

EAGLE TOWNSHIP
EAGLE TOWNSHIP HALL
14318 MICHIGAN ST
EAGLE, MI 48822

TOWNSHIP BOARD MEETING AGENDA
April 17, 2025 at 6:00 pm

Call to Order: _____ p.m. – Pledge of Allegiance

Members Present: Briggs-Dudley _____, C. Hoppes _____, Stroud _____, Currie _____, M. Hoppes _____,

Presentation by City of Portland Recreation.

Citizen's Comments (Items not on the agenda)

Please be respectful to everyone, any side conversations need to happen outside of this hall.

Consent Agenda:

1. Minutes from March 20, 2025 Meeting
2. Minutes from March 29, 2025 Public Hearing and Meeting
3. February 2025 Financials
4. Communications

Agenda Approval:

A. Reports

1. County Commissioner Report
2. LGRFA Report
3. Eagle Township Planning Commission Report
4. Code Enforcement Report
5. Board Members Report

B. Accounts Payable:

1. Bill Payment List

Scan QR Code for Packet

C. Planning and Zoning Requests

- 1.

D. Old Business:

1. PFAS cleanup update

E. New Business:

1. City of Portland Recreation request
2. Fireworks Display Permit
3. Clinton County Catalyst renewal
4. Updated Right of Burial Certificate
5. Niles Cemetery Miscellaneous
6. Board Policy Updates (budget, purchasing, training clarification, SSN)
7. Budget Amendments & Fund Balances
8. BS&A Online Payments
9. Newsletter for Summer Tax mailing

F. Citizens Comments

G. Adjourn (time) _____ p.m.

Next Eagle Township Board Meeting will be on Thursday, May 15, 2025, at 6 pm.

If you wish to address the Board, please begin by stating your name and address. Also, please limit your comments to 3 minutes...thank you.

Minutes
Eagle Township Board Meeting
Thursday, March 20, 2025
Eagle Twp. Hall - 14318 Michigan Street, Eagle, MI 48822

1. **Call to Order:** Meeting was called to order by Supervisor Stroud at 6:00 pm. Pledge of Allegiance.
2. **Present:** Supervisor Troy Stroud, Clerk Laurie Briggs-Dudley, Treasurer Chelsea Hoppes, Trustee Rob Currie. Absent: Trustee Michelle Hoppes
3. **Others Present:** Zach Rudat, Clinton County Commissioner; Will Heath, Superintendent Portland Public Schools; Becky Manika, Derrick Stair, Tony Deardorff, Sarah Dawson, Portland Public Schools; Tim Fair, Clinton County Catalyst; Randy Redmer, Michigan Waste & Environmental Services
4. **Citizens Present:** Dan and Cori Feldpausch, Janine Dyer, Dennis Strahle, Linn Romanik, Curt Kenyon, San Juanita Lira.
5. **Presentation Portland Public Schools Portrait of a Learner:** Superintendent Will Heath presented a new program they are working on at Portland Public Schools called Portrait of a Learner. This program will identify 4-6 skills and dispositions that the students will learn, practice, and demonstrate from Kindergarten through 12th grade to make them successful throughout school and beyond. The Superintendent also is projecting that there will be a small bond proposal in the fall of 2025 and a large bond proposal in the fall of 2027.
6. **Citizens Comments:** Tim Fair congratulated Supervisor Stroud for being awarded the Clinton County Conservationist of the Year award.
7. **Consent Agenda:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to accept the consent agenda as amended. Motion carried.
8. **Agenda Approval:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to approve the agenda as amended. Motion carried.
9. **Clinton County Commissioner Report:** Commissioner Rudat reported that he would like to see the rodeo return to Clinton County this year and will try to help raise private funds to cover the required liability insurance as recommended by Michigan Municipal Risk Management Authority. Lansing Economic Area Partnership (LEAP) made a presentation to the Board of Commissioners. Commissioner Rudat is not in favor of renewing the county contract with LEAP for a dedicated resource as no other counties are paying for this service. The utility-scale wind energy ordinance update from the Planning Commission was adopted which sets a lower permissible decibel for nighttime. The County held a special infrastructure meeting on March 17 to discuss the jail. A follow-up meeting will be held in May.
10. **LGRFA Report:** Supervisor Stroud is now representing Eagle Township on the Looking Glass Regional Fire Authority board. He reported that the fire department is questioning a large brush burning fire was held in Eagle Township last fall and is unsafe. Watertown Charter Township is working to upgrade their own website and will be working with LGRFA to convert the LGRFA website as part of

this project. Watertown staff will continue to support the website after the conversion. The tornado sirens were tested on Wednesday, March 19. The siren in the village did go off.

11. **Planning Commission Report:** Trustee Currie reported that the Planning Commission is continuing to work on rules around shipping containers in the Interim Zoning Ordinance (IZO). They continued to review several additional sections of the IZO line by line as they work through comparing to other zoning ordinances. Discussions on ways to save money by grouping changes. Working to get copies of prior Clinton County zoning ordinances. The March meeting was cancelled, and the election of a new Chairperson to replace Trustee Currie will be held at the April meeting.
12. **Accounts Payable:** Motion by Clerk Briggs-Dudley supported by Supervisor Stroud to approve paying the bills as presented as well as all other regular monthly bills. Motion carried.
13. **Interim Zoning Ordinance Amendment for Mineral Resources, Pond, Data Center:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to adopt Resolution 03-20-2025-03 A Resolution Adopting an Ordinance 03-2025 Amending the Interim Zoning Ordinance as amended to correct the resolution title, Clinton County Planning Commission comments, the removal of Section 3 regarding shipping containers, renumbering of subsequent ordinance sections, change section 6.12 Ponds to replace “Michigan Department of Environmental Quality” with “State of Michigan regulations”, and to remove grammatical amendment correction item D in 6.08(A)(3) . Roll Call Yes Votes: Clerk Briggs-Dudley, Treasurer C. Hoppes, Trustee Currie, Supervisor Stroud. Absent: Trustee M. Hoppes. No Votes: None. Resolution adopted.
14. **Sick Leave Policy Update:** Motion by Treasurer C. Hoppes supported by Trustee Currie to adopt Resolution 03-20-2025-01 A Resolution to Adopt a Work Policy including updates to the Work Policy regarding rules around schedules. Roll Call Yes Votes: Treasurer C. Hoppes, Trustee Currie, Clerk Briggs-Dudley, Supervisor Stroud. Absent: Trustee M. Hoppes. No Votes: None. Resolution adopted.

Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to adopt Resolution 03-20-2025-02 A Resolution to Update the Sick Leave Policy. Roll Call Yes Votes: Trustee Currie, Treasurer C. Hoppes, Clerk Briggs-Dudley, Supervisor Stroud. Absent: Trustee M. Hoppes. No Votes: None. Resolution adopted.

Motion by Clerk Briggs-Dudley supported by Supervisor Stroud to pay for mowing on an hourly rate instead of a per occurrence rate to accommodate the new ESTA Sick Leave Policy. Motion carried.
15. **Fence Viewer Update:** Memo from attorney Mike Homier explained the responsibilities of a Fence Viewer as stated in MCL 43.54(1). In summary, property line disputes are to be handled by a licensed surveyor or legal proceedings.
16. **Clinton County Road Commission Contracts Part 2:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to approve the Supervisor, Clerk, and Treasurer to sign additional Clinton County Road Commission contracts for 2025 for chloride, overband, mowing, and Tallman Road culvert replacement for a total of \$63,112.42. Roll Call Yes Votes: Clerk Briggs-Dudley, Trustee Currie, Treasurer C. Hoppes, Supervisor Stroud. Absent: Trustee M. Hoppes. No Votes: None. Motion carried.

17. **Planning Commission Member recommendation:** Motion by Supervisor Stroud supported by Trustee Currie to appoint Courina Feldpausch to the Planning Commission to complete the term vacated by Rob Currie through July 20, 2025. Motion carried.

Motion by Clerk Briggs-Dudley supported by Supervisor Stroud to approve the new Planning Commission member attend Michigan Township Association (MTA) Planning and Zoning training and MSU Citizen Planner training and purchase books to be reimbursed after completion of training. Motion carried.

18. **Board of Review Alternate Appointment:** No action.

19. **McKenna Contract Amendment:** Board discussed and elected not to approve this addendum for monthly flat rate fee for communications with applicants and recordkeeping services.

20. **Niles Cemetery Cleanup:** Motion by Treasurer C. Hoppes supported by Trustee Currie to accept quote submitted by J&R Lawn and Snow LLC for Niles Cemetery cleanup for a cost of \$2,050 for FY 25-26. Roll Call Yes Votes: Clerk Briggs-Dudley, Trustee Currie, Treasurer C. Hoppes, Supervisor Stroud. No Votes: None. Absent: Trustee M. Hoppes. Motion carried.

21. **PFAS Cleanup:** Supervisor Stroud is coordinating a special meeting with various interested parties such as Michigan Environment, Great Lakes, and Energy Department (EGLE); Randy Redmer, Michigan Waste and Environmental Services; Phil Hanses, Clinton County Drain Commissioner; regarding how to clean up the PFAS ground contamination at the Transfast Trucking site on Wright Road. EGLE has started their next round of PFAS cleanup grants.

22. **Tri-County Metro Narcotics Squad:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to contribute \$500 for FY 25-26 to the Tri-County Metro Narcotics Unit in combatting the influx of drugs in Clinton, Ingham, and Eaton Counties. Motion carried.

23. **Tri-County HomeWorks BEAD Support Letter:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to approve the Supervisor sign a letter in support of the Michigan BEAD (Broadband Equity Access and Deployment program) Grant application for HomeWorks Tri-County Electric Cooperative to address additional broadband in Eagle Township. Motion carried.

24. **Budget Amendments:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to accept budget amendments as presented:

General Funds

Decrease budgeted amount for 101 101 956.000 Dues by \$400.

Increase budgeted amount for 101 101 752.000 Supplies by \$400.

Decrease budgeted amount for 101 101 810.000 Accounting Prof Services by \$700.

Increase budgeted amount for 101 101 850.000 Communications by \$700.

Decrease budgeted amount for 101 101 810.000 Accounting Prof Services by \$400.

Increase budgeted amount for 101 215 752.000 Clerk Supplies by \$400.

Decrease 101 727 880.000 Community Improvement by \$4,000.
Increase 101 266 806.000 Legal Fees by \$4,000.

Whispering Winds Street Lights

Decrease Whispering Winds fund balance by \$600.
Increase budgeted amount for 219 448 925.000 Street Lights by \$600.

Motion carried.

25. **Lincoln Brick Park Support Letter:** Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to approve the Supervisor sign a letter in support of Eaton County Parks Department to acquire additional land to expand Lincoln Brick Park in Grand Ledge. Motion carried.
26. **Adjournment:** Motion by Treasurer C. Hoppes supported by Supervisor Stroud to adjourn the meeting at 8:30 pm. Motion carried.

Laurie Briggs-Dudley, Clerk

Minutes
Eagle Township Budget Workshop
Thursday, March 20, 2025
Eagle Twp. Hall - 14318 Michigan Street, Eagle, MI 48822

1. **Call to Order:** Meeting was called to order by Supervisor Stroud at 8:41 pm.
2. **Present:** Supervisor Troy Stroud, Clerk Laurie Briggs-Dudley, Treasurer Chelsea Hoppes, Trustee Rob Currie. Absent: Trustee Michelle Hoppes
3. **Citizens Present:** Dan and Cori Feldpausch, Dennis Strahle, Linn Romanik, Curt Kenyon, San Juanita Lira.
4. **Citizens Comments:** None.
5. **Agenda Approval:** Motion by Clerk Briggs-Dudley supported by Supervisor Stroud to approve the agenda as presented. Motion carried.
6. **Budget Workshop FY 2025-2026:** The Township Board discussed and reviewed the 2025/2026 proposed budget.

Motion by Clerk Briggs-Dudley supported by Treasurer C. Hoppes to approve renewal of Michigan Townships Association Premium Pass subscription at a cost of \$1,900 for FY 25-26 and to track usage for evaluation next fiscal year. Roll Call Yes Votes: Trustee Currie, Clerk Briggs-Dudley, Treasurer C. Hoppes, Supervisor Stroud. No Votes: None. Absent: Trustee M. Hoppes. Motion carried.

7. **Adjournment:** Motion by Treasurer C. Hoppes supported by Trustee Currie to adjourn the meeting at 9:55 pm. Motion carried.

Laurie Briggs-Dudley, Clerk



Laurie Briggs-Dudley <clerk@eagletownshipmi.gov>

Recreation Programming - Contribution Request

Mindy Tolan <citytreasurer@portland-michigan.org>

Fri, Apr 11, 2025 at 6:23 PM

To: "clerk@eagletownshipmi.gov" <clerk@eagletownshipmi.gov>

Cc: Neil Brown <nbrown@portland-michigan.org>, Andrew Dymczyk <andydymczyk@gmail.com>

Good Evening, Laurie,

It was a pleasure speaking to you on the phone. Thank you for the information you provided. As I briefly discussed, the City of Portland provides a Recreation Program to your residents. We have included our annual report in this email, which you will see shows an annual participation rate from Eagle Township of around 124 individuals (youth and adults). The youth programs we offer are made up of around 6-8% of Eagle township residents.

We enjoy being able to offer the programs that we do, but we have been struggling financially to be able to provide them. There are many costs associated with providing these program, including but not limited to, online registration, equipment, officials, and having an employee to coordinate all the teams/schedules.

We are reaching out to all the jurisdictions that we currently serve to humbly ask if you would consider giving a contribution before June 15th of this year? Our ideal ask would be \$5,000 – as 7% of our budget is around \$10,000 and the registration fees can cover about half of the expenses.

We understand that this may not be possible, since you did not have it in your budget, so we would absolutely appreciate anything that you could give. Please discuss this with your board members, as we would like to come up with a plan going forward for future years. We are happy to come present at your April 17th meeting if it would be helpful for us to be able to answer any questions. Please let me know if you would like us to attend this meeting or any others.

Also attached here is a list of the programs and our April Newsletter. I know other townships plan to mail the program schedule out with their property tax bills this summer, please feel free to do the same.

Have a wonderful weekend!

Thank you,

Mindy Tolan

Mindy Tolan, MiCPT

Finance Director/Treasurer

City of Portland

Phone: (517) 647-2933

Fax: (517) 647-2938



3 attachments

 **Annual Recreation Report 2024.pdf**
675K

 **Full Program & Event Schedule.pdf**
413K

 **April 2025 Newsletter.pdf**
1233K



**City of Portland
Recreation Department
Annual Report 2024**

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Participation Statistics

- Total Program Participants: 1,907
- Youth Programs Participation: 835
- Adult Programs Participation: 419
- Special Events Attendance: 653

RESIDENCY	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	523	27%
<i>Portland Township</i>	378	20%
<i>Danby Township</i>	329	17%
<i>Eagle Township</i>	124	7%
<i>Orange Township</i>	74	4%
<i>Lyons Township</i>	59	3%
<i>Sebewa Township</i>	86	5%
<i>Other</i>	334	18%
Total	1,907	100%

Financial Overview

REVENUE	
<i>Program Revenue</i>	\$ 81,109.00
<i>City of Portland Contribution</i>	\$ 32,000.00
<i>Danby Township Contribution</i>	\$ 6,500.00
<i>Portland Township Contribution</i>	\$ 8,000.00
TOTAL	\$ 127,609.00

EXPENSES	
<i>Program Expenditures</i>	\$ 33,313.26
<i>Personnel</i>	\$ 65,531.35
<i>Administrative Services</i>	\$ 25,489.92
<i>Rec Software Services</i>	\$ 4,365.46
<i>Property Ins./Vehicle Rental</i>	\$ 1,014.21
<i>Office Supplies/Equip. Contracts</i>	\$ 2,355.44
TOTAL	\$ 132,069.60

Total Revenue	\$ 127,609.00
Total Expenses	\$ 132,069.60
TOTAL BALANCE	\$ -4,460.60

Youth Leagues

Youth Basketball

Participation Numbers

RESIDENCY	1st/2nd Boys	1st/2nd Girls	M/W DK/K	T/Th DK/K	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	15	9	16	9	49	24%
<i>Portland Township</i>	18	8	3	12	41	20%
<i>Danby Township</i>	13	17	9	12	51	25%
<i>Eagle Township</i>	5	3	2	2	12	6%
<i>Orange Township</i>	2	2	3	4	11	5%
<i>Lyons Township</i>	4	1	3	1	9	4%
<i>Sebewa Township</i>	2	1	0	4	7	3%
<i>Other</i>	11	9	4	2	26	13%
Total	70	50	40	46	206	100%

Revenue and Expenses

REVENUE

<i>1st/2nd Grade Boys Registration</i>	\$	3,830.00
<i>1st/2nd Grade Girls Registration</i>	\$	2,690.00
<i>M/W DK/K Registration</i>	\$	1,720.00
<i>T/Th DK/K Registration</i>	\$	1,970.00
TOTAL	\$	10,210.00

EXPENSES

<i>1st/2nd Grade Jerseys</i>	\$	1,202.00
<i>DK/K Shirts</i>	\$	528.00
<i>DK/K Basketballs</i>	\$	230.95
TOTAL	\$	1,960.95

Total Revenue	\$	10,210.00
Total Expenses	\$	1,960.95
TOTAL BALANCE	\$	8,249.05

Youth Baseball & Softball

Participation Numbers

<i>RESIDENCY</i>	<i>M/W T-Ball</i>	<i>T/Th T-Ball</i>	<i>DK/K Coach Pitch</i>	<i>1st/2nd Softball</i>	<i>TOTAL PARTICIPANTS</i>	<i>%</i>
<i>City of Portland</i>	14	17	22	14	67	32%
<i>Portland Township</i>	11	15	12	13	51	24%
<i>Danby Township</i>	7	5	15	22	49	23%
<i>Eagle Township</i>	2	2	4	4	12	6%
<i>Orange Township</i>	0	3	5	1	9	4%
<i>Lyons Township</i>	0	0	3	0	3	1%
<i>Sebewa Township</i>	0	3	1	4	8	4%
<i>Other</i>	2	6	3	1	12	6%
Total	36	51	65	59	211	100%

Revenue and Expenses

REVENUE

<i>M/W T-Ball Registration</i>	\$	1,710.00
<i>T/Th T-Ball Registration</i>	\$	2,455.00
<i>DK/K Coach Pitch Registration</i>	\$	3,070.00
<i>1st/2nd Grade Softball Registration</i>	\$	2,755.00
<i>HomeWorks Connect Sponsorship</i>	\$	1,500.00
TOTAL	\$	11,490.00

EXPENSES

<i>T-Ball Shirts</i>	\$	564.00
<i>DK/K Coach Pitch Shirts</i>	\$	402.50
<i>1st/2nd Grade Softball Shirts</i>	\$	345.00
TOTAL	\$	1,311.50

Total Revenue	\$	11,490.00
Total Expenses	\$	1,311.50
TOTAL BALANCE	\$	10,178.50

Youth Flag Football

Participation Numbers

RESIDENCY	4/5-Year-Old	DK/K/1st	2nd/3rd	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	12	19	13	44	33%
<i>Portland Township</i>	9	12	9	30	23%
<i>Danby Township</i>	4	10	7	21	16%
<i>Eagle Township</i>	3	5	5	13	10%
<i>Orange Township</i>	0	3	2	5	4%
<i>Lyons Township</i>	0	1	1	2	2%
<i>Sebewa Township</i>	0	3	4	7	5%
<i>Other</i>	2	5	3	10	8%
Total	30	58	44	132	100%

Revenue and Expenses

REVENUE	
<i>4/5 Year-Old Registration</i>	\$ 1,410.00
<i>DK/K/1st Grade Registration</i>	\$ 2,800.00
<i>2nd/3rd Grade Registration</i>	\$ 2,170.00
TOTAL	\$ 6,380.00
EXPENSES	
<i>4/5 Year-Old Shirts</i>	\$ 172.50
<i>DK/K/1st Grade Shirts</i>	\$ 510.00
<i>2nd/3rd Grade Shirts</i>	\$ 374.00
TOTAL	\$ 1,056.50
Total Revenue	\$ 6,380.00
Total Expenses	\$ 1,056.50
TOTAL BALANCE	\$ 5,323.50

Youth Soccer

Participation Numbers

RESIDENCY	DK/K	1st	2nd/3rd	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	17	13	10	40	31%
<i>Portland Township</i>	11	7	7	25	20%
<i>Danby Township</i>	7	9	13	29	23%
<i>Eagle Township</i>	3	5	0	8	6%
<i>Orange Township</i>	2	1	2	5	4%
<i>Lyons Township</i>	1	2	2	5	4%
<i>Sebewa Township</i>	2	2	0	4	3%
<i>Other</i>	5	2	4	11	9%
Total	48	41	38	127	100%

Revenue and Expenses

REVENUE	
<i>DK/K Registration</i>	\$ 2,360.00
<i>1st Grade Registration</i>	\$ 2,045.00
<i>2nd/3rd Grade Registration</i>	\$ 1,830.00
TOTAL	\$ 6,235.00
EXPENSES	
<i>Shirts for All Leagues</i>	\$ 650.00
TOTAL	\$ 650.00
Total Revenue	\$ 6,235.00
Total Expenses	\$ 650.00
TOTAL BALANCE	\$ 5,585.00

Adult Leagues

Adult Basketball

Participation Numbers

RESIDENCY	Number of Participants	%
<i>City of Portland</i>	34	18%
<i>Portland Township</i>	24	13%
<i>Danby Township</i>	6	3%
<i>Eagle Township</i>	5	3%
<i>Orange Township</i>	1	1%
<i>Lyons Township</i>	2	1%
<i>Sebewa Township</i>	4	2%
<i>Other</i>	116	60%
Total	192	100%

Revenue and Expenses

REVENUE	
<i>Team Registration</i>	\$ 10,370.00
<i>Player Fees</i>	\$ 5,195.00
TOTAL	\$ 15,570.00

EXPENSES	
<i>Officials</i>	\$ 8,320.00
<i>Scorekeepers</i>	\$ 1,248.00
<i>Trophies</i>	\$ 180.00
<i>Shirts</i>	\$ 365.00
TOTAL	\$ 10,113.00

Total Revenue	\$ 15,570.00
Total Expenses	\$ 10,113.00
TOTAL BALANCE	\$ 5,457.00

Adult Softball (Summer & Fall)

Participation Numbers

RESIDENCY	SUMMER Men's	SUMMER Coed	FALL Men's	FALL Coed	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	31	6	12	18	67	30%
<i>Portland Township</i>	15	11	10	6	42	19%
<i>Danby Township</i>	3	3	1	2	9	4%
<i>Eagle Township</i>	0	2	1	4	7	3%
<i>Orange Township</i>	3	2	2	2	9	4%
<i>Lyons Township</i>	1	4	3	4	12	5%
<i>Sebewa Township</i>	1	0	1	0	2	1%
<i>Other</i>	7	22	21	29	79	35%
Total	61	50	51	65	227	100%

Revenue and Expenses

	REVENUE	SUMMER	FALL	TOTAL
<i>Men's Team Registration</i>	\$	3,325.00	\$ 2,400.00	\$ 5,725.00
<i>Men's Player Fees</i>	\$	1,350.00	\$ 350.00	\$ 1,350.00
<i>Coed Team Registration</i>	\$	2,250.00	\$ 2,800.00	\$ 5,050.00
<i>Coed Player Fees</i>	\$	1,360.00	\$ 585.00	\$ 1,945.00
<i>Player Fee Add-Ons</i>	\$	0.00	\$ 1,600.00	\$ 1,600.00
TOTAL	\$	8,285.00	\$ 6,135.00	\$ 14,420.00

	EXPENSES	SUMMER	FALL	TOTAL
<i>Umpires</i>	\$	3,420.00	\$ 2,925.00	\$ 6,345.00
<i>Scorekeepers</i>	\$	912.00	\$ 780.00	\$ 1,692.00
<i>Shirts</i>	\$	318.00	\$ 278.00	\$ 596.00
<i>Trophies</i>	\$	100.00	\$ 100.00	\$ 200.00
TOTAL	\$	4,750.00	\$ 4,083.00	\$ 8,833.00

	SUMMER	FALL	TOTAL
Total Revenue	\$ 8,285.00	\$ 6,135.00	\$ 14,420.00
Total Expenses	\$ 4,750.00	\$ 4,082.00	\$ 8,832.00
TOTAL BALANCE	\$ 3,535.00	\$ 2,053.00	\$ 5,588.00

Youth Instructional Programs

Summer Tennis

Participation Numbers

RESIDENCY	Ankle Biters	Stringers	Acers	MS	HS	Junior Travel	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	6	10	6	7	4	1	34	28%
<i>Portland Township</i>	4	2	3	8	5	15	37	30%
<i>Danby Township</i>	6	7	1	3	1	2	20	16%
<i>Eagle Township</i>	2	1	0	4	0	1	8	7%
<i>Orange Township</i>	0	1	0	1	0	1	3	2%
<i>Lyons Township</i>	2	2	2	2	3	1	12	10%
<i>Sebewa Township</i>	0	0	0	0	0	0	0	0%
<i>Other</i>	3	3	1	1	0	0	8	7%
Total	23	26	13	26	13	21	122	100%

Revenue and Expenses

REVENUE	
<i>Ankle Biters Registration</i>	\$ 575.00
<i>Stringers Registration</i>	\$ 1,300.00
<i>Acers Registration</i>	\$ 650.00
<i>Middle School Registration</i>	\$ 1,950.00
<i>High School Registration</i>	\$ 975.00
<i>Junior Travel Registration</i>	\$ 2,520.00
TOTAL	\$ 7,970.00
EXPENSES	
<i>Instructor</i>	\$ 4,308.00
<i>Shirts</i>	\$ 1,638.00
TOTAL	\$ 5,946.00
Total Revenue	\$ 7,970.00
Total Expenses	\$ 5,946.00
TOTAL BALANCE	\$ 2,024.00

TOT Soccer

Participation Numbers

RESIDENCY	3-Year-Old	4-Year-Old	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	4	3	7	19%
<i>Portland Township</i>	6	7	13	35%
<i>Danby Township</i>	3	3	6	16%
<i>Eagle Township</i>	3	0	3	8%
<i>Orange Township</i>	0	0	0	0%
<i>Lyons Township</i>	1	1	2	5%
<i>Sebewa Township</i>	0	0	0	0%
<i>Other</i>	3	3	6	16%
Total	20	17	37	100%

Revenue and Expenses

REVENUE	
<i>3-Year-Old Registration</i>	\$ 900.00
<i>4-Year-Old Registration</i>	\$ 765.00
TOTAL	\$ 1,665.00
EXPENSES	
<i>Instructor</i>	\$ 971.25
<i>Soccer Balls</i>	\$ 199.96
TOTAL	\$ 1,171.21
Total Revenue	\$ 1,665.00
Total Expenses	\$ 1,171.21
TOTAL BALANCE	\$ 493.79

Special Events

Daddy Daughter Dance

Participation Numbers

RESIDENCY	Wednesday	Thursday	TOTAL PARTICIPANTS	%
<i>City of Portland</i>	60	121	181	23%
<i>Portland Township</i>	48	67	115	18%
<i>Danby Township</i>	60	78	138	23%
<i>Eagle Township</i>	26	30	56	10%
<i>Orange Township</i>	15	16	31	6%
<i>Lyons Township</i>	4	8	12	2%
<i>Sebewa Township</i>	19	35	54	7%
<i>Other</i>	28	38	66	11%
Total	260	393	653	100%

Revenue and Expenses

REVENUE	
<i>Wednesday Registration</i>	\$ 2,873.00
<i>Wednesday DOOR Registration</i>	\$ 280.00
<i>Thursday Registration</i>	\$ 4,296.00
<i>Thursday DOOR Registration</i>	\$ 520.00
TOTAL	\$ 7,169.00
EXPENSES	
<i>DJ</i>	\$ 575.00
<i>Hall Rental</i>	\$ 300.00
<i>Pictures</i>	\$ 858.00
<i>Giveaway/Plush</i>	\$ 336.96
<i>Supplies (Food, Drink, Etc.)</i>	\$ 201.14
TOTAL	\$ 2,271.10
Total Revenue	\$ 7,169.00
Total Expenses	\$ 2,271.10
TOTAL BALANCE	\$ 4,897.90



E-NEWSLETTER

PORTLAND PARKS & RECREATION



DIY SUCCULENT GARDEN

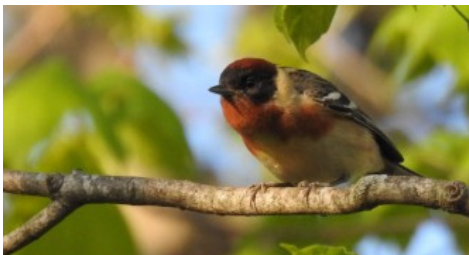
Join us on Tuesday, May 6, from 6:00PM-7:30PM at First Congregational Church for a fun, hands-on event where you'll decorate your own pot and fill it with succulents of your choice! Whether you're a seasoned gardener or just looking to get creative, this event is perfect for plant lovers of all ages. Create a unique piece of art to keep or gift to someone special - perfect for Mother's Day! Supplies and refreshments will be provided.
Cost: \$25 for your first pot + \$15 for each additional pot



NATURE THERAPY: BIRDING



CREDIT: LARRY CHAPIN



Have you ever wondered what kinds of wild birds call Portland home?
 Or which species pass through our area during migration?

Join us for Birding Opportunities Along Portland's Walking Trails and River Corridors, a free informational seminar on Tuesday, April 22, at 6:00PM at First Congregational Church. Guest speaker Aaron Kortenhoven from MSU Extension will share insights on local birds, migration patterns, and top birdwatching spots.

This event marks the launch of Nature Therapy, a new monthly community-outreach program co-sponsored by First Congregational Church and Portland Parks & Recreation. Designed to inform, inspire, and connect people with Portland's unique outdoor recreational opportunities, Nature Therapy events are **free** and open to all.

Registration is not required but will help better plan future programs.



E-NEWSLETTER

PORTLAND PARKS & RECREATION

SUMMER REGISTRATION NOW OPEN

Summer registration is now open! Register online at portlandmi.recdesk.com.

T-BALL - DEADLINE: MAY 19

For boys and girls ages 4-5, these leagues are intended to develop fundamental skills while having fun. Choose the program that works best for your schedule - Mondays and Wednesdays **OR** Tuesdays and Thursdays. Participants must provide their own gloves. Leagues begin in June.

Cost: \$50 Res/\$60 NR

DK/K/1ST GRADE FLAG FOOTBALL - DEADLINE: JUNE 16

This coed league takes place on Tuesdays and Thursdays at Bogue Flats beginning in July. Mouth guards are **REQUIRED** to participate and must be provided by the participant.

Cost: \$50 Res/\$60 NR



TOT SOCCER CAMP - DEADLINE: JULY 21

Led by the high school coaches and players, this three-day camp focuses on skill development through fun drills and games. The camp runs Monday-Wednesday, August 4-6 at the Portland High School soccer field.

New this year, we added a session for ages 5-6! Ages 3-4: 6:00PM-6:45PM | Ages 5-6: 7:00PM-7:45PM

Cost: \$45/child (includes a ball to keep!)

SUMMER TENNIS

Welcome to another summer of tennis FUN! Please see below for camp details. Register by June 9 to be guaranteed a Portland Summer Tennis shirt. Grades are based on Fall 2025.

ANKLE BITERS (GRADE 1) - \$25

- Wed only, June 11 to July 16, 5:30PM-6:30PM

STRINGERS (GRADES 2-3) - \$50

- Tues/Thur, June 10 to July 17, 6:00PM-7:00PM

ACERS (GRADES 4-5) - \$50

- Tues/Thur, June 10 to July 17, 6:00PM-7:00PM

MIDDLE SCHOOL (GRADE 6-8) - \$75

- Mon/Wed, June 16 to July 30, 5:30PM-7:00PM

HIGH SCHOOL (GRADE 9-12) - \$75

- Mon/Wed, June 16 to July 30, 7:00PM-8:30PM

JUNIOR TEAM (GRADE 6-12) - \$125

- Tues/Thur, June 17 to July 31, 7:00PM-8:30PM

JUNIOR TEAM FEE INCLUDES MIDDLE OR HIGH SCHOOL CAMP

RPG NIGHT RETURNS

Join fellow adventurers for an introduction to role-playing games (RPGs) on Saturday, April 12 & Saturday, May 10 from 5:30PM-8:30PM at First Congregational Church. These are **FREE** to attend, but pre-registration is encouraged.



PORTLAND PARKS & RECREATION PROGRAM SCHEDULE

Our youth leagues are built on the foundation of physical development, social skill-building, and, most importantly, having fun. Whether your child is stepping onto the field for the first time or looking to sharpen their skills, our programs offer a welcoming, supportive space for all levels. Each league is designed to help kids grow through play. We prioritize teamwork, sportsmanship, and individual progress over competition, making sure every participant has the chance to learn and enjoy the experience. Sign up, show up, and have fun – because this is what community is all about.

YOUTH ATHLETICS	SPRING	SUMMER	FALL	WINTER	DAYS OF PLAY	LEAGUE STARTS*
BASEBALL						
DK/K COACH PITCH (COED)	✓				M/W	APR
T-BALL (COED)		✓			M/W OR T/TH	JUNE
SOFTBALL						
1ST/2ND GRADE	✓				T/TH	APRIL
FLAG FOOTBALL						
4-5 YEAR OLD (COED)	✓				T/TH	MAY
DK/K/1ST GRADE (COED)		✓			T/TH	JULY
2ND/3RD GRADE (COED)			✓		M/W	SEP
SOCCER						
DK/K (COED)			✓		T/TH	SEP
1ST GRADE (COED)			✓		M/W	SEP
2ND/3RD GRADE (COED)			✓		T/TH	SEP
BASKETBALL						
DK/K (COED)				✓	M/W OR T/TH	MAR
1ST/2ND GRADE				✓	WEEKDAY + SAT	JAN
YOUTH INSTRUCTIONAL						
SUMMER TENNIS		✓			VARIES	JUNE
TOT SOCCER CAMP		✓			M-W	AUG
YOUTH SOCCER CAMP		✓			T-TH	JULY
REGISTRATION*					*LEAGUE START DATES AND REGISTRATION OPENING DATES ARE SUBJECT TO CHANGE	
OPENING DATE (DEADLINES VARY)	FEB 1	APR 1	JULY 1	OCT 1		



PORTLAND PARKS & RECREATION PROGRAM SCHEDULE

Whether you're here to stay active, connect with friends, or relive your glory days, you've come to the right place. Our adult leagues are all about community, camaraderie, and good old-fashioned fun. We offer recreational-level play that still brings the competition – without the pressure. Our leagues are designed to support physical activity, encourage teamwork, and give adults a consistent outlet to move, laugh, and play. No matter your skill level or experience, there's a spot for you here – because adults deserve to play too.

ADULT ATHLETICS	SPRING	SUMMER	FALL	WINTER	DAYS OF PLAY	LEAGUE STARTS*
SOFTBALL						
MEN'S	✓		✓		TUE	APRIL/AUGUST
COED	✓		✓		SUN	APRIL/AUGUST
BASKETBALL						
MEN'S (UPPER A TO LOWER D)				✓	SUN	DECEMBER
WOMEN'S				✓	SUN	DECEMBER
REGISTRATION*					*LEAGUE START DATES AND REGISTRATION OPENING DATES ARE SUBJECT TO CHANGE	
OPENING DATE (DEADLINES VARY)	FEB 1	APR 1	JULY 1	OCT 1		

At Portland Parks & Recreation, we believe the best community moments happen when people come together to celebrate, connect, and have fun. The Daddy Daughter Dance is a cherished Portland tradition – an unforgettable evening of music, dancing, and connection that families look forward to year after year. Starting next year, we'll also be hosting the Mother/Son Dance, offering families a fun and memorable evening together. Throughout the year, we offer a variety of special interest programs designed to inspire and engage. From nature programs to game nights and crafts, there's always something new to discover. Whether you're continuing a cherished tradition or exploring something fresh, we've got something for everyone. Come join the fun, and make it your own!

SPECIAL EVENTS	EVENT DATES*	REGISTRATION OPENS*
DADDY DAUGHTER DANCE	WED & THU AFTER VALENTINE'S DAY	JAN 1
MOTHER SON DANCE	THU AFTER DADDY DAUGHTER DANCE	JAN 1
*EVENT DATES AND REGISTRATION OPENING DATES ARE SUBJECT TO CHANGE		

CONTACT US!

City of Portland
Parks & Recreation Department
259 Kent St., Portland, MI 48875
portland-michigan.org
portlandmi.recdesk.com
Hours: M-F, 8:00AM-4:30PM

Neil Brown, Director
Phone: (517) 647-7985
Email: nbrown@portland-michigan.org

Erin Junge, Recreation Coordinator
Phone: (517) 647-3207
Email: ejunge@portland-michigan.org

For more information, please visit our website.



NILES CEMETERY

EAGLE TOWNSHIP, MICHIGAN

RIGHT OF BURIAL CERTIFICATE

I hereby certify that NAME of ADDRESS (**PH. 555-555-5555 , EMAIL**) has purchased a Right of Burial in Niles Cemetery, Eagle Township, Michigan.

The purchase consists of # Plot(s) of burial space in Lot# #. The consideration for the burial rights has been paid in the amount of **\$300.00 (resident fee) / \$900.00 (non-resident fee)**. **The planned use for the plot includes interment of up to one adult remains in casket / inurnment of up to two cremains.** The purchaser acknowledges that a Right of Burial does not convey any other title to the lot or burial space sold, **and burial of remains, in any form, without knowledge and involvement of the cemetery board is strictly prohibited.** Further, the Right of Burial is not transferable without permission of the Township Board of Trustees.

Signed this _____ day of _____, 20__

Laurie Briggs-Dudley, Eagle Township Clerk





Laurie Briggs-Dudley <clerk@eagletownshipmi.gov>

Niles Cemetery Columns

Laurie Briggs-Dudley <clerk@eagletownshipmi.gov>

Wed, Apr 9, 2025 at 10:36 AM

To: Patricia Block <luckyrockyb@aol.com>, chuck Byam <cabyamjr@gmail.com>, Julie Hubbard <hubbarddvm@gmail.com>

I talked with Pat O'Neill regarding the columns at Niles Cemetery.

Pat does not recommend trying to repair what is currently there. He said it's not normal to just glue the veneer pieces directly to the blocks. He also said the caps are in pretty good condition.

Recommendations/Options

Pat has stated that everything here is within his scope of experience. We don't need to contract this out to anyone else.

First step: Remove the current veneer and glue that is still stuck. Get it back down to the block columns. Appx 8-12 hours of work.

Second: Plaster Coat the columns with a masonry/cement material. This can be white, gray, dark gray (not sure if other colors).

This would be appx 8-12 hours. Cost of the plaster material and potential sealer over the top. \$300-\$400.

The columns could be left like this or could have a third step below that could be completed immediately or put off to another year.

Third: Apply new cultured stone type materials to the plaster coat. Pat said this is normal to put the stone over this coating. Pat is going to look at some options that are middle or so cost of the many options available. I asked him to look for a recommendation by our May 2 meeting.

I will also mention to the Board at our April meeting that we are talking to Pat about the columns.

Thank you,

Laurie Briggs-Dudley
Eagle Township Clerk
517-526-7548



15. Finance

15.1 FINANCIAL ADMINISTRATION

The township adopts the Michigan Department of Treasury’s Accounting Procedures Manual and shall comply to the extent possible with both the required policies and the best practices identified in that manual.

The following policies are intended to represent compliance with the Accounting Procedures Manual and Eagle Township’s administrative structure and procedures. No policy manual can anticipate all possibilities that may be encountered when administering the finances of the township. The following policies establish a framework for adequate controls over the financial administration processes. When questions arise, the township board must refer to this manual and agree to a solution to the question, and add, delete or amend this manual.

15.2 BUDGET

15.2A BUDGET ADOPTION

Prior to each fiscal year, the township board shall annually adopt a budget using an activity method of adoption unless otherwise directed in the General Appropriations Act.

The board shall monitor and amend the budget as needed to approve and control all expenditures.

15.2B DESIGNATION OF A BUDGET OFFICER

The township supervisor shall be the township budget officer and shall be responsible for the development and administration of the township budget. The township clerk shall recommend budget amendments as needed throughout the fiscal year.

15.2C BUDGET TIMETABLE

The proposed budget shall be developed within the BS&A software budget module within accordance of state law according to the following schedule:

1. By February 1: The clerk will prepare the Budget structure for the upcoming fiscal year to include
Prior fiscal year activity (BS&A information available for FY 26-27 budget)
Current fiscal year amended budget (BS&A information)
Current fiscal year activity (BS&A information)
Current fiscal year projected activity (Manually entered based on prior months and expected payments through end of the fiscal year)
Next fiscal year Department Projected column set at \$0.
Next fiscal year Supervisor Recommended column set at \$0.
Next fiscal year Board Approved column set at \$0

2. By February 28: The clerk, treasurer, supervisor, trustees, Planning Commission chair will make recommendations for the next fiscal year budget by completing the Department Projected column in BS&A. Footnotes will be used to help track details behind the amount entered.
3. By 10 days prior to the Board meeting: The supervisor will review all recommendations and complete the Supervisor Recommended Budget column in BS&A and notify the board members that this has been completed. The budget report will be printed and provided in the packet for the March Budget Workshop.
4. Prior to the March Budget Workshop: The Board members and Planning Commission chairperson will review the supervisor's recommended budget report.
5. March Budget Workshop will be held following the standard March Board meeting to review/discuss the supervisor's recommendations and recommend a final budget and review the historical and proposed fund balances for the current and future fiscal year.
6. The Budget Public Hearing will be held the last Saturday in March following the Annual Meeting where the recommended budget will be amended if needed and formally adopted by the General Appropriations Resolution.

15.2D BUDGET HEARING NOTICE

Per MCL 141.412 and 141.413, the notice of the public hearing on the proposed budget must be published at least six days prior to the public hearing.

15.2E BUDGET FORMAT

The budget will also include information regarding ending fund balance related to the proposed and adopted budgets.

The proposed and adopted budgets shall also include a narrative from the supervisor that:

- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections, tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earnings

15.2F BUDGET MONITORING

The township shall use the following approaches to monitor the budget:

- The board shall use monthly financial reporting to compare actual versus budgeted results.

Per the General Appropriations Resolution, the clerk will be the primary person responsible for alerting concerns on the budget.

15.3 AUDIT

The township board shall contract with a certified public accountant to annually audit the financial systems of the township. **The audit contract may be for a period up to three years, but shall not exceed the current board's term of office.**

15.4 INTERNAL CONTROLS

15.4A Financial Employee Training

The township shall provide education and training for township officials and other personnel involved in financial administration on accounting procedures, investments, budgeting and fraud prevention as annually approved in the township budget.

15.4B Segregation of Duties

The functions of authorizations, recordkeeping and processing financial transactions shall be segregated where possible.

15.4C Reconciliations

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The treasurer must keep track of the total cash and investments allocable to each fund and must reconcile these amounts to each month's bank statements.

A listing of all cash and investments, along with a copy of the bank reconciliations, must be provided to the clerk each month.

The clerk must reconcile the cash and investments recorded in the general ledger to either the treasurer's reconciliation or to the bank statements directly.

Bank statements and reconciliations shall be retained for audit purposes.

15.5 FINANCIAL REPORTS

15.5A Periodic Expenditure and Revenue Report

The clerk shall prepare a monthly financial report for the board. The report will be for the current fiscal year current through the last day of the previous month, and shall be presented to the board at the regular meeting of each month. The financial report for each fund will show the following information for revenues and expenditures:

1. Account number
2. Description
3. Amended budget
4. Current period
5. Year to date
6. Budget balance

15.4B BALANCE SHEET REPORT

The clerk shall prepare a monthly balance sheet showing the assets, liabilities and equities for each fund. During fiscal year crossover, the balance sheet shall not be finalized until after all invoices and receipts for the prior fiscal year have been processed and the reports have been deemed ready for the auditor. This usually occurs in July.

15.4C SUMMARY REPORT OF CASH ACTIVITY BY FUND

The treasurer shall provide the township board with a monthly summary report of cash activity by fund and a summary report of cash activity by bank account, certificate of deposit and investment account.

15.4D FINANCIAL REPORTS REVIEW

The clerk and treasurer shall review the financial reports prior to the board meeting, and shall recommend to the board any necessary budget amendments or fund transfers.

15.5 PURCHASING

15.5A VENDORS

All vendors shall be required to submit a W-9 form to be used to identify any vendor requiring a 1099 at the end of the calendar year.

All vendors performing work on any township property will be required to submit a certificate of insurance.

15.5B MULTIPLE QUOTES

Any purchase for goods or services exceeding a cost of \$1,000 shall require two quotes unless this is a specialty or emergency. In the case of only one quote, a sole source comment needs to be provided to explain why other quotes are not provided.

15.C SPECIFICATIONS FOR REQUEST FOR PROPOSAL

In order to receive comparable and informative bids and proposals, the township shall prepare comprehensive specifications for prospective candidates for longer term contracts such as attorney, zoning administration, accounting services, auditor services, engineering, etc.

The request should state the following items:

- The length of the contract period
- Any required qualifications, such as a certified public accountant license
- If attendance is required at township board or other meetings, and the number of meetings per year
- The amount of anticipated consultation time (*such as time for phone consultations included in bid, etc.*)
- The anticipated nature and number of the activities required, such as the average number of ordinance enforcement prosecutions for an attorney, the number and type of funds to be audited for an accountant, or the number of parcels for an appraiser
- The titles of the township official(s) authorized to direct or request services
- Whether the activity, such as auditing or appraisal, is to be performed at the township hall
- That all documents and records created in a governmental function are property of the township and will be subject to the Freedom of Information Act

As appropriate, a request for proposals will ask each candidate to describe:

- The individual or firm's municipal and township experience
- Specific experience with the service or project
- The names, credentials and references of the specific individuals who will be assigned to work with the township
- Specific certification, such as certified public accountant, or memberships in an appropriate association, such as the Public Law Section of the Michigan Bar Association
- Potential conflicts of interest, such as township property owned, interest owned in businesses located in the township, or other clients who may have interests that are potentially adverse to the township
- Services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis

- The individual or firm's policy regarding reimbursement for travel time, phone bills, mileage, copying, postage and other incidental expenses
- The services the township requires and if those services are to be included in a retainer

15.5D AWARD OF PURCHASE

The award of any purchase will be approved by the Eagle Township Board with the exception of items noted under the Administration|Expenses section of the Board Policy.

A bid may be evaluated on multiple criteria and not just the lowest bid including the following:

- Cost
- Experience
- Reliability
- Sufficiency of Equipment
- Insurance
- References
- Good Communication

15.5E BOARD MEMBER INTEREST IN BIDDER

Any board member who has any ownership or other interest in a company submitting a quote shall disclose the conflict of interest to the board, and that official shall not participate in awarding the bid.

16. Identity Theft Prevention

16.1 Social Security Number Privacy Policy

It is the policy of the township to protect the confidentiality of Social Security numbers obtained in the ordinary course of township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose or dispose of a Social Security number that the township obtains or possesses except in accordance with the Michigan Social Security Privacy Act (Public Act 454 of 2004) and this privacy policy.

Social Security numbers shall be collected only where required by federal and state law or as other-wise permitted by federal and state law for legitimate reasons consistent with this privacy policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
- Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
- Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in any township employee benefit plans.
- Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

16.2 Public Display

The township shall not place more than four sequential digits of a Social Security number on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses, or any other materials or documents designed for public display.

Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall be kept out of public view at all times.

16.3 Account Numbers

The township shall not use any portion of a Social Security number as a primary account number for an individual.

16.4 Computer Transmission

The township shall not use or transmit all or more than four sequential digits of a Social Security number on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

16.5 Mailed Documents

Township documents containing all or more than four sequential digits of a Social Security number shall be sent only in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

16.6 Freedom of Information Act

Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of Information Act, the Social Security number shall be redacted (blacked out) or otherwise rendered unreadable before the document or copy of a document is disclosed.

16.7 Storage

All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

16.8 Access to Social Security Numbers

Only personnel who have legitimate business reasons to know shall have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

16.9 Disposal

Documents containing Social Security numbers shall be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

16.10 Unauthorized Use or Disclosure of Social Security Numbers

The township shall take reasonable measures to enforce this privacy policy, and to correct and prevent the reoccurrence of any known violations. Any employee who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of Public Act 454 of 2004, the Michigan Social Security Privacy Act, carry criminal and/or civil sanctions. The township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses or discloses Social Security numbers through the township for unlawful purposes.

3.0 ADMINISTRATION

3.a. Building Use

The primary purpose of Township property is to conduct the necessary business of the Township. Other use of the facility is at the Township Board's discretion. Individuals or organizations wishing to rent or utilize the facility will follow *all* current rules and guidelines as established by the Township Board. See rules for hall rental on website.

3. b. Building Entrance

Board, commission or committee use of the building has priority over all other scheduling of building use, if seven (7) days prior notice is given, except in the event of an emergency meeting. Board members, Township maintenance personnel, and other people deemed appropriate by the Board shall be provided with access to the facility for the purpose of conducting or attending meetings and conducting other business. A signed acknowledgement of receipt of keys must be provided and filed with the Township Clerk in the key log. Only temporary key code entrance to the hall will be granted for short term use. Short term key codes will be removed from the lock after use.

3.c. Expenses

Any employee or Board member shall be reimbursed for actual expenses incurred for conducting any authorized Township related activity or for attending any authorized business meeting or educational conferences.

Board members may register and attend educational activities for the benefit of the township and request reimbursement following attendance. Board members will monitor the budget and make decisions related to registering for such.

The Township Board must approve business expenses, which will exceed \$100.00 for a single purchase or event, in advance, unless both the Township Clerk and Treasurer confirm immediate need. (Regular supplies including but not limited to postage, paper, envelopes and toner are exempt from this requirement.)

The Township Clerk may approve emergency expenses (i.e. plumbing, air conditioning, etc.) for the Township Hall as needed or requested by the hall maintenance person.

The Election Commission has delegated the purchase of necessary supplies for an election to the Township Clerk via Resolution 09-29-2023-02 Resolution to Establish Election Commission Delegation of Duties.

Township Officers shall be reimbursed for annual expenses incurred according to the following schedule:

FORMULA	Description	General (101)	North Eagle (151)	EMS (206)	Niles (209)	Whispering Winds (219)
	Ending Fund Balance FY 17-18	\$ 495,986	\$ 2,350	\$ 418,529	\$ 5,344	\$ 12,789
	Ending Fund Balance FY 18-19	\$ 639,120	\$ 2,389	\$ 469,098	\$ 5,679	\$ 15,053
	Ending Fund Balance FY 19-20	\$ 756,369	\$ 2,385	\$ 500,087	\$ 5,741	\$ 17,306
	Ending Fund Balance FY 20-21	\$ 806,788	\$ 2,352	\$ 466,951	\$ 11,152	\$ 19,499
	Ending Fund Balance FY 21-22	\$ 1,041,540	\$ 2,351	\$ 430,099	\$ 13,821	\$ 21,594
	Ending Fund Balance FY 22-23	\$ 1,135,688	\$ 2,413	\$ 323,421	\$ 14,585	\$ 24,001
See A	Ending Fund Balance FY 23-24	\$ 1,256,058	\$ 2,450	\$ 178,199	\$ 14,957	\$ 26,433
See M	Projected Ending Fund Balance FY 24-25**	\$ 1,215,488	\$ 2,438	\$ 642,382	\$ 14,649	\$ 25,131
See R	Budgeted Ending Fund Balance FY 25-26	\$ 1,210,546	\$ 2,418	\$ 704,132	\$ 9,949	\$ 22,881
	**Transferred \$90,000 from Gen Fund to EMS Fund					

FORMULA	Description	General (101)	North Eagle (151)	EMS (206)	Niles (209)	Whispering Winds (219)
A	End Balance March 31, 2024 per Audit Report	\$ 1,256,058	\$ 2,450	\$ 178,199	\$ 14,957	\$ 26,433
B	Beginning Bal Apr 1, 2024 per QB <i>(NOTE: B=A)</i>	\$ 1,256,058	\$ 2,450	\$ 178,199	\$ 14,957	\$ 26,433
C	Approved Budget Revenues for FY 24-25 on Apr 1	\$ 527,100	\$ 40	\$ 254,000	\$ 360	\$ 1,320
D	Approved Budget Expend for FY 24-25 on Apr 1	\$ 687,175	\$ 130	\$ 368,600	\$ 5,000	\$ 3,200
E=C-D	Net change in Fund Balance for FY 24-25 on Apr 1	\$ (160,075)	\$ (90)	\$ (114,600)	\$ (4,640)	\$ (1,880)
F=B+E	Proposed Ending Fund Balance 3/31/2025	\$ 1,095,983	\$ 2,360	\$ 63,599	\$ 10,317	\$ 24,553
	Budget Amendments/Adjustments FY 24-25 affecting Fund Balance made during FY 24-25					
G ¹	Contribution from Gen Fund to EMS 9/19/2024	\$ (90,000)		\$ 90,000		
G ²	ARPA Funds to EMS 9/19/2024(remove Liability)			\$ 274,281		
G ³	EMS special assessment increase from 2 to 3.5 mils 9/19/2024			\$ 180,000		
G ⁴	Whispering Winds Utility bills 3/20/2025					\$ (600)
H=F+G ¹⁻⁴	Adjusted Budget ending Fund Balance FY 24-25	\$ 1,005,983	\$ 2,360	\$ 607,880	\$ 10,317	\$ 23,953
B	Beginning Bal Apr 1, 2024 per QB	\$ 1,256,058	\$ 2,450	\$ 178,199	\$ 14,957	\$ 26,433
J ¹	Actual Revenues as of March 31, 2025	\$ 518,197	\$ 121	\$ 816,620	\$ 2,442	\$ 1,938
J ²	Estimated Pending Revenues	\$ 54,400		\$ 10,500		
K ¹	Actual Expenditures as of March 31, 2025	\$ 589,167	\$ 133	\$ 362,437	\$ 2,750	\$ 3,240
K ²	Estimated pending expenditures	\$ 24,000		\$ 500		
L=J ¹⁻² -K ¹⁻²	Estimated Actual Net Change in Fund Balance FY 24-25	\$ (40,570)	\$ (12)	\$ 464,183	\$ (308)	\$ (1,302)
M=B+L	Estimated Actual Ending Fund Balance for FY 24-25	\$ 1,215,488	\$ 2,438	\$ 642,382	\$ 14,649	\$ 25,131

FORMULA	Description	General (101)	North Eagle (151)	EMS (206)	Niles (209)	Whispering Winds (219)
M	Estimated Beginning Fund Balance for FY 25-26	\$ 1,215,488	\$ 2,438	\$ 642,382	\$ 14,649	\$ 25,131
N	Revenues approved Budget FY 25-26 as of 3/29/25	\$ 551,435	\$ 130	\$ 491,000	\$ 300	\$ 1,950
P	Expenditures approved Budget FY 25-26 as of 3/29/25	\$ 556,377	\$ 150	\$ 429,250	\$ 5,000	\$ 4,200
Q=N-P	Estimated Net Change in Fund Balance for FY 25-26	\$ (4,942)	\$ (20)	\$ 61,750	\$ (4,700)	\$ (2,250)
R=M+Q	Estimated ending Fund Balance for FY 25-26	\$ 1,210,546	\$ 2,418	\$ 704,132	\$ 9,949	\$ 22,881