

# Welcome to the Cedar Lake Improvement Board

## Regular Public Meeting

December 8, 2023

### Board Members

Carolyn Brummund

Jesse Campbell

Dave Dailey

Steve Wusterbarth

Rob Huebel

Fred Strauer

Rex Vaughn

Alcona County Commissioner

Alcona County Road Commission Rep.

Greenbush Twp. Representative

Oscoda Twp. Trustee

Iosco County Commissioner

Iosco County Drain Commissioner

Citizen Riparian Representative

Cedar Lake Improvement Board  
Regular Public Meeting  
Greenbush Township Hall  
Greenbush, MI 48738  
Friday, December 8, 2023  
10:00 AM ET

Proposed Agenda

1. Call to Order.
2. Roll Call.
3. Conference Call Meeting Operating Protocol & Housekeeping.
4. Public Comment.
5. Approval of Agenda as Presented.
6. Review and approve minutes from the October 13, 2023, Regular Public Meeting.
7. Old Business.
  - a. Freedom of Information Act (FOIA) Fee Appeal by Jeff Linderman.
    - i. Appeal decision confirmation letter included in Board packet.
  - b. Travis Sanitation, unfulfilled scope of work on demolition project. Further follow-up required by Chair.
  - c. Lake resident survey to seek opinions on a multi-year full lake dredging project, follow-up from 4-13-2023 motion, and direction received from the Board at the 10-13-2023 Regular Board Meeting.
    - i. New motion requested.
    - ii. This task will begin in the coming year.
  - d. Briarwood Bay Cut Dredging Project.
    - i. Seeking Board clarification on next steps, if any, by the Board Chair.
8. New Business.
  - a. Kieser & Associates, Mark Kieser call-in to report on progress and initial results from Jones Ditch TOPO LIDAR Survey project and data analysis.
  - b. CLIB web site development and cost options.
    - i. Based on board member and public comments from 10/13/23 meeting, do we proceed with development of our own expanded web site, or do we continue with Oscoda Township hosting our info on their site, or do we work with Greenbush Township on co-hosting?
    - ii. Two budget quotes for development of our own expanded site received in August.
      1. Civic Clarity, Milford, MI. Edited version included in Board handout; full version included in emailed Board Packet.
      2. Kieser & Associates, Kalamazoo, MI, full version included in Board handout.
  - c. Review and approve bills that were paid since the 10-13-2023 meeting or are now due.
    - i. Bloom Sluggett, professional legal services, October 2023, Inv. 24424, \$2,315.50.
    - ii. Kieser & Associates, 2023/2024 Watershed Consulting Contract, professional services rendered, Inv. 23-313, \$ 3,955.00.

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Proposed Agenda

Cont'd,

- d. CLIB 2023 Budget Review.
    - i. 2023 expenditures expected to be under budget. Budget document included in meeting handout.
    - ii. Is a budget amendment required?
  - e. 2024 CLIB Proposed Budget first reading, discussion, and any proposed changes.
    - i. 2024 Proposed Budget document included in meeting handout.
      - 1. Recently added expenditure items:
        - a. Insurance.
        - b. Bi-annual audit.
        - c. Riparian opinion surveys.
      - ii. Discussion on cost/revenue ideas to consider:
        - 1. Sale of excess property at Jones Ditch.
        - 2. Additional administration support.
      - iii. Once the Board accepts the proposed budget, and prior to final approval, we will need to schedule a Public Hearing with public notice published in the two (2) local newspapers at least 6 days before a hearing.
      - iv. Immediately after the Public Hearing has been completed, the Board can consider a budget resolution.
    - f. 2024 Regular Meeting Calendar
      - i. Establish the second Friday of the first month in each calendar quarter as the regular meeting date, plus the second Friday in December. Dates would be 1/12/24, 4/12/24, 7/12/24, 10/11/24, and 12/6/24.
9. Next Regular Meeting Date: Location and time to be determined.
10. Adjournment.

**Cedar Lake Improvement Board Regular Public Meeting  
Public Access Instructions**

**Friday, December 8, 2023, at 10:00 AM ET**

**CONFERENCE CALL-IN INFORMATION:**

**To join the conference call, participants should call 302-202-1110 & enter Conference Code:  
639770**

Cedar Lake Improvement Board Meeting Minutes

Township of Greenbush Township Hall

Friday, October 13, 2023, 10:00 a.m.

1. Call to order 10:02 a.m.
2. Board Roll Call: Present---Brummund, Dailey, Huebel, Vaughn, Strauer, Kline (alternate for Wusterbarth). Absent: Campbell. There was a quorum. Total of 19 guests (5 of whom were on the phone, including Board council.).
3. Online Meeting operating protocol and housekeeping reviewed.
4. Public Comment: Mary Cohn is concerned about what she read in the paper regarding the disbanding of Cedar Lake Improvement Board. She does not support dissolution of the CLIB. She does not support any increases of assessments. She understands that the lake changes every year and feels the board is doing a good job.
5. Approval of agenda: Motion to group all invoices together in New Business #9 as a collective single motion rather than each individual one, the invoices have been reviewed and approved and there is no need to individualize them was made by Brummund/Dailey. Roll Call vote, all ayes. Motion passed.
6. Review & approve minutes from the April 14, 2023 Regular Public meeting: Motion to accept as presented made by Dailey/Huebel. All ayes, motion passed.
7. FOIA Fee appeal: Prior to this meeting the chair received privileged and confidential communications from CLIB counsel. There was some discussion regarding going into closed session at this time to discuss the communication from counsel. The decision to consider closed session was deferred until the appeal is heard. Responding to a question asking should the FOIA Fee appeal be handled as a Public Hearing, Board counsel advised it was not necessary for the Board to hear the appeal as a Public Hearing because it was listed on the agenda, and there will be public comment during this time. Mr. Vaughn described how the appeal would be heard and gave a background summary of the FOIA timeline between June and October. Mr. Jeffrey Linderman was invited to make his presentation on his appeal. After his presentation, there were numerous public comments and questions from the following audience members: Lawrence Hazelton, Frank Kramarz, Kelly Brown, Russell Miller, Dennis Staller, Eric Wagner, Dave Dailey, Jeff Linderman, Jennifer Irwin, Russell Miller, Christina Beck.

After the completion of public comments, the board decided to go into closed session. Motion to go into closed session under the Michigan Open Meetings Act pursuant to MCL 15.268(1)(h) to consider a written opinion letter from the board's attorney subject to the attorney client privilege. The board will need to conduct a Roll Call vote that requires a two thirds majority before the board can proceed into session. Once the session is over another roll call vote is required to reopen the closed session. This motion made by Vaughn/Brummund. Roll Call Vote: 4 ayes, 1 nay. Motion passed.

Board Entered Closed Session

Board Ended Closed Session, and Public invited back.

Motion to reopen the closed session made by Dailey/Strauer. Roll Call vote: All ayes.

Roll Call: 5 present. There is a quorum

Rob Huebel left the meeting at 11:35 AM, quorum maintained.

Discussion by the board regarding the reduction of the FOIA fees. Motion made to reduce the deposit amount to \$750.00 on an estimated cost of \$1,500.00, subject to a written confirmation from the chairman and attorney to be sent to Mr. Linderman. Roll Call vote: 4 ayes, 1 nay

8. Old Business

a. Briarwood Cut update.

i. Chairman explained that one day after the budget quote for Briarwood was received from Schlicht Ponds, the Michigan Attorney General announced that the company was being charged with numerous and repeated violations of Michigan's environmental laws.

ii. Lake resident survey on dredging Briarwood Bay Channel results were discussed. Out of 344 surveys received, the Yes votes were 78 and the No votes were 266. Detailed tabulation results included in the Board Packet.

iii. Next steps in the project investigation: Lots of discussion by the board. Also from the audience even though this was not a public comment section. The following had comments concerning this topic: Ed White, Dennis Staller, Eric Wagner, Jennifer Irwin, Russell Miller, Jeff Linderman, Kelly Brown, Frank Kramarz. Board asked that the Chair continue with a second riparian survey for lake wide dredging as noted in the minutes of the 4/13/23 CLIB Meeting.

b. Travis Sanitation: Needs to fulfill scope of work on demolition project. Chairman will follow up.

c. Liability Insurance Coverage: copies given to board members. Coverage began 4/17/23.

d. Contracts: Lake Management, Watershed Management Consulting and Aquatic Plant Herbicide Treatment contracts are signed. Board given abridged hard copies. Full copies available upon request.

e. Lake treatment activities summer 2023:

i. Pre-season vegetation survey conducted 6/1/23.

ii. First lake treatment occurred 6/27/23, 27 acres in the north lake were treated, nothing in the south lake.

iii. Detailed aquatic vegetation LakeScan™ evaluations of the lake on July 10 & 11, 2023, and again on August 28 & 29, 2023.

iv. Based on LakeScan, evaluation aquatic herbicide treatment performed on September 18, 2023 only in the South Lake. Less than 4 acres.

v. All reports and treatment maps are included in the Board Packet.

#### 9. New Business:

Motion to approve and pay bills in the following list made by Strauer/Dailey. Roll Call vote: all ayes.

The list is:

i. Michigan Millers Insurance

1. Premium for insurance policy S 0101541-00 \$450.00
2. Premium for insurance policy C0554298-00 \$351.00

ii. Alcona County Review

1. Briarwood Bay Survey printing & mailing Inv 27599 \$1,477.00
2. Regular Public Meeting dates display ad Inv 27654 \$78.00

iii. Solitude Lake Management, LLC

1. 2023 Pre-Treatment Notice mailed to lakefront residents as required by EGLE Permit, Inv PSI-013308 \$694.00
2. 2023 EGLE Permit Fee Inv PSI-78140 \$1,760.00
3. Pretreatment Lake Survey Inv PSI-78162, \$800.00
4. June Lake Herbicide treatment Inv PSI-87327 \$27,879.59
5. September Lake Herbicide Treatment inv PSI-013587 \$3,250.00

iv. Kieser & Associates 2023/2024 Watershed Consulting Contract

1. Professional services rendered Inv 23-193 \$1,375.00
2. Professional services rendered Inv 23-211 \$8,436.25
3. Professional services rendered Inv 23-241 \$5,576.48
4. Professional services rendered Inv 23-257 \$3,238.32
5. Professional services rendered Inv 23-281 \$1,286.70

- v. Kieser & Associates 2023/2024 Lake Management Contract
  - 1. Professional services rendered Inv 23-234 \$2,454.40
  - 2. Professional services rendered Inv 23-256 \$3,026.40
  - 3. Professional services rendered Inv 23-262 \$3,900.00
- vi. Oscoda Press, Regular Public Meeting Dates display ad trans #303885490 \$130.15
- vii. Bloom Sluggett, professional legal services
  - 1. April 2023 Inv 23787 \$467.50
  - 2. June 2023 Inv 23996 \$440.00
  - 3. July 2023 Inv 23996 \$330.00
  - 4. August 2023 Inv 24210 \$962.50
  - September 2023 Inv 24316 \$247.50
- viii. USPS P O Box annual Fee \$72.00
- ix. USPS Postage Stamps \$63.00
- x. Schlicht Ponds Site Visit fee Inv 404 \$199.00

#### 10 Public Comment:

Tammy Kline, Oscoda Twp Superintendent, read a document that stated: "The Oscoda Township Board has agreed to pursue a public hearing to dissolve the CLIB. This is due to the CLIB's continuous violations of the OMA and violations within the court approved special assessment district items such as, the purchase of real estate on two occasions that are not part of the SAD process."

Frank Kramarz asked for clarification on CLIB dissolution efforts by Oscoda Township. Dennis Staller asked for clarification regarding Briarwood Bay Cut.

11. Next regular meeting date: Friday December 8, 2023 10 a.m. Greenbush Township Hall

12. Adjournment. Motion to adjourn made by Strauer/Kline at 1:45 pm

Cedar Lake Improvement Board  
P.O. Box 53  
Greenbush, Michigan 48738

Via Email to: [jlinderman@alconaioscocla.org](mailto:jlinderman@alconaioscocla.org)

October 24, 2023

Mr. Jeff Linderman  
7729 Cedar Lane  
Greenbush, MI 48738

Dear Mr. Linderman:

This letter shall serve as a written confirmation of the decision of the Cedar Lake Improvement Board (the "Board") in response to your appeal of the estimate of fees and the required initial deposit under the Michigan Freedom of Information Act, being MCL 15.231 *et seq.* ("FOIA" or the "Act"), following the Board's meeting and extensive appeal hearing of October 13, 2023. Please note that your appeal and the Board's disposition of your appeal only addressed the issue of the initial estimate of fees (and required deposit) and not the final amount of fees that you will be charged for the processing of your FOIA request.

You have also previously indicated that you are seeking copies of the requested documents on behalf of the Alcona-Iosco Cedar Lake Association ("Association"). The Board is still interested in obtaining written verification from you of your authority to make this request on behalf of the Lake Association (i.e., Association minutes or an Association resolution).

As you are aware from the Board's previous correspondence to you, pursuant to MCL 15.234, a public body may charge a fee for labor and costs associated with fulfilling a FOIA request when the failure to do so will result in unreasonably high costs to the public body that are excessive and beyond the normal or usual amount for services compared to the public body's usual request. FOIA requires that the amount charged be equal to the salary of the lowest paid employee or contractor capable of doing the work. However, the Cedar Lake Improvement Board has no employees and must hire contracted labor. In this case, the cost of that contracted labor is \$60.60 per hour for a contractor (6 times the state minimum wage of \$10.10/hour). MCL 15.234(1)(b).

The Board has granted (in part) your appeal of the estimated fee and deposit and has reduced the initial estimate of the fee to \$1,500.00. Pursuant to MCL 15.234(8), a public body may require a 50% good-faith deposit if the entire fee estimate exceeds \$50.00. Accordingly, the Cedar Lake Improvement Board requires a 50% deposit in the amount of \$750.00 before commencing the documents search.

Pursuant to MCL 15.234(14), the Cedar Lake Improvement Board must receive this deposit within 45 days, otherwise this request will be considered abandoned, and the Cedar Lake Improvement Board will not be required to fulfill the request. The Cedar Lake Improvement Board estimates a processing time of 40 business days after receipt of payment of the good-faith deposit to produce the documents subject to your request. The balance of the final fee for processing your FOIA request will be due upon completion.

If you disagree with the Cedar Lake Improvement Board's disposition of your appeal as to the estimate of fees, pursuant to FOIA, you are hereby advised and put on notice of your right to file an appeal to the circuit court in accordance with Section 10a of FOIA. Section 10 of FOIA also states that if the Cedar Lake Improvement Board denies in whole or in part a request to inspect or receive a copy of a public record or portion of a public record, the requesting party may do either of the following:

- (a) Appeal the denial to the head of the public body pursuant to Section 10, or
- (b) Commence an action in Circuit Court, pursuant to Section 10 of the Act.

You are further advised of the right to receive attorneys' fees and damages as provided in Section 10 of the Act if, after judicial review, the Circuit Court determines that the Cedar Lake Improvement Board has not complied with Section 5 of the Act and orders disclosure of all or a portion of a public record.

Regards,



Rex R. Vaughn  
Chairman, Cedar Lake Improvement Board

cc: Via Email

Cedar Lake Improvement Board Members  
Pat Dailey, CLIB Scribe & Fiduciary



**Jones Ditch Preliminary Hydrology Assessment – Project update and future enhancement opportunities (12-8-23)**

**Key Findings:**

- Lidar survey results

Watershed Acreage		% Connected Wetlands	Available Wetland Acreage
Jones Ditch	1,305	--	--
<i>East of Tracks</i>	<i>525</i>	<i>90%</i>	<i>473</i>
<i>West of Tracks</i>	<i>780</i>	<i>70%</i>	<i>546</i>

- Both Culverts 5 and 6 connect west habitat to east habitat at approximately the same elevation, however, Culvert 6 appears to have the most flow
- Field data reveal culverts largely buried and subjecting RR bed to erosion/undermining
- Culverts are impeding large western drainage flows from getting to downstream Jones Ditch and the lake
- Increase of culvert size for east drainage area at W. Cedar Lake increased flow by 4X over Sherman Creek flows
- Only the eastern drainage area rapidly contributes late summer rainfall capture to Cedar Lake (only 40% of water resupply in the 18 hours response time)
- Based on available water level elevation and now, surface elevations, pike spawning access to the 1,019 acres of wetlands upstream of Jones Ditch are not accessible.

**Enhancement opportunities to improve Jones flow:**

- Opening up RR culverts to more readily access late summer flows from 780 acres (24% of Cedar Lake watershed that is effectively restricted from lake)
- Grant opportunity to achieve this with the Pike spawning enhancement angle



PROPOSAL FOR  
**CEDAR LAKE IMPROVEMENT BOARD**



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

August 21, 2023

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## Executive Summary

We are excited to introduce you to The Civic Clarity Website Service - a robust, easy to use, website solution that offers all the features you need from your website at a price point that pleases your board. We've 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 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 the Cedar Lake Improvement Board, because it is.
2. Our Steps to Launch process is time tested for maximum efficiency of your time. It takes an average of 10-12 weeks from our first meeting to launch your website. During those weeks we have a staff dedicated to your project migrating your content and implementing your design.
3. 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.
4. 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.
5. You can supplement your website editors by using our staff to perform routine updating tasks or create new on-page design for content that needs more marketing appeal.
6. Civic Clarity keeps you up to date on our platform updates and upgrades through website dashboard announcements and emails. Sometimes we reach out to clients by phone when we know a new feature or update would benefit them.
7. 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.

8. 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 notifies AccuNet if something is amiss. We add SSL (secure socket layer) annual certification installation and maintain renewal throughout the life of your service contract.
9. We review all website pages prior to launch for ADA accessibility. Our goal is to meet WCAG 2.1 AA level. We add an ADA request/complaint form and help page for those website viewers interested in learning how to make their device screen more compatible to their needs.
10. Decide you want to automate in-house tasks such as confirming reservations or adding a donation button? We integrate 3rd party solutions as you need them.
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.

# Civic Clarity Guiding Principles & Your Project Goals

## 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 27+ years of experience developing efficiencies, monitoring, and capitalizing on new technologies to create simple. We constantly build on our knowledge and adjust to make 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 annual 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.

## Your Project Goals

Based on our conversation on Friday, August 11<sup>th</sup>, we believe that your website goals include:

- Professionally designed website that is responsive to viewer screen size.
- Website is easy to edit and has real person support in addition to knowledge base material.
- Migrate the content on your current website.

- Use calendar in list format to display board meetings.
- Add board minutes and packets from 2013-2023 that are not currently on website
- Add a search bar to the top of the page for access on every page.

## Steps to Launch

Civic Clarity has fine-tuned our process to launch a custom designed website following industry 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.



**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.

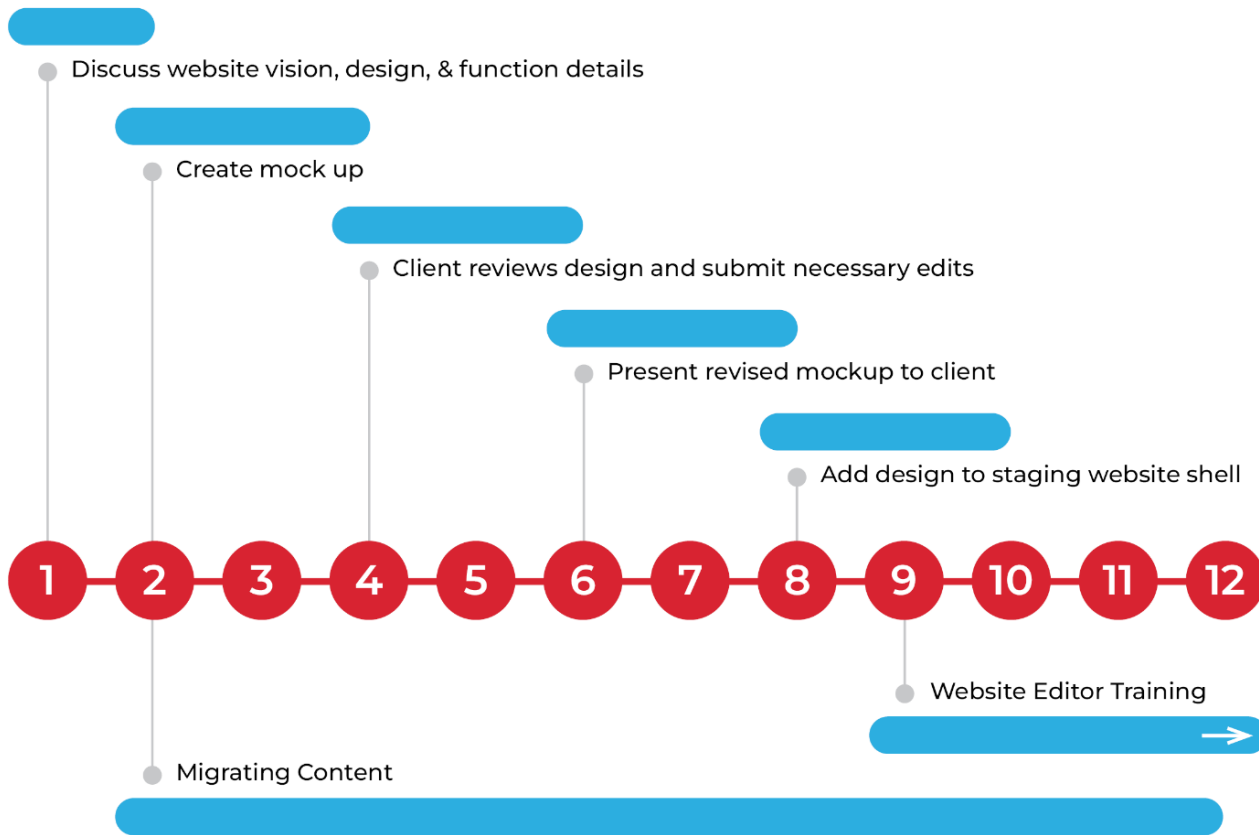
**Ongoing Content Editing**

Civic Clarity offers phone, email, online, and screen sharing support for your website editors both during and outside office hours. Our goal is for your editors to feel confident in their ability to update the website.

We also offer 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**

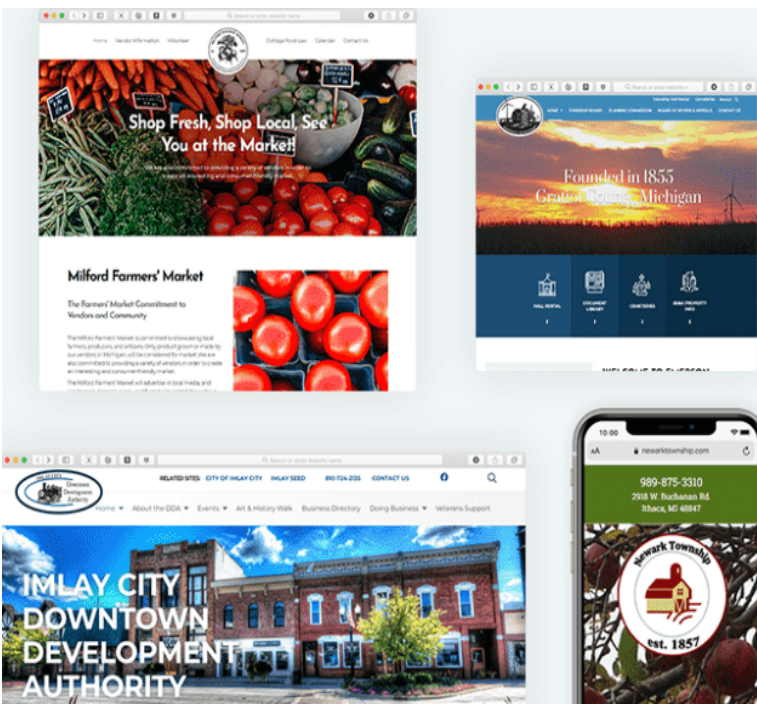
Based on 5-day work week. Typical project timeline



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. If you are located in an area with slow Internet download speed we will design the site to efficiently upload.
- 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.

Calendar and document lists are designed into internal pages as needed.

## Content Migration

**Pages:** There are currently 7 pages on your navigation. We anticipate that we will add a Contact Us page and possibly separate out the Fisheries Assessment from the Aquatic Plant Management.

**Navigation:** We will copy your exact navigation if you request, or we will work with your website representative to reorganize your pages. All wanted content will be moved over.

**Image library:** Move over all currently used images from website.

**Documents:** We viewed approximately 60 documents on the website and understand that approximately another 75 documents from board packets and minutes since 2013 will be added

**Calendar items:** Board meeting and other calendar items will be added August 2023 to the end of the year.

**Page Redirection:** AccuNet plans to redirect all your published pages.

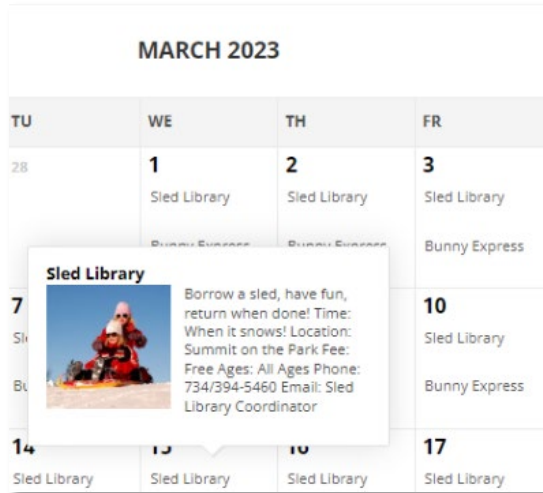
## Apps, Modules & Services

Civic Clarity is built upon an optimized WordPress platform with applications specialized for municipalities. We have in-house custom created our main apps to be a cohesive solution for common needs of municipalities. Utilizing open source software assists in staying abreast of current trends in an economical format.

## RESIDENT FOCUSED APPS

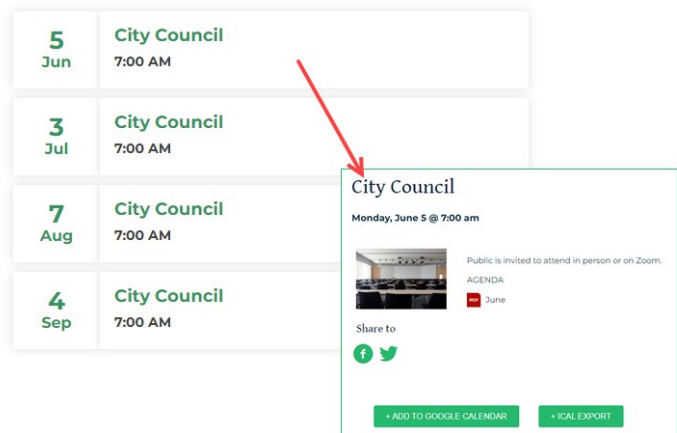
The below apps are focused on making the website user experience smooth and enjoyable.

### Calendar Page



Month-view grid offers events to pop out when hovered over to grab viewer's attention. When viewing a single event, the viewer can click on links that go to the event organizers website.

The calendar simple list is frequently used on boards and commissions pages to list upcoming meetings. When a person clicks on the meeting, they go to more information, including specific documents for the meeting and the ability to share the event to Facebook and Twitter.

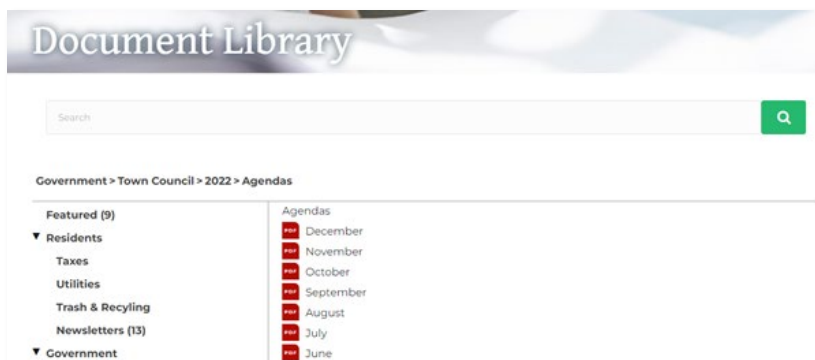


### Search Bar

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.

### Document Library Page

One stop location on your website where every document is listed.



### Online Contact ADA Concern Forms

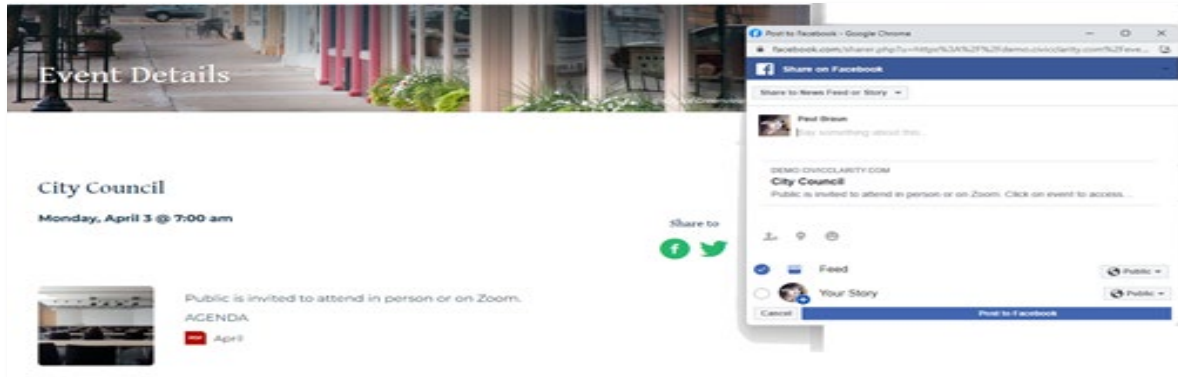
Easily customizable contact us form and a standard ADA concern form are standard online forms with Civic Clarity

### 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.



### 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 post launch.

### Home Page Alert Bar Drop Down

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



## WEBSITE EDITOR FOCUSED APPS & SERVICES

The below apps focus on making your editors job as easy as possible when it comes to keeping the website up to date.

### Automatic ALT tags for image uploads

It's easy to forget to add ALT tags, but necessary for ADA accessibility requirements. We automatically add the image file name to make sure this necessary tag is never empty. You can edit to further your SEO goals.

### Document Library App

This app allows you to add one document and assign it to multiple folders. Individual, or groups of folders, are listed on appropriate pages throughout your website. This helps your residents always be able to find the documents they need. You can even create notes in the document library. For example, you can communicate to residents when minutes are missing due to a canceled meeting. When the time comes to update or delete a document, it is done once by your website editor, and the document is updated throughout all applicable pages.

The Document Library search bar searches more than the document title, it searches all the words within the document (so never scan them!), greatly helping your residents find the content they are looking for during a search. During training we explain how to correctly save your pdfs to be searchable and ADA accessible.

### Calendar App

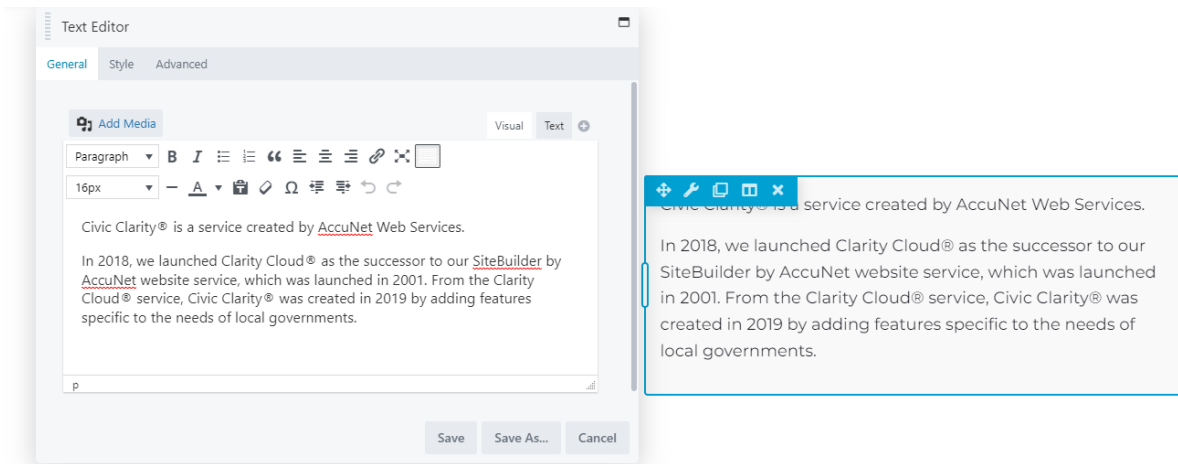
We think this app does everything you could hope for from a calendar. Beyond setting up a single event, you can set up a recurring event and customize each of its dates as you need to with unique content and documents. You can easily cancel a meeting and have it display as canceled on the calendar.

### Embed Videos from YouTube, Vimeo, etc.

Easily share your video on the website using 3<sup>rd</sup> party streaming services.

### 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.



### Page Revision History

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

### Timed Content Expiration

Sometimes you need content to be taken off the website at an exact moment. Instead of setting your alarm clock, your Civic Clarity service offers you the ability to set the content to expire. At the designated time, the content is unpublished and put on hold.

### **Photo Gallery**

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

### **Image Editor**

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

### **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.

### **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.

## **ADMINISTRATIVE SERVICES**

The below services 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 one.

### **Photo Media Library**

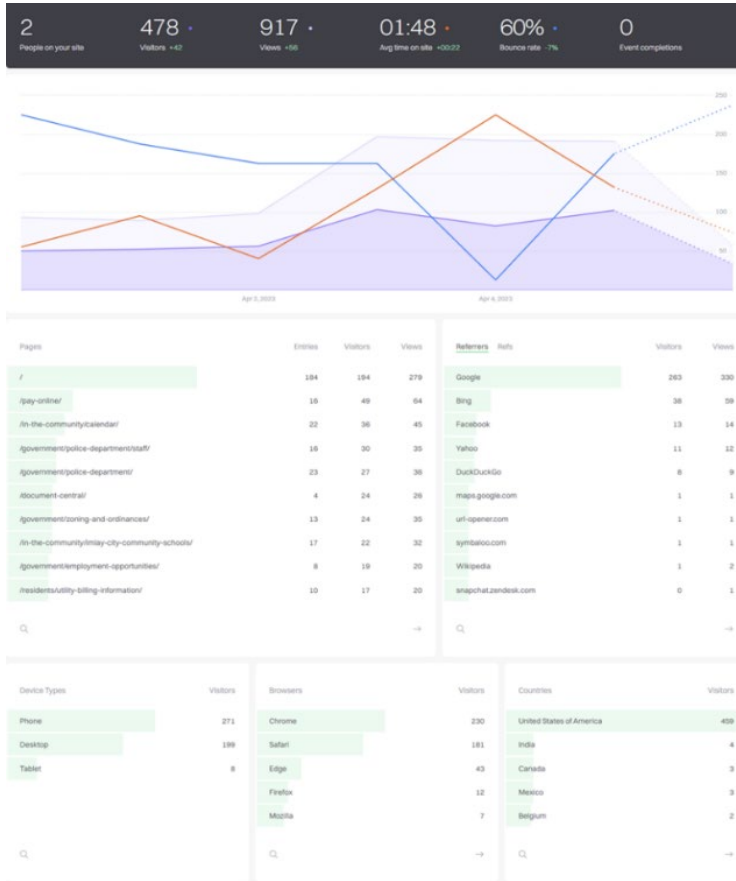
To assist in organizing your website images, we offer the ability to create folders and assign images to multiple folders withing the media library.

### **Simple 60 Day History**

Civic Clarity keeps 60 days of tracking data when your website editors are on the website, listing what was added or updated. 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.

**Website Analytics**

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



**.GOV Extension Counseling**

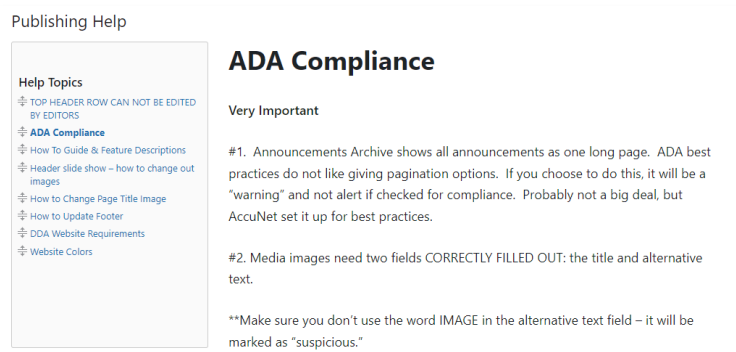
The federal government’s Cybersecurity and Infrastructure Security Agency (CISA) has reduced the annual fee for .gov to \$0. There’s some paperwork to fill out by the government entity (you) that wants the .gov and Civic Clarity can help by talking you through the steps to secure your .gov domain.

**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.

**In-Site Publishing Help App**





Unique to each website, there is a section on the dashboard where you can publish notes that other website editors will see.

### **Online Clarity Help Website at [www.clarityhelp.com](http://www.clarityhelp.com)**

Self-help articles and video library at [ClarityHelp.com](http://ClarityHelp.com) is available 24/7 to give pointers and step-by-step instruction on how to edit your website.

### **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.

### **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.

### **Online payment portal**

We will embed your third-party provider, or PayPal, or Ecwid.

### **Domain Management**

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.

We can purchase cedarlakeimprovementboard.net (or similar) as we discussed.

## **ADA WEBSITE ASSESSIBILITY**

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.

The top level, WCAG AAA, equates to 100% compliance to Section 508 regulations within the United States Workforce Rehabilitation Act of 1973. The DOJ has acknowledged that it is not practical for a website to adhere to AAA because it greatly impacts a website's performance, design, and presentation.

Following industry standards, Civic Clarity websites are 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

Civic Clarity adds a 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 fill out media alt tags and how to save PDFs in an accessible format.

### **ADA Reviews as Requested**

AccuNet will show your website editors how to scan your website pages for accessibility using WAVE. We are also available to scan and fix any errors found upon request.

## **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. There is no time or number of sessions limit to our training. We have found it works best to give a short first training 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 mailbox.

## Website Content Maintenance Options

AccuNet believes Cedar Lake Improvement Board has indicated that you do not plan to use any maintenance plan and will complete all necessary website edits in-house. We are listing our maintenance options below as a point of reference for potential future needs. We offer three options that can be started at any time.

We offer three options that can be started at any time.

1. Hire AccuNet to complete needed edits for an hourly fee.
2. Basic Document Maintenance  
Upload agenda and minutes and create annual folder structure for each board or meeting group.
3. Personal Website Editor. Send us your updates, and AccuNet staff will update your website content, documents, and calendar items throughout the contracted time.

## 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 AccNet, 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 provide more space in increments of 5GB

## SECURITY

### 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 sending 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

### Third party newsletter service fees used to set up eNotification.

AccuNet uses the third-party service, Mailer Lite, to house email subscriber lists and email campaign messages. This service is intuitive to use and has a reasonable cost. It allows up to

1,000 subscribers and 12,000 emails/month before there is an annual charge. (Projected cost is \$0/year.) The next tier is \$22.50/month and is paid directly to Mailer Lite, outside of Civic Clarity annual fees. We do not anticipate that you will grow to over 1,000 subscribers or 12,000 emails/month for a number of months/years.

### **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.

## **Quote**

This quote includes the launch of you approved graphic designed website 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**

- Migration of existing content at cedarlakewmp.net, including approximately 135 documents, a number of images, and calendar entries starting in August, 2023.
- Page redirection of existing website URL to new pages.
- Add ADA online form.
- 10G storage space (most of our websites are under 2G)

**\$1,000**

### **Domain Name Purchase**

cedarlakeimprovementboard.net – available when we spoke 8/11/2023

**\$20**

*50% of total launch estimate due with agreement, balance due at launch*

## **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, except for the communication boost packaged noted below; and a design refresh after every three years of paid service.

**\$450**

### **Domain Name Renewal**

cedarlakeimprovementboard.net – available when we spoke 8/11/2023

**\$20**

**Maintenance options**

1. \$90/hour. Provide edits as requested. Bill quarterly or as requested.
  
2. Basic document maintenance  
 \$60/board/year: Upload agenda and minutes and create annual folder structure  
 Website editor sends AccuNet your agendas/minutes and we add to your website within 2 business days.
  
3. \$600/year: Personal Website Editor. Send us your updates, and AccuNet staff will update your website content, documents and calendar items.

No annual maintenance package requested **\$0**

Year One Investment (includes all costs): **\$1,470**

Year Two + Recurring Service Fee **\$470**

## Optional Apps & Services Available

**AVAILABLE AT ANY TIME**

The below apps and services 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 our bundle pricing option.

### Communication Boost Bundle Includes:

**Newsletter Template Set Up**

Civic Clarity will create an email blast campaign through Mailer Lite so that you can send out immediate-release and scheduled emails. We will tie it to your website through our e-notification app if wanted.

**eNotification**

Your website viewers sign up and then get your announcement updates every 24 hours in their mailbox.

**Subject:** FW: Please review

**Date:** Wednesday, August 9, 2023 at 12:11:55 PM Eastern Daylight Time

**From:** Mark Kieser

**To:** Rex Vaughn

**CC:** Mike Foster

Hi Rex,

Here are our proposed costs to set up a simple CLIB-dedicated website for official postings and storing historic reports.

1. Website Hosting + domain name: \$135/year (These fees will provide sufficient space to post Agendas, Minutes, Notices, etc. plus all of the historic documents on [www.cedarlakewmp.net](http://www.cedarlakewmp.net) including 2 GB of storage)
2. Website architecture developed using the most up-to-date Squarespace website builder User Interface:
  - a. Set-up (site development, CLIB review, finalization for Rex and/or other Board Member direct access for easy meeting postings) (*\$1,500 lump sum*)
  - b. Uploading historic documents once website is set-up and approved by CLIB (*\$500 lump sum*)
3. Annual support to the CLIB for postings and/or requested website updates (*\$1,200 time & materials as needed/requested*)

To summarize, K&A costs are as follows:

- |   |                            |
|---|----------------------------|
| 1. Annual hosting/domain fee for year 1:  | \$135                      |
| 2. Website development, set-up, postings: | \$2,000 (lump sum)         |
| 3. Annual support (as-needed materials)   | \$1,200 (time & materials) |

Mike would be doing the majority of this work for the CLIB.

Call with questions.

Thanks,  
Mark

Mark S. Kieser  
Senior Scientist  
Kieser & Associates, LLC  
536 E. Michigan Ave., Suite 300  
Kalamazoo, MI USA 49007  
[mkieser@kieser-associates.com](mailto:mkieser@kieser-associates.com)  
Phone: (269) 344-7117  
Cell: (269) 217-6372

# Bloom Sluggett, PC

161 Ottawa Ave NW, Suite 400  
Grand Rapids, MI 49503  
(616) 965-9340

Invoice submitted to:  
Cedar Lake Improvement Board  
Attn: Rex Vaughn, Chairperson  
PO Box 53  
Greenbush, MI 48738

November 9, 2023

Invoice # 24424

## Professional Services

			<u>Hours</u>	<u>Amount</u>
10/5/2023	CHB	Emails - the Linderman appeal; review of client's opinion letter revisions; revise the opinion letter; work regarding the appeal.	0.90	247.50
10/6/2023	CHB	Conference with client; work regarding FOIA appeal issues.	0.50	137.50
10/9/2023	AG	Confer with C. Bloom regarding the Linderman FOIA appeal. Analyze the FOIA documents to date regarding the same.	0.30	66.00
	CHB	Work regarding the Linderman FOIA appeal; conference with client; revise the FOIA appeal opinion letter.	0.60	165.00
10/10/2023	CHB	Draft a follow-up client email regarding the Linderman FOIA appeal.	0.20	55.00
10/11/2023	CHB	Email - Linderman - appeal - new issue; analysis; conference with client.	0.30	82.50
10/12/2023	AG	Analyze the case documents for the Linderman FOIA appeal hearing. Analysis. Confer with C. Bloom regarding the same. Phone calls with R. Vaughn to discuss the issues for the hearing in the same. Research FOIA appeal standards and response standards from questions raised by R. Vaughn regarding the same.	0.50	110.00
	CHB	Work regarding the Linderman appeal - FOIA; meet with A. Gordon (0.4 hr - No Charge).	0.40	NO CHARGE
10/13/2023	AG	Analyze the correspondence and documents for the Linderman FOIA appeal matter. Phone call with R. Vaughn regarding the meeting with the Board to discuss the same. Participate in the conference call with the Board for the Linderman FOIA matter.	3.80	836.00



# Bloom Sluggett, PC

Cedar Lake Improvement Board

Page 2

Invoice # 24424  
Invoice Date November 9, 2023

			<u>Hours</u>	<u>Amount</u>
		Participate in the closed session of the Board for the same. Emails with R. Vaughn following the meeting in the same.		
10/13/2023	CHB	Meet with Andy G. regarding the FOIA appeal (0.2 hr - No Charge).	0.20	NO CHARGE
10/18/2023	AG	Emails with R. Vaughn to schedule phone call to discuss follow up to the Linderman FOIA appeal matter. Phone call with R. Vaughn to discuss next steps for the same. Confer with C. Bloom regarding the same.	0.20	44.00
	CHB	Meet with Andy G. regarding the follow-up FOIA letter to Mr. Linderman; follow up regarding the same (.2hrs - no charge).	0.20	NO CHARGE
10/19/2023	AG	Analyze notes from the Linderman FOIA appeal hearing. Draft the disposition letter to Linderman for review by R. Vaughn and C. Bloom. Confer with C. Bloom regarding the draft of the same.	1.20	264.00
10/20/2023	AG	Revise the disposition letter to Linderman regarding the FOIA estimate of fees appeal. Analyze notes from C. Bloom on the draft of the same. Research Michigan FOIA statutes for the same.	0.50	110.00
10/23/2023	AG	Emails with R. Vaughn regarding the disposition letter in the Linderman FOIA appeal. Email the draft of the disposition letter to R. Vaughn for the same. Emails and phone call with R. Vaughn to discuss the draft of the same. Revise the draft of the same following the phone call with R. Vaughn.	0.60	132.00
10/24/2023	AG	Confer with C. Bloom regarding the revised draft of the Linderman FOIA disposition letter. Revise the draft of the same based on comments from C. Bloom. Emails with R. Vaughn regarding the draft of the same.	0.30	66.00
		For professional services rendered	10.70	\$2,315.50
		Previous balance		\$1,210.00
		Accounts receivable transactions		
10/10/2023		Payment - Thank You. Check No. 1769		(\$1,292.50)
10/10/2023		Refund - BS check #5559		\$82.50
10/23/2023		Payment - Thank You. Check No. 1774		(\$1,210.00)
10/23/2023		Refund - BS check #5572		\$1,210.00
		Total payments and adjustments		(\$1,210.00)

Bloom Sluggett, PC

Cedar Lake Improvement Board

Page 3

Invoice # 24424  
Invoice Date November 9, 2023

Balance due

Amount  
\$2,315.50

A \$25 returned check fee will be charged for each occurrence, in addition to bank charges.



536 E. Michigan Avenue  
 Suite 300  
 Kalamazoo, MI 49007

# Invoice

DATE	INVOICE #
12/5/2023	23-313

**BILL TO:**

Cedar Lake Improvement Bd.  
 C/o Rex Vaughn  
 PO Box 53  
 Greenbush, MI 48738

DESCRIPTION	QTY	P.O. NO.	TERMS
		2023-2024 Budget	Net 30
DESCRIPTION	QTY	RATE	AMOUNT
Senior Scientist/ Principal - Task 2a	0.75	200.00	150.00
Senior Scientist/ Principal - Task 5a	0.5	200.00	100.00
Environmental Engineer I - Task 5b	2.5	115.00	287.50
Project Scientist IV - Task 5b	0.5	70.00	35.00
Professional Engineer - Task 5b	15.5	160.00	2,480.00
Professional Engineer - Task 5e	3.5	160.00	560.00
Project Scientist IV - Task 5f	2.75	70.00	192.50
Senior Scientist/ Principal - Task 5f	0.75	200.00	150.00
<p>This invoice is for professional services rendered through November 30, 2023 as related to Cedar Lake Improvement Bd. 2023-2024 Services.</p>			
		<b>Total</b>	USD 3,955.00

Please remit payment to Kieser & Associates, LLC  
 For questions, please contact Becky Hough.

Phone #	Fax #
(269) 344-7117	(269) 344-2493

# Kieser & Associates, LLC

## Time by Job Detail

November 2023

Cedar Lake Improvement Bd. (2023-2024)	Date	Name	Duration	Cost	Notes
<b>Cedar Lake Improvement Bd. (2023-2024): Task 2 - CLIB Coordination</b>					
	11/08/2023	Kieser, Mark	0.75	150.00	Remaining field work scheduling for 2023-2024
<b>Total Cedar Lake Improvement Bd. (2023-2024): Task 2:</b>			<b>0.75</b>	<b>150.00</b>	
<b>Cedar Lake Improvement Bd. (2023-2024): Task 5a - Annual Hydrology Monitoring Program - Standard Logger Maint. + 2 Extra Visits</b>					
	11/29/2023	Kieser, Mark	0.50	100.00	Prep. for loger removals
<b>Total Cedar Lake Improvement Bd. (2023-2024): Task 2:</b>			<b>0.50</b>	<b>100.00</b>	
<b>Cedar Lake Improvement Bd. (2023-2024): Task 5b - Hydrology- Jones Ditch Analysis</b>					
	11/16/2023	Foster, Michael	0.50	57.50	Meeting with John Jacobson on data needs
	11/29/2023	Foster, Michael	2.00	230.00	Watershed and flow data analysis
	11/02/2023	Howard, Natalie	0.50	35.00	Overlaying wetlands data for Banks property, email & discussion
	11/20/2023	Jacobson, John	3.50	560.00	Jones Ditch Topo and hydrology sketches
	11/27/2023	Jacobson, John	6.00	960.00	Jone Ditch Watershed Topo. and hydrology considrations
	11/29/2023	Jacobson, John	3.50	560.00	Topo and hydrology with culvert locations
	11/30/2023	Jacobson, John	2.50	400.00	Hydrology Sketches and engineering
<b>Total Cedar Lake Improvement Bd. (2023-2024): Task 5b:</b>			<b>18.50</b>	<b>2,802.50</b>	
<b>Cedar Lake Improvement Bd. (2023-2024): Task 5e-Hydrology-Jones Watershed TOPO</b>					
	11/15/2023	Jacobson, John	3.50	560.00	Hydrology of Jones Watershed
<b>Total Cedar Lake Improvement Bd. (2023-2024): Task 5e:</b>			<b>3.50</b>	<b>560.00</b>	
<b>Cedar Lake Improvement Bd. (2023-2024): Task 5f-Hydrology- Annual Reporting</b>					
	11/06/2023	McGee, Kaitlyn	2.75	192.50	Initial data processing
	11/06/2023	Kieser, Mark	0.25	50.00	Rain gauge data
	11/30/2023	Kieser, Mark	0.50	100.00	Rain gauge data
<b>Total Cedar Lake Improvement Bd. (2023-2024): Task 5f:</b>			<b>3.50</b>	<b>342.50</b>	

**Kieser & Associates, LLC**  
**Time by Job Detail**  
November 2023

<b>Cedar Lake Improvement Bd. (2023-2024)</b>	<b>Date</b>	<b>Name</b>	<b>Duration</b>	<b>Cost</b>	<b>Notes</b>
<b>TOTAL: CEDAR LAKE IMPROVEMENT BD. (2023-2024):</b>			<b><u>26.75</u></b>	<b><u>3,955.00</u></b>	

**Cedar Lake Improvement Board Actual 2023 Budget, Revised 12-7-2023**

		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual Revenues												
<b>Revenue</b>									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
220-000-451.000	Spec. Assessment - Greenbush Twp	66,300.00	66,361.68	66,450.00	67,650.00	67,650.00	65,850.00	65,850.00	23,271.22		42,136.28				1,050.00						66,457.50
220-000-451.001	Spec. Assessment - Oscoda Twp	46,950.00	39,750.00	46,500.00	47,250.00	47,250.00	48,450.00	48,450.00	20,849.23		23,374.13			2,100.00				1,050.00			47,373.36
220-000-665.000	Interest Income - Bank Deposits	250.00	152.55	175.00	83.31	46.54	113.28	100.00	5.40	6.02	8.57	8.55	8.01	7.45	7.30	6.06	5.53	5.29	4.91		73.09
220-000-665.000	Interest Income - CD Interest	2,244.49	2,284.92	1,620.00	0.00	0.00	0.00	0.00													0.00
	Transfer To/From Fund Balance	0.00	34,471.11	0.00	-21,427.67	0.00	140,885.83	16,362.00													
	<b>Total Revenue</b>	<b>115,744.49</b>	<b>143,020.26</b>	<b>114,745.00</b>	<b>93,555.64</b>	<b>114,946.54</b>	<b>255,299.11</b>	<b>130,762.00</b>	<b>44,125.85</b>	<b>6.02</b>	<b>65,518.98</b>	<b>8.55</b>	<b>8.01</b>	<b>2,107.45</b>	<b>1,057.30</b>	<b>6.06</b>	<b>5.53</b>	<b>1,055.29</b>	<b>4.91</b>	<b>0.00</b>	<b>113,903.95</b>

Jan Beginning Bank Balance	125,143.77	74,140.65	257,153.43
Dec Ending Bank Balance	74,140.65	257,153.43	124,932.79
Certificate of Deposit	157,724.57	0.00	0.00
<b>Total Assets @ Year End</b>	<b>231,865.22</b>	<b>257,153.43</b>	<b>124,932.79</b>
<b>Net Change By Year</b>	<b>-48,718.20</b>	<b>25,288.21</b>	<b>-132,220.64</b>

		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual Expenditures												
<b>Expenditures</b>									Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
220-570-801.000	Scribe	290.00	290.00	290.00	290.00	290.00	290.00	290.00													0.00
220-570-801.001	Fiduciary	290.00	290.00	290.00	290.00	290.00	290.00	290.00													0.00
220-570-805.000	Bi-Annual Audit	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00				4,500.00									4,500.00
220-570-805.001	Legal & CPA Consultation Fees	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00				1,170.00	2,062.50			440.00	330.00	2,502.50	2,315.50		8,820.50
220-570-727.000	Office Supplies	350.00	0.00	250.00	26.50	250.00	983.44	250.00				124.98									124.98
220-570-728.000	Postage & PO Box	750.00	63.35	100.00	62.00	70.00	66.00	70.00		1.50			63.00					72.00			136.50
220-570-802.010	Lake Management Contract	9,969.00	9,060.00	10,150.00	10,035.00	11,850.00	12,100.00	12,000.00	960.00			1,140.00		2,454.40		3,026.40	3,900.00				11,480.80
220-570-802.100	Limnologist Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00													0.00
220-570-967.000	Natural Shoreline Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00													0.00
220-570-967.001	Fisheries Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00													0.00
220-570-803.000	Consulting Engineering Contract	43,768.00	34,826.35	42,450.00	60,871.89	44,595.00	51,209.29	50,000.00	5,663.84	5,124.20		3,257.50	10,909.20	8,436.25		5,576.48	3,238.32	1,286.70	3,955.00		47,447.49
220-570-971.000	Construction Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00							199.00						199.00
220-570-806.000	EGLE Berm Permit Appeal	0.00	0.00	0.00	0.00	0.00	0.00	0.00													0.00
220-570-804.000	Lake Herbicide Treatment Contract	50,000.00	83,618.25	55,000.00	21,395.25	50,000.00	32,838.00	40,000.00						2,560.00		27,879.59		3,944.00			34,383.59
220-570-861.000	Board Travel Reimbursement	600.00	0.00	250.00	0.00	250.00	0.00	600.00		698.28			167.68								865.96
220-570-901.000	Advertising/Meetings/Mailings Incl. SAD	1,000.00	6,808.46	100.00	0.00	100.00	816.49	250.00	816.49	321.05		470.05	977.65		1,477.00						4,062.24
220-570-820.000	SAD Legal & Eng. Services	3,000.00	7,047.50	600.00	585.00	0.00	79.50	1,000.00													0.00
220-570-932.000	Rainfall Instrument Repair/Replacement	500.00	390.10	0.00	0.00	0.00	0.00	0.00													0.00
220-570-961.000	Bank Charges (Oscoda)	0.00	36.25	0.00	0.00	0.00	104.56	120.00													0.00
220-570-969.000	Contingency	5,227.49	0.00	5,265.00	0.00	7,251.54	0.00	2,000.00													0.00
220-570-933.000	Watershed Construction Projects & Repair	0.00	590.00	0.00	0.00	0.00	0.00	5,000.00													0.00
220-570-805.000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00					801.00								801.00
220-570-975.000	Jones Ditch Acquisition & Disposition	0.00	0.00	0.00	0.00	0.00	156,521.83	12,892.00		1,308.75		930.00	9,392.00								11,630.75
	<b>Totals:</b>	<b>115,744.49</b>	<b>143,020.26</b>	<b>114,745.00</b>	<b>93,555.64</b>	<b>114,946.54</b>	<b>255,299.11</b>	<b>130,762.00</b>	<b>7,440.33</b>	<b>7,453.78</b>	<b>0.00</b>	<b>11,592.53</b>	<b>24,373.03</b>	<b>10,996.25</b>	<b>4,130.40</b>	<b>33,896.07</b>	<b>6,594.72</b>	<b>11,705.20</b>	<b>0.00</b>	<b>6,270.50</b>	<b>124,452.81</b>

### Cedar Lake Improvement Board Proposed 2024 Draft Budget, Revised 12-7-2023

		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual Revenues													
<b>Revenue</b>												Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
220-000-451.000	Spec. Assessment - Greenbush Twp	66,300.00	66,361.68	66,450.00	67,650.00	67,650.00	65,850.00	65,850.00	66,457.50	65,850.00														
220-000-451.001	Spec. Assessment - Oscoda Twp	46,950.00	39,750.00	46,500.00	47,250.00	47,250.00	48,450.00	48,450.00	47,373.36	47,373.00														
220-000-665.000	Interest Income - Bank Deposits	250.00	152.55	175.00	83.31	46.54	113.28	100.00	73.09	80.00														
220-000-665.000	Interest Income - CD Interest	2,244.49	2,284.92	1,620.00	0.00	0.00	0.00	0.00	0.00	0.00														
	Sale of Excess Property @ Jones Ditch	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
	Transfer To/From Fund Balance	0.00	34,471.11	0.00	-21,427.67	0.00	140,885.83	16,362.00	10,548.86	-4,857.00														
<b>Total Revenue</b>		<b>115,744.49</b>	<b>143,020.26</b>	<b>114,745.00</b>	<b>93,555.64</b>	<b>114,946.54</b>	<b>255,299.11</b>	<b>130,762.00</b>	<b>124,452.81</b>	<b>108,446.00</b>														

Jan Beginning Bank Balance		125,143.77		74,140.65		257,153.43		123,748.07	
Dec Ending Bank Balance		74,140.65		257,153.43		124,932.79		119,469.71	Bank Balance as of 11/30/23
Certificate of Deposit		157,724.57		0.00		0.00		0.00	
<b>Total Assets @ Year End</b>		<b>231,865.22</b>		<b>257,153.43</b>		<b>124,932.79</b>		<b>119,469.71</b>	
<b>Net Change By Year</b>		<b>-48,718.20</b>		<b>25,288.21</b>		<b>-132,220.64</b>		<b>-5,463.08</b>	

		2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Actual	2024 Budget	2024 Actual Expenditures													
<b>Expenditures</b>												Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
220-570-801.000	Scribe/Recording Secretary	290.00	290.00	290.00	290.00	290.00	290.00	290.00	0.00	500.00														
220-570-801.001	Fiduciary	290.00	290.00	290.00	290.00	290.00	290.00	290.00	0.00	500.00														
220-570-805.000	Bi-Annual Audit	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	4,500.00	3,500.00														
220-570-805.001	Legal & CPA Consultation Fees	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	8,820.50	2,500.00														
220-570-727.000	Office Supplies	350.00	0.00	250.00	26.50	250.00	983.44	250.00	124.98	250.00														
220-570-728.000	Postage & PO Box	750.00	63.35	100.00	62.00	70.00	66.00	70.00	136.50	150.00														
220-570-802.010	Lake Management Contract	9,969.00	9,060.00	10,150.00	10,035.00	11,850.00	12,100.00	12,000.00	11,480.80	14,448.00	Contract Amount													
220-570-802.100	Limnologist Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
220-570-967.000	Natural Shoreline Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
220-570-967.001	Fisheries Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
220-570-803.000	Consulting Engineering Contract	43,768.00	34,826.35	42,450.00	60,871.89	44,595.00	51,209.29	50,000.00	47,447.49	31,948.00	Contract Amount													
220-570-971.000	Construction Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	199.00	0.00														
220-570-806.000	EGLE Berm Permit Appeal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
220-570-804.000	Lake Herbicide Treatment Contract	50,000.00	83,618.25	55,000.00	21,395.25	50,000.00	32,838.00	40,000.00	34,383.59	40,000.00														
220-570-861.000	Board Travel Reimbursement	600.00	0.00	250.00	0.00	250.00	0.00	600.00	865.96	250.00														
220-570-901.000	Advertising/Meetings Incl. SAD	1,000.00	6,808.46	100.00	0.00	100.00	816.49	250.00	4,062.24	3,500.00														
220-570-820.000	SAD Legal & Eng. Services	3,000.00	7,047.50	600.00	585.00	0.00	79.50	1,000.00	0.00	1,000.00														
220-570-932.000	Rainfall Instrument Repair/Replacement	500.00	390.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
220-570-961.000	Bank Charges (Oscoda)	0.00	36.25	0.00	0.00	0.00	104.56	120.00	0.00	0.00														
220-570-969.000	Contingency	5,227.49	0.00	5,265.00	0.00	7,251.54	0.00	2,000.00	0.00	2,000.00														
220-570-933.000	Watershed Construction Projects & Repair	0.00	590.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00														
220-570-805.000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	801.00	900.00														
	Web Services & Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
220-570-975.000	Jones Ditch Acquisition & Disposition	0.00	0.00	0.00	0.00	0.00	156,521.83	12,892.00	11,630.75	2,000.00														
<b>Totals:</b>		<b>115,744.49</b>	<b>143,020.26</b>	<b>114,745.00</b>	<b>93,555.64</b>	<b>114,946.54</b>	<b>255,299.11</b>	<b>130,762.00</b>	<b>124,452.81</b>	<b>108,446.00</b>														

# 2024 Calendar

January '24						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '24						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March '24						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April '24						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '24						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '24						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July '24						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August '24						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September '24						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October '24						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November '24						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December '24						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					