

AGENDA
COLUMBIA CHARTER TOWNSHIP
REGULAR BOARD MEETING

January 20,2025
7:00 p.m.

-
1. **CALL MEETING TO ORDER**
 2. **PLEDGE OF ALLEGIANCE**
 3. **INVOCATION**
 4. **ROLL CALL / INTRODUCTIONS**
 5. **PUBLIC COMMENTS: (3 Minutes per speaker)**
Public comment Guidelines: Everyone will state their name and have 3 minutes to address the Board. You may only address the Board once under this public comment opportunity and may not yield your time to others. Board members will not debate or answer questions at this time.
 6. **APPROVAL OF AGENDA**
 7. **CONSENT AGENDA**
 - a. Minutes – December 16, 2024, Regular Meeting pg.1
 - b. Treasurer's Report pg.3
 - c. Controller's Report pg.6
 - d. Fire Report pg.7
 - e. Police Report pg.12
 - f. Zoning Report pg.17
 - g. Municipal Services Report pg.18
 8. **Accounts Payable Board to approve: \$ 307,796.95 Paid prior: \$ 186,424.00** pg. 19
 9. **Discussion Status Update from Planning and Zoning in regard to Fellowship Babbist Church site plan review.** pg. 27
 10. **Action Items**
 - a. Southern Michigan Criminal Justice Training Consortium Agreement pg.28
 - b. Police Academy Applicant pg. 35
 - c. Recommendation to Hire/ Police Department pg. 39
 - d. Purchase Agreement for Maintenance Vehicle pg. 40
 - e. ZBA Appointment Hand Out
 - f. Recommendation to Hire/ Accounting Assistant pg. 41
 - g. Special Assessment Resolution #1- Vineyard Point Park Hand Out
 - h. 2025 Volunteer Fire Capacity Project Agreement Grant pg. 42
 - i. Closed Session to Consult with Legal Counsel
 - Public Comment (3 Minutes per speaker)**
Public comment Guidelines: Everyone will state their name and have 3 minutes to address the Board. You may only address the Board once under this public comment opportunity and may not yield your time to others. Board members will not debate or answer questions at this time.
 11. **Final Board Comment**
 12. **ADJOURNMENT**

REGULAR MEETING
COLUMBIA CHARTER TOWNSHIP
BOARD OF TRUSTEES
December 16, 2024
7:00 p.m.

A regular meeting of the Columbia Charter Township Board of Trustees was held on Monday December 16, 2024.

CALL TO ORDER: Supervisor Marsh called the meeting to order at 7:00 p.m.

ROLL CALL: Present: Beamish, Tackett, Hulburt, Calhoun, Church, Deland, Marsh

PUBLIC COMMENTS: There was public comment from Commissioner Duckham on the Sheriff Department funding, animal shelter and airport updates, Judy Bivins thanking voters for the turnout for the November election and inviting the public to a Gala at the Commonwealth Center in Jackson.

A motion was made by Treasurer Calhoun to approve the agenda. There was support from Trustee Deland. Ayes all. Motion carried. A motion was made

A motion was made by Trustee Tackett to approve the consent agenda. There was support from Trustee Beamish. Ayes all. Motion carried.

A motion was made by Trustee Tackett made a motion to approve the accounts payable in the amount of \$717,374.18. There was support from Trustee Beamish. Ayes all. Motion carried.

DISCUSSION ITEMS: There was discussion on a special land use request on parcel 000-19-07-151-002-04, Fellowship Baptist Church.

ACTION ITEMS a-h: a. A motion was made by Trustee Beamish to approve the Tax collection agreement with Columbia School District. There was support from Treasurer Calhoun. Ayes all. Motion carried. b. A motion was made by Trustee Beamish to approve the 2025 Holiday Schedule. There was support from Trustee Tackett. Ayes all. Motion carried. c. A motion was made by Clerk Hulburt to approve the 2025 fiscal year pay schedule. There was support from Treasurer Calhoun. Ayes all. Motion carried. d. A motion was made by Trustee Tackett to approve the 2025 fiscal year financial plan resolution. There was support from Trustee Church. On a roll call vote Ayes; Deland, Church, Calhoun, Beamish, Hulburt, Marsh. Motion carried. e. A motion was made by Treasurer Calhoun to approve the 2024 budget amendments. There was support from Trustee Tackett. Ayes all. Motion carried. f. A motion was made by Treasurer Calhoun to table the request for approval of the personnel policy changes until legislation is complete. There was support from Trustee Tackett. Motion to table carried. g. A motion was made by Trustee Beamish to approve the County's request to clear a tax bill on a vacant parcel of land 000-19-24-426-010-02. There was support from Treasurer Calhoun. Ayes all. Motion carried. h. A motion was made by Trustee Deland to approve the Supervisor's recommendation for appointments to the Board of Review for 2025-2026. There was support from Trustee Church. Ayes all. Motion carried.

Controller, Heather Peterson informed the Board that a grant had been received for funds to be used at the Township Park.

PUBLIC COMMENTS: There was public comment from Chief Niles, thanking the community for their support with the "Shop with a Cop" project, from Bob Jensen thanking the Police Departments involved in the apprehension of the suspect involved in the homicide in Jackson and from Pastor White concerning the special land use on Reed Rd.

FINAL BOARD COMMENT: There was final Board comment from Treasurer Calhoun, thanking the Columbia School Leadership Class for their help in wrapping presents from the "Shop with a Cop", from Supervisor Marsh being grateful for community partnership and thanking Mike McKay and the Clarklake Spirit group for the dedication of the bell tower at the Clarklake Cemetery.

A motion was made by Treasurer Calhoun to adjourn the meeting. There was support from Trustee Deland. Ayes all. Supervisor Marsh adjourned the meeting at 7:33 p.m.

COLUMBIA TOWNSHIP

Treasurer's Report
Board Meeting

January 20, 2025

Bank Balance
December 31, 2024

General Funds:

General Fund Checking: 4340	223,694.35
General Fund Designated Salaried Employees HCSP-CD - Bank Mich 5813	85,123.44
General Fund Designated Salaried Employees HCSP	12,754.66
General Fund Designated Police Equipment	2,542.18
General Fund Designated Fire Equipment	16,744.36
General Fund Capital Purchase Fund	11,106.40
General Fund - Cemetery Improvement Designated	69,829.88
General Fund - 2024 Spec Assess-Bond Const Acct	125,069.25
General Fund - 2024 Spec Assess-Debt Retirement Acct	102,523.05
General Fund - Clark Lake Invasive Species SAD	119,705.47
Total General Funds	\$769,093.04

Enterprise Funds:

CL Sewer Enterprise Checking Fund: 0342	126,879.67
CL SRI Bond Debt Future Payments @ CNB	75,296.71
CL Sewer R & R Account: 6261	16,736.57
CL Sewer O & M Account: 6253	601,131.85
Clark Lake - R&R - CD @ American 1 Credit Union	200,000.00
Clark Lake - R&R - CD @ American 1 Credit Union	81,764.72
Vineyard Lake Extension: 5834	10,086.53
Vineyard Lake Common Fund O&M: 5826	19,712.08
Vineyard Lake Common Fund R&R: 6287	110,557.02
Vineyard Lake - R&R - CD @ Old National Bank	111,710.50
Lake Columbia - R&R - CD @ American 1 Credit Union	200,000.00
Lake Columbia - R&R - CD @ American 1 Credit Union	79,276.35
Lake Columbia R&R - CD @ Old National Bank	115,608.23
Lake Columbia- R&R Account- CNB	136,926.61
Total Enterprise Funds	\$1,885,686.84

Fiduciary (Non Dispersable) Funds:

Current Tax Savings/Checking: 6204/6212	831,433.41
Total Fiduciary Funds	\$831,433.41

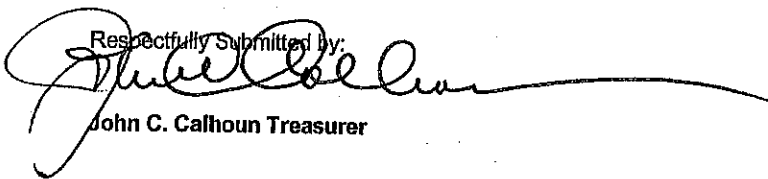
MBS Investments

Total General Fund Investments: 1492	0.00
Clark Lake Sewer Extension Fund: 1939	0.00
Lake Columbia Sewer Assessment Fund: 3078	199,457.50
Vineyard Lake Special Assessment	0.00
Total Investments	\$199,457.50

Michigan Class Investments

General Fund Investments: 0002 (Designated Fire)	196,250.64
Lake Columbia Funds - 0005 (R&R money)	754,420.03
Clark Lake Enterprise Funds - 0006 (R&R money)	173,976.63
Vineyard Lake Common - 0007 (R&R money)	147,285.57
General Fund - 0016	1,071,252.37
Tax Account-0017	1,495,657.98
General Fund - Designated Cemetery-0018	30,080.18
General Fund - Police Designated-0019	41,772.91
General Fund - Designated Capital-0020	80,276.31
Total Investments	\$3,990,972.62

Respectfully Submitted by:



John C. Calhoun Treasurer

Columbia Township
 GF CD Investments
 December 31, 2024

GF Cash Account Balance	Investment	Due	Percentage	Amount	Market Value
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GF CD Investment Balance

0.00 0.00

Local Bank CD Investment

CD General Fund (Columbia Salary HCSP Cont) - 5503- Bank Michigan	2/2/2025	4.50%	85,123.44	
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Total CD Investment at Local Bank

85,123.44

Local Bank Money Market Accounts

Total Investments

\$ -

Michigan Class Investments

General Fund Investments: 0002 (Designated Fire)	196,250.64
General Fund: 0016 - General	1,071,252.37
General Fund: 0018- Designated Cemetery	30,080.18
General Fund - 0019-Police Designated	41,772.91
General Fund - 0020 - Designated Capital	80,276.31
Total Investments	<u>\$1,419,632.41</u>

Columbia Township
Enterprise Fund CD Investment
December 31, 2024

	Investment	Due	Percentage	Amount	Market Value
LCS	Cash Account Balance				0.00
	Total CLS CD Investment Balance				0.00
LCS	Cash Account Balance				150,000.00
LCS	Federal Home LN Bks Cons	10/22/2029	4.25%	50,000.00	49,457.50
LCS	JP Morgan Chase Bank	8/15/2025	5.00%	150,000.00	0.00 *
	Total LCS CD Investment Balance			200,000.00	199,457.50
VLS	Cash Account Balance				
	Local Bank CDs				
VLS	Vineyard Lake R&R CD - Old National Bank	9/13/2025	4.19%	111,710.50	
	Local Bank CDs				
CLS	Clark Lake R&R CD - American 1 Credit Union	9/10/2025	4.25%	81,764.72	
	Clark Lake R&R CD - American 1 Credit Union	9/10/2026	4.00%	200,000.00	
				281,764.72	
	Local Bank CDs				
LCS	Lake Columbia R&R CD - American 1 Credit Union	9/10/2025	4.25%	79,276.35	
	Lake Columbia R&R CD - American 1 Credit Union	9/10/2026	4.00%	200,000.00	
	Lake Columbia - R&R - CD - Old National Bank	3/4/2026	3.80%	115,608.23	
				394,884.58	
	Michigan Class Investments				
	Lake Columbia Funds - 0005 (R&R money)			754,420.03	
	Clark Lake Enterprise Funds - 0006 (R&R money)			173,976.63	
	Vineyard Lake Common - 0007 (R&R money)			147,285.57	
	Total Investments			\$1,075,682.23	
	Local Bank Money Market Accounts				
	Total Investments				\$

*CD was called on 12/16/24 in the amount of \$150,000; purchased a new CD, in the amount of \$150,000, from MI Bank, with a maturity date of 9/8/26 and an APY of 4.050%. Proceeds were sale of CD were held in cash, as the new CD was not going to settle until 1/6/25.

To: Columbia Charter Township Board of Trustees

From: Heather Peterson, Finance Director

Date: January 20, 2025

RE: Update from the Finance Director

Our 2024 fiscal year has officially come to an end. I have scheduled our in-office audit work with our auditors, Willis & Jurasek, for February 24th – 26th. Their in-office work usually takes only 3 days, and I don't see why this year would be any different.

At our December meeting, the Board tabled the proposed changes to the Personnel Policy and Procedure manual. That has not been included on our January 20th meeting agenda, as I am waiting to see if anything changes between now and February 21st, when the new Earned Sick Time Act goes into effect. I recommend that the Board wait until the February 17th meeting to act on the proposed changes to our Policy, pending any changes to the sick time act between now and February 21st. Then our Policy would be compliant with the Act. With new legislators now, there has already been proposed changes introduced to the Earned Sick Time Act, so this gives us more time to see if anything officially changes to the current Act.

I received a call earlier this month, regarding the liability insurance we have had through EMC. They have chosen not to renew our plan in March this year when it is time for renewal. I am working with our local insurance agent, who is working on finding companies to provide quotes for our liability insurance needs here at the Township. I will be bringing proposals back to the Board in February, for approval.

A couple other items to note this month include:

- The Township Offices will be open on Friday, February 14, 2025, from 7:30 a.m. – 5:00 p.m. for tax payments.
- In the coming months, we will begin our public hearings again for several more special assessment districts at Lake Columbia, who returned petitions to have their roads paved. These districts have already had their first public hearing and the second public hearing is up next. At this time, I also have a petition from one area at Vineyard Lake, for a special assessment district for road paving, that will be included this year as well.

Should you have any questions or concerns, my door is always open.

Respectfully Submitted,



Heather Peterson

Finance Director

COLUMBIA CHARTER TWP FIRE REPORT

January, 2025

	December	2024
FIRE	4	31
EMS	37	604
HAZARDOUS CONDITION	4	39
SERVICE CALLS	6	107
GOOD INTENT	10	172
FALSE ALARMS	0	25
SPECIAL INCIDENTS	1	8
TOTAL CALLS	62	988

RUNS BY DISTRICT

EAST END	29	439
OUT OF DISTRICT	4	57
VILLAGE OF BROOKLYN	21	354
WEST END	8	138
		988
TOTAL CALLS FOR MONTH	62	
TOTAL CALLS AS OF 12/31/24	988	

CALLS BY MONTH

	2025	2024	2023	2022	2021
JAN		83	66	91	84
FEB		62	98	84	59
MAR		95	77	79	82
APR		68	79	75	101
MAY		84	102	100	101
JUNE		72	92	111	109
JULY		127	141	140	147
AUG		102	128	132	152
SEPT		82	92	82	88
OCT		71	104	83	99
NOV		80	89	103	80
DEC		62	84	78	104
TOTALS		988	1152	1158	1206

COLUMBIA CHARTER TWP FIRE REPORT
January, 2025

INSPECTIONS 0
BURN PERMITS 19
\$ FIRE LOSS \$0

APPARATUS	START	END	MILES DRIVEN
2024 FC-94	3902	3972	70
2002 ENGINE 2	33629	33644	15
2003 ENGINE 3	24204	0	0
2016 ENGINE 4	5544	5563	19
2004 B-1	13599	0	0
2015 B-2	13725	13731	6
2006 R-2	107713	0	0
2022 SQ-1	16396	16789	393

NOTES OF INTEREST

\$578,177.00 in fire loss for 2024

Average number of personnel responding to all calls was two.

153 overlapping calls, requiring other units or mutual aid.

Columbia Charter Township Fire Department

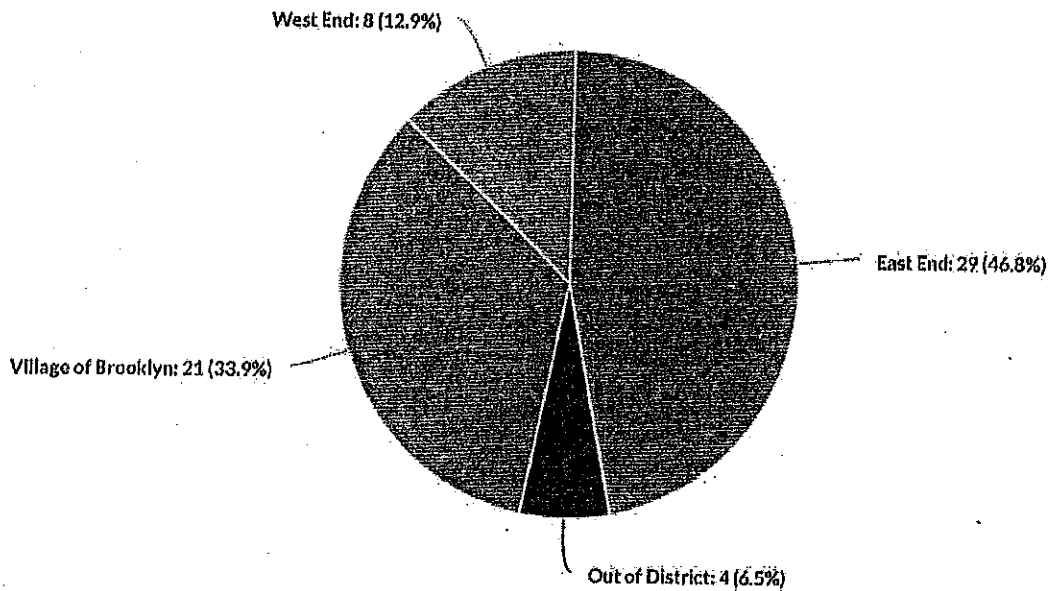
Brooklyn, MI



Incidents per District (Detailed) (972)

Start Date: 12/1/2024 0:00:00 | End Date: 12/31/2024 23:59:59

Incident Count per District / Zone



District	Count per District	Percent per District	Total loss
East End	29	47%	\$0.00
Out of District	4	6%	\$0.00
Village of Brooklyn	21	34%	\$0.00
West End	8	13%	\$0.00
Grand Total	62	100%	\$0.00

Incident Count by District / Zone for Date Range



Columbia Charter Township Fire Department

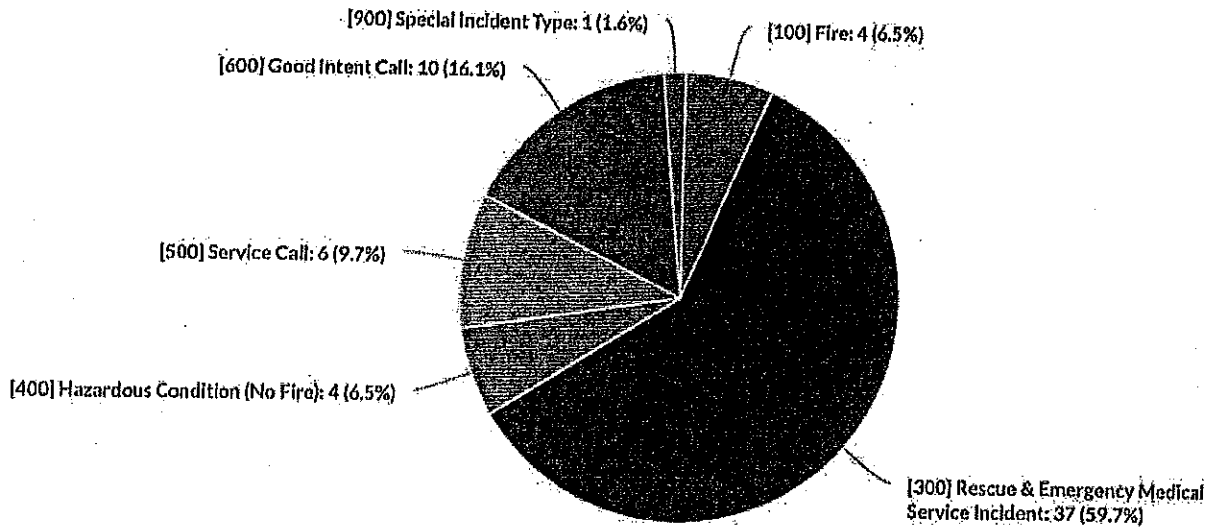
Brooklyn, MI



Breakdown by Major Incident Types (553)

Start Date: 12/1/2024 0:00:00 | End Date: 12/31/2024 23:59:59

Runs by Incident Series



Incident Series

Incident Series	# of Incidents	% of Incidents
[100] Fire	4	6%
[300] Rescue & Emergency Medical Service Incident	37	60%
[400] Hazardous Condition (No Fire)	4	6%
[500] Service Call	6	10%
[600] Good Intent Call	10	16%
[900] Special Incident Type	1	2%
Grand Total	62	100%

Incident Type	# of Incidents	% of Total
[111] Building fire	4	6%
[321] EMS call, excluding vehicle accident with injury	35	56%
[322] Motor vehicle accident with injuries	1	2%
[324] Motor vehicle accident with no injuries	1	2%

Breakdown by Major Incident Types for Date Range



Incident Type	# of Incidents	% of Total
[400] Hazardous condition, other	2	3%
[412] Gas leak (natural gas or LPG)	2	3%
[551] Assist police or other governmental agency	1	2%
[554] Assist invalid (Lift Assists)	5	8%
[611] Dispatched & canceled en route	7	11%
[622] No incident found on arrival at dispatch address	9	5%
[911] Citizen complaint	1	2%
Grand Total	62	100%

Breakdown by Major Incident Types for Date Range:





COLUMBIA CHARTER TOWNSHIP POLICE DEPARTMENT

8500 Jefferson Road Brooklyn, Michigan 49230

Main: 517-592-3122 Fax: 517-592-8737

www.twp.columbia.mi.us

Jay Niles, Chief of Police

To: Board of Trustees

From: Chief Jay Niles

Date: January 20th, 2025

Re: December 2024 Monthly Report

CALLS FOR SERVICE

<u>AREA</u>	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
Brooklyn	1625	1776	115 / 29%	97 / 25%
Clarklake	1121	1272	74 / 18%	101 / 26%
Lake Columbia	615	693	62 / 15%	63 / 17%
Vineyard Lake	123	113	10 / 2%	5 / 1%
Cement City	398	289	18 / 4%	20 / 5%
Assist Other Agency	138	159	23 / 5%	13 / 3%
All Other Areas	<u>1262</u>	<u>1225</u>	<u>107 / 27%</u>	<u>85 / 23%</u>
Total Calls	5282	5527	409	384

CALL FOR SERVICE BY AGENCY

<u>AGENCY</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
Columbia Township	409 / 96%	366 / 96%
Michigan State Police	5 / 1.25%	7 / 1%
Jackson County Sheriff	4 / 1%	3 / .5%
Jackson County Animal Control	6 / 1.75%	8 / 2.5%
Columbia Township Average	97%	97%

TRAFFIC ENFORCEMENT

<u>AREA</u>	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
Brooklyn	143	118	4	3
Cement City	81	66	4	4
Other Areas	154	135	10	4
Persons	355	306	18	11
Charges	348	337	18	11
Warning	872	892	79	53

PATROL MILES

	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
Total Miles Driven	70,785	82,702	6,168	5,812
CAR 1 (2023 Tahoe)		13,699 – In Service		
CAR 2 (2021 Explorer)		75,862 – LOF/ Fuel Line Replaced		
CAR 3 (2024 Tahoe)		2,678 - In Service		
CAR 4 (2018 Explorer) School Car		142,777 – In Service		

TRAINING

	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
HOURS	342.5	478.25	4	8

The month of December 2024 officers participated in the following training:

Defensive Tactics

RESERVE HOURS

	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
	221	98	20	0

ARREST

PHYSICAL ARREST

	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
	71	79	4	4

SUMMONED / CITED

	<u>2023 YTD</u>	<u>2024 YTD</u>	<u>DEC 2023</u>	<u>DEC 2024</u>
	85	51	5	0

Incident Breakdown By Month Report

Print Date/Time: 01/03/2025 07:12
 Login ID: jnlles
 Year: 2024

Columbia Township Police Department
 ORI Number: MI3632600
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Abandoned	1	8.3	1	8.3	1	8.3	1	8.3	0	0.0	4	33.3	0	0.0	2	16.7	1	8.3	1	8.3	0	0.0	0	0.0	12
Accident Other	0	0.0	0	0.0	1	9.1	1	9.1	3	27.3	1	9.1	3	27.3	1	9.1	0	0.0	0	0.0	1	9.1	0	0.0	11
Accident PDA	22	12.0	13	7.1	11	6.0	6	3.3	15	8.2	11	6.0	13	7.1	10	5.5	9	4.9	35	19.1	21	11.5	17	9.3	183
Accident PI	0	0.0	1	4.3	1	4.3	1	4.3	3	13.0	1	4.3	6	26.1	2	8.7	2	8.7	3	13.0	1	4.3	2	8.7	23
Accident Private	0	0.0	2	4.1	2	4.1	6	12.2	4	8.2	7	14.3	7	14.3	5	10.2	4	8.2	5	10.2	4	8.2	3	6.1	49
Accident Water	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Alarm	25	18.1	7	5.1	5	3.6	9	6.5	10	7.2	14	10.1	12	8.7	9	6.5	13	9.4	15	10.9	11	8.0	8	5.8	133
Animal Complaint	2	2.2	2	2.2	13	14.3	7	7.7	9	9.9	12	13.2	4	4.4	20	22.0	6	6.6	6	6.6	9	9.9	1	1.1	91
Assault	1	3.2	5	16.1	2	6.5	4	12.9	2	6.5	2	6.5	3	9.7	4	12.9	4	12.9	2	6.5	2	6.5	0	0.0	31
Breaking &	0	0.0	0	0.0	1	5.6	0	0.0	1	5.6	7	38.9	0	0.0	1	5.6	3	16.7	3	16.7	3	16.7	0	0.0	16
Carrying	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Child	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	1
Civil Dispute	1	2.6	1	2.6	3	7.7	4	10.3	2	5.1	10	25.6	6	15.4	1	2.6	7	17.9	2	5.1	2	5.1	0	0.0	39
Conservation	6	14.0	0	0.0	1	2.3	3	7.0	0	0.0	1	2.3	4	9.3	3	7.0	3	7.0	5	11.6	8	18.6	9	20.9	43
Criminal Sexual	0	0.0	3	33.3	0	0.0	1	11.1	1	11.1	0	0.0	0	0.0	1	11.1	0	0.0	1	11.1	2	22.2	0	0.0	9
Disorderly	1	0.6	9	5.6	10	6.2	12	7.4	22	13.6	29	17.9	11	6.8	16	9.9	18	11.1	15	9.3	13	8.0	6	3.7	162
Divorce & Support	1	20.0	0	0.0	0	0.0	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	1	20.0	0	0.0	0	0.0	1	20.0	5
Domestic	11	8.9	5	4.1	10	8.1	8	6.5	6	4.9	13	10.6	15	12.2	9	7.3	13	10.6	14	11.4	9	7.3	10	8.1	123
Field Contact	4	10.5	1	2.6	7	18.4	7	18.4	3	7.9	4	10.5	1	2.6	2	5.3	2	5.3	2	5.3	2	5.3	3	7.9	38
Forgery/Counterfeit	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	1	50.0	2
Found Property	2	4.7	6	14.0	7	16.3	6	14.0	6	14.0	1	2.3	2	4.7	2	4.7	2	4.7	6	14.0	3	7.0	0	0.0	43
Fraud	0	0.0	3	7.9	7	18.4	4	10.5	4	10.5	2	5.3	2	5.3	7	18.4	0	0.0	4	10.5	2	5.3	3	7.9	38
General Assist	1	1.9	2	3.8	5	9.6	5	9.6	1	1.9	6	11.5	5	9.6	3	5.8	3	5.8	2	3.8	8	15.4	11	21.2	52
General Non-	66	7.9	100	11.9	68	8.1	47	5.6	84	10.0	47	5.6	56	6.7	50	6.0	64	7.6	91	10.8	103	12.3	64	7.6	840
Health and Safety	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	4
Hit and Run	1	3.8	3	11.5	1	3.8	1	3.8	3	11.5	3	11.5	5	19.2	2	7.7	4	15.4	2	7.7	1	3.8	0	0.0	26

Incident Breakdown By Month Report

Print Date/Time: 01/03/2025 07:12
 Login ID: jilles
 Year: 2024

Columbia Township Police Department
 ORI Number: MI3832600
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
House Watch	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	1
Indecent Exposure	0	0.0	0	0.0	0	0.0	1	14.3	0	0.0	0	0.0	1	14.3	3	42.9	2	28.6	0	0.0	0	0.0	0	0.0	7
Insanity	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Inspect Vehicle	1	2.3	1	2.3	3	6.8	4	9.1	7	15.9	4	9.1	11	25.0	4	9.1	3	6.8	4	9.1	2	4.5	0	0.0	44
Inspection Prop	4	33.3	0	0.0	0	0.0	0	0.0	8	66.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	12
Inspections Other	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Larceny	6	10.5	5	8.8	3	5.3	2	3.5	3	5.3	5	8.8	6	10.5	6	10.5	6	10.5	8	14.0	4	7.0	3	5.3	57
Loud Music	0	0.0	0	0.0	1	4.5	1	4.5	1	4.5	4	18.2	7	31.8	2	9.1	1	4.5	4	18.2	0	0.0	1	4.5	25
Malicious	1	5.9	1	5.9	2	11.8	1	5.9	0	0.0	1	5.9	3	17.6	3	17.6	3	17.6	1	5.9	1	5.9	0	0.0	17
Minors/Juveniles	1	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	50.0	0	0.0	2
MIP	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1
Missing Person	1	12.5	0	0.0	0	0.0	1	12.5	0	0.0	1	12.5	3	37.5	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Motorist Assist	12	26.7	1	2.2	4	8.9	2	4.4	0	0.0	4	8.9	6	13.3	3	6.7	5	11.1	2	4.4	3	6.7	3	6.7	45
Natural Death	2	22.2	0	0.0	1	11.1	1	11.1	1	11.1	0	0.0	0	0.0	0	0.0	1	11.1	2	22.2	1	11.1	0	0.0	9
New Call	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	1	25.0	4
Obstructing Police	1	6.3	0	0.0	1	6.3	1	6.3	0	0.0	3	18.8	1	6.3	2	12.5	2	12.5	3	18.8	2	12.5	0	0.0	16
Operating While	0	0.0	0	0.0	2	10.5	2	10.5	2	10.5	0	0.0	4	21.1	2	10.5	4	21.1	1	5.3	1	5.3	1	5.3	19
Ordinance	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	1	25.0	1	25.0	0	0.0	0	0.0	4
Overdose	0	0.0	1	20.0	1	20.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	5
Parking	3	5.6	1	1.9	4	7.4	7	13.0	6	11.1	6	11.1	8	14.8	7	13.0	3	6.0	0	0.0	0	0.0	0	0.0	34
Peace Officer	6	14.6	3	7.3	2	4.9	0	0.0	3	7.3	2	4.9	6	14.6	5	12.2	4	9.8	4	9.8	4	9.8	2	3.7	54
Personal Welfare -	34	8.6	27	6.8	31	7.8	28	7.1	32	8.1	27	6.8	35	8.8	40	10.1	41	10.4	43	10.9	22	5.6	36	9.1	41
Property Security	71	7.7	78	8.4	77	8.3	77	8.3	81	8.7	71	7.7	68	7.3	66	7.1	85	9.2	43	9.8	82	8.8	80	8.6	396
Rescue	0	0.0	1	16.7	1	16.7	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	16.7	0	0.0	2	33.3	1	16.7	6
Runaway	0	0.0	0	0.0	0	0.0	0	0.0	2	33.3	0	0.0	0	0.0	0	0.0	1	16.7	2	33.3	1	16.7	0	0.0	6
Sex Offense	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	100.0	0	0.0	0	0.0	0	0.0	0	0.0	1

Incident Breakdown By Month Report

Print Date/Time: 01/03/2025 07:12
 Login ID: jules
 Year: 2024

Columbia Township Police Department
 ORI Number: M13832600
 Incident Type: All

Incident Type	January		February		March		April		May		June		July		August		September		October		November		December		Yearly Totals
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
Shots Fired	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	0	0.0	1	33.3	0	0.0	3
Stolen/Recovered	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	33.3	1	33.3	1	33.3	0	0.0	0	0.0	0	0.0	3
Suicide	0	0.0	1	12.5	0	0.0	0	0.0	1	12.5	2	25.0	2	25.0	0	0.0	0	0.0	1	12.5	0	0.0	1	12.5	8
Suspicious	16	7.2	24	10.8	14	6.3	19	8.5	19	8.5	18	8.1	15	6.7	19	8.5	18	8.1	24	10.8	20	9.0	17	7.6	223
Threats -	2	5.6	3	8.3	2	5.6	5	13.9	3	8.3	1	2.8	0	0.0	4	11.1	5	13.9	2	5.6	5	13.9	4	11.1	36
Traffic Hazard	1	4.8	2	9.5	1	4.8	1	4.8	2	9.5	5	23.8	3	14.3	2	9.5	1	4.8	2	9.5	0	0.0	1	4.8	21
Traffic Offense	61	5.2	115	9.7	162	12.9	126	10.7	117	9.9	72	6.1	118	10.0	85	7.2	77	6.5	92	7.8	104	8.8	61	5.2	1180
Transports -	2	13.3	0	0.0	3	20.0	3	20.0	0	0.0	0	0.0	3	20.0	0	0.0	0	0.0	3	20.0	1	6.7	0	0.0	10
Trespassing	1	14.3	0	0.0	0	0.0	0	0.0	0	0.0	1	14.3	1	14.3	0	0.0	2	28.6	1	14.3	0	0.0	1	14.3	7
Unauthorized	1	12.5	1	12.5	1	12.5	1	12.5	0	0.0	2	25.0	0	0.0	0	0.0	0	0.0	1	12.5	1	12.5	0	0.0	5
VCSA	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	2	50.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	4
Warrants	0	0.0	3	5.3	2	3.5	8	14.0	1	1.8	12	21.1	5	8.8	7	12.3	3	5.3	9	15.8	4	7.0	3	5.3	57
Weapons	1	25.0	1	25.0	1	25.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	1	25.0	0	0.0	0	0.0	0	0.0	4
Total:	375	7.1	434	8.3	465	8.8	424	8.1	470	8.9	423	8.0	463	8.8	415	7.9	436	8.3	525	10.0	472	9.0	357	6.8	5259



Monthly Report – January 2025

Building/Planning/Zoning Manager

Zoning Compliance Permits:

May 2024: 11 Permits; June 2024: 11 Permits; July 2024: 16 Permits; August 2024: 16 Permits;
September 2024: 18 Permits; October 2024: 11 Permits; November 2024: 14 Permits;
December 2024: 5 Permits (2 new homes, 2 barns, & 1 deck).

Zoning Board of Appeals:

No December 2024 meeting, and no scheduled meeting in January.

Planning Commission:

December 10, 2024: Regular meeting.

- Elected officers: Chair: Todd Wanty, Vice Chair: Bob Jenson, Secretary: Krissie Barnes.
- 2025 Meeting Dates: Second Thursday of the month. Scheduled four regular meetings. February 13th, May 15th, September 11th, and December 11th, 2025.
- PC By-Laws: Planning & Zoning Manager (Ms. Stein) will prepare draft By-Laws amendments to bring to the February meeting.
- Zoning Ordinance Updates: Ms. Stein discussed several sections of the Zoning Ordinance which the Planning Commission may consider amendments to in 2025.

Other Activities in Planning & Zoning:

- Working on compiling an Annual Report of all Planning, Zoning, and Building Department activities and accomplishments from 2024, including a summary of permits, variances, Planning Commission meetings, upcoming training opportunities, and goals for the new year. Expect to see this Annual Report in the February packet, as well as provided to the ZBA and Planning Commission at their next meetings.
- Ordinance codification project – Project has started with Municode. Will provide updates on the progress throughout the year.
- Master Plan Update – Will begin considering options to resume/start this project within the year.
- Updating applications, forms, processes and procedures, file organization, website updates, etc.

Brittany Stein, Building/Planning/Zoning Manager



Columbia Charter Township

www.twp.columbia.mi.us

8500 Jefferson Road
Brooklyn, MI 49230

Phone: (517) 592-2000
Fax: (517) 592-8115

TO: Columbia Township Board
FROM: Mike Trout, Municipal Services Director *MT*
DATE: January 20, 2025
RE: Municipal Services Update

Sewer

We received our water meter reading devices to install at all our commercial locations. This will allow for more efficient and accurate reading of the meters.

LRUA

Sub-Committee meeting scheduled for January 22.

Park/Boat Launch

We have received the grant commitment from the state to begin the park improvements starting in the spring.

Cemeteries

New fencing at Jefferson is completed and we have received at least one compliment from the adjoining neighbor.

Vehicles

We are still looking for a used backup to our pickup truck that can also function as a backup snowplow and service vehicle. The challenge is timing given that used vehicles, especially trucks, are in demand and we have one meeting a month. I am proposing to get pre-authorization to purchase within a limited dollar amount. (See action item)

Equipment Our primary need for the spring will be adequate mowing equipment. We are focusing on an additional zero turn mower to assist with the addition of Highland Cemetery to our duties.

Miscellaneous

Improvements to the township hall are nearly complete. Brittany has a new office, and the break room has been updated. Painting is scheduled to be completed in the next couple of weeks.

Please let me know if you have any questions.

Supervisor, Barry Marsh

Clerk, Cathy Hulburt

Treasurer, John Calhoun

Trustees: Brent Beamish, Rick DeLand, Robin Tackett, Rick Church
(1 8)

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 101 General Fund						
Dept 101 GOVERNING BODY						
101-101-727.000	PAPER CLIPS	AMAZON CAPITAL SERVIC	OFFICE SUPPLIES	1X1W-3DV4-R6PW	01/21/25	6.99
101-101-727.000	STORAGE BOX	SMART BUSINESS SOURCE	OFFICE SUPPLIES	MO-238583-1	01/21/25	152.96
101-101-801.500	Professional Services	PROSCAN SOLUTIONS	4TH QTR 2024 BOX STORAGE FEE	COL202412	01/21/25	498.00
101-101-801.500	Professional Services	WILLIS & JURASEK, CPA	PREPARATION OF PAYROLL CHECKS FOR	75746	01/21/25	275.00
101-101-826.000	Professional Services	WILLIS & JURASEK, CPA	PREP OF PAYROLL CHECKS - DECEMBER	75900	01/21/25	275.00
101-101-900.000	Prof Services-Attorney	WHITE & HOTCHKISS, PL	DECEMBER 2024 GENERAL LEGAL SERVIC	43848	01/21/25	330.00
101-101-900.000	PRINTING	FORMS & FULFILLMENT S	2024 1099 FORMS	36887	01/21/25	33.86
101-101-900.000	PRINTING	THE EXPONENT	SYNOPSIS OF 12/16/24 - BOARD MEETI	32923	01/21/25	82.50
101-101-900.000	PRINTING	THE EXPONENT	ENVELOPE PURCHASE	32676	01/21/25	193.00
101-101-958.000	Memberships	MISS DIG	2025 MISS DIG FEES	20251209	01/21/25	1,156.04
Total For Dept 101 GOVERNING BODY 3,003.35						
Dept 215 Clerk Office						
101-215-946.000	Equipment Lease	AMERICAN OFFICE SOLT	P11512 - BASE RATE CHARGE FOR JAN	IN397162	01/21/25	37.39
101-215-961.000	CONFERENCES	CARREY HULBERT	REIMBURSEMENT FOR CLERK MEETINGS,	12192024	01/21/25	75.00
Total For Dept 215 Clerk Office 112.39						
Dept 228 INFORMATION TECHNOLOGY						
101-228-727.200	software and license	VC3 INC	JANUARY 2024 MICROSOFT OFFICE 365	VC3-183239	01/21/25	509.00
101-228-727.200	software and license	VC3 INC	JANUARY 2024 CLOUD PROTECTION FEES	VC3-183246	01/21/25	201.00
101-228-967.200	SOFTWARE - POLICE DEPART	TRACKSTAR	SOFTWARE	TS24680	01/21/25	1,220.00
Total For Dept 228 INFORMATION TECHNOLOGY 1,930.00						
Dept 253 Treasurer						
101-253-870.000	Mileage	JOHN CALHOUN	DECEMBER 2024 MILEAGE REIMBURSEMEN	DEC2024	01/21/25	32.16
101-253-958.000	Memberships	VISA COMMUNITY CARD	VISA MEMBERSHIP RENEWAL - 12/30/24	MAA12302024	01/21/25	97.38
Total For Dept 253 Treasurer 129.54						
Dept 257 Assessor						
101-257-730.000	Postage	KCI	ESTIMATED POSTAGE FOR 2025 ASSESSM	238529	01/21/25	3,145.20
101-257-801.500	Professional Services	STEPHANIE JOHNCOX	JANUARY 2025 - CONTRACT ASSISTANT A	01152025	01/21/25	2,600.00
101-257-826.000	Prof Services-Attorney	FAHEY SCHULTZ BURZYCH	DECEMBER 2024 PROF SERVICES - MAPL	25670	01/21/25	79.00
Total For Dept 257 Assessor 5,824.20						
Dept 265 Hall and Grounds						
101-265-740.000	Gas and Oil	US BANK VOYAGER	DECEMBER 2024 FUEL PURCHASES	8691711732501	01/21/25	155.38
101-265-853.000	Telephone/Pagers	VISA COMMUNITY CARD	HYDE RD., INTERNET SERVICES, 1/6/2	12232024	01/21/25	89.95
101-265-853.000	Telephone/Pagers	VISA COMMUNITY CARD	COMCAST BILLING - FOR 8500 JEFFERS	COMCAST12142024	01/21/25	586.84
101-265-853.000	Telephone/Pagers	VISA COMMUNITY CARD	SVC FROM 1/7/25-2/6/25- FOR 113 LA	01102205COMCAST	01/21/25	128.85
101-265-920.000	Utilities	COLUMBIA TOWNSHIP	1ST QTR SEWER BILLING - HYDE RD.,	01142025	01/21/25	274.41
101-265-920.000	Utilities	VILLAGE OF BROOKLYN	113 LANE STREET - SEWER/WATER, DEC	123020241	01/21/25	74.22
101-265-931.000	Utilities	VILLAGE OF BROOKLYN	8500 JEFFERSON RD., SEWER/WATER -	123020242	01/21/25	118.73
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13722/19	01/21/25	82.59
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13717/19	01/21/25	5.80
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13712/19	01/21/25	29.99
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13701/19	01/21/25	20.11
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13693/19	01/21/25	32.27
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13694/19	01/21/25	5.87
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13686/19	01/21/25	57.85
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13689/19	01/21/25	45.18
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13681/19	01/21/25	18.03
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13678/19	01/21/25	43.10
101-265-931.000	Building Repair	GREAT LAKES ACE	OFFICE/KITCHEN REMODEL	13653/19	01/21/25	26.34

(6)

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund 101 General Fund						
Dept 265 Hall and Grounds						
101-265-931.000	Building Repair	MIKE TROUT	REIMBURSEMENT FOR MENARDS PURCHASE	12192024	01/21/25	130.78
101-265-931.000	Building Repair	MIKE TROUT	REIMBURSEMENT FOR MENARDS PURCHASE	01042025	01/21/25	35.08
Total For Dept 265 Hall and Grounds						
Dept 301 Police						
101-301-710.000	Hiring and Testing	GAYLE SEELY LLC	EVALUATION FOR C. FLUKER	01082025	01/21/25	385.00
101-301-740.000	Gas and Oil	US BANK VOYAGER	DECEMBER 2024 FUEL PURCHASES	8691711732501	01/21/25	1,584.13
101-301-768.000	Clothing Allowance	SUPERIOR UNIFORM SALE	NEW PANTS	437196	01/21/25	102.25
101-301-768.000	Clothing Allowance	SUPERIOR UNIFORM SALE	PANTS - DEAN	437108	01/21/25	204.50
101-301-776.100	Equip Maint and Supplies	AMERICAN OFFICE SOLUTION	REPRESENTATION FOR MONTH OF DECEMBER	IN397106	01/21/25	56.69
101-301-826.000	Prof Services-Attorney	WHITE & HOTCHKISS, PLLC	ISSUE DATE 12/28/24; MONTHLY CHARG	43767	01/21/25	750.00
101-301-853.000	Telephone/Pagers	VISA COMMUNITY CARD	COMCAST BILLING - FOR 8500 JEFFERS	01062025	01/21/25	175.76
101-301-853.000	Telephone/Pagers	VISA COMMUNITY CARD	SHOP WITH A COP 2024	COMCAST12142024	01/21/25	333.89
101-301-880.200	SHOP WITH A COP PURCHASE	SAXON INCORPORATED	BUSINESS CARD, B.BERKELEY & B. T	MEIUR121924	01/21/25	345.05
101-301-900.000	PRINTING	BROOKLYN AUTO CARE	2023 - CHEVY TAHOE - POLICE VEHICLE	96601	01/21/25	190.61
101-301-939.100	VEHICLE #1	BROOKLYN AUTO CARE	2022 FORD POLICE VEHICLE - ELECTRO	77580	01/21/25	46.25
101-301-939.200	VEHICLE #2	BROOKLYN AUTO CARE	2022 FORD POLICE VEHICLE - OIL CHG	77554	01/21/25	630.56
101-301-939.200	VEHICLE #2	BROOKLYN AUTO CARE				30.00
Total For Dept 301 Police						
Dept 336 Fire						
101-336-740.000	Gas and Oil	US BANK VOYAGER	DECEMBER 2024 FUEL PURCHASES	8691711732501	01/21/25	4,834.69
101-336-776.100	Equip Maint and Supplies	GREAT LAKES ACE	ROLLER, HOSE NOZZLE	13742/19	01/21/25	61.20
101-336-776.100	Equip Maint and Supplies	GREAT LAKES ACE	BATTERIES	13739/19	01/21/25	20.48
101-336-776.100	Equip Maint and Supplies	GREAT LAKES ACE	WINDEX, SPRAYER, TUBE BRUSH	13658/19	01/21/25	16.14
101-336-776.100	PURS DEF 2.5G; GAUGE TR	SPEEDWAY AUTO PARTS	DECEMBER PO	804395/1045	01/21/25	21.85
101-336-801.500	BACK-UP ALARM	BRITE N' CLEAN LAUNDRY	FIRE SUIT CLEANING - COTA, SLEEMAN	804674/1045	01/21/25	41.97
101-336-801.500	Professional Services	STRYKER SALES, LLC	ANNUAL MAINTENANCE PROGRAM - ITCAS	10763	01/21/25	100.99
101-336-801.500	Professional Services	STRYKER SALES, LLC	ISSUE DATE 12/28/24; MONTHLY CHARG	9208149555	01/21/25	36.00
101-336-853.000	Telephone/Pagers	VISA COMMUNITY CARD	COMCAST BILLING - FOR 8500 JEFFERS	01062025	01/21/25	1,461.15
101-336-853.000	Telephone/Pagers	VISA COMMUNITY CARD				175.76
101-336-963.200	EQUIPMENT-REPLACEMENT	ALLIED FIRE SALES & S	GLOVES	COMCAST12142024	01/21/25	91.06
Total For Dept 336 Fire						
Dept 371 BUILDING INSPECTOR						
101-371-727.000	Office Supplies	HILLSDALE COUNTY INSP	RED DISAPPROVED TAGS & APPROVED TA	01082025	01/21/25	2,306.11
101-371-727.000	TRANSLUCENT FILE	SMART BUSINESS SOURCE	OFFICE SUPPLIES	WO-238583-2	01/21/25	136.00
101-371-801.500	Professional Services	THE BARTLOW CORPORATI	NOVEMBER 2024 - BUILDING PERMIT INS	11302024	01/21/25	24.59
101-371-801.500	Professional Services	THE BARTLOW CORPORATI	DECEMBER 2024 - BUILDING INSPECTO	01152025	01/21/25	3,725.00
101-371-801.540	PROFESSIONAL SERVICES- E	MW ELECTRIC, LLC	DECEMBER 2024 ELECTRICAL INSPECTIO	DEC2024	01/21/25	2,335.00
101-371-801.560	PROFESSIONAL SVCS - PLUM	TT PLUMBING LLC	DECEMBER 2024-PLUMBING INSPECTIONS	12302024	01/21/25	1,750.00
Total For Dept 371 BUILDING INSPECTOR						
Dept 463 Highways and Streets						
101-463-930.100	SIRENS - MAINTENANCE	WEST SHORE SERVICES,	2024 ANNUAL MAINTENANCE & INSPECTI	33140	01/21/25	9,400.59
Total For Dept 463 Highways and Streets						
Dept 466 BAYVIEW/IMPERIAL SHORES ROAD PAVING SPEC						
101-466-801.620	ROAD PAVING-BAYVIEW IMPE	JACKSON COUNTY DEPART	NOVEMBER 2024 PROGRESS BILLING FOR	1610-2	01/21/25	1,275.00
Total For Dept 466 BAYVIEW/IMPERIAL SHORES ROAD						
Dept 537 Sewer						
101-537-801.500	Professional Services	KCI	Total For Dept 466 BAYVIEW/IMPERIAL SHORES ROAD		01/21/25	184,466.53
Total For Dept 537 Sewer						
REMAINDER OWING ON 1ST QTR SEWER P 343172						
						258.30

GL Number Inv. Line Desc Vendor Invoice Desc. Invoice Due Date Amount Check

Fund 101 General Fund
 Dept 537 Sewer
 101-537-958.000 Memberships MISS DIG 2025 MISS DIG FEES 20251209 01/21/25 1,156.03
 Total For Dept 537 Sewer 1,414.33

Dept 702 ZONING
 101-702-721.000 FILE ORGANIZER AMAZON CAPITAL SERVIC OFFICE SUPPLIES 1X1W-3DV4-F6PW 01/21/25 224.80
 101-702-826.000 Prof Services-Attorney WHITE & HOTCHKISS, PL DECEMBER 2024 GENERAL LEGAL SERVIC 43848 01/21/25 285.00
 Total For Dept 702 ZONING 509.80

Dept 901 CAPITAL OUTLAY
 101-901-978.100 Equipment ALLIED FIRE SALES & S CARCINOGEN BLOCKING FIRE HOODS - 5 4663 01/21/25 601.69
 Total For Dept 901 CAPITAL OUTLAY 601.69
 Total For Fund 101 General Fund 217,769.59

Fund 590 Sewer Fund
 Dept 000 Revenue Treatment Expense-MIS LEONT TOWNSHIP TREATMENT CHARGE - NOVEMBER 2024-M NOV2024-MIS 01/21/25 4,754.04
 590-000-825.100 Treatment Expense-Columb LEONT TOWNSHIP NOVEMBER 2024- TREATMENT CHARGE NOV2024 01/21/25 73,946.55
 590-000-853.000 Telephone/Pagers VISA COMMUNITY CARD FRONTIER BILLING FOR 517-592-2727 FRONTIER1207202 01/21/25 60.50
 590-000-853.000 Telephone/Pagers VISA COMMUNITY CARD SEWER EMERGENCY NUMBER- SERVICES F 01072025 01/21/25 60.57
 Total For Dept 000 Revenue 78,821.66
 Total For Fund 590 Sewer Fund 78,821.66

Fund 597 Vineyard Lake Sewer Fund
 Dept 000 Revenue Treat Expense - Vineyard LEONT TOWNSHIP TREATMENT CHARGE - NOVEMBER 2024-V NOV20243 01/21/25 11,205.70
 597-000-825.900 Total For Dept 000 Revenue 11,205.70
 Total For Fund 597 Vineyard Lake Sewer Fund 11,205.70

(2)

INVOICE GI DISTRIBUTION REPORT FOR COLUMBIA TOWNSHIP

GL Number Inv. Line Desc Vendor Invoice Due Date Amount Check

Fund Totals:

Fund 101 General Fund 217,769.59
 Fund 590 Sewer Fund 78,821.66
 Fund 597 Vineyard Lake Sewer Fund 11,205.70

Total For All Funds: 307,796.95

EXP CHECK RUN DATES 01/21/2025 - 01/21/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 PAYABLES TO BE APPROVED BY BOARD 1/20/25

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General Fund							
Dept 101 GOVERNING BODY							
101-101-801.500	Professional Services	PAYMERANG, LLC	A/P PROCESSING FEE FOR SEPT 2024	INV2325	01/10/25	200.00	25111
101-101-801.500	Professional Services	POINT & PAY	E-CHECK FEES, NOVEMBER 2024	5494-2024-011-V	01/10/25	26.00	25112
101-101-801.500	Professional Services	POINT & PAY	OCTOBER 2024- ECHECK FEES	5464-2024-10-V.	01/10/25	70.00	25112
101-101-801.500	Professional Services	STERICYCLE INC.	STER-SAFE OSHA COMPLIANCE, JANUARY	8009266413	01/10/25	304.69	25114
Total For Dept 101 GOVERNING BODY							
						600.69	
Dept 228 INFORMATION TECHNOLOGY							
101-228-801.500	Professional Services	VISA COMMUNITY CARD	MONTHLY ZOOM SUBSCRIPTION FOR VIRE	1218ZOOM	01/10/25	68.89	25116
						68.89	
Dept 247 Board of Review							
101-247-961.100	TRAINING	MICHIGAN TOWNSHIP ASS	2025 MTA BOR TRAINING FOR J. MESSI	375010	01/10/25	200.00	21822
						200.00	
Dept 257 Assessor							
101-257-926.000	Prof Services-Attorney	FAHRY SCHULTZ BURZYCH	NOVEMBER 2024- PROF SERVICES FOR M	24925	01/10/25	148.50	25107
						148.50	
Dept 265 Hall and Grounds							
101-265-730.000	Postage	PURCHASE POWER	FINANCE CHARGES FOR PREVIOUS POSTA	12242024	01/10/25	22.44	21829
101-265-780.000	TOILET PAPER	KSS ENTERPRISES	CLEANING SUPPLIES	1635320	01/10/25	208.88	21829
101-265-920.000	Utilities	CLEARWATER	5-5 GAL WATER REFILLS	01022025	01/10/25	21.25	21829
101-265-920.000	Utilities	BROOKLYN PLUMBING & H	CLEAN AERATOR, FIX HOT WATER	WO-9237	01/10/25	100.00	21829
101-265-920.000	Utilities	CONSUMERS ENERGY	LANE STREET, 11/22/24-12/22/24-433	205814217204	01/10/25	806.27	21829
101-265-920.000	Utilities	CONSUMERS ENERGY	8500 JEFFERSON RD., 11/22/24-12/22	204746414448	01/10/25	1,157.71	25106
101-265-920.000	Utilities	CONSUMERS ENERGY	8500 JEFFERSON RD., OUTBUILDING 12	204479456874	01/10/25	59.44	25106
101-265-930.000	Repair and Maintenance	MENARDS	OFFICE/KITCHEN REMODEL	63868050529	01/10/25	155.93	21821
101-265-930.000	Repair and Maintenance	MENARDS	KITCHEN/OFFICE REMODEL	11488	01/10/25	22.17	21821
101-265-930.000	Repair and Maintenance	MENARDS	KITCHEN/OFFICE REMODEL	10498	01/10/25	917.26	21821
101-265-930.000	Repair and Maintenance	MENARDS	KITCHEN/OFFICE REMODEL	11069	01/10/25	265.36	21821
101-265-930.000	Repair and Maintenance	MENARDS	KITCHEN/OFFICE REMODEL	12775	01/10/25	58.41	21821
101-265-930.000	Repair and Maintenance	RANDOLPH PORTERFIELD	DRYWALL HANGING & FINISHING FOR OF	01022025	01/10/25	800.00	21823
101-265-930.000	Repair and Maintenance	RAY'S OVERHEAD DOOR	SERVICE CALL FOR DOOR	12202024	01/10/25	85.00	21824
101-265-930.000	Repair and Maintenance	BROOKLYN PLUMBING & H	REPAIRED HEAVING UNIT - MAIN OFFIC	WO-9033	01/10/25	4,009.15	25105
101-265-930.000	Repair and Maintenance	BROOKLYN PLUMBING & H	INSTALLED INDUCER MOTOR - CYCLED U	WO-8994	01/10/25	544.16	25105
101-265-930.000	Repair and Maintenance	MTP V ONION PARENT LT	MONTHLY TRASH SERVICE - 8500 JEFFE	MM4204036	01/10/25	163.80	25110
101-265-965.000	Repair and Maintenance	RIL SURETY	POSITION SCHEDULE BOND, 03/01/25-0	RSE7020269-25	01/10/25	298.00	21825
101-265-978.100	Equipment	VISA COMMUNITY CARD	HOME DEPOT PURCHASE - NEW STOVE TO	HOMEDEPOTWR8973	01/10/25	317.08	25116
						10,012.31	
Dept 301 Police							
101-301-768.000	Clothing Allowance	GENCO BOOF SHOP	NEW BOOTS	21800	01/10/25	142.00	21819
101-301-768.000	Clothing Allowance	SUPERIOR UNIFORM SALE	PANTS, TAYLOR & BERKEVILLE	434554	01/10/25	218.61	25115
101-301-920.000	Utilities	CONSUMERS ENERGY	8500 JEFFERSON RD., 11/22/24-12/22	204746414448	01/10/25	315.73	25106
						676.34	
Dept 336 Fire							
101-336-776.100	Equip Maint and Supplies	GREAT LAKES ACE	HERX KEY	13578/194	12/19/24	32.29	21815
101-336-801.500	Professional Services	BRITE N' CLEAN LAUNDR	FIRE SUIT - B.SHEEMAN	10681	01/10/25	9.00	21817
101-336-801.500	Professional Services	BRITE N' CLEAN LAUNDR	FIRE SUIT CLEANING - S.COTA & J.SI	10697	01/10/25	18.00	21817
101-336-801.500	Professional Services	BRITE N' CLEAN LAUNDR	FIRE SUIT CLEANING -SHEEMAN	10692	01/10/25	9.00	21817
101-336-801.500	Professional Services	BIO-CARE	RESP. QUESTIONS/PULMONARY FUNCTION	12319	01/10/25	2,112.00	25104
101-336-920.000	Utilities	CONSUMERS ENERGY	HYDE RD., STATION 2 - 11/26/24-12/	206259083971	01/10/25	347.43	25106

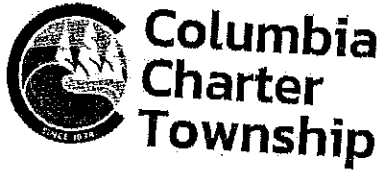
GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General Fund							
Dept 336 Fire	Utilities	CONSUMERS ENERGY	8500 JEFFERSON RD., 11/22/24-12/22	20474644448	01/10/25	631.48	25106
101-336-920.000	REPLACEMENT INLET VALVE	HEIMAN FIRE EQUIPMENT	REPLACEMENT INLET VALVE SPARKAN E1	0937798-TN	01/10/25	1,767.95	21828
101-336-963.200			Total For Dept 336 Fire			4,927.15	
Dept 463 Highways and Streets							
101-463-920.100	Streets	CONSUMERS ENERGY	STREETLIGHTS, DECEMBER 2024 - 9957	206614859621	01/10/25	72.61	25106
101-463-920.100	Street Lighting	CONSUMERS ENERGY	STREETLIGHTS, DECEMBER 2024-8929	202254723112	01/10/25	1,105.11	25106
101-463-920.100	Street Lighting	CONSUMERS ENERGY	STREETLIGHTS, DECEMBER 2024	206614859622	01/10/25	686.80	25106
101-463-920.100	Street Lighting	CONSUMERS ENERGY	STREETLIGHTS, DECEMBER 2024-1724	201720757973	01/10/25	10.57	25106
			Total For Dept 463 Highways and Streets			1,875.09	
Dept 466 BAYVIEW/IMPERIAL SHORES ROAD PAVING SPEC							
101-466-801.620	ROAD PAVING-BAYVIEW IMPE	JACKSON COUNTY DEPART	NOVEMBER 2024 PROGRESS BILLING FOR 1610-1		01/10/25	125,069.25	
			Total For Dept 466 BAYVIEW/IMPERIAL SHORES ROAD			125,069.25	
Dept 537 Sewer							
101-537-730.000	Postage	KCI	1ST QUARTER - 2025 PREPAID POSTAGE	12192024	12/19/24	1,000.00	21816
			Total For Dept 537 Sewer			1,000.00	
Dept 567 CEMETERY AND GROUNDS							
101-567-801.500	Professional Services	SHERIDAN SURVEYING CO	REMINDER OWING FOR SURVEY OF JEFFE	12312024REMAIND	01/10/25	475.00	26
			Total For Dept 567 CEMETERY AND GROUNDS			475.00	
Dept 570 CLARK LAKE SPECIAL AQUATIC WEED CONTROL							
101-570-806.000	PROFESSIONAL SVCS - WEED	STATE OF MICHIGAN	PERMIT FEE FOR 2025 SEASON	E20701	01/10/25	875.00	21827
			Total For Dept 570 CLARK LAKE SPECIAL AQUATIC WE			875.00	
Dept 751 Parks and Recreation							
101-751-930.000	Repair and Maintenance	LESTER BROTHERS EXCAV	MONTHLY HANDICAP TOILET SVC 11/27/	I61696	01/10/25	255.00	21820
			Total For Dept 751 Parks and Recreation			255.00	
Dept 901 CAPITAL OUTLAY							
101-901-978.100	Equipment	ALLIED FIRE SALES & S	PHOENIX GLOVES - NEW FIRE GEAR		01/10/25	462.44	25103
			Total For Dept 901 CAPITAL OUTLAY			462.44	
			Total For Fund 101 General Fund			146,645.66	
Fund 590 Sewer Fund							
Dept 000 Revenue							
590-000-776.100	Equip Maint and Supplies	JETT PUMP & VALVE, I.	PULL OUT FLANGE	25398	01/10/25	1,151.56	76
590-000-776.100	Equip Maint and Supplies	MICHIGAN PIPE & VALVE	ELBERGLASS PROBE ROD, CURB BOX, SE	5043266	01/10/25	261.43	77
590-000-801.500	EQUIP MAINT & SUPPLIES-S	SUPERIOR INDUSTRIAL S	JEFFERSON RD. LIFT STATION REPAIRS	525671	01/10/25	96.05	78
590-000-801.500	Professional Services	JK OF MICHIGAN LLC	NOVEMBER 2024- CLARK LAKE/LAKE COL	24613	12/19/24	2,660.00	4950
590-000-801.510	PROF SVCS- SOUTH. INT	JK OF MICHIGAN LLC	NOVEMBER 2024- CLARK LAKE/LAKE COL	24613	12/19/24	560.00	4950
590-000-801.700	PROF SVCS- SOUTH. INT	SUPERIOR INDUSTRIAL S	JEFFERSON RD. LIFT STATION REPAIRS	525671	01/10/25	417.00	78
590-000-853.000	PROF SERV-MONTHLY OM CHA	JK OF MICHIGAN LLC	NOVEMBER 2024- CLARK LAKE/LAKE COL	24613	12/19/24	17,720.51	4950
590-000-920.000	Telephone/Pagers	AMBS MESSAGE CENTER,	SVC PERIOD JANUARY 2024- USAGE PER	241200424	01/10/25	71.38	73
590-000-920.000	Utilities	CONSUMERS ENERGY	HEWITT RD. IS, 11/22/24-12/22/24-9	204746414447	01/10/25	202.62	74
590-000-920.000	Utilities	CONSUMERS ENERGY	HAYES RD. IS, 11/22/24-12/22/24-84	202877613346	01/10/25	226.95	74
590-000-920.000	Utilities	CONSUMERS ENERGY	EAGLE POINT RD. IS, 11/22/24-12/25	205458295976	01/10/25	277.10	74
590-000-920.000	Utilities	CONSUMERS ENERGY	N.LAKE RD. IS, 11/22/24-12/25/24-1	205458295977	01/10/25	562.24	74
590-000-920.000	Utilities	CONSUMERS ENERGY	M-50 IS, 11/22/24-12/22/24-5330	20305559721	01/10/25	31.38	74
590-000-920.000	Utilities	CONSUMERS ENERGY	CADY RD. IS, 11/21/24-12/20/24-907	202521668709	01/10/25	650.46	74
590-000-920.001	UTILITIES-SOUTH INT.	CONSUMERS ENERGY	THORNE RD IS 11/24/24-12/29/24-125	206436896369	01/10/25	459.29	74

INVOICE GL DISTRIBUTION REPORT FOR COLUMBIA TOWNSHIP
 EXP CHECK RUN DATES 12/18/2024 - 01/15/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID
 PAID PRIORS TO BE APPROVED BY BOARD 1/20/25

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 590 Sewer Fund							
Dept 000 Revenue	UTILITIES-SOUTH INT.	CONSUMERS ENERGY	VICARY RD. IS 11/25/24-12/26/24-05	205102345466	01/10/25	319.70	74
590-000-920.001	UTILITIES-SOUTH INT.	CONSUMERS ENERGY	JEFFERSON RD. IS, 11/22/24-12/25/2	206170109642	01/10/25	649.16	74
590-000-920.001	UTILITIES-SOUTH INT.	CONSUMERS ENERGY	RIVERSIDE RD. IS, 11/22/24-12/22/2	204657425536	01/10/25	1,354.68	74
590-000-978.100	Equipment	ETNA SUPPLY CO.	SENSUS TOUCHPAD, RED-BLK-GREEN 500	S106026522.001	01/10/25	600.00	75
Total For Dept 000 Revenue						28,271.51	
Dept 538 Vineyard Lake Extension							
590-538-853.000	Telephone/Pagers	AMBS MESSAGE CENTER,	SVC PERIOD JANUARY 2024- USAGE PER	241200424	01/10/25	121.64	73
Total For Dept 538 Vineyard Lake Extension						121.64	
Dept 539 Lake Columbia Sewer Extension							
590-539-853.000	Telephone/Pagers	AMBS MESSAGE CENTER,	SVC PERIOD JANUARY 2024- USAGE PER	241200424	01/10/25	29.15	73
Total For Dept 539 Lake Columbia Sewer Extension						29.15	
Total For Fund 590 Sewer Fund						28,422.30	
Fund 597 Vineyard Lake Sewer Fund							
Dept 000 Revenue	Professional Services	JK OF MICHIGAN LLC	NOVEMBER 2024- VINEYARD LAKE O&M C	24613	12/19/24	480.00	2748
597-000-801.500	Prof Serv-Brooklyn	JK OF MICHIGAN LLC	NOVEMBER 2024- VINEYARD LAKE O&M C	24613	12/19/24	2,605.20	2748
597-000-801.700	Utilities	CONSUMERS ENERGY	VENTURA DR IS, 11/22/24-12/22/24-7	204746414446	01/10/25	516.03	82
597-000-920.000							
Total For Dept 000 Revenue						3,601.23	
Total For Fund 597 Vineyard Lake Sewer Fund						3,601.23	
Fund 703 CurrentTax Fund							
Dept 000 Revenue	Due to County-SET	STATE OF MICHIGAN	CFT FUNDS OWED TO STATE FOR DEC 1-	DEC1-1524 DISB	01/10/25	1,425.90	2354
703-000-222.700	Due to School-Columbia O	STATE OF MICHIGAN	CFT FUNDS OWED TO STATE FOR DEC 1-	DEC1-1524 DISB	01/10/25	4,277.70	2354
703-000-225.000	Due to ISD-Summer	STATE OF MICHIGAN	CFT FUNDS OWED TO STATE FOR DEC 1-	DEC1-1524 DISB	01/10/25	994.29	2354
703-000-234.000	DUE TO TAXPAYERS-OVPMF-A	SULLIVAN DONALD PAUL	2024 Sum Tax Refund 000-19-28-228-	01/07/2025	01/10/25	1,056.92	2355
703-000-275.100							
Total For Dept 000 Revenue						7,754.81	
Total For Fund 703 CurrentTax Fund						7,754.81	

INVOICE GL DISTRIBUTION REPORT FOR COLUMBIA TOWNSHIP
 EXP CHECK RUN DATES 12/18/2024 - 01/15/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
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 PAID PRIORS TO BE APPROVED BY BOARD 1/20/25

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
Fund Totals:						
		Fund 101 General Fund				146,645.66
		Fund 590 Sewer Fund				28,422.30
		Fund 597 Vineyard Lake Sewer Fund				3,601.23
		Fund 703 CurrentTax Fund				7,754.81
Total For All Funds:						186,424.00



Columbia Charter Township
Jackson County, Michigan
8500 Jefferson Road
Brooklyn, MI 49230

Phone: (517) 592-2000
Fax: (517) 592-8115
www.twp.columbia.mi.us

MEMORANDUM

TO: Township Board
FROM: Brittany Stein, Planning & Zoning Manager
DATE: January 20, 2025
RE: Fellowship Baptist Church (Pastor Daniel White)
3200 Reed Rd. Clarklake, MI 49234 (TID#: 000-19-07-151-002-14)

Status Update from Planning & Zoning Manager:

With constant consultation with our Township Legal Counsel, the Township has yet to receive the clarity from the State of Michigan Department of Education, which they are seeking in order to make an informative decision on the request. Township Legal Counsel has attempted communication with the State on this matter and will continue to do so until clarity has been achieved.

It is my recommendation that this matter remain tabled until a clear response is received from the Michigan Department of Education.

Refer to December 16, 2024, Township Board Meeting Packet or minutes for any additional information on this request.

Thank you.



COLUMBIA CHARTER TOWNSHIP POLICE DEPARTMENT

8500 Jefferson Road Brooklyn, Michigan 49230

Main: 517-592-3122 Fax: 517-592-8737

www.twp.columbia.mi.us

Jay Niles, Chief of Police

To: Board of Trustees
From: Chief Jay Niles
Date: January 9th, 2025
Re: SMCJTC Agreement

I bring before the board of trustees the tentative agreement between the township and the Southern Michigan Criminal Justice Training Consortium (SMCJTC). This agency has been a member of this consortium since it was formed many years ago. This training consortium has provided this agency with valuable training opportunities over the years.

This consortium has been an asset to the continuing education for the police officers of Columbia Charter Township. The training opportunities historically have covered topics of defensive tactics, firearms, interview and interrogation, ethics, legal update, emergency vehicle operation to name a few. The exchange for these training opportunities is approximately 50% or \$1000 dollars of the allotted public act 302 funds provided by the state to the township. As a result of the investment in this effort the types and number of training opportunities are far more plentiful as each member agency shared in the cost to maintain the high level of training.

It is my recommendation that the township continue with the membership and authorize the signature of this two-year agreement. I have attached the agreement for your review.

**SOUTHERN MICHIGAN CRIMINAL
JUSTICE TRAINING CONSORTIUM
AGREEMENT**

This Agreement is made this ____ day of ____, 20____ between the Agencies listed in Exhibit "A", or their controlling and governing bodies, all Michigan municipal corporations, (Municipalities) with reference to the following facts and circumstances:

- A. On a cooperative basis, the Municipalities seek to provide joint training in police methods and investigative techniques through an unincorporated association known as "Southern Michigan Criminal Justice Training Consortium," (Consortium).
- B. Jackson County Sheriff Office intends to provide the services of Coordinating Agency, in cooperation with the Municipalities, provided that the mutual responsibilities of the parties are established by agreement of the parties, as more fully set forth herein.
- C. The Municipalities, pursuant to authority granted under Michigan law or by charter, are authorized to enter into agreements for the provision of services such as that set forth herein, and are further authorized under the provisions of Act 35 of the Public Acts of 1951, as amended, MCLA 124.1 et seq., to arrange with other municipal corporations, by contract, or otherwise as may be permitted by law, for the ownership, operation, or performance, of any property, facility, or service which each would have the power to own, operate, or perform separately.
- D. Each signing Municipality desires to participate in the Consortium, in cooperation with the other participating Municipalities, and to provide funding for that participation.

NOW THEREFORE, as authorized by law, and in consideration of the mutual promises set forth herein, and for the other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows.

- 1. Duties of Coordinating Agency. Jackson County Sheriff Office, in cooperation with the participating Municipalities, will act as the Coordinating Agency for the Consortium for the purposes of establishing training programs and courses of instruction.
- 2. Duties of the Fiduciary Agency. The Jackson Police Department will act as the fiduciary for the Consortium for the purposes of providing financial services related to Consortium training.
- 3. Duties of Municipalities. The participating Municipalities, in return for the services to be provided under this Agreement, will use their best efforts to assist and facilitate the Consortium and to take part in the programs organized for the members.
- 4. Member Agency Fees. Each participating Municipality, in return for their services to be provided under this Agreement, agrees to member agency fees that are a percentage of each agency's annual PA 302 funding, according to the schedule and terms set forth in the attached Exhibit "B." The Consortium Board, with agreement of an affected municipality,

may modify the payment schedule and terms. Changes in the percentage contribution in Exhibit "B" do not require execution of a new agreement with each member agency.

5. Suspension of PA 302 Disbursement Payments. The Board may suspend billing to member agencies in the event that the fund balance exceeds an amount desired by the Board. Suspension of payments shall be done by a majority vote of Board members.
6. Adding New Member Agencies: New member agencies wishing to join the Consortium shall deliver a letter of intent to the Board. New member agencies shall be added by a majority vote of the Board, and their names shall be added to Exhibit "A". New member additions do not require execution of a new agreement with each member agency
7. New Member Agency Fees. New member agencies will pay a full years' contribution to the Consortium, as described in (4) above, regardless of date joined.
8. Operations of the Consortium. During the term of this Agreement, the Consortium will operate as an informal voluntary association according to the terms of the "By-Laws of the Southern Michigan Criminal Justice Training Consortium," which will be drafted, adopted, and amended (as necessary from time to time) by the Board of the Consortium. The chief administrative officer of the law enforcement agency for each participating Municipality, or his/her designee, has the responsibility and authority to participate in the day-to-day business activities of the Consortium, pursuant to the terms of the By-Laws.
9. Participants Remain Employees/Agents of Employing Entity. An employee of a party, while participating in any activity of the Consortium, remains an employee of his or her employing entity at all times, and not an employee of the Consortium or any other participating entity. The employing entity remains solely responsible for the payment of all wages, fringe benefits, disability payments, and other similar payment and charges for each of its employees.
10. Indemnification/Hold Harmless Clause. Each party bears the sole responsibility for the acts and omissions of its official, representative, volunteer, agent, or employee participating in any activity of the Consortium. Each participating Municipality must defend, indemnify, and hold each of the other Municipalities, except the Consortium, harmless from any costs and liability, including attorney's fees, caused by any negligent act or omission of the indemnifying party, or its official, representative, volunteer, agent or employee, occurring while acting within the scope of his or her duties and while performing under the terms of the By-Laws, this Agreement, or while participating in the activities of the Consortium. Nothing contained within this Agreement is intended or should be construed to provide third party beneficiary rights to any person or to create a cause of action in favor of such person.
11. Non-Waiver of Governmental Immunity. In signing this Agreement the Municipalities do not waive their governmental immunity, or any defenses available to them or their officers, agents, or employees under the Michigan Governmental Immunity Act, being Act 170 of the Public Acts of 1964, as amended, MCLA 691.1401, et seq., or any other defenses which may be available to any of them under state or federal law, nor does this Agreement modify, or should be construed to modify, the privileges and immunities of law enforcement officers under Michigan law.

12. Insurance. At all times during the term of this Agreement each Municipality signing this Agreement must maintain
- a. Commercial general liability insurance for claims of bodily injury or property damage including liability coverage for the operations of their respective entities, departments, employees, officers, and agents while participating in the activities of the Consortium, with limits in an amount of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate;
 - b. Worker's Disability Compensation and employer liability insurance or self-insurance approval, as required by Michigan law; and
 - c. Automobile liability, bodily injury and property damage insurance including coverage for owned, non-owned, and hired motor vehicles, with limits of not less than \$1,000,000 for combined single limit and statutory "no fault" requirements.

Each party must furnish proof of any insurance coverage required by this section, upon reasonable written request, to any party of this Agreement.

13. Duration of Agreement. This Agreement begins on January 1, 2025 and ends on December 31, 2027 and may be renewed for three years periods thereafter as authorized by the individual Municipalities.
14. Extension of Agreement Duration. This agreement shall remain in effect for 60 calendar days after expiration. This extension exists so that the terms of the agreement may be reconsidered by the Board, and allows for future agreements to be executed.
15. Cancellation/Withdrawal From Consortium. This Agreement may be cancelled at any time by mutual written agreement of the parties. In addition, any party may withdraw from participation in the Consortium and cancel its participation under the terms of this Agreement on ninety (90) days prior written notice, served upon the Chairperson of the Consortium. Upon withdrawal and cancellation of participation, a withdrawing Municipality is entitled to a pro rata return of any funds paid under this Agreement, the amount of funds returned, if any, to be calculated through the effective date of such withdrawal and cancellation of participation. Withdrawal may not occur until all financial obligations of the withdrawing entity have been paid.
16. Amendments. The parties may amend this Agreement at any time by mutual written agreement, signed by the authorized representatives of the parties
17. Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but together constitutes one instrument.
18. Entire Agreement. This Agreement, the By-Laws, and the attached exhibits contain the entire agreement of the parties and supersede all prior understandings with respect to the Consortium.

Effective Date. This Agreement is effective as to each party when each respective Municipality approves the Agreement and authorizes its representatives to sign the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement,

BY: _____
NAME
Its: TITLE

BY: _____
NAME
Its: TITLE

EXHIBIT "A"

Member agencies are listed in this exhibit.

1. Adrian Police Department
2. Adrian Township Police Department
3. Albion Department of Public Safety
4. Blissfield Police Department
5. Cambridge Township Police
6. Clinton Police Department
7. Columbla Township Police Department
8. Eaton Rapids Police Department
9. Hillsdale County Sheriff's Department
10. Hillsdale Police Department
11. Hudson Police Department
12. Jackson County Office of the Sheriff
13. Jackson Police Department
14. Jonesville Police Department
15. Lenawee County Sheriff's Department
16. Litchfield Police Department
17. Madison Charter Township Police Department
18. Marshall Police Department
19. Morenci Police Department
20. Napoleon Township Police Department
21. Quincy Police Department
22. Raisin Twp. Police Department
23. Reading Police Department
24. Somerset Township Police Department
25. Spring Arbor Township Police Department
26. Springport Police Department
27. Tecumseh Police Department

List last updated: 1/9/2025 1:23 PM1/9/2025

EXHIBIT "B"

The member agency fee for this year, as specified in the Agreement, is set at 50% of your Agency's Act 302 funds, with a split payment schedule based on the semi-annual distribution from the Michigan Criminal Justice Training Commission.



COLUMBIA CHARTER TOWNSHIP POLICE DEPARTMENT

8500 Jefferson Road Brooklyn, Michigan 49230

Main: 517-592-3122 Fax: 517-592-8737

www.twp.columbia.mi.us

Jay Niles, Chief of Police

To: Board of Trustees
From: Chief Jay Niles
Date: January 8th, 2025
Re: Applicant / Police Academy

I am seeking authorization to provide an offer to Chaun Fluker for the position of police recruit. Chaun comes to us with military experience and management in the private security industry. Currently Chaun is residing in Jackson with his family and is currently working toward extending his college education.

An interview and background investigation of Chaun was recently completed. These tasks provided an opportunity to become familiar with Chaun. As a result of these tasks Chaun has met and exceeded the standards mandated to become a police recruit by both the township and the Michigan Commission on Law Enforcement Standards.

In addition to seeking authorization to extend the offer to Chaun I am also seeking authorization to fund a police academy. Chaun will be required to enter and complete the police academy successfully to earn credentials to become a police officer. The next available police academy begins January 27th, 2025, at Oakland Community College. The cost for tuition for the police academy program is \$ 4,550 dollars. The projected completion date of the academy is May 30th, 2025. In addition to the academy tuition there will also be an equipment expenditure of approximately \$2,000 for participation of the police academy and following the completion of the academy and the beginning of the field training. The projected expenditure on wages will be approximately \$16,000 dollars while the academy is in progress.

I have generated a tentative contract that will provide additional protection to the township. This contract will outline the expectation of Chaun to include years of service in the township as a police officer to be required as full payment in exchange for the funding of the academy. In the event Chaun was to leave prior to the conclusion of the contract then he would be responsible for repayment or a portion thereof. I have forwarded the proposed contract to legal counsel for review which was satisfactory upon the completion of the review. A copy of the contract is attached to this memo.

It is my recommendation to the board of trustees that the position of police recruit get extended to Chaun Fluker. Additionally, the police academy that Chaun will be required to successfully complete will be funded by the township in exchange for the civil contract agreement entered into between the township and Chaun Fluker. Upon successful completion of the police academy and activation of his MCOLES license Chaun will be designated a police officer as outlined by the collective bargaining agreement. This opportunity has been presented to the personnel committee and has been unanimously supported. I have also spoken with the finance director regarding the financial implications and have collected her support as well.

TRAINING PARTICIPATION AND REIMBURSEMENT AGREEMENT

This Training Participation and Reimbursement Agreement ("Agreement") is entered into by and between Columbia Charter Township and Chaun Fluker (hereinafter "Employee").

WHEREAS, Columbia Charter Township has offered to sponsor and pay the tuition for the Employee to voluntarily attend the Oakland Community College Police Academy (hereinafter referred to as the "Academy") to receive training through the Michigan Commission on Law Enforcement Standards (hereinafter referred to as "MCOLES") which will enable the Employee to learn valuable skills; and

WHEREAS, in addition to tuition, and subject to provisions of the Fair Labor Standards Act, the Employee shall be placed on an educational status and will receive a gross stipend equal to regular base wages as a police recruit and continued eligibility for fringe benefits while attending the Academy. However, such hours are not considered under the FLSA and, as such, no overtime shall be owed or paid for hours attending the Academy.

WHEREAS, the Columbia Charter Township is paying for the Employee's tuition in anticipation of the Employee continuing to work for the Columbia Charter Township for at least five (5) years from the completion date of the training so that the Columbia Charter Township may recover some of the cost of the investment in the training; and

WHEREAS, the Columbia Charter Township and the Employee recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment; and

WHEREAS, the Employee understands that the Columbia Charter Township will not pay the tuition for such training unless the Employee intends to continue to work for the Columbia Charter Township and unless the Employee agrees to reimburse the Columbia Charter Township in the event that the Employee voluntarily terminates his or her employment prior to five (5) years from the conclusion of the training.

NOW, THEREFORE, in consideration of the mutual covenants stated below, the undersigned parties agree as follows:

1. The Columbia Charter Township will pay the cost of tuition for the Employee's training as offered through MCOLES and the Oakland Community College Police Academy. The Employee shall be placed on a educational status and will be paid a stipend equal to regular base wages and will have continued eligibility for fringe benefits while attending the Academy. However, such hours are not considered under the FLSA and, as such, no overtime shall be owed or paid for hours attending the Academy.

2. If the Employee voluntarily terminates his/her employment with the Columbia Charter Township prior to five (5) years following the date of the completion of the training, the Employee agrees to reimburse the Columbia Charter Township for the cost of the training incurred by the Columbia Charter Township as determined by the schedule shown below:

The current cost of the Oakland Community College Police Academy includes necessary equipment that is required by the academy and wages for while the recruit is attending the academy.

Tuition	\$4,550
Academy Equipment	\$2,000
Wages & Benefits	\$16,000

COMPLETION DATE OF TRAINING:

REIMBURSEMENT

MONTHS 0-12	(100%)
MONTHS 13-24	(75%)
MONTHS 25-36	(50%)
MONTHS 37-48	(25%)
MONTHS 48-60	(0%)

4. To the extent permitted by Wage and Hour laws, the Employee expressly authorizes the Columbia Charter Township to deduct any reimbursement amount owed under the terms of this Agreement from any compensation owed by the Columbia Charter Township to the Employee at the time of or following voluntary termination of employment by the Employee.
5. The Employee shall promptly pay to the Columbia Charter Township the remaining reimbursement balance within thirty days (30) of the last day of employment. The Employee may request that a subsequent employer pay the amount owed to the Columbia Charter Township by the Employee, but the Employee remains personally liable for the entire amount owed until it is paid in full.
6. In the event that the Employee voluntarily terminates his or her academy training or is removed from the academy for any reason, the Employee will reimburse the Columbia Charter Township for the full amount of tuition paid on the Employee's behalf within six (6) months of dismissal.

7. In the event that the Columbia Charter Township terminates the Employee's employment other than for cause during the five (5) years following the date of training completion, the Employee's obligations as related to this Agreement will be considered fulfilled.
8. This agreement shall be construed under the laws of the State of Michigan. If any provision or part of a provision of this agreement is determined to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible, and if not possible, it shall be deemed deleted from this agreement as though it had never been included herein. In either case, the balance of any such provision and of the agreement shall remain in full force and effect.

Signed to and agreed upon, this ____ day of _____, 20____.

Jay Niles, Chief of Police

Date:

Chaun Fluker

Date:



COLUMBIA CHARTER TOWNSHIP POLICE DEPARTMENT

8500 Jefferson Road Brooklyn, Michigan 49230

Main: 517-592-3122 Fax: 517-592-8737

www.twp.columbia.mi.us

Jay Niles, Chief of Police

To: Board of Trustees
From: Chief Jay Niles
Date: January 13th, 2025
Re: Applicant

The police department currently has an allocation for six positions. Currently there is one vacancy existing for a full time-position as well as a second full-time police officer vacancy that will be occurring later this month. Therefore, I am seeking authority to extend a job offer for the position of Police Officer to Joshua Howard. Joshua comes to us with law enforcement experience. Joshua also holds an associated degree in Criminal Justice from Jackson College. Joshua currently resides in Jackson County as well.

An interview and background investigation of Joshua was recently completed. These tasks provided an opportunity to become familiar with Joshua. As a result of these tasks Joshua has met and exceeded the standards mandated to become a police officer for Columbia Charter Township. Additionally, Joshua was recently introduced to the personnel committee who interviewed him as well. Following the interview with the personnel committee it was the consensus of the committee to unanimously support the hiring of Joshua Howard as a full-time Police Officer.

It is my recommendation to the board of trustees to support the hiring of Joshua to backfill current vacancy in the police officer.



Columbia Charter Township

www.twp.columbia.mi.us

8500 Jefferson Road
Brooklyn, MI 49230

Phone: (517) 592-2000
Fax: (517) 592-8115

TO: Columbia Charter Township - Board of Trustees
FROM: Mike Trout, Municipal Services Director
DATE: January 20, 2025
RE: Vehicle Purchase Authorization

As you know the Township Board as part of its budget process approved the purchase of a maintenance vehicle. I have reached out to dealerships and searched extensively on the internet to find a used truck that would fit our needs. Pricing for a new F-250 would be over \$52,000. I have had some luck finding used vehicles, but they are sold before I am able to ask approval from the Board. This has happened twice so far and to avoid this issue I am proposing that the Board authorize the Supervisor to execute a purchase agreement up to the approved budget amount of \$40,000 for a maintenance vehicle.

This pre-approved authorization will allow us to act in a timely manner and secure the appropriate vehicle for the Township.

Please let me know if you have any questions.

Thank you.

Supervisor, Barry Marsh

Clerk, Cathy Hulbert

Treasurer, John Calhoun

Trustees: Brent Beamish, Rick Deland, Robin Tackett, Rick Church

(4 0)

MEMORANDUM

To: Columbia Charter Township Board of Trustees
From: Personnel Committee
Date: January 20, 2025
Re: Recommendation for Part-Time Accounting Assistant

Over a year ago, we advertised for an Accounting Assistant, along with the Building/Zoning/Planning Manager & the Municipal Services Director. In the past year, we were able to fill both the department head positions we had a need for but left us unable to find anyone we were comfortable recommending for the Accounting Assistant position. At this time, the Personnel Committee is now prepared to make a hiring recommendation for that position as follows:

- We recommend that Sherry Bush be hired to fill the Part-Time Accounting Assistant position.
- She holds an Associates Degree in Business/Accounting from College of Lake County, in Grayslake, Illinois and recently retired from Amerhart in Jackson.
- Her employment would begin February 1, 2025.
- The starting hourly rate for the position would be \$23.00/hr and Sherry would work on an as needed basis, determined by the Finance Director, at no more than 10 hours per week.
- Consistent with current policy and procedure, all educational classes, trainings, and pertinent licenses/certifications would be at the expense of the Township.



2025 VOLUNTEER FIRE CAPACITY PROJECT AGREEMENT

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Columbia Township FD, a local unit of government in the county of Jackson, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 22-DG-11094200-128, a Federal Grant from the United States Forest Service, USDA to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Volunteer Fire Capacity Program and approved by the Michigan Legislature.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Description:	<u>Foam system</u>		
Project #:	<u>FRD-VFC-03802</u>		
Amount of grant:	<u>\$618.00</u>	<u>50%</u>	Start Date: <u>Date of Execution by DEPARTMENT</u>
Amount of match:	<u>\$618.00</u>	<u>50%</u>	End Date: <u>08/01/2025</u>
Project Total:	<u>\$1236.00</u>		

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT no later than February 7, 2025, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

Local Government

Fire Department

SIGNED

SIGNED

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

SIGMA Vendor Number _____ SIGMA Address ID _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

WITNESSED

By: Matthew Feldpausch
Fire Management Section, 517-614-0435

By: Kelly Robbins

Date of Execution by DEPARTMENT

I. CONTACT INFORMATION

This Agreement shall be administered on behalf of the DEPARTMENT by the Forest Resources Division. All reports, documents, or actions required of the GRANTEE shall be submitted to the contact below.

GRANTEE CONTACT

DEPARTMENT CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

Kelly Robbins

Name/Title
MI Department of Natural Resources- Forest Resource Division

Organization
525 W. Allegan Street, Lansing, MI 48933

Address
P.O. Box 30425, Lansing, MI 48909

Address
517-930-4294

Telephone Number
Robbinsk@michigan.gov

E-mail Address

All notices, reports, requests or other communications hereunder shall be sufficiently given when mailed or emailed and addressed as indicated in this section. The DEPARTMENT and GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

II. PROJECT SCOPE

The Volunteer Fire Capacity application that was received (APPENDIX A) is, by this reference, made part of this Agreement. This Agreement, together with the APPENDIXES, constitutes the entire Agreement between the parties.

Costs must be allowable, allocable, reasonable and consistent with the budget identified for completing the project as described in APPENDIX A, including modifications to APPENDIX A, which must be requested and approved in writing. Only the agreed-upon project costs (including GRANTEE match) incurred during the project period are eligible for grant payment, unless otherwise approved in writing by the DEPARTMENT.

III. PROJECT PERIOD

The project period is from the date of execution by the DEPARTMENT through the end date identified on page 1 of this Agreement. The GRANTEE is expected to complete the project within the project period.

IV. CHANGES

Any changes to this Agreement requested by GRANTEE must be made in writing to the DEPARTMENT and are subject to DEPARTMENT approval in its sole discretion. Changes requiring an amendment to this Agreement, will be executed by the DEPARTMENT and the GRANTEE in the same manner as this Agreement.

V. GRANTEE RESPONSIBILITIES

The GRANTEE must maintain a record of its participation in the Rural Community Fire Protection Program. Copies of this agreement, appropriate bills, and payments should be kept in a separate folder.

A bid process must be used for all purchases over \$2,500.

The DEPARTMENT is responsible for inventorying nonexpendable items every two years.

Expendable property valued at less than \$5,000 will not be inventoried and is considered the property of the local unit of government. Non-expendable items are property with a value of \$5,000 more.

Local units of government that wish to sell or dispose of non-expendable property of \$5,000 or more in value must contact the DEPARTMENT before disposal.

Disposal of non-expendable items valued at \$5,000 or more:

- a. Notify the DEPARTMENT prior to disposal.

- b. If the value of the item at time of sale is less than \$100, the local unit of government must reimburse the federal government their percentage share of the disposal value based on the percent of federal participation at the time of the grant.
- c. If a like item is purchased with the receipts of the disposal, no reimbursement is necessary, but the DEPARTMENT must be advised so that a correction may be made on the Inventory.

The GRANTEE agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

The GRANTEE of this award is subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFR's can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact the Grant and Agreements Office at (640) 557-4106.

The GRANTEE agrees to obtain all necessary permits before commencement of the project. This Agreement shall not be construed to obligate the DEPARTMENT or any other agency to issue any permit required for the completion of the project. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The GRANTEE will retain a copy of all permits in the file and make them available to the DEPARTMENT upon request.

The GRANTEE affirms to have control of the project area through fee-simple title, lease or other recorded interest in the project area or written permission from the owner of the project area to complete project activities.

This Agreement shall not be construed to require the DEPARTMENT to operate or maintain or to contribute to the operation or maintenance of the project improvements and associated project activities that are the subject of this Agreement for the course of the expected useful life.

The GRANTEE is solely responsible for the operation and maintenance of the project activities that are the subject of this Agreement and the actions of any employee or agent of the GRANTEE acting within the scope of their employment or agency.

The GRANTEE shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

VI. PURCHASING AND CONTRACTING

The GRANTEE agrees to adhere to all contracting and procurement requirements as outlined in the OMB guidance listed in Part III of this agreement, for the year the grant award was issued or the most recent OMB guidance.

The DEPARTMENT reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The GRANTEE is solely responsible for all contractual activities performed under this Agreement. Further, the DEPARTMENT will consider the GRANTEE to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated grant. All subcontractors used by the GRANTEE in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

VII. USE OF MATERIAL

Unless otherwise specified in this Agreement, the GRANTEE may release information or material developed under this Agreement, provided it includes specific recognition of assistance received from the DEPARTMENT.

The DEPARTMENT retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the GRANTEE or another person.

VIII. ASSIGNABILITY

This Agreement and grant may not be transferred or assigned to any other agency, group, or individual without prior written approval by the DEPARTMENT.

IX. NON-DISCRIMINATION

The GRANTEE shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability that is

unrelated to the individual's ability to perform the duties of a particular job or position. The GRANTEE agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

No individual shall be denied access to grant-funded facilities or activities on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability.

X. LIABILITY

The GRANTEE hereby represents that it will defend any suit brought against either party that involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands controlled by the GRANTEE connected with or affected by the project.

The GRANTEE is responsible for all claims, demands, judgments, and expenses, including attorney fees, from any and all loss, damage, or injury to person or property, or death arising under or in any manner related to the Agreement, the activities authorized by the Agreement or the use and occupancy of the premises, project area or facilities.

XI. CONFLICT OF INTEREST

No government employee, or member of the legislative, judicial, or executive branches, or member of the GRANTEE's Board of Directors, its employees, partner agencies, or their families shall benefit financially from any part of this Agreement.

XII. ANTI-LOBBYING

The GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying" means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action."

XIII. DEBARMENT AND SUSPENSION

By signing this Agreement, the GRANTEE certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

XIV. IRAN SANCTIONS ACT

By signing this Agreement, the GRANTEE is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

XV. AUDIT AND ACCESS TO RECORDS

The DEPARTMENT reserves the right to conduct a programmatic and financial audit of the project and may withhold payment until the audit is satisfactorily completed. The GRANTEE will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The GRANTEE will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

XVI. INSURANCE

The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the § (4 5) chigan in such amounts and against such risks as are

ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

XVII. OTHER SOURCES OF FUNDING

The GRANTEE agrees to notify the DEPARTMENT immediately if funding for the same or a substantially similar project is received and to cease all activity under this Agreement until the difference in scope between projects is identified and agreed upon by all parties.

The GRANTEE guarantees that any claims for reimbursement made to the DEPARTMENT under this Agreement must not be financed by any source other than the DEPARTMENT under the terms of this Agreement. If funding is received through any other source, the GRANTEE agrees to delete from GRANTEE's billings, or to immediately refund to the DEPARTMENT, the total amount representing such duplication of funding.

XVIII. REIMBURSEMENT

This is a reimbursement grant program. All project expenses must be incurred and paid before being submitted for reimbursement.

1. The DEPARTMENT will reimburse the GRANTEE a total amount not to exceed the amount on page 1 of this Agreement, in accordance with APPENDIX A. Any cost overruns incurred to complete the project activities called for by this Agreement shall be the sole responsibility of the GRANTEE.
2. The GRANTEE is required to submit all purchase documentation- invoice, plus payment verification (copy of money order, cashier's check, or check issued with a copy of the bank statement) in order to receive reimbursement. Documentation of expenditures and value of match and donations must meet written DEPARTMENT requirements as specified in the OMB guidance for the year the grant was issued or the most recent version of the OMB guidance. The DEPARTMENT reserves the right to request additional information necessary to substantiate payment.
3. The GRANTEE is responsible for providing documentation of all matching funds committed to the project. If the GRANTEE fails to meet the match obligation the DEPARTMENT may withhold or require repayment of grant funds.
4. The DEPARTMENT has 45 calendar days to make payment on completed reimbursement requests.
5. The GRANTEE must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The registration website is: <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>. All grant funds will be paid by Electronic Funds Transfer (EFT).
6. Due to the State's year-end closing procedures, final reimbursement requests must be submitted to the DEPARTMENT no later than September 1, 2025 to allow the State to complete its accounting for that fiscal year. Any requests for reimbursement submitted after the deadline will be denied by the DEPARTMENT.

XIX. CLOSEOUT

A determination of project completion, which may include a site inspection and an audit, shall be made by the DEPARTMENT after the GRANTEE has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in APPENDIX A.

Upon issuance of final payment from the DEPARTMENT, the GRANTEE releases the DEPARTMENT of all claims against the DEPARTMENT arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the DEPARTMENT's claims against the GRANTEE. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

The GRANTEE shall immediately refund to the DEPARTMENT any payments in excess of the costs allowed by this Agreement.

XX. CANCELLATION

This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.

XXI. TERMINATION

This Agreement may be terminated by the DEPARTMENT as follows:

1. Upon 30 days written notice to the GRANTEE:
 - a. If the GRANTEE fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation, or the rules promulgated thereunder, or other applicable law or rules.
 - b. If the GRANTEE knowingly and willingly presents false information to the DEPARTMENT for the purpose of obtaining this Agreement or any payment under this Agreement.
 - c. If the DEPARTMENT finds that the GRANTEE, or any of the GRANTEE's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
 - d. If the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
 - e. During the 30-day written notice period, the DEPARTMENT shall withhold payment for any findings under subparagraphs a through d, above and the GRANTEE will immediately cease charging to the grant and stop earning match for the project.
2. Immediately and without further liability to the DEPARTMENT if the GRANTEE, or any agent of the GRANTEE, or any agent of any subcontract is:
 - a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
 - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
 - c. Convicted under state or federal antitrust statutes;
 - d. Convicted of any other criminal offense that, in the sole discretion of the DEPARTMENT, reflects on the GRANTEE's business integrity; or
 - e. Added to the federal or state Suspension and Debarment list.

If a grant is terminated, the DEPARTMENT reserves the right to require the GRANTEE to repay all or a portion of funds received under this Agreement.

Failure of the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE under this Agreement or any other grant projects administered by DEPARTMENT until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE and/or
- d. Require repayment of grant funds paid to GRANTEE; and/or
- f. Require specific performance of the Agreement.

XXII. RELATIONSHIP

The GRANTEE is considered a sub-recipient in this grant agreement. The GRANTEE is to use the Federal funds to carry out the program purpose of this Federal award. During the term of this grant the GRANTEE must adhere to all applicable Federal program requirements that are listed in the award, that is included in APPENDIX 2.