COVERT TOWNSHIP
REGULAR BOARD MEETING

Tuesday, October 10, 2026 at 6:00 PM

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

AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.

AGENDA

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

2. **Roll Call**

3. **Approval of Agenda**

4. **Commissioner Updates**

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

6. **CONSENT AGENDA**
   - **A.** Draft Minutes of September 8, 2026 Regular Board Meeting
   - **B.** Clerk's Invoice Register Report and Payroll Report
   - **C.** Treasurer's Revenue Receipt Distribution, Banking and Budget Report
   - **D.** Fire & Police Department Report
   - **E.** Department of Public Works Report
   - **F.** FOIA Request Report
   - **G.** Senior Services Report
   - **H.** Safebuilt Permits Report
   - **I.** Campground Sales and Forecast Report

7. **BOARD AND COMMISSION MEETING MINUTES**

   The Senior Advisory Committee, Zoning Board of Appeals did not meet.
   - DRAFT Museum Advisory Committee 9/15/26
   - DRAFT SH Airport Authority 9/16/26
   - DRAFT Planning Commission 9/16/26
   - DRAFT Park Advisory Committee 9/17/26
   - DRAFT Garden Advisory Committee 9/24/26

8. **ONGOING BUSINESS**

   A. Fluid Secure – Fuel Pump Solutions

   This is a proposal to provide fuel and a fuel management system. The hub

pedestal package is $2,500 in parts, and $960 for an annual hosting fee (one for each tank). We would also begin purchasing fuel from Merle Boes instead of Crystal Flash. The new system will replace a very manual process that is susceptible to human error and theft. A cost analysis and demonstration was made with Chief Allen and DPW Manager Piggee, with assistance from Clerk Pritchard. A representative will be present to demonstrate the product.

B. Building Department Services - AGS Agreement & Related Materials

Supervisor Cook authorized an emergency expenditure in the form of an LOA with AGS to ensure zoning administrative services continued. Safebuilt ceased those services at the end of September due to an employee retiring and not back filling the position to serve Covert. Enclosed you will see a copy of the executed LOA, the attorney reviewed agreement, a Resolution to Designate a Building Official, the Building Official Agreement, and an Agreement between Covert Township and AGS acknowledging the Building Official arrangement. We would like this to be effective immediately. All new permits will be assigned to AGS and we will begin transferring open permits over the next month. Each company is paid per permit, and there will be no overlap in zoning services paid out.

C. Dangerous Building – RFPs & Order to Raze 28746 72nd St

The board approved upholding the order to raze the structures on this property. Notice was not given during the notice period, therefore the property owner is being given another opportunity to be heard, and the motion will need to be rescinded to comply with due process. Bids to clean up the property have been submitted by Rainmaker Irrigation & Farm Services in the amount of $57,500 and Next Level Junk Removal in the amount of $69,975. Please also see correspondence from the County Treasurer and Attorney Koches regarding recouping these expenses.

D. Park Advisory Committee – Recommendation Regarding Park Manager Contract Discussion

This was tabled due to the short reception of the detailed amendments they are recommending. Although a list of violations was attached to their correspondence, it has been clarified by the chair that the recommendation is to review the contract, not address the violations. This has since been discussed with Austin and we will engage the Township labor attorney next. There is a primary concern of passing the IRS 20-factor test due to the proposed increase in oversight and vigilance, as well as the duties of the Park Advisory Committee. If there are additional amendments requested, please be prepared to share those with the

board. This is still under review before presenting amendments for consideration.

E. Senior Services of Van Buren County – Contract Discussion

The board expressed a concern in being charged a full mill for the same services rendered from other municipalities. They questioned whether we are receiving value for value in a contract with a non-profit, given that our taxable value is increasing drastically. Supervisor Cook will share the response from SSVBC from their September board meeting. A board member also asked for attorney opinion regarding Treasurer Rendell's conflict of interest in serving both boards when discussing the contract negotiation.

9. NEW BUSINESS

A. Senior Chore Services Invoices 2025/2026 Fiscal Year

Our Senior Services Coordinator has requested clarity on how to handle late invoices for work completed in the previous fiscal year. No deadline is indicated on any materials or in the guidelines. Two invoices for the same resident were submitted on August 13, 2026 for work completed in June 2026. The resident has a fund balance to cover these costs

B. PTO Policy Clarification

The current PTO policy applies to all Township employees regardless of classification, however, the board adopted a separate Floating Holiday policy specifically to address the deputies' lack of PTO. This can be remedied by rescinding the Floating Holiday policy or amending the PTO policy.

C. Escrow Policy & Fee Schedule

The board is being asked to consider the attached fee schedule in an effort to ensure all cost associated with planning and zoning requests are covered by the escrow accounts. A Resolution Establishing Planning Commission and Zoning Board of Appeals Fees is presented.

D. Planning Commission – Verizon Wireless & APC Towers Special Land Use

The Planning Commission recommends Township Board approval of the request by Verizon Wireless & APC Towers, LLC for Special Land Use Permit/Site Plan Review for a 199 ft wireless communications tower and related facilities. The subject 12-acre site is located at 33405 72nd Street and is within the LD-2 District.

E. South Boardwalk – Contract Amendment & Update

The MDNR has agreed to a one-year contract extension due to the length of time it has taken for review from various agencies. This requires a motion of the Township Board. The drawings have been now been approved by the DNR and requests for proposals will be sent out this week. An updated schedule will be sent to the board.

F. Park Advisory Committee – 5-Year Park Plan Update Grant Application

The board directed Supervisor Cook to seek a grant from the VBC Park Commission to update the 5-Year Park Plan. It has been confirmed that SWMPC will hold their rate until the county has awarded their grants early next year. A Resolution of Support for Submission of a Community Parks Grant Application to Renew the Expired 5-Year Park Plan must be made. Applications are due Dec 1, 2026.

G. Ordinance Enforcement Officer Recommendation & Budget Amendment

A candidate has been selected to offer the position of Ordinance Enforcement Officer. The pay recommendation is $28.50 based on experience and skills related to this role. This will require a budget amendment. It is highly recommended that the Township hire an employee versus an independent contractor or third-party company to perform these duties. The budget amendment includes adjustments for certain cost increases.

H. Fire Department – Heart Monitor Mount System for Ambulance

The Fire Department is requesting authorization to purchase a new heart monitor mounting system from Technimount for Ambulance 1918 in the amount of $1,080. It is currently secured using a seatbelt.

I. Police Department – Body Armor

The Police Department is requesting authorization to purchase new body armor for four officers from On Duty Gear in the amount no to exceed $3,680.

J. Police Department – Coats

The Police Department is requesting authorization to purchase eight winter coats to replace the 30-year-old coats. A quote from On Duty Gear in the amount of is presented with a request to spend up to $3,200.

K. Employee Handbook Proposal

The Township requested a quote from our labor attorney to prepare an employee

handbook. Fahey Shultz estimates it will cost approximately $2,000 - $3,000 for minimum legally required material and identify additional or amendments to existing policies. They will bill for actual time spent, so the final cost could be higher or lower.

L. Construction Board of Appeals

Due to an uptick in building and development in the community, it is recommended that the Township consider adoption of the ordinance and resolution to permanently appoint members to the Construction Board of Appeals. This board has not convened in many years and when they sporadically meet, members often have to be re-appointed. The appointed members come recommended by our attorney, who works with multiple other Construction Board of Appeals. The board has also been asked to set a fee for the CBA meetings.

M. Senior Advisory Committee Resignation

Ms. Pam Baker has resigned due to other commitments.

N. Public Housing Commission Resignation

Mr. Gregory Rene has resigned due to other commitments, effective September 17, 2026.

O. Free Transfer Station Days

Dates in May, July and October have been identified to hold 2027's Free Transfer Station Days. It is requested that the board review and approve, so that it may be advertised in the Winter tax bills. Proof of residency is required, and it applies to normal household refuse only.

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

11. Any Other Business

12. Adjourn

Next Regular Township Board Meeting is scheduled for Tuesday, November 10, 2026 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.