

**ORANGEVILLE TOWNSHIP BOARD MEETING
AGENDA**

**March 4, 2025 at 7:00 p.m.
7350 Lindsey Rd., Plainwell, MI 49080**

Call to Order

Pledge of Allegiance

Approval of Agenda

Minutes of February 4, 2024 Special Meeting, February 18, 2024 Special Meeting, and
February 4, 2024 Regular Meeting

Treasurer's Report:

Paying of the bills

Correspondence:

Department Reports:

Fire Dept. - Chief Matt Ribble

District 6 County Commissioner, Marsha Bassett

Public Comments; Limited to five minutes per speaker.

New Business: Amend Budget

Life Insurance Policy and Pension

Tree trimming on Enzian Road right of way

Sexton Contract

Auditor Terms of Engagement

Grounds Maintenance Contract

Michigan Class

Old Business: Approve Township Park Stage Policy

Americans with Disabilities Act; stating that if those with disabilities notify the clerk within 10 days prior to the meeting, accommodations will be furnished to satisfy such disabilities and allow meaningful attendance. Individuals with Disabilities requiring auxiliary aids or services should contact the clerk; Mel Risner at 7350 Lindsey Rd., Plainwell, MI 49080 or phone number 269-664-4522.

Approval of Resolution for Direct deposit of Township employee's wages.

Board Member Comments

Adjourn...

Next Regular Meeting: April 1, 2025 at 7:00 pm

DRAFT
ORANGEVILLE TOWNSHIP BUDGET WORKSHOP MEETING MINUTES
FEBRUARY 4, 2025

Meeting called to order 5 pm. All board members present, Fire Chief Ribble, no guests.

Motion Clerk Risner to approve the agenda. Seconded by Treasurer Ritchie, all ayes, motion carried.

Public Comment: None

Budget Discussion

Treasurer Ritchie and Trustee Risner to assess number of tables and chairs needing replaced.

Clerk Risner to verify with WAEMS payment amount.

Motion Supervisor Conner for next budget workshop meeting to be held Tuesday, Feb. 18th at 6 pm. Seconded by Trustee Ribble, all ayes, motion carried.

Motion Clerk Risner to adjourn. Seconded by Trustee Risner, meeting adjourned 6:43 pm

Mel Risner/Clerk

Unapproved minutes

DRAFT
ORANGEVILLE TOWNSHIP BUDGET MEETING MINUTES
FEB. 18, 2025

Meeting called to order 6pm. All board members present, Fire Chief Ribble, no guests.

Motion Supervisor Conner to suspend Pledge of Allegiance. Seconded Trustee Risner, all ayes, motion carried.

Motion Clerk Risner to approve agenda. Seconded Treasurer Ritchie, all ayes, motion carried.

Public Comment: None

Board Discussion:

Clerk Risner gave updates

Fire Chief Ribble presented Fire Dept. budget

Trustee Risner to gather additional information on purchasing chairs for community center.

Motion Clerk Risner for Treasurer Ritchie to close out United Bank CD in the amount of \$143,052.20 and put in general fund until decision is made on how board wants it invested. Seconded by Trustee Risner, roll call vote; Clerk Risner-yes, Treasurer Ritchie-yes, Trustee Risner-yes, Trustee Ribble-yes, Supervisor Conner-yes. Motion carried

Motion Clerk Risner to set next budget workshop meeting for Feb. 26th at 6 pm and to set the public hearing on the budget for March 18th at 7 pm. Seconded Trustee Ribble, all ayes, motion carried.

Motion Clerk Risner to adjourn. Seconded Supervisor Conner, all ayes, meeting adjourned 8:33 pm.

Mel Risner/Clerk
Unapproved minutes

DRAFT
ORANGEVILLE TOWNSHIP BOARD MEETING MINUTES
FEBRUARY 4, 2025

Meeting called to order 7pm. All board members present, Fire Chief Ribble, Commissioner Bassett, Planning & Zoning Director Keesler, and 2 guests.

Pledge of Allegiance

Motion Clerk Risner to approve the agenda as amended. Seconded by Treasurer Ritchie, all ayes, motion carried.

Motion Treasurer Ritchie to approve the January 7 Special Meeting minutes. Seconded by Trustee Risner, all ayes, motion carried.

Motion Treasurer Ritchie to approve the January 7 Board Meeting minutes. Seconded by Trustee Risner, all ayes, motion carried.

Treasurer's Report:

January Receipts \$86,410.43

January Disbursements \$26,525.26

January Balance \$348,796.20

Report on File

Motion Treasurer Ritchie to pay \$11,883.91 and any other bills forthcoming in the month of February. Seconded by Trustee Risner, all ayes, motion carried.

Correspondence:

Report on file

Supervisor Report:

Motion Clerk Risner to appoint Supervisor Conner and Trustee Ribble to study and research policy procedures, then bring back findings to the board for discussion. Seconded by Treasurer Ritchie, all ayes, motion carried.

Supervisor Conner nominated Treasurer Ritchie to 911 Dispatch board position.

Fire Dept. Report:

Report on file

Commissioner Bassett Report

Guest Barry County Planning & Zoning Director Keesler introduction.

Public Comment:

Jodi Patrick

New Business:

Motion Clerk Risner to appoint Supervisor Conner and Trustee Ribble to WAEMS Board of Directors. Seconded Treasurer Ritchie, all ayes, motion carried.

Motion Trustee Ribble to approve the 2025-2026 Ketchum snow plow contract. Seconded by Treasurer Ritchie, all ayes, motion carried.

Motion Clerk Risner to approve the 2024-2025 Ketchum snow plow contract. Seconded by Treasurer Ritchie, all ayes, motion carried.

Motion Treasurer Ritchie to adopt Resolution #0225, poverty exemption income guideline and asset test. Support Trustee Risner, roll call vote; Treasurer Ritchie-yes, Clerk Risner-yes, Trustee Risner-yes, Trustee Ribble-yes, Supervisor Conner-yes. Nays; none. Absent; none. Supervisor declared the resolution adopted.

Motion Clerk Risner to table direct deposit resolution discussion until the March board meeting. Seconded by Trustee Risner, all ayes, motion carried.

Motion Clerk Risner to adopt Resolution #0225-2 reconsidering and ratifying all decisions made at the December 16, 2024 special township board meeting. Support Trustee Ribble, roll call vote; Treasurer Ritchie-yes, Clerk Risner-yes, Trustee Risner-yes, Trustee Ribble-yes, Supervisor Conner-yes. Nays; none. Absent; none. Supervisor declared the resolution adopted.

Motion Clerk Risner to adopt Resolution #1224-1 amending Resolution #1224 regarding sign regulations. Supported by Trustee Risner, roll call vote; all ayes, nays-none, absent-none. Supervisor declared resolution adopted.

Old Business:

Motion Clerk Risner to table approval of Township Park Stage Policy until revisions are completed. Seconded by Treasurer Ritchie, all ayes, motion carried.

Board Comment: None

Motion Trustee Ribble to adjourn, seconded by Trustee Risner, meeting adjourned 8:45 pm

Mel Risner/Clerk

Unapproved Minutes

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4, 2025

DEPARTMENT: Multiple

PREPARED BY: Clerk Risner

SUBJECT: Amend 2024-2025 Budget

SPECIFIC ACTION(S) REQUESTED: Approval of budget amendments

DESCRIPTION OF ACTION: Present to board line-item budget amendments to balance 2024-2025 budget. Board review, before approval of budget amendments

TIME FRAME OF ACTION: Effective immediately

FUNDING REQUIRED: YES X NO _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) Local
2. IF LOCAL, SPECIFY FUND: Multiple as presented
3. AMOUNT REQUESTED: Amounts outlined in amendment discussion
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) Annual
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: Overall budget

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: New amendments

ANY OTHER PERTINENT INFORMATION: Attached line item amounts

CONTACT PERSON WITH PHONE NUMBER: Clerk Risner 269 664-4522

	CURRENT	AMEND TO	DIFFERENCE
BUDGET AMENDMENTS:			
DEPT 172 SUPERVISOR			
101-171-909.000 EDUCATION	100	440	+340
DEPT 248 SOCIAL SECURITY			
101-248-709.000 SOCIAL SECURITY	8900	9500	+600
DEPT 257 ASSESSOR			
101-257-800.000 CONTRACTED	46163	34163	-12000
DEPT 262 ELECTIONS			
101-262-750.002 OPERATING SUPPLIES	3000	6600	+3600
101-262-909.000 EDUCATION	500	0	-500
101-262-928.000 MEALS	900	600	-300
DEPT 265 TOWNSHIP HALL			
101-262-955.000 MISCELLANEOUS	1200	3300	+1100
DEPT 448 STREET LIGHTS			
101-448-920.000 UTILITIES STREET LIGHTS	3200	3900	+700
DEPT 576 CEMETERY			
101-576-930.000 EQUIP REPAIR & MTCE	2500	1100	-1400
DEPT 751 PARKS & RECREATION			
101-751-934.000 REPAIRS & MTCE	1000	1375	+375
101-751-955.000 MISCELLANEOUS	500	0	-500
Totals: Increase Expenditures \$6715			
Decrease Expenditures \$14700			
Change of Net Expenditure/Revenue +\$7985			

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: 03/04/2025

DEPARTMENT: Township Board

PREPARED BY: Corey Ribble

SUBJECT: Township Life Insurance Policy & Pension

SPECIFIC ACTION(S) REQUESTED: Life Insurance Policy & Pension for the members of the Orangeville Fire Department

DESCRIPTION OF ACTION: The township offers the Township board a Pension and Life Insurance Policy that we are not allowed to deny. Why is the Township board the only township employees offered this? We should be offering this to the Men and Women of the Orangeville Township Fire Department for their service to the residents of this township.

TIME FRAME OF ACTION:

FUNDING REQUIRED: Yes: X No:

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) _____
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.): _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED:

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Corey Ribble 269-297-0111

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: 3/4/25

DEPARTMENT: Supervisor

PREPARED BY: Vivian Lee Conner

SUBJECT: Tree Trimming in the road right of way on Enzian Road between
Lindsey Road and Bever Road.

SPECIFIC ACTION(S) REQUESTED: Does the Board want to approve and set a date
to hold a public hearing on the proposed activity.

DESCRIPTION OF ACTION: Approve or no action

TIME FRAME OF ACTION: Effective 12/3/2004

FUNDING REQUIRED: YES _____ NO X _____

IF YES, ANSWER THE FOLLOWING:

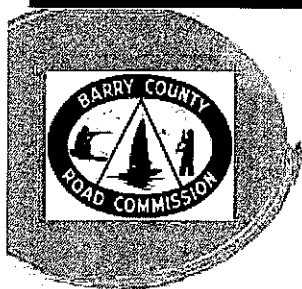
1. FUNDING SOURCE (Federal, State, or Local) _____
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly,
Annual, etc.) _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: Road Commission letter of 2/6/2025

CONTACT PERSON WITH PHONE NUMBER: Vivian Lee Conner, 269-838-8740



Board of County Road Commissioners

David Solmes

Chairman

Jim C. James

Vice Chairman

Jamie Knight

Member

Jake Welch

Managing Director

Christine BeBeau

Secretary

February 6, 2025

Orangeville Twp Board
Attn: Township Clerk
7350 Lindsey Rd
Plainwell, MI 49080

Board members,

Your township has requested that the Barry County Road Commission trim the brush on Enzian Rd, from Lindsey Rd to Bever Rd. This section of road is a designated Natural Beauty Road. In regards to maintenance on a Natural Beauty Road, per Act 451 of 1994, 324.35704(4):

(4) "prior to approval of any construction project or tree cutting that would significantly impact native vegetation within the right-of-way of a natural beauty road, the board shall notify the clerk of the city, village, or township within which the road lies of the proposed activity. If the city, village, or township desires to hold a public hearing on the proposed activity, the clerk of the city, village, or township shall notify the board within 7 days of the transmittal of notice by the board. The notice to the board shall include the date, time, and place of the township, city, or village hearing. The hearing shall take place within 14 days of the transmittal of notice to the board. A member of the board or a representative of the board shall attend the hearing. The city, village, or township clerk shall provide the board with a written report of testimony taken at the hearing within 10 days of the hearing. The board shall not approve the construction project or tree cutting until 12 days after notice of the proposed activity has been sent to the city, village, or township clerk, or if notification of a hearing is timely received by the board, until 12 days after the public hearing is held. The board shall consider, in approval or denial of the proposed activity, any report of testimony taken at the public hearing received from the city, village, or township."

This letter is to notify your township board of the Road Commission's intent to execute tree trimming in accordance with our tree cutting contract and guidelines set forth in Act 150, P.A. 1970. If it is your board's intent to hold a public hearing on the matter, please let us know within the next 12 days. If we do not hear back from you within 12 days, we will begin scheduling this operation with our tree contractor in the coming months.

Sincerely,

BJ Domini
Operations Engineer
Barry County Road Commission

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4, 2025

DEPARTMENT: Township Board (Cemetery Fund)

PREPARED BY: Clerk Risner

SUBJECT: Approval of Sexton (Cemetery) Contract

SPECIFIC ACTION(S) REQUESTED: Approve 2025-2026 Contract

DESCRIPTION OF ACTION: Approve Sexton Contract 2025-2026 with an increase of \$100 for full burials (new rate \$700), increase for foundations to \$0.50/sq. inch (previously \$0.44/sq. inch)

No change in additional charges for cremations or additional for weekends, holidays, winter

TIME FRAME OF ACTION: Effective April 1, 2025

FUNDING REQUIRED: YES ☒ NO ☐

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) Local
2. IF LOCAL, SPECIFY FUND: 576 Cemetery
3. AMOUNT REQUESTED: \$15,000 Approximate
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) Annual: estimate
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Clerk Risner 269 664-4522

**ORANGEVILLE TOWNSHIP CEMETERY SEXTON CONTRACT
OAKHILL CEMETERY & BROWN CEMETERY**

The terms of this contract made between Wickham Cemetery Care/Josh Wickham owner, to be referred to as Sexton and the Orangeville Township Board, to be referred to as Township.

Duties of Sexton defined as:

Sexton will be doing the opening and closing for all graves.

- Sexton required to record grave interment information in the cemetery register provided by the township. Information recorded will contain; Section, Lot, Space and whether full burial or cremains. Location of cremains on lot to be recorded.
- Sexton to record owners of lots in cemetery register when information is submitted to the Sexton by the Township Clerk.
- Sexton to submit burial transit records/cremation certificates to the Township Clerk for recording in township records. When submitted these records to contain; Section, Lot, and Space and whether full burial or cremains.
- As it pertains to grave opening; Sexton receives payment from the funeral home, and then sends funds to the township, the township will then send payment for amount remitted to the Sexton from the township general fund.
- Township is responsible for the sale of all cemetery plots.
- Sexton is responsible for top dirt and grass seed on burial site if grass removed for digging grave cannot be replaced adequately.
- Sexton to pour all foundations for headstones. Sexton takes the order for foundations and payment for foundations must be made directly to Sexton. The Township is not responsible for any payment of foundations.
- Sexton to assist in laying out of new areas of cemetery for an amount to be agreed upon by both parties.
- Sexton to observe rules adopted for the cemetery but not required to enforce such rules.

Prices for Sexton work:

Grave openings	\$700.00 \$100.00 extra on weekends, holidays or winter
Cremations	\$200.00 \$100.00 extra on weekends, holidays or winter
Foundations	\$0.50 per square inch

This contract is agreed upon by both parties for a period of one year, at which time either party may terminate the contract with a 60-day notice given to other party. Contract to commence on April 1, 2025 through March 31, 2026.

It is agreed the Sexton will hold Orangeville Township harmless for any and all actions including liability and workman's compensation claims.

Supervisor _____ Date _____

Clerk _____ Date _____

Sexton _____ Date _____

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4 2025

DEPARTMENT: Township Board

PREPARED BY: Clerk Risner

SUBJECT: Auditor Terms of Engagement

SPECIFIC ACTION(S) REQUESTED: Approve renewal of annual audit terms of engagement with Siegfried Crandall

DESCRIPTION OF ACTION: Board review and approve annual audit terms of engagement with current auditor

TIME FRAME OF ACTION: Effective

FUNDING REQUIRED: YES _____ NO X _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) Local
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Clerk Risner 269 664-4522

Subject **Orangeville Township**
From Joshua Gabrielse
<jgabrielse@scpro.net>
To mrisnerogvclk@mei.net
<mrisnerogvclk@mei.net>
Date 2025-02-17 3:03 pm



-
- 6862 ENG 0325.pdf(~175 KB)
 - 6862 Prelim SAS 114 0325.pdf(~162 KB)
-

Good afternoon,

Attached is the 2025 ENG letter, our annual contract, if you can please sign and return to me I would appreciate it. The other documents are informational and for your records.

I would also like to schedule the audit for this year. Would it work to have it done on July 8 and 9?

Thank you,

Josh Gabrielse, CPA

Partner

Siegfried Crandall PC

5220 Lovers Lane Ste 130

Portage, MI 49002

(269)341-4176 (direct line)

jgabrielse@scpro.net

February 17, 2025

Members of the Township Board
Township of Orangeville
7350 Lindsey Road
Plainwell, MI 49080

We are pleased to confirm our understanding of the services we are to provide the Township of Orangeville for the year ended March 31, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township of Orangeville as of and for the year ended March 31, 2025. Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township of Orangeville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township of Orangeville's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the Township of Orangeville's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our planning.

1. Improper revenue recognition due to fraud
2. Management override of controls
3. Depreciation schedules are not maintained for the capital assets of the governmental activities
4. Use of cash basis to record revenues and expenditures in governmental funds

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township of Orangeville's compliance with provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will also provide the following nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of reconciliations of various account balances based on information provided by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with GAAP, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

We will perform the services in accordance with applicable professional standards. The other services are limited to the nonattest services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Siegfried Crandall P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

Joshua H. Gabrielse is the engagement shareholder and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be based on the actual time spent at our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Based on our understanding of the Township's audit requirements, our fee will not exceed \$9,900. This fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

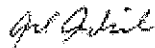
We will issue a written report upon completion of our audit of the Township of Orangeville's financial statements. Our report will be addressed to the Township Board of the Township of Orangeville. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit, or are unable to form or have not formed opinions, we may decline to express opinions, or we may withdraw from this engagement.

Members of the Township Board
Township of Orangeville
Page 5
February 17, 2025

We appreciate the opportunity to be of service to the Township of Orangeville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the Township of Orangeville.

By: _____

Title: _____

Date: _____

February 17, 2025

Board of Trustees
Township of Orangeville
7350 Lindsey Road
Plainwell, MI 49080

We are engaged to audit the financial statements of the governmental activities, each major fund, and the remaining fund information of the Township of Orangeville as of and for the year ended March 31, 2025. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated February 17, 2025, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis and budgetary comparison schedules, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited, and because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of debt service requirements, which accompany the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Communication

We would also appreciate the opportunity to talk to you or meet with you to discuss this information further because a two-way dialogue can provide valuable information for the audit process.

You may assist us in understanding the Township of Orangeville and its environment by identifying appropriate sources of audit evidence and providing information about specific transactions or events. We expect that you will communicate with us on any matters you consider relevant to the audit and the Township's system of internal control over financial reporting. Other matters that you communicate may significantly affect our audit procedures. You need to communicate to us any suspicion or detection of fraud, or any concerns you may have about the integrity of the Township's management.

We will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, disagreements with management, and other serious difficulties encountered in performing the audit. We will also communicate to you and to management any significant deficiencies or material weaknesses in internal control over financial reporting that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and nonattest services that may be thought to bear on independence. In addition, our policies restrict certain nonattest services that may be provided by Siegfried Crandall P.C. and require audit clients to accept certain responsibilities in connection with the provision of the following permitted nonattest services:

- Preparation of depreciation schedules based on useful lives and depreciation methods determined by you
- Preparation of reconciliations of various account balances based on information provided by you
- Preparation of journal entries, other than proposed audit entries, that you will review and approve
- Preparation of the Township's financial statements, in conformity with U.S. generally accepted accounting principles, based on trial balances provided by you
- Preparation of Forms F-65 and 5047 that we will submit to the State after your review

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your Township functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your government. The development of a specific audit plan will begin by obtaining an understanding of the Township of Orangeville's financial reporting objectives, strategies, risks, and performance.

We will obtain an understanding of the Township and its environment, including internal control over financial reporting, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Township or to acts by management or employees acting on behalf of the Township. We will also establish an overall materiality limit for audit purposes.

We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

We will use this knowledge and understanding, together with other factors, to assess the risk that errors or fraud may cause a material misstatement at the financial statement level. The assessment of the risks of material misstatement at the financial statement level provides us with parameters within which to design the audit procedures for specific account balances and classes of transactions. Our risk assessment process at the account-balance or class-of-transactions level consists of:

- An assessment of inherent risk regarding the likelihood of material misstatement arising from the nature of an account balance or class of transactions; and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk

We will then determine the nature, timing, and extent of substantive procedures, and any tests of controls we consider to be necessary given the risks identified and the controls as we understand them.

The Concept of Materiality in Planning and Executing the Audit

In planning the audit, the materiality limit is viewed as the maximum aggregate misstatements, which if detected and not corrected, would cause us to modify our opinion on the financial statements. The materiality limit is an allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements, as well as financial statements of future periods. At the end of the audit, we will inform you of all individual, unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control over financial reporting sufficient to plan the audit and to determine the nature, timing, and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control over financial reporting or to identify all deficiencies in internal control over financial reporting. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Timing of the Audit

As in prior years, we will confirm mutually agreeable dates for the performance of audit fieldwork, to take place after the end of the Township's fiscal year. The Township's adherence to this schedule and timely preparation of information requested by us is essential to our timely completion of the audit.

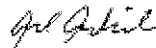
Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Township of Orangeville.

This information is intended solely for the use of the Board of Trustees and management of the Township of Orangeville and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

SIEGFRIED CRANDALL P.C.



Joshua H. Gabrielse, Shareholder

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4 2025

DEPARTMENT: Township Board (Multiple Funds)

PREPARED BY: Clerk Risner

SUBJECT: Approval of Grounds Maintenance Contract

SPECIFIC ACTION(S) REQUESTED: Approval of 5-year contract

DESCRIPTION OF ACTION: 3% annual increase in contract for a period of 5 years
Increase additional charge for hourly clean-up storm damage/grading of cemetery
drive/snow plow debris clean-up to \$30/hour (previously \$25/hour)

TIME FRAME OF ACTION: Effective April 1, 2025

FUNDING REQUIRED: YES X NO

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) Local
2. IF LOCAL, SPECIFY FUND: 265, 576, 336, 751
3. AMOUNT REQUESTED: 1st year \$19,900 plus hourly charges as incurred
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) paid monthly
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS:

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: Renewal

ANY OTHER PERTINENT INFORMATION: \$30/month park grounds trash barrel emptying remains the same

CONTACT PERSON WITH PHONE NUMBER: Clerk Risner 269 664-4522

Orangeville Township Grounds Maintenance Agreement

This Agreement entered into this 1st day of April 2025. By and Between
Orangeville Township, Barry County hereinafter referred to as the Township, and contractor
Wayne Bourdo hereinafter referred to as Grounds Keeper.

Whereas: it is the desire of the Township to maintain the Township Cemeteries, Community Center areas, and Fire Department grounds in a safe and attractive condition. It is agreed between the above parties as follows.

All work will be performed in a professional and workmanlike manner. The practices and procedures employed will be according to accepted industry standards. All vehicles and equipment will be operated both skillfully and safely within the Township properties. Contractor will furnish all labor and equipment necessary for the performance of this agreement.

The use of herbicides is discouraged around buildings and within cemeteries. All equipment will be directed away from public activities, playgrounds and discontinued if a funeral is in progress.

All optional "Additional" Services will be supplement to this agreement and subject to Township Supervisor/board approval. Services shall specify the purpose and cost of the proposed work.

1. TERM OF AGREEMENT: This agreement shall be for a period five years with an annual increase of 3%, beginning 1st day of April 2025, through 31st day of March 2030, and may be extended by mutual written agreement of the parties.
2. PAYMENT SCHEDULE: Contractor shall perform the following duties for:
Beginning April 1st, 2025 through March 31st, 2026 \$19900.00 per year, payable in equal monthly installments
Beginning April 1st, 2026 through March 31st, 2027 \$20497.00 per year, payable in equal monthly installments
Beginning April 1st, 2027 through March 31st, 2028 \$21112.00 per year, payable in equal monthly installments
Beginning April 1st, 2028 through March 31st, 2029 \$21745.00 per year, payable in equal monthly installments
Beginning April 1st, 2029 through March 31st, 2030 \$22397.00 per year, payable in equal monthly installments

Orangeville Township

Mowing Agreement 2025-2030

A: Maintain grass areas associated with Township Hall/Community Center grounds, play areas, ball fields, and veteran's parking area. Weed trimmer around buildings, blow clippings off sidewalks and in front of doors. (Does not include ball diamond or inner playground). *Area North West of facility—approx. 438,900 sq.ft., Area South West-331,240 sq.ft.* Area within the Veteran's Memorial shall be hand mowed, no riding mowers within the fenced area.

B: Oak Hill Cemetery-Lindsey Rd. North-Maintain grass, weed trimmer and blow clippings off head stones, monuments and markers. Removal of leaves, sticks and limbs periodically. Extreme care should be given to supporting an attractive well-kept appearance, and the need to prevent damage to headstones and monuments. *Area Approx. 220' x 1300 ft—286,000 sq. ft.* Grounds Keeper responsible for emptying trash receptacles containing grave site refuse. Dumpster available at Oak Hill Cemetery throughout summer months for grave site refuse.

C: Brown Cemetery-Lindsey Rd. South—Maintain as in B above. *Area approx. 270-115 ft—31,050 sq. ft.*

D: Fire Department—Maintain grounds west side behind fire department, southeast of department, and vacant lot adjoining the department on the North side. *Area approx. 120 x 170 ft.—20,400 sq. ft.*

E: Maintenance of grounds to be done every 10 days during the mowing season. Must meet maintenance guidelines for holidays of Mother's Day, Memorial Day, Father's Day, July 4th, and Labor Day. If unsightly for funeral service, Township may request additional mowing. Monthly invoice to indicate dates of service.

F. This agreement is for the purpose of holding the Township harmless for any liability or property damage that could occur from the maintenance of the Cemeteries and/or Township properties listed on this agreement. The Contractor assumes complete responsibility and guarantees replacement of any damaged property on Cemetery property and/or Township properties listed on this agreement.

In addition to above specified duties, grounds keeper agrees to spring and fall clean-up of township properties listed in this contract. Spring and fall clean-up is outlined below:

A. Grounds Keepers shall clean up winter residue, limbs, leaves, and debris. Displaced artificial flowers are to be removed as well. Spring clean-up must be completed prior to Mother's Day weekend. Grounds Keeper may dispose of this clean-up debris on designated Orangeville Township properties, or a proper disposal location of their choice. Under no circumstances my debris be deposited neighboring properties.

B. This agreement holds the Township harmless for any liability or property damage that could occur from the spring/fall clean-up of the township properties. The Contractor assumes complete responsibility and guarantees replacement of any damaged property.

TERMINATION OF AGREEMENT: Grounds Keeper subject to written warning if not fulfilling duties. This agreement shall be terminable at Township's discretion if Grounds Keeper continues to fail in performance of duties as outlined after warning. This agreement shall be terminable at will by either party upon 45 days' written notice, signed and copy given to either party.

INSURANCE COVERAGE: The Grounds Keeper shall carry liability amounts and worker's compensation coverage required by law on his/her operators and employees and require the same of any sub-contractors and provide proof of same. The Grounds Keepers shall carry General Liability insurance in the amount of \$1,000,000. Must provide Township with documentation of insurance coverage.

_____	Owner	_____
Contractor Representative	Title	Date
_____	Clerk	_____
Township Official	Title	Date

Contractor Information:

Firm Name	<u>Bourdo Lawn Care</u>	Phone	<u>269 420-2625</u>
Billing Address	<u>7266 Lindsey Rd</u>	Email	_____
	<u>Plainwell, MI 49080</u>		

**See Attached Additional Maintenance Supplemental service fee schedule for trash barrels, additional storm clean up and grading of Oak Hill Cemetery Drive.

Additional Maintenance Supplemental Service Fee Schedule

Annual fee to provide trash service for the trash barrels located in the pavilion area and township park: \$360; to be paid monthly in the amount of \$30.

Additional fee clean-up caused from wind/storm/debris from winter snow plowing to be paid at the rate of \$30/hr. in addition to monthly statement.

Additional fee for grading of Oak Hill Cemetery drive, when necessary, to be paid at the hourly rate of \$30/hr. in addition to monthly statement.

Grounds keeper to provide his own equipment when performing these tasks.

_____	Owner	_____
Contractor Representative	Title	Date
_____	Clerk	_____
Township Official	Title	Date

Contractor Information:

Firm Name Bourdo Lawn Care Phone 269 420-2625

Billing Address 7266 Lindsey Rd

Plainwell, MI 49080

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4, 2025

DEPARTMENT: Treasurer

PREPARED BY: Michelle Ritchie

SUBJECT: MI Class Investments

SPECIFIC ACTION(S) REQUESTED: Will need an investment policy, and a Resolution

DESCRIPTION OF ACTION: To invest township monies in MI CLASS. Compliant with Act 20, MI CLASS Board of Trustees oversees a pool of monies. Trust Advisors emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return. This investment has no restrictions regarding withdrawals or contributions. Treasurer will need the authority to move forward and complete the necessary paperwork to enroll in the pool.

TIME FRAME OF ACTION: Effective Immediately

FUNDING REQUIRED: YES _____ NO X _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) State _____
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: No _____

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION: See attached paperwork

CONTACT PERSON WITH PHONE NUMBER: Michelle 616-292-7961

General Questions

- **Who oversees Michigan CLASS?**
- The Michigan CLASS Board of Trustees (the Board) oversees the investments made on behalf of the Participants. The Board consists of thirteen active members of the pool who are elected by the Participants for staggered terms. The Board approves the program's investment parameters which must additionally fall within the investment stipulations mandated under Michigan statute for the investment of surplus funds of the Participants. Currently, the Board retains the services of Public Trust Advisors, LLC (Public Trust) located in Denver, CO. Public Trust serves as the Administrator and Investment Advisor.
- **Who is eligible to use Michigan CLASS?**
- Participation in Michigan CLASS is available to any county, city, village, township, school district, authority, the state of Michigan, or any other political subdivision organized under the laws of the state of Michigan.
- **How can an eligible entity participate in Michigan CLASS?**
- Enrolling in Michigan CLASS is simple. Any of the entity types listed in the answer above may join Michigan CLASS as a Participant and take advantage of the investment program.

To join Michigan CLASS, please take the following steps:

1. Submit your investment policy to the Program Administrator for review.
 2. Adopt the Michigan CLASS Participation Agreement by passing a board resolution authorizing participation in Michigan CLASS.
 3. Complete the Trust Registration Form.
 4. Submit the above documents via fax to (855) 381-0496 or email to clientservices@michiganclass.org.
- **Does Board oversight differ between the Michigan CLASS Prime Fund and the Michigan CLASS EDGE Fund?**
 - No. The Michigan CLASS Board of Trustees administers and oversees all investment portfolios offered by Michigan CLASS now and in the future.
 - **What are the business hours at Michigan CLASS?**
 - The Michigan CLASS Client Service Team is available Monday through Friday from 8:00 a.m. until 5:00 p.m. ET. Please consult the Client Services Page for Michigan CLASS office closures.

- **Is there a maximum or minimum investment requirement for the Michigan CLASS Prime Fund or the Michigan CLASS EDGE Fund?**
- No, there is no maximum or minimum investment requirement for the Michigan CLASS Prime Fund or the Michigan CLASS EDGE Fund.
- **No, there is no limit to the number of transactions a Participant may execute with the Michigan CLASS Prime Fund or the Michigan CLASS EDGE Fund.**
- No, there is no limit to the number of transactions a Participant may execute with the Michigan CLASS Prime Fund or the Michigan CLASS EDGE Fund.
- **What are the fees associated with wires/ACHs?**
- Michigan CLASS does not charge any banking fees to its Participants. However, your sending/receiving bank may have wiring fees and/or incoming ACH fees, therefore we recommend always checking with a representative at your bank to discuss the potential costs.
- **How can I submit an audit confirmation to Michigan CLASS?**
- Michigan CLASS is accessible on www.confirmation.com – select the name “Public Trust Advisors” when entering your request. Client Services will receive notification and process your audit confirmation on the platform.

Alternatively, you may email your audit confirmation to clientservices@michiganclass.org and provide either a fax number or email for receipt.

Audit confirmations sent via USPS may experience a significant delay, so we strongly encourage the first two methods.



Michigan Cooperative Liquid Assets Securities System

What is Michigan CLASS?

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a local government investment pool that prioritizes safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has sought to provide Michigan public agencies with a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to State of Michigan laws governing investment options for public agencies. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive yields as further defined by the Board's Investment Policy. Both Michigan CLASS portfolios are rated 'AAA' by a nationally recognized statistical rating organization.

Who oversees and manages Michigan CLASS?

Investments made on behalf of the Participants are subject to the overall direction of the Michigan CLASS Board of Trustees, which consists of up to thirteen Trustees elected by the Participants. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under Michigan statute for the investment of surplus funds of the Participants. The Board of Trustees has entered into an investment advisory agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities and services provided on behalf of the Participants.

How can you participate in Michigan CLASS?

Enrolling in Michigan CLASS is simple. After reading the Participation Agreement and Information Statement (available at www.michiganclass.org), follow these steps:

- 1 Submit your entity's investment policy to the program administrator for review.
- 2 Adopt the Participation Agreement by Board resolution.
- 3 Complete the Michigan CLASS Trust Registration.
- 4 Submit the above documents to Michigan CLASS Client Services.
- 5 After we review and approve the above documents, you will receive confirmation that you have been accepted as a Michigan CLASS Participant.

MICHIGAN CLASS FEATURES

As a Michigan CLASS Participant, you have access to many convenient features:

- Same-day cash liquidity in Prime Fund (3:00 p.m. ET cut-off)
- Contributions by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed since 1991
- Competitive daily yields
- Unlimited subaccounts
- No minimum investment requirements
- Dividends accrue daily
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct investment of state and federal payments
- Dedicated client service representatives available via email, phone, or fax on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from Michigan CLASS for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of Michigan CLASS?

Safety

The primary investment objective of Michigan CLASS is the safety of public funds. The Michigan CLASS portfolios are professionally managed by a team of investment professionals who are solely focused on the management of public funds nationwide. Michigan CLASS has earned S&P Global Ratings' highest money market rating, 'AAAm.' Michigan CLASS Enhanced Cash is rated 'AAAF'/'SI' by Fitch. The custodian for Michigan CLASS is Fifth Third Bank, N.A.

Liquidity

When you invest with Michigan CLASS, you have access to your funds on any business day. You must notify Michigan CLASS of your funds transaction requests by 3:00 p.m. ET. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs. Michigan CLASS Enhanced Cash is a variable NAV fund that provides next-day liquidity.

Convenience

To make cash management simple and efficient, Michigan CLASS includes many features that make it easy to access account information and simplify record keeping. Transactions are conducted via the Michigan CLASS Online Transaction Portal at www.michiganclass.org and may be entered at any time - up to 365 days in advance.

Our dedicated Client Service team is available to assist

with any matters related to the administration of your account and can be reached by email at clientservices@michiganclass.org, by phone at (855) 382-0496, by fax at (855) 381-0496 or via the Michigan CLASS Online Transaction Portal at www.michiganclass.org.

Flexibility

Participants may establish multiple Michigan CLASS accounts to track and parallel their own internal fund accounting structures. You will receive an email notification when your comprehensive monthly statement is available online; statements show your transaction activity, dividend postings, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The Michigan CLASS philosophy has always been to prioritize competitive yields while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with experience in public funds management. Michigan CLASS maintains a low management fee structure to help facilitate a competitive yield on the investment portfolios.

Legality

Michigan CLASS invests only in investments legally permitted under Michigan state law.

Have Questions? Contact us or visit www.michiganclass.org for more information.



Kristin Angel
Senior Director,
Investment Services
kristin.angel@michiganclass.org
(517) 861-6515



Jeff Anderson
Senior Director,
Investment Services
jeff.anderson@michiganclass.org
(517) 719-4503

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the Michigan CLASS Information Statement(s) before investing. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Michigan CLASS prime-style fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the Michigan CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. Michigan CLASS is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. Michigan CLASS EDGE is rated by 'AAAF/SI' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services.

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: March 4, 2025

DEPARTMENT: Township Board

PREPARED BY: Clerk Risner

SUBJECT: Township Park Stage Policy

SPECIFIC ACTION(S) REQUESTED: Approval of Township Park Stage Policy as revised

DESCRIPTION OF ACTION: Review stage policy

TIME FRAME OF ACTION: Effective immediately

FUNDING REQUIRED: _____ NO X _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) Local
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED: None

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Clerk Risner 269 664-4522

ORANGEVILLE TOWNSHIP PARK STAGE POLICY

Purpose: The purpose of this policy is to establish the rules and regulations for use of the stage and surrounding area located in the Orangeville Township Park ("Park"). The intended use of the stage is to provide a platform for events held in the Park. The Township Park Committee ("Committee") may modify or establish additional rules with the approval of the Orangeville Township Board ("Board") or Township Board Representative ("Representative"). For purposes of this policy, the Representative shall be the Township Clerk.

Registration: All persons or organizations desiring to use the Park stage shall be required to reserve the stage in advance of their event by reviewing this policy and providing information on the event detailed below, and returning this form to the Township Representative. Reservations are not confirmed until the completed form and security deposit is accepted by the Township.

Event Organizer: Any person or organization desiring to use the Park stage shall be required to provide the name and contact information for an Event Organizer. This person shall receive all communications from the Township, and must be present on-site for the entire duration of the event.

Security Deposit: A security deposit of \$100 shall be required to reserve the park stage. This security deposit shall be used to defray any damage, cleanup, or trash removal that is required following the event. In the event that damages, cleanup, or trash removal exceeds the security deposit amount, it will be the responsibility of the event organizer to pay for those charges. If no damage, cleanup, or trash removal is required, the Township shall return the security deposit to the event organizer.

Event Fees: No fees may be charged to attend events hosted at the park stage. However, the organization may accept voluntary donations at the event.

Food: Food vendors are permitted at events subject to approval by the Township Board or the Township Representative. All vendors must be licensed and meet permitting requirements set by the Barry Eaton District Health Department.

Alcohol and Drugs: The sale or provision of any alcoholic beverages or illicit drugs is strictly prohibited on Township property.

Public Access: The Township Park shall remain open to the general public for all events.

Noise: All events must comply with the Orangeville Township Anti-Noise Ordinance.

Trash Removal: The event organizer shall be responsible for collecting and disposing of all trash and other waste generated by their event. Trash shall not be disposed of in Township-owned dumpsters unless specifically authorized by the Township Board or Representative. Failure to remove all trash or waste will result in forfeiture of the security deposit.

Parking: Attendees are permitted to park in the Township Hall parking lot and the parking area southeast of the hall for the duration of the event. If the event is anticipated to require a greater number of parking spaces, the event organizer may request use of the field to the north of the Veteran's Memorial. Use of the field overflow area shall require traffic control, including either public safety officers or individuals with high-visibility safety vests directing traffic for the duration of the event.

Pets and Animals: For the safety of attendees and the public, pets and other animals shall not be permitted as part of the use of the stage area. This provision does not apply to leashed service animals.

Signage: For the duration of the event, the event organizer is permitted to place signs at the entrance to the Township Park and in the park stage area. Signs must not block paths, obstruct traffic sightlines, or be designed or constructed in a manner that poses a safety risk to attendees or the public. All signage must be removed at the conclusion of the event.

Restroom Access: Attendees are permitted to use the Park's public port-a-potty for the duration of the event. Use of the Community Center restrooms requires rental of the Community Center and the standard rental fee, deposit, and rental agreement for that facility.

Deviation from Rules: No deviation from these rules is permitted unless approved in writing by the Township Board or its Representative. The Board or its Representative may authorize deviation from these rules where, because of the specific nature of the event or organization, strict compliance with the rules would be unduly burdensome or not in the public interest. Authorized deviations shall be granted on a case-by-case basis, and permission granted to one person or organization shall not constitute blanket authorization of that deviation.

Additional Requirements: If the specific nature of the event or organization requires additional rules and regulations to ensure the safety of attendees and the preservation of Township property, the Township Board or its Representative may dictate such additional rules or regulations in writing prior to approval.

EVENT RESERVATION FORM

Title & Date of Event	
Host Organization or Individual	
Event Organizer Full Name	
Event Organizer Phone Number	
Will Certificate of Liability be provided upon requirement?	
Proposed Time of Event (incl. set-up and takedown)	
Estimated number of attendees	
Will you be accepting voluntary donations on-site?	
Will food be served? If yes, by whom? Licensed/Permitted?	
Will you need overflow parking? If yes, describe traffic control measures	
Will you be placing signage? If so, describe locations	

By signing below, I attest that I have read the Orangeville Township Park Stage Policy in its entirety and understand its provisions. I understand that my reservation is not confirmed until this form and a \$100 security deposit is accepted by the Township. I further understand that my security deposit will not be returned to me and that other charges may be imposed if there is any damage to Township property, garbage cleanup, or other issues with my event.

SIGNATURE OF EVENT ORGANIZER: _____ Date: _____

FOR TOWNSHIP USE ONLY:

- ☐ Form complete
☐ Security Deposit received

ACCEPTED BY: _____

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: 02-04-2025

DEPARTMENT: Township Board

PREPARED BY: Corey Ribble

SUBJECT: Explore option of Direct Deposit for paychecks

SPECIFIC ACTION(S) REQUESTED: We should look into switching from paper checks to Direct Deposit.

DESCRIPTION OF ACTION: Due to the limitations of the BSA system, which does not allow the Township Clerk to add dates to check stubs, we should explore transitioning to direct deposit and digital paystubs. The absence of dates on check stubs poses several challenges:

- Recordkeeping and Retrieval: It becomes difficult to locate a specific check when the check number is unknown.
- Financial Transactions: Banks and other financial institutions often require dates on financial forms, including paystubs, for loans and other purposes. The lack of dates complicates these processes.

In addition to addressing these issues, transitioning to direct deposit would provide several benefits:

- Convenience for Employees: Direct deposit eliminates the need for employees to physically cash or deposit checks, saving time and effort.
- Efficiency and Security: Digital paystubs and direct deposit reduce the risks of lost or stolen physical checks and streamline payroll processes.

This transition would enhance efficiency for both the township and its employees while resolving the challenges posed by the current system.

TIME FRAME OF ACTION:

FUNDING REQUIRED: Yes: _____ No: _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) _____
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.): _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _____

PERSONNEL IF REQUIRED:

NEW OR RENEWAL: New

ANY OTHER PERTINENT INFORMATION:

CONTACT PERSON WITH PHONE NUMBER: Corey Ribble 269-297-0111