AGENDA
HAYES TOWNSHIP BOARD OF TRUSTEES

7:00p.m. January 8, 2024
Hayes Township Hall
9195 Major Douglas Sloan Road
Charlevoix, Michigan 49720

Join Zoom Meeting
https://us02web.zoom.us/j/88001640434?pwd=QkdkY3AzN1dmKzZpajZQNEkwMkZ5dz09

Meeting ID: 880 0164 0434
Passcode: 251468
+1 312 626 6799 US (Chicago)

1. Call to Order
2. Pledge of Allegiance
3. Review and Approval of Agenda
4. Public Comments
5. Approval of Regular Meeting Minutes of December 11, 2023
6. Treasurers Report
7. Clerks Report: Approval of Warrants
8. Reports: County Commissioner, Zoning Administrator, Planning Commission, Zoning Board of Appeals, Parks and Recreation, Trustee's, and Supervisor Reports.

NEW BUSINESS

9. Set March Board of Review Dates
10. Asset Test Resolution (Poverty Guidelines)
11. Charlevoix County Parks Millage Resolution
12. Zoning Board of Appeals / Board of Review Appointments
13. Hayes Township Hall Improvements
14. Sexton Position
15. 2023 Year in Review
16. Public Comment
17. Board of Trustee Comment

ADJOURN MEETING

Public Comment at Meetings of the Hayes Township Board of Trustees

The Hayes Township Board of Trustees values public input and offers two opportunities for the public to comment at its meetings, once near the beginning and once near the end. This affords the Board of Trustees the opportunity to hear your views and remarks. If you speak, you should not expect to engage the Board of Trustee members or any staff in discussion or debate.

Board of Trustee members will not respond to comments made during the Public Comment unless it becomes necessary to ask a clarifying questions, correct a factual error, or to provide specific factual information.

Questions about Township matters are best directed to individual Board members or Township staff (Planner, Zoning Administrator, or Assessor) between meetings. Contact information is available on the township website at: hayestownshipmi.gov.

The availability of public comment is recognized by the Michigan Open Meetings Act. The Act provides that rules may be adopted for orderly comment from the public. To that end, the following rules have been established by the Board of Trustees:

1. A person wishing to speak will indicate on the sign in sheet that they would like to be called on at Public Comment. All persons in attendance in person will be called on first. Zoom attendees can indicate they would like to speak by raising their hand icon.
2. The person will begin by stating their name, spelling it out if requested.
3. The person addresses the Chairperson, or other person chairing the meeting, on behalf of the entire Board of Trustees. Public comment is NOT to be addressed to individual Board of Trustee members, to any township staff present, or to other members of the audience.
4. There is a three (3) minute time allotment for each speaker. The time limit may be extended by the Chairperson or majority of the Board of Trustee members present. A speaker may speak only once at each Public Comment. There is no provision for another audience member to 'donate' their three (3) minutes to another speaker.
5. A speaker will be out of order if the speaker disrupts the meeting, speaks longer than the allotted time, uses vulgarities or makes a personal attack on a Board of Trustee member or Township employee that is unrelated to the performance of that person's duties.
6. If a speaker is called out of order, that speaker will not be able to speak again at the same meeting except by special leave of the Board of Trustees
7. The Chairperson, or other person chairing the meeting, will have the discretion to permit members to speak at times other than the times reserved for Public Comment.

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin No. 13 of 2023
October 23, 2023
Property Tax and Equalization Calendar for 2024

TO: Assessor and Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Property Tax and Equalization Calendar for 2024

STATE TAX COMMISSION
2024 PROPERTY TAX, COLLECTIONS AND EQUALIZATION CALENDAR

This Tax Calendar is being provided as an informational resource for important dates and deadlines related to assessing, equalization, foreclosures, tax collections, and related topics. It does not cover every statutory or other deadline that may exist. All statutorily required dates are controlling. Dates listed in the Tax Calendar that are not directly found in statute, administrative rules, or State Tax Commission policies are suggested as best practices.

By the 15th day of each month	County Treasurer must account for and deliver to the State the State Education Tax collections on hand on the last day of the preceding month. MCL 211.43(10)
By the 1st day of each month	County Treasurer must account for and deliver to the State the State Education Tax collections on hand on or before the 15th day of the immediately preceding month. MCL 211.43(10)
December 1, 2023	Results of equalization studies must be reported to assessors of each township and city. *Responsibilities of the Equalization Director*
December 31, 2023	Deadline for an owner that had claimed a conditional rescission of a Principal Residence Exemption to verify to the assessor that the property still meets the requirements for the conditional rescission through a second and third year annual verification of a Conditional Rescission of Principal Residence Exemption (PRE) (Form 4640). MCL 211.7cc(5). Deadline for a land contract vendor, bank, credit union or other lending institution that had claimed a foreclosure entity conditional rescission of a Principal Residence Exemption to verify to the assessor that the property still meets the requirements for the conditional rescission through the filing of an annual verification of a foreclosure entity. MCL 211.7cc(5)

December 31, 2023 Cont.	Tax Day for 2024 property taxes. MCL 211.2(2) All taxes due and liens are canceled for otherwise unsold 2023 tax foreclosure parcels purchased by the state or transferred to the local unit or the Michigan Land Bank Fast Track Authority. MCL 211.78m(11) and (12)
January 2, 2024 December 31 is a Sunday January 1 is a State Holiday	Deadline for counties to file 2023 equalization studies for 2024 starting bases with the State Tax Commission for all classifications in all units on Form 602 (L-4018P) State Tax Commission Analysis for Equalized Valuation of Personal Property and Form 603 (L-4018R) State Tax Commission Analysis for Equalized Valuation of Real Property. STC Rule 209.41(5)
January 10, 2024	Except as otherwise provided in section 9m, 9n, or 9o, Assessors and/or Supervisors are required to annually send a personal property statement to any taxpayer they believe has personal property in their possession in their local unit. Form 632 (L-4175) Personal Property Statements must be sent or delivered no later than January 10 each year. MCL 211.19(2)(c)
January 25, 2024	Local units with an SEV of $15,000,000 or Less: 2023 taxes collected by January 10 must be distributed within 10 business days of January 10. MCL 211.43(5) All other local units: Must distribute 2023 taxes collected within 10 business days after the 1st and 15th of each month except in March. MCL 211.43(3)(a)
February 1, 2024	Property Services Division staff reviews preliminary forms L4030 and provide a report to the commission by February 1. STC Rule 209.42(e) Deadline to submit STC Form 2699 (L-4143) Statement of "Qualified Personal Property" by a "Qualified Business with the assessor (not later than February 1). MCL 211.8a(2) Deadline for notice by certified mail to all properties that are delinquent on their 2023 property taxes (not later than February 1). MCL 211.78f(1) Last day for county to send second notice by first class mail to all properties that have delinquent 2022 taxes. MCL 211.78f

February 14, 2024	The governing body may waive the penalty for the homestead property of a senior citizen, paraplegic, quadriplegic, hemiplegic, eligible service person, eligible veteran, eligible widow or widower, totally and permanently disabled or blind persons, if that person has filed a claim for a homestead property tax credit with the State Treasurer before February 15 (MCL 211.59(3). Also applies to a person whose property is subject to a farmland/development rights agreement if they present a copy of the development rights agreement or verification that the property is subject to the development rights agreement before February 15. If statements are not mailed by December 31, the local unit may not impose the 3% late penalty charge. MCL 211.44(3) Last day to pay property 2023 taxes without the imposition of a late penalty charge equal to 3% of the tax in addition to the property tax administration fee, if any. MCL 211.44(3)
February 15, 2024	STC reports assessed valuations for DNR lands to assessors. MCL 324.2153(2) A local unit of government that collects a summer property tax shall defer the collection of 2023 summer taxes until this date for qualified property owners who filed intent. MCL 211.51(2)
February 16, 2024 February 19 is a State Holiday February 18 is a Sunday February 17 is a Saturday	Deadline for county equalization director to publish in a newspaper, the tentative equalization ratios and estimated SEV multipliers for 2024, and to provide a copy to each assessor and board of review in the county. All notices of meetings of the boards of review must give the tentative ratios and estimated multipliers pertaining to their jurisdiction (on or before the third Monday in February). MCL 211.34a(1)
February 20, 2024	Deadline for payments to municipalities from the Local Community Stabilization Authority: Local Community Stabilization Share revenue for county extra-voted millage, township millage, and other millages levied 100% in December (not later than February 20). MCL 123.1357(8)(b) Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* must be completed and delivered to the assessor of the local unit not later than February 20 (postmark is acceptable) for each personal property parcel for which the Qualified Heavy Equipment Rental Personal Property exemption is being claimed for 2023. MCL 211.9p(2)(e)

February 20, 2024 Cont.	Form 5278 *Eligible Manufacturing Personal Property Tax Exemption Claim and Report of Fair Market Value of Qualified New and Previously Existing Personal Property (Combined Document)* must be completed and delivered to the assessor of the local unit not later than February 20 (postmark is acceptable) for each personal property parcel for which the Eligible Manufacturing Personal Property exemption is being claimed for 2023. MCL 211.9m(2)(c) Form 632 2024 *Personal Property Statemen*t must be completed and delivered to the assessor of the local unit not later than February 20 (postmark acceptable). MCL 211.19(2) Deadline for taxpayer to file Form 3711 *Report of Heavy Earth Moving Equipment Claimed as Exempt Inventory* if a claim of exemption is being made for heavy earth moving equipment. MCL 211.19(2)
February 28, 2024	Deadline for municipalities to report inaccurate 2023 commercial personal property and industrial personal property taxable values on Form 5651 *Correction of 2023 Personal Property Taxable Values Used for 2023 Personal Property Tax Reimbursement Calculations* to the county equalization director (by February 28). MCL 123.1358(5)(e)
February 29, 2024	The STC shall publish the inflation rate multiplier before March 1. MCL 211.34d(15) Last day for local treasurers to collect 2023 property taxes. MCL 211.78a
March 1, 2024	County Treasurer commences settlement with local unit treasurers. MCL 211.55 Properties with delinquent 2022 taxes, forfeit to the County Treasurer. MCL 211.78g(1). County Treasurer adds $175 fee per MCL 211.78g(1), as well as all recording fees and all fees for service of process or notice. MCL 211.78g(3)(d) Redemptions of 2022 tax-delinquent properties require additional interest at non-compounded rate of ½% per month from March 1 preceding forfeiture. MCL 211.78g(3)(b) County Property Tax Administration Fee of 4% added to unpaid 2023 taxes and interest at 1% per month. MCL 211.78a(3) Local units to turn over 2023 delinquent taxes to the County Treasurer. MCL 211.78a(2). On March 1 in each year, taxes levied in the immediately preceding year that remain unpaid shall be returned as delinquent for collection. However, if the last day in a year that taxes are due and payable before being returned as delinquent is on a Saturday, Sunday, or legal holiday, the last day taxes are due and payable before being returned as delinquent is on the next business day and taxes levied in the immediately preceding year that remain unpaid shall be returned as delinquent on the immediately succeeding business day.

March 4, 2024	The 2024 assessment roll shall be completed and certified by the assessor (on or before the first Monday in March). MCL 211.24
March 5, 2024 10 am	The assessor/supervisor shall submit the 2024 certified assessment roll to the Board of Review (Tuesday after first Monday in March). MCL 211.29(1) Organizational meeting of Township Board of Review. MCL 211.29. (Tuesday after first Monday in March). City Board of Review may vary according to Charter provisions.
Monday **March 11, 2024** 3pm - 9pm Wednesday 13, 2024 9am - 3pm	The Board of Review must meet on the second Monday in March. This meeting must start not earlier than 9 a.m. and not later than 3 p.m. The Board of Review must meet one additional day during this week and shall hold at least three hours of its required sessions during the week of the second Monday in March after 6 p.m. MCL 211.30. Note: The governing body of a city or township may authorize an alternative starting date for the second meeting of the March Board of Review, which can be either the Tuesday or the Wednesday following the second Monday in March. MCL 211.30(2)
March 14, 2024	Within ten business days after the last day of February, at least 90% of the total tax collections on hand, must be delivered by the local unit treasurer to the county and school district treasurers. MCL 211.43(3)(b)
March 31, 2024	Deadline for municipalities to report any errors identified in the 2023 personal property tax reimbursements on Form 5654 *Correction of School Millage Rates or Other Errors for the 2023 Personal Property Tax Reimbursement Calculations* to the Department of Treasury (by March 31). MCL 123.1358(4) Deadline for municipalities to report any modifications to the 2013, 2014, or 2015 commercial personal property and industrial personal property taxable values on Form 5658 *Modification of the 2013, 2014, and 2015 Personal Property Taxable Values Used for the 2023 Personal Property Tax Reimbursement Calculations* to the Department of Treasury (by March 31). MCL 123.1345(e), (o), and (z) Deadline for county equalization directors to report any corrected 2023 commercial personal property and industrial personal property taxable values on Form 5651 *Correction of 2023 Personal Property Taxable Values Used for the 2023 Personal Property Tax Reimbursement Calculations* to the Department of Treasury (by March 31). The 2023 taxable value of commercial personal property and industrial personal property shall be the taxable value on May 10, 2023. MCL 123.1358(5)(e)
April 1, 2024	Not later than April 1, local unit treasurers make final adjustment and delivery of the total amount of tax collections on hand. MCL 211.43(3)(c) Assessors are required to annually provide parcel information from any Form 5819 Qualified Heavy Equipment Rental Personal Property Exemption Claim and other parcel information required by the Department of Treasury in a form and manner required by the Department no later than April 1 of each year. MCL 211.9p

April 1, 2024 Cont.	Assessors are required to annually provide parcel information from any Form 5076 *Small Business Property Tax Exemption Claim under MCL 211.9o* and other parcel information required by the Department of Treasury for any taxpayer with more than $80,000 but less than $180,000 in true cash value in a form and manner required by the Department no later than April 1 of each year. MCL 211.9o Assessors are required to annually provide information from any Form 5277 *Affidavit to Rescind Eligible Manufacturing Personal Property Exemption* and other parcel information required by the Department of Treasury in a form and manner required by the Department no later than April 1 of each year. MCL 211.9m and 9n Assessors are required to annually provide information from any Form 5278 *Eligible Manufacturing Personal Property Tax Exemption Claim and Report of Fair Market Value of Qualified New and Previously Existing Personal Property (Combined Document)* and other parcel information required by the Department of Treasury in a form and manner required by the Department no later than April 1 of each year. MCL 211.9m and 9n On or before the first Monday in April, the BOR must complete their review of protests of assessed value, taxable value, property classification or denial by assessor of continuation of qualified agricultural property exemption. MCL 211.30a District or ISD must reach agreement for summer tax collection with township or city, or county if there is a summer school levy. MCL 380.1613(2) Last day to pay all forfeited 2021 delinquent property taxes, interest, penalties and fees, unless an extension has been granted by the circuit court. If unpaid, title to properties foreclosed for 2021 real property taxes vests solely in the foreclosing governmental unit. MCL 211.78k
April 3, 2024	The Township Supervisor or assessor shall deliver the completed assessment roll, with BOR certification, to the county equalization director not later than the tenth day after adjournment of the BOR or the Wednesday following the first Monday in April, whichever date occurs first. MCL 211.30(7) An assessor shall file Form 606 (L-4021) *Assessment Roll Changes Worksheet* with the County Equalization Department, and Form 607 (L-4022) *Report of Assessment Roll Changes and Classification* (signed by the assessor) with the County Equalization Department and the STC, immediately following adjournment of the board of review. (STC Rule 209.26(6a), (6b)). Form 607 (L-4022) <u>must</u> be signed by the assessor of record.
April 9, 2024	County Board of Commissioners meets in equalization session. (Tuesday following the second Monday in April each year) MCL 209.5(1) and 211.34(1)
April 15, 2024	Deadline for county treasurers to record Certificates of Forfeiture for the March 1 forfeiture parcels. MCL 211.78g(2)

	Deadline for eligible claimants to submit a certified statement and electronically submit the essential services assessment liability and late payment penalty in full for the 2023 assessment year. MCL 211.1057(4) Equalization director files separate Form 2164 (L-4023) *Analysis for Equalized Valuation* for each unit in the county with the STC no later than the third Monday in April. STC Rule 209.41(6); MCL 211.150(4) The county equalization department assembles the local unit 4626 reports and submits the data to the e-Equalization site by the third Monday in April. MCL 207.12. Allocation Board meets and receives budgets. (on or before the third Monday in April each year) MCL 211.210
April 30, 2024	Last day of deferral period for winter (December 1) property tax levies, if the deferral for qualified taxpayers was authorized by the County Board of Commissioners. MCL 211.59(3)
May 1, 2024	Deadline for filing a *Principal Residence Exemption (PRE) Active Duty Military Affidavit* (Form 4660) to allow military personnel to retain a PRE for up to three years if they rent or lease their principal residence while away on active duty. MCL 211.7dd
	Deadline for Department of Treasury to post the *2024 Millage Rate Comparison Reports* on the Personal Property Tax Reimbursements website (not later than May 1). MCL 123.1353(5) Final day for completion of delinquent tax rolls. MCL 211.57(1) Deadline for filing Form 2599 *Claim for Farmland (Qualified Agricultural) Exemption from Some School Operating Taxes* with the local assessor if the property is NOT classified agricultural or if the assessor asks an owner to file it to determine whether the property includes structures that are not exempt. MCL 211.7ee(2)
May 6, 2024	On or before the first Monday in May of each year, the assessing officer of each township or city shall tabulate the tentative taxable value as approved by the local board of review and as modified by county equalization for each classification of property that is separately equalized for each unit of local government and provide the tabulated tentative taxable values to the county equalization director on STC Form 4626. MCL 211.34d(2) The equalization director files a tabular statement of the county equalization adopted by the County Board of Commissioners on Form 608 (L-4024) *Personal and Real Property - TOTALS* prescribed and furnished by the STC on or before the first Monday in May. STC R209.41(8), MCL 209.5(2)

May 6, 2024 Cont.	Deadline for filing official County Board of Commissioners report of county equalization, Form 608 (L-4024) *Personal and Real Property-TOTALS,* with STC (first Monday in May). MCL 209.5(2) Appeal from county equalization to Michigan Tax Tribunal must be filed within 35 days after the adoption of the county equalization report by the County Board of Commissioners. MCL 205.735(3) Deadline for assessor to file tabulation of Taxable Valuations for each classification of property with the county equalization director on STC Form 609 (L-4025) *Report of Taxable Valuations Including Additions, Losses and Totals as Approved by the Board of Review* to be used in "Headlee" calculations (first Monday in May). MCL 211.34d(2)
May 13, 2024	Preliminary state equalization valuation recommendations presented by the Property Services Division staff to the State Tax Commission (second Monday in May). MCL 209.2(1)
May 15, 2024	Deadline for assessors to report the 2024 taxable value of commercial personal property and industrial personal property to the county equalization director (not later than May 15). The 2024 taxable value of commercial personal property and industrial personal property shall be the taxable value on May 10, 2024. MCL 123.1353(3) Not later than this date, the State must have prepared an annual assessment roll for the state-assessed properties. MCL 207.9(1)
May 20, 2024	Deadline for payments to municipalities from the Local Community Stabilization Authority: For underpayment of the 2023 personal property tax reimbursement and remaining balance of Local Community Stabilization Share revenue (not later than May 20). MCL 123.1357(8)(d)
May 28, 2024 May 27 is a State Holiday	State Equalization Proceeding - Final State Equalization order is issued by State Tax Commission (fourth Monday in May). MCL 209.4
May 31, 2024 June 1 is a Sunday	If as a result of State Equalization, the taxable value of property changes, the Equalization Director shall revise the millage reduction fractions by the Friday following the fourth Monday in May. MCL 211.34d(2) Deadline for county equalization directors to report the 2024 taxable value of commercial personal property and industrial personal property for each municipality in the county on the *Personal Property Summary Report (PPSR)* to the Department of Treasury (not later than May 31). The 2024 taxable value of commercial personal property and industrial personal property shall be the taxable value on May 10, 2024. MCL 123.1353(3)

May 31, 2024 Cont.	Michigan Tax Tribunal Filing Deadline: Appeals of property classified as commercial real, industrial real, developmental real, commercial personal, industrial personal or utility personal must be made by filing a written petition with the Michigan Tax Tribunal on or before May 31 of the tax year involved. MCL 205.735a(6). (A petition required to be filed by a day during which the offices of the tribunal are not open for business shall be filed by the next business day; MCL 205.735a(8))
June 1, 2024	Deadline for filing Form 2368 Principal Residence Exemption (PRE) Affidavit for exemption from the 18-mill school operating tax to qualify for a PRE for the summer tax levy. MCL 211.7cc(2) Deadline for filing the initial request (first year) of a Conditional Rescission of Principal Residence Exemption (PRE) (Form 4640) for the summer tax levy. MCL 211.7cc(5) Deadline for filing Form 4983 Foreclosure Entity Conditional Rescission of a Principal Residence Exemption (PRE) to qualify for the summer tax levy. MCL 211.7cc(5) Assessment Roll due to County Treasurer if local unit is not collecting summer taxes. MCL 211.905b(6)(a) No later than June 1, the County Treasurer delivers to the State Treasurer a statement listing the total amount of state education tax (SET) not returned delinquent, collected by the County Treasurer, and collected and remitted to the County Treasurer by each city or township treasurer, also a statement for the county and for each city or township of the number of parcels from which the SET was collected, the number of parcels for which SET was billed, and the total amount retained by the County Treasurer and by the City or Township Treasurer. MCL 211.905b(12)
June 2, 2024	Last day to send the first notice to all properties that are delinquent on 2023 taxes. MCL 211.78b
June 3, 2024	Requests are due from a Tax Increment Finance Authority, Local Development Financing Authority or Downtown Development Authority for state reimbursements of tax increment revenue decreases as a result of the MBT reduction in personal property taxes (not later than June 1). Form 4650; MCL 125.4312b(2); MCL 125.4411b(2); MCL 125.4213c(2)
	The Department of Treasury shall rescind for the 2023 assessment year any Eligible Manufacturing Personal Property (EMPP) exemption described in MCL 211.9m and 211.9n granted for any parcel for which the essential services assessment payment in full and any penalty due have not been received or for which the department discovers that the property is not eligible (no later than the first Monday in June) MCL 211.1057(5)(a)

June 3, 2024 Cont.	County Equalization Director calculates current year millage reduction fractions including those for inter-county taxing jurisdictions. The completed, verified Form 612 (L-4028) *Millage Reduction Fraction Computation* is filed with the County Treasurer and the STC on or before the first Monday in June. MCL 211.34d(3). For the inter-county governmental units covering more than one county, the County Equalization Director responsible compiles the appropriate taxable values, completes, and verifies Form 613/L-4028IC, *Complete Millage Reduction Fraction Computation* on behalf of inter-county governmental units. Deadline for notifying protesting taxpayers in writing of Board of Review Action (by the first Monday in June). MCL 211.30(4)
June 7, 2024	Deadline for county equalization directors to compile and report the 2024 taxable value of commercial personal property and industrial personal property for each municipality levying a millage in more than one county on the *Personal Property Inter-County Summary Report (PPSR-IC)* to the Department of Treasury (not later than June 7). The 2024 taxable value of commercial personal property and industrial personal property shall be the taxable value on May 10, 2024. MCL 123.1353(3) Deadline for assessors to report the 2023 and 2024 taxable values for each renaissance zone on *2024 Renaissance Zone Tax Reimbursement Data* (Form 3369). MCL 125.2692
June 10, 2024	Allocation Board must issue final order not later than the second Monday in June. MCL 211.216
June 14, 2024 June 15 is a Saturday	
June 17, 2024	Requests are due from a Brownfield Redevelopment Authority for state reimbursements of tax increment revenue decreases as a result of the MBT reduction in personal property taxes (not later than June 15). Form 4650; P.A. 154 of 2008. MCL 125.2665a(2) Deadline for foreclosing governmental units to file petition for tax foreclosure with the circuit court clerk for the March 1, 2024 forfeitures. MCL 211.78h(1)
	Deadline for Tax Increment Finance (TIF) Authorities to file the TIF loss reimbursement claims - Form 5176 *Request for State Reimbursement of Tax Increment Finance Authority Personal Property TIF Loss for NON-Brownfield Authorities*, Form 5176BR *Request for State Reimbursement of Tax Increment Finance Authority Personal Property TIF Loss for Brownfield Authorities*, or Form 5176ICV *Tax Increment Financing Personal Property Loss Reimbursement for Authorities with Increased Captured Value Loss.* MCL 123.1356a(3)

June 17, 2024 Cont.	Deadline for submission of Water Pollution Control PA 451 of 1994 Part 37 (MCL 324.3702 and R 209.76) and Air Pollution Control PA 451 of 1994 Part 59 (MCL 324.5902 and R 209.81) tax exemption applications to the State Tax Commission. Note: Applications for the above exemption programs received on or after June 16 shall be considered by the Commission contingent upon staff availability. Deadline for the assessor's report to the STC on the status of each Neighborhood "homestead" exemption granted under the Neighborhood Enterprise Zone Act. MCL 207.786(2)
June 24, 2024	Deadline for equalization directors to file tabulation of final Taxable Valuations with the State Tax Commission on Form 2795 (L-4046) (fourth Monday in June). MCL 211.27d
June 28, 2024 June 30 is a Sunday June 29 is a Saturday	Deadline for County Equalization Director to file Interim Status Report of the ongoing study for the current year. STC Rule 209.41(4) Township Supervisor shall prepare and furnish the summer tax roll before June 30 to the Township Treasurer with supervisor's collection warrant attached if summer school taxes are to be collected. MCL 380.1612(1)
June 30, 2024	County Treasurer to spread summer SET and County Allocated and Prepare Tax Roll MCL 211.905b(6)(b). Not later than June 30, the county treasurer or the state treasurer shall spread the millage levied against the assessment roll and prepare the tax roll. Summer Tax Levy for School Millage Detail and Tax Roll. MCL 380.1613(4)(c). Before June 30 the County Treasurer or the treasurer of the school district or intermediate school district shall spread the taxes being collected.
July 1, 2024 June 30 is a Sunday	Deadline for classification appeals to STC. MCL 211.34c(6). A classification appeal must be filed with the STC in writing on Form 2167 (L-4100) Property Owner Petition for Change of Property Classification (June 30). Taxes due and payable in those jurisdictions authorized to levy a summer tax. (Charter units may have a different due date). MCL 211.44a(3) and (4)
July 2, 2024	Deadline for governmental agencies to exercise the right of refusal for 2024 tax foreclosure parcels. (first Tuesday in July) MCL 211.78m(1)
July 16, 2024	The July Board of Review may be convened (Tuesday after the third Monday in July). MCL 211.53b. The governing body of the city or township may authorize, by adoption of an ordinance or resolution, one or more of the following alternative meeting dates for the purposes of this section. An alternative meeting date during the week of the third Monday in July. MCL 211.53b(9)(b)
July 31, 2024	Form 170-CFT Commercial Facilities Tax Report must be filed with the Property Services Division on or before July 31 of the year following the tax year involved.

July 31, 2024 Cont.	Form 170-CRA Commercial Rehabilitation Act Tax Report must be filed with the Property Services Division on or before July 31 of the year following the tax year involved. Form 170-OPRA Obsolete Property Rehabilitation Act Tax Report must be filed with the Property Services Division on or before July 31 of the year following the tax year involved. Form 170-IFT Industrial Facilities Tax Report must be filed with the Property Services Division on or before July 31 of the year following the tax year involved. Michigan Tax Tribunal Filing Deadline: Appeals of property classified as residential real, agricultural real, timber-cutover real or agricultural personal must be made by filing a written petition with the Michigan Tax Tribunal on or before July 31 of the tax year involved. MCL 205.735a(6)
August 1, 2024	Deadline for eligible local school districts to file Form 5451 *2024 School District Debt Millage Rate for the 2024 Personal Property Tax Reimbursement Calculation* (by August 1). MCL 123.1353(4) Deadline for eligible local school districts to file Form 5609 *2024 Hold Harmless Millage Rate for the 2024 Personal Property Tax Reimbursement Calculation* (by August 1). MCL 123.1353(4) Deadline for a county, township, village, city, or local authority to file Form 5608 *Portion of 2023 Essential Services Millage Rate Dedicated for the Cost of Essential Services* (by August 1). MCL 123.1353(7) Deadline for a municipality to file Form 5613 *Millage Rate Correction for the 2024 Personal Property Tax Reimbursement Calculations* (by August 1). MCL 123.1358(4)
August 15, 2024	Deadline to certify 2024 essential services assessment statement and electronically submit essential services assessment in full to the Department of Treasury without late payment penalty. MCL 211.1057(3)
August 19, 2024	Deadline for taxpayer to file appeal directly with the Michigan Tax Tribunal if final equalization multiplier exceeds tentative multiplier and a taxpayer's assessment, as equalized, is in excess of 50% of true cash value (by the third Monday in August). MCL 205.737(7)
September 1, 2024	Last day for county to send notice by first class mail to all properties that have delinquent 2023 taxes. MCL 211.78c
September 15, 2024	Deadline to amend a previously certified 2024 essential services assessment statement. MCL 211.2057(4)

September 16, 2024	Summer Taxes Due: Summer taxes due, unless property is located in a city with a separate charter due date (Sept 14). MCL 211.905b(10), MCL 380.1613(4)(e). MCL 211.107 Interest of 1% per month will accrue if the payment is late for the State Education Tax and County Taxes that are part of the summer tax collection. MCL 211.905b(9) and 211.44a(6). Note: date may be different depending on the city charter. Last day for qualified taxpayers to file intent for 2024 summer tax deferral. MCL 211.51(7)
September 30, 2024	Not later than September 30 of the second calendar year after the 2022 foreclosure, the county FGU shall submit a written report to its board of commissioners and the state treasurer identifying any remaining balance and any contingent costs. MCL 211.78i Not later than September 30 of the second calendar year after the 2022 foreclosure, the department of treasury shall submit an electronic report to the house and senate committees with jurisdiction over taxation. MCL 211.78m(8) Clerk of township or city delivers to supervisor and county clerk a certified copy of all statements, certificates, and records of vote directing monies to be raised by taxation of property. MCL 211.36(1) Financial officer of each unit of local government computes tax rates in accordance with MCL 211.34d and MCL 211.34 and governing body certifies that rates comply with Section 31, Article 9, of 1963 Constitution and MCL 211.24e, Truth in Taxation, on Form 614 (L-4029) Tax Rate Request (on or before September 30). MCL 211.36.
October	County Prosecutor is obligated by statute to furnish legal advice promptly regarding the apportionment report. A County Board of Commissioners shall not authorize the levy of a tax unless the governing body of the taxing jurisdiction has certified that the requested millage has been reduced, if necessary, in compliance with Section 31 of Article 9 of the State Constitution of 1963 and MCL 211.34d, 211.37 and 211.34(1). The County Board also receives certifications that Truth in Taxation hearings have been held if required. MCL 211.24e
October 1, 2024	County Treasurer adds $15 for each parcel of property for which the 2022 real property taxes remain unpaid. MCL 211.78d
October 15, 2024	The assessor reports the status of real and personal Industrial Facility Tax property to STC. MCL 207.567(2) Governmental units report to the STC on the status of each exemption granted under the Commercial Redevelopment Act. MCL 207.666 Qualified local governmental units report to the STC on the status of each exemption granted under the Commercial Rehabilitation Act. MCL 207.854

October 15, 2024 Cont.	Qualified local governmental units report to the STC on the status of each exemption granted under the Obsolete Property Rehabilitation Act. MCL 125.2794 The assessor's annual report of the determination made under MCL 207.783(1) to each taxing unit that levies taxes upon property in the local governmental unit in which a new facility or rehabilitated facility is located and to each holder of the Neighborhood Enterprise Zone certificate. MCL 207.783(2)
October 20, 2024	Deadline for payments to municipalities from the Local Community Stabilization Authority: Local Community Stabilization Share revenue for county allocated millage and other millages not levied 100% in December (not later than October 20). MCL 123.1357(8)(a) and (c)
October 31, 2024	October apportionment session of the County Board of Commissioners to examine certificates, direct spread of taxes in terms of millage rates to be spread on Taxable Valuations (not later than October 31). MCL 211.37 Deadline for submission of New Personal Property PA 328 of 1998, Obsolete Property PA 146 of 2000 (, Commercial Rehabilitation PA 210 of 2005, Neighborhood Enterprise Zone PA 147 of 1992, Charitable Nonprofit Housing PA 612 of 2006 (STC approved application and instructions), Commercial Facilities PA 255 of 1978 and Industrial Facilities PA 198 of 1974 tax exemption applications to the State Tax Commission. Note: Applications for the above exemption programs received after October 31 shall be considered by the Commission contingent upon staff availability.
November 1, 2024	Deadline for filing Principal Residence Exemption Affidavit (Form 2368) for exemption from the 18-mill school operating tax to qualify for a PRE for the winter tax levy (on or before November 1). MCL 211.7cc(2) Deadline for filing the initial request (first year) of a Conditional Rescission of Principal Residence Exemption (PRE) (Form 4640) for the winter tax levy. MCL 211.7cc(5) Deadline for filing for Foreclosure Entity Conditional Rescission of a Principal Residence Exemption (PRE) (Form 4983) to qualify for the winter tax levy. MCL 211.7cc(5)
November 5, 2024	Township Supervisor shall notify Township Treasurer of the amount of county, state and school taxes apportioned in township to enable treasurer to obtain necessary bond for collection of taxes (on or before November 5). MCL 211.43(1)
November 15, 2024	Form 600 (L-4016) Supplemental Special Assessment Report, due to the STC.
November 28, 2024	Township Treasurer gives County Treasurer a bond running to the county in the actual amount of county, state and school taxes (on or before November 28). MCL 211.43(2)

November 30, 2024	Deadline for payments to municipalities from the Local Community Stabilization Authority: Local Community Stabilization Share revenue to municipalities with state facilities under 1977 PA 289, MCL 141.951 to 141.956 and to municipalities that incur certain costs of required and allowable health services under 1978 PA 368, MCL 333.2475 (not later than November 30). MCL 123.1357(8)(e)
December 1, 2024	Results of equalization studies must be reported to assessors of each township and city. *Responsibilities of the Equalization Director* County Treasurer delivers to Township Supervisor a signed statement of approval of the bond and the Township Supervisor delivers the tax roll to the Township Treasurer. MCL 211.43 2024 winter taxes due and payable to local unit treasurer are a lien on real property. Charter cities or villages may provide for a different day. MCL 211.40 County Equalization Director submits apportionment millage report to the STC. MCL 207.12
December 2, 2024 December 1 is a Sunday	Deadline for foreclosing governmental units to transfer list of unsold 2024 tax foreclosure parcels to the clerk of the city, township, or village in which the parcels are located (on or before December 1). MCL 211.78m(6)
MTT Note:	Appeal to Michigan Tax Tribunal of a contested tax bill must be filed within 60 days after the mailing of the tax bill that the taxpayer seeks to contest. MCL 205.735. (Limited to arithmetic errors)
December 10, 2024	The December Board of Review may be convened (Tuesday after the second Monday in December). MCL 211.53b. The governing body of the city or township may authorize, by adoption of an ordinance or resolution, one or more of the following alternative meeting dates for the purposes of this section: An alternative meeting date during the week of the second Monday in December. MCL 211.53b(7)
December 31, 2024	The Department of Treasury may appeal the 2024 classification of any assessable property to the Small Claims Division of the Michigan Tax Tribunal. MCL 211.34c(7) Deadline for an owner that had claimed a conditional rescission of a Principal Residence Exemption to verify to the assessor that the property still meets the requirements for the conditional rescission through a second and third year annual verification of a Conditional Rescission of Principal Residence Exemption (PRE) (Form 4640). MCL 211.7cc(5) Deadline for a land contract vendor, bank, credit union or other lending institution that had claimed a foreclosure entity conditional rescission of a Principal Residence Exemption to verify to the assessor that the property still meets the requirements for the conditional rescission through the filing of an annual verification of a foreclosure entity. (MCL 211.7cc(5)

December 31, 2024 Cont.	An eligible claimant may appeal an assessment levied, a penalty or rescission under the Essential Service Assessment Act to the Michigan Tax Tribunal by filing a petition no later than December 31 in that same tax year. MCL 211.1057(7) Tax Day for 2025 property taxes. MCL 211.2(2)
January 2, 2025 December 31 is a State Holiday January 1 is a State Holiday	Deadline for counties to file 2024 equalization studies for 2025 starting bases with State Tax Commission (STC) for all classifications in all units on Form 602 (L-4018P) State Tax Commission Analysis for Equalized Valuation of Personal Property and Form 603 (L-4018R) State Tax Commission Analysis for Equalized Valuation of Real Property. STC Rule 209.41(5)

Hayes TOWNSHIP

Zoning Administrator Report

January 2024

Zoning Administrator work in progress report for the month of January includes the following:

- Michigan Heights lot requirements setbacks review
- Proposed repair on retaining wall/seawall on Lake Charlevoix- working with EGLE
- Conversion of garage to dwelling
- Outdoor sales and indoor service/repair facility
- Setback and other zoning requirements for replacement of home
- Continue work to complete application for garage with/without living space
- Three inquires for clustered/tiny home developments
- Working with Charlevoix County Equalization on new mapping for lakes and streams as well as zoning map corrections
- Attended Special Meeting PC January workshop as well as regular meeting in December

January 2023 Treasurer Report

(As of January 3, 2022)

Charlevoix State Bank

1.General Fund-$385,532.93

($175,532.93 available, $210,000 Recommended Reserve)

2. Tax Account-*$574,219.36 (restricted Treasury Funds*)

3. Township Warrant Checking-$5,023.73

4. Pantry-$3,348.64

5.ARPA (restricted funds)-$202,071.48

6.Fundraising Account-$2,319.01

7.EMS Construction Account (restricted funds)-$103,838.54

Forefront

8.Metro Account Revenue Sharing-$66,413.46

9.Prime Share Account-$134.60

Horizon Bank

10.Road Fund (RESTRICTED ROAD FUNDS)-$141,172.71

HAYES TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
December 11TH, 2023 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

The December 11th, 2023, meeting of the Hayes Township Board was called to order by Supervisor Ron VanZee at 7:00 pm.
Board members present were Matt Cunningham (Trustee), Julie Collard (Treasurer), Doug Kuebler (Trustee), April Hilton (Deputy Clerk/Recording Secretary), Ron VanZee (Supervisor) and Kristin Baranski (Clerk)
Audience Members signed in: David Zipp, Katherine Simon, LuAnne Kozma, Ellis Boal, Jim McMahon, CT Martin, Bob Jess, Janet Simon, Betty Henne, Dianne McMahon, David Kemme, Melvin Czechowski, Erik Hosler, and Joni Hosler.

CALL TO ORDER
Supervisor Ron VanZee called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

REVIEWED & APPROVED AGENDA
Mr. Kuebler made a motion, supported by Ms. Baranski, to approve the agenda as presented.
Yays: Matt Cunningham, Julie Collard, Doug Kuebler, Ron VanZee, and Kristin Baranski.
Nays: None Motion Carried

PUBLIC COMMENTS UNRELATED TO AGENDA ITEMS
Public comment opened and closed at 7:02.
Public comments included:
- images of snow fence around the Reith Riley Pit. Mr. VanZee will reach out to Reith Riley.

Closed at 7:03

APPROVAL OF NOVEMBER 13TH 2023 BOT REGULAR MEETING MINUTES:
Mr. Kuebler made a motion, supported by Mr. Cunningham to approve the November 13th, 2023, Board of Trustees regular meeting minutes as presented.
Yeas: Julie Collard, Ron VanZee, Matt Cunningham, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

TREASURERS REPORT

Ms. Collard presented a written report reporting all Hayes Township account balances.

CLERKS REPORT: APPROVAL OF WARRANTS

Clerk, Ms. Baranski, presented the warrants in the amount of $35,717.70.
Ms. Baranski made a motion, supported by Ms. Collard, to approve Township warrants in the amount of $35,717.70. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Ms. Collard to approve the installment payment for the EMS building loan in the amount of $10,248.13, the total installment payment will be offset 100% by the LCEMSA monthly lease payment. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler to approve the Road Commission payment in the amount of $50,000.00 for the Murray Road Project. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler to approve the new water softener proposal from Superior Mechanical for the Hayes Township Hall in the amount of $3787.21. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler to approve the donation from the ARPA fund to the Lake Charlevoix EMS in the amount of $10,000 for a new LifePak 15 at the total cost of $58,000.00. A roll call was taken.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

COUNTY COMMISSIONER REPORT

Mr. Jess presented an oral county commissioner report.

PARKS AND REC. REPORT

Next meeting will be held on January 3rd, 2023, at 6:00pm at Hayes Township Hall.

PLANNING COMMISSION

Mr. Cunningham presented the Planning Commission Report. The next Planning Commission meeting is December 12th, 2023, at 7:00 pm.

ZONNING BOARD OF APPEALS

No report.

ZONING ADMINISTRATOR REPORT

Ron VanZee presented a Zoning Administrator report.
Report available at the Hayes Township Hall.

TRUSTEES:

NA

SUPERVISOR REPORT: Ron VanZee presented a supervisor report.

MICHIGAN STATE POLICE 2023 FORFEITURE REPORT:

Ms. Baranski made a motion, supported by Ms. Collard to approve Ron VanZee to sign the Michigan State Police 2023 Forfeiture report.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

HAYES TOWNSHIP
BOARD OF TRUSTEES REGULAR MEETING
December 11^{TH}, 2023 7:00 PM
HAYES TOWNSHIP HALL
09195 MAJOR DOUGLAS SLOAN RD
CHARLEVOIX, MICHIGAN 49720
ZOOM 849 2451 3210

SET 2024 MEETING DATES:

Mr. Kuebler made a motion, supported by Mr. Cunningham to approve the 2024 BOT Meeting Dates as presented.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Nays: None **Motion Carried**

PLANNING COMMISSION AND ZONING BOARD OF APPEALS TERM EXPIRATIONS/RESIGNATIONS/REAPPOINTMENTS/APPOINTMENTS:

Mr. Cunningham made a motion, supported by Mr. Kuebler to accept Tom Darnton's Resignation from the ZBA.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Ms. Collard to appoint Rod Slocum from an alternate to a sitting member of the ZBA to complete Tom Darnton's term expiring on 3/16/25.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kubler to reappoint Matt Cunningham to the Planning Commission with the expiration date of 12/11/2026.

Yeas: Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Abstain: Matt Cunningham

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Ms. Collard to reappoint Rex Greenslade to the Planning Commission for a three-year term expiring 1/11/2027.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kuebler to reappoint Mark Snyder to the Planning Commission with a three-year term expiring 12/15/2026.

Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.

Nays: None **Motion Carried**

Ms. Baranski made a motion, supported by Mr. Kubler to reappoint Marilyn Morehead to the Planning Commission for a three-year term expiring 1/11/2027.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler, and Kristin Baranski.
Nays: None **Motion Carried**

PUBLIC COMMENTS: Public comments opened at 7:33 pm.
Comments included:

- Clarification when the December Planning Commission Meeting is scheduled.
- Clarification of what ARPA stands for and how the funds are calculated. Plans for the new fire truck purchased by Hayes Township. Requested the results for the Parks and Rec survey be posted on the website.
- Recommended putting the donation to the Charlevoix Township fire department into Derek Burnetts name for the uniforms to be fitted for him specifically.

Public comments closed at 7:42 p.m.

BOARD OF TRUSTEE COMMENT:

ADJOURNMENT: Mr. Kuebler made a motion, supported by Mr. Cunningham, to adjourn at 7:42 p.m.
Yeas: Matt Cunningham, Julie Collard, Ron VanZee, Doug Kuebler and Kristin Baranski.
Nays: None **Motion Carried**

Respectfully Submitted,
April Hilton
Hayes Township Deputy Clerk/Recording Secretary

TOWNSHIP OF HAYES
Resolution No. 01082024

At a regular meeting of the Hayes Township Board held at the Hayes Township Hall 09195 Major Douglas Sloan Road, Charlevoix, Michigan 49720 on January 8, 2024..

Present: Supervisor Ron VanZee, Treasurer Julie Collard, Clerk Kristin Baranski, Trustee Matt Cunningham, Trustee Doug Kuebler
Absent: None

The following resolution was made by XXXXX and supported by XXXXX to-wit:

ASSET LEVEL TEST

WHEREAS PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test.

WHEREAS an asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test is calculated based on a maximum amount permitted and all other assets above that is considered as available;

WHEREAS the homestead of persons, who in the judgment of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and

WHEREAS pursuant to PA 390, 1994 Hayes Township, Charlevoix County adopts the following guidelines for the board of review to implement. The asset level test shall include but not be limited to the specific income of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a homestead the property for which an exemption is requested.

2. File a claim with the board of review, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year.
3. Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
4. Meet the Federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
5. Provide a list of asset valuations, including cash on hand, fixed assets, and any other property that could be used, or converted to cash for use in the payment of property taxes.
6. The board of review shall not include the homesteaded property to calculate the asset level.
7. If the combined total of cash on hand, fixed assets, and any other property values exceed the Federal Poverty Guidelines by one (1) times no exemption is allowed

NOW, THEREFORE, BE IT RESOLVED the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption per PA 253 2020.

RESOLUTION DECLARED ADOPTED.

TOWNSHIP OF HAYES

By:____________________

Kristin Baranski, Clerk

I, the undersigned, the Clerk of the Township of Hayes, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Charlevoix County at its regular meeting held in January 8, 2024 relative to adoption of the resolution herein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: January 8, 2024

____

Kristin Baranski, Clerk

Gmail

clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Message from "RNP5838793ABF5D"

3 messages

clerkhayestownshipmi@gmail.com <clerkhayestownshipmi@gmail.com> Wed, Jul 12, 2023 at 1:20 PM
To: Assessor <assessor@hayestownshipmi.gov>

This E-mail was sent from "RNP5838793ABF5D" (IM C3000).

Scan Date: 07.12.2023 13:20:09 (-0400)
Queries to: clerkhayestownshipmi@gmail.com

20230712132009698.pdf
1930K

clerkhayestownshipmi@gmail.com <clerkhayestownshipmi@gmail.com> Wed, Jul 12, 2023 at 3:37 PM
To: Assessor <assessor@hayestownshipmi.gov>

This E-mail was sent from "RNP5838793ABF5D" (IM C3000).

Scan Date: 07.12.2023 15:37:17 (-0400)
Queries to: clerkhayestownshipmi@gmail.com

20230712153718034.pdf
1504K

Alisa Abiney <assessorhayestownshipmi@gmail.com> Thu, Jul 13, 2023 at 9:23 AM
Reply-To: assessor@hayestownshipmi.gov
To: clerkhayestownshipmi@gmail.com

Federal Poverty Level (FPL)

Family size	2022 income numbers	2023 income numbers
For individuals	$13,590	$14,580
For a family of 2	$18,310	$19,720
For a family of 3	$23,030	$24,860
For a family of 4	$27,750	$30,000
For a family of 5	$32,470	$35,140
For a family of 6	$37,190	$40,280
For a family of 7	$41,910	$45,420
For a family of 8	$46,630	$50,560
For a family of 9+	Add $4,720 for each extra person	Add $5,140 for each extra person

[Quoted text hidden]

--
Alisa Abiney, MAAO
09195 Major Douglas Sloan Rd
Charlevoix, MI 49720
(231) 497-9361

Hayes

PROPOSAL AND ACCEPTANCE

bartletts' HOME INTERIORS
Where you're always at home.
06499 N. M-66 HWY.
CHARLEVOIX, MICHIGAN 49720
TELEPHONE 231-547-2884
FAX 231-547-0719

CLIENT	PHONE	DATE
Hayes Township Hall 9195 Major Douglas Sloan Road Charlevoix, MI 49720	231-547-6961 E-MAIL clerk@hayestownshipmi.gov	01/08/24
JOB LOCATION	CONTACT	JOB NAME/NUMBER
Same	Kristin Baranski 248-535-4269	Hayes Township

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Carpet Proposal

Area: Main Hall, including Offie & Hallway
Product: EF "Start Living"
Color: Dolphin
Style: Carpet Tiles
Pad: N/A

Carpet	$6,350.40
Carpet Adhesive	622.09
Vinyl Floor Transition	32.80
Cove Base	391.50
Cove Base Adhesive	84.00
Installation Materials	50.00
	$7,530.79
Labor	3,725.00
Freight	300.00
Total Proposed Amount:	**$11,555.79**

NOTES Above figures do not include materials or labor for cutting down doors, or excessive sub-floor preparation.

We Propose hereby to furnish materials and labor - complete in accordance with above specifications,
sum of: **Eleven Thousand Five Hundred Fifty Five and 79/100 Dollars ($).** **Requested Deposit: $6,000.00**
Payment as follows: Deposit to place order, materials balance upon arrival, final balance upon completion.
****NOTE: All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices.** Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
We do not disconnect/ reconnect electronic equipment or computers. The area where entertainment/computer centers are to be placed, must be clear and ready for the unit. We cannot move existing furniture to different locations unless it is being replaced by purchased furniture. We are not authorized to disconnect or reconnect gas lines. Removal/ replacement of toilets, is not included unless specifically stated in proposal. Additional charges may incur due to unforeseen structural problems.

Authorized Signature: Bruce Bartlett

Note: This Proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

Signature________________________________

Date of Acceptance________________________________

Whitley's Floor Covering, Inc.
204 West Lincoln Street
CHARLEVOIX, MICHIGAN 49720

(616) 547-4972

JOB ESTIMATE

PHONE

DATE 12-19-23

JOB NAME/LOCATION
Carpet & Cove base
office

TO Hayes Township Hall
Major Douglas Sloan Highway
Charlevoix Mi. 49720

JOB DESCRIPTION: Remove & Replace cove base
> Install new carpet in described area.

Material: 41.33 sq. yds. Carpet
75' cove base
Adhesive, Cove base
Sealers, Transition.

Carpet Scholarship II 26oz nylon
Adhesive Parabond Supreme
Cove base Roppe 4" cove base

> Costs: Material: $894.35
Labor: $653.62
Tax $53.66 (if applicable)
$1601.63

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORSEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST $1601.63

ESTIMATED BY Cory W Whitley

Whitley's Floor Covering, Inc.
204 West Lincoln Street
CHARLEVOIX, MICHIGAN 49720

(616) 547-4972

JOB ESTIMATE

PHONE

DATE 12·19·23

TO Hayes Township Hall
Major Douglas Sloan Highway
Charlevoix Mi. 49720

JOB NAME/LOCATION
Carpet + Cove base
Main conference Rm. + Hall

JOB DESCRIPTION: Remove + Replace Cove base
> Install new carpet in described areas.

Material : 208 sq. yds Carpet
216' Cove Base
Adhesives, Sealers, Transitions in doorways

Carpet: Mohawk Scholarship II 26 oz nylon
Adhesive Parabond supreme
Cove base Roppe 4" with Toe

> Costs: Material : # 4260.60
Labor : # 3087.00
Tax : # 255.64 (if applicable)
7603.24

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORSEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

ESTIMATED JOB COST # 7603.24

ESTIMATED BY Gregg W. Whitley

Proposal for:

Hayes Township, Charlevoix County MI

July 21, 2022

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

Upgrade - Cloud Modules

Property	
Assessing	**$1,940**
Tax	**$1,735**
BS&A Online	
Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor* *Pay-Per-Hit*	**$0**
Subtotal	**$3,675**

New Purchase - Cloud Modules

Financial Management	
General Ledger	**$1,125**
Accounts Payable	**$945**
Personnel Management	
Payroll	**$1,545**
Subtotal	**$3,615**

Data Conversions/Database Setup

Convert existing Quickbooks data to BS&A format:	
General Ledger (Chart of Accounts/Balances/Budget as of a Specified Date. Each additional year of 'history' balances to be setup will be an additional $1000)	**$2,100**
Accounts Payable (Vendor Master File)	**$1,600**
Payroll (Manual Entry or Import of Employee Master File/Setup/YTD as of a Specified Date)	**$2,580**
Subtotal	**$6,280**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$6,750

Implementation and Training

- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	3		**$3,000**
Financial Management Modules	Days:	5		**$5,000**
Personnel Management Modules	Days:	5		**$5,000**
Property Modules Upgrade	Days:	2		**$2,000**
	Total:	15	Subtotal	**$15,000**

Cost Totals

Not including Annual Service Fees

Cloud Upgrade	$3,675
Cloud New Purchase	$3,615
Data Conversion	$6,280
Project Management and Implementation Planning	$6,750
Implementation and Training	$15,000
Total Proposed	**$35,320**
Travel Expenses	*$6,515*
Hosting Fees	*$900*

Payment Schedule

1st Payment:	**$13,030** to be invoiced upon execution of this agreement.
2nd Payment:	**$8,190** to be invoiced at activation of customer's site.
3rd Payment:	**$21,515** to be invoiced upon completion of training.

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	$1,125
Accounts Payable	$945
Personnel Management	
Payroll	$1,545
Property	
Assessing	$1,940
Tax	$1,735
BS&A Online	
Public Records Search – Pay-Per-Hit	$0
Total Annual Service Fees	**$7,290**

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

$900

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

Gmail clerk hayestownshipmi <clerkhayestownshipmi@gmail.com>

Proposal Ready for Review: Interior Painting Services at Hayes Township Hall

1 message

William Arnold <william@jarnoldpainting.com> Mon, Jan 8, 2024 at 12:16 PM
To: clerk@hayestownshipmi.gov
Cc: jarnoldpainting@gmail.com

Afternoon,

I'm pleased to inform you that the proposal for the interior painting project at Hayes Township Hall is now ready for your review, you can find this attached below.

Key Points of the Proposal:

1. **Project Description:** Comprehensive interior painting services at Hayes Township Hall.
2. **Scope of Work:** Includes entrance area, main meeting room, hallway, and clerk's office, focusing on walls, trims, windows, and baseboards.
3. **Cost & Duration:** Total proposed cost is $10,260 with an expected completion time of 5 to 6 days.

The proposal has been crafted to address all specific requirements and ensure high-quality results. Please review the attached document for detailed information.

Looking forward to your feedback and the opportunity to commence this project.

Best regards,

--
William Arnold | Marketing Specialist & Billing Coordinator

J. ARNOLD Painting

Charlevoix, MI
tel 231.547.0540
website | about us | services | contact

J. ARNOLD PAINTING PROPOSAL #001 [Hayes Township].pdf
352K

PROPOSAL

J Arnold Painting
PO BOX 535
Charlevoix, MI, 49720
231-547-0540
jarnoldpainting@gmail.com

01-08-24

Proposal #001

BILL TO

Hayes Township
9195 Major Douglas Sloan Rd.
Charlevoix, MI 49720

PROJECT

Hayes Township Building

Interior

DATE	DESCRIPTION		TOTAL AMOUNT PROPOSED

01-08-24	**Project Description:** This proposal outlines the interior painting services for Hayes Township Hall, encompassing various areas within the building. The project includes painting of entrance walls, main meeting room, hallway, and clerk's office with attention to trims, windows, baseboards, and ceilings. **Scope of Work:** 1. **Entrance Area:** • Painting of walls, trims, including windows and baseboard. 2. **Main Meeting Room:** • Complete painting of the ceiling, walls, and trims, including windows and baseboard. 3. **Hallway to Storage Area:** • Painting of walls and trim. 4. **Clerk's Office:** • Painting of walls and trim. All areas will be prepared adequately with proper coverage of floors, desks, filing cabinets, and other items to protect against paint splatter and overspray. The ceiling will be sprayed for a smooth and even finish. --- **Total Cost for Services:** • $10,260.00 (includes all materials and labor) **Project Duration:** • The job can start as soon as possible and is expected to be completed within 5 to 6 days. **Payment Details:** • An initial down payment of 50% ($5,130.00) is required to commence the project. The final balance will be due upon completion of the project and client satisfaction.		$10,260.00
		Total Amount:	**$10,260.00**

Hayes Township Board of Trustees

2023 Year in Review

- Installed a Water Station at Hayes Township Park with help from a grant awarded by Charlevoix County Board of Commissioners in the amount of $10,000.
- First full calendar year of monthly editions of The Voice Newsletter sent to all Hayes residents.
- Began a collaborative effort with Lake Charlevoix association to bioengineer and restore the shoreline at Hayes Township Park.
- Installed Natural Gas at the Hayes Township Hall and Lake Charlevoix EMS building.
- Lake Charlevoix EMS officially opened their doors in Hayes Township after construction of the new building was complete.
- Packaged and mailed around 50 care packages of donated items to overseas Michigan troops.
- Removed broken cement from old boat launch at Hayes Township Park.
- Participated on committee to ensure funding for the current phase of non-Motorized trail and promote funding for future phases 4 and 5 all within Hayes Township.
- Donated money from the ARPA fund to Charlevoix Fire Department to outfit a new recruit with gear and Lake Charlevoix EMS for new life saving equipment.
- Completed road projects on Upper Bay Shore Road and Murray Road. Thank you to the Grand Traverse Band of Ottawa and Chippewa Indians for their support and financial participation.
- Completed State Audit.
- Resurfaced Hayes Township Hall parking lot.
- Installed flag pole at Hayes Township Park.
- Purchased a new zero turn mower for Hayes Township Parks and Undine Cemetery.
- Facilitated donation program for Charlevoix Humane Society in honor of Cliff Biddick.
- Hayes Township Pantry provided over $3500 worth of donated food and household items to residents in need, including 50 Holiday Meal Kits.
- Board Members met with other local townships to continue to work towards providing effective Fire Protection
- Fund raised over $9000 of donations for Beautification at Hayes Township Park through the sale of 11 memorial benches.
- Board members attended a Habitat for Humanity seminar to learn how Hayes Township can be a part of the future housing solution in our community.

JOB INVOICE

PHONE 231-675-6601
DATE OF ORDER
ORDER TAKEN BY David Farmer
CUSTOMER'S ORDER NUMBER

☑ DAY WORK ☐ CONTRACT ☐ EXTRA

JOB NAME/NUMBER
JOB LOCATION
JOB PHONE
STARTING DATE

HAYES TOWNSHIP HALLS
9195 Major Doug Sloan Rd
Charlevoix Mi 49720

TERMS:

TY.	MATERIAL	PRICE	AMOUNT
12 Gal	Ceiling Paint		
12	Wall Paint		
2	Trim Paint		
	Visqwein-Tape-Roller		

DESCRIPTION OF WORK

To Paint & Prep for Painting
Hall's Main Aera Ceiling
Wall's & Hallway
Door Jam's & Trim - Base boards
7 Window's and Trim
Plus the Office Area.

OTHER CHARGES

Can State with-in a
Week.
Est, of 7-9 Days
To Complete.

TOTAL OTHER

LABOR	HRS.	RATE	AMOUNT
Would Like To Get $2000.00 Down To Starte.			6000 -

TE COMPLETED

TOTAL MATERIALS 1500 -

TOTAL LABOR 6000 -
TOTAL MATERIALS 1500 -
TOTAL OTHER

Work ordered by

gnature

Thank You

TAX
TOTAL 7500.00

	Name	Memo	Amount
101 Char. State Bank Check 2643			
Check	ACCIDENT FUND COMPANY	INSURANCE PREMIUM	-638.00
Check	QUADIENT	POSTAGE METER LEASE	-255.81
Check	CHARLEVOIX COUNTY TREASURER	WINTER TAX BILLS, POSTAGE,EDITS,BOND	-1,741.34
Check	AIMEE GILBERT	TYPESETTING	-150.00
Check	GREAT LAKES ENERGY	HALL/STREET LIGHTS/FIRE BARN/PARK	-570.88
Check	CHARLEVOIX SEWER AND DRAIN	WINTERIZE PARK	-850.00
Check	COMMON ANGLE	ANNUAL WEB HOSTING	-354.00
Check	DTE	GAS HALL/FIRE BARN	-500.77
Check	ELECTION SOURCE	ELECTION SUPPLIES	-2,454.00
Check	CHARTER COMMUNICATIONS	PHONE HALL	-78.92
Check	MITCHELL GRAPHICS	DEC/JAN EDITIONS	-1,090.00
Check	QUADIENT FINANCE	POSTAGE METER	-764.10
Check	VISA	SUPPLIES, PARK, PROGRAMS, RENEWAL, ZOOM	-1,528.58
Check	QUILL	SUPPLIES	-245.80
Check	VILLAGE GRAPHICS	ELECTION POST CARDS	-312.08
POST AUDIT	BELSON OUTDOORS	HARDWARE PARK BENCHES	-127.97
Check	US BANK	COPIER	-229.13
Check	STATE OF MICHIGAN	38-2352841	-765.79
Check	IRS	38-2352841	-4,773.74
Paycheck	ALISA ABINEY	12/01/2023-12/31/2023	-2,432.73
Paycheck	REX GREENSLADE	12/01/2023-12/31/2023	-79.46
Paycheck	ROY GRIFFITTS	12/01/2023-12/31/2023	-83.11
Paycheck	APRIL HILTON	12/01/2023-12/31/2023	-4,000.33
Paycheck	MARILYN MOREHEAD	12/01/2023-12/31/2023	-83.11
Paycheck	DEREK BURNETT	12/01/2023-12/31/2023	-79.46
Paycheck	KRISTIN BARANSKI	12/16/2023-01/15/2024	-3,239.03
Paycheck	JULIE COLLARD	12/11/2023	-3,015.14
Paycheck	MATTHEW CUNNINGHAM	12/11/2023	-420.31
Paycheck	DOUGLAS KUEBLER	12/11/2023	-356.47
Paycheck	MARK D SNYDER	12/01/2023-12/31/2023	-79.46
Paycheck	GREG DENZINGER	12/01/2023-12/31/2023	-79.46
Paycheck	JAMES RUDOLPH	12/01/2023-12/31/2023	-67.66

	Name	Memo	Amount
Paycheck	RONALD J VAN ZEE	12/16/2023-01/15/2024	-4,255.81
Total 101 Char. State Bank Check 2643			-35,702.45
TOTAL			**-35,702.45**
Installment	EMS BUILDING	Offset with Lease Payment	10,248.13

January 8, 2024

To: Hayes Township Board of Trustees

From: Hayes residents undersigned below

Trustees,

The entire board was notified by the Michigan Department of Treasury on December 27, 2023 and January 3, 2024 about the audit reports by Gabridge and Company completed for the fiscal years 2022 and 2023, respectively.

The two audits identify <u>numerous</u> violations and deficiencies, including:

- “the board did not approve all disbursements prior to payment as required by charter or statute”
- "Bank accounts are not being reconciled and independently review[ed] in a timely fashion.” “Cause: This condition is due to the Township's negligence in fulfilling its responsibilities."
- "The Township Board of Trustees was not aware of the true financial status of any of the Township's funds and; therefore, could not make any sound financial decisions.”"
- The Township may have obligated more funds than were available which is a violation of the Uniform Budgeting and Accounting Act.”
- "The expenditure of funds in excess of appropriations are contrary to the Uniform Budgeting and Accounting Act."
- "As detailed below, actual 2023 expenditures exceeded the Township Board of Trustees' approved budget allocations for several general fund activities."
- "23% of invoices tested were missing administrative approval”
- "15% of disbursements tested were missing appropriate supporting documentation”
- “24% of disbursements tested were improperly classified in the general ledger”
- “All ACH and credit card payments were lacking receipts or suitable supporting documentation for the activity, including ACH payments (unable to determine source of the costs)”

In the two Treasury letters by Cary Jay Vaughn, the department directs the Board to submit “a detailed Corrective Action Plan” for each audit, within 30 days of each letter. Those deadlines are January 26 and February 2.

The audits, the Corrective Action Plans, and the correspondence received are not on the Board's January 8, 2024 agenda. None of the documents the Township received —the letters from Treasury, the audits, nor the letters to the Board by the auditor, Gabridge & Co, are in the meeting packets nor anywhere on the Township website

We demand public disclosure and compliance with all the state laws.

The Township Board must add the 2022 and 2023 audits and corrective action plans on the January 8 agenda, disclose ALL audit documents and letters to the public at the meetings and on the website, and if necessary, set special meetings for further discussion and decision-making. Actions and decisions to fulfill the Treasury's directives must be made in front of the public and decided as a Board, in accordance with the Open Meetings Act. The Corrective Action Plans and the unauthorized disbursements must be made public and voted on.

We note that the Board's failure to decide on and provide Corrective Action Plans by the deadlines subjects the Township to an audit by the Department of Treasury auditors at the expense of the Township.

Signed:

Ellis Boal
Bill and Diane Conklin
Kim Fary
Monica Fedak
Omar and Patricia Feliciano
Noah Fowle
Bill and Betty Henne
Lisa Hicklen
Dee Hutcheson
LuAnne Kozma
Kathleen and Victor Martinchek
Christopher Mills
Deborah Narten
Jim and JoEllen Rudolph
Janet Simon
Carol Umlor
Shelly Lynn Green VanWart

Cc: Cary Jay Vaughn, Department of Treasury, and Dana Nessel, Attorney General

McMichael's Painting Service

9603 Colby Ave.

Ellsworth, Mi. 49729

231-350-1168

jcmcustompainting@gmail.com

ESTIMATE Interior Paint

BILL TO
Hayes Township Hall
9195 Major Douglas Sloan Rd., Charlevoix, Mi.
clerk@hayestownshipmi.gov

INVOICE #	DATE
2024-1150	1/8/2024
CUSTOMER ID	**TERMS**
2024-1150	Due upon receipt

DESCRIPTION	Cost
Estimate for Interior Paint	
Prepare all wall surfaces for paint, light patching/sanding of minor imperfections	
Estimate includes 2 coats of paint on following surfaces	
Front Entrance: all walls and trim (white)	
Main Hall: all walls (color TBD), ceiling (white), upper lip of wall: (white)	
Hallway to Office: all walls and trim (white)	
Back Hall/Entrance: all walls and trim (white)	
Office: all walls and trim (white)	
Materials will be billed at actual cost. Estimated cost includes estimate for materials.	
Estimated 30 gallons of paint required. Paintable surface area roughly 4,200 sq. ft.	
Materials: Sanding Materials, Mud, Tape, Plastic, Stain, Paint	
Including all materials at specifications	
Any extensive repairs or preperations will be at $55 per hour in addition to materials.	
Any changes may be subject to additional charges	

Thank you for your business!

This is a rough estimate of Interior Painting for Hayes Township Hall. It is estimated this project would take approximately 3 weeks to complete. First available start date: 1/15/23.

Estimated Cost Range	$12,895.48
	to
	$16,280.00

Deposit due upon signing

Total Due to Secure Bid: $7,678.74

Customer Signature: ______________________________

If you have any questions about this invoice, please contact

HAYES TOWNSHIP BOARD OF TRUSTEES

Meeting Date:	January 8, 2024	Location:	Hayes Township Hall

Name	Would you like to be called on to speak during public comment?	
Ellis Boal	YES	NO
Mel Czechowski	YES ?	NO
[illegible]	YES	NO
Carol Umlor	YES	NO
Jim McMahon	YES	NO
LuAnne Kozma	YES	NO
Patricia Feliciano	YES	NO
Omar Feliciano	YES	NO
Janet Simon	YES	NO
Shelly Van Wart	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO
	YES	NO