

Charter Township of Port Huron Board

Regular Meeting Held June 15, 2026 at 7:00 P.M.

3800 Lapeer Road, Port Huron, MI 48060

MINUTES

ROUTINE BUSINESS:

The pledge of allegiance stated.

Roll Call: Trustees Dudas, Reno, Fulk, Treasurer Shonka, Clerk Davis, Supervisor Lewandowski

Absent: Trustee Pringle

Special Guests: Engineer: Mike Leuffgen, Chief Persig, Fire Fighters, SCC Sheriff Dept. Capt. Pohl, Randy Fernandez, DDA Director, Residents

APPROVAL OF MINUTES:

Motion by Reno, supported by Fulk, to approve the June 1, 2026 Regular Board meeting minutes.

Vote: All in favor

Result: Motion Carried

PUBLIC COMMENTS:

Carol Milller thanked Clerk Davis for the agenda packet.

Grace Russ- Moak St- Thanked Museum and Fire Dep for the open house, commented on updating the parks.

UNFINISHED BUSINESS:

No Unfinished Business

NEW AGENDA ITEMS:

A. Attorney's Report:

Written Report accepted. No further discussion.

B. Engineer's Report:

Maywood – EPA ready to bid, Griswold project is in permitting currently, Howard and 24th St sidewalk is still pending.

C. Sheriff's Report:

Monthly report given.

D. Fire Chief's Report:

Monthly report given.

E. DDA Directors Report:

Randy Fernandez, DDA Director updated the Board on current happenings within the DDA. No further discussion.

F. Approve Resolution #06.15.26A Resolution Establishing the Fee Structure for Election Inspectors:

RESOLUTION ESTABLISHING THE FEE STRUCTURE FOR
ELECTION INSPECTORS

#06.15.26A

Memorandum of fees presented to the Board of Trustees of Port Huron Charter Township and adopted at a regular meeting of the Board held at the Township Hall, 3800 Lapeer Road, Port Huron, MI on Monday, June 15, 2026 at 7:00 p.m.

PRESENT: Dudas, Reno, Fulk, Shonka, Davis, Lewandowski

ABSENT: Pringle

The following Resolution was offered by Board Member Reno and supported by Board Member Dudas.

WHEREAS, it is the desire of the Port Huron Charter Township Board of Trustees to establish a fair and comparable wage for the Election Inspectors and the support staff of each election.

NOW, THEREFORE, be it resolved that the Township Board of Port Huron Charter Township does hereby adopt the following fee schedule for our Election Personnel:

Election Chairpersons:	\$225.00
Election Co-Chairs:	\$195.00
Inspectors	\$170.00
Closers/EV Closers	\$100.00
Training hours	\$ 14.00 per hr.
Early Vote Chair	\$ 17.00 per hr.
Early Vote Inspectors	\$ 14.00 per hr.

AYES: Reno, Dudas, Fulk, Shonka, Davis, Lewandowski

NAYS: None

ABSENT: Pringle

RESOLUTION DECLARED ADOPTED.

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Port Huron, County of St. Clair, State of Michigan, at a regular meeting held on the 15th day of June, 2026.

Benita E. Davis, Clerk
Port Huron Charter Township

G. Approve the Summer Recreation workers' wages:

Motion by Fulk, supported by Davis to approve the Summer Recreation workers' wages: Recreation Director \$24.00 per hr., Assistant Director \$18.00 per hr., and 10 Leaders at \$13.73 per hr. Currently a waitlist of 9 other interested candidates if needed.

Roll Call Vote: Ayes: Fulk, Davis, Reno, Dudas, Shonka, Lewandowski
Nays: None

Absent: Pringle

Result: Motion Carried

APPROVAL OF BILLS:

Motion by Shonka, supported by Reno to approve payment of pre-paid bills:

Amount: \$57,358.89

Check #s: 56917-56922

Roll Call Vote: *Ayes: Shonka, Reno, Dudas, Fulk, Davis, Lewandowski*

Nays: None

Absent: Pringle

Result: Motion Carried

Motion by Shonka, supported by Davis to approve payment of current bills:

Amount: \$365,643.91

Check #s: 56923-56974

Roll Call Vote: *Ayes: Shonka, Davis, Reno, Fulk, Dudas, Lewandowski*

Nays: None

Absent: Pringle

Result: Motion Carried

BOARD CORRESPONDENCE:

SEMCOG report – housing surveys, Lapeer & Michigan Rd walkway, flood master plan should be updated, Tree saving discussions website (S.C.O.R.E).

Open House went well, Oct 9 bringing children into the museum for a field trip and Oct 16 will be senior day offering coffee and donuts.

Fishing Clinic went well, 63 kids registered special thanks to DLZ for sponsorship.

EDA – Bruce Seymore will be the new Director as Dan Casey retires.

Ted Jahn Twp Code Enforcement Officer will be retiring but has agreed to stay on until a replacement is found.

Chillbox was at the last Planning Commission meeting with a proposal and will be returning with further details and updates.

Special thanks to the St Clair Co Farm Museum helped out a lot with township Museum's open house.

ADJOURNMENT:

Motion by Fulk supported by Shonka to adjourn at 7:35 p.m.

Vote: All in favor

Result: Motion Carried

Robert G. Lewandowski, Supervisor

Benita E. Davis, Clerk



ROBERT L. GOLDENBOGEN, ESQ

1155 Brewery Park Blvd, Suite 200

Detroit, MI 48207

(Direct) 810.488.8412

rgoldenbogen@garanlucow.com

July 15, 2026

PRIVATE AND CONFIDENTIAL
ATTORNEY/CLIENT PRIVILEGE

Robert Lewandowski, Jr., Supervisor
Charter Township of Port Huron
rlewandowski@phtwpmi.gov

Benita Davis, Clerk
Charter Township of Port Huron
bdavis@phtwpmi.gov

Re: Charter Township of Port Huron
Monthly Status Report – June, 2026
Our File No.: 5150-1

Dear Mr. Lewandowski and Ms. Davis:

I am enclosing herewith my firm's invoices for work performed during the month of June, 2026, which I summarize, below. As a reminder, this correspondence contains confidential information regarding matters addressed on behalf of the Township and should, therefore, be kept in strict confidence and shared only with the Township Board and Township personnel, as necessary.

If you have any questions or would like to discuss any of the attached invoices, please feel free to contact me.

Charter Township of Port Huron - General File (5150-1).

Matters of a general nature addressed during this billing cycle include: Preparation of our monthly report; review of agenda and packet for June 15, 2026, Board Meeting; and communications with Attorney Adair regarding a legal action to vacate a portion of an unopened alley in a platted subdivision. If you have any questions regarding the items listed on this invoice, please let me know.

Code Enforcement – General (5150-5).

During this billing cycle I continued assisting the Township with a blight issue at 2713 Division. With the assistance of the Sheriff Department, the complaint has finally been served on the property owners and we will be proceeding with securing a default followed by an immediate motion (7 day) for Order to Abate Nuisance. I will continue to work with the Township in resolving this issue and ask that you call me if you have any questions.

Robert Lewandowski, Jr., Supervisor
Benita Davis, Clerk
Charter Township of Port Huron
July 15, 2026
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Freedom of Information Act Requests (5150-29).

This invoice reflects work consulting on a FOIA request presented to the Township. I will not go into detail with regard to this matter and simply ask that you contact me if you have any questions in this regard.

Downtown Development Authority (5150-31).

During the month of June, we continued discussions with Ms. Williams and Attorney Lozen relative to the Farmers Market and finalization of the agreement in that regard. I understand that the Farmers Market is underway.

This completes my report on the work performed during the month of June, 2026. Please contact me if you have any questions regarding the attached invoices.

I thank you for your attention to this matter and ask that you place these invoices in line for payment in your usual fashion.

Sincerely,

Robert L. Goldenbogen

ROBERT L. GOLDENBOGEN
Garan Lucow Miller P.C.

RLG/dms
Enclosures
#9169953

Port Huron Twp. June 2026	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
911 WELFARE CHECK	7	5	9	5	8	3	37
ASSAULT & BATTERY	3	6	3	5	9	4	30
ABANDONED AUTO	2	1	1	3		3	10
CHILD ABUSE		3	1		3	1	8
AREA CHECK	39	45	59	15	18	31	207
ACCIDENT UNK INJ	3	4	2	3	3	5	20
ALARM INTRUSION	34	16	21	21	17	25	134
MEDICAL CALL	21	23	29	23	22	31	149
ASSIST MOTORIST	10	8	7	11	5	8	49
ANIMAL ABUSE NEGLECT					3	2	5
ANIMAL COMPLAINT	12	6	1				19
ANIMAL MISC			8	5	21	15	49
ASSIST OTHER DEPT	6	5	10	10	10	6	47
ARSON					1		1
ASSIST CITIZEN	22	30	23	33	37	23	168
B&E	2	4	3	5	1	4	19
ASSIST BOATER/BOAT INCIDENT						1	1
BOL	15	13	22	24	33	38	145
BURNING COMPLAINT				1		1	2

Port Huron Twp. June 2026		January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
CIVIL MATTER	11	16	17	13	18	20	95	
CIVIL POST	1		2		1		4	
SEXUAL ASSAULT	2	3	3	3	3	2	16	
DAMAGE PROPERTY	1		1	1	1	1	5	
CAR DEER ACCIDENT	10	1	2	2	7	6	28	
DISORDERLY	11	12	17	10	10	21	81	
DOMESTIC	25	19	14	21	31	22	132	
NARCOTICS CRIME				1		1	2	
DISPATCH OTHER		1	1		1	1	4	
DUMPING COMPLAINT				1			1	
DUMPSTER/GARBAGE FIRE	1						1	
DOWN WIRE			3			1	4	
EMERGENCY BROADCAST TEST	1	1	2	1	1	1	7	
FELONY ASSAULT	1						1	
FIRE ALARM	2		4	1	1		8	
FIELD FIRE				2		1	3	
FIREWORKS						1	1	
FLEEING & ELUDING			1				1	
FOLLOW UP	63	73	94	80	97	121	528	
FOUND PROPERTY	2	1	1		2	1	7	

Port Huron Twp. June 2026							
	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
FOUND CHILD	1			1		4	6
FRAUD	7	4	8	14	10	12	55
GAS LEAK			1		3	1	5
GENERAL FIRE	1		1			1	3
HARASSMENT	9	6	7	10	11	13	56
ROAD HAZARD	7	3	5	10	3	4	32
HIT & RUN	5	3	1	1	4	1	15
HOLDUP ALARM				1			1
ILLEGAL FIRE					1		1
INJURED OFFICER			1				1
INTIMIDATION THREATS	5	6	9	1	6	9	36
JUVENILE COMPL	11	22	39	26	22	15	135
K9 CALL OUT		1	1		3	1	6
LARCENY	4	4	4	8	6	10	36
LEIN ENTRY	38	41	40	45	51	54	269
LIFT NONFALL		1	1				2
LOST PROPERTY	1			1	3	1	6
MALICIOUS DESTRUCTION	4	2	3	2	8	2	21
MISC COMPLAINTS			1				1
MISSING PERSON		2	3	2	1	2	10
MISC INMATE						1	1
NEGLECT CHILD/ELDERLY	3			1	1	3	8

Port Huron Twp. June 2026							
	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
NEIGHBOR TROUBLE	5	1	2	1	4	5	18
NOISE COMPLAINT	9	8	2	4	8	10	41
ODOR INVESTIGATION		1					1
PANIC ALARM		2		1	2	1	6
PARKING COMPLAINT	2				2	1	5
PBT	1						1
PROPERTY DAMAGE ACCIDENT	26	20	11	8	10	18	93
PEACE OFFICER		1	1	2	2		6
PERSONAL INJURY ACCIDENT	1	2	4		3	3	13
PRIVATE PROPERTY ACCIDENT	6	7	2	6	5	9	35
PPO VIOLATION	3	2	1	1		4	11
RECKLESS DRIVING	1	2	5	2	4	4	18
RETAIL FRAUD	1		3	1	1	5	11
ROLLOVER ACCIDENT			2			1	3
RAILROAD MATTER		1					1
SCHOOL CHECKS	3	11	9	3	3	1	30
SHOOTING	1						1
SHOTS HEARD	1	1	2		1		5

Port Huron Twp. June 2026							
	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
SMOKE INVESTIGATION		1	1				2
SEX OFFENDER REGISTRATION CHECK	1		1				2
SPECIAL DETAIL	1			4	3	3	11
STRUCTURE FIRE	3	2	1	2	2	2	12
SUBPOENA SERVICE	26	10	8	10	9	20	83
SUICIDAL PERSON	7	7	9	10	12	12	57
SUSPICIOUS PERSON/VEHICLE/CIRCUMSTANCE	49	33	44	46	49	61	282
TRAFFIC OFFENSE			1			1	2
TRAINING			1				1
TRESPASSING	4	6	10	6	6	11	43
TRAFFIC STOP	105	137	77	216	165	116	816
UNAUTHORIZED DRIVING AWAY AUTO	2	1	2		4		9
VEHICLE IN THE DITCH	11	10			2	1	24
VEHICLE FIRE						1	1
VEHICLE INSPECTION	1	2	1	4	6	3	17
WARRANT ATTEMPT-ARREST - SEARCH - PICKUP	13	8	11	12	14	11	69
WARRANT ARREST	3	5	2	8	2	2	22

Port Huron Twp. June 2026							
WEATHER ALERT	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Sum:
					1		1
WELFARE CHECK	32	15	14	18	30	27	136
ANIMAL WILDLIFE				2	1		3
Sum:	721	687	713	790	848	868	4627



Charter Township of Port Huron Fire Department
3848 Lapeer Road, Port Huron, MI 48060
Phone (810) 982-3543

MONTHLY ACTIVITY REPORT

June 2026

The Fire Department responded to 86 incidents in the month of June. Of those incidents 52 were medical emergencies; 8 traffic collisions; 8 fires; 8 Haz-mat and 10 “other” incidents.

Notable incidents:

Notable incidents for the month of June within Port Huron Township.

On 6/24/2026, Port Huron Township Firefighters along with mutual aid responded to a dwelling fire in the Amberwood subdivision. The fire was suppressed quickly with moderate damage in the basement. The fire investigation was completed by Chief Persig.

Board Activity

None.

Andrew J. Persig

Fire Chief



Jeffery Caplinger

3109 Westcott Dr

Port Huron, MI 48060

Jcaplinger00@att.net

Ph: 810-294-9988

June 18, 2026

Port Huron Township Board

3800 Lapeer Road

Port Huron, MI 48060

Subject: Letter of Interest – Planning Commission Appointment

Dear Members of the Township Board,

I am writing to express my interest in serving on the Port Huron Township Planning Commission. As a resident of the community and a professional with experience in consulting and operations, I am eager to contribute to thoughtful planning and responsible development that supports the township's long-term growth and quality of life.

Through my role as assistant manager with Stellar Distribution Services, I have developed strong analytical, problem-solving, and communication skills. My background has required evaluating complex situations, identifying practical solutions, and collaborating with diverse stakeholders—skills that I believe are directly applicable to the responsibilities of the Planning Commission.

I have a strong interest in community development, land use planning, and ensuring that growth aligns with both current needs and future sustainability. I value transparency, data-driven decision-making, and balancing economic development with preserving the character of our township.

Serving on the Planning Commission would allow me to actively support the township in reviewing zoning matters, contributing to the master plan, and helping guide development in a way that benefits residents, businesses, and future generations.

I am committed, detail-oriented, and willing to dedicate the time necessary to fulfill the responsibilities of this role. I would welcome the opportunity to bring my perspective and skills to the commission.

Thank you for your time and consideration. I would be honored to serve the Port Huron Township community. Please feel free to contact me if additional information is needed.

Sincerely,



Jeffery Caplinger

Port Huron Charter Township

3800 Lapeer Road, Port Huron, MI 48060

(810) 987-6600

www.phtwpmi.gov

Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons
(except those persons incarcerated in state or local correctional facilities)
are entitled to full and complete information regarding the affairs of government and
the official acts of those who represent them as public officials and public employees.**

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.phtwpmi.gov.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record so as to enable the Township to find it.
- A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

- Contact information must include a valid telephone number or electronic mail address.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.phtwpmi.gov, and at Port Huron Township Offices, 3800 Lapeer Rd., Port Huron, MI 48060.

- Written requests may be delivered to the Township Hall in person or by mail: Port Huron Township Offices, 3800 Lapeer Rd., Port Huron, MI 48060
- Requests may be faxed to: (810) 987-6712. To ensure a prompt response, faxed requests should contain the term “FOIA” or “FOIA Request” on the first/cover page.
- Requests may be emailed to: bdavis@phtwpmi.gov. To ensure a prompt response, email requests should contain the term “FOIA” or “FOIA Request” in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - Grant the request,
 - Issue a written notice denying the request,
 - Grant the request in part and issue a written notice denying in part the request,
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond, or
 - Issue a written notice indicating that the public record requested is available at no charge on the Township’s website
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit or payment in full before processing the request.
- The Township may combine (or “aggregate”) multiple requests from the same individual or associated Group if they are submitted simultaneously, in close proximity, or if they overlap.

3. What are the Township’s deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township may require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests a deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee;
 - The public records made available contained the information sought in the prior written request and remain in the Township’s possession;
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;

- The individual is unable to show proof of prior payment to the Township; and
- The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request is able to show proof of prior payment in full to the Township;
 - The Township is subsequently paid in full for all applicable prior written requests; or
 - Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Township.
- If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.

- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$82.38 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

A person making a request may stipulate that the public body's response be electronically mailed (email), delivered by facsimile (fax), or delivered by first-class mail, and the township will comply unless the township lacks the technological capability to provide an electronically mailed or facsimile response.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will paper will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.phtwpmi.gov.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities' assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

7. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Clerk.

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township's website: www.phtwpmi.gov.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in St. Clair County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Clerk.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township's website: www.phtwpmi.gov.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in St. Clair County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Port Huron Charter Township, St. Clair County
3800 Lapeer Road
Port Huron, MI 48060
Phone: (810) 987-6600

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 -minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ 35.22

OR

Multiply the hourly wage by the percentage multiplier: 50 %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ 8.81

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down.
Enter below:

Number of increments

1. Labor Cost

x _____ = \$ _____

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request.

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 -minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ 35.22

OR

Multiply the hourly wage by the percentage multiplier: 50 %
(up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment: \$ 8.81

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down.
Enter below:

Number of increments

2. Labor Cost

x _____ = \$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a township employee. If contracted, use No. 3b instead).

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 -minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ 35.22

OR

Multiply the hourly wage by the percentage multiplier: 50 %

(*up to 50% of the hourly wage*) and add to the

hourly wage for a total per hour rate.

Charge per increment: \$ 8.81

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down.

Enter below:

Number of increments

x _____ =

3a.
Labor Cost

\$ _____

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of \$82.38 (*currently \$13.73*).

Name of contracted person or firm: _____

These costs will be estimated and charged in 15 -minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Cost Charged: \$ _____

Charge per increment: \$ _____

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down to:

_____ increments.
Enter below:

Number of increments

x _____ =

3b.
Labor Cost

\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): .10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): .10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): .10 cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- **Circle applicable:** Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

The cost of paper copies **must** be calculated as a total cost per sheet of paper. The fee **cannot exceed** 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township **must** utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

4. Total
Copy Cost

\$ _____

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township **may** charge for the least expensive form of postal delivery confirmation.
- The township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number of
Envelopes or
Packages:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

5. Total
Mailing Cost

\$ _____

☐ * Requestor has requested expedited shipping or insurance

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): .10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): .10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): .10 cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

☐ Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

x _____ = \$ _____
x _____ = \$ _____

Costs:

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

6a. Web
Copy Cost

\$ _____

6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15 -minute time increments (i.e.: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: \$ _____

Charge per increment: \$ _____

OR

Hourly Wage with Fringe Benefit Cost: \$ _____

OR

Multiply the hourly wage by the percentage multiplier: _____ %
and add to the hourly wage for a total per hour rate.

Charge per increment: \$ _____

The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

☐ Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down.
Enter below:

Number of
increments

x _____ = \$ _____

6b. Web
Labor Cost

6c. Mailing Cost for Records Already on Township's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

Number:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

6c. Web
Mailing Cost

\$ _____

☐ * Requestor has requested expedited shipping or insurance

Subtotal Fees Before Waivers, Discounts or Deposits:

- ☐ Cost estimate
☐ Bill

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

1. Labor Cost for Copying: \$ _____
2. Labor Cost to Locate: \$ _____
3a. Labor Cost to Redact: \$ _____
3b. Contract Labor Cost to Redact: \$ _____
4. Copying/Duplication Cost: \$ _____
5. Mailing Cost: \$ _____
6a. Copying/Duplication of Records on Website: \$ _____
6b. Labor Cost for Copying Records on Website: \$ _____
6c. Mailing Costs for Records on Website: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

☐ All fees are waived **OR** ☐ All fees are reduced by: _____%

Subtotal Fees After Waiver: \$ _____

Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**

2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**

(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

☐ Eligible for Indigence Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

(i) Is made directly on behalf of the organization or its clients.

(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.

(iii) Is accompanied by documentation of its designation by the state, if requested by the township.

☐ Eligible for Nonprofit Discount

Subtotal Fees After Discount (subtract \$20): \$ _____

Deposit: Good Faith The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee. Percent of Deposit: _____% Date by Which Deposit Must be Received: _____ (48 days after this notice was sent)	Date Paid: _____	Deposit Amount Required: \$ _____
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply: (a) The individual is able to show proof of prior payment in full to the township, OR (b) The township is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township. Date by Which Deposit Must be Received: _____ (48 days after this notice is sent)	Date Paid: _____	Percent Deposit Required: _____% Deposit Required: \$ _____
Late Response Labor Costs Reduction If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following: (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: (i) The late response was willful and intentional, OR (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Number of Days Over Required Response Time: _____ Multiply by 5% _____ = Total Percent Reduction: _____	Total Labor Costs \$ _____ Minus Reduction \$ _____ = Reduced Total Labor Costs \$ _____
The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from: Website: <u>www.phtwpmi.gov</u> Email: <u>bdavis@phtwpmi.gov</u> Phone: <u>(810) 987-6600</u> Address: <u>3800 Lapeer Rd., Port Huron, MI 48060</u> Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed	Date Paid: _____	Total Balance Due: \$ _____

Port Huron Charter Township

FOIA Procedures and Guidelines

Preamble: Statement of Principles

It is the policy of Port Huron Charter Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

Port Huron Charter Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates Benita Davis, Township Clerk, as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.

The FOIA Coordinator may, in his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: www.porthurontownship.org, so a link to those documents will be provided in lieu of providing paper copies of those documents.

Section 2: Requesting a Public Record

No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

A written request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

A request from a person, other than an individual who qualifies as indigent under MCL 15.234(2)(a), must include the requesting person's complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards:

JANE SMITH (*or ABC MOVERS*)
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010

Contact information must include a valid telephone number or electronic mail address.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person making a request may stipulate that the public body's response be electronically mailed (email), delivered by facsimile (fax), or delivered by first-class mail, and the township will comply unless the township lacks the technological capability to provide an electronically mailed or facsimile response.

A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by Port Huron Charter Township on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

Section 3: Processing a Request

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.
- The Township may combine (or "aggregate") multiple requests from the same individual or associated Group if they are submitted simultaneously, in close proximity, or if they overlap.

When a request is granted:

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records*, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: **www.porthurontownship.org**, a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and upon payment how the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township may require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best-efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best-efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

When a request is denied or denied in part:

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the office of the Township Supervisor (*or "clerk," or "manager" etc.*) or seek judicial review in the St. Clair County Circuit Court;
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

Requests to inspect public records:

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

Upon receiving a written or verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records.

A person shall be allowed to inspect public records during usual business hours, not more than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database

not available for public inspection.

The *FOIA Coordinator* is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

In coordination with the official responsible for the records, the FOIA coordinator will determine *on a case by case basis* when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. A fee may be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

Requests for certified copies:

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

Section 4: Fee Deposits

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor may be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

If a deposit is not received by the Township within 48 days from the date that the notice of deposit requirement is sent, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered

abandoned by the requesting person and the Township is no longer required to fulfill the request. Notice of a deposit requirement must include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

Section 5: Calculation of Fees

A fee may be charged for the labor cost of copying/duplication.

A fee will be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information.

The following factors shall be used to determine the cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if the requester asks for the township to make copies.
- The actual and most reasonably economical cost of non-paper physical media when the requester asks for records in any form of non-paper physical media. This may include the cost for copies of records already on the township's website if the requester asks for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

- Contracted labor costs will be charged at the hourly rate of (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Any form of non-paper physical media (for example, USB drives, computer disks, computer tapes or other digital or similar media) will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if *any* of the following applies:
 - The Township's late response was willful and intentional,
 - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
 - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

Section 6: Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

Section 7: Discounted Fees

Indigence

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

Nonprofit organization advocating for developmentally disabled or mentally ill individuals

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities' assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
 - Is made directly on behalf of the organization or its clients.
 - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
 - Is accompanied by documentation of its designation by the state, if requested by the public body.

Section 8: Appeal of a Denial of a Public Record

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township Clerk (*or* "FOIA Coordinator").

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in St. Clair County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 9: Appeal of an Excessive FOIA Processing Fee

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township Clerk (or "*FOIA Coordinator*").

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or

- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in St. Clair County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excessive fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made

pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective _____, 20__.

Section 11: Appendix of Port Huron Charter Township FOIA Forms

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form

FROM THE DESK Of: Benita E. Davis
PORT HURON CHARTER TOWNSHIP
CLERK

(810) 987-6600
bdavis@phtwpmi.gov

July 15, 2026

I am requesting approval to hire two temporary election employees to help in The Clerk's Department due to the medical absence of my Election's Clerk.

Debbie Gillett is a certified Election Inspector and has offered to come in twice per week for approximately 4-6 hours each day to help with checking in the absentee ballots and balancing those numbers. This is separate from her duties as an Election Inspector.

Ruth Putze a former Deputy Clerk for Burtchville Township has offered to be available for 3-4 days around and on election day, August 4, 2026.

I believe that \$20.00 per hr. would be fair compensation.

New Website Comparison

	Muniweb (DIY)	Muniweb STD	Muniweb Custom	STG	Civic Clarity
Set up cost	5,250.00	10,650.00	12,550.00	3,995.00	4,810.00
Annual fee 1st year	2,940.00	3,420.00	4,380.00	1,200.00	510.00
Cost First Year	8,190.00	14,070.00	16,930.00	5,195.00	5,320.00
Year 5	19,950.00	27,750.00	34,450.00	9,995.00	7,360.00

Optional Apps and Services

Email Subscribers (yr)	included			240 +	
eNotify Setup (email or Text)					200.00
Sends Bundle Fee					Varies
Cemetery Plot Finder					200.00
Annual Fee					30.00
Maintenance Assistance/per hr	80.00	80.00	80.00	included	120.00
Document Calendar Maintenance (Yr)	300.00	300.00	300.00	included	200.00
Personal Website Editor (Yr)	95.00/hr	95.00/hr	95.00/hr		600.00
ADA Accessible document conversion/Hr				30.00	
Arial Drone photo and video				included	
Basic email yr/ mailbox					36.00

*= not in proposal



PROPOSAL FOR
PORT HURON TOWNSHIP
St. Clair County



Prepared by



Julie Braun
Sr. Project Manager
Civic Clarity Website Service
civicclarity.com
248-684-8715

July 10, 2026

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Executive Summary

We are excited to introduce you to The Civic Clarity Website Service - a robust, easy to use, municipal website solution that offers all the features you need from your website at a price point that pleases your board. AccuNet has spent almost three decades keeping abreast of new technological trends in website hosting, security, stability, design, and feature sets. Marry our dedication to technology and design to our obsession with customer service, and you meet our unique, born in 2020 Civic Clarity Website Service. A quick 11-point summary of what to expect from AccuNet and Civic Clarity is below.

What To Expect From Your Civic Clarity Website Service

1. A custom graphic-designed website that is responsive to viewer's screen size, i.e. mobile friendly. Our unique content management system (CMS) is easy to use while having a breadth of apps and modules at your fingertips that assist you in making the website feel like it was designed just for you, because it is.
2. The service includes hosting, maintenance, security, training for your website editors, as well as designing your website. We even offer email and domain name management if needed. We are a full-service solution.
3. Our Steps-to-Launch process is time-tested to maximize efficiency and minimize demands on your time. It typically takes an average of 10-12 weeks from our first meeting to website launch.

We begin by reviewing your existing content and recommending a thoughtful, optimized menu structure. This combines your current organization with proven best practices – drawing from years of launching municipal websites – to highlight the information residents, businesses, and visitors search for most often. The result is a more intuitive navigation that makes your site easier to use right from day one.

Throughout the launch phase, we assign dedicated staff to your project. They handle content migration, implement your approved custom design, and ensure everything is polished and ready before going live

4. Post launch, you can add as many pages as you want. We help you communicate on the Internet with online forms, surveys, polls, a calendar that facilitates adding documents to a day's event, announcements with an archive, email e-notifications sign up, and quick push to Facebook and Twitter so your residents can promote interesting announcements and events on their social media.
5. You can create as many website editor users as you need for the website. We provide unlimited, ongoing support for up to two core staff. All requests to AccuNet are handled by our in-house corporate staff and acknowledged within one business day. We use phone,

email, texting and online screen sharing to assist website editors in editing and creating the changes they want on the website.

6. At any time after the launch of your website, you can supplement your website editors by using our staff. We can perform routine updating tasks or create new on-page design for content that needs more marketing appeal.
7. Civic Clarity keeps you up to date on our platform updates and upgrades through website dashboard announcements and emails. Your website will receive new standard features no matter when your website was originally published. We do our best to keep your website up to date and fresh.
8. We use a combination of open source and purpose-built technology which allows us to utilize new technology quickly, adding updated or new features as they are proved out in our technology departments. Clients enjoy fast loading websites, multiple daily and nightly remote backups for peace of mind, plus proven 99% uptime reliability.
9. We take website protection very seriously. There are multiple levels of security with firewalls at both the server level and the website level. Malware scans are performed daily on each site, with common issues automatically cured. Anti-spam protection for all online form submissions is embedded into the app. A remote third-party up-time service is used to monitor your website every five minutes and will notify AccuNet if something is amiss. We add SSL (secure socket layer) annual certification installation and maintain renewal throughout the life of your service contract.
10. We review all website pages prior to launch for ADA accessibility. The DOJ published a ruling in April 2024: 28 CFR Part 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services, which takes effect in April 26, 2028 for Port Huron Township. The ruling states your website must meet the WCAG 2.1 Level AA accessibility standards. We consider these requirements in our design and layout recommendations today, so that less potential editing is needed in the future to meet these requirements.
11. We do not require an extended contract to enjoy a lower annual service fee. We offer our best fee upfront.

The following pages give more details about our company and the service's features and platform. We firmly believe that Civic Clarity website service can be positively compared to and against any other vendor providing municipal websites and welcome your scrutiny.

Meeting Your Project Goals

Your Project Goals

Based on my phone conversation with Peter Shonka I believe that your website goals include:

- Professionally designed website that is responsive to viewer screen size.
- A website that is easy to edit and has real person ongoing support, in addition to a written help document and online knowledge base material.
- A website vendor that notifies its clients of new standard features as they become available.
- A review of your website's current navigation structure and to provide recommendations to maximize viewer ease in finding needed information.
- Migrate all the content on your current website that you want to be moved.
- Upload documents to the Document Library app so that it can appear in multiple areas of the website automatically based on what folders are assigned to the document.
- Add a monthly grid calendar page, plus add a unique meeting calendar list for each board and commission page. The Township can also consider adding a Community Calendar component that allows your residents to suggest calendar entries.
- Utilize a staff directory dashboard for quick staff and outside organization edits that populate throughout the website.
- Add a search bar to the top of the page for access on every page.

Civic Clarity Guiding Principles

Keep it Simple

"Simple" encompasses how your website editors feel about their experience managing your Civic Clarity website. Make no mistake, it is quite complicated to create "simple." AccuNet has 30+ years of experience developing efficiencies, monitoring, and capitalizing on new technologies to create simple. We constantly build on our knowledge and adjust to keep Civic Clarity a robust service, powered by top tier hosting facilities so that we can offer the best for security, reliability, speed, content features, and power. Your office does not need to be concerned with the technical aspects of publishing a website because AccuNet has it covered.

A Complete Solution

Civic Clarity is a Software-as-a-Service (SaaS.) SaaS makes the concern about software and upgrades a thing of the past. Just as you "use" your phone or cable service without concern for the programming language used to deliver these services, the same applies to our Civic Clarity service. Browser compatibility, search engine "friendliness" and hacker protection have already been proven out and the service is regularly maintained and updated.

All our website design conversations with our clients are directed through the lens of best industry practices and ADA accessibility needs. This means that we will recommend certain font styles, sizes, and thicknesses, discuss colors and contrast considerations, as well as the importance of using multiple heading sizes and content placement on the page for ultimate

reader ease. The goal is to publish a custom designed website that fits your style while being functionally solid.

Be Affordable

We don't scrimp on backbone service foundation. We don't scrimp on customer service or graphic design capability. How do we keep our costs down? AccuNet has done a great job reducing our fixed overhead costs and we pass these savings directly to our clients in lower service fees. To keep our overhead low, we focus on online meetings and training to cut travel and insurance expenses. The office operates remotely with all employees easily able to communicate with each other, as if they are in the office next door. Because of our unique delivery model and our time-tested set up and support procedures, the Civic Clarity website service is highly efficient and affordable.

Steps to Launch

Civic Clarity has fine-tuned our process to launch a custom designed website following industry's best practices. We understand the necessary questions to ask to learn your unique website communication needs for all your constituents, whether they be residents, businesses, and other organizations.

STEP 01

Confirm and Gather Project Content Details

Our project manager works with your website representative to gather all available information for the project.

- Confirm pages to move from current website, if applicable.
- Discuss desired changes to how certain current content is displayed utilizing Civic Clarity apps and modules.
- Discuss new pages to add.
- Research and recommend menu navigation structure considering your various target audiences of community, business, and visitors. There are a multitude of menu design options to explore and AccuNet will present you with options for you to consider and edit.
- Discuss home page content.
- Discuss items to include in the footer, which is the shared content at the bottom of each page.
- Discuss image needs.
- Discuss calendar, documents, and announcement needs.
- Confirm the use of the search function for your website and sub-search options for monthly calendar and document library.

STEP 02

Discuss & Gather Design and Function Details

The overarching design directive is to give your residents easy access to the information they need and make it easy to edit and keep up to date for your website editors. We work closely with your website representative to keep your design vision front and center as together we choose website features and style elements for your home and interior pages that fit dual goals: Compose a website design that fits your vision and fits industry standards for display.

We have as many conversations as necessary to make sure that AccuNet understands your design and website function vision. Some of the design elements discussed are:

- Confirm persistent, sticky navigation so viewer sees menu no matter how far down the page they are reading.
- Social icon placement in header and/or footer.
- Search field or icon in top header area.
- Need for Google translate?
- Logo placement in the header field.
- Typography for headings and content to match/compliment your marketing branding.
- Homepage Icon carousel for featured pages.
- Use of images in page title space.
- Use of announcements/public notices throughout website.
- Use of calendars and documents throughout website.
- Content for page footer area.
- Online form needs throughout website.

NOTE: Migration of content to staging website can start as soon as the menu/page structure is developed during steps 1-2.

STEP 03

Design Review

Once your AccuNet Project Manager has a complete understanding of the parameters of the graphic design concept, we create a mock-up image for you to review of your home page and a second image of your default interior page design.

You then review the mock-up images of the design concept image and submit wanted edits back to AccuNet. Edits such as colors, fonts, order of content, stacking within header/footer are the most common edits.

STEP 04

Complete Mock-Up Edits

We edit the mock-up design image as requested and re-submit it to you for approval.

STEP 05

Apply Design, and Finalize Content Migration

AccuNet staff is moving your content and adding any requested content into the staging website since the beginning of Step 2.

Step 5 includes us implementing the newly approved design into the platform. You will have access to the staging website to view progress at any point in our design/migration process, beginning at Step 2 if wanted.

Usability testing and quality assurance of all content and design is completed during Step 5. Your website will be launched with zero broken links, multiple avenues of locating content (sitemap, search, coherent menu system) and reviewed for ADA website accessibility requirements.

STEP 06

Website Launch

After content migration we review each page for spelling/grammar errors, broken links, and ADA accessibility. If there are any accessibility errors, we edit as needed to comply to WCAG 2.1 AA errors report. When quality assurance testing has been finalized, we will point the domain to the Civic Clarity service and your website is live.

We monitor your website for up to 7 days to confirm page redirections are working and any 404/page-not-found errors are addressed.

STEP 07

Website Editor Training

We train your website editors to edit your new website pre or post launch, based on their timing preferences.

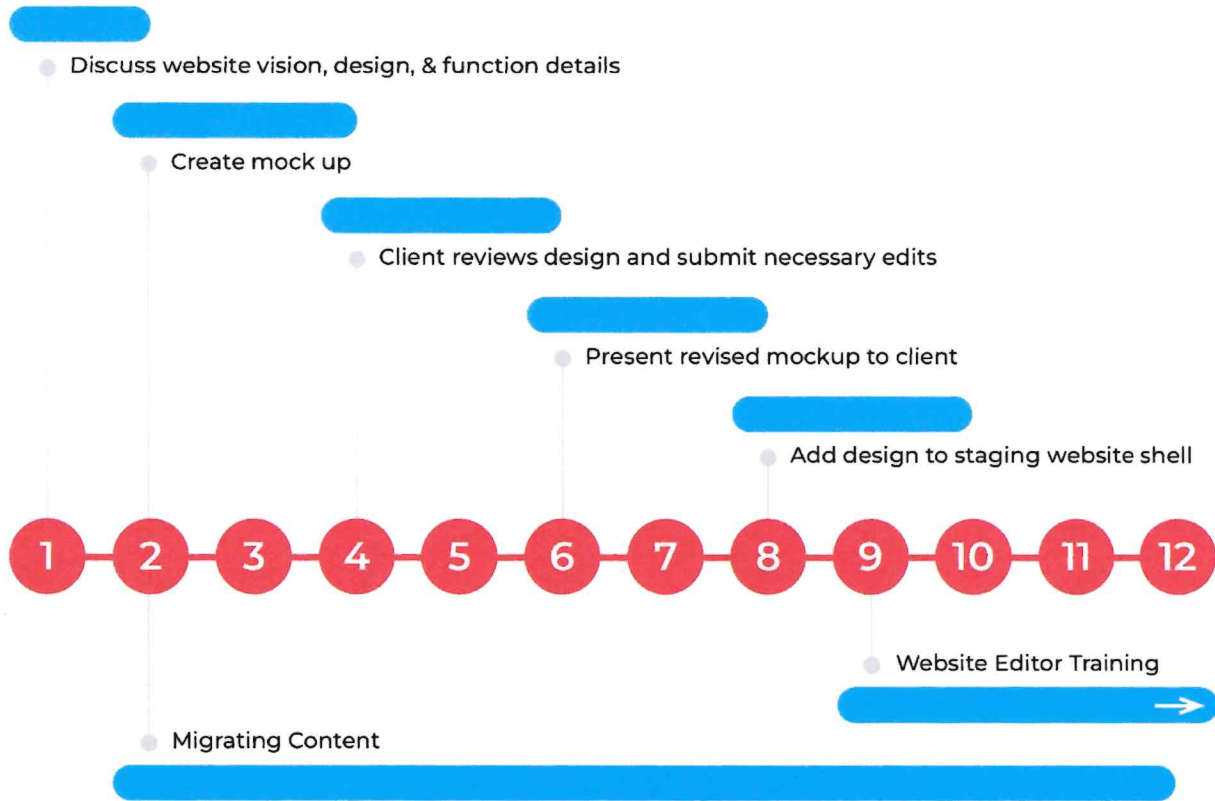
Ongoing Content Editing

Civic Clarity offers phone, email, online, and screen sharing support for your website editors both during and outside office hours. There is no time or session limit to our training. Our goal is for your editors to feel confident in their ability to update the website.

We also offer Civic Clarity staff maintenance options, that can be added to your service at any time, to take some of the burden of website updates off your shoulders.

Timeline

Based on 5-day work week. Typical project timeline



Using a 5-day work week, the fastest we've launched a Civic Clarity website was 3 weeks or 15 days. The average is 50 days, or 10 weeks. Our launch time is faster than most because we start migrating the content before the graphic design concept is complete. Once the design is approved, we add it to the staging website and finish adding any lingering content. By having both processes moving forward at the same time, we can cut weeks off the launch date.

Our Deliverables

Deliverables are where Civic Clarity shines. Our proprietary apps and processes allow us to offer you a complete website service solution, that takes care of all aspects of your website, from design to hosting, maintenance, security, and updates. We have curated only the features you need and have minimized the bulk of the website to keep your costs and size efficient.

Graphic Design

Custom website design created with your input.



We can design for locations with slow Internet download speed.

Design is responsive for desktop and mobile devices. Tablets display either desktop or mobile versions, depending on the width and orientation of the device.

Home page is customized with announcement/public notice sections, important documents, business directory and other designed sections as you need them.

Logo creation offered as part of design process



ADA Website Accessibility

The Department of Justice (DOJ) created the “ADA Standards for Accessible Design,” in 2010. Website ADA compliance was born from the World Wide Web Consortium (W3C), who oversees the Web Content Accessibility Guidelines (WCAG). The guidelines are broken down into three levels: A, AA, AAA.

In April 2024 the DOJ finalized a ruling that incorporates WCAG 2.1 Level AA website standards as the baseline expectation for all municipal websites to be implemented by April 2026 for municipalities over 50,000 in population, and by April 2027 for all others.

Civic Clarity websites are already reviewed against WCAG 2.1AA guideline errors and every attempt is made to score zero in the error category. We pay particular attention to:

- WAVE errors (<https://wave.webaim.org/>)
- Keyboard navigation
- Heading order
- Screen magnification experience
- Color contrast standards

If there is an error, we explain why, and you decide if the feature effected is necessary. Civic Clarity Also adds an ADA Accessibility page to your website with a form for concerned residents to submit any issues they find on the website.

ADA Accessibility Training

During training AccuNet will discuss the need to test new color choices for 4.5:1 contrast, naming links correctly, use of WAVE and other aspects of website editing.

ADA Reviews as Requested

Clients can request that Civic Clarity review/fix a page or the entire website at any time as a billable project.

Included Apps, Modules & Services

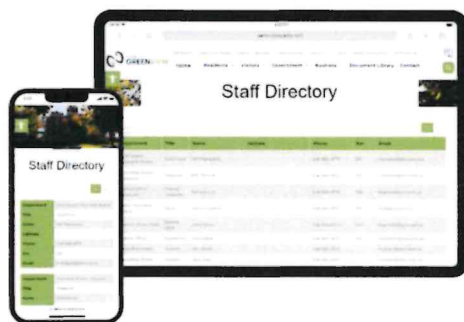
Civic Clarity is built with applications specialized for municipalities. We have in-house custom created our main apps to be a cohesive solution for common needs of municipalities. Leveraging open-source software enables us to remain at the forefront of emerging trends in a cost-effective manner.

FOUNDATIONAL APPS

The apps below are considered the foundation of your new website. Once we add your people, documents and calendar entries into your staging website, the foundation of your new website is created.

Staff Directory App for Staff and Organizations

Reduce unnecessary calls to the township's general phone line by providing website users with clear and accessible contact information for the appropriate person. A full staff directory can be placed on its own page, plus department specific employees can be listed in department directories on appropriate pages.



Add your staff to the app once and they will appear as needed throughout the website. When you need to update a department employee, the edit will populate throughout the website where the department position was displayed. The below image shows the Supervisor row in the backend dashboard. Choose a pencil, update/delete the data and the update populates throughout the website.

Title	Department	Order	Name	Address	Phone	Phone Ext	Email
Supervisor	ODA Board, Township Board	10	Jeff Managers	-	248-684-8715	901	manager@accunet.us

The next image below is an example of staff cards that display a township board. The staff cards are custom designed and become part of your page's on-page design.

Board Members

Supervisor
Jeff Managers
248-684-8715 ext. 301
managerj@accunet.us

Treasurer
Bill Dittmar
248-684-8715 ext. 103
treasurer@accunet.us

Clerk
Janice Haynes
248-684-8715 ext. 105
clerkj@accunet.us

Trustee
Jim Jacob
248-684-8715
trustee1@accunet.us

Trustee
Jane Doe
248-684-8715
trustee2@accunet.us

Calendar App

We think this app does everything you could hope for from a calendar. Beyond setting up a single event, you can set up a recurring event and customize each of the recurring event's dates as you need to with unique content and documents. You can easily cancel a meeting and have it display as canceled on the calendar.

Month-view grid, placed on a Calendar Page, has events pop out when hovered over to grab viewer's attention. When viewing a single event, the viewer can click on its title in the grid and be taken to a page specific to the event showing all the information, including a location map, address, and links to other websites.



The calendar simple list is frequently used on boards and commissions pages to list upcoming meetings. When a person clicks on the

5 Jun City Council 7:00 AM
3 Jul City Council 7:00 AM
7 Aug City Council 7:00 AM
4 Sep City Council 7:00 AM



meeting, they go to more information, including specific documents for the meeting and the ability to share the event to their Facebook timelines and X account.

You can even add a community calendar to your monthly grid or as a standalone calendar!

Document Library App

Civic Clarity websites have a Document Library page on each website so that viewers can see every document listed on your website. The flexible folder structure of our library is a great way to display many years of agendas, minutes, packets, public notices, ordinances, etc. in a compact area. Each document can be assigned to multiple folders and placed on individual pages throughout the website. For example, each board and commission can display their folders on their pages. No matter how a person looks for information, you can provide it quickly.



This app allows you to add one document and assign it to multiple folders. These folders are listed on appropriate pages throughout your website. This helps your residents always be able to find the documents they need.

Beyond storing documents, you can also create notes for the public in the document library. For example, communicate with residents when minutes are missing due to a canceled meeting. No more fielding questions

regarding missing meeting minutes, the note explains there was no meeting.

A third type of resource can be added to your document library. Outside URL website addresses can be added to document folders to help have all information at the website viewer's fingertips. For example, the Clerk > Elections can contain direct link to MI SOS website pages and township specific voting applications.

▼ Links (3)

-  [SOS Voter Information Center](#)
-  [Absentee Voting Information](#)
-  [Confirmation of Voter Registration](#)

When the time comes to update or delete a document, it is done once by your website editor, and the document is updated/deleted throughout all applicable pages.

The document library includes its own search function. It searches more than the document title, it searches all the words within the document, greatly helping your residents find the content they are looking for during a search.

Analytic information such as number of downloads and upload/modified dates for a document, are available for staff to review but not the public.

NEWEST UPDATE: We are now offering a PDF check for ADA Accessibility conformance. Clients can now upload and check a document to make sure it is considered accessible before adding to their document library and website pages.

Search Bar

Make it easy for your website viewers to find what they are looking for with our robust search engine. We place the search bar in the header so that it is available for every page.

Online Form Library

Increase engagement by offering online forms. Every website comes with a Contact Us and an ADA Accessibility Confirm form. Civic Clarity will create up to 2 additional online forms at no extra fee as part of our standard service.

App-Ish Button

Make it easy for your citizens to add your website to their mobile device home screen with our App-ish Button! No need to download from the app store. Use this button to promote easy access to your home, announcement or other page.



FOUNDATIONAL SERVICES

The services below have been developed to support our clients and ensure their websites present a professional image on the Internet.

Website Redesign Refresh After Every Three Years

Civic Clarity offers a free refresh of your website colors and fonts and home page after each three years of service anniversary milestone.

ADA Accessibility Review Pre-Launch

ADA has been asked about enough to warrant its own section, found at the beginning of the Our Deliverables section. We review your website before its launch and notify you of any non-accessibility issue. There is a form placed on your website that a website viewer can fill out if they have a concern so that you can quickly remedy the website issue.



Website Analytics

Civic Clarity partners with Fathom analytics to give our clients a quick page view picture that is simple to digest.

Anti-Spam Form Protection

We add this protection layer to every online form/survey/poll submission so that your users don't have to jump through CAPTCHA hoops and puzzles, yet keep the website protected from spam attacks that slow down your website and fill up your email mailboxes.

Menu Administration

Civic Clarity customer support is responsible for adding, subtracting, or editing all pages from a website's navigation. An editor simply calls or emails us the change and it is immediately implemented (within 24 hours) at no fee. A Website Admin user can also administrate all menus.

SSL Security Certificate

All connections to your website are encrypted. Security Certificates are renewed 4 times per year.

Link Third Party Providers

We will add your third-party provider's embed code or create a link or button with their website link to make access to their services just a click away. Popular vendors include BS&A, and TextMyGov.

Help Documentation

We go into detail outlining our website editor support and training later in this quote. As a quick summary, we offer phone, email, text support plus a written how-to help document sent to your editors, plus an online help knowledge base and in-website help articles, customized for you.

.GOV Extension Counseling

The federal government's Cybersecurity and Infrastructure Security Agency (CISA) has reduced the annual fee for .gov to \$0. There's some paperwork to be completed by the government entity (you.) While Civic Clarity cannot secure a .gov domain for you, we can help by talking you through the steps.

ADDITIONAL HELPFUL STANDARD APPS & SERVICES

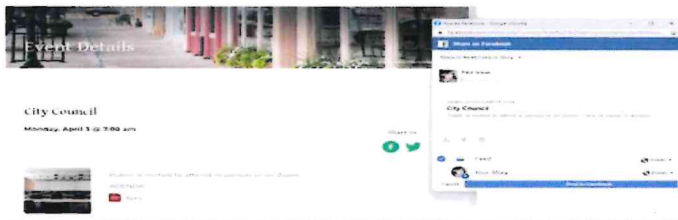
FAQ App

Residents, businesses, and visitors appreciate FAQs. You can have a library page of FAQs, plus add department or subject specific FAQs sections on website pages as needed. For example, add Election FAQ's on the clerk's page

Google Translate App

Google makes it easy to translate your website to another language.

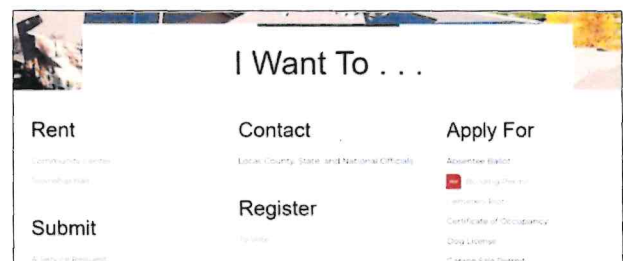
Quick Push to Facebook and Twitter accounts



Make it easy for your residents to share announcements and calendar events to their social media.

How Do I? / Quick Links Page

Another way to assist your viewers in finding information is to ask questions like they do. This page links them to the answers.



Business Directory App



Organize your business, organizations, even property for sale/lease in one location. We'll design the company specific display page to your specifications so that all your businesses' important information is highlighted.

Breadcrumbs

To help viewers keep their place in deep websites we offer breadcrumb navigation. Like all features, breadcrumbs can be added/subtracted from the website at any time pre/post launch.

Community Information > Residents > Essential Services

Home Page Alert Bar Drop Down

When emergency situations occur, the public will come to your website looking for answers. This alert bar will link them to an internal page with answers.



RFP Bid Posting App

DDA
Streetscape Improvements
April 8, 2023
Expires July 31, 2023 at 11:00pm
[RFP Details](#)

DDA
Website Redesign
April 9, 2023
Expires July 9, 2023 at 2:30pm
[RFP Details](#)

Public Service
Snow & Ice Removal
January 1, 2023
Expires August 30, 2023 at 9:00am
[RFP Details](#)

Put all your bids in one location to manage. Our app allows flexibility in where your bids are displayed on the website. One or more locations is quick and easy to set up. The bids are set up to auto expire, they will no longer be published after a certain date/time.

Embed Videos from YouTube, Vimeo, etc.

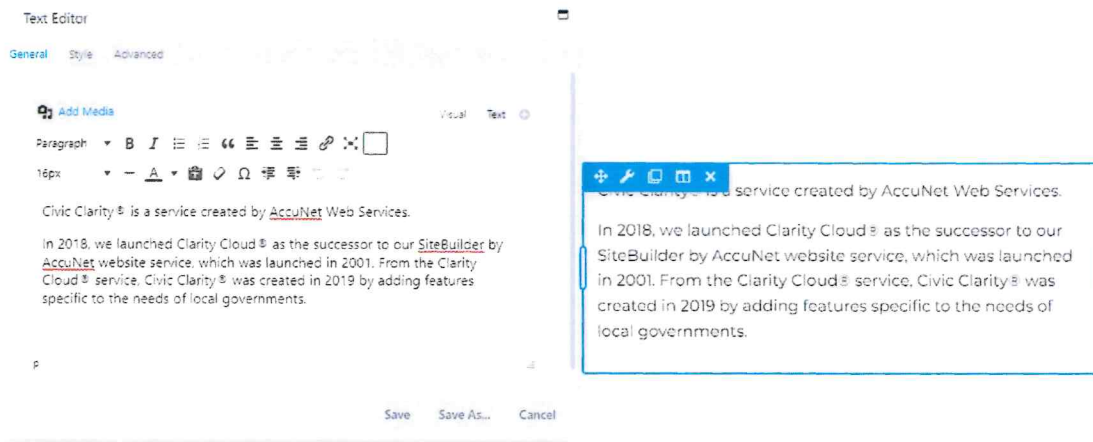
Easily share your video on the website using 3rd party streaming services so that the website page loads quickly and the user is able to start watching the video immediately.

Photo Gallery

When you can't decide which image to display, choose a photo gallery instead. We offer several options to display groups of images.

Front-End Editor to View Edits in Real Time

The front-end editor makes edits a breeze because you can see your edits as you make them. No need to save a change on a different screen and flip to the website to see your edits live.



Automatic AI Enhanced ALT tags for image uploads

ADA accessibility requirements require ALT tags for images. We utilize AI to create image alt tags for every images uploaded into the image library. You can edit to further your SEO goals.

Image Editor

Crop and resize images within the media library's image editor.

Photo Media Library

To assist in organizing your website images, we offer the ability to create folders and assign images to multiple folders withing the media library.

Dynamic Site Map

The website sitemap is automatically created and posted to a site map page for search engine indexing needs. It can also be published on the website for visitors to view links to every page, on one screen.

Broken Link Report

The broken link report will help you identify if any links are broken within the website.

Page Revision History

The service saves the last 7 previous versions of each page for your review as needed.

Simple 30-Day History

Civic Clarity keeps 30 days of tracking data when your website editors are on the website, listing what was added or updated. By default, this history is turned off. However, if you need it, we will turn it on. Most clients use this to check up on third party vendors that have been given access to the website to validate their time on the website.

Unlimited Page Creation

No fear of hitting a page ceiling limit. Create your content as it best makes sense to your residents, visitors, and businesses.

Simplified SEO Titles/Descriptions Input

If marketing your website on the Internet is important, then filling out these fields is mandatory. We show all your page's tags on a dashboard to make filling them out quick and easy.

URL Redirection

AccuNet will create URL redirection of your currently published website pages to new the website page structure prior to launch. We then monitor your website daily for 7 days to catch and fix any 404 page-not-found errors.

Website Editor Support & Training

- Unlimited number of website editors are allowed (View Core Staff definition in Civic Clarity Disclaimer section for further clarification.)
- Online training is customized for each client. We provide training by utilizing screen sharing software for two website editors under our standard service. There is no time or number of sessions limit to our training. We have found it works best to give a short first training session with as many follow-up sessions as needed throughout the life of the contract.
 - We normally first train website editors on how to edit existing content, and to add to their document library, add calendar events and announcements.
 - When wanted, we then train editors on how to create on-page design by creating rows/columns, dropping design modules onto the page, and how to customize each module.
- Phone support 9a-5p EST plus flexibility to schedule before/after hours to fit your schedule.
- Email support.
- 24/7 access to online help library of documentation and videos to answer your "how to" and "what is" questions.
- Personal Publishing Help section on your website's dashboard for your own notes.
- AccuNet notification to you of enhancements and new features for your Civic Clarity service are seen through announcements on the website dashboard and emails direct to your email mailbox.

Website Content Maintenance Options

Civic Clarity provided content maintenance is not part of our standard service fee. We offer three options.

1. Hire Civic Clarity to complete the needed edits for an hourly fee.
2. Document/Calendar Maintenance: Beneficial to clients who only update their documents and calendar entries on a regular basis, and don't have the time or staff to keep up.
3. Personal Website Editor. Send us all your updates, and AccuNet staff will update your website content, announcements, documents, and calendar items for a confirmed 12-month period.

Hosting, Security & Maintenance

The Civic Clarity annual service fee covers AccuNet's oversight of website hosting services, security, monitoring, and continuous maintenance updates.

HOSTING

Data Centers

Our Civic Clarity service is managed by AccuNet, utilizing third party state-of-the-art data centers located in Chicago, Toronto, and New Jersey. These facilities have redundant systems for: power, cooling, and backup generators for high availability. Each has multiple, redundant fiber optic connections to the internet backbone for high network speeds. The facilities are secured 24/7/365 with guards, and biometric identification safeguards for granting physical access. Our servers only utilize the latest high-frequency processors, and the redundant disk drives are all solid-state, for extremely fast response times. Our hosting platform ensures that your website has fast loading pages and 99.9% uptime.

Nightly Remote Backups, Multiple Daily Backups

Your website is backed up hourly at the same data center, and once every day to an off-site data center.

Disk Space Allocation

Civic Clarity allows for significant website growth as we allocate up to 10GB of disk space per website. For point of reference, most Civic Clarity websites range from .5GB to 2GB in size. If your website grows beyond 10GB, we will provide more space in increments of 5GB.

SECURITY

Cloudflare Web Security & Performance

Your website is protected by Cloudflare's global security network, which filters all traffic before reaching our servers:

- **Automated Threat Blocking:** Continuously updated rules block web attacks, malware, and known security threats.
- **Credential Protection:** Blocks login attempts using passwords compromised in data breaches.
- **Bot Protection:** Stops malicious automated attacks and spam.
- **Custom Rules:** Additional protections tailored for civic websites, including IP blocking.
- **Fast Global Network:** Ensures quick loading times while filtering threats in the background.

This enterprise-level protection works automatically - visitors get faster performance while threats are blocked before reaching your site.

Server Firewalls

Each site is protected by multiple levels of security with firewalls at both the server level and the website level. Malicious requests are first blocked at the server firewall, prior to ever reaching the website, which increases website performance. Second level website firewall protection relies on

a continuously updated database that blocks requests originating from sources with known bad behavior. Brute-force (password guessing) is also blocked by the website firewall.

Website Monitoring

Every Civic Clarity site is monitored by a remote third-party up-time service. Every 5 minutes your site is checked, and if something goes wrong, we are notified. This allows us to not only monitor your website, but your domain name as well.

Website Malware Scanning

Malware scans are performed daily on each site. Common issues are automatically cured.

Website SSL Certificate

All Civic Clarity website pages are created in https (hypertext transfer protocol over SSL), which is the expected level of security from browsers since 2018. Before 2018, only ecommerce websites were expected to add the SSL level of security. However, https became standard when browsers started to mark http sites as “not secure.” SSL (secure socket layer) annual certification installation and renewal is maintained by AccuNet throughout the life of your service contract.

Website Spam Protection

All forms on the website are protected by our anti-spam feature, which analyzes each submission and instantly blocks it from being sent if the email address or sending IP are known to have previous spamming reputation. Additionally, the contents of the message are analyzed in the cloud, and blocked if they have a high likelihood of spam. This service is highly robust, reliable and works automatically, which means it does not require that your visitors take extra steps such as filling out hard to read codes or picking from a grid of pictures.

MAINTENANCE

- The Civic Clarity software is updated at least monthly with feature and/or productivity enhancements.
- Immediate software and apps bug fixes and patches
- Immediate security and malware (antivirus) updates
- Cross-Browser compatibility with Edge, Chrome, Brave, Safari and at least one legacy version.

Not Included in Deliverables

Training for more than 2 website editors at one time.

Your support package covers two website editors, your core staff. If one editor leaves, we will train another to be the replacement. But the maximum number of editors we support at one time is two under this contract.

Tablet Design

Our service will automatically display the desktop version when viewing many tablets in landscape, and mobile version when held in portrait position. For older tablets, the display might default to mobile for all views.

Document Review

Testing of existing documents to be migrated to new website will not be reviewed for ADA Accessibility. Civic Clarity considers the process of testing and fixing documents to be outside of this quote but will provide a separate price quote if requested. The DOJ 28 CFR Part 35 will not go into effect until April 2027 for the township, so you have time to learn how to make your documents compliant through Adobe Acrobat tools.

Quote

This quote includes the launch of a graphic designed website that you have approved, on your domain, with all requested content, reviewed for ADA accessibility. Ongoing email/phone/zoom style customer service will continue for the life of the contract. No time limit and no session limits on website editor training.

Launch

- Creation of menu pages, and migration of existing and new content/documents as requested.
- Page redirection of existing website URL to new pages.
- Graphic Design includes logo creation if desired to help create look of website.
- Setup of all standard apps

	\$4,620
Discount for not moving meeting documents 2018-2022	<u>- \$320</u>
TOTAL LAUNCH COST WITH DISCOUNT	\$4,300
<i>50% of total launch estimate due with agreement, balance due at launch</i>	

Annual Service

Base Fee

Includes hosting, security, and maintenance of the technical backend; robust content management system (CMS); timely feature upgrades; SSL level security (https); customer support for two website editors for all features, apps and services, and a design refresh after every three years of paid service.

\$510

Maintenance Option

No annual maintenance package requested

\$0

Year One Investment (includes launch + annual fee):	\$5,130
Year One Investment (includes launch + annual fee - discount):	\$4,810
Year Two Recurring Service Fee	\$510

Optional Apps & Services Available

AVAILABLE AT ANY TIME

The apps and services below are not included in your quote before this section. We have listed them below for information purposes only. Please let us know if you are interested in learning more about them and their setup/annual fees.

eNotify: *\$200 setup plus annual “sends” bundle fee*

eNotify is tied to your home page announcements. Any content you place in the announcement section can be emailed to your subscribers. You decide by the announcement if you want to send to email and if you want to send right away or tomorrow.

Sign Up for Email Notification of News & Updates

Name

Email

SUBMIT

eNotify-Text: *Annual “sends” bundle fee*

eNotify-Text is an add-on to eNotify. A subscriber can choose either email or text when they sign up.

Cemetery Plot Finder & Available Plots Searchable Pages: *\$200 setup plus \$30/year fee*

Help visitors find their loved ones with the Civic Clarity Cemetery Plot Finder. Available plots can also be displayed to help prospects pick out plots.

The municipality needs to provide a spreadsheet and have a drawn map for people to reference. View [Plot Finder](#) and [Available Plots](#) examples.

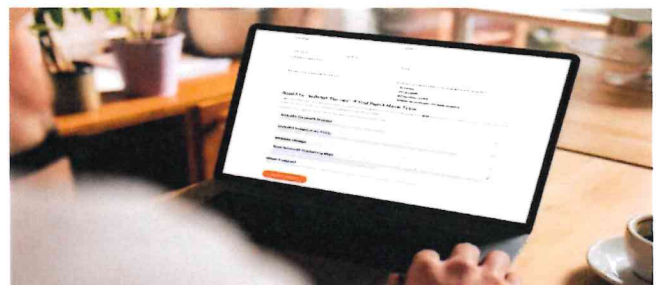
Private Content Login: *\$200 setup plus \$60/year fee*

Civic Clarity will set up a page that is viewable only to subscribers.

Two Additional Levels of User Roles: *\$200 setup plus \$100/year fee per user.*

All websites offer the Website Editor role. There are two other roles available with added support requirements.

- Higher level Website Admin role is given to only one person within your organization, and they have the added capability of form/survey/poll creation, menu administration and create/delete users.



- Lower level Department Editor has restricted access to specific pages, document library folders, and limited use of the media library.

Maintenance Assistance

Most clients update their own websites, but sometimes even these editors want assistance for a variety of reasons. We offer multiple packages to help you keep your website current that assist in keeping website editing costs consistent for budget purposes.

Civic Clarity provided content maintenance is not part of our standard service fee. We offer three options.

1. Hire Civic Clarity to complete the needed edits: *\$120/hour*
2. Document/Calendar Maintenance: *\$200/year*
Beneficial to clients who only update their documents and calendar entries on a regular basis, and don't have the time or staff to keep up.
3. Personal Website Editor: *\$600/year*
Send us all your updates, and AccuNet staff will update your website content, announcements, documents, and calendar items for a confirmed 12-month period.

Basic Email: *\$36/year/mailbox*

We offer email service, which is web-based (like gmail). You are optionally able to remotely access your email using another device you own, like a phone, or a desktop. While we do provide you with IMAP settings so you can set up your device, we cannot offer support for your devices. Each mailbox has 15G of storage.

Domain Management: *Fee ranges from \$20-\$45/year*

If wanted, AccuNet will manage your non .gov domain under our registrar account at GoDaddy. You are the registrant (owner) and have full legal control.

About Civic Clarity Website Service by AccuNet

Civic Clarity Company Profile

Founded: 1996
Corporate Name: AccuNet Web Services
Division: Civic Clarity Website Service
Headquarters: Milford, Michigan
Phone: 248-684-8715
Website: <https://www.civicclarity.com>

While Civic Clarity can be considered a new website service within the Municipal technology sector, we have over 30 years' experience in providing high quality website design, back-end stability and superior front end customer service for over 1,000 websites.

AccuNet Web Services was founded in August 1996 as a custom coded website development company. By 2001 we developed SiteBuilder by AccuNet, a proprietary content management system (CMS) to allow clients to edit their own website pages. Over the next 20 years we launched nearly 1,000 websites throughout the country, primarily in the business sector. SiteBuilder by AccuNet became the sole website supplier for a franchise company, which became the engine of our growth. Unfortunately, after the 2008 stock market dip, the franchise failed and most of the member clients went out of business over the next few years as well. AccuNet persevered and rebuilt our client base due to our robust website service features and outstanding customer service.

In 2018 we retired the SiteBuilder CMS and replaced it with Clarity Cloud by AccuNet. The new CMS took full advantage of the newest design and feature options available in the industry. In 2020 we created a new brand and division within AccuNet, Civic Clarity, to focus the service on providing all the features needed by municipal clients.

AccuNet's experience, expertise, and effectiveness in design and publishing gives Civic Clarity the ability to deliver exemplary websites to local governments.

References

Almont DDA

Angela Edwards, Director
director@almontdda.com
<https://www.almontdda.com/>

Baldwin Township, Iosco County

Patty Spriggs, MiCPT
989-984-6455
treas@baldwintwp-mi.org
<https://www.baldwntwpiosco.gov>

Dover Township, Otsego County

Rudi Edel, Supervisor
989-732-1223
supervisor@dovertwp-otsegomi.gov
<https://www.dovertwp-otsegomi.gov/>

Au Gres Township, Arenac County

Patricia Tremble, Treasurer
989-876-0093
augrestwptreas@centurytel.net
<https://www.augrestownship.com/>

Coldsprings Township, Kalkaska County

Rick Delaney, Supervisor
supervisor@coldspringstownshipmi.gov
Gayenell Gentelia, Trustee
231-587-8633
trustee@coldspringstownshipmi.gov

Emerson Township

Jodie Reeves, Clerk
989-763-1405
clerk@emersontwp.com
<https://www.emersontwp.com/>

Charter Township of Garfield

Karen Leaver, Administrative Assistant
231-941-1620
kleaver@garfieldmi.gov
<https://www.garfieldmi.gov/>

Highland DDA

Melissa Dashevich, Director
248-887-7200
highlanddda@gmail.com
<https://www.highlanddda.com/>

Imlay City DDA

Christine Malzahn
810-724-2135 X 1307
ddadirector@imlaycity.org
<https://www.icdda.com/>

Lafayette Township

Corey Schaub, Clerk
989-620-4354
cschaub40@gmail.com
<https://www.lafayettetwp.com/>

Marion Township

Travis Strasel, Clerk
989-392-3805
12strasel@gmail.com
<https://www.mariontownship.org/>

Milford DDA

Ann Barnette, Executive Director
248-684-9719
abarnette@villageofmilford.org
<https://www.meetmeinmilford.com/>

North Star Township

Heidi Drowley
hdrowley@cmsinter.net
<https://www.northstartwp.com/>

Northville DDA

Stacy Pearson
248-305-2734
spearson@ci.northville.mi.us
<https://www.downtownnorthville.com/>

Sands Township

Barb Kransi, Administrative Assistant
906-249-9169

Gladwin City County Transit

Kim Bruner, Transportation Director
989-426-6751
kim@gladwintransit.org
<https://www.gladwintransit.com/>

City of Imlay City

Leah Mills, Administrative Assistant
810-724-2135, X 1305
<mailto:adminasst@imlaycity.org>
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City of Ithaca

Shelly Moffit, DDA Coordinator
989-875-3200
smoffit@ithacami.com
<https://www.ithacami.com/>

Lincoln Township, Arenac County

Kristie Damron, Clerk
989-833-9159
clerk@lincolnarenac.com
<https://www.lincolnarenac.com/>

Village of Metamora

Tina Sauve, Clerk
(810) 678-2932
clerk@metamoravillage.com
<https://www.metamoravillage.com/>

Newark Township

Becky Roslund, Supervisor
(989) 330-2755
bjroslund@gmail.com
<https://www.newarktownship.com/>

North Star Township

Heidi Drowley
hdrowley@cmsinter.net
<https://www.northstartwp.com/>

Republic Township

Samanth Alto, Office Manager
906-376-8827
officemanager@northpines.net
<https://www.republicmichigan.com/>

SELCRA

Cheryl Royster
810-626-3888

office@sandstownship.org
<https://www.sandstownshipmi.gov/>

South Lyon Area Recreation Authority

Cristin Spiller, Director
248-437-8105

cristin@slrec.com
<https://www.slrec.net/>

Charter Township of Union

Tera Green, Administrative Assistant
tgreen@uniontownshipmi.com

Rodney Nanney, Econ Dev Director
rnanney@uniontownshipmi.com
989-772-4600
<https://www.uniontownshipmi.com/>

croyster@selcra.com
<https://www.selcra.com/>

City of St. Louis MI

Jessica Little, Library Directory
989-651-5141

jlittle@stlouismi.com
<https://www.stlouismi.com/>

Washington Township

Barbara Hoffer, Deputy Clerk
517-331-1861

washtingtontownship.clerk2022@gmail.com
<https://www.washingtontwpgratiot.gov/>

Comments From Our Clients Over the Years



Interior Township

Civic Clarity offered a fair price and tremendous insight into our needs. This included them being able to translate our vague constructs and turning them into reality.

...Like most consumers of a new-to-us service, we changed our direction a few times and Civic Clarity did not miss a beat.



Coldsprings Township

We have received many compliments from residents and other townships about our website. Civic Clarity was great and helped guide us every step of the way. ...We will recommend Civic Clarity to any township looking for a website provider.



Lafayette Township

They listened and delivered the website design we wanted and are very responsive to editing requests. ...What I really like is that they keep in touch with us, letting us know about new features as they add them over time. All in all, you will be pleased with your decision if you choose Civic Clarity as your website service vender.



Au Gres Township

Civic Clarity made our vision come true! Smooth sailing all the way!



Almont DDA

They are truly just a phone call away



Sands Township

Civic Clarity had such great ideas for improving our site.



Marion Township

Civic Clarity helped us through our redesign process and made our website refresh experience smooth and easy.

...
Their expertise is stellar in their sense of creativity and modern touch.



Gladwin City County Transit

Quick response is always appreciated. I know when I reach out to AccuNet that they pick up the phone or call back quickly. Working with Julie has been a great experience as she is always willing to help us on all of our website needs.



City of Imlay City

You and AccuNet continue to impress me with your prompt and thorough response to our requests. Your attention to customer service is greatly appreciated. Also, I want to say thank you for pointing out the areas we can improve on and for your offer of how to improve it. As I have said in the past, your attention to customer service is unmatched. I am so glad that Imlay City has secured your services!



South Lyon Area Recreation Authority (SLRA)

They listened to and delivered the website design we wanted and are very responsive to editing requests. ...What I really like is that they keep in touch with us, letting us know about new features as they add them over time.



Village of Metamora

Civic Clarity helped us through the process of a website refresh, we love the results.

They are honestly just a call or email away!



SELCRA

We were up against a deadline and appreciated how quickly they were able to launch our website.



City of St. Louis, MI

Working with Civic Clarity Website Service was a great decision. They're knowledgeable, prompt, and responsive to our needs, and I found their pricing beyond competitive. I find their web content management system easy to use for updating and maintaining the website, and they add new features or simplify processes regularly (at no additional cost in many cases)!



Newark Township

They always have great ideas how to arrange any information that we wish to present to our Residents. Customer Service is top notch, and Civic Clarity Service has worked well for us. We are very pleased with everything AccuNet has done for us.



Elk Township

I (we) got applause from the Township board and residents when I got to the "New Website" part of our board meeting agenda. Accolades. Thank you for all your help.



Milford, MI DDA

We are more than pleased with the website results. The software is intuitively written, so it is very easy to navigate through projects.

Since 2006 it has been a pleasurable experience.



Republic Township

I am so pleased that we met at the conference last year. I love our website and get very positive feedback.



City of Imlay City DDA

The services provided by AccuNet are easy to use for "non-techy" people. The support and customer service given by Paul and his staff is wonderful.

The Response to our questions has always been prompt and helpful and we are completely satisfied with the service.



Washington Township

Civic Clarity captured what we wanted in a website and made it a reality.



Berkley DDA

We're grateful to have worked with Julie on this project! She was extremely patient and of great help knowing what we needed, sometimes more than we knew..



Almont Township

Thanks again for continuing to support, improve, and keep our new website top notch! We've had great response from our Officials and our community!

Portfolio

Your residents need to be able to find what they need quickly and view a website that they are proud represents their hometown. Below is a sampling of municipality's home page views that highlight their community. **View more examples at civicclarity.com/portfolio.**



Downtown Northville
<https://www.downtownnorthville.com>
Client since 2010



City of Imlay City
<https://www.imlaycity.org/>
Client since 2006



Southfield DDA
<https://www.southfelddda.com/>
Client since 2025



City of St. Louis
<https://www.stlouismi.com/>
Client since 2005



Hamlin Township
<https://www.hamlintownship.org>
Client since 2025



Charter Township of Fort Gratiot
<https://www.fortgratiot.us/>
Client since 2025



Charter Township of Garfield
<https://www.garfieldmi.gov/>
Client since 2025



Charter Township of Union
<https://www.uniontownshipmi.com/>
Client since 2025



Home Township
www.hometownshipmontcalm.gov/
Client since 2025

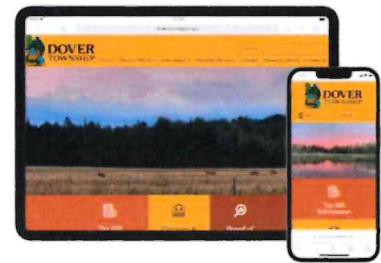
WEBSITE REDESIGN PROPOSAL - CIVIC CLARITY by ACCUNET INC



Baldwin Township
<https://www.baldwintwpriosco.gov/>
Client since 2025



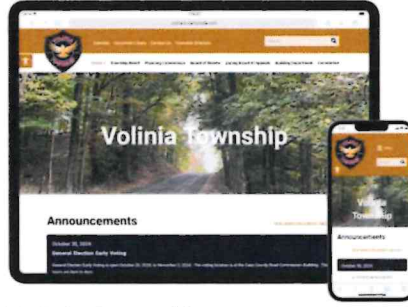
Marion Township
<https://www.mariontownship.org/>
Client since 2015



Dover Township
www.dovertwp-otsegomi.gov/
Client since 2025



Garfield Township, Mackinac County
<https://www.garfieldtwpmcmi.gov/>
Client since 2025



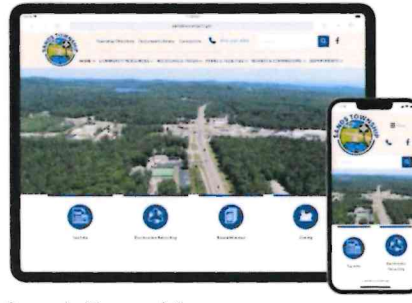
Volinia Township
<https://www.voliniatownship.gov/>
Client since 2024



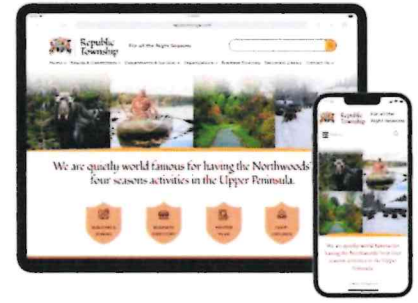
Ford River Township
<https://www.fordriver.org/>
Client since 2024



Washington Township
www.washingtontwpgratiot.gov/
Client since 2025



Sands Township
<https://www.sandstownshipmi.gov/>
Client since 2024



Republic Township
<https://www.republicmichigan.com/>
Client since 2024



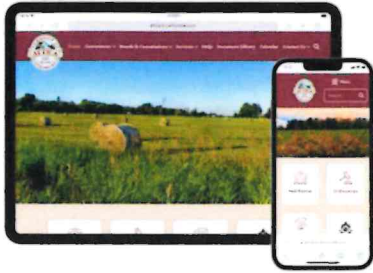
Emerson Township
<https://www.emersontwp.com/>
Client since 2016



Village of Almont
<https://www.almontmichigan.gov/>
Client since 2011



Downtown Fenton
<https://www.fentonbecloser.com/>
Client since 2006



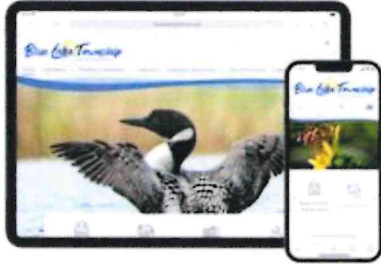
Attica Township
<https://www.atticatownship.org>
Client since 2025



Au Gres Township
<https://www.augrestownship.com/>
Client since 2024



Downtown Milford (DDA)
<https://www.meetmeinmilford.com/>
Client since 2006



Blue Lake Township
<https://bluelaketwpkalkaska.gov/>
Client since 2025



Interior Township
<https://www.interiortownship.com/>
Client since 2023



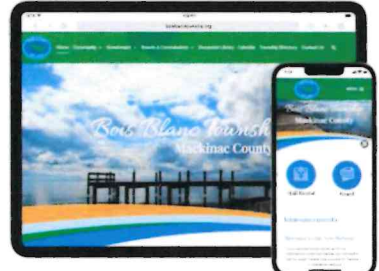
Portage Township
<https://www.portagetownship.info/>
Client since 2025



Ingallston Township
<https://www.ingallstonmi.gov/>
Client since 2026



Lake Township
<https://www.laketownship.net/>
Client since 2026



Bois Blanc Township
<https://www.boisblanc township.org/>
Client since 2026

Civic Clarity Disclaimers

To help you completely understand our service we include the disclaimers below. The aim of this proposal is to fully inform you of what AccuNet provides as part of our service and what is not included. We do not want you to figure it out after the fact. Therefore, we have created this disclaimer section based on years of client conversations.

Core Staff

While a client can have as many website editors working on the website as they want, AccuNet's annual service fee covers support for up to two website editors at one time. These two editors are considered a client's core staff. We will assist website editors beyond core staff at our hourly rate.

Content Creation

AccuNet does not create new content as part of the Standard Service Package and it is not included in our standard fee structure, but as an add on service. Content is defined as all the written words and images outside of the developed custom graphic design. We will create content as part of our Project Management Service or content editing as an add-on service.

CMS Requirement

The only requirement that AccuNet has for your website editors is that they edit your website using modern devices on updated internet browsers to access and utilize the online content management system's interface.

Graphic Design

After thorough consultation with your representative, AccuNet will create mock-up images of your home page and a default inside page. We will edit the mock-up again, if needed, before the design is implemented into the staging website. The changes requested might be so minor that we implement requested edits in the staging website and continue design edit conversation from there.

Images Used in Website

You must have the legal right to use any images you provide to us for the purpose of creating your graphic design. If you intend to use an image for your header that AccuNet found you are responsible for purchasing the image if it is from a source outside of Freepik.com. Once purchased, the license to use them belongs to you. Currently we recommend the following companies for your needs: depositphotos.com, shutterstock.com and dreamstime.com. Creative Commons Zero (CC0) License images (no fee) are available to use as well.

Menus

AccuNet has taken the unusual position to retain control of a client's menu structure. We happily will update your menus as you need them at no extra fee. We offer this service because menus can quickly become complicated. However, the Website Admin user role does have access to menus and can edit as wanted.

SEO/Local SEO

The setup fee for Civic Clarity does not include any website optimization aimed at assisting search engines to find your site or improve your reputation. Because SEO and Local SEO are complex subjects, we also offer consulting services where we quote on an individual client basis.

Annual Service Fee Start Date

AccuNet has a process that helps keep all parties on track for a speedy launch. While it is possible to deliver a website within 3 business weeks, most projects are closer to 10. Once the start date of the project is agreed upon, we will launch the website within 15 weeks. If the site is not ready to launch, for any reason other than AccuNet delay, we will start your annual or monthly service fee.

Legal Stuff

[Terms of Service](#)

WEBSITE DEVELOPMENT

PROPOSAL

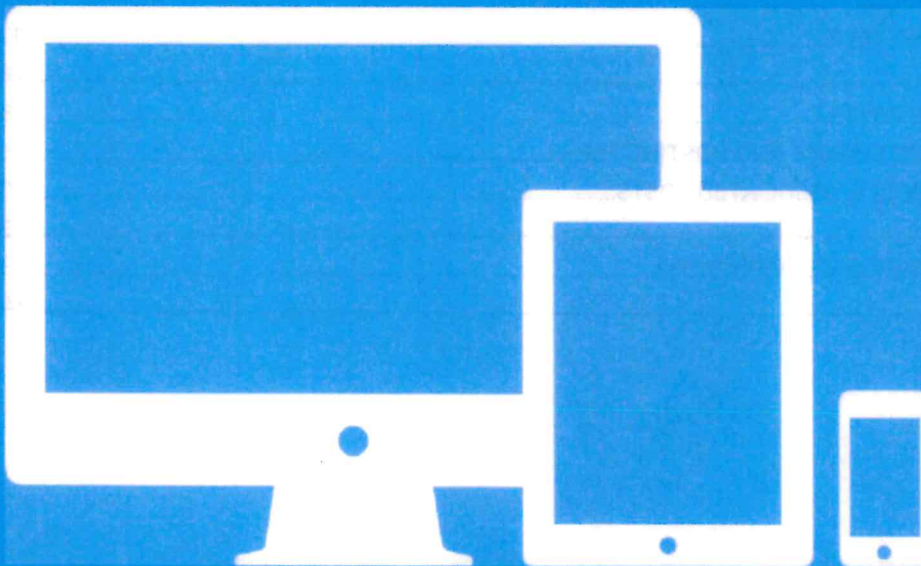


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Scope of Work

The below steps outline how we generally approach each project from the discovery phase to ongoing support after the site launch.

- **Discovery:** To kick off the project, an introductory meeting will be scheduled to outline the objectives, requirements, and deadlines for the new website.
- **Planning & Design:** During this phase, we will collaborate with key stakeholders to brainstorm ideas and gather input that guides the layout, visual style, and content structure of the website. Based on this plan, Shumaker Group will construct an initial prototype or visual of the website. We will then work closely with you to refine the prototype into a Website that you and your community will be proud of.
- **Development & Content Migration:** Using WordPress, a widely trusted and user-friendly content management system, we will build the prototype into a fully functional, mobile-friendly, and accessible website. During this phase, we will also insert or migrate existing content (such as documents, forms, and meeting minutes) and ensure that all interactive and embedded features are fully operational.
- **Accessibility & Testing:** Once development is complete, our experts will conduct both automated and manual testing of the site. All municipal websites will meet the ADA requirements and conform to WCAG 2.1, Level AA accessibility guidelines to ensure inclusivity and compliance.
- **Launch:** We will coordinate with you to establish a launch window and publish the website to the Internet using the domain name(s) chosen.
- **Training & Support:** Shumaker Group will provide personalized training to ensure Township officials and staff can confidently make updates to their site. Ongoing tech support is available via support ticket, email, phone, or remote support session. For clients enrolled in a maintenance plan, we offer access to our help desk who can make ongoing site updates for you in the event that you don't wish to manage the site yourself.

EXPERIENCE & QUALIFICATIONS

Shumaker Tech Group has been in business since 2007 and has extensive experience designing, building, and maintaining over 300 government websites. We proudly serve townships, cities, villages, counties, police/fire/EMS, public utilities, and more throughout the midwest and beyond.

We are proud to serve municipalities as small as a few hundred residents and are large as tens of thousands of residents. We have completed case studies on several of our past projects which are included for your reference in [Appendix A: Municipal Website Case Studies](#). Given both the number of years we've been developing municipal websites as well as the number of websites completed, we truly believe that a great deal of the value we bring to the table isn't just taking care of the design and technical details to build the site, but having the knowledge and expertise to truly consult with municipalities on what they can and should have on their website, as well as best practices, legal issues affecting websites, and more. We are continuously improving our knowledge base by attending educational events such as the Michigan Townships Association and Michigan Association of Municipal Clerks.

In [Appendix B: Topic Planner](#), our team will guide each municipality through the top 50+ pages we commonly see on a website so that the municipality can easily decide if a similar page would be appropriate for them or not. Of course, for each page in the online version of our page planner, we also link to several example layouts for that page to give the client ideas for content, style, and layout. Many firms can build a great Website, but we truly do believe that our experience is our greatest value add.

One of our favorite recent projects is Oakland Township (oaklandtwpmi.gov). Oakland Township is located on the outskirts of Metro Detroit in northern Oakland County, MI. This project went live in May of 2025. In addition to being one of our most recent projects, it is also for a larger township with a population just over 20,000 residents. The completed site features around 70 pages, including a micro site for their Parks & Recreation Dept. and their Historical District Commission. It also features aerial drone photography completed by Shumaker Group's Part 107 licensed commercial drone pilots.

We enjoy working with municipalities both large and small. Some of our recent projects for smaller communities include: cityofstclairmi.gov, boynevalleymt.gov, keelertownshipmi.gov, parmatwp.gov, and cityofwayland.org. We believe all municipalities, regardless of size, deserve a great website, and are confident that both our pricing model and dedication to customer support reflect that.

In addition to working with hundreds of municipalities directly, our extensive knowledge of local government has been aided by working with various associations that support local government. In 2022, we rebuilt the Michigan Townships Association (MTA) Website which consists of many complex integrations, member login functionality, advanced search functionality, and thousands of pages and posts worth of content (behind the member login) that have helped us learn more about local government. You can learn more about MTA's experience working with Shumaker Group on this project on Pages 1 and Pages 14-15 of Focus Magazine at michigantownships.org/wp-content/uploads/November-2022-Township-Focus.pdf. We believe it also speaks

volumes that 8 out of 9 of the township officials that served on MTA's committee for the website project were existing clients and/or have switched their township website over to The Shumaker Group.

In addition to our growing presence throughout the midwest, The Shumaker Group was also selected to develop the website for the [National Association of Towns and Townships](#) (NATaT) in 2022.

Our team consists of a wide variety of talents and college degrees ranging from Computer Science, User Experience & User Interface (UI/UX), Graphic Design, Security, Technical Support, and more. These various specialties allow us to have all of the expertise needed to successfully manage a large quantity of government websites efficiently. It is also important to note that we perform all technical and design work in-house with the only exception being that our hosting servers are located in a third-party data center for redundancy. It is our goal to have all the resources our clients need, while not having so much overhead that we become inaccessible to our clients in terms of either price or quality of support.

WEBSITE DESIGN

Our preferred platform for website design is WordPress. WordPress is known to be the most popular content management system (CMS) in the world and is estimated to power approximately 43% of all websites and approximately 61% of all content management system based websites. Of course, it would not have achieved this popularity if it were not user-friendly. In addition to its popularity, WordPress is open-source software meaning that our clients are not tied to Shumaker Group or to any proprietary systems or software. If there were ever a need or desire, this would allow a municipality to easily migrate their Website to a different host or different developer.

Last, but not least, given the popularity of WordPress, there are thousands of plugins that allow it to integrate with most other web-based services, and it can be customized if a need arises that hasn't already been met by a pre-existing feature or plugin. It's even entirely possible some municipal officials are already familiar with it from other jobs or Websites that they may work with.

WEBSITE HOSTING

We recognize that for a website to be valuable, it has to be functioning correctly, and therefore offer an extremely robust hosting architecture. We have dedicated servers in a professional data center located in Lansing, MI and employ third-party uptime monitors that will alert both our internal team at The Shumaker Group and our data center team of any issues that may arise.

- Company servers are located in an SSAE-22 Compliant Data Center that is staffed 24x7x365 to intervene in the case of a server outage. This data center is served by multiple redundant tier 1 bandwidth providers, as well as battery backups and electrical generators capable of powering the data center in an emergency.

- Company servers utilize BOTH Web Host Manager's account level backups as well as image-based Acronis Cyber Backups to backup our servers multiple times throughout the day. Daily backups are stored off-server. Weekly backups are archived in other locations in the United States for greater redundancy in the event of a localized disaster.
- WordPress updates and security patches are monitored and installed automatically via the MainWP Control Panel (mainwp.com) to make sure each site in our portfolio stays up-to-date.
- We utilize both a robust Web Application Firewall (WAF) as well as intrusion detection systems to keep our servers secure.
- The Shumaker Group recommends and will provide the license for Solid Security Pro (solidwp.com/security) to provide customizable site level security.
- Our company recommends the use of multi-factor authentication for all website administrator accounts.
- We encourage the use of .gov domain names, as recommended by the Cybersecurity & Infrastructure Security Agency (CISA).
- We have been in business since 2007 and our servers maintain an average 99.99% uptime. Should we fail to meet this, clients will receive a hosting credit equal to 10 times the downtime.

ONGOING MAINTENANCE

Shumaker Group recognizes that there is no "one size fits all" approach to website support & maintenance. For an affordable annual rate detailed in the pricing breakdown, all clients receive our website hosting + backup + security + support package. Our support package includes having The Shumaker Group update the WordPress Content Management System, as well as any supported themes and plugins. Technical support is available by support ticket, email, phone, or support session should a client have difficulty with anything website related.

For those who also desire ongoing assistance with day-to-day site content maintenance such as posting meeting minutes, calendar entries, etc., we have a variety of options to assist ranging from an as needed hourly rate to discounted prepaid blocks of time. To be clear, we will always provide clients with free technical support on "how" to do things, however, the maintenance agreements would be for those clients that wish to have us actually make content changes for them after the site is live. We've found smaller municipalities with a limited staff often greatly appreciate this option, as well as those clients who may need additional help during their busy times.

TRAINING & SUPPORT

We recognize that in order to be a useful tool, a Website must be easy to learn and maintain. This is one of the reasons that we love WordPress and especially the Elementor Pro drag-and-drop editor included with each site. In addition to receiving written documentation, all clients will receive a personalized 1-on-1 training session either right before or right after their new site launches. This training will be recorded for the client's reference. A prerecorded preview of this training can be previewed at shumakergroup.com/training.

As described in the "Ongoing Maintenance" section above, all clients receive unlimited technical support for as long as they are our client. Technical support is available via support ticket, email, phone, or remote support session. Those who do not desire to make content updates to their own site have a variety of maintenance plans to choose from where The Shumaker Group will conduct work (such as site content updates) for them.

The timeliness and quality of support are critical. At The Shumaker Group, we have a separate helpdesk team to ensure that current clients get great support without taking a back seat to new projects that we're working on. We respond to all emergency requests (such as a site being down) within 1 business hour and all standard requests within 1-2 business days depending on the nature of the request. Larger project based work (such as site redesigns or implementation of new features) is scheduled out at mutually convenient times. While every company feels like they offer great support, we feel that the best way to get a feel for our extraordinary level of support would be to speak with some of our clients and references. We are happy to connect with you with as many as needed in order to feel comfortable with the quality of our support. Additionally, you can get a feel for our commitment to customer service from our [Google Reviews](#), showing an average of 4.9 Stars.

ADA COMPLIANCE

Shumaker Technology Group is very familiar with the Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA that become mandatory on the following dates

- April 2026 (for municipalities with 50,000 or more residents)
- April 2027 (for municipalities with fewer than 50,000 residents).

We work with our clients to ensure compliance with the Americans with Disabilities Act (ADA) requirements for government websites by implementing accessible design principles that meet or exceed these standards. Specifically, this is accomplished by integrating features such as screen reader compatibility, keyboard navigability, text alternatives for non-text content, and proper color contrast to accommodate users with visual, auditory, and mobility impairments. The Shumaker Group also conducts regular accessibility audits and user testing with assistive technologies to identify and resolve potential barriers, ensuring inclusive digital experiences for all users. Through these proactive measures, we support municipalities in maintaining legal compliance and promoting equal access to public digital services.

In some cases, for example if a municipality is unable to provide critical documents digitally and desires that Shumaker Group retype and reproduce those documents for them, there may be an additional charge detailed in the "Optional Services and Associated Costs" section below. We have listed this as an add-on because in our experience there may be municipalities that need hundreds of pages of ordinances re-typed or forms reproduced while other municipalities may already have everything digitally.

Last but not least, Shumaker Group President, Kyle Shumaker, was recently selected to lead a 75-minute presentation entitled "Access Granted: What You Need To Know About The New ADA Website Requirements" alongside attorney Michael Bila at the 2025 Michigan Townships Association Annual Conference in April 2025. A video of the presentation can be found at stgmunicipal.com/ada. Supporting slideshow can be found in [Appendix C: Presentation Slide](#). If offered the opportunity, we would love to offer similar education events, presentations, and/or lunch & learns.

CUSTOMIZATION & INTEGRATION

As we hinted at in the "Website Design" section above, Shumaker Group recommends WordPress, partly due to the fact that it is fully customizable and already has tens of thousands of plug-ins in existence for integration with third-party services. With WordPress having 43% market share, if a third-party service wants to integrate with Websites, WordPress is usually the platform they would start with first. Shumaker Group also has many qualified programmers on staff to assist with any custom integrations that may be needed. We frequently work with custom integrations with various payment processors, assessing software, email/text blast providers, and more. For some of our clients, we even develop gated "intranet" sites where staff and officials can access various internal forms, dashboards, portals, etc.

COMPANY PROFILE

18+

Years of continuous business years serving a diverse and growing client base

350+

Clients from a diverse range of sizes and industries

30+

Years of combined website development experts

CORE VALUES

Professionalism: We believe professional web development requires a team of specialists. From front end to back end, we hire highly qualified experts who hold relevant degrees and pursue ongoing education and certifications to ensure every project meets the highest standards.

Flexibility: Whether you have an exact plan or need the guidance to know how your website operates, we offer full-service support or just a little help getting started. The Shumaker Group adapts to your needs. We can manage everything or hand off control—whatever works best for you.

Reliability: Since 2007, we've earned our clients' trust by delivering dependable service and long-term support. Our specialized team includes experts at every stage of the process, ensuring a smooth and high-quality experience from start to finish. We also invest in top-tier hosting and proactive monitoring to catch and resolve issues quickly, often before you even notice.

Affordability: We believe every organization deserves an exceptional website regardless of budget. As a small business ourselves, we understand the importance of balancing quality with cost. By managing a high volume of projects and maintaining an in-house team of project managers, web developers, and designers, we're able to offer custom, high-quality websites at a cost that works for a wide range of clients.

LEADERSHIP



President

KYLE SHUMAKER

Kyle built his first freelance Website as a high school student in 2002 and continued doing freelance Website Development throughout high school and while attending Michigan State University and studying Computer Science. Kyle officially founded Shumaker Technology Group in 2007 and has helped design, build, and manage hundreds of Websites for both public and private sector entities.



Web Developer

A.J. SKIDMORE

A.J. develops websites and web applications, while utilizing his creative background to help design them. A.J. started off as an intern with a small amount of experience in creating websites, but now has an arsenal of tools to effectively create websites and contribute to the STG team. A.J.'s degree in Experience Architecture from Michigan State University gives him a thorough background in UX/UI Design which informs the way he approaches each challenge at STG.



Graphic Designer

JAMES O'BRIEN

James has worked in the creative field for over a decade and holds a degree in Graphic Communications & Art from Lansing Community College. At the Shumaker Group, he has applied his skillset across a wide range of private and public sector projects. His expertise spans graphic design, illustration, video production, product design, and web design.

COMPANY STRUCTURE

Management

Oversees the business operations and team coordination

Sales

Guides new clients to ensure they get the best possible value

Design

Transforms client visions into detailed plans and designs

Development

Builds websites using the latest technologies and standards

Helpdesk

Provides post-launch support and ongoing website maintenance



Our Experience

MUNICIPAL FOCUS

The Shumaker Technology Group is proud to serve and support hundreds of municipalities across the United States. Our in-house experts have developed and streamlined the Shumaker Group experience over the past 18 years to deliver the most robust and seamless experience at every stage of the website building process.



REFERENCES

Allendale Township

Jody Hansen, Clerk

clerk@allendalemi.gov

Phone: (616) 892-3111

Website: allendalemi.gov

Oakland Township

Julie Schoenherr, Communications Specialist

JSchoenherr@oaklandtownship.org

Phone: (248) 651-4440

Website: oaklandtwpmi.gov

Addison Township

Pauline Bennett, Clerk

clerk@addisontwp.org

Phone: (248) 628-5409 ext 216

Website: addisontownshipmi.gov

Charlevoix Township

J.B. Hoyt, Trustee & Planning Commissioner

trusteehovt@charlevoixtownship.gov

Phone: (231) 547-4611

Website: charlevoixtownship.gov

Charter Township of Comstock

Scott Hess, Superintendent

superintendent@comstockmi.gov

Phone: (269) 381-2360 ext. 121

Website: comstockmi.gov

Central Lake Township

Judy Kosloski, Clerk

clerk@centrallaketownship.com

Phone: (231) 544-6687

Website: centrallaketownshipmi.gov

TESTIMONIALS



"Shumaker developed a totally new website for our township and redeveloped our email system. They were easy to work with, offering ideas and suggestions readily. During the development process we had multiple updates a week... sometimes even overnight. Our ongoing support has been very responsive and effective. We strongly recommend STG! The project was delivered on time and on budget."

J.B. Hoyt, Trustee
Charlevoix Township
charlevoixtownship.gov



"Shumaker Group designed our site (chocolay.gov) and assisted in converting our email addresses from .org to .gov. We went live last year with the new site, and are able to tweak our own site as we need to (postings, pages, etc.). Absolutely great to work with, and their technical support is outstanding."

Dale Troenle, Planning Director
Chocolay Township
chocolay.gov



Otsego Lake Township

"Shumaker Technology Group is the best to work with. They are always willing to help and no questions asked. They get the job done. They also make the best web designs. If you need changes made they are only a phone call away and willing to help. Kyle & AJ are the best in this field. Thank you guys !!!!!!"

Jerry Brown, Treasurer
Otsego Lake Township
otsegolaketownship.org

Pokagon Township

CASS COUNTY

"We went with Shumaker Group and we are very happy. They are great to work with and they trained our Clerk to be able to do the managing of our site. They are there for any issues or questions that she might have."

Kevin Young, Treasurer

Pokagon Township

pokagontownshipmi.gov



Central Lake Township

"Shumaker Group is fantastic and easy to work with. They are highly recommended by MTA . You will not be disappointed at all."

Judy Kosloski, Clerk

Central Lake Township

centrallaketownshipmi.gov



**GRAYLING
CHARTER TOWNSHIP**

"I just wanted you to know how much we are enjoying our website. The fact that I can add and remove items with such ease is a huge blessing. And your training covered everything so very well. I am glad that you are a part of our team. "Thank you" is not enough to express my appreciation for all of your hard work and dedication to our project."

Nancy Davis, Deputy Clerk

Grayling Township

twp.grayling.mi.us



"I personally wanted to thank you for a WONDERFUL job on the Morton Township website. It looks terrific, and I have heard many rave reviews of how nice looking it is and its ease of navigation. We are all proud of the work that you have done for us. Great job."

It has been a real pleasure working with your team. Thank you so much for making us stress free and successful!"

Ann McFeggan, PMP

Morton Township

mortontownship.org



"If you use Lansing-based Shumaker Technology Group (STG) for your township's website work, you now have that in common with your MTA association website. After soliciting proposals and quotes from several leading Michigan and Washington, DC website developers, MTA selected STG based on several factors—not the least of these were STG's long relationship with MTA and more than 250 of our member townships. Their understanding of our needs, familiarity with our other connected services (for example, our membership and education systems), and expertise in guiding us into independently using the leading website management system sealed the deal. MTA's positive experience led your national townships association, the National Association of Town and Townships, to also select STG this year with a similarly excellent outcome. STG is a long-time MTA exhibitor and sponsor; we thank them for their knowledgeable support of our work."

Michigan Townships Association

Excerpt from Neil Sheridan, [Township Focus Article](#), November 2022 Edition michigantownships.org



"We are so pleased with our board decision to move our web presence to Shumaker. Having a site that looks good and functions well for our residents was a major concern, along with customer service. Shumaker Tech Group has far surpassed our goals. I get immediate support from STG on any changes needed on our site and the staff are great to work with."

Jerome Township

Gil Bernier
jerometownship.org



"I really appreciate that I was contacted this late at night! My apologies for not remembering the gentleman's name that I spoke to, but he was very polite, helpful and understanding and because he took care of this for the City, we were in compliance with the Open Meetings Act, so thank you again!!"

City of Montrose

Christina Rush
cityofmontrose.us



FEATURED PROJECT

Allendale Charter Township

Project completed: 2024

Allendale Township, located in western Michigan, sought to redesign its municipal website to better serve residents and reflect the community's ongoing growth. The previous site was outdated, difficult to navigate, and lacked proper structure, making it challenging for users to quickly access essential information.

Our team collaborated closely with township officials to create a modern, WordPress-based platform focused on usability and accessibility. We implemented a clean, responsive design; reorganized content to prioritize high-traffic areas; and added interactive tools such as public notices and an event calendar. Our design team also crafted a custom logo that visually represents the local area, and built content that would help promote transparency between the government and the public.

Since its launch, the website has been a strong success, significantly improving how Allendale Township communicates with its residents. We believe Allendale Township's site sets a benchmark for what a modern municipal website should strive to be. For additional featured projects, see [Appendix A: Municipal Website Case Studies](#)

"I am very happy to be one of your clients. You and your team are amazing and have been fantastic throughout this entire process. I look forward to continuing to work with you."

Jody Hansen, Clerk

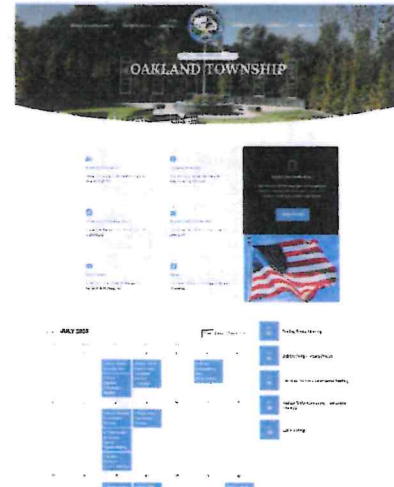
PORTFOLIO SAMPLES



Michigan Townships Association
michigantownships.org



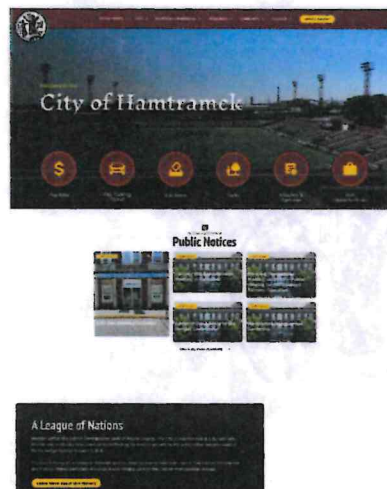
City of St. Clair
cityofstclairmi.gov



Oakland Township
oaklandtwpmi.gov



Allendale Township
allendalemi.gov

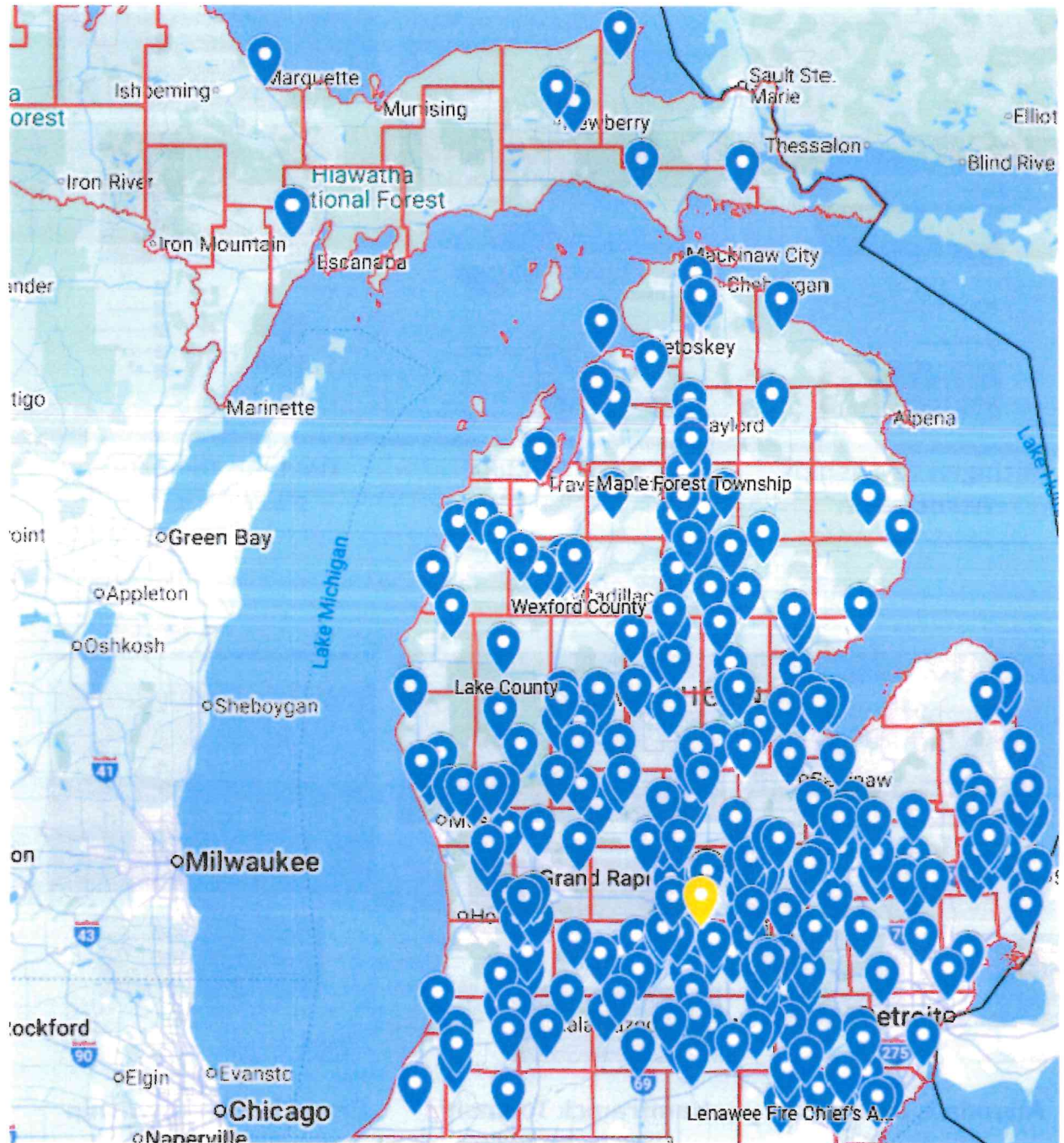


Hamtramck Township
hamtramckcity.gov



Grand Haven Township
ghmi.gov

Municipal Client Map



Pricing Breakdown

ONE TIME SETUP COSTS

This package is designed to help define the scope and features of your new website.



Platinum Package.....\$3,995

The platinum package is our most comprehensive offering, designed for medium to large townships seeking maximum functionality and user engagement. It supports an extensive number of pages/documents, and allows for a more custom and advanced set of features.

Items	Platinum
Content Migration From Existing Site	Up To 75 pages
Documents	Up to 1,000 documents
Digital Forms Included (Additional as add-ons)	10
Training & Documentation	✓
.Gov Domain Assistance	✓
Attention to ADA compliance guidelines	✓
Enhanced Security	✓
Website Analytics & Reporting	✓
Links to Third-Party Online Services or Social Media	✓
Standard Search Functionality	✓
Events Calendar	✓
Contact Form	✓
Fully Custom Layout & Design	✓
Login-Gated Pages	✓
Surveys, Polls & Form Builder Tools	✓
Advanced Custom Search Functionality	✓
Embedded (API) Social Media Integration	✓
Language Translation Tools	✓
Drone Photo and Video Session	✓
Free Design Refresh & Modernization after 3 years	✓

RECURRING MAINTENANCE AND HOSTING FEES

Maintenance Plan.....\$1,200/year

All STG Websites come with training to learn how to update and maintain the Website, we find that some clients would prefer to contract with us to make the day-to-day changes for them. With our Maintenance Plan, whether it's posting your meeting minutes, helping create new pages, or more, we've got you covered.

OPTIONAL SERVICES & ASSOCIATED COSTS

The following services may compliment your website but are also not strictly necessary for all municipalities. They are offered as optional add-ons.



Email Blasts.....Starting at \$20/month

Send email newsletters, alerts, and community updates to residents with automated delivery and easy sign-up on your township website. Monthly cost depends on the total number of subscribers.



Text Message Blasts.....Per Package/Annually

Keep your community connected. Send instant updates directly to your resident's phones, ensuring they stay informed with the latest news.

- **Core Package:** \$750.00 Annually, 12,000 credits
- **Plus Package:** \$1,250.00 Annually, 25,000 credits
- **Boost Package:** \$1,750.00 Annually, 50,000 credits

**Each credit consists of an incoming or outgoing text message of up to 163 characters.*



Accessible Document Conversion.....\$30/Per Hour

If pre-existing documents/forms don't meet accessibility standards, The Shumaker Group can help you recreate those documents in an accessible manner.



Brand Design.....\$85/Per Hour

Work with our team of designers to create a logo that's unique to your township.



Email Accounts.....\$50 Per Account/Annually + \$100 Email Setup Fee

Email accounts provided through Microsoft 365. Other email platforms available upon request. We also offer Optional Third-Party Email Backup for \$50 Per Account/Annually.



Aerial Drone Photo and Video.....Included

Show off your community from a new perspective with engaging photos captured from our aerial drone. (Included in Platinum Package)



Timeline & Payments

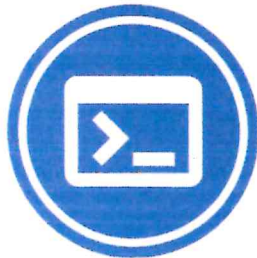
MAJOR MILESTONES & DELIVERABLES

Payment for the site development and first year's hosting is due within 30-days of the site launch.



Milestone 1: Planning

- Define project objectives
- Discuss website design, layout & content preferences
- Design, review, and adjust website prototype[3]



Milestone 2: Development

- Replicate prototype into a fully functional website
- Migrate existing content and documents
- Review and make final adjustments[3]



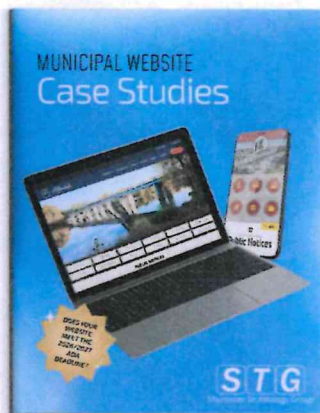
Milestone 3: Deployment

- Establish window and launch website
- Set up additional services and provide final deliverables, such as email accounts and logo designs.
- Provide website training and/or access to our help desk.

Terms & Conditions

- [1] With every website we build, you retain 100% ownership. You'll have full administrative access to make edits and changes just like we do, even if we're managing it on your behalf.
- [2] We guarantee your complete satisfaction. If at any point (prior to 30 days after the launch of the site) you aren't happy with our work, you can cancel and owe nothing.
- [3] In order to meet our delivery milestones, it is important that the client be engaged in the process and provide timely feedback when requested. While we understand that everyone gets busy, if significant delays occur while waiting for client feedback, the delivery dates may be pushed back.

Appendix



[\[Appendix A\]](#)

[Municipal Website Case Studies](#)



[\[Appendix B\]](#)

[Topic Planner](#)



[\[Appendix C\]](#)

[Access Granted: What You Need To Know About The New ADA Website Requirements" Presentation Slides](#)



SHUMAKER TECHNOLOGY GROUP



PHONE

(517) 325-3121



WEBSITE

stgmunicipal.com



PORTFOLIO

stgportfolio.com



Port Huron Township, MI

Proposal for muniCMS 2.0 Conversion Services
December 31, 2025

Mathew Kurian
mkurian@muniweb.com
888-MUNI-WEB / 1-888-686-4932

2045 McIntosh Dr., Troy MI 48098
www.muniweb.com

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Dear Mr. Shonka,

Email: pshonka@phtwpmi.gov

Client: Port Huron Township, MI, hereafter referred to as the Client.

Thank you for your continued partnership with Muniweb and for reviewing our proposal for migrating from muniCMS® 1.0 to muniCMS® 2.0. An overview of the evolution from muniCMS® 1.0 to muniCMS® 2.0, including key functional and architectural differences, is provided in *Attachment 1 – Why muniCMS® 2.0*.

After further internal review—and in recognition of the approval and budgeting processes standard to your organization—we have refined this proposal to provide **greater clarity, simplicity, and long-term cost predictability**, while ensuring uninterrupted service continuity.

What This Proposal Delivers

- **One-time migration and redesign total costs are lower**
- **Monthly hosting reflects the full muniCMS® 2.0 platform**, consolidating core capabilities that were previously separated or implied, which provides **lower total costs**
- When a migration option is selected, **Muniweb performs a complete migration of all existing website pages and content**, preserving structure, navigation, and public access.
- Many tools municipalities rely on daily are now included as part of the **standard platform**, including capabilities that are optional, limited, or unavailable from the others.

Clear, All-In Pricing

All standard features, optional enhancements, and third-party services are **clearly documented** within the proposal and its attachments. There are **no hidden fees or post-award surprises**. Optional services, where applicable, are explicitly described and billed by Muniweb, providing a single point of accountability.

Next Steps

This proposal supports a **90-day review and approval window**. A **non-binding Letter of Intent (LOI)** is included to confirm alignment while internal approvals proceed. We kindly request that the LOI be submitted **by January 31, 2026**, to support planning and scheduling.

We appreciate your continued trust in Muniweb and welcome any questions regarding this revised proposal.

Warm regards,

Jay Sheth

Jay Sheth
muniweb@
jsheth@muniweb.com
Direct: 248.931.5556



Options	Description	One Time Cost	Monthly Hosting	Key Details
Option 1 – Muni-DIY	Select from four municipal templates. Muniweb performs initial setup and provides training; Client staff migrate website content	\$5,250	\$245	Includes 5 hours of setup and a 2-hour training session for up to four staff members. Fastest and most economical option.
Option 2 – Standard Redesign	Same as Option 1, except Muniweb performs the full content migration.	\$10,650	\$285	Includes up to 6 hours of design refinements, full content migration, and ADA compliance for all non-PDF content . Includes a 2-hour training session for up to four staff members.
Option 3 – Full Custom Redesign	Fully customized design and layout tailored to the Client's branding and vision. Muniweb performs the full content migration.	\$12,550	\$365	Provides maximum creative flexibility, full content migration, and ADA compliance for all content, including up to 50 PDF documents . Includes a 2-hour training session for up to four staff members.

*Detailed Payment schedule and terms are outlined in Section 9 of this proposal.

For municipalities migrating from **muniCMS® 1.0 to muniCMS® 2.0**, the monthly hosting fees above reflect continuity of certain third-party services currently in use by the Client within muniCMS® 1.0 at the time of migration (such as Constant Contact and CalendarWiz).

These services are enabled and managed by Muniweb as part of the migration and initial launch. Expanded usage, additional services, or new third-party tools introduced after launch are addressed separately as described in **Section 8** and **Attachment 2**.

This migration-specific hosting structure applies only to clients transitioning from muniCMS® 1.0 and does not alter standard pricing for new website engagements.

Service Rates and Ongoing Assistance

Ongoing configuration, customization, operational assistance, and technical support services are provided separately.

Muniweb service rates and support options are detailed in Attachment 3.



Our proven four-phase project plan ensures a smooth transition to muniCMS® 2.0 — on time, on budget, and without disrupting your website presence or operations.

Milestone 1 – Project Initiation & Consultation

Duration: Approximately 3 weeks

This phase begins with contract execution and a **kickoff meeting** to establish project goals, team roles, and communication channels.

We then conduct a **Design and Systems Consultation** with key Client representatives to review design preferences, navigation goals, and desired site functionality.

During this stage, we:

- Review existing website content and analytics to assess current strengths and gaps.
- Identify new features or modules to be added as part of the 2.0 migration.
- Create a **web-based Client Workshop** portal to track project progress, approvals, and content readiness.

Deliverable: Flat homepage design mockups and system structure outline.

Milestone 2 – Design and Navigation Approval

Duration: Approximately 1½ weeks

Based on the Client feedback, we refine and finalize the **homepage** and create a complementary **interior page design** that ensures a consistent visual identity across the site.

In parallel, we review and finalize the **navigation structure** to ensure intuitive access to services, documents, and meeting information.

We'll also review the current site content with the Client's editors to confirm which materials will be migrated "as-is" and which require updates.

Deliverable: Approved homepage and interior page designs, along with a preliminary "website skeleton" viewable online for early navigation testing.

Milestone 3 – Website Construction, Migration, and Training

Duration: Approximately 4–6 weeks

Once design approval is complete, our development team:

- Builds responsive templates for each section of the site.
- Migrates existing and new content into the new muniCMS 2.0 platform.
- Performs internal quality assurance and **ADA/WCAG 2.1 AA compliance testing** using automated and manual accessibility tools.
- Conducts **cross-browser and mobile device testing** to ensure uniform performance.

During this phase, we also provide **editor training** for the Client's staff — up to four participants — following a *train-the-trainer* model to enable internal self-sufficiency.

Deliverable: Fully functional development website, accessible for client review, testing, and training.

Implementation Summary

The **typical project duration is 12–16 weeks**, depending on content readiness and review turnaround.

Providing final content and approvals promptly can shorten the overall schedule.

Milestone 4 – Go-Live and Deployment

Duration: Approximately 2–3 days

In the final stage, muniweb relocates the site to production servers, performs DNS setup, and runs final system checks.

The site is registered with major search engines, and the Client's staff receive a post-launch checklist for reference.

Deliverable: Live, ADA-compliant, responsive website — visually engaging, mobile-friendly, and fully managed under the new muniCMS 2.0 platform.



4.0 Project Timeline

[back to TOC](#)

This timeline provides a representation of the typical timeline for a website redesign project after contracts are signed.

Task	Who	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
Design																	
Design Consultation	MWS & Client																
Design Mock-Up	MWS																
Design Review	MWS & Client																
Design Modifications	Client																
Content Consultation	MWS & Client																
Construct																	
Create CMS Templates	MWS																
Website Construction	MWS																
Provide Content	Client																
Content Migration	MWS																
Review of Website	MWS																
Browser and Mobil Testing	MWS																
Website Reveal & Review	MWS & Client																
Training																	
Website Editor Training	MWS & Client																
Deploy																	
Go Live / Deployment																	
Software Maintenance	MWS																
Content Updates	Client																
Customer Support	MWS																



Your muniCMS® 2.0 website will be hosted in **Muniweb's Tier III data centers**, providing the reliability, performance, and security required for critical municipal operations. Muniweb's hosting infrastructure and monitoring systems are purpose-built for government websites, ensuring continuous uptime, data protection, and rapid disaster recovery.

5.1 Data Center Infrastructure

- Tier III, access-controlled facilities with **24/7/365 monitoring**
- Redundant power systems with **natural-gas generators and battery backup**
- Multi-carrier network connectivity supporting high-availability bandwidth
- Server-class hardware with **RAID-based redundant storage**
- **Daily incremental** and **weekly full backups** are stored both onsite and offsite
- Continuous performance and health monitoring of all critical systems

5.2 Disaster Recovery and Business Continuity

- **Recovery Time Objective (RTO):** 30 minutes
- **Recovery Point Objective (RPO):** 24 hours
- Automated backup processes with off-site replication
- Real-time system status monitoring and alerting
- Rapid failover to standby systems in the event of hardware or network failure

5.3 Network and Data Security

- Separate, redundant firewalls at both data-center and server levels
- Continuous intrusion detection with automated IP blocking
- Regular penetration and vulnerability testing
- Real-time DDoS monitoring and mitigation through third-party countermeasures
- Ongoing operating system, database, and application patching
- Antivirus protection and centralized log monitoring to ensure platform integrity

5.4 Performance and Platform Maintenance

- Regular hardware and software updates included as part of hosting
- Database optimization and routine security audits
- Secure HTTPS access for all websites
- SSL certificates are provided when Muniweb manages the DNS configuration required for certificate provisioning and validation.
- Proactive notification of planned maintenance to ensure transparency and minimal disruption
- Secure, managed data storage provisioned by default to support standard municipal website content

Result

The Client's website will operate within a **secure, redundant, and high-performance hosting environment**, monitored around the clock to ensure maximum uptime, rapid recovery, and protection against evolving cyber threats.

Statement of WCAG 2.1 AA (ADA) Compliance

Every **muniCMS® 2.0** website is developed and tested to meet **WCAG 2.1 AA** accessibility standards, ensuring equal access for all residents, including those with disabilities. Accessibility is reviewed during both the **design** and **content phases**, using a combination of automated scans and manual evaluation to verify compliance.

This two-step process ensures your site launches ADA-compliant and provides the foundation for continued **compliance** through proper content management. As part of staff training, editors learn how to maintain accessibility when posting new material, ensuring the Client's website remains inclusive and legally sound over time.

Training and Knowledge Transfer

Muniweb provides hands-on, practical training so your staff can confidently manage and update the new website.

Highlights:

- Conducted remotely using your live website as the training environment.
- This system covers real-world tasks such as adding agendas, minutes, news items, and notices.
- Includes up to **four Client staff members**.
- Delivered using a **Train-the-Trainer model**, with digital reference materials provided.

This approach ensures Client's staff have the tools and confidence to manage daily updates, maintain ADA compliance, and preserve design consistency.

Client's Role in the Project

Your participation and timely input are key to a successful and efficient migration.

Client Responsibilities Include:

- Providing your vision for the website's look, feel, and structure.
- Supplying and reviewing existing content for accuracy before migration.
- Approving key milestones — homepage design, navigation, interior page layout, and mobile view.
- Attending approximately **three to five online review meetings** with the Muniweb project team.

Muniweb's collaborative process ensures that the final website reflects **The Client's unique identity**, meets accessibility standards, and empowers your staff to manage it effectively after launch.

The muniCMS® 2.0 platform is delivered as a complete, modern municipal website solution. All Muniweb websites include the following standard capabilities, enabled by default and ready for immediate use.

Many of these capabilities may be enhanced, customized, or extended based on the Client's operational needs, internal workflows, scale, or integration requirements. Such enhancements are scoped separately and delivered on a time-and-materials basis or as a defined project.

Certain capabilities rely on optional third-party services (such as email marketing platforms, SMS gateways, specialized scheduling tools, or payment processors). When used, third-party licensing or usage fees apply and are managed by Muniweb.

7.1 Accessibility and Compliance

- **WCAG 2.1 AA-ready** templates and content structure
- **Accessibility-aware layouts** supporting screen readers and keyboard navigation
- Editor training focused on maintaining accessibility over time
- Support for integrated accessibility widgets and third-party accessibility tools

7.2 Transparency and Governance

- **Agendas, Minutes & Meetings** – Organized by board and year, with document and video support
- **Boards & Commissions Directory** – Member listings, terms, and meeting information
- **Bids & Proposals** – Scheduled posting, expiration, and archiving
- **Employment Opportunities** – Job postings with configurable application workflows
- **News & Announcements / Press Releases** – Publish and archive official communications
- **Document & Media Library** – Searchable repository for public records and files

7.3 Community Communication and Engagement

- **Alerts & Emergency Notices** – Site-wide banners and alerts for urgent communications
- **Email Notifications (Standard)** – Built-in email subscription and notification capability
 - Integration with managed third-party email marketing platforms (e.g., Constant Contact) is available for advanced campaigns and analytics
- **Calendar of Events (Standard)** – Built-in community calendar for events and meetings
 - Enhanced scheduling and publishing features using managed third-party services (e.g., CalendarWiz) may be enabled
- **Polls and Surveys** – Built-in tools for resident feedback and reporting
- **Image Galleries** – Organized photo and media galleries
- **Video Embedding** – Support for live or on-demand video via external platforms



7.4 Resident Services and Requests

- **Online Forms** – Secure, spam-protected online forms for public submissions
- **Contact and Inquiry Forms** – General-purpose contact and request forms
- **Action Center** – Centralized intake of resident service requests
- **Do Not Knock Registry** – Online opt-out registry with exportable records
- **Home Watch Request** – Resident requests for home-watch services

Workflow automation, routing, approvals, notifications, reporting, and integrations may be configured or extended as needed.

7.5 Community and Economic Development

- **Business Directory** – Searchable directory of local businesses
- **Available Buildings / Sites** – Listings for commercial or redevelopment properties
- **Social Media Sharing** – Publish selected content to municipal social media channels
- **RSS / Syndicated Feeds** – Distribute content to external aggregators and services

7.6 Facilities, Programs, and Scheduling

- **Reservation System** – Online facility and room reservations
- **Event Registration (Non-Payment)** – Basic registration for programs and events

Payment processing, advanced approval workflows, and **expanded scheduling capabilities** may involve managed third-party services or additional configuration effort.

7.7 Payments, Utilities, and Tax Processing

Payment portals, merchant accounts, utility billing systems, and tax collection services are typically established and maintained by the Client through third-party providers such as BS&A or similar municipal systems.

Muniweb manages the technical integration of these services with the muniCMS® 2.0 platform, enabling secure access and a seamless user experience for residents.

At the Client's request, Muniweb may also administer selected third-party services on the Client's behalf, including configuration, coordination, and ongoing operational support.



7.8 Internal Communication and Intranet

- **Intranet / Staff Portal** – Secure internal website for policies, documents, and staff resources
- **Group Chat / Internal Messaging** – Support for internal group communication using managed third-party chat services
 - **Tidio** for basic internal messaging and chat functionality
 - **Hyvor Talk** for advanced group discussions, moderation, and forum-style internal communication

Muniweb manages the selection and configuration of internal communication tools in line with the client's requirements. Applicable licensing or subscription fees, where required, are billed by Muniweb.

7.9 Design, Content, and User Management

- Responsive, mobile-first layouts compatible with modern browsers
- Browser-based content management (no special software required)
- Role-based user access with permissions and audit history
- Page preview, scheduling, and rollback functionality
- Dynamic navigation, breadcrumbs, and integrated search

7.10 Mobile Application Readiness

- **Mobile Application-Ready Architecture** – Structured content, feeds, and APIs designed to support native mobile applications
- Content, events, alerts, documents, and notifications may be delivered to mobile applications without duplicating data or workflows

Note: Design, development, deployment, and maintenance of native mobile applications (iOS and Android) are provided as a separately priced service. App store accounts, third-party licensing, push notification services, and ongoing application support are billed separately.

7.11 Messaging and Notifications

- **SMS Notifications** – Text message alerts delivered via managed third-party SMS gateways (e.g., Clickatell)
 - Subject to per-message or usage-based fees

7.12 Performance, Security, and Platform Operations

- Hosting in secure, redundant Tier III data centers
- SSL encryption (when Muniweb manages DNS)
- Regular platform, security, and infrastructure updates
- Daily incremental and weekly full backups
- Platform monitoring and operational maintenance



7.13 Technical Support and Services

Ongoing technical support, content assistance, configuration services, and enhancements are **not included** with standard hosting.

Support is provided under a separate support plan or on a time-and-materials basis, as selected by the Client. Available services may include:

- Time-and-materials assistance for updates or troubleshooting
- Scoped services for enhancements, automation, or integrations

Muniweb service rates and support options are provided in **Attachment 3**.

Result

Every muniCMS® 2.0 website delivers a complete, transparent, and accessible digital presence out of the box—without requiring municipalities to purchase add-ons for essential website functionality.



While muniCMS® 2.0 includes a comprehensive set of standard capabilities as described in Section 7, Muniweb also offers a range of **enhancements, integrations, and managed third-party services** that may be enabled to support specific operational needs, continuity of existing services, or future expansion.

These services are **optional** and may be implemented during initial deployment, migration, or at any time thereafter.

Where third-party platforms or usage-based services are utilized, **Muniweb manages the vendor relationship, configuration, and billing**, providing the Client with a single point of contact and consolidated invoicing.

Pricing and usage considerations for managed third-party services are summarized in **Attachment 2**.

8.1 Continuity of Existing Services (Migration Clients)

For municipalities migrating from muniCMS® 1.0, certain third-party services currently in use may continue to be enabled with muniCMS® 2.0 to preserve operational continuity.

These services may include (but are not limited to):

- Email marketing platforms
- Enhanced calendar and scheduling tools
- Appointment scheduling
- SMS notifications
- Internal communication tools
- Payment, utility, or tax processing integrations

For migration clients, applicable continuity services may be reflected in the migration pricing or hosting structure described in Section 2.

Additional services, expanded usage, or new services introduced after launch are addressed separately and may involve additional fees.

8.2 Communication and Messaging Enhancements

- **Email Marketing Platforms** – Advanced email campaigns, analytics, segmentation, and list management using managed third-party platforms (e.g., Constant Contact).
- **SMS / Text Messaging** – Text alerts and notifications delivered through managed third-party SMS gateways (e.g., Clickatell), subject to usage-based fees billed by Muniweb.

8.3 Calendars, Scheduling, and Appointments

- **Enhanced Calendar Services** – Advanced scheduling, publishing, and subscription features using managed third-party calendar services (e.g., CalendarWiz).
- **Appointment Scheduling** – Online appointment booking and availability management using managed third-party tools (e.g., Accuity).

8.4 Payments, Utilities, and Tax System Integrations

Municipal payment processing, utility billing, and tax collection services are typically provided through **Client-selected third-party platforms**, such as BS&A or similar municipal financial systems.

Muniweb supports and manages the **technical integration** between the muniCMS® 2.0 platform and these third-party services, enabling residents to securely access payment portals, utility accounts, and tax information directly from the municipal website.

At the Client's request, Muniweb may also **administer and manage selected third-party services** on the Client's behalf, including configuration, coordination, and ongoing operational support.

Integration scope, administration responsibilities, and any associated fees are defined based on the selected services and are billed by Muniweb in accordance with the agreed terms.

8.5 Internal Communication and Collaboration Enhancements

- **Group Chat and Internal Messaging** – Advanced internal communication tools using managed third-party platforms, including:
 - Entry-level or basic chat services (e.g., Tidio)
 - Moderated discussion forums and threaded conversations (e.g., Hyvor Talk)

All internal communication tools are configured, administered, and billed by Muniweb.

8.6 Workflow Automation and Advanced Configuration

- Extended workflows, approvals, routing, notifications, and reporting
- Advanced form logic, integrations, and data handling
- Automation aligned with departmental or cross-departmental processes

These services are scoped based on Client requirements and delivered as defined projects or on a time-and-materials basis.

8.7 Mobile Applications

- **Native Mobile Applications (iOS and Android)** – Design, development, deployment, and maintenance of native mobile applications that surface muniCMS® 2.0 content, alerts, and notifications.

Mobile applications are provided as a separately priced service and may involve third-party platform fees, app store accounts, and ongoing support, all of which are administered and billed by Muniweb.

8.8 DNS, Domain, and SSL Management

Secure HTTPS access for muniCMS® 2.0 websites requires proper DNS configuration and certificate validation.

Muniweb manages **DNS configuration** as required to provision, validate, and maintain SSL certificates and secure website access.

The Client may retain ownership and billing responsibility for the domain registrar. If the Client elects for **Muniweb also to manage the domain registrar**, Muniweb will administer domain registration, renewals, and related DNS services on the Client's behalf.

Any recurring fees associated with registrar administration and DNS management are billed by Muniweb in accordance with the terms outlined in **Attachment 2**.

8.9 Integrations and Custom Extensions

- Integration with external systems, data feeds, or enterprise platforms
- Custom development to support unique municipal workflows or services

Integration and development efforts are scoped separately based on requirements.



8.10 Storage and Bandwidth Management

The muniCMS® 2.0 hosting environment includes storage and bandwidth designed to support standard municipal website operations, including public documents, images, agendas, minutes, and typical website content delivery.

Included Resources

- **Storage:** Up to **20 GB** of total website storage
- **Bandwidth:** Hosting capacity designed to support **approximately 500 GB of monthly data transfer** under typical municipal usage patterns

These allocations are intended to comfortably accommodate typical municipal website traffic during standard business hours and normal public access periods.

Additional Storage

If the Client's storage usage exceeds the included allocation:

- Additional storage may be added in **10 GB increments** at **\$25 per month per increment**, which will be incorporated into the Client's monthly hosting fees.

Bandwidth Review

Bandwidth usage that **significantly and consistently exceeds** typical municipal usage patterns—such as sustained high-volume downloads, large-scale media hosting, or non-website uses—will be reviewed with the Client.

If required, adjustments to hosting or additional fees may be proposed to ensure continued platform performance and stability.

Exceptionally high-usage scenarios, including large archival scanning projects, video hosting, or specialized data repositories, are reviewed separately and scoped as needed.

8.11 Service Delivery and Billing

For all enhancements and managed third-party services:

- **Recurring monthly fees** associated with enabled enhancements or managed services are **added to the Client's monthly hosting invoice**.
- **Non-recurring costs**, including setup fees, configuration, customization, usage-based charges, or project-based services, are **invoiced separately** in accordance with the terms agreed upon for those services.

Muniweb service rates for configuration, customization, operational assistance, and support are provided in **Attachment 3**.



9.1 Payment Structure

The following payment structure applies based on the selected conversion option.
All invoices are payable within **15 days of receipt** unless otherwise agreed in writing.

Option 1 – Muni-DIY

Since the Client's staff will perform the content migration, this plan includes a simplified payment schedule:

- 50% due upon project kickoff.
- 50% due upon completion of initial setup and staff training.

Options 2 and 3 – Redesign Projects

For redesign projects managed by Muniweb, the following milestone-based schedule applies:

- 40% due upon Project Initiation and contract execution.
- 10% due upon Design and Navigation Approval.
- 30% due upon completion of Website Construction and Training.
- 20% due upon Website Deployment (Go-Live).

9.2 Standard Terms

- Invoices are due within **15 days** of issue.
- A finance charge of 2% per month (24% annual rate) will apply to all past-due balances.
- Payment delays may affect project scheduling or the activation of hosting.
- Hosting and support services are billed monthly beginning at project kickoff.
- Change requests or additions outside the original project scope will be billed separately at Muniweb's current hourly rates.
- Any required travel or onsite training expenses (if requested) will be pre-approved and billed at cost.

9.3 Limitation of Liability

Muniweb's total cumulative liability for any claim arising out of this agreement, whether in contract, negligence, or otherwise, shall not exceed twenty percent (20%) of the total fees paid by the Client under this proposal, not including the monthly fees.

In no event shall Muniweb, its affiliates, or subcontractors be liable for any indirect, incidental, consequential, or special damages, including loss of data, business interruption, or loss of profits, even if advised of the possibility of such damages.

The Client remains responsible for the accuracy, legality, and ownership of all content posted to the website.



9.4 Errors, Omissions, and Service Limitations

Muniweb makes commercially reasonable efforts to ensure the accuracy, reliability, and proper functioning of the muniCMS® 2.0 platform and all associated services provided under this proposal. Due to the inherent complexity of software systems, content migration, integrations, configurations, and reliance on third-party platforms, inadvertent errors or omissions may occur.

If an error or omission is identified that is directly attributable to Muniweb's services, Muniweb's responsibility shall be limited to **promptly correcting the issue** within a reasonable and mutually agreed timeframe.

Muniweb shall not be liable for any indirect, incidental, consequential, or special damages, including but not limited to loss of revenue, loss of data, interruption of services, or loss of public use, arising from the use of the website or related services.

Muniweb's total cumulative liability, if any, is subject to the limitation of liability set forth in Section 9.3

Services involving third-party platforms, integrations, data sources, or external systems are subject to the availability, accuracy, and performance of those third-party services and are outside Muniweb's direct control.

Nothing in this section limits Muniweb's commitment to good-faith support, transparency, and long-term partnership with the Client.

9.5 Force Majeure

Neither party shall be held liable for any failure or delay in performing its obligations under this agreement if such failure or delay results from circumstances beyond its reasonable control, including but not limited to acts of **nature**, fire, flood, war, terrorism, pandemic, civil unrest, government regulations, labor disputes, or failures of suppliers, networks, or hosting providers. In such cases, performance shall be suspended during the period of delay, and the affected party shall notify the other as soon as reasonably possible.

Project timelines may be adjusted accordingly without penalty to either party.

9.6 Miscellaneous

- **Entire Agreement** – This proposal and any attachments represent the complete understanding between Muniweb and the Client regarding the services described. Any modifications must be agreed to in writing by both parties.
- **Assignment** – Neither party may assign its rights or obligations under this agreement without prior written consent, except that Muniweb may engage qualified subcontractors to perform specific tasks.
- **Severability** – If any provision of this agreement is found invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- **Governing Law** – This agreement shall be governed by and construed under the laws of the **State of Michigan**, without regard to conflict-of-law principles.
- **Notices** – Any required formal notices shall be made in writing and delivered by certified mail or courier to the addresses below, unless updated in writing by either party.



10.1 Confidentiality

Muniweb shall not, during the term of this agreement or thereafter, disclose to any person, firm, or corporation any non-public information concerning the Client's business or affairs acquired in the course of providing services, except (a) with the Client's prior written consent or (b) as required by law.

Muniweb shall not use such information for its own benefit or to the detriment of the Client.

10.2 Ownership and Cooperation

The Client shall at all times own the website created pursuant to this proposal, including all Client-provided content, data, graphics, and approved design elements.

Upon expiration or termination, the Client may contract with another provider for any or all services described herein. The Client may modify the website at its sole discretion, and Muniweb will cooperate reasonably to facilitate such transitions, including export of site content and data.

Note: The Client receives a non-exclusive license only while being serviced by Muniweb to use the **muniCMS®** platform and related proprietary software required to operate the site. Ownership of the underlying platform, source code, and proprietary technology remains with Muniweb.

10.3 Written Authorization for Billable Services

No out-of-scope or hourly services (such as enhancements, extra training, or content work) will be performed without written authorization from an approved Client representative.

Email authorization is sufficient for standard requests. Approved work will be billed at Muniweb's current hourly rates and in the agreed time increments.

10.4 Notices

All official notices and formal requests required under this agreement shall be delivered by **certified mail (return receipt requested), personal service, or national overnight courier** (e.g., FedEx) to the addresses below, or to such other address as either party may designate in writing.

Day-to-day project communications and approvals may be exchanged via email between the designated contacts.

If to the CLIENT:

Peter Shonka
Port Huron Township, MI
3800 Lapeer Rd
Port Huron Twp, MI 48060
Email: pshonka@phtwpmi.gov

If to MUNIWEB:

Muniweb, an Ingstron Company
2045 McIntosh Dr.
Troy, MI 48098
Email: jsheth@muniweb.com



11.0 Proposal Validity and Acceptance

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This proposal and its pricing are valid for **30 days** from the date of issue. After that period, pricing, timelines, and availability are subject to review and adjustment based on current rates and workload.

By signing below, the Client acknowledges review and acceptance of the terms outlined in this proposal and authorizes Muniweb to proceed with the selected project option.

Accepted by Signature: _____

Print Name: _____

Title: _____

Date: _____

For Muniweb:

Signature: *Jay Sheth*

Jay Sheth, President
Muniweb, an Ingstron Company
jsheth@muniweb.com | 888-MUNI-WEB (1-888-686-4932)
2045 McIntosh Dr., Troy, MI 48098

12.0 Closing Statement

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Muniweb sincerely appreciates the opportunity to continue serving **Port Huron Township, MI**. Our goal is to ensure a seamless, secure, and accessible web experience that supports the Township's transparency, communication, and community engagement goals.

We look forward to partnering with you on a successful migration to **muniCMS® 2.0** and to continuing our long-standing relationship built on trust, innovation, and service excellence.

Thank you for your continued partnership.



Why MuniCMS 2.0? – Technology and Platform Evolution

This attachment summarizes the platform evolution from muniCMS 1.0 to muniCMS 2.0. For the definitive list of standard muniCMS 2.0 features, please see Section 7.

Category	MuniCMS 1.0	MuniCMS 2.0	Benefit of MuniCMS 2.0
Core CMS Platform	Proprietary CMS ASP.NET	Based on Open-Source CMS .NET Core	Modern, flexible, open-source architecture with no license fees
Technology Stack	.NET Framework, SQL Server	.NET Core, C#, SQL Server Azure-ready	Cross-platform, cloud deployable, future-proof technology
User Interface	Legacy back-office editor	Modern UX with live edit	Cleaner UI, faster navigation for non-technical users
Design Framework	Responsive but fixed templates	Mobile-first flexible grid	Improved accessibility, faster load times
Accessibility	ADA compliance (general)	WCAG 2.1 AA + UserWay widget	Stronger legal compliance, better usability for all users
Hosting / Security	Tier III MI datacenters, RAID-5	Enhanced Tier III + DDoS mitigation, weekly penetration tests	Improved security and redundancy
Integration	Limited API support	Open-API + Zapier integration	Easier connection to third-party systems (GIS, payment, CRM)
Backup & Recovery	Daily incremental, weekly full 24 hr RPO 6 hr RTO	Off-site cloud backups 24 hr for Media files 4 hr RPO 1 hr RTO	Faster recovery and reduced data loss risk
SEO & Navigation	Manual meta tags, static menu	Dynamic sitemap, auto SEO tagging	Improved visibility and easier maintenance

Module availability highlights (1.0 → 2.0)

- New in muniCMS 2.0 (not available in 1.0): Calendar of Events (Event Board), searchable FAQ module, and integrated Accessibility Widget support.
- Modernized communications: improved e-notifications plus SMS/email alert options (when enabled).
- Better content organization: enhanced document/media library tools and modern content structuring for easier public access.
- Stronger accessibility foundation: templates and content structure aligned to WCAG 2.1 AA, supported by editor training.
- Improved publishing experience: modern editor UX with live edit/preview and cleaner navigation for non-technical staff.



MuniCMS 1.0 vs 2.0 Standard Modules Comparison

This table lists the **standard** modules available in MuniCMS 1.0 and MuniCMS 2.0, highlighting the key benefits of MuniCMS 2.0. MuniDIY is based on MuniCMS 2.0 and is a scalable, economical option, with pre-built templates designed for smaller communities.

Module / Feature	CMS 1.0	CMS 2.0	Muni DIY	Benefit of MuniCMS 2.0
Accessibility Widget	—	✓		User-Way Accessibility widget integrated. User-Way is a Plug-in to improve ADA Accessibility
Agendas & Minutes / Meetings	✓	✓	✓	Integrated video links, and field to add additional custom files, and agenda management.
Alerts / Notices Emergency	✓	✓	✓	Dual-mode alerts (banner + pop-up) SMS Service can be attached for extra fee
Bids / Proposals	✓	✓	✓	Enhanced scheduling and presentation formatting.
Boards & Commissions Directory	✓	✓		Easier department linking and photo integration.
Business Directory	✓	✓		Enhanced listings with promotions.
Calendar of Events- aka Event Board	—	✓		Public event submission and moderation List view
Department / Employee Directory	✓	✓	✓	Searchable with photos, roles, and contact info.
Document & Media Library	✓	✓	✓	Improved file organization and metadata tags.
Employment Opportunities	✓	✓	✓	Schedulable postings with custom forms.
FAQ (Questions & Answers)	—	✓	✓	New searchable FAQ module.
Home Page Slideshow	✓	✓	✓	Modern carousel controls and accessibility-ready. Background image – can customize it to buttons
News & Announcements	✓	✓	✓	Better formatting and automatic archiving.
Online Contact Form	✓	✓	✓	Enhanced spam invisible protection does not need CAPTCHA.
Polls	✓	✓		Modern layout with real-time results.
Surveys	✓	✓		30+ question types with exportable data.
Video Services	✓	✓	✓	Live streaming and on-demand options. Embed any external service with a simple HTML code



This attachment summarizes **optional enhancements** including managed 3rd party services that may be enabled in conjunction with the muniCMS@ 2.0 platform.

All services listed below are **administered, configured, and billed by Muniweb**, providing the Client with a single point of contact and consolidated invoicing.

Services may be enabled during initial deployment, migration, or added at any time thereafter.

Ref	Module / Feature Name	Description	Cost / Billing Basis
A2-1	Email Platform Constant-Contact	Advanced email campaigns, subscriber management, analytics, and reporting integrated with the website.	\$25/mo 500 contacts \$50/mo 1,000 contacts \$100/mo 5,000 contacts Contact and List limits are governed by plans selected
A2-2	Enhanced Calendar Calendar-Wiz	Advanced event scheduling, publishing, subscriptions, and multi-calendar coordination based on selected category tier.	\$25/mo 8 Categories \$50/mo 50 Categories
A2-3	Appointment Scheduling Acuity	Online appointment booking and availability management for municipal services.	Starting at \$40/mo Pricing varies by selected plan and usage level.
A2-4	SMS / Text Messaging	Text message alerts and notifications for time-sensitive communications.	\$20/mo base \$5/mo for each SMS list \$0.04/msg for 2,000Msgs \$0.03/msg 2,001 to 5000 Msgs \$0.02/msg 5001+ Msgs
A2-5	Advanced Internal Group Discussions	Moderated discussions, threaded conversations, and internal forums.	Quoted separately Hourly or Fixed-Fee
A2-6	Online Payment Processing -	Integration with third-party payment portals for permits, fees, registrations, and services.	Quoted separately Hourly or Fixed-Fee
A2-7	Utility & Tax Payment Integration BS&A	Integration with municipal systems to support utility billing and tax payments.	Quoted separately Hourly or Fixed-Fee
A2-8	Mobile Applications (iOS / Android)	Native mobile applications surfacing website content, alerts, and notifications.	Quoted separately Hourly or Fixed-Fee
A2-9	Customized Workflow Configuration	Extended approvals, routing, notifications, and reporting.	Quoted separately Hourly or Fixed-Fee
A2-10	Custom Integrations & Extensions	Integration with external systems, data feeds, or enterprise platforms.	Quoted separately Hourly or Fixed-Fee
A2-11	DNS & Registrar Management	Management of DNS records required for SSL certificate provisioning, validation, renewals, and secure website operation. Includes domain registrar administration when managed by Muniweb.	\$150 annually (applies only when Muniweb manages the domain registrar)



Hosting Resources – Storage and Bandwidth

The muniCMS® 2.0 hosting environment includes storage and bandwidth designed to support standard municipal website operations.

- **Included Storage:** Up to **20 GB** of total website storage
- **Bandwidth:** Hosting capacity designed to support **approximately 500 GB of monthly data transfer** under normal municipal usage patterns

If storage usage exceeds the included allocation:

- Additional storage may be added in **10 GB increments** at **\$25 per month per increment**, which will be incorporated into the Client's monthly hosting fees.

Bandwidth usage that significantly and consistently exceeds normal municipal usage patterns will be reviewed with the Client and may require hosting adjustments or additional fees.

Exceptionally high-usage scenarios—such as large-scale media hosting, archival scanning projects, or specialized data repositories—are reviewed separately and scoped as needed.

Billing and Invoicing Summary

- Muniweb serves as the **single contracting and billing entity** for all managed third-party services and optional enhancements.
- **Recurring monthly fees** associated with enabled enhancements are **added to the Client's monthly hosting invoice**.
- **One-time, usage-based, or project-specific costs** are invoiced separately in accordance with agreed terms.

Muniweb service rates for configuration, customization, operational assistance, and technical support are provided in **Attachment 3**.



Muniweb has **not revised its service rates since 2017** —almost a decade!

Service Type	NEW RATES - 2026		
	Std 4 bus-hr response	Urgent – 2 hr Response	Panic – 1 hr Response
Basic Content Updates	\$80 / hr	\$110 / hr	\$165 / hr
Design & Layout Tweaks CMS Assistance Training Client QA Consultation	\$95 / hr	NA	NA
Custom Features Development Programming	\$125 / hr	NA	NA
Billing Increment	0.2 hr	0.2 hr	0.2 hr
Hours of Support	8AM–5PM ET M-F 4 business hrs. response	6AM–9PM ET M-F 2 hrs. response	24/7 1 hr response

MUNIWEB Services and Operational Updates

Category	MuniCMS 1.0	MuniCMS 2.0	Benefit of MuniCMS 2.0
Content Strategy Services		✓	Expanded editorial support and content planning.
Custom Module Development Charged hourly programming fee	✓	✓	Open API-ready for fast deployment.
Training	GoToMeeting, 3-4 users	2 Hr Teams Mtg For 4 people Recorded sessions, Online tutorials and manuals	Reusable resources and structured materials
Support	Standard Support 8AM–6PM ET 4 business hr response Urgent Support M-F; 24/7 Billed in 0.1 hr increments	Standard Support 8AM–5PM ET M-F 4 bus hrs response Urgent Support 6AM–9PM ET M-F 2 hrs response Panic Support 24/7 1 hr response Billed in 0.2 hr increments	Updates performed by Muniweb are WCAG 2.1 AA compliant.



FROM THE DESK OF ROBERT LEWANDOWSKI JR.

Port Huron Charter Township Supervisor

rlewandowski@phtwpmi.gov

(810 987-6600 Ext. 18

July 16, 2026

I am requesting a raise in Randy Fernandez's pay from the current amount of \$15,000.00 per year to a rate of \$20,100.00 per year. That is a 34% increase. Not only has Randy gone above and beyond in his role as the DDA Director but he has stepped up and helped with several other projects that have benefitted the township and its residents. I am requesting that the raise come from the supervisor's budget as this role is a form of administrative assistant to the supervisor position as a whole.

Best Regards,



Robert G. Lewandowski

3800 Lapeer Road Port Huron Michigan 48060

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000228	AFLAC	06/22/2026	00056975	Printed	06	06/22/2026	215041	685.98	101-000-231-030	Disability Insurance
002856	ANCHOR BAY SCUBA INC	06/22/2026	00056976	Printed	06	06/22/2026	6/15 STMT	555.00	203-000-960-000	Education/Training
000039	BENITA DAVIS	06/22/2026	00056977	Printed	06	06/22/2026	MILE/CONF	289.17	101-215-860-000	Miles/Mtg Reimb
000207	BLUE-WATER SOLUTIONS LLC	06/22/2026	00056978	Printed	06	06/22/2026	280290	98,295.00	591-000-970-000	Capital Outlay
000207	BLUE-WATER SOLUTIONS LLC	06/22/2026	00056978	Printed	06	06/22/2026	280296	3,907.20	591-000-933-000	Repairs-Other
002159	CHANDLER MARTIN	06/22/2026	00056979	Printed	06	06/22/2026	6/15 REIMB	302.10	203-000-962-000	Uniform Allowance
002854	CLIFF ERICSON	06/22/2026	00056980	Printed	06	06/22/2026	6/20 EVENT	1,500.00	101-751-741-000	Other Rec Events
002217	COLDSPRING MEMORIAL BRONZE PR	06/22/2026	00056981	Printed	06	06/22/2026	2547255	399.67	209-000-650-000	Chg For Service-Foundation
000361	CONTRACTORS CONNECTION	06/22/2026	00056982	Printed	06	06/22/2026	7203615	257.40	591-000-750-000	Durable Goods
001960	COOL THREADS EMBROIDERY	06/22/2026	00056983	Printed	06	06/22/2026	18723	119.99	203-000-962-000	Uniform Allowance
001960	COOL THREADS EMBROIDERY	06/22/2026	00056983	Printed	06	06/22/2026	18724	123.99	203-000-962-000	Uniform Allowance
001960	COOL THREADS EMBROIDERY	06/22/2026	00056983	Printed	06	06/22/2026	18725	135.98	203-000-962-000	Uniform Allowance
002858	DAWN FULK	06/22/2026	00056984	Printed	06	06/22/2026	REIMB	179.80	101-101-860-000	Transportation
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	4,176.06	570-000-921-000	Electricity
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	708.39	203-000-921-000	Electric
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	509.32	101-265-921-000	Electricity
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	41.53	209-000-921-000	Electricity
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	295.61	101-441-921-000	Electricity
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	17.96	591-000-921-000	Electricity
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	2,423.90	591-375-921-000	Electric-Boost Stat
000004	DETROIT EDISON	06/22/2026	00056985	Printed	06	06/22/2026	7/5 STMTS	364.53	208-000-921-000	Electricity
002058	ECO PEST CONTROL	06/22/2026	00056986	Printed	06	06/22/2026	36991	32.46	101-756-921-000	Electric
002855	JAMES KAVANAUGH	06/22/2026	00056987	Printed	06	06/22/2026	6/19 EVENT	185.00	203-000-933-000	Repairs/Maint-Other
000533	JEFF'S RUBBISH DISPOSAL INC	06/22/2026	00056988	Printed	06	06/22/2026	JULY '26	600.00	101-751-741-000	Other Rec Events
002857	KENNETH JANISZEWSKI	06/22/2026	00056989	Printed	06	06/22/2026	61326	212.00	208-000-933-000	Repairs-Other
001743	KENT COMMUNICATIONS, INC	06/22/2026	00056990	Printed	06	06/22/2026	359446	100.00	251-000-806-000	Contract Serv
001743	KENT COMMUNICATIONS, INC	06/22/2026	00056990	Printed	06	06/22/2026	359446	833.91	101-191-740-000	Expend Goods
000064	KIMBALL TOWNSHIP	06/22/2026	00056991	Printed	06	06/22/2026	7/7 STMTS	255.90	101-191-730-000	Postage
001886	MI ASSOC OF FIRE FIGHTERS	06/22/2026	00056992	Printed	06	06/22/2026	PAY260622	5,925.28	591-000-923-000	Wtr Fee-City/Kimb
001901	MICHIGAN STATE DISBURSE UNIT	06/22/2026	00056993	Printed	06	06/22/2026	PAY260622	134.61	101-000-231-070	UNION DUES
002651	MPH AUTO & TRUCK REPAIR	06/22/2026	00056994	Printed	06	06/22/2026	3236	855.86	101-000-231-050	Friend Of The Court
002651	MPH AUTO & TRUCK REPAIR	06/22/2026	00056994	Printed	06	06/22/2026	3238	90.00	570-000-931-000	Repairs-Vehicle
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	77.50	591-000-931-000	Repairs-Vehicles
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	29,447.00	203-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	382.40	205-000-214-101	Due To General
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	3,842.03	208-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	615.00	209-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	409.50	251-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	576.93	274-000-214-101	Due To General
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	1,761.20	372-000-214-101	Due To General Fund

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	7,481.90	570-000-214-101	Due to General Fund
000417	PORT HURON TOWNSHIP GENERAL	06/22/2026	00056995	Printed	06	06/22/2026	6/19 PR	7,173.81	591-000-214-101	Due To General Fund
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	673.20	591-000-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	288.04	101-441-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	277.09	101-101-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	131.72	274-000-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	184.41	101-215-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	448.80	570-000-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	1,220.24	203-000-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	26.35	101-209-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	419.76	101-253-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	65.86	101-400-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	65.85	372-000-716-000	Hospitalization
000205	RELIANCE STANDARD	06/22/2026	00056996	Printed	06	06/22/2026	7/1 STMT	131.72	101-171-716-000	Hospitalization
000001	SAMS CLUB/SYNCHRONY BANK	06/22/2026	00056997	Printed	06	06/22/2026	6/28 STMT	78.79	203-000-740-000	Expendable Goods
000001	SAMS CLUB/SYNCHRONY BANK	06/22/2026	00056997	Printed	06	06/22/2026	6/28 STMT	51.18	101-265-740-000	Expend Goods
000001	SAMS CLUB/SYNCHRONY BANK	06/22/2026	00056997	Printed	06	06/22/2026	6/28 STMT	890.00	208-000-933-000	Repairs-Other
001383	SCOTT'S POTTY'S	06/22/2026	00056998	Printed	06	06/22/2026	20959	340.00	101-756-933-000	Repairs-Other
001383	SCOTT'S POTTY'S	06/22/2026	00056998	Printed	06	06/22/2026	20959	150.87	208-000-933-000	Repairs-Other
000127	ST CLAIR AGGREGATES	06/22/2026	00056999	Printed	06	06/22/2026	311855	2,379.48	274-000-933-000	Repairs-Other
002859	ST CLAIR LANDSCAPE & IRRIGATION	06/22/2026	00057000	Printed	06	06/22/2026	23535	53.00	274-000-900-000	Publications
002500	THRYV-RECURLY	06/22/2026	00057001	Printed	06	06/22/2026	7502800	30,000.00	101-101-801-000	Audit Fees
000208	UHY LLP	06/22/2026	00057002	Printed	06	06/22/2026	550469310	323.00	212-000-702-000	Salaries
002046	CHRISTINE FAHOOME	07/01/2026	00057003	Printed	07	07/01/2026	JUNE 2026	475.00	101-751-740-000	Michigamme Rec Supplies
001215	GORDON RUSS	07/01/2026	00057004	Printed	07	07/01/2026	6/25 SHOW	6,800.00	101-209-716-000	Hospitalization
000460	HSA BANK	07/01/2026	00057005	Printed	07	07/01/2026	2026 DEP	232.50	101-000-231-070	UNION DUES
000428	INT UNION OF OPERATING ENG	07/01/2026	00057006	Printed	07	07/01/2026	PAY260701	118.38	274-000-740-000	Expend Goods
002837	MELISSA WILLIAMS	07/01/2026	00057007	Printed	07	07/01/2026	7/1 REQ	134.61	101-000-231-070	UNION DUES
001886	MI ASSOC OF FIRE FIGHTERS	07/01/2026	00057008	Printed	07	07/01/2026	PAY260701	140.00	101-000-231-070	UNION DUES
000702	MI ASSOC OF PUBLIC EMPLOYEES	07/01/2026	00057009	Printed	07	07/01/2026	PAY260701	855.86	101-000-231-050	Friend Of The Court
001901	MICHIGAN STATE DISBURSE UNIT	07/01/2026	00057010	Printed	07	07/01/2026	26-002	90.00	101-400-960-000	Education/Training
001220	ST CLAIR CO METROPOLITAN PLANN	07/01/2026	00057011	Printed	07	07/01/2026	7/1 REQ	1,279.00	101-253-730-000	Postage
000089	U. S. POSTMASTER	07/01/2026	00057012	Printed	07	07/01/2026	7/1 REQ	978.24	101-191-730-000	Postage
000089	U. S. POSTMASTER	07/01/2026	00057012	Printed	07	07/01/2026	7/1 REQ	593.76	101-756-933-000	Repairs-Other
000379	AINSWORTH ELECTRIC INC	07/09/2026	00057013	Printed	07	07/08/2026	58442	3,791.51	570-000-806-000	Contract Servs
000379	AINSWORTH ELECTRIC INC	07/09/2026	00057014	Printed	07	07/08/2026	2699464325	167.25	570-000-850-000	Cell Phones
001839	AMAZON WEB SERVICES	07/09/2026	00057014	Printed	07	07/08/2026	334507	412.50	101-209-932-000	Repairs-Equip
000114	APEX SOFTWARE	07/09/2026	00057015	Printed	07	07/08/2026	08012026	825.46	101-253-716-000	Hospitalization
000389	BENISTAR	07/09/2026	00057016	Printed	07	07/08/2026	7/19 STMT	38.61	372-000-860-000	Miles/Mtgs
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	7/19 STMT			

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	28.64	101-171-860-000	Mile/Mtg Reimb
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	66.05	274-000-860-000	Miles/Mtgs
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	478.94	208-000-750-000	Durable Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	68.47	208-000-728-000	Office Supplies
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	49.99	101-253-900-000	Publications
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	147.26	101-253-728-000	Office Supplies
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	1,222.00	101-265-933-000	Repairs-Other
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	763.04	101-751-741-000	Other Rec Events
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	16.95	101-101-932-000	Repairs-Equip
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	582.99	203-000-750-000	Durable Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	244.85	570-000-933-000	Repairs-Other
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	144.12	251-000-750-000	Durable Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	146.25	251-000-740-000	Expend Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	72.07	101-756-933-000	Repairs-Other
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	24.99	570-000-806-000	Contract Serv
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	22.49	591-000-806-000	Contract Serv
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	780.72	208-000-933-000	Repairs-Other
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	21.19	101-215-932-000	Repairs-Equip
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	31.79	372-000-932-000	Repairs-Equip
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	172.00	209-000-740-000	Expend Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	747.54	101-215-860-000	Miles/Mtg Reimb
000569	CARDMEMBER SERVICES	07/09/2026	00057017	Printed	07	07/08/2026	719 STMT	21.19	101-101-740-000	Expend Goods
000569	CARDMEMBER SERVICES	07/09/2026	00057019	Printed	07	07/08/2026	33617	9,250.00	274-000-740-000	Expend Goods
000758	CGS SAFETY TRAINING, INC	07/09/2026	00057020	Printed	07	07/01/2026	5936	689.00	570-000-960-000	Educate/Train
000758	CGS SAFETY TRAINING, INC	07/09/2026	00057020	Printed	07	07/01/2026	5936	689.00	591-000-960-000	Educate/Train
000451	CHARTER TOWNSHIP OF PORT HURON	07/09/2026	00057021	Printed	07	07/08/2026	718 REIMB	111.36	101-751-740-000	Michiganme Rec Supplies
000451	CHARTER TOWNSHIP OF PORT HURON	07/09/2026	00057021	Printed	07	07/08/2026	718 REIMB	25.00	101-191-740-000	Expend Goods
001088	CITY OF PORT HURON	07/09/2026	00057022	Printed	07	07/08/2026	26-8390	275.00	591-000-805-000	Water Testing
002622	CLARION EVENTS, INC.	07/09/2026	00057023	Printed	07	07/08/2026	00450249	2,355.00	203-000-960-000	Education/Training
002664	CLIFFORD ELLIS	07/09/2026	00057024	Printed	07	07/08/2026	BOOT REIMB	206.69	101-441-962-000	Uniform Allow
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2555200	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2555202	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2555203	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2555204	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2556240	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2556241	399.67	209-000-650-000	Chg For Service-Foundation
002217	COLDSPRING MEMORIAL BRONZE PR	07/09/2026	00057025	Printed	07	07/08/2026	2557070	399.67	209-000-650-000	Chg For Service-Foundation
000443	COMCAST	07/09/2026	00057026	Printed	07	07/08/2026	7112 STMT	130.85	203-000-850-000	Telephone/Internet
000443	COMCAST	07/09/2026	00057026	Printed	07	07/08/2026	7112 STMT	158.85	101-265-850-000	Phone/Internet
000443	COMCAST	07/09/2026	00057026	Printed	07	07/08/2026	7112 STMT	103.85	101-441-850-000	Phone/Internet

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000443	COMCAST	07/09/2026	00057026	Printed	07	07/08/2026	7122 STMT	103.85	101-756-850-000	Phone/Internet
000361	CONTRACTORS CONNECTION	07/09/2026	00057027	Printed	07	07/08/2026	7203893	132.00	591-000-740-000	Expend Goods
000361	CONTRACTORS CONNECTION	07/09/2026	00057027	Printed	07	07/08/2026	7203893	132.00	570-000-740-000	Expend Goods
001960	COOL THREADS EMBROIDERY	07/09/2026	00057028	Printed	07	07/08/2026	18837	70.00	203-000-962-000	Uniform Allowance
002026	CORE & MAIN	07/09/2026	00057029	Printed	07	07/08/2026	119200	2,598.46	591-000-933-000	Repairs-Other
002808	DEPENDABLE CLEANING CO.	07/09/2026	00057030	Printed	07	07/08/2026	24033	850.00	101-265-933-000	Repairs-Other
002808	DEPENDABLE CLEANING CO.	07/09/2026	00057030	Printed	07	07/08/2026	24036	161.25	570-000-806-000	Contract Serv
002808	DEPENDABLE CLEANING CO.	07/09/2026	00057030	Printed	07	07/08/2026	24036	161.25	591-000-806-000	Contract Serv
000004	DETROIT EDISON	07/09/2026	00057031	Printed	07	07/08/2026	7117 STMT	46.52	203-000-921-000	Electric
002017	DINGES FIRE COMPANY	07/09/2026	00057032	Printed	07	07/08/2026	88749	596.00	203-000-750-000	Durable Goods
001351	DON DUDAS	07/09/2026	00057033	Printed	07	07/08/2026	JUNE MILES	542.30	101-101-860-000	Transportation
000244	DTE ENERGY	07/09/2026	00057034	Printed	07	07/08/2026	8/3 STMT	10,592.17	274-000-921-000	St. Lights
000244	DTE ENERGY	07/09/2026	00057034	Printed	07	07/08/2026	8/3 STMT	11,581.65	101-448-921-000	Electricity
002481	ESO SOLUTIONS, INC	07/09/2026	00057035	Printed	07	07/08/2026	205046	10,691.59	203-000-831-000	Membership/Dues
000226	FASTENAL COMPANY	07/09/2026	00057036	Printed	07	07/08/2026	153428	51.64	101-756-933-000	Repairs-Other
000002	FERGUSON ENTERPRISES LLC	07/09/2026	00057037	Printed	07	07/08/2026	1910099	11.59	203-000-933-000	Repairs/Maint-Other
002860	HESS ASPHALT PAVING & CONST	07/09/2026	00057038	Printed	07	07/08/2026	7273	5,100.00	208-000-806-000	Contract Serv
002456	INVOICE CLOUD, INC	07/09/2026	00057039	Printed	07	07/08/2026	2629.26.6	272.00	101-101-964-000	Bank Charges
002456	INVOICE CLOUD, INC	07/09/2026	00057039	Printed	07	07/08/2026	2710.26.6	87.25	101-101-964-000	Bank Charges
002758	KAZALAV PLANNING, LLC	07/09/2026	00057040	Printed	07	07/08/2026	18	700.00	101-400-806-000	Contracted Services
002758	KAZALAV PLANNING, LLC	07/09/2026	00057040	Printed	07	07/08/2026	18	300.00	101-400-806-000	Contracted Services
002758	KAZALAV PLANNING, LLC	07/09/2026	00057040	Printed	07	07/08/2026	18	200.00	101-400-806-000	Contracted Services
002758	KAZALAV PLANNING, LLC	07/09/2026	00057040	Printed	07	07/08/2026	18	120.00	101-400-806-000	Contracted Services
002376	LINDE GAS & EQUIPMENT INC	07/09/2026	00057041	Printed	07	07/08/2026	57431347	179.68	203-000-740-000	Expendable Goods
000200	MARSHALL E. CAMPBELL CO.	07/09/2026	00057042	Printed	07	07/08/2026	7/1 STMT	75.85	203-000-933-000	Repairs/Maint-Other
000200	MARSHALL E. CAMPBELL CO.	07/09/2026	00057042	Printed	07	07/08/2026	7/1 STMT	1,363.09	101-756-933-000	Repairs-Other
002331	MES SERVICE COMPANY, LLC	07/09/2026	00057043	Printed	07	07/08/2026	2521627	678.24	203-000-932-000	Repairs/Maint-Equipment
001871	MUL COMPANY, LLC	07/09/2026	00057044	Printed	07	07/08/2026	93344	1,162.36	203-000-933-000	Repairs/Maint-Other
002367	MUNIVERB - INGSTRON	07/09/2026	00057045	Printed	07	07/08/2026	1545	25.00	208-000-932-000	Repairs-Equip
002637	PENNCARE, INC	07/09/2026	00057046	Printed	07	07/08/2026	172347	121.10	203-000-745-000	Medical Supplies
002637	PENNCARE, INC	07/09/2026	00057046	Printed	07	07/08/2026	172347.01	25.46	203-000-745-000	Medical Supplies
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	33,870.59	203-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	382.40	205-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	1,948.22	208-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	812.50	209-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	651.63	274-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	6,793.78	372-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	7,083.43	570-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/09/2026	00057047	Printed	07	07/08/2026	7/3 PR	7,295.78	591-000-214-101	Due To General Fund
002861	ROBERE HOWARD	07/09/2026	00057048	Printed	07	07/08/2026	REIMB	125.00	101-000-691-000	Misc Revenue

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000250	SIR SPEEDY PRINTING #6340	07/09/2026	00057049	Printed	07	07/08/2026	29602	221.24	591-000-740-000	Expend Goods
000250	SIR SPEEDY PRINTING #6340	07/09/2026	00057049	Printed	07	07/08/2026	29602	221.24	570-000-740-000	Expend Goods
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	65.25	570-000-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	70.47	203-000-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	78.25	591-000-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	29.50	101-253-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	15.66	101-215-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	36.54	101-101-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	13.05	372-000-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	13.05	101-400-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	52.20	101-441-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	5.27	101-209-717-000	Life Insurance
000946	STANDARD INSURANCE CO	07/09/2026	00057050	Printed	07	07/08/2026	JULY 2026	5.22	101-171-717-000	Life Insurance
000970	STANDARD INSURANCE COMPANY	07/09/2026	00057051	Printed	07	07/08/2026	JULY 2026	95.30	570-000-719-000	LTD/STD Ins
000970	STANDARD INSURANCE COMPANY	07/09/2026	00057051	Printed	07	07/08/2026	JULY 2026	65.11	203-000-719-000	STD/LTD Insurance
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	114.36	101-265-740-000	Expend Goods
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	43.90	208-000-728-000	Office Supplies
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	43.90	101-751-728-000	Office Supplies
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	43.90	203-000-728-000	Office Supplies
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	43.90	372-000-728-000	Office Supplies
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	284.24	101-101-728-000	Office Supplies
000049	STAPLES	07/09/2026	00057052	Printed	07	07/08/2026	6067618262	62.16	101-191-728-000	Office Supplies
001307	SUBURBAN BOLT	07/09/2026	00057053	Printed	07	07/08/2026	5102072	149.90	570-000-740-000	Expend Goods
000413	THE IMPRINT HOUSE LLC	07/09/2026	00057054	Printed	07	07/08/2026	17607	138.25	101-751-741-000	Other Rec Events
000242	TRACTOR SUPPLY CO.	07/09/2026	00057055	Printed	07	07/08/2026	7124 STMT	200.31	591-000-962-000	Uniforms
000733	TRI-COUNTY VAC SERVICES LLC	07/09/2026	00057056	Printed	07	07/08/2026	1868	900.00	570-000-806-000	Contract Servs
000733	TRI-COUNTY VAC SERVICES LLC	07/09/2026	00057056	Printed	07	07/08/2026	1868	3,540.00	591-000-806-000	Contract Serv
000006	USA TODAY MEDIA CORP	07/09/2026	00057057	Printed	07	07/08/2026	7767304	159.30	101-101-900-000	Publications
001881	VERIZON CONNECT FLEET USA	07/09/2026	00057058	Printed	07	07/08/2026	3360082871	123.58	570-000-806-000	Contract Servs
001881	VERIZON CONNECT FLEET USA	07/09/2026	00057058	Printed	07	07/08/2026	3360082871	123.57	591-000-806-000	Contract Serv
000103	WADHAMS EQUIPMENT	07/09/2026	00057059	Printed	07	07/08/2026	106222 STMT	340.41	208-000-932-000	Repairs-Equip
000103	WADHAMS EQUIPMENT	07/09/2026	00057059	Printed	07	07/08/2026	106222 STMT	58.44	209-000-932-000	Repairs-Equip
000103	WADHAMS EQUIPMENT	07/09/2026	00057059	Printed	07	07/08/2026	106222 STMT	102.36	101-265-932-000	Repairs-Equip
000103	WADHAMS EQUIPMENT	07/09/2026	00057059	Printed	07	07/08/2026	106222 STMT	31.49	101-756-933-000	Repairs-Other
000103	WADHAMS EQUIPMENT	07/09/2026	00057059	Printed	07	07/08/2026	6/30 STMT	210.36	101-441-932-000	Repairs-Equip
001368	WASTE MANAGEMENT CORP SERV	07/09/2026	00057060	Printed	07	07/08/2026	7985426	307.45	203-000-932-000	Repairs/Maint-Equipment
001368	WASTE MANAGEMENT CORP SERV	07/09/2026	00057060	Printed	07	07/08/2026	7985427	420.65	101-441-933-000	Repairs-Other
001368	WASTE MANAGEMENT CORP SERV	07/09/2026	00057060	Printed	07	07/08/2026	7986659	66,288.07	205-000-923-000	Monthly Refuse Chrg
002771	D & D QUALITY CONSTRUCTION	07/13/2026	00057061	Printed	07	07/13/2026	202555 DEP	8,497.50	251-000-806-000	Contract Serv

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
000749	CITY OF PORT HURON	07/15/2026	00057062	Printed	07	07/13/2026	POOL 7/15	200.00	101-751-740-000	Michigamme Rec Supplies
002426	B BOUNCY LLC	07/20/2026	00057063	Printed	07	07/16/2026	68102769	656.25	101-751-740-000	Michigamme Rec Supplies
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	2,568.27	101-209-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	4,440.47	101-253-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	1,218.25	101-441-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	2,954.69	570-000-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	3,491.13	101-101-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	2,592.29	101-215-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	685.96	372-000-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	685.96	101-400-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	5,630.16	591-000-716-000	Hospitalization
001031	BLUE CROSS BLUE SHIELD OF MI	07/20/2026	00057064	Printed	07	07/14/2026	AUG 2026	8,393.95	203-000-716-000	Hospitalization
000087	BLUE WATER AREA TRANSPORTATION	07/20/2026	00057065	Printed	07	07/13/2026	79204	273,735.05	702-000-958-250	Pynt to BWAT
000869	BOBS TRUCK REPAIR, LLC	07/20/2026	00057066	Printed	07	07/13/2026	76223	1,222.96	203-000-931-000	Repairs/Maint-Trucks
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	4.99	203-000-740-000	Expendable Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	22.96	203-000-932-000	Repairs/Maint-Equipment
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	91.85	251-000-932-000	Repairs/Maint
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	168.19	209-000-750-000	Durable Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	547.61	101-756-740-000	Expend Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	133.29	208-000-740-000	Expend Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	199.66	101-441-740-000	Expend Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	60.62	101-756-933-000	Repairs-Other
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	66.88	570-000-740-000	Expend Goods
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	81.94	208-000-933-000	Repairs-Other
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	219.11	591-000-932-000	Repairs-Equip
001479	CAPITAL ONE TRADE CREDIT	07/20/2026	00057067	Printed	07	07/13/2026	9639059	42.98	591-000-750-000	Durable Goods
002657	CENTARIS	07/20/2026	00057068	Printed	07	07/17/2026	225457	908.00	101-101-806-000	Contracted Services
002644	CINTAS FIRE 636525	07/20/2026	00057069	Printed	07	07/16/2026	26684007	915.78	203-000-933-000	Repairs/Maint-Other
002644	CINTAS FIRE 636525	07/20/2026	00057069	Printed	07	07/16/2026	26684007	354.00	101-265-933-000	Repairs-Other
002644	CINTAS FIRE 636525	07/20/2026	00057069	Printed	07	07/16/2026	26684007	1,892.34	101-441-933-000	Repairs-Other
000443	COMCAST	07/20/2026	00057070	Printed	07	07/13/2026	7124 STMT	171.90	208-000-850-000	Phone/Internet
000361	CONTRACTORS CONNECTION	07/20/2026	00057071	Printed	07	07/16/2026	7204286	192.50	570-000-740-000	Expend Goods
002632	CONWAY SHIELD	07/20/2026	00057072	Printed	07	07/13/2026	0555323	330.70	203-000-750-000	Durable Goods
001629	DELUDE CONSTRUCTION	07/20/2026	00057073	Printed	07	07/13/2026	5428	2,400.00	591-000-807-000	New Wtr Serv
002808	DEPENDABLE CLEANING CO.	07/20/2026	00057074	Printed	07	07/13/2026	24117	850.00	101-265-933-000	Repairs-Other
002808	DEPENDABLE CLEANING CO.	07/20/2026	00057074	Printed	07	07/13/2026	24120	161.25	570-000-806-000	Contract Serv
002808	DEPENDABLE CLEANING CO.	07/20/2026	00057074	Printed	07	07/13/2026	24120	161.25	591-000-806-000	Contract Serv
000004	DETROIT EDISON	07/20/2026	00057075	Printed	07	07/13/2026	7131 STMT	43.41	570-000-931-000	Repairs-Vehicle
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/13/2026	407198	1,252.50	101-446-803-000	Engineering Fees
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/10/2026	407238	1,568.75	101-101-803-000	Engineering Fees

Prepaid
\$445,641.54

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/10/2026	407247	4,727.50	570-000-803-000	Engineering Fees
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/10/2026	407251	17,475.00	570-000-803-000	Engineering Fees
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/14/2026	407229	85.00	101-000-225-000	Engineer Fee Deposits
002160	DLZ MICHIGAN, INC	07/20/2026	00057076	Printed	07	07/14/2026	407245	4,372.50	101-000-225-000	Engineer Fee Deposits
000260	EJ USA, INC	07/20/2026	00057077	Printed	07	07/16/2026	0260019445	504.00	591-000-933-000	Repairs-Other
000178	ETNA SUPPLY COMPANY	07/20/2026	00057078	Printed	07	07/16/2026	106928660	555.00	591-000-933-000	Repairs-Other
001440	FIRST STUDENT	07/20/2026	00057079	Printed	07	07/13/2026	609294	1,464.00	101-751-860-000	Transportation
000344	GARAN, LUCOW, MILLER P.C.	07/20/2026	00057080	Printed	07	07/15/2026	670225	345.00	101-101-802-000	Legal Fees
000344	GARAN, LUCOW, MILLER P.C.	07/20/2026	00057080	Printed	07	07/15/2026	670227	300.00	101-101-802-000	Legal Fees
000344	GARAN, LUCOW, MILLER P.C.	07/20/2026	00057080	Printed	07	07/15/2026	670230	450.00	274-000-802-000	Legal Fees
000344	GARAN, LUCOW, MILLER P.C.	07/20/2026	00057080	Printed	07	07/15/2026	670419	138.74	372-376-802-000	Legal
002376	LINDE GAS & EQUIPMENT INC	07/20/2026	00057081	Printed	07	07/16/2026	57853723	167.26	203-000-740-000	Expendable Goods
001886	MI ASSOC OF FIRE FIGHTERS	07/20/2026	00057082	Printed	07	07/15/2026	PAY260715	134.61	101-000-231-070	UNION DUES
001901	MICHIGAN STATE DISBURSE UNIT	07/20/2026	00057083	Printed	07	07/15/2026	PAY260715	855.86	101-000-231-050	Friend Of The Court
002651	MPH AUTO & TRUCK REPAIR	07/20/2026	00057084	Printed	07	07/13/2026	3272	818.45	591-000-931-000	Repairs-Vehicles
000298	NAPA AUTO PARTS	07/20/2026	00057085	Printed	07	07/13/2026	6/30 STMT	6.49	208-000-932-000	Repairs-Equip
000298	NAPA AUTO PARTS	07/20/2026	00057085	Printed	07	07/13/2026	6/30 STMT	49.20	209-000-931-000	Repairs-Vehicle
000298	NAPA AUTO PARTS	07/20/2026	00057085	Printed	07	07/13/2026	6/30 STMT	6.01	101-441-932-000	Repairs-Equip
000298	NAPA AUTO PARTS	07/20/2026	00057085	Printed	07	07/13/2026	6/30 STMT	5.16	101-441-740-000	Expend Goods
000298	NAPA AUTO PARTS	07/20/2026	00057085	Printed	07	07/13/2026	6/30 STMT	36.61	203-000-931-000	Repairs/Maint-Trucks
000282	PENNCARE, LLC	07/20/2026	00057086	Printed	07	07/15/2026	26-434	8,017.00	101-756-970-000	Repairs/Maint-Equipment
002637	PENNCARE, INC	07/20/2026	00057087	Printed	07	07/15/2026	173719	490.52	203-000-745-000	Capital Outlay
001909	PLM LAKE & LAND MANAGEMENT COR	07/20/2026	00057088	Printed	07	07/13/2026	4009654	1,037.50	208-000-933-000	Medical Supplies
000705	PORT HURON TIRE & SERVICE CO	07/20/2026	00057089	Printed	07	07/13/2026	1-18211	187.00	101-441-932-000	Repairs-Other
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	34,613.17	203-000-214-101	Repairs-Equip
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	382.40	205-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	1,948.22	208-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	999.50	209-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	576.93	274-000-214-101	Due To General
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	3,471.45	372-000-214-101	Due To General Fund
000417	PORT HURON TOWNSHIP GENERAL	07/20/2026	00057090	Printed	07	07/17/2026	7/17 PR	7,333.90	570-000-214-101	Due to General Fund
000420	PORT HURON TOWNSHIP WATER	07/20/2026	00057091	Printed	07	07/13/2026	8/10 STMT	6,839.05	591-000-214-101	Due To General Fund
000001	SAMS CLUB/SYNCHRONY BANK	07/20/2026	00057092	Printed	07	07/13/2026	7/28 STMT	62.34	208-000-923-000	Water/Sewer
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	128.05	203-000-740-000	Expendable Goods
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	43.41	101-265-740-000	Expend Goods
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	1,087.50	208-000-933-000	Repairs-Other
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	170.00	274-000-933-000	Repairs-Other
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	110.00	101-751-741-000	Other Rec Events
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	20990	470.00	101-756-933-000	Repairs-Other

Date: 07/16/2026
Time: 15:41

Port Huron Township
Accounts Payable Check History Register

Vendor #	Vendor Name	Check Date	Check #	Check Status	PD	Invoice Date	Invoice #	Distribution Amount	Account	Account Description
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	MAY 2026	950.00	208-000-933-000	Repairs-Other
001383	SCOTT'S POTTY'S	07/20/2026	00057093	Printed	07	07/13/2026	MAY 2026	280.00	101-756-933-000	Repairs-Other
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/28 STMT	43.87	101-265-922-000	Heating
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/28 STMT	22.92	251-000-922-000	Heating
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/28 STMT	85.26	203-000-922-000	Heating
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/28 STMT	36.82	101-441-922-000	Heating
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/29 STMT	24.72	570-000-922-000	Heating
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/13/2026	7/29 STMT	26.39	591-375-922-000	Heat-Boost Stat
000211	SEMCO ENERGY GAS CO.	07/20/2026	00057094	Printed	07	07/16/2026	8/3 STMT	79.75	570-000-922-000	Heating
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	514687	10.18	274-000-933-000	Repairs-Other
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	514700	4,627.51	591-000-933-000	Repairs-Other
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	514705	37.63	203-000-933-000	Repairs/Maint-Other
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	707104	143.01	204-000-933-000	Rd Maint/Const.
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	904957	15,103.33	204-000-933-000	Rd Maint/Const.
000360	ST. CLAIR CO ROAD COM	07/20/2026	00057095	Printed	07	07/13/2026	904958	473.12	204-000-933-000	Rd Maint/Const.
000148	ST. CLAIR COUNTY SHERIFF DEPT.	07/20/2026	00057096	Printed	07	07/13/2026	JUNE 2026	83,238.58	207-000-806-000	Contract Serv
000413	THE IMPRINT HOUSE LLC	07/20/2026	00057097	Printed	07	07/13/2026	17586	1,304.79	101-751-740-000	Michiganme Rec Supplies
002432	TIMBER CREEK PETTING FARM	07/20/2026	00057098	Printed	07	07/13/2026	7/10 REC	400.00	101-751-740-000	Michiganme Rec Supplies
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	418.07	101-265-850-000	Phone/Internet
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	38.45	101-101-850-000	Two Office Cell Phone
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	38.45	101-253-850-000	Cell Phones
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	56.03	570-000-850-000	Cell Phones
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	94.12	591-000-850-000	Telephone/Internet
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	314.37	203-000-850-000	Phone/Internet
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	28.25	274-000-850-000	Cell Phone
000170	VERIZON WIRELESS	07/20/2026	00057099	Printed	07	07/13/2026	6147496734	38.45	101-171-850-000	Cell Phone
002051	WEX BANK	07/20/2026	00057100	Printed	07	07/13/2026	113542982	241.28	570-000-865-000	Fuel
002051	WEX BANK	07/20/2026	00057100	Printed	07	07/13/2026	113542982	745.85	591-000-865-000	Fuel
002051	WEX BANK	07/20/2026	00057100	Printed	07	07/13/2026	113542982	1,494.70	203-000-865-000	Fuel
002051	WEX BANK	07/20/2026	00057100	Printed	07	07/13/2026	113542982	78.58	372-376-865-000	Fuel
002051	WEX BANK	07/20/2026	00057100	Printed	07	07/13/2026	113542982	905.60	208-000-865-000	Fuel
001592	WILLIAM KARAS	07/20/2026	00057101	Printed	07	07/14/2026	JUNE 2026	-139.05	101-000-677-000	Gas Tax Rebates
001592	WILLIAM KARAS	07/20/2026	00057101	Printed	07	07/14/2026	JUNE 2026	1,643.76	372-374-702-000	Salaries
000126	ZIMMER'S SALES & SERVICE	07/20/2026	00057102	Printed	07	07/13/2026	123990	278.75	372-375-702-000	Salaries
000126	ZIMMER'S SALES & SERVICE	07/20/2026	00057102	Printed	07	07/13/2026	123990	143.94	208-000-932-000	Repairs-Equip

GRAND TOTALS

980,565.34

REPORT COMPLETE

Prepaid # 56975-57062 \$ 445,641.54
Current # 57063-57102 \$ 534,923.80