

MASTODON TOWNSHIP
REGULAR MEETING AGENDA
July 14, 2026

Call to Order/Pledge
Roll Call
Agenda Approval
Previous Board Meeting Minutes (June 9, 2026)
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 – No Meeting
Zoning Administrator's Report
Recreational Committee Report
Village of Alpha Report
Maintenance Report

Guest:

Public Comment Agenda Items:

Unfinished Business

- Thrasher Building Update
- Forest Management
- Park Usage Application

New Business:

- Buck Lake Electrical Quotes
- Buck Lake SAD

Other Business:

Public Comments:

Board Comments:

Details of Next Meeting: August 11, 2026 at 5:30pm

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

Draft Minutes

June 9, 2026

Regular Board Meeting

Mastodon Township Board Meeting Draft Minutes

Meeting Date: June 9, 2026

Time: 5:30

Location: 1371 US Hwy 2 South, Crystal Falls, MI 49920

Call to Order

The meeting was called to order by Supervisor Skinner at 5:30pm.

Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

Roll Call

Board Members Present: Chad Skinner, Mike Björk, Dave Smith, Stacy Watters present,
Karen **Board Members Absent:** Karen Mallon

Township Employees Present: Dan Kurtz, Tammy Hendrickson, Andy Flemming, Sherie Courchaine

Public Attendees: Mark Leonhardt, Cythia Rahoi, Gordon Marcenet, Mike Webb, Tammy Hendrickson, Brian Schiavo, Sherie Courchaine

Public Attendee Speakers: Cythia Rahoi

Approval of Agenda:

Motion by Waters supported by Smith to approve the June 9, 2026 as presented. Call to vote. All ayes, motion carried.

Approval of May 12, 2026 Meeting Minutes:

Motion by Bjork, support by Smith to approve the May 12, 2026 Regular Board meeting minutes. Call to vote: All ayes. Motion carried.

Approval of June 5, 2026 Buck Lake Special Assessment District Meeting Minutes:

Motion by Waters, support by Skinner to approve the June 5, 2026 BLSAD meeting minutes. Call to vote: All ayes. Motion carried.

Accounts Payable and Payroll Review

Bjork reviewed accounts payable and payroll. Motion by Waters support by Skinner to approve accounts payable invoices 14536-14575 from General Fund in the amount of \$18843.50, Road account (Inv 14544 & 14568) in the amount of \$11667.60 and water account (Inv 14567) in the amount of \$33.57, and to approve payroll checks 33036-33044 and direct deposits 1385-1397 in the amount of \$14,896.55. Call to vote. All ayes. Motion carried.

Treasurers report:

Waters states she has no report this month.

Clerks report:

Written and submitted. Skinner reports all questions should be directed to Mallon when she returns.

Supervisors report:

No questions

Road Commission Report

Smith reports there was no meeting on June 9. From the May 19 meeting he reports stagger like markings are done that the road commission is installing weather monitors. There was some discussion regarding bridges as well as grading/culvert clearing.

Assessors Report:

Written and submitted. Assessor Hendrickson reports she is out and about with a 20% fieldwork requirement.

Fire Chief Report

Written and submitted.

Planning Commission Report

Courchaine reports the planning commission continues to work on the zoning ordinance with a comparison of the 2018 and 2025 documents. Björk states section one has been completed.

Zoning Administrators Report:

Written and submitted.

Recreational Committee Report:

Courchaine reports there's been much progress in the parks. Stagger Lake Beach improvement has been completed, solar lights for the boat landings at Buck Lake and stagger Lake have been ordered, permits are in with we energies as well as quotes for electrical panel at Buck Lake, benches for the nature trail at Buck Lake are here and ready to be installed, work has begun at the triangle park in Alpha deep areas in old stumps have been removed and leveled topsoil has been installed and is ready for, the Kurtz reports he is in the process of ordering materials to resurface the basketball court and is waiting on the go ahead in regards to either the purchase of a CNC machine or signs for the parks. Discussion took place regarding the advantage of a CMC machine Skinner request D Kurtz to supply three bids or quotes for CNC machine.

Village of Alpha:

Leonhardt states he has nothing to report.

Maintenance Report:

Smith, inquiries of D Kurtz and the board regarding the thrasher building. Kurt reports there are two current designs, and that he has contacted the building inspector. He reports the building inspector does not see any problems. Skinner raises concern regarding the appropriate actions or process in order to allow volunteers to build the building. Smith raised concerns over the length of time it is taking to get the building completed. Skinner requested that Smith contact the insurance people as well as MTA regarding discovery of what needs to happen to use volunteers.

Guests:

None

Public comment on agenda items:

None

Unfinished Business:**Road Brining:**

Kurtz reports he is unable to obtain a truck for road brining Smith reports there is a company in Pennsylvania who for about the cost of \$5500 for one week could get a truck to us. The rental is approximately \$2000. Transport of the truck is \$1200 each way. Discussion took place regarding the purchase of a truck for brining Skinner. Instructed Kurtz to do as much as he could with the equipment that we have.

Update on Forest Management and Logging:

One quote for forest management logging was obtained prior to the meeting. However, the other quote came in just shortly before the meeting the board discussed and decided to table the proposals until they could be reviewed by the board members.

Water Ordinance Discussion-Private Pools:

Skinner reports he has been contacted by someone that lives by Dunn mine who wants to fill a pool. The board discussed the complications of using water from Dunn mine to try to fill the pool. Skinner states the current water ordinance requires Supervisor to approve pools by use of a fire hydrant. Skinner reports we do not have any fire hydrants, and the board decided last year that the fire department is not to fill swimming pools. Skinner requests a copy of the water ordinance to be sent to residents that are using Dunn mine.

Jacobson Lawsuit Update-Dismissal of Lorraine Jacobs:

Skinner reports there's progress on the dismissal of Lorraine Jacobs from the lawsuit.

New Business:**Dan Kurtz Recreation Committee Resignation:**

The board received the resignation of Dan Kurtz from the recreation committee. This leaves only two people on the committee Smith recommends using the new sign to try to spark interest.

MTA Sample Park Rules, Ordinance and Proposed Park Use Agreement and Discussion:

The board discussed the misuse of the Triangle Park on May 30, 2026. Bjork stated he was unaware of the event and Mallon had given permission (refuted by Courchaine). Smith suggested Kurtz buy and install a locking unit for the electrical box at Alpha Parks. Kurtz reports that has been done. Board reviewed sample park rules and Park use agreements for events. Björk questioned whether the application has been reviewed by the attorney and recommends if it has not that it should be. Skinner stated these were samples and the board will need to develop rules and an application specific to Mastodon Township use.

Policy and Procedures for Bids & Quotes:

Skinner stated the board discussed changes previously. Skinner outlined proposed changes. The Board discussed proposed changes. Motion made by Skinner, supported by Waters to change section 4.83 to increase purchase amounts of \$1000 to \$2,500 and change from 3 written quotes to 2 written, verbal, or digital quotes or estimates. Roll Call vote- Skinner aye, Waters- Aye, Smith- Aye, Bjork- Aye. Motion carried.

Motion by Skinner supported by Waters to change Section 4.84 to increase the amount for sealed bids from \$2500 to \$100,000.00. Roll Call vote- Skinner aye, Waters- Aye, Smith- Aye, Bjork- Aye. Motion carried.

Adoption of the 2026 Updated Master Plan:

Björk reports the Master Plan has been updated. Courchaine explained the updates are only to the demographics from the last census. The rest of the master plan remains the same. Motion made by Bjork, supported by Waters to adapt the Master Plan Update. Call to vote. All ayes. Motion carried.

Other business:**Federal Energy Regulatory Commission Hall Usage Tuesday July 14, 2026:**

The board discussed the use of the hall no objections were noted, except as the date was looked at, the board realized July 14, 2026 is the date of the next board meeting. Members discussed moving the date of the Board meeting to accommodate the FERC, however members were not supportive of that. Skinner requests the deputy clerk to contact the Federal Energy Regulatory Commission and inform them the Township Hall will not be available on July 14th, 2026 . The board agrees to accommodate FERC any other day that week.

Public Comments:

Township resident Cynthia Raho reports excessive zebra mussel in Stager Lake and requests signage to warn people of the zebra muscles. She reports children have cut their feet on them and it has gotten very bad.

Board Comments:

Reminder spring cleanup is scheduled for Saturday, June 20 8 AM to noon.

Details of the Next Board Meeting:

The next board meeting is scheduled for the second Tuesday of July, which is July 14, 2026 at 5:30pm.

Adjournment:

Motion to adjourn at 7:35pm made by Björk supported by Smith. Call to vote. All ayes. Motion carried.

Invoices for Approval

For Board Approval

Invoices 14585-14607
General Fund \$ 3,468.76

07/13/2026

INVOICE REGISTER REPORT FOR MASTODON TOWNSHIP
 INVOICE ENTRY DATES 06/11/2026 - 07/14/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN - CHECK TYPE: PAPER CHECK

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Amt Due
63026				
14585	SAMANTHA ARNESON GARBAGE VOUCHERS 7/10 101-280.000-801.000 GARBAGE VOUCHERS 7/10	07/15/2026 SHERIE	07/15/2026	174.72
070626				
14586	PAUL KOZOL GARBAGE VOUCHERS 4/10 101-280.000-801.000 GARBAGE VOUCHERS 4/10	07/15/2026 SHERIE	07/15/2026	96.90
063026				
14587	ANTHONY WILLIAMSON GARBAGE VOUCHERS 2/10 101-280.000-801.000 GARBAGE VOUCHERS 2 /10	07/15/2026 SHERIE	07/15/2026	50.00
070126				
14588	JOANNE BURNS GARBAGE VOUCHERS GROUP 24 VOUCHERS 101-280.000-801.000 GARBAGE VOUCHERS GROUP 24 VOUCHERS	07/15/2026 SHERIE	07/15/2026	576.00
070126				
14589	JAN LEMKE GARBAGE VOUCHERS GROUP 29 VOUCHERS 101-280.000-801.000 GARBAGE VOUCHERS GROUP 29 VOUCHERS	07/15/2026 SHERIE	07/15/2026	722.71
070626				
14590	MIKE MICHELA GARBAGE MICHELA GROUP 5 VOUCHERS 101-280.000-801.000 GARBAGE MICHELA GROUP 5 VOUCHERS	07/15/2026 SHERIE	07/15/2026	106.83
070726				
14591	LINDA BJORK GARBAGE L BJORK 4/10 101-280.000-801.000 GARBAGE L BJORK 4/10	07/15/2026 SHERIE	07/15/2026	99.00
070626				
14592	SCHULTZ THOMAS GARBAGE SCHULTZ 3/10 101-280.000-801.000 GARBAGE SCHULTZ 3/10	07/15/2026 SHERIE	07/15/2026	74.25
070726				
14593	PAUL BUSCH GARBAGE P BUSCH 4/10 101-280.000-801.000 GARBAGE P BUSCH 4/10	07/15/2026 SHERIE	07/15/2026	100.00
070726				
14594	CRAIG MAXWELL GARBAGE C MAXWELL 5/10	07/15/2026 SHERIE	07/15/2026	125.00

101-280.000-801.000	GARBAGE C MAXWELL 5/10			
070726				
14595 KYLE HALL	07/15/2026	07/15/2026	25.00	
GARBAGE K HALL 1/10	SHERIE			
101-280.000-801.000	GARBAGE K HALL 1/10			
070726				
14596 BARBARA FRANZ	07/15/2026	07/15/2026	30.00	
B FRANZ LIBRARY	SHERIE			
101-285.000-801.000	B FRANZ LIBRARY			
070726				
14597 SUSAN SCHNIEDER	07/15/2026	07/15/2026	75.00	
GARBAGE S SCHNIEDER 3/10	SHERIE			
101-280.000-801.000	GARBAGE S SCHNIEDER 3/10			
070626				
14598 JOHN ROGERS	07/15/2026	07/15/2026	274.72	
GARBAGE J ROGERS 10/10	SHERIE			
101-280.000-801.000	GARBAGE J ROGERS 10/10			
070726				
14599 BRAD ANDERSON	07/15/2026	07/15/2026	25.00	
GARBAGE B ANDERSON 1/10	SHERIE			
101-280.000-801.000	GARBAGE B ANDERSON 1/10			
070726				
14600 DANA KITTLESON	07/15/2026	07/15/2026	250.00	
GARBAGE VOUCHERS D KITTLESON 10/10	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS D KITTLESON 10/10			
070626				
14601 KEANE'S AUTOMOTIVE SPECIALISTS	07/15/2026	07/15/2026	123.29	
GARBAGE VOUCHERS KEANE GROUP 5	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS KEANE GROUP 5			
070726				
14602 KATHY GUZOWSKI	07/15/2026	07/15/2026	100.00	
GARBAGE VOUCHERS K GUZOWSKI 4/10	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS K GUZOWSKI 4/10			
070726				
14603 AL TUELL	07/15/2026	07/15/2026	90.00	
GARBAGE VOUCHERS A TUELL 4/10	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS A TUELL 4/10			
070726				
14604 JACOB DAVIS	07/15/2026	07/15/2026	187.34	
GARBAGE VOUCHERS J DAVIS 7/10	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS J DAVIS 7/10			
070726				
14605 REBECCA JOSVAI	07/15/2026	07/15/2026	100.00	
GARBAGE VOUCHERS R JOSVAI 4/10	SHERIE			
101-280.000-801.000	GARBAGE VOUCHERS R JOSVAI 4/10			
070726				
14606 MARK LEONHARDT	07/15/2026	07/15/2026	18.00	

GARBAGE VOUCHERS M LEONHARDT 1/10

SHERIE

101-280.000-801.000

GARBAGE VOUCHERS M LEONHARDT 1/10

070726

14607 SIEWIOREK FRANK

07/15/2026

07/15/2026

45.00

LIBRARY PROGRAM SIEWIOREK

SHERIE

101-285.000-801.000

LIBRARY PROGRAM SIEWIOREK

of Invoices: 23 # Due: 23 Totals: 3,468.76

of Credit Memos: 0 # Due: 0 Totals: 0.00

Net of Invoices and Credit Memos: 3,468.76

Accounts Payable

General Fund

Check 33081-33105 - \$18,426.06

Road Account

Check 1409-1410 - \$8,194.84

Voided Check 1408 – Duplicate Invoice

Water Account

Check 1180 - \$33.57

Payroll

June 2026

Checks 33072-33080

DD1398-DD1413

\$17,265.26

07/13/2026 12:58 PM
User: KAREN
DB: Mastodon Twp

CHECK REGISTER FOR MASTODON TOWNSHIP
CHECK DATE FROM 06/10/2026 - 07/13/2026

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank CVCU COVANTAGE CREDIT UNION					
06/10/2026	CVCU	33081	ANDERSON B	BRAD ANDERSON	19.00
06/10/2026	CVCU	33082	BENNETT BR	BRUCE BENNETT	17.10
06/10/2026	CVCU	33083	BIG	BIGARI ACE HARDWARE	61.54
06/10/2026	CVCU	33084	BRAZEAU	BRUCE & DIANE BRAZEAU	40.00
06/10/2026	CVCU	33085	BURNS J	JOANNE BURNS	1,100.00
06/10/2026	CVCU	33086	CJ GRAPHIS	CJ GRAPHICS	4,625.00
06/10/2026	CVCU	33087	COVANTAGE	COVANTAGE CREDIT UNION	1,938.47
06/10/2026	CVCU	33088	DURR LISA	LISA DURR	100.00
06/10/2026	CVCU	33089	FRANZ COUR	COURTNEY FRANZ	250.00
06/10/2026	CVCU	33090	GIFFORDR	GEORGE GIFFORD	30.00
06/10/2026	CVCU	33091	HOME DEPOT	HOME DEPOT	1,220.05
06/10/2026	CVCU	33092	JOHNSON V	VIVIAN JOHNSON	90.00
06/10/2026	CVCU	33093	KURTZ TED	TED KURTZ	100.00
06/10/2026	CVCU	33094	LEMKEJAN	JAN LEMKE	30.00
06/10/2026	CVCU	33095	MAKI	JUDITH MAKI	30.00
06/10/2026	CVCU	33096	MICHELA M	MIKE MICHELA	106.83
06/10/2026	CVCU	33097	MILLER PRO	MILLER PRODUCTS & SUPPLY CO.	416.52
06/10/2026	CVCU	33098	MMC	MULTI MEDIA CHANNELS LLC	379.50
06/10/2026	CVCU	33099	MOCORP	MOCORP, INC.	1,721.72
06/10/2026	CVCU	33100	MTA	MICHIGAN TOWNSHIPS ASSOCIATION	3,590.52
06/10/2026	CVCU	33101	OSHKOSH	OSHKOSH FIRE & POLICE EQUIPMENT INC	500.00
06/10/2026	CVCU	33102	SLIVLUMBER	SLIVENSKY LUMBER	607.34
06/10/2026	CVCU	33103	STALEY TOM	TOM STALEY	47.85
06/10/2026	CVCU	33104	UP PROPANE	U. P. PROPANE	816.95
06/10/2026	CVCU	33105	WE	WE ENERGIES	588.67

CVCU TOTALS:

Total of 25 Checks:	18,427.06
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	18,427.06

07/13/2026 12:58 PM
User: KAREN
DB: Mastodon Twp

CHECK REGISTER FOR MASTODON TOWNSHIP
CHECK DATE FROM 06/10/2026 - 07/13/2026

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank CVRD COVANTAGE ROADS					
06/10/2026	CVRD	1408	1ST AYD	1ST AYD CORPORATION	11,667.60 v
			Void Reason: DUPLICATE INV		
06/10/2026	CVRD	1409	COVANTAGE	COVANTAGE CREDIT UNION	416.44
06/10/2026	CVRD	1410	1ST AYD	1ST AYD CORPORATION	7,778.40
CVRD TOTALS:					
Total of 3 Checks:					19,862.44
Less 1 Void Checks:					11,667.60
Total of 2 Disbursements:					8,194.84

07/13/2026 12:59 PM
User: KAREN
DB: Mastodon Twp

CHECK REGISTER FOR MASTODON TOWNSHIP
CHECK DATE FROM 06/10/2026 - 07/13/2026

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank WTR WATER ACCOUNT					
06/10/2026	WTR	1880	CFUTIL	CITY OF CRYSTAL FALLS	33.57
WTR TOTALS:					
Total of 1 Checks:					33.57
Less 0 Void Checks:					0.00
Total of 1 Disbursements:					33.57

07/13/2026

Check Register Report For

For Payroll ID: 261 Check Date: 06/08/2026 Pay Period End Date: 06/08/2026

Check Date	Check Number	Name	Physical Check Amount
06/08/2026	33072	BJORK, MICHAEL J	518.74
06/08/2026	33073	CARSWELL, MELISSA	110.13
06/08/2026	33074	CORNELIA, WADE	92.35
06/08/2026	33075	CREEL, STUART	661.90
06/08/2026	33076	FLEMING, ANDREW C	866.93
06/08/2026	33077	JENSEN, PAMELA	69.26
06/08/2026	33078	SMITH, DAVE	709.21
06/08/2026	33079	WHEELER, MICHAEL	52.86
06/08/2026	33080	WHITE, DONALD E.	26.42
06/08/2026	DD1398	COURCHAINE, SHERRIE L.	982.32
06/08/2026	DD1399	HENDRICKSON, TAMMY L.	1,835.41
06/08/2026	DD1400	HOFFMAN, JENNIFER M	26.42
06/08/2026	DD1401	HOFFMAN, WILLIAM	26.43
06/08/2026	DD1402	KINSEY, ASHLEE	176.20
06/08/2026	DD1403	KURTZ, DANIEL G	3,202.23
06/08/2026	DD1404	KURTZ, MARY	1,276.65
06/08/2026	DD1405	LUFT, ADAM D	26.42
06/08/2026	DD1406	MALLON, KAREN M	2,079.08
06/08/2026	DD1407	MALLON, KAREN M	1,130.54
06/08/2026	DD1408	PICKART, JONATHON	304.76
06/08/2026	DD1409	SKINNER, CHARLES	1,644.63
06/08/2026	DD1410	SKRZYNIARZ, SHERI	88.10
06/08/2026	DD1411	WATTERS, STACEY	1,305.41
06/08/2026	DD1412	WINGER, ADAM M	26.43
06/08/2026	DD1413	WINGER, DOMINIC	26.43
Totals:			17,265.26

9

16

Reports

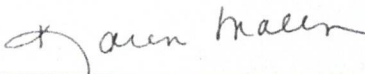
MASTODON TOWNSHIP CLERK'S REPORT

PERIOD ENDING JUNE 30, 2026

- June 9, 2026 Regular Board Meeting Draft Minutes Submitted

CLERK'S OFFICE UPDATE

- Spoke with Jim Parcell of Iron County Building Department regarding Thrasher Building. Mr. Parcell stated that Mastodon Township does not need engineering design for building. He only recommends engineering designs if the structure is over 35,000 square feet. If the building has less than 2 sides, no permit is required. If the building has 3 or more sides he will require a building permit, but will not charge the Township. He does require that we have a Zoning Permit issued by our ZA Stu Creel. Mr. Parcell also indicated commercial builders do not have to be licensed to build. He indicated that Dan Kurtz with a residential builder's license is well qualified to build the structure. He stated that he has spoken to Dan Kurtz about the building and expected that the building would be constructed by now, and that he has even driven by to check on the progress.
- Sent out notices to Dunn Mine Water Residents regarding water payments, usage and concerns regarding filling of private swimming pools and watering large gardens.
- Our annual audit was Wednesday, July 8, 2026.
- Election Commission and Appointment of Inspectors occurred on June 25, 2026 at 5:30pm. Our Public Accuracy test is scheduled for July 20, 2026 at 6:00pm. Early voting begin July 25, 2026.



Karen Mallon, Clerk

July 13, 2026

Date

Cash on Hand – as of July 13, 2026

Account Name	Balance 07-13-2026
General Fund – Checking	\$53,472.43
Road – Checking	\$9,622.45
Dunn Mine Water – Checking	\$1097.46
GF – Savings	\$180,571.39
GF – Water Savings	\$20,865.50
FD – Savings	\$266,938.39
Recreation Plan - Savings	\$20,166.40
Future Capital - Savings	\$25,396.15
Marijuana - Savings	\$171,725.44
AMFD – Savings	\$2,442.78
Road – Savings	\$279,083.56
Dunn Mine – Savings	\$4,649.10

Mastodon Township

Assessor's Report

June 2026

- Tasks completed by Assessor for the month of June 2026
- Compared all monthly deeds to GIS, Google Earth, and Realtor.com to identify omitted property, property transfers, and Principal Residence Exemptions (PREs), while responding to phone calls and emails.
- Attended the Planning Commission meeting on July 1 to discuss the differences between zoning and assessing. I explained that zoning and assessing are separate functions and that zoning decisions and regulations should not be based on assessing rules or practices.
- During the Planning Commission meeting, I also met with Linda and Ed Scraff's family regarding the 2025 parcel split that was not completed. I explained that I did not receive the Planning Commission approval paperwork until April 14, 2026, which delayed processing the split. I apologized for the oversight and provided the new parcel numbers that will be assigned when the parcel splits are processed at the end of the year. Going forward, I'll do a better job of communicating and following up with Karen, Sherie, and Stu at the end of the year about any Planning Commission parcel split approvals so we can avoid this kind of situation in the future.
- We will be meeting July BOR on 7/21/2026 at noon we have a few clerical errors to correct. Should be a short meeting.
- Continued with fieldwork as planned.

Tammy Hendrickson

Mastodon Township Assessor

906-284-1555

Zoning Administrator Activities

June 2026

Planning Commission and Zoning Meetings

June 1: Met with Supervisor Chad regarding Short-Term Rentals (STRs) and standard office procedures.

Application Reviews and Variance Requests

June 1: Requested purchase information from Jim Simpson (522 Elvira Drive) to complete Application 2026003 (RV and shed placement).

June 10–12: Calls, texts, and email exchanges with architect John Larsen regarding site plans for 172 Jacobs Drive. Preliminary site plan received June 12.

June 15: Completed initial review of 172 Jacobs Drive Site Plan; emailed findings and referenced applicable Ordinance Section 900 provisions.

June 15–16: Phone calls with Don Echola (Stager Lake) regarding variance procedures and required forms.

June 22–23: Calls and voicemail exchanges with architect John Larsen regarding Ordinary High-Water Mark and setback determinations for 172 Jacobs Drive.

June 23: Received Application 2026005 (Craig Hellberg, 650 Stager Lake Road) for a 30'×55' pole building.

June 25: Discussed variance process with Perry Jacobs during site visit to 172 Jacobs Drive.

Site Visits and Inspections

June 2: • Site visit – 130 Elvira Drive, Mike Michela, Application 2026004. Proposed 10'×18' deck (<24" height). Setbacks met. **Approved.** (12.2 miles)

June 2: • Site visit – 522 Elvira Drive, Jim Simpson, Application 2026003. Setbacks verified. **Approved.**

June 19: • Site visit – 147 Elvira Drive. Verified cleanup had begun; photographed site. (12.2 miles)

June 25: • Site visit – 650 Stager Lake Road, Craig Hellberg, Application 2026005. Setbacks verified. **Approved.**

June 25: • Site visit – 172 Jacobs Drive. Met with Perry Jacobs to review proposed site plan and discuss lawful non-conforming structure enlargement procedures.

June 25: • Site visit – 147 Elvira Drive. Verified cleanup completion; photographed site and permits. (51.2 miles total for all three visits)

Correspondence and Communications

June 1: • Call with Brandon Z. (UP North Docks) regarding deck setbacks, zoning requirements, and SESC applicability.

June 2: • Emailed Erika Michaud requesting cleanup status for 147 Elvira Drive.

June 4: • Received purchase agreement from Jim Simpson (522 Elvira Drive) and texted permit copy.

June 5: • Call with Crystal (Lake State Land) regarding land divisions and setbacks for Flood parcel on Lake Mary.

June 7: • Email from Erika Michaud confirming cleanup at 147 Elvira Drive scheduled for late June.

June 8: • Call with Fred & Linda Miller (102 4th Street, Alpha) regarding neighbor mowing complaint; advised matter is not zoning-related. • Calls/texts with Laurie H. (147 Elvira Drive) regarding demolition and SESC permit requirements for cleanup scheduled for June 19.

June 12: • Voicemail and return call to Don Echola regarding variance questions.

June 22: • Call with Craig Hellberg regarding zoning compliance and pole building application.

June 24 & 25: Email follow-up and responses to Supervisor Chad regarding STRs, legal proceedings, and STR applicability in MUF zoning.

June 30: • Calls and emails with Linda P. and Clerk/Assessor regarding Scarff land division approved September 2025 but not forwarded for parcel number creation for 2026.

Training and System Setup

June 15: Participated in IworQ quarterly call; discussed Clerk and Deputy Clerk training needs within the system.

Reporting and Documentation

June 2: Completed monthly report for the Board.

June 25: Photographed completed cleanup at 147 Elvira Drive for documentation.

Zoning Violations Resolved

147 Elvira Drive – Erika Michaud Cleanup began June 19 and was verified complete on June 25. Required demolition and SESC permits obtained. Site documented with photos.

Open Violations

172 Jacobs Drive – Perry/Denise Jacobs (Sections 500 & 701(a)) Litigation continues. Ongoing discussions regarding lawful non-conforming structure enlargement and Planning Commission procedures.

Clint Johnson – 424 & Alpha Village (Section 500) No site plan submitted. Work remains stopped.

Violation Inquiries

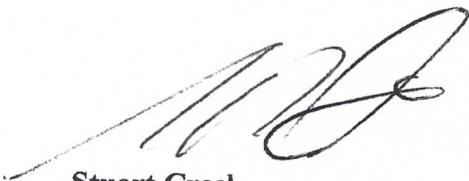
June 8: Complaint regarding unmowed grass at 102 4th Street, Alpha. Determined not a zoning matter.

Areas of Concern

Short-Term Rentals (STRs): • Continued STR inquiries and zoning interpretation questions. • STR applicability in MUF district addressed June 25. • Ongoing coordination with Supervisor regarding enforcement direction and legal proceedings.

Land Division Processing: • Scarff land division (approved September 2025) not forwarded to Assessor for parcel creation; follow-up underway.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'SC', written over a horizontal line.

Stuart Creel

Zoning Administrator

Unfinished Business



Outlook

Application for Park Usage - Please add to agenda under "unfinished business"

From Mike Bjork <mjbjork2@hotmail.com>

Date Thu 7/9/2026 12:52 PM

To Chad Skinner <supervisor@mastodontownship.com>; clerk@mastodontownship.com
<clerk@mastodontownship.com>; treasurer@mastodontownship.com <treasurer@mastodontownship.com>;
maria_lynn_69@hotmail.com <maria_lynn_69@hotmail.com>

 1 attachment (395 KB)

Application for Park Usage - Special Event.pdf;

All,

Please add the application for park usage to next's weeks agenda under "unfinished business". The attached application was erroneously sent to the Alpha 4th of July committee for completion but the application was NOT approved by the board. In fact, at the last meeting it was tabled. In fact, some items in the application were "someone's" interpretation of the 2016 Parks ordinance which was approved BEFORE the township owned the Triangle Park. Thanks and cheers, Mike

Sent from God's Country - The UP!

MASTODON TOWNSHIP BOARD

Regular Meeting Minutes

January 11, 2016

Supervisor Frank Siewiorek called the meeting to order at 5:00 p.m. at the Mastodon Township Hall. He asked all to rise for the Pledge of Allegiance. Board Members present: Supervisor Frank Siewiorek, Clerk Jan Lemke, Treasurer Sheri Skrzyniarz, and Trustees Raymond Kudwa and Dave Stanek.

Attendees: Larry and Sue Potter, Stu Creel, Jeff Seppala, Teresa Sawyer, Brad Jackson, Jeannine Nichols, Bill Verhoeven, Neil Adank, and Sharon Leonoff.

Changes to agenda: None

Minutes stand as written.

Treasurer Report: Sheri presented her report to the Board. Frank had a question on a receivable account and Sheri explained what it was for.

Clerk's Report: *Frank made a motion to put an ad in the paper thanking Iron County Emergency Personnel Services, motion seconded by Jan. All in favor. *Jan gave the update received from Aspirus regarding the annual physicals for the fire fighters. After discussion, it was determined to add a drug screening to the base testing. Aspirus will add at a cost of \$26 per test.

The A/P and Payroll review took place. Sheri made a motion to accept the list and the motion was seconded by Raymond. All in favor.

Supervisor's Report: *Informed Board that he received a call from Road Commission. Because of the length of time involved in our question submitted, they will only be able to do with under a FOIA request. *Frank addressed letter from State of Michigan with Kim. Kim is preparing response letter for Frank to sign. When the letter comes in, Frank wants all board members to review the letter and authorize his signing. Jan asked for Kim to attend our March meeting to answer any questions regarding this matter presented by board members. *A discussion took place regarding residents who do not pay for fire calls. After discussion, Raymond made a motion to adopt a policy stating that if an invoice and a reminder letter are ignored by the resident, the invoice will be turned over to our lawyer for collection. Stu suggested we review our fire ordinance to include collections. Jan will check into.

Fire Department Report: Brad reported 3 fire calls in December. A discussion took place regarding when a resident gets a bill for a fire call. It was determined that if the trucks are dispatched, whether their services were needed upon arrival or not, an invoice would be issued. The cost of keeping our fire department up and running is high. A fire call should be paid for. *We were granted a matching grant by the DNR for wildland gear. Brad is working on a bid proposal. Raymond made a motion that we proceed in getting the grant, motion seconded by Frank and all were in favor.

Zoning Admin. Report: Jeff had one zoning application processed. *Helped Kim go out on calls to remote sights. *When questioned about the statement he made in the previous month regarding the agriculture set-back, Jeff stated that he does have the current zoning ordinance book which states that the setback for agriculture is 30 feet and not 20 feet as he originally thought.

Planning Commission Report: No Planning Commission meeting in January.

Road Commission Meeting Report: Road Commission meeting was scheduled for the next day.

Maintenance Report: Larry had nothing to report

Finished Business:

Par Plan Park Ordinance: After discussion, Raymond made a motion to accept the Mastodon Township Park Rules Ordinance document with the following changes as suggested by Sheri: Section 4 Protection of Wildlife - add "hunt, kill, or injure wildlife."; Section 5 - After "No person shall", add the words "without adult supervision"; Section "Motor-driven vehicles" (C) add "without adult supervision"; Section J Fireworks: adding "Mastodon Township will adhere to all state regulations concerning this section and will not allow fireworks to take place without adult supervision"; and Section N - add the word "drones" and "without adult supervision". Sheri seconded the motion and all were in favor.

Bacco Mining Violation: No update at this time.

New Business:

Board of Review Meeting Change: A resolution was read to change the Board of Review date from Monday March 14th to start on Wednesday March 16th. Jan made a motion to accept, seconded by Frank and a roll call vote was taken. Jan - yes; Frank - yes; Sheri - yes; Dave - yes; and Raymond - yes.

Public Comment: Bill Verhoeven received a check from our fire department for volunteering some time during the Forest Park Fire Prevention Program. He indicated that he would like to return the money because he has always done it as a volunteer and did not want to accept the check. Bill was thanked by the board for his contribution. *Bill also mentioned that he heard that a fire fighter - not at a Level 1 position - was working on the roof during a fire call. Observation was directed to Brad to handle. *Sharon Leonoff addressed the issue of notification to residents of the Park Ordinance. We will check with Tom Lindeman to get his opinion on best way to handle that issue.

The meeting was adjourned at 6:10 pm.

Respectfully submitted,



Jan Lemke, Mastodon Township Clerk

MASTODON TOWNSHIP PARK RULES ORDINANCE

An ordinance to provide for the use, protection, regulation and control of the public parks and park facilities and other matters concerning recreation, and to provide for the adoption of supplementary rules and regulations and other matters related to the use of and conduct on Mastodon Township park property.

THE TOWNSHIP OF MASTODON, IRON COUNTY, MICHIGAN ORDAINS:

Section 1: Short Title

This ordinance may be known and referred to as the Mastodon Township Park Rules Ordinance.

Section 2: Public Use and Hours

A. General public:

Any group or gathering of 50 or more persons may use certain areas within the public parks in Mastodon Township to the exclusion of others by making application and being granted a permit by the Mastodon Township Board or their designated representative of the Mastodon Township Board.

B. Permits:

1. Applications for permits for reserved park space shall be made upon forms to be furnished by the Mastodon Township Board.
2. The Board or its agent may, upon written application, grant specific use permits for special uses when, in the opinion of the Board or its agent, special consideration is warranted.
3. Application shall be made in advance of the time of the reservation request sufficient to allow at least 12 hours posted notice of reservation of space.
4. In the event more applications for reserved space are received than spaces available, such applications shall be considered in the chronological order received.

C. Fees and charges:

1. Fees and charges may be assessed by the Board for the use of any facility, land, area, or program on township park property.
2. It shall be unlawful for any person to use any facility, land or area for which a fee or charge has been established by the Board without payment of such fee or charge.

D. Hours:

No person or vehicle shall remain upon property administered by or under the jurisdiction of the Board between posted closing times and sunrise excepting at designated fishing sites, camp areas and other special use areas, provided however, that upon application to the Board or its authorized agent, said hours may be extended.

Section 3: Protection of Property

A. Destruction of buildings, markers, monuments and other properties shall be prohibited, and no person shall, on township park property:

1. Willfully destroy, deface, alter, change or remove any monument, stone marker, bench mark, stake, post or blaze, marking, or designate any boundary line, survey line, or reference point.
2. Cut, break, mark upon or otherwise injure any building, equipment, bridge, drain, wall, fountain, lamp post, fence, gate, hedge, or other structure.

3. Deface, destroy, or remove any placard, notice or sign, whether permanent or temporary, posted or exhibited within or upon park property.
4. Appropriate, excavate, injure or destroy any historical or prehistorical ruin or any object of antiquity, without permission of the Mastodon Township Board or its agent.

B. Destruction of plant life and natural surroundings shall be prohibited and no person shall:

1. Cut, remove, or destroy any tree, sampling, seedling, bush or shrub, whether alive or dead, or chip, blaze, box, girdle, trim or otherwise deface or injure any tree or shrub, or break or remove any branch, foliage, flower, or any tree or shrub, or pick, gather, uproot, remove or destroy any flower, plant or grass.
2. Remove or cause to be removed any sod, earth, humus, peat, boulders, gravel, or sand, without written permission of the commission or its agent.

C. The following rules shall apply to fires on township park property:

1. No person shall willfully set or cause to be set on fire any tree, woodland, brush land, grassland or meadow within or upon the property of the commission.
2. No person shall build any fire upon Township property except within the fireplaces, receptacles or open spaces approved and designated by the Board for such purpose.
3. No person shall drop, throw or otherwise scatter lighted matches, burning cigars, cigarettes, tobacco paper or other flammable materials within or upon any property of the commission.
4. Fires shall not be left unattended. All fires shall be extinguished upon leaving the immediate vicinity.

Section 4: Protection of Wildlife

It shall be unlawful for any person while on township park property to hunt, kill, or injure wildlife.

Section 5: Regulations Governing Sports, Games, Activities and Other Uses:

No person shall without adult supervision swim, bathe, or wade between sunset and sunrise, in any of the watercourses, lakes, ponds, or sloughs located within or upon the properties administered by or under the jurisdiction of the Mastodon Township Board.

No person shall without adult supervision swim, bathe, or wade except at such times and places as may be provided or designated for such purpose.

No person shall without adult supervision carry or consume any food or beverage of any kind, nor have in their possession any glass or metal container on any beach or in the water adjacent thereto. Air mattresses, inner tubes, or any other device, inflatable or otherwise, used in aid of swimming, are discouraged.

Section 6: Boating

No person shall bring into, use or navigate any boat, yacht, canoe, raft or other watercraft upon any watercourse, lagoon, lake, pond or slough located within or upon the properties administered by or under the jurisdiction of the Board except at such time and places as may be provided or designated for such purpose. All watercraft shall comply with and be used in compliance with Public Act 303 of 1967, as amended.

Section 7: Camping

Camping is prohibited in all Mastodon Township parks.

Section 8: Traffic and Parking

A. Parking:

1. Parking in prohibited areas; standing for loading or unloading in certain places is allowed.

2. It shall be unlawful for the operator of a vehicle to stop, stand or park said vehicle in any place marked as a passenger or loading zone, other than for the expeditious loading or unloading of passengers, or for the unloading and delivery or pick up and loading of materials.
3. It shall be unlawful for the operator of a vehicle to stop, stand or park such vehicle upon any roadway or in any parking area in such manner as to form an obstruction to traffic thereon.
4. It shall be unlawful to park any vehicle in any area which is designated as a prohibited parking area.
5. It shall be unlawful to drive or park any motor vehicle in or upon Township property which is used for recreational purposes, unless otherwise allowed by these rules.

B. Horses:

It shall be unlawful for any person to ride, lead or cause a horse to be on Mastodon Township property.

C. Motor-driven vehicles: It should be unlawful for any person to:

1. Operate a motor-driven vehicle of any kind or nature except on roads or designated parking areas.
2. Operate a motor-driven vehicle on any park road at a speed exceeding 25 miles per hour or at any speed greater than that posted; provided further, however, that notwithstanding and prudent speed not greater than nor less than is responsible and proper, having due regard to the traffic, surface and width of the road and of any other condition then existing, and no person shall drive any vehicle upon a park road at a speed greater than will permit him to bring said vehicle to a stop within the assured clear distance ahead.
3. Operate, without adult supervision, any motor-driven sled, toboggan or snowmobile on any property under the management, supervision or control of the Township Board except where permitted by posted notice.
4. Operate a motor vehicle upon Township property in a speed contest or for the purpose of making a speed record, including that commonly known as a drag race, whether from a standing start or otherwise over a measured or unmeasured distance, the object of which is to better or defeat one or more contestants on the basis of the elapsed time, superior performance or speed. Provided further, however, this section shall not apply to any event for which a permit has been applied for and granted by the Board.
5. Operate any vehicle upon Township property, including but not limited to, any area designated for the parking of vehicles, in a careless or negligent manner likely to endanger any person or property.
6. Drive any vehicle upon Township property while under the influence of intoxicating liquor or narcotic, drug, barbitol or any derivative of barbitol.
7. Drive any vehicle upon Township property while his ability to do so has been impaired by the use of intoxicating liquor or by the use of drugs or narcotics.
8. Operate any motor vehicle upon Township property while his license to so operate has been suspended or revoked by the State of Michigan.
9. Operate a motor vehicle upon Township property without having a valid operator's license, motor vehicle registration certificate and proof of the minimum liability coverage or uninsured motor vehicle fee as required by the State of Michigan vehicle code in his possession.
10. Operate any vehicle upon commission property contrary to posted traffic signs, symbols, rules or regulations or marked roadways.
11. Operate any motor vehicle in any manner upon Township property which results in excessive noise or disturbs the peace, quiet or tranquility of the area.

12. Leave, or cause to be left, any vehicle upon property administered by or under the jurisdiction of the Board between sunset and 8 a.m., excepting at designated fishing sites, and other special use areas.
13. Operate or ride on a motorcycle or motor-driven cycle without wearing a crash helmet approved by the Department of State Police. Rules of the Department of State Police for the implementation of Section 658, subsection (d) of 1949, PA 300, as amended, shall apply to this rule.

D. Operation of Bicycles:

1. Bicycles shall be operated as closely to the right-hand curb or right-hand side of the path, trail or roadway as conditions will permit and not more than two bicycles shall be operated abreast.
2. It shall be unlawful for the operator of any bicycle where upon any path, trail or roadway, to carry any person upon the handlebar or frame of any bicycle, or for any person to so ride upon such bicycle.
3. Bicycles may be operated upon such paths, trails, or roadways as may be posted allowing such use; provided, however, no such use shall be allowed between sunset and sunrise.

Section 9: Trespass:

A. Livestock:

No person shall drive or cause to be driven any horses, cattle, sheep, goats, swine, or other livestock upon or across property administered by or under the jurisdiction of the Board, without the written permission of the Township Board or its agent.

B. Peddling and soliciting:

It shall be unlawful for any person to peddle or solicit business of any nature whatsoever, or to distribute handbills, or other advertising matter, to post unauthorized signs on any lands, water, structures, or property administered by or under the jurisdiction of the Township Board, or to use such lands, water, structures or property unless first authorized in writing by the Board or its agent.

C. Unlawful obstruction:

No person, firm or corporation shall by force, threats, intimidations, unlawful fencing, enclosing, or by any other means prevent or obstruct any person from entering, leaving or making full use of any property administered by or under the jurisdiction of the Mastodon Township Board.

D. Hindering employees:

No person shall interfere with or in any manner hinder any employee or agent of the Board while performing their official duties.

E. Resisting park ranger:

No person shall interfere with any park ranger or police officer in the discharge of his duties; or fail or refuse to obey any lawful command of any park ranger or police officer.

F. Impersonation of park ranger:

No person shall impersonate any member of the park ranger force for any reason whatsoever.

G. Drugs:

No person shall sell, use or have in his possession any drug or narcotic; the sale, use or possession of which is prohibited by the state law.

H. Personal conduct:

1. It shall be unlawful for any person to be under the influence of intoxicants, or to engage in any violent, abusive, loud, boisterous, vulgar, lewd, wanton, obscene or otherwise disorderly conduct, or to disturb or annoy others, while in or on any property administered by or under the jurisdiction of the Township Board.
2. It shall be unlawful to conduct or to participate in any form of gambling, lottery or game of chance upon park property.

I. Use of a Loudspeaker:

It shall be unlawful to use a loudspeaker, public address system or amplifier within or upon Township property without a written permit issued by the Board or its agent.

J. Fireworks:

No person, without adult supervision, shall fire, discharge or have in his or her possession any rocket, firecracker, torpedo, squib, or other fireworks or any substance of an explosive nature within or upon the property of the Board unless the Board or its authorized agent shall have authorized same by the issuance of a permit therefore.

K. Firearms:

No person shall at any time, bring into or upon the township park's properties, nor have in his or her possession, nor discharge, or set off anywhere upon said properties, a revolver, pistol, shotgun, rifle, air gun, water gun or any gun, rifle, firearm or bow or other weapon that discharges projectiles either by air, explosive substance or any other force, provided, however, that this section shall not apply to any person legally authorized to carry a weapon by law, any deputy sheriff, police officer, peace officer, park ranger, or other duly appointed law enforcement officer while carrying out the duties and responsibilities of his position nor to any person while on or in those areas which may from time to time be designated as hunting areas by the Township Board or while upon designated target ranges or areas.

L. Littering and pollution of waters:

It shall be unlawful:

1. To discard or deposit refuse of any kind or nature in or upon the property of the Township except by placing said refuse in containers provided for such purpose.
2. To throw, cast, lay, drop or discharge into or leave in waters administered by or under the jurisdiction of the Board any substance, matter or thing, liquid or solid which may or shall result in the pollution of said waters.

M. Skating and coasting:

1. No person shall use roller skates within or upon Township property except at such times and upon such places as may be designated or maintained therefore.
2. No person shall skate, sled, walk or go upon any ice, or snowshoe, or ski except at such times and upon such places as may be designated or maintained therefore.
3. No person shall within or upon Township property coast with hand sleds, bobs, carts, or other vehicles, on wheels or runners, except at such times and upon such places as may be designated or maintained therefore.

N. Balloons, airplanes, drones, and parachutes:

No person, without supervision, shall make any ascent in any balloon or airplane or any descent in or from any balloon or airplane or parachute on any lands or waters administered by or under the jurisdiction of the Board without first having written permission from the Board or its agent.

O. Public exhibition:

No person shall exhibit any machine or show, or any animal, or indulge in any acrobatic exhibitions in or upon any township park property, nor shall any person carry on any performance or do anything whatsoever which shall cause persons to congregate so as to interfere with the proper use of such property by the general public or to obstruct the passage of vehicles or persons without first having obtained written permission from the Mastodon Township Board or its agent.

P. Special permits:

No erection, construction or maintenance shall be made above or below ground, across or beneath township park property by any person, firm, or corporation without first having obtained written permission from the Board authorizing such installation or construction and a permit specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such approval.

Q. Emergency power:

Nothing in these rules shall:

1. Prohibit or hinder duly authorized agents of the Township Board or any peace officers from performing their official duties.
2. Prohibit the Mastodon Township Board from establishing emergency rules required to protect the health, welfare and safety of park visitors and to protect park property; including, but not limited to, the right of the Board to order all persons off Township property, and close all or any portion of said park.

Section 10: Enforcement:

Fines and imprisonment-Any person violating any provision of the foregoing rules shall be deemed guilty of a misdemeanor and upon conviction thereof be fined not more than \$500 and costs of prosecution, or imprisoned in the county jail for a period not exceeding 90 days, or both, for each offense.

Section 11: Definitions

- A. "Board" shall mean the Mastodon Township Board.
- B. "Board" property" or "township park property" shall mean all lands, waters, and property administered by or under the jurisdiction of the Mastodon Township Board.
- C. "Person" or "persons" shall mean individuals, male or female, singular or plural; firms, corporations, or any group or gathering of individuals.
- D. "Camping" means the overnight lodging or sleeping of person or persons on the ground or in any manner, or in any sleeping bag, tent, trailer-tent, trailer coach, vehicle camper, motor vehicle, boat or in any other conveyance erected, parked or placed on the premises or waters within any park or recreation area administered by the commission.
- E. "Rules" shall mean the rules adopted by the Mastodon Township Board applicable to all property administered by or under the jurisdiction of the said Board and all amendments thereto.

Section 12: Effective date

This ordinance shall be published as required by law, to become effective on the date of final publication.

All ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.



Michigan Township Participating Plan

May 13, 2026

Karen Mellon, Clerk
Mastodon Township
1371 S U.S. 2
Crystal Falls, Michigan 49920

Dear Karen,

I would like to thank you for taking the time to meet with Risk Control to discuss the operations of Mastodon Township. This action allows the Risk Control Department to assist your organization and its services in identifying existing and potential liability exposures that may be present in day-to-day operations such as yours.

Upon review of the information gathered and discussed during our meeting, please allow me to offer the following comments and recommendations:

- **2026-05-13 - Boat Launch Facility - "No Swimming" Signage Motorized Props**

Boat Launch Facilities - BOAT LAUNCH FACILITIES

It is recommended that "No Swimming" signs be placed in the vicinity of all boat launches where motorized props are present to prevent potential injury to swimmers.

- **2026-05-06 - Data Center Zoning**

Core Profile V2 - GENERAL & DEMOGRAPHIC INFORMATION

It is recommended your entity take steps to ensure your zoning ordinance addresses data center projects. Legal counsel should be consulted prior to adopting language and/or placing a moratorium on data center projects.

- **2026-05-07 - Vehicle Safety Features**

Core Profile V2 - GENERAL & DEMOGRAPHIC INFORMATION

When ordering/purchasing new vehicles, it is recommended that all available safety features be included in the vehicle purchase.

- **2026-05-08 - Contracted Services - Contracted Service Agreement(s)**

Core Profile V2 - CONTRACTED SERVICES

All contracts for services should be in writing. It is recommended that your legal counsel review all contracts for optimal hold-harmless and indemnification language that favors your entity. The contract should require a certificate of liability insurance be provided listing your municipality as an additional insured. Contracts should clearly define the activity, roles and

responsibilities, and rules. A sample contracted services agreement has been provided for your reference.

- **2026-05-09 - Property - Written Usage Agreement(s)**

Core Profile V2 - PROPERTY LIABILITY

It is recommended that a written rental or use agreement be developed and implemented for all entity-owned and insured properties. Such agreements help clarify liability, prevent misunderstandings, and define responsibilities.

The agreement should outline rules and regulations for property use, include a hold-harmless and indemnification clause that protects your entity, and requires signatures from all users of the facilities. If alcohol will be served, users should also be required to provide proof of liability insurance naming your entity as an additional insured, with a minimum coverage limit of \$1,000,000. A sample usage agreement is enclosed for your review and reference.

- **2026-05-01 - Fire/EMS - Employment Physicals**

Fire Department V2 - Personnel

Pre-employment occupational medical evaluations should be conducted in accordance with NFPA 1582 and/or state requirements to ensure prospective personnel are able to perform the duties of a firefighter.

- **2026-05-02 - Fire/EMS - Training Sheet**

Fire Department V2 - Department Training

Utilizing detailed attendance sheets to document training is recommended. The sign in sheets should contain the training topic, instructors name(s), date of training, name and signature of personnel attending the training. This will provide an accurate record of training attendance to ensure that members are up to date on their training requirements.

- **2026-05-03 - Fire Fighter's Association - Separately Insured**

Fire Department V2 - General Information

The Fire Fighters' Association is a separate entity from the jurisdiction and the Fire Department, therefore, the Association should carry a separate insurance policy that covers the operations and activities of the Association. In the event an incident were to occur at an event sponsored by the Association, and a separate insurance policy was not in place, the Association and its members would not have coverage as they cannot be covered by the jurisdiction's insurance policy.

- **2026-05-04 - Fire Fighter's Association - Documented By-Laws**

Fire Department V2 - General Information

The Fire Fighter's Association should have documented by-laws in place outlying the operations of the Association. These should be separate from any by-laws associated with the Fire Department itself. Having detailed by-laws in place will provide the guidelines for the operation of the Association.

- **2026-05-05 - Fire Fighter's Association - Incorporated 501(C)(3)**

Fire Department V2 - General Information

The Fire Fighter's Association should be properly organized, which means that it should be incorporated under the laws of Michigan as a non-profit 501(c)(3) organization. This can be done by submitting a copy of the organizations by-laws that clearly states the purpose (e.g., fundraising) and a properly executed Articles of Incorporation. A properly organized association may obtain a Tax I.D. number and open bank accounts in its own name. If the association is not properly organized, there could be a question of the legality of its operations.

- **2026-05-10 - Land Control - Zoning Enabling Act Training**

Land Control V2 - GENERAL INFORMATION

The entity should provide or allow access to Michigan Zoning Enabling Act training for all officials that would oversee and make decisions for zoning of the entity. Proper training will help the officials understand and properly perform their zoning obligations as set forth by the Michigan Zoning Enabling Act (MCL 125.3101, et seq.) A copy of the Zoning Enabling Act is attached for your review and resource.

- **2026-05-11 - Playgrounds - Pest, mold and fungus control**

Parks and Recreation V2 - General Information

Playground maintenance should include measures to mitigate insect infestation and the growth of mold and fungi. Products used should be specifically approved for application in and around playground areas. Certain products may require temporary closure of the playground; accordingly, follow all manufacturer instructions, document the product(s) used, and maintain records of each treatment.

- **2026-05-12 - Water Exposures - "Swim At Own Risk" Signage**

Water Exposures - WATER EXPOSURES

"Swim at your own risk/No lifeguard on duty" signs should be posted at all entity-owned and insured water exposures where swimming is a possibility and lifeguards are not provided. This will help to reduce potential liability in the event of a swimming related injury or death.

In the event you are in need of additional resource material, or assistance regarding this recommendation, please contact the Risk Control Department.

Thank you and we look forward to a continued, good working relationship with you and Mastodon Township.

Regards,

A handwritten signature in black ink, appearing to be "Lori Burton", with a long horizontal flourish extending to the right.

Lori Burton, Risk Control Field Representative
Michigan Township Participating Plan

Cc: Hannula Agency, Inc.
Andrea Hoff, Senior Underwriter

Enclosures: Multiple Enclosures (6)

MASTODON TOWNSHIP

1371 US HWY 2 SOUTH • 906-8756-6232

PARK USE - SPECIAL EVENT APPLICATION

ENTITY NAME: _____ CONTACT: _____

E-MAIL: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ COUNTY: _____

AGENT: _____ TELEPHONE: _____

Name of Event: _____

Name of Park for Event Use: ☐ Alpha Ballfield ☐ Alpha Triangle Park ☐ Alpha Partula Park
☐ Stager Lake Park ☐ Buck Lake Park

Estimated total attendance: _____

Full schedule and detailed description of all events to be covered:
(Brochure or flyer required)

Diagram/Site Plan is required for all activities. Diagram/Site Plan attached: Yes _____ No _____

Indicate the dates and hours of the event, including setup and cleanup (strictly adhered to):

Will the event travel through or across the township? Yes _____ No _____

Please provide a copy of an insurance policy that indicates the following:

- ☐ The policy covers this event
☐ The policy names Mastodon Township as an additional insured
☐ The policy provides liability coverage of at least one-million dollars (\$1,000,000.00)

Identify emergency contact(s)

- ☐ Event Coordinator _____ ☐ Contact Name & Phone # _____
☐ Sponsor _____
☐ Others: _____

I agree that the emergency contact(s) shall be available throughout the event. Applicant initials _____

Will the event require temporary sanitation facilities (e.g. toilets). Yes _____ No _____
If yes, for health and sanitation purposes, all toilets and port-a-johns shall be removed from the park no later than three (3) days after the event. No temporary toilet or port-a-john shall be placed on park property that impedes maintenance or destroys park property. Applicants initials: _____

IF EVENT INCLUDES OUTSIDE CONTRACTORS OR SERVICES (IE TRACTOR PULLS, CARNIVALS,, FOOD VENDORS, ALCOHOL VENDORS) PLEASE COMPLETE THE FOLLOWING:

ABSOLUTLEY NO INFLATABLES ARE ALLOWED ON PARK PROPETY
This includes bouncy houses/slides, etc.

Will the event provide food service? Yes: _____ No: _____
If yes, explain: _____

Will the event provide alcohol service? Yes: _____ No: _____
If yes, explain: _____

Copy of Liquor License attached? Yes: _____ No: _____
(A diagram of the beverage tent indicating entrance, exit, fencing and ID check stations must be included.)

An insurance certificate has been requested from each contractor or each vendor and are attached.
Yes _____ No _____

Provide the following, per request of Mastodon Township:

- | | |
|--|---|
| ☐ Sanitation & Waste Disposal Plan | ☐ Requesting Use of Electric Output |
| ☐ Sign-off by Mastodon Township Fire Department | ☐ Electric Use Fee \$250.00 Received |
| ☐ Sign-off by Iron-Dickinson County Health Department | ☐ Sign-off by Iron County Sheriff |

I depose that the applicant will indemnify Mastodon Township for and hold it harmless from and defend it against any and all claims, lawsuits or other liability arising from or as a result of the Special Event, including all costs and attorney fees. Furthermore, I agree to reimburse Mastodon Township for any costs for services provided by Mastodon Township or its designated agents to mitigate any health, safety and welfare issues cause by the Special Event, including emergency services, traffic and/or crowd control, removal of structures, litter and equipment and any associated attorney fees and court costs resulting from this mitigation.

Applicant initials: Yes _____ No _____

I hereby depose and say, under the penalties of perjury, that all of the statements and/or information contained herein or submitted with this application are true. If any statements and/or information are found at a later date to be false, this permit shall become null and void. I understand that I must meet all applicable Federal and State code requirements including Mastodon Township Ordinances.

Applicant Signature: _____ Date: _____

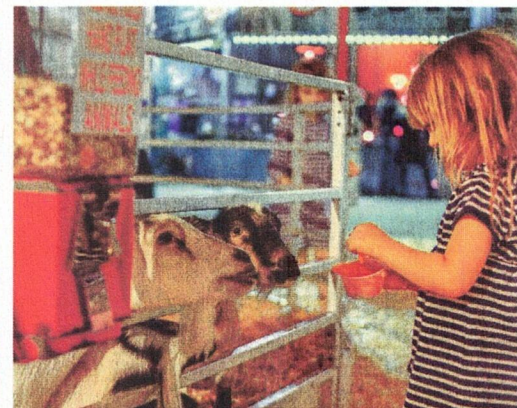
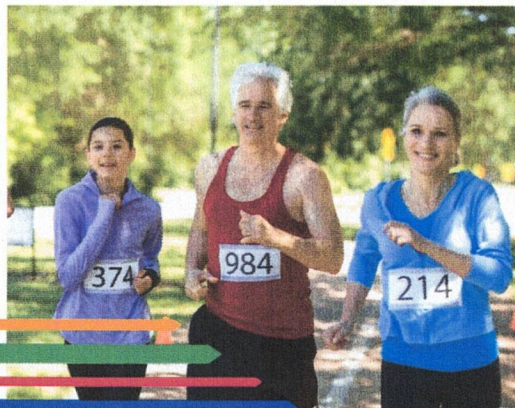
Written Name

Mastodon Township Approval: _____ Date: _____

Mastodon Township Waiver of Electric Use Fee: ☐ Granted ☐ Not Granted

COMPLETED DIAGRAM/SITE PLAN IS REQUIRED. USE ADDITIONAL PAGES IF NEEDED

Special Event Planning Guide



Tokio Marine HCC - Public Risk Group
Risk Control

Special Event Planning Guide



Municipalities across the U.S. host special community events such as outdoor festivals, street fairs, carnivals and fireworks displays.

Some events are the highlight of the year and attract many visitors to the community, while others are smaller and are attended primarily by local residents.

Large or small, when properly planned, special events can be positive experiences that bring the community together.

This guide covers planning techniques (or the **Why, Who, What, When** and **Where**) for special events.

The accompanying *Special Events Resources* provides activity-specific considerations, checklists and sample documents for planning events.

Whether it's a full-scale festival or a small pancake breakfast, this guide and the *Special Events Resources* help public entities plan their special events.

WHY – Define Your Reason

Prior to any event planning, it is a best practice to review the reason for holding the event and determine if the community can support the proposed event. To do this, ask these questions:

- How will this event benefit or hinder our progress as an entity?
- Do we have the resources (e.g., staffing, property and equipment) needed to hold this event?
- Do we have the financial capital necessary to hold the event?
- Are we insured for this type of event?
- Do we have a back-up plan if something goes wrong?

If the answers to these questions are favorable, planning a successful event can begin.

WHO – Define Your Team

Build a diverse event team or committee made up of employees, volunteers and service providers who are committed, dependable and well versed in event operations.

Perform criminal background checks on everyone who will work on or at the event at the direction of your entity. This is particularly important for individuals who may encounter children and/or handle event finances.

Most events involve volunteers. Prior to the event, clearly designate event volunteers from entity employees with a documented waiver system outlining their employment capacity as "volunteer status only."

WHAT – Define Your Event

Develop a list of activities to be conducted during the event and outline a schedule for those activities.

If the event has scheduled activities that include contracted service providers, use a written agreement that includes indemnification language and a hold-harmless clause. Require a certificate of insurance from the contracted service providers naming the entity as the additional insured with a minimum of \$1,000,000 coverage.

Examples of contracted service providers include, but are not limited to:

- Concessionary food and beverage providers
- Contracted security/first aid medical service providers
- Bounce house/inflatable structure providers
- Animal show/activity attendants (e.g., pony rides, petting zoo)
- Fireworks detonation companies

Special Event Planning Guide



If the event will involve the sale and consumption of alcohol, obtain host liquor liability coverage with a minimum of \$1,000,000 coverage, and any local and state required licenses for the sale of alcohol.

Require attendees to sign waivers of liability before participating in any events involving sporting competitions (e.g., softball tournament, 5K run).

WHEN – Define Dates and Times of the Event

Develop a schedule of event activities and share it with the event team, event patrons and contracted service providers. Adhere to the posted schedule as much as possible to help alleviate confusion by all parties.

Clearly communicate contingency plans for activities that could be postponed or cancelled due weather or unforeseen events. All contractual agreements should include clear language outlining any monetary return for items such as event ticket sales, third-party contractor expenses, etc.

WHERE – Define Location(s) and Equipment for the Event

Before holding a special event, have the fire service provider or local building authority official(s) inspect any building(s) to be used for the event. This inspection should include a review of general fire safety, including the annual inspection of fire extinguishers, ensuring that mechanical rooms are free of flammable materials, and that building exits are clear of any trip hazards and obstructions.

If the special event will take place on property or in buildings not owned by the entity, use written use agreement(s) with the owner(s) of the property(ies), building(s) and/or equipment. These agreements should clearly outline the responsible party(ies) in situations of personal injury and/or property damage as well as insurance coverage responsibility.

If the special event involves the use of personal vehicle(s) or equipment (e.g., any vehicle and/or trailer used to pull a float in a parade), obtain a certificate of insurance and proof of operator licensure from the vehicle and/or equipment operator prior to the event.

All special event planning should include a written emergency action plan to help lessen and/or alleviate catastrophic outcomes for all involved. At a minimum, the emergency action plan should include:

- Partnership agreements with local law enforcement, fire, and emergency medical service agencies
- Documented chain of command and incident command structure
- Well defined emergency ingress and egress routes
- Outlined structures for emergency sheltering of participants

By following the above planning guidelines and utilizing the checklists and documents contained in *Special Event Resources*, your special event can safe, fun, and memorable for all.

PROPOSED Special Events Policy

Special Events

It is the intent of the Mastodon Township Board of Trustee to allow special events, both public and private, provided the events are lawful, consistent with Township land use policies, do not endanger public health, safety and welfare, and can be managed with existing or available Township resources.

Qualified events will coordinate with various Township departments. Additionally, your event may require licenses, permits or permission from other outside agencies such as Iron County Road Commission for a road closure, Iron County Health Department if food is being served or State of Michigan Liquor Control Commission if alcohol is being served. Please allow enough time to obtain any necessary permits, licenses or permission from these agencies when scheduling your event.

A Special Event means an event or occasion occurring on a non-permanent basis, such as a celebration, festival or temporary display which is different than the normal lawful use of the location where the event is to be held.

This policy shall not be applicable to:

- Special Events on private property that do not require additional Township resources (police, fire, building inspections, etc.) and are otherwise permitted by statute or ordinance;
- Special Events on Township property that do not require additional Township resources (police, fire, building inspections, etc.) and are otherwise permitted by the Parks and Recreation policies;
- Special Events by Groups which have written agreements with the Board of Trustees which address use of specific Township facilities or lands.

Applications for Special Events Permits are available in the Clerk's Office and online. Please return the completed application with necessary fees at the Mastodon Township Hall, located at 1371 US Hwy2 South, Crystal Falls, MI 49920.

New Business

Buck Lake Electrical

From Dan Kurtz <dankurtz1@yahoo.com>

Date Thu 7/9/2026 7:39 PM

To Chad Skinner <supervisor@mastodontownship.com>; clerk@mastodontownship.com
<clerk@mastodontownship.com>; 'Maria Smith' <maria_lynn_69@hotmail.com>; 'Stacey Watters'
<treasurer@mastodontownship.com>; Mike Bjork <mjbjork2@hotmail.com>

 3 attachments (508 KB)

buck lake.xlsx; MASTODON TWP (1).docx; buck lake el.jpg;

Good evening,

I have contacted numerous electricians for a quote to install the electrical service at Buck Lake Pavillion.

I have contacted:

Hurley Electric,
Dedo Electric,
The Town Electrician
Larrys Electric,
Goriesky Electric,
Pirtillamki Electric,
Westphals
Books Electric

I was able to get 3 quotes on installing the panel. Could we please add this to the agenda for the next meeting. WE Energies is still honoring their cost for underground power but Kristy has stated that after 90 days we will need to get a new quote.

If you have any questions, or you know of someone I may have missed to get a quote from please let me know ASAP and I will try to get one from them.

Thank You

Dan Kurtz

1(906) 284-3282

ESTIMATE

Invoice Date	6-8-26
Customer No.	
Estimate No.	

TO: Mastodon Twp
Den Kurte
906 284-2468

DELIVER TO: (If Different):	

QTY	DESCRIPTION	PRICE	TOTAL
①	Install 200 amp Underground Meter		
②	Install 200 amp Weather Proof Disconnect		
③	Install 200 amp 20 Circuit Panel		
④	Grounding and Bonding to Code		2662.00
⑤	Permits and Inspections		350.00
⑥	Install 6 Dedicated GFCI Outlets Circuits		
⑦	Install 1 Lighting Circuit with 1 lite & 1 Switch		1421.00
	Note : ½ Down to Order Parts and Pull Permits		
		SUBTOTAL \$	
		SALES TAX \$	
		TOTAL \$	4433.00

Thank you!

**125 Sheltrow Road
Crystal Falls, MI 49920**

MASTODON TOWNSHIP - Buck Lake

THANK YOU FOR YOUR BUSINESS!

Goriesky Electric, LLC

126 Reiman Rd.

Iron River, MI

(906)367-0163

joegoriesky@yahoo.com

TO: MASTODON TWP

DATE: 5/24/2026

RE: BUCK LAKE PAVILION

ATTN: DAN KURTZ

DANKURTZ1@YAHOO.COM

PROVIDE AND INSTALL 200 AMP UNDERGROUND SERVICE WITH GROUNDING TO CODE.

PROVIDE

3 WEATHERPROOF DOUBLE DUPLEX GFCI ON 6 CIRCUITS EXTERIOR OF ELECTRICAL ROOM.

INSIDE OF ROOM PROVIDE 1 LIGHT, 1 SWITCH AND 1 RECEPTACLE OFF PANEL.

\$3,200.00

TERMS OF CONTRACT:

*ESTIMATE VALID FOR 21 DAYS

*PRICE INCLUDES MATERIALS, TAX, ELECTRICAL PERMIT FEE'S AND LABOR FOR WORK IN SCOPE OF THIS CONTRACT UNLESS OTHERWISE STATED.

*ANY POWER COMPANY FEES DUE ARE HOMEOWNERS RESPONSIBILITY AND ARE NOT REFLECTED IN QUOTE.

*BEFORE WORK IS STARTED CONTRACT MUST BE SIGNED WITH 50% DOWN, REMAINING DUE AT COMPLETION/INSPECTION OF PROJECT

* FINAL PAYMENT IS DUE AT COMPLETION OF PROJECT CONTRACTOR RESERVES THE RIGHT TO CHARGE INTEREST AT 1.5% A MONTH UNTIL PAY IN FULL.

DATE

PRINT

SIGNATURE