Proposed Minutes – Regular Meeting
August 12, 2026

Call to Order

- The meeting began at 7 pm.

Pledge of Allegiance

Roll Call

- Clerk took roll call with Jess McClaughry, Rachel Mackson, Gail Garrity, Bronwyn Asplund, and Lorie Fliegel in attendance. There were 7 visitors in attendance.

Agenda

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

Treasurer's Report

- Statement of Accounts
  - Motion made by Bronwyn Asplund, seconded by Gail Garrity, to approve the Statement of Accounts as presented.
    - ✓ Motion approved by all Board members present.

Minutes

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

Township Disbursements

- Invoices and Bills
  - Rachel discovered new report options that show more detail about bills paid by credit card. The bills paid report will now have 2 sections, 1 for bills and 1 for payroll.
    - Motion made by Jess McClaughry, seconded by Gail Garrity, to approve the Bills as presented.
    - ✓ Motion approved by all Board members present.

Community Services: Five-minute time limit per person

- Library – Nancy House
  - For more activities, please go to the library website, Homepage Harrison District Library, or the Harrison District Library | Harrison MI | Facebook page. See flyer below.

Public Comment #1: Please limit comments to Agenda Items

- NONE

Unfinished Business:

- Propane Contract
  - Motion made by Jess McClaughry, seconded by Bronwyn Asplund, to approve the propane contract from Heintz Propane since their price was the lowest this year.
    - ✓ Motion approved by all Board members present.

New Business

- Poverty Exemption Policy
    - We are reviewing policies suggested by the MTA and the other townships to update our policy to meet the changes in state law.
    - Suggestion from BOR to add checklists to make it easier to determine eligibility and to know exactly what documents are required.
- December Tax Bill Letter
    - We are updating our letter. Gail suggested that we include contact info for our various departments so residents would have that readily available.
- Clerk Computer
    - Motion made by Rachel Mackson, seconded by Jess McClaughry, to approve buying a new computer to replace the one in the office.
        - ✓ Motion approved by all Board members present.
- .gov website
    - To improve security, the Township will migrate to a .gov website at greenwoodtwpclaremi.gov.
    - Rachel will build the new website in compliance with ADA standards. Once it is complete, the old website will continue to forward visitors so existing bookmarks still work.
- Assessor Contract
    - The Board needed to update the contract to identify Tina Wright as the Assessor and include her LLC, Central Michigan Assessing. The total annual payment remains the same.
        - Motion made by Jess McClaughry, seconded by Bronwyn Asplund, to approve the updated assessing contract.
            - ✓ Motion approved by all Board members present.

Public Comment #2

- NONE

Board Member Comments

- Bronwyn
    - Neighborhood Watch will be on Wednesday, August 26, 7 pm at the Township Hall.
- Gail
    - Recycle Day needs new volunteers.
- Rachel
    - Successful election with outstanding report from the Board of Canvasser's. View our website, Elections | Greenwood Township, Clare County, MI, for up-to-date information including a sample ballot when it becomes available.
- Nancy House in place of Lorie
    - Taxes may be paid online for a fee: View and Pay Taxes Online.
        - The number for remote payment option is (989) 368-2141.
    - For those who wish to pay in person, the Treasurer will be in the office at the Hall on:
        - Friday, August 28th, 2 pm – 7 pm
        - Tuesday, September 15th, 9 am – 5 pm
- Jess
    - Thanked everyone for their hard work.

Adjourn

- The meeting adjourned at 7:37 pm.

Rachel Mackson
Greenwood Township Clerk

GREENWOOD TOWNSHIP

LORIE FLIEGEL-TREASURER

TREASURERS STATEMENT OF ACCOUNTS AS OF JULY 31,2026

TOWNSHIP GENERAL FUND

General Fund	**OPENING BALANCE**	**$111,289.14**
Deposits & interest		**$25,072.93**
Disbursements		**$22,888.63**
	CLOSING BALANCE	**$113,473.44**
ARPA Fund	**OPENING BALANCE**	**$3,632.19**
Deposits & interest		**$0.00**
Disbursements		**$0.00**
	CLOSING BALANCE	**$3,632.19**
Fire Assessment Fund	**OPENING BALANCE**	**$25,000.00**
Deposits & interest		**$0.00**
Disbursements		**$0.00**
	CLOSING BALANCE	**$25,000.00**
Maintenance Reserve	**OPENING BALANCE**	**$96.00**
Deposits & interest		**$0.00**
Disbursements		**$0.00**
	CLOSING BALANCE	**$96.00**
	Total Available Funds - General Fund Checking	**$142,201.63**

ROAD MILLAGE FUND

Road Fund 1	**OPENING BALANCE**	**$208,092.53**
Deposits & interest		**$39.89**
Disbursements		**$36,875.02**
	CLOSING BALANCE	**$171,257.40**

RUBBISH ASSESSMENT ACCOUNT

Rubbish Assessment Acc	**OPENING BALANCE**	**$101,722.88**
Deposits & interest		**$21.59**
Disbursements		**$0.00**
	CLOSING BALANCE	**$101,744.47**

GREENWOOD TOWNSHIP

LORIE FLIEGEL-TREASURER

TREASURERS STATEMENT OF ACCOUNTS AS OF JULY 31,2026

LILY LAKE ASSESSMENT ACCOUNT

Lily Lake Assessment Account	**OPENING BALANCE**	**$14,874.25**
Deposits & interest		$0.00
Disbursements		$0.00
	CLOSING BALANCE	**$14,874.25**
Lily Lake Assessment Contingency	**OPENING BALANCE**	**$7,600.00**
Deposits & interest		$0.00
Disbursements		$0.00
	CLOSING BALANCE	**$7,600.00**
Lily Lake Assessment Sonar Reserve	**OPENING BALANCE**	**$0.00**
Deposits & interest		$0.00
Disbursements		$0.00
	CLOSING BALANCE	**$0.00**
	Total Available Funds - Lily Lake Checking	**$22,474.25**

TOWNSHIP CD ACCOUNTS

AAA Credit Union CD 8000	CURRENT BALANCE	$40,491.15
matures 08/01/26		
Huntington Bank CD 9110	CURRENT BALANCE	$32,658.40
matures 05/31/27		
Huntington Bank CD 6731	CURRENT BALANCE	$42,900.65
matures 01/06/27		
Isabella Bank CD	CURRENT BALANCE	$63,510.37
matures 09/29/26		
	Total CD Funds	**$179,560.57**

BILDS PAID CHECK REGISTER FOR GREENWOOD TOWNSHIP, CLARE COUNTY

CHECK DATE 07/10/2026 - 08/13/2026

Check Date	Check	Vendor Name	Description	Amount	
Bank GEN GENERAL FUND CHECKING					
07/11/2026	3323	EMC INSURANCE COMPANIES	INSURANCE	8,531.00	
08/09/2026	3336	ARTSY LANDSCAPING	MOWING	825.00	
			MOWING	700.00	
				1,525.00	
08/09/2026	3337	LIL WILLIES INC	PORTA POTTY FOR PAVILION	175.00	
08/09/2026	3338	STEPHEN LINTON	HALL REFUND LINTON	150.00	
08/09/2026	3339	VASHER'S EXCAVATING LLC	MULTIPLE BURIALS	925.00	
08/12/2026	13(E)	INTERNAL REVENUE SERVICE	Remittance Check	1,423.33	
08/12/2026	3325	CONS ENERGY CO	LED STREET LIGHTS	62.67	
08/12/2026	3326	CONS ENERGY CO	STREET LIGHT	59.74	
08/12/2026	3327	CONS ENERGY CO	TH ELECTRIC	134.86	
08/12/2026	3328	HARRISON LUMBER	ROUND UP AND GRASS SHEARS	16.76	
08/12/2026	3329	ISABELLA BK & TRUST	ADOBE	21.19	
			ELECTION SUPPLIES	293.43	
			MAILCHIMP	11.05	
			ELECTION FOOD	52.50	
			OFFICE SUPPLIES	55.06	
			MULCH	12.36	
				445.59	
08/12/2026	3330	ISP MGT	INTERNET & VO IP	96.79	
08/12/2026	3331	MTA	WEBINAR	119.00	
08/12/2026	3332	ARTSY LANDSCAPING	MOWING	0.00	V
			MOWING	700.00	
				0.00	
08/12/2026	3333	LIL WILLIES INC	PORTA POTTY FOR PAVILION	0.00	V
08/12/2026	3334	STEPHEN LINTON	HALL REFUND LINTON	0.00	V
08/12/2026	3335	VASHER'S EXCAVATING LLC	MULTIPLE BURIALS	0.00	V
08/12/2026	3347	CLARE COUNTY SHERIFF	PATROLLLING	748.58	
GEN TOTALS:					
Total of 18 Checks:				14,413.32	
Less 4 Void Checks:				0.00	
Total of 14 Disbursements:				14,413.32	
Bank ROAD1 ROAD FUND CHECKING 1					
07/10/2026	1106	MICHIGAN CHLORIDE SALES	BRINING	18,419.67	
			BRINING	18,455.35	
				36,875.02	
ROAD1 TOTALS:					
Total of 1 Checks:				36,875.02	
Less 0 Void Checks:				0.00	
Total of 1 Disbursements:				36,875.02	

Check Date	Check	Vendor Name	Description	Amount
REPORT TOTALS:				
Total of 19 Checks:				51,288.34
Less 4 Void Checks:				0.00
Total of 15 Disbursements:				51,288.34

PAYROLL CHECK REGISTER FOR GREENWOOD TOWNSHIP, CLARE COUNTY

For Payroll: 000055 Check Date: 08/13/2026 Pay Period End Date: 07/31/2026

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
08/13/2026	GEN	3340	SALLY BEADLE-GROSS	435.00	435.00	0.00	Open
08/13/2026	GEN	3341	RICKY GRIFFITH	384.00	384.00	0.00	Open
08/13/2026	GEN	3342	PAMELA HENNINGS	361.50	361.50	0.00	Open
08/13/2026	GEN	3343	ROBIN KILBOURNE	444.00	444.00	0.00	Open
08/13/2026	GEN	3344	CINDY MCGRAIN	348.00	348.00	0.00	Open
08/13/2026	GEN	3345	VIKKI PAULUS	294.00	294.00	0.00	Open
08/13/2026	GEN	3346	MARION WILLIAMS	513.00	513.00	0.00	Open
08/13/2026	GEN	DD377	BROWNWYN ASPLUND	323.00	0.00	319.05	Cleared
08/13/2026	GEN	DD378	KELLIE BARDOUCHE	881.30	0.00	852.73	Cleared
08/13/2026	GEN	DD379	JANICE BOHLINGER	398.10	0.00	393.51	Cleared
08/13/2026	GEN	DD380	LESA BOSHEARS	200.00	0.00	184.70	Cleared
08/13/2026	GEN	DD381	LORIE FLIEGEL	1,474.80	0.00	1,454.65	Cleared
08/13/2026	GEN	DD382	GAIL GARRITY	323.00	0.00	319.05	Cleared
08/13/2026	GEN	DD383	RANDALL GORSKI	30.00	0.00	27.71	Cleared
08/13/2026	GEN	DD384	PATRICIA KARDIA	1,240.00	0.00	1,226.23	Cleared
08/13/2026	GEN	DD385	RACHEL MACKSON	1,735.28	0.00	1,674.86	Cleared
08/13/2026	GEN	DD386	JESSE J. MCCLAUGHRY	889.95	0.00	878.00	Cleared
08/13/2026	GEN	DD387	TINA M. WRIGHT	1,188.92	0.00	1,046.13	Cleared
Report Total:				11,463.85	2,779.50	8,376.62	
			Number of Checks	18			
			Total Physical Checks	7			
			Total Check Stubs	11			

Central Michigan Assessing
PO Box 174, Harrison, MI 48625
989-426-8854 centralmichiganassessing@gmail.com

ASSESSING CONTRACT

SECTION 1 – BASIC SERVICES OF THE ASSESSOR

1.01 Assessment Roll Preparation

- The assessor of record shall annually prepare the assessment role as required in the General Property Tax Act (GPTA).

1.02 Board of Review

- The assessor shall annually schedule and organize the March, July and December Board of Review meetings as required.
- The assessor will attend the last three (3) hours of the March Board of Review meeting and the closing of the July and December meetings. The assessor will be available by phone during all other hours.

1.03 General Maintenance of the Assessing Records

- Central Michigan Assessing, LLC shall maintain all records as required by MCL 211.10e. This includes, but is not limited to the following:
  - Maintain assessment record cards
  - Take photos of dwellings and outbuildings and affix them to the parcels in the database.
  - Annually inspect 20% of the real property within the township, including any new construction, and provide list of properties visited to the Board upon completion.
  - Annually prepare Land Value and ECF Analysis and provide them to the township to add to their website in PDF form as required per MCL 211.10e and MCL 211.10g(1)(d).
  - Ensure that there is less than 1% of land adjustments without reason in compliance with MCL 211.10g(1)(h)(i).
  - Ensure that not more than 1% of parcels are in override and less than 1% flat land values – excluding DNR PILT Property in compliance with MCL 211.10g(1)(h)(ii).
  - General maintenance does not include any type of reappraisal programs that may be required by the Michigan State Tax Commission.

1.04 Assessor Certification

- The assessor shall maintain the appropriate certification level from the State of Michigan at all times at her own expense.

1.05 Defense of Appeals

- The assessor shall defend any necessary small claims appeals to the Michigan Tax Tribunal (MTT).
- The township will be required to provide legal counsel for any Full Tribunal tax appeals to the MTT.

1.06 Forms and Filings

- The assessor shall file all required forms with the State and County that falls under her authority. These include the following:
  - L-4021
  - L-4022
  - L-4023
  - L-4025
  - L-4037
  - L-4626

1.07 Personal Property Canvas

- Central Michigan Assessing, LLC shall conduct a personal property canvas to insure, to the best of their ability, that all businesses have been identified and personal property notices are mailed by January 10th each year.

1.08 Public Relations

- The assessor shall work with and advise property owners in the ad valorem taxation system to help eliminate adversarial situations and establish good public relations.
- The township has a published policy (Appendix I) under which the assessing office is reasonably accessible to taxpayers in compliance with MCL 211.10g(1)(c). This policy includes the name, telephone number and email address to whom a taxpayer can make inquires regarding property matters. Policy
- The assessor shall provide updated contact information to the Township clerk within 7 days of any change in contact information.
- The assessor will respond to all inquires within a reasonable time, not to exceed seven business days.
- The assessor will be available to arrange in-person meeting when necessary.

1.09 Supplies

- Central Michigan Assessing, LLC will provide their own paper and ink for any mailings to township property owners.
- Central Michigan Assessing, LLC will provide their own computer for performing daily assessment roll maintenance.
- Central Michigan Assessing, LLC will provide their own office equipment and basic office supplies at their office.

1.10 Transportation

- Central Michigan Assessing and the assessor shall provide their own transportation and fuel.

1.11 Additional Services Provided

- Central Michigan Assessing will assist the township treasurer running the summer and winter tax bills and getting them to KCI for distribution.

- Central Michigan Assessing will assist the township supervisor and clerk in the preparation and maintenance of special assessment rolls.

SECTION 2 – TOWNSHIP RESPONSIBILITES

2.01 Basic Data

- The township shall provide or make available to the assessor with the current and historical record cards and assessing software containing initial information, such as property tax numbers, tax descriptions, owner and address information, property improvement information, as well as all other data which the township may possess concerning real and personal property.

2.02 Computer Software

- The township shall provide and maintain computers and software necessary to perform the assessing functions. This shall include at a minimum, the BS&A Equalizer software, Apex software, Microsoft Office and any other software that would be necessary. These items must be maintained and annually updated and/or replaced if necessary.

2.03 Legal Counsel

- The township shall be required to provide legal counsel at their expense should the need arise for assessing related matters.

2.04 Supplies

- The township shall provide the assessor with any required postage and envelopes for mailings to township property owners.
- The township shall cover the expenses to print and mail all assessment change notices.
- The township shall have a computer available to the assessor to store historical databases at the township.

SECTION 3 – REAPPRAISAL AND OTHER NON-BASIC SERVICES

3.01 Assessor's Recommendations

- The assessor shall offer recommendations and conclusions regarding the current state of the assessment roll with specific recommendations concerning actions which, in the opinion of the assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines.
- The parties acknowledge that it shall be the sole responsibility of the township to consider any recommendations made by the assessor. The township assumes responsibility for the defense of any claim, cause of action or other proceeding which may be instituted by the Michigan State Tax Commission, or other entity, arising from any failure, or alleged failure, to implement such recommendations.

3.02 Re-Inspection Program

- The State Tax Commission recommends that each unity of government is visiting 20% of all properties each year. The purpose of this process is to maintain accurate and up to date records. The cost of this service is covered as part of the contract and will not result in a separate billing to the township.
- In the event, that a complete township wide physical reappraisal is required to be performed exceeding the recommended 20%, the township will be required to pay Central Michigan Assessing, LLC an additional $50 per parcel.

SECTION 4 – TERM OF AGREEMENT

4.01 Amendment/Renegotiation

- Nothing herein contained shall be construed to limit, nor abrogate the rights of the parties to modify or amend this agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

4.02 Contract Period

- The Assessor and Central Michigan Assessing, LLC shall continue their performance of the services herein on September 1, 2026. This agreement shall terminate, by its own terms, on March 31, 2027.

4.03 Termination for Cause/Breach

- The provisions of this part shall not preclude, limit, nor abrogate the right of either party to immediately terminate this agreement in the event of a material breach by the other, nor shall it be construed to limit, nor abrogate the right of either party to seek such remedies as shall be available, in the event of such material breach.

4.04 Previous Contracts

- The execution of this contract shall be deemed to constitute the termination, as of the Effective Date, of any and all prior contracts and agreements.

SECTION 5 – PAYMENT FOR SERVICES

5.01 Billing/Time of Payment

- Payment to the assessor of record shall take place in March of each year in one lump sum payment.
- Payment to Central Michigan Assessing, LLC shall be made each month upon submission of an invoice.
- Greenwood Twp pays bills monthly. Invoices received by the 1st of the month shall be paid that month. Invoices received after the 1st will be paid in the next calendar month.

5.02 Fee – Basic Services

- The fee for Basic Assessing Services shall be $14,300 per year. This will be divided between the assessor of record as an employee in the amount of $1,100 per year and $1,100 per month to Central Michigan Assessing, LLC.

The undersigned hereby executes this contract on this _____ day of _____________ 2026.

________________________________	________________________________
Township Supervisor – Jess McClaughry	Township Clerk – Rachel Mackson
________________________________	________________________________
Assessor of Record – Tina Wright	Central Michigan Assessing, LLC

GREENWOOD Township Established in 1874

Greenwood Twp

COUNTY OF CLARE, STATE OF MICHIGAN
3447 W Temple Dr, Harrison, MI 48625
(989) 539-6881

ASSESSING POLICY 7.8.26.1
ASSESSING POLICY AND PROCEDURES
INCLUDING THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS
IN LIEU OF CUSTOMARY BUSINESS HOURS

1. The assessment roll is maintained electronically.
2. Many assessment forms are available on the Township website, greenwoodtownship.org, under the Assessor tab.
3. Requests for PRE changes, land splits or combinations, Veteran's Exemptions, Poverty Exemptions, and other changes must be made in writing.
4. It is township policy that only the Treasurer or Deputy Treasurer may accept cash so anyone paying in cash will need to make a separate appointment with the Treasurer. (treasurer@greenwoodtownship.org, (989) 539-6881)
5. Requests for public inspection and copying of public records may be made verbally and/or in writing.
6. Said requests may be directed to the township official and/or authorized individual responsible for said records. For assessing records, the individual is as follows:

Tina Wright, MAAO
3447 W Temple Dr
Harrison, MI 48625
assessor@greenwoodtownship.org
(989) 426-8854

MCAT Certified Assistant
3447 W Temple Dr
Harrison, MI 48625
clerk@greenwoodtownship.org
(989) 539-6881

7. Any requests made pursuant to Michigan's Freedom of Information Act shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
8. If a verbal request is made, the responding township official and/or authorized individual may prepare a checklist of items/records requested to be copied and/or inspected. Said listing may be presented to the requesting party on the date set for inspection/copying.
9. The responding township official and/or authorized individual may require the requesting party to countersign the checklist to indicate compliance with the verbal request.
10. The responding township official and/or authorized individual shall be responsible for producing the requested copies.
11. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges, if established, by the Township Board.
12. For all requests, either written or verbal, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed 7 business days, from the date of said request. For requests of public inspection or records, the response shall indicate the date, time and place when said public inspection of the requested records shall take place.
13. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the township official and/or authorized individual. The place designated for the requested inspection shall be at the Township Hall or a mutually agreed upon location.
14. The responding township official and/or authorized representative shall allow such inspection between the hours of 9:00 am – 4:00 pm Mondays through Fridays, excepting government holidays or unless mutually agreed to by the responding township official and/or authorized representative and the requesting party.
15. Property owners with questions about their annual assessment change notices may contact the assessor immediately upon receipt of said document. The assessor can fully explain the notice and answer any questions the property owner may have. These early discussions can potentially eliminate the need to appear before the Board of Review.

The foregoing resolution was offered by Rachel Mackson and supported by Board Member Bronwyn Asplund.

The following board members voted AYE: Jess McClaughry, Rachel Mackson, Lorie Fliegel, Gail Garrity, and Bronwyn Asplund.

The Supervisor declared the policy adopted.

I, Rachel Mackson, the duly elected Clerk of Greenwood Township, hereby certify that the forgoing resolution was adopted by the Township Board at the regular meeting of the Board held on July 8, 2026, at which a quorum was present. That said resolution was ordered to take effect immediately.

Rachel V Mackson

Rachel Mackson ~ Greenwood Township Clerk