

**CHARTER TOWNSHIP OF FLUSHING
6524 N. SEYMOUR ROAD
REGULAR BOARD MEETING AGENDA**

DATE: FEBRUARY 8, 2018

TIME: 7:00 P.M.

PHONE: 810-659-0800

FAX 810-659-4212

WEB PAGE: <http://flushingtowship.com>

ADMINISTRATION MEMBERS

SUPERVISOR: Frederick R. Thorsby

CLERK: Wendy D. Meinburg

TREASURER: Terry A. Peck

TRUSTEES

Jenifer Almassy

Daniel J. McGrath

Linda Minarik

William L. Westenbarger

I. DATE AGENDA POSTED: JANUARY 8, 2018

II. CALL THE MEETING TO ORDER:

ROLL CALL

PLEDGE OF ALLEGIANCE

ADOPT THE AGENDA

APPROVAL OF PREVIOUS MINUTES

APPROVE PAYMENT OF BILLS LISTED

III. PUBLIC COMMENTS: Pertaining to Agenda Items Only

IV. OLD BUSINESS:

V. NEW BUSINESS:

- 1. Presentation from Burnham & Flowers Agency, Inc.**
- 2. Prescribed burn presentation from David Mandell.**
- 3. Adoption of Record Retention Policy - Supervisor**
- 4. Sale price of properties from the land bank. Possible closed session – Supervisor**
- 5. Motion to reconfirm the Professional Services Agreement with Plante Moran for audit services fiscal year ending 3/31/18 - Treasurer**

VI. REPORTS:

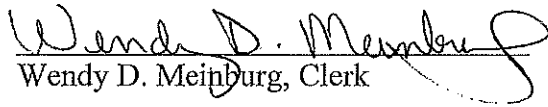
- Supervisor's Report – Supervisor
- Clerk's Report – Clerk
- Treasurer's Report – Treasurer
- Flushing Township Police Department – Chief Fairchild
- Fire Department Report - Supervisor

VII. PUBLIC COMMENTS:

VIII. BOARD COMMENTS:

IX. NEXT REGULAR MEETING:
MARCH 8, 2018 AT 7:00 P.M.

X. ADJOURNMENT


Wendy D. Meinburg, Clerk

ATTENTION: All requests for placing items on the agenda must be delivered to the Office of the Township Clerk no later than 6:00 p.m. on the Wednesday (one week prior) to the Charter Township of Flushing Board of Trustees Meeting. You may view the minutes on the internet at www.flushingtownship.com

Regular meeting agenda 01 11 2018

DRAFT
CHARTER TOWNSHIP OF FLUSHING

**6524 N. SEYMOUR ROAD
FLUSHING, MICHIGAN 48433
BOARD OF TRUSTEES MINUTES**

DATE: January 11, 2018

PHONE: 810-659-0800

WEB PAGE: <http://flushingtowship.com>

TIME: 7:00 P.M.

FAX 810-659-4212

ADMINISTRATION:

SUPERVISOR: Frederick R. Thorsby
CLERK: Wendy D. Meinburg
TREASURER: Terry A. Peck

TRUSTEES:

Jenifer Almassy
Daniel McGrath
Linda Minarik
William L. Westenbarger

TOWNSHIP ATTORNEY:

STEVEN W. MOULTON PLLC
6258 W. Pierson Road
Flushing MI 48433
810-407-7658

- I. MEETING CALLED TO ORDER** at 7:00 P.M. by **SUPERVISOR FREDERICK R. THORSBY** with Roll Call and the Pledge of Allegiance to the American Flag.
- II. ROLL CALL:** Linda Minarik, Fred Thorsby, Dan McGrath, Jenifer Almassy, Wendy Meinburg, William Westenbarger, and, Terry Peck. Attorney Steven Moulton was also present.

MEMBERS ABSENT: None

OTHER INDIVIDUALS PRESENT: Twelve (12)

APPROVAL OF AGENDA FOR JANUARY 11, 2018:

TRUSTEE WESTENBARGER MOVED, supported by Trustee Almassy to adopt the agenda as submitted.

THE MOTION CARRIED UNANIMOUSLY.

**APPROVAL OF DRAFT MINUTES OF REGULAR BOARD MEETING OF
DECEMBER 14, 2017 MEETING.**

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve the minutes of December 14, 2017 Board Meeting.

THE MOTION CARRIED UNANIMOUSLY.

APPROVAL OF PAYMENT OF BILLS:

CLERK MEINBURG MOVED, supported by Treasurer Peck to approve the payment of bills.

Trustee Westenbarger questioned the amount of \$857.97 for computer repairs and it was pointed out most of these charges were for the Police Department computers as a result of the fire.

THE MOTION CARRIED UNANIMOUSLY.

III. PUBLIC COMMENTS:

OPEN FOR PUBLIC COMMENTS: 7:04 P.M.

No individuals gave comments

CLOSED FOR PUBLIC COMMENTS: 7:05 P.M.

IV. OLD BUSINESS:

NONE

V: NEW BUSINESS

1. Motion to approve purchasing a Utility Police Interceptor Vehicle in the amount of \$29,972.00 – Supervisor

CLERK MEINBURG MOVED, supported by Treasurer Peck Motion to approve purchasing a Utility Police Interceptor Vehicle in the amount of \$29,972.00.

Chief Fairchild explained the police vehicles are usually replaced on a three year cycle when they have reached 100,000 miles. The vehicle will be purchased from Delehanty Ford and the insurance will stay the same. The chief stated he had budgeted for the new vehicle and the money was in the budget.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Peck, Meinburg, Thorsby, McGrath, Almasy and Minarik

NAYS: Westenbarger

THE MOTION CARRIED

2. Motion to approve a resolution to decline to adopt an ordinance authorizing any of the five types of medical marijuana facilities within the Township authorized by PA281 of 2016.

TREASURER PECK MOVED, supported by Trustee Westenbarger to approve a resolution to

decline to adopt an ordinance authorizing any of the five types of medical marihuana facilities within the Township authorized by PA281 of 2016.

Attorney Moulton pointed out the Township could opt out by doing nothing, but by approving a resolution to decline to adopt such an ordinance provides the Township with something in writing that can be provided to citizens who might inquire about such an ordinance.

THE MOTION CARRIED UNANIMOUSLY.

3. Motion to approve budget amendments for new Building and Zoning Department for FY 2017-18 and FY 2018-2019 as presented, the increase in expenses will reduce the fund balance.

TRUSTEE MCGRATH MOVED, supported by Clerk Meinburg to approve budget amendments for new Building and Zoning Department for FY 2017-18 and FY 2018-2019 as presented, the increase in expenses will reduce the fund balance.

There was discussion regarding the expense for the pending return of a Building and Zoning Department to the Township with Supervisor Thorsby and Attorney Moulton pointing out all the amounts were strictly estimates as there was no way to be able to come up with exact figures at this time.

ACTION ON THE MOTION:

ROLL CALL VOTE

AYES: Meinburg, Westenbarger, Minarik, Thorsby, McGrath, Almassy and Peck

NAYS: None

THE MOTION CARRIED UNANIMOUSLY

VI. REPORTS:

1. Supervisor's Report – Supervisor Thorsby gave a brief update report regarding the return of Building Inspection and Code Enforcement to the Township. He also spoke about blight in the Township and what is being done to eliminate it.
2. Clerk's Report – Clerk Meinburg gave a brief update on the maintenance agreement cost for the new voting equipment
3. Treasurer's Report – Treasurer Peck presented the Treasurer's Quarterly Report and also reported on C.D.'s which had come due.

TRUSTEE ALMASSY MOVED, supported by Trustee McGrath to approve the Treasurer's Quarterly Report.

THE MOTION CARRIED UNANIMOUSLY.

4. Chief Fairchild gave the Police Report.

5. Fire Department Report given by Supervisor Thorsby

VII. PUBLIC COMMENTS:

OPEN FOR PUBLIC COMMENTS: 7:42 P.M.

Jeremy Shuck gave comments regarding the vacant home on Gillette Road which the Township recently acquired, noting its historical significance. Supervisor Thorsby stated he had been in contact with the Michigan Historical Society and they were scheduled to look at the house.

CLOSED FOR PUBLIC COMMENTS: 7:44 P.M.

VIII. BOARD COMMENTS:

Trustee Almassy gave a report from the Metropolitan Planning Alliance regarding the upcoming road improvements throughout the county. Clerk Meinburg reported on the success of the MTA Christmas Dinner that was held by Flushing Charter Township. Treasurer Peck reported on upcoming educational classes which were available.

IX. NEXT REGULAR MEETING

FEBRUARY 8, 2018 at 7:00 P.M.

X. ADJOURNMENT:

TRUSTEE WESTENBARGER MOVED, supported by Trustee Minarik to adjourn the meeting at 8:00 P.M.

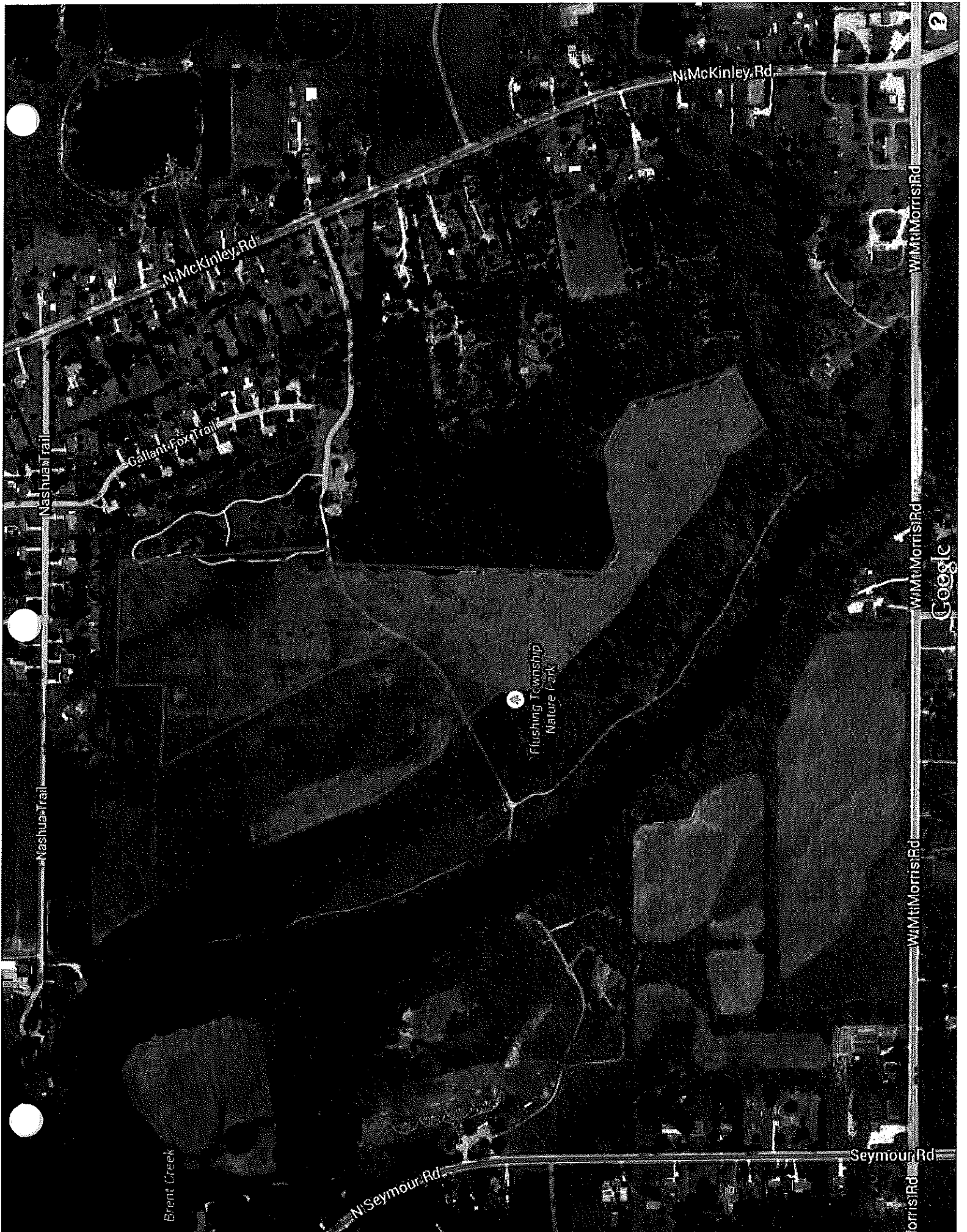
THE MOTION CARRIED UNANIMOUSLY.

WENDY D. MEINBURG, Clerk

FREDERICK R. THORSBY, Supervisor

APPROVED DATE _____

RECORDING SECRETARY: Joyce A. Wilson, Deputy Clerk
01/11/2018



Brent Creek

N Seymour Rd

Fishing Township
Nature Park

Gallant Foxe Trail

N McKinley Rd

N McKinley Rd

Seymour Rd

W Mt Morris Rd

W Mt Morris Rd

W Mt Morris Rd

W Mt Morris Rd

Nashua Trail

Nashua Trail

Google

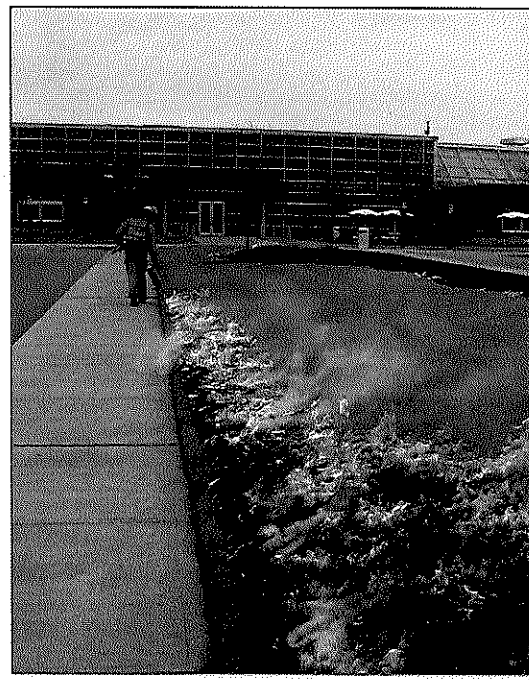
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PLANTWISE SERVICES

PlantWise, LLC is a business dedicated to creating, restoring, and interpreting native ecosystems and plant communities throughout Michigan. Towards that end, we work with private and public landowners to:

- Conduct prescribed ecological burns
- Develop management plans for maintaining or restoring natural landscapes
- Complete invasive plant removal projects
- Manage remnant or created natural areas
- Conduct plant and animal inventories
- Map existing ecosystems and natural communities
- Coordinate volunteer groups for planting or restoration work
- Conduct training for all aspects of natural area restoration
- Design and install landscapes of all scales using native plant species
- Develop brochures and signage to help people understand and appreciate the natural features around them



FIRE IN THE LANDSCAPE

Before widespread European settlement, fire was the dominant natural process sculpting our natural areas. Most prairies, savannas, wetlands, and woodlands would burn on a regular basis.

With the exclusion of fire from the landscape during the last 200 years and the introduction of numerous invasive plants, the diversity of native plants and animals has declined dramatically. By reintroducing fire through prescribed ecological burns, we are able to simulate a natural, historic process and return diversity and balance to our natural lands.

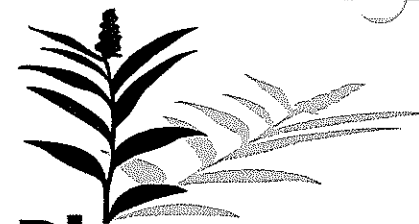
PLANTWISE, LLC
ANN ARBOR, MI

PHONE (734) 665 7168

E-MAIL INFO@PLANTWISERESTORATION.COM

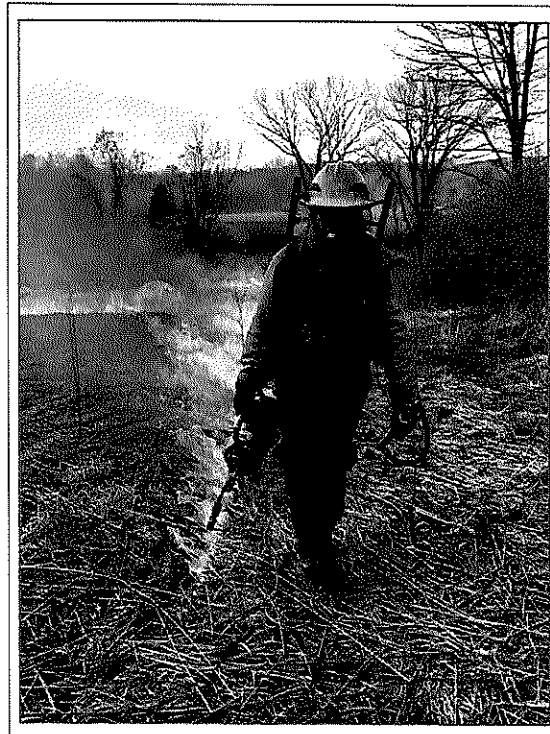
WEB WWW.PLANTWISERESTORATION.COM

printed on 100% recycled paper



PlantWise

Native Landscapes and Ecological Restoration



PRESCRIBED BURN SERVICES

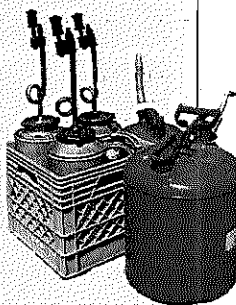
Complete burn services to restore prairies, savannas, woodlands, and wetlands.

Safe and effective use of fire on public, corporate, conservancy, and residential lands throughout Michigan.



THE POWER OF FIRE

Photos depict prescribed ecological burns on public, corporate, and private residential sites and the benefits to native plants following the fire. Whether used in prairies, savannas, woodlands, or wetlands, fire is incredibly effective at stimulating Michigan's native fire-adapted plant and animal species while discouraging invasive plants.



PREScribed BURNING

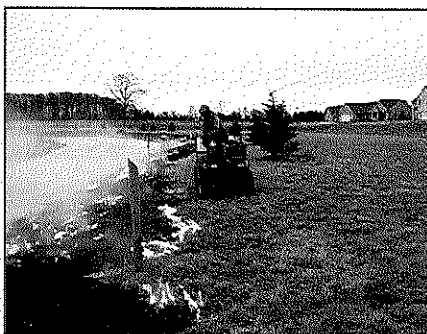
Fire was a key feature of many upper Midwestern landscapes prior to European settlement. Prescribed ecological burns are a way of managing these fire-dependent ecosystems in a safe, controlled fashion.

PlantWise has completed more burns in Michigan than any other contractor and is also certified to burn in Ohio.

Since 1998, we have completed well over 400 burns covering more than 5,500 acres on public, residential, land trust, and corporate lands on both remnant and planted sites. Burn units range from urban residential sites of 1/4-acre or less to several hundred acres in size.

PlantWise prescribed burns have proven effective at controlling numerous invasive species while simultaneously stimulating native plants and encouraging the return of a broader diversity of animals.

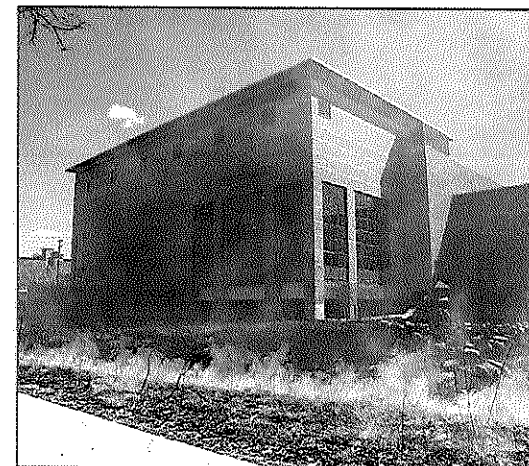
PlantWise is insured with a policy that specifically covers claims relating to prescribed burning (though we have never had a claim!).



OUR APPROACH


At PlantWise, we use safe, proven techniques to complete successful burns. During the spring, growing-season, and fall burn seasons, we:

- Develop burn plans that outline the burn objectives, suitable weather conditions, crew needs, contact information, and more
- Secure necessary burn permits from the local fire jurisdiction(s)
- Work with landowners to notify and educate neighbors of burn plans
- Prepare your site to ensure that the burn will be well-contained and achieve all burn objectives
- Conduct safe, controlled burns using a full complement of fire control and personal protective equipment





PRESCRIBED BURNING



Prescribed burning is a very important management tool for maintaining and enhancing grasslands. Fire was an important natural part in the development and maintenance of grasslands, forests, and wetlands, throughout history. To many of us, fire is a feared enemy that destroys everything in its path. Because of this, the use of controlled fires, such as prescribed burning, is underutilized as a management tool for improving and maintaining habitats.

For thousands of years, tall grass prairies and open brushlands were kept free of trees by the occasional wildfires that cleared the landscape every two to 50 years. These fires were caused by lightning, or set intentionally by Native Americans. They had discovered that fire killed woody plants, but encouraged fruit bearing shrubs, and forage producing grasslands.

Present day research and experience have shown that prescribed burning can be an effective management tool. Prescribed burns are used most frequently to maintain and restore native grasslands. Prescribed burning can recycle nutrients tied up in old plant growth, control many woody plants and herbaceous weeds, improve poor quality forage, increase plant growth, reduce the risk of large wildfires, and improve certain

wildlife habitat. To achieve the above benefits, fire must be used under very specific conditions, using very specific techniques.

Brushlands can be invigorated and maintained with fire to benefit species such as bluebirds and sharp-tailed grouse. Burning old fields controls saplings and woody vegetation, and improves grasslands for use by nesting wildlife and grazing livestock. Forest openings can be manipulated with burns to benefit more than 150 wildlife species. Upland nesting cover used by pheasants, waterfowl, and songbirds will remain productive if periodically burned. Cattails and sedges are returned to vigor by an occasional burn. Lastly, if you want more oaks in a hardwood stand, a fire will kill off less tolerant species such as maple, and basswood, allowing the oak to compete more successfully. Burning is also more cost-effective than other treatments like bulldozing, cutting, or chemicals.

Objective

Every prescribed burn should have a clear objective. This objective is necessary to evaluate the success of the burn. To show the success, or lack thereof, of a prescribed burn, a photograph can be taken before, directly after, and one year following the burn. Objectives for a prescribed burn often include one or more of the following:

- Kill woody plants
- Remove grass and wildflower dead vegetative build-up (duff)
- Promote regrowth of warm season plants
- Promote regrowth of cool season plants
- Reduce or set back noxious weeds
- Increase populations of wild flowers
- Reduce cattail mono-cultures
- Reduce wildfire fuel build-up
- Promote growth of fire dependent trees such as Jack pine
- Increase populations of threatened and endangered species.

Burn objectives should be identified in the burn plan. The objectives help determine the weather conditions for the burn, the timing of the burn, and how hot the burn should be.

Notification

For both safety and legal reasons, certain groups should be notified before a burn to prevent unnecessary concerns and danger.



Notifying neighbors, fire departments, and local law enforcement officials should be part of the prescribed burning process. Working with the local fire department is crucial because a burn permit may be necessary, and there may be a burning ordinance in your area. A copy of the burn plan should be given to the local fire department. The National Weather Service should have a telephone number listed in your area. They will be able to keep you up to date with changing weather conditions.

Considerations

There are many things to consider when planning for a prescribed burn. **Burns need to be conducted by individuals who are experienced and trained in the use of fire.** However, as a landowner, it is important to understand prescribed burning and its use. For instance fire moves faster uphill than on a level surface, so slope of the burn area must be taken into account.

When using fire it is important to plan for firebreaks. A firebreak is an area that will contain a fire within its boundaries. A plowed or disked strip, reaching down to mineral soil, is the most common method of establishing a firebreak. Sometimes, a mowed path, or a walking trail, can be used as a fire break. Firebreaks can also be planted to grasses and clovers so they can provide key food and cover to wildlife. For example, if an area is burned every five to seven years, the firebreak is disked up the fall before the burn. Then, after the spring burn, the firebreak is planted to grasses and clovers. Firebreaks should be at least 20 feet wide.

Equipment

Basically three kinds of equipment are needed for prescribed burning:

1. tools to ignite the fire
2. tools to control the fire
3. safety equipment

A drip torch, a can of liquid fuel with a long spout, burning lightly at the end, may be used to start and spread the fire. It will drop a three to one fuel oil-gas mixture on the grass at a steady rate. This allows for a continuous fire line, and quicker, more efficient fire application than a fire rake.

To control (mop up) your fire properly, fire swatters, 12 inch X 18 inch pieces of reinforced rubber attached to a handle, or fire brooms, are great to smother small grass fires. A backpack water pump can be teamed up with a swatter for maximum efficiency. The pump operator would lead knocking down larger flames (using a spray for cooler fires and a stream for hotter ones) while the swatter can follow up making sure the fire is put out. To aid in the extinction of the fire, one quart of dishwashing detergent can be added to 50 gallons of water (one tablespoon of detergent to one gallon). This mix helps the water to "cling" to the grass fuel. Low-pressure, field crop sprayers with handgun nozzles can work for small burn areas that have safe boundaries, as well as backpack and herbicide sprayers. An all-terrain vehicle can also be helpful for carrying extra tools or tanks of water to your site. If high-pressure pumps are used, then water should be rationed to prevent it from running

out partway through the burn. If a wetland, pond, stream, or other water source is near the burn site, then pumps and sprayers will be easy to refill.

Safety equipment is also very important. Make sure that a first aid kit and plenty of drinking water are always nearby. Poorly managed burns or ignorance of safety measures can lead to property damage, and even injury or death. Even in well-managed burns accidents can occur. **Before, during, and after every burn, safety should be the major consideration.** Proper clothing can also add a measure of safety. Fireproof Nomex pants and shirts are essential. Leather boots and gloves, along with eye protection, should be worn at all times. Never wear synthetic fibers like nylon, which can melt and stick to skin. A long sleeve shirt, a hard hat, and long pants, will keep you safe from radiant heat and flare-ups. The more skilled the burn crew is the more likely the fire will be controlled and thus beneficial. Generally, three or four people are needed on each fireline (more if safety may be challenged). One will ignite the fire and be in charge of operations (the fire boss), one or two should keep the fire on its correct path, and any others should help mop-up (extinguish flare ups or escaped flames).

Timing


The timing of a burn determines the plants which will be benefited and controlled, the impact on wildlife species, and safety. Most burns are conducted mid to late spring, or in the fall. Burning to favor desired grasses should take place just as they are starting to green up, and the soil surface is damp. Generally, a late spring burn

PRESCRIBED BURNING

will control woody vegetation and cool season grasses better than an early spring burn but are not as beneficial for wildflowers. This burn will also provide warm season grasses with nutrients they need to grow.

Before burning, nesting times of grassland species should always be checked to prevent the destruction of nests and their inhabitants. The best time for spring fires is late March into April; generally in the morning or evening, when the relative humidity and temperature are not changing as rapidly as during daylight hours. The drier the area the earlier the burn should be to avoid damaging the earliest blooming wildflowers. Though fall burns are possible and can be beneficial, they are often avoided, due to the cooler temperatures, drier ground, and destruction to winter wildlife habitat they may cause.

Weather Conditions



Weather has an overriding effect on a prescribed burn. A burn plan will outline the weather conditions, which must be met before the burn is conducted. It is very important to have the latest and most updated weather conditions available before starting the burn. Relative humidity is an important factor to consider when planning a controlled burn. If the relative humidity is below 50%, the dryness of the grass is prone to causing very hot fires. If the relative humidity is above 70% the fire will have a hard time catching at all. Therefore a relative humidity between 50% and 70% works best.

Temperature is also important when laying out a burn plan because of its relation to relative humidity. Below 32 degrees Fahrenheit grass mats will rarely burn, and above 80 degrees Fahrenheit burning is hazardous. Between 40 degree Fahrenheit and 60 degrees Fahrenheit is ideal.

Wind direction and speed should both be taken into account as well. The wind speed should be between three and seven mph, and the wind direction should remain steady. If either varies greatly, the fire can shift with gusts of wind, and may burn too quickly with an increase in wind speed. Both of these variables can severely hinder safety precautions if not watched closely. In general, wind is calmer in the morning and the evening. Smoke management is crucial. Always warn your neighbors of your burn, and prevent smoke from hindering any roadways by planning your burn when the wind direction is going away from the road.

Of all the weather parameters the wind speed and direction are most critical. Unless professionals are included in the burn crew a burn at over seven mph is not recommended. Faster burns are less effective. They may not remove all the litter and unwanted species. In addition, safety comes first. Often the safest time to burn is in the evening between 7 pm and 10 pm. This is when humidity is on the rise, temperature decreases, and wind speed dies down, creating the setting for a slower (and safer) fire. However, burning after dark can be dangerous. Areas still smoldering can be missed.

Burn Techniques

There are 4 basic burn techniques used in the prescribed burning of grasslands. These four techniques include:

1. back fire
2. parallel (flank) fire
3. perimeter (ring) fire
4. strip head fire

Each method has strengths and weaknesses depending on the weather conditions, size of the area, and expertise of the individuals conducting the fire. Special considerations when conducting the burn include power lines, telephone lines, and oil or gas lines.

A **backfire** is used downwind of the burn site. This is most often the coolest and safest fire. However, it is slower burning and therefore takes longer to finish. The fire is ignited on the downwind side of the fuel and slowly burns into the field against the wind, expanding the firebreak. This burn technique is often used in conjunction with other burn methods.

A **parallel or flank fire** burns hotter and faster than a strip fire or backfire. It works well on square or circular parcels. A fire is ignited on the sides of the burn site parallel to the wind direction at the same time or soon after a backfire is lit. The people igniting the fires on either side should keep continuously in touch by 2 way radio.

A **perimeter fire** is not only one of the quickest burn methods, but also creates a hotter fire than those listed above. Since this type of burn technique develops a hotter and faster moving fire, which can be harder to control, it must be handled carefully. This method

PRESCRIBED BURNING

PRESCRIBED BURN PLAN (attach aerial photo)

Landowner:
Address:
Location of Burn: County _____ Township _____ Range _____
 Section _____ Field # _____

Burn Objective: _____

Burn target date(s): _____

Desired Burn Conditions: Wind Speed _____ Wind Direction _____
 Relative Humidity _____ Soil Moisture _____

Parties to Notify
 Local Fire Dept. _____ Sheriff's Dept. _____
 Resource Agency _____ Neighbors _____

Fire Plan: indicate on aerial photo the wind direction, fire lanes, location and type, back-up fire lanes, firing sequence and hazards such as roads, buildings, power lines, etc.

Suppression in Event of Escape Plan: Discontinue firing sequence. Leave sufficient personnel with the prescribed burn to prevent further escape. Remainder of crew suppress escaped fire. Notify local department if necessary.

Equipment Needs Rake _____ Swatters _____ Drip torches _____
 Backpack Sprayers _____ Water Wagons _____
 Other _____

Burn Crew:
 Fire Boss _____ L-Flank fire _____
 Backfire _____ Water Wagon _____
 R-flank fire _____ Mop-up _____

maintain native grassland communities. An objective is established and a burn plan is developed which meets the burn objective. Experienced and trained individuals conduct the burn under the guidance of a burn plan. Neighbors, local law enforcement agencies, and local fire departments should be notified. Safety is always the top priority for the burn.

starts with a backfire, followed by lighting the flanks, and finished by lighting the upwind side of the burn site called the head of the site. This headfire will move rapidly towards the flanks and backfire.


A **strip head fire** burns slightly faster than a backfire, is relatively safe, and works well for burning rectangular or odd shaped parcels. It is also cost-effective. A series of strips are lit, starting at

the downwind side of the site, burning only one at a time. Ideal when burning with a limited number of personnel. Remember when choosing a burn technique, your level of experience with burning, and that of your burn crew, should be a major factor in your choice.

Summary

Prescribed burning is an important management tool to

FOR ADDITIONAL CHAPTERS CONTACT:
Michigan United Conservation Clubs
 PO Box 30235
 Lansing, MI 48909
 517/371-1041




Private Land Partnerships: This partnership was formed between both private and public organizations in order to address private lands wildlife issues. Individuals share resources, information, and expertise. This landowner's guide has been a combined effort between these groups working towards one goal: Natural Resources Education. We hope this manual provides you with the knowledge and the motivation to make positive changes for our environment.

FOR ADDITIONAL ASSISTANCE: CONTACT YOUR LOCAL CONSERVATION DISTRICT

RECORDS POLICY

Retention of Records

The status of township records is established by state law, MCL 750.491, which provides that all official books, papers or records created by or received in the Township office are declared to be public property, belonging to the people of the state of Michigan. Township records, paper and digital, are to be established, retained, accessed and disposed of in accordance with the Records Management Manual for Local Governments (the Manual) developed by the Michigan Department of Technology, Management & Budget as amended from time to time. The current Manual, published March 4, 2016, is adopted by reference as part of this Policy.

Included as part of this Policy are the following General Retention Schedules, as amended from time to time, currently identified at Page 5 of the Manual as follows:

Schedule No.	Schedule Title	Approved/Updated
1.	Nonrecord Material Defined	06/02/2015
10.	Townships	07/01/1997, 2009, 2014
11.	Local Law Enforcement	08/02/2005, 2017
23.	Election Records	10/16/2007, 2013, 2016
25.	Township Clerks	06/17/2008
26.	Local Government Human Resources	10/07/2008
29.	Township Treasurers	09/01/2009
30.	Local Government Information Technology	12/01/2009
31.	Local Government Financial Records	04/07/2009

Public Inspection of Records

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of public records. A person shall be allowed to inspect public records during usual business hours, not less than four hours per day. The public does not have unlimited access to township offices or facilities, and the person may be required to inspect records at a specified counter or table, and in view of township personnel. A person cannot remove books, records or files from the place the Township has provided for the inspection.

No records shall be removed from the office of the custodian of those records without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing records being removed. Records may be removed from the office of the custodian of those records with permission of that custodian to accommodate public inspection of those records.

Township officials, appointees, staff or consultants/contractors assisting with the inspection the public records shall inform any person inspecting records that only pencils, and no pens or ink may be used to take notes. Electronic recording equipment may be used to record verbal notes. Cell phones, cameras or other electronic equipment shall not be used by the person inspecting the records to photograph or copy public records, without the express permission of the clerk or other authorized township official. Copies of public records shall be requested and provided as set forth below.

Copies of Public Records

Requested Copies

A person who requests copies of the public records, including a request made at or while inspecting public records, shall submit the request in writing pursuant to the Freedom of Information Act and, if appropriate, a fee will be charged for the copies made and provided in accordance with the township's FOIA Policy.

Copies Required to Enable Public Inspection of Records

In coordination with the clerk or other official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the Township will provide copies of original records, to allow for the blacking out of exempt information, to protect older delicate original records, or because the original record is in a digital file or database not available for public inspection. A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

The clerk, or the clerk's designee is responsible for identifying if records or information requested by the public is stored in digital files or email, even if the public does not specifically request a digital file or email.

MEMO

TO: Fred Thorsby, Wendy Meinburg, and Terry Peck
CC: Brian Fairchild
FROM: Steven W. Moulton
DATE: January 23, 2018
RE: Records Policy

I do not believe the Township ever adopted a records retention policy or a policy regarding public inspection of records.

By law, the records of the local unit of government are also state records and the maintenance of those records is governed by state law and regulation.

MCL 750.491 states:

"All official books, papers or records created by or received in any office or agency of the state of Michigan or its political subdivisions, are declared to be public property, belonging to the people of the state of Michigan. All books, papers or records shall be disposed of only as provided in... MCL 399.822..."

The MTA website includes a section under Records Management which links to several sites maintained by the state, including an online class "Introduction to Records Management for Local Governments." I printed off the MTA webpage pertaining to records and it is attached. It serves as a good index.

The state has developed a Records Management Manual for Local Governments which includes at Page 5, a list of 36 General Retention Schedules. The manual and the schedules are available at the MTA website. Of the 36 schedules, it appears 9 are relevant to the Township, identified by Schedule number as follows:

1. Nonrecord Material Defined (approved 6-2-2015) 2 pages
10. Townships (approved 7-1-1997, updated 2009, 2014) 10 pages
11. Local Law Enforcement (approved 8-2-2005, revised 2017) 21 pages
23. Election Records (approved 10-16-2007, Revised 11-26-2013, Revised 1-26-2016) 15 pages
25. Township Clerks (approved 6-17-2008) 38 pages
26. Local Government Human Resources (approved 10-7-2008) 21 pages
29. Township Treasurers (approved 9-1-2009) 23 pages
30. Local Government Information Technology (approved 12-1-2009) 15 pages

31. Local Government Financial Records (approved 4-7-2009) 18 pages¹

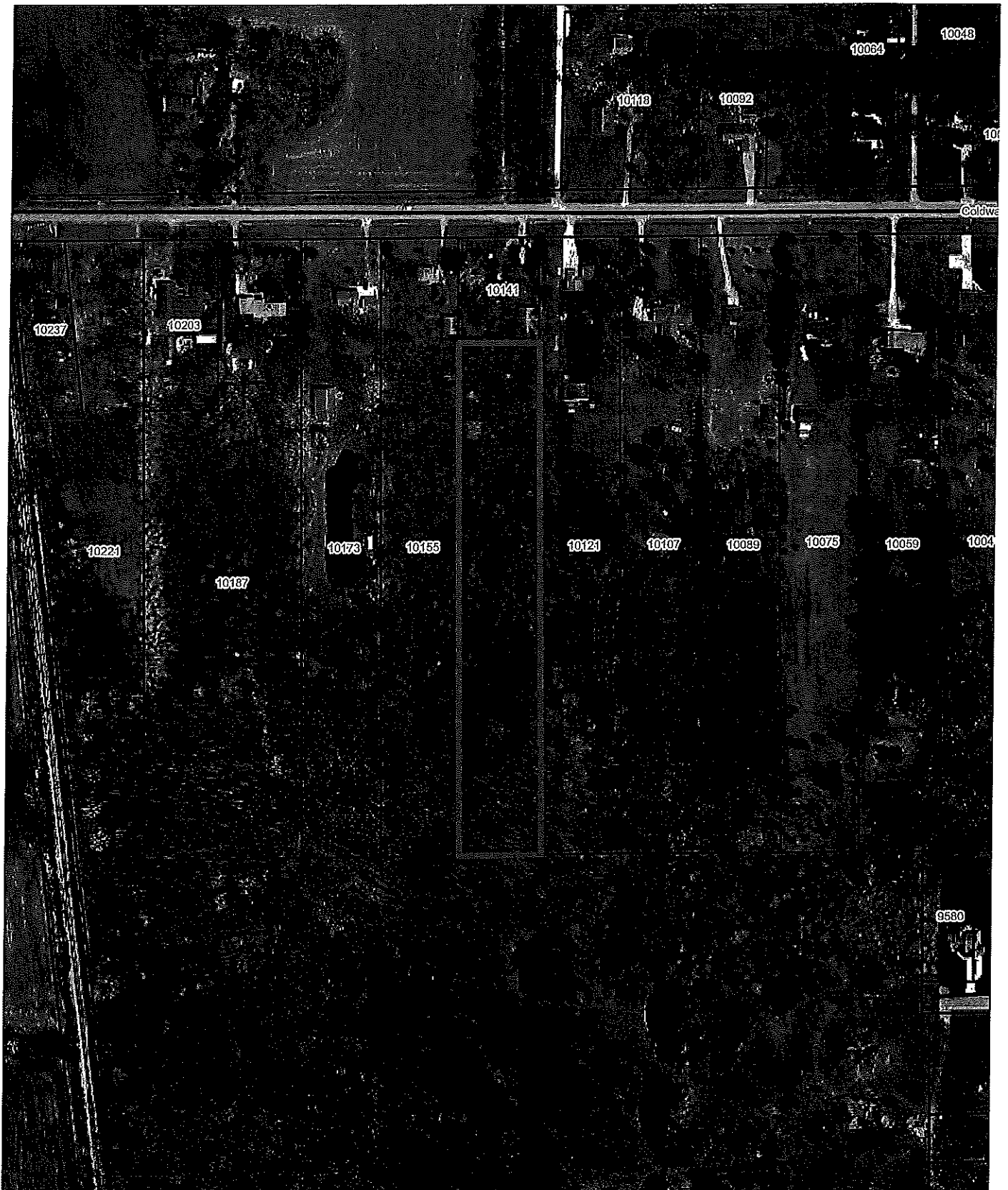
I printed the manual and each of the above-referenced schedules as some people prefer working with paper. I have also scanned these documents so that they are available in a digital format.

The MTA has not developed a policy regarding record retention; it has generated a policy regarding Public Inspection. I printed that policy and it is also scanned.

Preparing a record retention policy is straightforward and a proposed policy is attached. The proposed policy adopts by reference the manual and the schedules appropriate to the Township, which are those identified above. The difficulty is getting up to speed as to the specific records to be retained; developing an appropriate schedule of record retention; developing and administering an appropriate records retention system, both paper and digital, and; implementing an appropriate record disposal/deletion process.

¹ Schedule 32 is entitled Local Government Parks and Recreation Departments (approved 4-20-2010) 20 pages, however the Township does not have a Parks and Recreation Department so I do not believe this record-keeping schedule applies to the Township.

BASEMAP



Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

02/01/2018 10:19 AM

Parcel: 08-21-526-015
Owner's Name: CHARTER TOWNSHIP OF FLUSHING
Property Address: W COLDWATER RD
FLUSHING, MI 48433

Current Class: 700.700-EXEMPT VACANT
Previous Class: 400.400-RESIDENTIAL VACANT
Gov. Unit: 08 FLUSHING TOWNSHIP
MAP #
School: 25120 FLUSHING SCHOOL DISTRICT
Neighborhood: Z2SUB ZONE 2 SUBDIVISIONS

Liber/Page: Created: //
Split: // **Active:** Active
Public Impr.: Water
Topography: None

Mailing Address: CHARTER TOWNSHIP OF FLUSHING
6524 N SEYMOUR RD
FLUSHING MI 48433
Description: S 1056 FT OF LOT 9 FLUSHING HEIGHTS (74)

Most Recent Sale Information

Sold on 12/31/2017 for 0 by GENESEE COUNTY TREASURER.

Terms of Sale: TAX SALE

Liber/Page:

Most Recent Permit Information

None Found

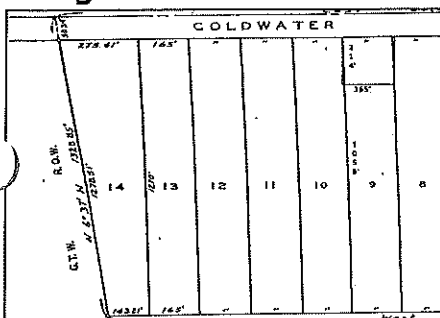
Physical Property Characteristics

2018 S.E.V.:	Tentative	2018 Taxable:	Tentative	Lot Dimensions:	
2017 S.E.V.:	15,000	2017 Taxable:	2,852	Acreage:	4.00
Zoning:	RSA	Land Value:	Tentative	Frontage:	0.0
PRE:	0.000	Land Impr. Value:	Tentative	Average Depth:	0.0

Improvement Data

None

Image



BASEMAP



Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

02/01/2018 10:21 AM

Parcel: 08-36-676-218
Owner's Name: CHARTER TOWNSHIP OF FLUSHING
Property Address: 3412 WYNDHAM DR
FLUSHING, MI 48433

Current Class: 700.700-EXEMPT VACANT
Previous Class: 400.400-RESIDENTIAL VACANT
Gov. Unit: 08 FLUSHING TOWNSHIP
MAP #:
School: 25120 FLUSHING SCHOOL DISTRICT
Neighborhood: HYDE HYDE PARK

Liber/Page: **Created:** 02/22/2005
Split: 02/22/2005 **Active:** Active

Public Impr.: None
Topography: None

Mailing Address: CHARTER TOWNSHIP OF FLUSHING
6524 N SEYMOUR RD
FLUSHING MI 48433
Description: UNIT 18 HYDE PARK (05) FR 08-36-676-018

Most Recent Sale Information

Sold on 12/31/2017 for 0 by GENESEE COUNTY TREASURER.

Terms of Sale: TAX SALE

Liber/Page:

Most Recent Permit Information

None Found

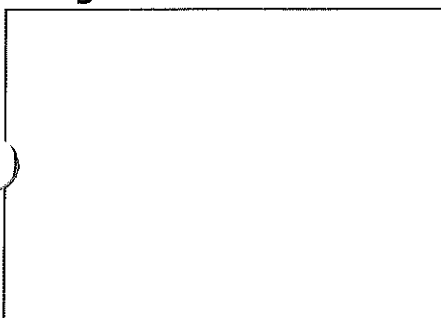
Physical Property Characteristics

2018 S.E.V.:	Tentative	2018 Taxable:	Tentative	Lot Dimensions:	
2017 S.E.V.:	5,400	2017 Taxable:	5,045	Acreage:	0.00
Zoning:	RU-1/SU	Land Value:	Tentative	Frontage:	0.0
PRE:	0.000	Land Impr. Value:	Tentative	Average Depth:	0.0

Improvement Data

None

Image



BASEMAP



Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

02/01/2018 10:18 AM

Parcel: 08-22-200-015
Owner's Name: CHARTER TOWNSHIP OF FLUSHING
Property Address: BUFFALO CT
FLUSHING, MI 48433

Current Class: 700.700-EXEMPT VACANT
Previous Class: 400.400-RESIDENTIAL VACANT
Gov. Unit: 08 FLUSHING TOWNSHIP
MAP #
School: 25120 FLUSHING SCHOOL DISTRICT
Neighborhood: Z2 ZONE 2

Liber/Page: Created: //
Split: // **Active:** Active

Public Impr.: None
Topography: None

Mailing Address:

CHARTER TOWNSHIP OF FLUSHING
6524 N SEYMOUR RD
FLUSHING MI 48433

Description:

PART OF GOVT LOT 1 BEG N 1 DEG 42 MIN 09 SEC E 1344.20 FT & N 89 DEG 14 MIN 05 SEC W 898.04 FT FROM E 1/4 COR OF SEC TH N 89 DEG 14 MIN 05 SEC W 219.64 FT TH N 0 DEG 45 MIN 55 SEC E 152.06 FT TH S 89 DEG 14 MIN 05 SEC E 219.64 FT TH S 0 DEG 45 MIN 55 SEC W 152.06 FT TO PL OF BEG SEC 22 T8N R5E (84) FR 0800015848

Most Recent Sale Information

Sold on 12/31/2017 for 0 by GENESEE COUNTY TREASURER.

Terms of Sale: TAX SALE

Liber/Page:

Most Recent Permit Information

None Found

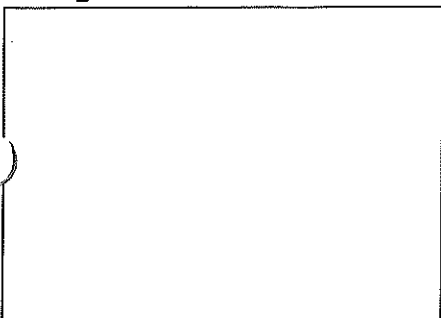
Physical Property Characteristics

2018 S.E.V.:	Tentative	2018 Taxable:	Tentative	Lot Dimensions:	
2017 S.E.V.:	4,000	2017 Taxable:	2,517	Acreage:	0.00
Zoning:	RSA	Land Value:	Tentative	Frontage:	0.0
PRE:	0.000	Land Impr. Value:	Tentative	Average Depth:	0.0

Improvement Data

None

Image



BASEMAP



Real Estate Summary Sheet

Information herein deemed reliable but not guaranteed

02/01/2018 10:17 AM

Parcel: 08-10-100-032
Owner's Name: CHARTER TOWNSHIP OF FLUSHING
Property Address: 7305 GILLETTE RD
FLUSHING, MI 48433

Current Class: 701.701-EXEMPT IMPROVED
Previous Class: 401.401-RESIDENTIAL IMPROVED
Gov. Unit: 08 FLUSHING TOWNSHIP
MAP #:
School: 25120 FLUSHING SCHOOL DISTRICT
Neighborhood: Z2 ZONE 2

Liber/Page: / / **Created:** 02/13/2011

Split: / / **Active:** Active

Public Impr.: None
Topography: None

Mailing Address:

CHARTER TOWNSHIP OF FLUSHING
6524 N SEYMOUR RD
FLUSHING MI 48433

Description:

S 1/2 OF SE 1/4 OF NW 1/4 EXCEPT S 400 FT OF E 218 FT ALSO EXCEPT N 90 FT OF E 484 FT ALSO EXCEPT A PARCEL OF LAND BEG S 89 DEG 17 MIN 02 SEC E 1302.55 FT FROM W 1/4 COR OF SEC TH S 89 DEG 17 MI 02 SEC E 1077.89 FT TH N 0 DEG 18 MIN 08 SEC W 200 FT TH N 89 DEG 17 MIN 02 SEC W 1078.78 FT TH S 0 DEG 02 MIN 52 SEC W 200 FT TO PL OF BEG SEC 10 T8N R5E (11) 11.58 A SPLIT ON 01/21/2011 FROM 08-10-100-008

Most Recent Sale Information

Sold on 12/31/2017 for 0 by GENESEE COUNTY TREASURER.

Terms of Sale: TAX SALE

Liber/Page:

Most Recent Permit Information

None Found

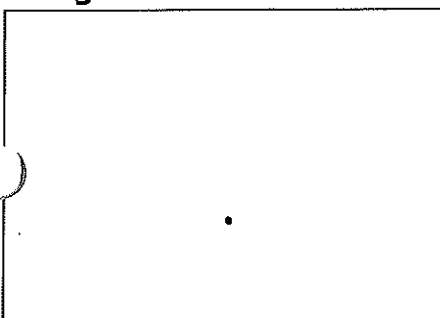
Physical Property Characteristics

2018 S.E.V.:	Tentative	2018 Taxable:	Tentative	Lot Dimensions:	
2017 S.E.V.:	50,800	2017 Taxable:	43,157	Acreage:	11.58
Zoning:	RSA	Land Value:	Tentative	Frontage:	0.0
RE:	0.000	Land Impr. Value:	Tentative	Average Depth:	0.0

Improvement Data

of Residential Buildings: 1
Year Built: 1900
Occupancy: Single Family
Class: CD
Style: 1 1/2 STORY
Exterior: Wood Siding
% Good (Physical): 11
Heating System: Forced Air w/ Ducts
Electric - Amps Service: 0
of Bedrooms: 0
Full Baths: 1 Half Baths: 0
Floor Area: 1,336
Ground Area: 1,056
Garage Area: 0
Basement Area: 1,056
Basement Walls:
Estimated TCV: Tentative

Image





WOODLAND REALTY

810.659.3161 Flushing
810.687.0230 Clio
810.768.2100 Flint
989.845.4800 Chesaning
www.Century21Woodland.com

1-31-18

Township of Flushing

Vacant land Gillette Rd - No home
11 Acres High Value 4590⁹⁸ 50,490
 Average Value 3191⁵⁸ 35,090
 Ask - 49,900 - sell - 42-45K

Hyde Park
 Duplex lot - ask 9,900 a piece
 or 18,000 for both
 sell - 7,500
 15,000

Imad Isacc
 ASK - \$10,800 per side
 * Discount for cash



WOODLAND REALTY

810.659.3161 Flushing

810.687.0230 Clio

810.768.2100 Flint

989.845.4800 Chesaning

www.Century21Woodland.com

131-18

V/L Buffalo Ct

Land Locked V/L Coldwater

Ask \$1,000 - \$ Behappy with
\$ 500

Deane Bruner

Dan Borgwang
Broker



Land

Active

Listing #	APN	Address	City	Map	Acre	SqFt	Date	\$/Acre	DOM/ CDOM	Orig Price	List Price	
30057682	08-12-300-040	Johnson Rd	Flushing		9.0000	9.0000 ac	05/11/16	3988.89	603/603	39,900	35,900	
30057380	55-25-200-044	Sunnyside Dr	Flushing		20.0000	20.0000 ac	04/22/16	2495.00	649/649	79,900	49,900	
30069074	0820300014	5000 Duffield Rd	Flushing		12.0400	12.0400 ac	08/01/17	4975.08	182/182	59,900	59,900	
30070998	08-01-300-020	8232 Morrish Rd	Flushing		15.0600	15.0600 ac	10/29/17	4243.03	93/93	63,900	63,900	
30070615	0807300009	Sheridan Ave	Flushing		11.7000	11.7000 ac	10/10/17	5974.36	112/112	74,900	69,900	
30071860	0820200024	W Coldwater Rd	Flushing		26.2800	26.2800 ac	01/16/18	4181.89	14/349	109,900	109,900	
217083387	0810400023	9043 Aspen LN	Flushing		14.1100	14.1100 ac	09/14/17	15584.69	138/138	219,900	219,900	
30071221	14-29-300-008	Pierson Rd	Flushing		10.0000	10.0000 ac	11/15/17	35000.00	76/76	350,000	350,000	
215013065	0824100030	8029 W Coldwater RD	Flushing		56.0000	56.0000 ac	02/13/15	7141.07	1082/1082	479,900	399,900	
Listing Count	9	Averages			19.35			9287.11	328/365	164,244	151,022	
			High		399,900		Low	35,900			Median	69,900

Sold

Listing #	APN	Address	City	Map	Acre	SqFt	Date	\$/Acre	DOM/ CDOM	Orig Price	List Price	Sale Price	SP % LP
30064574	5525200042	449 N Elms Rd	Flushing		11.9800	11.9800 ac	04/12/17	4590.98	2/2	59,900	59,900	55,000	91.82s
30068540	0836554019	W Potter Rd	Flushing		18.7800	18.7800 ac	09/08/17	3189.56	5/5	59,900	59,900	59,900	100.00s
30059637	0706400049	W River Rd	Flushing		23.3700	23.3700 ac	03/06/17	2567.39	227/227	79,900	69,900	60,000	85.84s
30064399	04-04-300-024	N Nichols Rd	Flushing		16.5600	16.5600 ac	03/17/17	3925.12	4/4	69,900	69,900	65,000	92.99s
30064575	1430100005	6400 Kelly Rd	Flushing		74.5800	74.5800 ac	08/24/17	1609.01	171/1775	149,900	139,900	120,000	85.78s
30065973	0820300012	11330 Carpenter Rd	Flushing		41.4700	41.4700 ac	05/18/17	3267.42	33/33	149,900	149,900	135,500	90.39s
Listing Count	6	Averages			31.12			3101.58	74/341	94,900	91,567	82,567	91.14
			High		135,500		Low	55,000			Median	62,500	
Property Type Count	15	Averages			24.06			6848.9	226/355	136,507	127,240	82,566	

Presented By: Diane M Bruner / Century 21 Woodland Realty Phone: 810-691-9194

Featured properties may not be listed by the office/agent presenting this brochure.

Information should be deemed reliable but not guaranteed, all representations are approximate, and individual verification is recommended.
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U.S. Patent 6,910,045

Agent Detail Report

Listings as of 01/30/18 at 11:50am

Sold 09/08/17 Listing # 30068540 W Potter Rd, Flushing, MI 48433 Listing Price: \$59,900
 County: Genesee

Property Type	Land	Property Subtype	Residential
Area	Genesee	Subdivision	Woodhaven Farms
Property I	0836554019	Price/Acre	\$3,189.56
DOM/CDOM	5/5	Lot Sq Ft (approx)	818057 ((Estimate))
		Acreeage	18.7800

Directions About 1/2 mile west of elms road, culvert is just east of the guardrail to enter property. Creek is west property line
Marketing Remark Flushing Township Wooded 18.78 Acres! 175' of road frontage on this group of 3 parcels offered as one package deal. Two parcels with road frontage with one culvert already installed so you can drive onto the property. Lots of wildlife as property has been used for hunting land for a long time. Seller is NOT willing to split property up.
Agent-Only Rmrks Buyers and buyers agents to verify all info at township.

Listing Agent Rob Moen (ID:F276998) Primary:810-691-0019, FAX: 810-695-5677
Listing Office Keller Williams First (ID:F0717) Phone: 810-515-1503, FAX: 810-771-4739
Listing Co-Agent Julie C Moen (ID:F372082) Primary:810-691-0830 Secondary:810-606-0110 Other:810-695-5677
Listing Co-Office Keller Williams First (ID:F0717) Phone: 810-515-1503, FAX: 810-771-4739
Listing Type Listing Date 07/13/17

Buyer Broker 3.5% Trans. Coord. 0% Sub Agent 0%

Pending Date 07/18/17 **Estimated Selling Date**
Sold Price 59,900 **Selling Date** 09/08/17
Original Price 59,900 **SP % LP** 100.00
Selling Agent Diane M Bruner (ID: F183529) Phone: 810-691-9194 **Selling Office** Century 21 Woodland Realty (ID: F0127) Phone: 810-659-3161
Selling Co-Agent **Selling Co-Office**
Financing Conventional **Selling Comments**

Selling Information

Down Payment 1000.00	Seller Costs 0.00
Available For Lease No	District Number 0
Genesee SD Flushing	Genesee Municipality Flushing Twp
Postal City Flushing	Zoning RES
Section 0	To Show vacant land
Ownership Private	Short Sale No
Disclosures Seller(s) Disclosure	North or South of North of
North of Side of Potter Rd	East or West of West of
West of Elms Road	Road Frontage 175
Lot Dimensions Irregular	Lot Remarks See Doc Box for drawing. property is made up out of 3 separate parcels of Lot 12 0.68A Outlot B 0.30A and back lot of 17.8A for a total of 18.78A
Lot Feature Irregular, See Rmk	Paved Road Yes
Sign Yes	Site Features Gas Available, Wooded
% Wooded 50.00	Topography Rolling
% Wetland 0.00	Waterfront No
Waste Septic	Water Well
Winter Taxes 555.00	Summer Taxes 1560.00
Special Assessments 0.00	Min. Deposit 1000.00
Sold In Last 3 Years No	Terms Cash, Conventional
Owner Financing	Legal Description OUTLOT B WOODHAVEN FARMS & two other parcels. see doc box for all info
Term 0.00	

Presented By: Diane M Bruner / Century 21 Woodland Realty Phone: 810-691-9194

Featured properties may not be listed by the office/agent presenting this brochure.

Information should be deemed reliable but not guaranteed, all representations are approximate, and individual verification is recommended.
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 U.S. Patent 6,910,045

Charter Township of Flushing Police Department

6524 N. Seymour Road – Flushing, MI 48433

Brian Fairchild
Chief of Police

Office & Information
810-659-0809
Police Service 911

January 2018 Police Department Statistics

2018				
<u>Activity / Date</u>	<u>JAN</u>		<u>Activity / Date</u>	<u>JAN</u>
Calls for Service	138		Business Checks	889
Assists	18		Vacation Checks	346
Total Complaints Taken	99		Subdivision Checks	536
Suspicious Situations	5		Traffic Stops	65
Family Trouble	10		Traffic Citations	20
Felony Arrests	0		Traffic Warnings	50
Misd. Arrests	6		Medicals	7
Juv. Felony Arrest	0		Alarms	12
Juv. Misd. Arrest	2		OWI	0
Persons Invest.	262			
Vehicle Invest.	124		<u>VEHICLE</u>	<u>MILEAGE</u>
Code Enforcement	10		Patrol Car 27-1	48949
UD-10/Accident	22		Patrol Car 27-2	21832
Criminal Complaints	6		Patrol Car 27-3	99464
All Other Complaints	63		Patrol Car 27-4	14027
			Chief's Car	66727
			D/Sgt's Car	46268
				4686
				2130
				403
				522
				1079
				893

- 1 – Assault and Battery/Simple Assault
- 2 – Larceny (1-LFA, 1-Other)
- 2 – Fraud (1-By Wire, 1-Identity Theft)
- 2 – Disturbing the Peace
- 3 – Failure to Report and Accident
- 1 – Natural Death
- 1 – Drug Overdose

CHARTER TOWNSHIP OF FLUSHING

6524 North Seymour Road
Flushing, Michigan 48433
(810) 659-0800 Fax (810) 659-4212
www.flushingtownship.com

Supervisor – Frederick R. Thorsby
Clerk – Wendy Meinburg
Treasurer – Terry Peck

Trustees
Jenifer Almassy
Daniel McGrath
Linda Minarik
William Westenbarger

Fire Report January 2018

Fire Runs (Jan)	2
House Fire	0
Personal Injury Accident (PIA)	1
Car Fire	0
Fire Alarm	3
Open Burn	1

There were no Fatalities, but there were two separate house fires that caused significant damage to one house and one house was a total loss.

As Reported by Chief James Michael

Frederick Thorsby
Supervisor

CHECK DISBURSEMENT REPORT FOR FLUSHING TOWNSHIP
 CHECK NUMBER 337648 - 337709
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/11/2018	GEN	337648	CONSUMERS ENERGY	LIGHTS AT LARGE	101-299-926.000	3,817.38
01/11/2018	GEN	337649	DR JASON H CARLSON DDS	DENTAL SERVICES	677-000-818.000	58.00
01/11/2018	GEN	337650	DR LARRY A BUSH DDS	DENTAL SERVICES	677-000-818.000	650.00
01/11/2018	GEN	337651	EMTERRA ENVIRONMENTAL USA CORP	TRASH/RECYCLE SERV + EXTRA LEAF PICKU	226-000-818.000	37,975.12
		337651		TRASH/RECYCLE SERV + EXTRA LEAF PICKU	226-000-818.001	166.40
						38,141.52
01/11/2018	GEN	337652	FLINT CLEANING SUPPLIES, INC	MAINTENANCE SUPPLIES	101-265-740.001	95.36
01/11/2018	GEN	337653	FLUSHING TOWNSHIP - GENERAL FUND	REIMBURSE PETTY CASH- OFFICE SUPPLIES	101-265-730.000	66.74
01/11/2018	GEN	337654	FLUSHING TOWNSHIP- WATER	WATER USAGE	101-265-921.000	90.27
		337654		WATER USAGE	207-000-921.000	70.75
						161.02
01/11/2018	GEN	337655	GCGC	GC CLERK/DEPUTY MEMBERSHIP	101-215-958.000	40.00
01/11/2018	GEN	337656	KIMBERLY GODDARD	CLEANING SERVICES	101-265-931.000	50.00
		337656		CLEANING SERVICES	101-270-931.000	50.00
		337656		CLEANING SERVICES	207-000-931.000	50.00
						150.00
01/11/2018	GEN	337657	KONICA MINOLTA BUSINESS SOLUTION	POLICE COPIER METER CHARGES	207-000-744.000	42.83
01/11/2018	GEN	337658	MATTIS AUTO WASH	POLICE VEHICLE CAR WASH	207-000-862.000	80.00
01/11/2018	GEN	337659	MICHIGAN ASSOC OF MUNC CLERK	CONFERENCE MAMC	101-215-864.000	600.00
01/11/2018	GEN	337660	MLIVE MEDIA GROUP	PUBLIC HEARING CITY/#1416	101-103-900.000	217.85
01/11/2018	GEN	337661	MUNICIPAL WEB SERVICES	WEBSITE HOSTING	101-299-956.001	190.00
01/11/2018	GEN	337662	NYE UNIFORM	2 POLICE BADGES	207-000-741.000	292.78
01/11/2018	GEN	337663	PRO-TECH AUTO SERVICE	POLICE VEHICLE OIL CHANGE/INSTALL TIR	207-000-862.000	98.66
01/11/2018	GEN	337664	RICOH USA, INC.	TWP COPIER METER CHARGES	101-265-931.005	79.49
01/11/2018	GEN	337665	TRICITY COMPUTER SERVICES LLC	POE SWITH FOR PHONES/REFIRB COMPUTER-	101-103-931.001	210.78
		337665		POE SWITH FOR PHONES/REFIRB COMPUTER-	101-201-931.004	169.99
						380.77

Check Register Report For Charter Township Of Flushing
For Check Dates 01/01/2018 to 01/31/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/11/2018	GEN	337668	MISDU	179.08	179.08	0.00	Open
01/11/2018	GEN	337669	TEAMSTERS LOCAL 214	228.00	228.00	0.00	Open
01/11/2018	GEN	337670	POLICE OFFICERS LABOR COUNCIL	251.25	251.25	0.00	Open
01/25/2018	GEN	337698	MISDU	179.08	179.08	0.00	Open
01/25/2018	GEN	337699	MICHIGAN DEPT OF TREASURY	2,479.54	2,479.54	0.00	Open
Totals:				Number of Checks: 005	3,316.95	3,316.95	0.00
Total Physical Checks:				5			
Total Check Stubs:							

Check Register Report For Charter Township Of Flushing
For Check Dates 01/01/2018 to 01/31/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/10/2018	GEN	EFT997	AFLAC	787.32	787.32	0.00	Cleared
01/10/2018	GEN	EFT998	MUNICIPAL EMPLOYEES RETIREMENT SYSTEM	19,965.00	19,965.00	0.00	Cleared
01/11/2018	GEN	EFT999	LORD ABBETT COMP	1,337.40	1,337.40	0.00	Cleared
01/11/2018	GEN	EFT1000	FEDERAL TAX DEPOSIT	8,477.30	8,477.30	0.00	Cleared
01/25/2018	GEN	EFT1001	LORD ABBETT COMP	1,481.40	1,481.40	0.00	Cleared
01/25/2018	GEN	EFT1002	HEALTH CARE SAVINGS	150.00	150.00	0.00	Cleared
01/25/2018	GEN	EFT1003	FEDERAL TAX DEPOSIT	7,840.56	7,840.56	0.00	Cleared
01/25/2018	GEN	EFT1004	MERS DC PAYMENT	291.56	291.56	0.00	Cleared
Totals:				Number of Checks: 008	40,330.54	40,330.54	0.00
Total Physical Checks:							
Total Check Stubs:				8			

JAN DIRECT DEPOSIT

Totals:				Number of Checks: 056	67,788.15	0.00	44,076.22
Total Physical Checks:							
Total Check Stubs:				56			

Tokio Marine HCC Public Risk

Public Entity Insurance
Proposal for:

Flushing Charter Township

Presented by:

Jon Johnson
269-341-9764
jjohnson@bfgroup.com



Burnham & Flower
INSURANCE GROUP
You serve others. We serve you.

Burnham & Flower

I N S U R A N C E G R O U P

You serve others. We serve you.

INTRODUCING Burnham & Flower Insurance Group

Homer J. Flower and Duane F. Burnham founded the Burnham & Flower Insurance Group in 1966. The company was established primarily to provide retirement programs to Michigan Township Officials and Employees. Since then Burnham & Flower has evolved from one agency into six separate corporations serving over 2,600 municipalities in Michigan, Ohio, Indiana and Illinois. By our 40th anniversary in 2006, we had grown to be one of the largest municipal insurance organizations in the Midwest.

The company provides top-of-the-line products in categories such as Short- and Long-Term Disability, Life, Health, Dental, Vision, Retiree Benefits, Retirement Programs and Services, Property & Liability Insurance and Workers' Compensation, to name a few. What's more, the products BFIG represents are designed to be highly flexible to meet your unique and changing needs.

Burnham & Flower prides itself on providing clients the highest level of customer service and support. Our customers benefit from our experienced, specialized team of insurance professionals looking out for your best interests. This extensive team includes customer service representatives, company representatives and marketing personnel. In addition, we go the extra mile to help educate our customers and provide added support and service in areas such as employee relations, risk management and loss control.

For more information about Burnham & Flower, please contact us at 800.748.0554.

Tokio Marine HCC Public Risk Service Providers



Burnham & Flower Insurance Group

Customer Service
315 S. Kalamazoo Mall
Kalamazoo, MI 49007
888.748.7966



TOKIOMARINE
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HCC Public Risk

Risk Control Administration
1700 Opdyke Court
Auburn Hills, Michigan 48326
800.878.9878



TOKIOMARINE
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HCC Public Risk Claim Service, Inc.

Claims Administration
1700 Opdyke Court
Auburn Hills, Michigan 48326
800.878.9878
24 Hour Telephone: 800.225.6561
claims@midwestclaims.com

Tokio Marine HCC Public Risk Web Site

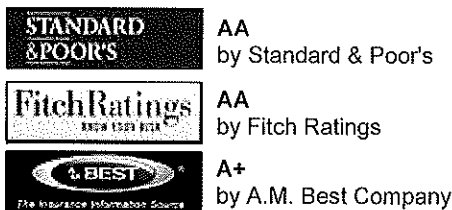


Set your home page to www.municipalalliance.com to visit The HCC Public Risk web site, available to you 24 hours each day, 7 days each week.

Visit the site to learn about upcoming events such as annual conventions, important meetings and helpful workshops; learn about the board members who represent you; find contact information for all of the municipal coverage professionals who are eager to serve your needs.



HCC maintains some of the highest financial ratings available within the insurance industry:



Tokio Marine HCC Public Risk



TOKIO MARINE
HCC

Tokio Marine HCC PUBLIC RISK RISK CONTROL SERVICES

The HCC Public Risk provides a variety of risk control services to its insured public entities throughout Michigan, Ohio, Indiana and Illinois. These services are provided by experienced risk control personnel located in each state who utilize proven risk control techniques and procedures. These techniques and procedures are continuously updated by conferring with HCC Public Risk appointed counsel and Midwest Claims Service, Inc.* Through these efforts, HCC Public Risk insureds are provided the most up to date information on statutes, case law and claims experience. These efforts are done as a service to HCC Public Risk insureds to help them avoid, reduce and/or transfer potential liability exposures.

Some of the risk control services provided to HCC Public Risk insureds include:

1. Risk Control Profiles;
 2. Risk Control Recommendations;
 3. Special Events and Contract Reviews;
 4. Resource Materials;
 5. Technical Assistance;
 6. Risk Control Seminars.
- **RISK CONTROL PROFILES** – The Risk Control Department has field representatives who visit and survey insured public entities to identify existing and/or potential liability exposures. While at the site, the field representative meets with officials and department heads to discuss and review the operations of the entity. The Risk Control Department field representative will survey and analyze any potential problem areas that exist within the entity. These issues will then be discussed with officials and department heads during the on-site survey.
- **RISK CONTROL RECOMMENDATIONS** – After the information is gathered during the Risk Control survey, letters of recommendation are developed and provided to the entity's officials and department heads. Often included with these recommendations is resource material to help the insured entity implement the recommendation(s). These efforts will help the insured entity manage their liability exposures.

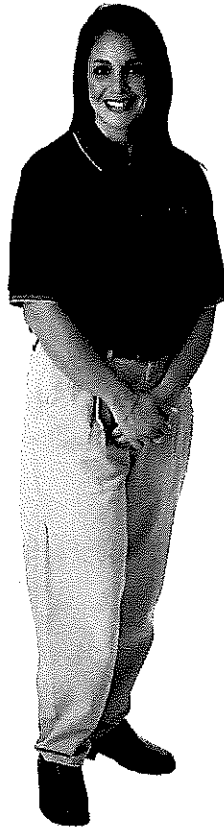
- **SPECIAL EVENTS AND CONTRACT REVIEWS** – The Risk Control Department Representatives will review special event applications along with site plans to help insured entities identify potential liability exposures inherent with these types of events. Recommendations will then be made to help the HCC Public Risk insured manage these exposures. In addition, the Risk Control Department Representatives will review contractual language from a risk control perspective and provide suggestions to help reduce potential liability exposures. These suggestions can then be reviewed by the entity attorney before the contract is signed or revised.
- **RESOURCE MATERIAL** – The Risk Control Department has a large quantity of resource material available to assist public entities in developing sound risk control programs. Specific information is available to assist human resource departments, park and recreation departments, public works departments, emergency medical services, fire departments, jails and police departments. In addition, the department has sample manuals, risk control guidelines and model policies and procedures. The Risk Control Department Representatives continuously update and make available these resources for HCC Public Risk insureds.
- **TECHNICAL ASSISTANCE** – The Risk Control Department Representatives also provide assistance to HCC Public Risk insureds with liability related questions and issues. They are also available to meet with your safety committee to provide guidance and advice. The Risk Control Department Representatives are continuously trained and updated on the latest information that could potentially affect public entities. Their many years of experience, education and training are offered to HCC Public Risk insureds as a valuable service.
- **RISK CONTROL SEMINARS** - The Risk Control Department assists, sponsors and presents seminars to HCC Public Risk insureds. Some topics include:
 1. Sexual Harassment in the Workplace;
 2. Other Forms of Discrimination, including ADA and Whistleblowers;
 3. Law Enforcement Liability;
 4. Governmental Immunity.

Other seminars can be tailored to meet the needs of the public entity.

In conclusion, the HCC Public Risk Risk Control Department Representatives are available to provide risk control advice and guidance at *no additional cost* to HCC Public Risk insureds. If you have any questions in regards to any of the risk control services that are provided, please contact your local HCC Public Risk Risk Control Representative or the HCC Public Risk Risk Control Department.

** HCC Public Risk is a subsidiary of HCC Insurance Holdings, Inc. and is the claims administrator for the HCC Public Risk program. Information regarding Midwest and appointed counsel is on their web page at www.midwestclaims.com.*

Our Service Promise



We promise...

- We will promptly respond to your phone calls and emails.
- We will expedite any changes in coverage.
- We have staff on-site with expertise in the following areas:
 - Property & Casualty
 - Workers compensation
 - Bonds
- We will happily review your coverage at any time—we recommend review on an annual basis.
- We have the ability to review contracts or certificates you receive from other entities.
- We are willing and able to meet with you and your team to fully review coverage.

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TOKIO MARINE
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HCC Public Risk Michigan

Quote Date: 01/23/2018
Quote for: **FLUSHING CHARTER TWP**
Policy Term: **02/25/2018 - 02/25/2019**
Payment Plan: **Annual**
Company: **U.S. Specialty Insurance Company**
Policy #: **PKG80510666**

General Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate
Subject to \$5,000 Deductible Including Claims Expense
Deductible Applies to: Bodily Injury/Property Damage
Basis of Deductible: Per Occurrence
Sexual Abuse Endorsement - No Coverage
Damage to Premises Rented to you \$300,000 **Subject to \$5,000 Deductible**
Medical Payments \$10,000
Cemetery Professional - No Coverage
Pesticide or Herbicide - No Coverage
Nurses Professional Liability - No Coverage
Failure of Dam, Reservoir, Levee, Dike Coverage - No Coverage
Emergency Response Operations – Excluded
Mutual Aid Property Damage - Excluded
Sewer Backup Liability - Included
Subject to \$0 per claimant limitation
Subject to \$0 per occurrence deductible

Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)

Fireworks Liability: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval prior to binding coverage (Additional Premium will apply)

Employee Benefits - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate
Subject to \$1,000 Deductible Including Claims Expense

Liquor Liability - Coverage limited to Host Liquor

Public Officials Wrongful Acts Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate
Subject to \$5,000 Deductible
Non-Monetary Damage - No Coverage
Zoning / Temporary Taking Sublimit \$100,000 per Occurrence / \$100,000 Aggregate - Defense inside Limit
Subject to Public Officials Wrongful Acts Deductible or SIR



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Employment Practices Liability Insurance - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate
Subject to \$5,000 Deductible
 Non-Monetary Damage - No Coverage
 Back Wages - \$0
 Subject to Deductible or SIR

Law Enforcement Liability - Occurrence Form

Subject to \$1,000,000 per Occurrence / \$1,000,000 Aggregate
Subject to \$10,000 Deductible - Including Claims Expense
 Non-Monetary Damage - No Coverage

Excess Liability

Coverage applies to General Liability, Employee Benefits, Public Officials Wrongful Acts, Employment Practices, Law Enforcement, Auto Liability and Employers Liability
 Excludes Uninsured Motorist and Underinsured Motorist Coverage
 Subject to \$5,000,000 per Occurrence / \$5,000,000 Aggregate
 Failure to Supply Exclusion Applies
 Abuse or Molestation Exclusion Applies
 Pollution Exclusion Exception - Pollution with Hostile Fire
 Dam, Reservoir, Levee, Dike: No Coverage
 Employers Liability - No Coverage

Property

Total Building and Contents Limit	\$2,487,818
	Coinsurance - N/A
Subject to:	\$5,000 Deductible
Blanket Basis	Included
Agreed Amount	Included
Building Valuation—per schedule on file with company	Replacement Cost,
Special Form	Included
Accounts Receivable	\$250,000 any one occurrence
Animal Mortality	\$10,000 any one occurrence
Building Ordinance or Law	\$250,000 Undamaged portion / or demolition 10% of reported values (Increased cost of construction)
Business Income	\$100,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Communication Towers	\$100,000 any one occurrence
Debris Removal	25% of Loss + \$10,000 any one occurrence
Electrical Utility Service Interruption	\$25,000 any one occurrence
EDP Coverage	\$250,000 any one occurrence In transit subject to \$10,000 limit Mechanical Breakdown subject to \$10,000 limit
Fairs and Festivals Arts	\$50,000 any one occurrence
Fine Arts	\$5,000 any one item, \$25,000 any one occurrence
Fire Department Service Charge	\$5,000 for your liability
Foundations of Machinery	\$500,000 any one occurrence
Fire Equipment Recharge	\$5,000 for each separate 12 month period



HCC Public Risk Michigan

Golf Course Greens	\$100,000 any one occurrence
Ground Maintenance Equipment	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim
Newly Acquired or Constructed Prop – Bldg	\$1,000,000 at each building
Newly Acquired or Constructed Prop – Contents	\$250,000 at each building
Paved Surfaces	\$100,000 any one occurrence
Personal Effects – Property of Others	\$15,000 any one employee or volunteer
Property in Transit	\$180,250 any one occurrence
Property off Premises	\$100,000 any one occurrence
Underground Pipes, Flues or Drains	\$1,000,000 any one occurrence
Valuable Papers & Records – Cost to Research	\$250,000 any one occurrence
Water Back Up – Sewer or Drain	\$25,000 for direct physical loss or damage
Unnamed Locations	No Coverage
Expediting Expense	\$25,000 any one occurrence
Earthquake Coverage	\$1,000,000 subject to \$50,000 Deductible
Flood Coverage	\$500,000 subject to \$50,000 Deductible
(Any location in the following flood zones are excluded: Flood Zones A, A1 - A30, A99, AE, AO, AH, AR, AR/A, AR/AE, AR/A1 to A30, AR/AH, AR/AO, V1 to V30, VE, XFUT, B, SB and X500)	
Equipment & Mechanical Breakdown (Boiler)	Included
	Subject to: \$5,000 Deductible

Automobile

Based on 7 vehicles - Schedule on file with Company
 Subject to \$1,000,000 Liability Limit
Subject to \$0 Deductible
 Emergency Vehicle Endorsement - Standard Form
 Fellow Employee Coverage
 \$1,000,000 Uninsured Motorist Coverage limit
 \$1,000,000 Underinsured Motorist Coverage limit
 Hired and Non Owned Automobile Liability
 Hired Auto Physical Damage
 Personal Injury Protection - Included
 Property Protection Insurance - Included
 Mini-Tort Liability - Included
 Physical Damage per schedule on file with company
 Comprehensive Deductible: \$1,000
 Collision Deductible: \$1,000
 Physical Damage to Volunteers or Employees Personal Auto
 Auto Catastrophic Coverage - No Coverage
 Garage Keepers Legal - No Coverage
 Impound Vehicles Coverage - No Coverage

Inland Marine

Subject to \$500 Deductible
 Scheduled Contractors Equipment – Per Schedule on file with company \$141,964
 Valuation: Replacement Cost - per schedule on file
 90% Coinsurance
 Misc. Property & Equipment \$40,500
 No single item to exceed \$10,000 in value
 Emergency Portable Equipment \$50,000



HCC Public Risk Michigan

Valuation Replacement Cost applies to Misc. Property & Equipment and Emergency Portable Equipment	
Contractors Equipment Rented From Others less than 90 days	\$0
Rental Reimbursement	\$2,500
Flood Limit	No Coverage
Earth Movement Limit	No Coverage
Total Limit	\$232,464

EDP - Limited to coverage provided under Property Extensions

Crime

Coverage Form B, C & F Subject to: \$500 Deductible

B. Forgery or Alteration	\$10,000
C. Theft, Disappearance and Destruction In/Out	\$100,000
Tax Time Limit	\$100,000
F. Computer Fraud	\$100,000

Coverage Form O & P Subject to: \$500 Deductible

O. Employee Dishonesty – Per Loss	\$100,000
P. Employee Dishonesty – Per Employee	No Coverage
Includes Faithful Performance	

Annual Package Premium	\$ 106,291.00
MCCA:	\$ 1,190.00
Total Annual Premium	\$ 107,481.00

****Note: Terrorism option and optional quoted premiums are not included in installment plan premiums.**

****Note: Mold, Fungi & Bacterial Exclusion Included**

****Note: All SIR's Include Loss, Loss Adjustment Expense and Supplementary Payments**

****Note: Failure of any Dam, Levee or Dike Exclusion Included**

****Note: Accounts cannot be brokered**

Limited Terrorism coverage and pricing subject to the Terrorism Risk Insurance Act as amended in 2015.

TRIA DOES NOT APPLY TO AUTO LIABILITY, AUTO PHYSICAL DAMAGE, CRIME, EMPLOYEE BENEFITS, PUBLIC OFFICIALS WRONGFUL ACTS LIABILITY OR LAW ENFORCEMENT

U.S. Specialty Insurance Company, Additional premium for limited terrorism coverage (not included in above package quote):

CASUALTY LIMITED TERRORISM COVERAGE (ACT OF 2015)	\$557
PROPERTY LIMITED TERRORISM COVERAGE (ACT OF 2015)	\$52



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HCC Public Risk Michigan

Optional Quotes and Premium:

Increased Zoning Coverage Limit \$250,000 - \$626 Additional Premium

NOTE: The following forms need to be signed and returned prior to binding coverage:

- ~ Application Declaration
- ~ Terrorism Form
- ~ Uninsured / Underinsured Motorist Forms

Special Conditions:

QUOTE GOOD FOR 30 DAYS ONLY ENTIRE QUOTE SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

Automobile Coverage

Bodily Injury & Property Damage Liability	\$1,000,000
Automobile Liability Deductible	None
Personal Injury Protection Coverage	Included
Property Protection Coverage	Included
Hired & Non-Owned Automobile Liability Coverage	Included
Uninsured/Underinsured Motorists	\$1,000,000
Mini-Tort Liability	Included
Public Officials Vehicle Endorsement (per loss)	\$1,000
Hired Auto Physical Damage	\$50,000 per vehicle Subject to deductibles on file
Comprehensive Deductible	\$1,000
Collision Deductible	\$1,000

\$ 20,500	\$ 1,000	\$ 1,000	1998	GMC SIERRA	1504
\$ 29,705	\$ 1,000	\$ 1,000	2013	FORD EXPLORER	5905
\$28,754	\$ 1,000	\$ 1,000	2017	FORD F150	7462
\$ 31,515	\$ 1,000	\$ 1,000	2013	FORD TAURUS	6413
\$27373	\$ 1,000	\$ 1,000	2016	FORD EXPLORER INTERCEPTOR	1488
\$28,500	\$ 1,000	\$ 1,000	2017	FORD EXPLORER	8375
\$12,000	\$ 1,000	\$ 1,000	2016	CHEVY IMPALA	8133

Property Coverage

Total Building & Contents Limit	\$2,487,818
Deductible	\$5,000
Replacement Cost Valuation	Included
Coinsurance Clause	90%
Ground Maintenance Equipment	\$100,000
Communication Towers	\$100,000
EDP Equipment Coverage	\$250,000
Earthquake Coverage Limit	\$1,000,000
Earthquake Coverage Deductible	\$50,000
Flood Coverage Limit	\$500,000
Flood Coverage Deductible	\$50,000

6524 NORTH SEYMOUR ROAD (ADMIN BLDG)	\$ 1,746,154	\$186,220	1970
8301 NORTH MCKINLEY (POLE BARN)	55,042	\$5,821	1970
8301 NORTH MCKINLEY (PAVILION)	\$36,695	\$ 0	1970
8301 NORTH MCKINLEY (RESTROOMS)	\$36,696	\$ 0	1970
8301 NORTH MCKINLEY ROAD (OBSERVATION)	\$20,794	\$ 0	2000
8301 N MCKINLEY ROAD (MANAGER OFFICE)	\$48,927	\$ 0	2001
NN GILLETTE (PUMP STATION)	\$265,595	\$ 0	1970
CARPENTER ROAD @ PARK (PUMP STATION)	\$85,875	\$ 0	1970

US Specialty Insurance Company

Client Name #: Flushing Charter Township

Policy #: PKG80510666

Effective Date: 02/25/18

Expiration Date: 02/25/19

Deductible: \$ 500

Inland Marine Coverage

Department:	Make/Model/Description:	Limit:
	Limit of Scheduled Property/Equipment	\$141,964
	Limit of Unscheduled Property/Equipment	\$40,500
	Limit of Emergency	\$50,000
	Deductible	\$500

MISCELLANEOUS POLICE DEPARTMENT EQUIPMENT	\$50,000
JOHN DEERE TRACTOR	\$23,250
TURF TIGER 261 TRACTOR SCAG	\$10,174
(8) HART INTERCIVIC VERITY SCANS	\$20,000
(4) VERITY TOUCH WRITER	\$16,000
(8) VERITY BALLOT BOX	\$10,000
(4) VERITY TW ADA BOOTH	\$10,000
(4) TW PRINTER TABLE	\$2,000
(6) BAY BATTERY CHARGES	\$540

HCC Public Risk

Flushing Charter Township

Premium Summary

<i>General Liability</i>	<i>Included</i>
<i>Employee Benefits Liability</i>	<i>Included</i>
<i>Wrongful Acts Liability</i>	<i>Included</i>
<i>Employment Practices Liability</i>	<i>Included</i>
<i>Law Enforcement Liability</i>	<i>Included</i>
<i>Umbrella</i>	<i>Included</i>
<i>Property</i>	<i>Included</i>
<i>Automobile</i>	<i>Included</i>
<i>Inland Marine</i>	<i>Included</i>
<i>Crime</i>	<i>Included</i>

Total Premium: **\$105,598**

Options:

Cyber Liability Coverage	\$1,925
Casualty Limited Terrorism Coverage	\$557
Property Limited Terrorism Coverage	\$52
Increased Zoning Coverage to \$250,000	\$626

HCC Public Risk

Flushing Charter Township

Additional Forms To Be Signed and Returned

- Signed Invoice
- Uninsured/Underinsured Motorists Form
- Terrorism Form

Please Note – if these forms are not returned, it will delay the issuance of your policy

INVOICE/BIND REQUEST

DATE: February 1, 2018

Flushing Charter Township
Wendy Meinburg, Clerk
6524 North Seymour Road
Flushing, MI 48433-1092

BURNHAM & FLOWER AGENCY, INC.
315 South Kalamazoo Mall
Kalamazoo, MI 49007

<u>Inv #</u>	<u>Effective</u>		<u>Description</u>	<u>Amount</u>
0666-17	02/25/18	REN	HCC Package Policy @ \$1,000,000/\$3,000,000	\$105,598
			SUBTOTAL	\$105,598
			<u>OPTIONAL QUOTATIONS</u>	
		<input type="checkbox"/>	Cyber & Privacy Liability Coverage	\$1,925 add'l
		<input type="checkbox"/>	Casualty Limited Terrorism Coverage	\$557 add'l
		<input type="checkbox"/>	Property Limited Terrorism Coverage	\$52 add'l
		<input type="checkbox"/>	Increased Zoning Limit to \$250,000	\$626 add'l

Invoice Balance \$ _____

PAYMENT DUE UPON RECEIPT!
PLEASE SEND IN ONE COPY OF INVOICE WITH YOUR PAYMENT.
THANK YOU FOR YOUR BUSINESS AND CONTINUED SUPPORT!

We accept the coverages represented by this invoice to be effective 02/25/18

SIGNATURE: _____
Flushing Charter Township Official

Wednesday, January 24, 2018

**U.S. SPECIALTY INSURANCE COMPANY
PUBLIC RISK**

MICHIGAN SUPPLEMENTAL APPLICATION

Policy Number: PKG80510666	Policy Effective Date: 02/25/2018
Company: U.S. Specialty Insurance Company	Producer: BURNHAM AND FLOWER AGENCY, INC
Applicant/Named Insured: FLUSHING CHARTER TWP	

UNINSURED/UNDERINSURED MOTORIST COVERAGE SELECTION

Michigan law permits you to make certain decisions regarding Uninsured and Underinsured Motorists Coverage. This document describes this coverage and the options available with respect to Uninsured and Underinsured Motorists Coverage. You should read this document carefully.

Bodily Injury Uninsured and Underinsured Motorists Coverage provides insurance protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an uninsured motor vehicle because of bodily injury caused by an automobile accident. If you purchase Uninsured Motorists limits greater than \$40,000 your coverage will also include Underinsured Motorists Coverage. Underinsured Motorists Coverage provides protection to an insured for compensatory damages which the insured is legally entitled to recover from the owner or operator of an underinsured motor vehicle because of bodily injury caused by an automobile accident. Underinsured Motorists Coverage will apply only if your own Underinsured Motorists limit is higher than the bodily injury limit of the negligent owner or operator of a motor vehicle.

In accordance with Michigan Statutes, your automobile or motor vehicle liability policy may have Uninsured Motorists coverage, which provides protection against uninsured and underinsured motor vehicles equal to the Bodily Injury Liability limits of your policy. You may, however, elect lower limits of Uninsured Motorists coverage, but not less than the Minimum Financial Responsibility Limits. You also have the option to reject Uninsured Motorist coverage entirely.

Please indicate your Uninsured Motorists coverage selection:

- I reject Uninsured and Underinsured Motorists Coverage in its entirety. I understand that by selecting this option, I have NO PROTECTION for damages as a result of a bodily injury caused by an uninsured motorist.
- I select Uninsured and Underinsured Motorists Coverage less than my policy's bodily injury liability limit, but greater than or equal to the minimum Financial Responsibility Limit. I want a Combined Single Limit of:

- \$40,000
- \$100,000
- \$250,000
- \$350,000
- \$500,000
- \$1,000,000

NO-FAULT PROPERTY DAMAGE LIABILITY COVERAGE BUYBACK

Changes in the Insurance Laws may make you pay for damages, of up to \$1,000, which are caused as a result of an automobile accident in Michigan. If you caused the accident which damaged another auto, and the owner cannot make a full recovery from an insurance policy, he can sue you in the Michigan Small Claims Court. If he wins, you will have to pay for those unrecoverable damages, up to \$1,000.

We will provide you with the insurance to pay the amount awarded, at an additional premium. To make certain that your new policy is issued correctly; please indicate your choice below:

- COVERAGE REJECTION** – I have had this coverage explained and do not want to purchase this Property Damage Liability Coverage Buyback Insurance. I understand that if rejected, no coverage will be afforded for any amount awarded by the Michigan Small Claims Court, as judgment for unrecoverable damages from an automobile accident occurring in Michigan.

- Property Damage Liability Coverage Buyback Insurance** – I have had this coverage explained and will pay the additional premium to purchase this additional coverage. I understand that the Company's maximum limit of liability for this coverage shall be \$1,000.

PERSONAL INJURY PROTECTION (NO-FAULT) COVERAGE and COORDINATION OF BENEFITS

(Only applies to an individual named insured and the named insured's resident relatives)

Michigan law requires that every motor vehicle liability policy, except a policy for a motorcycle, shall automatically include Personal Injury Protection (No-Fault) coverage and Property Protection coverage. Your motor vehicle liability policy will include Personal Injury Protection (No-Fault) coverage and Property Protection coverage.

Public Act No. 72 of 1974 provides that a reduction in Michigan Personal Injury Protection Premiums may be afforded with respect to vehicles owned by an individual if there exists other insurance, such as group medical, individual medical, Medicare which provides hospital, surgical, medical and/or loss of time benefits and the insured elects to make these benefits primary as respects himself, his spouse and other relatives residing with him.

Such an election would make the automobile policy secondary, and your automobile policy would be responsible only for those personal protection benefits not covered by your health insurer, thereby eliminating any duplication of benefits.

So that your policy may be properly rated, please indicate your Personal Injury Protection coverage preference below:

- I am covered by a Primary Health/Medical plan which covers any allowable medical expenses available under Personal Injury Protection coverage and I elect to make my Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such allowable medical expenses.

- I am covered by a Primary Work Loss plan which covers any work loss benefits available under Personal Injury Protection coverage and I elect to make Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such work loss benefits.

- I am covered by Primary Health/Medical and Work Loss plan which covers any allowable medical expenses and work loss benefits available under Personal Injury Protection coverage and I elect to make Personal Injury Protection coverage secondary over the other available health and accident coverage with respect to such allowable medical expenses and work loss benefits.

- I am not covered by a Health/Medical plan or a Work Loss plan; therefore, by selecting this option, Personal Injury Protection coverage will be primary coverage.

APPLICANT'S ACKNOWLEDGEMENT

By my signature, I hereby acknowledge that I have read, or have had read to me, the above explanations and offers of coverage stated above. I have indicated whether or not I wish to purchase each coverage in the spaces provided. I further understand that the above explanations are intended only to be brief descriptions and that payment of benefits under this insurance is subject both to the terms and conditions of the automobile insurance policy and the laws of the State of Michigan.

Applicant Signature: _____

Title: _____

Date: _____

