
- Golf Cart

**NOW, THEREFORE, BE IT RESOLVED THAT** the Township Board of Covert Township authorizes the sale or disposal of the above-listed items in accordance with MCL 41.2 and the procedures outlined in Resolution #2019-20 for the disposal of surplus equipment.

**BE IT FURTHER RESOLVED THAT** these items shall be sold on a **first-come, first-serve basis**, as identified by the Township Supervisor, Clerk, Office Manager, and Public Works Director, at a price determined to be fair and reasonable, or disposed of if no reasonable offers are received.

**BE IT FURTHER RESOLVED THAT** the Township Supervisor, Office Manager, Clerk, and Public Works Director are hereby authorized to oversee the sale, offer for sale, or disposal of the items listed above and shall ensure that the proceeds, if any, are accounted for and transferred to the Township Treasurer within 10 days of disposition.

**CERTIFICATION**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the Covert Township Board held on [insert date]; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

Wednesday Pritchard, Clerk  
Township of Covert  
Van Buren County, Michigan

# COVERT TOWNSHIP 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: Police Academy

Covert Township Board,

I am requesting authorization to send a candidate to the Police Academy. Cost of the academy \$8,300, uniforms \$353.12 and PT uniform unknown cost. Cadet would need to be paid while attending and I am requesting \$20/hour. Cadet would sign a contract with the standard 3 year agreement.

Tuition- \$8,300

Uniform- \$353.12

PT Uniform- un known

Total- 8,653.12

Thank you,

Chief Allen

**FW: SRO**

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**From** Jay Allen <PoliceChief@coverttwp.com>  
**Date** Tue 5/20/2025 10:25 AM  
**To** Daywi Cook <Supervisor@coverttwp.com>

Chief Julian J. Allen  
Covert Township Police/Fire/Ems Department  
Office (269)764-8100  
Cell (269)767-6914

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**From:** Kevin Schooley <schooleyk@covertps.org>  
**Sent:** Tuesday, May 20, 2025 7:59 AM  
**To:** Jay Allen <PoliceChief@coverttwp.com>  
**Subject:** SRO

Hello Chief Allen-  
Sorry I missed you yesterday, I was unexpectedly out of the district.

I have attached an SRO agreement that was drafted by the school attorney. It is a bit more detailed, same fee structure, but a bit more detailed outlining roles and responsibilities.

If you could review and then we could talk and get the ball rolling with the position, I would appreciate it greatly.

Kevin

 [SCHOOL RESOURCE OFFICER AGREEMENT \(002\).docx](#)

## SCHOOL RESOURCE OFFICER AGREEMENT

This School Resource Officer Agreement (the “Agreement”), effective [REDACTED], 2025 (“Effective Date”), is entered into between **Covert Public Schools**, a general powers school district, organized and operating pursuant to the Revised School Code, MCL 380.1 *et seq.*, as amended, whose address is **35323 M-140, Covert, MI 49043**, and the **Covert Township Police Department (“CTPD”)**, a Michigan municipal corporation, whose address is **33805 M-140, PO Box 6, Covert, MI 49043** (individually a “Party,” collectively the “Parties”).

WHEREAS, the District desires increased police protection services by having a police officer who will, among other duties, serve as a School Resource Officer (“SRO”) at District grounds and facilities and for District events, and who will assist the District with school safety; and

WHEREAS, the CTPD desires to provide a police officer for increased police protection pursuant to the terms and conditions of this Agreement; and

WHEREAS, municipal corporations may contract with each other for services pursuant to the Intergovernmental Contracts Between Municipal Corporations Act, MCL 124.1, *et seq.*, as amended;

WHEREAS, the District has the authority to enter into agreements with third parties pursuant to Section 11a of the Revised School Code, MCL 380.11a;

THEREFORE, in consideration of these premises and the promises, agreements, representations, and acknowledgements contained in this Agreement and incorporated Attachment, it is mutually agreed as follows:

1. **Agreement Term.** This Agreement will be effective for a three-year (3) term, commencing [insert Month/day], 2025 and ending [insert Month/day], 2028 (“Term”). Either party may terminate this Agreement at any time, with or without cause, by providing at least sixty (60) days’ advance written notice of termination to the other party.
2. **Officer Selection and Assignment.** The CTPD will assign one (1) police officer to the District to serve as an SRO. The CTPD will ensure that any person appointed to serve as an SRO is fully trained, certified, and licensed to serve in that role. The SRO will be selected and appointed by the CTPD after consultation with the District’s Superintendent. The CTPD Chief of Police will serve as the first line supervisor for the SRO and will serve as the main supervisory CTPD contact for District officials.

The District and the CTPD agree that neither the CTPD nor any SRO, by virtue of this Agreement or otherwise, may be considered an employee, contractor, subcontractor, partner, joint venturer, representative, or agent of the District, and that at all times and for all purposes under this Agreement, the CTPD and its SRO will be controlled and governed by this Agreement and its Attachment. The CTPD will be the sole and exclusive employer of the SRO for all purposes, including hiring, directing, discharge, compensation, overtime wages, fringe benefits, pension or retirement benefits, travel expenses, mileage allowances,

training expenses, transportation costs, and other allowances or reimbursements of any kind, including, but not limited to, workers' disability compensation, unemployment compensation, Social Security Act protections and benefits, any employment taxes, and any other statutory or contractual right or benefit based on any employment status. The District is not responsible for the direct payment of the SRO's wages or benefit, and the SRO shall not be entitled to benefits provided to District employees.

3. **Duty Hours.** The SRO hours of duty shall be from [redacted] a.m. - [redacted] p.m., Monday through Friday and will align with the nine (9) month school calendar. After the conclusion of the school year, SRO will return to work approximately three (3) months in the role of a Police Officer until the commencement of the next school year. At which point, the SRO will continue the next contract year of this Agreement. To the extent the SRO agrees to work outside of normal school hours assisting at school-sponsored events (e.g., sporting events, open houses, prom, homecoming and other similar school-sponsored activities) these events shall be arranged in advance by the District and SRO and shall be considered as hours worked under this Agreement.
4. **Duties.** The SRO will perform the duties specified in the job description, which is attached hereto as Attachment A and incorporated as part of this Agreement.
5. **School Resource Officer Replacement.** If the SRO resigns, or if the District requests replacement of the SRO for reasonable cause, the CTPD will replace the SRO with a similarly qualified individual at no additional charge to the District.
6. **School Building Space and Computer Access.** The District will provide the SRO with an individual work station and computer and internet access. The SRO may use District equipment and supplies for purposes of carrying out this Agreement. The SRO may only use District computers, internet, equipment, and supplies for purposes directly related to implementation of this Agreement.
7. **School Resource Officer Training, Certifications, and Licenses.** Training is an essential element of providing quality police services. The CTPD shall be responsible for organizing and providing training to the SRO. SRO training expenses specifically related to the role of the SRO shall be paid exclusively by the CTPD. However, if the District requests that the SRO attend a specific school related training and his/her attendance is approved by the CTPD the District shall pay all expenses related to the training, including travel costs. Except as set forth herein, the CTPD shall procure and pay all SRO related costs, licenses, trainings, certifications, and other items necessary to provide SRO services.
  - a. The SRO shall attend all mandatory training events organized by the CTPD, as specified below. In instances where the regularly assigned SRO is required to attend these trainings during school hours, the CTPD shall furnish a substitute SRO to ensure uninterrupted coverage during the period of absence:
    - i. Bloodborne Pathogens/Infectious diseases
    - ii. Defensive Tactics

- iii. CPR/First Aid, including Narcan
  - iv. Hazardous Materials
  - v. LEIN update(s)
  - vi. Legal update(s)
  - vii. Use of force
  - viii. Vehicle Operations
  - ix. Use of Weapons.
8. **Other Costs.** The CTPD is responsible for the costs of any other resources necessary for the SRO to satisfy the obligations of this Agreement, including, without limitation, the costs of uniforms, special equipment, and vehicles.
9. **Consideration.** The District agrees to pay the CTPD the sum of Seventy-Eight Thousand and Seven Hundred and Sixteen 0/100 Dollars (\$78,716.00) for the services of an SRO at the District for the Term. The CTPD will be responsible for the remaining costs. The District will make equal installment payments on a quarterly basis and be billed by the CTPD. The District shall have the right to consult with the CTPD, and more specifically with the Chief of Police, for purposes of reviewing SRO services provided to the District. Such requests shall be accommodated to the extent that they can be reasonably implemented and do not otherwise impair or interfere with the CTPD's ability to meet its law enforcement responsibilities. In addition, in the event this Agreement is terminated by either party, CTPD agrees to refund the pro-rata portion of any payment made to CTPD toward time not actually worked, and the District agrees to pay any pro-rata portion of payment due for SRO services rendered up to the termination date.
10. **Substitute School Resource Officers.** In the event the SRO normally assigned by the CTPD to provide the District with services under this Agreement has other CTPD-related job functions unrelated to the District and is unable to provide services to the District, the CTPD may assign another similarly qualified officer to provide the District services under this Agreement. In the event that the normally assigned SRO is unable to provide services under this Agreement for a time interval greater than two weeks, and the CTPD does not provide a substitute officer, the District will receive a *per diem* credit, which will be applied to the next scheduled billing.
11. **Criminal Background Check.**
- a. The CTPD will not furnish any personnel to the District who would be ineligible for employment by the District if the person(s) were instead employed directly by the District.
  - b. Pursuant to the requirements of Revised School Code Sections 1230 and 1230a-h, the District will perform a criminal history check through the Michigan State Police and a criminal records check through the Federal Bureau of Investigation for all

persons assigned by the CTPD under this Agreement to work in any District facilities or at program sites where the District delivers educational programs and services. The CTPD will ensure that all persons assigned pursuant to this Agreement take all necessary steps, including completing all paperwork and paying all fees, to comply with Revised School Code Sections 1230 and 1230a-h, and any record keeping requirements of the Michigan State Police. The District may decline an SRO's assignment based on the results of criminal history check and criminal records check.

**12. Criminal Convictions Prohibited.** The CTPD will not assign any of its employees, agents, or other person(s) to perform any services under this Agreement where the person(s) would regularly and continuously work in the District's facilities or program sites if the person(s) has been convicted of any of the following offenses:

- a. Any "listed offense" as defined under Section 2 of the Sex Offenders Registration Act, MCL 28.722;
- b. Any offense enumerated in Sections 1535a or 1539b of the Revised School Code;
- c. Any felony;
- d. Any misdemeanor conviction involving sexual or physical abuse as those terms are defined in Revised School Code Sections 1230(10) and 1230a(8);
- e. Any offense of a substantially similar enactment to those enumerated in a-d above of the United States or another State; or
- f. Any other offense that would, in the judgment of the District, create a potential risk to the safety and security of students serviced by the District or employees of the District.

**13. Compliance with School Policies.** The SRO will abide by District policies that are applicable to the Agreement, including but not limited to, policies pertinent to:

- a. Non-discrimination;
- b. Child abuse and neglect reporting;
- c. Sexual harassment;
- d. Confidentiality of student records and student record information;
- e. Administration of medication to pupils;
- f. Communicable diseases;
- g. Seclusion and restraint;
- h. Search and seizure;
- i. Alcohol/controlled substance possession and use; and

- j. Emergency procedures.

Before the effective date of this Agreement, the District will provide a copy of the above policies to the **CTPD**. Which can be viewed at anytime via the following link: <https://go.boarddocs.com/mi/covert/Board.nsf/Public?open&id=policies>

14. **FERPA**. The SRO will be deemed the District’s “Law Enforcement Unit,” as defined by the Family Educational Rights and Privacy Act (FERPA), 20 USC 1232g and its underlying regulations. The SRO will also be deemed a “School Official” as defined by FERPA. To that end, the District represents that the SRO (A) is performing an institutional function or service that the District has outsourced and which would otherwise be performed by the District’s personnel; (B) has a legitimate educational interest in the FERPA-protected information; (C) is under the direct control of the District with respect to the use and maintenance of education records; and (D) is familiar with and will comply with the re-disclosure limitations set forth in FERPA.

The SRO may access personally identifiable information from student education records only for the following purposes:

- a. *To access directory information.* For purposes of this Agreement, directory information means information described in the District’s Board Policy po8330. Before accessing a student’s directory information, the SRO must first determine whether the student’s parents/guardians have submitted a directory information opt-out form. If so, the SRO may not access the student information except pursuant to subparagraphs 14.b. and 14.c. of this Agreement.
- b. *For a legitimate educational purpose.* For purposes of this Agreement, a legitimate educational purpose includes ensuring the safety of District facilities and events and protecting the safety of District staff, students, volunteers, and visitors. The SRO may not access student information for law enforcement purposes unless the SRO has a legitimate educational purpose.
- c. *In response to a health or safety emergency.* For purposes of this Agreement, a health or safety emergency means that the SRO believes there is an articulable and significant threat to a student or to another person. In such a circumstance, the SRO may access student information only as necessary to protect that student or person from the threat. After accessing student information pursuant to this paragraph, the SRO, in consultation with the building principal, will document the articulable and significant threat that prompted access to the student information and to whom information was shared.

Except as otherwise stated in this Agreement or permitted by law, the SRO will not disclose any student information without prior written consent of the student’s parent/guardian or eligible student. The SRO may, however, redisclose student information to the same extent any other school official would be permitted to disclose the information pursuant to FERPA and other state and federal laws that apply to local

educational agencies. If the SRO rediscloses personally identifiable information, the SRO must notify the building principal of the redisclosure and must, in consultation with the building principal, take steps required by state and federal law to document to whom the information was disclosed and the purpose for the redisclosure. Information obtained by the SRO in the performance of their duties shall not be redisclosed to others, including the CTPD, unless proper consent is given or such redisclosure is permitted by law.

Records created and maintained by an SRO for the purpose of ensuring the safety and security of persons or property in the District, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the SRO.

15. **Insurance.** CTPD will maintain, at its own expense, during the term of this Agreement, the following insurances:

- a. Worker's compensation insurance with Michigan statutory limits and employer's liability insurance with a minimum limit of One Hundred Thousand Dollars (\$100,000) each occurrence for any employee;
- b. Comprehensive/commercial general liability insurance with a combined single limit of Two Million Dollars (\$2,000,000) each occurrence for bodily injury and property damage. Policy includes personal injury coverage;
- c. Automobile liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance to comply with provisions of the Michigan No Fault insurance law including residual liability insurance with a minimum combined single limit of Two Million Dollars (\$2,000,000) each occurrence for bodily injury and property damage;
- d. Police professional liability coverage with a minimum limit of Five Hundred Thousand Dollars (\$500,000) each occurrence.

The CTPD shall provide the District certificates reflecting the insurance coverages listed above before the effective date of this Agreement. The CTPD will name the District as an additional insured on its general liability insurances and other insurance as is reasonably necessary to insure the District from any liability as a result of any act or omission of the SRO.

16. **Liability and Indemnity.** Neither the District nor the CTPD will waive its governmental immunity nor any defense available to them or their officers, agents, or employees under the Michigan Governmental Immunity Act, or any other defenses which may be available to each governmental entity, or its officers, agents, and employees. The District and the CTPD are solely responsible for the acts, errors, or omissions of its respective officers, agents, and employees.

17. **Employment Discrimination.** The District and the CTPD will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, height, weight, marital status, disability, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other characteristic for which discrimination is prohibited by state or federal law. The District and the CTPD will not discriminate against any student or other recipient of services under this Agreement due to race, color, religion, sex, national origin, disability or any other characteristic for which discrimination is prohibited by state or federal law in the delivery of programs and services rendered under this Agreement.
18. **Conflicts of Interest.** The SRO will comply with Michigan law concerning actual or potential financial conflicts of interests between the District, the CTPD, its staff and any third party.
19. **Notices.** The parties will send, by first class mail, postage prepaid, all correspondence and written notices required or permitted by this Agreement to each signatory of this Agreement or any signatory successor in office, to the following addresses:
- a. If to District:                   Attn: Superintendent or Designee  
  35323 M-140,  
  Covert, MI 49043
  
  - b. If to CTPD:                        Attn: Chief of Police  
  33805 M-140,  
  P.O. Box 6  
  Covert, MI 49043
20. **Dispute Resolution.** Disputes arising from or relating to this Agreement must be presented to the District or the CTPD, in writing, for discussion and informal resolution. Disputes must identify the provision(s) in dispute, the full relief requested, and all the facts and circumstances supporting the requested relief, including the names of all witnesses and relevant documents. If the issues cannot be resolved between the District and the CTPD, then the dispute may be submitted to the appropriate Michigan state court. The laws of Michigan will apply.
21. **Construction of Agreement.** This Agreement will be deemed to have been jointly drafted by both parties. Any asserted ambiguity may not be construed against either party.
22. **Severability.** If any provision of this Agreement is held invalid by any other applicable statute or regulation or by a decision of a court of competent jurisdiction, the invalidity will not affect any other provision of this Agreement that is severable and can be given effect without the invalid provision.



## **Attachment A**

### **School Resource Officer Job Description**

1. The SRO will provide law enforcement and police services to the District, will investigate allegations of criminal incidents per police department policies and procedures, enforce state and local laws and ordinances, and make appropriate referrals to juvenile authorities or other governmental agencies.
2. The SRO will serve as District Truancy Officer to work to prevent juvenile delinquency through close contact and positive relationships with students. In addition, the SRO shall conduct security inspections to deter criminal or delinquent activities. The SRO will notify the appropriate Administrator of observed violations of school rules but in no event will SRO be responsible for the enforcement of ordinary school rules or discipline.
3. The SRO will establish and maintain a close partnership with school administrators in order to provide a safe school environment. The SRO will assist school administrators in emergency crisis planning and building security matters. The SRO will also assist school administrators with their efforts to enforce Board of Education policies and procedures, to ensure school administrator safety by being present during school searches, which may involve weapons or controlled dangerous substances, or in such cases that the student's emotional state may present a risk to the administrator. However, the SRO shall not be involved in enforcing school discipline. The administration of student discipline, including student code of conduct violations and student misbehavior, is the responsibility of school administrators unless the violation or misbehavior involves criminal conduct where law enforcement intervention is required.
4. The SRO will be visible within the school community, attend and participate in school functions as he/she is available and scheduled, and build working relationships with the school's staff, students, and parent groups.
5. The SRO will be available to support teachers by presenting law-related topics to students. The SRO may also be called upon to develop presentations on topics related to school security, safety and awareness.
6. The SRO will assist in the coordination with CTPD road patrol and address any traffic safety problems on or near the District's geographic boundaries between the hours of 7:00 am – 7:45 am.
7. As part of the District guidance team, the SRO will work with guidance counselors and other student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary and assist in conflict resolution efforts.
8. The SRO will initiate interaction with students in the classroom and general areas of the school building. The SRO will promote the profession of police officer by being a positive role model and increase the visibility and accessibility of police to the school community,

including through the SRO's attendance at various group activities and community organizations.

9. The SRO will be familiar with agencies and resources that offer assistance to youth and their families and make referrals to agencies when necessary.
10. The SRO will perform other duties as assigned by appropriate supervisory personnel.

Laura Fogarty

---

**From:** Laura Fogarty  
**Sent:** Thursday, March 27, 2025 11:36 AM  
**To:** Laura Fogarty  
**Cc:** Daywi Cook  
**Subject:** Covert Township Seeking Cleaning Bid for Township Hall and Offices  
**Attachments:** Request for Commerical Cleaning Service Bid Proposal.pdf

The Township of Covert is soliciting quotes for cleaning services at the Covert Township Hall. Please refer to the attached Request for Proposal (RFP) for Commercial Cleaning Services. Should you have any questions or require further information, please do not hesitate to contact me directly.

**Best Regards**

**Laura Fogarty**

Office Manager

Covert Township

Office: 269-764-5138

Cell: 269-906-0703

Website: [coverttwp.com](http://coverttwp.com)



*+ Ann Austin*



# Covert Township

Van Buren County, Michigan

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

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## **REQUEST FOR COMMERCIAL CLEANING SERVICE BID PROPOSAL**

The Township of Covert is seeking quotes for cleaning services at the Covert Township Hall. Please follow the scope of services and submission requirements set forth within this Request for Proposals in submitting your proposal. The due date is May 1, 2025, by 3:00PM.

### **OBJECTIVE**

The Township is seeking commercial cleaning service once per week.

### **SCOPE OF SERVICE**

Professional cleaning and maintenance of Township Hall offices, meeting hall, restrooms, hallways, and entrances and exits. Service is to be performed once (1) per week so that it does not interfere with employees' work or meetings. Contractor provides all labor, equipment, tools, and cleaning supplies necessary to perform the specified. The Township shall provide all paper towels, toilet tissue, restroom dispenser soap, urinal cakes, trash bags and liners.

### **WEEKLY DUTIES:**

- Empty all recycling containers and waste baskets/containers and dispose contents in proper trash or recycling containers.
- Dust office counters, filing cabinets, and meeting areas.
- Sanitize phones, light switches, and door knobs.
- Clean and disinfect restrooms: restroom counter tops, sinks and faucets, mirrors, walls/partitions, toilet seats, commodes, and urinal.
- Fill hand soap, paper towels and toilet paper as needed.
- Clean glass in the entryway, door sashes, and lobby, shine door push and kick plates, disinfect drinking fountain.
- Clean counter area, sink and microwave in kitchen.
- Vacuum office carpets.
- Clean and wet mop all hard floors and chair mats.

### **MONTHLY DUTIES:**

- Clean ledges, window sills, blinds & baseboards
- Spot clean carpet when necessary.
- Spot clean chairs in the meeting hall as needed.

### **NON-DISCRIMINATION**

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

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

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

SUBMISSION OF BIDS

All bids must be submitted no later than 3:00 P.M. on Thursday, May 1, 2025. Bids may be delivered in person to Laura Fogarty at Covert Township, mailed, emailed and/or faxed.

Physical Address: 73943 E. Lake Street, Covert, MI 49043

Mailing Address: P.O. Box 35, Covert, MI 49043

Email: [officemanager@coverttwp.com](mailto:officemanager@coverttwp.com)

Fax: 269-764-1771

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

Bid recommendations will be presented to the Township Board at the Regular Township Board Meeting scheduled for Tuesday, May 13, 2025, at 6:00PM for consideration.



## Carmen's Cleaning Service

74961 24th Avenue | South Haven, Michigan 49090  
 269-910-5375 | carmenscleaningservice49090@outlook.com

**RECEIVED**

MAR 31 2025

**RECIPIENT:**

**Covert Township Hall**

73943 East Lake Street  
 P.O. Box 35  
 Covert, Michigan 49043

Phone: 269-764-8986

|                 |                 |
|-----------------|-----------------|
| <b>Quote #1</b> |                 |
| Sent on         | Mar 31, 2025    |
| <b>Total</b>    | <b>\$150.00</b> |

| Product/Service                        | Description   | Qty. | Total     |
|--|---|------|-----------|
| General Commercial and Office Cleaning | As per Request for Commercial Cleaning Services Bid Proposal, this bid is priced per week and includes Scope of Service and Weekly/Monthly Duties needed at Covert Township Hall. | 1    | \$150.00* |

\* Non-taxable

|                            |                 |
|----------------------------|-----------------|
| <b>Subtotal</b>            | \$150.00        |
| <b>MI Sales Tax (6.0%)</b> | \$0.00          |
| <b>Total</b>               | <b>\$150.00</b> |

MAY 01 2025

**Laura D. Fogarty**

2600 Red Arrow Hwy  
Benton Harbor, MI 49022  
269-325-8087  
lafogarty@me.com

April 30, 2025

Covert Township Board  
73943 E. Lake Street / PO Box 35  
Covert, MI 49043

RE: Commercial Cleaning Service Proposal for Covert Township Hall

Dear Covert Township Board Members,

As the Office Manager of Covert Township, I, along with the other office staff, have observed a consistent decline in the quality of cleaning services provided by the current vendor. Frequent turnover of cleaning personnel has resulted in inconsistent service and a noticeable drop in cleanliness standards.

With this proposal, I am offering to provide cleaning services that are not only consistent and professional but tailored to meet the actual needs of the Township employees. My familiarity with the building, usage patterns, and staff expectations allows me to deliver a service that is both efficient and effective. My objective is to maintain a clean, comfortable, and professional environment that supports employee expectations and presents a positive image to visitors.

As someone who already works within the Covert Township Hall, I bring both insight and accountability to this role. I understand the day-to-day activity of the building, the use of each space, and the level of cleanliness our employees and visitors expect. I take pride in my work and would treat this responsibility with the same care and commitment I bring the Township now.

### Proposal for Cleaning Services

- Service Frequency: Once per week
- Service Timing: After hours or during non-peak times to avoid disrupting Township business
- Start Date: Upon contract approval

### Scope of Weekly Services

- Empty all recycling and waste containers; dispose of contents in proper bins
- Dust office counters, filing cabinets, and meeting spaces
- Sanitize high-touch surfaces (light switches, doorknobs)
- Clean and disinfect restrooms (sinks, countertops, mirrors, toilets, urinals, and partitions)
- Refill soap, toilet paper, and paper towels as needed (Township supplied)
- Clean entryway glass, door push/kick plates, and disinfect drinking fountain
- Clean kitchen counter, sink, and microwave
- Vacuum all carpeted office areas
- Wet mop hard floors and under-chair mats as needed

### Scope of Monthly Services

- Clean windowsills, ledges, blinds, and baseboards
- Spot clean carpeting
- Spot clean chairs in the meeting hall

### Materials & Supplies

I will supply all labor, cleaning products, tools, and equipment necessary to complete the above tasks. The Township will continue to supply restroom paper products, liners, hand soap, and urinal cakes.

### Pricing

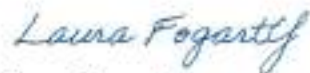
- Weekly Rate: \$150
- Monthly Cost: \$600 (*based on four weeks*)
- Annual Total: \$7,800

This fixed rate includes all weekly and monthly services as outlined above, with no additional charges.

### Conclusion

As both an employee and a service provider, I am committed to bringing a higher standard of cleanliness and consistency to the Covert Township Hall. I appreciate your consideration and would welcome the opportunity to serve the Township in this expanded capacity.

Sincerely,



Laura Fogarty  
269-325-8087

**From:** Michelina Dominguez <michiemeow@yahoo.com>  
**Sent:** Thursday, April 3, 2025 4:07 PM  
**To:** Laura Fogarty  
**Subject:** Re: Covert Township Seeking Cleaning Bid for Township Hall and Offices

Thank you for think of me but I don't think I can really do it. I have too many homes right now and not enough help. I would want to commit to a job if hired and not be able to do a good job. Thank you  
Michelina  
Sent from my iPhone

On Mar 27, 2025, at 11:35 AM, Laura Fogarty <officemanager@coverttwp.com> wrote:

The Township of Covert is soliciting quotes for cleaning services at the Covert Township Hall. Please refer to the attached Request for Proposal (RFP) for Commercial Cleaning Services. Should you have any questions or require further information, please do not hesitate to contact me directly.

**Best Regards**  
**Laura Fogarty**  
Office Manager  
Covert Township  
Office: 269-764-5138  
Cell: 269-906-0703  
Website: coverttwp.com

<Request for Commerical Cleaning Service Bid Proposal.pdf>

**Re: K's Kleaning bid for the Township Hall**

---

**From:** Daywi Cook <Supervisor@coverttwp.com>  
**Date:** Thu 6/5/2025 3:18 PM  
**To:** Laura Fogarty <officemanager@coverttwp.com>

Got it, thanks!

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:** Laura Fogarty <officemanager@coverttwp.com>  
**Sent:** Thursday, June 5, 2025 3:17 PM  
**To:** Daywi Cook <Supervisor@coverttwp.com>  
**Subject:** FW: K's Kleaning bid for the Township Hall

Great catch, thank you 😊

**Laura Fogarty**  
Office Manager  
Covert Township  
Office: 269-764-5138  
Cell: 269-906-0703  
Website: coverttwp.com

---

**From:** Kylie White <kylie@white@aol.com>  
**Sent:** Wednesday, April 16, 2025 2:24 PM  
**To:** Laura Fogarty <officemanager@coverttwp.com>  
**Subject:** K's Kleaning bid for the Township Hall

Hi, please let me know if you need anything else. Thank you

---

# PROPOSAL

## CLIENT

Covert Township Hall  
(the "Client")

## CONTRACTOR

Kylie White  
(the "Contractor")

### EXECUTIVE SUMMARY

I have been cleaning for 9 years and I take a lot of pride in my work. I have excellent references and am also insured.

### PROJECT OVERVIEW

The Client is seeking services for the following: Cleaning township hall. This proposal outlines Contractor's qualifications, services, and estimated costs for completing the proposed project.

### TIMELINE

The Contractor can start work on May 1, 2025.

### YOUR INVESTMENT

All services and associated costs are outlined in the following pricing table:

| Description                                  | Price             |
|--|-------------------|
| Cleaing Township Hall                        | \$150.00 per task |
| Once a month deep cleaning for Township Hall | \$200.00 per task |

### TERMS

The pricing in this proposal is valid for 90 days.

### NEXT STEPS

To discuss your project further and formalize this agreement, please reach out at:

**Kylie White**

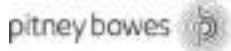
- (269) 369-8466

• [Kyliedlwhite@aol.com](mailto:Kyliedlwhite@aol.com)

Pa

---

Sent from my iPhone



# NASPO ValuePoint FMV Lease Agreement (Option C)



## Your Business Information

**Full Legal Name of Lessee / DBA Name of Lessee**

COVERT TOWNSHIP Attn: Laura Fogarty

**Tax ID # (FEIN/TIN)**

381953720

**Sold-To: Address**

73943 LAKE ST, COVERT, MI, 49043, US

**Sold-To: Contact Name**

Laura Fogarty

**Sold-To: Contact Phone #**

2697645138

**Sold-To: Account #**

0010337440

**Bill-To: Address**

73943 LAKE ST, COVERT, MI, 49043, US

**Bill-To: Contact Name**

Laura Fogarty

**Bill-To: Contact Phone #**

2697645138

**Bill-To: Account #**

0010337440

**Bill-To: Email**

officemanager@covertt

**Ship-To: Address**

73943 LAKE ST, COVERT, MI, 49043, US

**Ship-To: Contact Name**

Laura Fogarty

**Ship-To: Contact Phone #**

2697645138

**Ship-To: Account #**

0010337440

**PO #**

## Your Business Needs

| Qty | Item         | Business Solution Description            |
|-----|--------------|--|
| 1   | SENDPROCAUTO | SendPro C Auto                           |
| 1   | 1FXA         | Interface to InView Dashboard            |
| 1   | 7H00         | C Series IMI Meter                       |
| 1   | APAC         | Connect+ Accounting Weight Break Reports |
| 1   | APAX         | Cost Acctg Accounts Level (100)          |
| 1   | APKN         | Account List Import/Export               |
| 1   | C5CC         | Sendpro C Auto 95                        |
| 1   | CAAB         | Basic Cost Accounting                    |
| 1   | COVER-SPCA   | Protective Dust Cover - SendPro C Auto   |
| 1   | DM4RL        | Return Lbl/Inst DM400C to SendPro C Auto |
| 1   | F9PG2        | PowerGuard LE Service Package            |
| 1   | ME1A         | Meter Equipment - C Series               |
| 1   | MP81         | C Series Integrated Scale                |

|   |        |   |
|---|--------|---|
| 1 | PAB1   | C Series Premium App Bundle                                   |
| 1 | PTJ1   | SendPro Online-PitneyShip                                     |
| 1 | PTJA   | PitneyShip Basic 1 User                                       |
| 1 | PTJN   | Single User Access  |
| 1 | PTK1   | Web Browser Integration                                       |
| 1 | PTK2   | SendPro C Series Shipping Integration                         |
| 1 | SJS2   | Softguard For SendPro C500                                    |
| 1 | STDSLA | Standard SLA-Equipment Service Agreement (for SendPro C Auto) |
| 1 | ZH24   | Manual Weight Entry   |
| 1 | ZH30   | HZ03 120 LPM Speed  |
| 1 | ZHC5   | SendPro C500 Base System Identifier                           |
| 1 | ZHD5   | USPS Rates with Metered Letter                                |
| 1 | ZHD7   | E Conf Services for Metered LTR. BDL                          |
| 1 | ZHD9   | Retail Ground LOR   |
| 1 | ZHWM   | 10lb/5kg Weighing Option for MP81                             |
| 1 | ZHZ2   | Differential Weigh 5 or 10lb                                  |

### Your Payment Plan

|                                |                                |                             |
|--------------------------------|--------------------------------|-----------------------------|
| <b>Initial Term:</b> 60 months | <b>Initial Payment Amount:</b> |                             |
| <b>Number of Months</b>        | <b>Monthly Amount</b>          | <b>Billed Quarterly at*</b> |
| 60                             | \$ 169.99                      | \$ 509.97                   |

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- ( ) Tax Exempt Certificate Attached
- ( ) Tax Exempt Certificate Not Required
- ( ) Purchase Power® transaction fee
- (X) Purchase Power® transaction fee

**Your Signature Below**

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have s included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available b for that software located at [https://www.naspovaluepoint.org/search/?term=pitney+bowes&page\\_ref=contractors](https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors). Those additional terms are incorporated by refe

NASPO VALUEPOINT CTR058808; 220000000858  
State/Entity/s Contract#

\_\_\_\_\_  
Lessee Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Pitney Bowes Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date

**Sales Information**

Lori Damato

lori.damato@pb.com

Account Rep Name

Email Address

PBGR

Commerce solutions,  
from the Craftsmen of Commerce.

pitney bowes 



Mailing  
Postage Meters

SendPro® C Auto

# Simplify your mailing process.



## Handle batch mailing quickly and easily.

### Introducing the SendPro® C Auto.

Processing a variety of mail, including letters, postcards and large envelopes, has never been easier with our auto-feed mailing solution.



# Feed, seal, print and save automatically.

## **Mail with speed and ease.**

Process mail batches up to 120 letters per minute and up to 5/16" thick, with the automatic mail feeder.

## **Calculate postage costs for different size envelopes.**

Confidently pay the right amount on virtually every piece, every time.

## **Optimize efficiency by minimizing jams.**

Smoothly feed your mail with our reverse separation technology to keep your operations on track.

## **Save automatically.**

Automatically receive rate updates and save 5¢ on every First Class® letter\* — plus get optional access to discounted presort rates.

## **Meet the latest USPS® IMI compliance rules.**

Rest assured your SendPro C Auto will meet USPS guidelines.



\*As of January 27, 2019.



## Send large envelopes, Priority Mail<sup>®</sup> and packages with confidence.

### **Compare, save and print.**

View USPS shipping rates, save up to 40% on Priority Mail and print labels with the optional printer.\*

### **Take the guesswork out of shipping.**

Accurately weigh packages up to 15 pounds with the integrated digital scale.

### **Minimize undeliverable fees.**

Use the built-in address verification feature to reduce costly address correction fees and improve your delivery success rate.

### **Get more shipping choices for greater savings.**

Easily compare rates across multiple carriers—USPS<sup>®</sup>, UPS<sup>®</sup> and FedEx<sup>®</sup> and get pre-negotiated discounted carrier rates with the optional multicarrier subscription.

\*As of January 27, 2019. Savings will vary based on geography, mail type, and other variables.

# Designed for simplicity, visibility and ease of use.

## Gain online access to ship the way you want.

Use SendPro® Online to print trackable shipping labels from any computer and easily compare rates with the Shipping Rate Selector.

## Control at your fingertips.

Easily navigate the intuitive menu with the large, full-color 7" touchscreen.

## Track postage costs with precision.

View and email spending, shipping, accounting history and reports by department online for up to 500 different accounts.



The auto-feed technology is designed to minimize jams and misprinted postage by ensuring only one envelope is processed at a time.



## SendPro® C Auto Specifications:

|                             |   |
|-----------------------------|---|
| Mail feed                   | Automatic   |
| Speed (letters per minute)  | Standard: 95 LPM; Optional: 120 LPM                                 |
| Display                     | 7" color touchscreen  |
| Scale                       | Optional 5, 10 or 15 lb. integrated; Optional 30 or 70 lb. external |
| Label printer               | Optional  |
| Shipping                    | Standard: USPS; Optional: Multicarrier                              |
| Accounts                    | Standard: 100; Optional: 500  |
| USPS® IMpB compliant        | Included  |
| Presort rate access         | Included  |
| SendPro Online subscription | Standard: USPS; Optional: Multicarrier                              |
| eRR                         | Optional  |
| Barcode Scanner             | Optional  |
| AutoInk™                    | Included*   |

\*Get automatic ink replenishments at savings of 20% off the retail price when you enroll in the AutoInk™ program. For more information on AutoInk, visit us online at [pbi.bz/autoink](http://pbi.bz/autoink).

# Streamline your mailing process with the highly efficient, easy-to-use SendPro C Auto.



**United States**

3001 Summer Street  
Stamford, CT 06926-0700

For more information, visit us online at  
[pitneybowes.com](http://pitneybowes.com)



30" x 40" one side  
Carved hdu  
installed price  
\$2285 ea.

\$2530.00 ea.

*HDU and PVC materials- will not rot. Paint posts and install signs.*



**Re: Park Plan**

---

**From** Daywi Cook <Supervisor@coverttwp.com>  
**Date** Wed 5/28/2025 4:58 PM  
**To** Campground <campground@coverttwp.com>

Hi Aubre,

I agree with Marcy that the surveys we did for the various projects should suffice, and we just did a survey from the Master Plan that should have portions in it about the Park that we can use. It would be good to have Marcy's help in hosting at least one workshop with the public that talks about capital improvement plans in addition to the public hearing that is required by the DNR. I am happy to provide all of those survey results.

This plan should be led by the Park Advisory Committee, with you and Austin dedicating whatever time you are willing. I think what Marcy has here is pretty accurate - just see if they can host a workshop with the committee in a public meeting. Unless you want to set up a call, I am good with Marcy producing an estimate based on this email for us to present at our next board meeting.

This cost comes out of our general fund, so any grants to help offset it are welcome!

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:** Campground <campground@coverttwp.com>  
**Sent:** Tuesday, May 27, 2025 10:21 AM  
**To:** Daywi Cook <Supervisor@coverttwp.com>  
**Subject:** Fw: Park Plan

Hi Daywi,

We have a reply from Marcy! Let me know how you think we should move forward with the virtual meeting and if we invite Christy to join as Chairperson of the Park Advisory Committee. Looks like some costs could be covered by grant funding!

Let me know your thoughts!

Aubre & Austin

**Covert Park Managers**  
**Covert Park Beach & Campground**  
**(269) 764 -1421**  
*campground@coverttwp.com*

website: <https://covertpark.com/>  
booking portal: <https://covertpark.client.innroad.com/>

---

**From:** Marcy Hamilton <hamiltonm@swmpc.org>  
**Sent:** Friday, May 23, 2025 1:41 PM  
**To:** Campground <campground@coverttwp.com>  
**Subject:** RE: Park Plan

Hi Aubre, After reviewing the plan, I feel the following updates are needed. It seemed like you and the Township were willing to do some work. I did my best to split out what we could do and what you/the Township could do (but it is up for discussion). Then I have a list that we can further discuss who does what (General updates/TBD). For me to give you an estimate the Township needs to figure out what is needed for the public input process (see highlighted below)? Do you and Daywi need to discuss this – maybe we can set up a virtual meeting for the 3 of us if you think that could help? Let me know what you think. Once I have this nailed down I can give you an estimate and there is a slight possibility that SWMPC could provide some help with covering our costs with some grant funding we have from MDNR or EGLE.

Let me know if you want to discuss this and then I can get you an estimate. Hope you have a good, busy and successful weekend!  
Marcy

**SWMPC could do:**

- Update with 2020 census data for demographics
- Create new map that shows Covert owned rec properties, state and other recreational properties
- Create a natural features inventory for the Township (critical dunes, wetlands, potential conservation areas)
- Page 6 and Page 20 – 21 – update non-motorized information (existing and proposed)
- Add accessibility analysis and rating to Cover Twp owned parks
- Update Figure 6
- Add section on previous MDNR grants
- Draft and final document production
- Assist with adoption process

**You/Township can provide:**

- Update Table 5 and review Section B narrative for any other changes to the admin structure
- Add to park facility inventory the improvements to Covert Twp Park & Beach with Spark grant and update on pages 32-33
- Update any other improvements to parks since last plan
- Update page 30-31 on days/use/passes and management, Table 8
- Update recommendations – page 34- 35

**General updates (TBD):**

Remove all references of Palisades closing

Section C Facilities Inventory - Specify which properties are owned by Covert Township and then list "others" (state, private, etc)

Page 17 – remove "no land acquisition is planned."

Update Table 7 and narrative if needed

Update Section D - Planning Process - a survey was done in 2019, plus public input was sought during the 2 Spark grant applications. How much additional public input do you think is needed? The survey is pretty recent. Will a workshop suffice or is another survey needed? A workshop or survey could be done in conjunction with the VBCD efforts on their planned library display on the dunes/coastal resiliency.

Are the mission statement and needs (pages 27-28) still relevant? Review and update if needed.

Page 29 – spelling finding = funding

Update recommendations page 35 - 39

Update Table 9

Marcy Hamilton, Senior Planner/Deputy Executive Director

Southwest Michigan Planning Commission

376 W Main Street, Suite 130, Benton Harbor, MI 49022

269-925-1137 x1525

[hamiltonm@swmpc.org](mailto:hamiltonm@swmpc.org)

[www.swmpc.org](http://www.swmpc.org)



---

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

**Sent:** Friday, May 16, 2025 12:39 PM

**To:** Marcy Hamilton <[hamiltonm@swmpc.org](mailto:hamiltonm@swmpc.org)>

**Subject:** Park Plan

You don't often get email from [campground@coverttwp.com](mailto:campground@coverttwp.com). [Learn why this is important](#)

Hi Marcy,

Thank you for discussing the opportunity to possibly work on the Park Plan for Covert Township.

Here is the Park Plan for 2020-2024 and link to it on the website.

[https://coverttwp.com/wp-content/uploads/2025/03/Covert-Township-5-Year-Park-Plan-\\_-2020-2024.pdf](https://coverttwp.com/wp-content/uploads/2025/03/Covert-Township-5-Year-Park-Plan-_-2020-2024.pdf)

Thank you for taking the time and considering this project. We look forward to learning more about how we can work together!

Have a great weekend,

Aubre & Austin

**Covert Park Managers**  
**Covert Park Beach & Campground**  
**(269) 764 -1421**  
[campground@covertwp.com](mailto:campground@covertwp.com)

website: <https://covertpark.com/>

booking portal: <https://covertpark.client.innroad.com/>



April 14, 2025

Covert Township  
Attn: Shane Parquette  
Email: office@coverttwp.com  
P.O Box 35  
Covert, MI 49043

**Site Location:** Covert Township  
70345 34<sup>th</sup> Ave. Covert, MI 49043

Dear Shane:

As per our conversation regarding the above location, I am pleased to offer you the following proposal:

**DESCRIPTION OF WORK TO BE COMPLETED:**

- **Vactor Along with Flex Hose and Support Truck with (2) Technicians to Vacuum Recover and Clean (3) Lift Stations, Power Washing the Base and Walls of Lift Stations.**

**COST: Not to Exceed \$3,500.00**

The above proposal includes all equipment and personnel necessary to complete the project in a timely and professional manner. Any problems that may arise due to unforeseen circumstances may be subject to a PRE-APPROVED change order. All waste will be transported to a licensed treatment facility and processed according to the Department of Environmental Quality regulations.

Thank you for the opportunity to present this proposal to you. Should you have any questions, concerns, and/or would like to schedule this service, please do not hesitate to contact me.

Sincerely,

Duane Klutts  
Project Manager

I hereby accept the terms and conditions as outlined above:

---

Authorized Signature:

Date:

---

**Fw: 78277 county road 378, covert MI Sanitary Sewer Bills**


---

**From** Matt Hosier <mhosier@fv-operations.com>

**Date** Wed 7/12/2023 2:20 PM

**To** Shane Parquette <sparquette@fv-operations.com>

**Cc** MI FurnitureR <mifurniturerinc2022@gmail.com>; Supervisor <Supervisor@coverttwp.com>

 1 attachment (115 KB)

Furniture R Inc Q4 2022 - Q1 2023 Flow Totalizer Reads.pdf;

Hi Shane,

Per our discussion please stop into Furniture R Inc during your next few visits to Covert Township and see if you can catch up with Jimmy (see below). I'd like for you to show him where we collect our flow meter reads, the lift station and share the contact info for Oudbier Instrument Co. I'm asking for the Oudbier contact to be shared with the concept that if Furniture R Inc's check valve's are leaking Oudbier may be able to set the flow meter up to track reverse flow. Obviously leaking lift station check valves would be the owner's issue to resolve but I'd like to provide them with as much info and support as we can.

Let me know if you have any questions.

**Matthew T Hosier**

Regional Manager | Associate

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

C: 260-409-5902

[www.fv-operations.com](http://www.fv-operations.com)

 Please consider the environment before printing this email.

---

**From:** Matt Hosier <mhosier@fv-operations.com>

**Sent:** Monday, July 10, 2023 8:20 PM

**To:** MI FurnitureR <mifurniturerinc2022@gmail.com>

**Cc:** Shawn Glynn <sglynn@fv-operations.com>; Marilyn Rendell <treasurer@coverttwp.com>; Shane Parquette <sparquette@fv-operations.com>; Supervisor <supervisor@coverttwp.com>

**Subject:** Re: 78277 county road 378, covert MI Sanitary Sewer Bills

Hi Jimmy,

Thanks for the info. With all due respect you are misinterpreting the data you are receiving. I've attached a file that shows the dates we (FVOP) actually read your facility's flow meter. We only read it twice weekly. We have two private pump stations with flow meters (your facility and your neighbor across the street) plus one Township pump station with flow meter that pumps directly to the Township's treatment system. Per regulation I have to report daily flows to the Township's treatment system so my

staff collects the two private flow meter reads and the Township's flow meter read twice per week and calculates a daily average for the period between flow meter reads for each flow meter (see attached for specific flow meter read dates). I don't know if your facility uses water over the weekend or not but I do know that it is using water from the date my staff collects the last flow read of the week to the date they collect the first flow read the following week. That's the best I can tell you. Again...it is Furniture R's lift station and flow meter and the Township (FVOP) only reads the data we are provided.

Looking at your data over Q4 2022 and Q1 2023 I'm going to say you either have a toilet running (my guess), a water softening system that gets stuck in regen mode or possibly leaking check valves in the private lift station. Aside from someone leaving a faucet on or Furniture R having an industrial waste stream that has not been properly reported to the Township I've done as much as I can really do for you. My staff are Certified Operators for water and wastewater in Michigan and I'm under contract with Covert Township to operate their collection and treatment system. They are not plumbers nor are they setup to trouble shoot a private lift station. I can have my operator stop in and show you where we collect the flow meter reads but that is as far as I can go. My suggestion is to hire a plumber to check out the indoor plumbing and if needed a mechanical contractor to check the lift station check valves. My company works as a regulator for the Township so I can't help you beyond that advice.

Call or email with questions.

**Matthew T Hosier**

Regional Manager | Associate

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

C: 260-409-5902

[www.fv-operations.com](http://www.fv-operations.com)

 Please consider the environment before printing this email.

---

**From:** MI FurnitureR <mifurniturerinc2022@gmail.com>

**Sent:** Thursday, July 6, 2023 10:51 AM

**To:** Matt Hosier <mhosier@fv-operations.com>

**Cc:** Shawn Glynn <sglynn@fv-operations.com>; Marilyn Rendell <treasurer@coverttwp.com>

**Subject:** Re: 78277 county road 378, covert MI Sanitary Sewer Bills

**CAUTION: \*\*EXTERNAL EMAIL\*\*** DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Mat

This is Jimmy, I am manager of Furniture R INC Michigan area. I am glad to hear from you. I uploaded the bill of our wastewater. It includes the fourth season of last year and the first season of this year. I checked the toilet first and found no leaks here. I understand the toilet is for excess water usage, but we only have 2 workers here, one of them is part time gay. I also saw the number on the bill for every weekend. This is impossible! I will watch the water usage situation of the toilet and kitchen every moment, I would like to make an appointment if you can and you better come here and check out our waste water system. I hope to solve the problem better.

Best

Jimmy

On Wed, Jul 5, 2023 at 5:18 PM Matt Hosier <[mhosier@fv-operations.com](mailto:mhosier@fv-operations.com)> wrote:

Hi Jimmy,

I am the Regional Manager for F&V Operations in southern Michigan and received your email regarding your sanitary sewer invoices for Furniture R Inc. in Covert Township Michigan. F&V Operations does provide the Township with the flow meter readings from Furniture R's private lift station and flow meter which is then used for billing. I'll look into this for you but I need a couple items from you before we talk. Please scan and send me all invoices from the Township since Furniture R took over the building plus a good contact number for you. Once I review I can send an email with any rational needed and follow up with a phone call. Technically I'm on vacation until 7/10/23 so send me what I'm looking for and I will get with you next week.

I have some recommendations for you to implement immediately to assist in resolving this issue.

1. The facility has a private sanitary sewer lift station and flow meter. My staff collect flow meter totalizer readings from your private flow meter twice a week. I suggest Furniture R collect their own flow meter totalizer flow reads regularly to compare to billing and watch for potential high water usage.
2. Toilets are killers for excess water usage. One toilet that leaks can be unbelievably expensive. Check your toilets and use food dye in the tank over the weekend or overnight to check for leaks. If the food dye ends up in the bowl or goes away all together the toilet is leaking and sending water to the lift station the Covert Twp. sanitary sewer.

I look forward to your response and copies of your invoices.

**Matthew T Hosier**

Regional Manager | Associate

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

C: 260-409-5902

[www.fv-operations.com](http://www.fv-operations.com)

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**Re: Request for Relief Due to Undetected Leak in Unused Restroom-FURNITURER INC**

---

**From** Daywi Cook <Supervisor@coverttwp.com>

**Date** Tue 5/20/2025 1:00 PM

**To** aiko.leung@furniturer.com <aiko.leung@furniturer.com>

**Cc** celine <celine@39f.net>; phebe <phebe@furniturer.com>; Marilyn Rendell <Treasurer@coverttwp.com>

Good afternoon,

I am relieved you were able to identify the issue. Your request for relief has been received and will be placed on the agenda for our June 10th meeting at 6pm. These are held at the Covert Township Hall and you are welcome to attend in case our board has any questions.

Please note that I will also be providing our records regarding this situation, which includes correspondence dating back to the beginning of 2023.

Sincerely,

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:** aiko.leung@furniturer.com <aiko.leung@furniturer.com>

**Sent:** Tuesday, May 20, 2025 5:45 AM

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

**Cc:** celine <celine@39f.net>; phebe <phebe@furniturer.com>

**Subject:** Request for Relief Due to Undetected Leak in Unused Restroom-FURNITURER INC

Hi Supervisor Cook,

We are writing on behalf of **FURNITURER INC**, located at **78277 Co Rd 378, Covert, MI 49043**.

Over the past two years, we have been receiving unexpectedly high sewer bills, which have caused growing concern and confusion within our team.

In order to identify the cause, we conducted multiple investigations and brought in several professionals at different times to inspect our plumbing system.

After thorough evaluations, it was finally discovered that the source of the excessive water usage was a severe and ongoing leak in the women's restroom — a facility that has remained completely unused throughout the entire period due to the fact that our warehouse has only two permanent male employees. With no female staff on site, the leak went entirely unnoticed for an extended time.

We are devastated that such a situation could go on for so long without our awareness, and we fixed the issue immediately upon discovery.

**As a small operation navigating an already challenging economic environment, these unexpected charges have placed a significant financial burden on our team, who are working hard to keep the warehouse running within tight margins.**

These unexpected charges have created a heavy financial burden on our team, who are working tirelessly to keep the warehouse running under tight margins.

We sincerely hope you will understand our situation, and we respectfully request your help in reviewing our sewer account and considering a partial adjustment or relief for the affected billing period.

We would be deeply grateful for your time, understanding, and compassion in this matter. Your support would truly make a difference to our struggling team.

Thank you very much for your consideration.

---

Best Regards  
Aiko Leung

---

**Re: Request for Relief Due to Undetected Leak in Unused Restroom-FURNITURER INC**

---

**From** Daywi Cook <Supervisor@coverttwp.com>

**Date** Tue 5/20/2025 1:00 PM

**To** aiko.leung@furniturer.com <aiko.leung@furniturer.com>

**Cc** celine <celine@39f.net>; phebe <phebe@furniturer.com>; Marilyn Rendell <Treasurer@coverttwp.com>

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Sincerely,

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:** aiko.leung@furniturer.com <aiko.leung@furniturer.com>

**Sent:** Tuesday, May 20, 2025 5:45 AM

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

**Cc:** celine <celine@39f.net>; phebe <phebe@furniturer.com>

**Subject:** Request for Relief Due to Undetected Leak in Unused Restroom-FURNITURER INC

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Thank you very much for your consideration.

---

Best Regards  
Aiko Leung

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**RE: Sewer ordinance**

---

**From** Seth Koches <koches@michigantownshiplaw.com>  
**Date** Thu 5/15/2025 4:18 PM  
**To** Marilyn Rendell <Treasurer@coverttwp.com>  
**Cc** Daywi Cook <Supervisor@coverttwp.com>

Thank you, Marylin,

We'll look into these questions and get you answers.

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](mailto:koches@michigantownshiplaw.com)



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**From:** Marilyn Rendell <Treasurer@coverttwp.com>  
**Sent:** Thursday, May 15, 2025 10:39 AM  
**To:** Seth Koches <koches@michigantownshiplaw.com>  
**Cc:** Daywi Cook <Supervisor@coverttwp.com>  
**Subject:** Sewer ordinance

Hi Seth,  
I have a few questions about the new sewer ordinance:

1. Do we need to define Non residential user in Sec. 2.1 (57)?
2. In Sec 7.2 A. NEU rate is referenced, but in Appendix I it is not clearly stated how the board determines the rate so it is consistent.
3. In Sec 7.6 B. Does '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' mean any available uncommitted fund in General Fund could be used to pay the bills?

4. In Sec 7.6 D. Does this mean any excess funds in the Sewer Fund could be used to pay for any project of the Township?
5. Not sure what Sec 7.6 E. is stating and is it a complete statement.
6. Sec 7.14 UNPAID CHARGES - not sure we should include disconnecting or inserting a shutoff valve until we are in a position to do this.

My opinion would be to leave the delinquent fee at the \$10 flat rate and not get into convoluted percents as stated in your email.

Thanks for helping with this ordinance.

**Marilyn Rendell**

**Treasurer**

**Covert Township**

73943 E. Lake Street

P.O. Box 35

Covert, MI 49043

269-764-5142

269-764-1771 (fax)

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**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](mailto:koches@michigantownshiplaw.com)



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**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

COVERT TOWNSHIP  
VAN BUREN COUNTY, MICHIGAN

RESOLUTION NO. \_\_\_\_\_

DATE: June 10, 2025

RESOLUTION OF SUPPORT FOR SHAWSA SYSTEM EXPANSION

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following Resolution was adopted:

“RESOLVED, that the Township of Covert, Michigan, does hereby support the South Haven Area Water Sewer Authority (SHAWSA) Clean Water State Revolving Fund (CWSRF) funding application, and that the Township of Covert does hereby specifically support, but not by way of limitation, the following:

1. The SHAWSA sewer expansion project that would allow Covert Township to connect to its collection system.
2. The SHAWSA CWSRF funding application to finance the project.
3. The selection of Alternative 2 in the CWSRF Project Plan.

The following aye votes were recorded: \_\_\_\_\_

The following nay votes were recorded: \_\_\_\_\_

I, \_\_\_\_\_, Clerk of the Township of Covert, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the support of the SHAWSA system expansion, which Resolution was adopted by the \_\_\_\_\_ at a meeting held \_\_\_\_\_.

\_\_\_\_\_  
Signature \_\_\_\_\_

PUBLIC HEARING - OCTOBER 25, 1990

Supervisor Sarno called to order a public hearing at 1:00 p.m., October 15, 1990, at the Covert Township Hall for the purpose of discussing Covert Township's CDBG application. In attendance were Planning Consultant Leslie Cripps, and 11 citizens.

Supervisor Sarno stated that the Lions Club had made application to the State to help fund construction of a community service building in Covert Township, and that their application had been favorable received, and the Club had been invited to file a final application for the requested assistance. However, the State requires the funds be administered by the local government so that the Township must be a party to the final application to receive funds to administer the program.

Mr. Charles Freeman, Chairman of the Lions Club Building Committee, made a presentation explaining the concerns and purposes of the Lions Club, that they were a service organization, 100% volunteers, and that they provide funds and services to needy individuals in the community as well as other community services, and that the proposed building will enable them to be of greater service to the community and needy persons. He further stated that the building will be made available for agencies and programs benefiting needy low and moderate income persons not now being adequately provided in the community, and further the building will be available for other educational, social and recreational activities, particularly in conjunction with the adjacent Township Park.

Six persons spoke in favor of the project, the need for such a facility, and that it would create and stimulate other uses and services to residents, particularly because of its location by the Township Park and Sarrett Nature Center. Representatives of the United Civic Organization stated they didn't want anything that would duplicate their services, that the community needs more housing for poor people, and that everybody should cooperate for better service to the community.

Geraldine E. Rood  
Geraldine E. Rood, Clerk

Jerry Sarno  
Jerry Sarno, Supervisor

SPECIAL MEETING - OCTOBER 25, 1990

Supervisor Sarno Called the meeting to order at 1:45 p.m.

Present: George Patterson, Geraldine Rood, Jerry Sarno, Carolyn Stuckum, Doc Anderson.  
Absent present: Leslie R. Cripps, Consultant.

Purpose of the meeting: Small Cities improvements, appoint Election Inspectors, set franchise Election date, payment of bills, payment of Wastewater bills, Wastewater Ordinance # 29, NBA/CDBG Grant application.

Leslie Cripps discussed Ordinance # 29, Sanitary Sewage Disposal Facilities Rate and Mandatory Connection Ordinance. Moved by Patterson, supported by Anderson, to adopt Ordinance # 29. Motion passed by unanimous roll call vote. Ordinance on file at the Township Office.

Leslie Cripps presented a list of twenty four applicants for assistance in sewer hook-ups under the B-85 Small Cities grant, with requested grant fund total of \$ 28,496.50. Moved by Patterson, supported by Anderson, to approve the list of grant applications, as presented. Motion carried.

Mr. Cripps presented six requests for housing rehabilitation grants, under Small Cities R-89 program.

It was moved by Patterson, supported by Anderson, to transfer \$ 11,015 from Community Development Account to the Housing Rehabilitation Escrow Account of Lillian Hall of 75th Street. Motion carried.

Moved by Rood, supported by Patterson, to transfer \$ 1,650.00 from the Community Development Account to the Housing Rehabilitation Escrow Account, on behalf of Mr. and Mrs. John Dambrowski, of X-140 Highway. Motion carried.

Moved by Stuckum, supported by Rood, to transfer \$ 6,405.00 from the Community Development Account to the Housing Rehabilitation Account, on behalf of June Motion carried.

Moved by Patterson, supported by Anderson, to transfer \$ 3,370.00 from the Community Development Account to the Housing Rehabilitation Escrow Account, on behalf of Dorothy Harkness of CR 376. Motion carried.

Moved by Patterson, supported by Anderson to transfer \$ 150.00 from the Community Development Account to the Housing Rehabilitation Escrow Account, on behalf of King of 38th Avenue. Motion carried.

Moved by Patterson, supported by Anderson to transfer \$ 11,990.00 from the Community Development Account to the Housing Rehabilitation Escrow Account, on behalf of Mr. and Mrs. Clinton Rimes of M-140 Highway. Motion carried.

The Clerk submitted a list of the following people to be Election Inspectors at November 6th General Election: Pauline Hoadley, Agatha Terrentine, Robert Zimm, Antonette Kisel, Donald Quinn, Melvie Smith, Elizabeth Freeman, Phyllis Burton, John Konopa, Ethel Webb, Elizabeth Zimmermann, Connie Castor; Alternates - Wilma Pyburn and Stella Dambrowski. Moved by Patterson, supported by Anderson, to approve list as presented. Motion carried.

Moved by Stuckum, supported by Rood, to submit to Farmers Home Administration for payment approval, the following:

|   |              |
|---|--------------|
| FW Engineering.....Invoice # 31364.....       | \$ 17,738.65 |
| Santa Fe Corp.....Partial Pay # 8-7/B-4.....  | 175,634.12   |
| for a total of \$ 193,372.77. Motion carried. |              |

Moved by Anderson, supported by Patterson that the current bills be paid in the amount of \$ 23,335.57, as follows: Township Board \$ 1,903.64, Supervisor \$ 279.46, Clerk, 318.26, Township Hall \$ 1,301.84, Cemetery \$ 173.16, Streets & Sidewalks \$ 210.66, Transfer Station \$ 1,791.05, Park \$ 12,500.00, Library \$ 455.47, Planning \$ 554.69 (General Fund \$ 19,487.23); Police Fund \$ 1,015.86; Fire and Ambulance Fund \$ 2,832.48 (Checks \$ 2374 thru 2415). Motion carried.

Moved by Stuckum, supported by Rood, to transfer monies from the General Fund as follows:

|                               |                     |
|-------------------------------|---------------------|
| Township Board Fund.....      | \$ 2,000.00         |
| Election Fund.....            | 1,000.00            |
| Treasurer's Fund.....         | 1,000.00            |
| Township Hall Fund.....       | 1,000.00            |
| Building Inspection Fund..... | 1,000.00            |
| Transfer Station Fund.....    | 2,000.00            |
| Planning Fund.....            | 1,500.00            |
| Insurance Fund.....           | 3,500.00            |
|                               | <u>\$ 13,000.00</u> |

Motion carried.

the Clerk submitted February 26, 1991, as a tentative date for the Consumers Power Franchise Election. It was moved by Patterson, supported by Anderson, to accept this date. Motion carried.

Moved by Rood, supported by Stuckum, to approve reroofing of the Police Garage, by Melvin Timpman, at an approximate cost of \$ 1,000.00. Motion carried.

The Public Hearing regarding the Covert Township CDBG Application for a community service center, to be maintained by the Lions Club, was considered. Mr. Co presented resolutions which were acted upon as follows:

It was moved by Anderson, supported by Patterson to adopt a letter of resolution to Lions Club President Kevin Coody, as follows:

"Whereas the Township Board recognized that the Township lacks various facilities to adequately serve its residents, particularly low and moderate income persons, as well as providing facilities for recreational and other needs of the Township, and

Whereas the Lions Club proposed the construction of a Center that would provide such a facility:

Now Therefore Be It Resolved that the Township of Covert agrees to lease a portion of Township land adjacent to County Road 378 and 77.5 Street sufficient to construct the proposed project for 50 years at the rate \$ 1.00 per year. Further it commits its support to this project in the construction of an entry driveway to the site and parking lots in the approximate amount of \$ 5,150. And further agrees to pay rent, as may be established for the use of the facility, in connection with other park and recreational activities adjacent to the project to assist in the maintenance and operation of the facility."

Resolution adopted by unanimous roll call vote.

It was moved by Patterson, seconded by Anderson that:

Whereas, The Township of Covert is vitally concerned with the successful completion of the Covert Lions Club Community Service Center project, and

Whereas Covert Township has had extensive experience in the financial and project management of similar projects and could expeditiously provide such assistance,

Now Therefore Be It Resolved that

The Township of Covert provide the services of the Township Treasurer to maintain the books of accounts for the Community Service Center on behalf of the Lions Club, including the deposit and dispersal of funds as approved by the Covert Lions Club Board of Directors and in accordance with the contractual requirements of the Michigan Department of Commerce, and

Further that the Township of Covert, if necessary, at its expense, will provide the services of a licensed builder to oversee scheduling, preparation of contracts for bidding, coordination of contractual and volunteer workers, and similar services to achieve a successful project.

Resolution adopted by unanimous roll call vote.

Motion by Patterson, supported by Anderson, to adopt Attachment H - Civil Rights Policy/Resolution, as included in the CDBG application. Resolution adopted by unanimous roll call vote. Copy on file in the Township Office.

Moved by Patterson, supported by Anderson, to adopt the Authorizing Resolution, Township of Covert, Van Buren County, as stated in the Final Application document. Resolution adopted by unanimous roll vote. Copy on file.

Moved by Patterson, supported by Anderson, the meeting be adjourned.

Geraldine E. Rood  
Geraldine E. Rood, Clerk

Jerry Sarno  
Jerry Sarno, Supervisor

REGULAR MEETING - NOVEMBER 12, 1990

Supervisor Sarno called the meeting to order at 8 p.m. The Pledge of Allegiance to the Flag was led by Trustee Anderson.

Present: Doc Anderson, Carolyn Stuckum, Geraldine Rood, Jerry Sarno.  
Absent: George Patterson

Also present: Harold Schuitmaker, Township Attorney; Leslie R. Cripps, Township Planning Consultant.

The minutes of the Regular Meeting of October 1, 1990, were read and accepted.  
The minutes of the Public Hearing of October 25, 1990, were read.  
The minutes of the Special Meeting of October 25, 1990, were read, and accepted.

The Clerk's report was read as follows: the Building Inspector turned in five permits totaling \$ 567.52; the Electrical Inspector turned in \$ 280.00 for several electrical inspections; the Sexton turned in \$ 115.00 for burial and lot sale fees; the Ambulance Department turned in \$ 4,686.70 for Ambulance service fees; the Treasurer turned in \$ 360.00 for Transfer Station permits, and \$ 5.00 for Yard Sale License Fees.

The meeting was opened to the Public. Don Quin addressed the fact that all Covert Township pays in excess of \$ 259,000.00 in voted millage to Lake Michigan College, Covert LMC students receive no advantage over Van Buren County students from other governmental communities which pay no taxes to LMC. Supervisor Sarno directed the Township Attorney to research the matter for future action.

There were two groups of applicants presented by Leslie R. Cripps, for Small C B-85 sewer hook-up grants. It was moved by Rood, supported by Stuckum, to accept the packet of sewer hookup applications totaling \$ 26,108.25. Motion carried by unanimous roll call vote. It was moved by Stuckum, supported by Rood, to accept the group of sewer hookup applications totaling \$ 22,673.25, pending the receipt of final qualifying documentation. Motion carried by unanimous roll call vote.

There was no correspondence.

It was moved by Anderson supported by Stuckum, to pay the current bills in the amount of \$ 16,710.61, as follows: Township Board \$ 1,332.03, Elections \$ 587. Clerk \$ 57.60, Treasurer \$ 600.00, Township Hall \$ 420.00, Building Inspection \$ 13.51, Streets & Sidewalks \$ 927.30, Transfer Station \$ 47.80, Library \$ 100 Planning \$ 1,554.04, Insurance \$ 2,996.32, (General Fund Total \$ 8,637.30); Road Fund - \$ 3,512.68; Police Fund \$ 3,332.63; Fire and Ambulance Fund - \$ 52 Motion carried by unanimous roll call vote.

It was moved by Stuckum, supported by Rood, to transfer monies from the General Fund as follows:

|  |              |
|--|--------------|
| Paul Construction, St. Joseph, MI.....   | \$ 14,720.00 |
| Domestic Window System, Paw Paw, MI..... | 15,328.00    |
| George Wood, Construction, Coloma.....   | 14,800.00    |
| J&G Construction, Covert.....            | 21,700.00    |
| Pro Siding & Trim, Benton Harbor.....    | 12,875.00    |

It was moved by Jeffries, supported by Anderson, to accept the low bid of Pro Siding & Trim, Benton Harbor, in the amount of \$ 12,875.00. Motion carried.

Supervisor Sarno announced that there were 17 responses received from Fire Department personnel, in regard to input for selection of the position of Fire Chief. The Board will review the comments at a work session next week.

There will be a Public Hearing on Monday, November 29th at 1 PM, regarding the closing of the NMA Grant program.

The December Township Board meeting will be held on the 1st Tuesday of December (December 7th), rather than the second Tuesday of December.

Moved by Jeffries, seconded by Anderson, that the meeting be adjourned.

Geraldine E. Rood, Clerk

*Jerry Sarno*  
 Jerry Sarno, Supervisor

PUBLIC HEARING - NOVEMBER 29, 1993

Supervisor Sarno called the hearing to order at 1:03 PM. There were twenty-three persons in attendance.

Supervisor Sarno stated that the purpose of the Hearing was to provide the Citizens of Covert Township an opportunity to comment on the development and construction of the newly completed Covert Community Service Center building at 78085 CR 578, east of the I-196 Covert exit # 13. He then turned the meeting over to Leslie R. Cripps, Consultant.

Cripps explained that the project was partially funded with a \$ 100,415.00 grant from the Neighborhood Builders Alliance program of the Michigan Department of Commerce, along with \$ 17,300.00 of Lions and Township funds, and numerous hours of labor provided by members of the Covert Township Lions Club. According to a fifty year lease between the Township and the Lions Club, the Lions Club will be the primary operator of the facility and responsible for general maintenance of the building.

Questions were asked by the following people:

- Florene King
- Alice Blair
- S. Mae Lucas
- Angeline Smith
- Robert Zimmermann
- Charles Freeman

Questions were responded to by Mr. Cripps.

Meeting declared closed at 1:20 PM.

*Geraldine E. Rood*  
 Geraldine E. Rood, Clerk

*Jerry Sarno*  
 Jerry Sarno, Supervisor

MICHIGAN DEPARTMENT OF COMMERCE  
 MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
**NEIGHBORHOOD BUILDERS ALLIANCE**

**Community Development Block Grant (CDBG) Final Application  
 APPLICATION CHECKLIST**

(Authorized by Public Act 305 of 1996)

To be considered for funding, an application must include all required attachments. Check all items included with this application.

| Applicant                           | Item   | Alliance Use             |
|-------------------------------------|--|--------------------------|
| <input checked="" type="checkbox"/> | 1. Final Application plus 5 copies   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2. A separate Project Profile, Work Plan and Budget for each project being submitted. (Pages 3 - 10)     | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3. Fiduciary's Letter of Commitment, see page 6. (If it applies)   | <input type="checkbox"/> |
| <input type="checkbox"/>            | 4. Fiduciary's Financial Statement, see page 6. (If it applies)  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5. Letter of Commitment for funding, equipment, and supplies, see page 5. (If it applies)                | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6. Letters explaining Administrative Assistance, see page 6. (If it applies)                             | <input type="checkbox"/> |
| <input type="checkbox"/>            | 7. Job Descriptions (if it applies) N.A.   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 8. Map of the Program Area - Attach an 8 1/2" x 11" map of the target area or neighborhood to be served. | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 9. Letter of support or intent from your organization's board of directors.                              | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 10. CDBG Addendum from your local unit of government.  | <input type="checkbox"/> |

MICHIGAN DEPARTMENT OF COMMERCE  
 MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
 NEIGHBORHOOD BUILDERS ALLIANCE  
 Market Square Building, 2nd Floor  
 309 N. Washington  
 P.O. Box 30242  
 Lansing, Michigan 48909-7504

|            |  |
|------------|--|
| NBA no.    |  |
| Region No. |  |
| CDBG No.   |  |
| GF         |  |

**NEIGHBORHOOD GRANTS PROGRAM**  
**1991 FINAL APPLICATION**  
 (Authorized by Public Act 305 of 1988)

- Instructions:**
- ✓ This Final Application is required to apply for a Neighborhood Grant. If your organization **does not** have an approved Funding Request, this Final Application will not be considered.
  - ✓ Complete the attached checklist and return it with this Application along with any attachments that are required. **Any other attachments that were not requested by the NBA will not be considered part of your Application.**
  - ✓ Please print or type your answers on this application.
  - ✓ **Final Application Deadline:**  
 The original Final Application and 5 copies must be received in the Alliance office by **5 p.m. on November 5, 1990**. Any application received after the deadline **will not** be considered.
  - ✓ If you have any questions, please call the Alliance at (517) 373-7111

**1. Organization Name**

The Lions Club of Covert (Covert Township) Phone Number  
(616) 764-1421

Street Address City ZIP Code  
P.O. Box 25 Covert, Michigan 49043

**2. Contact Person (person who can answer all questions about this Application)**

Carolyn Stuckum  
Evening Phone Number Daytime Phone Number  
(616) 764-8833 (616) 764-8986

3. **Project Title and Summary:** Enter the Alliance funding required to complete the proposed projects and the title of the projects. In one or two sentences, describe your project and what it will achieve. If a grant is awarded, this description may be used in a press release. You may only apply for the projects accepted for further consideration by the Alliance. Please refer to the cover letter for your accepted projects.

**Project 1**

**Project Title** \_\_\_\_\_ **NBA Funding \$** \_\_\_\_\_

**Project Description** \_\_\_\_\_

Covert Community Service Center \$80,000

Construction of 40'x60' one story Community Center Building and parking lot for 40 cars. Total cost estimate \$113,000.

**Project 2**

**Project Title** \_\_\_\_\_ **NBA Funding \$** \_\_\_\_\_

**Project Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project 3**

**Project Title** \_\_\_\_\_ **NBA Funding \$** \_\_\_\_\_

**Project Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. **Total Funding:**  
 Enter the total funding requested from the Neighborhood Builders Alliance: \$ 80,000

5. **Letter of Support:** Please attach a Letter of Support or Intent for these projects from your organization's Board of Directors.

**Print or type name of Authorized Official** \_\_\_\_\_ **Title** \_\_\_\_\_ **Daytime Phone Number** \_\_\_\_\_

Kevin Coady \_\_\_\_\_ President (616) 764-1421

**Signature of Authorized Official** \_\_\_\_\_ **Date signed** \_\_\_\_\_

## PROJECT PROFILE

### Organization Name

The Lions Club of Covert (Covert Twp.)

### Project Title

Covert Community Service Center

You must complete a Project Profile, Work Plan and Budget, pages 3-10, for each project in your application.

## I Project Merit

### A. Project - Describe the proposed project and explain why you want to do this project. How do you know the neighborhood residents want this project?

The proposed project is the construction of a 40'x80' building with parking, to serve as a Community Service Center for Covert Township. No building exists in Covert Township that is suitable for rehabilitation. The structure is to be built on land, to be leased from Covert Township, for a term of 50 years to the Covert Lions Club. Covert Township has received many requests for use of the Township Hall by various groups and agencies which have not been able to be accommodated either because of prior commitments or the existing hall is not suitable for the type of use to be conducted. Current facilities in the community as the Township Hall, High School, library and so forth are inadequate to provide the full range of services such a building would accommodate. The Community Service Center will be located adjacent to an area the Township plans for recreation and will trigger the development of the area for additional services, cultural, social and recreation facilities.

The members of the Covert Lions Club are residents of the Township of Covert and, as individuals and members of the club, have examined the uses of such a facility and have determined that a need exists. The Lions Club has 43 members, from all sections of the community, and evidence of their support is attached to Item V "Self Help" of the application. The Center is not meant to replace any structure currently supplying facilities for specialized services. The building will be used to benefit a wide range of service, social and recreational needs not now available in the community. A plan for the facility is attached.

### B. Project Impact/Objectives - (Refer to page 8 of your Funding Request) Please tell us the specific and measurable results that you expect to happen in your neighborhood/community if this project is funded. Each objective, or goal, should be written so that anyone visiting your neighborhood after the project is completed will be able to see or understand exactly what difference the project has made.

Construction of the center will provide a efficient facility for agencies offering various services to residents, mainly low or moderate income families. There will be two rooms, or offices, to provide private space for agencies to provide for their services. Further it will provide a meeting room for group activities, social gatherings and recreational activities not now available in the community. Following are the objectives of the project:

1. Provide office space for private counseling by various agencies, particularly for the benefit of low and moderate income people.
2. Provide a meeting space for group activities as Head Start, Boy Scouts, elderly groups, and so forth, again primarily benefitting low and moderate income residents.
3. To construct a facility and restrooms that would be coordinated with the adjacent park and recreational area to be developed by the Township.
4. Provide a meeting space for institutional or business gatherings, social gatherings and other recreational activities.

No facility now exists in the community that provides all the primary and auxiliary uses that will become available to all citizens and groups in the community upon construction of the center.

## PROJECT PROFILE continued

**C. Methods used to select project participants** - Explain how project participants will be selected; be as specific as possible. Some examples of methods include: a target population - low income home owners, senior citizens; or random selection - e.g. accept the first 25 children whose parents apply. The Board of Directors of the Lions Club by resolution has identified the following priorities for the use of the proposed facilities.

1. Programs, or agencies, providing various services to the low and moderate income persons of the community, not otherwise provided in the Township.
2. Counseling services for drug abuse, education, and similar youth programs.
3. Programs and meetings for elderly citizens.
4. Group programs as Head Start, Boy Scouts and Girl Scouts, etc.
5. Recreational activities for all age groups of community residents.
6. Social activities of community residents.
7. Rentals to private groups for receptions, reunions, other organization meetings, etc.

**D. People Served** - What is the approximate number of people who will be directly served by this project? Please be realistic - don't count the whole town.

|       |
|-------|
| 1,500 |
|-------|

**E. Funding After Grant** - Please explain how this project will be funded and maintained after the grant ends.

The project will be funded for operation and maintenance after the construction of the facility in several ways.

1. Rental income - it is anticipated that the facility will be rented on weekends and evenings, when not otherwise needed, to private groups and agencies for receptions, reunions, organization meetings and so forth.
2. Income earned by the Lions Club from various fund raising activities as may be necessary to operate and maintain the facility.
3. Assistance from the Township of Covert for the use of the facility for regular community wide park and recreation activities, including support to organized sport activities and also to picnicking activities in the adjacent area.

It will be noted that <sup>park & recreation</sup> agencies or programs providing service to low and moderate income persons of the community and especially counseling services for drug abuse, education and so forth would be served for the use of the facility, unless their individual program provides funds for such a purpose. It will be noted that the Lions Club Board of Directors pledged itself to be responsible for maintenance and operation of the facility.

PROJECT PROFILE continued

**II Project Support**

If other organizations will be providing funding, materials, or equipment for the project, complete the following, including the name of a person we can contact. It is important that you attach Letters of Commitment from these organizations to this Final Application. The Letters of Commitment must specifically outline what they will be providing, as well as any qualifications regarding how it will be provided.

|                          |                                  |  |
|--------------------------|----------------------------------|--|
| <b>Organization Name</b> | <b>Organization Phone Number</b> |  |
| Township of Covert       | ( 616 ) 764-8986                 |  |

|  |                  |                 |
|--|------------------|-----------------|
| <b>Street Address (No. and Street)</b> | <b>City</b>      | <b>ZIP Code</b> |
| Township Hall                          | Covert, Michigan | 49043           |

|                                  |                     |
|----------------------------------|---------------------|
| <b>Contact Person</b>            | <b>Phone Number</b> |
| Jerry Sarno, Township Supervisor | ( 616 ) 764-8986    |

|  |                  |                 |
|--|------------------|-----------------|
| <b>Street Address (No. and Street)</b> | <b>City</b>      | <b>ZIP Code</b> |
| Township Hall                          | Covert, Michigan | 49043           |

**Funding, materials or equipment to be provided:**

Attached is a Letter of Commitment from the Township of Covert whereby it will lease sufficient Township land for the construction of the facility for 50 years at \$1.00 a year to the Lions Club. Further the Township Board has committed \$5,150 towards the construction of the entry road and parking lot for the project. Further the Township Board agrees to pay reasonable and pro rata costs as may be established by the Lions Club Board of Directors for the use of the facility in connection with its park and recreation activities.

|                          |                                  |  |
|--------------------------|----------------------------------|--|
| <b>Organization Name</b> | <b>Organization Phone Number</b> |  |
|                          | ( )                              |  |

|  |             |                 |
|--|-------------|-----------------|
| <b>Street Address (No. and Street)</b> | <b>City</b> | <b>ZIP Code</b> |
|  |             |                 |

|                       |                     |
|-----------------------|---------------------|
| <b>Contact Person</b> | <b>Phone Number</b> |
|                       | ( )                 |

|  |             |                 |
|--|-------------|-----------------|
| <b>Street Address (No. and Street)</b> | <b>City</b> | <b>ZIP Code</b> |
|  |             |                 |

**Funding, materials or equipment to be provided:**

# TOWNSHIP OF COVERT

VAN BUREN COUNTY

COVERT, MICHIGAN 49043

CLERK  
GERALDINE E. HOOD

TRUSTEE  
GEORGE PATTERSON

JERRY GARNO, SUPERVISOR

TREASURER  
CAROLYN STUCKUM

JUSTICE  
DOC J. ANDERSON

October 25, 1990

Mr. Kevin Coady, President  
Covert Lions Club  
70143 26th Avenue  
Covert, Michigan 49043

Dear Mr. Coady:

Covert Township Board of Trustees on a Special Meeting on October 25, 1990 passed the following resolution in support of the Lions Club project for construction of the Covert Community Service Center.

"Whereas the Township Board recognizes that the Township lacks various facilities to adequately serve its residents, particularly low and moderate income persons, as well as providing facilities for recreational and social needs of the Township, and

Whereas the Lions Club proposes the construction of a Center that would provide such a facility;

Now Therefore Be It Resolved that the Township of Covert agrees to lease a portion of Township land adjacent to County Road 3/8 and 77.5 Street sufficient to construct the proposed project for 50 years at the rate of \$1.00 per year. Further it commits its support to this project in the construction of a entry driveway to the site and parking lots in the approximate amount of \$5,150. And further agrees to pay rent, as may be established for the use of the facility, in connection with other park and recreational activities adjacent to the project to assist in the maintenance and operation of the facility."

Motion Carried.

The above resolution was adopted at a special meeting of the Covert Township Board of Trustees at a meeting held October 25, 1990 at the Covert Township Hall.

Geraldine Hood  
Township Clerk

## PROJECT PROFILE continued

## III Administrative Assistance

If other organizations will be providing administrative assistance, such as maintaining financial records or project management, complete the following. It is important that you attach Letters of Commitment from these organizations to this Final Application. The Letters should include: an explanation of the administrative assistance, financial management assistance or other support that will be provided. If you are receiving financial management assistance the fiduciary must also provide a financial statement, evidence of past funds management that is equal to the amount of Alliance funding, and evidence that their experience is relevant to your project.

|                                 |                           |          |
|---------------------------------|---------------------------|----------|
| Organization Name               | Organization Phone Number |          |
| Covert Township                 | ( 616 ) 764-8986          |          |
| Street Address (No. and Street) | City                      | ZIP Code |
| Township Hall                   | Covert, Michigan          | 49043    |
| Contact Person                  | Phone Number              |          |
| Jerry Sarno, Supervisor         | (616 ) 764-8986           |          |
| Street Address (No. and Street) | City                      | ZIP Code |
| Township Hall, Covert, Michigan |                           | 49043    |

## Describe the administrative assistance to be provided

The Township Supervisor and Treasurer, on behalf of the Lions Club will maintain construction, financial and grant records and reports. This will enable the Township to more efficiently maintain records and control for grant administration, management and audit. Further, since the project is located on Township property, the Township is vitally interested in the success of the project, it has committed, if necessary, to provide the services of a licensed builder to oversee project management.

## IV Project Personnel

A. If you are requesting funds for personnel, will this be for: N.A.

New personnel. If so, how many? \_\_\_\_\_

Current Personnel

Salaries of current personnel are eligible only if the staff's hours are being increased - e.g. from part-time to full time, and the extra hours are necessary to successfully complete the project.

| B. Employment Information |                  |              |  |  |
|---------------------------|------------------|--------------|--|--|
| Position                  | Current Employee | New Employee | How many hours per week is each person presently employed? | Estimated hours per week on this project |
|                           |                  |              |  |  |
|                           |                  |              |  |  |
|                           |                  |              |  |  |
|                           |                  |              |  |  |

# TOWNSHIP OF COVERT

VAN BUREN COUNTY

COVERT, MICHIGAN 49043

CLERK  
GERALDINE E. ROOD

TILSTEE  
GEORGE PATTERSON

JERRY SAFING, SUPERVISOR

TREASURER  
CATHALYN STUCKUM

TRUSTEE  
DOC J. ANDERSON

October 25, 1990

Mr. Kevin Coady, President  
Covert Lions Club  
Covert, Michigan 49043

Dear Mr. Coady:

The Board of Trustees of Covert Township adopted the following resolution to assist in administration assistance and project management of the proposed Covert Community Service Center project proposed by the Covert Lions Club.

"It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that

Whereas, The Township of Covert is vitally concerned with the successful completion of the Covert Lions Club Community Service Center project, and

Whereas Covert Township has had extensive experience in the financial and project management of similar projects and could expeditiously provide such assistance,

Now Therefore So It Resolved That

The Township of Covert provide the services of the Township Treasurer to maintain books of accounts for the Community Service Center on behalf of the Lions Club, including the deposit and dispersal of funds as approved by the Covert Lions Club Board of Directors and in accordance with the contractual requirements of the Michigan Department of Commerce, and

Further that the Township of Covert, if necessary, at its expense, will provide the services of a licensed builder to oversee scheduling, preparation of contracts for bidding, coordination of contractual and volunteer workers, and similar services to achieve a successful project".

This Is to Certify That:

The above resolution was adopted by the Covert Township Board at a Special Meeting held October 25, 1990 in the Township Hall.

\_\_\_\_\_  
Ceraldine Rood  
Covert Township Clerk

Further as you are aware the Township of Covert has successfully operated several HUD-Michigan State Housing and Development Authority Housing Rehabilitation Projects including

|              |           |
|--------------|-----------|
| 1985 Program | \$150,000 |
| 1987 Program | \$100,000 |
| 1989 Program | \$135,000 |

and further is completing a Farmers Home Administration Sanitary Sewer Collection and Treatment Facility in approximate amount of \$1,300,000.

Very truly yours,

Jerry Sarno  
Supervisor

## PROJECT PROFILE continued

## V Self Help

## A. Describe specifically how the project participants and neighborhood residents will be involved in contributing to this project.

The Lions Club members are residents of the community and will be providing a very substantial amount of labor, as volunteers, to construct the Center. The Lions Club Board of Directors will act as general contractor for project programing, timing of work and routine supervision of construction activities as well as coordinating work of volunteers and various sub-contractors.

Other residents of the community with particular skills have also indicated a willingness to participate, as well as the local Boy Scout Troop has offered to assist in cleanup and landscaping.

Following is a list of work items to be accomplished by volunteer labor:

1. General Coordination and supervision of all work.
2. Clearing of site & preparation for construction.
3. Concrete floor finishing.
4. Laying vinyl floor covering.

(See attached page)

## B. Describe what steps have been taken to ensure volunteer participation or self-help in this project. Include the minimum number of people needed to complete this project.

Attached is a signed statement from most of the Lions Club members indicating a commitment to provide labor, according to their skills on this project.

There is a total of 43 members in the Lions Club, plus their husbands and wives, which could increase the volunteer work force to over 70 persons, not counting other persons and Boy Scouts, who could add another 20 to 30 persons for construction of the facility.

If a contractor were to construct the complete facility, only 4 or 5 people would be needed. However since volunteers will not be available full time it is estimated that a minimum of 12 to 15 volunteers may be needed.

The Lions Club members, by resolution of the Board of Directors, has committed themselves to operate and maintain the project after completion. Please refer to the Lions Club letter of commitment from its Board Chairman.

## C. Describe specifically how the project participants and neighborhood residents are involved in contributing to the neighborhood other than on this project.

- 1) A basic purpose of the Lions Club members is to raise funds to assist the blind and other persons with vision problems. This is a major on-going activity and funds are raised thru residents and members holding pancake breakfasts, auctions, rummage sales, etc which will be greatly expedited by the proposed Community Center.
- 2) The Lions Club also sponsor the annual Covent Queens Contest as part of the area Blossomtime Festival. Much preparation and many residents are involved in this project which is a source of pride to entire community, particularly when the Covent entry is chosen as the overall Blossomtime Queen.
- 3) The Lions Club and their members bought and erected fencing to screen unsightly areas and remove blighting influences from community.

V SELF HELP

A. Describe specifically how the project participants and neighborhood residents will be involved in contributing to this project. (continued)

5. Install insulation in walls and ceiling and drywall on walls.
6. Electrical work in building.
7. Install duct work for heating.
8. Paint exterior and interior of building.
9. Landscaping, seeding, etc.
10. Set posts and miscellaneous labor in parking lots and entry road.

C. Describe specifically how the project participants and neighborhood residents are involved in contributing to the neighborhood other than on this project. (continued)

- 4) Lions Club sponsors the local Boy Scout Troop which needs a fixed location for its headquarters, as the Community Center will provide.
- 5) Lions Club sponsors and erects the annual Christmas lights and decorations for the holiday season.
- 6) Lions Club has an agreement with the State Highway Department and County to be responsible for cleanup of 4 miles of highway.
- 7) Club is preparing Christmas food baskets for needy in the community.
- 8) Club financed the purchase of a computer to aid in education of a vision impaired student.
- 9) Club raised and contributed funds for We-Care Inc. program which provides food and clothing for needy.
- 10) Club participated in and raised funds for the DARE Program. (Drug Abuse Resistance Education)

LETTER OF COMMITMENT

The following persons, being residents of Covert Township, and members of the Lions Club of Covert commit themselves to provide labor, as needed, for actual construction of the proposed Covert Community Service Center, as their individual skills permit, and further to provide such time and services as may be required for the maintenance and operation of the center.

Organization Name

The Lions Club of Covert (Covert Twp.)

Project Title

Covert Community Service Center**PROJECT WORK PLAN**Page 1 of 3

Attach additional pages, if necessary, by copying this page.

Enter the activities you plan to do in order to accomplish the project objectives you have described on page 3. Attach a job description for each position in this project.

**Objectives:** Construct Covert Community Service Center to provide facility to house programs and agencies to serve low and moderate income persons and provide center for other cultural and recreational services.

| List activities required to complete this project and accomplish the objectives             | How will you accomplish each activity and who will be responsible for completion of the activity            | Beginning Date | Estimated Completion Date |
|---|---|----------------|---------------------------|
| Attached is a blue print of project.  |   |                |                           |
| 1. Complete detailed building plans, specifications for project.                            | Consultant to be retained to prepare plans, etc.  | 1-15-91        | 3-15-91                   |
| 2. Prepare bid and contract documents for various sub-contractors on project and take bids. | Consultant to complete bids according to Federal Guidelines   | 3-15-91        | 5-15-91                   |
| 3. Construct Entry Road to Site   | Township of Covert workforce  | 3-15-91        | 4-01-91                   |
| 4. Clear and Prepare Site for Bldg.   | Lions Club Members  | 4-01-91        | 4-30-91                   |
| 5. Construct Building Framework, Walls and Roof.  | Carpentry. Sub-Contractor: retained for rough and finish carpentry  | 5-01-91        | 6-01-91                   |
| 6. Plumbing Rough-In (Underfloor)   | Plumbing Sub-Contractor hired   | 5-01-91        | 10-01-91                  |
| 7. Install Well   | Sub-Contract Well work and equipment  | 5-01-91        | 10-01-91                  |
| 8. Grade and Gravel Parking Lot   | Township of Covert Workforce  | 6-01-91        | 8-01-91                   |
| 9. Pour Concrete Floor  | Lions Club to purchase material and assist sub-contractor finisher to pour and finish slab.                 | 6-01-91        | 6-15-91                   |
| 10. Construct Walls and Roof, Install windows & Exterior Doors, Frame Interior Walls        | Carpenter Sub-Contractor to finish exterior walls, roof, install doors and window and frame interior walls. | 6-15-91        | 10-15-91                  |

Organization Name

The Lions Club of Covert (Covert Twp.)

Project Title

Covert Community Service Center

## PROJECT WORK PLAN

Attach additional pages, if necessary, by copying this page.

Page 2 of 3

Enter the activities you plan to do in order to accomplish the project objectives you have described on page 3. Attach a job description for each position in this project.

**Objectives:** Construct Community Service Center to provide facility to house programs and agencies to serve low and moderate income persons and provide center for other cultural and recreational services.

| List activities required to complete this project and accomplish the objectives               | How will you accomplish each activity and who will be responsible for completion of the activity  | Beginning Date | Estimated Completion Date |
|---|---|----------------|---------------------------|
| 11. Paint Exterior  | Lions Club Volunteers to complete item  | 9-15-91        | 10-15-91                  |
| 12. Rough-In Electric, Heating, Duct & Plumbing in walls and ceiling                          | Sub-Contractors for Heating, Plumbing to accomplish Rough-In. Lions Club to furnish electric materials, install most items except entry service by sub-contractor.        | 10-15-91       | 2-15-92                   |
| 13. Inspection by Bldg. and Mechanical Inspectors   | Local Building and Mechanical Inspectors for Township   | 2-15-92        | 3-01-92                   |
| 14. Install Insulation and Drywall  | Lions Club volunteers to install insulation in walls and ceiling and drywall on walls. Drywall sub-contractor to install drywall on ceiling and tape and finish all work. | 3-01-92        | 5-01-92                   |
| 15. Paint Interior  | Lions Club Volunteers to accomplish item.   | 6-01-92        | 7-01-92                   |
| 16. Install Floor Covering  | Lions Club to supply floor covering and volunteers to lay flooring.   | 6-01-92        | 7-01-92                   |
| 17. Install Mechanicals, Furnace, Plumbing Fixtures, Electric, Light fixtures, Switches, etc. | Heating and Plumbing subs to complete installation of fixtures and Lions Club volunteers to complete installation of electrical fixtures.                                 | 7-01-92        | 10-01-92                  |

Organization Name

The Lions Club of Covert (Covert, Twp.)

Project Title

Covert Community Service Center

**PROJECT WORK PLAN**

Attach additional pages, if necessary, by copying this page.

Page 3 of 4

Enter the activities you plan to do in order to accomplish the project objectives you have described on page 3. Attach a job description for each position in this project.

**Objective:** Construct Community Service Center to provide facility to house programs and agencies to serve low and moderate income persons and provide center for other cultural and recreational services.

| List activities required to complete this project and accomplish the objectives | How will you accomplish each activity and who will be responsible for completion of the activity                        | Beginning Date | Estimated Completion Date |
|---|---|----------------|---------------------------|
| 18. Install Trim and Kitchen Cabinets   | Carpentry Sub-Contractor to Complete items  | 10-01-92       | 11-01-92                  |
| 19. Final Cleanup and Landscaping   | Lions Club Volunteers to accomplish.  | 9-01-92        | 11-01-92                  |
| 20. Final Inspection of Building  | Local Building & Mechanical Inspectors  | 11-01-92       | 12-01-92                  |
| 21. Monitoring of Project   | A Lions Club Director will serve as "General Contractor" to program work with assistance of Consultant Licensed Builder | 3-15-92        | To Program Completion     |
| 22. Invoices Paid   | Lions Club Board of Director with assistance of Township Treasurer and Admin. Consultant                                | 3-15-92        | 1-01-93                   |
| 23. Project Close Out   | Lions Club Board of Directors with Township Treasurer and Admin. assistance   | 1-01-93        | 1-15-93                   |

**PROJECT BUDGET DETAIL**

|  |  |  |                          |
|--|--|--|--------------------------|
| <b>Organization Name</b><br>The Lions Club of Covert (Covert Township) |  | <b>NBA No.</b><br>1098.1-91                    |                          |
| <b>Project Title</b><br>Covert Community Service Center                |  | <b>Grant Period From To</b><br>1-15-91 1-15-93 |                          |
| <b>Site Address</b><br>P.O. Box 35<br>Covert                           |  | <b>State</b><br>MI                             | <b>ZIP Code</b><br>49043 |
|  |  | <b>Fedrate ID#</b><br>30-2678931               |                          |

| # | Cost Category/Activity    | NBA              | Other Cash       | Source of other Cash | Total Budget     |
|---|---------------------------|------------------|------------------|----------------------|------------------|
| 1 | Salaries & Wages          | \$ 0             | \$               |                      | \$               |
| 2 | Fringe/Payroll Taxes      | 0                |                  |                      |                  |
| 3 | Travel                    | 0                |                  |                      |                  |
| 4 | Supplies & Materials      | 0                | 12,150           | Lions Club Cash      | 12,150           |
| 5 | Contractual (Subcon'ts)   | 00,000           | 5,150            | Township of Covert   | 85,150           |
| 6 | Equipment                 | 0                | 0                |                      |                  |
| 7 | <b>Organization Total</b> | <b>\$ 60,000</b> | <b>\$ 17,300</b> |                      | <b>\$ 97,300</b> |

**Do not write below this line - for NBA use only.**

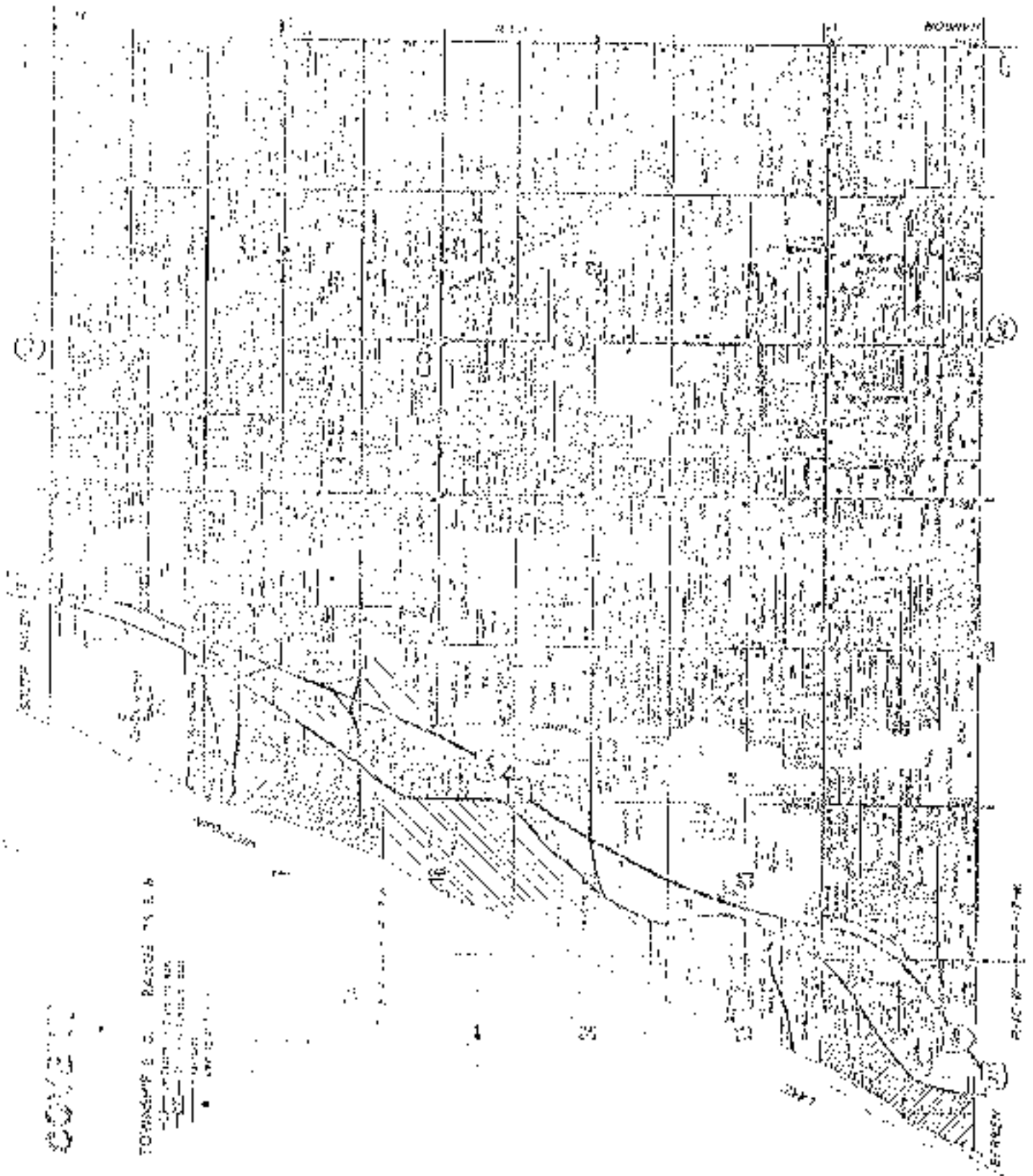
|    |                                       |  |  |  |  |
|----|---------------------------------------|--|--|--|--|
| 8  | General Operating                     |  |  |  |  |
| 9  | Local Unit Administration (CDBG only) |  |  |  |  |
| 10 | <b>TOTAL BUDGET</b>                   |  |  |  |  |

# PROJECT COST DETAIL

MOA No. 1098,1-91

|  |   |
|--|---|
| Organization Name<br>(to: Lions Club of Covert (Covert Township)<br>Neighborhood Group | Grant Period from <span style="float: right;">to</span><br>1-15-91 <span style="float: right;">1-15-93</span> |
|--|---|

| CATEGORY DESCRIPTION             | ITEM QUANTITY/DESCRIPTION                      | ITEM COST | CATEGORY TOTAL |
|----------------------------------|--|-----------|----------------|
| 1. Salaries - List each position | ____ hrs X \$ _____ /hr                        | N.A.      | \$ 0           |
|                                  | ____ hrs X \$ _____ /hr                        |           |                |
|                                  | ____ hrs X \$ _____ /hr                        |           |                |
| 2. Fringo Benefits               |  | N.A.      | \$ 0           |
|                                  | FICA   |           |                |
|                                  | Workers' Compensation                          |           |                |
|                                  | Unemployment Insurance                         |           |                |
| 3. Travel                        |  | N.A.      | \$ 0           |
| 4. Supplies and Materials        | Concrete-65 Cu. Yds. @ \$50                    | 3,250     | \$ 12,150      |
|                                  | Floor Covering 355.6 Sq.Yds. @ \$8.38          | 2,980     |                |
|                                  | Drywall 100 sheets 4'x8' @ \$6                 | 1,470     |                |
|                                  | 125 sheets 4'x10' @ \$8                        | 3,530     |                |
|                                  | Elec.-Entry Svcy, Panel, wire, lights          | 320       |                |
|                                  | Paint & Primer 60 gal. @ \$12<br>10 gal. @ \$3 |           |                |
| 5. Contract                      | Carpentry-Rough & Finish<br>Labor & Material   | 49,100    | \$ 85,120      |
|                                  | Conc. Finish-Labor                             | 7,000     |                |
|                                  | Plumb. - Labor & Material                      | 11,200    |                |
|                                  | Drywall- Labor & Fin. Material                 | 2,764     |                |
|                                  | Elec. - Labor                                  | 1,000     |                |
|                                  | Heating- Labor & Material                      | 9,000     |                |
|                                  | Landscaping - Seed & Planting                  | 500       |                |
|                                  | Drive & Parking Lot - Material                 | 4,650     |                |
|                                  | Prep. Plans, Specs., Supervision               | 5,450     |                |
| 6. Equipment                     |  |           | \$ 97,800      |
| 7. SUB-TOTAL 1-6                 |  |           | \$             |



October 18, 1990

Mr. Jerry Sarno; Supervisor  
Township of Covert  
Township Hall  
Covert, Michigan 49703

Dear Supervisor Sarno:

The Lions Club of Covert at a meeting of its Board of Directors October 17, 1990 formally adopted the following resolution.

Whereas: The Lions Club of Covert has found that a Community Service Center is needed in Covert Township to provide a center for all citizens, of all ages, where supportive services, counseling, recreational and cultural activities can be conducted, particularly for the benefit of low and moderate income residents of the community, and

Whereas, the Lions Club desires to assist the community in the establishment of such a facility,

Now Therefore Be It Resolved, that the Lions Club of Covert supports the project in concept, and further specifically supports the application to the Michigan Department of Commerce for funding assistance, and further commits ~~at least \$9,500~~ of its funds available for construction of the facility, and further pledges its membership to provide labor to assist in construction of the facility according to the individual skills of members, and further to be responsible for maintenance and operation of the facility for the term of a lease of the facility with Covert Township, and further determines that the following priorities are established for the use of the facility:

1. Programs, or agencies, providing various services to the low and moderate income persons of the community, not otherwise provided in the Township.
2. Counseling services for drug abuse, education, and similar youth programs.
3. Programs and meetings for elderly citizens.
4. Group programs as Head Start, Boy Scouts and Girl Scouts, etc.
5. Recreational activities for all age groups of community residents.

6. Social activities of community residents.

7. Rentals to private groups for receptions, reunions, other organization meetings, etc.

"This is to certify that

the above resolution was duly adopted by the Lions Club of Covert at a meeting of the Lions Club Board of Directors held October 17, 1990."

Carolyn Stuckum  
Secretary  
Lions Club of Covert

We trust that this letter of support and commitment will materially assist in achieving the required funding from the Michigan Department of Commerce.

Sincerely yours,

Kevin Coady  
President  
Lions Club of Covert

**CHECKLIST OF REQUIRED ITEMS FOR CDBG ELIGIBLE PROJECTS**

TOWNSHIP OF COVERT  
 COVERT COMMUNITY SERVICE CENTER PROJECT  
 LIENS CLUB

The local unit applying for CDBG funds on behalf of the neighborhood organization must complete and submit the items listed below. Instructions and/or forms to complete each item are enclosed.

| Applicant                           |   | Alliance                 |
|-------------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> | 1. CDBG Addendum Form (Attachment A)  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2. Community Description  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3. Documentation on how the proposed project benefits low to moderate income persons (Attachment B) | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 4. A Community Development Plan (Attachment C)  | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5. Public Participation requirements (Attachment D)   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6. A detailed breakdown of the Administrative Funds requested (Attachment E)                        | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 7. A Statement of Assurances (Attachment F)   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 8. Local Government Certifications (Attachment G)   | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 9. Documentation of compliance with Civil Rights/Fair Housing (Attachment H)                        | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 10. A Resolution authorizing submittal of the CDBG addendum (Attachment J)                          | <input type="checkbox"/> |

|                       |
|-----------------------|
| For Alliance Use Only |
| NBA#                  |
| Inglon #              |
| CDBG#                 |

**ATTACHMENT A**

**Michigan Community Development Block Grant Program**

**Addendum to the FINAL APPLICATION**

Neighborhood Builders Alliance  
 Neighborhood Grants Program  
 (Authorized by Public Act 305 of 1986)

**Instructions:** This Addendum is required for Neighborhood Grant applicants whose projects are located in CDBG eligible communities. This addendum should be completed by those local units of government where neighborhood groups have completed a Funding Request which has been approved by the Neighborhood Builders Alliance.

**Deadline:** The original and 4 copies must be received by the Alliance by 5 p.m. on November 5, 1990.

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1. Local unit applying on behalf of the neighborhood group:  
Covert Township

Address: P. O. Box 35  
Covert, MI 49043

2. Contact Person: Jerry Sarno Phone: 616-764-8986

3. Name of Neighborhood Organization:  
The Lions Club of Covert (Covert Township)

4. Total funding requested by the organization: \$ 50,000  
 (see #5 of Final Application)

5. Administrative Funds requested by the local unit: \$ 8,000

6. Total CDBG funds requested (Line 4 + Line 5) \$ 88,000

7. Authorized Local Official:  
 Name Jerry Sarno Title Supervisor  
 Signature \_\_\_\_\_ Date October 25, 1990

## SECTION 2. COMMUNITY DESCRIPTION

Covart Township is primarily a rural community, adjacent to Lake Michigan, midway between Benton Harbor-St. Joseph and the South Haven areas. It serves as a bedroom community for both of the nearby more industrialized communities. It has a limited amount of agriculture because of the sandy soil and high water table except that it does have a considerable number of blueberry plantations. The other major land uses in the community are for summer or vacation homes and nature preserves. There are many larger parcels and large vacation homes lying adjacent to Lake Michigan, as well as many small parcels and homes owned by minority families used as summer homes. In the western part of the Township there is extensive nature preserves. The central part of the community is more heavily populated and developed with the eastern portion containing many of the blueberries plantations.

According to the 1980 Census there was 2,706 persons in the Township, of which 44% or 1198 were white, 54% or 1456 were black with 2% or 52 persons being of other races. The following chart shows the distribution by age groups which indicates that many of the blacks who apparently had summer homes in the township have now retired to the Township. There are 409 black persons, 60 years and over, with only 67 white persons being 60 years and over. Below this age group the ratio of the blacks and whites are approximately equal.

PERSONS OF SPECIFIED RACES

| <u>AGE</u>        | <u>WHITE</u> | <u>BLACK</u> | <u>OTHER</u> |
|-------------------|--------------|--------------|--------------|
| Under 5 yrs.      | 149          | 111          | 0            |
| 5 to 15 years     | 211          | 266          | 0            |
| 15 to 59 years    | 671          | 670          | 0            |
| 60 to 64 years    | 36           | 102          | 0            |
| 65 years and over | 131          | 307          | 0            |
|                   | <u>1798</u>  | <u>1256</u>  | <u>57</u>    |

Following is a Table showing the family income by income levels as reported in the 1980 Census by race:

FAMILY INCOME IN 1979

| <u>INCOME</u>       | <u>TOTAL FAMILY</u> | <u>WHITE</u> | <u>BLACK</u> |
|---------------------|---------------------|--------------|--------------|
| \$ 2,500 - \$ 4,999 | 135                 | 48           | 87           |
| 5,000 - 7,499       | 106                 | 46           | 60           |
| 7,500 - 9,999       | 62                  | 26           | 36           |
| 10,000 - 14,999     | 139                 | 69           | 70           |
| 15,000 - 19,999     | 93                  | 50           | 43           |
| 20,000 - 24,999     | 82                  | 58           | 24           |
| 25,000 - 34,999     | 75                  | 38           | 37           |
| 35,000 - 49,999     | 28                  | 20           | 8            |
| 50,000 - over       | 8                   | 0            | 8            |
|                     | <u>728</u>          | <u>355</u>   | <u>373</u>   |

There is only a very limited commercial and industrial development in the township at this time.

ATTACHMENT B

DOCUMENTATION OF LOW TO MODERATE  
INCOME BENEFIT

The Covert Community Service Building will benefit the entire Township therefore its documentation for eligibility is based on HUD's Low and Moderate Income Data of August, 1988 which shows a total population of 2,666 persons, of which 59.7% or 1,581 persons have low or moderate incomes.

## COMMUNITY DEVELOPMENT PLAN

4.

Covert is a Township of 2706 persons (1980 Census) in southwestern Michigan. It is a rural, agricultural and residential community with some summer home development along Lake Michigan, which forms the western boundary of the Township. According to the 1980 Census 28% of Covert's occupied housing units were built prior to 1940. According to the 1980 Census there were 696 owner occupied housing units and 262 renter occupied units. A Township wide housing survey was made in 1980. Following is the result of the survey, as updated to 1989 to account for new construction, rehabilitation of housing and demolition of structures since the survey.

### COVERT HOUSING CONDITIONS

|                    |     |       |
|--------------------|-----|-------|
| Standard No Repair | 291 | 26.6% |
| Minor Repair       | 615 | 56.4% |
| Major Repair       | 159 | 14.6% |
| Demolition         | 26  | 2.4%  |

There is a high level of unemployment; 17% reported by the 1980 Census. Sixty-one percent of families had low or moderate income as found by a local 1980 household survey. The problems of substandard housing and low income households, especially involving the elderly, are the most serious problems which Covert is facing.

The Township has one major park on Lake Michigan, principally serving tourist, plus a small playground near the Township Hall. The Township needs a park and recreation facility to serve the sport and other active recreation needs of Township residents.

Further the Township needs a community service center where outside agencies as medical, legal, family counseling, youth programs, food distribution, elderly services etc, particularly to serve low and moderate income persons in the Township. A single facility is needed to replace inadequate, and make-shift facilities, in the Township Hall, high school, library and other buildings.

Other major local problems include unemployment, insufficient local tax base, and need for additional commercial, industrial and service facilities. The Township has no public water facilities. It recently completed a sewage collection and treatment facility serving the area of concentrated development.

To correct some of these deficiencies the Township has adopted the following Short Term and Long Term objectives.

#### SHORT TERM IMPROVEMENT PLANS

1. Construct a community service building - approximately \$115,000.
2. Extend aid for rehabilitation of 20 to 25 homes of low and moderate income families annually by use of loans and grants through the Small Cities program - approximately \$100,000 per year.
3. Assist commercial and/or industrial developments to locate or expand in the Township.
4. Start development of Township Park on excess land acquired for sewage treatment facility - approximately \$50,000.
5. Construct bluff erosion control at Township Park.

6. Construct office building suitable for use by physician (Following successful negotiations with a qualified physician.)

#### LONG TERM IMPROVEMENT PLANS

The Township plans to continue its program of aid to low and moderate income homeowners through the Small Cities program at the rate of 20-25 per year. The Township will continue with necessary road improvements at the rate of \$50,000 to \$75,000 per year and fund sidewalk construction, park and cemetery improvements and other work at a total rate of about \$20,000 per year.

Industrial and commercial development will be encouraged and assisted to provide jobs and tax base.

The sanitary sewer system to be expanded to other areas. A water system to be constructed to serve areas of concentrated development.

COVERT TOWNSHIP  
NOTICE OF PUBLIC HEARING

Covert Township will hold a Public Hearing on October 25, 1990 at 1:00 P.M. in the Covert Township Hall, M-140 Covert, Michigan. The purpose of the hearing will be to provide citizens of Covert Township with information concerning an application to the Neighborhood Builders Alliance CDBG Program and to solicit participation and comments regarding Covert Township's Community Center needs and for the purpose of discussing an \$88,000 Covert Township grant request to assist in the proposed financing and construction of the Covert Community Service Building estimated to cost \$113,000. All interested persons are invited to attend this Public Hearing. A copy of the proposed narrative for this Grant Application is available for review at the Covert Township Hall, M-140, Covert, Michigan during normal business hours.

Geraldine Rood  
Covert Township Clerk

ATTACHMENT D

DESCRIPTION OF PUBLIC HEARING

A public hearing was held at 1:00 P.M. on October 25, 1990 at Covert Township Hall for the purposes of discussing Covert Township's CDBG application. In attendance were

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Leslie Cripps described the CDBG project.                      comments were received supporting the project. The hearing was adjourned at

ATTACHMENT F

Detailed Breakdown of Administrative Costs

Administrative Cost Schedule - Township of Covert

Tasks:

|    |   |                |
|----|---|----------------|
| 1. | Meetings with administrative staff on project implementation, problem resolution, and committee meetings (30 at 2 1/2 hours each) | \$2,625        |
| 2. | Environmental review of project area  | \$1,075        |
| 3. | Prepare quarterly progress reports (8 reports at 4 hours each)  | \$1,120        |
| 4. | Prepare draw down requests and remit funds for the grant-related expenses (18 hours)  | \$ 630         |
| 5. | Final audit of project  | \$1,500        |
| 6. | Project close-out including monitoring, final project report, and other miscellaneous tasks (30 hours)                            | <u>\$1,050</u> |
|    | Total   | \$8,000        |

Administrative services by consultant at rate of \$35.00 per hour which includes travel, clerical and secretarial services.

ATTACHMENT F

STATEMENT OF ASSURANCES

The applicant certifies compliance with the statutes, rules, regulations and guidelines associated with the acceptance and use of funds under the Michigan CDBG Program, including:

1. Compliance, to the extent practicable, with Financial Management guidelines as found in the U.S. Office of Management and Budget (OMB) Circular No. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, and OMB Circular A-87, Cost Principles for State and Local Governments.
2. Compliance with Civil Rights and Equal Opportunity statutes found in Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), the Michigan Civil Rights Act (P.A. 453 of 1976, MCL 3.2101 et. seq.), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 USC 276a-276a-5), Contract Work Hours and Safety Standards Act (40 USC 327-333), Copeland "Anti-Kickback" Act (40 USC 276 (c)), related statutes and implementing rules and regulations.
4. Providing authorized state officials and representatives access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts.
5. Compliance with Environmental and Historic Preservation Standards statutes as set forth in the National Environmental Policy Act (40 USC 276 (c)) of 1969 (P.L. 91-90, 42 USC 4332 et. seq.), the National Historic Preservation Act of 1966 (P.L. 89-665, 16 USC 470-470 (n)), related statutes and implementing rules and regulations. This shall include the completion of the environmental review procedures and requirements as set forth in 24 CFR Part 50, "Environmental Review Procedures for Title I Community Development Block Grant Programs" issued by the U.S. Department of Housing and Urban Development.
6. The chief executive officer or other officer of applicant consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and related provisions and is authorized and consents to accept the jurisdiction of federal courts for the purpose of enforcement of responsibilities as such an official.
7. Compliance with the Lead Based Paint Poisoning Prevention Act (42 USC 4831).
8. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646, 42 USC 4601) and implementing regulations.

Jerry Sarno  
Typed Name

\_\_\_\_\_  
Signature

Township Supervisor  
Title

October 25, 1990  
Date

ATTACHMENT G

LOCAL GOVERNMENT CERTIFICATION

The Township of Covert certifies that it:

1. Possesses legal authority to submit a grant application.
2. Has in a timely manner:
  - a. furnished its citizens information concerning the amount of funds available and being applied for, and the proposed community development and housing activities to be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans for minimizing displacement of persons as a result of proposed activities and for assisting persons actually displaced;
  - b. published a public notice in such manner to afford citizens an opportunity to examine and submit comments on the proposed application and community development and housing activities;
  - c. held one or more public hearings to obtain the views of citizens and respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped;
  - d. made the proposed application available to the public and related information on community development and housing needs;
  - e. provided its citizens the opportunity to comment on any substantial change proposed in the use of funds if funds are awarded.
3. Will conduct and administer the grant in conformity with Title VI of the Civil Rights Act (Public Law 88-352, 42 United States Code 200 et. seq.), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284, 42 United States Code 3601 et. seq.), and will affirmatively further fair housing.
4. Provided for and encouraged citizen participation, and has developed the proposed application so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight, or to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs.

Further, the Local government provided technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the local government.

5. Has developed a community development plan that identifies community development and housing needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of Title I of the Housing and Community Development Act of 1974.

6. Provided a description of procedures for a timely written answer to complaints and grievances, within 15 working days where practicable. This includes keeping files of written complaints.
7. Has identified how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.
8. Will not attempt to recover any capital costs of public improvements assisted in whole or part with Title I funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (A) Title I funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than Title I funds or (b) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, the community certifies that it lacks sufficient Title I funds to comply with the requirements of clause (a).
9. Will comply with the other provisions of Title I of the Housing and Community Development Act of 1974, as amended, and with other applicable laws.

|  |                            |
|--|----------------------------|
| <u>Jerry Sarro</u>                             | <u>Township Supervisor</u> |
| <u>Typed name of local government official</u> | <u>Title</u>               |
|  | <u>October 25, 1990</u>    |
| <u>Signature</u>                               | <u>Date</u>                |

ATTACHMENT H

Civil Rights Policy/Resolution

General Public Policy

It is hereby declared to be contrary to the public policy of the Township of Covert for any persons to be discriminated against in employment, housing or participation in publicly funded programs because of race, religion, national origin, color, sex, marital status, age or handicap.

Employment

The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the Township of Covert for any employer to discriminate in hire, promotion, tenure, terms or conditions of employment because of race, religion, national origin, color, sex, marital status, age or handicap.

Housing

The opportunity to purchase, lease, sell, hold, use and convey housing without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

Publicly Funded Programs

The opportunity to participate in federal, state and locally funded programs without discrimination of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

AUTHORIZING RESOLUTION

TOWNSHIP OF COVERT

VAN BURDEN COUNTY

Minutes of a Special meeting of the Township Board of Covert Township, County of Van Buren, Michigan, held in the Township Hall in said Township on October 25, 1990, at 1:00 P.M., Eastern Daylight Savings Time.

PRESENT: Township Trustee - \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ABSENT: Township Trustee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

the following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_

WHEREAS, the Township Board has met after due legal notice and reviewed the application for the Covert Community Service Center, Michigan Community Development Block Grant;

WHEREAS, the grant request is in the amount of \$38,000 to assist the Township in providing funds to Covert Lions Club to undertake and complete Covert Community Service Center.

WHEREAS, the project is consistent with the local community development plan as described in the Application;

Whereas, to the maximum extent feasible, the proposed project

would principally benefit low and moderate income persons;

WHEREAS, the Township recognized that the purpose for making an application for a CDBG grant is to act as a pass through on behalf of neighborhood groups to undertake projects which improve the quality of life in their neighborhoods.

AND WHEREAS, local funds and any other funds to be invested in the project have not yet been expended and will not be expended prior to the date of the Department of Commerce authorization of the application and prior to the effective date of issuance of the environmental releases required by 24 CFR Part 58 is a grant awarded;

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Supervisor be authorized to submit the Michigan CDBG application, and
2. The person authorized is: Jerry Sarno

AYES: Trustee - \_\_\_\_\_  
A  
\_\_\_\_\_

NAYS: Trustee \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED

Geraldine Rood, Township Clerk

CERTIFICATE

I hereby certify that the above is a true and complete copy of a resolution adopted at a Special Meeting of the Covert Township Board on October 25, 1990.

Geraldine Rood, Twp. Clerk



COVERT TOWNSHIP  
**LIONS CLUB**

P.O. Box 35, Covert, MI 49043  
CHARTERED JUNE 20, 1986



October 18, 1990

Mr. Jerry Sarno, Supervisor  
Township of Covert  
Township Hall  
Covert, Michigan 49043

Dear Supervisor Sarno:

The Lions Club of Covert (Covert Township) at a meeting of its Board of Directors, October 17, 1990, formally adopted the following resolution:

WHEREAS: The Lions Club of Covert (Covert Township) has found that a Community Service Center is needed in Covert Township to provide a center for all citizens, of all ages, where supportive services, counseling, recreational and cultural activities can be conducted, particularly for the benefit of low and moderate income residents of the community, and

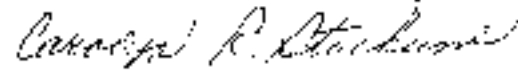
WHEREAS: The Lions Club desires to assist the community in the establishment of such a facility,

NOW THEREFORE BE IT RESOLVED: That the Lions Club of Covert (Covert Township) supports the project in concept, and further specifically supports the application to the Michigan Department of Commerce for funding assistance, and further commits at least \$12,150 of its funds available for construction of the facility, and further pledges its membership to provide labor to assist in construction of the facility according to the individual skills of members, and further to be responsible for maintenance and operation of the facility, for the term of a lease of facility with Covert Township, and further determines that the following priorities are established for the use of the facility:

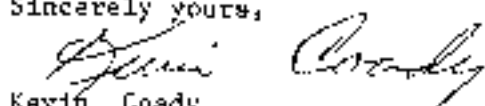
1. Programs, or agencies, providing various services to the low and moderate income persons of the community, not otherwise provided in the Township.
2. Counseling services for drug abuse, education, and similar youth programs.
3. Programs and meetings for elderly citizens.
4. Group programs as Head Start, Boy Scouts, Girl Scouts, Etc.
5. Recreational activities for all age groups of community service.

6. Social activities of community residents.
7. Rentals to private groups for receptions, reunions, other organization meetings, ect.

This is to certify that the above resolution was duly adopted by the Lions Club of Covert (Covert Township) at a meeting of its Board of Directors held October 17, 1990.

  
Carolyn R. Stuckma  
Secretary  
Lions Club of Covert (Covert Township)

We trust that this letter of support and commitment will materially assist in achieving the required funding from the Michigan Department of Commerce.

Sincerely yours,  
  
Kevin Coady  
President  
Lions Club of Covert (Covert Township)



# COVERT TOWNSHIP LIONS CLUB

P.O. Box 35, Covert, MI 49043  
CHARTERED JUNE 20, 1986



## LETTER OF COMMITMENT

The following persons, being residents of Covert Township, and members of the Lions Club of Covert (Covert Township) commit themselves to provide labor, as needed, for actual construction of the proposed Covert Community Service Center, as their individual skills permit, and further to provide such time and services as may be required for the maintenance and operation of the center.

|                      |                  |
|----------------------|------------------|
| Donald N. Steeps     | James E. Steeps  |
| Amy Kleiman          | Frank Kasten     |
| Mary Goveas          | Saul Hargens     |
| Eddie Larson         | Geo. Rowan       |
| Luvice Wildt         | Harold Wildt     |
| Harry Larson         | Blanche Tischler |
| Robert E. Lipman     |                  |
| Walter W. Seabury    |                  |
| Elizabeth J. Freeman |                  |
| Charles H. Freeman   |                  |
| Wanda K. Freeman     |                  |
| Gene C. Cade         |                  |
| Carolyn R. Stuckert  |                  |
| Valerie M. T. Bury   |                  |
| Charles W. Freeman   |                  |
| Sherry Anderson      |                  |
| Cecilia Seabury      |                  |
| John Stuckert        |                  |
| Jerry Larson         |                  |
| Dorothy M. Puffer    |                  |

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## Covert Lions Club Parking

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**From** Nick Culp <n.culp@holtec.com>  
**Date** Tue 5/13/2025 4:38 PM  
**To** Daywi Cook <Supervisor@coverttwp.com>

Hey Daywi,

Hope all is well. We are in the process of finding off-site parking for our contract employees since the State Park will no longer be able to support. We've concluded that we will likely need a patchwork of parking locations as we will need about 300 parking spaces, which is a tall order.

Checking to see if you have insights into utilizing the Covert Lions Club when it is not being used by the community. Something you think may be possible?

Nick

Nick Culp  
Sr. Manager, Government Affairs and Communications  
Holtec Palisades  
269-350-1787  
[n.culp@holtec.com](mailto:n.culp@holtec.com)



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## Post Office Parking Lot Bid

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**From** Marc Compton <marc@comptonlandimprovement.com>

**Date** Wed 6/4/2025 2:56 PM

**To** Daywi Cook <Supervisor@coverttwp.com>; George Piggee <PublicWorks@coverttwp.com>

Daywi and George,

I just wanted to follow up on our bid for the Post Office last month. My understanding is that bids came over the budget. I'm reaching out to let you know that we were limited in our asphalt bid options at the deadline and there were some vague details in the plans that added some cost to the bid. That said, if the township can pursue it within the rules, we'd love to reprice some of those things with other trade partners and figure out some of the vague details to reduce the cost.

Not sure if that's something that can be done. If so, we'd love to work on this project with you guys!

--

Marc Compton

Cell: [269.214.8932](tel:269.214.8932)

Office: [269.637.5188](tel:269.637.5188)

Fax: [269.637.7224](tel:269.637.7224)

Website: <http://www.comptonlandimprovement.com/>



**RE: Leasing Twp Property**

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**From** Michael Selden <michael@michigantownships.org>

**Date** Wed 5/21/2025 4:15 PM

**To** Daywi Cook <Supervisor@coverttwp.com>

**Cc** Cindy Dodge <cindy@michigantownships.org>; Catherine Mullhaupt <catherine@michigantownships.org>; Judy Bigney <judyb@michigantownships.org>; Michelle Schneider <shellys@michigantownships.org>

Hi Daywi,

Yes, the township will want to verify with its attorney and agreement, but there is nothing that would prevent the township from leasing out a parking lot to a for-profit company. Things to keep in mind however are whatever the contract/agreement that you have with the Lions club may impact that. You also want to verify there was nothing in the CDBG agreement that would limit the use of the parking lot, and finally, if public property is being used for something that is not for a public purpose, it could lose its tax exempt status. So while the township and its property's are tax exempt, that exemption is only good as long as the property is being used for a tax exempt / public purpose, so it may be possible if the township leases out a parking lot to a for-profit company, the parking lot may become subject to property taxes.

Thanks,

Michael Selden  
Director, Member Information Services  
Michigan Townships Association  
(517) 321-6467 Fax: (517) 321-8908  
Email: [michael@michigantownships.org](mailto:michael@michigantownships.org)  
Twitter: @Mltownships

**MTA Member Information Services staff are regularly available Monday through Friday, 8 a.m. to 5 p.m., to answer your questions.**

**The information contained in this email is provided solely for a general informational purpose and should not be interpreted as legal advice. MTA encourages township officials to consult with their legal counsel on questions of law. MTA reserves the right to distribute this information.**

**MTA Mission:** *The Michigan Townships Association advances local democracy by fostering township leadership and public policy essential for a strong and vibrant Michigan.*

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**From:** Daywi Cook <Supervisor@coverttwp.com>  
**Sent:** Wednesday, May 21, 2025 9:41 AM  
**To:** Michael Selden <michael@michigantownships.org>  
**Subject:** Leasing Twp Property

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Good morning - this may need to go to our attorney, but thought I would check here first.

We currently lease a building and parking lot to the local Lion's Club. This was part of a CDBG project years ago. The nuclear power plant is seeking overflow parking and asking if they can use the largely vacant lot during the week.

I will check our agreement with the club regarding sublets, but can the lot be sub-let to a for-profit company if it is owned by the Township?

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



# PARCEL MAP

Van Buren County MI

**OWNER INFORMATION**  
 COVERT TOWNSHIP  
 PO BOX 35  
 COVERT, MI 49643

**PARCEL INFORMATION**  
 Location:  
 78065 CR 378  
 COVERT, MI 49643  
 Parcel Number: 89-07-017-018-10  
 Estimated Size: 122.49 ac. (5,335,545 sq ft)  
 School District: 80040 Covert  
 Jurisdiction: Covert Township

**TAX & VALUATION INFORMATION**  
 Property Tax Class: 201 Commercial - Improved  
 Principal Residential Exemption: 0%  
 True Cash Value: \$0  
 State Equalized Value: \$0  
 Taxable Value: \$0

For the most current tax information for this parcel, including Owner, Property Values, Taxes Due, Delinquent Taxes, Sales History and more, visit the [BS&A Online Property Tax Website](#)

