

# **HAMLIN TOWNSHIP - BOARD OF TRUSTEES**

May 8, 2025 – 6:00 pm  
Agenda

**GREENSLAIT**

**PTASZENSKI**

**GENTER**

**GURZYNSKI**

**COOK**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Mason County Sheriff Department: Sheriff Cole**
- 6. Comments From Floor – Agenda related comments**
  - a. Limited to five (5) minutes per person
  - b. Please state your name and address for the record
  - c. Please use the microphone
- 7. Approval of the Meeting Minutes**
  - a. March 27, 2025 Settlement Meeting
  - b. April 10 – Regular Meeting
- 8. Financial Review**
  - a. Treasurer Report: April 2025
  - b. Clerk: “Bills to Pay” Report
  - c. Clerk: 2024/2025 Fiscal Year Reconciliation Report
  - d. Monthly Balancing Process: Treasurer and Clerk Financials
  - e. Revised Settlement Day Revenue & Expenditure Reports
    - i. Revenue-Adding Beginning Fund Balance
    - ii. Expenditures – Broke out legal and audit budget figures
- 9. Committee Reports**
  - a. Mason County Commissioner: Mr. Jordan (Jody) Hartley District 3 County Commissioner
  - b. Township Assessor – Derek Eaton
  - c. 2nd Ward City of Ludington Council Member: Kathy Winczewski
  - d. Fire Department – Chief Vandervest/Assistant Chief Johnson

- e. Zoning – Zak Iverson
- f. Planning Commission - Johnaine Gurzynski
- g. Zoning Board of Appeals

## **10. Unfinished Business**

- a. Policies:
  - i. Credit Card Policy
  - ii. Document Retention and Records Management Policy
    - 1. Combined Digital Files and E-mail Retention Policy & Records and Retention Schedule
- b. Noise Ordinance:
  - i. Meeting with township board/attorney and Stix
  - ii. Noise Ordinance will be enforced.
- c. Fire Alarm system in building
  - i. Not-operable. Batteries last replaced in 2015. Not connected to phone line. No service record found with Johnson Controls. Should we look into WIFI monitored smoke alarm?

## **11. New Business**

- a. Summer Tax Bill form
- b. Property Tax Foreclosure Parcels- 3340 N. Halls Lane Rd, H761-B Hamlin Lake Estates
- c. Delta Dental Policy
- d. Surveillance Cameras
- e. Septic System Inspections required with sale of home
- f. Life Jacket loaner station – Grant awarded in Aug 2022. Jacket station placed at Wilson Hill Park in 2022, South Bayou Park in 2023. Grant requires yearly report to be filed.
- g. Zoning Board of Appeals: Member Seats
- h. Planning Commission: Member seat
- i. Ludington Rec Program

## **12. Township Hall/Grounds**

- a. Ludington Lawn Care - Sprinkler system turned on 4/29/2025 at Hall and Fire Station.
- b. Landscape and brush around parking lot needs to be cleaned up.

## **13. Parks:**

- a. **South Bayou Park**
  - i. Drive-way reformed and new gravel- Hardman Construction donated labor and materials at a value of \$5,000.
  - ii. Spring Clean-up completed.
  - iii. Parking posts/rocks need to be installed on lawn area by driveway and Indiana St.
- b. **Long Skinny Park**
  - i. 4 picnic tables placed in park.

- ii. Hamlin Park sign needs to be moved from far North end. Currently on property that does not belong to Hamlin Township.
- c. **Middle Bayou Park**
  - i. Backfill by seawall is needed.
- d. **North Bayou Park**
  - i. CIS completed the grading of parking lot.
  - ii. Ground Effects will be cutting cattails in the next week.
- e. **Wilson Hill Park**
  - i. CIS completed grading and added 40 total yards slag stone. An additional 20 yards was needed. Cost \$865.00
  - ii. Ground Effects completed spring clean-up and working to schedule balance of RFP work shortly.
  - iii. Critter Getter will be installing covering to deter bats in the next week.
  - iv. Frontier connection pedestal at the entrance of the secondary parking lot will be removed or placed.
  - v. 10 picnic tables were set out. 8 tables have broken/rotten boards-stored in garage.

#### 14. Roads

- a. Basswood - Road is in poor condition. MCRC proposes to spread 60 tons slag and grade \$2,380.77.
- b. Victory – Tamarac – Sassafras – Cherry - Mavis

#### 15. Announcements

- a. ARPA Obligation/Reporting: Report requirement met- Report filed on 4/24/2025
- b. New Township Website: Contents of website has been moved over the new staging website.
- c. Township email addresses: New address for Board, Zoning, Office Manager, Assessor
- d. WC Claim- Firefighter injured on 3/14/2025. Case is in review with Accident Fund.
- e. M-116 (Lakeshore Drive) – Tinkham to State Park entrance - resurfacing started April 16
  - i. Approximately \$2.5 million to resurface 6 miles of M116
  - ii. Estimated Completion late June 2025
- f. Forensic Audit: Lake Michigan CPA has started audit on 4/4/2025 – work continues with 2023/2024 fiscal year
- g. BS&A Conversion:
  - i. Accessing & Taxation: Go Live 8/4/2025
  - ii. Finance Management, Payroll & Building: Estimated Go Live 1/6/2026
- h. MiDeal Membership-Yearly fee of \$180.00. Offers discounts on items purchased through registered vendors. Cancelled subscription. Pitney Bowes postage machine was contracted under program. Contracting pricing will remain the same without membership.
- i. South Bayou weed treatment – Aquatic Pesticide Treatment Notice distributed.
- j. Buoys will be placed in Indian Pete Bayou before Memorial Day by Fire Dept.
- k. MTA Books: Received and distributed.
- l. Accessing software: \$1,200 per year subscription – Review later in the year.
- m. Frontier contacted regarding tree branch leaning on phone wire at Lakeshore & Dahlke Rd.
- n. Clean-Up Day: June 21, 2025 – 8:00 am to 12:00 pm - Volunteers are welcome.

- o. Tire Recycling: \$3,000 grant application was submitted to EGLE with Freesoil, Sherman, Sheridan. Hamlin tentative week is August 18, 2025. Grant approval pending.
- p. Facebook Page: Hamlin Township Mason County went live on March 28, 2025

#### **16. Correspondence**

- a. S. Wendell – Requesting septic tank inspections prior to sale of home
- b. E. Hollman – Concerns with neighbor's debris near property line which is attracting rodents and invasive flood lights.
- c. H. Catron – Tree on Frontier phone line at N. Lakeshore & Dahlke

#### **17. EGLE Permits**

- a. R. Malliett -2822 N Piney Ridge Rd. File Number WRP044890 v. 1.0
- b. K. Konopka – 6082 N. Beaune Rd. File Number WRP044698 v. 1.0
- c. EGLE-Virtual meeting on May 21, 2025 at 6:00pm Topic: Public information meeting on the proposed delineation and assessment of critical dune areas.

#### **18. Transfer Station**

- a. Wall Maintenance: 2-2"x8"x16' boards installed to replaced rotting top railing boards
  - i. Material and labor donated by Trustee Cook.
- b. Big Belly Solar Powered Recycling Compactor- Purchased 6/16/2022. New in garage.
- c. Leaves were pushed back in corral. Cost was \$125.00 instead of the quoted \$225.00.
- d. Reminder—No sticks/branches in leaf corral. Only leaves and grass clippings.
- e. Transfer site bags: Expecting new order of green & purple bags in the next week.
  - i. Thank you to Ms. Karen Anderson, Mr. John Claire and Trustee Cook for rolling purple bags.
- f. May 1, 2025 hours changed to - Monday, Wed. and Saturday – 10 a.m. to 6 p.m.
- g. Garbage Bags - \$7.00 for 13-gal. purple bags or \$13.00 for 30 gal.-green bags (Township Office)
  - \$8.00 for 13-gal. purple bags or \$14.00 for 30 gal. -green bags (Hamlin Grocery)

#### **19. FOIA - Freedom of Information Act Inquiries: 1 request received/completed**

#### **20. Comments From Floor - limited to five (5) minutes per person please**

- a. Limited to five (5) minutes per person
- b. Please state your name and address for the record
- c. Please use the microphone

#### **21. Adjourn**



HAMLIN BOARD OF TRUSTEES  
SETTLEMENT MEETING MINUTES  
Hamlin Town Hall  
March 27, 2025

**Call to Order**

Supervisor Greenslait called the meeting to order at 6:00 PM.

**Pledge of Allegiance**

The Pledge of Allegiance was led by Supervisor Greenslait.

**Roll Call**

Clerk Genter conducted roll call: Cook, here, Gurzynski, here, Ptaszenski here, Greenslait here, and Genter here. All board members in attendance.

**Approval of Agenda**

Supervisor Greenslait asked if there was a motion to approve the agenda as written.

***Treasurer Ptaszenski made the motion to approve the agenda as written, Trustee Cook seconded the motion. No discussion. All in favor say aye, no opposed. Motion approved unanimously.***

**Public Comments:** Limited to five minutes per person. Please state your name and address for the record. If there are no public comments, we will close public comments and will go ahead and move forward.

**2024/2025 Budget Settlement**

Regarding the general fund budget amendments, Supervisor Greenslait indicated that we are actually going to move those to the April 10th meeting for finalization.

Supervisor Greenslait stated that we do have a list of bills to pay before the end of the fiscal year. Do we have any questions on the list of bills? This is for the general fund, yes. I've actually seen all of these so I am good with the bills.

***Treasurer Ptaszenski made a motion to approve paying the general fund settlement day bills. Clerk Genter seconded. All in favor to pay the General Fund Settlement Day bills say, aye. Motion approved unanimously by Board members.***

Fire Operations Budget Amendments. We are also going to move those to the April 10<sup>th</sup> meeting for finalization, but we do have a list of bills to pay.

Clerk Genter, the Fire Ops. Settlement bills include Municipal Underwriters Insurance in the amount of \$11,275, Accident & Health \$1,174 and Accident Fund for Workman's Comp \$3,095, Training in the amount of \$3,600, Payroll of \$18,667, \$4,516.21 in workman's comp bills, dues, supplies and equipment.  
Added note: Total for bills to pay at settlement was \$37,811.13.

Supervisor Greenslait, do I have a motion to pay the Fire Ops submitted bills for Settlement?

***Treasurer Ptaszenski made a motion to approve paying the Fire Ops bills for Settlement Day. Trustee Cook seconded. All in favor, say aye, no opposed. Motion unanimously carried.***

Treasurer Ptaszenski commented that before we move to the 25-26 Budget, we need to do Settlement on the T&A Account. Sun Communities and the specific fee. There are 3 checks in the amount of \$903, that is the Revenue and all three of them needs disbursement. Clerk Genter agreed, one sixth of the amounts come back to the Township, one sixth to the Mason County Treasurer and two thirds to the Mason County Treasurer, State Education. Clerk Genter thanked the Treasurer for bringing that to light.

***Treasurer Ptaszenski made a motion with the additions noted above, to approve the T&A Settlement Day expenditures. Clerk Genter seconded. All in favor, say aye, no opposed. Motion unanimously carried.***

### **Budget Fiscal Year 2025/2026 Review & Approval**

Greenslait advised Board Members that the first thing they will review is the Revenue Budget that is in your packet. You should have a spreadsheet for Revenue and Expenditures. This is the Revenue that we have gone through in the last three readings. Are there any questions? Clerk Genter stated we do have \$41,000 in revenue for short-term rentals but that is only paid every two years, correct? Supervisor Greenslait stated yes, we do have 7 permits that I assume will be filled in September as soon as the application period is open. Treasurer Ptaszenski asked Supervisor Greenslait how she predicted reimbursements for 25-26? Greenslait, the Current Real Property Tax, Derrick (Assessor) was able to provide that number and the State Revenue Sharing, I pulled that off the State website. Ptaszenski replied, I am looking at 676. Greenslait, I added 3% to the 24-25 numbers. Greenslait, I didn't know where the past years came from. Ptaszenski advised that she would look that up, she has records, just wanted to know how it was predicted. Greenslait, everything except the Real Property Tax, the State Revenue Sharing, the Short Term Rental and also the Administrative Fee, everything else I basically added 3% to the 24-25 budget amounts. Are there any other questions?

Supervisor Greenslait stated if there are no other questions, I would like to entertain a motion to approve the Revenue Budget for 2025-2026.

***Clerk Genter made a motion to approve the Revenue amounts for 25-26. Treasurer Ptaszenski seconded. All in favor say aye. No opposed. Motion unanimously carried.***

Next, Supervisor Greenslait stated we will review the Expenditure Budget. Greenslait provided a breakdown of the Budget by line item. Under Township, I did add a code, 494 for equipment for noise ordinance, if we should purchase a decibel reader and body cam as was discussed at our meeting on Monday, I added a \$1,000 for that. No other changes have been made to the budget from our last review. Trustee Cook inquired if there was money for Township improvements. Greenslait indicated that Township improvements have been to a different cost center. We are breaking it out so we can track better. Townhall is on page 12 of 14. Greenslait indicated that she would like to hold off on approving the expenditure report until we review the salary resolutions. In the packet is the Office salary increase resolution that we talked about in the last budget meeting. It was requested a 2.5% increase across the board for everyone so that is what's built into the budget; board members, employees, elected officials, everyone would receive a 2.5% increase in pay. That would make the Supervisor's salary, \$28,463.99, Clerk would be \$33,259.22, Treasurer would be \$31,969.39, and Trustees would be \$162.93 per meeting.

***Clerk Genter made a motion to approve the 2.5% COL increase in pay. Supervisor Greenslait seconded.***

**Discussion.**

Supervisor Greenslait proposed that she will forgo her 2.5% pay increase, which is actually \$694. I did propose a \$2 per hour pay increase for the Office Manager. She started out at \$15 per hour. I would like to see her at least at \$17 an hour considering what a value she is to this Township. I put on her \$16 but I would like to move my \$694 over to her if the Board would approve that. I will stay at my current salary when I started in November. Treasurer Ptaszenski stated she disagrees with the \$2 per hour wage increase. She is valuable, she is performing her job well, she was just hired. We said we were giving her a 90 day thing and in the past the wage increases have always been to everyone because every one of them is as valuable as our Office Manager and I don't think she deserves special treatment. If you want to forfeit your wages to her, nobody can stop you of that. I think the Office Manager is entitled to whatever percent increase we vote on today. Trustee Gurzynski stated that she doesn't believe she has even hit her 90 day quota which is what we all agreed when we hired her in. Greenslait, we could postpone her raise and not do it April 1<sup>st</sup>. We could do it May 1<sup>st</sup>, after her 90 days. At the end of March, she should have her 90 days. Gurzynski, a \$2.00 an hour increase? Greenslait stated, in the budget I have a \$1 increase, so she would make \$16. Gurzynski, I'm looking at some of these, like Planning Commission Chair, \$150 per meeting? Greenslait, the Planning Commission Chair is now going to be doing his own agenda for the Planning Commission and before the Zoning Administrator did that. The Planning Commission Chair is going to take that on and creating the packets for the whole group moving forward. Gurzynski stated that it was her understanding that the Zoning Administrator and the Supervisor went together and did those. It wasn't left up to the Chair. Treasurer Ptaszenski commented that was her understanding as well. Gurzynski, whose to say he is always going to be Chair. Greenslait, well there will always be somebody who is Chair to take on that responsibility. Gurzynski, well I would assume it would have to be somebody who had experience to get a wage like that.

Greenslait stated that we'll start with my increase of \$694.24. I would like to give that to the Office Manager. Clerk Genter stated that she does not believe she can do that. I would have to check with the State but I don't think so. Treasurer Ptaszenski stated it doesn't sound appropriate to her. Trustee Gurzynski, if you do it once, you're always going to have to do it, no matter who is in that seat. Clerk Genter asked what the figure on the resolution included. Greenslait responded \$33,280 is figured on \$16 an hour. She currently is making \$31,200 at \$15 per hour. Genter, there is no 2.5 added into this amount? Greenslait stated no. Genter asked if she was the only one not getting 2.5% raise? Greenslait stated the office manager and the planning commission chair because of the added responsibilities. Genter replied by saying I believe the 2.5% should be across the board. As Clerk, doing payroll, it has got to be across the board to be fair. Ptaszenski agreed. Greenslait said ok then the Office Manager's salary will go from \$31,200 to \$31,980. Genter, we haven't really finished the discussion about the raise, but figure \$1 so we can see what that comes to. Ptaszenski, where are you coming up with the dollar. Are you just figuring that for budget purposes? Genter, yes, I just wanted to know where that brings us. Greenslait, it would be \$32,782. Trustee Gurzynski, you do have to look at this, I'm not saying she is not a valuable asset but our former office manager had 34 years of education behind her. There were numerous things that the Township Board sent her to. I don't think we have crossed that bridge with the current one. Greenslait, so are you thinking no raise? Gurzynski, I didn't say that. I'm just looking at this and everything that we have to spend money on in the future and it's a little overwhelming. Genter, well the cost of living has got to be taken into consideration. Greenslait compared elected officials pay. Genter stated you cannot compare an elected officials pay to the office manager because we are paid a salary, not to be broken down in hours because there

are no set hours. The office manager is paid by the hour so let's keep it there. Genter asked other board members if there was any discussion on an increase in wage for the office manager? Trustee Cook stated that he didn't think \$17 an hour was too far out of the realm. Genter, for less than 90 days? Cook, you go to McDonald's and you start at \$16. Genter, I understand that. She started at \$15 and less than 90 days you want to give her a \$2 an hour raise. How many businesses give a new employee a \$2 an hour raise after 90 days? Greenslait, well when they start at \$15. Genter said that wasn't what was offered to her when she took the job. I'm not saying she shouldn't get a raise but a more reasonable amount. Greenslait, what about if we go July 1<sup>st</sup> and then September or we just do one raise. Genter, we don't want to get into all of those different dates, that looks like it was a problem last time. We don't want the public thinking we are getting raises all of the time, we don't want to send that message. Trustee Cook stated that he thought \$16 after 90 days was fair. Generally, employees do get a raise after 90 days. Genter, then the 2.5 comes out of the \$32,782. *Greenslait stated she will go from \$31,200 to \$32,782. Genter, and that is \$1 increase after 90 days plus 2.5 cost of living rate. Greenslait, yes. Cook, so that will go into effect after the next meeting.* Greenslait said she will double check the exact date that she started. Genter stated I think she started 1/27. Greenslait, I will forfeit my 2.5 this year and will stay at \$27,769.75. Are there any other changes? So, let's look at the Officer's resolution since that is the first one. The Clerk is going from \$32,448 to \$33,359 for an \$810 increase. The Treasurer is going from \$31,189 to \$31,969 for \$779 increase, Trustees are going from \$158.96 to \$162.93 per meeting for \$3.97 increase. Trustee Cook asked when these were happening. Greenslait responded April 1<sup>st</sup>. Cook, I thought we talked about holding them. I don't personally agree that across the board the Board deserves a raise. I said that and I'm going to stick with that. Ptaszenski, so you think an office manager who just got hired, has worked less than 90 days deserves a raise but those of us who have worked here for 20 yrs. Cook, I think we need to take a step back and look at how the Board has acted since the first of the year honestly. Ptaszenski, if you think for one minute I am going to sit up here and not have an opinion of my own. I have acted under my own good faith on what was right and that meant I didn't always agree with everyone and if my salary is not proposed to be increased or even decreased because I am doing what's right, then maybe it's time to find another Treasurer. Greenslait, well we can't legally decrease. Ptaszenski said I am very offended by him saying that and me doing my job means that I have been doing it wrong. I'm real tired of hearing that. That's what it insinuates, and frankly, I'm very offended by it.

Supervisor Greenslait asked to entertain a motion to approve the resolution for officer's pay as stated.

***Clerk Genter made a motion to approve the first resolution to establish Township Officer's salary as stated in the resolution. Ptaszenski, that's the 2.5 which is what cost of living is? Greenslait, correct, and that would go into effect on April 1<sup>st</sup>. Treasurer Ptaszenski seconded the motion. Roll call vote. Cook, nay, Gurzynski, nay, Ptaszenski, aye, Greenslait, aye, and Genter, aye. Vote was 3 aye, 2 nay, motion carried.***

Greenslait now the Resolution for the employee and board compensation. The only change on this was going to be office manager from what is currently on the resolution, \$33,974 to \$32,782.

Greenslait, do we have a motion to approve the wage salary for the employee and board wage increase? ***Genter made a motion to approve with the corrections above noted. Treasurer Ptaszenski seconded. Discussion. Following discussion above and below, roll call was taken. Cook, aye, Gurzynski, aye but I still have some conflict with some of it, Ptaszenski, aye, Greenslait, aye, and Genter, aye. 5-0, all approved.***

Clerk Genter just wanted to make sure that we all understand. We have zoning, assessor, transfer attendants, and custodian, Planning Commission Chair and Members, Board of Review, ZBA Chair and members is that 2.5

across the board. Greenslait, except the Planning Commission Chair. Greenslait said he got an increase from \$110 to \$150 because of the added responsibilities. Trustee Gurzynski, wasn't he as of last year, didn't the board vote across that he was to receive an additional \$20 per meeting. Genter reported that the Chairs of the Planning Commission and ZBA both receive an additional \$20. Genter asked who prepares the agenda for the ZBA Chair? Greenslait, the zoning administrator. Gurzynski, so why was it taken out of his hands (zoning administrator) for the Planning Commission? Greenslait, when Zac and I spoke to him, he is actually doing all the updates to the zoning ordinance. All of the changes that were done last year, some of them were not added to the zoning ordinances so he took the initiative to do all of that. He took the initiative to update all of the bylaws for the Planning Commission. He is also taking on responsibilities for the Master Plan. He is taking on a lot more responsibilities than he did last year. Gurzynski, was all of that approved? I don't recall all of that being approved. Because a lot of that went all the way across the Planning Commission Board. Greenslait, did what? Gurzynski, what you just said. We voted things through and the zoning administrator, along with the supervisor, actually did the agenda and all of the ordinances, the design standards, etc., went across the Planning Commission board. Commissioners sat and conversed. It wasn't solely on one person. Greenslait, so back to the agenda, what would you like the rate to be? Gurzynski, this has just been put in front of me. I don't have an idea. Greenslait, these are the exact same figures that we discussed from the last 3 budget meetings. Gurzynski, ok, I'm just seeing the 2.5 added in here. Greenslait, what would you like for the Planning Commission Chair then? Gurzynski, I just said, I don't know. If you are going to pile everything on him, then yes, he deserves a substantial raise but I don't feel this is the Chair's responsibility to do all of that. Greenslait, ok, shall we just do the 2.5%, so that would be \$2.76. Genter indicated it would be the same as the ZBA Chair. Greenslait, so we will correct to \$113.37 per meeting. Gurzynski, then you have to make sure his duties are in line with that wage. Genter, the \$113.37 is just the extra \$20 for Chair and the 2.5% cost of living, there isn't any other raise in that amount. Greenslait, so board members get a 2.5 raise of \$2.26. Ptaszenski, I agree with Johnaine that it needs to be put in black and white, his job description so it is documented what his responsibilities are. Trustee Cook, have these never been his responsibilities in the past? Gurzynski, no. Greenslait, according to Johnaine, these duties are shared throughout the whole board so we will just keep it that way. He can just divvy up the responsibilities for all 8 other board members. Cook asked if there was a job description. Greenslait responded there is in the handbook. Discussion ended and roll call was taken. (See motion and roll call on page 4).

Greenslait asked for a motion to approve the 2025/2026 budget.

***Clerk Genter, I have spent quite a bit of time reviewing this so I will make a motion to approve the budget. Trustee Cook seconded. Roll conducted after discussion. Cook, aye, Gurzynski, aye, Ptaszenski, aye, Greenslait, aye and Genter, aye. Motion carried, 5-0.***

## **Discussion**

Clerk Genter, in going through all of this, I think you did a good job. All of the questions that I had, you have answered them and they weren't easy questions. I like the additional cost numbers on things instead of them all being miscellaneous. We did do a lot of thinking about some of these things, like legal fees, we decided to put under one hub and then I would classify so you know where legal expenses were spent. We did get hit with insurance expenses but that was after we found that our workman's comp had been canceled in 2022, following a fireman getting injured recently. We are fortunate that no one else has gotten injured during this time. Cook, who would have gotten the notification for that? Greenslait, the notice went to the (previous) Clerk's home address. Cook, do we have that taken care of now. Greenslait said that we are working on everything that was

sent to the Clerk's home address to be either emailed or mailed to the township. Cook, I'm just asking because I want to make sure that moving forward in the future that any of our mail comes here or goes to where it needs to go. Genter, I have gotten all of the payroll tax information coming to my Hamlin Clerk email address and have changed the physical mailing to the township address, that was one of the most important things to get changed. We have budgeted for the HSA and Pension which did not have its own cost center on the previous budget, so we are improving and moving forward. Genter asked Supervisor Greenslait if she wanted to explain the roll up on the budget. Greenslait, we are sending to the county, the one page expenditure spreadsheet which is listed by cost center and not line item because if we do by line item, we would have to do an amendment per line item if we went over. This way the budgeted amount is listed under the main cost center. Trustee Gurzynski, I have a quick question, I don't see anything for the Lud Recreation Program. Greenslait, we do have it in here on page 2 of 14, #881 under Public Relations for \$10,000. Gurzynski, did you get back with Mr. Gillett? Greenslait, I did, he is going to come to our April meeting and that is something we still need to talk about at our April meeting. Genter, there is no longer a cost # for Donations, that's removed. Gurzynski stated its not a donation, it's a contract. Genter agreed and said that's why it was moved out of donations to a different cost #. Cook, when is that contract up? Greenslait said 3 more years but there is a 90 day or 120 day cancellation before September. Cook, that goes directly to the Lud Rec Department? Greenslait, yes. Genter asked if there was any other discussion. If not, I will go ahead and do roll call. Supervisor Greenslait indicated she was ready for roll call. (See motion and roll call results above on page 5).

Greenslait, moving on to Fire Ops Revenue and Budget. The Revenues and Expenditures are on one sheet. Chief VanderVest has already reviewed this and gave us his blessing. We are showing Revenue of \$145,004 and total expenditures of \$148,644 and this also has an increase in insurance and we made sure all insurance is up to date. Trustee Cook asked if they paid a portion of the workman's comp and Greenslait responded, yes. Clerk Genter responded that their portion of workman's comp is \$3,095 and our (township's) portion is \$2,877. Greenslait stated that their one occurrence that we just paid out for their fire fighter was more than what they would have paid for workman's comp for the year. They do have another rider as well that is \$1,174 for Accident and Health. Greenslait asked for a motion to approve the Fire Operations Revenue and Expenditures budget for 2025-2026.

***Trustee Cook made a motion to approve the Fire Operations Revenue and Expenditures budget for 2025-2026. Clerk Genter seconded. Discussion. Genter stated that they do a pretty good job of handling their budget. Treasurer Ptaszenski concurred. Greenslait, if there is no further discussion, let's do roll call. Cook, aye, Gurzynski, aye, Ptaszenski, aye, Greenslait, aye, and Genter, aye. Motion carried 5-0.***

### **Committed Funds**

The Committed Funds for the 2025-2026 budget includes Metro Funds of \$7,373.71 and Park Fund balance is \$2,191.62. These two figures have been confirmed by the Clerk. The Metro money is paid by different utilities that are in the right of way. The utilities enter into an agreement with the Township. The Metro money is deposited in the Trust & Agency account and can only be used towards roads or clearing in the right of way. Greenslait stated it could also be used for bike paths. Cook stated we have a lot of trees and brush that need clearing out. Cook stated the trees and branches are pulling on the telephone poles. Genter asked if the utilities were responsible for that. Trustee Gurzynski stated that generally if they interfere with the electric lines, the power company has somebody come in and clear it. Cook shared his concern about the trees lying on the telephone lines that sometimes share a pole with the power lines causing tension. Genter said the Park Fund balance is from donations so if we need to look at picnic tables or grills, that money can be used for that.

Greenslait asked for a motion to approve the Committed Funds for the 2025-2026 budget.

***Trustee Cook made a motion to approve the Committed Funds budget for 2025-2026 as outlined above. Clerk Genter seconded. Roll Call. Gurzynski, aye, Ptaszenski, aye, Greenslait, aye, Cook, aye, and Genter, aye. Motion carried 5-0.***

### **Truth & Taxation**

Supervisor Greenslait advised that the ad valorem property tax mill levied in the Hamlin Township to support the proposed budget is one mill for general fund and .5 mill for fire operations fund. Due to the Headlee rollback agreement, the millage has been reduced to .709 for the general fund operations and .50 for the fire fund operation. The dollar amounts are on the allocation form request. We just need a motion to approve the Truth & Taxation. The form we are using is the State Commissions Assessment Roll Certification which was certified by the Board of Review this year and this is directly from our Assessor. Is there a motion to approve?

***Clerk Genter made a motion to approve the Truth & Taxation dollar amounts as stated on the allocation form request. Treasurer Ptaszenski seconded. All in favor say aye. Motion unanimously approved, 5-0.***

### **Depository Resolution**

Supervisor Greenslait provided the Depository Resolution to Board members. Basically, this resolution is the same as last year except that we added one more bank. The banks that the township is affiliated with are Filer Credit Union, West Shore Bank, Preferred Credit Union, Huntington National Bank, and Safe Harbor Credit Union.

***Treasurer Ptaszenski made a motion to continue as they are all working just fine. Clerk Genter seconded. All in favor say aye. Motion unanimously approved, 5-0.***

### **2025-2026 Board of Trustees Meeting Schedule**

Supervisor Greenslait provided the 2025-2026 Board of Trustees Meeting Schedule. This schedule has already been approved at a prior Board of Trustees meeting and has been posted; however, we need an official resolution. The resolution basically states the dates that we have already approved and our Settlement date for next year is March 26, 2026. All regular meetings are the second Thursday of each month at 6:00pm.

***Treasurer Ptaszenski made a motion to approve the meeting schedule as stated in the resolution. Trustee Cook seconded. All in favor say aye. Motion unanimously approved, 5-0.***

### **Announcements**

Township Clean Up Date has been scheduled for 6/22/25 from 8:00 until Noon at the Transfer Site.

Treasurer Ptaszenski asked about a date for tires. Supervisor Greenslait stated that we are applying for the grant and should have more information for the April 10<sup>th</sup> meeting.

**Public Comments:** Limited to five minutes per person. Please state your name and address for the record.

Cynthia Tanner, 1759 N Ridgeview. As I calculate it, you just approved a budget with expenses of 1.5 million and some change, with revenues of \$898 thousand and some change which means the 3640 from the Fire Department deficit, there is 619,272 I presume you are planning to take from the General Fund. I would like to know what the General Fund approximately is now and what that takes the General Fund down to and what that means for our future. It does concern me since we talked previously that there is \$100,000 expense in the works for the Assessor to do assessments on every piece of property. We are starting to cut it close and that is not a good way to run things.

I want to turn to the other night about the Amplified Noise Ordinance. First of all, back in August I was appalled when the original Amplified Noise Ordinance was passed with no public input, no public discussion. Clearly, the other night, no one really understood what was in it. I just don't get how you can pass a resolution and not know what is in it and what it means to the township legally. I was very disturbed that people came to the meeting unprepared, including the attorney. There is no reason he should have showed up at this meeting without having recommendations about decibel levels and what other townships have done. He has to go back and do research now at \$350 an hour? That just doesn't make sense to me. I'm not impressed with that attorney. If I were you, I'd be asking that firm for another one. So now it looks like we are going from giving permission for 30 events to unlimited with 5 exceeding decibel levels. The way everything was talked about in circles and in such a confusing manner, I still don't know what we will end up with from this draft from this attorney. All Amplified Noise should require a permit period regardless if there is a decibel level specified. If you have 20 weddings a year or 6 weddings a year, there should be a decibel limit and if you want to go over that 5 times a year that requires a resolution and you have to come in front of the Board. Same for going after 10:00pm. If you have a special occasion, 5 times a year, that you want to go past 10:00pm, then that requires a resolution and you would have to come in front of the Board. I don't know why it is so hard. Thank you.

Karen Anderson, 7110 W. Decker Rd. I too wanted to talk about Monday's meeting. I had taken notes and was planning to speak during public comments at the end but there weren't any public comments, to make helpful suggestions. I know Undersheriff Wilson mentioned body cameras. If you are going to go to the call and you are calling the Sheriff to go with you, they have body cameras and there's will stand up in Court. The noise ordinance survey that was sent out, it was just a plain noise survey. It wasn't an Amplified Noise ordinance so that is a little bit of a difference. When you say noise, people are going to think that means everything. Last year or the year before we had people asking if that included boat motors out on Hamlin Lake. You're being ridiculous. This stuff is common sense. If you have a boat on Hamlin Lake and you're at the dunes, who is going to call and say they have a noise complaint. There are no houses on the dunes. I do have suggestions. When Officer Wilson said that they did not have enough seasonal officers for Hamlin Township to pay for one. Is there any way that a Ludington Police Officer would be interested in doing it part-time? They may have someone interested or like Tribal Police? Tribal Police have always offered to come and help in Mason County. What about the DNR? I don't know what their scope is but they might be able to come for back up. Another thing is Amplified Noise in Residential versus Commercial. Not just Stix but there are other businesses that are commercial and you have to make a difference for that. The only difference with Stix is, is that their business is smack dab in the middle of a neighborhood. Ask Sheriff Cole, prior to the new Stix being there, how many noise complaints did he get for Hamlin Township altogether in his career with the Sheriff's Department. He even stated one time



when they did show up to a complaint, the music was turned down and that's all it took. People might not know this but when he had the Uncle Kraker concert he had almost 2500 people in just under 2 acres of property. That is why we suggested a limit of people. Reimer had to get his own security, his own people and shuttling, I mean this whole area was a cluster mess. Then if you ask Sheriff Cole, his department spent \$8,000 of our taxpayer money to have deputies there and on call. They had a command center set up. Township people pay twice for that. We pay for the noise of the concert, the number of people at the concert and then we pay the Sheriff's deputies to be there in case something happened. If they would have been willing to bend on the number of people, we wouldn't have had to have the deputies there. It wouldn't have cost the Sheriff's Department or us taxpayers \$8,000. Sheriff Cole said he billed him for that. He hasn't been at the meetings to be questioned about that, if it has been paid or if it hasn't been paid how is he going to handle that. I don't want to have to go through that every year. That is why we suggested the number of people be limited to attend something like that. Thank you.

Tiller Landick, 7105 N No Name Road. As Cynthia mentioned last August was a complete shock to us when we came to a meeting and the Amplified Noise Ordinance was on the agenda, a complete shock. The place was packed. There was a guy's cell phone that kept going off, we couldn't hear with all of your talking. We had no copy of the Amplified Noise ordinance, we had no idea what the Board was talking about, there was no input from us, so I think you are on the right track to encourage or at least allow the residents that have been most affected to have a voice in this and that is very important. From talking to the neighbors and also observing our current lawyer in the meeting, I too am not totally impressed. I do not feel he has good enough grasp on the zoning law. I think we need somebody with zoning law and we need somebody that represents all of us. I feel like Jacob Witte is just, the Supervisor is very connected and I want somebody that just doesn't have that one point of view. I think the two most important things for me is that you have to set a decibel level so it's not slamming through our homes. It has to be low and we really need to talk about enforcement. I do not believe that Andy Reimer will agree to follow this and I base that on experience that I have had over the last three years. We have asked him over and over again to turn the decibel level down, turn the noise down, multiple times, over and over and over. A mother turned to him and said you are harming my children's ears. He would not turn it down. He talked about some sound barrier, that never happened. Then last year when the township told him his whole operation has changed, its no longer accessory use, you have to get a special land use permit, he said, no. When he was cited, he didn't pay it. And, now he has gone to Court and does not think he should have to pay the citation. So, you are going to have to figure out how you are going to enforce it because it needs to be enforced. It's not like Barnhardt's, when the neighbors complained, he turned it down and he didn't have any more loud concerts. This is not happening here. We had 50 obnoxious concerts last year and I'm afraid to look this year. I know its well over 20. How about if we can hire somebody from a security firm? Is there a security firm that we can rely on if the deputies aren't available to go with you? Or, can they just go, or a process server? We need to think outside the box because I do not believe he will comply. I think other businesses will comply because they have history of wanting to get along with the neighbors. Having him served and having suffered through this for 3 years now, he is not going to do it. I will be shocked if he does. So, the Township needs to prepare for that. How are we going to hold this man accountable so he doesn't torture the neighbors around him? Thank you.

Marty Cupp, M-116 Highway. Earlier this Spring, the Ludington Area Schools School Board dealt with a maintenance issue at the Ludington pool. Judge Sniegowski spoke to them because her son, who is on the swim team, cut his foot on a jagged tile that was sticking up somewhere in the pool. She demanded immediate action

by the School Board and the School to fix that tile and guess what they did, it was immediately fixed. Apparently, time is crucial when it is personal to her. It has now been a year since the Neighbors 4 Peace have been in Court with her presiding taking their case about the lack of the Township following through on their ordinances which allowed Reimer to put into place his concert venue. It's also pushing a year since the Board of Trustee's, or Zac, took him to Court for not obtaining a special permit to turn the Biergarten into a concert venue. Decisions by both Judges are still pending. The second judge, Judge Middlebrook decided to wait on his until Judge Sniegowski made her decision which she has not done. I think the Board needs to consider either a change of Judge or a change of venue when it comes to applying for your zoning appeal, lawsuit, whatever. The old expression is Justice Delayed, Justice Denied and that is exactly the situation what we have right now. Judicial indecision has condoned the concerts at Stix. Unpermitted concerts and unpermitted venue. Please consider doing something as a Board. The neighbors will take care of their issues. But you need to think about the fact if there is no action for the zoning administrator, the Township is screwed. Thank you.

No other public comments, comments are closed.

***Clerk Genter made a motion to adjourn. Trustee Cook seconded. All in favor say aye. Motion carried 5-0.***

Meeting adjourned at 7:20pm.

Respectfully submitted,  
*Sheila Genter*  
Hamlin Township Clerk

## ***Hamlin Township Treasurer Report April 2025***

### ***General Fund***

Balance 3-31-25 (Ch. & P\$)	\$168,894.05
Revenue	\$29,332.40
Interest from C/Ds	\$6,464.52
Disbursements	(\$30,925.75)
<b>Total</b>	<b>\$173,765.22</b>

#### **C/Ds**

W.S.B. \$100,000.00	
S.H.C.U. \$100,000.00	
S.H.C.U. \$100,000.00	
F.C.U. \$100,000.00	
F.C.U. \$150,000.00	<b>Total</b>
	<b>\$550,000.00</b>

#### **Money Market Accounts**

W.S.B. \$62,068.28	
<b>Total</b>	<b>\$62,068.28</b>

#### **Savings**

S.H.C.U. \$5.00	
F.C.U. \$10,115.28	
P.C.U \$5.00	
Tax \$1,000.00	<b>Total</b>
	<b>\$11,125.28</b>

<b>Total General Fund Balance 4-30-25</b>	<b>\$796,958.78</b>
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### ***Trust and Agency***

Balance 3-31-25 (Ch. & Savings)	\$4,534.00
Revenue	\$1,203.00
Disbursements	(\$225.00)
<b>Balance 4-30-25</b>	<b>\$5,512.00</b>

### ***Fire Operations***

Balance 3-31-25	\$178,884.64
Revenue	\$ 10,286.92
Disbursements	(\$2,302.84)
S.H.C.U. C/D	\$100,000.00
<b>Balance 4-30-25</b>	<b>\$286,868.72</b>

### **Committed Funds**

**Metro Money \$7,373.71**

**Parks \$2,191.62**

# HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO.	ACTIVITY	
101-000-390	GENERAL FUND BEG FISCAL YEAR 4/2024	\$1,425,849.52

## BALANCE SHEET ACCOUNTS

101-000-006	IMPREST CASH	\$350.00
101-000-001	PCU-CHECKING-GENERAL FUND	\$540.15
101-000-002.1	PCU MMA SAVINGS-GENERAL FUND	\$168,769.82
101-000-003.3	WS BANK- CD #118307	\$100,000.00
101-000-144	WS BANK - MONEY MARKET ACCOUNT	\$62,064.33
52910-000	SAFE HARBOR CREDIT UNION	\$5.00
52910-332	SAFE HARBOR CREDIT UNION CD	\$100,000.00
52910-333	SAFE HARBOR CREDIT UNION CD	\$100,000.00
114927-000	FILER CREDIT UNION-REG	\$10,110.47
114927-025	FILER CREDIT UNION-CD	\$150,000.00
114927-026	FILER CREDIT UNION-CD	\$100,000.00
101-000-082	METRO FUNDS (Transferred to 002.1 GEN FUND	\$7,373.71
101-000-085	HUNTINGTON BK-TAX FUND, MMA ACCOUNT	\$1,000.00
101-000-086	HUNTINGTON BK-T & A FUND	\$2,000.00

101-000-390	GENERAL FUND BALANCE 3-31-2025	\$802,213.48
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## REVENUE FUNDS

101-000-402	CURRENT REAL PROPERTY TAX	\$209,302.02
412	DELINQUENT REAL PROPERTY TAX	\$7,420.55
417	DELINQUENT PERSONAL PROPERTY TAX	\$5.03
424.1	HOMESTEAD TAXES	\$8,872.04
425	SPECIFIC TAXES	\$2,231.50
441	LOCAL COMM. STABILIZATION SHARE TAX	\$3,654.26
445	PENALTY & INTEREST	\$2,627.19
446	SUMMER SCHOOL TAX COLLECTION FEE	\$12,948.00
465	FRANCHISE FEES, CABLE COMPANIES	\$13,185.96
528	DUE FROM FEDERAL GOV'T.-ARPA/COVID	\$0.00
574	STATE REVENUE SHARING	\$396,530.00
575	METRO FUNDS	\$7,373.71
607	ADMINISTRATION FEES	\$97,364.43
607.1	DELINQUENT ADMINISTRATION FEES	\$1,934.29
608	ASSESSOR'S SPLIT	\$0.00
609	LAND DIVISIONS	\$575.00
620	PLAN/ZNG BO OF APPEAL FEES	\$8,740.00
621	SPECIAL MEETING COSTS	\$0.00
625	ZONING PERMITS	\$4,900.00
635	STREET LIGHTS, CHARGES FOR	\$1,168.90
642	GARBAGE BAGS, CHARGES FOR	\$55,807.69
665	INTEREST	\$31,254.09
666	DIVIDENDS	\$0.00
667	TOWNHALL RENTAL	\$4,200.00
669	ROYALTIES, OIL LEASES	\$0.00
673	SALE OF FIXED ASSETS	\$0.00
676	REIMBURSEMENTS	\$15,492.50
681	TRANSFERRED FROM OTHER FUNDS	\$0.00
687	REFUNDS & REBATES	\$0.00
688	DOG TAGS	\$0.00
689	MISCELLANEOUS	\$3,873.08
670	SHORT TERM RENTALS	\$41,000.00

101-000-400	TOTAL REVENUES 3-31-2025	\$930,460.24
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GENERAL FUND BALANCE + REVENUE	1,732,673.72
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## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	EXPENDITURE FUNDS	EXPENDITURES	2024-2025	2024-2025		BUDGET	
101-000-680	TRANSFERRED TO OTHER FUNDS (681)	\$5,009.95		\$0.00	\$5,300.00	\$5,300.00	\$290.05
	TOTAL						
	TOWNSHIP BOARD {101}			\$40,000.00	\$120,000.00	\$160,000.00	
101-101-004	IMPREST CASH (\$250)	\$0.00					
702	SALARIES, TRUSTEES	\$6,670.94					
715	EMPLOYER'S SHARE, SOC SEC	\$413.77					
716	EMPLOYER'S SHARE, MEDICARE	\$96.54					
727	SUPPLIES	\$3,653.37					
801	LEGAL FEES	\$2,776.72					
802	AUDIT FEES	\$10,390.00					
860	TRANSPORTATION	\$0.00					
880	COMMUNITY PROMOTION	\$3,210.00					
881	PUBLIC RELATIONS	10,000.00					
899	TAX TRIBUNAL ADJUSTMENTS	\$182.33					
900	PUBLISHING	\$2,112.04					
910	INSURANCE & BONDS	\$18,340.17					
930	REPAIRS & MAINTENANCE (COPY	\$0.00					
	MACHINE USAGE, ETC.)	\$0.00					
956	MISCELLANEOUS (POSTAGE METER, ETC.)	124,338.99					
957	DUES & MEMBERSHIPS	\$5,123.90					
960	WORKSHOPS & CONFERENCES	\$0.00					
984	SOFTWARE	\$27,920.00					
101-101-700	TOTAL		\$215,228.77				(\$55,228.77)

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>OFFICE MANAGER {102}</b>			<b>\$60,000.00</b>		<b>\$60,000.00</b>	
101-102-702	SALARY	<b>\$39,493.70</b>					
715	EMPLOYER'S SHARE, SOC SEC	<b>\$2,548.80</b>					
716	EMPLOYER'S SHARE, MEDICARE	<b>\$572.67</b>					
717	EMPLOYER'S SHARE, HEALTH	<b>\$10,404.25</b>					
718	HSA CONTRIBUTION	<b>\$2,500.00</b>					
727	SUPPLIES	<b>\$4,900.58</b>					
860	TRANSPORTATION	<b>\$0.00</b>					
910	PENSION	<b>\$6,280.00</b>					
930	REPAIRS & MAINTENANCE, LABOR	<b>\$0.00</b>					
956	MISCELLANEOUS	<b>\$7.00</b>					
957	DUES & MEMBERSHIPS	<b>\$0.00</b>					
960	WORKSHOPS & CONFERENCES	<b>\$0.00</b>					
977	EQUIPMENT	<b>\$609.50</b>					
101-102-700	<b>TOTAL</b>		<b>\$67,316.50</b>				<b>(\$7,316.50)</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>SUPERVISOR {171}</b>			<b>\$40,000.00</b>		<b>\$40,000.00</b>	
101-171-702	SALARY	\$27,769.80					
715	EMPLOYER'S SHARE, SOC SEC	\$1,721.76					
716	EMPLOYER'S SHARE, MEDICARE	\$402.72					
717	EMPLOYER'S SHARE, HEALTH	\$6,359.50					
727	SUPPLIES	\$575.90					
801	LEGAL FEES	\$5,045.00					
860	TRANSPORTATION	\$0.00					
930	REPAIRS & MAINTENANCE, LABR	\$0.00					
956	MISCELLANEOUS	\$0.00					
957	DUES & MEMBERSHIPS	\$0.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
977	EQUIPMENT	\$0.00					
101-171-700	<b>TOTAL</b>		<b>\$41,874.68</b>				<b>(\$1,874.68)</b>
101-191-702	<b>ELECTIONS {191}</b> ELECTION INSPECTORS	\$11,200.55		<b>\$20,000.00</b>		<b>\$20,000.00</b>	
706	CUSTODIAN	\$288.80					
715	EMPLOYER'S SHARE, SOC SEC	\$633.40					
716	EMPLOYER'S SHARE, MEDICARE	\$148.72					
727	SUPPLIES	\$4,952.55					
801	LEGAL FEES	\$396.00					
860	TRANSPORTATION	\$1,316.33					
900	PUBLISHING	\$0.00					
956	MISCELLANEOUS	\$95.00					
957	DUES & MEMBERSHIPS	\$0.00					
977	EQUIPMENT	\$1,044.00					
101-191-700	<b>TOTAL</b>		<b>\$20,075.35</b>				<b>(\$75.35)</b>



## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>ASSESSOR (209)</b>			<b>\$60,000.00</b>		<b>\$60,000.00</b>	
101-209-705	SALARY, ASSESSOR	\$53,610.36					
715	EMPLOYER'S SHARE, SOC SEC	\$3,323.88					
716	EMPLOYER'S SHARE, MEDICARE	\$777.36					
717	EMPLOYER'S SHARE, HEALTH	\$0.00					
727	SUPPLIES	\$20.90					
801	LEGAL	\$0.00					
803	EQUALIZATION DEPT.	\$7,932.30					
860	TRANSPORTATION	\$0.00					
900	PUBLISHING	\$0.00					
910	PENSION	\$3,055.24					
956	MISCELLANEOUS	\$0.00					
957	BS&A SOFTWARE	\$1,004.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
977	EQUIPMENT	\$0.00					
101-209-700	<b>TOTAL</b>		<b>\$69,724.04</b>				<b>(\$9,724.04)</b>
	<b>CLERK (215)</b>			<b>\$60,000.00</b>		<b>\$60,000.00</b>	
101-215-702	SALARY	\$31,151.16					
703	DEPUTY CLERK (KS)	\$707.99					
715	EMPLOYER'S SHARE, SOC SEC	\$1,975.57					
716	EMPLOYER'S SHARE, MEDICARE	\$463.17					
717	EMPLOYER'S SHARE, HEALTH	\$8,789.12					
727	SUPPLIES	\$1,664.94					
860	TRANSPORTATION	\$0.00					
910	PENSION	\$0.00					
930	REPAIR & MAINTENANCE, LABOR	\$0.00					
956	MISCELLANEOUS/LEGAL FEES 3/2025	\$5,907.00					
957	DUES & MEMBERSHIPS	\$10.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
977	EQUIPMENT	\$0.00					
101-215-700	<b>TOTAL</b>		<b>\$50,668.95</b>				<b>\$9,331.05</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>BOARD OF REVIEW (247)</b>			<b>\$2,500.00</b>		<b>\$2,500.00</b>	
101-247-708	SALARY	\$3,223.82					
715	EMPLOYER'S SHARE, SOC SEC	\$199.83					
716	EMPLOYER'S SHARE, MEDICARE	\$46.71					
727	SUPPLIES	0					
900	PUBLISHING	0					
956	MISCELLANEOUS	0					
960	WORKSHOPS & CONFERENCES	\$164.00					
101-247-700	<b>TOTAL</b>		<b>\$3,634.36</b>				<b>(\$1,134.36)</b>
101-253-004	<b>TREASURER (253)</b> IMPREST CASH (\$100)			<b>\$60,000.00</b>	<b>\$5,000.00</b>	<b>\$65,000.00</b>	
702	SALARY	\$31,189.68					
704	DEPUTY TREASURER	\$0.00					
715	EMPLOYER'S SHARE, SOC SEC	\$1,933.80					
716	EMPLOYER'S SHARE, MEDICARE	\$452.28					
717	EMPLOYER'S SHARE, HEALTH	\$12,198.39					
718	HSA CONTRIBUTION	\$2,500.00					
727	SUPPLIES	\$665.96					
803	EQUALIZATION DEPT.	\$5,918.54					
860	TRANSPORTATION	\$896.44					
900	PUBLISHING	\$0.00					
910	PENSION	\$0.00					
930	REPAIRS & MAINTENANCE, LABOR	\$0.00					
956	MISCELLANEOUS	\$0.00					
957	BS&A SOFTWARE	\$1,591.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
977	EQUIPMENT	\$0.00					
	<b>TOTAL</b>		<b>\$57,346.09</b>				<b>\$7,653.91</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>TOWNHALL (265)</b>			<b>\$30,000.00</b>		<b>\$30,000.00</b>	
101-265-393	LAND PURCHASE	0					
706	CUSTODIAN	\$9,698.52					
715	EMPLOYER'S SHARE, SOC SEC	\$714.33					
716	EMPLOYER'S SHARE, MEDICARE	\$143.42					
740	OPERATIONS, GAS HEAT, DTE ENERGY	\$1,335.42					
775	REPAIR & MAINTENANCE, SUPPLIES	\$5,227.98					
810	SNOW REMOVAL	\$2,897.00					
850	COMMUNICATIONS, VERIZON	\$3,853.10					
860	TRANSPORTATION	\$135.16					
900	PUBLISHING	\$0.00					
920	PUBLIC UTILITIES, CONSUMERS ENERGY	\$3,114.43					
930	REPAIR & MAINTENANCE, LABOR	\$0.00					
956	MISCELLANEOUS	\$0.00					
970	CAPITOL OUTLAY	\$0.00					
977	EQUIPMENT	\$0.00					
101-265-700	<b>TOTAL</b>		<b>\$27,119.36</b>				<b>\$2,880.64</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>ZONING ADMINISTRATOR (371)</b>			<b>\$55,000.00</b>		<b>\$55,000.00</b>	
101-371-709	SALARY	\$42,923.52					
707	SALARY, ZONING ASSISTANT	\$0.00					
715	EMPLOYER'S SHARE, SOC SEC	\$2,661.36					
716	EMPLOYER'S SHARE, MEDICARE	\$622.32					
717	EMPLOYER'S SHARE, HEALTH	\$6,234.41					
718	HSA CONTRIBUTION	\$2,500.00					
727	SUPPLIES	\$136.76					
801	LEGAL	\$9,853.40					
860	TRANSPORTATION	\$1,576.96					
900	PUBLISHING	\$0.00					
910	PENSION	\$6,852.35					
956	MISCELLANEOUS	\$0.00					
957	DUES & MEMBERSHIPS	\$0.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
	<b>TOTAL</b>		<b>\$73,361.08</b>				<b>(\$18,361.08)</b>
101-371-700							
	<b>PLANNING COMMISSION (400}</b>			<b>\$7,500.00</b>		<b>\$7,500.00</b>	
101-400-710	PLANNING COMMISSION	\$6,372.44					
715	EMPLOYER'S SHARE, SOC SEC	\$400.87					
716	EMPLOYER'S SHARE, MEDICARE	\$256.63					
727	SUPPLIES	\$847.06					
801	LEGAL	\$594.00					
860	TRANSPORTATION	\$0.00					
900	PUBLISHING	\$1,014.12					
956	MISCELLANEOUS	\$0.00					
957	DUES & MEMBERSHIPS	\$0.00					
960	WORKSHOPS & CONFERENCES	\$0.00					
101-400-700	<b>TOTAL</b>		<b>\$9,485.12</b>				<b>(\$1,985.12)</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>ZONING BOARD OF APPEALS (410)</b>			<b>\$6,000.00</b>	<b>\$2,000.00</b>	<b>\$8,000.00</b>	
101-410-620	REFUNDS OF VARIANCE HEARINGS						
710	ZONING BOARD OF APPEALS	<b>\$3,610.56</b>					
715	EMPLOYER'S SHARE, SOC SEC	<b>\$223.91</b>					
716	EMPLOYER'S SHARE, MEDICARE	<b>193.66</b>					
727	SUPPLIES	<b>\$375.80</b>					
801	LEGAL	<b>\$12,478.41</b>					
860	TRANSPORTATION	<b>\$0.00</b>					
900	PUBLISHING	<b>\$4,123.84</b>					
956	MISCELLANEOUS/Return of App fee McClain	<b>\$700.00</b>					
957	DUES & MEMBERSHIPS	<b>\$0.00</b>					
960	WORKSHOPS & CONFERENCES	<b>\$0.00</b>					
	<b>TOTAL</b>		<b>\$21,706.18</b>				<b>(\$13,706.18)</b>
101-410-700							
	<b>ROADS (446)</b>			<b>\$625,000.00</b>	<b>\$240,000.00</b>	<b>\$865,000.00</b>	
101-446-969	ROADWORK	<b>\$864,771.30</b>					
969.1	ROAD SIGNS	<b>766.48</b>					
101-446-700	<b>TOTAL</b>		<b>\$865,537.78</b>				<b>(\$537.78)</b>
	<b>STREET LIGHTS (448)</b>			<b>\$6,000.00</b>			
101-448-920	STREET LIGHTS	<b>\$4,070.56</b>					
	<b>TOTAL</b>		<b>\$4,070.56</b>				<b>\$1,929.44</b>
101-448-700							

# HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>TRANSFER FACILITY {528}</b>			<b>\$100,000.00</b>		<b>\$865,000.00</b>	
101-528-702	SALARIES	\$21,697.16					
715	EMPLOYER'S SHARE, SOC SEC	\$1,353.74					
716	EMPLOYER'S SHARE, MEDICARE	\$316.57					
727	SUPPLIES	\$10,925.70					
740	OPERATIONS, ZIEHM'S GAS	\$269.67					
775	REPAIR & MAINTENANCE, SUPPLIES	\$1,500.00					
806	REFUSE REMOVAL	\$44,748.73					
806.1	RECYCLING	\$27,647.19					
810	SNOW REMOVAL	\$1,480.00					
850	COMMUNICATIONS, VERIZON	\$853.27					
900	PUBLISHING	\$155.00					
920	PUBLIC UTILITIES, GREAT LAKES ENERGY	\$601.72					
930	REPAIR & MAINTENANCE, LABOR	\$0.00					
939	SPECIAL PROJECTS	\$0.00					
956	MISCELLANEOUS	\$1,685.00					
970	CAPITOL OUTLAY	\$0.00					
977	EQUIPMENT	\$0.00					
101-528-700	<b>TOTAL</b>		<b>\$113,233.75</b>				<b>(\$13,233.75)</b>

## HAMLIN TOWNSHIP CLERK'S FINANCIAL REPORT - 2024/2025

ACCOUNT NO	ACTIVITY	24-25 DETAILED	TOTAL	BUDGET AMTS	AMENDMENTS	TOTAL YEAR END	ENDING BAL
	<b>PARKS {751}</b>			<b>\$25,000.00</b>		<b>\$25,000.00</b>	
101-751-702	PARKS MAINTENANCE						
715	EMPLOYER'S SHARE, SOC SEC						
716	EMPLOYER'S SHARE, MEDICARE						
727	SUPPLIES						
740	OPERATIONS, ZIEHM'S GAS						
775	REPAIR & MAINTENANCE, SUPPLIES	<b>\$6,777.57</b>					
810	SNOW REMOVAL	<b>\$1,938.00</b>					
860	TRANSPORTATION	<b>0</b>					
900	PUBLISHING	<b>0</b>					
920	PUBLIC UTILITIES, CONSUMERS ENERGY	<b>\$500.00</b>					
930	REPAIR & MAINTENANCE, LABOR	<b>0</b>					
939	SPECIAL PROJECTS	<b>0</b>					
956	MISCELLANEOUS/PORTA JONS	<b>\$2,475.00</b>					
970	CAPITOL OUTLAY	<b>\$5,000.00</b>					
977	EQUIPMENT	<b>0</b>					
393	PARK LAND PURCHASE	<b>0</b>					
680	TRANSFERRED TO OTHER FUNDS	<b>0</b>					
<b>101-751-700</b>	<b>TOTAL</b>		<b>\$16,690.57</b>				<b>\$8,309.43</b>
	<b>LEGAL</b>			<b>\$3,500.00</b>			
	<b>AUDIT &amp; GASB AUDIT</b>			<b>\$1,000.00</b>			
	<b>TAX TRIBUNAL</b>			<b>\$250.00</b>			
	<b>CONTIGENCY FUND</b>			<b>\$30,000.00</b>			
	<b>TOWNHALL IMPROVEMENT</b>			<b>\$2,500.00</b>			
<b>101-000-700</b>	<b>TOTAL EXPENDITURES</b>						
			<b>\$1,657,073.14</b>	<b>\$1,234,250.00</b>	<b>\$372,300.00</b>	<b>\$2,328,300.00</b>	<b>(\$92,783.09)</b>

**HAMLIN TOWNSHIP FIRE DEPARTMENT  
CLERK'S FINANCIAL REPORT - 2024/2025**

**FIRE OPERATION FUND  
702-000-001**

**BEGINNING BALANCE 4/1/2024**

**\$242,860.92**

**REVENUES**

402	CURRENT TAXES	\$132,958.68
412	DELINQUENT REAL PROPERTY TAX	\$4,713.98
417	DELINQUENT PERSONAL PROPERTY TAX	\$3.19
441	LOCAL COMM. STABILIZATION SHARE TAX	\$2,287.64
607	ADMINISTRATIVE FEES	
665	INTEREST	\$1,890.83
666	DIVIDENDS	\$0.00
676	REIMBURSEMENTS	\$3,000.00
680	GENERAL FUND TRANSFERS	
687	REFUNDS/REBATES	\$518.94
689	MISCELLANEOUS	\$22,620.00

702-000-400

**TOTAL REVENUES**

**\$167,993.26**

**BEGINNING BALANCE & REVENUES**

**\$410,854.18**

**EXPENDITURES**

702-336-682	TRANSFER TO OTHER FUNDS	\$0.00
701	VOLUNTEER FIREMEN	\$31,994.42
706	CUSTODIAN	\$2,538.78
715	EMPLOYER'S SHARE, SOC SEC	\$3,174.04
716	EMPLOYER'S SHARE, MEDICARE	\$741.03
727	SUPPLIES	\$16,236.57
740	OPERATIONS, DTE ENERGY	\$2,277.07
775	REPAIR & MAINTENANCE, SUPPLIES	\$4,078.61
776	FIRE TRUCKS-PARTS	\$5,629.98
801	LEGAL	\$49.50
802	AUDIT FEES	\$2,415.00
806	PHYSICALS-VOLUNTEER FIREMEN	
810	SNOW REMOVAL	\$2,452.00
811	FIRE CHIEF	\$5,461.20
813	LIEUTENANTS	\$2,420.00
814	CAPTAIN	\$2,420.00
815	ASSTCHIEF	\$3,300.00
816	SAFETY OFFICER/EOG LIAISON	\$1,440.00
817	TRAINING OFFICER	\$1,540.00
820	TRAINING	\$15,056.51
850	COMMUNICATIONS-VERIZON/PAGERS	\$1,000.00
860	TRANSPORTATION	\$131.33
861	GASOLINE, FIRE TRUCKS	\$1,412.13
880	COMMUNITY PROMOTIONS/DONATIONS	
899	TAX TRIBUNAL ADJUSTMENTS	\$1.95
900	PUBLISHING	\$155.00
910	INSURANCE	\$25,728.00
920	PUBLIC UTILITIES-CONSUMERS ENERGY	\$3,883.87
930	REPAIRS & MAINTENANCE, LABOR	
936	FIRE TRUCKS-LABOR	
956	MISCELLANEOUS	\$4,735.11
957	DUES & MEMBERSHIPS	\$730.00
960	WORKSHOPS & CONFERENCES	\$375.00
970	CAPITOL OUTLAY	
977	EQUIPMENT	\$87,544.91

702-336-700

**TOTAL EXPENDITURES**

**\$228,922.01**

702-000-001

**BEGINNING BALANCE & REVENUES-EXPENSES**

**181,932.17**



# HAMLIN TOWNSHIP GENERAL FUND BUDGET 2025 - 2026 REVENUE

ACCT#	REVENUE TITLE	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
BEGINNING FUND BALANCE						\$886,086.71
402	CURRENT REAL PROPERTY TAX	\$182,000	\$190,000.00	\$200,000.00	\$225,000.00	\$232,236
412	DEL. REAL PROPERTY TAX	\$11,500	\$9,500.00	\$10,500.00	\$10,500.00	\$10,815
417	DEL. PERSONAL PROPERTY TAX	\$1,000	\$1,000.00	\$1,000.00	\$1,000.00	\$1,030
424.1	SWAMP LAND TAX	\$7,500	\$7,600.00	\$10,000.00	\$1,000.00	\$1,030
425	SPECIFIC TAX	\$1,800	\$1,600.00	\$1,600.00	\$1,800.00	\$1,854
441	LOCAL COMM. STAB. SHARE TAX	\$1,550	\$1,200.00	\$1,800.00	\$3,500.00	\$3,605
445	PENALTY/INTEREST	\$2,500	\$2,500.00	\$2,500.00	\$2,500.00	\$2,575
446	SUMMER SCH TAX COLLECTION	\$13,500	\$13,000.00	\$13,500.00	\$13,500.00	\$13,500
465	FRANCHISE FEES (CABLE)	\$14,500	\$15,000.00	\$16,000.00	\$15,000.00	\$15,450
574	STATE REVENUE SHARING	\$265,000	\$290,000.00	\$375,000.00	\$385,000.00	\$399,216
573	METRO FUNDS	\$7,700	\$7,600.00	\$7,600.00	\$12,000.00	\$12,360
607	ADMINISTRATIVE FEES	\$78,500	\$80,000.00	\$85,000.00	\$95,000.00	\$92,940
607.1	DELINQUENT ADM. FEES	\$3,000	\$2,500.00	\$2,500.00	\$2,500.00	\$2,575
608	ASSESSOR'S SPLIT					\$0
609	LAND DIVISIONS	\$2,000	\$2,000.00	\$2,000.00	\$2,000.00	\$2,060
611	ATTORNEY FEE REIMBURSTMENT					
620	PLN/ZNG BD APP FEES	\$3,000	\$3,000.00	\$3,000.00	\$4,000.00	\$4,120
621	SPECIAL MEETING COSTS					\$0
625	ZONING PERMITS	\$4,000	\$4,000.00	\$4,000.00	\$5,000.00	\$5,150
635	STREET LIGHT CHARGES	\$1,500	\$1,500.00	\$1,500.00	\$1,500.00	\$1,545
642	GARBAGE BAG/RECYCLING CHARGES	\$46,500	\$47,000.00	\$47,000.00	\$52,000.00	\$53,560
665	INTEREST	\$5,000	\$4,000.00	\$7,000.00	\$15,500.00	\$15,965
666	DIVIDENDS	\$1,000	\$500.00	\$600.00	\$500.00	\$515
667	TOWNHALL RENTAL	\$3,000	\$3,000.00	\$3,000.00	\$3,500.00	\$3,605
670	SHORT-TERM RENTALS					\$7,000
673	SALE OF FIXED ASSETS					\$0
676	REIMBURSEMENTS	\$2,500	\$5,000.00	\$5,000.00	\$7,000.00	\$7,210
681	TRANS FROM OTHER FUNDS					\$0
687	REFUNDS/REBATES	\$250	\$250.00	\$250.00	\$5,400.00	\$5,562
688	DOG TAGS					\$0
689	MISCELLANEOUS	\$2,500	\$1,000.00	\$1,000.00	\$2,500.00	\$2,575
400	TOTAL REVENUES	\$661,300	\$692,750.00	\$801,350.00	\$867,200.00	\$898,053

# HAMLIN TOWNSHIP GENERAL FUND BUDGET 2025 - 2026 EXPENDITURES

ACCT#	REVENUE TITLE	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
101	TOWNSHIP BOARD	\$33,000	\$40,000	\$40,000	\$40,000	\$40,000	\$73,057
102	OFFICE MANAGER	\$60,000	\$60,000	\$55,000	\$57,000	\$60,000	\$52,669
171	SUPERVISOR	\$35,000	\$35,000	\$35,000	\$36,000	\$40,000	\$45,692
191	ELECTIONS	\$15,000	\$15,000	\$15,000	\$15,000	\$20,000	\$36,416
257	ASSESSOR	\$66,000	\$60,000	\$51,000	\$55,000	\$60,000	\$69,049
215	CLERK	\$40,000	\$40,000	\$40,000	\$45,000	\$60,000	\$40,881
247	BOARD OF REVIEW	\$1,500	\$1,500	\$1,500	\$2,000	\$2,500	\$4,449
253	TREASURER	\$44,000	\$44,000	\$44,000	\$50,000	\$60,000	\$61,783
265	TOWNHALL	\$29,500	\$25,000	\$25,000	\$27,000	\$30,000	\$32,634
702	ZONING ADMINISTRATOR	\$26,000	\$26,000	\$18,500	\$20,000	\$55,000	\$66,356
701	PLANNING COMMISSION	\$4,500	\$4,500	\$4,500	\$6,000	\$7,500	\$16,794
703	ZONING BOARD OF APPEALS	\$4,000	\$4,000	\$4,000	\$5,000	\$6,000	\$5,996
446	ROADS	\$180,000	\$310,000	\$315,000	\$550,000	\$625,000	\$793,543
448	STREET LIGHTS	\$5,000	\$6,500	\$6,000	\$6,000	\$6,000	\$3,750
528	TRANSFER FACILITY	\$60,000	\$90,000	\$95,000	\$101,000	\$100,000	\$117,514
751	PARKS	\$21,000	\$20,000	\$20,000	\$170,000	\$25,000	\$22,850
801	LEGAL	\$3,000	\$3,500	\$3,500	\$3,500	\$3,500	\$40,000
802	AUDIT & GASB AUDIT	\$8,100	\$8,100	\$8,500	\$9,000	\$10,000	\$15,000
850	TAX TRIBUNAL ADJUST	\$250	\$250	\$250	\$250	\$250	\$250
	CONTINGENCY FUNDS	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$15,000
	TOWNHALL IMPROVEMENTS	\$5,000	\$5,000	\$10,000	\$10,000	\$2,500	\$0
	TOTAL EXPENDITURES	\$670,850	\$828,350	\$821,750	\$1,237,750	\$1,243,250	\$1,513,685

First Reading - 2/17/2025 / Second Reading - 3/3/2025 / Third Reading 3/17/2025 / Final Reading 3/27/2025

The balance of the expenditures funds will come out of the General Fund Budget Reserves of Hamlin Township.

**Hamlin Township  
County Of Mason  
State of Michigan**

**Credit Card Use Policy**

The Hamlin Township is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Township credit cards may be used only by an elected official or employee of the township for the purchase of goods or services for the elected official business of the township. \*The Township Supervisor shall be in charge of day-to-day spending for operational purposes. The Township Supervisor may make or authorize routine purchases of \$1,000.00 or less, and shall approve.

Township elected officials and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Hamlin Township. If no credit card slip/receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of vendor or entity from which goods or services were purchased, the date and the amount of the transaction, the elected official's business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips/receipts shall include this information as well. Vouchers shall also include a statement why a credit card slip/receipt was not obtained.

An elected official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Hamlin Township shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

An elected official or employee issued a credit card shall return the credit card to the Hamlin Township upon termination of his or her employment or service with the township.

The Hamlin Township shall maintain a list of all credit cards owned by the township, along with the name of the elected official and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Hamlin Township shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

The balance shall be paid within the initial statement date to not incur late or interest fees.

Elected officials and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

This policy shall modify and supersede any and all policies previously executed regarding Hamlin Township.

Hamlin Township Board of Trustees of Hamlin Township of the County of Mason, has approved policy at a regular board meeting held on April 10, 2025.

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Hamlin Township Clerk Genter motioned to adopt Credit Card Use Policy in its entirety,

Hamlin Township Supervisor Greenslait supported the motion.

ROLL CALL:

*Unanimous*

Greenslait

Ptaszenski

Genter

Gurzynski

Cook

ABSENT:

ABSTAIN:

**CREDIT CARD USE POLICY DECLARED ADOPTED this 10th day of April 2025.**

*Sheila Genter, Clerk*  
Sheila Genter, Clerk

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I hereby certify the foregoing Policy is a true and complete copy of a Policy adopted by Hamlin Township, County of Mason, State of Michigan, at a special meeting held on April 10, 2025 and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

*Sheila Genter, Clerk*  
Sheila Genter, Clerk

# **Hamlin Township Mason County**

## **Document Retention and Records Management Policy**

Hamlin Township hereby establishes a policy and related procedures to assure compliance with legal requirements for the management and retention of township documents and records, ACT 271 of 2013, MCL 399.5 and ACT 228,

MCL 750.491. Township Personnel must fulfill their respective responsibilities in such ways as to assure compliance with these requirements. This policy will not exempt the Township from fully complying with all provisions of the body of related case law and Michigan Attorney General Opinions interpreting these statutes and other related law.

### **Township Personnel Defined**

Individuals who, as a regular part of their responsibilities, process Township business are included among those who are to comply with these policies and procedures. These include all elected and appointed officials; all personnel who are paid wages and stipends, or expenses for Township work; all outside consultants; representatives of outside agencies; attorneys; assessors; individuals providing contracted services to the Township; and, all members of ad hoc, advisory and sub-committees.

### **Applicability**

This records management policy shall apply to all Township Personnel. Each individual who creates, sends or receives official records is responsible for retaining those records in accordance with this policy.

### **Records Management Responsibilities**

The Clerk and the Deputy Clerk shall be responsible for coordinating all records management procedures and activities for Township offices, departments or services. Duties include:

- Distribution of approved general record retention schedules;



- Development, review and approval of Township-specific record retention schedules;
- Distribution of policies, guidelines and standards published by the State of Michigan, and the Township (Appendix A);
- Arranging off-site storage facilities for inactive records, if applicable;
- Arranging digital imaging services;
- Arranging the destruction of confidential records with a vendor;
- Coordinating all litigation "holds" to prevent the destruction of records that are relevant to a Freedom of Information Act request, investigation or litigation.

### **Enforcement Responsibility**

Beginning in October, 2025, the township will disposed of documents whose retention is no longer required. It is the responsibility of the Supervisor, Clerk, Treasurer, Zoning Administrator, Assessor and Fire Chief to submit such documents for disposal. It is their responsibility to see that those documents under their direct responsibility are properly filed and stored as required under this policy. At the time of disposal, they will submit a signed Document Disposal Record (Appendix B) to the Clerk of the documents they have submitted for disposal. This disposal record will also contain a statement about any documents that are being retained contrary to the retention schedule of this policy. These are documents that require further evaluation as to their subject and filing/ storage requirements; that are documents which may need additional consideration due to age, content and form. It is noted in this policy, that if there is any doubt or reluctance about the disposal of documents, such uncertainly should be resolved with the township Clerk.

### **Procedures**

#### **1. E-Mail Addresses to be Assigned:**

All current and future Township Office Personnel and Elected Officials will be assigned a Township e- mail address. This is to be used for ALL Township correspondence and business upon the assigned of an email address. It is not to be used for personal e-mail business. The address will be by Township title (i.e. Supervisor, Treasurer, Clerk, etc.). This e-mail address will remain constant and carry over to the next person as officials and personnel leave the Township and are replaced. All e-mail correspondence used under this system will be archived and stored for future reference. All current Township Office Personnel and Elected Officials who are assigned a Township email address, shall discontinue

their non-Township email address immediately. Pro-active steps should be taken to ensure all service providers/contractors/township residents/website accounts and such are updated with the new Township provided email address. All Township Office Personnel and Elected Officials who continue to utilize an email address other than the assigned Township email address is a direct violation of Township policy.

## **2. Training and Educating Current and Future Township Personnel:**

All current and future Township Personnel will be trained as to the requirements of document retention. This training will occur no less than every four (4) years in the year of Presidential elections, or as needed to update all departments on this policy including any changes in the laws and/or related policies. Training will include what is expected with regards to document retention.

Department heads will be asked to ensure that such training occurs as needed for personnel in their departments. The following persons are responsible for the training: Township Supervisor, Clerk and Treasurer.

All contracted consultants, if applicable, except the township attorney, will receive a copy of this policy and be offered the same training as Township Personnel and, as part of any contractual agreement with the township, will be required to sign a form that their work and services will comply with the requirements of this policy. In addition, they must agree that once they are no longer contracted with the township, they will turn over a copy of all documents in their possession related to Township business.

## **3. Separation from Township:**

Township officials, appointees, employees, volunteers and consultants/contractors shall not take public records with them when they terminate office, employment or contract with the Township, and they shall not destroy records that have not yet fulfilled their approved retention period. The Supervisor, Clerk, Treasurer, Trustees and Fire Chief are responsible for ensuring that the records, including e-mail and other digital records, of employees who are separating from the Township are retained in accordance with the Township's record retention policies.

## **4. Failure to Adhere to This Records Management Policy:**

Failure to adhere to the Township's records management policies may result in applicable discipline, up to and including discharge from employment, termination of the contractor status, termination of a volunteer relationship

or nonfeasance by an elected official or appointee. Act 328 of 1931, MCL 750.491

**5. Records Are Maintained and Stored to Ensure Township Compliance with Law:**

Township Personnel shall create, develop, organize, maintain, retain and store all Township records to accommodate public inspection, FOIA compliance, record retention requirements, and minimize the Township's exposure to litigation and risk.

**6. Document Retention Schedules:**

The Township will follow the document retention periods recommended by the Michigan Department of Management and Budget. These schedules found Appendix A will be updated when necessary and will follow the guidelines recommended by the state.



## **Hamlin Township – Mason County**

Board of Trustee Meeting

May 8, 2025 at 6:00 pm

**Motion:**

**Supported By:**

**ROLL CALL:**

Greenslait

Ptaszenski

Genter

Gurzynski

Cook

ABSENT:

ABSTAIN:

Document Retention and Records Management Policy ADOPTED this \_\_\_\_\_ day of May, 2025.

---

Sheila Genter, Clerk

## **APPENDIX A**

The following State of Michigan Document Retention Schedules are included under this policy:

1. General Schedule #10 - Michigan Township Record Retention
2. General Schedule #18 - Local Fire and Ambulance Departments
3. General Schedule #23 - Election Records
4. General Schedule #25 - Township Clerks
5. General Schedule #29 - Township Treasurers
6. General Schedule #30 - Information Technology
7. General Schedule # 31- Local Government Financial Records
8. General Schedule #35 – Local Government Administrative Records

Schedules are available at:

<https://www.michigan.gov/search#q=record%20retention%20schedule>

**APPENDIX B**

**Document Disposal Record**

**Date:**

**Department:**

**Record Disposal (Name and Year)**

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**Retained Records- Disposal Yet to be Determined (Name and Year)**

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**Elected Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**hamlintwp@hamlintownship.org**

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**From:** Keegstra, Sarah <skeegstra@masoncounty.net>  
**Sent:** Wednesday, April 30, 2025 4:00 PM  
**To:** hamlintwp@hamlintownship.org  
**Cc:** Proue, Michelle  
**Subject:** Summer Tax Bill Order Form 2025 - HAMLIN  
**Attachments:** Hamlin - Summer Proof 2024.pdf; 007 HAMLIN ORDER FORM 2024.pdf; SUMMER TAX BILL ORDER FORM 2025.pdf  
  
**Flag Status:** Flagged

Good afternoon,  
It's summer tax bill time already!  
Please fill out and return the "SUMMER TAX BILL ORDER FORM 2025" PDF form by May 16.  
Last year's order form and a copy of one bill that went out in the mail last year are attached for reference.  
Please note any changes and return the example tax bill with the order form.  
If you have special assessments, please get them to me by June 6 or as soon as possible.  
Thank you and have a great day!

Sarah Keegstra  
Michigan Advanced Assessing Officer, Deputy Director  
Mason County Equalization Department  
304 E Ludington Ave  
Ludington MI 49431  
231-845-6288

OFFICE OF  
*Andrew R. Kmetz, IV*  
**MASON COUNTY TREASURER**

Mason County Courthouse • 304 E. Ludington Avenue • Suite 104  
Ludington, Michigan 49431-2121 USA  
Accounting & Finance: 231 843-2989 • Property Taxes: 231 843-8411  
Facsimile: 231 843-9485  
akmetz@masoncounty.net • www.masoncounty.net

April 3, 2025

Marta Greenslait  
Hamlin Township Supervisor  
3775 N. Jebavy Dr.  
Ludington, MI 49431

RE: 2025 Property Tax Foreclosed Parcels  
53-007-027-020-00  
53-007-220-459-00

Dear Ms. Greenslait,

There are two parcels in Hamlin Township for the 2025 foreclosed parcels for unpaid property taxes. The amount due on the attachment reflects the minimum bid as of July 1st, being the last available date for Township purchase.

The State of Michigan has first right of refusal to purchase the properties at market value or minimum bid, whichever is higher. The State of Michigan has not expressed interest in any parcels.

The Township/City, in which the foreclosed property is located, has second right of refusal to purchase the property for market value or the minimum bid.

The County has third right of refusal to purchase the property for market value or the minimum bid.

If a Notice of Intention to Claim Excess Proceeds form is filed, purchase by any government entity must be at fair market value or minimum bid, whichever is greater.

All local assessments/utilities are extinguished immediately for the current year. Please see attached for further information.

All purchases by a governmental unit must be paid for no later than the first Tuesday in July. The first public auction is tentatively scheduled for August 4<sup>th</sup> of this year.

Please notify me in writing if the Township is interested in the foreclosed parcel. Board approved minutes will need to be provided at the time of purchase. If the Township is not interested in the foreclosed parcel, please provide written notice declining the option to purchase this parcel.

I thank you for your time and look forward to your timely notification of your interest, or lack thereof, in purchasing the foreclosed parcel.

Sincerely,



Andrew R. Kmetz, IV  
Mason County Treasurer

Enclosures

**Utility Liens Extinguished**

Attorney General Opinion No. 7258 (05/06/11) Regarding Utility Services:

A municipality may not condition providing utility services (Water/Sewer) to tax-foreclosed property by demanding that a buyer of tax-foreclosed property pay delinquent utility-service charges that the former owners of the foreclosed property incurred. The Attorney General's reasoning is:

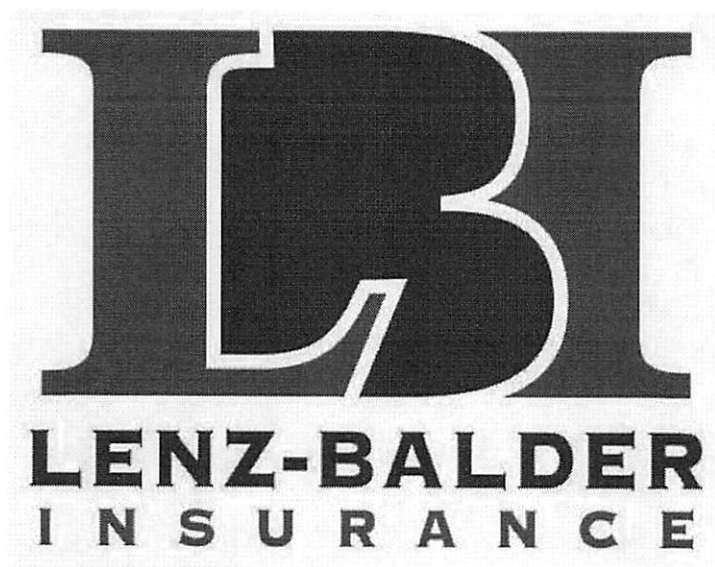
1. Section 5 of Public Act 178 expressly provides that liens under the Act are lower priority from tax liens on the property;
1. MCL 211.78k(5) cancels the liens against foreclosed property; and
2. MCL 211.78m (13) cancels any subsequent lien due on property that may arise during the year of the foreclosure of the property.

**Chargeback taxes sold below the minimum bid/cancellation of taxes**

1. The County Treasurer will charge back taxes to the local units on those parcels that sell below the minimum bid.
2. MCL 211.78m(12) For property transferred to this state under subsection (1), a city, village, or township under subsection (6) or retained by a foreclosing governmental unit under subsection (7), all taxes due on the property as of the December 31 following the transfer or retention of the property are canceled effective on that December 31.

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	CURRENT ASSESSED	CURRENT TAXABLE	TAX YEARS DELINQUENT
007-027-020-00	10,546.91	4,561.24	15,108.15	95,200	60,858	2022 2023 2024 2021
X H-371-C S 157 FT OF N 471 FT OF W 173 FT OF SW 1/4 OF NE 1/4 EXC W 2 RODS FOR HWY R/W SEC 27 T19N R18W 0.62 A M/L						
Property Address: 3340 N HALLS LANE LUDINGTON MI						
Owner at Foreclosure: WILSON ALAN & VALERIE						
PO BOX 213 LUDINGTON MI 49431						
2023 Forfeiture RECORDED Document: 2023R01012 Date: 3/2/2023						
007-220-459-00	29.78	353.94	383.72	1,000	339	2024 2022
H-761B HAMLIN LAKE ESTATES NO. 1 LOT 24 BLOCK 42.						
Property Address:						
Owner at Foreclosure: SEMELBAUER RICHARD & LORETTA						
2242 SHERMAN AVE NORTH MUSKOGON MI 49445						
2024 Forfeiture RECORDED Document: 2024R00970 Date: 3/1/2024						

PARCEL COUNT: 2      10,576.69      4,915.18      15,491.87      96,200      61,197



Insurance Analysis For:

Hamlin Township  
3775 N Jebavy  
Ludington, MI 49431

Policy Term: 5/1/2025 - 12/1/2025

Presented by:  
David Gainor  
Employee Benefits Consultant  
Lenz-Balder Insurance  
340 120th Avenue  
Holland, MI 49424  
(616) 748-9440  
[dgainor@lenzbalderins.com](mailto:dgainor@lenzbalderins.com)



## Dental Options

Delta Dental (Current)	In-Network Benefits	Employee 2	Employee + 1 2	Family 0			
Deductible	\$75 annual, no max						
Waived for Preventive Services	Yes						
Type I - Preventive Services	Covered 100%	Total Premium					
Type II - Basic Services	Covered 80%						
Type III - Major Services	Covered 50%						
Annual Maximum	\$1000 per person	\$33.26	\$62.08	\$111.61	Monthly	\$190.68	
Orthodontia Services	None					Annually	\$2,288.16
Waiting Period	12 mos for Type III						
Network	Delta Dental PPO						
Participation (4 eligible)	3 enrolled employees						

**hamlinsupervisor1861@gmail.com**

---

**From:** Steve Wendell <swendell@awwendell.com>  
**Sent:** Wednesday, April 30, 2025 8:55 AM  
**To:** hamlinsupervisor1861@gmail.com  
**Subject:** Septic ordinance

Hi Marta

I'm proposing we establish a septic inspection system in the Township to require a septic system be inspected and approved before the transfer of property on a sale. This has been done in Townships in Manistee and Kalkaska county. I can send you the information if you want.

Steve Wendell 7011

Harvey

# **Point-of-Sale Program**

**Annual Report  
April 2014 to March 2015**

**District Health Department #10**



***District Health  
Department #10***  
*Healthy People, Healthy Communities*



**Compiled by:  
Tom Reichard, R.S., M.P.A.  
Environmental Health Director**

## **PURPOSE**

On April 1, 2009, District Health Department #10 began a Point-of-Sale (POS) program for Kalkaska and Manistee counties. The POS program mandates the evaluation of the water supply and the wastewater disposal system for any property that is sold. The purpose of a POS program is three-fold:

- 1) It provides new home owners valuable information concerning their water supply and septic system.
- 2) It results in needed upgrades and improvements to the well and septic system.
- 3) It allows current septic system designs to be evaluated throughout their life-span.

Both counties pursued a POS program on a county-wide in order to avoid such a program on a piecemeal township-by-township basis. It was agreed that septic systems and wells would be evaluated on the current code but that enforcement would only be done if the



septic system was found to have failed (sewage on the ground surface). It was also decided that the program would be a combined effort of the public and private sector. Property owners could decide if they wanted the evaluation done by the Health Department or by a private evaluator who was certified by the Health Department. All reports done by a private contractor needed to be reviewed and approved by the Health Department prior to the final report being issued. If a contractor is doing a poor job, the Health Department may revoke his certification. Some properties were excluded from the evaluations. These exemptions included land transfers to immediate family members, new homes (less than 2 years old) and property that has been evaluated within the past two years.

Water supply evaluations consisted of a visual inspection of the well and its location, the identification of possible contamination sources and their isolation distances and the collection of a bacterial and nitrate water sample. Septic system evaluations consisted of the visual inspection of the disposal area, confirmation of the location, type and size of the system, pumping out of the septic tank and the physical inspection of the system by auguring. Instead of reporting the results of the evaluation in terms of “approved” or “not approved” it was decided to list the outcome in terms of priority risk levels. The goal of the Health Department was to complete the evaluations within six working days.

## **BACKGROUND**

In 2006, all fourteen (14) townships in Manistee County passed resolutions of support for a county-wide point-of-sale (POS) well and septic system evaluation program. In

September of 2006, Manistee County created a workgroup to create a draft ordinance – the Manistee County Sanitation Ordinance Committee. The committee consisted of seven members: a township elected official, a county commissioner, a tribe representative, a local health department representative, a local realtor, a septic pumper and a sewage contractor. The committee was aided by the W.K. Kellogg Foundation who provided a \$2,240 grant to the Manistee County Community Foundation in January of 2007 to support the development of a draft county-wide ordinance for a point-of-sale program. The Ordinance Committee met once a month through December 2007. During this time the committee drafted the ordinance as well as procedures for the POS program. It was also decided by the committee to seek to add the ordinance to the Sanitary Code for District Health Department #10 versus establishing a separate Manistee County ordinance since the health department had the experience at septic and well evaluations and had staff to operate the program. Also during this time, the Kalkaska County Water Quality Committee had recommended to the Kalkaska Board of Commissioners to establish a POS program for the county.

Once completed the draft POS code was sent to the legal counsel for the Health Department for a legal review in February 2008. After changes were made based on the legal review, the draft POS code was presented to the District Health Department's Board of Health in the April of 2008. The code was written to only include Manistee County. The Health Department formally asked if any other counties within the District were interested in joining the POS program. The Kalkaska County Board of Commissioners requested that their jurisdiction be added to the program. The revised POS code was presented to the Board of Health for approval in September 2008. Since the POS code was to be added to the Sanitary Code, an approval vote was needed from the Board of Commissioners for each of the ten counties in the District. In addition, two public hearings were needed – one in Manistee County and one in Kalkaska. The public hearings and the 10-county votes were held between September and December of 2008. All ten counties approved the POS code.



In addition to the public hearings, District Health Department #10 also had three separate meetings to explain the program with the realtors in Manistee County in February 2009 and in Kalkaska County in March 2009. Also in March 2009, the Health Department held a public comment session at the Kalkaska County Affairs Committee. Finally in February of 2009, the Health Department produced and widely distributed to all realtors, lending institutions, title companies and township offices in Kalkaska and Manistee counties a “Question and Answers” brochure concerning the POS program.



In June of 2009, the Health Department hosted an all day training course for the private contractors who would be performing the septic and well evaluations. The cost of the training course was paid for through a grant from the Manistee County Community Foundation with support from the W.K. Kellogg Foundation. As a result of the training courses, 33 contractors were certified – 28 from Kalkaska County and 5 from Manistee County.

## RESULTS

The POS evaluation program for Manistee and Kalkaska counties has seen a sharp increase (59%) in the number of homes evaluated over the past six years of the program. This is in spite of a major collapse in the housing market since 2008. Since that time there has been a modest but steady improvement in the housing market. Nevertheless, some of the increase can also be attributed to better education and education of the program among the realtors, title companies and lending institutions.

Private contractors continue to conduct the bulk of the POS evaluations. For 2014, 96% of all evaluations were done by private contractors. All private contractors must be approved by District Health Department #10. In addition all evaluations must still be



reviewed and approved by the District. At the present time there are 40 private contractors approved to do evaluations for the POS program – 12 in Manistee County and 28 in Kalkaska County.

Few serious violations of the Sanitary Code are being found through the POS program. Most homes that are undergoing sale have their septic and well systems corrected before the POS evaluation since they know it will not pass if a

failure is found. Therefore, the dominate advantage of the POS program is to educate the new owner as to the location, present condition and needed maintenance of the septic and well systems.

The conditions of the septic and well system found during the evaluations are classified into four priority rates. In addition, the condition can be rated as “in compliance” or “failed”. A failed system is one that presents an immediate health issue and must be corrected as soon as possible. For the septic systems, only 1% of the systems were found to be failed while none of the water supplies were failed. Under Priority 1 – Substantial Hazard, the septic system is in a serious state and a “failure” is likely to occur in the near future (within less than 2 years). For a water supply, a Substantial Hazard is the result of an unsafe water sample. 5% of the septic systems were found in Priority 1 condition, while 6% of the water supplies were classified as such. Under Priority 2 – Potential

Hazards, the well or septic may not be creating any problems at the time of the evaluation but conditions are considerably different than the current code or construction standards. Owners are often advised to update the well or septic system, increase maintenance or to limit use. If not the conditions of the septic or well may seriously deteriorate. 36% of the septic systems were found in this condition, while 11% of the water supplies were classified as Priority 2. Under Priority 3 – Minimal Hazard, the well or septic system are not in danger of a failure, but conditions exist that the homeowner should be aware of and monitor. Many of the items under Priority 3 can be easily and inexpensively corrected by the homeowner. 16% of the septic systems were found in this condition, while 58% of the water supplies were classified as Priority 3. Under Priority 4 – Deviation, no problems exist with the condition of the septic or well, but the system does not comply with the existing Sanitary Code of the District. 29% of the septic systems were found in this condition, while 1% of the water supplies were classified as Priority 4. Finally, 13% of the septic systems were found to be in compliance with the existing Sanitary Code, while 24% of the water supplies were in compliance.



One of the concerns that arose once the program started was the ability of doing the evaluations in winter months. The Health Department made the decision to not do evaluations during the time frame of December to March. It is very difficult to do an accurate evaluation during these times since the ground is frozen and the terrain is snow-covered. The potential of making a mistake is much higher during the winter months. Therefore we provide realtors and buyers three options:

- 1) Hire a private certified contractor who is willing to perform the evaluation during winter months.
- 2) Ask the Health Department for an extension. In other words, to delay the evaluation until spring.
- 3) Ask the Health Department for an extension and do the evaluation in spring with the seller putting money in an escrow account in case upgrades or repairs are needed.

It was found that few of the private contractors were willing to do the evaluations in winter for the same reasons that the Health Department declined. Therefore, the buyers/sellers ask for (and received) extensions to do the evaluations in the spring.

The agency established a fee of \$40 per evaluation for private contractors in order to cover the cost of the office review of their reports. Each county reported no difficulty at collecting the fee.



The agency's goal of finishing an evaluation within six working days continues to be met. The average report is mailed out within five business days of receiving it. The greatest time delays continue to be related to the laboratory (water testing) services.

**Point-of-Sale Program  
District Health Department #10  
Totals  
April 1, 2014 to March 31, 2015**

	<b>Kalkaska</b>	<b>Manistee</b>
Number of Homes Inspected	237	261
Number of Full Inspections (both well and septic)	234	260
Number of Partial Inspections (well or septic)	3	1
Number of Inspections Completed by Contractors	237	242
Number of Waivers Granted	30	4

Waivers

Waivers to forego an evaluation were granted for the following reasons:

**In Kalkaska:**

- Home has been vacant for more than 2 years – 12 waivers
- Extension due to winter – 9 waivers
- Real estate transaction between family members – 5 waivers
- No dwelling existed on the property – 1 waiver
- Previous POS Evaluation has been completed on the property – 3 waivers

**In Manistee:**

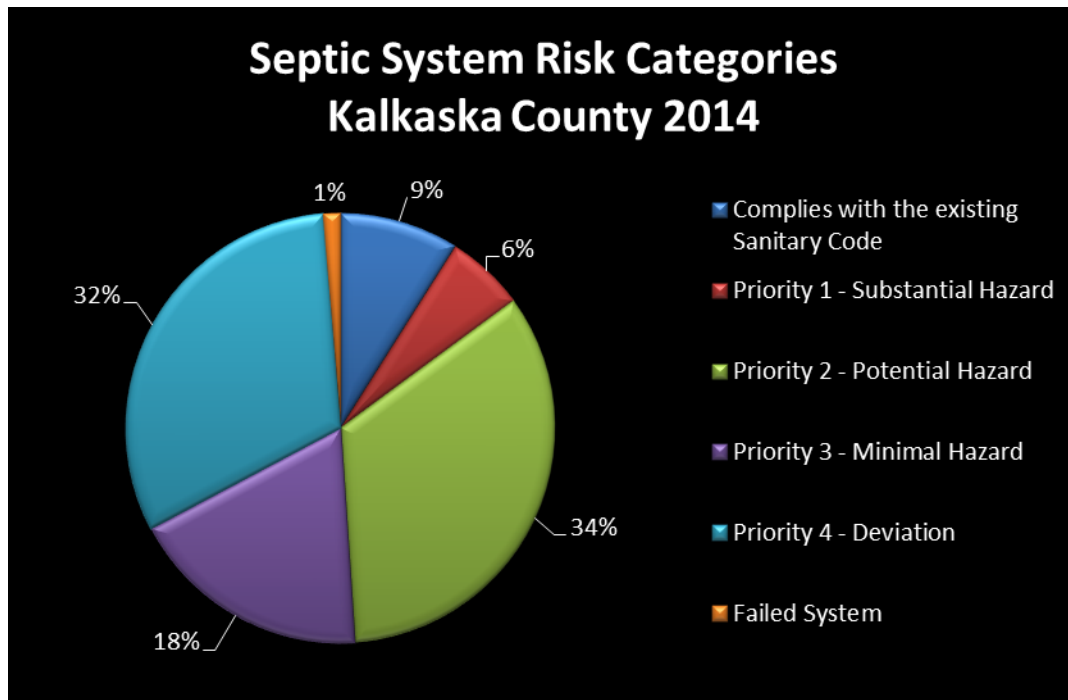
- House was to be demolished – 2 waivers
- House has been vacant for more than 2 years – 2 waivers



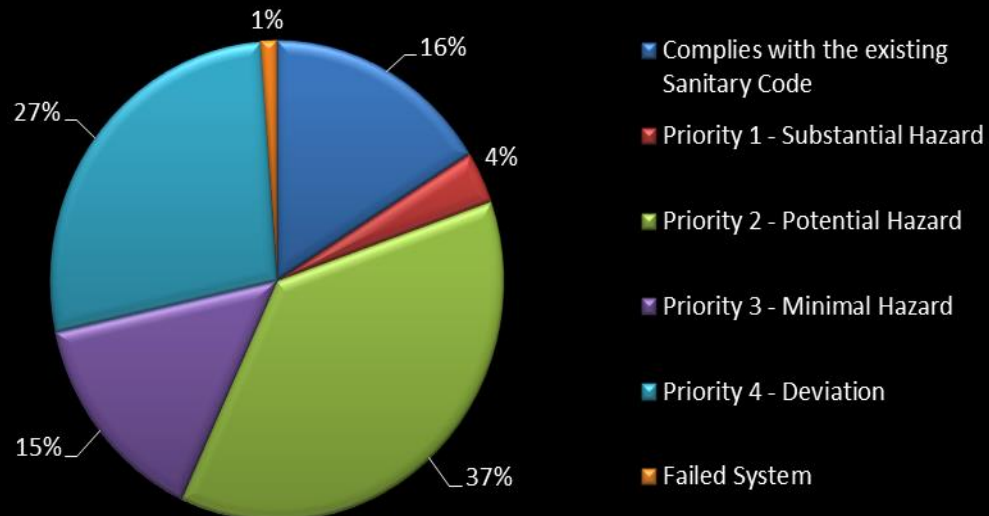
## Risk Categories

### Septic Systems

	<b>Kalkaska</b>	<b>Manistee</b>
<b>Complies with the Existing Sanitary Code</b>	21	42
<b>Priority 1 – Substantial Hazard</b>	14	9
<b>Priority 2 – Potential Hazard</b>	80	97
<b>Priority 3 – Minimal Hazard</b>	43	38
<b>Priority 4 – Deviation</b>	74	71
<b>Failed System</b>	3	3



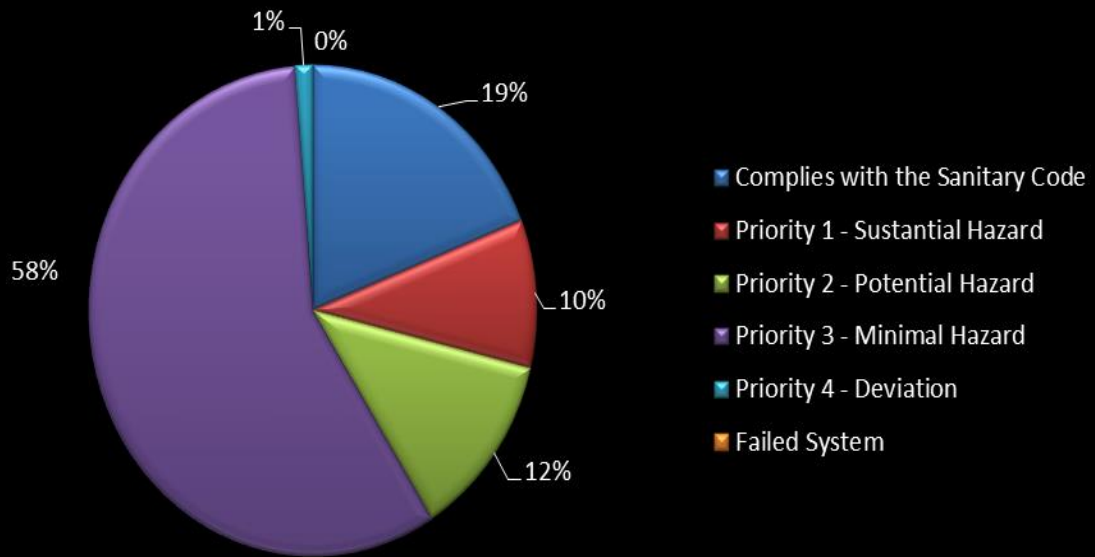
## Septic System Risk Categories    Manistee County 2014



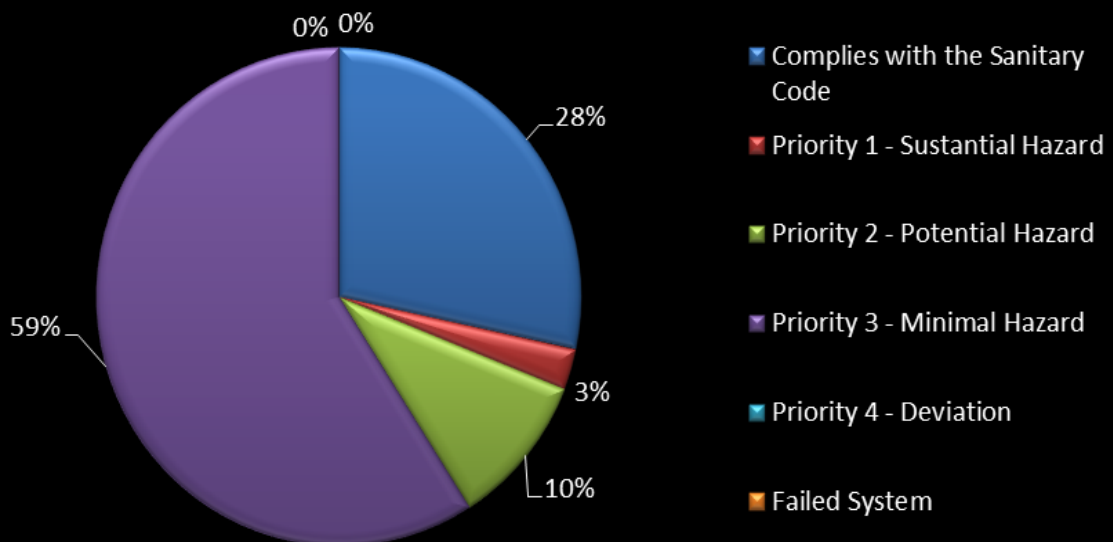
### Water Supply

	Kalkaska	Manistee
<b>Complies with the Existing Sanitary Code</b>	45	74
<b>Priority 1 – Substantial Hazard</b>	23	7
<b>Priority 2 – Potential Hazard</b>	29	26
<b>Priority 3 – Minimal Hazard</b>	136	154
<b>Priority 4 – Deviation</b>	3	0
<b>Failed Water Supply</b>	0	0

## Water Supply Risk Categories Kalkaska County 2014



## Water Supply Risk Categories Manistee County 2014





**Appendix A**  
**Evaluation Determination Sheet**  
**Point-of-Sale Program**  
**District Health Department #10**  
**(Updated October 2010)**

**Septic Systems**

<b>Compiles with Code</b>	
<b>Priority 1 – Substantial Hazard</b>	<ul style="list-style-type: none"> <li>• Cracked septic tank (septic tank leaking)</li> <li>• Drain field is saturated (standing water)</li> <li>• No septic tank</li> <li>• Drywell is root-bound</li> <li>• Heavy bio-mat in the drain field</li> </ul>
<b>Priority 2 – Potential Hazard</b>	<ul style="list-style-type: none"> <li>• Septic system is <u>considerably</u> undersized (less than 50% of what the code requires)</li> <li>• Drywell without any stone</li> <li>• Soil is black or grey around the septic system</li> <li>• Septic system is less than 48 inches from ground water</li> <li>• Septic tank is <u>considerably</u> undersized (less than 50% of what the code requires)</li> <li>• Drywell is <u>considerably</u> undersized</li> <li>• Sewage lift pump for basement plumbing is not working</li> </ul>
<b>Priority 3 – Minimal Hazard</b>	<ul style="list-style-type: none"> <li>• Not properly isolated from surface waters</li> <li>• Septic system is undersized (by no more than 50%)</li> <li>• Septic tank is undersized (by no more than 50%)</li> <li>• Drain field header is cracked and leaking</li> <li>• Septic tank is not accessible for pumping</li> </ul>
<b>Priority 4 – Deviation</b>	<ul style="list-style-type: none"> <li>• System does not meet present code but no problems found</li> <li>• Drywell present</li> <li>• Unable to locate the drain field</li> <li>• No permit exists for the septic system</li> </ul>
<b>Failed System</b>	<ul style="list-style-type: none"> <li>• Sewage surfacing onto the ground surface</li> <li>• Soil above septic system is damp/saturated</li> <li>• No septic system exists</li> </ul>

## Water Supply

<b>Complies with Code</b>	
<b>Priority 1 – Substantial Hazard</b>	<ul style="list-style-type: none"> <li>• Unsafe water sample (coliform or E. coli bacteria present)</li> </ul>
<b>Priority 2 – Potential Hazard</b>	<ul style="list-style-type: none"> <li>• Cracked well cap</li> <li>• Unprotected suction line</li> <li>• Well is less than 50 feet from the septic system</li> <li>• Well is less than 50 feet from a fuel tank</li> <li>• Well pit where water accumulates</li> </ul>
<b>Priority 3 – Minimal Hazard</b>	<ul style="list-style-type: none"> <li>• Well is located in a pit where water does not accumulate</li> <li>• No sample tap</li> <li>• No pressure release valve</li> <li>• No concentric piping</li> <li>• Unapproved electrical conduit</li> <li>• No electrical conduit</li> <li>• Unapproved frost-free hydrant</li> <li>• Buried well head</li> <li>• Well is located in the basement</li> <li>• Unapproved well cap</li> <li>• Well head is not 12-inches above grade</li> <li>• No vent screen on the well cap</li> <li>• Leaking well head (flowing well)</li> </ul>
<b>Priority 4 – Deviation</b>	<ul style="list-style-type: none"> <li>• No permit exists for the well</li> <li>• No well log present</li> <li>• Isolation distance to drywell is less than 75 but more than 50 feet</li> </ul>
<b>Failed Water Supply</b>	<ul style="list-style-type: none"> <li>• No well exists</li> <li>• Surface water supply used</li> <li>• Cistern used</li> </ul>







# 2025 Life Jacket Loaner Program Manual



To Whom it may Concern:

Please accept this letter as my letter of interest for the Hamlin Township ZBA board member position.

For the past fifteen years my wife, Lyndsay and I have resided in Hamlin Township. We have two daughters who attend Ludington high school and as a family we enjoy residing in Hamlin Township. On weekends we can be found jogging the roads, enjoying Hamlin Lake and enjoying public areas within the township.

My personal and professional background offers well blended skillset that is well suited to serve as a ZBA board member. Qualifications include:

- Certified private lands conservation planner (since 2008). Plans focus on conserving soil/ water/ air/ plants/ animals with human considerations. Developed 180,000 acres of conservation recommendations.
- 2015-2017 Governors Committee- Michigan Consortium of Advanced Networks (rural broadband). Emphasis was to create a roadmap for all residents in Michigan to obtain broadband.
- 2019-2022 American Farm Bureau- National Economy and Budget Advisory Committee.
- 2018-2021 National Young Farmer and Ranchers Committee (16 nationwide appointments).
- 2023 Michigan State University- Great Lakes Leadership Academy Graduate. Studies focused on blending unique perspectives and creating sustainable lifestyles.
- 2024 National Partners for Advocacy Leadership Program (PAL) Graduate- 18-month program focused on a changing climate and long-term sustainable planning.

I possess degrees from Michigan State University (2005) and Colorado State University (2007). Most importantly, Hamlin Township is our home. This is where we choose to raise our family. We believe in the vitality and prosperity of the local community.

Respectfully yours,



Seth N Earl  
(517) 812-4132  
[seth.earl@brevant.com](mailto:seth.earl@brevant.com)

**hamlinsupervisor1861@gmail.com**

---

**From:** Ken Greb <ken\_greb@yahoo.com>  
**Sent:** Saturday, April 12, 2025 10:26 AM  
**To:** hamlinsupervisor1861@gmail.com  
**Subject:** Re: Zoning Board

I Was on the board from 2014 to 2022.

On Friday, April 11, 2025 at 11:31:10 AM EDT, <hamlinsupervisor1861@gmail.com> wrote:

Thank you for following up with an email.

Do you recall what years you were on the board previously?

-----Original Message-----

From: Ken Greb <ken\_greb@yahoo.com>  
Sent: Friday, April 11, 2025 10:41 AM  
To: hamlinsupervisor1861@gmail.com  
Subject: Zoning Board

As we discussed on the phone, I am willing to become a member of the Zoning Board of Appeals.

FYI, I was a member of the board for a number of years.

Thank You,  
Ken Greb  
231-510-0973  
6921 W Partridge Cir  
Ludington, MI 49431



**hamlinsupervisor1861@gmail.com**

---

**From:** rleftturn@aol.com  
**Sent:** Friday, April 11, 2025 5:38 PM  
**To:** hamlinsupervisor1861@gmail.com

Good Morning Marta,

I'd like to put my name in for ex-officio member who serves on both planning commission and Zoning Board of Appeals. As I feel I have the experience to serve in this position. Please see below. If not I would prefer ZBA over planning commission

I've put in 10+ years on planning commission elected to chairman 2 years.  
and I've 3 years of experience on the ZBA

Thanks Ronald Key

**hamlinsupervisor1861@gmail.com**

---

**From:** Ron Sarto <RSarto@changeparts.com>  
**Sent:** Monday, April 14, 2025 1:07 PM  
**To:** hamlinsupervisor1861@gmail.com  
**Subject:** Planning Commission and ZBA board position available

**Flag Status:** Flagged

Dear Supervisor Greenslait,

I would like to consider this email as my official letter interest for the opening position on the Hamlin Township Planning commission and the ZBA. The following are the reasons that I feel my experience and commitment to Hamlin Township would make me a very qualified candidate for this role.

1. 38 year resident and homeowner of the Township.
2. Previous Planning commission board member of the Township 1-1-06 to 12-31-08 (3 yr term).
3. Previous of the City of Ludington Planning commission.
4. 43 years in business in Mason County.
5. Previous Board Member and Chair of the Community Foundation for Mason County (12 years)
6. Previous Board Member of Lincoln Hills Golf Club
7. Previous Boad Member and Past President of the Petroleum Packaging Council
8. I have boated on Hamlin Lake all of my life and love the dunes and State Park.

I feel that I can be a huge asset to the Planning Commission/ZBA due to all of my experience and would love to help Hamlin Township moving into the future.

Thanks for the consideration for this Role. If you have any of the board members have any questions please feel free to call me 231-690-1226

Sincerely,

Ron Sarto

---

**CONFIDENTIALITY NOTICE:** This email and any attachments are for the exclusive and confidential use of the intended recipient. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. If you have received this in error, please notify us immediately by return email and promptly delete this message and its attachments from your computer system.

# LUDINGTON RECREATION

*Hamlin Township Board Meeting*



**April 10th, 2025**

## **2025 CAMPS**

Boys Baseball  
Boys Volleyball  
Girls Softball  
Little O's Cheer Camp  
Middle School Tennis Mini Camp  
Summer Tennis Camp (K-8)  
Youth Tennis Mini Camp

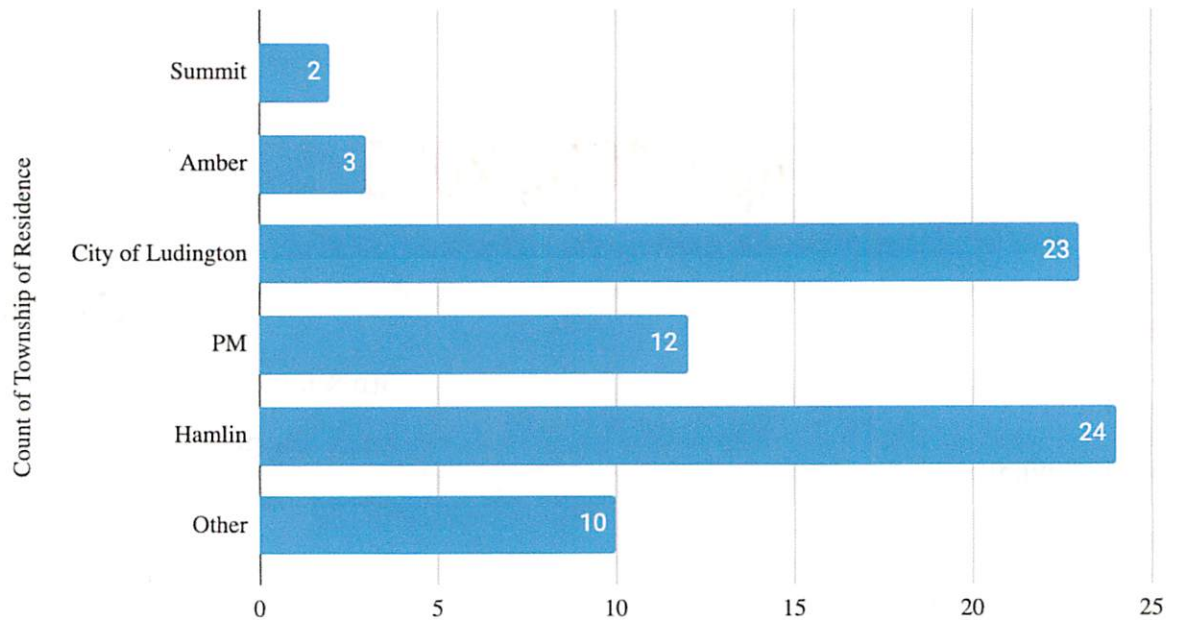
## **2025 LEAGUES**

5th & 6th Grade Boys Volleyball  
5th & 6th Grade Girls Volleyball  
Baseball ✓  
Boys Basketball  
Girls Basketball  
Middle School Tennis  
Recreation and USA Swimming  
Softball ✓  
T-Ball ✓  
Wrestling\*

# GIRLS BASKETBALL

Girls Basketball	2021	2022	2023	2024
Total	68	92	83	74
City of Ludington			31	23
Hamlin			15	24
PM			17	12

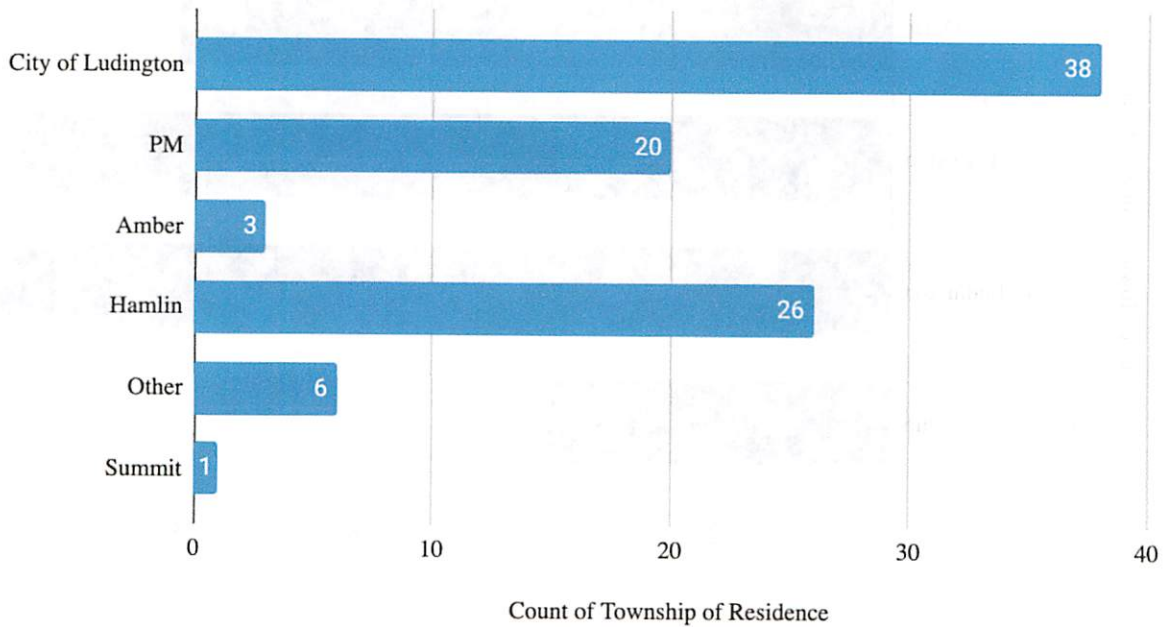
Girls Basketball Township of Residence



# BOYS BASKETBALL

Boys Basketball	2021	2022	2023	2024	2025
Total	130	132	98	98	94
City of Ludington				44	38
Hamlin				22	26
PM				19	20

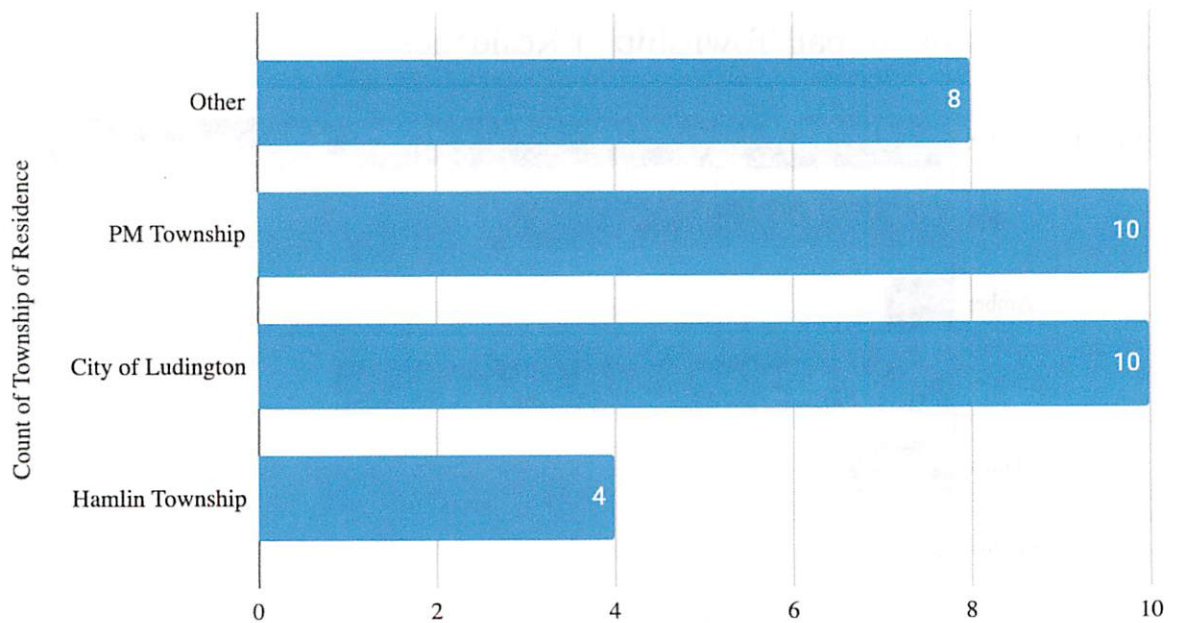
2025 Boys Basketball Township of Residence



# GIRLS VOLLEYBALL

Volleyball	2024	2025
Total		32
City of Ludington		10
Hamlin		4
PM		10

Volleyball Township of Residence

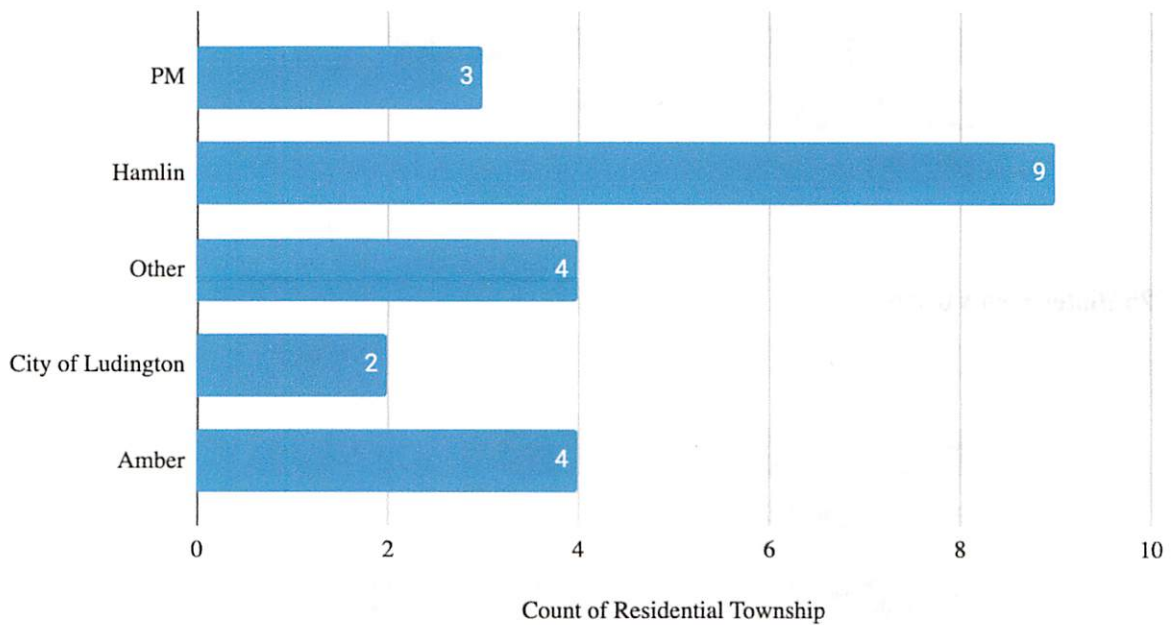




# REC SWIMMING

Rec Swimming	2024	2025
Total		22
City of Ludington		2
Hamlin		9
PM		3

## Swimming Residential Township

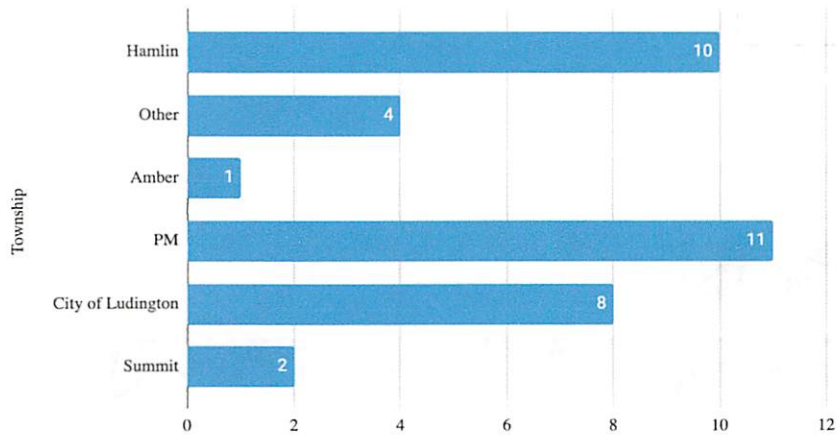


\*Online registrants only

# CO-ED TENNIS

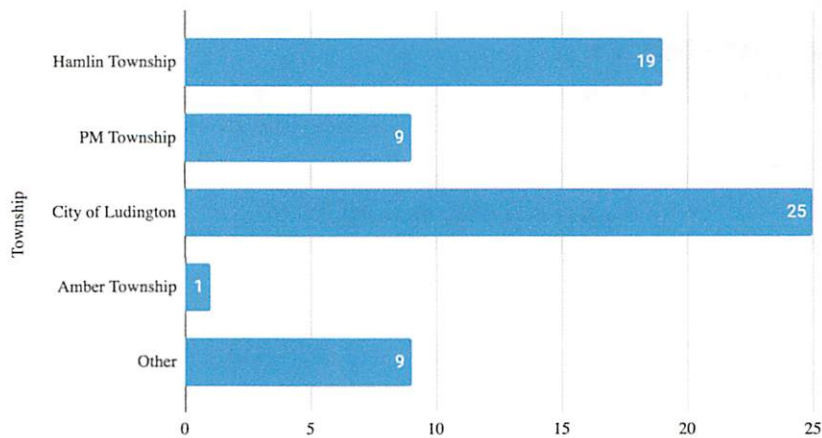
MS Tennis	2021	2022	2023	2024	2025
Total	26	55	51	39	36
City of Ludington				13	8
Hamlin				12	10
PM				9	11

Tennis Township of Residence



## 2025 Winter Tennis Camps

Tennis Camp Township of Residence

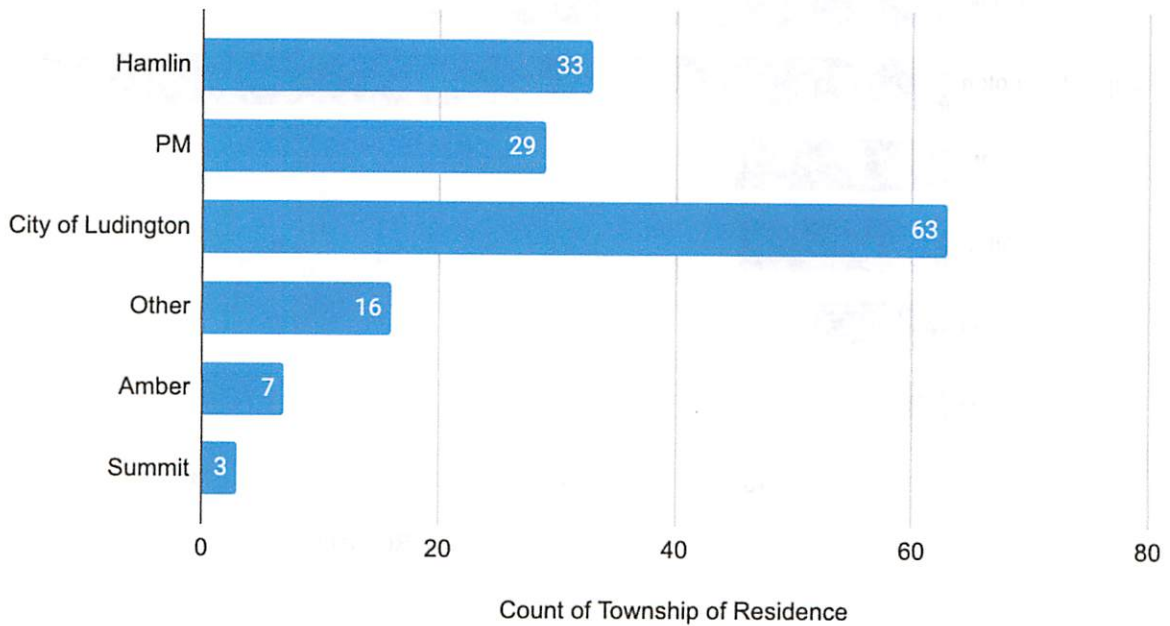




# BOYS BASEBALL

Boys Baseball	2021	2022	2023	2024
Total	171	163	170	151
City of Ludington				63
Hamlin				33
PM				29

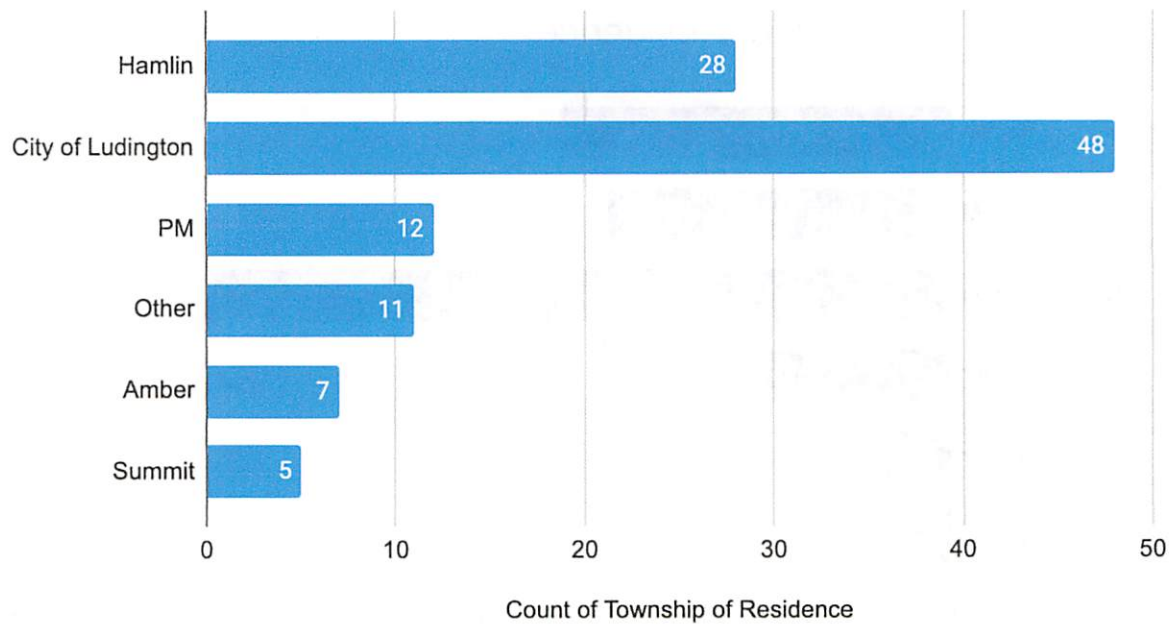
Baseball - Township of Residence



# GIRLS SOFTBALL

Softball	2021	2022	2023	2024
	105	118	125	111
City of Ludington				48
Hamlin				28
PM				12

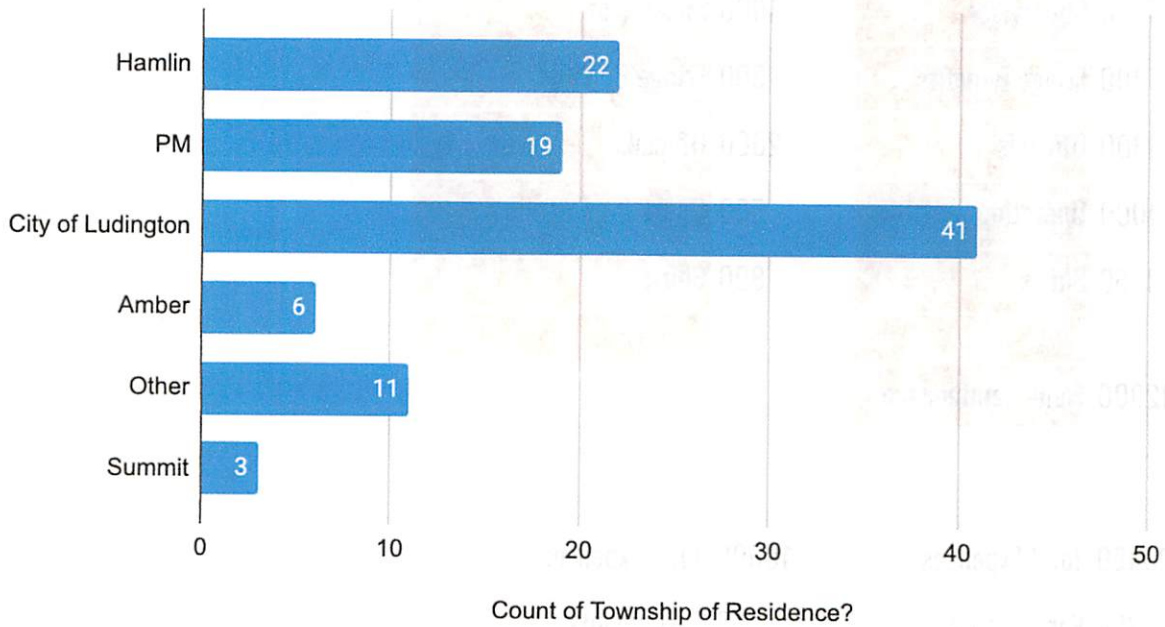
Softball - Township of Residence



# CO-ED T-BALL

T-Ball	2021	2022	2023	2024
Total	104	85	89	102
City of Ludington				41
Hamlin				22
PM				19

## T-Ball Township of Residence?



# COST PER PARTICIPANT

## Expenses Baseball & T-Ball

3700	Supervisor
700	Fringe Benefits
2500	Officials
1000	Operating Supplies
3200	Shirts

## Expenses Boys Basketball

1000	Supervisor
400	Fringe Benefits
2000	Officials
500	Operating Supplies
1500	Shirts

## Softball

1500	Supervisor
400	Fringe Benefits
1800	Officials
1000	Operating Supplies
1650	Shirts
12000	Field Maintenance

## Girls Basketball

1000	Supervisor
300	Fringe Benefits
2000	Officials
500	Operating Supplies
800	Shirts

29450 Total Expenses

364 Participants

\$80.90 Cost per participant

10000 Total Expenses

168 Participants

\$59.52 Cost per participant



# HAMLIN TOWNSHIP SUMMARY

Hamlin Township Residents by Sport	2025
Girls Basketball	24
Boys Basketball	26
Volleyball	4
Swimming	9
Tennis	10
Indoor Tennis	19
Baseball	33
Softball	28
T-Ball	22
<b>Total</b>	<b>175</b>
Hamlin Township Contribution	\$10,000
Hamlin Township Contribution per Participant	\$57.14

City of Ludington Township Residents by Sport	2025
Girls Basketball	23
Boys Basketball	38
Volleyball	10
Swimming	2
Tennis	8
Indoor Tennis	25
Baseball	63
Softball	48
T-Ball	41
<b>Total</b>	<b>258</b>
City of Ludington Contribution	\$42,000
City of Ludington Contribution per Participant	\$162.79

arta

## INTERLOCAL AGREEMENT FOR RECREATION PROGRAMS & SERVICES

This INTERLOCAL AGREEMENT FOR RECREATION PROGRAMS & SERVICES ("Agreement") is made as of this 4 day of December, 2023, by and between the CITY OF LUDINGTON, a Michigan municipal corporation located at 400 South Harrison St., Ludington, Michigan 49431 ("City"), the CHARTER TOWNSHIP OF PERE MARQUETTE, a Michigan municipal entity located at 1699 S. Pere Marquette Highway, Ludington, Michigan 49431 ("PM Township"), and HAMLIN TOWNSHIP, a Michigan municipal entity located at 3775 North Jebavy Drive, Ludington, Michigan 49431 ("Hamlin"), for the purpose of establishing the funding and operation of recreational programming within the jurisdictions of the parties on the terms and conditions set forth below.

### Recitals

WHEREAS, the City of Ludington, the Charter Township of Pere Marquette ("PM Township"), and Hamlin Township are each Michigan municipal corporations and entities incorporated pursuant to and in accordance with the statutes and constitution of the State of Michigan;

WHEREAS, Michigan's Urban Cooperation Act of 1967 (Public Act 7 of 1967; MCL §124.501 *et seq.*) provides that political subdivisions of the state (including but not limited to cities, townships, and charter townships) "may exercise jointly ... any power, privilege, or authority that the agencies share in common and that each might exercise separately";

WHEREAS, Michigan's statute entitled "Recreation and Playgrounds" (Public Act 156 of 1917; MCL §123.51 *et seq.*) provides that "[a]ny city ... or township may operate a system of public recreation and playgrounds; acquire, equip and maintain land, buildings or other recreational facilities; employ a superintendent of recreation and assistants; vote and expend funds for the operation of such system."; and

WHEREAS, the parties desire to enter into this Agreement to better serve the interests and needs of their communities and to better utilize the collective resources of each party to provide quality parks and recreation programs to their residents;

THEREFORE, in consideration of the premises and the mutual promises and covenants contained in this Agreement, the receipt and sufficiency of which the parties acknowledge, the City of Ludington, PM Township, and Hamlin Township hereby enter into this Agreement and covenant and agree as follows:

1. **Effective Date.** This Agreement shall be effective as of the date on which it is executed by the last of all four parties.

2. **Term.** This Agreement shall commence on the Effective Date, and continue through December 31, 2026, such that the term of this Agreement shall be four (4) years or seasons of operation. Unless a party notifies the other parties that it does not desire to extend this



Agreement, it shall automatically renew for an additional three (3) year term until terminated by a party. Notice of intent **not** to renew this Agreement shall be given in writing not less than 120 days prior to the anniversary date of this Agreement.

3. **Compensation.** The City shall be paid annually for hosting the recreational programs on its property(ies), staffing the programs, and otherwise serving as the fiduciary of the recreational programs described herein as follows: payment in the amount of \$10,000.00 from Hamlin; and payment in the amount of \$10,000.00 from PM Township. Moneys contributed by Hamlin and PM to the City shall be restricted to uses in furtherance of the recreational programs provided under this Agreement only. The Townships shall provide such payments by January 31 each year in advance of the recreational program season operation.

- a. *Compensation Review.* Every year, within thirty (30) days of the close of the summer recreational program season the City shall complete a detailed review showing line-item costs incurred in administering the recreational programming and compare the costs incurred to the total payments received from all parties. Copies of this review and comparison shall be distributed to the parties upon completion.
- b. *Payment Adjustment.* In the event the City determines that the payment provided does not cover the costs incurred and anticipated going forward, the City shall provide the parties a budget reflecting the total amount of payments necessary for the recreational program and the parties will agree to meet and confer. The parties can agree to approve the budget and adjust their payments to more equitably share in the costs.

4. **Programs to be Offered.** The City will provide all staff persons reasonably necessary to provide the recreation programs, including an executive director, or equivalent, who shall be responsible for the overall management of the recreation programs offered, and who shall report, from time to time, to the parties as to the programs offered, the number of students and non-students participating, seasonal statistical data on membership and participation, and other information the parties may seek in order to evaluate the effectiveness of this Agreement and the recreation programs offered. During the term of this Agreement, the parties will use their best efforts to offer the following recreation programs each season (for various reasons, some programs may not be offered in any particular year, however):

- a. T-Ball - Boys and Girls; Pre-K and Kindergarten;
- b. Boys' Baseball – Mites (1<sup>st</sup> and 2<sup>nd</sup> Grades), Minors (3<sup>rd</sup> and 4<sup>th</sup> Grades), Juniors (5<sup>th</sup> and 6<sup>th</sup> Grades), and West Shore (7<sup>th</sup> and 8<sup>th</sup> Grades);
- c. Girls' Softball – Pixie (1<sup>st</sup> and 2<sup>nd</sup> Grades), Pony (3<sup>rd</sup> and 4<sup>th</sup> Grades), Pride (5<sup>th</sup> and 6<sup>th</sup> Grades), and Phoenix (7<sup>th</sup> and 8<sup>th</sup> Grades);
- d. Women's modified pitch and slow pitch softball (including league play and tournaments);

- e. Co-Ed Slow Pitch Softball (including league play and tournaments);
- f. Boys' Basketball (league play for Grades 2 – 6);
- g. Girls' Basketball (league play for Grades 3 – 6);
- h. Tennis League (Grades 6 – 8);
- i. Tennis Camp;
- j. Beach Volleyball;
- k. Cheerleading;
- l. Art Camp;
- m. Cooking Classes.

5. **Funding by the City.** The City agrees to budget annually an amount not less than the average of the three years prior of the City's budget for recreational programs offered under this Agreement. The City shall utilize the funding from Hamlin and PM Townships in partial satisfaction of the costs incurred in administering said programs. The City may contract with Ludington Area School District or another party capable of fulfilling the programmatic needs set forth above, but in either event the City shall utilize its own budgeted funds as well as the funding from Hamlin and PM Townships referenced above to cover the costs of and pay for said recreational programming. The City's Recreation Board (as constituted under Chapter 38, Article II of the City of Ludington Code of Ordinances) may be consulted for advisory purposes with respect to the administration of the programming contemplated by this Agreement, financial and/or budgetary issues, and/or other matters within said Board's purview relevant to performance under this Agreement.

6. **Liability Insurance.** The parties shall each maintain a minimum of **One Million Dollars (\$1,000,000.00) in general liability insurance throughout** the term of this Agreement. Each party shall notify the other in writing at least thirty (30) days in advance if such general liability insurance policy will be cancelled. Notwithstanding the parties' requirement to maintain liability insurance, nothing in this Agreement shall be construed as a waiver or relinquishment of any immunity afforded to any party by law, including (but not limited to) governmental immunity under Public Act 170 of 1964 (being MCL §691.1401 *et seq.*).

7. **Indemnification.** To the extent allowable by law, the parties hereby agree to indemnify and hold one another harmless from any and all claims which might be brought against them based on causes of action and alleged damages relating in any way to this Agreement.



8. **Termination.** Any party may terminate this Agreement, with or without cause, upon not less than one hundred and eighty (180) days written notice to the other parties specifying a date for the termination. If the date of termination is not an anniversary date of this Agreement, the Hamlin and PM Townships' payments to the City shall be prorated on a daily basis up to and including the termination date. All funds thereafter received by the City from the townships for participating in the recreation programs and services shall continue to be applied to such programs and services for the balance of the calendar year in which termination occurs.

9. **Entire Agreement.** This Agreement sets forth the entire understanding between the Parties and supersedes any and all prior agreements or understandings between them in any way related to the subject matter hereof. It is further understood and agreed that the terms and conditions herein are contractual and are not a mere recital and that there are no other agreements, understandings, contracts, or representations between the Parties in any way related to the subject matter hereof, except as expressly stated herein.

10. **Severability.** If any provision of this Agreement, or its application to any party, person, or circumstance, is invalid or unenforceable, the remainder of this Agreement and the application of that provision to other parties, persons, or circumstances is not affected but will be enforced to the extent permitted by law.

11. **Parties Benefitted.** This Agreement shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and permitted assigns. No person other than the parties hereto shall have any right(s) to enforce this Agreement, and the parties hereto express their mutual intent that there are no intended third-party beneficiaries to this Agreement.

12. **Governing Law.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced, and governed under the laws of the State of Michigan without regard to conflicts of laws principles. The language of all parts of this Agreement shall in all cases be construed as a whole according to its fair meaning, and not construed strictly for or against any party. In the event of any disputes between the parties over the meaning, interpretation or implementation of the terms, covenants or conditions of this Agreement, the matter under dispute, unless resolved between the parties, shall be submitted to the courts of the State of Michigan in Mason County.

13. **Notice.** All notices required under this Agreement shall be in writing and addressed to the party at the address given in the first paragraph of this Agreement. Notice shall be given to the City Manager, in case of the City, or the respective Township Supervisor(s), in the case of Hamlin Township or the Charter Township of Pere Marquette, by facsimile or electronic mail transmission with proof of delivery preserved, or by regular or enhanced mail delivery, including a nationally recognized carrier service such as UPS, FedEx, or the USPS. Notice delivered by regular mail shall be deemed to have been given two (2) business days following the date of the post mark; notice delivered by recognized national carrier service shall be deemed delivered the day following the date it is delivered to the carrier; and notice given by facsimile or electronic mail shall be deemed given the day after delivery.

14. **Amendment.** This Agreement may be amended only upon written agreement of all parties following formal approval of said amendment(s) by their respective governing bodies.

15. **Execution of Agreement; Counterparts.** Each party shall cooperate to execute three (3) counterparts of this Agreement, each of which taken together is an original but all of which shall constitute one instrument.

PRIOR TO SIGNING THIS AGREEMENT, THE PARTIES AFFIRM AND ACKNOWLEDGE THAT THEY HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS AND CONDITIONS SET FORTH ABOVE.

**CITY OF LUDINGTON**

Date: December 4, 2023.



By: Mitch Foster  
Its: City Manager

Date: \_\_\_\_\_, 2023.

By: Deb Luskin  
Its: City Clerk

**CHARTER TOWNSHIP OF PERE MARQUETTE**

Date: \_\_\_\_\_, 2023.

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**HAMLIN TOWNSHIP**

Date: \_\_\_\_\_, 2023.

By: \_\_\_\_\_  
Its: \_\_\_\_\_


14. **Amendment.** This Agreement may be amended only upon written agreement of all parties following formal approval of said amendment(s) by their respective governing bodies.

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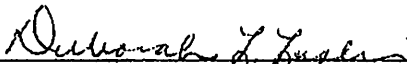
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**CITY OF LUDINGTON**

Date: December 4, 2023.

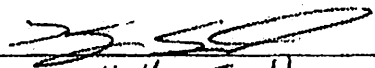
  
By: Mitch Foster  
Its: City Manager

Date: December 4, 2023.

  
By: Deb Luskin  
Its: City Clerk


**CHARTER TOWNSHIP OF PERE MARQUETTE**

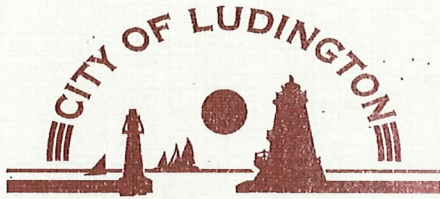
Date: December 4, 2023.

  
By: Kelly Smith  
Its: Supervisor

**HAMLIN TOWNSHIP**

Date: 12-27, 2023.

  
By: Nancy Vandeweyer  
Its: Supervisor



MARK BARNETT, MAYOR  
KAITLYN ALDRICH, CITY MANAGER  
DEBORAH L. LUSKIN, CITY CLERK  
RENEE CAITHAMER, CITY TREASURER

## CITY OF LUDINGTON

400 SOUTH HARRISON STREET  
LUDINGTON, MICHIGAN 49431  
PHONE (231) 845-6237  
FAX (231) 845-1146  
WWW.LUDINGTON-MI.GOV

HAMLIN TOWNSHIP  
3775 N JEBAVY DR  
LUDINGTON, MI 49431

IN ACCOUNT WITH  
CITY OF LUDINGTON  
OFFICE OF CITY TREASURER  
400 S. HARRISON STREET  
LUDINGTON, MI 49431  
(231) 845-6237

DATE 5/7/2025

### INVOICE

DESCRIPTION		COST
TOWNSHIP CONTRIBUTION TO RECREATION PLAN - 2025		\$ 10,000.00
	TOTAL AMOUNT DUE	\$ 10,000.00
	Please make checks payable to: The City of Ludington	
		THANK YOU!

*On the Shores of Lake Michigan*

**LOCAL ROAD IMPROVEMENT AGREEMENT**  
 BETWEEN THE  
**MASON COUNTY ROAD COMMISSION**  
 IN COOPERATION WITH  
**HAMLIN TOWNSHIP**  
**2025**

**BASSWOOD ST**

**LOCATION:** Tamarack east 850'

**DESCRIPTION OF WORK:**

Place slag 10' wide

Qty: Estimated 60 tons of slag

**ESTIMATED COST:**

**\$2,380.77**

**CONDITIONS:**

- 1) The Road Commissions Policy letter for 2025 shall be part of this agreement and is included by reference. A down payment of 50% is required.
- 2) The Township agrees to pay all costs incurred MINUS CREDITS AVAILABLE in the completion of the work described above.
- 3) The projected is anticipated to be completed by : \_\_\_\_\_
- 4) If weather, equipment breakdowns, scheduling conflicts, etc. require a change in the completion date or increase in the estimated cost by more than fifteen percent (15%), the work shall be suspended and the Township Supervisor shall be notified.
- 5) **The costs provided are estimated - Final billing to the Township shall be based on actual documented costs.**
- 6) Upon completion of the project and mutual satisfaction with the completed work, the Township agrees to reimburse the Road Commission the balance of their portion of the project cost within sixty (60) days of receipt of a detailed invoice.

**MASON COUNTY ROAD COMMISSION**

**HAMLIN TOWNSHIP**

\_\_\_\_\_  
 Date approved by MCRC Board

\_\_\_\_\_  
 Date approved by TWP Board

\_\_\_\_\_  
 Manager Director

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Finance Director

\_\_\_\_\_  
 Clerk

# SLFRF Compliance Report - MI5308 - P&E Report - 2025

## Report Period : Annual March 2025

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### Recipient Profile

#### Recipient Information

Recipient UEI	FNQQT9CCBY45
Recipient TIN	382078256
Recipient Legal Entity Name	Hamlin Township, MI
Recipient Type	Metro City or County
FAIN	
CFDA No./Assistance Listing	
Recipient Address	3775 N Jebavy Dr
Recipient Address 2	
Recipient Address 3	
Recipient City	Ludington
Recipient State/Territory	MI
Recipient Zip5	49431
Recipient Zip+4	0000
Recipient Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding
Base Year Fiscal Year End Date	3/31/2025
Discrepancies Explanation	
Is the Recipient Registered in SAM.Gov?	Yes

## Project Overview

Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects?	Yes
Recipient attestation that any amount not reported as obligated in this report, and will need to be returned to Treasury.	Yes

### Project Name: Hamlin Township Road Improvement

Project Identification Number	2023
Project Expenditure Category	6-Revenue Replacement
Project Expenditure Subcategory	6.1-Provision of Government Services
Status To Completion	Completed
Adopted Budget	\$366,339.27
Program Income Earned	\$0.00
Program Income Expended	\$0.00
Total Cumulative Obligations	\$366,339.27
Total Cumulative Expenditures	\$366,339.27
Current Period Obligations	\$0.00
Current Period Expenditures	\$0.00
Project Description	Road improvements in the township of over 21.41 miles which consisted of 2,258 ton of bituminous hot mixed asphalt on gravel roads in the township; also consisted of removing hot mixed asphalt that was worn, placed sawcut joints, added a leach basin and overlaid with bituminous hot mixed asphalt; Brining 7.67 miles with one single application at a rate of 2500 gallons and brining 14.29 miles with a single application at a rate of 2500 gallons and a double application at an approximate rate of 2500 gallons; Ditch Cleanout; Selected wedging and resurface with a hot mixed asphalt.

# Report

## Revenue Replacement

Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?	Yes
Revenue Loss Due to Covid-19 Public Health Emergency	\$366,339.40
Were Fiscal Recovery Funds used to make a deposit into a pension fund?	No
Please provide an explanation of how revenue replacement funds were allocated to government services	Several road improvements projects in the Township. Taking gravel road and improving to a hot mixed asphalt surface. Improving drainage on roads near Hamlin Lake; Brining of several roads and improving existing roads in the township.



## Overview

Total Obligations	\$366,339.27
Total Expenditures	\$366,339.27
Total Adopted Budget	\$366,339.27
Total Number of Projects	1
Total Number of Subawards	0
Total Number of Expenditures	0

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?	No
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## Certification

Authorized Representative Name	Marta Greenslait
Authorized Representative Telephone	2317949272
Authorized Representative Title	Supervisor
Authorized Representative Email	<a href="mailto:hamlintwp@hamlintownship.org">hamlintwp@hamlintownship.org</a>
Submission Date	4/24/2025 4:14 PM

[Supervisor@hamlintownship.org](mailto:Supervisor@hamlintownship.org)

[Treasurer@hamlintownship.org](mailto:Treasurer@hamlintownship.org)

[Clerk@hamlintownship.org](mailto:Clerk@hamlintownship.org)

[Trusteegurzynski@hamlintownship.org](mailto:Trusteegurzynski@hamlintownship.org)

[Trusteecook@hamlintownship.org](mailto:Trusteecook@hamlintownship.org)

[zoning@hamlintownship.org](mailto:zoning@hamlintownship.org)

[officemanager@hamlintownship.org](mailto:officemanager@hamlintownship.org)

[assessor@hamlintownship.org](mailto:assessor@hamlintownship.org)



**STATE OF MICHIGAN**

GRETCHEN WHITMER  
GOVERNOR

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

MICHELLE LANGE  
DIRECTOR

April 01, 2025

Hamlin Township  
Nancy Vandervest  
3775 N. Jebvy Drive  
Ludington, MI 49431

Amount Due: \$180.00  
Invoice Period: January 1, 2025 - December 31, 2025  
MiDEAL ID #: 1572

To avoid interruption of service, please note the following regarding your payment.

Terms: Net 30 Days, Full Payment Only

Payable to: State of Michigan

**You can now pay online by check or credit card by going to this site:**

<https://www.thepayplace.com/mi/dtmb/mideal>



## AQUATIC PESTICIDE TREATMENT NOTICE

PLEASE TAKE THE TIME TO READ THIS NOTICE: IT IS FOR YOUR INFORMATION!!

RESIDENTS IN THIS AREA ARE PLANNING TO HAVE THE WATERS IN THIS AREA TREATED FOR CONTROL OF LAKE WEEDS AND/OR ALGAE.

This notice is being circulated at least 7 days and not more than 45 days in advance of the treatment in accordance with Department of Environmental Quality (DEQ) procedures. A permit for the treatment has either been secured or will be secured from the DEQ before the treatments are to begin. You are receiving this notice if you are within 100 ft of the treatment area.

-Our company does two types of treatments: Algae control and Weed control. Since the beginning of the 2002 season we have been required by the State to post for copper products, which have no restrictions. If this is the case we will use a different color poster (BLUE), so please pay attention to the signs and restrictions in your area.

If we are treating for weeds (including lake dye) then there are restrictions on the use of the water and we will post the shoreline with 14 x 11 inch yellow signs before these chemicals are applied to the lake. In some cases we treat for both algae and weeds. In those cases we may be treating with the copper products while the signs are being posted. We do not treat with the weed chemicals without posting first.

-We treat each lake according to a schedule or season plan worked out with the persons in charge of your lake treatment program. However, due to the differences in season plans and the uncertainty of weather please watch your shoreline for the posting of the 14 x 11 inch yellow signs, particularly in April, to late August. **YOUR LAKE MAY BE TREATED MORE THAN ONCE EACH SEASON. CHECK THIS WITH YOUR ASSOCIATION.** The signs will indicate the date of the treatment, the chemicals used, and the restrictions as to the use of the water for swimming, irrigation and the consumption of fish taken from these waters. We use **NEW SIGNS** for each application.

Only chemicals, which have been registered by the State of Michigan and the Federal Government, are to be used. These chemicals are applied in amounts approved by the DEQ.

**Method of Application:** Chemicals are applied as either liquid or granular formulation; liquids are either surface sprayed or sub-surface injected, granular formulations are applied with broadcast spreaders.

-Another requirement of our permit is that we locate all wells (when using granular 2,4-D or granular Endothal products Aquathol-K and Hydrothol 191 only) and maintain a distance of 75 ft from all wells and 250 ft from any well that is less than 30 ft in depth. **IF YOU ARE AWARE OF SUCH A WELL, PLEASE NOTIFY OUR OFFICE.**

-We anticipate using one or more of the chemicals listed below. Please be aware of the restrictions on each. We will post signs as necessary. If the DEQ changes any restrictions they will be noted on the signs we post. **PLEASE READ THE SIGNS WE POST!**  
(CHEMICALS/RESTRICTIONS):

**Reward / Tribune (Diquat Dibromide):** Do not use the treated water for swimming for 24 hours. Do not use the treated water for watering lawns or gardens, animal watering (farm stock—not incidental drinking by a domestic pet), or drinking for 5 days after treatment. There is **NO** restriction on fish consumption.

**2,4-D (Dichlorophenoxyacetic Acid, Butoxyethyl Ester):** Do not use the treated water for swimming for 1 day. Do not use the treated water for irrigation, agricultural sprays, watering dairy animals, or domestic water supplies. "Irrigation" includes water gardens—however, it does **NOT** include watering lawns. Lawn spray companies often use 2,4-D to kill weeds in lawns —watering lawns when only 2,4-D has been applied will not hurt your lawn (but see restrictions on the other products). "Domestic use" means using lake water inside your house. Fish and wildlife are not affected.

**Aquathol-K, Aquathol (Dipotassium Endothal), & Hydrothol 191 (Mono (N, N-Dimethylalkylamine) salt of Endothal):**

Do not use the treated water for swimming for 24 hours. Do not use the treated waters for household uses, irrigation (lawn or gardens), animal watering (farm stock), or similar uses for 5 days

**Renovate / OTF (Triclopyr).** Renovate (Triclopyr). Do not use the treated water for swimming for 24 hrs. There are no restrictions on the use of watering established grasses. Do not use the treated water for irrigation of ornamental plants for 28 days if less than 20% of the lake is treated. For larger treatments, treated water may be used for irrigation of ornamental plants once the Triclopyr level has reached a non-detectable level. This can be done by laboratory analysis (immunoassay).

**Copper Sulfate(Pentahydrate), Cutrine-Plus(Cutrine Alkanolamine Complex), NO RESTRICTIONS.**

**Nautique(Copper Carbonate) – Komeen and Harpoon (Copper-Ethylenediamine: 24 Hour restriction on swimming in treatment areas only.**

**Rodeo,Eagre(Glyphosate):** Rodeo is used primarily for lily and cattail control. There is a 1 day no swimming restriction. There is no restriction on watering or fishing.

**Cygnat Plus (spray adjuvant) – alky hydroxypoly oxyethylene.** No restrictions

**Clipper- (Flumioxazin)** Do not use the treated water for swimming for 24 hours. Do not use the treated water for watering lawns or gardens, animal watering (farm stock—not incidental drinking by a domestic pet), or drinking for 5 days after treatment. There is **NO** restriction on fish consumption.

There is **NO** restriction on fish consumption with any of the products listed above.

If you have any questions, please contact the home owners association or contact us at the number below if they cannot help you.

**AQUATIC NUISANCE PLANT CONTROL, INC., P.O. Box 160 Swartz Creek, MI 48473, (810) 445-8202. Hamlin Lake (SOUTH Bayou) -25**

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**From:** Ellie K <elliekhollman@gmail.com>  
**Sent:** Sunday, May 4, 2025 1:26 PM  
**To:** Zoning Administrator; Hideaway Ludington  
**Subject:** URGENT: Debris Hazard  
**Attachments:** IMG\_0036.JPG; Untitled attachment 03019.txt; IMG\_0037.JPG; Untitled attachment 03022.txt; IMG\_0038.JPG; Untitled attachment 03025.txt; IMG\_0039.JPG; Untitled attachment 03028.txt; IMG\_0040.JPG; Untitled attachment 03031.txt; IMG\_0043.jpg; Untitled attachment 03034.txt; IMG\_0046.JPG; Untitled attachment 03037.txt

Hey Zak and Marta, hope this email finds you well.

We are back in town and did a routine check on the 6023 Barnhart property. Not surprisingly, our neighbor Glen Samson still has all of the trees that he decimated in his backyard and placed near our property line in both the front and backyard. He cleared the space in the backyard so he could put up cameras facing our backyard, causing our previous tenants to move out early due to his invasive behavior.

The debris is now attracting mice, rats, and other pests as I expected was going to happen. We are having pest control come on Monday, but I was told last fall if was still there in the spring, then he would be notified that he had to remove it. Not only is it an unbelievable eyesore for tenants, but the vermin are becoming a problem.

Please let me know how this can be handled.

(Another email regarding the invasive floodlights he has also put up, coming shortly.)

Ellie Dunlevy

**hamlintwp@hamlintownship.org**

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**From:** hamlintwp@hamlintownship.org  
**Sent:** Tuesday, April 29, 2025 9:37 PM  
**To:** 'Sybil Starr'  
**Cc:** 'Nancy Vandervest'  
**Subject:** RE: Tree on phone line

Thank you for the pictures. I will put in a call in the morning to Frontier and see if they can assist.

Feel free to contact me with any questions.

Marta Greenslait  
Hamlin Township Supervisor  
231-794-9272

-----Original Message-----

From: Sybil Starr <sybil.starr@gmail.com>  
Sent: Tuesday, April 29, 2025 2:20 PM  
To: hamlintwp@hamlintownship.org  
Subject: Tree on phone line

On lakeshore ave across from dahlke  
Who do I contact about this?  
Thank you  
Hamlin Resident  
Heather Catron



## NOTICE OF AUTHORIZATION

**Permit Number:** WRP044890 v. 1.0

**Date Issued:** April 30, 2025

**Site Name:** 53-2822 N Piney Ridge Rd-Hamlin Twp

**Expiration Date:** April 30, 2030

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division, P.O. Box 30458, Lansing, Michigan 48909-7958, under provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; specifically:

- ☐ Part 31, Floodplain Regulatory Authority of the Water Resources Protection.
- ☐ Part 301, Inland Lakes and Streams.
- ☐ Part 303, Wetlands Protection.
- ☐ Part 315, Dam Safety.
- ☐ Part 323, Shorelands Protection and Management.
- ☐ Part 325, Great Lakes Submerged Lands.
- ☒ Part 353, Sand Dunes Protection and Management.

Authorized activity:

**Construct a driveway with an impact width of no greater than 16 feet wide to a parking area and a new 2,118 square foot single family residence. Construct a total of 480 square feet of deck. Install a 450 square foot drainfield. Place a total of 87 linear feet of retaining walls. All work shall be completed in accordance with the attached plans and the following permit conditions.**

To be conducted at property located in: Mason County, Waterbody: Critical Dunes  
Section 28, Town 19N, Range 18W, Hamlin Township

Permittee:

Randy Malliett  
5373 W 1st Street  
Ludington, Michigan 49431

Joshua Crane  
Cadillac District Office  
Water Resources Division  
231-577-8112

*This notice must be displayed at the site of work.  
Laminating this notice or utilizing sheet protectors is recommended.*  
Please refer to the above permit number with any questions or concerns.

**EGLE**  
**WRP044890 v1.0**  
**Approved**  
**Issued On:04/30/2025**  
**Expires On:04/30/2030**



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION  
PERMIT**

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**Issued To:**

**Randy Malliett  
5373 W 1st Street  
Ludington, Michigan 49431**

**Permit No: WRP044890 v.1.0  
Submission No.: HQ7-ST6W-NDKD1  
Site Name: 53-2822 N Piney Ridge Rd-Hamlin Twp  
Issued: April 30, 2025  
Revised:  
Expires: April 30, 2030**

**This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Part 301, Inland Lakes and Streams</b>                                    | <input type="checkbox"/> <b>Part 323, Shorelands Protection and Management</b>            |
| <input type="checkbox"/> <b>Part 303, Wetlands Protection</b>   | <input type="checkbox"/> <b>Part 325, Great Lakes Submerged Lands</b>                     |
| <input type="checkbox"/> <b>Part 315, Dam Safety</b>  | <input checked="" type="checkbox"/> <b>Part 353, Sand Dunes Protection and Management</b> |
| <input type="checkbox"/> <b>Part 31, Water Resources Protection (Floodplain Regulatory Authority)</b> |   |

**EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.**

**Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:**

**Authorized Activity:**

**Construct a driveway with an impact width of no greater than 16 feet wide to a parking area and a new 2,118 square foot single family residence. Construct a total of 480 square feet of deck. Install a 450 square foot drainfield. Place a total of 87 linear feet of retaining walls. All work shall be completed in accordance with the attached plans and the following permit conditions.**

**Waterbody Affected: Critical Dunes  
Property Location: Mason County, Hamlin Township, T19N, R18W, Section 28,  
Property Tax No. 53-007-480-071-00**

**EGLE  
WRP044890 v1.0  
Approved  
Issued On:04/30/2025  
Expires On:04/30/2030**



**Authority granted by this permit is subject to the following limitations:**

- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31 of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with 2013 PA 174 (Act 174) and comply with each of the requirements of Act 174.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify EGLE within one week after the completion of the activity authorized by this permit by completing the "Notify EGLE upon Completion of Project" Schedule in MiEnviro.
- J. This permit shall not be assigned or transferred without the written approval of EGLE.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
- M. In issuing this permit, EGLE has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, EGLE may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, EGLE may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.
- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from EGLE. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by EGLE prior to being implemented.
- Q. This permit may be transferred to another person upon written approval of EGLE. The permittee must submit a written request to EGLE to transfer the permit to the new owner. The new owner must also

submit a written request to EGLE to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all the above information may be provided to EGLE. EGLE will review the request and, if approved, will provide written notification to the new owner.

- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- U. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- V. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- W. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources, Fisheries Division.
- X. Work to be done under authority of this permit is further subject to the following special instructions and specifications:
  - 1. Notification shall be provided to EGLE by telephone 72 hours prior to commencing construction, vegetation removal, or grading activity. Contact: Joshua Crane at [CraneJ3@Michigan.gov](mailto:CraneJ3@Michigan.gov) or 231-577-8112.
  - 2. Authority granted by this permit does not waive permit or program requirements under Part 91 of the NREPA or the need to acquire applicable permits from the CEA. To locate the Soil Erosion Program Administrator for your county, visit <https://www.michigan.gov/egle/about/organization/water-resources/soil-erosion/sesc-overview> and select "Soil Erosion and Sedimentation Control Agencies".
  - 3. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state, or federal approval or authorization necessary to conduct the activity.
  - 4. All slopes steeper than one-on-three (33%) must not be disturbed. Impacting the dunes is not authorized outside of the permitted use including activities such as driving machinery on slopes steeper than one-on-three (33%), or storing (permanently or temporarily) machinery, soil, materials, equipment, or removed vegetation, on any slopes steeper than one-on-four (25%).
  - 5. The construction of porches, decks, landscaping (with the exception of planting native dune vegetation), on-grade walkways, on-grade stairways, and retaining walls including the placement of boulders, are considered uses, and not permitted unless specified in the authorized activities of the permit and depicted on the approved plans.
  - 6. All earth moving and contour changes must occur within 10 feet of the permitted use.
  - 7. All fill/backfill must consist of clean, inert material that will not cause siltation nor contain soluble chemicals, organic matter, pollutants, contaminants, or invasive species. The fill site must be monitored for invasive species which must be removed should they be introduced.

8. Vegetation changes are not authorized more than 10 feet outside of the permitted use. All disturbed areas shall be re-vegetated with native dune species and stabilized with temporary measures before or upon commencement of the permitted use and maintained until permanent measures are in place. The removal and re-establishment of vegetation must be in accordance with the submitted vegetation assurance.
9. The tree pest, hemlock woolly adelgid (HWA), is known to infest hemlock and tiger-tail spruce trees in this county. The Michigan Department of Agriculture and Rural Development (MDARD) has issued a quarantine on the movement of all branches, boughs, any tree part bearing twigs and needles and uncomposted, chipped/shredded/ground parts that include twigs and needles. Issuance of this permit does not obviate the need to obtain approval to move hemlock and tiger-tail spruce parts off the project site prior to commencement of construction activity as stated in the quarantine effective on September 10, 2020, by authority of Public Act 72 of 1945, as amended, for Allegan, Ottawa, Muskegon, Oceana and Mason counties. For more information about HWA visit the HWA webpage at [Michigan.gov/Invasives](http://Michigan.gov/Invasives), or email [MDA-Info@michigan.gov](mailto:MDA-Info@michigan.gov).
10. Oak wilt, a non-native tree killing fungus, is known to infect oak trees in this county. Damage to the trees from construction, such as cut or broken branches, during the growing season may result in the tree becoming infected and dying shortly thereafter. If possible, do not cut or trim oak trees during the growing season, especially April 15 through July 15. Open cuts on damaged trees should be immediately painted with pruning sealer or tree paint. Contact the local Cooperative Invasive Species Management Area (CISMA) staff for more information, [info@MichiganInvasives.org](mailto:info@MichiganInvasives.org) or [MichiganInvasives.org](http://MichiganInvasives.org).
11. Underground utility lines must be placed in areas with slopes less than one-on-four (25%) or the lines must be installed using the directional bore method or by hand digging. If the directional bore method is used, the bore pits must be in areas with slopes less than one-on-four (25%). The disturbed areas must be stabilized and repaired with temporary measures before or upon commencement of the permitted use and shall be maintained until permanent measures are in place. Trenching areas with slopes steeper than one-on-four (25%) is not permitted.
12. No fill, excess soil, or other material shall be placed in any wetland, floodplain, or surface water area not specifically authorized by this permit, its plans, and specifications.
13. This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.
14. The permit placard shall be kept posted at the work site in a prominent location at all times for the duration of the project or until permit expiration.
15. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by EGLE, will be for a five-year period beginning on the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.

Issued By:



Joshua Crane  
Cadillac District Office  
Water Resources Division  
231-577-8112

THIS PERMIT MUST BE SIGNED BY THE PERMITTEE TO BE VALID.

I hereby assure that I have read, am familiar with, and agree to adhere to the terms and conditions of this permit.

---

Permittee Signature

---

Date

jc/sh

Attachment

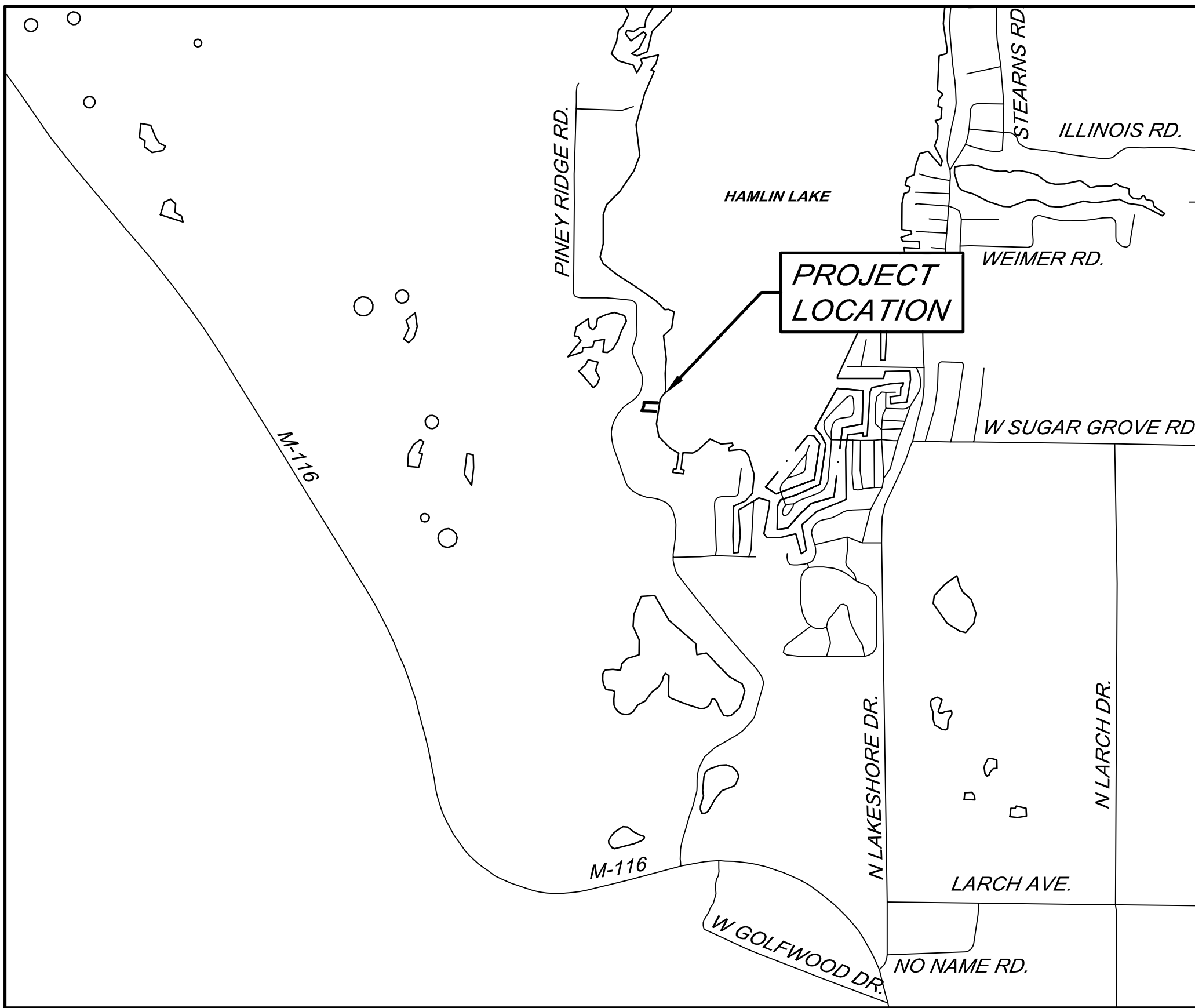
cc: Hamlin Township Clerk  
Mason SESC  
Mason County Clerk  
Mason County Building Department  
District #10 Health Department  
Lucas Richardson, Spicer Group, Inc.

PINEY RIDGE ROAD 3RD ADDITION  
MALLIET CONSTRUCTION

2822 PINEY RIDGE ROAD  
LUDINGTON, MASON COUNTY



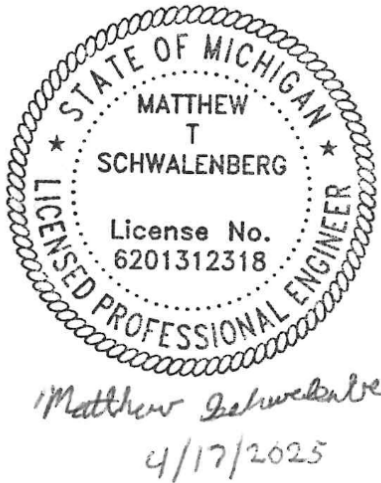
AREA MAP  
NOT TO SCALE



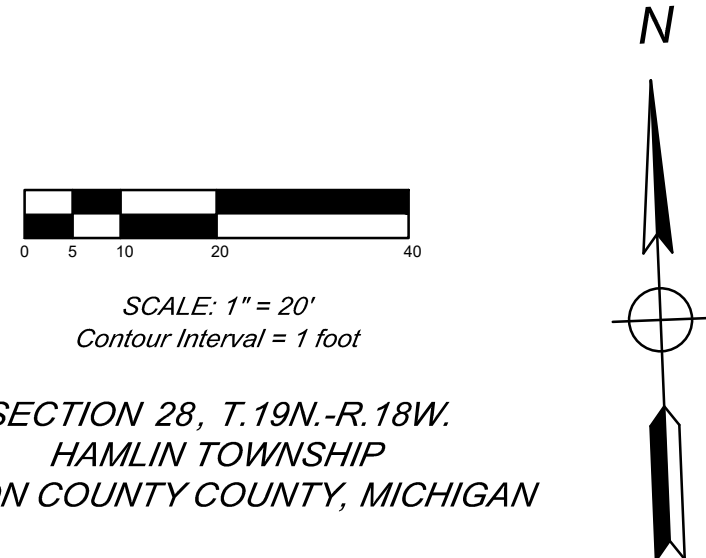
LOCATION MAP  
NOT TO SCALE

PLAN INDEX		
FILE NO.	DESCRIPTION	NO.
D-6287-01	TITLE SHEET	01
D-6287-02	DEMOLITION PLAN	02
D-6287-03	SITE PLAN	03
D-6287-04	DRIVEWAY PROFILE	04
D-6287-05	CROSS SECTIONS	05
D-6287-06	CROSS SECTIONS	06

MTS		CLIENT REVIEW	04-17-2025
MTS		EGLE CORRECTION REQUEST	02-27-2025
MTS		ISSUED FOR PERMIT APPLICATION	02-06-2025
BY	MARK	REVISIONS	DATE
THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.			
MALLIET CONSTRUCTION 5373 W 1ST STREET LUDINGTON, MI 49431			
TITLE SHEET			
<div><div></div><div>MANISTEE OFFICE 302 River Street Manistee, MI 49660 Tel: 231-794-5620 www.SpicerGroup.com</div></div>			
DE BY: MTS	CH BY: LMR	PROJECT NO.	
DR BY: MTS	APP BY: LMR	135819SG2024	
STDS.	-	SHEET 01 OF 06	C
DATE	FEBRUARY, 2025	FILE NO.	01
SCALE	N/A	D-6287-01	







SECTION 28, T.19N.-R.18W.  
HAMLIN TOWNSHIP  
MASON COUNTY COUNTY, MICHIGAN

**NOTE**

THE NORTH PROPERTY LINE IS AN EXISTING PROPERTY LINE  
WHEREAS THE WEST AND SOUTH LINES INDICATED AS  
PROPERTY LINES ARE BASED ON FUTURE LAND DIVISION.  
LOCATION OF WEST PROPERTY LINE IS SUBJECT TO  
CHANGE.

**DEMOLITION NOTES**

1. PROTECT TREES, PLANT GROWTH, AND FEATURES DESIGNATED TO REMAIN, AS FINAL LANDSCAPING.
2. CONTRACTOR SHALL COORDINATE WITH OWNER'S REPRESENTATIVE THE TAGGING OF SPECIFIC TREES/SHRUBS TO BE PRESERVED PRIOR TO BEGINNING DEMOLITION.
3. REMOVE TREES AND SHRUBS WITHIN LIMITS OF CONSTRUCTION AS NOTED. REMOVE STUMPS, MAIN ROOT BALL, ROOT SYSTEM TO A DEPTH OF 12 INCHES AND SURFACE ROCK.
4. CLEAR AREAS REQUIRED FOR ACCESS TO SITE AND EXECUTION OF WORK.
5. REMOVE ALL CLEARED ITEMS FROM SITE AND PROPERLY DISPOSE OF.
6. CONTRACTOR SHALL BE RESPONSIBLE FOR SEEDING ALL DISTURBED AREAS.

**DEMOLITION & REMOVAL NOTES**

X REMOVE EXISTING TREE

**TREE REMOVAL SCHEDULE**

TREE TYPE	SIZE	QTY.
DECIDUOUS TREE	4" Diameter	1
DECIDUOUS TREE	12" Diameter	4
DECIDUOUS TREE	18" Diameter	2
DECIDUOUS TREE	24" Diameter	4
PINE TREE	4" Diameter	2
PINE TREE	6" Diameter	6
PINE TREE	8" Diameter	8
PINE TREE	10" Diameter	5
PINE TREE	12" Diameter	3
PINE TREE	14" Diameter	1
PINE TREE	16" Diameter	1
Total Trees		37

**UTILITY NOTE**

The utility locations as hereon shown are based on field observations and a careful review of municipal and utility company records. However, it is not possible to determine the precise location and depth of underground utilities without excavation. Therefore, we cannot guarantee the accuracy or completeness of the buried utility information hereon shown. The contractor shall call "MISS DIG" (1-800-482-7171 or 811) within three working days prior to any excavation. The contractor is responsible for verifying these utility locations prior to construction and shall make every effort to protect and/or relocate them as required. The contractor shall notify the Engineer/Surveyor as soon as possible in the event a discrepancy is found.

**SPECIAL LEGEND**

	CRITICAL DUNE STEEP SLOPES (>33%)
	NON-CRITICAL DUNE PER EGLE PRE-APPLICATION MEETING

**SYMBOL LEGEND**

**EXISTING SYMBOLS**

○	- MANHOLE	△	- SPRINKLER
⊗	- CATCH BASIN	⊞	- RAILROAD SIGNAL
⊠	- CURB CATCH BASIN	⊞	- ANTENNA
⊗	- FIRE HYDRANT	⊞	- SATELLITE DISH
⊗	- GAS VALVE	⊞	- AIR CONDITIONING UNIT
⊗	- WATER VALVE	⊞	- SOIL BORING
⊞	- TELEPHONE PEDESTAL	⊞	- BENCH MARK
⊞	- POWER POLE	⊞	- FOUND SURVEY CORNER
⊞	- TELEPHONE POLE	⊞	- SET 1/2" IRON ROD
⊞	- POWER AND TELEPHONE POLE	⊞	- 1/4 SECTION CORNER
⊞	- LIGHT POLE	⊞	- BREAK IN LINE
⊞	- GUY ANCHOR AND POLE	⊞	- EXISTING SIGN-1 POST
⊞	- MAIL BOX	⊞	- EXISTING SIGN-2 POST
⊞	- WATER METER	⊞	- STUMP
⊞	- TELEPHONE MANHOLE	⊞	- WETLANDS
⊞	- ELECTRIC MANHOLE	⊞	- PINE
⊞	- MONITORING WELL	⊞	- BUSH
⊞	- HAND HOLE	⊞	- TREE
⊞	- TRANSFORMER		
⊞	- ELECTRICAL PEDESTAL		
⊞	- BARRIER FREE PARKING		

**LINE TYPE LEGEND**

	- EXISTING ROAD CENTERLINE
	- EXISTING WATER MAIN
	- EXISTING SANITARY SEWER OR FORCEMAIN
	- EXISTING STORM SEWER
	- EXISTING TELEPHONE CABLE
	- EXISTING GAS MAIN
	- EXISTING ELECTRIC
	- EXISTING DRAINS (OTHER)
	- PROPOSED UTILITY
	- EXISTING CURB & GUTTER
	- PROPOSED CURB & GUTTER
	- FENCE LINE
	- OVERHEAD UTILITY
	- RAILROAD TRACKS
	- STATION LINE
	- LIMITS OF RIGHT OF WAY
	- EASEMENT
	- SILT FENCE
	- REVERSE PAN CURB & GUTTER
	- TREE LINE
	- EXISTING CONTOURS
	- PROPOSED CONTOURS

**DEMOLITION PLAN**

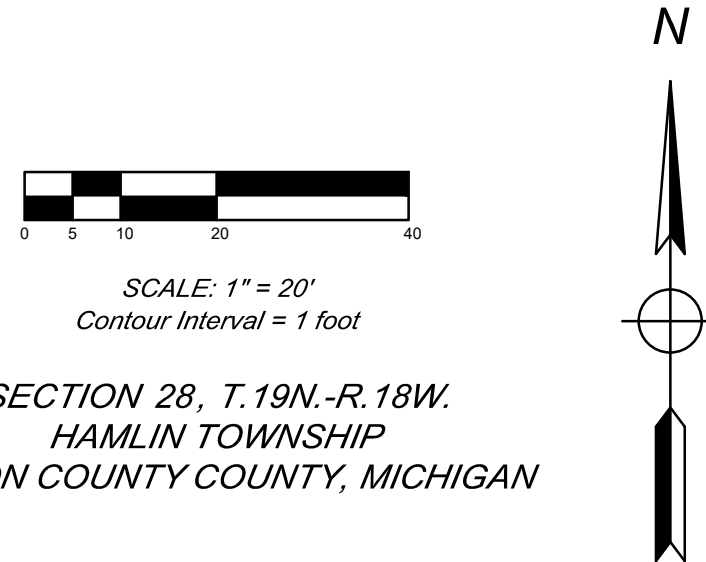


MANISTEE OFFICE  
302 River Street  
Manistee, MI 49660  
Tel. 231-794-5620  
www.SpicerGroup.com

DE. BY: MTS	CH. BY: LMR	PROJECT NO.
DR. BY: MTS	APP. BY: LMR	135819SG2024
STDS.	-	SHEET 02 OF 06
DATE	FEBRUARY, 2025	FILE NO.
SCALE	1" = 20'	D-6287-02

Approved  
Expires On:04/30/2025





NOTE  
THE NORTH PROPERTY LINE IS AN EXISTING PROPERTY LINE  
WHEREAS THE WEST AND SOUTH LINES INDICATED AS  
PROPERTY LINES ARE BASED ON FUTURE LAND DIVISION.  
LOCATION OF WEST PROPERTY LINE IS SUBJECT TO  
CHANGE.

EARTHWORK VOLUME			
	2D AREA	CUT	FILL
DRIVEWAY VOLUME (WITHIN EXISTING 1:3 SLOPES)	0 SFT	0 CYD	0 CYD
DRIVEWAY VOLUME (OUTSIDE EXISTING 1:3 SLOPES)	4843 SFT	117 CYD	38 CYD
HOUSE BASEMENT VOLUME (WITHIN EXISTING 1:3 SLOPES)	0 SFT	0 CYD	0 CYD
HOUSE BASEMENT VOLUME (OUTSIDE EXISTING 1:3 SLOPES)	2118 SFT	140 CYD	17 CYD
DRAINFIELD VOLUME (WITHIN EXISTING 1:3 SLOPES)	0 SFT	0 CYD	0 CYD
DRAINFIELD VOLUME (OUTSIDE EXISTING 1:3 SLOPES)	1300 SFT	123 CYD	0 CYD
TOTAL NET VOLUME		325 CYD CUT	

PROPOSED SYMBOLS

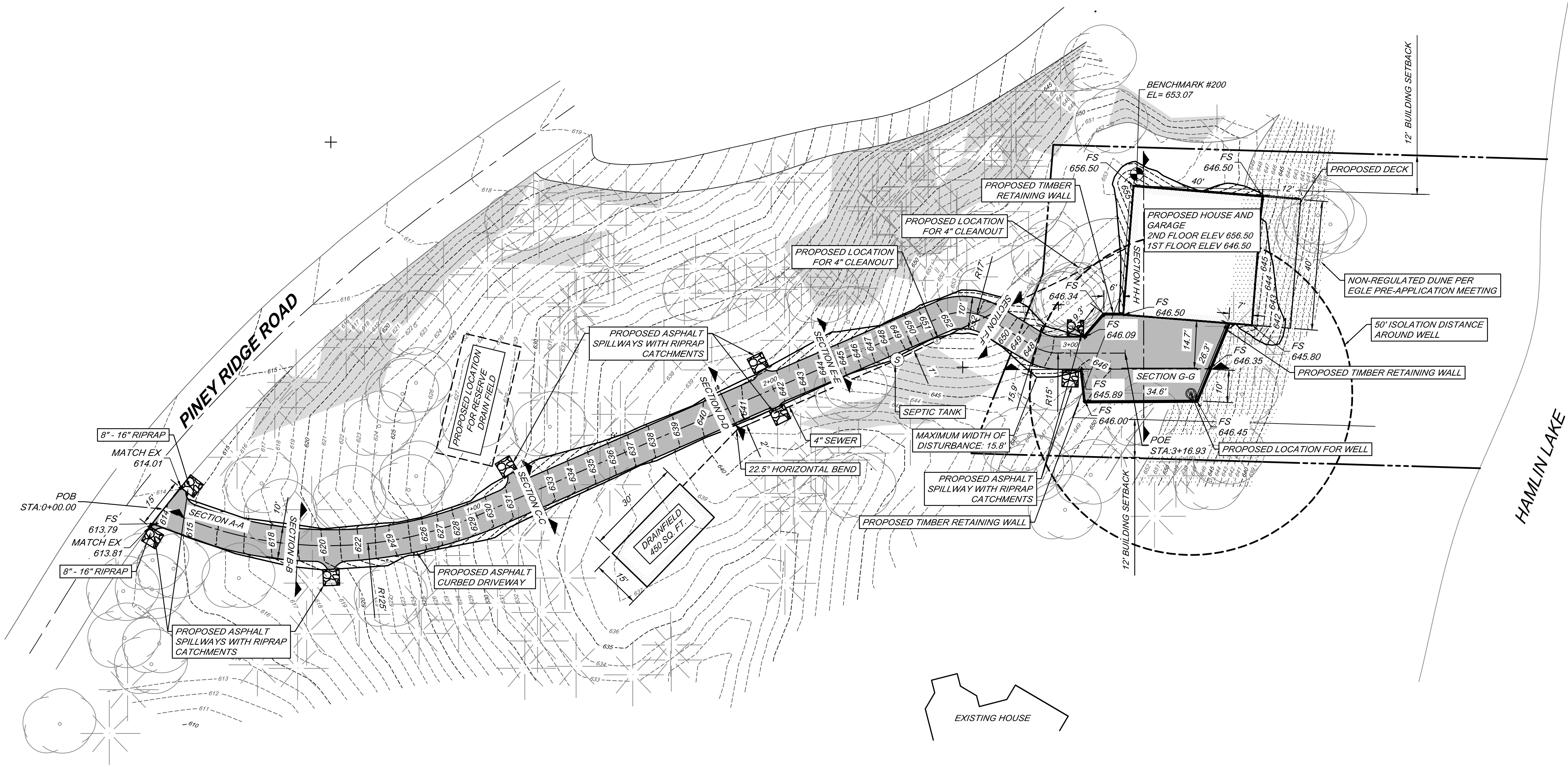
- - MANHOLE
- ◻ - CATCHBASIN
- ⊕ - FIRE HYDRANT
- - WATER VALVE
- ⊙ - BARRIER FREE PARKING
- ⊙ - LIGHT POLES
- - DRAINAGE FLOW
- ⊕ - SPOT ELEVATION LABELS
- G = GUTTER
- TW = WALK
- TC = TOP OF CURB
- FS = FINISH SURFACE

LINE TYPE LEGEND

- - - - - EXISTING ROAD CENTERLINE
- - - - - EXISTING WATER MAIN
- - - - - EXISTING SANITARY SEWER OR FORCEMAIN
- - - - - EXISTING STORM SEWER
- - - - - EXISTING TELEPHONE CABLE
- - - - - EXISTING GAS MAIN
- - - - - EXISTING ELECTRIC
- - - - - EXISTING DRAINS (OTHER)
- - - - - PROPOSED UTILITY
- - - - - EXISTING CURB & GUTTER
- - - - - PROPOSED CURB & GUTTER
- - - - - FENCE LINE
- - - - - OVERHEAD UTILITY
- - - - - RAILROAD TRACKS
- - - - - STATION LINE
- - - - - LIMITS OF RIGHT OF WAY
- - - - - EASEMENT
- - - - - SILT FENCE
- - - - - REVERSE PAN CURB & GUTTER
- - - - - TREE LINE
- - - - - EXISTING CONTOURS
- - - - - PROPOSED CONTOURS
- - - - - PROPOSED EXCAVATION LIMITS OF HOUSE & GARAGE

SPECIAL LEGEND

- CRITICAL DUNE  
STEEP SLOPES (>33%)
- PROPOSED PAVED DRIVEWAY
- PROPOSED RIPRAP CATCHMENTS
- NON-CRITICAL DUNE PER EGLE  
PRE-APPLICATION MEETING



MTS	CLIENT REVIEW	04-17-2025
MTS	EGLE CORRECTION REQUEST	02-27-2025
MTS	ISSUED FOR PERMIT APPLICATION	02-06-2025

BY	MARK	REVISIONS	DATE
THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.			

MALLIET CONSTRUCTION  
5373 W 1ST STREET  
LUDINGTON, MI 49431

SITE PLAN

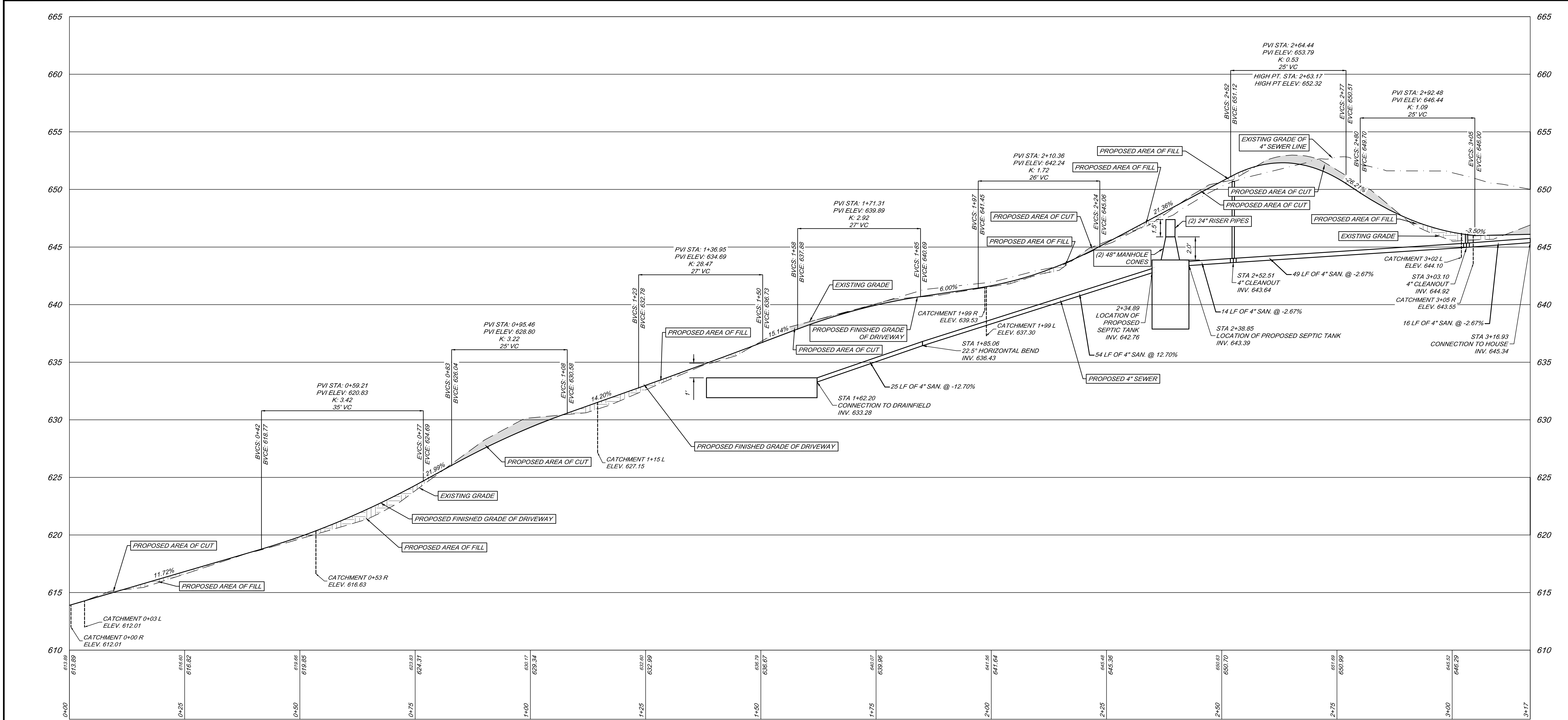


MANISTEE OFFICE  
302 River Street  
Manistee, MI 49660  
Tel. 231-794-5620  
www.SpicerGroup.com

DE. BY: MTS	CH. BY: LMR	PROJECT NO.
DR. BY: MTS	APP. BY: LMR	135819SG2024

STDs.	-	SHEET 03 OF 06	C
DATE	FEBRUARY, 2025	FILE NO.	D-6287-03
SCALE	1" = 20'		





SECTION A-A (DRIVEWAY PROFILE)

SPECIAL LEGEND


- PROPOSED AREA OF CUT
- PROPOSED AREA OF FILL
- EXISTING GRADE
- EXISTING GRADE OF SEWER LINE
- PROPOSED FINISHED GRADE OF DRIVEWAY





NOTE:  
PROPOSED MAX SLOPE IS 21.36%±.  
RECOMMENDED MAX SLOPE IS 12%.


MTS	CLIENT REVIEW	04-17-2025
MTS	EGLE CORRECTION REQUEST	02-27-2025
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BY	MARK	REVISIONS
DATE		
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MALLIET CONSTRUCTION 5373 W 1ST STREET LUDINGTON, MI 49431		
DRIVEWAY PROFILE		
MANISTEE OFFICE 302 River Street Manistee, MI 49660 Tel. 231-794-5620 www.SpicerGroup.com		
DE. BY: MTS DR. BY: MTS	CH. BY: LMR APP. BY: LMR	PROJECT NO. 135879SG2024
STDS.	-	SHEET 04 OF 06
DATE	FEBRUARY, 2025	FILE NO. D-6287-04
SCALE	H:1"= 10' V:1"= 4'	C 04

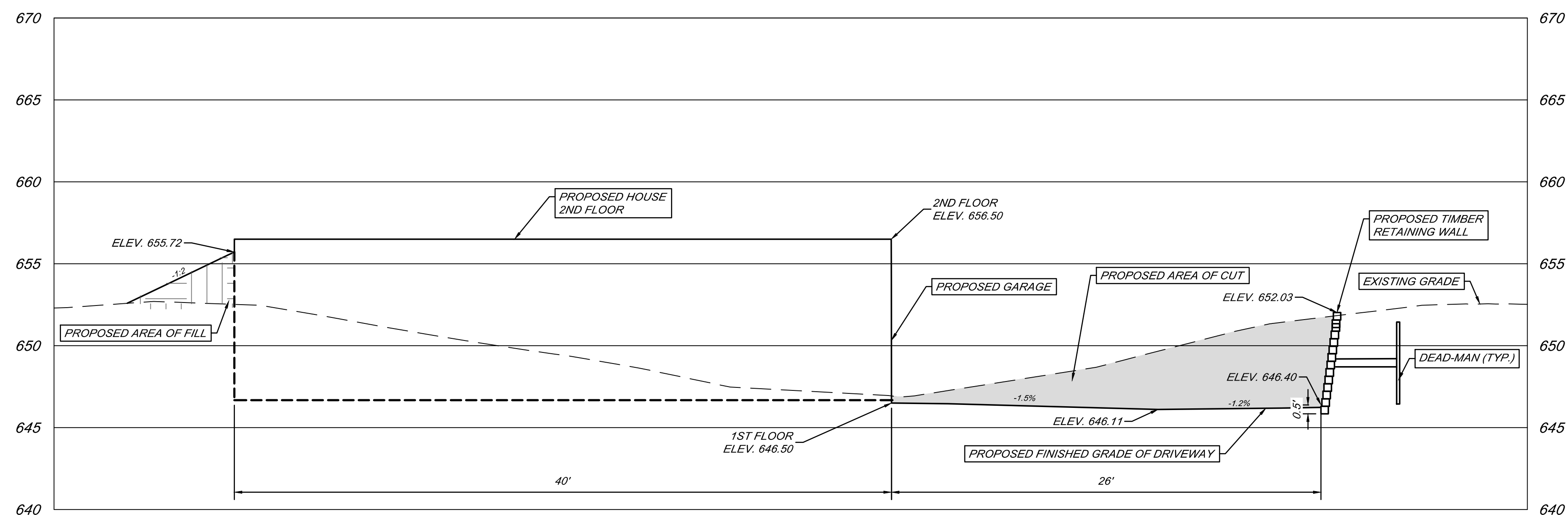






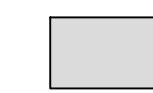

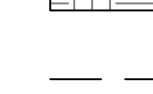


-  *PROPOSED AREA OF CUT*
-  *PROPOSED AREA OF FILL*
-  *EXISTING GRADE*
-  *PROPOSED FINISHED GRADE OF DRIVEWAY*

MTS		CLIENT REVIEW	04-17-2025
MTS		EGLE CORRECTION REQUEST	02-27-2025
MTS		ISSUED FOR PERMIT APPLICATION	02-06-2025
BY	MARK	REVISIONS	DATE
<p>THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.</p>			
<p align="center"><b>MALLIE CONSTRUCTION</b>  <b>5373 W 1ST STREET</b>  <b>LUDINGTON, MI 49431</b></p>			
<p align="center"><b>CROSS SECTIONS</b></p>			
		MANISTEE OFFICE 302 River Street Manistee, MI 49660 Tel. 231-734-9620 <a href="http://www.SpicerGroup.com">www.SpicerGroup.com</a>	
DE BY: MTS	CH BY: LMR	PROJECT NO.	
DR BY: MTS	APP BY: LMR	135819SG2024	
STDs.	-	SHEET 05 OF 06	C 05
DATE	FEBRUARY, 2025	FILE NO.	D-6287-05
SCALE	H:1"=5' V:1"=4'		



SECTION H-H (DRIVEWAY CROSS-SECTION)

**SPECIAL LEGEND**

-  PROPOSED AREA OF CUT
-  PROPOSED AREA OF FILL
-  EXISTING GRADE
-  PROPOSED FINISHED GRADE OF DRIVEWAY
-  PROPOSED EXCAVATION LIMITS OF HOUSE & GARAGE

MTS	CLIENT REVIEW	04-17-2025
MTS	EGLE CORRECTION REQUEST	02-27-2025
MTS	ISSUED FOR PERMIT APPLICATION	02-06-2025

BY	MARK	REVISIONS	DATE
THE WORK REPRESENTED BY THIS DRAWING WAS DESIGNED BY THE ENGINEER FOR THIS SPECIFIC APPLICATION AND SPECIFIC LOCATION DESCRIBED HEREON IN ACCORDANCE WITH THE CONDITIONS PREVALENT AT THE TIME THE DESIGN WAS DONE. THE ENGINEER DOES NOT GUARANTEE AND WILL NOT BE LIABLE FOR ANY OTHER LOCATION, CONDITION, DESIGN OR PURPOSE.			

MALLIET CONSTRUCTION  
5373 W 1ST STREET  
LUDINGTON, MI 49431

**CROSS SECTIONS**



MANISTEE OFFICE  
302 River Street  
Manistee, MI 49660  
Tel. 231-794-5620  
www.SpicerGroup.com

DE. BY: MTS DR. BY: MTS	CH. BY: LMR APP. BY: LMR	PROJECT NO. 135819SG2024
STDS.	SHEET 06 OF 06	C
DATE SCALE	FEBRUARY, 2025 H:1"=5' V:1"=4'	FILE NO. D-6287-06



**MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
WATER RESOURCES DIVISION  
PERMIT**

---

**Issued To:**

**Kevin Konopka  
2112 Wild Timothy Road  
Naperville, Illinois 60564**

**Permit No: WRP044698 v.1.0  
Submission No.: HQ8-01WS-BTAVP  
Site Name: 53-6082 N Beaune Road-Ludington  
Issued: DRAFT  
Revised:  
Expires: DRAFT**

**This permit is being issued by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division (WRD), under the provisions of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA); specifically:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Part 301, Inland Lakes and Streams</b>                         | <input type="checkbox"/> <b>Part 323, Shorelands Protection and Management</b> |
| <input type="checkbox"/> <b>Part 303, Wetlands Protection</b>   | <input type="checkbox"/> <b>Part 325, Great Lakes Submerged Lands</b>          |
| <input type="checkbox"/> <b>Part 315, Dam Safety</b>  | <input type="checkbox"/> <b>Part 353, Sand Dunes Protection and Management</b> |
| <input type="checkbox"/> <b>Part 31, Water Resources Protection (Floodplain Regulatory Authority)</b> |  |

**EGLE certifies that the activities authorized under this permit are in compliance with the State Coastal Zone Management Program and certifies without conditions under the Federal Clean Water Act, Section 401 that the discharge from the activities authorized under this permit will comply with Michigan's water quality requirements in Part 31, Water Resources Protection, of the NREPA and associated administrative rules, where applicable.**

**Permission is hereby granted, based on permittee assurance of adherence to State of Michigan requirements and permit conditions, to:**

**Authorized Activity:**

**Place 50 linear feet of new steel seawall within 1 foot of the existing wooden seawall and place approximately 11.1 cubic yards of riprap across the lakeward face of the new seawall at 6082 N Beaune Road, Ludington, Michigan. Maintain a 6-foot-wide no-mow area landward across approximately 42 linear feet of the new seawall. Lastly, replace the wooden support posts for the two permanent 4-foot-wide by 18-foot-long docks. All work shall be completed in accordance with the attached plans and the following permit conditions.**

Waterbody Affected: Hamlin Lake  
Property Location: Mason County, Hamlin Township, T19N, R18W, Section 01,  
Property Tax No. 53-007-001-022-00

**Authority granted by this permit is subject to the following limitations:**

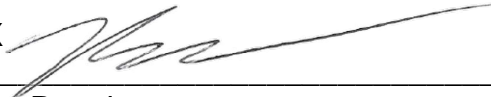
- A. Initiation of any work on the permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of this permit.
- B. The permittee, in exercising the authority granted by this permit, shall not cause unlawful pollution as defined by Part 31 of the NREPA.
- C. This permit shall be kept at the site of the work and available for inspection at all times during the duration of the project or until its date of expiration.
- D. All work shall be completed in accordance with the approved plans and specifications submitted with the application and/or plans and specifications attached to this permit.
- E. No attempt shall be made by the permittee to forbid the full and free use by the public of public waters at or adjacent to the structure or work approved.
- F. It is made a requirement of this permit that the permittee give notice to public utilities in accordance with 2013 PA 174 (Act 174) and comply with each of the requirements of Act 174.
- G. This permit does not convey property rights in either real estate or material, nor does it authorize any injury to private property or invasion of public or private rights, nor does it waive the necessity of seeking federal assent, all local permits, or complying with other state statutes.
- H. This permit does not prejudice or limit the right of a riparian owner or other person to institute proceedings in any circuit court of this state when necessary to protect his rights.
- I. Permittee shall notify EGLE within one week after the completion of the activity authorized by this permit by completing the "Notify EGLE upon Completion of Project" Schedule in MiEnviro.
- J. This permit shall not be assigned or transferred without the written approval of EGLE.
- K. Failure to comply with conditions of this permit may subject the permittee to revocation of permit and criminal and/or civil action as cited by the specific state act, federal act, and/or rule under which this permit is granted.
- L. All dredged or excavated materials shall be disposed of in an upland site (outside of floodplains, unless exempt under Part 31 of the NREPA, and wetlands).
- M. In issuing this permit, EGLE has relied on the information and data that the permittee has provided in connection with the submitted application for permit. If, subsequent to the issuance of a permit, such information and data prove to be false, incomplete, or inaccurate, EGLE may modify, revoke, or suspend the permit, in whole or in part, in accordance with the new information.
- N. The permittee shall indemnify and hold harmless the State of Michigan and its departments, agencies, officials, employees, agents, and representatives for any and all claims or causes of action arising from acts or omissions of the permittee, or employees, agents, or representative of the permittee, undertaken in connection with this permit. The permittee's obligation to indemnify the State of Michigan applies only if the state: (1) provides the permittee or its designated representative written notice of the claim or cause of action within 30 days after it is received by the state, and (2) consents to the permittee's participation in the proceeding on the claim or cause of action. It does not apply to contested case proceedings under the Administrative Procedures Act, 1969 PA 306, as amended, challenging the permit. This permit shall not be construed as an indemnity by the State of Michigan for the benefit of the permittee or any other person.
- O. Noncompliance with these terms and conditions and/or the initiation of other regulated activities not specifically authorized shall be cause for the modification, suspension, or revocation of this permit, in whole or in part. Further, EGLE may initiate criminal and/or civil proceedings as may be deemed necessary to correct project deficiencies, protect natural resource values, and secure compliance with statutes.

- P. If any change or deviation from the permitted activity becomes necessary, the permittee shall request, in writing, a revision of the permitted activity from EGLE. Such revision request shall include complete documentation supporting the modification and revised plans detailing the proposed modification. Proposed modifications must be approved, in writing, by EGLE prior to implementation.
- Q. This permit may be transferred to another person upon written approval of EGLE. The permittee must submit a written request to EGLE to transfer the permit to the new owner. The new owner must also submit a written request to EGLE to accept transfer. The new owner must agree, in writing, to accept all conditions of the permit. A single letter signed by both parties that includes all the above information may be provided to EGLE. EGLE will review the request and, if approved, will provide written notification to the new owner.
- R. Prior to initiating permitted construction, the permittee is required to provide a copy of the permit to the contractor(s) for review. The property owner, contractor(s), and any agent involved in exercising the permit are held responsible to ensure that the project is constructed in accordance with all drawings and specifications. The contractor is required to provide a copy of the permit to all subcontractors doing work authorized by the permit.
- S. Construction must be undertaken and completed during the dry period of the wetland. If the area does not dry out, construction shall be done on equipment mats to prevent compaction of the soil.
- T. Authority granted by this permit does not waive permit requirements under the authority of Part 305, Natural Rivers, of the NREPA. A Natural Rivers Zoning Permit may be required for construction, land alteration, streambank stabilization, or vegetation removal along or near a natural river.
- U. The permittee is cautioned that grade changes resulting in increased runoff onto adjacent property is subject to civil damage litigation.
- V. Unless specifically stated in this permit, construction pads, haul roads, temporary structures, or other structural appurtenances to be placed in a wetland or on bottomland of the water body are not authorized and shall not be constructed unless authorized by a separate permit or permit revision granted in accordance with the applicable law.
- W. For projects with potential impacts to fish spawning or migration, no work shall occur within fish spawning or migration timelines (i.e., windows) unless otherwise approved in writing by the Michigan Department of Natural Resources, Fisheries Division.
- X. Work to be done under authority of this permit is further subject to the following special instructions and specifications:
1. Authority granted by this permit does not waive permit or program requirements under Part 91 of the NREPA or the need to acquire applicable permits from the CEA. To locate the Soil Erosion Program Administrator for your county, visit <https://www.michigan.gov/egle/about/organization/water-resources/soil-erosion/sesc-overview> and select "Soil Erosion and Sedimentation Control Agencies".
  2. The authority to conduct the activity as authorized by this permit is granted solely under the provisions of the governing act as identified above. This permit does not convey, provide, or otherwise imply approval of any other governing act, ordinance, or regulation, nor does it waive the permittee's obligation to acquire any local, county, state, or federal approval or authorization necessary to conduct the activity.
  3. Prior to commencing installation of the shore protection structure, the entire lakeward perimeter of the project site shall be isolated with a turbidity curtain to prevent movement of suspended sediments. The turbidity curtain shall be installed to extend from the bed of the waterbody to a point above the existing water's surface. The turbidity curtain shall be maintained for the duration of the project and shall be left in place after completion until all disturbed sediments.



4. Unless authorized by the attached plans, the seawall, bulkhead, or revetment structure shall be placed at or above (landward) of the Ordinary High Water Mark in the location shown on the attached approved plans. Any variation from the approved location must be authorized in writing by the Water Resources Division prior to the initiation of these activities.
5. On a project requiring backfilling, the seawall shall be in place prior to placing any fill.
6. As a primary condition of this permit, the permittee shall place toe stone (i.e. riprap) placed along 100% of the length of the seawall as shown on the attached approved plans, to prevent undercutting by wave action, to mitigate for the loss of habitat, and to provide a use for fish and other aquatic life. The toe stone shall be placed at a 1-on-3 slope (e.g., 1 foot vertical to 3 feet horizontal) or gentler. Toe stone shall be properly sized for the wave energy at the site and consist of natural field stone or rock 8 inches – 12 inches in diameter (broken concrete is not allowed). The toe stone shall extend from the lake/stream bottom to the top of the seawall and cannot extend more than 6 feet into the water. Toe stone shall be installed immediately upon completion of the seawall.
7. This permit is the only seawall replacement permit that can be authorized under a Minor Project Category on this parcel of property.
8. The permittee shall, as a primary condition of this permit, lessen the inland lake impacts associated with hardening the shoreline by installing a seawall. The authorization granted by this permit is contingent upon completion of the best management practice(s) as follows: Maintain a minimum 6-foot wide, vegetated native planted buffer strip OR vegetated no-mow zone landward of the wall extending the entire length of the proposed seawall.
  - a. Minimal breaks in the buffer strip are acceptable for exercising riparian rights. For example, acceptable breaks in the buffer would include having a break around a dock or a small access point for a swimming area.
  - b. Vegetation, including plantings and other potentially viable material such as live stakes, brush bundles, or other gathered woody material, shall be comprised only of plant species native to Michigan according to the Floristic Quality Assessment for the State of Michigan and appropriate to the site. Engineered plant material such as jute and coconut fabric, shall be comprised of inert plant fiber that may be nonnative. A list of recommended plants for the native planted buffer strip can be found at: <https://www.shorelinepartnership.org/plants-for-inland-lakes.html>
9. Best management practices must be installed within one year of replacement seawall installation and remain in place in perpetuity.
10. A compliance inspection will be conducted within the first three (3) years after construction completion. Photos showing the “as built” installation of the replacement shall be submitted to EGLE through MiEnviro Schedules of Compliance submission, or via email to [CraneJ3@Michigan.gov](mailto:CraneJ3@Michigan.gov) upon the completion of the project.
11. Photos showing the “as built” installation and establishment of the Best Management Practice(s) measure(s) shall be submitted to EGLE within one year of the completion of the project. Photos must be taken during the active growing season. Photos shall be submitted to EGLE through MiEnviro Schedules of Compliance submission, or via email to [CraneJ3@michigan.gov](mailto:CraneJ3@michigan.gov), prior to December 31. Staff will use such pictures for monitoring compliance with your permit. Failure to submit these photos is an event of noncompliance.
12. Dock(s) shall be of open construction without fill, maintaining free water movement and circulation.
13. No fill, excess soil, or other material shall be placed in any wetland, floodplain, or surface water area not specifically authorized by this permit, its plans, and specifications.
14. This permit does not authorize or sanction work that has been completed in violation of applicable federal, state, or local statutes.

15. The permit placard shall be kept posted at the work site in a prominent location at all times for the duration of the project or until permit expiration.
16. This permit is being issued for the maximum time allowed and no extensions of this permit will be granted. Initiation of the construction work authorized by this permit indicates the permittee's acceptance of this condition. The permit, when signed by EGLE, will be for a five-year period beginning on the date of issuance. If the project is not completed by the expiration date, a new permit must be sought.
17. Upon signing by the permittee named herein, this permit must be returned to EGLE's Water Resources Division, Joshua Crane at CraneJ3@michigan.gov for final execution. This permit shall become effective on the date of the EGLE representative's signature.
- Permittee hereby accepts and agrees to comply with the terms and conditions of this permit.

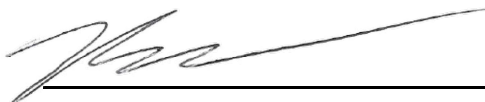
X  04/15/2025  
\_\_\_\_\_  
Permittee Date

X  
Kevin Konopka  
\_\_\_\_\_  
Printed Name and Title of Permittee

Issued By: **DRAFT**  
Joshua Crane  
Cadillac District Office  
Water Resources Division  
231-577-8112

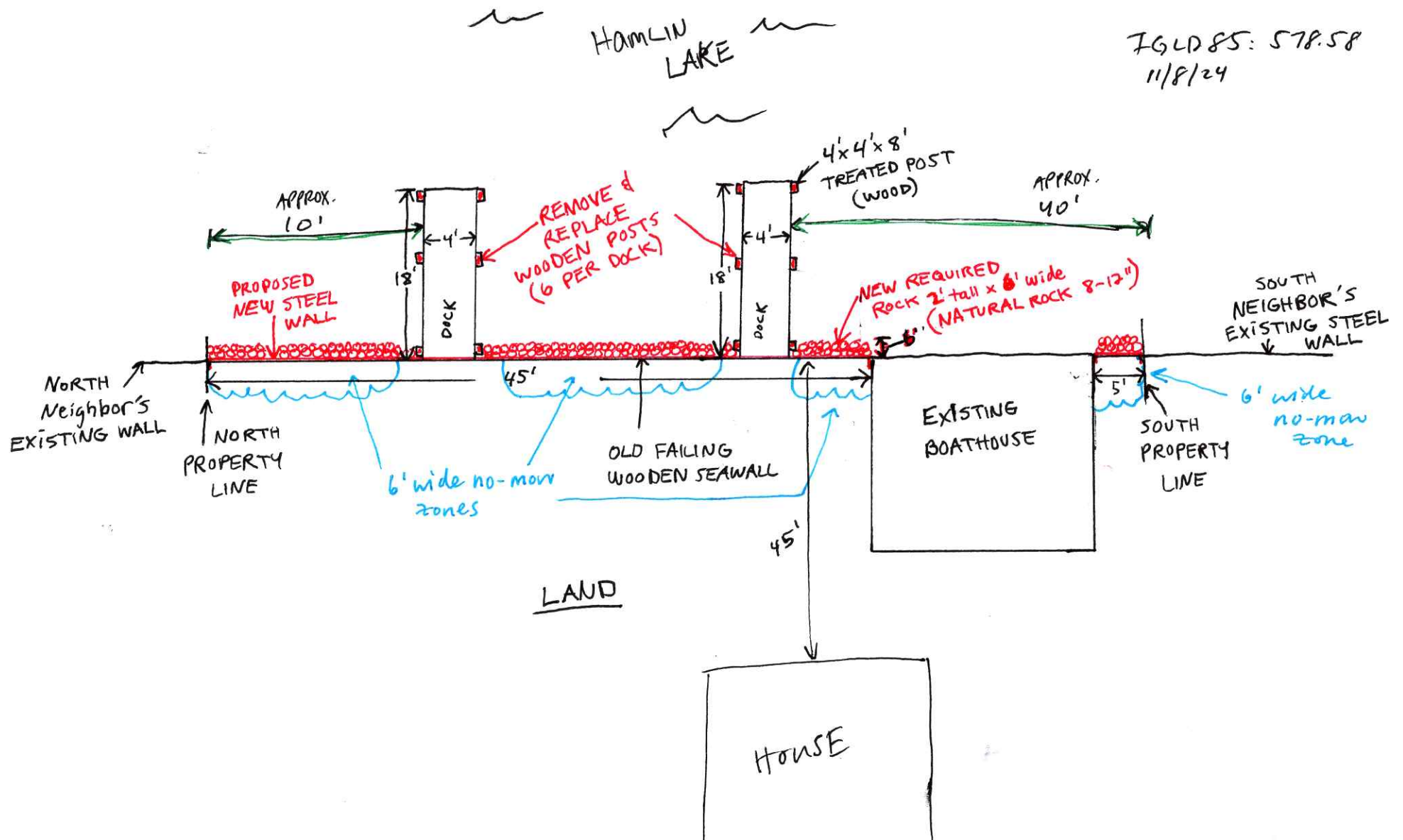
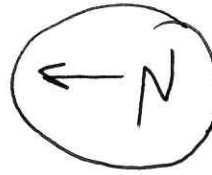
THIS PERMIT MUST BE SIGNED BY THE PERMITTEE TO BE VALID.

I hereby assure that I have read, am familiar with, and agree to adhere to the terms and conditions of this permit.

 04/15/2025  
\_\_\_\_\_  
Permittee Signature Date

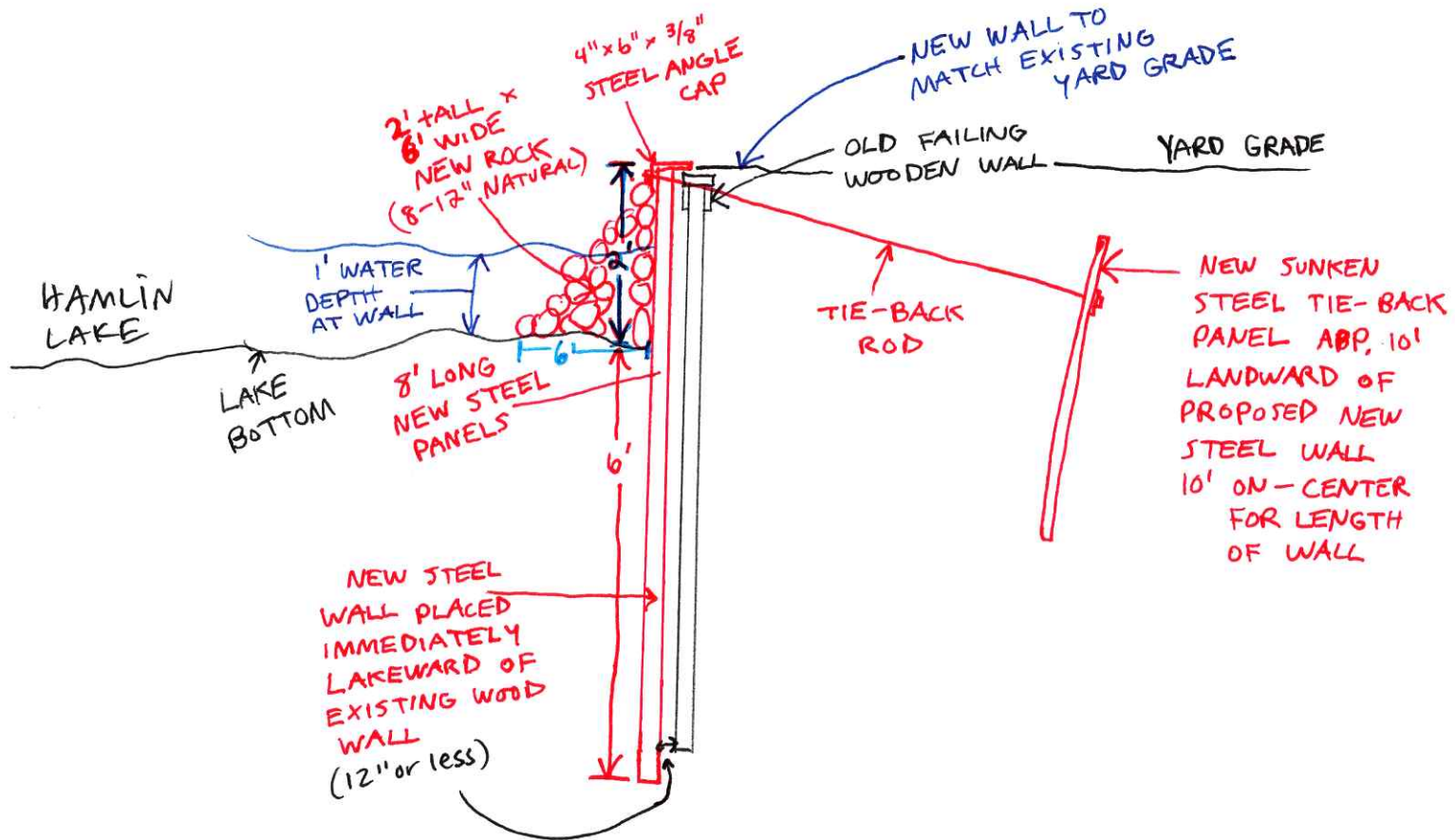
jc/sh  
Attachments  
cc: Hamlin Township Clerk  
Mason CEA  
Mason County Clerk  
Matt Swidorski, Swidorski Bros. Excavation, LLC

KONOPKA  
6082 N. Beaune Rd.  
Ludington, MI 49431





KONO PKA  
6082 N. Beanne Rd.  
Ludington, MI 49431



**From:** Chamberlin, Zachary (EGLE) <ChamberlinZ@michigan.gov>  
**Sent:** Tuesday, April 15, 2025 9:46 AM  
**To:** Chamberlin, Zachary (EGLE)  
**Subject:** May 21, 2025 Public Information Meeting on the Proposed Delineation and Assessment of Critical Dune Areas

Good Morning,

You are receiving this email because you have been identified as an official for a local unit of government that may have interest in coastal dunes.

The Michigan Department of Environment, Great Lakes, and Energy (EGLE), Water Resources Division invites the public to a virtual meeting on May 21, 2025, at 6:00PM to learn about the current effort to delineate and assess the state's Critical Dune Areas. At the meeting EGLE staff will provide an overview of the current atlas of Critical Dunes and the Critical Dune Area program, the proposed work plan for the current effort to delineate and assess dunes, and how the public can provide input to EGLE.

The study will result in an updated atlas for consideration by the legislature to use for regulatory purposes under Part 353, Sand Dunes Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). In the Fiscal Year 2024 budget, the Michigan Legislature required that EGLE conduct a delineation of the state's sand dunes and assessment of critical dune areas. To accomplish this requirement, EGLE is working with a team of contractors from the private and public sectors and is seeking public review and comment on the project. Information on the work plan is posted at [Michigan.gov/CriticalDunes](https://www.michigan.gov/CriticalDunes).

If you are interested, you may register for the event at:

<https://www.michigan.gov/egle/outreach/calendar?trumbaEmbed=view%3Devent%26eventid%3D182429438>.

Thank you,

**Zach Chamberlin**

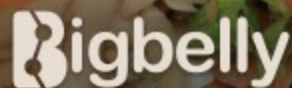
Great Lakes Shorelands Specialist

Water Resource Division

Michigan Department of Environment, Great Lakes, and Energy

269-716-4894 | [ChamberlinZ@michigan.gov](mailto:ChamberlinZ@michigan.gov)

[Follow Us | Michigan.gov/EGLE](https://www.michigan.gov/EGLE)



All Together Better

## Bigbelly Smart Compost Program

With Bigbelly Smart Compost, a cost-effective, large-scale residential food waste collection program can be up and running in a matter of weeks.



### 3 key components:



Smart Compost bins placed conveniently around a neighborhood, roughly 1 for every 100 residences.



Smart Compost app to locate and unlock bins, offering 24/7 drop-off access.



CLEAN™ Cloud-based management software, providing data insights and allowing for program operation at 50% less cost than curbside.

### Easy to get started

- Bigbelly Smart Compost is especially well-suited for multi-family residential areas.
- Smart Compost bins are placed in the public right of way, without the need for buy-in from individual residents or building managers.
- Resident participation is automated through the free Smart Compost mobile app. All they have to do is download the app and go.
- Collection is significantly more efficient than curbside. You can design routes to stay on main roads with collections consolidated at Smart Compost bin locations.



- Fully enclosed: Rats and other pests have no access to the food waste inside
- Locked chute door prevents contamination; authorized users open chute with our Smart Compost mobile app
- Chute accepts normal countertop food waste bags
- Non-compacting with internal height sensor to measure bin fullness level, preventing overfilling
- LED indicators signal drop-off availability
- Hands-free food waste disposal with Foot Pedal
- 47-gallon (178L) wheeled internal bin, compatible with ANSI and EN lift devices