DRAFT

<table>
<tr><td colspan="2">Boardman Township
July 15th, 2026
4859 Pine St
South Boardman MI, 49680</td></tr>
<tr><td>Meeting called to order at: 7pm by Supervisor.

Present Roll Call: Supervisor Paul Erickson, Clerk Tonya Hart, Treasurer Kathleen Chaffee, Trustee Bryan Byrne

Absent: Holly Hart</td><td>CALL TO ORDER

ROLL CALL</td></tr>
<tr><td>• Motion Tonya by 2nd by Kathleen to approve the agenda as presented.

All yeas, 0 Nays, 1 absent CARRIED</td><td>AGENDA</td></tr>
<tr><td>• Motion by Kathleen 2nd Bryan approve the minutes of the June meeting as presented.

All yeas, 0 Nays CARRIED</td><td>MINUTES</td></tr>
<tr><td>Deputy Creighton: 19 non-criminal,2 criminal, 17 traffic stops.</td><td>DEPUTY</td></tr>
<tr><td>Alan absent.</td><td>HOSPITAL</td></tr>
<tr><td>• Motion by Tonya 2nd by Bryan to approve the financial report.

All yeas, 0 Nays, 1 absent CARRIED</td><td>FINANCIAL</td></tr>
<tr><td>• Motion by Tonya to move $346 from 101-247-957 to 101-247-820, 2nd by Kathleen.

Roll Call: Tonya yes, Kathleen yes, Paul yes, Bryan yes, Holly absent. CARRIED</td><td>BUDGET</td></tr>
<tr><td>General Fund:

• Motion by Tonya 2nd by Kathleen to approve the general fund bills and payroll in the amount of $33,644.43 checks 7717-7725,11030-11046

Roll Call: Tonya yes, Kathleen yes, Bryan yes, Paul yes, Holly absent. CARRIED

Fire Fund:

• Motion by Tonya to 2nd Holly to approve the Fire fund bills and payroll in the amount $9,565.16 checks 4046-4073.</td><td>BILLS</td></tr>
</table>

Roll Call: Tonya yes, Kathleen yes, Paul yes, Bryan yes, Holly absent. **CARRIED**	
Chief Tinker: reported 9 runs, 6 of which were canceled. 3 EMS assist. • Motion by Kathleen 2nd by Bryan for up to $650 to purchase 6 stop signs for the Trucks. Roll Call: Kathleen yes, Bryan yes, Paul yes, Tonya yes, Holly absent. **CARRIED** Finally got the FIN number, truck is coming along. Couple coats are too big trying to get those corrected. Mesh bags needed Chief can get those. • Motion by Tonya to accept Jamie Henderson as new probational fire fighter 2nd by Kathleen. Roll Call: Tonya yes, Kathleen yes, Bryan yes, Paul yes, Holly absent. **CARRIED**	**FIRE**
Lisa reported land division was not approved, explained why due to strip of land added not meeting requirements.	**ZONING**
Meeting is on for July 23rd. • Motion to appoint Tom Clark, David Witek, Bryan Brynes to the Zoning board of appeals with Kathleen and Daniel Chaffee as alternates 2ndby Paul. Roll Call: Tonya yes, Paul yes, Kathleen yes, Bryan yes, Holly absent. **CARRIED**	**PLANNING COMMISSION**
• Motion by Kathleen to purchase mower for the cemetery from Roy's for $3,681.23 2nd by Bryan Roll Call: Kathleen yes, Bryan yes, Paul yes, Tonya yes, Holly absent. **CARRIED**	**CEMETERY**
• Motion by Tonya to purchase 6 picnic tables at $425 from Aden Plank 2nd by Bryan Roll Call: Tonya yes, Bryan yes, Kathleen yes, Paul yes, Holly absent. **CARRIED** Anne S. reported on the 250/150 celebration it was a great event and turn out so they are looking to do a similar celebration scaled down next year. Table the CH park baseball light pole removal to get more quotes.	**PARKS**
Looking at pricing to change locks to mechanical locks. • Motion by Tonya to adopt the key and code policy 2nd by Bryan.	**HALL**

All yeas, 0 Nays, 1 absent.	
	MUSEUM
Hart Road repairs are started, Boardman road to start	**ROADS**
	POLICY
	ARPA
Bryan is no longer able to create new, will need to look for someone.	**WEBSITE**
	DAM
• Motion by Tonya to adopt resolution 7-15-26-01 and 7-15-26-02 2nd by Kathleen. Roll Call: Tonya yes, Kathleen yes, Bryan yes, Paul yes, Holly absent. **CARRIED**	**WOLVERINE/GLE**
• Motion by Kathleen to adopt exhibit A "Application for Tax Exemption" 2nd by Bryan. Roll Call: Kathleen yes, Bryan yes, Tonya yes, Paul yes, Holly absent. **CARRIED**	**POVERTY EXEMPTION**
Read:	**CORRESPONDENCE**
Held: Anne S	**PUBLIC COMMENT**
• Motion to adjourn made by Kathleen 2nd by Bryan All Yeas,0 Nays, 1 absent **CARRIED** *Meeting in Adjourned 8:51pm*	**ADJOURN**
	Minutes written & submitted by: Tonya Hart 7/24/2026

EXHIBIT A

Township of Kalkaska

Petition No. _______________ Parcel ID No.___________________

2026

Application for Tax Exemption

(Poverty – MCL 211.7u)

THIS APPLICATION MUST BE COMPLETED CAREFULLY AND COMPLETELY.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

All Petitions are subject to the Open Meetings Act, PA 267 of 1976

Documentation must accompany this application. Applications submitted without all supporting documentation will not be accepted.

PLEASE READ THE FOLLOWING APPLICATION CAREFULLY

Public Act 253 of 2020, being Michigan Compiled Law MCL 211.7u, of the General Property Tax Act, Public Act 206 of 1893

The following Poverty Exemption Guidelines and Application were approved for use as the local standard by the Township Board.

<u>2026</u> Poverty Exemption appeals will be heard by the Board of Review on:

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General Property Tax Act (Excerpt) Public Act 253 of 2020

Sec. 7u. (1) The principal residence of a person who, in the judgment of the supervisor and board of review, by reason of poverty, is unable to contribute toward the public charges is eligible for exemption in whole or in part from the collection of taxes under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall, subject to subsections (6) and (8), do all of the following on an annual basis:

(a) Own and occupy as a principal residence the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing a form prescribed by the state tax commission with the local assessing unit.

(b) File a claim with the board of review on a form prescribed by the state tax commission and provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year. If a person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year, an affidavit in a form prescribed by the state tax commission may be accepted in place of the federal or state income tax return. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for an exemption under this section must be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under this section. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and the form described in subsection (2)(b), available to the public on the website. The guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section. If a person claiming an exemption under this section is qualified

under the eligibility requirements in subsection (2), the board of review shall grant the exemption in whole or in part, as follows:

(a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.

(b) A partial exemption equal to 1 of the following:

(i) A 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.

(ii) As approved by the state tax commission, any other percentage reduction in taxable value for the tax year in which the exemption is granted, applied in a form and manner prescribed by the state tax commission.

(6) Notwithstanding any provision of this section to the contrary, a local assessing unit may permit by resolution a principal residence exempt from the collection of taxes under this section in tax year 2019 or 2020, or both, to remain exempt under this section in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), and may permit a principal residence exempt for the first time from the collection of taxes under this section in tax year 2021, 2022, or 2023 to remain exempt under this section for up to 3 additional years after its initial year of exempt status without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption under subsection (2), if the person who establishes initial eligibility under subsection (2) receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits. Both of the following apply to a person who obtains an extended exemption under this subsection:

(a) The person shall file with the local assessing unit, in a form and manner prescribed by the state tax commission, an affidavit rescinding the exemption as extended under this subsection within 45 days after either of the following, if applicable:

(i) The person ceases to own or occupy the principal residence for which the exemption was extended.

(ii) The person experiences a change in household assets or income that defeats eligibility for the exemption under subsection (2).

(b) If the person fails to file a rescission as required under subdivision (a) and the property is later determined to be ineligible for the exemption under this section, the person is subject to repayment of any additional taxes with interest as described in this subdivision. Upon discovery that the property is no longer eligible for the exemption under this section, the assessor shall remove the exemption of that property and, if the tax roll is in the local tax collecting unit's possession, amend the tax roll to reflect the removal of the exemption, and the local treasurer shall, within 30 days of the date of the discovery, issue a corrected tax bill for any additional taxes with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. If the tax roll is in the county treasurer's possession, the tax roll must be amended to reflect the removal of the exemption and the county treasurer shall, within 30 days of the date of the removal, prepare and submit a supplemental tax bill for any additional taxes, together with interest at the rate of 1% per month or fraction of a month computed from the date the taxes were last payable without interest. Interest on any tax set forth in a corrected or supplemental tax bill again begins to accrue 60 days after the date the corrected or supplemental tax bill is issued at the rate of 1% per month or fraction of a month. Taxes levied in a corrected or supplemental tax bill must be returned as delinquent on the March 1 in the year immediately succeeding the year in which the corrected or supplemental tax bill is issued.

(7) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(8) Notwithstanding any provision of this section to the contrary, if the assessor determines that a principal residence of a person by reason of poverty is still eligible for this exemption and the property was exempt

from the collection of taxes under this section in tax year 2019 or 2020, or both, the property shall remain exempt from the collection of taxes under this section through tax year 2021 if, on or before February 15, 2021, the governing body of the local assessing unit in which the principal residence is located adopts a resolution that continues the exemption through tax year 2021 for all principal residences within the local assessing unit that were exempt from the collection of taxes under this section in tax year 2019 or 2020, or both. The local assessing unit may require the owner of a principal residence exempt from the collection of taxes under this subsection to affirm ownership, poverty, and occupancy status in writing by filing with the local assessing unit the form prescribed by the state tax commission under subsection (2)(a).

(9) A local assessing unit that adopts a resolution under subsection (6) or (8) must develop and implement an audit program that includes, but is not limited to, the audit of all information filed under subsection (2). If property is determined to be ineligible for exemption as a result of an audit, the person who filed for the exemption under subsection (2) is subject to repayment of additional taxes including interest to be paid as provided in subsection (6)(b). The state tax commission shall issue a bulletin providing further guidance to local assessing units on the development and implementation of an audit program under this subsection.

(10) As used in this section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

POVERTY EXEMPTION GUIDELINES
and
POLICY FOR APPLICANTS REQUESTING CONSIDERATION FOR POVERTY EXEMPTION

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

1. An applicant shall obtain the Michigan Department of Treasury form 5737 and a copy of the Township Board adopted Poverty Exemption Policy, which outlines the Board of Review approved asset test, from a Township Officer on or after January 1 each year but before the day prior to the last day of Board of Review. If the local assessing unit maintains a website, the local assessing unit shall make the policy and guidelines, and Michigan Department of Treasury form 5737, available to the public on the website, as described in PA 253 of 2020. https://www.michigan.gov/documents/treasury/5737_01-21_713515_7.pdf
2. An applicant shall meet all of the following qualifications:
    1. Own and occupy, as their principal residence, the property for which an exemption is requested. The person shall affirm this ownership and occupancy status in writing by filing form 5737, as prescribed by the state tax commission, with the Board of Review where the property is located.
    2. Produce a driver license or other form of identification for all individuals residing in the home.
    3. Produce a deed, land contract, or other evidence of ownership of the property, as requested.
    4. Submit current year/immediately preceding year copies of the following, as requested:
        1. Federal and State Income Tax Return – all forms
        2. Michigan Homestead Property Tax Credit Claim MI-1040CR

3. Michigan Homestead Property Tax Credit Claim for Veterans and Blind People MI-1040CR-2
4. Statement from the Social Security Administration https://www.ssa.gov/myaccount/statement.html
5. Statement from the Michigan Department of Health & Human Services

e. Meet the prior year published United States Department of Health & Human Services Federal Poverty Guidelines, as they have been adopted by the local governing body:

Size of Family Unit	Poverty Guidelines
1	$13,590
2	$18,310
3	$23,030
4	$27,750
5	$32,470
6	$37,190
7	$41,910
8	$46,630
For each additional person	$4,720

3. Exemptions may be granted in whole or in part, as follows:
   a. 100% reduction of Taxable Value
   b. 50% reduction in Taxable Value
   c. 25% reduction in Taxable Value
4. Income includes, but is not limited to the following according to the US Census Bureau

. Money, wages, salaries before deductions, regular contributions from persons not living in the residence

a) Net receipts from non-farm or farm self-employment (receipts from a person's own business, professional enterprise, or partnership, after business expense deductions)
b) Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, supplemental security income (SSI)
c) Alimony, child support, military family allotments
d) Private and governmental retirement and disability pensions, regular insurance, annuity payments 5102
e) College or university scholarships, grants, fellowships, assistantships
f) Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

2. An Asset Level Test, as determined by the government body / Board of Review, is established under PA 390 of 1994 as described in State Tax Commission Bulletin 6 of 2017, to determine if asset limits have been met. This asset level test is adopted annually by the Township Board policy and the Board of Review:

a) Cash assets of the total household, may not exceed an amount equal to two month's gross household income. This includes all forms of money generated, including income as described by the US Census Bureau, that is being held as: cash, money in checking/savings accounts, stocks/bonds, one-time insurance payments/cash-out option insurance policies, coin/antique/artwork collections, boats, ORV's, motorcycles, recreational vehicles, jewelry, retirement accounts, gifts, loans, lump-sum inheritances, money markets and other financial institution accounts, an/or instruments or securities which can be readily converted to cash.

b) Fixed Assets to the total household may not exceed $5,000. Non-cash assets are defined as those, which are not considered to be cash assets, as defined above.

c) Other Property, including real estate, of any value, that could be converted to cash and used to pay property taxes. Other real estate is defined as: real estate other than the primary dwelling and minimum footprint of land.

d) The following assets are excluded from this limit:

I. Applicant's principal residence and adequate transportation

II. Applicant's household personal property

III. Assets not accessible by the applicant, co-owner, or any member of the applicant's household.

3. If your income exceeds the amounts shown ***or*** your assets exceed the amounts shown, you are NOT eligible for a Poverty Exemption.

4. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner and all members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.

5. All applications will be reviewed based on all information gathered. Including data and statements given to the Board of Review by the applicant. The Board of Review may use information gathered from any source.

6. Applicants are subject to investigation of any/all financial and property records, in an effort to verify information provided in regard to this property tax exemption claim.

7. No exemption shall be granted if the current year adopted application is not completely filled out. If a question or statement does not apply, "N/A or not applicable" shall be written in the appropriate space.

. The applicant must mark the box, on page 4, indicating that this policy & guidelines, have been reviewed, including the income and asset levels.

a) Applications shall be signed and dated to certify the information is complete, accurate, and the applicant is entitled to the exemption.

b) Documentation is required and must be attached to the application for it to be accepted as complete. This includes the prior 3 consecutive months' statements for each account listed in Part 6.

c) Documentation from every item listed in PART 1 through Part 11 must be attached to the application.

8. PA 135 of 2021 allows for Treasury Form 4988 to be filed for all persons residing in the residence who are not required to file federal or state income tax returns in the current or immediately preceding year. https://www.michigan.gov/documents/treasury/4988_388856_7.pdf

9. Applications may be reviewed by the Board of Review, during their scheduled meeting, without the applicant being present. However, the Board of Review may request the applicant be available to respond to questions. Teleconferencing for the purpose, will be permitted. This policy is considered prior notification that the applicant shall make themselves available for questions.

10. The applicant may be questioned about items they deem as personal, including financial/health matters, and/or information about other people residing in the applicant's home, during the Open Meeting of the Board of Review. All meetings of the Board of Review are subject to the Open Meetings Act, PA 267 of 1976.

TOWNSHIP OF BOARDMAN
KALKASKA COUNTY
STATE OF MICHIGAN

RESOLUTION NO.7-15-26-01
RESOLUTION TO APPROVE
WOLVERINE POWER COOPERATIVE, INC.'S METRO ACT PERMIT

At a meeting of the Township Board of the Township of Boardman, Kalkaska County, State of Michigan, on the 15th day of July 2026, at 7:00 p.m., Local Time.

PRESENT: Tonya, Kathleen, Paul, Bryan

ABSENT: Holly

The following resolution was offered by Tonya and supported by Kathleen.

THE TOWNSHIP OF BOARDMAN HEREBY RESOLVES:

WHEREAS, Wolverine Power Supply Cooperative, Inc. ("Wolverine") desires to construct a part of its telecommunications facilities, specifically fiber optic telecommunications, within the Township of Boardman's (the "Township") right-of-ways; and

WHEREAS, pursuant to the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Public Act 48 of 2002 (hereafter "METRO Act"), a provider using or seeking to use public right-of-ways for its facilities must obtain a permit from the Township; and

WHEREAS, Wolverine has submitted a completed application for a METRO Act permit for facilities it plans to construct and install in the Township's right-of ways; and

WHEREAS, Wolverine has chosen to utilize the MPSC Approved Bilateral Permit Form, which provides a fifteen (15) year term, eligible for three (3) subsequent five (5) year renewals.

NOW, THEREFORE, the Township Board of the Township of Boardman, Kalkaska County, resolves as follows:

1. The Township resolves to approve Wolverine's METRO Act bilateral permit in the form attached as Exhibit A to this Resolution, and such approval is subject to all terms and conditions set forth in the Permit, the Township's ordinances, and this Resolution.

2. The approval is conditioned upon Wolverine obtaining the necessary construction or engineering permits from any state, county, city, village or township agency, including but not limited to the Road Commission for Kalkaska County; naming and maintaining the Township as an additional insured on all insurance policies and keeping the Township updated with certificates of insurance evidencing such coverage related to any project ongoing or arising from this Permit, and providing a bond prior to construction in any public rights of way as required by the METRO Act, as amended, and in accordance with Township's ordinances.

3. The approval only extends to telecommunication facilities as defined by the METRO Act, and does not extend to other equipment or structures, including Distributed Antenna Systems (DAS) antennas, equipment and supporting poles that may be contemplated by Wolverine.

4. The Township Board hereby authorizes the Township Supervisor to execute the MPSC Approved Bilateral Permit in the form attached as Exhibit A on behalf of the Township and directs the Township Clerk to send the executed Permit to Wolverine.

5. The Township resolves that the Township Clerk shall notify the METRO Authority of the Township's approval of the MPSC Approved Bilateral Permit Form, including the date the Application was received and the date it was approved.

6. All actions by the Township inconsistent with this Resolution are hereby rescinded to the extent necessary to give this Resolution full force and effect.

YEAS: All

NAYS: 0, 1 absent

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALKASKA)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Boardman, Kalkaska County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a meeting held on the 15th day of July, 2026, at 7:00 p.m.

____

Tonya Hart
Boardman Township Clerk

TOWNSHIP OF BOARDMAN
KALKASKA COUNTY
STATE OF MICHIGAN

RESOLUTION NO. 7-15-26-02
RESOLUTION TO APPROVE
GREAT LAKES ENERGY COOPERATIVE, INC.'S METRO ACT PERMIT

At a meeting of the Township Board of the Township of Boardman, Kalkaska County, State of Michigan, on the 15th day of July 2026, at 7:00 p.m., Local Time.

PRESENT: Tonya, Kathleen, Paul, Bryan

ABSENT: Holly

The following resolution was offered by Tonya and supported by Kathleen.

THE TOWNSHIP OF BOARDMAN HEREBY RESOLVES:

WHEREAS, Great Lakes Energy Supply Cooperative, Inc. ("Great Lakes") desires to construct a part of its telecommunications facilities, specifically fiber optic telecommunications, within the Township of Boardman's (the "Township") right-of-ways; and

WHEREAS, pursuant to the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, Public Act 48 of 2002 (hereafter "METRO Act"), a provider using or seeking to use public right-of-ways for its facilities must obtain a permit from the Township; and

WHEREAS, Great Lakes has submitted a completed application for a METRO Act permit for facilities it plans to construct and install in the Township's right-of ways; and

WHEREAS, Great Lakes has chosen to utilize the MPSC Approved Bilateral Permit Form, which provides a fifteen (15) year term, eligible for three (3) subsequent five (5) year renewals.

NOW, THEREFORE, the Township Board of the Township of Boardman, Kalkaska County, resolves as follows:

1. The Township resolves to approve Great Lakes' METRO Act bilateral permit in the form attached as Exhibit A to this Resolution, and such approval is subject to all terms and conditions set forth in the Permit, the Township's ordinances, and this Resolution.

2. The approval is conditioned upon Great Lakes obtaining the necessary construction or engineering permits from any state, county, city, village or township agency, including but not limited to the Road Commission for Kalkaska County; naming and maintaining the Township as an additional insured on all insurance policies and keeping the Township updated with certificates of insurance evidencing such coverage related to any project ongoing or arising from this Permit, and providing a bond prior to construction in any public rights of way as required by the METRO Act, as amended, and in accordance with Township's ordinances.

3. The approval only extends to telecommunication facilities as defined by the METRO Act, and does not extend to other equipment or structures, including Distributed Antenna Systems (DAS) antennas, equipment and supporting poles that may be contemplated by Great Lakes.

4. The Township Board hereby authorizes the Township Supervisor to execute the MPSC Approved Bilateral Permit in the form attached as Exhibit A on behalf of the Township and directs the Township Clerk to send the executed Permit to Great Lakes.

5. The Township resolves that the Township Clerk shall notify the METRO Authority of the Township's approval of the MPSC Approved Bilateral Permit Form, including the date the Application was received and the date it was approved.

6. All actions by the Township inconsistent with this Resolution are hereby rescinded to the extent necessary to give this Resolution full force and effect.

YEAS: All

NAYS: 0, 1 absent

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF KALKASKA)

I, the undersigned, the duly qualified and acting Township Clerk of the Township of Boardman, Kalkaska County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board at a meeting held on the 15th day of July, 2026, at 7:00 p.m.

____

Tonya Hart
Boardman Township Clerk

Security:

Keys and Door Codes

The following positions are authorized to receive a key to the main door or door code to the fire barn:

Supervisor, Clerk, Treasurer, Maintenance Worker, all Fire Department volunteers,

Zoning Administrator, Assessor, Deputy Supervisor, Deputy Clerk, Deputy Treasurer,

Trustees

If a key is lost, the supervisor or clerk shall be informed immediately. A replacement key shall be issued. If the supervisor/clerk has reason to believe that the missing key/shared door code may be used for unauthorized entry, new locks/new code will be installed.

Upon termination of employment, the employee shall return his or her office keys to the township supervisor.

No person shall duplicate a key or share the door code without authorization from the township supervisor or make a key/door code available to any unauthorized person.

Each department head shall determine who shall be issued a key/door code to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

This building contains important documents and expensive equipment paid for by taxpayers. The responsibility of protecting these assets falls upon each person given authority to access the building. Always check if you are the last person leaving the building and make sure it is locked and secure.

Each person entrusted with a key or door code must read and acknowledge this policy.

Policy adopted by the Board on 7-15-26

Certified by: ____

Boardman Township Clerk

Reviewed and acknowledged by:

(sign)____
(date)______________________