

**CLIFFORD LAKE**  
**LAKE IMPROVEMENT BOARD**  
**MEETING**

**September 14, 2022**

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A meeting of the Clifford Lake, Lake Improvement Board was held at the Montcalm County Drain Commission, 211 W. Main Street, Stanton, Michigan on the 14<sup>th</sup> day of September 2022 at 4:00 P.M.

The meeting was called to order by Tom at 4:03 p.m.

**PRESENT:** Tom Koepke, Chairman  
Michon Wieson, Douglass Township Representative  
Matt Moorman, Abutting Property Owner's Representative  
Todd Sattler, Secretary/Montcalm County Drain Commissioner

**ABSENT:** Adam Petersen, Board of Commissioner's Representative

**ALSO**

**PRESENT:** Rick Buteyn, Progressive AE  
Anne Gaylord, Montcalm County Drain Commissioner

A motion was made by Todd and seconded by Matt to approve the agenda as amended. Motion carried.

A motion was made by Todd and seconded by Michon to approve the minutes from August 10, 2022, as amended. Motion carried.

Public Comment

No public present

Treatment Update

There have been no completed treatments since the last meeting. Michon mentioned the e. coli testing that was completed a few years back and that the results were minuscule. Tom suggested testing for phosphates and e. coli every few years. Todd agreed that they should probably do the testing each cycle. Matt asked what would happen if higher levels of phosphates and e. coli are found? Rick advised that signage would be posted closing the beach. Tom added that he has received calls from residents regarding slime on the lake. Rick told the board that the smile slime generally dissipates on its own and is not worth treating.

Financial Update

Todd provided a financial update to the board, including the current balance of \$6,703.85. He also advised that they are waiting on two invoices. The balance at the end of the year should be around \$4,800.00.

#### Assessment Roll

The assessment roll has been finalized and is ready to send to the townships. Todd would like to revisit the benefit factors in the future.

#### Progressive Contract

Rick provided a contract to the board for the 2023- 2027 cycle.

A motion was made by Todd and seconded by Michon to approve the Progressive AE contract through 2027. Motion carried.

#### Other Business

The board discussed the next meeting date.

A motion was made by Matt and seconded by Michon to scheduled the next meeting of the Clifford Lake Improvement Board on June 21, 2022, at 5:00 pm. Motion carried.

There being no further business to come before the Lake Board, a motion was made by Todd and seconded by Matt to adjourn the meeting at 4:25p.m. Motion carried.



Todd Sattler, Secretary  
Clifford Lake, Lake Board

State of Michigan      }  
                            } ss:  
County of Montcalm    }

I hereby certify that the foregoing is a true and complete copy of the minutes of a meeting of the Clifford Lake, Lake Improvement Board, Montcalm County, Michigan held on September 14, 2022, and that said minutes are on file in the office of the Montcalm County Drain Commissioner and posted on the county website at [montcalm.org](http://montcalm.org) and are available to the public.

I further certify that notice of the meeting was posted at least 18 hours before the meeting at the office of the Montcalm County Drain Commissioner, which is the principal office of the Clifford Lake, Lake Improvement Board.



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Todd Sattler  
Montcalm County Drain Commissioner

## Clifford Lake Finance Sheet 2018 - 2022 (84002)

Wednesday, September 14, 2022

Date	Vendor	Description	Check Number	Expenses	Revenue	Balance
10/1/2016		Beginning Balance				\$ 20,360.58
10/20/2016	Progressive Architects Engineers PL	Clifford Lk Svcs - 9/30/16	125764	\$ 3,750.00		\$ 16,610.58
1/12/2017	Montcalm County Treasurer	Annual Lake Admin Fees	127527	\$ 1,000.00		\$ 15,610.58
1/26/2017	Progressive Architects Engineers PL	Qtrly Svcs - December; Clifford Lk	127877	\$ 1,750.00		\$ 13,860.58
3/9/2017	PLM Lake & Land Management	Clifford Lk 2017 Permit App Fee	128541	\$ 575.00		\$ 13,285.58
4/27/2017	Progressive Architects Engineers PL	Clifford Lk Qtrly Svcs - 3/31/17	129750	\$ 1,750.00		\$ 11,535.58
5/31/2017	Montcalm County Treasurer	2016 Settlement			\$ 19,500.00	\$ 31,035.58
7/20/2017	PLM Lake & Land Management	Clifford Lake Weed Treatment	131488	\$ 8,262.00		\$ 22,773.58
7/20/2017	Progressive Architects Engineers PL	Clifford Lake 2 Qtr Svcs	131489	\$ 1,750.00		\$ 21,023.58
7/27/2017	PLM Lake & Land Management	Clifford Lk; Algae, Lily Pad & Weed Treatment	131710	\$ 4,020.30		\$ 17,003.28
9/14/2017	Montcalm County Treasurer	Annual Lake Admin Funds 17	132757	\$ 1,000.00		\$ 16,003.28
9/28/2017	Stafford Communications Group	Acct:P0185751; Aug	133098	\$ 435.29		\$ 15,567.99
10/19/2017	PLM Lake & Land Management	9/21/2017 Lily Pad Treatment	133452	\$ 2,430.00		\$ 13,137.99
11/9/2017	The Michigan Riparian	Lake Association Subscription		\$ 56.00		\$ 13,081.99
11/9/2017	Progressive Architects Engineers PL	Clifford Lk 3rd Qtr Svcs	133930	\$ 1,750.00		\$ 11,331.99
11/17/2017	Stafford Media	JACCT:P0185751; SEPT' 18	133934	\$ 354.18		\$ 10,977.81
11/16/2017	United States Postal Service	Postage Stamps 11/14	133999	\$ 90.65		\$ 10,887.16
2/1/2018	Progressive AE	4th Quarter Lake Consultant	135610	\$ 2,250.00		\$ 8,637.16
3/8/2018	PLM Lake & Land Management	DEQ Permit Fee	136315	\$ 800.00		\$ 7,837.16
4/26/2018	Progressive AE	2nd Quarter Lake Consultant	135610	\$ 2,250.00		\$ 5,587.16
5/31/2018	Montcalm County Treasurer	2017 Settlement			\$ 22,500.00	\$ 28,087.16
7/12/2018	PLM Lake & Land Management	Invoice 189941 Algae & Weed Treatments 5/31	139118	\$ 6,435.00		\$ 21,652.16
7/19/2018	Progressive AE	Invoice #168437 2nd Quarter Lake Consultant	139250	\$ 2,250.00		\$ 19,402.16
8/16/2018	PLM Lake & Land Management	Invoice #191070 Weed & Algae Treatment 7/10	139835	\$ 1,900.25		\$ 17,501.91
8/23/2018	County of Montcalm	Invoice #18-027 Annual Administration	139856	\$ 1,000.00		\$ 16,501.91
9/11/2018	PLM Lake & Land Management	Invoice # 191592 Lily Pad Treatment 7/24	140452	\$ 1,567.50		\$ 14,934.41
9/11/2018	PLM Lake & Land Management	Invoice # 191970 Lily Pad Treatment 8/6	140452	\$ 495.00		\$ 14,439.41
09/13/18	PLM Lake & Land Management	Clipper Treatment 8/15	140452	\$ 467.50		\$ 13,971.91
10/18/2018	Progressive AE	3rd Quarter Lake Consultant	14463	\$ 2,250.00		\$ 11,721.91
11/29/18	The Michigan Riparian	Renewal Subscription	142088	\$ 56.00		\$ 11,665.91
02/28/19	Progressive AE	4th Quarter Lake Consultant	144142	\$ 2,250.00		\$ 9,415.91
03/21/19	MDEQ	2019 DEQ PERMIT APPLICATION FEE/HNM-Q8V7-BB3JO CLIFF	144447	\$ 800.00		\$ 8,615.91
04/18/19	Progressive AE	2nd Quarter Lake Consultant	145070	\$ 2,250.00		\$ 6,365.91
6/3/2019	TREASURERS OFFICE	2018 Settlement			\$ 22,500.00	\$ 28,865.91
6/20/2019	PLM Lake & Land Management	Weed Treatment	146448	\$ 9,974.58		\$ 18,891.33
7/11/2019	Progressive AE	3rd Quarter Lake Consultant	146843	\$ 2,250.00		\$ 16,641.33
9/10/2019	PLM Lake & Land Management	1TREATMENT WITH DIQUAT, CLIPPER W/AQUATHOL K	148283	\$ 2,780.20		\$ 13,861.13
9/19/2019	Larry Dueel	Invoice #19-030 Reimbursement for water samples	148389	\$ 190.00		\$ 13,671.13
10/10/2019	Progressive AE	14th Quarter Lake Consultant	148811	\$ 2,250.00		\$ 11,421.13
1/30/2020	PLM Lake & Land Management	TREIMBURSEMENT FOR PERMIT APPLICATION FEE	151211	\$ 800.00		\$ 10,621.13
1/30/2020	Progressive AE	11st Quarter Lake Consultant	151213	\$ 2,250.00		\$ 8,371.13
5/31/2020	Montcalm County Treasurer	2019 Settlement			\$ 22,500.00	\$ 30,871.13
6/18/2020	MLSA	MEMBERSHIP MLSA AND SUBSCRIPTION TO RIPARIAN	153609	\$ 156.00		\$ 30,715.13
7/2/2020	PLM Lake & Land Management	Weed Treatment 6/4/20	153848	\$ 10,602.90		\$ 20,112.23
7/16/2020	Progressive AE	13rd Quarter Lake Consultant	154062	\$ 1,750.00		\$ 18,362.23
9/17/2020	PLM Lake & Land Management	Weed Treatment 8/13/20	155148	\$ 504.90		\$ 17,857.33
10/15/2020	Progressive AE	14th Quarter Lake Consultant	155659	\$ 2,000.00		\$ 15,857.33
10/29/2020	SPICER GROUP	Account Support	156014	\$ 50.00		\$ 15,807.33
1/21/2021	Progressive AE	1st Quarter Lake Consultant	157254	\$ 2,000.00		\$ 13,807.33
3/11/2021	STATE OF MICHIGAN	2021 Permit Fee	158245	\$ 800.00		\$ 13,007.33
4/8/2021	Progressive AE	2nd Quarter Lake Consultant	158616	\$ 2,000.00		\$ 11,007.33
9/30/2020	Clifford Lake	Interest			\$ 45.12	\$ 11,052.45
9/30/2020	Montcalm County	Allocations			\$ 348.36	\$ 10,704.09
4/30/2021	Montcalm County	2020 Delinquent Settlement			\$ 1,794.68	\$ 12,498.77
5/1/2021	Montcalm County	2020 Collected Settlement			\$ 20,705.32	\$ 33,204.09
6/24/2021	PLM Lake & Land Management	6/2/2021 Algae & Weed Treatment	160014	\$ 9,939.00		\$ 23,265.09
7/6/2021	Progressive Architects Engineers PL	(3) 3rd Quarter Lake Consulting Fees	160330	\$ 2,000.00		\$ 21,265.09
7/13/2021	PLM Lake & Land Management	7/1/2021 Algae Treatment	160542	\$ 375.00		\$ 20,890.09
8/12/2021	PLM Lake & Land Management	07/20/2021 Chara/Starry Stonewort Treatment	161055	\$ 50.00		\$ 20,840.09
10/7/2021	Progressive Architects Engineers PL	(3) 4th Quarter Lake Consultant	162065	\$ 2,000.00		\$ 18,840.09
10/14/2021	MLSA	MSLA & Riparian Renewal	162314	\$ 142.00		\$ 18,698.09
1/20/2022	Progressive Architects Engineers PL	(3) 1st Quarter Lake Consulting Fees	163988	\$ 2,000.00		\$ 16,698.09
1/20/2022	PLM Lake & Land Management	(16632) 2022 Permit Fee	163986	\$ 1,600.00		\$ 15,098.09
4/7/2022	Progressive Architects Engineers PL	(3) 2nd Quarter Lake Consultant	165494	\$ 2,000.00		\$ 13,098.09
5/23/2022	Montcalm County	2021 Collected Settlement			\$ 21,439.63	\$ 34,537.72
5/23/2022	Montcalm County	2021 Delinquent Settlement			\$ 1,060.37	\$ 35,598.09
5/26/2022	PLM Lake & Land Management	(16632) 05/04/2022 Sonar Treatment	166671	\$ 15,922.44		\$ 19,675.65
6/16/2022	PLM Lake & Land Management	(16632) 05/25/2022 Sonar Treatment	167076	\$ 7,576.20		\$ 12,099.45
7/7/2022	SPICER GROUP	ARC GIS Support	167408	\$ 32.80		\$ 12,066.65
7/7/2022	SPICER GROUP	ARC GIS Support	167408	\$ 41.75		\$ 12,024.95
7/14/2022	Progressive Architects Engineers PL	(3) 3rd Quarter Lake Consultant Fee	167583	\$ 2,000.00		\$ 10,024.90
8/4/2022	United States Postal Service	POC# 3531988 07/01/22-07/31/22	167948	\$ 105.45		\$ 9,919.45
8/11/2022	PLM Lake & Land Management	(16632) 07/1/2022 Algae & Weed Treatment	168143	\$ 1,426.00		\$ 8,493.45
8/11/2022	View Newspaper Group (27737)	Public Hearing Notice	168155	\$ 232.40		\$ 8,261.05
8/11/2022	View Newspaper Group (27737)	Affidavit of Posting	168155	\$ 87.60		\$ 8,173.45
8/19/2022	PLM Lake & Land Management	(16632) 08/08/2022 Algae Treatment	168179	\$ 69.00		\$ 8,104.45
9/8/2022	View Newspaper Group (27737)	Resolution Publication	168541	\$ 1,400.60		\$ 6,703.85

Remaining Balance

\$ 6,703.85

CLIFFORD LAKE  
LAKE IMPROVEMENT BOARD MEETING  
September 14, 2022

4:00 P.M.

Drain Commissioner's Office

ATTENDANCE RECORD

1. Todd Settles
2. Tom Koepke
3. Michael Wieser
4. Anne Gaylord
5. Rick Barteyn
6. Matt Moeser
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
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## Project Work Journal

## Clifford Lake

2022

Beginning Balance: \$31,000.00

Date	Type	Results			
1/3/2022	Permit	2022 Permit Authorization			
Application Date	Type	Target Species	Qty	Dose Rate	Remaining Balance
1/11/2022	Permit Fee		1.00 each		\$29,400.00
				<b>Invoice 3004808</b>	<b>\$1,600.00</b>
				<b>Total</b>	<b>\$29,400.00</b>
4/28/2022	Other	Initial fluridone work order			
Treatment Date	Type	Target Species	Qty	Dose Rate	Remaining Balance
5/4/2022	Fluridone	Eurasian Milfoil	6.41 gallon		\$13,477.56
				<b>Invoice 3005153</b>	<b>\$15,922.44</b>
				<b>Total</b>	<b>\$13,477.56</b>
5/23/2022	Other	Fluridone bump-up treatment work order			
Treatment Date	Type	Target Species	Qty	Dose Rate	Remaining Balance
5/25/2022	Fluridone	Eurasian Milfoil	3.05 gallon		\$5,901.36
				<b>Invoice 3005503</b>	<b>\$7,576.20</b>
				<b>Total</b>	<b>\$5,901.36</b>
5/31/2022	Survey	LJA, RCB, AMW, Tom and Deb K: Milfoil impacted by fluridone but still high in the water column. Starry not actively growing yet.			
6/28/2022	Survey	LJA, PRC: Some shoreline algae. Milfoil still hanging on, but mostly brown. Starry stonewort to be treated near the launch site.			
Treatment Date	Type	Target Species	Qty	Dose Rate	Remaining Balance
7/11/2022	Algae control (filamentous and planktonic)		29.00 acre(s)		\$4,625.36
7/11/2022	Macro-algae control: copper products only	Starry Stonewort	3.00 acre(s)		\$4,475.36
				<b>Invoice 3006456</b>	<b>\$1,426.00</b>
				<b>Total</b>	<b>\$4,475.36</b>

## Project Work Journal

## Clifford Lake

2022

Beginning Balance: \$31,000.00

8/4/2022 Survey

RCB, AMW, Matt M: Milfoil gone in most of the lake. A few spots it's just barely hanging on. Starry found on NE shoreline.

Treatment Date	Type	Target Species	Qty	Dose Rate	Cost	Remaining Balance
8/8/2022	Algae control (filamentous and planktonic)		1.00 acre(s)		\$44.00	\$4,431.36
8/8/2022	Macro-algae control: copper products only	Starry Stonewort	0.50 acre(s)		\$25.00	\$4,406.36
					Invoice 3007003 Total	\$69.00      \$4,406.36

**Professional Services Agreement  
Clifford Lake Improvement Project  
2023 – 2027**

This agreement is made and entered into this 14 day of September, 2022, by and between the Clifford Lake Improvement Board, hereinafter called the "Lake Board," and Progressive AE, hereinafter called the "Consultant."

In consideration of the covenants contained herein, the parties hereto agree as follows:

**SECTION 1 – SERVICES**

The Consultant will provide the following services related to the implementation of the Clifford Lake Improvement Project:

**A. AQUATIC PLANT CONTROL**

1. Prepare bid documents or contract extensions for the nuisance aquatic plant control program, as necessary.
2. Provide support data and documentation to assist with the acquisition of Department of Environment, Great Lakes, and Energy (EGLE) permits for the plant control project.
3. Conduct GPS-guided surveys of the lake during the growing season to determine the scope of work to be conducted by the plant control contractor.
4. Provide geo-referenced maps to the plant control contractor to guide plant control work.
5. Conduct surveys of the lake to evaluate contractor performance.
6. Coordinate plant control activities to ensure work proceeds in an environmentally sound and cost-effective manner.
7. Confer with an authorized Lake Board representative regarding nuisance aquatic plant growth and contractor performance.
8. Maintain a written record of the date, scope, and cost of plant control activities and prepare an annual summary of plant control activities including dates of treatment, herbicides applied, acres treated, and plants targeted.

**B. PROJECT ADMINISTRATION**

1. Attend Lake Board meetings on a periodic basis.
2. Assist the Lake Board with project administration.
3. Review contractor invoices and guide the Lake Board in making payments to the plant control contractor.
4. Assist the Lake Board with the organizational proceedings required to continue the project beyond the current timeframe. This work element will include development of a project budget and attendance at the public hearings.

## SECTION 2 – PAYMENTS TO THE CONSULTANT

For services performed, the Lake Board agrees to pay the consultant as follows:

- A. The annual cost of the services outlined in Section 1(A) will be \$7,000 (seven thousand dollars).
- B. The annual cost of the services outlined in Section 1(B) will be \$1,000 (one thousand dollars).

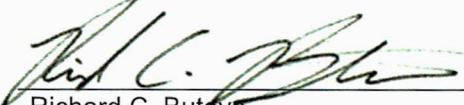
The total annual cost of the services outlined herein is \$8,000 (eight thousand dollars) per year for five years (2023 to 2027). The Consultant will bill for its services on a stipulated sum basis at a rate of \$2,000 (two thousand dollars) per quarter.

The Lake Board may terminate this contract at its discretion if the Consultant fails to provide the services outlined herein in a timely and professional manner.

The Clifford Lake Improvement Board and Progressive AE hereby execute this agreement.

### PROGRESSIVE AE

By:

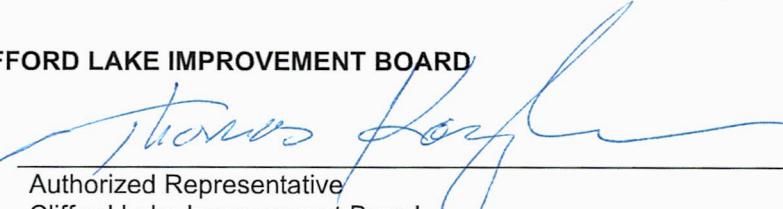
  
Richard C. Buteyn  
Water Resources Specialist

By:

  
Paul J. Hausler  
Water Resources Practice Leader

### CLIFFORD LAKE IMPROVEMENT BOARD

By:

  
Thomas J. Hough  
Authorized Representative  
Clifford Lake Improvement Board