

**NOTE: THIS MEETING IS BEING TAPED FOR THE  
PURPOSE OF DEVELOPING MINUTES ONLY**

**LODI TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
January 7, 2025, at 6:30 pm**

- 1. Call to order – Pledge of Allegiance**
- 2. Roll Call**
- 3. Consent Agenda**
  - C-1: Approve – December 4, 2024, Regular Meeting Minutes
  - C-2: Accept - Investment Report (treasurer report)
  - C-3: Approve – Checks for Approval –12/7/2024 – 1/7/2025
  - C-4: Recognize – Monthly Budget Report
  - C-5: Amend Budget – if needed – not needed at this time
  - C-6: Recognize Planning Commission Minutes – no December meeting – no minutes
  - C-7: Recognize Board of Appeals Minutes – no December Meeting – no minutes
  - C-8: Recognize Sheriff Report – December 2024
  - C-9: Receive Correspondence that doesn't require Board Action

- 4. Attorney Report**
- 5. Planning Commission Update**
- 6. Short Public Comment**

(A member of the public may address the Board briefly on an agenda item, for up to two minutes or request to be scheduled on the agenda of a future meeting.)

**7. Revision / Approval of Agenda**

(Items may be added or deleted from the meeting agenda, and/or the order of items may be changed, at the request of an individual Board member or the Supervisor. The agenda must be approved before proceeding further.)

- 8. Old Business:**
  - 1. Appointment to RRWC – River Rasin Watershed Council**
  - 2. Ann Arbor Airport Authority Appointment**
- 9. New Business:**
  - 1. Draft Policies for Discussion in February**
    - a. Rules of Order**
    - b. Procedures for appointing members**
    - c. Ethics**
  - 2. Resolution #2025-001 Poverty Guidelines for 2025**
  - 3. Set date for Budget Workshop – January 22 or 23 at 10am**

**10. Closed Session - if necessary**

**11. Public Comment**

(A member of the public may address the Board briefly, for up to two minutes or request to be

scheduled on the agenda of a future meeting.)

11. **FYI**
12. **Next Meeting will be on February 4, 2025, starting at 6:30pm**  
**Budget Workshop will be on \_\_\_\_\_ @ 10am**
13. **Adjournment**

LODI TOWNSHIP  
INVESTMENT REPORT  
12/31/2024  
Preliminary

Account	Balance
<b>Cash and Bank Accounts</b>	
Bank of Ann Arbor Checking	44,492.87
Bank of Ann Arbor Savings	35,827.92
BoAA ICS Account (fully FDIC)	722,401.65
Flagstar CD	270,290.22
Flagstar CD	164,510.16
Flagstar MM	58,355.01
JP Morgan Chase CD	164,822.16
JP Morgan Chase savings	10,129.83
Old National	269,732.08
Northstar bank CDARS CD	161,224.74
Cash Drawer	200.00
Total Cash and Bank Accounts	1,901,986.64
Lodi Twp Road Fund (for SADs)	28,573.18
ARPA Flagstar	-
Cemetery Fund:	
Old National CD Cemetery	111,214.65
Old National Cemetery Checking	24,355.53
	135,570.18
Lodi Historical Society	1,276.14
Total	\$ 2,067,406.14
Less Trailer Deposits refundable	\$ (1,000.00)
Total	\$ 2,066,406.14

LODI TOWNSHIP  
INVESTMENT REPORT  
11/30/2024

Account	Balance
<b>Cash and Bank Accounts</b>	
Bank of Ann Arbor Checking	6,736.92
Bank of Ann Arbor Savings	99,865.02
BoAA ICS Account (fully FDIC)	722,401.65
Flagstar CD	270,290.22
Flagstar CD	164,510.16
Flagstar MM	58,355.01
JP Morgan Chase CD	164,822.16
JP Morgan Chase savings	10,129.83
Old National	269,732.08
Northstar bank CDARS CD	161,224.74
Cash Drawer	200.00
Total Cash and Bank Accounts	1,928,267.79
Lodi Twp Road Fund (for SADs)	28,573.18
ARPA Flagstar	-
Cemetery Fund:	
Old National CD Cemetery	111,214.65
Old National Cemetery Checking	24,005.53
	135,220.18
Lodi Historical Society	1,276.14
Total	\$ 2,093,337.29
Less Trailer Deposits refundable	\$ (1,000.00)
Total	\$ 2,092,337.29

**Lodi Township (General Fund)**  
**Checks for Approval**  
 December 19, 2024 through January 7, 2025

Date	Num	Name	Memo	Split	Amount
<b>Bank</b>					
<b>Bank of AA General Checking (General Fund Checking)</b>					
12/20/2024	22269	Washtenaw County Treasurer	Inv #15226	801 Patrol Personne...	-44,322.51
12/20/2024	22270	Staples Advantage	DET 1042261 statem...	726 · General Suppli...	-941.99
12/20/2024	22271	CIB Planning	013-2024A11	801 (Consulting Fees)	-4,340.75
12/20/2024	22272	Ricoh Americas Corporation	Inv#5070578291	930.1 (Copy Machin...	-637.50
12/20/2024	22273	DTE Energy - BHL D	DTE Energy 11/1-11/3...	448 BHL D Exp (Broo...	-467.27
12/20/2024	22274	Parhelion Technologies	inv #51985 & 51970	980.1 · Software & S...	-716.50
12/20/2024	22275	Barr, Anhut & Associates	November 30, 2024	805 · Legal Services...	-1,762.50
12/20/2024	22276	MRM Mowing	INV#1470&1410	-SPLIT-	-1,684.00
12/20/2024	22277	Washtenaw County Treas - Mo...	Novmeber 2024	-SPLIT-	-712.50
12/20/2024	22278	United States Treasury	4th Q Payment form 9...	715 · FICA - Employ...	-1,193.62
01/07/2025		Washtenaw County Water Res...	20241576	445 Drain Tax (Drain...	-20,371.21
01/07/2025		Renius & Renius	January 2024 Assessi...	801 Contract service...	-4,467.00
01/07/2025	eft	Blue Skye Cleaning	Cleaning January 2024	726 · General Suppli...	-535.40
01/07/2025		Barr, Anhut & Associates	December 18, 2024	805 · Legal Services...	-675.00
01/07/2025		Chase Card Services	ending 2070 - Lodi To...	726 · General Suppli...	-555.78
01/07/2025		Accident Fund Company	A010087035	910 · 910 Insurance/...	-416.00
01/07/2025		Comcast	8529102440019700	922 · Telephone (Tel...	-228.85
Total Bank of AA General Checking (General Fund Checking)					-84,028.38
Total Bank					-84,028.38
<b>TOTAL</b>					<b>-84,028.38</b>

## Lodi Township (General Fund) 2024-2025 Budget

01/02/25

Cash Basis

	Apr '24 - Mar...	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
101404 Road Millage Income (Township Roads)	-315.48	545,000.00	-545,315.48
1014485 Special Assessment Inco	0.00		
101451 Franchise Fees (Franchise Fees)	52,640.78	72,000.00	-19,359.22
101602 Municipal Civil Infrac (Municipal Civil Infractions)	300.00	200.00	100.00
101626 Tax Collection Fees (Tax Collection Fees )	12,990.80	13,000.00	-9.20
101656 sheriff false alams (Sheriff False Alarm Fees)	1,370.00	500.00	870.00
101664 Interest (Interest Earnings)	16,436.58	45,000.00	-28,563.42
101675 Fire protection revenues (Fire Protection Revenues )	0.00		
101390 · Transfer from Fund Balan (Transfer from Fund Balance)	0.00		
101402 · Township 1 Mill Tax (Township 1 Mill Tax)	26,536.88	520,000.00	-493,463.12
101403 · PPT Reimbursemet (PPT Reimbursemet)	0.00		
101448 · Special Assessments (Special Assessments)			
101 (Brookview Highlands Lighting District)	199.83	5,800.00	-5,600.17
102 (2012 Waters Road Special Assessment District)	0.00		
SAD East Arbor (SAD East Arbor)	0.00	6,945.00	-6,945.00
103 · Robert Lane SAD (Robert Lane SAD)	0.00	1,940.00	-1,940.00
101448 · Special Assessments (Special Assessments) - Other	0.00		
<b>Total 101448 · Special Assessments (Special Assessments)</b>	<b>199.83</b>	<b>14,685.00</b>	<b>-14,485.17</b>
101500 · Cemetery Plots/Columbarium (Cemetery Plots/Columbarium)	6,700.00	3,200.00	3,500.00
101528 · Other Federal Grants ARPA Funds (Other Federal Grants ARPA Fu...	306,956.43		
101570 · Liquor License Return (Liquor License Retrun)	3,033.80	4,000.00	-966.20
101574 · Revenue Sharing (Revenue Sharing )	458,681.00	695,000.00	-236,319.00
101575 · Metro Act Funds (Metro Act Funds)	4,902.03	6,000.00	-1,097.97
101580 · Local Fiscal Recovery Fund (Coronavirus Local Fiscal Recovery F...	0.00		
101601 · District Court Fees (District Court Fees)	7,106.55	10,000.00	-2,893.45
101606 · Land Inspection Fees (Land Inspection Fees)			
101 Variance Fees (Variance Fees)	650.00	2,000.00	-1,350.00
102 Site Plan review PC (Site Plan Review Planning Commission)	900.00	4,000.00	-3,100.00
103 Special Use Permits (Special Use Permits)	0.00	2,000.00	-2,000.00
104 Rezoning Fees (Rezoning Fees)	0.00	1,000.00	-1,000.00
106 Site Plan Inspections (Site Plan Inspections)	9,200.00	10,000.00	-800.00
107 House Numbering (House Numbering)	100.00	500.00	-400.00
105 · Home Occupation Permit (Home Occupation Permit)	500.00	250.00	250.00
108 · Special Meeting-Trustee (Special Meeting-Trustee)	0.00		
109 · Special Meeting-PC (Special Meeting-PC)	0.00		
101606 · Land Inspection Fees (Land Inspection Fees) - Other	0.00		
<b>Total 101606 · Land Inspectioin Fees (Land Inspection Fees)</b>	<b>11,350.00</b>	<b>19,750.00</b>	<b>-8,400.00</b>
101616 · Manufactured Home Community Fee (Manufactured Home Commu...			
101 Township share (Township Share)	1,261.00	1,500.00	-239.00
102 County Share (County Share)	1,261.00	1,500.00	-239.00
103 SET (State Education Tax (SET))	5,044.00	5,600.00	-556.00
101616 · Manufactured Home Community Fee (Manufactured Home Com...	0.00		
<b>Total 101616 · Manufactured Home Community Fee (Manufactured Home C...</b>	<b>7,566.00</b>	<b>8,600.00</b>	<b>-1,034.00</b>
101628 · Miscellaneous Income (Miscellaneous Income)			
101 (Zoning/Master Plan Sales)	730.25		
102 (Copies)	0.00		
103 Miscellaneous Revenue (Miscellaneous Revenue)	2,143.24	2,000.00	143.24
104 Cemetery Donations (Cemetery Donations)	100.00		
107 · Late Property Transfer Fees (Late Property Transfer Fees)	0.00		
101628 · Miscellaneous Income (Miscellaneous Income) - Other	1,232.50		
<b>Total 101628 · Miscellaneous Income (Miscellaneous Income)</b>	<b>4,205.99</b>	<b>2,000.00</b>	<b>2,205.99</b>
101630 · Split Application/Boundary Adju (Split Application/Boundary Adjus...	1,250.00	600.00	650.00
201336 · Fire Special Assessment (Fire Special Assessment)	28,479.78	500,000.00	-471,520.22
<b>Total Income</b>	<b>950,390.97</b>	<b>2,459,535.00</b>	<b>-1,509,144.03</b>
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold (Costs of items purchased and then sold to cus...	0.00		

Lodi Township (General Fund)  
2024-2025 Budget

	Apr '24 - Mar...	Budget	\$ Over Budget
Total COGS	0.00		
Gross Profit	950,390.97	2,459,535.00	-1,509,144.03
Expense			
101262 Elections (Elections)			
702 Election Salary & Wages (Salaries & Wages)			
702.5 - Election APRA Premium Pay (ARPA Premium Pay)	0.00		
702 Election Salary & Wages (Salaries & Wages) - Other	6,895.00	20,000.00	-13,105.00
Total 702 Election Salary & Wages (Salaries & Wages)	6,895.00	20,000.00	-13,105.00
726 Election General Supplies (General Supplies)	452.96	10,000.00	-9,547.04
860 Travel - Elections (Travel)	0.00	50.00	-50.00
900 Election Public Notices (Public Notices)	3,662.06	3,000.00	662.06
101262 Elections (Elections) - Other	0.00		
Total 101262 Elections (Elections)	11,010.02	33,050.00	-22,039.98
Accrued Interest	0.00		
101101 - Township Board Expenses (Township Board)			
807.1 (Mileage and Expenses (site plan inspections) )	0.00		
930 Equipment Repair (Equipment Repair)	0.00		
930.1 (Copy Machine Maintenance/per copy cost)	2,158.58	2,500.00	-341.42
995 (Capital Improvement)	367.40	20,000.00	-19,632.60
702 - Salaries (Salaries & Wages Twp Board)	0.00		
704 - Trustees/Misc. per Diem (Trustees/Misc per Diem)	5,375.00	7,200.00	-1,825.00
715 - FICA - Employer (FICA - Employer )	10,393.62	11,000.00	-606.38
716 - Medicare - Employer (Medicare - Employer)	214.92	3,000.00	-2,785.08
720 - payroll expenses	327.12	1,700.00	-1,372.88
726 - General Supplies (General Supplies)	26,778.62	27,000.00	-221.38
803 - Audit (Audit)	11,000.00	11,000.00	0.00
805 - Legal Services (Legal Services)	23,007.50	25,000.00	-1,992.50
807 - Site Plan Inspections (Site Plan Inspections)	0.00	5,000.00	-5,000.00
810 - State/Local Dues (State/Local Dues)	7,537.54	8,000.00	-462.46
830 - Twp. Ord Enforcement (Twp. Ord. Enforcement Expense)	0.00		
860.1 - 860.1 Education (Education)	0.00		
900 - Public Notices (Public Notices)	1,465.00	2,500.00	-1,035.00
910 - 910 Insurance/bonds (Insurance/Bonds)	18,238.00	17,000.00	1,238.00
963 - Misc Exp/Service Charges (Misc Exp/Service Charges)	295.65	200.00	95.65
967 - Land Preservation (Land Preservation)	0.00	1,000.00	-1,000.00
980 - Equipment Twp (Equipment)	83.30	5,000.00	-4,916.70
980.1 - Software & Support (Software and Support Twp)	10,639.50	16,000.00	-5,360.50
990 - ARPA Expenses (ARPA Expenses)	0.00		
101101 - Township Board Expenses (Township Board) - Other	0.00		
Total 101101 - Township Board Expenses (Township Board)	117,881.75	163,100.00	-45,218.25
101171 - 101171 Supervisor (Supervisor)			
702 Salaries and Wages Supervis (Salaries and Wages)	33,599.97	44,800.00	-11,200.03
702.1 Deputy Supervisor (Deputy Supervisor)	0.00		
860 Travel & Education Supervis (Travel & Education Supervisor)	50.00	100.00	-50.00
101171 - 101171 Supervisor (Supervisor) - Other	0.00		
Total 101171 - 101171 Supervisor (Supervisor)	33,649.97	44,900.00	-11,250.03
101215 - 101215 Clerk (Clerk)			
702 (Salaries and Wages)	34,526.97	46,036.00	-11,509.03
702.1 (Deputy Clerk)	6,614.50	10,000.00	-3,385.50
860 (Travel & Education)	100.00	100.00	0.00
101215 - 101215 Clerk (Clerk) - Other	0.00		
Total 101215 - 101215 Clerk (Clerk)	41,241.47	56,136.00	-14,894.53
101247 - Board of Review (Board of Review)			
704 (Board of Review per Diem)	900.00	1,700.00	-800.00
860 (Education)	0.00		
900 (Public Notices)	0.00	400.00	-400.00

**Lodi Township (General Fund)  
2024-2025 Budget**

01/02/25

Cash Basis

	Apr '24 - Mar...	Budget	\$ Over Budget
101247 · Board of Review (Board of Review) - Other	0.00		
<b>Total 101247 · Board of Review (Board of Review)</b>	<b>900.00</b>	<b>2,100.00</b>	<b>-1,200.00</b>
101253 · 101253 Treasurer (Treasurer)			
702 (Salaries and Wages)	33,599.97	44,800.00	-11,200.03
702.1 (Deputy Treasurer)	4,443.30	6,000.00	-1,556.70
860 (Travel & Education)	10.00	100.00	-90.00
101253 · 101253 Treasurer (Treasurer) - Other	0.00		
<b>Total 101253 · 101253 Treasurer (Treasurer)</b>	<b>38,053.27</b>	<b>50,900.00</b>	<b>-12,846.73</b>
101257 · Assessing Services (Assessing Services)			
702 Assessor Salary & Wages (Salaries and Wages)	1,000.00	1,000.00	0.00
801 Contract services Assessor (Contract Services)	44,670.00	53,604.00	-8,934.00
957 Tax Tribunal Services (Tax Tribunal Services)	0.00		
101257 · Assessing Services (Assessing Services) - Other	0.00		
<b>Total 101257 · Assessing Services (Assessing Services)</b>	<b>45,670.00</b>	<b>54,604.00</b>	<b>-8,934.00</b>
101265 · Township Hall (Township Hall)			
922.1 (Internet Access)	0.00	2,000.00	-2,000.00
930 (Maintenance - Repair)	1,324.00	3,000.00	-1,676.00
726.1 · Township Hall Supplies	0.00		
920 · Electricity Twp Hall (Electricity)	2,684.09	4,000.00	-1,315.91
921 · Natural Gas (Natural Gas)	596.50	2,500.00	-1,903.50
922 · Telephone (Telephone)	2,522.05	1,000.00	1,522.05
930.1 · Lawn Maintenance-TWP (Lawn-TWP)	7,925.00	5,000.00	2,925.00
930.5 · Snow Removal-TWP (Snow-TWP)	90.00	3,000.00	-2,910.00
935 · Siren Expenses	2,492.28	3,000.00	-507.72
101265 · Township Hall (Township Hall) - Other	0.00		
<b>Total 101265 · Township Hall (Township Hall)</b>	<b>17,633.92</b>	<b>23,500.00</b>	<b>-5,866.08</b>
101276 · Cemetery Expenses (Cemetery)			
702 Cemetery Salaries & Wages (Salaries & Wages)	900.00	1,200.00	-300.00
645 · Cemetery Lots & Columbarium (Sale of burial spaces)	0.00		
801 · Cemetery Contract Care (Contract Care)	0.00		
930 · Cemetery Maintenance (Maintenance)	3,018.00	2,000.00	1,018.00
940 · Lawn Maintenance-CEM (Lawn-CEM)	7,464.00	8,400.00	-936.00
950 · Snow Removal-CEM (Snow-CEM)	0.00	500.00	-500.00
101276 · Cemetery Expenses (Cemetery) - Other	-50.00		
<b>Total 101276 · Cemetery Expenses (Cemetery)</b>	<b>11,332.00</b>	<b>12,100.00</b>	<b>-768.00</b>
101301 · Sheriff (Sheriff)			
801 Patrol Personnel Sheriff (Patrol Personnel)	311,856.57	532,000.00	-220,143.43
101301 · Sheriff (Sheriff) - Other	0.00		
<b>Total 101301 · Sheriff (Sheriff)</b>	<b>311,856.57</b>	<b>532,000.00</b>	<b>-220,143.43</b>
101336 · 101336 Fire Expenses (Fire)			
703 Runs - Resident Twp Paid (Runs - Resident Twp Paid)	405.00		
703.1 Runs Non Resident (Runs Non Resident)	0.00		
703.2 Runs - False Fire Alarms (Runs - False Fire Alarms)	0.00		
703.3 Resident - no burn permit (Resident - no burn permit)	0.00		
801 Fire Operating Exp (Operating)	466,364.70	645,158.00	-178,793.30
980 Equipment Expense Fire (Equipment)	46,005.00	46,005.00	0.00
802 · SAFD ARPA	0.00		
101336 · 101336 Fire Expenses (Fire) - Other	0.00		
<b>Total 101336 · 101336 Fire Expenses (Fire)</b>	<b>512,774.70</b>	<b>691,163.00</b>	<b>-178,388.30</b>
101345 · 101345 Special Assessments (Special Assessments)			
448 BHL D Exp (Brookview Highlands Lighting District)	4,165.39	5,800.00	-1,634.61
448.1 Waters Rd SAD (Waters Road Special Assessment)	0.00		
101345 · 101345 Special Assessments (Special Assessments) - Other	0.00		
<b>Total 101345 · 101345 Special Assessments (Special Assessments)</b>	<b>4,165.39</b>	<b>5,800.00</b>	<b>-1,634.61</b>



## Lodi Township (General Fund) 2024-2025 Budget

01/02/25

Cash Basis

	Apr '24 - Mar...	Budget	\$ Over Budget
101400 · Planning and Zoning (Planning and Zoning)			
704 (Salaries & Wages)	7,425.00	13,800.00	-6,375.00
704.1 (Planning and Zoning Wages (secretary)\ )	3,056.25	2,500.00	556.25
801 (Consulting Fees)	19,212.75	25,000.00	-5,787.25
900 (Public Notices)	730.00	2,500.00	-1,770.00
850 · Ordinance Review Legal Fees (Ordinance Review Legal Fees)	0.00	2,000.00	-2,000.00
860 · PC Travel/Education (PC Travel/Education)	0.00	500.00	-500.00
101400 · Planning and Zoning (Planning and Zoning) - Other	0.00		
<b>Total 101400 · Planning and Zoning (Planning and Zoning)</b>	<b>30,424.00</b>	<b>46,300.00</b>	<b>-15,876.00</b>
101410 · Board of Appeals (Board of Appeals)			
704 (Salaries & Wages)	725.00	3,000.00	-2,275.00
900 (Public Notices)	0.00	200.00	-200.00
704.1 · ZBA Recording Secretary (ZBA Reording Secretary)	100.00	300.00	-200.00
101410 · Board of Appeals (Board of Appeals) - Other	0.00		
<b>Total 101410 · Board of Appeals (Board of Appeals)</b>	<b>825.00</b>	<b>3,500.00</b>	<b>-2,675.00</b>
101440 · Public Works (Public Works)			
445 Drain Tax (Drain Tax)	20,371.21	7,353.00	13,018.21
445.3 River Raisin Watershed (River Raisin Watershed)	484.00	484.00	0.00
447 Engineering Services (Engineering Services)	0.00		
449 Public Road Services (Public Road Services)	854,104.49	692,445.00	161,659.49
101440 · Public Works (Public Works) - Other	0.00		
<b>Total 101440 · Public Works (Public Works)</b>	<b>874,959.70</b>	<b>700,282.00</b>	<b>174,677.70</b>
101999 · 1019999003 MISC Adj	0.00		
201622 · Recycling Services (Recycling Services)			
801 (Contract Pickup)	14,000.00	18,000.00	-4,000.00
803 (Yard Waste)	12,259.25	15,000.00	-2,740.75
805 (Shredding Event)	0.00		
201622 · Recycling Services (Recycling Services) - Other	0.00		
<b>Total 201622 · Recycling Services (Recycling Services)</b>	<b>26,259.25</b>	<b>33,000.00</b>	<b>-6,740.75</b>
66000 · Payroll Expenses (Payroll expenses)	0.00		
701222 · Manufactured Homes/County Share (Manufactured Homes/County ...)	1,261.00	1,500.00	-239.00
701225 · Manufactured Homes/SET (Manufactured Homes/SET)	5,044.00	5,600.00	-556.00
<b>Total Expense</b>	<b>2,084,942.01</b>	<b>2,459,535.00</b>	<b>-374,592.99</b>
<b>Net Ordinary Income</b>	<b>-1,134,551.04</b>	<b>0.00</b>	<b>-1,134,551.04</b>
Other Income/Expense			
Other Income	0.00	0.00	0.00
Other Expense			
80000 · Ask My Accountant (Transactions to be discussed with accountant, co...)	0.00		
<b>Total Other Expense</b>	<b>0.00</b>		
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-1,134,551.04</b>	<b>0.00</b>	<b>-1,134,551.04</b>



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

December 12, 2024

To: Jan Godek, Lodi Township Supervisor  
From: Alan Hunt, Lieutenant  
Cc: Keith Flores, Police Services Commander/ Nancy Hansen, Captain  
Re: November 1 – November 30, 2024, Police Services Monthly Report

During the month of November there were 175 calls for service. During this time 59 traffic stops were made resulting in 10 citations.

During the month of November there were no noteworthy events or incidents that impacted public safety.

#### Banked Hours Update:

The collaboration accumulated 176 banked hours during the month of November. The banked hours were generated as a result of a vacant shift. Throughout November, the collaboration utilized 238 banked hours to fill vacant shifts. At the end of November, the collaboration has a yearly banked hours balance of 116 hours.

#### Manchester Lodi Collaboration Out of Area / Into Area Time:

- Out of Area Time minutes - 465 Minutes (Year to Date 2888)
- Into Manchester City Time – 70 Minutes (Year to Date 1035)
- Into Lodi Township Time – 423 Minutes (Year to Date 5823)

*Co Creating Community Wellness and Safety – Providing Exemplary Service  
Building Strong and Sustainable Communities  
Serving Washtenaw County since 1823*



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

The Sheriff's Office has implemented an, on-line, police reporting portal. Citizens can file certain types of police reports on-line without needing contact with a Deputy or coming to a station. The following types of incidents may be filed on-line:

- Harassing phone calls/ No Known Suspects
- Identity Theft/ No Known Suspects
- Lost property
- Larceny/Theft/ No Known Suspects
- Damaged Property/Vandalism
- Accidental/Non-Intentional Property Damage

Any and all incidents can still be reported by calling 911, Washtenaw Metro Dispatches non-emergency dispatch number (734) 994-2911 or in person at any of our Community Police Stations.

The on-line reporting portal can be accessed through the Washtenaw County Sheriff's Office website.

<https://www.washtenaw.org/3439/File-a-Police-Report>

The Sheriff's Office has gone live with a crime data dashboard on our website.

The dashboard is interactive and pulls data by zip codes. The data is updated regularly.

There are various pages that can be viewed: Overall Crime Data, Victim Demographics, Arrest Demographics, Traffic Overview and Subject Control (Use of Force Incidents).

[Sheriff Data & Information Dashboard | Washtenaw County, MI](#)

This is an excellent resource for those interested in taking a deeper dive into Sheriff's Office operations and who we have contact with.

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# LODI TOWNSHIP MONTHLY POLICE SERVICES DATA

## November 2024

JERRY L. CLAYTON  
SHERIFF

Incidents	Month 2024	Month 2023	% Change	YTD 2024	YTD 2023	% Change
Traffic Stops	59	75	-21%	1158	1168	-1%
Citations	10	21	-52%	273	407	-33%
Drunk Driving (OWI)	1	1	0%	10	4	150%
Drugged Driving (OUID)	1	0	+	1	0	+
Calls for Service Total	175	225	-22%	2515	2537	-1%
Calls for Service <i>(Traffic stops and non-response medicals removed)</i>	90	108	-17%	1080	990	9%
Robberies	0	0	-	1	0	+
Assaultive Crimes	1	2	-50%	17	14	21%
Home Invasions	0	0	-	1	1	0%
Breaking and Entering's	0	0	-	0	2	-
Larcenies	0	0	-	16	9	78%
Vehicle Thefts	0	0	-	2	0	+
Traffic Crashes	10	22	-55%	108	102	6%
Medical Assists	1	2	-50%	38	16	138%
Animal Complaints <i>(ACO Response)</i>	3	0	+	37	18	106%
<b>In/Out of Area Time</b>	<b>Month</b>	<b>YTD</b>	+ = Positive Change - = Negative Change			
	<i>(minutes)</i>	<i>(minutes)</i>				
Into Area Time	423	5823				
Out of Area Time	465	2888				
Investigative Ops (DB)	0	14795				
Secondary Road Patrol	130	3630				
County Wide	345	896				
	<b>Hours Accum.</b>	<b>Hours Used</b>	<b>Balance</b>	MSP <span style="float: right;">24-</span> 90786/24-89985/24-89984/24-89727/24-89198/24-88266/24-88247/24-87426/24-87167/24-85247/24-84582		
Banked Hours	176	238	116			



## LODI TOWNSHIP BOARD OF TRUSTEES

### DRAFT - Regular Meeting Minutes

Tuesday, December 3, 2024 at 6:30 pm

Lodi Township Hall  
3755 Pleasant Lake Road  
Ann Arbor, Michigan 48103

#### 1. Call to order - Pledge of Allegiance

The regular meeting of December 3, 2024 opened with the Pledge of Allegiance at 6:30 pm.

#### 2. Roll Call

Present: Blackburn, Foley, Godek, Marsh, Matelski, Rentschler, Smith

Absent: None

#### 3. Consent Agenda

- C-1: Approve – November 6, 2024 Regular Meeting Minutes & November 22, 2024 Minutes
- C-2: Accept - Investment Report (treasurer report)
- C-3: Approve - Checks for Approval – 11/7/2024 – 12/3/2024
- C-4: Recognize - Monthly Budget Report
- C-5: Amend Budget – none
- C-6: Recognize Planning Commission Minutes – 11/26/2024
- C-7: Recognize Board of Appeals Minutes – none
- C-8: Recognize Sheriff Report - November 2024
- C-9: Recognize Zoning Report - none
- C-10: Recognize Municipal Civil Infraction (MCI) Report - none
- C-11: Receive correspondence that doesn't require Board Action

Blackburn moved to approve parts C2, C3, C4, C7, and C8 of the consent agenda as presented.  
Second by Matelski. A voice vote was taken. Aye=all, Nay=none. Motion carried.

- 4. **Attorney Report:** Township Attorney Jesse O'Jack announced that Washtenaw County District Court 14A-4 located in Saline has closed for renovations as of 11/18/2024. All Lodi Township matters will now take place at District Court 14A-3 in Chelsea until the renovations are completed and the Saline courthouse reopens.
- 5. **Planning Commission Update:** Planning Commission Chair Cindy Strader reviewed the most recent Planning Commission meeting on November 26, 2024.
- 6. **Short Public Comment**

Public comment began at 6:35 pm. Public comments were received from 7 people. Public comment ended at 6:41 pm.

## 7. Revision / Approval of Agenda

Blackburn requested to add instituting public process appointments to the New Business and add a second public comment section after New Business. Godek requested to add a Board member appointment to the Saline Area Fire Board.

Smith moved to revise and approve the agenda so that the requested additions are added to the end of New Business. Second by Godek.

Blackburn opposed the motion on the floor and moved to revise and approve the agenda with the following additions:

### 9. New Business:

1. Instituting public process for appointments
2. Appoint Board of Review Members:
  - a. Jane Chronis – term expiring January 2027
  - b. Dan Dever – term expiring January 2027
  - c. Vance Shutes – term expiring January 2027
3. Appoint Jesse O'Jack as Attorney of Record as of December 14, 2024
4. Board Member for RRWC – River Raisin Watershed Council
5. Board Member for Ann Arbor Airport Advisory Board
6. Appoint Tammy Froberg to Planning Commission term ending November 2027
7. Appoint Steve Marsh to Planning Commission as Township Board Representative
8. Appoint Board Member to the Saline Area Fire Board
9. Approve – November 6, 2024 Regular Meeting Minutes & November 22, 2024 Minutes
10. Amend Budget – none
11. Recognize Planning Commission Minutes – 11/26/2024
12. Recognize Zoning Report – none
13. Recognize Municipal Civil Infraction (MCI) Report – none
14. Receive correspondence that doesn't require Board Action

### 10. Public Comment

Second by Marsh. A voice vote was taken. The results were unclear so a roll call vote was taken. Blackburn=aye, Marsh=aye, Godek=nay, Smith=nay, Foley=nay, Rentschler=nay, Matelski=aye. Motion failed.

With the failure of the motion, Godek mentioned that the additions would be added to the end of New Business.

## 8. Old Business: None

## 9. New Business:

### 1. Appoint Board of Review Members:

- a. Jane Chronis – term expiring January 2027**
- b. Dan Dever – term expiring January 2027**
- c. Vance Shutes – term expiring January 2027**

Smith moved to reappoint Jane Chronis, Dan Dever, and Vance Shutes to the Board of Review with terms expiring January 2027. Second by Rentschler. A discussion held regarding this motion. A roll call vote was taken. Blackburn=nay, Marsh=aye, Godek=aye, Smith=aye, Foley=aye, Rentschler=aye, Matelski=nay. Motion carried.

**2. Appoint Jesse O'Jack as Attorney of Record as of December 14, 2024**

Previously, Jesse O'Jack has been appointed as Township Attorney through Barr, Anhut & Associates, P.C. Due to Mr. John Barr's retirement, Barr, Anhut & Associates, P.C. will be closing. Jesse O'Jack has shown interest in remaining the Township Attorney for Lodi Township apart from Barr, Anhut & Associates, P.C.

Smith moved to appoint Jesse O'Jack as Attorney of Record as of December 14, 2024. Second by Foley. A roll call vote was taken. Matelski=aye, Rentschler=aye, Foley=aye, Smith=aye, Godek=aye, Marsh=aye, Blackburn=aye. Motion carried.

**3. Board Member for RRWC – River Raisin Watershed Council**

Godek has been serving on the River Raisin Watershed Council and is open to no longer serving if someone else is interested. Blackburn asked if the appointment needs to be a Board member or can be a member of the public. Godek will look into it. Rentschler expressed interest in serving on the River Raisin Watershed Council. Godek asked for anyone interested in serving on the River Raisin Watershed Council to contact her before the next Board meeting.

Godek moved to postpone the appointment of a Lodi Township member to the River Raisin Watershed Council until the January meeting. Second by Matelski. A voice vote was taken. Aye=all, Nay=none. Motion carried.

**4. Board Member for Ann Arbor Airport Advisory Board**

Godek has been serving on the Ann Arbor Airport Advisory Board, but frequently has conflicts with the meeting schedule and is open to no longer serving if someone else is interested. Blackburn asked if the appointment needs to be a Board member or can be a member of the public. Godek will look into it. Godek asked for anyone interested in serving on the Ann Arbor Airport Advisory Board to contact her before the next Board meeting.

Foley moved to postpone the appointment of a member to the Ann Arbor Airport Advisory Board until the January meeting. Second by Godek. A voice vote was taken. Aye=all, Nay=none. Motion carried.

**5. Appoint Tammy Froberg to Planning Commission term ending November 2027**

Godek reviewed her reasoning for her recommendation for appointing Tammy Froberg to the Planning Commission.

Rentschler moved to appoint Tammy Froberg to the Planning Commission with a term ending November 2027. Second by Foley. A discussion was held regarding the motion. A roll call vote was taken. Blackburn=nay, Marsh=nay, Godek=aye, Smith=aye, Foley=aye, Rentschler=aye, Matelski=nay. Motion carried.

**6. Appoint Steve Marsh to Planning Commission as Township Board Representative**

Godek recommended appointing Steve Marsh to the Planning Commission as the Township Board Representative and explained her reasoning.

Smith moved to appoint Marsh as the Township Board representative on the Planning Commission. Second by Godek. A discussion was held regarding the motion. A roll call vote was taken. Matelski=aye, Rentschler=aye, Foley=aye, Smith=aye, Godek=aye, Marsh=aye, Blackburn=aye. Motion carried.

**7. Appoint Board Member to the Saline Area Fire Board**

Currently, the Saline Area Fire Board bylaws state that the head of each municipality must serve on the Board. The Saline Area Fire Board has been working on revisions to the bylaw which would open up the appointment to a Board member instead of requiring the head of the municipality.

Smith moved to table the discussion regarding appointment to the Saline Area Fire Board until amendments to the Saline Area Fire Board bylaws have been approved. Second by Marsh. A voice vote was taken. Aye=all, Nay=none. Motion carried.

**8. Approve – November 6, 2024 Regular Meeting Minutes & November 22, 2024 Minutes**

Blackburn had questions and concerns about the contents of Board Meeting minutes which were responded to by Godek and O'Jack.

Foley moved to approve the November 6, 2024 Regular Meeting Minutes and the November 22, 2024 Special Meeting Minutes as presented. Second by Smith. A voice vote was taken. Aye=all, Nay=none. Motion carried.

**9. Amend Budget – if needed**

No budget amendments are needed.

**10. Recognize Planning Commission Minutes – 11/26/2024**

Smith moved to recognize the draft Planning Commission meeting minutes for November 26, 2024 as presented. Second by Blackburn. A voice vote was taken. Aye=all, Nay=none. Motion carried.

**11. Recognize Zoning Report**

There is no Zoning Report to recognize.

**12. Recognize Municipal Civil Infraction (MCI) Report**

There is no Municipal Civil Infraction (MCI) Report to recognize.

**13. Receive correspondence that doesn't require Board Action**

Correspondence that was received by the Township that does not require Board Action was included in the Board packet. No action was needed by the Board.

**14. Instituting public process for appointments**

Blackburn would like to institute a more public process for receiving names of people interested in being appointed to the various boards, councils, and commissions before appointments are made. Godek recommended giving suggestions for changes to the current process to Godek and getting up to three members of the Board involved in looking into potentially making changes to that process. Blackburn mentioned her vision of the process and was willing to volunteer to help with the process. Matelski is willing to help with the technology portion of the process.

**10. Closed Session: None**



**11. FYI:**

Godek has talked to the Washtenaw County Road Commission and has started the process for creating and putting the no through truck signs back up on Ellsworth Rd.

Attorney Lucas will be sending a letter to the Prayer Center located on Ellsworth Rd to remind them that they are in violation with the approved Consent Judgement.

**12. Next Meeting will be on January 7, 2025 starting at 6:30 pm.**

**13. Public Comment**

Public comment began at 7:26 pm. Public comments were received from 4 people. Public comment ended at 7:30 pm.

**14. Adjournment**

Foley moved to adjourn at 7:31 pm. Second by Smith. A voice vote was taken. Aye=all, Nay=none. Motion carried.

Respectfully Submitted,

Christina Smith,  
Lodi Township Clerk

Michelle Joppeck,  
Recording Secretary

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# RULES OF ORDER

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Lodi Township Board of Trustees

I hereby certify that the Lodi Township Board of Trustees  
Rules of Order Policy was adopted by the Lodi Township  
Board of Trustees at its  
Regular Meeting held on \_\_\_\_\_

\_\_\_\_\_  
Christina M. Smith, Lodi Township Clerk

*DATE*

LODI TOWNSHIP

3755 PLEASANT LAKE ROAD ~ ANN ARBOR ~ MI 48103

Rules of Order  
Board of Trustees  
Lodi Township

Adopted by the Board of Trustees on \_\_\_\_\_

**1. Authority**

**1.1** These rules are adopted by the Lodi Township Board of Trustees pursuant to the Constitution and the laws of the State of Michigan. In the event of a conflict between these rules and the open meetings act or other statute or ordinance the statute or the ordinance shall apply.

**2. Meetings**

**2.1 Regular Scheduled Meetings.** The Township Board shall adopt a schedule of its Regular Meeting dates for calendar year (April 1 – March 31) no later than March 31<sup>st</sup> of the current year. Changes to the Regular schedule shall not be made except upon the approval of a majority of the board members elected and serving.

**2.2 Special Meetings.** The Township Board may meet in Special session at the call of the Supervisor. Upon the call of the Supervisor, the Township Clerk shall give notice of the time and place of the meeting to each member via email or by leaving written notice at the member's address at least 18 hours in advance of the Special Meeting. The notice shall contain the time, place and the purpose of the meeting.

**2.3 Place of Meeting.** Meetings shall be held in the Board Room of Lodi Township Hall.

**2.4 Cancellation of Meetings.** The Supervisor may cancel a meeting of the Township Board when attendance would threaten the health, safety or welfare of the board members or public, or when four members of the Township Board have stated they cannot attend a meeting. Board members who will miss a meeting must notify the Supervisor or Clerk as soon as possible.

**3. Public Notice of Meetings.** The Clerk or his/her designee is responsible for providing the proper notice for all meetings of the township board. If the Clerk or his/her designee is unavailable then proper notice maybe provided by the Supervisor.

**4. Agenda Preparation and Distribution.** The Supervisor and Clerk shall prepare the agenda of business for all Township Board Meetings. Any board members desiring to place a matter on an upcoming meeting agenda may send such items to the Supervisor and Clerk with any supporting materials for the meeting packet. Complete items for the next regular meeting must be received by 12:00 p.m. on the Tuesday preceding the regular meeting. Timely

submissions may appear on the next agenda at the determination of the Supervisor and Clerk. Submissions received after 12:00 p.m. on the Tuesday preceding the regular meeting will not be placed on the next regular meeting agenda, unless the Supervisor and Clerk determines that inclusion is absolutely necessary. Any materials considered by the Board shall be posted within a revised meeting packet. Board members retain the right to amend the agenda at any board meeting.

#### **4.1 Correspondence, Reports, Presentation**

The Clerk is responsible for assembling the written communication from the public addressed to the Township Board. If a member of the Township Board responds to a communication, that response shall be included together with the respective correspondence. It is the responsibility of the respondent to transmit their correspondence to the Clerk to be included in the record.

#### **4.2 Regular Meetings – Order of Business.** For each regular meeting agenda, the Supervisor and Clerk shall finalize the order and substance of the agenda, within the following Order of Business headings set forth below:

- Call to Order, Pledge of Allegiance, Roll Call
- Consent Agenda
- Public Hearing – if applicable
- Attorney Report
- Planning Commission Report
- Public Comment
- Revision/Approval of Agenda
- Old Business
- New Business
- Closed Session
- FYI/Receive Correspondence
- Adjournment

#### **4.3 Special Meetings.** Whenever the board is called into a special meeting, the matters to be considered shall be stated in the notice of the meeting. In a special meeting, no other matters shall be considered except when all the members are present and a majority of the board concurs. The Supervisor shall order the agenda items.

- Call to order, Pledge of Allegiance, Roll Call
- Adoption of the agenda
- Public Comment
- Public Hearings – if applicable
- Old Business
- New Business
- Adjournment

**4.4 Distribution of Agenda and Packet.** Upon completion of the agenda and meeting materials, the Clerk shall distribute copies of the agenda together with meeting materials to the Board, and post publicly, including the Township website. The agenda and packet for special meetings should be distributed in advance of the meeting, as soon as reasonable possible.

**4.5 Consent Agenda.** During each meeting, under the standing item "Consent Agenda" any Board member may ask that any item within the Consent Agenda maybe removed and added to the end of New Business agenda items.

**4.6 Adoption of Agenda.** The Board may, by majority vote of those present: add or remove items from the meeting addenda. Last minute items can be added or deleted on a case by case basis at the direction of the Supervisor or Clerk, and by the request of any Board member.

## **5. Conduct of meetings**

**5.1 Chairperson.** The Supervisor, if present, shall be the moderator of a regular and special meeting of the Township board. If the Supervisor is not present, the Township board, under the direction of the township clerk, shall elect by voice vote a member of the township board as a moderator of the meeting. The township clerk has the same powers and duties as the moderator until a moderator is chosen.

**5.2 Use of Private Messaging by Members.** With the exception of attorney client privileged communications or in the case of emergencies, members shall not use text messaging, email, or other technology to communicate during the meeting in progress.

**6. Disruption of Meetings.** The Supervisor may call to order any person who is being disorderly by speaking or otherwise disturbing the proceedings.

## **7. Public Comment.**

**7.1 Attendance.** Members of the public may attend meetings of the board by attending in person. The public right to attend meetings does not extend to closed sessions as permitted under the Michigan Open Meetings Act.

**7.2 Public Comment.** Any person wishing to address the Board on any matter may do so during the one public comment period provided in the Regular Meeting agenda or during a public comment period in a Special Meeting. Each speaker shall be allowed to speak once during the comment period for a maximum of two (2) minutes. The moderator may designate a time-keeper to help enforce the two (2) minute limit.

**7.3 Board Response.** Board members are not obligated to answer questions or make statements in response to issues raised during public comment. The Chair may recognize

board members who wish to briefly question speakers or make simple announcements for clarification. The board response is not an invitation for further public comment.

## **8. Record of Meetings.**

**8.1 Clerk Responsibility.** The Clerk shall be responsible for maintaining the official record and minutes of each board meeting. The minutes shall include, at minimum, all the actions of the board with the respect to motions. The record shall include the names of the members making and seconding the motion and the vote and the vote of the board. The record shall state whether the vote was by voice vote or by roll call and when by roll call, the record shall show the yes, no, or abstain, or abstention for each member. The Clerk shall maintain copies of each resolution and ordinance, or other matter acted upon by the board.

**8.2 Public access to meeting records.** The Clerk shall make available to the members of the public the records and minutes of board meetings in accordance with the Freedom of Information Act and the Open Meetings Act. Minutes prepared by the Clerk, but not approved by the Board, shall be available for public inspection no more than 8 business days following the meeting. Minutes approved by the Board shall be available within 5 business days of the meeting at which they were approved. Minutes will be available online at [www.loditownshipmi.org](http://www.loditownshipmi.org) or can be viewed at the Township Hall during business hours, or available for purchase per [Lodi Township fee schedule](#).

## **9. Motions and Resolutions**

**9.1 Statement by chair, written motions, and resolutions.** No motion or resolution shall be adopted until the motion or resolution is stated by the person chairing the meeting.

**9.0 Nondebatable motions.** Motions to adjourn, to recess, and to vote immediately shall be ordered and voted upon without debate.

## **10. Voting**

**10.1 Obligation to Vote.** Whenever the chair puts a question to the members, every member present shall vote on all questions decided by the township board. Prior to a vote, any member who has a real or perceived conflict of interest on the question before the board shall state what the conflict is and that they request permission to abstain from the vote. The Board shall vote on request to abstain, with a majority of members present required to approve such request.

**10.2 Roll Call Vote.** When any member demands a record roll call vote on a question and after the chair has stated the question, the Clerk is directed to call the roll; no member

of the township board is entitled to speak on the question, nor shall any motion be in order until such roll call is complete, and the result is announced.

**11. Adoption of, Amendment to, and Applicability of Board Rules**

**11.1 Amendment of Board Rules.** These rules may be amended by a majority of members. Any amendments shall take effect at regular meeting after adoption.

**11.2 Applicability of Board Rules.** These rules are intended to govern the order of business of the board and are not intended to create a legal duty or obligation to third parties.

DRAFT

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# LODI TOWNSHIP BOARD OF TRUSTEES

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## POLICY TO STANDARDIZE PROCESS OF APPOINTMENTS TO LODI TOWNSHIP BOARDS

I hereby certify that the Lodi Township Board of Trustees Policy to Standardize Process to Appoint Members to Lodi Township Boards was adopted by the Lodi Township Board of Trustees at its Regular Meeting held on \_\_\_\_\_

---

Christina M. Smith, Lodi Township Clerk

*DATE*

LODI TOWNSHIP

3755 PLEASANT LAKE ROAD ~ ANN ARBOR ~ MI 48103



# **Policy to Standardize Process to Appoint Members to Appointed Township Boards**

## **Purposes of Policy**

The purpose of this policy is to standardize the process that the Board of Trustees ("Board") uses to appoint members to Township appointed positions.

## **Application of Policy**

This policy applies to all Board appointments to Lodi Township Boards that are comprised entirely or primarily of members of the community. This policy does not apply to Board appointments to Township committees that are comprised entirely of Township officers and/or staff members, e.g. Election Commission.

This policy applies to Board appointments of nominees to new terms; re-appointments of appointed members to subsequent terms; and appointments to partial terms to fill vacancy created by resignation, Board removal, or the member no longer meeting the requirements to hold the seat, or the death of a member.

This policy does not apply to Board appointments of Township representatives to non-Lodi committees on which Lodi Township has one or more seat.

## **Process for Appointment of Members to Township Committees**

The Clerk keeps the certificates of oaths, and other records of appointments to committee seats.

The Supervisor shall appoint, subject to confirmation of the Board of Trustees, Planning Commission Members.

The supervisor shall recommend, or any Board member may nominate a member to the Board of Review, or Zoning Board of Appeals.

If an appointed member resigns prior to the end of their term, the member should notify the Board of Trustees in writing of their resignation, and the effective date of the resignation.

The Clerk or designee will publish current members, and vacancies on the Township website. When there are changes, the Clerk will update the website. The Clerk is responsible for the issuing/return of Township issued computers and processing all necessary paperwork, including any required for employment. The Clerk will create and distribute an orientation packet with basic information about serving on the appointed board, to each new member.

An open application form for residents interested in applying to serve on one or more appointed boards shall be published on the Township website. Current appointed members interested in continuing to serve a subsequent term shall indicate in writing to the clerk. When a person submits the form, an automated acknowledgement will be sent. A file of applications will be kept for review by Township officers when considering appointments.

All applications received for appointed boards will be available for review by Township officers.

Appointments to various boards shall be made at the March Board of Trustee Meeting, except for the Board of Review, which is appointed at the December Board of Trustee Meeting. In the event of a vacancy the opening will be posted on the website, all applications received will be reviewed and the appointment will be taken to the Board of Trustees in a timely manner.

At least 90 days prior to the expiration of each term, the Clerk shall provide notice that the term is ending to the member whose term is expiring, and to the Board of Trustees. The Clerk will ask that the committee member submit a letter of interest form if they wish to be considered for appointment to a subsequent term.

For appointments to the Planning Commission, the Supervisor may choose to re-appoint a committee member to a subsequent term. If so, the Supervisor will bring the appointment to the Board of Trustees for action. For all other appointed board positions, if any member of the Board of Trustees would like to re-nominate a member to a subsequent term, that member should bring the appointment to the Board of Trustees for action. The Board of Trustees may confirm the appointment of the nominee at that time.

If the Board of Trustees does not confirm the appointment of the nominee to the appointed Board, or if the candidate withdraws or is found to be ineligible, then the Township shall initiate the outreach as described below.

At least 60 days prior to the expiration of each Board seat term, the Clerk will, at a minimum, post on Township website, and announce at regular Board meetings, the upcoming expirations of Appointed Board terms.

For appointments to the Planning Commission and any other nominations or appointments under the Supervisor's authority, the Supervisor will be responsible for the 90-day recruiting communications itemized above (i.e., website and announce at Board meetings). The Supervisor will post those communications or, alternatively, request that the Clerk handle those posts

At least 60 days prior to the expiration of each expiring seat, the Board of Trustees shall hear nominations and vote to appoint members to each expiring seat, excluding appointments to the Planning Commission: *For appointments to the Planning Commission, the Supervisor may choose to re-appoint a committee member to a subsequent term. If so, the Supervisor will bring the appointment to the Board of Trustees for action. For all other appointed board positions, if any member of the Board of Trustees would like to re-nominate a member to a subsequent term, that member should bring the appointment to the Board of Trustees for action. The Board of Trustees may confirm the appointment of the nominee at that time.*

As soon as practical after the appointment, the Clerk shall notify the selected person of their appointment, and schedule their swearing in (as applicable).

This policy does not create a legal duty beyond the requirements of all applicable statutes and ordinances. A violation of this policy is a violation of Lodi Township only and does not create civil or criminal liability for the Board or the Township.

DRAFT

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# LODI TOWNSHIP ETHICS POLICY

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## CODE OF ETHICS

I hereby certify that the Lodi Township Board of Trustees Code of Ethics Policy was adopted by the Lodi Township Board of Trustees at its Regular Meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Christina M. Smith, Lodi Township Clerk

*DATE*

LODI TOWNSHIP  
3755 PLEASANT LAKE ROAD ~ ANN ARBOR ~ MI 48103

# **Lodi Township Ethics Policy**

## **3.1 Code of Ethical Conduct**

The township board recognizes that to carry out its mission of service to the community, the township board, officials, employees and volunteers must earn the full confidence of the Lodi Township community. The residents and taxpayers expect, and are entitled to, a local government that conducts its affairs in a fair, ethical, transparent and accountable manner.

To accomplish these ends, the township board expects compliance with the following Code of Ethical Conduct:

- In conducting their official duties, township officials and employees shall observe both the spirit and intent of all applicable laws, township ordinances, and township policies and procedures.
- Township officials shall act in a fair, impartial manner.
- Actions of officials and employees shall be consistent with the township's best interests, rather than for personal gain.
- The township shall practice transparency in its affairs, unless there is a legal necessity for confidentiality.
- Civility and respect will be demonstrated in all governance processes and in the delivering township programs and services.

## **3.2 Applicability**

The Code of Ethical Conduct includes the following policies that shall apply to all elected and appointed officials, employees and volunteers.

## **3.3 Implementation**

As an expression of the standards of conduct for elected and appointed officials, employees and volunteers expected by the township, the Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when everyone is thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for township board candidates, board and commissions applicants, newly elected and appointed officials, employees and volunteers. Township officials, appointees, employees and volunteers shall sign a statement affirming they have read and understood the Code of Ethical Conduct. In addition, the Code of Ethical Conduct shall be annually reviewed by the township board, boards and commissions, appointees, employees and volunteers. The township board shall consider recommendations for updates to the Code of Ethical Conduct and will update it as necessary.

## **3.4 Compliance and Enforcement**

The Ethical Code of Conduct expresses standards of ethical conduct expected for township board members, appointees, boards and commissions, employees and volunteers.

The chairs of boards and commissions, department heads, managers and the supervisor have the additional responsibility to intervene when an individual's actions that appear to be in violation of the Code of Ethical Conduct are brought to their attention. The township board may also have the option to remove members of boards, commissions and committees as the law allows. A violation of this Ethical Code of Conduct shall not be considered a basis for challenging the validity of a township board or commission's decision-making authority.

### **3.5 Reporting Improper Actions**

Suspected improper actions shall be reported to the appropriate authority.

#### **3.6 Reporting Improper Actions of Elected and Appointed Officials**

Members of the township board shall intervene when actions of elected and appointed officials are brought to their attention and appear to be in violation of the Code of Ethical Conduct. A board official who is made aware of the alleged violation shall report the complaint to the Supervisor. The Supervisor will investigate the allegation and shall provide a report of their findings to the elected or appointed official involved. The report shall be presented to the township board at a public meeting. The township board will accept testimony on the matter and determine whether a violation of the code has occurred.

#### **3.7 Filing a complaint**

Any person may file a written, sworn, and signed complaint with the township clerk alleging a violation of ethics by any officer or employee of the city. The township clerk shall forward a copy of the complaint to the Supervisor and township attorney. The township attorney shall review the complaint as to proper form, determine whether the complaint falls under the scope of the board of trustees as defined throughout this article, determine whether the complaint calls for nonbinding recommendation to the board of trustees for action (e.g., forward to another agency for investigation, dismiss the case, etc.). Each complaint shall be in writing, be sworn to on personal knowledge, and shall state fully the matter to be subject to consideration.

### **3.8 Conduct in Compliance with Laws**

Township officials, employees and volunteers shall comply with the applicable provisions of state law related to conflicts of interest and state laws regulating the conduct of public officials, employees and volunteers.

### **3.9 Uniformity of Enforcement**

Township ordinances, policies, procedures, rules and regulations shall be uniformly applied and enforced, unless consideration of extenuating circumstances, unintended consequences or undue hardship is explicitly authorized in the applicable ordinance, policy, procedure, rule or regulation.

### **4.0 Actions Not for Personal Gain**

The township board, appointees, boards and commissions, employees, and volunteers shall act in the best interest of the township, rather than for personal gain.

#### **4.10 Actions on Behalf of Third Parties**

As stewards of the public interest, members of the township board, appointees, members of boards and commissions, employees and volunteers shall not appear

on behalf of the private interests of third parties before the township board, or any board, commission, committee or proceeding of the township, nor shall members of boards and commissions, or committees appear before their own bodies or before the township board on behalf of the private interests of third parties on matters related to the areas of service of their bodies.

#### **4.11 Conflict of Interest**

Township officials, appointees, boards and commissions, employees and volunteers shall not enter into any business relationships that would put them into conflict with their obligations to the township.

#### **4.12 Disclosure of Conflict of Interest**

When a decision or action would create a personal financial impact, the official, appointee, employee or volunteer shall promptly disclose the conflict of interest and shall not, directly or indirectly, participate in the decision or in any manner influence others who participate in the decision or action. The member with the conflict of interest must remove him/herself for the board table and or leave the room during the discussion.

#### **4.14 Gifts and Special Benefits**

Gifts and special benefits will not be accepted from vendors or others who are in a position to benefit from township decisions.

#### **4.15 Gifts and Special Benefits**

Township officials, appointees, employees and volunteers shall not accept meals, tangible goods or tickets to events, if the value of the gift or special benefit exceeds \$50.00. Gifts and special benefits received that are within the ceiling amount shall be reported in writing to the township board within one week of receiving the gift or special benefit.

#### **4.16 Financial Relationships**

Township officials, appointees, employees and volunteers shall disclose any personal transactions, in excess of \$50.00, entered into with any vendor that also does business with the township.

#### **4.17 Township Resources**

Township resources will be utilized efficiently and effectively, with waste avoided.

#### **4.18 Use of Township Resources**

Township officials, appointees, employees and volunteers shall not use public resources that are not available to the public in general, such as township staff time, equipment, supplies or facilities, for private gain, private purposes or personal purposes.

#### **4.19 Personal or Political Benefit**

Township resources will not be used for personal or political benefit.

#### **4.21 Maintaining the Integrity of Office**

A township board member who intends to enter into an office or position that is incompatible with his or her township board office shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation.

A township board member who intends to reside permanently outside the township shall resign from township board office by submitting a letter of resignation to the township board stating the effective date of his or her resignation.

#### **4.22 Truthfulness**

All information provided by township officials, appointees, boards and commissions, employees and volunteers will be truthful and complete. The township board, appointees, boards and commissions, employees and volunteers shall not knowingly make false or misleading statements, or use false or misleading information as the basis for making a decision.

#### **4.23 Confidential Information**

Confidential information shall not be disclosed without legal authorization.

#### **4.25 Information Acquired**

Information acquired in one's public position will not be used for personal advantage.

#### **4.26 Community Decisions**

Community service is the prevailing role and responsibility in deciding matters of public policy and conducting township operations. All decisions shall consider the greater good of the entire community. The needs and concerns of the public, township officials and staff shall be monitored and considered in deliberations and decisions.

#### **4.28 Community Role Models**

Township officials, appointees, boards and commissions, employees and volunteers shall conduct themselves as role models for residents, business people and other stakeholders involved in public debate. Township board members shall support the maintenance of a positive and constructive workplace environment for township employees, and for citizens and businesses dealing with the township. Officials shall recognize their special role in dealings with township employees and shall in no way create the perception of inappropriate direction to staff.

#### **4.29 Quality of Life**

Township decisions and actions shall be intended to improve the quality of life in the community and shall consider the unique needs of the less fortunate.

#### **4.30 Community Commitment**

The township's care for and commitment to its community members shall be conveyed through township decisions and actions.

#### **4.31 Development of Public Policy**

Policy decisions of board officials and appointees will be based on the merits of the issues, whenever possible, shall reflect consensus of participants.



#### **4.32 Transparency**

Board officials and appointees shall publicly share substantive information that is relevant to a matter under consideration by the board or boards and commissions, which they may have received from sources outside of the public decision-making process to provide the utmost transparency.

#### **4.33 Avoiding Undue Influence on Other Township Boards and Commissions**

Because of the value of the independent advice of boards, commissions and committees to the public decision-making process, members of the township board shall refrain from using their position to unduly influence the deliberations, outcomes or recommendations of board, commissions and committee proceedings.

#### **4.34 Participation in Decision-Making**

Participants to policy decisions shall listen carefully to other participants and shall ask questions to gain greater understanding of the positions, views and opinions of others.

#### **4.35 Meaningful Participation**

Township board members and appointees shall perform their duties in accordance with the processes and rules of order established by their respective board or commission while governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the township board.

#### **4.36 Public Input**

Decisions made in an open meeting shall be accompanied by opportunities for public input as stated in policy and in compliance with the Open Meetings Act.

#### **4.37 Public Interactions**

Interactions by the public with township processes shall be as made as stress-free as possible.

#### **4.38 Representation of Township Interests**

When representing the township on a regional or multijurisdictional board or commission and confronted with an issue that pits the township's interests against the greater interests of the broader jurisdiction, the township board shall be consulted for direction and guidance. When such guidance cannot be sought, representatives of the township must consider the broader regional or statewide implications of that body's decision and issues.

#### **4.41 Interactions with Others**

Interactions with others shall demonstrate fairness, respect, impartiality and equitable treatment.

#### **4.42 Interactions with Citizens**

Preferential consideration of the request or petition of any individual citizen or groups of citizens shall not be given. No person shall receive special advantages, consideration or treatment beyond those that are available to any other citizen under similar circumstances.

#### **4.44 Responsibility of Actions**

Township officials, appointees, employees and volunteers will take responsibility for their own actions and decisions.

#### **4.45 Promises**

Township officials, appointees, employees and volunteers shall not make promises that one would reasonably consider as unrealistic or which there are no intentions to ultimately honor.

#### **4.46 Commitments**

Township officials, appointees, employees and volunteer commitments shall be followed through, they will keep others informed, and requests for information shall be promptly responded to.

#### **4.47 Credit**

Township officials, appointees, employees and volunteers will give proper credit to those who contribute to the township's successes and accomplishments.

#### **4.48 Discussions**

The professional and personal conduct of township officials, appointees, employees and volunteers must be above reproach and avoid the appearance of impropriety. While recognizing First Amendment rights, all should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the township board, other township boards, commissions and committees, employees and volunteers.

#### **4.49 Communication of Township Positions**

Individuals authorized to do so will, to the best of their abilities, accurately communicate official positions of the township. Personal opinions will not be misrepresented as the official position of the township. When presenting their individual opinions and positions, officials shall explicitly state they do not represent the township board or the township.

#### **4.50 Meeting Attendance**

Township officials, appointees, employees and volunteers shall come to meetings on time and be prepared to deliberate and make decisions.

##### **4.54 Meeting Attendance—Decorum in Debate**

Township officials, appointees, employees and volunteers shall practice civility and decorum in discussions and debate. Township officials, appointees, employees and volunteers will be respectful of diverse opinions.

##### **4.55 Meeting Attendance—Respect for Moderator**

Board members shall honor the role of the presiding officer in maintaining order and ensuring equal opportunity to provide input on matters of public policy. Board members will respect the role of the supervisor as moderator to focus discussion on current agenda items. Objections to the supervisor's actions should be voiced politely and with reason.

LODI TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN  
RESOLUTION 2025-001  
Regarding  
POVERTY EXEMPTION GUIDELINES

Minutes of a Meeting of the Board of Trustees for Lodi Township, Washtenaw County, Michigan, held in the township hall on the 7<sup>th</sup> day of January 2025 at 6:30 p.m.

Members Present:

Members Absent:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**WHEREAS**, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

**WHEREAS**, the principal residence of persons who, in the judgement of the board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL 211.7u); and as amended by PA 620 of 2002 and PA 253 of 2020; and

**WHEREAS**, pursuant to PA 390, 1994, PA 620 of 2002, and PA 253 of 2020; Lodi Township, Washtenaw County adopts the following guidelines for the board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household filed in the current or immediately preceding year,

To be eligible, a person shall do all the following on an annual basis:

- 1) The exemption shall only apply to the applicant's principal residence. And the applicant must own and reside in the principal residence property.
- 2) Produce a valid driver's license or other form of identification if requested.
- 3) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is required, if requested.
- 4) A copy of all persons residing in the principal residence, completed, and signed FEDERAL INCOME TAX RETURNS (if required to file,) for the prior year or current must be submitted for the application to be considered. (This does not include tenants renting rooms, etc., as rent should be shown as income by the applicant.) If a person is not required to file a federal or state income tax return in the tax year which is claimed or in immediately preceding tax year form 4988 is required to be filed.
- 5) Applications may be reviewed by the Board without the applicant being present. However, the Board may request that any or all applicants be physically present to respond to any questions the Board may have. The filing of a claim under this subsection constitutes an appearance before the Board of Review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.
- 6) File a claim with the Board of Review on a form prescribed by the State Tax Commission. Hardship exemptions must be applied for each year. If an exemption is granted, it is for one year only.
- 7) The application for an exemption shall be filed after January 1, but before the day prior to the last day of Board of Review.
- 8) To meet the asset level test the applicant's assets other than the principal residence, personal property, such as furniture and clothing cannot exceed 100% of the median HUD Family income in the 2024 year, which was \$119,500 for the Ann Arbor area.
- 9) Meet the federal poverty income standards as defined and determined annually by the United States Department of Health and Human Services. As shown in Exhibit A
- 10) If a person claiming the poverty exemption meets all eligibility requirements, the board of review shall grant the poverty exemption, in whole or in part, as follows: If a person meets all eligibility requirements in statute, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value OR a partial exemption equal to a 25%, 50%, or 75% reduction in taxable value.

For applicants at or below the 2025 Federal Poverty Guidelines, 100% relief shall be granted.

For applicants between 100% and 115% of the 2025 Federal Poverty Guidelines, 75% relief shall be granted.

For applicants between 115% and 130% of the 2025 Federal Poverty Guidelines, 50% relief shall be granted.

For applicants between 130% and 145% of the 2025 Federal Poverty Guidelines, 25% relief shall be granted.

For applicants above 145% of the 2025 Federal Poverty Guidelines, 0% relief shall be granted.

See Exhibit A

The following are the poverty thresholds as of Dec. 31, 2024, which will be used in setting poverty exemption guidelines for 2025 assessments:

**EXHIBIT A  
FEDERAL POVERTY INCOME STANDARDS FOR 2025 ASSESSMENTS**

Size of Family Unit Poverty Guidelines

Size of Family Unit	2025 Poverty Guidelines 100% Relief	2025 Poverty Guidelines 75% Relief Greater than 100% but equal to or less than 115% of Federal Guidelines	2025 Poverty Guidelines 50% Relief Greater than 115% but equal to or less than 130% of Federal Guidelines	2025 Poverty Guidelines 25% Relief Greater than 130% but equal to or less than 145% of Federal Guidelines
1	\$15,060	\$17,319	\$19,578	\$21,837
2	\$20,440	\$23,506	\$26,572	\$29,638
3	\$25,820	\$29,693	\$33,566	\$37,439
4	\$31,200	\$35,880	\$40,560	\$45,240
5	\$36,580	\$42,067	\$47,554	\$53,041
6	\$41,960	\$48,254	\$54,548	\$60,842
7	\$47,340	\$54,441	\$61,542	\$68,643
8	\$52,720	\$60,628	\$68,536	\$76,444
For Each Additional Person	\$5,380	\$6,187	\$6,994	\$7,801

NOW, THEREFORE, BE IT HEREBY RESOLVED that the board of review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

The foregoing resolution offered by Board Member \_\_\_\_\_ and

supported by Board Member \_\_\_\_\_

Upon roll call vote, the following voted "Aye:"

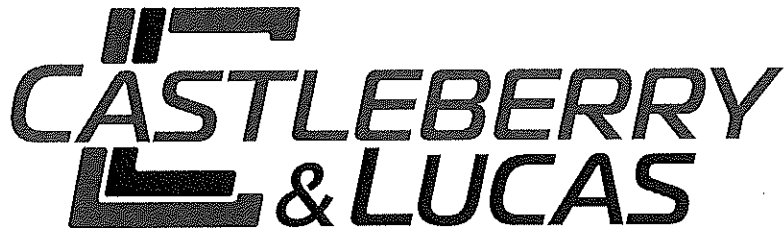
"Nay:"

The Supervisor declared the resolution adopted.

\_\_\_\_\_  
Clerk

I, Christina Smith, the duly elected and acting Clerk of Lodi Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on \_\_\_\_\_, at which meeting a quorum was present by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

\_\_\_\_\_  
Clerk



Attorneys at Law

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Onsted, MI 49265

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victor@castleberrylucas.com  
angie@castleberrylucas.com

December 5, 2024

Ms. Amy Doukoure  
Attorney at Law  
CAIR-MI LEGAL FUND  
1905 S. Haggerty Road, Suite 5  
Canton, MI 48188

**Re: Masjid Al-Farook**

Dear Ms. Doukoure:

I have been contacted by the Township of Lodi with regards to a zoning violation at the property located at 2730 Ellsworth Road.

As set forth in the consent judgment entered by the parties, your client was granted zoning approval to operate a religious institution at the location *subject to approval from the Washtenaw County Health Department and the Washtenaw County Road Commission* and further subject to compliance with all township ordinances.

It is my understanding that approval from the Health Department and Road Commission has not yet been received and until it is the operation of a religious institution at that location is not authorized.

In order to avoid any enforcement action, please advise your clients to refrain from operating any type of religious institution at that location until the proper permits have been issued.

Thank you for your anticipated cooperation in resolving this issue.

Sincerely,

**CASTLEBERRY & LUCAS**

Frederick Lucas  
Attorney at Law

Jan Godek



## **Washtenaw County Parks and Recreation Commission**

December 17, 2024

Ms. Jan Godek  
Supervisor  
Lodi Township  
3755 Pleasant Lake Road  
Ann Arbor, MI 48103

### **Connecting Communities Grant Initiative**

Dear Supervisor Godek:

I am pleased to announce that the Washtenaw County Parks & Recreation Commission has awarded \$18,000.00 to Lodi Township for the "Lodi Township Pathway Feasibility Study" through the Connecting Communities grant initiative. At their meeting on December 13, 2024, the Parks Commission identified your project as a significant public improvement, which satisfies the criteria and intent of the program. A Project Agreement will be sent shortly after the near year that will further outline the responsibilities and commitment of each party.

We look forward to working with you on this exciting trail project. Please contact me at (734) 971-6337 ext. 326 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Coy P. Vaughn".

Coy P. Vaughn  
Director  
Washtenaw County Parks & Recreation Commission



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

December 18, 2024

Janaan Godek, Supervisor  
Lodi Township, Washtenaw County  
3755 Pleasant Lake Road  
Ann Arbor, MI 48103

Dear Janaan Godek:

The State Tax Commission at their December 17, 2024 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges Lodi Township, Washtenaw County for receiving a perfect score on their 2024 PA 660 Assessment Audit Review. The Commission wishes to congratulate the Township and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

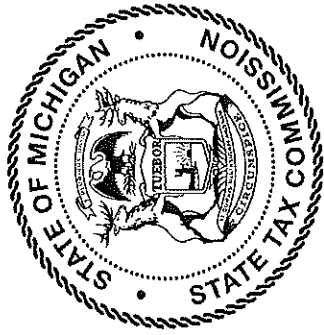
Sincerely,

A handwritten signature in blue ink that reads "Joycelyn Isenberg". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Joycelyn Isenberg, Executive Director  
State Tax Commission

Enc: Certificate of Achievement


# Certificate of Achievement

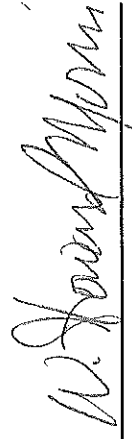


*This acknowledges that*

## **Lodi Township, Washtenaw County**

*On the 17th of December 2024 has been recognized for the outstanding achievement of receiving a perfect score on the 2024 PA 660 Assessment Audit Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.*

  
Peggy L. Nolde, Chairperson

  
W. Howard Morris, Member