



## Proposed Minutes–Regular Meeting May 13, 2026

### Call to Order

- The meeting began at 7 pm.

### Pledge of Allegiance

### Roll Call

- Roll Call was taken with Jess McClaughry, Rachel Mackson, Bronwyn Asplund, Gail Garrity, and Lorie Fliegel in attendance. There were 7 visitors in attendance.

### Agenda

- Motion made by Jess McClaughry, seconded by Bronwyn Asplund, to approve the agenda as presented.  
✓ Motion approved by all Board members present.

### Treasurer's Report

- Statement of Accounts
  - Motion made by Jess McClaughry, seconded by Rachel Mackson, to approve the Statement of Accounts as presented.  
✓ Motion approved by all Board members present.

### Minutes

- Last Month's Regular Meeting
  - Motion made by Jess McClaughry, seconded by Bronwyn Asplund, to approve the Minutes as presented.  
✓ Motion approved by all Board members present.

### Township Disbursements

- Invoices and Bills
  - Motion made by Jess McClaughry, seconded by Bronwyn Asplund, to approve the Bills as presented.  
✓ Motion approved by all Board members present.
- Budget Report
  - No changes needed at this time.

### Community Services: Five-minute time limit per person

- Library – Nancy House
  - For more activities, please go to the library website, [Harrison District Library \(hdl.org\)](http://Harrison District Library (hdl.org)), or the Facebook page, [Facebook](https://www.facebook.com/).
- Board of Commissioners – Dale Majewski
  - The county is moving to cloud BS&A.

### Public Comment #1: Please limit comments to Agenda Items

- NONE

### Unfinished Business:

- Warning siren
  - The siren was checked, and the county updated its software. We now have a working siren.

### New Business

- Equalization Contract
  - Motion made by Lorie Fliegel, seconded by Rachel Mackson, to approve option #2 of the Equalization Contract with the county.  
✓ Motion approved by all Board members present.

- Porta-Potty for pavilion
  - The price is the same as last year.
  - Motion made by Jess McClaughry, seconded by Lorie Fliegel, to approve spending \$175 per month from mid-May to mid-September for the Porta-Potty. If the weather is agreeable, the Porta-Potty may continue into October.

✓ Motion approved by all Board members present.
- Playground/Pavilion Maintenance and Cemetery Road
- Jess inspected the playground, and there is a need to get more mulch or possibly replace it with rubber mulch. Both the pavilion and cemetery roads get muddy and are hard to use after rain.
  - Jess will investigate possible options and give us a report within the next month or so.
- Assessing Policy
  - Every 5 years, the State of Michigan conducts an audit of our assessing and this is the year.
  - Jess has been working with our Assessor, Tina, to get all the information needed.
  - We need to look over and update our assessing policy, and are working to update it as necessary.
- Tax Bill Mailing
  - We received several quotes, but we only have the invoice from last year from Central Assessing, which has mailed ours out for the last few years.
  - We are concerned with price but also the accuracy of the mailings.
    - Motion made by Rachel Mackson, seconded by Bronwyn Asplund, to let Lorie check on further pricing and pick the firm to have the letters mailed.

✓ Motion approved by all Board members present.
- Brining Dates
  - Advantages and disadvantages of early brining were discussed.
  - There is no clear answer yet.
  - Each brining costs the township over \$18,000, and we currently do 3 brinings per year.
- Add Deputy Clerk to the bank account.
  - As announced previously, Kellie Bardouche is our new deputy clerk, and we need to get her added to our Huntington checking accounts.
    - Motion made by Rachel Mackson, seconded by Gail Garrity, to remove the former Deputy Clerk from all Hunting Bank accounts and add Kellie Barouche as a signer on all Huntington Bank checking accounts except for the Tax Account.

✓ Motion approved by all Board members present.

#### Public Comment #2

- More discussion about brining, and that it does not last for long and is expensive.

#### Board Member Comments

- Gail
  - DNR has a website that allows everyone to check on the warning status before doing any burning outdoors. [DNR Burn Permits Map](#)
- Rachel
  - Thanked all Election and BOR members who work for our township. Without them, we could not conduct our necessary business. Since the work is so irregular, she is especially appreciative of the workers setting aside the dates to make themselves available.
- Lorie
  - Commented on how much she learned at the MTA assessing workshop and the value of education provided by the MTA.
- Jess
  - Has been driving around, noticing road issues and reporting them to the road commission.
- Bronwyn
  - The Neighborhood Watch meeting will be this **Wednesday, May 20, at 7 pm** at the Township Hall.

#### Adjourn

- The meeting was adjourned at 8:04 pm.

Rachel Mackson  
Greenwood Township Clerk

# **GREENWOOD TOWNSHIP**

**LORIE FLIEGEL-TREASURER**

**TREASURERS STATEMENT OF ACCOUNTS AS OF APRIL 30,2026**

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## **TOWNSHIP GENERAL FUND**

<b>General Fund</b>	<b>OPENING BALANCE</b>	<b>\$136,150.68</b>
Deposits & interest		<b>\$8,107.07</b>
Disbursements		<b>\$38,415.38</b>
	<b>CLOSING BALANCE</b>	<b>\$105,842.37</b>
<b>ARPA Fund</b>	<b>OPENING BALANCE</b>	<b>\$3,632.19</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$3,632.19</b>
<b>Fire Assessment Fund:</b>	<b>OPENING BALANCE</b>	<b>\$20,696.27</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$20,696.27</b>
<b>Maintenance Reserve</b>	<b>OPENING BALANCE</b>	<b>\$0.00</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$0.00</b>
	<b>Total Available Funds - General Fund Checking</b>	<b>\$130,170.83</b>

## **ROAD MILLIAGE FUND**

<b>Road Fund 1</b>	<b>OPENING BALANCE</b>	<b>\$190,016.07</b>
Deposits & interest		<b>\$39.10</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$190,055.17</b>

## **RUBBISH ASSESSMENT ACCOUNT**

<b>Rubbish Assessment Acc</b>	<b>OPENING BALANCE</b>	<b>\$115,368.79</b>
Deposits & interest		<b>\$23.55</b>
Disbursements		<b>\$1,401.46</b>
	<b>CLOSING BALANCE</b>	<b>\$113,990.88</b>

# **GREENWOOD TOWNSHIP**

**LORIE FLIEGEL-TREASURER**

**TREASURERS STATEMENT OF ACCOUNTS AS OF APRIL 30,2026**

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## **LILY LAKE ASSESSMENT ACCOUNT**

<b>Lily Lake Assessment Account</b>	<b>OPENING BALANCE</b>	<b>\$33,040.75</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$33,040.75</b>
<b>Lily Lake Assessment Contingency</b>	<b>OPENING BALANCE</b>	<b>\$3,800.00</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$3,800.00</b>
<b>Lily Lake Assessment Sonar Reserve</b>	<b>OPENING BALANCE</b>	<b>\$5,700.00</b>
Deposits & interest		<b>\$0.00</b>
Disbursements		<b>\$0.00</b>
	<b>CLOSING BALANCE</b>	<b>\$5,700.00</b>
	<b>Total Available Funds - Lily Lake Checking</b>	<b>\$42,540.75</b>

## **TOWNSHIP CD ACCOUNTS**

<b>AAA Credit Union CD 8000</b>	<b>CURRENT BALANCE</b>	<b>\$40,491.15</b>
matures 08/01/26		
<b>Huntington Bank CD 9110</b>	<b>CURRENT BALANCE</b>	<b>\$32,331.02</b>
matures 05/31/26		
<b>Huntington Bank CD 6731</b>	<b>CURRENT BALANCE</b>	<b>\$42,900.65</b>
matures 01/06/27		
<b>Isabella Bank CD</b>	<b>CURRENT BALANCE</b>	<b>\$62,892.52</b>
matures 09/29/26		
	<b>Total CD Funds</b>	<b>\$178,615.34</b>

CHECK REGISTER REPORT FOR GREENWOOD TOWNSHIP, CLARE COUNTY

Check Date	Bank	Check	Module	Vendor	Vendor Name	Description	Amount
<b>Bank GEN GENERAL FUND CHECKING</b>							
05/14/2026	GEN	DD348	HRMS	001	BROWNWYN ASPLUND		319.04
05/14/2026	GEN	DD349	HRMS	035	KELLIE BARDOUCHE		55.41
05/14/2026	GEN	DD350	HRMS	003	LESA BOSHEARS		92.35
05/14/2026	GEN	DD351	HRMS	032	LORIE FLIEGEL		1,647.11
05/14/2026	GEN	DD352	HRMS	007	GAIL GARRITY		319.04
05/14/2026	GEN	DD353	HRMS	014	RACHEL MACKSON		1,537.59
05/14/2026	GEN	DD354	HRMS	015	JESSE J MCCLAUGHRY		862.05
05/14/2026	GEN	DD355	HRMS	023	TINA M WRIGHT		1,046.12
04/10/2026	GEN	3287	AP	MISC	B&D CLASSIC SEWN	DIGITIZING OF LOGO	25.00
04/10/2026	GEN	3288	AP	MISC	MIKE & JUNE CORCORAN	REFUND LAND COMBINATION CORCORAN	100.00
05/07/2026	GEN	3289	AP	061	CONS ENERGY CO	LED STREET LIGHTS	53.02
05/07/2026	GEN	3290	AP	061	CONS ENERGY CO	STREET LIGHT	53.36
05/07/2026	GEN	3291	AP	061	CONS ENERGY CO	TH ELECTRIC	104.33
05/07/2026	GEN	3292	AP	093	FIRST CHOICE	INK SUPERVISOR	178.39
05/07/2026	GEN	3293	AP	141	ISP MGT	INTERNET & VO IP	128.00
05/13/2026	GEN	3294	AP	084	ELECTION SOURCE	VOTING EQUIP MAINTENANCE CONTRACT	615.00
05/13/2026	GEN	3295	AP	127	HEINTZ'S PROPANE	PROPANE	350.73
05/13/2026	GEN	3296	AP	140	ISABELLA BK & TRUST	INTERNET & VO IP	1,232.21
05/13/2026	GEN	3297	AP	200	MTA	MTA BOOKS ASSESSING AND CLERK	73.10
05/13/2026	GEN	3298	AP	055	CLARE COUNTY TREASURER	EQUALIZATION CONTRACT	500.00
05/13/2026	GEN	3299	AP	VASHER EX	VASHER'S EXCAVATING LLC	MEIHLS BURIAL	100.00
Total GEN:							
(0 Checks Voided)							
Total of 21 Disbursements:							9,391.85
<b>Bank LILY LILY LAKE FUND CHECKING</b>							
05/11/2026	LILY	1192	AP	219	PLM	PREPAID	24,250.00
Total LILY:							
(0 Checks Voided)							
Total of 1 Disbursements:							24,250.00
<b>Bank RUBB RUBBISH FUND CHECKING</b>							
05/13/2026	RUBB	1214	AP	GFL	GFL ENVIRONMENTAL	RUBBISH	34,344.09
Total RUBB:							
(0 Checks Voided)							
Total of 1 Disbursements:							34,344.09
(0 Checks Voided)							
Total of 23 Disbursements:							67,985.94



**CLARE COUNTY  
EQUALIZATION DEPARTMENT**  
225 W MAIN ST  
HARRISON, MI 48625  
PHONE: 989-539-7894

**CONTRACT FOR SERVICES THROUGH CLARE COUNTY EQUALIZATION AND  
\_\_\_\_\_ (LOCAL UNIT)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2026, the assessing district of \_\_\_\_\_, in Clare County, Michigan (hereinafter referred to as the "Local Unit") and the County of Clare, Michigan (hereinafter referred to as the "County") have mutually entered into this contract for services (the "Contract").

Whereas the Local Unit desires to obtain services from the County Equalization Department and agrees to pay the costs of such services as requested; and whereas the County, through the Equalization Department, is willing to provide assessment and tax preparation services to the Local Unit under terms and conditions as set forth in the Contract; and whereas, for the reasons cited above and in consideration of the mutual covenants stated herein, the Local Unit and County agrees as follows:

**Cost of Services –Options – July 1, 2026 to June 30, 2027**

An authorized representative of the Local Unit shall choose one (1) option from the following three (3) levels of Equalization services for the July 1, 2026 to June 30, 2027 period (mark  or X to select):

**\_\_\_\_\_ Option #1: Standard Services provided by Equalization –no fee**

Option #1 services are not associated with a fee because these services are in the normal course of business for an equalization department to perform their required studies and reporting.

- Maintenance of equalization database for property sales and transfers for the specific purpose of conducting annual Equalization Studies. Under these standard services, Equalization is not responsible for determining uncapping, percentage of interest transferred, or other issues impacting taxable value.
- Daily assistance, as needed, to assessors with assessment roll and property questions.
- Daily assistance providing basic information to taxpayers, realtors, title, mortgage and appraisal companies with information as prepared by Equalization. Such "basic information" does not include sketches, photos, or other information from the assessor's database.
- Processing of land division, property combinations, and property line adjustments. The County, **upon receipt** of authorized land divisions **including** application, maps, legal descriptions and surveys from the local unit assessor, will provide new parcel numbers for the parent and children if requested. Upon receipt of recorded deeds of new parcels without authorized land division approval from the local unit assessor, Equalization will notify the local unit assessor that appropriate action is needed.
- Upon request, a pre-equalization review of assessment roll and database will be conducted to assist in ensuring that starting numbers and ratio's meet minimum requirements prior to the mailing of assessment notices.
- Preparation of reports as required by law by Equalization to Board of Commissioners and State Tax Commission. Such service includes importing, reviewing and making recommendation of action concerning the local unit assessor's databases following March Board of Review.

**Option #2: GIS/Shapefiles only = \$500.00 without contract option #3**

***\*\*GIS files are updated using the legal descriptions; Local units must furnish Equalization with new split & combination legal descriptions or we cannot guarantee GIS will be updated for those parcels.***

- A Fetch GIS username and password to view detailed information for the exclusive use by the Township Elected Officials and Assessor. Local Unit hereby agrees that said username and password shall not be distributed to the general public or a non-contracted local unit. Non-compliance may result in contract termination.
- Updated digital mapping data associated with parcel splits and combinations to be distributed annually. (.SHP files – shape files).

**Option #3: Full Service -Database maintenance, local unit assistance, GIS/shapefiles, tax database preparation, balance of assessing and tax rolls and processing tax bills**

**Cost: \$1.50 per parcel including GIS plus reimbursable costs**

- Includes all standard services listed above in Option #1 and option #2.
- Daily assistance, as needed, with providing information above and beyond the basic information noted above to taxpayers, realtors, title, mortgage and appraisal companies. Such information would include property record cards, sketches and photos from the last back-up provided by the local unit assessor.
- Copies of recorded deeds upon request-or if not currently using the monarch system.
- Equalization will assist assessor with documents involved to clear up issues regarding ownership, chain of title and legal descriptions.
- Processing and emailing of address changes received from sources other than a deed to the assessor.
- If requested, export of names, addresses and sales from equalization database to local unit assessor.
- Preparation of L-4029 for review and signature by local unit authorized signatories. The Local Unit is responsible for verification of information provided on the L-4029 and ultimately responsible for millage levied on the respective tax bill along with any other calculations. The local unit must provide & verify special assessments they need placed on tax bills and are responsible for notifying Equalization for any specials that change in price, are new or that have expired.
- Calculate and balance warrants and printing and mailing of summer and winter tax bills. The cost of paper, envelopes, binders, postage, or third-party services providing these items are not included in the \$1.50 service fee and are reimbursable costs to be charged back to the Local Unit.
- Create tax database and enter millage rates and special assessments (received from local unit) and provide an export to the unit treasurer. The Local Unit is responsible for verification of information provided and ultimately responsible for millage levied and special assessments on the respective tax bill.

**Additional Services – Only available if option #3 is checked above**

**Personal Property Notices (\$0.20 per parcel) to be invoiced at time of service.**

Using an export or backup from local unit assessor's database by deadline date, EQ will print personal property statements. The above cost of \$0.20 per parcel does not include cost of personal property statement kits, which are reimbursable costs to be charged back to the local unit at the time of service. Local unit is responsible for mailing and postage.

**Assessment Change Notice and Mailing (\$0.20 per parcel) to be invoiced at time of service.**

Using an export or backup from local unit assessor's database or a PDF of change notices from assessor by deadline date, EQ or third party will print and mail assessment change notices. The cost of paper, envelopes, binders, postage, or third-party services providing these items are not included in the \$0.20 per parcel service fee and are reimbursable costs to be charged back to the Local Unit.

**Printing of Assessment or Tax Rolls** will be \$0.15 per single or double-side page plus reimbursable costs for binders etc. (1 Assessment roll only either Pre BOR or Final BOR and 1 Tax Roll per unit per season)

**CONTRACT FOR SERVICES THROUGH CLARE COUNTY EQUALIZATION 2026-27**

**\*\*All assessing/tax services are dependent upon assessor's database, tax, special assessments & required reports being turned in by deadline dates and cooperation with unit assessors and treasurers to balance for tax billing.**

An invoice for this contract is attached. Billing of additional services such as printing change notices, tax bills, personal property, assessment or tax rolls or third party services as noted above will be calculated and invoiced at the time of service.

**\*Option #1 Standard =Free \*Option #2 GIS only =\$500 \*Option #3 Full Service = \$1.50 parcel**

The Local Unit of \_\_\_\_\_ hereby selects Option # \_\_\_\_\_ of service indicated above for the coming year. Please sign and return this Contract to the Clare County Equalization Department prior to June 1, 2026. Invoice included due by June 30, 2026 to Clare County Treasurer.

**\*\*Any unit that has not checked option #3 that requires consultations to properly balance in assessing or with tax and millage rates, tax tables, assistance with the L-4029 or any other requirements may be charged an hourly consultation fee of \$50.00 (1 hour minimum) in equality for units that have paid for this service. An invoice will be mailed at the time of service.**

**Equalization is requiring a backup from all units prior to March Board of Review regardless of option chosen on contract.**

Signed:

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Local Unit Representative  
Printed Name & Title: \_\_\_\_\_

Date: 4/21/26

Tracy Brubaker  
\_\_\_\_\_  
Tracy Brubaker, Deputy Equalization Director

Date: 4-24-26

George Gilmore  
\_\_\_\_\_  
George Gilmore, Chairperson, Clare County Board of Commissioners

**From:** Lorie Fliegel <treasurer@greentownship.org>  
**Sent:** Tuesday, May 19, 2026 6:02 PM  
**To:** Rachel Mackson; Supervisor@greentownship.org; Gail Garrity; Bronwyn Asplund  
**Subject:** Fwd: Following up

I would like to try once again with Tina. We have to get our newsletter to her by June 8. I have attached her estimate.

Thanks, L  
Lorie Fliegel, Treasurer  
Greenwood township, Clare County  
(989) 368-1324

Begin forwarded message:

**From:** assessor@greentownship.org  
**Date:** May 19, 2026 at 14:26:49 EDT  
**To:** Greenwood Township Treasurer <treasurer@greentownship.org>  
**Subject:** Re: Following up

An estimate for the summer tax bills will be approximately \$1,200 and I would need the newsletter by Monday, June 8th.

Quantity	Rate		Total
Newsletter	1250	0.117872	\$ 147.34
Tax bill version change	1	145	\$ 145.00
Process & Mail	1250	0.195001	\$ 243.75
Postage	1250	0.593	\$ 741.25
			<b>\$ 1,277.34</b>

**Tina M Wright**  
Assessor, Greenwood Township

E: [assessor@greentownship.org](mailto:assessor@greentownship.org)  
P: 989-426-8854  
A: PO Box 174, Harrison, MI 48625



3901 East Paris Ave. SE  
 Grand Rapids, MI 49512  
 616.957.2120 phone  
 616.957.3026 fax  
 kentcommunications.com

**Proposal**

**Greenwood Township, Clare County**

3447 W. Temple Dr  
 Harrison, MI 48625

**Ph:**

**Fax:**

**Proposal** 247226.

**Date** April 21, 2026

**Project**

Summer 2026 Tax Bills  
 Flyer: Print 1 sided, Full Color on 60# White, Trim & Fold  
 Tax Bills: Laser Print 1 sided, black ink on 20# Green NO Perfed Stock, Fold, Insert x2 into Double Window Env, Seal, Sort & Mail First Class Presort

**Components**

Tax Bill, #10 DW Env, Flyer

**Quantity of 1,220**

<b>Services</b>	<b>Quantity</b>	<b>Setup</b>	<b>Rate</b>	<b>per</b>	<b>Price</b>
**Printing - Flyer	1,220		\$119.66	/m	\$145.99
Tax Bill Set-up PDF	1		\$145.00	ea	\$145.00
Pre-Press - Flyer	2	\$40.00	\$40.00	ea	\$120.00
Process & Mail Tax Bills	1,220		\$195.00	/m	\$555.00
UPS/Shipping Charges	0				TBD

**Total Cost for Services \$965.99**

<b>Estimated Postage</b>	<b>Pieces</b>	<b>Rate</b>	<b>Postage</b>
1st Class/5-Digit	1,220	0.59305	\$723.52400

**Total Estimated Postage \$723.52400**

**Total Estimated Project Cost 1,220 Unit Price: \$1.3849 \$1,689.51**

**Postage must be paid in advance or on deposit with the Post Office.**

Thank you for the opportunity to quote on this project.

**Lauren Wilcox**  
 Account Manager

**THIS PROPOSAL CONSISTS OF THIS PAGE AND PARAGRAPH 1-18 ON THE BACK SIDE**

## MAIL INDUSTRY TRADE CUSTOMS

1. **PROPOSALS:** Proposals are subject to acceptance within 90 days. Proposals are based on the cost of labor and materials on the date of the proposal. If changes occur in cost of materials, labor, or other costs prior to acceptance, or if the customer requires changes in the mailing schedule subsequent to acceptance, the right is reserved to change the price quoted. Subsequent orders will be subject to price revision if required. Proposals do not include applicable taxes, shipping costs or deliveries unless specifically stated. Postage included on proposals is an estimate only. Proposals are only valid when in writing.
2. **CANCELLATION:** Orders may be canceled by the customer at any time by notice in writing or via e-mail with the understanding that Kent Communications Inc. (KCI) will be compensated in full for any work or services performed prior to cancellation, plus the cost of any goods or services purchased for the order.
3. **ALTERATIONS/SPECIFICATIONS:** Prices quoted are based upon our understanding of the specifications submitted. If there is a change in specifications or instructions resulting in additional costs, the work performed will be billed at the current rates, and the mailing date may be delayed.
4. **VERBAL ORDERS:** Written or e-mail orders are strongly recommended. KCI may accept verbal orders; however such orders are subject to KCI's acceptance of the written final specifications which customer shall deliver to KCI by fax or mail prior to the commencement of the work.
5. **POSTAGE:** Proposals include estimated postage only. The customer is responsible for the payment of all postage, whether or not included in the proposals. KCI will notify the customer in writing, by e-mail or verbally by telephone call as soon as reasonably possible after the actual amount of postage is known and will notify the customer of the date when the postage is needed in order to complete the mailing prior to the agreed upon mailing date. KCI will make reasonable efforts to provide the customer with an accurate estimate of required postage; however, the customer, and not KCI, is responsible for additional postage charges if the rate of postage changes for any reason including the design of the mail piece. Payment of postage in advance is required on all orders and is the responsibility of the customer. KCI reserves the right to hold mailings for which sufficient postage has not been paid or until postage payment has been verified. The customer will provide the postage payment in adequate time for KCI to complete the mailing prior to the previously agreed upon mail date. The customer is responsible for all additional postage and or shipping charges assessed by the Post Office or any other shipping agent after the mailing has been mailed.
6. **ACCEPTANCE OF ORDER:** The customer agrees that KCI may refuse at any time to mail any copy, photographs or illustrations of any kind that in the management's sole judgement believes is an invasion of privacy, is degrading, libelous, unlawful, profane, obscene, pornographic, tends to ridicule or embarrass, or is in bad taste, or which in the management's sole judgement is an infringement on a trade mark, or trade name, or service mark, or copyright belonging to others.

The Customer also agrees to defend and hold KCI harmless in any suit, claim, or court action brought against KCI for alleged or actual damages, costs, expenses (including reasonable attorney's fees), liabilities or losses of any kind or nature resulting from the mailing for the customer, including circumstances where KCI, acting as the customer's agent, uses copy, photographs, or illustrations that are or believed by others to be degrading, libelous or harmful to their reputations, images, or standing in the community or an infringement on a trade mark, trade name, service mark, or copyright belonging to others, or in a suit or court action brought against KCI for actions of the customer's employees which may occur as a result of any mailing.

7. **MAILING LISTS:** Customer's mailing list(s) in KCI's possession for storage or otherwise, is the exclusive property of the customer and shall be used only at the customers instructions. KCI shall provide reasonable protection against the loss of a customer's list. It is the customer's sole responsibility to maintain a duplicate list or have the source material from which the list was compiled. KCI shall pay for the cost of replacing such lists in the event of its systems failure, loss by fire, vandalism, theft or other such causes on KCI's premises (excluding destruction of the list due to the customer's negligence or willful misconduct), provided that the customer has a duplicate list or has the source material from which the list was compiled, and then only to the extent of the costs involved in replacing the lost list. KCI shall not be liable for compiling such lists nor for an intangible or special value attached thereto.

KCI is not responsible for the accuracy or integrity of lists or other data supplied by the customer or list broker. Unless otherwise specified in writing in advance, all rented mailing lists are provided on a one-time use basis.

8. **MATERIALS:** KCI assumes in all proposals that all material provided will permit efficient handling on automated equipment, and meets equipment manufacturer's published specifications. Materials furnished that are within manufacturer's specifications, but which are not up to acceptable operational standards due to poor folding, facing, trimming, packing, sticking together of material, insufficient leeway between enclosures and envelopes, square envelope flaps or other causes, will be subject to pricing at special rates. The customer will be notified when a deficiency is discovered and approval will be obtained for handling at special rates before proceeding with work, and a new delivery schedule may result.

KCI is not responsible for identifying errors in preprinted copy on customer-furnished materials and assumes no liability for damages resulting from the mailing of materials which contain erroneous information. When performing mailings for not-for-profit customers, KCI is not responsible for content in mailed materials which causes a customer to lose their Nonprofit Status.

All direct mail handling and processing involves spoilage. Allowances for spoilage should be taken into consideration in ordering material. Spoilage of up to three (3) percent of customer's materials is typical. KCI will make reasonable efforts to handle customer's material to prevent undue spoilage. Nevertheless, KCI is not responsible for shortages of material as a result of spoilage in processing. All stock and materials belonging to a customer will be held and stored only at the customer's risk, and the customer shall be responsible for insurance on its stock and material.

Printer delivery tickets must accompany the materials delivered, and should show the number of skids or cartons, the quantity per skid or carton, and the total delivery quantity. Each incoming carton or skid must bear an identity, item code, quantity and a sample clearly visible. Each skid shall have only one material version, unless clearly marked and separated. Multiple items shall not be included within a single carton, skid or container unless noted thereon and on accompanying paperwork. KCI will apply a surcharge for any rework necessary for materials received not meeting these specifications.

KCI accepts and may rely upon printers' count until processing, and assumes no responsibility for shortages discovered at that time. Additional charges will apply if the customer requires the mailer to verify printer's counts prior to processing. Customer shall provide KCI with sufficient inventory or adequate sources of supply to meet anticipated demand. Cost for back orders, delay notices, canceled orders and increased customer service resulting from out of stock conditions is to be paid by, and will be billed to customer.

Collect shipment will be accepted only if clearance is obtained in advance, and a service charge will be added to the actual freight charges. KCI is not responsible for the condition of shipped overs, unless customer has been billed for packing and/or shipping.

The customer retains title to and the insurable interest in its materials. Customer shall obtain its own insurance for loss or damage to its materials. Customer releases, discharges, and holds KCI harmless from any loss or damage to customer's material that is or should have been covered by the insurance to be provided by customer, as

provided above. KCI may carry insurance to protect itself against acts or negligence on the part of its employees in the normal course of business. If specific additional insurance coverage is desired by customer, such coverage must be specified by agreement in writing with KCI and customer shall then provide and pay for such additional coverage by separate insurance or rider. In such instances, the liability of KCI for losses will be limited to the insurance coverage provided.

**9. LABELS:** Labels must be within equipment manufacturers' published specifications for labeling equipment. For paper labels as well as those which are electronically generated, quoted prices assume that label placement will be in the position most advantageous to production speed, or additional charges will be billed.

**10. INSERTING SEQUENCE:** Effort will be made to insert material in the sequence and facing the direction the customer requests, but quoted prices assume the most advantageous production speeds, and specified sequence or facing may result in additional charges being billed.

**11. OVERAGES:** The customer must advise KCI, in advance of the performance of the order, of the disposition of overs (leftover mail pieces). Overs may be returned to the customer, stored, or destroyed. If items are stored or returned, applicable storage and delivery charges will be added. Additionally, at KCI's option and without liability to KCI, material may be automatically destroyed after 60 days if customer has failed to respond to a disposition request or failed to pay for storage starting 30 days after the mail date. Premium storage rates may be applied to old materials or materials for which disposition has not been designated. KCI is not responsible for the condition of shipped overs.

**12. DELIVERY SCHEDULES:** KCI will make reasonable efforts to meet scheduled delivery and mailing date(s), but is not liable for failure to meet any requested delivery dates. In addition, KCI has no control over U.S. Postal Service, United Parcel Service or common carriers' delivery schedules and cannot guarantee when the mail or shipments deposited with or released to these carriers will be delivered. The date which mail or shipments are deposited by KCI with or released to these carriers is the date of delivery for purposes of this contract.

KCI is not responsible or liable due to delays, and all orders are accepted contingent upon, fire, accident, act of God, mechanical breakdown or other causes beyond KCI's control. Since the time element is an integral part of KCI's business, quoted prices are based upon a specific set of time schedules for completion. Any requested deviation from the schedules described or agreed upon by both parties at the time the order is placed may alter the quoted price. Late delivery of material may delay the completion date of the order by a greater degree than the actual elapsed time the material is late.

**13. ERRORS IN MAILING:** In the event of an error or mistake by KCI resulting in an erroneous mailing, KCI, at its expense, shall re-mail that portion of the mailing that was in error, as soon as is reasonably possible after notification in writing by customer of the error or mistake. Notwithstanding KCI's error or mistake, the customer shall pay the postage for all such remailings. The re-mailing is the exclusive and sole remedy of customer against KCI for such error or mistake, and is in substitution for all other remedies or damages, including loss of business, postage, or other consequential or incidental damages.

**14. DELINQUENT INVOICES:** If customer fails to timely pay KCI, KCI may, at its option, along with all other remedies available to KCI, retain the customer's list or printing or other property until paid in full or sell the customer's property and apply the proceeds against payment of delinquent invoices. "Delinquent" is defined as "past the agreed or specified payment date." After suitable credit has been established, unless otherwise specified in writing by KCI, terms are net with interest as allowed by law applied to delinquent invoices. Customer is responsible for any related collection costs, legal fees and interest.

**15. BROKER/AD AGENCY/RESELLER:** When contracting with an intermediary such as a broker, ad agency or reseller for work on behalf of their customers, the intermediary, as well as the customer is fully responsible to KCI for timely payment of invoices and for related collection costs, legal fees and interest. The intermediary's responsibility for payment to KCI is without regard to whether the intermediary has been paid by its customer for services rendered.

**16. TAXES:** All amounts due for taxes and assessments will be added to the customer's invoice and are the responsibility of the customer. No tax exemption will be granted unless official proof of the customer's exemption is on file with KCI or such documentation accompanies the order. If, after the customer has paid the invoice, it is determined that more tax is due, the customer shall promptly remit the required taxes to the taxing authority or immediately reimburse KCI for any additional taxes paid by KCI.

**17. SOLE AND EXCLUSIVE REMEDY:** The Sole and exclusive remedy of customer for the breach of this agreement by KCI or any express or implied warranties pertaining to the mailing purchased by customer pursuant to this agreement, shall be re-mailing as provided in paragraph 13 above. Alternatively KCI may, at its option, provide a full refund of the invoice price. Customer shall notify KCI by written notice of any defect in the mailing within the period of 60 days immediately following the mailing. Failure by customer to notify KCI within this 60 day period shall relieve KCI from any liability to customer as a result of the defective mailing. The remedy here provided by KCI as to re-mailing, shall be customer's sole and exclusive remedy and is expressly made in substitution of any and all remedies otherwise provided under the Uniform Commercial Code as enacted in the state of Michigan or any other state or jurisdiction. Under no circumstances shall KCI be liable to customer or any other person for any consequential, incidental, economic, direct, indirect, general or specific damages arising out of any breach of warranty, express or implied, under the agreement.

**18. STATE OF MICHIGAN:** This agreement shall be interpreted in accordance with the laws of, and enforced within the jurisdiction of, the state of Michigan. Any suit against KCI involving this agreement shall be brought in a court of competent jurisdiction within the county of Kent and the state of Michigan.

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**Quote**      **Q051099**

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1 of 1

**Company:** Greenwood Township  
838 N. Harding Ave.  
Harrison, MI 48625

**Quote Date:** 02/23/26  
**Customer Account:** CE09  
**Account Manager:** Tim Allshouse

**Contact:** Rachel Mackson  
**Email:** clerk@mackson.org

Hi Rachel,  
Thanks for the opportunity to provide an estimate on your print requirements. Should you have any questions please let us know.  
Thank You,  
Tim Allshouse  
Email: tima@mail.spectrumprinters.com | Ph:517-423-5735

**Item 1**

<b>Job Title:</b>	<b>Tax Bill &amp; Newsletter</b>
<b>Description:</b>	Multi Part Product Letter - 3.67x8.5 1 pages Printed Black x 2 sides on 60# TEXT COUGAR OPAQUE SMOOTH WHITE  Statement - 3.67x8.5 2 pages Printed Black x 2 sides on 60# TEXT COUGAR OPAQUE SMOOTH WHITE  Envelope - #10 Envelope Printed Firejet K High Res x 1 side on 24# #10 DIGI- M(INKJET) "C" WINDOW WHITE Size: 3.67x8.5
<b>Delivery Address:</b>	Mailing Prep Cass,NCOA Sending complete PDF merged w/all info Presort First Class, Delivery - # of Hours, Insert & Seal Only Rachel Mackson, Greenwood Township, CE09, Clare, 838 N. Harding Ave., Harrison, MI 48625
<b>Quantity:</b>	1220
<b>Price (Ex Tax):</b>	\$946.44
<b>Tax:</b>	\$0.00
<b>Total (Inc Tax):</b>	\$946.44

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This estimate is valid for 30 days. Additional charges may be billed for files that are not submitted as specified in the quote. Postage and shipping charges are not included unless they have been requested and appear in the quote. There could be a 10% over-run or under-run and our invoices will be adjusted accordingly.

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