

MASTODON TOWNSHIP
REGULAR MEETING AGENDA
August 12, 2025

Call to Order/Pledge
Roll Call
Agenda Approval
Previous Board Meeting Minutes (July 8, 2025) and Public Hearing – Lake Mary SAD (August 2, 2025)
Accounts Payable & Payroll Review
Treasurer's Report
Clerk's Report
Supervisor's Report
Road Commission Report
Assessor's Report
Fire Chief's Report
Planning Commission Report
Zoning Administrator's Report
Recreational Committee Report
Village of Alpha Report
Maintenance Report

Guest: None

Public Comment Agenda Items:

Unfinished Business:

Lake Mary Special Assessment District
Adult Use Marihuana Ordinance Update

New Business:

Planning Commission Appointment
IWORQ Service Agreement
AT&T Upgrade Proposal

Other Business:

Public Comments:

Board Comments:

Details of Next Meeting: September 13, 2025 – Camp 5 Hall – 10:00 AM

Adjournment:

Rules of Public Comment:

Members of the public shall have an opportunity, under Public Comment, to address the board for no more than 3 minutes on any matter. Members of the public may talk longer with the approval of a majority vote of the Township Board. Members of the public shall be recognized in the order in which they entered their name on the provided public comment sign in sheets indicating their desire to address the board. Any additional person desiring to address the board who did not use the sign in sheets shall be recognized following those who have signed in.

MINUTES

Mastodon Township Regular Board Meeting Minutes

Tuesday, July 8, 2025

A regular meeting of the Mastodon Township Board was called to order at 5:30pm by Supervisor Chad Skinner.

Pledge of Allegiance was said.

PRESENT BY ROLL CALL: Mike Bjork, Karen Mallon, Chad Skinner, Dave Smith. Absent: Stacey Watters.

Department members present: Dan Kurtz, Andy Fleming and Stu Creel. Absent: Tammy Hendrickson.

Public in attendance: Cheryl McCabe, Joanne Burns, Peter LaPin, Mike Webb, Mark Taylor, Gordon Marcinak, Paula Jacobs, Summer Olson, S. Stiles, Steven Ellingsen, Lydia Novitsky, Paul Dalpra, Catherine Shearin.

APPROVAL OF AGENDA: Motion by Skinner to approve agenda as presented. Support: Bjork. Call to vote: All ayes; no nays. Motion carried.

APPROVAL OF MINUTES: Motion by Bjork to approve the minutes of the June 10, 2025 minutes with the addition of adding a section listing all members of the public in attendance. Support: Smith. All ayes; no nays. Motion Carried.

ACCOUNTS PAYABLE & PAYROLL REVIEW: Bjork reported to the Board that he reviewed payables and payroll for checks numbers 32377-32503. Motion by Bjork to approve payables and payroll as submitted. Support: Smith. Call to vote. All ayes; no nays. Motion carried.

REPORTS:

Treasurer: Not Submitted. Watters is absent and excused.

Clerk: Written and submitted. Mallon advised the Board of issues with recently upgraded computers and printers. If problem is not resolved will look into other IT sources.

Supervisor: Report on new software for ZA and will be meeting on July 10, 2025 at 3:45 pm and all are welcome. Skinner and Watters are looking at the Water ordinance and cost for water meters.

Road Commission Report: Smith reported the next Road Commission meeting is July 15, 2025. He will ask the Road Commission about the 33-foot right away on the roadways and why this hasn't been maintained on our roads.

Assessor: Written and submitted.

Fire Chief: Written and submitted. Waiting on radios delivery could take to one year; expects it be within three months.

Zoning Administrator: Written report submitted.

Planning Commission: Next meeting is scheduled for Thursday, July 10, 2025 at 5:00 pm.

Recreational Committee: Kurtz reported that they would like to purchase paint to be used for a tennis court lines. Novitsky advised they would like to purchase a free-standing tennis net to be placed on the basketball court to use either as a pickle ball court or tennis court. Skinner requested quotes on prices for the net and paint to be brought to the August Board meeting.

Village of Alpha: Lapin reports that the 4th of July celebration was a success. Water tower is back up there are no water restrictions regarding boiling water in place. Issues with fire hydrants have been identified. Fleming stated that five (5) hydrants are in various states of disrepair.

Maintenance: Written and submitted. Kurtz reported that there are tree roots in the septic tank at Stager Lake. Motion by Bjork to spend no more than \$1,000.00 to make necessary repairs. Support: Smith. Call to vote. All ayes; no nays. Motion carried.

Smith advised that he had received a phone call complimenting how beautiful Stager Lake Park was kept. He offered compliments to Dan Kurtz and Mary Kurtz for their work.

Motion by Skinner to accept reports as presented. Support: Bjork. Call to vote. All Ayes; No Nays. Motion carried.

UNFINISHED BUSINESS:

Lake Mary SAD: Motion by Mallon to adopt Resolution 2025-0708-001 Lake Mary SAD as presented with a three year cost of \$1,153.76 per parcel and a public hearing to be held on August 2, 2025 at 10:00 am at the township hall. Support: Skinner. Call to vote: Bjork – yes; Mallon – yes; Skinner – yes; Smith – yes. Absent: Watters. Motion carried. Resolution 2025-0708-001 adopted.

Marijuana Ordinance: Office Manager to contact attorneys to review Marijuana Ordinances. Tabled until further notice.

NEW BUSINESS:

Recreation Committee Position: Skinner advised he is appointing Sherrie Courchaine to the Recreation Committee unless there are objections from the Board. Hearing none, Skinner appointed Courchaine to the committee.

PUBLIC COMMENT: Cheryl McCabe of the Village of Alpha stated she is upset that Mastodon Township will not give tax dollars to the Village of Alpha for Village of Alpha road repairs. Gordon Marcinak read a letter to the Board from Mark Taylor requesting Noise, Blight and Small Container ordinances and asked the Board to direct the Planning Commission to look into drafting these ordinances.

BOARD COMMENTS: None

DETAILS OF NEXT MEETING: August 12, 2025

ADJOURNMENT: Motion by Smith to adjourn the meeting at 6:25 pm. Support: Bjork. Call to vote. All ayes; no nays. Motion carried.

I hereby certify that the minutes contained herein are the draft minutes of the July 8, 2025, Regular Board meeting. Signed herein by the Mastodon Township Clerk, Karen Mallon on this the 11th day of July, 2025.



_____, Karen Mallon, Clerk

Mastodon Township Public Hearing

Lake Mary Special Assessment District Meeting Minutes

Saturday, August 2, 2025

A Public Hearing was held by the Mastodon Township Board to address objections, concerns, and to review the assessment role and proposed cost of the Lake Mary – Lake Improvement Special Assessment District. The public hearing was called to order at 10:00 a.m. by Supervisor Chad Skinner.

Pledge of Allegiance was said.

PRESENT BY ROLL CALL: Mike Bjork, Karen Mallon, Chad Skinner, Dave Smith, and Stacey Watters.

RECORDED PUBLIC IN ATTENDANCE:

Name	Address
Beaudoin, Jackie	217 South Shore Road
Cleary, Fred	157 South Shore Road
Cleary, Nelson	201 South Shore Road
Dalpra, Paul	144 Mary Wood Lane
Gerou, Al	261 South Shore Road
Gerst, Rick	256 Bara Road
Hemphill, Alice	231 South Shore Road
Hemphill, John	231 South Shore Road
Jacobs, Paula	137 Jacobs Drive
Jacobson Burns, Joanne	135 South Shore Road
Kovach, Bill	150 Mary Wood Lane
Kovach, Carol	150 Mary Wood Lane
Kroll, Nick	183 South Shore Road
Marcinak, Gordon	140 Mary Wood Lane
Mitchell, Brian	279 South Shore Road
Mitchell, Stephanie	279 South Shore Road
Schiavo, Gregg	122 Mary Wood Lane
Sider, Denise	269 South Shore Road
Spear, Jen	164 Mary Wood
Swider, Don	269 South Shore Road
Taylor, Mark	180 Mary Wood Lane
Webb, Mike	209 South Shore Road

APPROVAL OF AGENDA: Motion by Watters to approve agenda as presented. Support: Smith. Call to vote: All ayes; no nays. Motion carried.

PUBLIC HEARING OPEN FOR COMMENTS: Supervisor Skinner called for any interested property owner in attendance that wished to be heard by the Board regarding any matter of the proposed Lake Mary – Lake Improvement Special Assessment make themselves known to the Board, and time was given for any such property owner to be heard in full.

PUBLIC COMMENT:

Brian Mitchell – 279 South Shore Road: Mr. Mitchell stated his objection to the special assessment being managed by the township. Mr. Mitchell further stated that Lake Mary is open to the public and believes it is waters of the State of Michigan not just the lake property owners.

Discussion was offered regarding possible grants available to make lake improvements.

John Hemphill – 231 South Shore Road: Mr. Hemphill stated his objection to the special assessment. He further stated that lake access rights are not just for the property owners but the public has rights. He stated that lake improvements should not be a burden on the homeowners. He opposes raising his property taxes to benefit the public.

Discussion by the group was made regarding a state fee for all boaters to use public lakes that could then assist inland lake improvements. Board members advised this is something to take to State Representatives.

Alice Hemphill – 231 South Shore Road: Mrs. Hemphill stated her objection to the special assessment. She indicated that one year ago the costs were substantially lower.

Nick Kroll – 183 South Shore: Mr. Kroll stated his support for the special assessment. He indicated that he is speaking as a property owner but is also representing the Lake Mary Lake Association's membership support of the special assessment. He believes that the Lake Mary Lake Association would be highly unlikely to secure any grants that could be used for lake improvements. He opposes that proposed cost of the assessment and believes because it is so high, some property owners are opposed to the special assessment.

Mallon indicated that the estimated annual costs of the special assessment presented by the township are probably high. However, because this special assessment is new, it is hard for the township to foresee any possible cost that the special assessment could incur on the township. Mallon indicated that to date actual costs to the township are approximately \$1,100.00. These costs include wages for work performed by the clerk, attorney fees, notice and publication fees, and costs to mail notices to property owners. Costs associated with the special assessment is the annual fee set out by Cason which amounts to approximately \$18,000 for year one and increases by 10% each subsequent year, publication and notice fees, administrative costs including supplies and wages.

Mallon also offered that the township must advise property owners of the potential costs of late payments which include interest fees and penalty charges. Mallon further indicated that because any unpaid special assessment on a property tax bill has the same implications that unpaid property taxes have to a potential loss of property, the township must advise property owners in full. Unpaid special assessment costs can lead to a lien on property.

Mark Taylor – 180 Mary Wood Lane: Mr. Taylor cited MCL 324.30914, which states that the township can waive the interest charges.

Paula Jacobs – 137 Jacobs Drive: Mrs. Jacobs asked if the actual costs are lower, what happens to any over paid amounts.

Skinner advised that any balance collected from the special assessment would carry over to the next year, or would be returned to the property owners who paid.

Roy Carlson – 338 Buck Lake Park Road: Mr. Carlson asked if the township contracts with the weed eradication company. (Mr. Carlson is not a property owner at Lake Mary, but interested in the discussions because of a proposed Buck Lake Special Assessment).

Paul Dalpra – 144 Mary Wood Lane: Mr. Dalpra advised that the Lake Mary Association would contract with Cason for weed eradication not the township.

Joanne Jacobson Burns – 135 South Shore Road: Ms. Burns asked if the Lake Mary Lake Association would have access to the transactions made by the township on behalf of the Lake Mary Lake Improvement Special Assessment District.

Mallon advised that any interested party would have access to these public records.

Al Gerou – 261 South Shore Road: Mr. Gerou stated he had three questions he wanted answers to.

1. Are there delineation maps that show which properties will be affected by the special assessment?
2. What improvements will be included? Will algae control be included?
3. Is there a "boiler proof" letter from the attorney regarding the costs?

Skinner advised that there is a GIS map on the township website that indicate properties around Lake Mary.

Mallon stated that the contract that Lake Mary Lake Association enters into would detail which treatments would be included.

Mallon stated that attorney fees associated with the Lake Mary Lake Improvement Special Assessment District are an unknown at this time. Actual attorney fees exist today for work done, but any further attorney fees are unknown at this particular time. For example, if the special assessment goes through, and if any property owner disputes this the Michigan's Tax Tribunal, the supervisor is required to represent the township in such a hearing. It would be expected that the supervisor would request that the township's attorney be present for such a hearing. At this particular time, the township cannot anticipate what costs it will incur in the matter of legal fees. Mallon further stated that this special assessment is a Citizen's Petition brought before the Mastodon Township Board, and no other property owner in the township other than the Lake Mary property owners who would have a direct benefit to their property value can bear the burden of any cost associated with the Lake Mary Lake Improvement Special Assessment. These costs cannot be paid for through the general fund.

Jackie Beaudoin – 217 South Shore Road: Mrs. Beaudoin asked if this is a per parcel fee, wondering if "you" own 2 (two) parcels then "you" would pay twice? Mrs. Beaudoin also wondered if there were better costs for this work as she remembers in years past the fees were not so high.

Mallon stated that this special assessment district is a per parcel payment structure.

Joanne Jacobson Burns – 135 South Shore Road: Ms. Burns stated that Jackie Beaudoin's concerns are valued. She advised that she spoke with Lance from Cason, and he stated to her that he agrees the figures are high. She advised that the true costs should be around \$9,600 annually and not \$18,500 as was quoted. She further advised that the actual cost will not be known until the lake survey in August is completed. Ms. Burns also stated her concerns about how quickly the milfoil spreads, and a new spot has been noticed and they want to get ahead of that.

BOARD COMMENTS:

Skinner stated there has been a lot of information shared today. He would like to take a closer look at the costs. He indicated at this time it is unknown how the fees paid by the township for this Special Assessment would be reimbursed if the special assessment does not go through.

Watters stated she has concerns regarding the incoming bills that would need to be paid if there is not enough money collected.

Smith stated he does not like the idea of the township forcing property owners to pay for a service. He further stated that any time the government is involved more costs are incurred. He also stated looking at the numbers here today, some could donate work and money to keep the costs down. He stated he understands that everybody loves the lake and wants it taken care of. He stated he believes it would be better if the Lake Association took care of their lake and not involve the government.

Bjork reminded the group that some of the fees added to the special assessment do not even cover the costs to treat the milfoil. He agreed with Smith that costs increase when the government is involved. He stated that the township is an administrative burden to the lake noting that 40% of the costs are administrative costs. He wondered if the Lake Mary Lake Association could administer the process to treat

the lake thereby keeping costs to the property owners down. He added government bureaucratic layers are not good for the end goal. He stated he agrees with the idea of a special fee to cover lake improvements at the State level.

Mallon stated she had nothing else to offer.

FURTHER PUBLIC OPEN DISCUSSION:

Nick Kroll – 183 South Shore Road: Advised that at the Lake Association level it is an uphill climb. He stated that after this year, the Lake Association does not have the funds to cover the costs. Not all property owners are paying an equal amount to cover improvement costs. He further stated that there are a number of property owners who do not voluntarily pay for the improvements, so only a fixed percentage of the property owners carry the cost to do the treatment.

Gregg Schaivo – 122 Mary Wood Lane: Wondered if there is a surplus, how does this get paid?

Skinner offered if any over payment made, than those funds would go back to paying property owners.

John Hemphill – 231 South Shore: Asked if additional costs are incurred, who gets billed.

Skinner stated additional costs would go to the Lake Mary property owners. He further stated that he understands that a special assessment is a hard burden for some property owners who would be forced to pay the costs, but he also understands where the lake association is.

Nick Kroll – 183 South Shore Road: Mr. Kroll stated that the lake association did not come to this lightly, but it ran out of funds.

BOARD OF TRUSTEES DECISION:

Skinner asked for movement on the Lake Mary Lake Improvement Special Assessment.

Bjork and Watters stated that do not want to make a motion to move forward. Mallon agreed.

The matter is tabled until Cason completes its lake survey in late August 2025 so that more accurate costs can be determined.

PUBLIC COMMENT:

Carol Kovach – 150 Mary Wood Lane: Stated that the government, the State of Michigan, isn't going to help. The general public doesn't help. A lot of Lake Mary lake residents don't join the lake association, so they don't contribute to the health of the lake. The lake association is out of money, and she agrees with Nick Kroll's statement that the lake association is not taking this lightly.

She further stated that Camp Christine doesn't contribute, Runkle Lake is bad without treatment. She stated it is a small price to pay to keep the lake viable for generations.

The group again discussed state fees for boater particularly a DNR launch fee.

Nick Kroll – 183 South Shore Road: Advised the Board that the Lake Mary association did take a membership vote, and 68% of the property owners approved taking this step towards a special assessment fee.

Denise Swider – 269 South Shore Road: Stated that this has been a 19-year journey to treat the lake. Treatment has always laid on the shoulders of property owners, and not all property owners have done so. In 2023 the lake wasn't treated but should have been.

Skinner called for any further discussion or public comment. Hearing none the Lake Mary Lake Improvement Special Assessment Public Hearing of August 2, 2025 was closed by adjournment.

ADJOURNMENT: Motion by Bjork to adjourn the meeting at 11:10 am. Support: Smith. Call to vote. All ayes; no nays. Motion carried. Public Hearing closed at 11:10 am.

I hereby certify that the minutes contained herein are the draft minutes of the August 2, 2025 Public Hearing on the proposed Lake Mary – Lake Improvement Special Assessment District. Signed herein by the Mastodon Township Clerk, Karen Mallon on this the 6th day of August, 2025.

Karen Mallon

Karen Mallon, Clerk

**ACCOUNTS
PAYABLE
&
PAYROLL
REVIEW**

**BUDGET
ADJUSTMENTS
OR
AMENDMENTS**

REPORTS

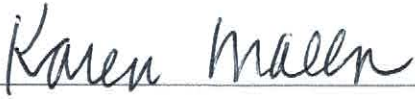
MASTODON TOWNSHIP CLERK'S REPORT

PERIOD ENDING JULY 31, 2025

- July 8, 2025 Regular Board Meeting Draft Minutes Submitted
- August 2, 2025 Public Hearing Lake Mary SAD – Draft Minutes Submitted
- Financial report packet presented to the Board

CLERK'S OFFICE UPDATE

- Jan Lemke has resigned as Deputy Clerk. She wishes to continue to pursue personal experiences and retirement, so has decided to step away from township responsibilities as deputy clerk. She offered continual help if needed and would be willing to work as a consultant should the Board ever need her. In her place, I have appointed Sherie Courchaine as my deputy. She is well versed in elections, and I anticipate that this is where she will most be needed. I will have to train her on BS&A as law demands that each township clerk have a deputy that can create and sign checks in the absence of the clerk.
- The 2024-2025 Audit has been completed. There are a few journal entries to be made on the tax side. Overall, the township is in good financial standing. Once the completed report is submitted, I will forward it to the Board.


Karen Mallon, Clerk


Date

Jan Lemke
411 McClaren Road
Crystal Falls, MI 49920

August 5, 2025

Mastodon Township Clerk
1371 South US Hwy 2
Crystal Falls, MI 49920

Attn: Karen Mallon, Clerk

Karen,

I have enjoyed the transition from Clerk to Deputy Clerk since my retirement of May 15, 2025. However, it is time to relinquish that position and allow someone else to grow with township.

Therefore, as of August 5, 2025, I wish to fully retire and bow out of my responsibilities of Deputy Clerk.

I appreciate the opportunity to assist you and find it has been a blessing to me.

Respectfully,

Jan Lemke

Client: **A239530 - Mastodon Township**
Engagement: **AUD 2025 - Mastodon Township**
Period Ending: **3/31/2025**
Trial Balance: **0900.00 - TB**
Workpaper: **0920.01 - Adjusting Journal Entries Report**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries JE # 1		1300.02		
To record taxes receivable and revenue at year end				
101-000.000-026.000	TAXES REC/DLQ REAL PROPERTY		33.13	
101-000.000-026.000	TAXES REC/DLQ REAL PROPERTY		10,059.30	
101-000.000-028.000	TAXES REC/DLQ PERS PROPERTY		29.15	
204-000.000-026.000	TAXES REC/DLQ REAL PROPERTY		12.50	
204-000.000-026.000	TAXES REC/DLQ REAL PROPERTY		4,929.12	
204-000.000-027.000	DLQ PERSONAL PROPERTY TAX REC		14.89	
204-000.000-411.000	DLQ PERS PROPERTY TAX REVENUE		21,208.47	
204-000.000-412.000	DLQ REAL PROPERTY TAX REVENUE		256.31	
101-000.000-402.000	CURRENT PROPERTY TAXES			62.28
101-000.000-402.000	CURRENT PROPERTY TAXES			9,007.55
101-000.000-447.000	SUMMER ADMIN. FEE			1,051.75
101-000.000-447.000	SUMMER ADMIN. FEE			
101-000.000-448.000	WINTER ADMIN. FEE			
204-000.000-402.000	CURRENT PROPERTY TAXES			27.39
204-000.000-402.000	CURRENT PROPERTY TAXES			4,929.12
204-000.000-402.000	CURRENT PROPERTY TAXES			21,464.78
Total			36,542.87	36,542.87
Adjusting Journal Entries JE # 6				
To record amounts due to GF for admin				
591-537.000-931.000	MAINTENANCE EXPENSE		330.00	
591-000.000-214.101	DUE TO GENERAL FUND			330.00
Total			330.00	330.00
Adjusting Journal Entries JE # 7				
To record commercial forest amounts due to tax account				
101-000.000-084.704	DUE FROM TAX FUND		905.36	
204-000.000-084.704	DUE FROM TAX FUND		495.45	
101-000.000-429.000	COMMERCIAL FOREST ACT			905.36
204-000.000-429.000	COMMERCIAL FOREST ACT			495.45
Total			1,400.81	1,400.81

Mastodon Township

Assessor's Report

July 2025

Tasks completed by Assessor for the month of July 2025

- Compared all the monthly Deeds to GIS, Google Earth and realtor.com this helps find omitted property, Property Transfers, PREs, returned phone calls & emails
- Working on some database cleanup - changing 267 parcels so they don't flag for next audit this was a suggestion from the State Auditor.
- Met with a resident to discuss his taxable value and a reverification of his measurements. We discussed an estimated cost if he were to add a garage.
- Follow-up with a resident who had questions on his property and found errors in the number of buildings and have removed for 2026.
- Worked on updating parcels from last year's fieldwork in the 2026 database and continue to work on fieldwork.

Please let me know if you have any questions.

Tammy Hendrickson

Mastodon Township Assessor

906-284-1555

Mastodon Township Planning Commission Minutes

Wednesday, August 6th, 2025

Call to Order: Chairperson Mallon called the meeting to order at 5:00pm and the Pledge of Allegiance was said.

Commission Members Present:

Chairperson, Paul Mallon

Vice Chairperson, Courtney Franz

Secretary, Ashlee Kinsey

Township Liaison, Mike Bjork

Guests:

Sherrie Courchaine

Jackie Beaudoin

Stu Creel

Clint (Mud-Tech)

Approval of the Minutes: Chairperson P. Mallon asked if there were any additions or changes to the July minutes. A motion by P. Mallon was made with support from M. Bjork to approve the minutes.

Old Business: Our ordinances have been reviewed by the attorney. P. Mallon and Stu Creel to have spoken to attorney and will present to the planning commission the changes so we can confirm them and move forward to the public hearing.

New Business:

Discussed the exact requirements needed to apply for a DNR grant. The planning commission is hoping to get a new member voted onto the commission. We will get the rec. plan into our master plan, with a goal of board approval by September. The rec. committee and planning commission will be working together to create a 13-question survey for the public and lastly, hold a public meeting.

We would like our township website to have a user-friendly search bar so the residents who are looking for specific ordinance details can type in a word or two and have all of our ordinances with that word be available to click on.

Other Business:

Clint with Mud-tech presented his current project goals that are happening on the corner of 424 by buck lake road. Part of the land is Alpha and a small portion is Mastodon township. Stu proposed that he apply for a re-zone so that he can move forward with his project.

Public Comment:

None

Adjourned: Motion by P. Mallon with support by C. Franz to adjourn at 5:52pm

The next regular meeting will be September 3rd 2025.

Secretary, Ashlee Kinsey

Date: 8/6/2025

Zoning Administrator Report

July 2025

118.8 miles total

7/2/25 Phone discussion with Austin Izzo regarding wording allowed in our ordinance on signage for retail marijuana facilities. Also, the sizes that require permitting.

7/2/25 Phone call with Rich Hale, contractor, regarding side lot setbacks for resort residential parcel on Lake Mary.

7/2&3/25 texts and email communications with Ryan Wucherer regarding a planned split on 3rd fortune lake. Requesting previously split information so determination can be made if splits are available.

7/7/25 Completed reports for the Board.

7/7/25 Phone call with Patty Youngren regrading building on a lawful nonconforming parcel located at 1466 Cty 424 on Indian Lake. Discussed section 900 or ordinance.

7/8/25 Phone call with Al Geroux regarding zoning for tree house. Arranged a site visit for later in the week.

7/8/25 Attended Township meeting.

7/9/25 070125-16; Ticia Hipps; 134 West Stager Lake Road. Site visit. Reconstruction APPROVED. 16.2 miles.

7/9/25 070125-15; Todd Snyder; 320 S. Shore Road; reviewed application and scheduled site visit.

7/9/25 070725-17; Ryan Wucherer; parcel 006-254-017-00; reviewed again and requested additional information.

7/10/25 Lake Mary site visits 25.9 miles total:

261 South Shore; Al Geroux; reviewed location that tree house is to be built. All setbacks would be met if it needed to be permitted. Permitting not needed.

320 South Shore; Todd Snyder; 070125-15; verified setbacks are met -APPROVED.

366 South Shore; Ross Niemi; verified setbacks are now met for RV and septic. Zoning compliance application needed to complete the violation correction.

370 South Shore; Victor Stevens; RV and septic appear to be compliant however there is no zoning compliance permit on file. Further contact to be made.

358 South Shore; Dan Lato; RV hookups and septic appear to be compliant however there is no zoning compliance permit on file. Further contact to be made.

7/10/25 Iworq demo with Chad.

7/10/25 Attended Bowden ZBA hearing; 060325-13. APPROVED.

7/10/25 Attended Planning Commission Meeting. Presented Wucherer land division application. Expressed that I felt it was incomplete as I was unable to verify if any splits remain as the last split was done in 2017. 070725-17. DENIED.

7/11/25 Returned Mike Wheeler phone call regarding land division. Nothing further discussed.

7/11/25 Phone call with Mike Shuster; 100 W. Prairi acres regarding permitting process for a new pole shed. Advised on process.

7/11/25 Iworq email follow-up answers to questions from demo.

7/14/25 Text communications with Ryan Wucherer regarding the denial of the land division application.

7/14/25 Text communications with Tim Braunel regarding the letter they received from ZBA with incorrect attachments. Informed ZBA and corrections will be sent.

7/14/25 Phone call with Greg Michand regarding parcel for sale along 424; 006-265-016-01. Explained parcel is a lawful noncompliant Agricultural parcel.

7/14-15/25 Issued and delivered Bowden Zoning Compliance Permit from ZBA hearing. 060325-13. 14.6 miles.

7/15/25 phone call with Chad regarding Iworq follow-up questions.

7/17/25 Reviewed email letters from Attorney regarding Jacobs' litigation. Scheduled phone call to review.

7/17/25 Phone call from interested party in wilderness trail parcel for sale. Wanted to build and rent cabins. Explained it would require a special use permit as it is zoned Multit-Use forest.

7/18/25 Reviewed deed from Austin Izzo on parcel located along US2 to verify that splits are available.

7/21/25 Left message for Bill Kool regarding rebuilding options on Indian Lake property.

7/22/25 Site visit to Braunels; 052125-12; review possible gazebo placements to correct violation. 22 miles.

7/22/25 32 minute phone call with attorney Ryan regarding Jacobs' litigations. Consultation with Chad after regarding some terms and conditions they must approve.

7/22/25 Attended July Board of Review.

7/22-23/25 Dave and Noel Spaargaren Inquiry, research and communicated results of land division options on 3 government lots in Indian lake. Unable to split per Ordinance requirements.

7/23/25 Researched 073122-14; Tomasoski build after hearing about construction on the site. Email construction code on status of permits. All check out as permitted.

7/23/25 Site visit to 257 South Shore Road after driving by to follow-up on stops earlier in the month. Noticing many campers/RV's, I spoke with Mr. Rogers regarding the RV regulations. He had attended last years planning commission meetings and was under the assumption that the ordinance had changed. I explained that it had not yet and even if it had they were still in violation. I provided copies of the current ordinance and the proposed ordinance. 21.9 miles.

7/23/25 Phone call with Bill Kool regarding rebuilding of a damaged building on an Indian lake parcel for sale. Reviewed section 900.

7/23/25 Emailed attorney Ryan contact info from 1995 ZBA for possible depositions in the Perry and Denise Jacobs' litigation.

7/24/25 Site visit to Mike Schuster; 100 W. Prairie Acres; 071525-18 to verify setbacks on site plan to build a 40'x102' pole building. Site plan and setbacks per ordinance. APPROVED. 18.2 miles.

Zoning Enforcement Report

July 2025

8/6/2025

Zoning Violations opened.

Zoning Violations resolved.

- Ross Niemi 366 South Shore Road 701(a)
7/10/25 *verified that RV has been moved. I still need a zoning compliance application to complete.*

Open Violations.

- Perry/Denise Jacobs 172 Jacobs dr. Sect. 500 and 701(a)
8/6/25 *In process of litigation.*
- Paul/Paul Jacobs 137 Jacobs dr. Sect. 500 and 701(a)
7/22/25 *Jacobs proposed settlement. Chad and/or Board must make decision on settlement.*
- Don Dumke; East Stager Lake Rd. Sections 400 and 700
Remaining violations to be addressed in the Spring of 2025 are the storage shed and wash/bath house so compliant with 100' waterfront setback. One is approximately 90' and the other 75' right now. The shed was placed by Mr. Dumke as was the 5th wheel. The other structures were on the property when he purchased them. Also discussed the removal of the other 2 structures on trailers. One is a livable mobile home (Park model RV), the other is used as a deck. Will work with them on site planning for the removal and to create compliance.
7/7/25 *awaiting outcome of Bowden variance to determine reasonable setback variance to request in site plan if needed.*
- Clint Johnson, Parcel located along 424 and the village of Alpha.

Sections 500 and 802(a) Green belt.

6/9/25 email communications re: site plan, violation correction, intended use. Mr. Johnson has indicated that the site plan is forthcoming and zoning compliance application will be submitted.

8/6/25 Mr. Johnson attended the Planning Commission Meeting and explained his intentions for the parcel. He was advised to complete the re-zoning request application and submit it for review by the Commission.

Violation Inquiries.

- Al and Dar Fagotti; 198 Skibo Drive – Section 500 construction of Deck. Need to research if the structure was enlarged or just replaced in same foot print. Will work with assessor.
- Assessor states sauna structure possibly within the waterfront setback at Whitaker parcel on Anders Lane. I need to do site visit to verify.
- 7/7/25 Sage Timber LLC, parcel 006-156-018-00; Section 802 Green Belt violation. Will send out letter detailing violation and corrective actions. 8/6/25 awaiting Dave Smith's report from road commission meeting regarding the history and enforcement of green belts along scenic roadways.

Enforcement Issues.

- Municipal Civil Infraction violation booklet ordered through attorneys.
- Board adoption process of the Municipal Civil Infraction Ordinance.

MASTODON TOWNSHIP RECREATION BOARD

Regular Meeting Minutes

July 30, 2025

Chairman Lydia Novitsky called the meeting to order at 2:00 p.m. at the Mastodon Township Hall.

Roll Call: Chairman Lydia Novitsky, Dan Kurtz, Planning Commission Liaison Paul Mallon, Sherie Courchaine and Secretary Jan Lemke.

June Minutes – Paul made a motion to accept the minutes as written. The motion was seconded by Dan. All in favor.

Public Comment: None

Planning Commission Report: Paul reported that there was a discussion at the last Planning Commission meeting regarding the Recreation Plan and the Master Plan. They will continue to discuss how to proceed. The Recreation committee will review the 2021 Recreation Plan and prepare a list for the Planning Commission noting suggestions of input for the new plan. All ideas will be sent to Sherie and she will prepare one list. We will review the list at the next meeting before handing it over to the Planning Commission.

Township Board Liaison Report:

Our requests for funds to purchase a net for the tennis court and paint for pickleball lines on the tennis court in Alpha were denied. The Board asked for information on a retractable net. We could not find any info on that type of net so we are dropping the request for both at this time.

Dan also reported that the Township Board is requesting information on how to anchor benches. After discussion, we believe that would be the responsibility of the person covering park maintenance and ultimately the Township Board.

Unfinished Business:

Thrasher Update: Jan indicated that she has been working with Dave Smith to move forward on organizing the transfer of ownership. Sherie will help Jan and Dave get the process going.

New Business:

Authorization Request To Township Board for Funds: See above Liaison Report

Meeting Dates: Starting in September, we will be having our meetings on the third Tuesday of the month. We want to get our minutes to the Township Board in a timely manner allowing them time to pose any questions they may have before their next meeting the following month.

Future Business:

Signs for Park Entrances: After discussion, it was determined that wood signs would be the best option for the township park entrances. Metal fades quickly and wood would hold up better. The best quote for 3' x 5' signs would cost approx. \$1500-1700 per sign needed for 5 parks. We sent them the picture of the Mastodon Township sign in the front of our building and requested a design similar.

Solar Lighting: No update from the Township Board

Buck Lake Park: This committee would like to recommend to the Township Board that electrical service be provided for the pavilion and to build a small bathroom.

Fall Considerations: Contact Forest Park to make bird houses and duck houses for our Nature Trail. Contact Tech School to possibly make metal benches for our parks. We are waiting for the school year to begin this fall before reaching out to them.

Recreation Committee

Page 2

July 30, 2025

Details of Next Meeting: August 27, 2025 at 4:00

Adjournment: The meeting was adjourned at 3:33pm.

Respectfully submitted,

Jan Lemke, Secretary

UNFINISHED BUSINESS

To: Mastodon Township Board
From: Lake Mary Association Board
Date: August 7, 2025
Re: Lake Mary Special Assessment District

Thank you for the Public Hearing this past Saturday morning, August 2 nd . The dialog was constructive, and the residents of Lake Mary were able to make statements and ask questions of the Township Board in relation to the Lake Mary Special Assessment District which is under consideration.

In follow-up, the Lake Mary Association Board wants to reinforce the desire to put in place a 3-year Special Assessment District for the purpose of weed eradication (specifically milfoil). As discussed in the meeting, we would like the levied costs per property owner to be spread over the 3-year period. In other words, instead of a one-time tax levy (2026 winter tax assessment), the assessment would be applied in winter 2026, 2027, and 2028. We further understand that both the Cason treatment costs and the Township costs are currently estimates. Cason's lake survey, to be completed later this month, should clarify treatment costs based on current milfoil areas.

The Lake Mary Association has been working proactively to address the milfoil issue that is evasively affecting area lakes. For 19 years, we have prepared for this inevitable invasive weed species. We have taken water quality samples, self-monitoring for milfoil, spoken to the DNR at length, and we have investigated (and unsuccessfully applied for) grant monies. Milfoil is now impacting Lake Mary and we have privately funded lake surveys and milfoil treatments these past several years. The costs have been absorbed by Lake Mary Association members. Now that milfoil has spread to Lake Mary, on-going treatment is required to keep it from overrunning the lake (like it has on Runkel Lake and Buck Lake). These treatments come at substantial annual cost, but necessary.

The Special Assessment District provides an equitable manner through which to fund these on-going treatments. For many years, many Lake Mary residents have voluntarily funded our mitigation efforts while others have passively allowed the others to cover the costs. The Special Assessment District will facilitate the sharing of treatment and lake preservation costs equally amongst all Lake Mary property owners. As discussed in the Public Hearing, the burden of treatment and cost falls on the property owners of Lake Mary. A significant majority of the Lake Mary property owners (68%) agree with the implementation of a Special Assessment District.

Some of the Mastodon Township Board have expressed their dislike of requiring some property owners to pay what they do not support. We believe this is a business decision for the Board members, not a personal one. These kinds of decisions seem to be a requirement of the job of the Township Board. After all, the Township levies taxes and fees which are not popular with its constituents, yet for things to move forward in the Township, people must pay, whether its taxes, fees or a Special Assessment District. Of the 16 or 17 property owners represented at the public hearing 8/2/25, only two objected. Again, we want to remind the Board that 68% of the property owners are in favor of the SAD. It seems counterproductive for the Board to consider not moving forward with the SAD because of their personal feelings rather than consider what the majority of the property owners desire. We ask that you vote in support of proceeding, and we will work in cooperation with the Township.

Respectfully,

The Lake Mary Association Board of Directors

NEW BUSINESS

Sherrie Courchaine
371 Wilderness Trail
Crystal Falls, MI
Mastodon Township
slcourchaine@gmail.com
906-285-0333

August 5, 2025

Mastodon Township Board of Trustees
1371 Hwy US-2
Crystal Falls, MI 49920

Dear Members of the Township Board,

I am writing to express my interest in serving on the Mastodon Township Planning Commission. As a dedicated resident of our community, I am eager to contribute my time, skills, and perspective to support the continued growth and well-being of our township.

I have lived in Crystal Falls for over 25 years and Mastodon Township for 5 years. I have developed a deep appreciation for our community's strengths and the values that make it unique. With a background in community healthcare, public service, business, education, planning and finances, I believe I can bring thoughtful insight and a collaborative approach to the Planning Commission. I believe effective local government starts with listening to residents and working together to find balanced, practical solutions.

I would be honored to help guide our township's future and support the Board's mission of serving our community with integrity and accountability. Thank you for considering me for the Planning Commission. I welcome the opportunity to speak with you further about how I can contribute to our community.

Sincerely,

Sherie Courchaine



iWorQ Price Proposal

Mastodon Township	Population- 668
1371 US Highway 2 S, Crystal Falls, MI 49920-9117, United States	Prepared by: Marty Smith

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Community Development (Department) *Permit Management *Code Enforcement *Portal Home -Configurable portal for ease of applying for permits, tracking current permits online -Allows for submitting code enforcement issues online and viewing code cases -Messaging feature for easy interaction with citizens -Inspection and plan review tracking -Track permits and cases with customizable reporting -Includes Sensitive File Uploads that are required to finish permit, licensing or code enforcement process (i.e Driver's License) -OpenStreetMap tracking abilities with quarterly updates -3 Custom Web Forms for Portal Home -Free forms, letters, and/or permits utilizing iWorQ' template library and up to 3 custom letters	\$3,000 \$2,500	Annual
Additional Web Forms for Online Portal (3) Additional Web forms for Online Permit Applications. (Total Web Forms = 6) Note: Additional Web Forms can be purchased as needed: \$500/annually for 3	\$500	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$3,500 \$3,000	Annual



iWorQ Service(s) Agreement

APPENDIX A



10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell (required) _____

Email _____

Portal Setup Contact (if applicable) _____ Title _____

Office Phone _____ Cell _____

Email _____ Signature _____

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID # _____

12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____



Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.

Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.



4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).

Data upload and storage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

iWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.



IWORQ SERVICE AGREEMENT For iWorQ applications and services

Mastodon Township here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.



One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Package Price	Billing
Implementation and Setup cost year 1	\$2,000 \$1,000	Year One
Up to 5 hours of GIS integration and data conversion	Included	Year One
Data Conversion	Included	Year One

Grand Total Due Year 1	\$5,500 \$4,000	Year One Total
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NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. **This subscription Fee and Agreement have been provided at the Customer's request. The pricing concessions of \$500 on recurring fees and \$1,000 on set up require the agreement to be signed and returned to iWorQ Systems on or before August 14th, 2025.**
- III. This cost-proposal cannot be disclosed or used to compete with other companies.



AT&T Business Account Executive

Peter Rabadi
Phone: 224.200.6601
Email: pr958b@att.com

ABS Business Account Executive

Jorge Taylor
Phone: 234.2740422
Email: jorgetaylor@abscomm.net

Date:	Expires:
7/30/2025	8/29/2025

1371 HWY US 2 South, Crystal Falls, MI 49920	Monthly Cost	One-Time Cost	Qty	Term	Total
AT&T Office @ Hand	\$ 22.51	\$ -	3	36	\$ 67.53
AT&T Internet AIR	\$ 65.00	\$ -	1	36	\$ 65.00
Yealink T34W		\$ 70.01	3		
Internet Gateway		\$ 30.00	3		
Professional Remote Phone Install		\$ 150.00	1		
RATE PLAN TOTAL:					\$ 132.53

Existing Spend by Account Number		Current Monthly Spend	
Account Number 136625356 Speed 6		\$	142.66
RATE PLAN TOTAL:		\$	142.66

	12 Month	24 Month	36 Month
Total Savings	\$ 121.56	\$ 243.12	\$ 364.68

Incentive: Equipment Credit of \$210.00 and 3-months phone service free of \$184.59

One-Time Cost	\$390.03
Monthly Recurring Charges	\$132.53

OTHER BUSINESS