

CITY OF MANTON

REGULAR CITY COMMISSION MEETING

Tuesday, September 29, 2026

Manton Senior Center

302 W. Main Street

Manton, Michigan 49663

AGENDA

1. Call to Order

2. Roll Call

Commissioners: Fullerton, Gillett, Johnson, Rayment, Siddall, Wilkins

3. Approval of Minutes

- August 25, 2026 Regular Commission Meeting

4. Approval of Agenda

5. Public Comment

- *Agenda Items Only – Three (3) Minute Limit Per Speaker*

6. Reports of Mayor, Officers, Boards, and Committees

- Written and Verbal Reports

7. Unfinished Business

A. Fox Forestry

B. Transition to Forest Area Federal Credit Union

- Consideration of transferring City banking relationships and services to Forest Area Federal Credit Union.
- Authorize administration to initiate the transition process and complete necessary documentation.
- Authorize Signers.

8. New Business

A. Camp Host Position

- Discuss and authorize posting of the Camp Host position.
- Review position duties, qualifications, compensation, and application process.

9. Public Comment

- *Three (3) Minute Limit Per Speaker*

10. Adjournment

CITY OF MANTON

City Commission Meeting

Minutes

Date: August 25, 2026

Time: 7:00 p.m.

Location: Manton Senior Center, 302 W. Main St., Manton, MI 49663

1. Call to Order

Mayor Pro Tem Jessica Wilkins called the meeting to order at 7:00 p.m.

2. Roll Call

Present: Mayor Pro Tem, Jessica Wilkins: Commissioners: Lisa Gillett, Nichole Johnson, Rick Rayment, Parker Siddall

Absent: Sue Fullerton

3. Approval of Minutes

Motion by Commissioner Gillett, seconded by Commissioner Johnson, to approve the, July 21, 2026, City Commission Meeting Minutes.

Voice Vote was held and Motion carried.

4. Approval of Agenda

Motion by Commissioner Johnson, seconded by Commissioner Rayment, to approve Agenda as presented.

Voice Vote was held Motion carried.

5. Public Comment: Agenda Items Only, 3 Minute Limit

No public comments were received.

6. Department and Committee Reports

Reports were received from the following departments and committees:

- DPW, Police Chief, and Fire Chief Reports located in Meeting Packet.
- Garry Brown reported that the City of Manton received a check from True North for approximately \$16,100.00 from invoices that were not billed properly from the previous year. True North honored all past invoices that were submitted to them.

Accounting "catch up" is still in the works. Due to lack of staff, posting of many items were not done at all, or correctly, so those corrections are being made. Hopefully soon, the City Clerk will be able to set up a meeting with the Financial Committee to make budget amendments for the rest of this fiscal year and begin prepping a budget for next fiscal year.

Effective, as of August 31, 2026, he will be resigning as Interim City Superintendent. He will remain available for questions and will continue to consult on budgets.

7. New Business

A. Election Polling Location Change

Discussion was held regarding relocating the City's polling location to the Manton Library for upcoming elections.

Motion by Commissioner Gillett, seconded by Commissioner Siddall, to approve the relocation of the polling location to the Manton Library.

Roll Call Vote:

- Wilkins, Mayor Pro Tem: Y
- Gillett: Y
- Johnson: Y
- Rayment: Y
- Siddall: Y

Motion carried.

B. Delayed City Hall Hours Following Election Day

Discussion was held regarding opening City Hall at 10:00 a.m. on November 4, 2026.

Motion by Commissioner Gillett, seconded by Commissioner Johnson, to approve delayed opening hours for City Hall on November 4, 2026.

Voice Vote was held and Motion carried.

C. Memorial Tree Planting in Honor of Mike Long

Commissioners discussed planting a memorial tree in Railroad Park honoring Mike Long. Discussion led to planting a tree at Rotary Park instead.

Motion by Commissioner Gillett, seconded by Commissioner Rayment, to authorize the planting of a memorial tree in Rotary Park honoring Mike Long.

Voice Vote was held, Motion carried.

D. HR Committee Review

The Commission discussed reviewing employee personnel files and updating employee policies and handbooks.

Motion by Commissioner Gillett, seconded by Commissioner Johnson, to authorize the HR Committee to have a work session to begin updating policy handbooks.

Roll Call Vote:

- Wilkins, Mayor Pro Tem: Y
- Gillett: Y
- Johnson: Y
- Rayment: Y
- Siddall: Y

Motion carried.

E. FOIA Appeal from Foundation for Individual Rights and Expression (FIRE)

The Commission reviewed the submitted FOIA appeal response presented by City Attorney, Tom Grier.

Motion by Commissioner Gillett, seconded by Commissioner Siddall, to deny the FOIA appeal from F.I.R.E.

Roll Call Vote:

- Wilkins, Mayor Pro Tem: Y
- Gillett: Y
- Johnson: Y
- Rayment: N

- Siddall: Y

Motion carried.

F. Golf Cart Bids

The Commission reviewed bids received for the purchase of a golf cart.

Motion by Commissioner Johnson, seconded by Commissioner Gillett, to accept the highest bid of \$5,555.00 for the golf cart.

Roll Call Vote:

- Wilkins, Mayor Pro Tem: Y
- Gillett: Y
- Johnson: Y
- Rayment: Y
- Siddall: Y

Motion carried.

8. Public Comment: General, 3 Minute Limit

No public comment was received.

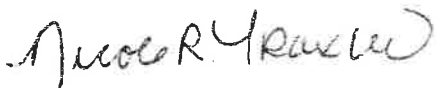
10. Adjournment

Motion by Commissioner Siddall, seconded by Commissioner Johnson, to adjourn the meeting.

Motion carried.

The meeting adjourned at 7:23 p.m.

Respectfully Submitted,



Nicole R. Traxler

City Clerk, City of Manton

Approved: _____

Mayor Notes

- Feed America Truck
- Pantry x3
- Worked the polls
- Veterans museum X3
- Veterans coffee times
- Help Hometown Heroes



Fire Chief

Eric Wilkins

Station 700

306 W Main Street
P.O. Box 100
Manton, MI 49663
231-842-3473

Deputy Chief

Travis Baker

Manton Fire Department

August 2026 Activity Report

Date: September 15, 2026

Fire Chief: Eric Wilkins

Incident Responses

During the month of **August 2026**, the Manton Fire Department responded to **nine (9) incidents**, including:

- Illegal Fire – 1
- Motor Vehicle Accident (MVA) – 1
- ORV Accident – 1
- Vehicle Fire – 3
- Commercial Structure Fire – 1
- Wildland Fire – 1
- Fire Investigation – 1

Training

In August, **four firefighters** attended a three-day, state-certified Tactical Emergency Casualty Care (TECC) class.

The course teaches prehospital providers and first responders how to treat preventable deaths in high-threat civilian tactical environments. Key areas of instruction included:

- **Decreasing Preventable Deaths:** Focusing on the leading causes of trauma-related deaths in tactical situations, including massive hemorrhage, tension pneumothorax, and airway obstruction.
- **Bridging the Gap:** Providing lifesaving medical interventions until patients can reach higher levels of medical care.
- **Balancing Safety and Care:** Teaching responders how to provide patient care while continuously assessing ongoing threats and operational challenges.

This was a great class, and I hope to send more firefighters through the training as additional opportunities become available. The training also helps us effectively utilize the bulletproof vests that were generously donated to the department by **Caldwell Township**.

Apparatus Repairs

- **Supply 7:** The truck is currently waiting for a computer board to be shipped and installed to address an intermittent starting issue.
- **Ranger 7:** The battery will be replaced. The battery has been found dead during inspections on numerous occasions.

City of Manton
Fire Chief

Eric Wilkins



September 2026

Water

- * Service water leak at 113 Griswold St. (Fixed).
- * Water Pumpage is averaging around 85,000 gpd.
- * State testing complete.

Sewer

- * Had Axel break on northern pivot (Fixed).
- * Had Electrical motor contactor short out took out lift station pump.
Will be sent out for rebuild.

Roads

- * Gravel for shoulders have been put down.

Parks

- Harvest Festival was a successful weekend.
- Wi-Fi at splash pad installed with Cameras also.
- Splash pad and bathrooms closing Oct 1 st.
- R. V. Park closure Oct. 15th.

Misc.

- Fall leave pickup starting shortly.
- Winter prep starts in the next couple weeks.



City of Manton Police Department

Manton, MI

PO BOX 100
306 W. Main St.
Manton, MI 49663
P: 231-824-6464
C: 231-884-1635
pd@mantonmichigan.us

Manton Police Monthly Report September 2026

Complaints

So far this year MPD is currently at 139 complaints or incidents responded to. The nature of these complaints, range from domestic violence, family & neighbor disputes, and mental health calls. The number of calls for service continues to outpace last year's total, which was 93 at this time.

Notable Events

Harvest Festival was a great family event with no major incidents occurring.

Community Concerns

I am currently working with Manton Consolidated School staff after it was reported a student brought a handgun to school and showed another student while on the bus ride home. The Wexford County Sheriff's Office investigated the incident and recovered the firearm. Moving forward we will continue to work with school staff to ensure the school is a safe place for our children and community.

Closing

Sept has been a very busy month, as summer comes to an end and we move towards fall, blight/nuisance issues will continue to be a focus.

Respectfully,

Chief J. Wieber

Manton Police Mission Statement

The members of the Manton Police Department are committed to providing the highest quality of professional police service. We strive to safeguard life, preserve the peace, and uphold the law. In partnership with citizens, city government, and other law enforcement agencies, we commit ourselves to improving the quality of life in our community.

September 29, 2026
Regular City Commission Meeting
Clerk Report

Submitted by: Nicole Traxler, City Clerk

Elections

- Poll location change to Manton Public Library has been completed. Voters have been notified of this change via mail, postings throughout town, Facebook, and the Cadillac News.
- Processed voter registrations, absentee ballot applications, and voter record updates through QVF.
- Absentee ballots have been mailed and collection began today via the drop box.
- An election committee meeting needs to be held to announce the election inspectors and set a date for Public Accuracy Testing.
- Election Inspector training will be held on October 2nd and October 5th.

Finance

- Garry continues to work on reconciling the General Account banking statements while I have completed reconciliations for the smaller accounts through August.
- Reviewed banking transition options with Forest Area Federal Credit Union.
- Continuing to "catch up" on Accounts Payable.
 - Outstanding Invoices, at this time, include:
 - Running Wise Law Firm = \$7597.00
 - MERS for August = \$15312.02
 - Mika Myers = \$38041.78
 - True North = approx. \$60,000.00
 - October Bills coming due:
 - Michigan Municipal Risk Management Authority: \$13660.75
 - MERS = \$22176.34
 - November Bills coming Due:
 - Water Debt I: \$8380.00
- On a bright note, the City of Manton made its last payment on the Lagoon Project that began in 2007. This payment was in the amount of \$79641.88.
- October goals:
 - Continue to get reconciliations in order and begin budget amendments.
 - Prepare for upcoming audit.

Projects and Ongoing Matters

- Working on organization and retention of City records.

- Adding packets and minutes to the website for all meetings moving forward.
- Continued review of Michigan municipal clerk requirements and best practices.

Upcoming Activities

- Closing of Lake Billings Campground.
- November Election administration.
- Financial institution transition planning.
- Campground Host recruitment process.
- Preparation of October Commission meeting materials.
- Updating all policies and procedures with HR committee.

Clerk's Notes

- It is going to be very busy for the next coming months as we have elections and fiscal year end approaching quickly.

Respectfully submitted,



Nicole Traxler

City Clerk

City of Manton

09/28/2026 12:57 PM
User: NICOLE
DB: Manton

CHECK REGISTER FOR CITY OF MANTON
CHECK DATE FROM 09/01/2026 - 09/30/2026

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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN CENTRAL CHECKING ACCOUNT					
09/03/2026	GEN	30088	001048	LISA GILLET	200.00
09/03/2026	GEN	30089	000363	SUE FULLERTON	150.00
09/03/2026	GEN	30090	001251	PARKER SIDDALL	200.00
09/03/2026	GEN	30091	001196	JESSICA WILKINS	200.00
09/03/2026	GEN	30092	001197	NICHOLE JOHNSON	200.00
09/03/2026	GEN	30093	000913	RICK RAYMENT	200.00
09/03/2026	GEN	30094	001252	STEVE SISCO	150.00
09/03/2026	GEN	30095	000876	GARRY BROWN	350.00
09/03/2026	GEN	30096	000987	REBECCA MIDDLETON	480.00
09/03/2026	GEN	30097	001263	NICOLE TRAXLER	283.60
09/03/2026	GEN	30098	000008	KRIS MUSSELMAN	100.00
09/03/2026	GEN	30099	001080	AARON GROVER	100.00
09/03/2026	GEN	30100	001209	JASON SHERMAN	100.00
09/03/2026	GEN	30101	000977	MARLENE LOTT	66.88
09/08/2026	GEN	30104	000009	POSTMASTER	328.90
09/08/2026	GEN	30105	001061	JOE BIGELOW	432.00
09/08/2026	GEN	30106	001111	ERIC WILKINS	98.69
09/08/2026	GEN	30107	001275	LINDA PETERSON	196.50
09/09/2026	GEN	30108	MISC	JERRY ROOT	232.14
09/11/2026	GEN	30109	000917	PRIORITY HEALTH	916.89
09/16/2026	GEN	30110	000866	IVSCOMM, INC	294.00
09/16/2026	GEN	30111	001262	SANISWEEP, INC	1,045.00
09/16/2026	GEN	30112	000718	GREAT LAKES BUSINESS SYSTEMS,	121.63
09/16/2026	GEN	30113	001142	AT&T MOBILITY	181.20
09/16/2026	GEN	30114	000163	CADILLAC NEWS	249.77
09/16/2026	GEN	30115	000260	MANTON WAT/SEW	3,144.66
09/16/2026	GEN	30116	000797	NORTHWOODS FEED & SUPPLY	25.00
09/16/2026	GEN	30117	000070	MICHIGAN DEQ	175.00
09/16/2026	GEN	30118	000714	C & W PORTABLES	120.00
09/16/2026	GEN	30119	000083	M42 MANTON TIRE & PARTY STORE, LLC	164.00
09/16/2026	GEN	30120	000597	LUTKE HYDRAULICS	372.14
09/16/2026	GEN	30121	000078	CRYSTAL FLASH	1,888.09
09/16/2026	GEN	30122	000071	THIRLBY AUTOMOTIVE OF MANTON	4.99
09/16/2026	GEN	30123	000999	BAKER CHEVROLET OF CADILLAC	123.58
09/16/2026	GEN	30124	000999	BAKER CHEVROLET OF CADILLAC	84.28
09/16/2026	GEN	30125	000999	BAKER CHEVROLET OF CADILLAC	123.58
09/16/2026	GEN	30126	000999	BAKER CHEVROLET OF CADILLAC	84.28
09/17/2026	GEN	30127	001076	SRM CONCRETE	913.56
09/17/2026	GEN	30128	000896	HELSEL'S TREE SERVICE, INC	2,500.00
09/17/2026	GEN	30129	001276	ASSOCIATION OF PUBLIC TREASURERS	159.00
09/17/2026	GEN	30130	000246	MANTON DISPOSAL SERVICE	200.00
09/17/2026	GEN	30131	000111	AIRGAS USA, LLC	301.45
09/17/2026	GEN	30132	000399	ELHORN ENGINEERING CO	1,387.00
09/17/2026	GEN	30133	001203	UHY LLP	5,200.00
09/17/2026	GEN	30134	000142	CITY OF CADILLAC	925.00
09/17/2026	GEN	30135	001059	CHILLIN' ICE COMPANY LLC	70.50
09/17/2026	GEN	30136	000285	CADILLAC PLUMBING AND HEATING	464.34
09/17/2026	GEN	30137	001015	BUILDERS FIRSTSOURCE	775.21
09/17/2026	GEN	30138	000164	MICHIGAN PIPE & VALVE	1,064.73
09/17/2026	GEN	30139	001277	BILL BORTON	325.00
09/17/2026	GEN	30140	001111	ERIC WILKINS	42.36
09/17/2026	GEN	30141	001278	JAMES BUSSELL	312.42
09/17/2026	GEN	30142	001274	JOHN KIMBEL	78.43
09/17/2026	GEN	30143	001255	MIKA MEYERS	2,000.00
09/18/2026	GEN	30144	000049	DTE ENERGY	514.68
09/22/2026	GEN	30145	000273	INTERNAL REVENUE SERVICES	3,626.01
09/22/2026	GEN	30146	000027	CONSUMER ENERGY	5,593.36
09/22/2026	GEN	30147	001274	JOHN KIMBEL	110.20
09/22/2026	GEN	30148	000068	MICHIGAN MUNICIPAL RISK MNGT	27,321.50
09/22/2026	GEN	30149	000206	FRONT LINE SERVICES, INC.	218.80
09/22/2026	GEN	30150	001119	CATERPILLAR FINANCIAL SERVICES	1,996.23
09/22/2026	GEN	30151	001257	ALLPRO TECHNOLOGY LLC	4,821.50

GEN TOTALS:

Total of 62 Checks:	74,108.08
Less 2 Void Checks:	207.86
Total of 60 Disbursements:	73,900.22

09/28/2026 12:57 PM
User: NICOLE
DB: Manton

CHECK REGISTER FOR CITY OF MANTON
CHECK DATE FROM 09/01/2026 - 09/30/2026

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank GEN CENTRAL CHECKING ACCOUNT					
09/01/2026	GEN	29143(E)	001257	ALLPRO TECHNOLOGY LLC	679.78
09/01/2026	GEN	29144(E)	000247	HOME DEPOT CR SVC	2,080.83
09/11/2026	GEN	29145(E)	000273	INTERNAL REVENUE SERVICES	4,217.42
09/14/2026	GEN	29146(E)	000002	FUELMAN	1,552.56
09/14/2026	GEN	29147(E)	000101	MERS	15,320.51
09/16/2026	GEN	29155(E)	000057	EMPOWER	119.10
09/16/2026	GEN	29156(E)	000057	EMPOWER	119.10
09/16/2026	GEN	29157(E)	000057	EMPOWER	173.90
09/16/2026	GEN	29158(E)	000057	EMPOWER	3,730.55
09/16/2026	GEN	29159(E)	000057	EMPOWER	2,229.22
09/16/2026	GEN	29160(E)	000057	EMPOWER	2,212.27
09/18/2026	GEN	29149(E)	001270	SPECTRUM BUSINESS	731.38
09/18/2026	GEN	29150(E)	000027	CONSUMER ENERGY	9,436.63
09/22/2026	GEN	29151(E)	001066	MERCANTILE-VISA	4,573.69
09/22/2026	GEN	29152(E)	000656	VERIZON WIRELESS	40.85
09/22/2026	GEN	29153(E)	000057	EMPOWER	119.10
09/22/2026	GEN	29154(E)	000057	EMPOWER	2,367.84
09/22/2026	GEN	29161(E)	001171	US BANK TRUST COMPANY	79,641.88
09/23/2026	GEN	29162(E)	000273	INTERNAL REVENUE SERVICES	1,273.42

GEN TOTALS:

Total of 19 Checks:	130,620.03
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	130,620.03



FOX FORESTRY, LLC. X SERVICE AGREEMENT

9/26/2026

City of Manton

This agreement is entered into on X by the City of Manton (OWNER) and Tony Fox of Fox Forestry, LLC. At OWNER'S request, Fox Forestry agrees to provide timber management services for property located in Wexford County, Cedar Creek Township, T23N R9W, 51.56 acres in section 4. These services shall include bid preparation, contractor selection, contract preparation, timber sale preparation/administration, payment delivery and all relevant sale completion activities. Fox Forestry will be the sole forestry services company employed by OWNER on this property during the duration of this agreement. OWNER agrees to and understands that Fox Forestry will invest significant resources into this project prior to harvest. These resources are subject to repayment, should OWNER choose to end this agreement prior to contract execution. For the services offered, Fox Forestry shall be compensated 15% of selected bid, as outlined in the timber sale agreement between OWNER, Fox Forestry and contractor. Fox Forestry and the selected contractor will maintain all applicable commercial liability and worker's compensation insurances and indemnify OWNER for any injury or accident occurring while operating on this property. This agreement shall be in force through X or until satisfactory execution of timber harvest and excavation services.

Tony Fox
Fox Forestry, LLC.
5344 S. Riverview Drive
Lake City, MI 49651
231-429-1609
tony@foxforestrymi.com

X
City of Manton

Here's a due diligence checklist you can use for the City Council, Treasurer, Clerk, auditor, and attorney when evaluating Forest Area Federal Credit Union as a potential depository for City of Manton funds. [forestarea.com], [forestarea.com]

City of Manton

Public Depository Due Diligence Checklist

Evaluation of Forest Area Federal Credit Union

1. Legal Compliance

- Confirm the credit union is eligible to hold Michigan municipal public funds.
- Obtain written confirmation that public deposits will be secured in accordance with Michigan law.
- Review city charter provisions regarding designated depositories.
- Review City investment and cash management policies.
- Obtain written legal opinion from the City Attorney.
- Verify FDIC/NCUA insurance coverage and limits applicable to city accounts.

2. Collateralization of Public Deposits

- Obtain written documentation describing collateral pledged for uninsured balances.
- Determine collateral monitoring frequency.
- Verify third-party safekeeping arrangement, if applicable.
- Confirm reporting available to the City showing collateral coverage.
- Confirm collateral remains sufficient during periods of high cash balances.

3. Financial Stability

- Review most recent NCUA examination results (if available).
- Review audited financial statements.
- Review capital ratios and net worth position.
- Review asset quality and loan concentration data.
- Evaluate long-term financial condition of the institution.

4. Account and Treasury Services

For each account currently maintained by the City:

Operating Accounts

- General Fund
- Major Streets
- Local Streets
- Water Fund
- Sewer Fund
- Payroll Account
- Tax Collection Accounts
- Debt Service Accounts
- Special Revenue Funds

Confirm availability of:

- Business checking accounts
- ACH origination
- ACH receipt capability
- Wire transfers
- Online banking
- Multi-user access controls
- Positive Pay or fraud protection services
- Remote deposit capture
- Merchant services
- Lockbox services (if needed)

5. Security and Internal Controls

- Dual authorization capability for wires and ACH transactions.
- Segregation of user permissions.
- Multi-factor authentication.
- Audit logs available.
- Cybersecurity policies reviewed.
- Fraud detection services available.
- Procedures for compromised account response.

6. Investment and Reserve Funds

- Availability of CDs and savings products.
- Competitive rates compared to current institutions.
- Early withdrawal penalties reviewed.
- Liquidity needs evaluated.
- Compliance with City investment policy.

7. Operational Considerations

- Branch availability for City staff.
- Cash handling capabilities.
- Coin and currency ordering.
- Deposit pickup options.
- After-hours deposit options.
- Customer service contacts assigned.
- Municipal banking references provided.

8. References

Request at least three references from:

- Michigan cities
- Villages
- Townships
- Public authorities

Questions:

- How long has the institution served as your depository?
- Any service interruptions?
- Any collateralization concerns?
- Satisfaction with treasury services?
- Responsiveness to audits?

9. Costs Comparison

Current Bank	FAFCU
Account Fees	_____
ACH Fees	_____
Wire Fees	_____
Remote Deposit Fees	_____
Merchant Fees	_____
Interest Earned	_____
Collateral Costs	_____
Annual Total Cost	_____

10. Council Approval

- Staff recommendation completed.
- Treasurer recommendation completed.

- Auditor review completed.
- City Attorney review completed.
- Depository resolution drafted.
- Council approval obtained.
- Transition plan developed.

Key Questions for FAFCU

1. Does Forest Area Federal Credit Union currently serve any Michigan municipalities as a public depository? [forestarea.com], [forestarea.com]
2. Can you provide collateralization for all City funds exceeding insurance limits?
3. What treasury management services are available?
4. What fraud prevention tools are available?
5. Can all City accounts be maintained under one municipal relationship?
6. Have you undergone any material regulatory findings in the past three years?
7. Can you provide municipal references?

For a city the size of Manton, I'd recommend placing particular emphasis on collateralization, ACH/wire capabilities, segregation of duties, and obtaining a written opinion from both the City Attorney and auditor before moving operating accounts. Those four items tend to be the most scrutinized during municipal audits.

RE: Bank Account Change

From Mulder, Trent <TMulder@uhy-us.com>

Date Tue 9/22/2026 4:19 PM

To Garry Brown <herschelgbrown@gmail.com>

Cc Nikki Traxler <clerk@mantonmi.com>; treasurer@mantonmi.us <treasurer@mantonmi.us>

No issues with that. A lot of them do. Makes sense to me.

Trent Mulder

Partner

UHY Advisors, Inc.

134 W. Harris St. Cadillac, MI 49601

D 231 396 8540 | O 231 775 9789 | F 231 775 9749

Upload documents securely via : <https://www.clientaccess.com/sharesafe/#/UHY>

uhy-us.com



**Top 25 Most
Prestigious
Accounting Firms
in the Nation**

From: Garry Brown <herschelgbrown@gmail.com>

Sent: Tuesday, September 22, 2026 4:18 PM

To: Mulder, Trent <TMulder@uhy-us.com>

Cc: Nicole Traxler Clerk <clerk@mantonmi.com>; treasurer@mantonmi.us

Subject: Fwd: Bank Account Change

One of the question that I was supposed to ask you and I forgot. Is there any reason that a municipality could not use a local credit union for banking purposes? We would like to entertain the idea of moving our checking account to the credit union next-door.

Garry H. Brown

herschelgbrown@gmail.com

231-709-1936

----- Forwarded message -----

From: **Garry Brown** <herschelgbrown@gmail.com>

Dear City Commission,

As some of you already know, we have made the difficult decision that this will be our final season as hosts at Lake Billings Campground. Our last day will be October 15, 2026.

This decision did not come easily. Lake Billings has become much more than just a place where we worked. Over the years, it has become a place that holds so many memories for us. We have met so many wonderful people, built friendships, and had the opportunity to be a part of something that we truly care about.

We are incredibly grateful for the opportunity we were given to serve as hosts. There have certainly been challenges along the way, but when we look back, it is the people and the memories that made it worth it.

Ultimately, we feel that it is time for us to turn our attention toward a new season of life and spend more time doing things with our children while we have the opportunity.

Although we are stepping away from our role as hosts, we do plan to continue camping there and enjoying the campground as campers, so you will certainly still see us around. Lake Billings has become a special place for our family, and we are thankful that we will still be able to make memories there for years to come.

We want to make the transition as easy as possible. If you need any assistance learning the reservation system, understanding the day-to-day operations, or training our replacement, we would be more than happy to help in any way we can.

Thank you again for the opportunity to serve as hosts. We wish the campground and the City nothing but the best moving forward.

Sincerely,

Chuck & Tiffany Hesling

City of Manton- RV Park Host/CoHost



Seasonal Base Salary as of 11/2024

Host- Lot Rent \$2250 plus \$13,000 Salary

CoHost- Lot Rent \$2250 plus \$6,500 Salary

Hired in "pairs" or two individuals, must have own camper, must be onsite and for the full season.

These positions work under the supervision of the City Clerk, managing the daily operations of the campground, swimming and pavilion picnic areas. Functions of the position include but not limited to: registering campers, scheduling, monitoring the campground and beach area, cash handling, and general park maintenance. Regularly interacts with the general public, provides campground and surrounding area information to visitors, coordinates daily reservations, and works with other city staff.

Typical Duties include but are not limited to:

1. Provide outstanding customer service to park visitors.
2. Represent City of Manton Lake Billings RV Park with a friendly, positive attitude.
3. Assignment to the cash handling duties for the shift you are scheduled.
4. Responsible for daily financial records of the campground, pavilion picnic shelters and bringing bank deposits to City Treasurer.
5. Register campers: takes reservations for camping and picnic shelters, check-ins campers and processes any changes in

Firefly Reservation Program. Take Payments for Point-of-Sale Items: such as HoneyWagon, Ice ect...

6. Responsible for inventories (i.e. office store, cleaning and wood supplies) used in the daily operation of the facilities.
7. Open and close the park.
8. Initial rule education and enforcement.
9. Perform custodial and maintenance duties as directed.
10. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action, and promptly notifies supervisory personnel.
11. Ensure the Hospitality Room is open by 7AM.
12. Does hourly upkeep and cleaning of the restrooms and shower facilities.
13. Does routine park (campground, shelters and beach) clean-up maintenance i.e. keep campground and park/beach areas litter free; BBQ grills, fire rings cleaned, doggie waste stations and trash barrels emptied daily. Pavillions clean and ready. Check Playground equipment, buildings, supplies, water flowers ect....
14. Makes rounds every 1 - 2 hours daily of the campground, Pavilions, and beach, talks with the campers and visitors. Assures a safe and enjoyable environment for guests. This includes picking up trash and debris on the ground.
15. Maintain a positive working relationship with City Staff, City Police Chief and other local police agencies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

RV Park Campground Schedule of Operations & Duties

CampGround Office Hours Host/CoHost:

Noon till 6PM Mon thru Thurs, 10AM till 6PM Fri/Sat/Sun

*City Clerk on busy arrival days with special extended office hours as needed.

Host/CoHost, DPW, City Clerk (Treasurer backup) ON-CALL via telephone in Hospitality Room for immediate assistance as needed throughout the day.

Payments:

Campground Office during open hours in person, and through a kiosk in Hospitality room. City

Hall: calling, in person, mail or online. M-F 8AM-4PM

Basic Schedule:

Please see *Typical Duties* on page 1 as not all things are listed below, this is just a suggested schedule.

BEFORE NOON: Open Hospitality Room(7AM), inspect/clean bathrooms, Check/Clean Pavilions as needed, Empty Park Garbage Cans, pick up trash/debris on the ground, Drag Beach as needed, and other responsibilities.

NOON Garbage Pick-up, Inspect Bathrooms/Laundry Room, open office, check voice mail, email ..ect.

1PM CHECK OUT: Verify all Check-outs have left, check firepits, check/pick up garbage, inspect bathrooms, walk the grounds to determine if mowing/weed whipping is needed, if it is needed..... get it done.

3PM CHECK IN: Incoming Campers will get on sites and visit the campground office.

4PM Inspect bathrooms/laundry room, check voice mail, email and postal mail.

7PM Inspect bathrooms, check/pick up garbage.

10PM Close Park- Shut the gate at the beach parking lot.

Items to Note:

Review daily Check-ins/Check-outs - FireFly App is available on the internet cloud. ALL STAFF can access this on any device: computer, tablet, cell phone. ALL STAFF shall take 10 minutes to review the daily activities to provide needed services throughout the day.

Deposits can be dropped off to City Hall as needed and given to City Treasurer for processing. Deposits will be done the next day and using the report ending the day before. Deposit on the 3rd would be all activity till the 2nd.

Mowing/weed whipping will be done by Host/CoHost, then by Campground Volunteers as needed. Volunteers are not to be doing much of the mowing/weed whipping. If needed assistance from DPW the Host will need to notify DPW Supervisor. Communication on this activity will be run directly through the DPW Supervisor. Clear Communication is expected, via a phone call or text message to all involved in mowing so as not to waste City resources or miss an opportunity to mow a campsite.

Seasonal Duties Spring/Fall before opening and after closing for the season include but are not limited to: Picnic Tables put up and down, Benches put in Beach Bathroom, Picnic Tables checked for wood replacement, all playground equipment that needs to be put away/put out, Swim buoys,

All items pertaining to the running of the campground not limited to grounds, facilities, water/sewer, operations, maintenance, financials, customer service ect.... Will be addressed to the City Clerk- Department Head and DPW Supervisor at the same time. Clear communication is key to teamwork. Feel free to use a group text to include Host/CoHost, Clerk, DPW Supervisor for this purpose. If you have a question about if something needs done ask. The park needs to provide a safe, clean, pleasurable experience for its campers.

**LAKE BILLINGS RV PARK HOST
EMPLOYMENT AGREEMENT
CITY OF MANTON**

THIS AGREEMENT IS MADE BY AND BETWEEN THE CITY OF MANTON, (HEREAFTER REFERRED TO AS "EMPLOYER") _____ and _____ (HEREAFTER REFERRED TO AS "EMPLOYEE").

FOR AND IN CONSIDERATION OF THE MUTUAL PROMISES AND AGREEMENTS HEREINAFTER SET FORTH, EMPLOYER AND EMPLOYEE AGREE TO AS FOLLOWS:

1. **EMPLOYMENT.** EMPLOYER HEREBY HIRES EMPLOYEE, AND EMPLOYEE AGREES TO WORK FOR EMPLOYER. THE DUTIES AND RESPONSIBILITIES OF THIS POSITION SHALL INCLUDE MANAGING THE LAKE BILLINGS RV PARK AND CAMPGROUND AS LISTED IN EXHIBIT A.
2. **GENERAL RULES, REGULATIONS AND POLICIES OF THE EMPLOYER.** EMPLOYEE HEREBY ACCEPTS THE TERMS OF THIS AGREEMENT AND AGREES TO PERFORM THE DUTIES REQUIRED OF THE EMPLOYEE AND TO ASSIST EMPLOYER IN CARRYING OUT ITS POLICIES DURING THE ENTIRE TERM OF THIS AGREEMENT AND TO FOLLOW ALL POLICIES AND RULES ESTABLISHED BY EMPLOYER. EMPLOYEE ACKNOWLEDGES THAT SUCH RULES AND POLICIES ARE SUBJECT TO CHANGE BY EMPLOYER FROM TIME TO TIME AND FURTHER AGREES TO FOLLOW ANY NEW, AMENDED OR CHANGED RULES AND/OR POLICIES.
3. **EMPLOYEE'S COMMITMENT.** EMPLOYEE AGREES THAT HE OR SHE WILL, AT ALL TIMES FAITHFULLY, INDUSTRIOUSLY, AND TO THE BEST OF HIS OR HER ABILITY, EXPERIENCE AND TALENTS, PERFORM ALL REQUIRED DUTIES PURSUANT TO THE TERMS OF THIS AGREEMENT.
4. **TERM OF EMPLOYMENT.** THE TERM OF THIS AGREEMENT SHALL BE FOR A PERIOD OF TIME COMMENCING ON APRIL 15TH AND ENDING ON OCTOBER 15TH (AKA "THE CAMPING YEAR"), BEGINNING IN XXXX AND "WILLFULLY" IN EACH SUCCEEDING YEAR SUBJECT TO PARAGRAPH 8 OF THIS AGREEMENT.
5. **HOURS WORKED.** IT IS EXPRESSLY UNDERSTOOD THAT THIS IS A SEASONAL POSITION AND THE EMPLOYEE SHALL NOT BE CONSIDERED TO BE WORKING ALL THE TIME THEY ARE ON THE PREMISES OF THE EMPLOYER. THE EMPLOYEE SHALL HAVE PERIODS OF COMPLETE FREEDOM FROM ALL DUTIES DURING WHICH THEY MAY EAT, SLEEP, ENTERTAIN OR LEAVE THE PREMISES. THE EMPLOYEE WORK WEEK WILL CONSIST OF A SCHEDULE OF "AFTER HOURS". M-F 4PM TILL 6PM SAT/SUN 10AM-6PM
6. **COMPENSATION OF EMPLOYEE.** EMPLOYER WILL PAY EMPLOYEE COMPENSATION IN THE AMOUNT OF **\$3,000.00 DOLLARS** FOR HIS/HER SERVICES DURING THE TERM OF THIS AGREEMENT, WITH SUCH COMPENSATION TO BE PAID AT THE SAME TIME AS ALL OTHER CITY EMPLOYEES. MILEAGE FOR ERRANDS OF LAKE BILLINGS RV PARK WILL BE PAID AT THE ALLOWABLE IRS CURRENT RATE FOR THAT YEAR.
7. **FRINGE BENEFITS.** THE EMPLOYER SHALL PROVIDE THE EMPLOYEE WITH RENT FREE SPACE ON THE EMPLOYERS PREMISES FOR THE EMPLOYEE'S SELF OWNED TRAILER DURING THE TERM OF THIS AGREEMENT A VALUE OF **\$2,000.00 DOLLARS**.
8. **MISCELLANEOUS.** THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF MICHIGAN.

IN WITNESS THEREOF; THE PARTIES HAVE VOLUNTARILY EXECUTED THIS AGREEMENT ON THE DATE SET FORTH BELOW.

EMPLOYEE(S) _____

DATED _____

DEPUTY ASSISTANT

(WITNESS) _____

DATED _____

CLERK _____

DATED _____

**EXHIBIT A
LAKE BILLING'S RV PARK
HOST DUTIES**

1. RESTROOM/BATH HOUSES CARE, CLEAN AND MAINTAIN.
2. PAVILION PREP, CLEAN AND MAINTAIN.
3. MAINTAIN FIRE PITS
4. PLACING OF RV VEHICLES AND GENERAL GOODWILL WITH PUBLIC.
5. COLLECTION OF RENTAL FEES.
6. DEPOSIT OF RENTAL FEES TO CITY TREASURER PER DAY.
7. ENFORCEMENT OF PARK RULES.
8. CHECKING BEACH AND PLAYGROUND AREAS AND CLEAN AS NEEDED.
9. CONTROL THE USE OF SHOWERS AND RESTROOMS BY NONCAMPERS.
10. OPEN PARKING LOT GATE IN THE A.M. AND CLOSE AT DUSK.
11. ANY OTHER DUTIES THAT WOULD INSURE THE SUCCESSFUL MAINTENANCE AND OPERATION OF THE PARK AS DIRECTED BY DEPARTMENT HEADS.
12. ENFORCE "FOR PARK USE ONLY" DUMPSTER
13. MAINTAIN LAWN AND FLOWERS (AM WATERING)



New Polling Location



for ALL City of Manton Residents
will be at the

**Manton Public Library,
603 State St.**

