

PENTLAND TOWNSHIP BOARD
REGULAR MEETING
AGENDA
MAY 12, 2020

Call to Order and Roll Call

Changes to the Agenda

Brief Public Comment

Approval of Minutes

Approval of Bills

Treasurer's Report

New business

- Cloverland Board election – the township's ballot
- Budget – very brief update
- Utilities Superintendent vacancy

Old Business:

- Wastewater litigation with the Village and sewer lagoon update
- Future Hall Bookings
- Liquor Inspection Reports
- Water and Sewer Update
- Open for Other Reports
- Communications
 - Grossman Forestry update – see attached. No action needed.

Extended Public Comment

Next Regular Meeting – June 9, 2020

Adjournment

PENTLAND TOWNSHIP

REGULAR MEETING

March 24, 2020

Note – because of the public health emergency caused by the corona virus (also known as ‘COVID 19’), the Township Board’s meeting today was held electronically, in accordance with Governor Whitmer’s Executive Orders 2020-15 and 2020-21.

Board members and others were able to either call in or connect via Zoom.com.

The meeting was called to order at 7:00 pm by Supervisor Janet Maki.

Board members present: Treasurer Jean Foley, Trustee Martin Lehto, Supervisor Janet Maki, and Clerk Greg Rathje. Absent: none (note – one Trustee position vacant)

Also present: Utilities Superintendent Mike Richards, Deputy Clerk Caryn DeWyse, Deputy Treasurer Deb Burbach, Bill Glime, Lilly Harmon, Christine Rathje and Jack Thomas.

There was no brief public comment.

Clerk Rathje presented the minutes of the regular meetings of March 24, 2020 for approval.

Motion by Lehto, seconded by Foley, to approve these minutes. Ayes: All. Motion carried.

The bills were presented by Clerk Rathje.

Motion by Foley, seconded by Lehto, to approve the following five items in one motion:

1. There were no General Fund, Sewer Fund, or Water Fund checks issued per Pentland Township’s “Post Audit” policy. (This policy explains how bills are paid between meetings)
2. General Fund check numbers 3847 through 3871 and EFT63 for payment today.
3. Sewer Fund check numbers 5182 and 5183 for payments approved today.
4. Water Fund check number 6120 for payments approved today.
5. Transfer \$28,395.96 from First National Bank of St. Ignace’s Municipal Account to the Checking Account.

The vote on all of the above items - Ayes: All. Motion carried.

The Board then moved to new business.

Clerk Rathje presented three changes to the 2020-21 budget:

One – mileage rate

For some time, the Board has followed the IRS mileage rate. In 2020, the IRS lowered the mileage rate from 58 cents per mile to 57.5 cents per mile.

Two – Assessor’s pay

At the September 2016 Board meeting, the Board voted to raise the assessor's pay for this fiscal year from \$13.00 per parcel to \$14.00 per parcel.

Three – Administrative assistant's pay

The township board has increased the administrative assistant's pay by at least the amount minimum wage went up on January 1. This January, minimum wage went up 20 cents per hour.

Treasurer Foley and Clerk Rathje believed the administrative assistant deserved a merit raise (in addition to the 20 cent per hour adjustment for minimum wage) for mastering the new tax and utility software that went online last summer.

Treasurer Foley and Clerk Rathje proposed an additional 15 cents per hour, for a total increase of 35 cents per hour. This would increase her hourly wage from \$13.05 to \$13.40 per hour.

Motion by Foley, seconded by Lehto, to approve the above three items in one motion. Ayes: All. Motion carried.

The Board then held a discussion about filling the trustee seat on the board left vacant when trustee Dawn Mills resigned last month.

There were two very well qualified candidates – Bill Glime and Jack Thomas. Both candidates submitted strong letters of interest with a history of community service.

It was the sense of the Board that our community was very fortunate to have more than one very qualified person willing to serve.

After considerable discussion, motion by Foley, seconded by Lehto, to appoint Bill Glime to fill the vacant trustee position until the end of the current term on November 20, 2020.

Ayes – Foley, Lehto, and Rathje. Nays – Maki

Motion carried.

Clerk Rathje provided a brief update on sharing the job posting for Utilities Superintendent in the hopes of having candidates for the Board to consider at our May meeting.

Under old business, the Board heard that our current lawsuit and design work for proposed sewer lagoon are not proceeding quickly because of the current health emergency. Our attorney is submitting an interim response to the Village's discovery request tomorrow.

Treasurer Foley reported there is one upcoming event scheduled at the hall at the end of May...assuming the current restrictions are lifted by then.

Clerk Rathje we have not received any liquor inspection reports for last month, which is not a surprise considering the current emergency.

Mike Richards gave his monthly utility report. The township's water and sewer systems continue to be in generally good shape. He sent water samples to DEQ for testing.

Superintendent Richards also confirmed that Crane Engineering will be coming up here to repair the lift station at some point.

Supervisor Maki asked Mr. Richards how the public has reacted to the closing of the utility office to the public. He said that things have been going well.

There were no other reports or communication for the Board tonight.

There was no extended public comment.

The next regular meeting of the township board is scheduled for Tuesday, May 12, 2020, at 7:00 pm at the Pentland Township Hall.

Motion by Foley, seconded by Lehto, to adjourn the meeting. Ayes: All. Motion carried.

The meeting adjourned at 7:24 pm.

Gregory Rathje
Pentland Township Clerk

Janet Maki
Pentland Township Supervisor

MAY 2020 MONTHLY BILLS

Last updated May 12, 2020

| CHECK # | PAYEE | AMOUNT | DESCRIPTION | General Fund | Sewer Fund | Water Fund | Liquor Fund |
|---|----------------------------|---------------------|---|---------------------|--------------------|--------------------|-------------|
| General Fund checks paid ahead of time: (legally known as "post audit" payments) | | | | | | | |
| No early bills paid since the April 14 meeting. | | | | \$ - | \$ - | \$ - | |
| Total | | \$ - | | \$ - | \$ - | \$ - | |
| General Fund checks to be paid today: | | | | | | | |
| Payroll: | | | | | | | |
| 3872 | Deborah Burbach | \$ 123.99 | Deputy Treasurer - 1 mtg & zero hrs | \$ 123.99 | \$ - | \$ - | |
| 3873 | Caryn DeWyse | \$ 137.59 | Deputy Clerk - 1 mtg & .75 hrs | \$ 137.59 | \$ - | \$ - | |
| 3874 | AJ Downey | \$ 74.92 | Labor - Utilities - 6 hrs | \$ - | \$ 37.46 | \$ 37.46 | |
| 3875 | Jean Foley | \$ 677.78 | Treasurer | \$ 677.78 | \$ - | \$ - | |
| 3876 | Bill Glime | \$ 183.54 | Trustee | \$ 183.54 | \$ - | \$ - | |
| 3877 | Martin Lehto | \$ 302.29 | Trustee & Property Watch | \$ 302.29 | \$ - | \$ - | |
| 3878 | Janet Maki | \$ 2,487.20 | Supervisor & Assessor | \$ 2,487.20 | \$ - | \$ - | |
| 3879 | Gregory Rathje | \$ 915.01 | Clerk | \$ 750.31 | \$ - | \$ 164.70 | |
| 3880 | Michael Richards | \$ 3,103.30 | Utilities Superintendent | \$ - | \$ 775.83 | \$ 2,327.48 | |
| 3881 | Terrie Slack | \$ 1,379.59 | Admin Assistant & Interim Custodian - 1.17 hours | \$ 468.40 | \$ 455.65 | \$ 455.54 | |
| Total | | \$ 9,385.21 | | \$ 5,131.10 | \$ 1,268.94 | \$ 2,985.18 | |
| Remittances: | | | | | | | |
| EFT 64 | US Government | \$ 2,729.50 | Electronic Fund Transfer (EFT) Fed.Tax/FICA/SocSec | \$ 1,666.28 | \$ 327.81 | \$ 735.41 | |
| 3882 | Michigan Dept. of Treasury | \$ 485.93 | State Withholding | \$ 296.39 | \$ 59.04 | \$ 130.50 | |
| Total | | \$ 3,215.43 | | \$ 1,962.67 | \$ 386.85 | \$ 865.91 | |
| Re-issued checks: | | | | | | | |
| 3883 | Void | \$ - | Voided | \$ - | \$ - | \$ - | |
| 3884 | Burbach Oil | \$ 20.00 | Didn't receive check 3842 from March 24, which is now voided. This is a re-issue of that check. | \$ 20.00 | \$ - | \$ - | |
| Accounts Payable: | | | | | | | |
| 3885 | Accident Fund | \$ 2,119.00 | Worker's Comp policy | \$ 789.10 | \$ 634.25 | \$ 695.65 | |
| 3886 | Anderson-Tackman | \$ 698.00 | Help with tax issues | \$ 103.34 | \$ 297.33 | \$ 297.33 | |
| 3887 | AT&T | \$ 341.79 | Phone bill | \$ 83.15 | \$ 129.32 | \$ 129.32 | |
| 3888 | BS&A Software | \$ 660.00 | Support for taxes | \$ 660.00 | \$ - | \$ - | |
| 3889 | Cloverland Electric | \$ 1,763.60 | Regular monthly bill | \$ 621.93 | \$ 623.05 | \$ 518.62 | |
| 3890 | Cloverland Electric | \$ 68.61 | Twp hall - used to be annual. | \$ 68.61 | \$ - | \$ - | |
| 3891 | Cloverland Electric | \$ 41.85 | Pentland School H2O Tower - used to be annual. | \$ - | \$ - | \$ 41.85 | |
| 3892 | Hannula Insurance | \$ 220.00 | Insurance for Treasurer required for USDA loan. | \$ - | \$ - | \$ 220.00 | |
| 3893 | Hannula Insurance | \$ 10,838.00 | Insurance bill | \$ 4,036.00 | \$ 3,558.00 | \$ 3,244.00 | \$ 3,558.00 |
| 3894 | National Office Products | \$ 810.00 | Envelopes for utilities | \$ - | \$ 405.00 | \$ 405.00 | |
| 3895 | Newberry News | \$ 234.00 | Notices | \$ 234.00 | \$ - | \$ - | |
| 3896 | Pentland Utilities | \$ 3,550.00 | Hydrant Rental | \$ 3,550.00 | \$ - | \$ - | |
| 3897 | Pentland Utilities | \$ 4,053.04 | To resolve tax issues | \$ 4,053.04 | \$ - | \$ - | |
| 3898 | Rolfe, Craig | \$ 2,822.40 | Sewer lawsuit (2,402.40) & other items (420.00) | \$ 420.00 | \$ 2,402.40 | \$ - | |
| 3899 | Sault Ste. Marie | \$ 36.00 | Water testing | \$ - | \$ - | \$ 36.00 | |
| 3900 | Security Benefit Group | \$ 580.00 | 457 Plan (w/out Carmody's since his retirement) | \$ 580.00 | \$ - | \$ - | |
| 3901 | Semco | \$ 105.02 | Heating for utility office | \$ - | \$ 52.51 | \$ 52.51 | |
| 3902 | Skidmore, TeJay | \$ 200.00 | Hall refund | \$ 200.00 | \$ - | \$ - | |
| 3903 | Slack, Terrie | \$ 41.40 | 72 miles @ 57.5 cents/mile | \$ 41.40 | \$ - | \$ - | |
| 3904 | Verizon | \$ 48.38 | Cell phone | \$ - | \$ 24.19 | \$ 24.19 | |
| 3905 | Visa | \$ 192.21 | Fuel and office supplies | \$ 74.96 | \$ 58.63 | \$ 58.62 | |
| Total | | \$ 29,423.30 | | \$ 15,515.53 | \$ 8,184.68 | \$ 5,723.09 | \$ - |
| Grand Total for Today (checks 3872 - 3905, but NOT including 3883 & 3884) | | \$ 42,023.94 | <-- This amount will be transferred from General Fund's Money Market to Checking. This does *not* include the \$20.00 check for Burbach Oil since it was already transferred on March 24. | \$ 22,609.30 | \$ 9,840.47 | \$ 9,574.18 | \$ - |
| Sewer Fund Checks (post audit and today) | | | | | | | |
| 5184 | Pentland Twp General Fund | \$ 1,841.63 | 04/14 Repay General Fund Advance | \$ - | \$ 1,841.63 | \$ - | |
| 5185 | Pentland Twp General Fund | \$ 9,840.47 | 05/12 Repay General Fund for today's bills | \$ - | \$ 9,840.47 | \$ - | |
| Water Fund Checks (post audit and today) | | | | | | | |
| 6121 | Pentland Twp General Fund | \$ 9,574.18 | 05/12 Repay General Fund for today's bills | \$ - | \$ - | \$ 9,574.18 | |
| End of List! | | | | | | | |

FY 2017 - 2018, 2018 - 2019 and 2019 - 2020 General Fund Repayment Status

(to repay monies advanced to the Sewer Fund)

| | Date | Sewer Fund Check # | Amount | Balance | Paid back so far | Note |
|----|------------|--------------------|-------------|---------------|------------------|-------------------------------|
| | 11/12/2013 | na | \$ - | \$ 343,000.00 | \$ - | Starting balance |
| | 3/31/2017 | na | \$ - | \$ 267,669.96 | \$ 75,330.04 | Ending balance FY 2016 - 2017 |
| 1 | 5/9/2017 | 5090 | \$ 2,012.65 | \$ 265,657.31 | \$ 77,342.69 | For April 2017 |
| 2 | 6/13/2017 | 5101 | \$ 1,842.42 | \$ 263,814.89 | \$ 79,185.11 | For May 2017 |
| 3 | 7/11/2017 | 5103 | \$ 1,926.88 | \$ 261,888.01 | \$ 81,111.99 | For June 2017 |
| 4 | 8/10/2017 | 5106 | \$ 1,940.45 | \$ 259,947.56 | \$ 83,052.44 | For July 2017 |
| 5 | 9/12/2017 | 5108 | \$ 1,927.61 | \$ 258,019.95 | \$ 84,980.05 | For August 2017 |
| 6 | 10/10/2017 | 5110 | \$ 1,798.11 | \$ 256,221.84 | \$ 86,778.16 | For September 2017 |
| 7 | 11/14/2017 | 5113 | \$ 1,917.46 | \$ 254,304.38 | \$ 88,695.62 | For October 2017 |
| 8 | 12/12/2017 | 5115 | \$ 1,676.01 | \$ 252,628.37 | \$ 90,371.63 | For November 2017 |
| 9 | 1/9/2018 | 5117 | \$ 1,795.89 | \$ 250,832.48 | \$ 92,167.52 | For December 2017 |
| 10 | 2/13/2018 | 5119 | \$ 1,984.23 | \$ 248,848.25 | \$ 94,151.75 | For January 2018 |
| 11 | 3/13/2018 | 5122 | \$ 1,722.84 | \$ 247,125.41 | \$ 95,874.59 | For February 2018 |
| 12 | 4/10/2018 | 5126 | \$ 1,846.09 | \$ 245,279.32 | \$ 97,720.68 | For March 2018 |
| 13 | 5/10/2018 | 5128 | \$ 1,740.55 | \$ 243,538.77 | \$ 99,461.23 | For April 2018 |
| 14 | 6/12/2018 | 5130 | \$ 1,888.52 | \$ 241,650.25 | \$ 101,349.75 | For May 2018 |
| 15 | 7/10/2018 | 5132 | \$ 1,882.71 | \$ 239,767.54 | \$ 103,232.46 | For June 2018 |
| 16 | 8/14/2018 | 5134 | \$ 2,037.96 | \$ 237,729.58 | \$ 105,270.42 | For July 2018 and adjustment |
| 17 | 9/11/2018 | 5137 | \$ 1,750.65 | \$ 235,978.93 | \$ 107,021.07 | For August 2018 |
| 18 | 10/9/2018 | 5140 | \$ 1,757.79 | \$ 234,221.14 | \$ 108,778.86 | For September 2018 |
| 19 | 11/13/2018 | 5143 | \$ 1,714.34 | \$ 232,506.80 | \$ 110,493.20 | For October 2018 |
| 20 | 12/11/2018 | 5144 | \$ 1,831.33 | \$ 230,675.47 | \$ 112,324.53 | For November 2018 |
| 21 | 1/8/2019 | 5146 | \$ 1,810.59 | \$ 228,864.88 | \$ 114,135.12 | For December 2018 |
| 22 | 2/12/2019 | 5149 | \$ 2,627.94 | \$ 226,236.94 | \$ 116,763.06 | For January 2019 |
| 23 | 3/12/2019 | 5151 | \$ 1,534.57 | \$ 224,702.37 | \$ 118,297.63 | For February 2019 |
| 24 | 4/9/2019 | 5155 | \$ 2,188.11 | \$ 222,514.26 | \$ 120,485.74 | For March 2019 |
| 25 | 5/14/2019 | 5157 | \$ 1,893.77 | \$ 220,620.49 | \$ 122,379.51 | For April 2019 |
| 26 | 6/11/2019 | 5161 | \$ 2,297.74 | \$ 218,322.75 | \$ 124,677.25 | For May 2019 |
| 27 | 7/9/2019 | 5163 | \$ 1,853.50 | \$ 216,469.25 | \$ 126,530.75 | For June 2019 |
| 28 | 8/13/2019 | 5166 | \$ 1,797.48 | \$ 214,671.77 | \$ 128,328.23 | For July 2019 |
| 29 | 9/10/2019 | 5167 | \$ 1,813.66 | \$ 212,858.11 | \$ 130,141.89 | For August 2019 |
| 30 | 10/8/2019 | 5169 | \$ 1,992.97 | \$ 210,865.14 | \$ 132,134.86 | For September 2019 |
| 31 | 11/12/2019 | 5171 | \$ 1,914.74 | \$ 208,950.40 | \$ 134,049.60 | For October 2019 |
| 32 | 12/10/2019 | 5173 | \$ 1,762.28 | \$ 207,188.12 | \$ 135,811.88 | For November 2019 |
| 33 | 1/14/2020 | 5175 | \$ 1,995.36 | \$ 205,192.76 | \$ 137,807.24 | For December 2019 |
| 34 | 2/11/2020 | 5177 | \$ 1,857.37 | \$ 203,335.39 | \$ 139,664.61 | For January 2020 |
| 35 | 3/10/2020 | 5179 | \$ 1,807.77 | \$ 201,527.62 | \$ 141,472.38 | For February 2020 |
| 36 | 4/14/2020 | 5182 | \$ 1,854.04 | \$ 199,673.58 | \$ 143,326.42 | For March 2020 |
| 37 | 5/12/2020 | 5184 | \$ 1,841.63 | \$ 197,831.95 | \$ 145,168.05 | For April 2020 |

Background:

Over the years, the township's sewer fund borrowed money from the township's general fund. Starting in late 2013, home customers began paying a \$5.20 monthly charge to repay this loan (commercial customers and larger residential customers pay \$5.20 for every 4,000 gallons of sewer). The loan is expected to be paid off by 2033 (perhaps sooner). When paid off, this monthly charge ends.

| PENTLAND TOWNSHIP - SUMMARY OF ACCOUNTS AT MONTH END | | | | | MONTH END | |
|---|--|---|--|--|---------------|---|
| | | | | | 4/30/2020 | |
| GENERAL FUND | | | | | | Notes |
| First National Bank of St. Ignace - Checking | | | | | \$ 13,651.52 | |
| First National Bank of St. Ignace - Money Market | | | | | \$ 300,564.65 | |
| First National Bank of St. Ignace - Money Market for future purchases | | | | | \$ 95,256.37 | |
| First National Bank of St Ignace CD - Fire Truck 2015-2019 | | | | | \$ 192,927.15 | CD #13466 matures 03/25/2023 1.50% 36 months. Five CD's consolidated into one on 3/25/2020. |
| First National Bank of St Ignace CD - General Fund | | | | | \$ 31,940.27 | CD #13466 matures 03/25/2023 1.15% 36 months |
| SEWER FUND | | | | | | |
| mBank Checking - Operating | | | | | \$225,395.07 | |
| mBank CD - Sewer Reserve | | | | | \$ 12,558.57 | CD #24768 cashed in March 25, 2020 for sewer lift station repair (deposited into sewer checking). |
| mBank CD - Sewer Reserve 2019 | | | | | \$ 10,217.52 | CD #2455 matures 03/27/2022 1.98% 36 months For future repairs. |
| WATER FUND | | | | | | |
| mBank Checking | | Includes cash in bank, water bond & interest redemption, and equipment reserve. | | | \$ 271,489.13 | |
| First National bank of St. Ignace CD - Water Reserve | | | | | \$ 44,021.52 | CD #12291 matures 09/30/2021 1.70% 36 months |
| TAX COLLECTION | | | | | | |
| mbank Checking | | | | | \$ 3,623.14 | |

**PENTLAND TOWNSHIP
CLERK'S REPORT
MAY 12, 2020**

1. Heat the hall – thanks!

- a. **Thanks** to Mike Richards for fixing the heat at the hall – it went out a few weeks ago. Thank you!

2. Election for township board

- a. Only the five current members of the Board filed to run for a new term.
- b. But, just a reminder – citizens may still run as:
 - i. As a write-in for the August primary election.
 - ii. As either an independent on the ballot, or as a write-in for the November general election.

3. Elections this year (repeat)

- a. Tuesday, August 4 is the regular primary.
 - i. The March primary is for the political parties to pick their nominee for president. The August primary is for the political parties to pick their nominees for township, county, state, and federal offices.
 - ii. I understand there will be three or four millage questions too.
- b. Tuesday, November 3 is the general election....The big one!

4. Onboarding Bill Glime

- a. I swore in Bill as a Trustee the day on Wednesday, April 15.
- b. Bill also turned in his paperwork, which went into his personnel file (I already had one set up from his prior time on the Board).
- c. The one thing I need to do is contact MTA to take Dawn off and add Bill to their roster.

5. MTA webinar

- a. I attended a free MTA webinar today about the law and reopening our township's operations to the public once the emergency passes.
- b. It was interesting and helpful to hear from the MTA's staff, and an attorney they work with on these issues.

6. Timer Sale

- a. In the board packet is the "prospectus" that Jerry Grossman will use for a timber sale of township land sometime this year.
- b. The timing of the sale depends on what the market is like...I'm glad Jerry is watching out for us!

7. Quick reminder - audit dates

- a. Our auditors will be here the week of August 10.
- b. They'll attend our Board meeting on Tuesday, August 11.

8. Census

- a. Nathan Michels (the fellow who came to one of our meetings earlier this year) called me today, asking us to encourage folks to complete their census forms. He'll be back at another meeting to say hello this summer.
- b. Here's how we compare to the other townships in Luce County in completing the census (as of today):
 - i. Columbus 16%
 - ii. Lakefield 33%
 - iii. McMillan 35%
 - iv. Pentland 55%

9. Budget update - here are two quotes from recent emails that may impact us a lot in the months to come with our general fund budget.

- a. Below is from the MTA's email to Board officials on April 9 about revenue sharing...thought this was very helpful (and depressing).
 - i. "Anticipated decline in revenue sharing"
 - ii. Constitutional revenue sharing payments are impacted by any change in sales tax collections--and state officials are anticipating a significant decline in April sales tax revenue due to the COVID-19 situation. Any decline will result in decreases in constitutional revenue sharing payments.
 - iii. Given the state's fiscal year is more than halfway complete, there are only two remaining payments--April and June. The April payment is based on January and February revenue collections, and the June payment is based on March and April sales tax revenues.
 - iv. If the actual collections decline, it will impact the June constitutional revenue sharing payment by a significant amount--as it is the last payment in the state's fiscal year and will reflect necessary final adjustments.
 - v. Final estimates will be presented in May at the Consensus Revenue Estimating Conference [*note from Greg – that meeting is this Friday. So we should know a lot more after that*].
- b. And an MTA email from April 21:
 - i. Based on projections from the state Department of Treasury yesterday during its "COVID-19 Updates & Resources for Local Governments" webinar, sales tax revenue collections are expected to be significantly lower—**possibly up to 50 percent**—and will affect state and local revenues. This decline will impact June and August constitutional revenue sharing payments [*emphasis is mine*].

10. Sewer lawsuit update (repeat and update)

- a. It's still going on. I'll talk with our attorney this week for an update.

11. Liquor Inspections

- a. We received liquor inspection reports from the Sheriff’s department for March and April.
- b. All of the locations that were open were scored as “good”.

12. Facebook page

- a. We have a Facebook page! Enter “Pentland Township” in FB’s search bar.
- b. We have 346 “Likes” ...when will we reach 350?
- c. Our Facebook page began in late January of 2018...two years ago!

13. Time tracking

- a. Finally, I thought it might be useful to share my time working and volunteering for the township.
- b. I track my time for the various things I do (jobs, volunteering, and such).
- c. See below for the chart!

| <u>Clerk’s Time March 2020</u> | Time (hours:minutes) |
|---|---------------------------------|
| TOTAL TIME | 79h 12m |
| General work (minutes, meeting prep, filing, mail...) | 18h 21m |
| Bookkeeping (routine stuff like payroll, bills and budgets...) | 20h 00m |
| Sewer issues with the Village (looking at sewer bills, talking w/our attorney...)* | 2h 23m |
| Elections | 35h 24m |
| Other (constituent calls, call with Senator Stabenow’s office) | 3h 03m |
| <i>(all times rounded to nearest minute)</i> | |
| <i>*I volunteer for the Township to do these things – they’re not part of my legal duties as Clerk.</i> | |

Turn over for numbers from April.

| <u>Clerk's Time April 2020</u> | Time (hours:minutes) |
|---|---------------------------------|
| TOTAL TIME | 32h 40m |
| General work (minutes, meeting prep, filing, mail...) | 10h 44m |
| Bookkeeping (routine stuff like payroll, bills and budgets...) | 9h 52m |
| Sewer issues with the Village (looking at sewer bills, talking w/our attorney...)* | 5h 48m |
| Elections | 6h 15m |
| <i>(all times rounded to nearest minute)</i> | |
| <i>*I volunteer for the Township to do these things – they're not part of my legal duties as Clerk.</i> | |

That's it!

**GROSSMAN FORESTRY COMPANY
TIMBER SALE OFFERING**

| | |
|--|--|
| <p>Tree Farm Group Certified #008</p> <p>See Attached Sale Map</p> | <p>BLOCK: # -20 Pentland Township</p> <p>Legal Description T45N R10W Sec 10 Part of SWNE, SENW</p> <p>STS Thinning 46 Acres</p> <p>Performance Bond: \$1500.00 cash, bond or non-revocable letter of credit to be supplied within 14 days of date of sale. If bond or letter of credit is supplied, the expiration date of said document must be at least six months beyond the sale expiration date.</p> |
|--|--|

All Units:

1. No trees marked with blue paint or yellow flagging may be cut (sale boundaries).
2. All roads and trails must be left in a condition as good as or better than prior to harvest operations. No tops left in them, rutted, etc.
3. No rutting greater than 8 inches in the woods. If this occurs operation must cease in that area until conditions improve.
4. No harvest from April 1st to June 31st. Bark slip restriction may be waived based on logger performance.
5. No tree length skidding.
6. No chipping of tops.

STS THINNING CUTTING SPECIFICATIONS (46 acres):

1. All trees marked with orange paint may be cut.

SPECIAL CONSIDERATIONS:

1. **Paved drive way and parking lot may not be used for timber harvest. Existing old dirt drive way, just West of paved drive way will be used for decking and trucking.**
2. Special care when operating along M-28 and power lines. Any trees marked for harvest with orange paint, that the logger feels cannot be safely felled, may be left.

PAYMENT SCHEDULE:

1. 20% OF BID TO BE PAID WITHIN 14 DAYS OF EXECUTION OF CONTRACT.
2. THE BALANCE OF THE BID PRICE TO BE PAID PRIOR TO THE START OF HARVESTING OPERATIONS.
3. EXCEPT THAT IN THE ABSENCE OF FULL PAYMENT AND CUTTING A SECOND PAYMENT OF 40% WILL BECOME DUE SIX MONTHS FROM DATE OF EXECUTION OF CONTRACT AND FINAL PAYMENT OF 40% WILL BECOME DUE TWELVE MONTHS FROM DATE OF EXECUTION OF CONTRACT.
4. BIRDSEYE MAPLE MAY BE A COMPONENT OF THIS TIMBER SALE. BUYER AND SELLER AGREE THAT ANY LOGS SEPARATED FOR AND/OR SOLD AS BIRDSEYE MAPLE SHALL BE HANDLED AS FOLLOWS: IN ADDITION TO THE AGREED UPON LUMP SUM SALE VALUE, BUYER WILL ALSO PAY TO THE SELLER, VIA HIS AGENT, AT THE RATE OF 50% OF THE ROADSIDE PRICE RECEIVED BY THE BUYER FOR SAID BIRDSEYE MAPLE. SUCH PAYMENT TO BE MADE WITHIN 3 DAYS OF RECEIPT OF PAYMENT TO BUYER FROM BIRDSEYE PURCHASER.

CONTRACT PERIOD:

1. OPERATIONS ON THIS CONTRACT WILL TERMINATE 24 MONTHS FROM EXECUTION OF THIS CONTRACT:

| SPECIES | ESTIMATED VOLUMES | BID/UNIT | SPECIES VALUE |
|----------------------|-------------------|----------------|---------------|
| Hard Maple Sawtimber | 55.0 MBF | | |
| Misc Hdwd Sawtimber | 1.0 MBF | | |
| | | | |
| Hardwood Pulp/Bolts | 88 Cords | | |
| | | TOTAL = | |

IN RESPONSE TO THE NOTICE OF SALE TO BE HELD ON **FRIDAY** **th** **2020 AT 12:00 NOON** I AM HEREBY SUBMITTING MY SEALED LUMP SUM BID.

LUMP SUM BID: \$ _____

SIGNATURE: _____

| Hard Maple | | | Hard Maple | |
|------------|----|--|------------|----|
| 12-1 | 6 | | 20-5 | 7 |
| 14-1 | 9 | | 22-1 | 1 |
| 14-2 | 10 | | 22-2 | 6 |
| 14-3 | 1 | | 22-3 | 6 |
| 16-1 | 13 | | 22-4 | 22 |
| 16-2 | 9 | | 22-5 | 1 |
| 16-3 | 13 | | 24-1 | 4 |
| 16-4 | 3 | | 24-2 | 3 |
| 18-1 | 7 | | 24-3 | 11 |
| 18-2 | 8 | | 24-4 | 16 |
| 18-3 | 9 | | 24-5 | 12 |
| 18-4 | 9 | | 26-2 | 3 |
| 18-5 | 1 | | 26-3 | 9 |
| 20-1 | 4 | | 26-4 | 8 |
| 20-2 | 4 | | 26-5 | 2 |
| 20-3 | 10 | | 28-3 | 3 |
| 20-4 | 12 | | 30-4 | 2 |
| | | | 32-3 | 1 |

Tree Farm Group Certified #008

Pentland TWP Property
 Sale Map
 T45N R10W Part of SWNE, SENW Sec 10
 Luce County

Date: 4/29/2020
 1:6,000

