



**SCHOOLCRAFT TOWNSHIP BOARD MEETING
03-12-24**

- 1.) Call to Order**
- 2.) Pledge of Allegiance**
- 3.) Roll Call**
- 4.) Approval of Agenda**
- 5.) Approval of Meeting Minutes 01-09-24**
- 6.) Approve List of Bills**
- 7.) Acceptance of Treasurers Report**
- 8.) Public Comment ****
- 9.) New Business:**
 - a.) Approve Insurance Policy**
 - b.) Approve 2023-24 Budget Amendments**
 - c.) Adopt 2024 Poverty Guidelines**
 - d.) Approve 2024-25 Service Providers**
 - e.) Approve Salary Resolutions**
 - f.) Approve sale of 2012 JD Mower for \$1800**
 - g.) Approve 2024-25 Hazardous Waste Contract**
 - h.) Approve 2024 Audit Firm Seigfried Crandall**
 - i.) Approve Financial Institutions**
 - j.) Discuss Soccer Field Fees**
- 10.) Planning Commission Report**
- 11.) ZBA Report**
- 12.) Township Park Report**
- 13.) SKCFA Report**
- 14.) SCS&WA Report**
- 15.) Members Time**
- 16.) Adjourn**

**** Public Comment Limited to 3 Minutes**



February 13, 2024

Proposed Including ZOOM

Call to Order: 6:00 p.m.

Members Present: Supervisor Ulsh, Clerk Mongreig, Treasurer Scott, Trustee Stafford, and Trustee Sportel

Call to Order

Pledge of Allegiance

Members Present: Supervisor Ulsh, Clerk Mongreig, Treasurer Scott, Trustee Stafford, and Trustee Sportel.

Motion by Stafford with second by Sportel to approve the Agenda as presented. **Unanimously Approved.**

Motion by Stafford with second by Sportel to approve the January 2, 2024, minutes of the Regular Meeting of Schoolcraft Township Board with the correction on page #2; Brady Township Supervisor corrected to read Pavilion Township Supervisor. **Unanimously Approved.**

Motion by Scott with second by Stafford to approve the List of Bills as presented. **Unanimously Approved.**

Treasurer Scott reported:

Income for month of January 2024	\$ 279,635.80
Expenditures	\$ 56,323.97
Balance January 1, 2024	\$ 382,446.67
Balance January 31, 2024	\$ 605,758.50
Total ARPA Funds	\$ 500,117.21

Motion by Mongreig with second by Sportel to approve the **Treasurer's Report** as presented. **Unanimously carried.**

New Business:

Road Commission of Kalamazoo County: Distributed and discussed the Local Road Contract for 2024. The Road Commission was not open to discussion of the proposed roundabout at 23rd Street and TU Avenue.

Barton Lake Aquatic Plant Control Program: Motion by Scott with second by Mongreig to direct Supervisor Ulsh to sign the agreement for the 2024 Barton Lake Treatment. Scott – y, Sportel – y, Ulsh – y, Mongreig - y, and Stafford -y. **Unanimously carried.**

Planning Commission: The Planning Commission will hold a Public Hearing on March 4, 2024, **Article 2 Rules of Text Interpretation Definition of Terms – Article 22 Section 22.1.5C**

South County Sewer and Water Authority: Trustee Sportel reported that newly appointed Village of Schoolcraft Village President Mike Rochholz will be attend attending South County Sewer and Water Authority meetings as a non-voting Associate Member.

Members Time:

Treasurer Scott stated that February 14th is the final day to pay 2023 taxes without a fee.

Trustee Sportel inquired if the "Text My Gov" would reach more constituents than a digital sign at the Township Hall.

Clerk Mongreig will be a Site Supervisor at the Portage Parks and Recreation Department for two days during the newly implemented "Early Voting."

Supervisor Ulsh reported that Kalamazoo County will be placing ten new trailers in the Sugarloaf Mobile Home Park through Kalamazoo County Housing.

Motion by Scott with second by Stafford to close the meeting at 7:20 p.m.

A handwritten signature in blue ink, appearing to read "Virginia M. Mongreig", is written over the printed name and title.

Virginia M. Mongreig, Clerk
Township of Schoolcraft

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
Fund 101 GENERAL FUND									
02/15/2024	PR	CHK	101-101-702.000 TRUSTEE WAGES		BEG. BALANCE			3,375.00	1,325.00
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		250.00			3,625.00	1,075.00
03/12/2024			101-101-702.000 TRUSTEE WAGES		END BALANCE			3,625.00	1,075.00
02/15/2024	PR	CHK	101-101-715.000 TRUSTEE PAYROLL TAXES		BEG. BALANCE			258.17	116.83
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		19.13			277.30	97.70
03/12/2024			101-101-715.000 TRUSTEE PAYROLL TAXES		END BALANCE			277.30	97.70
02/15/2024	PR	CHK	101-171-702.000 SUPERVISOR WAGES		BEG. BALANCE			41,666.70	8,333.30
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		4,166.67			45,833.37	4,166.63
03/12/2024			101-171-702.000 SUPERVISOR WAGES		END BALANCE			45,833.37	4,166.63
02/15/2024	PR	CHK	101-171-715.000 SUPERVISOR PAYROLL TAXES		BEG. BALANCE			679.69	45.31
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		67.97			747.66	(22.66)
03/12/2024			101-171-715.000 SUPERVISOR PAYROLL TAXES		END BALANCE			747.66	(22.66)
02/15/2024	PR	CHK	101-171-716.000 SUPERVISOR PENSION		BEG. BALANCE			4,166.60	833.40
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		416.66			4,583.26	416.74
03/12/2024			101-171-716.000 SUPERVISOR PENSION		END BALANCE			4,583.26	416.74
02/15/2024	PR	CHK	101-171-720.000 SUPERVISOR HEALTH INSURANCE		BEG. BALANCE			5,208.30	1,041.70
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		520.83			5,729.13	520.87
03/12/2024			101-171-720.000 SUPERVISOR HEALTH INSURANCE		END BALANCE			5,729.13	520.87
02/15/2024	GJ	JE	101-171-860.000 SUPERVISOR MILEAGE		BEG. BALANCE			444.17	(44.17)
03/06/2024	GJ	JE	MTA MEETING		15.70			459.87	(59.87)
03/12/2024			101-171-860.000 SUPERVISOR MILEAGE		END BALANCE			459.87	(59.87)
02/15/2024	GJ	JE	101-171-961.000 SUPERVISOR EDUCATION/TRAINING		BEG. BALANCE			16.75	983.25
03/06/2024	GJ	JE	CHASE MONTHLY		3082			406.75	593.25
03/12/2024			101-171-961.000 SUPERVISOR EDUCATION/TRAINING		END BALANCE			406.75	593.25
02/15/2024	PR	CHK	101-215-702.000 CLERK WAGES		BEG. BALANCE			43,916.70	8,783.30
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		4,391.67			48,308.37	4,391.63
03/12/2024			101-215-702.000 CLERK WAGES		END BALANCE			48,308.37	4,391.63
02/15/2024	PR	CHK	101-215-715.000 CLERK PAYROLL TAXES		BEG. BALANCE			716.41	53.59
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		71.64			788.05	(18.05)
03/12/2024			101-215-715.000 CLERK PAYROLL TAXES		END BALANCE			788.05	(18.05)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
02/15/2024	PR	CHK	101-215-716.000 CLERK PENSION		BEG. BALANCE		4,391.60	878.40
02/29/2024			SUMMARY PR 02/29/2024		439.16		4,830.76	439.24
03/12/2024			101-215-716.000 CLERK PENSION		END BALANCE		4,830.76	439.24
02/15/2024	PR	CHK	101-215-720.000 CLERK HEALTH INSURANCE		BEG. BALANCE		5,491.60	1,098.40
02/29/2024			SUMMARY PR 02/29/2024		549.16		6,040.76	549.24
03/12/2024			101-215-720.000 CLERK HEALTH INSURANCE		END BALANCE		6,040.76	549.24
02/15/2024	PR	CHK	101-253-702.000 TREASURER WAGES		BEG. BALANCE		43,916.70	8,783.30
02/29/2024			SUMMARY PR 02/29/2024		4,391.67		48,308.37	4,391.63
03/12/2024			101-253-702.000 TREASURER WAGES		END BALANCE		48,308.37	4,391.63
02/15/2024	PR	CHK	101-253-715.000 TREASURER PAYROLL TAXES		BEG. BALANCE		716.41	53.59
02/29/2024			SUMMARY PR 02/29/2024		71.64		788.05	(18.05)
03/12/2024			101-253-715.000 TREASURER PAYROLL TAXES		END BALANCE		788.05	(18.05)
02/15/2024	PR	CHK	101-253-716.000 TREASURER PENSION		BEG. BALANCE		4,391.60	878.40
02/29/2024			SUMMARY PR 02/29/2024		439.16		4,830.76	439.24
03/12/2024			101-253-716.000 TREASURER PENSION		END BALANCE		4,830.76	439.24
02/15/2024	PR	CHK	101-253-720.000 TREASURER HEALTH INSURANCE		BEG. BALANCE		5,491.60	1,098.40
02/29/2024			SUMMARY PR 02/29/2024		549.16		6,040.76	549.24
03/12/2024			101-253-720.000 TREASURER HEALTH INSURANCE		END BALANCE		6,040.76	549.24
02/15/2024	PR	CHK	101-257-702.000 ASSESSOR WAGES		BEG. BALANCE		15,000.00	3,000.00
02/29/2024			SUMMARY PR 02/29/2024		1,500.00		16,500.00	1,500.00
03/12/2024			101-257-702.000 ASSESSOR WAGES		END BALANCE		16,500.00	1,500.00
02/15/2024	PR	CHK	101-257-715.000 ASSESSOR PAYROLL TAXES		BEG. BALANCE		1,147.50	227.50
02/29/2024			SUMMARY PR 02/29/2024		114.75		1,262.25	112.75
03/12/2024			101-257-715.000 ASSESSOR PAYROLL TAXES		END BALANCE		1,262.25	112.75
02/15/2024	PR	CHK	101-257-801.000 ASSESSOR CONTRACTED SERVICES		BEG. BALANCE		43,730.00	9,016.00
02/29/2024			FEBRUARY 2024 CONTRACT NAT		4,373.00		48,103.00	4,643.00
03/12/2024			101-257-801.000 ASSESSOR CONTRACTED SERVICES		END BALANCE		48,103.00	4,643.00
02/15/2024	AP	INV	101-262-702.000 ELECTIONS WAGES		BEG. BALANCE		5,300.00	1,700.00
02/29/2024			FEB 2024 ELECTION/ FEB 2024 BURIALS		110.00		5,410.00	1,590.00
02/29/2024	AP	INV	FEBRUARY 27, 2024 ELECTION		02292024		5,485.00	1,515.00
02/29/2024	AP	INV	RECEIVING BOARD FEB. 27, 2024		02292024		5,535.00	1,465.00
02/29/2024	AP	INV	RECEIVING BOARD FEB. 2024		02202024		5,585.00	1,415.00
03/04/2024	AP	INV	ELECTION WAGES FEB. 27, 2024		02272024		5,735.00	1,265.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
(Continued)								
101-262-702.000 ELECTIONS WAGES								
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02312024	400.00		6,135.00	865.00
03/04/2024	AP	INV	FB. 27, 2024 ELECTION	02272024	150.00		6,285.00	715.00
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02272024	150.00		6,435.00	565.00
03/04/2024	AP	INV	FEBRUARY 27, 2024	02272024	150.00		6,585.00	415.00
03/04/2024	AP	INV	FEB. 27, 2024 ELECTION	02272024	150.00		6,735.00	265.00
03/04/2024	AP	INV	FEB. 27, 2024 ELECTION	02272024	150.00		6,885.00	115.00
03/04/2024	AP	INV	FEB 27, 2024 ELECTION	02272024	400.00		7,285.00	(285.00)
03/04/2024	AP	INV	NOVEMBER 27, 2024 ELECTION	02272024	150.00		7,435.00	(435.00)
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02272024	150.00		7,585.00	(585.00)
03/04/2024	AP	INV	FEB. 27, 2024 ELECTION	02272024	150.00		7,735.00	(735.00)
03/04/2024	AP	INV	NOVEMBER 27, 2024 ELECTION	02272024	150.00		7,885.00	(885.00)
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02272024	150.00		8,035.00	(1,035.00)
03/04/2024	AP	INV	FEB 27, 2024 ELECTION	02072024	200.00		8,235.00	(1,235.00)
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02272024	150.00		8,385.00	(1,385.00)
03/04/2024	AP	INV	FEBRUARY 27, 2024 ELECTION	02272024	150.00		8,535.00	(1,535.00)
03/12/2024			101-262-702.000 ELECTIONS WAGES		END BALANCE		8,535.00	(1,535.00)
101-262-960.000 ELECTIONS MISCELLANEOUS								
02/15/2024	AP	INV	FEB. 27, 2024 ELECTION	02292024	BEG. BALANCE 250.00		2,565.00	(2,065.00)
03/12/2024			101-262-960.000 ELECTIONS MISCELLANEOUS		END BALANCE		2,815.00	(2,315.00)
101-265-727.000 BUILDING & GROUNDS SUPPLIES								
02/15/2024	AP	INV	WATER/COOLER RENTAL	2228684	BEG. BALANCE 41.79		846.11	(246.11)
03/06/2024	GJ	JE	AMAZON	3082	37.44		887.90	(287.90)
03/12/2024			101-265-727.000 BUILDING & GROUNDS SUPPLIES		END BALANCE		925.34	(325.34)
101-265-801.000 BUILDING & GROUNDS CONTRACTED SERVICES								
02/15/2024	AP	INV	JANITORIAL	008	BEG. BALANCE 384.00		2,912.00	(512.00)
03/05/2024			101-265-801.000 BUILDING & GROUNDS CONTRACTED SERVICES		END BALANCE		3,296.00	(896.00)
03/12/2024							3,296.00	(896.00)
101-265-850.000 BUILDING & GROUNDS TELEPHONE								
02/15/2024	GJ	JE	STAR TO STAR	3068	BEG. BALANCE 296.08		6,096.32	(1,596.32)
03/12/2024			101-265-850.000 BUILDING & GROUNDS TELEPHONE		END BALANCE		6,392.40	(1,892.40)
03/12/2024							6,392.40	(1,892.40)
101-265-920.000 BUILDING & GROUNDS ELECTRIC								
02/15/2024	GJ	JE	IMP	3078	BEG. BALANCE 308.05		3,154.91	1,845.09
03/06/2024			101-265-920.000 BUILDING & GROUNDS ELECTRIC		END BALANCE		3,462.96	1,537.04
03/12/2024							3,462.96	1,537.04
101-265-921.000 BUILDING & GROUNDS NATURAL GAS								
02/15/2024			101-265-921.000 BUILDING & GROUNDS NATURAL GAS		BEG. BALANCE		1,433.98	66.02
03/12/2024			101-265-921.000 BUILDING & GROUNDS NATURAL GAS		END BALANCE		1,433.98	66.02
02/15/2024			101-265-929.000 BUILDING & GROUNDS GARBAGE		BEG. BALANCE		303.53	(3.53)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
03/12/2024			101-265-929.000 BUILDING & GROUNDS GARBAGE		(Continued)			
			101-265-929.000 BUILDING & GROUNDS GARBAGE		END BALANCE		303.53	(3.53)
02/15/2024	AP	INV	101-265-930.000 BUILDING & GROUNDS BLDG REPAIRS/MAINTENANCE		BEG. BALANCE		7,803.93	(2,803.93)
02/27/2024			MONTHLY SERVICE	2451906	36.00		7,839.93	(2,839.93)
03/12/2024			101-265-930.000 BUILDING & GROUNDS BLDG REPAIRS/MAINTENANCE		END BALANCE		7,839.93	(2,839.93)
02/15/2024			101-272-702.000 ADMINISTRATION WAGES		BEG. BALANCE		26,656.25	3,343.75
02/15/2024	PR	CHK	SUMMARY PR 02/15/2024		1,412.50		28,068.75	1,931.25
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		1,637.50		29,706.25	293.75
03/12/2024			101-272-702.000 ADMINISTRATION WAGES		END BALANCE		29,706.25	293.75
02/15/2024			101-272-715.000 ADMINISTRATION PAYROLL TAXES		BEG. BALANCE		2,039.20	260.80
02/15/2024	PR	CHK	SUMMARY PR 02/15/2024		108.06		2,147.26	152.74
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		125.27		2,272.53	27.47
03/12/2024			101-272-715.000 ADMINISTRATION PAYROLL TAXES		END BALANCE		2,272.53	27.47
02/15/2024			101-272-727.000 ADMINISTRATION SUPPLIES		BEG. BALANCE		3,912.79	4,087.21
02/27/2024	AP	INV	PRINTING ENVELOPES - MAIL HANDLING	02272024	706.89		4,619.68	3,380.32
02/29/2024	AP	INV	VARIOUS SUPPLIES	25595390	129.83		4,749.51	3,250.49
03/05/2024	AP	INV	ASSESSMENT NOTICE PROCESSING	56847	119.08		4,868.59	3,131.41
03/06/2024	GJ	JE	ADMINISTRATION SUPPLIES-RUBBER STAMP	3082	22.86		4,891.45	3,108.55
03/12/2024			101-272-727.000 ADMINISTRATION SUPPLIES		END BALANCE		4,891.45	3,108.55
02/15/2024			101-272-728.000 ADMINISTRATION POSTAGE		BEG. BALANCE		14,098.43	(2,098.43)
02/27/2024	AP	INV	POSTAGE-ASSESSMENT NOTICES	02272024	2,944.00		17,042.43	(5,042.43)
03/12/2024			101-272-728.000 ADMINISTRATION POSTAGE		END BALANCE		17,042.43	(5,042.43)
02/15/2024			101-272-751.000 ADMINISTRATION COMPUTER SETWR/SUPPORT		BEG. BALANCE		27,103.92	(7,103.92)
03/05/2024	AP	INV	BACKUP SERVICE MARCH 2024	10084	50.00		27,153.92	(7,153.92)
03/06/2024	GJ	JE	MICROSOFT SERVICES-JANUARY 2024	3082	109.52		27,263.44	(7,263.44)
03/06/2024	GJ	JE	ZOOM	3082	16.95		27,280.39	(7,280.39)
03/12/2024			101-272-751.000 ADMINISTRATION COMPUTER SETWR/SUPPORT		END BALANCE		27,280.39	(7,280.39)
02/15/2024			101-272-801.000 ADMINISTRATION AUDIT/ACCOUNTING		BEG. BALANCE		9,020.00	(20.00)
03/12/2024			101-272-801.000 ADMINISTRATION AUDIT/ACCOUNTING		END BALANCE		9,020.00	(20.00)
02/15/2024			101-272-804.000 ADMINISTRATION ENGINEERING		BEG. BALANCE		11,273.94	(4,273.94)
03/05/2024	AP	INV	DEEDS/SPLITS 1/28 TO 2/24/24	80173/74/75	2,508.00		13,781.94	(6,781.94)
03/05/2024	AP	INV	DEEDS/SPLITS 1/28 TO 2/24/24	80173/74/75	57.00		13,838.94	(6,838.94)
03/05/2024	AP	INV	DEEDS/SPLITS 1/28 TO 2/24/24	80173/74/75	1,425.00		15,263.94	(8,263.94)
03/12/2024			101-272-804.000 ADMINISTRATION ENGINEERING		END BALANCE		15,263.94	(8,263.94)

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
02/15/2024			101-272-826.000 ADMINISTRATION LEGAL FEES		BEG. BALANCE			20,622.11	(8,622.11)
02/29/2024	AP	INV	JANUARY 2024 LEGAL SERVICES	875565 AND 875	45.00			20,667.11	(8,667.11)
02/29/2024	AP	INV	JANUARY 2024 LEGAL SERVICES	875565 AND 875	337.50			21,004.61	(9,004.61)
02/29/2024	AP	INV	JANUARY 2024 LEGAL SERVICES	875565 AND 875	11.50			21,016.11	(9,016.11)
03/12/2024			101-272-826.000 ADMINISTRATION LEGAL FEES		END BALANCE			21,016.11	(9,016.11)
02/15/2024			101-272-901.000 ADMINISTRATION PRINTING/PUBLICATION		BEG. BALANCE			3,560.70	(560.70)
03/05/2024	AP	INV	FEBRUARY 2024 LEGAL NOTICES	1212828	607.45			4,168.15	(1,168.15)
03/12/2024			101-272-901.000 ADMINISTRATION PRINTING/PUBLICATION		END BALANCE			4,168.15	(1,168.15)
02/15/2024			101-272-956.000 ADMINISTRATION EQUIPMENT		BEG. BALANCE			1,419.00	(1,419.00)
02/27/2024	AP	INV	BATTERY BACKUP SURGE PROTECTOR	10012	115.00			1,534.00	(1,534.00)
03/12/2024			101-272-956.000 ADMINISTRATION EQUIPMENT		END BALANCE			1,534.00	(1,534.00)
02/15/2024			101-272-958.000 ADMINISTRATION BANK FEES		BEG. BALANCE			166.58	333.42
02/15/2024	GJ	JE	LATE FEE	3053	3.11			169.69	330.31
02/15/2024	GJ	JE	LATE FEE	3053	3.11			172.80	327.20
02/29/2024	GJ	JE	CASH MANAGEMENT SERVICE CHARGE	3066	10.00			182.80	317.20
03/12/2024			101-272-958.000 ADMINISTRATION BANK FEES		END BALANCE			182.80	317.20
02/15/2024			101-336-801.000 FIRE PROTECTION CONTRACT SERVICES		BEG. BALANCE			184,903.18	11,096.82
03/07/2024	AP	INV	MARCH 2024 SERVICE	2023-36	16,809.38			201,712.56	(5,712.56)
03/12/2024			101-336-801.000 FIRE PROTECTION CONTRACT SERVICES		END BALANCE			201,712.56	(5,712.56)
02/15/2024			101-372-702.000 COMPLIANCE WAGES		BEG. BALANCE			9,126.00	2,374.00
02/15/2024	PR	CHK	SUMMARY PR 02/15/2024		531.00			9,657.00	1,843.00
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		432.00			10,089.00	1,411.00
03/12/2024			101-372-702.000 COMPLIANCE WAGES		END BALANCE			10,089.00	1,411.00
02/15/2024			101-372-715.000 COMPLIANCE PAYROLL TAXES		BEG. BALANCE			698.13	181.87
02/15/2024	PR	CHK	SUMMARY PR 02/15/2024		40.62			738.75	141.25
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		33.06			771.81	108.19
03/12/2024			101-372-715.000 COMPLIANCE PAYROLL TAXES		END BALANCE			771.81	108.19
02/15/2024			101-372-860.000 COMPLIANCE MILEAGE		BEG. BALANCE			2,404.60	295.40
02/15/2024	PR	CHK	SUMMARY PR 02/15/2024		140.63			2,545.23	154.77
02/29/2024	PR	CHK	SUMMARY PR 02/29/2024		112.50			2,657.73	42.27
03/12/2024			101-372-860.000 COMPLIANCE MILEAGE		END BALANCE			2,657.73	42.27
02/15/2024			101-448-920.110 STREET LIGHTS CANAL ZONE		BEG. BALANCE			1,227.95	272.05
03/06/2024	GJ	JE	CONSUMERS ENERGY	3083	115.53			1,343.48	156.52
03/12/2024			101-448-920.110 STREET LIGHTS CANAL ZONE		END BALANCE			1,343.48	156.52

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
02/15/2024			101-448-920.120 STREET LIGHTS PRAIRIE EDGE 1 & 2		BEG. BALANCE		1,781.40	(81.40)
02/15/2024	GJ	JE	PRAIRIE EDGE 1 & 2 DEC/JAN-FEB 2024	3053	161.55		1,942.95	(242.95)
02/15/2024	GJ	JE	STREET LIGHTS PRAIRIE EDGE 1 & 2/JAN 2 3053		161.73		2,104.68	(404.68)
02/15/2024	GJ	JE	STREET LIGHTS PRAIRIE EDGE 1 & 2/FEB 2 3053		166.04		2,270.72	(570.72)
03/12/2024			101-448-920.120 STREET LIGHTS PRAIRIE EDGE 1 & 2		END BALANCE		2,270.72	(570.72)
02/15/2024			101-448-920.130 STREET LIGHTS PRAIRIE EDGE 3		BEG. BALANCE		621.16	78.84
03/06/2024	GJ	JE	IMP	3073	58.57		679.73	20.27
03/12/2024			101-448-920.130 STREET LIGHTS PRAIRIE EDGE 3		END BALANCE		679.73	20.27
02/15/2024			101-448-920.140 STREET LIGHTS STONECREST		BEG. BALANCE		613.91	86.09
03/06/2024	GJ	JE	CONSUMERS ENERGY	3083	57.76		671.67	28.33
03/12/2024			101-448-920.140 STREET LIGHTS STONECREST		END BALANCE		671.67	28.33
02/15/2024			101-448-920.150 STREET LIGHTS SUGAR ISLAND		BEG. BALANCE		1,223.36	(23.36)
03/06/2024	GJ	JE	IMP	3074	120.23		1,343.59	(143.59)
03/12/2024			101-448-920.150 STREET LIGHTS SUGAR ISLAND		END BALANCE		1,343.59	(143.59)
02/15/2024			101-448-920.160 STREET LIGHTS OTHER		BEG. BALANCE		2,785.08	(285.08)
03/06/2024	GJ	JE	IMP	3074	60.11		2,845.19	(345.19)
03/06/2024	GJ	JE	CONSUMERS ENERGY	3084	199.50		3,044.69	(544.69)
03/12/2024			101-448-920.160 STREET LIGHTS OTHER		END BALANCE		3,044.69	(544.69)
02/15/2024			101-525-960.000 HAZARDOUS WASTE MISCELLANEOUS		BEG. BALANCE		5,851.42	(851.42)
03/12/2024			101-525-960.000 HAZARDOUS WASTE MISCELLANEOUS		END BALANCE		5,851.42	(851.42)
02/15/2024			101-567-802.000 CEMETERY GRAVE OPENINGS		BEG. BALANCE		24,850.00	150.00
02/27/2024	AP	INV	FEBRUARY 2024 BURIAL	02292024	650.00		25,500.00	(500.00)
02/29/2024	AP	INV	FEB 2024 ELECTION/ FEB 2024 BURIALS	02202024	400.00		25,900.00	(900.00)
03/12/2024			101-567-802.000 CEMETERY GRAVE OPENINGS		END BALANCE		25,900.00	(900.00)
02/15/2024			101-567-920.000 CEMETERY ELECTRIC		BEG. BALANCE		906.75	593.25
03/06/2024	GJ	JE	HIGHWAY 131 BARN	3071	11.58		918.33	581.67
03/06/2024	GJ	JE	CEMETERY ELECTRIC HIGHWAY 131	3075	25.70		944.03	555.97
03/06/2024	GJ	JE	CEMETERY ELECTRIC HIGHWAY 131	3077	23.58		967.61	532.39
03/06/2024	GJ	JE	CEMETERY ELECTRIC-PORTAGE ROAD	3079	12.92		980.53	519.47
03/06/2024	GJ	JE	CEMETERY ELECTRIC-PORTAGE ROAD	3080	11.58		992.11	507.89
03/06/2024	GJ	JE	CEMETERY ELECTRIC-HIGHWAY STREET	3081	11.79		1,003.90	496.10
03/12/2024			101-567-920.000 CEMETERY ELECTRIC		END BALANCE		1,003.90	496.10
02/15/2024			101-567-929.000 CEMETERY GARBAGE		BEG. BALANCE		635.28	164.72
03/12/2024			101-567-929.000 CEMETERY GARBAGE		END BALANCE		635.28	164.72

User: GIN

DB: Schoolcraft Twp

FROM 101-101-702.000 TO 223-000-801.000
TRANSACTIONS FROM 02/15/2024 TO 03/12/2024

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT	CHG	BALANCE	AVAILABLE
02/15/2024			101-567-934.000 CEMETERY LAND REPAIRS/MAINTENANCE		BEG. BALANCE			13,520.00	(3,520.00)
03/12/2024			101-567-934.000 CEMETERY LAND REPAIRS/MAINTENANCE		END BALANCE			13,520.00	(3,520.00)
02/15/2024			101-701-801.000 PLANNING CONTRACT SERVICES		BEG. BALANCE			190.00	10,310.00
03/12/2024			101-701-801.000 PLANNING CONTRACT SERVICES		END BALANCE			190.00	10,310.00
02/15/2024			101-701-826.000 PLANNING LEGAL FEES		BEG. BALANCE			1,912.50	2,587.50
02/29/2024	AP	INV	JANUARY 2024 LEGAL SERVICES	875565 AND 875	1,215.00			3,127.50	1,372.50
02/29/2024	AP	INV	SERVICES THROUGH JANUARY 31, 2024	878194	1,165.94			4,293.44	206.56
03/12/2024			101-701-826.000 PLANNING LEGAL FEES		END BALANCE			4,293.44	206.56
02/15/2024			101-701-901.000 PLANNING PRINTING/PUBLICATION		BEG. BALANCE			1,329.82	3,170.18
03/12/2024			101-701-901.000 PLANNING PRINTING/PUBLICATION		END BALANCE			1,329.82	3,170.18
02/15/2024			101-702-801.000 ZONING CONTRACT SERVICES		BEG. BALANCE			700.00	(200.00)
03/12/2024			101-702-801.000 ZONING CONTRACT SERVICES		END BALANCE			700.00	(200.00)
02/15/2024			101-702-826.000 ZONING LEGAL FEES		BEG. BALANCE			1,237.50	262.50
02/29/2024	AP	INV	JANUARY 2024 LEGAL SERVICES	875565 AND 875	45.00			1,282.50	217.50
02/29/2024	AP	INV	JANUARY 24, 2024 INVOICE	875591	472.50			1,755.00	(255.00)
02/29/2024	AP	INV	SERVICES THROUGH JANUARY 31, 2024	878194	982.70			2,737.70	(1,237.70)
02/29/2024	AP	INV	LEGAL SERVICES THROUGH 1/31/24	878202	822.50			3,560.20	(2,060.20)
03/12/2024			101-702-826.000 ZONING LEGAL FEES		END BALANCE			3,560.20	(2,060.20)
02/15/2024			101-702-901.000 ZONING PRINTING/PUBLICATION		BEG. BALANCE			634.08	865.92
03/05/2024	AP	INV	FEBRUARY 2024 LEGAL NOTICES	1212828	355.42			989.50	510.50
03/12/2024			101-702-901.000 ZONING PRINTING/PUBLICATION		END BALANCE			989.50	510.50
02/15/2024			101-751-920.000 PARK ELECTRIC		BEG. BALANCE			1,401.60	298.40
03/06/2024	GJ	JE	IRRIGATION WELL	3070	23.26			1,424.86	275.14
03/06/2024	GJ	JE	PARK ELECTRIC-RESTROOMS	3076	29.32			1,454.18	245.82
03/12/2024			101-751-920.000 PARK ELECTRIC		END BALANCE			1,454.18	245.82
02/15/2024			101-754-920.000 CONCESSION ELECTRIC		BEG. BALANCE			724.90	275.10
03/06/2024	GJ	JE	IMP	3072	20.23			745.13	254.87
03/12/2024			101-754-920.000 CONCESSION ELECTRIC		END BALANCE			745.13	254.87
TOTAL FOR FUND 101 GENERAL FUND					65,310.69	0.00		699,603.51	0.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 220 BARTON LAKE WEED FUND								
02/15/2024			220-000-001.000 KCSB-GF CHECKING BARTON LK		BEG. BALANCE		42,185.45	
02/20/2024	GJ	JE	DEPOSIT	3056	5,284.20		47,469.65	
02/29/2024	GJ	JE	DEPOSIT	3060	11,272.96		58,742.61	
03/12/2024			220-000-001.000 KCSB-GF CHECKING BARTON LK		END BALANCE		58,742.61	
02/15/2024			220-000-451.000 BARTON LAKE SPECIAL ASSESSMENT REVENUE		BEG. BALANCE		21,136.80	17,613.20
02/20/2024	GJ	JE	BARTON LK SAD 1/16-1/31/24	3056	5,284.20		26,421.00	12,329.00
02/29/2024	GJ	JE	BARTON LAKE SA REVENUE "	3060	11,272.96		37,693.96	1,056.04
03/12/2024			220-000-451.000 BARTON LAKE SPECIAL ASSESSMENT REVENUE		END BALANCE		37,693.96	1,056.04
TOTAL FOR FUND 220 BARTON LAKE WEED FUND					0.00	0.00	(21,048.65)	0.00

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDGT CHG	BALANCE	AVAILABLE
Fund 223 SUNSET LAKE WEED FUND								
02/15/2024			223-000-001.000 KCSB-GF CHECKING SUNSET LAKE		BEG. BALANCE		18,055.74	
02/20/2024	GJ	JE	DEPOSIT		2,376.48		20,432.22	
02/29/2024	GJ	JE	DEPOSIT		4,752.96		25,185.18	
03/12/2024			223-000-001.000 KCSB-GF CHECKING SUNSET LAKE		END BALANCE		25,185.18	
02/15/2024			223-000-451.000 SUNSET LAKE SPECIAL ASSESSMENT REVENUE		BEG. BALANCE		11,882.40	8,317.60
02/20/2024	GJ	JE	SUNSET LK 1/16-1/31/24		2,376.48		14,258.88	5,941.12
02/29/2024	GJ	JE	SUNSET LAKE SA REVENUE "	3060	4,752.96		19,011.84	1,188.16
03/12/2024			223-000-451.000 SUNSET LAKE SPECIAL ASSESSMENT REVENUE		END BALANCE		19,011.84	1,188.16

TOTAL FOR FUND 223 SUNSET LAKE WEED FUND	0.00	0.00	(6,173.34)	0.00
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CASH SUMMARY BY ACCOUNT FOR SCHOOLCRAFT TOWNSHIP
FROM 02/01/2024 TO 02/29/2024
FUND: 101 220 223
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 02/01/2024	Total Debits	Total Credits	Ending Balance 02/29/2024
Fund 101 GENERAL FUND					
001.000	KCSB-GF Checking	\$385,725.86	\$245,437.76	\$59,981.18	\$571,182.44
001.500	SOUTHERN MICHIGAN BANK & TRUST	\$2,711.11	\$200.28	\$10.00	\$2,901.39
002.000	CHASE GF SAVINGS 90605	\$149,941.05	\$1.17	\$0.00	\$149,942.22
002.400	CONSUMERS CREDIT UNION SAVINGS	\$25.00	\$0.00	\$0.00	\$25.00
003.000	CERTIFICATES OF DEPOSIT @ CONSUMERS CU	\$10,768.49	\$974.24	\$0.00	\$11,742.73
GENERAL FUND		\$549,171.51	\$246,613.45	\$59,991.18	\$735,793.78
Fund 220 BARTON LAKE WEED FUND					
001.000	KCSB-GF CHECKING BARTON LK	\$39,719.49	\$19,023.12	\$0.00	\$58,742.61
Fund 223 SUNSET LAKE WEED FUND					
001.000	KCSB-GF CHECKING SUNSET LAKE	\$16,867.50	\$8,317.68	\$0.00	\$25,185.18
GENERAL FUND TOTAL - ALL FUNDS		\$605,758.50	\$273,954.25	\$59,991.18	\$819,721.57
ARPA Funds***					
SOUTHERN MICHIGAN BANK & TRUST			\$250,061.45		\$250,061.45
CERTIFICATES OF DEPOSIT @ CONSUMERS CU			\$250,055.76		\$250,055.76
TOTAL ARPA FUNDS RECEIVED			\$500,117.21		\$500,117.21

*** ARPA Funds not recognized until funds are spent.



Kalamazoo County, Michigan

50 East VW Avenue
Vicksburg, Michigan 49097
schoolcrafttownshipmi.gov

(269) 649-1276

Fax (269) 649-2232

March 12, 2024
Resolution to Adopt Budget Amendments

All Amendments from Fund Balance 101.000.390.000

Amendment #1 - 3122024	\$4,000.00 101.262.960.000 Election Misc.
Amendment #2 - 3122024	\$6,000.00 101.272.728.000 Admin Postage
Amendment #3 - 3122024	\$10,000.00 101.272.751.000 Admin Computer Software and Support
Amendment #4 - 3122024	\$10,000.00 101.272.804.000 Admin Engineering
Amendment #5 - 3122024	\$15,000.00 101.272.826.000 Admin Legal
Amendment #6 - 3122024	\$6,000.00 101.336.801.000 Fire Protection
Amendment #7 - 3122024	\$1,500.00 101.448.920.160 Street Lights Other
Amendment #8 - 3122024	\$4,000.00 101.567.805.000 Cemetery Snow and Ice Removal
Amendment #9 - 3122024	\$6,000.00 101.702.826.000 Zoning Legal

**Motion by _____ second by _____ to approve the above
Budget Amendments.**

Roll call vote:

Scott _____
Stafford _____
Mongreig _____
Sportel _____
Ulsh _____

Virginia M. Mongreig, Clerk
March 12, 2024

2024 Poverty Guidelines -Approved:

	Federal	10% Increase	15% Increase	20% Increase
Size of Family Unit	Poverty Guidelines	Poverty Guidelines	Poverty Guidelines	Poverty Guidelines
1	\$ 14,580	\$ 16,038	\$ 16,767	\$ 17,496
2	\$ 19,720	\$ 21,692	\$ 22,678	\$ 23,664
3	\$ 24,860	\$ 27,346	\$ 28,589	\$ 29,832
4.	\$ 30,000	\$ 33,000	\$ 34,500	\$ 36,000
5	\$ 35,140	\$ 38,654	\$ 40,411	\$ 42,168
6	\$ 40,280	\$ 44,308	\$ 46,322	\$ 48,336
7	\$ 45,420	\$ 49,962	\$ 52,233	\$ 54,504
8	\$ 50,560	\$ 55,616	\$ 58,144	\$ 60,672
For each additional person	\$ 5,140	\$ 5,654	\$ 5,911	\$ 6,168

The Township Asset Test as described in State Tax Commission Bulletin 6 of 2017 shall be set at: \$ 30,000.00



Kalamazoo County, Michigan

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DONALD K. ULSH dulsh@schoolcrafttownshipmi.gov Supervisor	VIRGINIA M. MONGREIG vmongreig@schoolcrafttownshipmi.gov Clerk	TERESA A. SCOTT tscott@schoolcrafttownshipmi.gov Treasurer	TAMRA STAFFORD tstafford@schoolcrafttownshipmi.gov Trustee	JENNIFER SPORTEL jspotel@schoolcrafttownshipmi.gov Trustee
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SCHOOLCRAFT TOWNSHIP

GENERAL APPROPRIATIONS ACT

FISCAL YEAR ENDING MARCH 31, 2025

ADOPTED MARCH 12, 2024



Kalamazoo County, Michigan

Schoolcraft Township General Appropriations Act

A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR SCHOOLCRAFT TOWNSHIP: TO DEFINE THE POWERS AND DUTIES OF THE SCHOOLCRAFT TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLECT TO COMPLY WITH THE REQUIREMENTS OF THIS ORDINANCE.

The Board of Trustees of Schoolcraft Township resolves:

SECTION 1: TITLE.

This resolution shall be known as the Schoolcraft Township General Appropriations Act.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER.

The supervisor shall be the chief administrative officer and shall perform the duties of the chief administrative officer enumerated in this act.

SECTION 3: FISCAL OFFICER.

The clerk shall be the fiscal officer and shall perform the duties of the fiscal officer enumerated in this act.

SECTION 4: PUBLIC HEARINGS ON THE BUDGET.

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 8, 2024 and a public hearing on the proposed budget was held on March 12, 2024.

SECTION 5: MILLAGE LEVY.

The Schoolcraft Township board shall cause to be levied and collected the tentative general property tax on all real and personal property within the Township upon the current tax roll an allocated millage of 0.8551 mills for Township operations.

SECTION 6: ESTIMATED EXPENDITURES.

Estimated Township general fund expenditures for fiscal year 2024-2025 for the various Township activities (cost centers) are as follows:

SECTION 7: ADOPTION OF BUDGET BY COST CENTER.

The board of trustees of Schoolcraft Township adopts the 2024-2025 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend Township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make any transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personal or capital outlays may be made without prior board approval by budget amendment.

SECTION 8: APPROPRIATION NOT A MANDATE TO SPEND.

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures do not exceed the total fiscal year appropriations.

SECTION 9: PERIODIC FISCAL REPORTS.

The fiscal officer shall transmit to the board at the end of each month, a report of financial operations, but not limited to:

- a) A summary of the actual financial condition of the general fund at the end of the previous month.
- b) A summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month.
- c) A detailed list of:
 - 1. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous month and for the current fiscal year and as compared with the same period in the prior fiscal year

SECTION 10: LIMIT ON OBLIGATIONS AND PAYMENTS.

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

SECTION 11: BUDGET MONITORING

Whenever it appears to the chief administrative officer of the Township board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the chief administrative officer shall present to the Township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 12: BOARD ADOPTION.

Motion made by _____ seconded by _____ the foregoing resolution. Upon roll call vote:

The following voted aye:

Absent:

The following voted nay:

The supervisor declared the motion carried and the resolution duly adopted on the 12th day of March 2024.

Virginia M. Mongreig, Clerk
Township of Schoolcraft

**RESOLUTION
TO
ESTABLISH TOWNSHIP OFFICERS SALARY**

WHEREAS, pursuant to MCLA 41.95(3) which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Schoolcraft Township deems it desirable to maintain the salary of the **TOWNSHIP TREASURER** to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE BE IT RESOLVED that as of April 1, 2024, the salary for the **TOWNSHIP TREASURER** shall be \$55,335.00

The foregoing Resolution offered by _____ second by

Roll Call Vote: Stafford -
 Mongreig -
 Scott - Abstained
 Ulsh -
 Sportel -

Absent:

The supervisor declared the Resolution adopted.

Virginia M. Mongreig, Clerk
Dated: March 12, 2024

**RESOLUTION
TO
ESTABLISH TOWNSHIP OFFICERS SALARY**

WHEREAS, pursuant to MCLA 41.95(3) which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Schoolcraft Township deems it desirable to maintain the salary of the **TOWNSHIP CLERK** to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE BE IT RESOLVED that as of April 1, 2024, the salary for the **TOWNSHIP CLERK** shall be \$55,335.00.

The foregoing Resolution offered by _____ second by

Roll Call Vote: Stafford -
 Mongreig - Abstained
 Scott -
 Ulsh -
 Sportel-

Absent:

The supervisor declared the Resolution adopted.

Virginia M. Mongreig, Clerk

Dated: March 12, 2024

**RESOLUTION
TO
ESTABLISH TOWNSHIP OFFICERS SALARY**

WHEREAS, pursuant to MCLA 41.95(3) which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Schoolcraft Township deems it desirable to maintain the salary of the **TOWNSHIP SUPERVISOR** to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE BE IT RESOLVED that as of April 1, 2024 salary for the **TOWNSHIP SUPERVISOR** shall be \$52,500.00.

The foregoing Resolution offered by _____ second by

Roll Call Vote: Stafford -
 Mongreig -
 Scott -
 Ulsh -Abstained
 Sportel-

Absent:

The supervisor declared the Resolution adopted.

Virginia M. Mongreig, Clerk
Dated: March 12, 2024



Kalamazoo County, Michigan

50 East VW Avenue
Vicksburg, Michigan 49097

(269) 649-1276
Fax (269) 649-2232

DONALD K. ULSH dulsh@schoolcrafttownshipmi.gov Supervisor	VIRGINIA M. MONGREIG vmongreig@schoolcrafttownshipmi.gov Clerk	TERESA A. SCOTT tscott@schoolcrafttownshipmi.gov Treasurer	TAMRA STAFFORD tstafford@schoolcrafttownshipmi.gov Trustee	JENNIFER SPORTEL jsportel@schoolcrafttownshipmi.gov Trustee
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SCHOOLCRAFT TOWNSHIP KALAMAZOO COUNTY, MICHIGAN SCHOOLCRAFT TOWNSHIP BOARD REGULAR MEETING DATES FOR THE 2024-2025 FISCAL YEAR

PLEASE TAKE NOTICE that all regular meetings of the Schoolcraft Township Board are scheduled to be held on the following dates:

April 9, 2024
May 14, 2024
June 11, 2024
July 9, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 12, 2024
December 10, 2024
January 14, 2025
February 11, 2025
March 11, 2025

PLEASE TAKE FURTHER NOTICE that all regularly scheduled meetings shall take place at the Schoolcraft Township Hall, 50 East VW Avenue, commencing at 6:00 p.m. unless notice of change is subsequently posted.

Schoolcraft Township will provide necessary reasonable auxiliary aids and services at the meetings/hearing to individuals with disabilities, such as signers for the hearing impaired and audiotapes of printed materials being considered, upon reasonable notice to the Township Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the Schoolcraft Township Clerk by writing or calling:

Virginia M. Mongreig, Clerk
50 East VW Avenue
Vicksburg, MI 49097
PH: (269) 649-1276

2024-2025 Proposed Service Providers

Attorney – Foster-Swift
Auditor- Siegfried-Crandall PC
Building Permits/Building Official/Zoning Administrator – SCMCCI
Cemetery Maintenance – Personal Touch
Township Sexton-J & B Farms LLC (Dustin Barrett)
Township Engineers- Prein & Newhof
Township Assessor – Nathan Brousseau, LLC

Motion made by _____ seconded by _____ to approve Service Providers.

Virginia M. Mongreig, Clerk
Township of Schoolcraft
Dated: March 12, 2024



Teresa A. Scott
Schoolcraft Township Treasurer
50 East "VW" Avenue
Vicksburg, Michigan 49097

Kalamazoo County, Michigan
OFFICE OF THE TREASURER

(269) 649-1276
Fax (269) 649-2232
tscott@schoolcrafttownshipmi.gov

*Township of Schoolcraft
2024- 2025 Fiscal Year
List of Financial Institutions to be Approved*

Financial Institutions:

1. Kalamazoo County State Bank
2. Horizon Bank
3. JPMorgan Chase Bank
4. Southern Michigan Bank & Trust
5. Consumers Credit Union
6. Kalsee Credit Union

Schoolcraft Township
FY 2024-2025 Proposed Budget

		Proposed 2024-2025
Estimated Revenues Fund 101		
101-000-402.000	CURRENT PROPERTY TAX	370,000.00
101-000-411.000	DELINQUENT PROPERTY TAX	0.00
101-000-432.000	PAYMENT IN LIEU OF TAXES	200.00
101-000-434.000	TRAILER FEES	654.00
101-000-437.000	IFT'S	0.00
101-000-445.000	TAX INTEREST AND PENALTIES	100.00
101-000-447.000	TAX ADMINISTRATION FEE	160,000.00
101-000-448.000	TAX COLLECTION FEES	26,000.00
101-000-452.000	STREET LIGHTING ASSESSMENTS	5,900.00
101-000-477.000	CABLE FRANCHISE FEES	50,000.00
101-000-572.000	METRO ACT	8,500.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION ACT	10,775.00
101-000-574.000	STATE SHARED REVENUE	511,516.00
101-000-626.000	CHARGES FOR SERVICES	5,000.00
101-000-628.000	PERPETUAL CARE	22,000.00
101-000-629.000	GRAVE OPENINGS	27,500.00
101-000-635.000	LAND DIVISION FEES	1,600.00
101-000-642.000	CONCESSION SALES	0.00
101-000-643.000	CEMETERY LOT SALES	13,000.00
101-000-651.000	TOWNSHIP PARK INCOME	1,500.00
101-000-657.000	TICKET FINES	500.00
101-000-665.000	Interest Income	5,000.00
101-000-667.000	TENT RENTAL	0.00
101-000-674.000	CONTRIBUTIONS/DONATIONS	0.00
101-000-676.000	REIMBURSEMENTS & REFUNDS	0.00
101-000-678.000	ELECTION REIMBURSEMENTS	0.00
101-000-684.000	MISCELLANEOUS REVENUE	0.00
101-000-699.000	TRANSFERS FROM OTHER FUNDS	0.00
	TOTAL ESTIMATED REVENUES	1,219,745.00

Schoolcraft Township
FY 2024-2025 Proposed Budget

APPROPRIATIONS Fund 101		
101-101-702.000	TRUSTEE WAGES	4,700.00
101-101-715.000	TRUSTEE PAYROLL TAXES	375.00
101-101-716.000	TRUSTEE PENSION	0.00
101-101-720.000	TRUSTEE HEALTH INSURANCE	0.00
101-101-961.000	TRUSTEE EDUCATION/TRAINING	1,000.00
	Trustee Total	6,075.00
101-171-702.000	SUPERVISOR WAGES	52,500.00
101-171-715.000	SUPERVISOR PAYROLL TAXES	761.25
101-171-716.000	SUPERVISOR PENSION	5,250.00
101-171-720.000	SUPERVISOR HEALTH INSURANCE	6,562.50
101-171-860.000	SUPERVISOR MILEAGE	500.00
101-171-961.000	SUPERVISOR EDUCATION/TRAINING	1,000.00
	Supervisor Total	66,573.75
101-215-702.000	CLERK WAGES	55,335.00
101-215-715.000	CLERK PAYROLL TAXES	805.00
101-215-716.000	CLERK PENSION	5,533.50
101-215-720.000	CLERK HEALTH INSURANCE	6,917.00
101-215-860.000	CLERK MILEAGE	100.00
101-215-961.000	CLERK EDUCATION/TRAINING	0.00
	Clerk Total	68,690.50
101-247-702.000	BOARD OF REVIEW WAGES	1,500.00
101-247-715.000	BOARD OF REVIEW PAYROLL TAXES	114.75
101-247-961.000	BOARD OF REVIEW EDUCATION/TRAINING	300.00
	Board of Review Total	1,914.75
101-253-702.000	TREASURER WAGES	55,335.00
101-253-715.000	TREASURER PAYROLL TAXES	805.00
101-253-716.000	TREASURER PENSION	5,533.50
101-253-720.000	TREASURER HEALTH INSURANCE	6,917.00
101-253-860.000	TREASURER MILEAGE	100.00
101-253-961.000	TREASURER EDUCATION/TRAINING	300.00
	Treasurer Total	68,990.50
101-257-702.000	ASSESSOR WAGES	18,000.00
101-257-715.000	ASSESSOR PAYROLL TAXES	1,377.00
101-257-801.000	ASSESSOR CONTRACTED SERVICES	52,746.00
101-257-960.000	ASSESSOR MISCELLANEOUS	20,000.00
	Assessor Total	92,123.00

Schoolcraft Township
FY 2024-2025 Proposed Budget

Appropriations con't.		
101-262-702.000	ELECTIONS WAGES	10,000.00
101-262-715.000	ELECTIONS PAYROLL TAXES	0.00
101-262-727.000	ELECTIONS SUPPLIES	3,000.00
101-262-960.000	ELECTIONS MISCELLANEOUS	1,000.00
101-262-970.000	ELECTIONS CAPITAL OUTLAY	2,000.00
	Elections Total	16,000.00
101-265-702.000	BUILDING & GROUNDS WAGES	9,000.00
101-265-715.000	BUILDING & GROUNDS PAYROLL TAXES	688.50
101-265-727.000	BUILDING & GROUNDS SUPPLIES	800.00
101-265-801.000	BUILDING & GROUNDS CONTRACTED SERVICES	5,000.00
101-265-850.000	BUILDING & GROUNDS TELEPHONE	5,500.00
101-265-920.000	BUILDING & GROUNDS ELECTRIC	3,500.00
101-265-921.000	BUILDING & GROUNDS NATURAL GAS	1,500.00
101-265-929.000	BUILDING & GROUNDS GARBAGE	350.00
101-265-930.000	BUILDING & GROUNDS BLDG REPAIRS/MAINTENA	5,000.00
101-265-931.000	BUILDING & GROUNDS EQUIP REPAIRS/ MAINT	1,000.00
101-265-970.000	BUILDING & GROUNDS CAPITAL OUTLAY	50,000.00
	Building & Grounds Total	82,338.50
101-272-702.000	ADMINISTRATION WAGES	35,000.00
101-272-715.000	ADMINISTRATION PAYROLL TAXES	2,677.50
101-272-727.000	ADMINISTRATION SUPPLIES	6,000.00
101-272-728.000	ADMINISTRATION POSTAGE	13,000.00
101-272-751.000	ADMINISTRATION COMPUTER SFTWR/SUPPORT	20,000.00
101-272-801.000	ADMINISTRATION AUDIT/ACCOUNTING	9,000.00
101-272-803.000	ADMINISTRATION OTHER PROF SERVICES	0.00
101-272-804.000	ADMINISTRATION ENGINEERING	10,000.00
101-272-826.000	ADMINISTRATION LEGAL FEES	20,000.00
101-272-830.000	ADMINISTRATION INSURANCE	18,000.00
101-272-901.000	ADMINISTRATION PRINTING/PUBLICATION	4,000.00
101-272-955.000	ADMINISTRATION DUES/MEMBERSHIPS	10,000.00
101-272-956.000	ADMINISTRATION EQUIPMENT	1,000.00
101-272-958.000	ADMINISTRATION BANK FEES	500.00
101-272-960.000	ADMINISTRATION MISCELLANEOUS	0.00
101-272-970.000	ADMINISTRATION CAPITAL OUTLAY	10,000.00
	Administration Total	159,177.50
101-336-801.000	FIRE PROTECTION CONTRACT SERVICES	209,745.00
101-372-702.000	COMPLIANCE WAGES	12,500.00
101-372-715.000	COMPLIANCE PAYROLL TAXES	956.25
101-372-801.000	COMPLIANCE CONTRACT SERVICES	2,000.00
101-372-860.000	COMPLIANCE MILEAGE	3,000.00
	Compliance Total	18,456.25

Schoolcraft Township
FY 2024-2025 Proposed Budget

Appropriations con't.		
101-445-801.000	DRAIN PUBLIC BENEFIT CONTRACT SERVICES	2,000.00
101-446-801.000	ROADS CONTRACT SERVICES	436,000.00
101-448-920.110	STREET LIGHTS CANAL ZONE	1,500.00
101-448-920.120	STREET LIGHTS PRAIRIE EDGE 1 & 2	1,800.00
101-448-920.130	STREET LIGHTS PRAIRIE EDGE 3	700.00
101-448-920.140	STREET LIGHTS STONECREST	700.00
101-448-920.150	STREET LIGHTS SUGAR ISLAND	1,200.00
101-448-920.160	STREET LIGHTS OTHER	2,500.00
	Street Lights Total	8,400.00
101-525-960.000	HAZARDOUS WASTE MISCELLANEOUS	7,000.00
101-536-960.000	WATER & SEWER MISCELLANEOUS	0.00
101-567-801.000	CEMETERY LAWN CARE	57,640.00
101-567-802.000	CEMETERY GRAVE OPENINGS	30,000.00
101-567-803.000	CEMETERY OTHER PROFESSIONAL SERVICES	2,250.00
101-567-920.000	CEMETERY ELECTRIC	1,000.00
101-567-928.000	CEMETERY WATER	1,000.00
101-567-929.000	CEMETERY GARBAGE	800.00
101-567-930.000	CEMETERY BUILDING REPAIRS/MAINTENANCE	5,000.00
101-567-931.000	CEMETERY EQUIPMENT REPAIRS/MAINTENANCE	0.00
101-567-934.000	CEMETERY LAND REPAIRS/MAINTENANCE	15,000.00
101-567-970.000	CEMETERY CAPITAL OUTLAY	5,000.00
	Cemetery Total	117,690.00
101-621-826.000	POLUTION CONTROL LEGAL FEES	2,100.00
101-673-836.000	SOUTH COUNTY COMMUNITY SERVICES	15,000.00
101-701-702.000	PLANNING WAGES	11,000.00
101-701-715.000	PLANNING PAYROLL TAXES	850.00
101-701-801.000	PLANNING CONTRACT SERVICES	500.00
101-701-826.000	PLANNING LEGAL FEES	4,500.00
101-701-901.000	PLANNING PRINTING/PUBLICATION	2,000.00
101-701-961.000	PLANNING EDUCATION/TRAINING	200.00
	Planning Total	19,050.00

Schoolcraft Township
FY 2024-2025 Proposed Budget

Appropriations con't:		
101-702-702.000	ZONING WAGES	800.00
101-702-715.000	ZONING PAYROLL TAXES	65.00
101-702-801.000	ZONING CONTRACT SERVICES	1,000.00
101-702-826.000	ZONING LEGAL FEES	1,500.00
101-702-901.000	ZONING PRINTING/PUBLICATION	1,000.00
101-702-961.000	ZONING EDUCATION/TRAINING	200.00
	Zoning Total	4,565.00
101-751-702.000	PARK WAGES	0.00
101-751-715.000	PARK PAYROLL TAXES	0.00
101-751-727.000	PARK SUPPLIES	1,000.00
101-751-758.000	PARK DIESEL FUEL	500.00
101-751-759.000	PARK GASOLINE/FUEL	500.00
101-751-801.000	PARK CONTRACT SERVICES	26,688.00
101-751-860.000	PARK MILEAGE REIMBURSEMENT	0.00
101-751-920.000	PARK ELECTRIC	1,700.00
101-751-927.000	PARK WATER QUALITY MONITORING	500.00
101-751-929.000	PARK GARBAGE	1,300.00
101-751-930.000	PARK BUILDING REPAIRS/MAINTENANCE	2,000.00
101-751-931.000	PARK EQUIPMENT REPAIR/MAINTENANCE	2,000.00
101-751-934.000	PARK LAND/FIELD REPAIRS/MAINTENANCE	5,000.00
101-751-970.000	PARK CAPITAL OUTLAY	10,000.00
	Park Total	51,188.00
101-754-702.000	CONCESSION WAGES	0.00
101-754-715.000	CONCESSION PAYROLL TAXES	0.00
101-754-727.000	CONCESSION SUPPLIES	0.00
101-754-754.000	CONCESSION SMALL EQUIPMENT EXPENSE	0.00
101-754-771.000	CONCESSION INVENTORY/COST OF GOODS SOLD	0.00
101-754-801.000	CONCESSION CONTRACTED SERVICES	0.00
101-754-860.000	CONCESSION MILEAGE REIMBURSEMENT	0.00
101-754-920.000	CONCESSION ELECTRIC	1,000.00
101-754-930.000	CONCESSION BUILDING REPAIR/MAINTENANCE	5,000.00
101-754-931.000	CONCESSION EQUIPMENT REPAIR/MAINTENANCE	1,000.00
101-754-960.000	CONCESSION MISCELLANEOUS	0.00
101-754-961.000	CONCESSION EDUCATION/TRAINING	0.00
101-754-962.000	CONCESSION LICENSE EXPENSE	0.00
101-754-970.000	CONCESSION CAPITAL OUTLAY	0.00
	Concession Total	7,000.00
101-803-880.100	SCHOOLCRAFT HISTORICAL SOCIETY	500.00
101-803-880.200	VICKSBURG HISTORICAL SOCIETY	500.00
	Historical Society Total	1,000.00
TOTAL APPROPRIATIONS Fund 101		1,461,077.75

Schoolcraft Township
FY 2024-2025 Proposed Budget

TOTAL ESTIMATED REVENUES Fund 101		1,219,745.00
TOTAL APPROPRIATIONS Fund 101		1,461,077.75
NET OF REVENUES & EXPENDITURES Fund 101		(241,332.75)
Fund 220 - BARTON LAKE WEED FUND		
Revenues		
220-000-451.000	BARTON LAKE SPECIAL ASSESSMENT REVENUE	38,750.00
Expenditures		
220-000-801.000	BARTON LAKE SAD CONTRACTED SERVICES	38,750.00
TOTAL REVENUES Fund 220		38,750.00
TOTAL EXPENDITURES Fund 220		38,750.00
NET OF REVENUES & EXPENDITURES Fund 220		0.00
Fund 223 - SUNSET LAKE WEED FUND		
Revenues		
223-000-451.000	SUNSET LAKE SPECIAL ASSESSMENT REVENUE	20,200.00
Expenditures		
Dept 000		
223-000-801.000	SUNSET LAKE SAD CONTRACTED SERVICES	20,200.00
TOTAL REVENUES Fund 223		20,200.00
TOTAL EXPENDITURES Fund 223		20,200.00
NET OF REVENUES & EXPENDITURES Fund 223		0.00
TOTAL REVENUES - ALL FUNDS		1,278,695.00
TOTAL EXPENDITURES - ALL FUNDS		1,520,027.75
NET OF REVENUES & EXPENDITURES		(241,332.75)



Sy Spears <personaltouchlandl@gmail.com>

Trade In/Retail Value for 2013 John Deere Z915B with 60 inch deck

1 message

Jack Wiley <jackw@steensmalawn.com>

Mon, Feb 26, 2024 at 12:49 PM

To: "personaltouchlandl@gmail.com" <personaltouchlandl@gmail.com>

Bill,

Based on the available information for the above referenced unit here is the requested information:

Retail Value of \$2,500.00. I received the \$2,500.00 value from a total of 4 salesman at Steensma's.

Estimated tune-up cost of \$400.00 -this is a conservative number, since we didn't perform an in-person inspection of the equipment.

Trade In Value of \$1,600.00

Thanks,

Jack L. Wiley, Jr.

Product Specialist

(269) 375-6476 (Ext 235)



\$400⁰⁰

Oil + Filters
Hydraulic Fluid + Filters
Grease

Also Needs

1 - Belt \$100⁰⁰
2 - Filter Pumps 100.⁰⁰
4 - Bearings \$150.⁰⁰

\$350⁰⁰



JOHN DEERE

Selling Equipment

Quote Id: 7699088

Customer Name: SCHOOLCRAFT TOWNSHIP

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

STEENSMA LAWN & POWER EQUIP
7561 WEST STADIUM DRIVE
KALAMAZOO, MI 49009
269-375-6476

Equipment Notes:

Hours:

Stock Number:

Selling Price *

Contract: 071B0200317_Agricultural, Grounds, and
Roadside Equipment

\$ 2,016.38

Price Effective Date: July 29, 2011

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	[CDATA: Discount]%	Discount Amount	Contract Price	Extended Contract Price
3064XF	SS1079P Pendular Spreader - 3-Point PTO Category I	1	\$ 2,459.00	18.00	\$ 442.62	\$ 2,016.38	\$ 2,016.38

Suggested Price

\$ 2,016.38

Total Selling Price	\$ 2,459.00	\$ 442.62	\$ 2,016.38	\$ 2,016.38
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2013 John D Z915 a

Equipment Notes:

Hours: 0

Stock Number:

Selling Price *

Contract:

\$ 6,795.00

Price Effective Date:

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	[CDATA: Discount]%	Discount Amount	Contract Price	Extended Contract Price
Non Contract item B	John D Z915 b	1	\$ 8,665.00	0.00	\$ 0.00	\$ 8,665.00	\$ 8,665.00

Suggested Price

\$ 8,665.00

Additional Discounts

Misc. Additional Discount

1

\$ 1,870.00 \$ -1,870.00 \$ -1,870.00

Additional Discount Total

\$ 1,870.00 \$ -1,870.00 \$ -1,870.00

CONFIDENTIAL



JOHN DEERE

Selling Equipment

Quote Id: 7699088

Customer Name: SCHOOLCRAFT TOWNSHIP

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:

STEENSMA LAWN & POWER EQUIP
7561 WEST STADIUM DRIVE
KALAMAZOO, MI 49009
269-375-6476

Code	Description	Qty	List Price	[CDATA: Discount]%	Discount Amount	Contract Price	Extended Contract Price
Total Selling Price			\$ 8,665.00		\$ 1,870.00	\$ 6,795.00	\$ 6,795.00



HEALTH & COMMUNITY SERVICES DEPARTMENT

ON AGENDA

November 16, 2023

Dear HHW Center Contract Partner:

Please find attached the contract for services for the 2024 calendar year. When making allotments for 2024, please consider:

1. ERG Environmental Services is the contractor for chemical recycling/disposal. They have been a proven contractor for many years. Costs are \$0.81/pound and may include a fuel surcharge. ERG will still supply cubic yard boxes, drums, labels and pallets at no cost. Pesticides are free as they are still covered by a grant.
2. Valley City is the contractor for recycling electronics. Valley City will pay \$0.03 per pound for central processing units, laptops, cell phones and notebooks. There is no charge for printers. Valley City will supply cubic yard boxes and pallets at no cost and there are no driver or fuel fees.
Miscellaneous electronics (answering machines, CD players/CD's, copiers, electric typewriters, fax machines, hard drives, digital items, etc.) will be charged at \$0.05 per pound; non-CRT televisions/monitors and LED/LCD devices will be charged at \$0.07 per pound; CRT containing devices will be charged at \$0.20 per pound; and projection televisions at \$0.25 per pound.
3. Operational costs will be billed out upon approval of all contracts by County Administration. We ask that you do not send a check until you receive an invoice.
4. Section C of the contract must be filled out:
 - Operational costs are entered in the red box.
 - Enter your allotment for disposal costs in the green box. An estimate for disposal costs is the number of participants in 2022 (found in Section C) X \$10.
 - The blue box equals the total of the red operating costs PLUS the disposal costs entered in the green box.
5. We highly recommend an increase in your 2024 allotment to prevent running out of funds later in the year. The County does not hold the allotment. If there is unused funding at the end of 2024, that money remains with your municipality. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.

We look forward to another successful year of collections and working with your municipality toward the common goal of groundwater protection and landfill use reduction.

Sincerely,

Jennifer Kosak, REHS
Facility Manager
jkosa@kalcounty.com

ENVIRONMENTAL HEALTH UNIT – HOUSEHOLD HAZARDOUS WASTE

1301 Lamont Ave. | Kalamazoo, MI 49048 | 269-373-5211 | www.kalcounty.com/hhw

**AGREEMENT BETWEEN
THE COUNTY OF KALAMAZOO
BY AND THROUGH ITS HEALTH AND COMMUNITY SERVICES DEPARTMENT
AND IT'S ENVIRONMENTAL HEALTH DIVISION/HOUSEHOLD HAZARDOUS
WASTE PROGRAM
201 W. KALAMAZOO AVE., KALAMAZOO, MI 49007**

AND

**SCHOOLCRAFT TOWNSHIP
50 EAST VW AVENUE, SCHOOLCRAFT, MI 49087**

This Agreement is made between the County of Kalamazoo, a municipal corporation and political subdivision of the State of Michigan, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, by and through its Health and Community Services Department's Environmental Health Division/Household Hazardous Waste Program, (hereinafter the "County"), and Schoolcraft Township, 50 East VW Avenue, Schoolcraft, Michigan 49087, (hereinafter the "Municipality").

WHEREAS, the Municipality is in need of Household Hazardous Waste disposal services and is willing to provide funding for such services; and

WHEREAS, the County, by and through its Health and Community Services Department, operates the Household Hazardous Waste Center;

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter made, and under authority of Public Act 451 of 1994, the parties hereto agree as follows:

A. COUNTY RESPONSIBILITIES.

The County shall:

1. Provide household hazardous waste collection services to residents of the Municipality on the condition that the allocated operational costs based on participants are paid, and there are adequate funds on account with the County to pay for disposal costs at the end of each month.
2. Operate the Household Hazardous Waste (HHW) Center at 1301 Lamont Avenue, Kalamazoo. The HHW Center will typically be open for business three (3) days per week, approximately fifty-one (51) weeks per year, including ten (10) Saturdays per year unless a County holiday falls on a Saturday. Intermittent closures of the facility may occur for required training, Expo Center events, inclement weather, and/or power outages.
3. Provide staffing for the HHW Center.

4. Accept the following materials at the HHW Center during collections:

Oil Based Paints	Pesticides	Gasoline
Solvents	Acids/Bases	Paint Thinners
Household Cleaners	Aerosols	Reactives
Garden & Lawn Chemicals	Batteries - all	Automotive Chemicals
Used Motor Oil & Filters	Antifreeze	Ammunition/Flares
Fluorescent Light Bulbs	Electronics	Mercury Containing Devices

The County reserves the right to amend the list of accepted materials, as necessary.

5. May require that a citizen provide a valid Michigan Driver's License or other proof of residency at the time of collection. If such proof of residency is not provided, the citizen may be refused service unless payment is provided at the time of service.
6. Measure the size of each incoming load and assign a 'household equivalent' to each load. One household equivalent is equal to approximately twenty-five (25) gallons or one hundred fifty (150) pounds. Larger loads will be invoiced as a multiple household equivalents.
7. Provide advertisements once per month to promote proper disposal of household hazardous waste. Additional advertisement by the Municipality must have approval of the County as to content. Further, both funding and arranging for additional advertisement will be the responsibility of the Municipality.
8. Provide on-going public education on household hazardous waste and proper disposal methods for such waste. Education efforts may include distribution of flyers and pamphlets and public speaking presentations.
9. Maintain a household hazardous waste hotline, listserv, and website to provide the public with information regarding proper disposal of household hazardous waste and community resources.
10. Contract with a licensed transporter to transport and recycle and/or dispose of materials collected through the program at a facility licensed for such hazardous waste by the State of Michigan. It is understood that the County's agreement with its transporter and disposal contractor designates the contractor as the generator of such materials, and nothing in this Agreement between the County and the Municipality to assist in the financing of the program is intended to place the County or the Municipality in the position of being an owner, transporter, arranger or generator for purposes of federal or state statutes concerning liability for hazardous waste.

B. MUNICIPALITY RESPONSIBILITIES.

The Municipality shall agree to reimburse the County for additional labor costs associated with utilizing contractor personnel as additional staff for collections.

C. FINANCIAL REQUIREMENTS.

1. Under the terms of this Agreement, the Municipality will provide funding for Operational Costs and Disposal Costs. The total of the Municipality allotment will be the combined monetary amounts input in #4 below.
2. Operational Costs are non-refundable regardless of actual participation at the HHW Center and shall be paid in full within thirty (30) days of receipt of the County Finance invoice. Operational costs = 2022 household equivalents 176 x \$15.00:

\$ (**COUNTY FILL IN OPERATIONAL COST SHARE**)
3. Disposal cost is based upon the participation rate of the Municipality and disposal costs from all contractors each month. It is up to the Municipality to budget disposal costs for twelve (12) months. It is highly recommended that this is increased from the previous year. The total the Municipality is budgeting for twelve (12) months is:

\$ (**MUNICIPALITY FILL IN DISPOSAL AMOUNT**)
4. Total allotment amount reserved for 2024:

\$ (**MUNICIPALITY FILL IN SUM OF #2 + #3**).
5. The County will provide an itemized quarterly report to show the rate of participation and the materials disposed.
6. County Finance will invoice operational costs and the first quarter disposal costs. Disposal costs will be invoiced monthly thereafter.
7. If the Municipality would like to utilize the HHW Center to dispose of hazardous waste generated at the Municipality offices, they may do so through the small business program.
8. If a Municipality is notified that funding for disposal costs is running out during the year, the County reserves the right to charge residents at the door.
9. If a Municipality chooses not to participate, residents may use the HHW Center at the current rate plus disposal costs. For 2024 this is \$39.00 per household equivalent.

D. INDEPENDENT CONTRACTOR.

It is understood and agreed by both parties hereto that the County is an independent contractor. The Municipality is not responsible for the County's federal, state or local income tax deductions, or any other responsibilities of state or federal laws concerning employment status.

E. AMENDMENTS.

Modifications, addendums, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the authorized representatives of both the County and the Municipality. The County may send a Letter of Understanding (LOU) to the Municipality as an addendum to this Agreement to add additional funding to the current Agreement amount, if additional funding is needed. If a Municipality does not respond to the LOU by the deadline, the County reserves the right to charge residents at the door without further notice.

F. INSURANCE.

Each party shall purchaser and maintain, at its sole expense as it is a party to this Agreement, sufficient insurance coverage or self-insurance to cover its performance hereunder.

G. LIABILITY.

1. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Municipality in the performance of this Agreement shall be the responsibility of the Municipality, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Municipality, any subcontractor, anyone directly or indirectly employed by the Municipality, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to the Municipality or its employees by statutes or court decisions.
2. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the Municipality if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.
3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the Municipality in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the Municipality in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, the Municipality or their employees, respectively, as provided by statute or court decisions.

H. NONDISCRIMINATION.

Municipality, as required by law, shall not discriminate against a person to be served or an 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 race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. Municipality agrees to follow all applicable Federal, State and local laws, ordinances, rules, regulations and policies prohibiting discrimination, including, but not limited to, the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder.
4. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach. In the event that Municipality is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to the breaching party.

I. SEVERABILITY.

If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of the Agreement shall remain in full force and effect.

J. ENTIRE AGREEMENT.

This Agreement and any addendums or amendments made through the written mutual consent of the authorized representatives of both the County and the Municipality constitute the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Paragraph heading D. The failure of any Party to insist on the strict performance of any condition, promise, agreement, or undertaking set forth herein shall not be construed as a waiver or relinquishment of the right to insist upon strict performance of the same condition, promise, agreement or undertaking at a future time.

K. HEADINGS.

The Headings or Titles of the Sections and Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between a

Heading or Title and the text of the section or paragraph, the text shall control.

L. NOTICE.

Any Notice/Communication required, or permitted, under this Agreement from one party to another, shall be deemed effective if the party sending the Notice/Communication hand delivers, e-mails or first class mails the Notice/Communication to the other party or if the party sends the Notice/Communication through first class mail or email to the other party. The parties agree that Notices and Communications should be sent to the parties at the following addresses:

MUNICIPALITY

Schoolcraft Township
Mr. Don Ulsh
Supervisor
50 East VW Avenue
Schoolcraft, MI 49087

COUNTY

Kalamazoo County
Household Hazardous Waste Center
Attn: Jennifer Kosak
1301 Lamont Avenue
Kalamazoo MI 49001

CC: Corporate Counsel

M. PERIOD OF AGREEMENT.

The term of this Agreement shall be from January 1, 2024 through December 31, 2024, unless terminated earlier as provided.

N. TERMINATION.

This Agreement may be terminated by either party heretofore at will by providing a thirty (30) day written notice to the other party.

O. CHOICE OF LAW AND FORUM.

This Agreement is to be interpreted by the laws of the State of Michigan. In the event any disputes arise under this Agreement, it is understood and agreed that any legal or equitable action resulting from such disputes shall be in Michigan Courts whose jurisdiction and venue shall be established in accordance in the Circuit Court for the County of Kalamazoo.

P. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or agency.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized officers, have executed this Agreement as of the date written below.

FOR THE MUNICIPALITY

Printed or Typed Name Title

Signature Date

FOR THE COUNTY OF KALAMAZOO

Printed or Typed Name Title

Signature Date

Approved for use as a template on behalf of **KALAMAZOO
COUNTY GOVERNMENT
CORPORATION COUNSEL**
By: Angelina M. Barnes
Date: October 18, 2023

Approved as to form by on behalf of **KALAMAZOO COUNTY
GOVERNMENT
CORPORATION COUNSEL**
By:
Date:

ON AGENDA

SiegfriedCrandallPC
Certified Public Accountants & Advisors

246 E. Kilgore Road
Portage, MI 49002-5599
www.siegfriedcrandall.com

Telephone 269-381-4970
800-876-0979
Fax 269-349-1344

February 26, 2024

Members of the Township Board
Township of Schoolcraft
50 East VW Avenue
Vicksburg, MI 49097

We are engaged to audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Schoolcraft as of and for the year ended March 31, 2024. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 26, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the combining nonmajor governmental fund financial statements, which accompany the financial statements but are not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Township of Schoolcraft and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Township's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Township's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of reconciliations of various account balances based on information provided by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your Township functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Township of Schoolcraft's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Township and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Township's fiscal year. The Township's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Township of Schoolcraft.

This information is intended solely for the use of the Board members and management of the Township of Schoolcraft and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink that reads "Steven J. Bryer". The signature is written in a cursive, flowing style.

Steven J. Bryer, Shareholder

ON AGENDA

February 26, 2024

Members of the Township Board
Township of Schoolcraft
50 East VW Avenue
Vicksburg, MI 49097

We are pleased to confirm our understanding of the services we are to provide the Township of Schoolcraft for the year ended March 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township of Schoolcraft as of and for the year ended March 31, 2024. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township of Schoolcraft's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township of Schoolcraft's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Township of Schoolcraft's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning:

1. Management override of controls

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township of Schoolcraft's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of reconciliations of various account balances based on information provided by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with GAAP, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission to consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Steven J. Bryer is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$8,800. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Township of Schoolcraft's financial statements. Our report will be addressed to the Township Board of the Township of Schoolcraft. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Township Board
Township of Schoolcraft
Page 5
February 26, 2024

We appreciate the opportunity to be of service to the Township of Schoolcraft and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.

A handwritten signature in black ink that reads "Steven J. Bryer". The signature is written in a cursive, flowing style.

Steven J. Bryer, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Township of Schoolcraft.

By: _____

Title: _____

Date: _____