

## *Inter-Office Communication*



TO: Township Board

FROM: Terry M. Spencer/Monitor Township Supervisor

SUBJECT: Law Enforcement Services

DATE: 3/17/21

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In this communication, I will be **Laying the Groundwork** for establishing our own Police Department. Nothing is easy and sometimes change is difficult, but I believe we can do better for our Township. Providing a more progressive and proactive policing service for our citizens, is in our hands. By changing our policing services to our own, we will gain is the ability to direct what type of services we expect and better manage our employee(s) that represent us in the community.

### **1. Deciding to Go Forward.**

A Motion at a Regular Board Meeting: To establish the Monitor Township Police Department. \*See Attached: Police Department of the Charter Township of Monitor. The Charter TWP Act 359 of 1947.

### **2. Setting the Scope of Services.**

The new hire a Police Officer, who will move into the Chief of Police position after a period of time agreed upon by the Township Board. (Full time) 40 hours a week.

### **3. The Transition Period.**

The transition period is the time from establishing the Monitor Township Police Department and the date of having a Police Officer hired/starting daily patrol. It would be my recommendation to have a projected start date of October 1<sup>st</sup>, 2021.

### **4. Hiring a Chief of Police.**

I would recommend to the Board to appoint me to the position of Chief of Police. To be clear, I will only be performing administrative duties at this time. I will accept the appointment with a Non-Compensation understanding to the Township. \*See Attached: MTA Non-Statutory Duties for Board Members & Township Attorney opinion.

I have communicated with the MTA and our Township Attorney who agree under state law I can do this. By accepting the appointment to Chief of Police this will give me full authority to do what I need to organize the department and conduct the business that needs to be done locally/through the State of Michigan.

The Board needs to have a full understanding that after a person is hired and the Board establishes a time frame, the new hired Police Officer will be taking the role as Chief of the Monitor Township Police Department.

**Charter Township of Monitor**  
2483 Midland Road, Bay City, MI 48706  
Office: (989) 684-7203 Fax: (989) 684-9234

# Inter-Office Communication



## 5. First Steps for the New Chief.

There are many items that I will need to address before we get our feet on the ground. State of Michigan, Michigan State Police, Michigan Commission on Law Enforcement Standards (MCOLES), Bay County Prosecutor, Bay County 911, Promoting the New Department, and Administrative Decisions (Establishing Policy & Procedures).

Included will be many smaller items including, Evidence Storage, logistics, Office setup, vendors for equipment (patches/uniforms), training policies, etc.

The clear advantage of the Township Board having appointed me in the intermediate stages of the development of the Police Department is I can perform these needed items over time and without additional pay. I understand the complexity of Police Administration and I anticipate to spend a small amount of hours each week accomplishing these tasks.

## 6. Selecting a new hire Police Officer/Chief of Police.

When we open the position, I want the board to have a clear understanding this new hire is going to be the next Chief of Police. I am aware of several candidates who live here in our township and I would like to have feet on the ground in October 2021.

The Chief's office will be located next to the Fire Chiefs office. The back barn where the fire trucks are now will become the Patrol Vehicle parking area as when the police use to park here. By utilizing our current budget for law enforcement services the new Chief will establish a plan to the board

Below is a rough draft of a department budget.

<u>Expenditures Police Department</u>	<u>Budget</u>
Salary	50,000
Life & Disability Insurance	2,300
Office Supplies	400
Operating Supplies	500
Uniforms	1,000
Legal & Professional Service	1,000
Radio Equipment	1,200
Gas & Oil	5,000
Seminars & Training	600
Community Promotion	500
Repairs & Maintenance Vehicles	1,000
Dues	200
Computer Programing	1,650
Computer Supplies	100
Computer Repairs & Maintenance	300
Service Contracts	5,000
Witness & Subpoena Fees	50
Misc. Equipment	2,000
Defined Contribution Pension Plans	8,900
Health Insurance	12,000 - 2 person family
Insurance W/Comp	700
Total	94,000

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## *Inter-Office Communication*



*The Patrol Vehicle and Equipment will be based on vehicle purchased. This estimate is on the higher end.*

Patrol Vehicle	34,000 (New)
Equipment Install	4,850. Estimate/based on vehicle

\*\*\*Note this is startup cost. Budget will not reflect the same in following year. \*\*\*

While there are many things to talk about the bottom line is our duty to provide the best services to our Township. The current program of *"We pay but have no say is not acceptable"*. We can build a better service for our township and have a Police Department built with people who live in and know the needs of our community.

Also inserted:

1. Police Department budgets.

A. Pinconning Police Department / 2019-2020

B. Zilwaukee Police Department / 2020

Both Police Department budgets reflexed 1 Full time Office and 1 Part time Officer (30hrs a week). This is the basic of our proposed budget.

2. 2 communication from Bay County.

A. 2016 cost for Road Patrol Services.

B. 2021 cost for Road Patrol Services.

3. Estimate to the Birch Run Police Department for a (fully loaded) Tahoe and up fit and install equipment. This is on the higher end, not what I will be looking for if we move forward.

CHARTER TOWNSHIP OF MONITOR

POLICE DEPARTMENT OF THE CHARTER TOWNSHIP OF MONITOR

THE CHARTER TOWNSHIP OF MONITOR, BAY COUNTY, MICHIGAN, ORDAINS:

SECTION I.

That pursuant to the authority vested in its Township Board, under Act 359 of Public Acts of 1947, as amended, the Charter Township of MONITOR does confirm the establishment of a township police department and hereby prescribes powers and duties of its policemen and certain necessary rules for the organization and government of said department.

SECTION II.

The Police Department shall consist of a Marshall, to be known as the Chief of Police, and such other officers and employees as many from time to time be provided for by the Township Board.

SECTION III.

All police offices shall be appointed by the Township Supervisor, subject to Township Board approval. The Township Board shall fix the compensation to be paid for services rendered by the Township police officers. Each police officer, to be eligible for appointment, shall be a citizen of the United States and shall have such educational background, training, experience, and age qualifications deemed reasonable and sufficient by the Township Board for the duties of such employment along with meeting the qualifications provided for under Section 9 of the Michigan Law Enforcement Officers Training Council Act of 1965 (MCL 28.601 et seq.) as amended and such standards as have been published by the Council pursuant to such Act. Before entering upon his or her duties each police officer shall take the constitutional oath of office. Each police officer shall serve at the pleasure of the Township Board.

SECTION IV.

The Police Department shall be headed by a Chief of Police, may be a full-time or part-time, employee, who shall be the commanding officer of the police force. The Police Chief shall be responsible for the conduct and operation of the department subject to such rules and regulations for the government of such department and its police force and members as shall be prescribed by the Township Board.

SECTION V.

The members of the Police Department, subject to applicable law and the rules and regulations adopted for the administration of the department, and any and all writs and processes, civil or criminal, issued or which may be issued by any judicial officer, administrative board, or township official. Members of the Police Department shall have, and may exercise all such powers, duties and authority granted to constables and sheriffs and as customarily exercised by municipal police officers, including, but not limited to: the prompt investigation and discovery of the commission of any crime; the infraction of any law, ordinance or public regulation; to report all such authorities; lodge proper complaints with such authorities; and generally to protect property and preserve the public welfare and safety within the Charter Township of MONITOR and by the appropriate authority of such other unit or as may be provided by law.

SECTION VII.

Police officers shall be entitled to collect all fees and charges allowed by law or court rule to constables or other officers for the service of process, and shall account therefore according to the rules and regulations of the department as adopted by the Township Board.

SECTION VIII.

The Township Board shall make all necessary rules for the government of the Township Police force and its members including but not limited to rules and regulations for the conduct and discipline of Police Officers whether on or off duty.

SECTION IX.

If any Section, sub-section, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion hereof.

SECTION X.

The Ordinance shall be published once in the The Valley Farmer and shall take effect immediately upon publication.

**THE CHARTER TOWNSHIP ACT (EXCERPT)**  
**Act 359 of 1947**

**42.12 Township police force; establishment; township marshal, appointment; rules; policemen, powers and duties.**

Sec. 12.

The township board in each charter township may provide for and establish a police force and authorize the supervisor, or the township superintendent if one has been appointed, to appoint, subject to the approval of the said board, a township marshal and such other policemen and watchmen as may be required to protect property and preserve the public welfare and safety in that portion of the township not included within the corporate limits of any village or villages located wholly or in part within the township. No police officer of any such village shall be ineligible for appointment as a member of the township police force, except that no village police officer shall serve as township marshal. The township board shall make all necessary rules for the government of the township police force and its members and shall prescribe the powers and duties of policemen and watchmen, and may invest them with such authority as may be necessary for the preservation of quiet and order and the protection of persons and property within that part of the township not located within the corporate limits of any village.

**History:** 1947, Act 359, Eff. Oct. 11, 1947 ;-- CL 1948, 42.12

Under Section 3 of the Incompatible Offices Act, MCL 15.183, in a township under 40,000 in population, you may serve in an emergency medical services position, or as a firefighter, police chief, fire chief, police officer, or public safety officer in that city, village, township, or county if you are not a person who negotiates a collective bargaining agreement with the city, village, township, or county on behalf of the firefighters, police chiefs, fire chiefs, police officers, or public safety officers.

And the board in a township under 40,000 in population may vote to authorize you to perform, with or without compensation, additional services for the township that would otherwise be incompatible. But the key word is "may." The board is under no obligation to give you additional duties. Especially with the start of a new term, the composition of the township board may change, and some boards do not believe it is appropriate for board members to also work for the township.

On a personal note, consider the fact that township board office is an elective office and a position of public trust and service—as one township clerk has remarked, after all, it's on the same ballot as the president of the United States! Being a local legislator is a significant undertaking, so take a moment to evaluate whether



### Q. Can a township board member be hired to work as a township employee?

Yes, Michigan law allows township boards to assign additional, non-statutory duties to township board members and to authorize payment for those services, as the township board deems reasonable. (MCL 41.96)

The Incompatible Public Offices Act, Public Act 566 of 1978 (MCL 15.181, et seq.), states that a public officer shall not hold two or more incompatible offices at the same time. (MCL 15.182)

"Incompatible offices" are public offices held by a public official that, when the official is performing the duties of any of the public offices held by the official, result in: 1) the subordination of one public officer to another; 2) the supervision of one public office by another; or 3) a breach of duty of public office. (MCL 15.181(b)) Since the township board is the employer, any employment position with the township would result in that position being subordinate to and under the supervision of the township board.

The Contracts of Public Servants with Public Entities Act, PA 317 of 1968 (MCL 15.321, et seq.), prohibits, among other things, a public servant from being a party, directly or indirectly, to any contract between himself or herself and the public entity of which he or she is an officer. (MCL 15.322(1))

In a township of 40,000 *or more* in population, a township board member cannot serve in any employment position, including emergency medical services personnel, firefighter or police officer of any sort, or as an additional duty.

If the township is *under* 40,000 in population, a township board member may then serve, with or without compensation, in an emergency medical services position (MCL 15.183(4)(a)), or as a firefighter, police chief, fire chief, police officer, or public safety officer in that township, as long as they are not a person who negotiates a collective bargaining agreement with the township on behalf of the firefighters, police chiefs, fire chiefs, police officers, or public safety officers (MCL 15.183(4)(b)).

And the township board in a township *under* 40,000 in population may vote to authorize a board member to perform, with or without compensation, **additional services** for the township that would otherwise be incompatible (MCL 15.183(4)(c)).

But the key word is "may." The board is under no obligation to give a board member additional duties. Especially with the start of a new term, the composition of the township board may change, and some boards do not believe it is appropriate for board members to also work for the township. After all, the law does start by prohibiting it, even though it provides very broad exceptions.

A township board is never required to give additional duties to a board member, and a township board may feel it is inappropriate to do so.

A township board member is not prohibited from voting to assign him- or herself additional duties or to establish the compensation for the additional duties (*Burton Township v Speck*, 1 Mich. App. 339, 1965).

But a board member seeking additional duties may want to evaluate the appropriateness of voting on the question. Note that, in a charter township, a board member may abstain only if the other members present unanimously vote to allow him or her to abstain. (MCL 42.7)

**Q. How is a township board member compensated for these additional services?**

A township supervisor, clerk or treasurer may only be compensated for the statutory duties of his or her office through the salary of that office. The trustee position may be compensated by salary, by per diem or per meeting payments, or by a combination of salary and per diem/per meeting payments.

The laws state that a township official may serve as a township employee with or without compensation; no statute requires that a township official be compensated for additional services. However, because additional services must, by definition, be outside the statutory duties of an official's office, the salary of the office does not cover those additional services. A township board may authorize a township official to be compensated for performing additional services. The additional services should be specified by the board in a job description, and the compensation should be established and authorized before the additional duties are performed.

For example, if a township board votes to authorize a trustee to perform the additional service of managing the transfer station:

1) The salary of the office of trustee must be a fixed amount, and both (or all four) trustees must be paid the same salary (in a township where the trustees are paid by salary). The trustee salary cannot differ from one trustee to another based on years of service, merit, etc. The salary cannot be decreased during the four-year term of office. If the township board establishes the board salaries, the salary resolution is subject to petition for referendum. If the township holds an annual meeting, the trustee salary is subject to annual meeting approval. If the township has a salary compensation commission, the trustee salary is subject to the commission's determination.

2) The compensation of the transfer station manager may be a salary or an hourly wage. It may be adjusted by the township board to reflect pay increases or decreases, years of service, bonuses, merit increases, or number of hours worked. The compensation for additional duties given to a township board member is not subject to annual meeting or salary compensation commission approval. It is not subject to referendum. If the township board member leaves office, he or she loses the additional duties and is not eligible for unemployment insurance for those duties (because they are additional duties of an elective office), although the township board could subsequently hire (or rehire; see below) the individual for the job.

**Q. I am a township employee. Can I run for a township board position?**

Yes, as long as you are eligible to hold office in the township, you may run for a township board position. Note that the Michigan Political Activities by Public Employees Act, Public Act 169 of 1976 (MCL 15.401, et seq.), governs how township employees may be involved in political activities.

Unless contrary to a collective bargaining agreement, the township board may require a candidate for township office to take a leave of absence without pay when the candidate files or 60 days before the election, whichever is closer to the election. (MCL 15.403)

Once the election is certified and before you take the oath of office, however, you must either resign (a letter of resignation is recommended) or, if the township is under 40,000 in population and that option is specifically available in your township, you may request a leave of absence from your employment with the township.

The option to request a leave of absence (if that option is provided by the township) is available only to a person who holds an employment position with a township of under 40,000 in population, because the option to hold (even as a leave of absence) or to be assigned an employment position with the township is limited to townships under 40,000. In a township of 40,000 or more in population, a township board



member cannot serve in any employment position, including the position of emergency medical services personnel, firefighter (of any sort), or as an additional duty.

Under Section 3 of the Incompatible Offices Act, MCL 15.183, in a township under 40,000 in population, you may serve in an emergency medical services position, or as a firefighter, police chief, fire chief, police officer, or public safety officer in that city, village, township, or county if you are not a person who negotiates a collective bargaining agreement with the city, village, township, or county on behalf of the firefighters, police chiefs, fire chiefs, police officers, or public safety officers.

And the board in a township under 40,000 in population may vote to authorize you to perform, with or without compensation, additional services for the township that would otherwise be incompatible.

But the key word is "may." The board is under no obligation to give you additional duties. Especially with the start of a new term, the composition of the township board may change, and some boards do not believe it is appropriate for board members to also work for the township.

On a personal note, consider the fact that township board office is an elective office and a position of public trust and service—as one township clerk has remarked, after all, it's on the same ballot as the president of the United States! Being a local legislator is a significant undertaking, so take a moment to evaluate whether you can adequately represent your community as a whole while also working for the township.

LAW OFFICES  
**SMITH & BROOKER, P. C.**

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OF COUNSEL:  
GEORGE B. MULLISON

December 14, 2020

Terry Spencer, Supervisor  
Monitor Township  
2483 E. Midland Rd.  
Bay City, Michigan 48706

Re: Monitor Township Police Department

Dear Mr. Spencer:

I am in receipt of your email of December 9, 2020 at 5:52 p.m.

To answer the questions posed in that email, I respond as follows.

**Question 1** - Can a board member make a motion at a Board Meeting of the Charter Township of Monitor to establish a police department with that name? Once seconded and approved, is the establishment completed. Secondly can the same process be used to change the name if it becomes a public safety department?

Short answer to your question is pursuant to MCL 42.12 as we had discussed in our telephone conversation on December 9, 2020, the establishment of a police department by a Charter Township seems to be that simple.

In fact you asked if we represented Hampton Township and to your benefit and edification I include herewith a copy of Ordinance 32 of Hampton Township which is only a two and one-half page Ordinance establishing its police department,

Pursuant to Township's laws, Townships act either by ordinance or by resolution. I know it is a matter of semantics since a motion and resolution are technically the same thing but you may wish to have a written resolution at the Board meeting and you may wish to have some of the similar language as is contained within the Hampton Ordinance.

I believe you have more familiarity with who is the licensing entity, whether that name has changed etc. However, a short answer to your question number 1 is YES.

Monitor Twp – Police Department

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December 14, 2020

**Question 2** – You asked whether you could be appointed police chief with or without compensation and later as the director of public safety. You provided some statutory references you had found or received from MTA. I have reviewed the statutes as you have provided them. You have correctly cited MCL 15.183(4)(b) where the incompatibility of public officers statute does not prohibit an officer or employee of a city, village or township from serving with or without compensation as a firefighter, police chief, police officer etc. Therefore, it would be my opinion that you could serve in that capacity with or without additional compensation

**Question 3** – I have reviewed the proposed agreement between the Sheriff's Department and Monitor Township to continue providing 2 deputies for the next year.

I have had discussion with the Assistant Corporation Counsel Heather Pitcher on behalf of Williams Township regarding the contract. Attached to the contract is the Finance Department's calculation as to cost which, according to Ms. Pitcher is usually overstated but it is the amount that the contract would require the Township to obligate itself.

I additionally asked her about the November 30, 2020 day. Ms. Pitcher indicates that as a county attorney, she attempts to have these modifications made and delivered within the month of November so the contracts can be approved and executed by everyone in December. She further indicates that since the Sheriff's Department needs to have vehicles, deputies and other miscellaneous equipment in order to fulfill its obligation for the up-coming year, they really have now put the burden on you to advise them by November 30 whether you want to renew the agreement for another year.

Therefore, your observation regarding Article IV, Section 4-1 is correct. In my conversation with Ms. Pitcher, I asked if in fact a Township fails to notify them that they wish to continue with the level of service as previously agreed to, would the Sheriff's Department somehow abandon them. She indicated that would not be very likely but it is actually as you suggest in your memorandum a departure or downward movement on the demand for Sheriff's deputies that the County wishes to address. If, for example there is a deputy that is retiring, they may simply not hire a new replacement deputy to fulfill the hours contracted for with the Township.

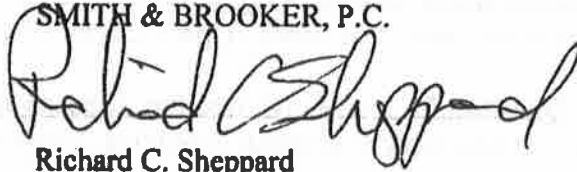
You may also review Article IV, Section 4-3 which allows a 60 written notification of termination based upon you establishing your own police department or one jointly with another municipal entity. Therefore, the November 30 date, while desired by the County to plan for the next years manpower needs becomes less important if you move forward with your own police department and provide the 60 days written notice.

Monitor Twp – Police Department  
Page 3  
December 14, 2020

Hopefully this answers all of the questions in your December 9, 2020 memorandum. Should you have any other questions, please do not hesitate to contact me.

Very truly yours,

SMITH & BROOKER, P.C.

A handwritten signature in black ink, appearing to read "Richard C. Sheppard". The signature is written in a cursive style with a large initial "R".

Richard C. Sheppard

RCS/bsr

Enc.

cc: Linda Ferguson, Clerk

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020	ACTIVITY FOR MONTH 10/31/2020	AVAILABLE BALANCE	\$ BDC USED
<b>Fund 101 - GENERAL</b>						
<b>Revenues</b>						
Dept 301 - POLICE DEPARTMENT						
101-301-671.000	OTHER REVENUE	250.00	0.00	0.00	250.00	0.00
<b>Total Dept 301 - POLICE DEPARTMENT</b>		<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>						
		250.00	0.00	0.00	250.00	0.00
<b>Expenditures</b>						
Dept 301 - POLICE DEPARTMENT						
101-301-702.000	SALARIES - FULL TIME	50,000.00	11,888.36	2,801.24	38,111.64	23.78
101-301-703.000	SALARIES - PART TIME	46,800.00	15,652.50	3,430.50	31,147.50	33.45
101-301-704.000	SALARIES - MISC. NON HOURLY	3,300.00	0.00	0.00	3,300.00	0.00
101-301-727.000	OFFICE SUPPLIES	400.00	0.00	0.00	400.00	0.00
101-301-740.000	OPERATING SUPPLIES	525.00	95.79	31.93	429.21	18.25
101-301-744.000	UNIFORMS	750.00	0.00	0.00	750.00	0.00
101-301-801.000	LEGAL & PROFESSIONAL SERVICE	1,600.00	158.25	158.25	1,441.75	9.89
101-301-850.000	COMMUNICATIONS/TELEPHONE	1,000.00	254.26	83.95	745.74	25.43
101-301-860.100	GAS & OIL	5,000.00	763.18	226.37	4,236.82	15.26
101-301-861.000	SEMINARS & TRAINING	600.00	0.00	0.00	600.00	0.00
101-301-880.000	COMMUNITY PROMOTION	500.00	0.00	0.00	500.00	0.00
101-301-930.000	REPAIRS & MAINTENANCE VEHICLES	1,000.00	186.69	186.69	813.31	18.67
101-301-954.000	DUES	200.00	0.00	0.00	200.00	0.00
101-301-956.000	MISCELLANEOUS	0.00	94.87	0.00	(94.87)	100.00
101-301-961.000	COMPUTER PROGRAMING	1,650.00	50.00	0.00	1,600.00	3.03
101-301-962.000	COMPUTER SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-301-963.000	COMPUTER REPAIRS & MAINTENANCE	300.00	0.00	0.00	300.00	0.00
101-301-964.000	SERVICE CONTRACTS	5,000.00	0.00	0.00	5,000.00	0.00
101-301-966.000	WITNESS & SUBPOENA FEES	50.00	0.00	0.00	50.00	0.00
101-301-970.000	MISC EQUIPMENT REPLACEMENT	2,000.00	4.45	0.00	1,995.55	0.22
<b>Total Dept 301 - POLICE DEPARTMENT</b>		<b>120,775.00</b>	<b>29,148.35</b>	<b>6,918.93</b>	<b>91,626.65</b>	<b>24.13</b>
<b>TOTAL EXPENDITURES</b>						
		120,775.00	29,148.35	6,918.93	91,626.65	24.13
<b>Fund 101 - GENERAL:</b>						
<b>TOTAL REVENUES</b>		250.00	0.00	0.00	250.00	0.00
<b>TOTAL EXPENDITURES</b>		120,775.00	29,148.35	6,918.93	91,626.65	24.13
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>(120,525.00)</b>	<b>(29,148.35)</b>	<b>(6,918.93)</b>	<b>(91,376.65)</b>	<b>24.18</b>

01/16/2021 11:36 AM  
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 DB: Pinconning

REVENUE AND EXPENDITURE REPORT FOR CITY OF PINCONNING

Page: 1/1

PERIOD ENDING 07/31/2019

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE 07/31/2019	ACTIVITY FOR MONTH 07/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 301 - POLICE						
101-301-702.000	SALARIES	47,000.00	1,468.80	1,468.80	45,531.20	3.13
101-301-703.000	SALARIES/HOURLY	30,000.00	4,288.20	4,288.20	25,711.80	14.29
101-301-706.001	ATTORNEY FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-301-713.000	HOLIDAY PAY	2,000.00	0.00	0.00	2,000.00	0.00
101-301-715.000	SOCIAL SECURITY	7,000.00	440.40	440.40	6,559.60	6.29
101-301-718.000	HEALTH INSURANCE COMPENSATION	520.00	0.00	0.00	520.00	0.00
101-301-720.000	LIFE INSURANCE	540.00	0.00	0.00	540.00	0.00
101-301-722.000	RETIREMENT	2,727.04	0.00	0.00	2,727.04	0.00
101-301-728.000	OFFICE SUPPLIES	150.00	15.75	15.75	134.25	10.50
101-301-730.000	POSTAGE	100.00	0.00	0.00	100.00	0.00
101-301-751.000	GAS,OIL & GREASE	2,400.00	250.44	250.44	2,149.56	10.44
101-301-756.000	MISCELLANEOUS	700.00	15.75	15.75	684.25	2.25
101-301-766.000	TOOLS AND SUPPLIES	500.00	26.78	26.78	473.22	5.36
101-301-768.000	UNIFORMS	1,500.00	0.00	0.00	1,500.00	0.00
101-301-768.001	UNIFORM CLEANING	150.00	0.00	0.00	150.00	0.00
101-301-804.000	CONTRACTED SERVICES	500.00	0.00	0.00	500.00	0.00
101-301-853.000	TELEPHONE	1,700.00	163.30	163.30	1,536.70	9.61
101-301-865.000	LOCAL TRAINING	2,500.00	0.00	0.00	2,500.00	0.00
101-301-866.000	STATE TRAINING FUNDS	500.00	0.00	0.00	500.00	0.00
101-301-910.000	INSURANCE	7,600.00	0.00	0.00	7,600.00	0.00
101-301-937.000	RADIO EQUIPMENT MAINTENANCE	1,200.00	60.00	60.00	1,140.00	5.00
101-301-938.000	OFFICE EQUIPMENT PURCHASE	300.00	0.00	0.00	300.00	0.00
101-301-939.000	VEHICLE MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
101-301-958.000	MEMBERSHIPS & DUES	200.00	0.00	0.00	200.00	0.00
Total Dept 301 - POLICE		112,787.04	6,729.42	6,729.42	106,057.62	5.97
TOTAL EXPENDITURES		112,787.04	6,729.42	6,729.42	106,057.62	5.97
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		112,787.04	6,729.42	6,729.42	106,057.62	5.97
NET OF REVENUES & EXPENDITURES		(112,787.04)	(6,729.42)	(6,729.42)	(106,057.62)	5.97



**BAY COUNTY  
FINANCE/INFORMATION SYSTEMS**

**Thomas L. Hickner**  
County Executive

**Crystal A. Hebert**  
Finance Officer  
[hebertc@baycounty.net](mailto:hebertc@baycounty.net)

**RECEIVED**  
**FEB 03 2016**  
**MONITOR TWP.**

**Kimberly A. Priessnitz**  
Assistant Finance Officer  
[priessnitzk@baycounty.net](mailto:priessnitzk@baycounty.net)

**Frances A. Moore**  
Purchasing/Housing Rehab  
[mooref@baycounty.net](mailto:mooref@baycounty.net)

**Julie A. Coppens**  
Information Systems Manager  
[coppensj@baycounty.net](mailto:coppensj@baycounty.net)

January 29, 2016

Mr. Gary A Brandt  
Monitor Township Supervisor  
2483 E. Midland Rd.  
Bay City, MI 48706

RE: 2016 Road Patrol

Dear Mr. Brandt:

The 2016 cost for Road Patrol Services is \$148,768.00. This is inclusive of personal services (based on the two road patrol deputies assigned to your jurisdiction which may vary through the year), supplies (i.e. gas, oil, and grease), other services and charges (i.e. vehicle repair and maintenance), and a five percent (5%) indirect cost charge. Monthly invoices will be sent to you in the amount of \$12,397.33.

Pursuant to Article III, Costs; Section 3-2 of the Agreement for Special Police Protection in Monitor Township through Additional Sheriff Patrol Services (Agreement), enclosed is the 2016 "Appendix" (referred to as 2016 Township Road Patrol Personal Services Costs). These figures may be adjusted to reflect pending collective bargaining wage agreements, Act 312 arbitration decisions, and actual increases in costs as experienced by the County.

If you have any questions, please do not hesitate to call me at (989) 895-4030 or you may contact Jennifer Davenport, Accounts Receivable Clerk at (989) 895-4204. As always, it is a pleasure doing business with you.

Sincerely,

*Crystal Hebert*  
Crystal Hebert  
Bay County Finance Officer

Enclosure

- cc: John Miller, w/enclosure
- Amber Johnson, w/enclosure
- Deanne Berger, w/enclosure
- Tom Hickner, w/enclosure
- Shawna Walraven, w/enclosure

# BAY COUNTY INVOICE

Invoice No.	32448
Invoice Date	03/02/2021

Send remittance payable to:  
 Bay County Treasurer  
 515 Center Ave., Suite 103  
 Bay City, MI 48708-5128

Amount Due	\$16,906.67
Amount Remitted	

**RECEIVED**

MAR 04 2021

Address or Name Change:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#102

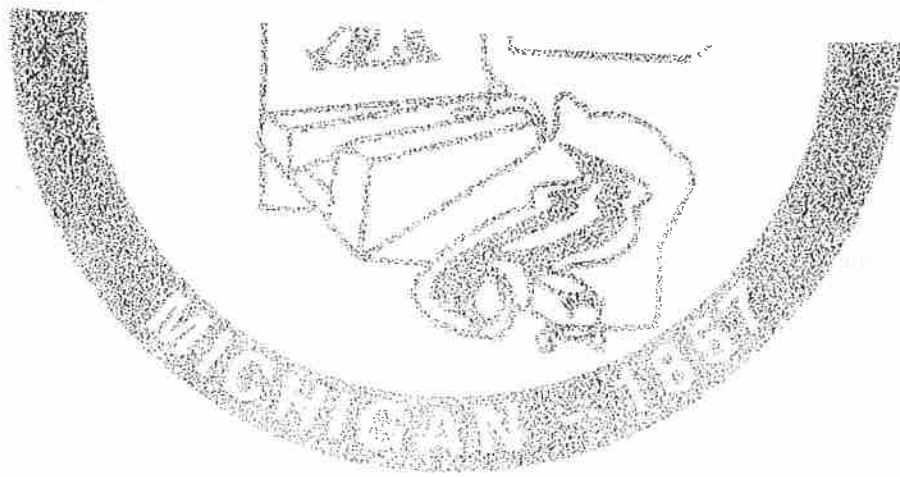
**MONITOR TWP.**

Customer: MONITOR TOWNSHIP  
 CINDY L. KOWALSKI - CLERK  
 2483 MIDLAND RD  
 BAY CITY, MI 48706

Description	Original Bill	Amount Due
ROAD PATROL SERVICE - MONITOR: FEBRUARY 2021	\$16,906.67	\$16,906.67
<b>Total Due</b>		<b>\$16,906.67</b>

TERMS: 30 DAYS

Please note: We are still waiting for an additional CARES Act payment from the state that will affect the 2020 final true-up and will reduce the amount owed by the township. Once this payment has been received and allocated, the invoices for the 2020 true-ups will be sent. I apologize for any inconvenience this may cause. Please contact Jen in Accounts Receivable at (989) 895-4204 if you have any questions. Thank you!



*[Handwritten signature]*





2526 28th Street SE  
 Grand Rapids, MI 49512  
 Phone: (616) 949-5200  
 Fax: (616) 988-9178

Invoice No. 257542

**INVOICE**

**Customer**

Name VILLAGE OF BIRCH RUN  
 Address 12060 HEATH ST BOX 371  
 City BIRCH RUN State MI ZIP 48415  
 Phone \_\_\_\_\_

Date 03/06/2020  
 P.O. # N/A  
 Contact JASON LEIDEL  
 Salesperson ROBERT EVANS

Qty	Description	Unit Price	TOTAL
1	2020 CHEVROLET TAHOE	34314.00	34314.00
1	TITLE FEE	15.00	15.00
<p><i>Invoice must be paid with in 10 days</i>  <i>Late payment charge 1% and 2% after 30 days</i></p> <p>Vehicle Numbers            1GNLCDEC8LR257542</p>			

**Payment Details**

Please submit payment upon receipt

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Subtotal	<b>34329.00</b>
Shipping & Handling	
Taxes	
TOTAL	<b>34329.00</b>

Office Use Only

# GREAT LAKES PUBLIC SAFETY EQUIPMENT

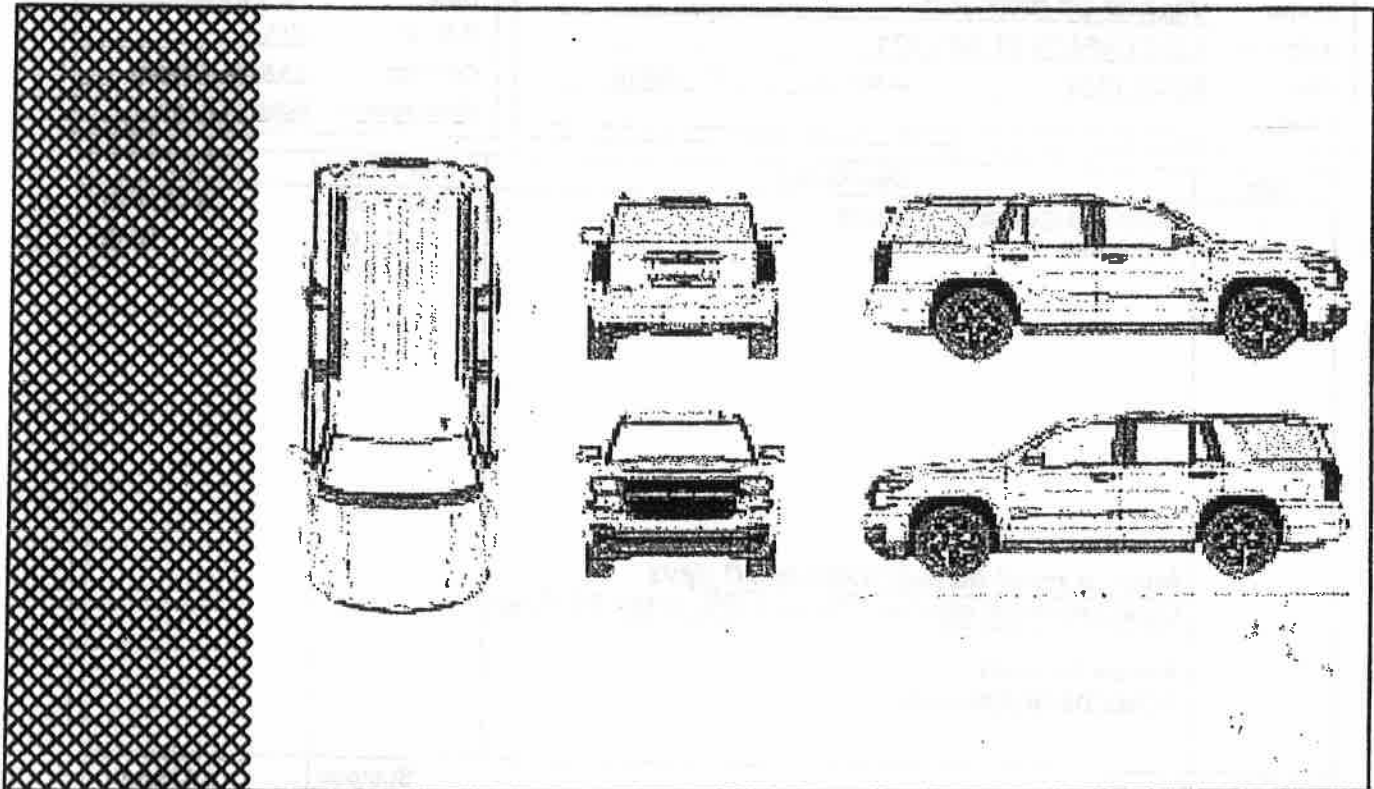
316 W DUTCHER RD CARO, MI 48723

INVOICE 720201

AGENCY INFORMATION	
AGENCY	VILLAGE OF BIRCH RUN
ADDRESS	12060 HEATH ST
CITY	BIRCH RUN
STATE	MICHIGAN
CONTACT	J. LEIDEL
PHONE	

REQUESTED BY
CHIEF
CUSTOMER ID
UNIT ID
2020 TAHOE

UNIT INFORMATION	
RADIO	MOT. XTL 2500 REM
RADAR	FRONT CUST SUPL
CAMERA	NON
MDT	PAN. PC MODEM BAS
LIGHT PKG	LOWER LEVEL



SERVICE		
1		
2	UPFIT AND INSATLL ALL EQUIPMENT	\$1,900.00
3	FROM TAHOE TO NEW TAHOE	
4		
5		
6		
7	REMOVE ALL EQUIPMENT FROM	
8	OUT OF SERVICE	\$400.00
9		
10		
11		
12	NOTE CUST SUP. SOME LIGHTS	
13		
14		
15		
16		
17		
		\$2,300.00

PARTS		
1	LED STEP KIT	\$275.00
2	MOTOROLA ANT KIT	\$55.00
3	CONSOLE MT KIT	\$200.00
4	PUSHBAR	\$400.00
5	REAR UP LIGHT KIT	\$250.00
6	CAGE UPDATE KIT	\$380.00
7	FRNT LIGHTBAR LED	\$395.00
8	F&R RND LED LGTS	\$295.00
9		
10		
11	SHOP SUPPLY	\$300.00
12		
		\$2,550.00
LABOR TOTAL		\$2,300.00
PARTS TOTAL		\$2,550.00
SERVICE CALL		

TOTAL INVOICE **\$4,850.00**  
PLEASE PAY NET 30

RECEIVED

BAY COUNTY SHERIFF'S OFFICE – Monitor Township Residents MAR 15 2021

MONITOR TWP.

HOUSE CHECK REQUEST

Owner of Residence: Rory + Jennifer [Redacted]

Address: [Redacted]

Phone Number(s):

Home: [Redacted]

Cell: 989 [Redacted]

Date & Time(s) House Check Requested

March 16 pm until March 22nd pm

[Redacted]

Will any authorized vehicles and/or people be entering or leaving your residence during the time you are gone?  Yes  No

If YES, please list their name(s) and description of vehicle (Make/Model/Color)

[Redacted]

\* [Redacted]

WHO TO CONTACT IN THE EVENT OF A PROBLEM OR IF WE HAVE A QUESTION.

> Contact Person: [Redacted]

Contact Phone No.# 989 [Redacted] Relationship: [Redacted]

> Contact Person: #2 [Redacted]

Contact Phone No.# 989 [Redacted] Relationship: [Redacted]

