

LINCOLN CHARTER TOWNSHIP

BERRIEN COUNTY, MICHIGAN

REGULAR MEETING

January 13, 2026

1. Call To Order

2. Roll Call

Members: Supervisor Glenn Youngstedt, Treasurer Terrie Smith, Clerk Michael Brown, and Trustees; Marc Florian, Deb Peterson, Dick Stauffer and Amy Pheifer.

3. Pledge Of Allegiance

4. Public Comment On Agenda Items

Public comment is limited to 3 minutes.

5. Consent Agenda

Anyone may request item(s) to be pulled from the consent agenda for discussion. If left on the consent agenda, the items will be voted on by a roll call vote of the Board en masse. Then, the individual item(s) will be discussed and voted upon.

1. Approval of Minutes

2. Payment of the bills

Documents:

[DECEMBER 1, 2025 BOARD SPECIAL MEETING MANAGER VACANCY](#)

[FINANCE OFFICER.PDF](#)

[DECEMBER 9, 2025 BOARD MEETING.PDF](#)

[DECEMBER 19, 2025 BOARD SPECIAL MEETING.PDF](#)

6. Public Works Presentation - George Gaunder

7. DPW & Interim Manager

Vehicle Purchase Approval

8. Correspondence

Documents:

[LINCOLN CHARTER TWP\\_20260108\\_092122.PDF](#)

9. Fire Chief Report

Documents:

CHIEFS REPORT JAN.PDF  
2025 YEARLY REVIEW.PDF

10. County Commissioner Report
11. Airport Authority

Documents:

AIRPORT BOARD MEETING MINUTES DECEMBER 18TH 2025.PDF  
BUDGET VS ACTUAL.PDF  
PROFITANDLOSSCOMPARISON-MELISSA REPORT.PDF

12. Library Report
13. Engineer Report
14. Planning Commission Report
15. Assessors Report

Documents:

DECEMBER 2025 ASSESSORS REPORT.PDF

16. Building Department

Documents:

JAN 2026 DBS LETTER.PDF

17. Police Department Report

Documents:

DEC INFO 3 YR-3 MNTH STATISTIC INFO 2025.PDF

18. Clerk's Report

A. Early Voting Contract

B. Precinct Consolidation Bridgman School Special Election

19. Treasurer's Report

A. Water / Sewer Report

20. Interim Manager Report

21. Public Comment For Items Not On Agenda  
Public Comment is limited to 3 minutes.

22. Board Member Comments

23. Announcements

Next Board of Trustees Meeting is Tuesday, February 10, 2026 at 7:00 pm.

24. Adjournment

LINCOLN CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN  
December 1, 2025

A SPECIAL MEETING of the Lincoln Charter Township Board of Trustees was called by Supervisor Glenn Youngstedt at 2:00 PM to review the manager vacancy and consider a pay adjustment for the finance officer.

BOARD MEMBERS PRESENT: Supervisor Glenn Youngstedt, Treasurer Terrie Smith, Clerk Michael Brown, Trustees Amy Pheifer, Deb Peterson, Marc Florian and Dick Stauffer.

BOARD MEMBERS ABSENT: None

ALSO PRESENT: Township Attorney Scott Dienes virtual attendance

**AGENDA:** Manager Vacancy and Finance Officer Pay Adjustment

**MOTION:** Trustee Peterson moved, seconded by Clerk Brown for the Board of Trustees to go into closed session as authorized by Section 8(e) and 8(h) of the Open Meetings Act, being Act 267 of the Public Acts of Michigan 1976, to consult with the Township Attorney to consider material exempt from discussion or disclosure in connection with pending personnel decisions. 1

Roll Call Vote: Ayes: Supervisor Youngstedt, Treasurer Smith, Clerk Brown, Trustee's Florian Pheifer, Peterson, and Stauffer. Nays: none. **MOTION CARRIED**

Closed Session started at 2:01 PM and returned to open session at 2:35PM.

**MOTION:** Trustee Pheifer moved and seconded by Trustee Peterson to authorize the Manager Selection Committee to present a contract offer to the selected candidate. The updated contract with the modifications was discussed with the Township Attorney.

Roll Call Vote: Ayes: Supervisor Youngstedt, Treasurer Smith, Clerk Brown, Trustee's Peterson, Pheifer, Florian and Stauffer. Nays: none. **MOTION CARRIED**

**MOTION:** Trustee Stauffer moved and seconded by Trustee Peterson to modify the pay of the Finance Officer with the additional job responsibilities and add a capital improvement plan to the job description. The board directed the Interim Manager to update the job description.

Voice Vote: Ayes: Six members of the board. Nays: One Member. **MOTION CARRIED**

**ADJOURNMENT:** There being no further business Supervisor Youngstedt adjourned the meeting at 2:58 PM.

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Michael A. Brown, Clerk

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Glenn Youngstedt, Supervisor

LINCOLN CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN  
December 9, 2025

THE REGULAR MEETING of the Lincoln Charter Township Board of Trustees was called to order on December 9, 2025 at 7:00 p.m. by Supervisor Glenn Youngstedt at the Municipal Building, 2055 W. John Beers Rd, Stevensville, MI 49127.

BOARD MEMBERS PRESENT: Supervisor Glenn Youngstedt, Treasurer Terrie Smith, Clerk Michael Brown, Trustees; Amy Pheifer, Dick Stauffer, Marc Florian, and Deb Peterson.

BOARD MEMBERS ABSENT:

ALSO PRESENT:

The PLEDGE OF ALLEGIANCE was given.

**PUBLIC COMMENT ON AGENDA ITEMS:** Dan Buckenmeyer spoke in favor of the Red Arrow Bluffs construction project and approval of the Brownfield Plan for the housing development. He commented that adding this housing is important to continued economic development in the region.

**APPROVAL OF CONSENT AGENDA: MOTION CARRIED** Trustee Stauffer moved, seconded by Trustee Florian, to approve the consent agenda. Unanimous voice vote by present board members.

1. Approval of minutes of the November 11, 2025 regular board meeting.
2. Approve the 11/26/25 and 12/10/25 bills from the following funds.

General Fund	\$204,089.56
Fire Fund	\$15,734.85
Parks Fund	\$41,780.11
Parks Capital Improvement	\$0.00
Cemetery Fund	\$8,850.99
Building Fund	\$16,216.90
Township Improvement Fund	\$169.10
Police Fund	\$48,593.58
Police Drug	\$0
Police Capital Improvement	\$0
Sewer Operating	\$115,014.53
Water Operating	\$22,343.45
Road Fund	\$0
Fire Capital Improvement	\$0
Brownfield Fund	\$9,037.01
ARPA	\$0
Total	\$481,830.08

**PUBLIC HEARING:** Treasurer Smith moved supported by Trustee Pheifer to go into a public hearing on the Red Arrow Bluffs Brownfield Proposal.

Therese Searles the township brownfield consultant from Fishbeck present her review to the Township Board. Isaac Hall from Great Lakes Capital and Jared Lutz from Michigan Growth Advisors presented project plans and requests for approval for the Brownfield Plan. They both advised that the project is dependent on these tax increment approvals for project viability.

Treasurer Smith moved and Trustee Peterson supported exiting the public hearing.

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Peterson, Pheifer, and Stauffer. Nays: None

**PRESENTATION:** Fire Chief Brandon Chiarello completed a presentation on current fire department staffing and options for increased coverage with full time fire department staffing in the future.

**LIBRARY REPORT:** The Library Director, Joelle Wake, reported circulation was 11,841 in November. The library received a grant from Corewell Foundation to continue the Berrien Books for Babies.

**SUPERVISOR'S REPORT:** Supervisor Youngstedt introduced Kasey Dominguez as the new township manager effective January 20, 2026. Also, the drain commissioner is hiring contractors to clean debris from Hickory Creek.

**CLERK'S REPORT:** Clerk Brown reported the book balances ending November 30, 2025. The revenue and expenditure reports for November were submitted to the board. Invoices were sent to LMC and St. Joseph Public Schools for the school elections.

Trustee Florian moved, seconded by Trustee Pheifer to approve the Resolution to Adjust Cemetery Fee Schedule Attachment A

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Pheifer, Peterson, and Stauffer. Nays: None

Trustee Florian moved, seconded by Trustee Peterson to approve the Resolution to Adjust Rental and Registration Fee Attachment B

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Pheifer, Peterson, and Stauffer. Nays: None

Trustee Florian moved, seconded by Trustee Peterson to approve the Adjustment to Park Rental Fees Attachment C

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Pheifer, Peterson, and Stauffer. Nays: None

Trustee Stauffer moved, seconded by Trustee Pheifer to approve the Adjustment to Player Fees

at Lincoln Township Parks. A \$20.00 fee will apply to all participants.

Voice Vote: Ayes: Unanimous Voice Vote by Board Members

**November Balances:**

General	\$2,093,448.12	Road	\$118,365.66
Fire	\$553,043.36	Police	\$1,062,617.44
Parks	\$8,594.11	Cemetery	\$46,387.32
Street Lighting	\$33,569.44	Brownfield	\$735,600.36
Building	\$743,254.67	Police Drug	\$23,672.70
Township Improvement	\$634,609.03	Fire Improvement	\$348,150.46
Police Improvement	\$2,029.08	Park Improvement	\$927,525.93
Sewer Operating	\$6,747,855.91	Water Operating	\$7,700,257.86
Trust & Agency	\$45,810.57	T&A Delinquent Tax	\$3,532.83
Tax Collection Fund	\$575,115.30	Imprest Payroll Fund	278.24
Police Bond T & A	\$524.26	ARPA	\$13,341.31

**TREASURER'S REPORT:** Treasurer Smith reported winter tax collections have started at the township hall. She also reported the investment earnings for the township funds with \$378,978.22 in interest earned.

**PLANNING COMMISSION REPORT:** Trustee Florian moved the second reading of the Small-Scale and Utility Scale Solar Energy Facilities, supported by Trustee Pheifer.

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Peterson, Pheifer, and Stauffer. Nays: None

**ASSESSORS REPORT:** The December Board of Review will be on Tuesday, December 10 at 11:30 a.m. and is held for the purpose of correcting clerical errors, mutual mistakes of fact and hardship exemptions.

Trustee Peterson moved, seconded by Trustee Pheifer to approve the 2026 Poverty Guidelines Resolution. Attachment D

Roll Call Vote: Ayes: Treasurer Smith, Clerk Brown, Supervisor Youngstedt, Trustees Florian, Pheifer, Peterson, and Stauffer. Nays: None

**POLICE DEPARTMENT REPORT:** Distributed to the board with 450 calls for service in November 2025.

**FIRE REPORT:** Distributed to board with 333 calls in 2025. During November the Department responded to one structure fire and seven vehicle crashes. One of the crashes needed extrication.

**ENGINEER REPORT:** Brandon Mieras provided updates on active projects. Construction is continuing on lift station 14. The DNR grant for Lincoln Township Beach grant will be

processed by December 19, 2025. Flow meters for the Maiden Lane Sewer lines should be installed in the next two months.

**INTERIM MANAGER'S REPORT:** Mr. Brown reported on the 2026 road projects recommended by the Berrien County Road Department which was reviewed by Township officials. Board members concurred with the 2026 plans. Attachment E

The memorandum of understanding with Berrien County was provided regarding the Computer Aided Dispatch for police and fire. The five-year sewer rate study should be completed by the January meeting. Budget timeline notifications have been sent to Department Heads and the youth sports associations.

**PUBLIC COMMENT:** A citizen provided information that he was dealing with issues caused by the freight trains carrying coal at night. Chris Mason from the Village of Stevensville applauded the board for hiring Kacey Dominguez.

**BOARD MEMBER COMMENTS:**

Trustee Florian commended Terese Searles on her work on the very complicated Brownfield Plan.

**ADJOURNMENT:** There being no further business Supervisor Youngstedt adjourned the meeting at 8:22 PM.

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Michael A. Brown, Clerk

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Glenn Youngstedt, Supervisor

LINCOLN CHARTER TOWNSHIP  
BERRIEN COUNTY, MICHIGAN  
December 19, 2025

A SPECIAL MEETING of the Lincoln Charter Township Board of Trustees was called by Supervisor Glenn Youngstedt at 10:00 AM to review the township objectives and priorities.

BOARD MEMBERS PRESENT: Supervisor Glenn Youngstedt, Treasurer Terrie Smith, Clerk Michael Brown, Trustees Deb Peterson, Marc Florian and Dick Stauffer.

BOARD MEMBERS ABSENT: Trustee Pheifer

**AGENDA:** Township Objectives

Township Officials discussed numerous topics including township infrastructure, long term sewer and water expansion, town hall improvements, parks management, fire and police services, millage planning, resident communication, master plan strategy, and ensuring efficient township operations.

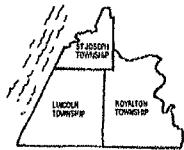
**ADJOURNMENT:** There being no further business Supervisor Youngstedt adjourned the meeting at 11:58 AM.

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Michael A. Brown, Clerk

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Glenn Youngstedt, Supervisor



**Southwest Michigan Regional Sanitary Sewer and Water Authority**  
St. Joseph Township, Lincoln Township, Royalton Township  
980 Miners Road  
St. Joseph, MI 49085

December 23, 2025

**Notice that Reporting Requirements for the Water System Were Not Met**

The Authority was required to deliver annual notifications to water service customers with lead service lines, galvanized service lines requiring replacement, or service lines of unknown lead status, and certify to the State that these notifications were sent. We failed to certify to the State by July 1, 2025, that we delivered these annual notifications to affected consumers as required. The Authority has been sampling the water supply for lead and none of the samples in the past 25 years have exceeded the maximum allowable concentration established by the EPA.

Although the failure to comply with the reporting requirement does not create a risk to public health, we are required to inform all customers including those without lead or galvanized services requiring replacement of this violation and provide additional information including what we are doing to correct the situation. It is important for consumers to know if the water they are receiving has been delivered through a lead, galvanized requiring replacement, or lead status unknown service line so they can make decisions on whether and what actions to take to reduce their exposure to lead in drinking water.

**What should I do?**

There is nothing you need to do. You do not need to boil your water. Boiling water does not remove lead.

**What has the Authority Done to Comply?**

The annual notifications have been sent to the required customers to comply with reporting requirements.

For more information, please contact Steve Tilly, Authority Chairperson at 980 Miners Rd, St Joseph, MI 49085. For more information on reducing lead exposure around your home/building and the health effects of lead, visit the EPA's websites at <https://www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water> and <http://www.epa.gov/lead>. Additional resources can also be found at <https://www.michigan.gov/mileadsafe/get-ahead-of-lead>.

## **Fire Chiefs Report for Dec 2025**

*The following is a summary of my activities for the month and is not intended to be all-inclusive.*

### **Administrative-Operations:**

- Continued with the vehicle maintenance program
- Continued with the station maintenance program
- Attended 911 meeting
- Attended monthly department meeting
- Attended monthly Twp. meeting
- Completed the monthly fire officer training course
- Attended Berrien County Fire Chiefs meeting
- Participated in Toys for Tots
- Participated in Christmas in the Village
- Provided fire protection for St.Joe City during their yearly Christmas party
- Instructed our monthly training
  - DC Cook yearly onsite training
  - Lakeshore High School Preplan/Walkthrough
- Smoke detector program
  - Replaced 12 Batteries
  - 5 new detectors installed
- Attended Progressive Fire Chiefs meeting
- Completed Firefighter Evaluations
- Started preparing 2026 Budget

### **Calls for Service:**

LTFD responded to 38 calls for Service in Dec. Notable calls were:

- 4 Structure Fires
  - 3 in Lincoln
  - 1 in Benton Harbor
- 1 Extrication

**2025 Calls – 371 2024 Calls -302**

- **Averaging 30.27 Calls per month**

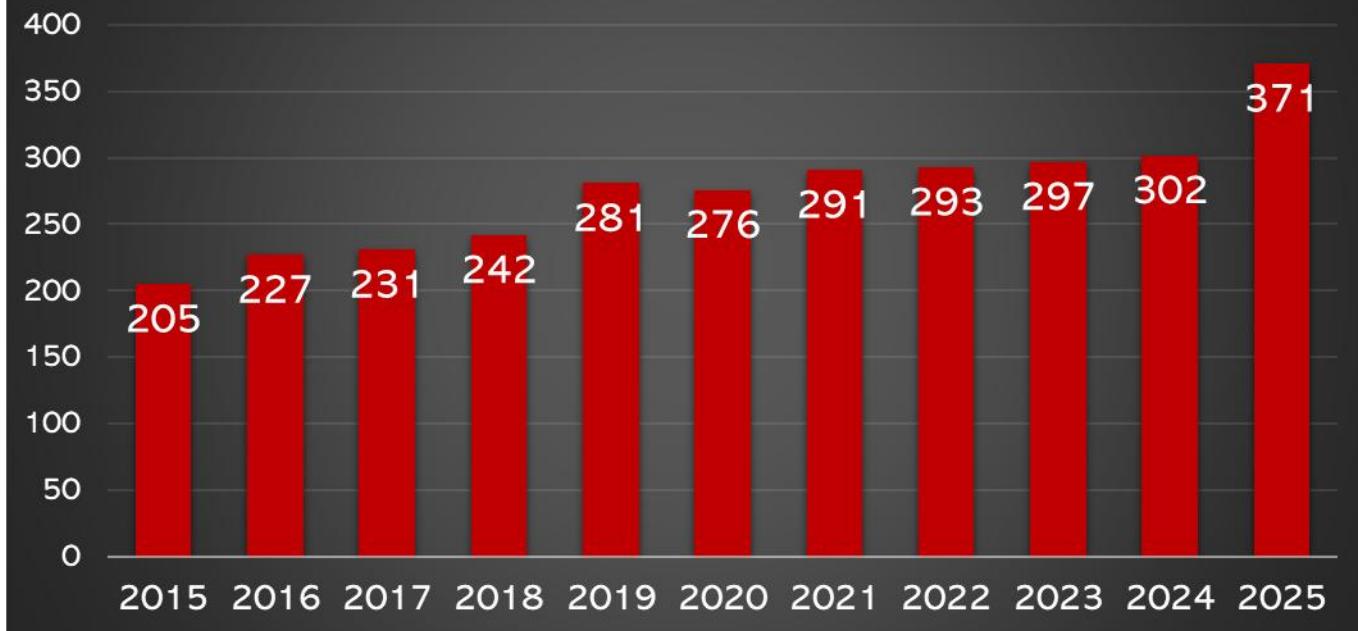
### **Station / Apparatus Maintenance:**

We continue to ensure the Fire Station and Apparatus are appropriately maintained. Notable items:

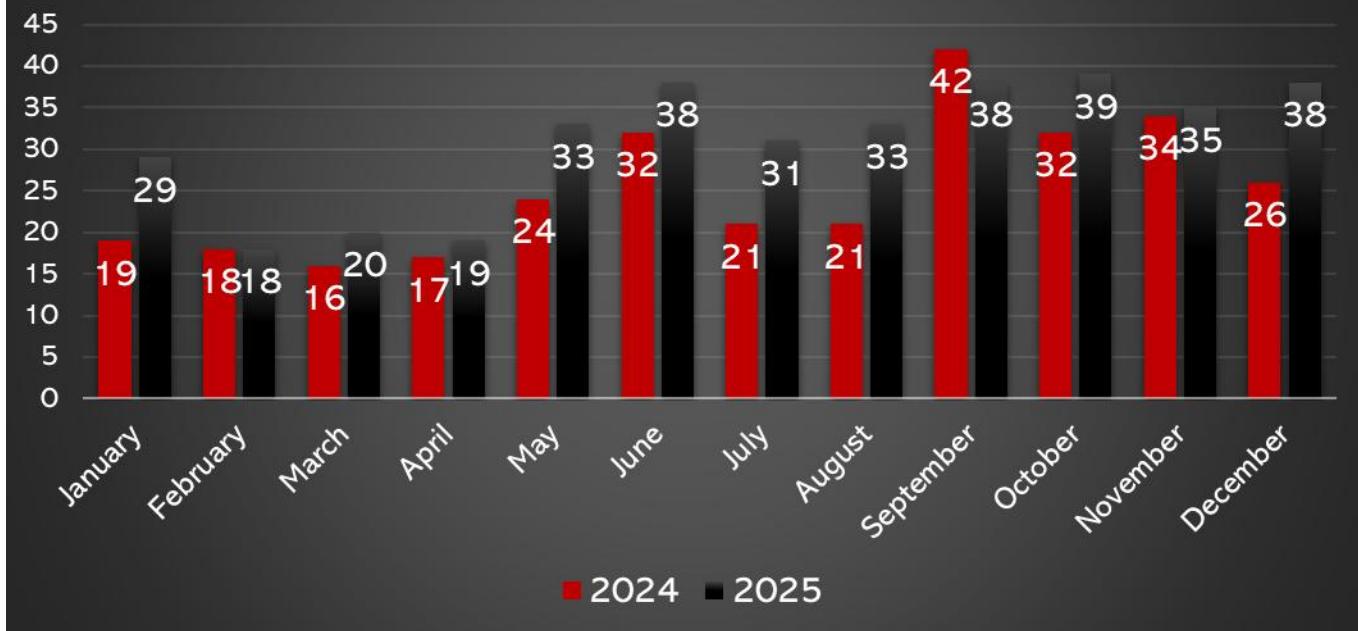
- All trucks and equipment are in good working order

Fire Chief - Brandon Chiarello

## 10 Year Comparison



## Monthly Comparison





# 2025 SNAPSHOT

## FIRE RESPONSE STATS

- 138 Car Accidents
- 33 Structure Fires
- 26 Mutual Aid Assists
- 10 Vehicle Fires
- 8 Extrications

## MUTUAL AID

- Benton Harbor - 15
- St. Joe City - 6
- Lake Twp - 3 (I-94)
- Royalton Twp - 1
- St. Joe Twp - 1 (I-94)
- Mutual Aid Received - 11

## YEARLY RESPONSE

- 2025 - 371
- 2024 - 302
- 2023 - 297

## TOP 5 RESPONDERS

- 1) Chief Chiarello - 97%
- 2) FF Burch - 90%
- 3) FF C.Nitz - 89%
- 4) FF Fletcher - 76%
- 5) FF Burnside - 74%



## TOP 5 TRAINING HRS

- 1) Chief Chiarello - 512
- 2) FF Burnside - 144
- 3) Captain Koch - 138
- 4) FF Burch - 100
- 5) FF Kushman - 94



## TOP 5 COMMUNITY SERVICE HOURS

- 1) Chief Chiarello - 55
- 2) FF Kushman - 39
- 3) FF C.Nitz - 34
- 4) FF Burnside - 31
- 5) FF Fletcher - 23



## YEARS OF SERVICE AWARDS

- 45 Years - Randy Fletcher
- 20 Years - George Gaunder
- 15 Years - Brandon Chiarello
- 10 Years - Tyler Tiefenbach



## FIRE PREVENTION

71% Passed Inspections

### Top 3 Violations

- 1) Fire Extinguishers
- 2) Exposed Wiring
- 3) Exit Signs

# **Southwest Michigan Regional Airport Authority**

## **Board Meeting Minutes, December 18th, 2025, 9:30 AM**

Airport Conference Room

1. Call Meeting to Order and Approval of Agenda: Ted Kalin. An agenda addition of longevity bonuses was made, and the amended agenda was moved for approval by Alex Little, supported by Pat Preston, with unanimous board approval
2. Roll Call: Bruce Allee. Board members Alex Little, Pat Preston, Ross Warner, John Nedoba, Melissa Hahn, and Ted Kalin present. Attenders: Audrey Salesberry, Ken Kaminski, Ben Jordan, Kurt Feisbeck, and Nick Gunn.
3. Minutes to be approved: November 20<sup>th</sup>, 2025. Melissa identified that the motions made by Director Chris Beckman during the November meeting would need to be redone, due to only board members being allowed to make a formal motion. After discussion, Pat moved Motion 2025-11, with Alex supporting. The board unanimously approved. Pat then moved Motion 2025-10, with Ross supporting. The board unanimously approved. Lastly, Ted moved Motion 2025-12, with Pat supporting. The board unanimously approved. Alex then moved for approval of the corrected minutes, with Pat supporting. The board approved, with Melissa abstaining.
4. Treasurer's report/Finance Committee: Melissa Hahn
  - a. Bills to be approved were reviewed, Alex moved approval, Pat supported, and the board unanimously approved
  - b. A Long-term liabilities Whirlpool loan was identified during the board's financial audit. After discussion, Audrey Salesberry said she would seek explanation.
5. Airport Director's report: Christopher Beckman. Chris gave updates on the Cirrus Hangar sprinkler project, a quick review of Santa's visit to the airport, the audit report, snow removal to-date, possible longevity bonuses, and the office copier situation.
6. Committee Reports
  - a. Building and Maintenance Committee: Chris reviewed November's minimal maintenance expenditures.
  - b. Flight School Committee: Chris reported that the first meeting is Jan. 6<sup>th</sup>, at 9 AM, with many interested.
7. Old Business: Christopher Beckman
  - a. Matured CD has been set into new CD's
  - b. MDOT Sponsorship Contract has been signed for the apron project. 1<sup>st</sup> pre-construction meeting is being held virtually today at 2:00 PM via Microsoft teams.
8. New Business:
  - a. Increase landing fee for afterhours landing
    - i. Chris suggested possibly recouping the cost from night flights when our snow crew has worked all day then is called in again after hours. The board and attenders discussed the heavy negative response this would bring from pilots.
9. Airport Media: Nick Gunn reported a great surge in Facebook activity, reaching 76,000 visits. Also 1,400 website visits, and a very good response to Santa's visit on Dec. 6<sup>th</sup>.

10. Board Comments: Alex spoke of an important upcoming meeting with the Army Corp of Engineers. Melissa revived the discussion of longevity bonuses for employees, motioning for \$100 net bonuses. Pat supported and the board unanimously approved. Ted spoke of the need for interior upgrades in the office and conference room areas. Melissa spoke of the need to get the Friends of the Airport active again with the upcoming millage vote.
11. Public Comments: Ross asked and Bruce spoke on his project of a Women's fly-in event in the spring.
12. Alex moved for adjournment and Melissa supported at 10:35 AM.

# SOUTHWEST MICHIGAN REGIONAL AIRPORT

## Budget vs. Actuals

July 2025 - June 2026

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
000.407 Millage BEH-City		20,000.00	-20,000.00	
000.408 Millage - St Joe City	152,501.48	150,000.00	2,501.48	101.67 %
000.409 Millage - St Joe Township		51,000.00	-51,000.00	
000.410 Millage - Lincoln		86,000.00	-86,000.00	
000.411 Millage - Benton Township	16,767.30	43,000.00	-26,232.70	38.99 %
000.412 Millage - Royalton Township	14.71	36,000.00	-35,985.29	0.04 %
000.539 State Capital Grants	2,590.00		2,590.00	
000.600 Fuel Sales, Whirlpool	226,649.62	600,000.00	-373,350.38	37.77 %
000.601 Fuel Sales/Comm - Skyway	7,479.90	24,000.00	-16,520.10	31.17 %
000.655 Landing Fees	18,312.13	12,000.00	6,312.13	152.60 %
000.663 Snow Removal/ JLL		6,500.00	-6,500.00	
000.664 T - Hangar Rent	73,075.00	89,000.00	-15,925.00	82.11 %
000.665 T - Hangar Rent/Elec 41-70	45,216.00	60,000.00	-14,784.00	75.36 %
000.667 Hangar Lease	50,243.78	65,000.00	-14,756.22	77.30 %
000.668 Terminal Space	6,470.70	13,400.00	-6,929.30	48.29 %
000.669 Counter Space		0.00	0.00	
000.670 Snow Removal/WP		6,500.00	-6,500.00	
000.673 Sale of Fixed Asset	5,000.00	10,000.00	-5,000.00	50.00 %
000.676 Misc. Revenue/Reinbursement	2,923.62	5,000.00	-2,076.38	58.47 %
000.678 Land Rent - Skyway		0.00	0.00	
000.679 Land Rent - Kenco Leasing	5,012.59	5,000.00	12.59	100.25 %
000.681 Land Rent - Whirlpool	47,379.72	94,000.00	-46,620.28	50.40 %
000.683 Land Rent - Hangars	3,171.69	11,000.00	-7,828.31	28.83 %
000.684 Land Rent - Dominion Bros.	4,200.00	4,200.00	0.00	100.00 %
000.685 Car Rental Parking		0.00	0.00	
000.686 Vending Machine/Telephone		600.00	-600.00	
000.689 Account Interest	23,942.40	20,000.00	3,942.40	119.71 %
000.699 Ins Refund	1,465.00		1,465.00	
Revenue		0.00	0.00	
Services	1,865.36		1,865.36	
<b>Total Income</b>	<b>\$694,281.00</b>	<b>\$1,412,200.00</b>	<b>\$ -717,919.00</b>	<b>49.16 %</b>
<b>GROSS PROFIT</b>	<b>\$694,281.00</b>	<b>\$1,412,200.00</b>	<b>\$ -717,919.00</b>	<b>49.16 %</b>
Expenses				
1005 Bank Service Charges		100.00	-100.00	
537.704 Salary - Full Time	79,538.41	225,000.00	-145,461.59	35.35 %
537.705 Salaries - Part Time	66,395.38	102,000.00	-35,604.62	65.09 %
537.706 Overtime		2,500.00	-2,500.00	
537.708 Employee Medicare	2,116.06	5,000.00	-2,883.94	42.32 %
537.709 Employee Social Security Tax	9,047.87	23,000.00	-13,952.13	39.34 %
537.710 Health Insurance	5,982.93	16,000.00	-10,017.07	37.39 %
537.712 Workers' Comp		35,000.00	-35,000.00	
537.713 Sick Leave		3,500.00	-3,500.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
537.714 Unemployment	72.75	0.00	72.75	
537.715 Trustee Labor	277.00		277.00	
537.726 Fuel Farm Fuel Purchases	163,768.51	576,000.00	-412,231.49	28.43 %
537.727 Snow Removal Supplies		8,000.00	-8,000.00	
537.728 Misc. Eqp/Supls/Auto Supp/safe	2,380.16	1,200.00	1,180.16	198.35 %
537.729 Office Computer/Software/Equip	3,891.63	6,000.00	-2,108.37	64.86 %
537.730 Maint of Safty Eqmt/Calibratn	265.44	1,200.00	-934.56	22.12 %
537.731 Supplies - Office	1,527.70	3,850.00	-2,322.30	39.68 %
537.732 Equipment - Rental	1,093.29	5,000.00	-3,906.71	21.87 %
537.735 Telecom/Media	2,902.67	6,600.00	-3,697.33	43.98 %
537.736 Vending Machine	161.69	600.00	-438.31	26.95 %
537.737 Custodial Supplies	434.30	1,200.00	-765.70	36.19 %
537.738 Interest/Fees	53.29		53.29	
537.740 Postage	153.90	0.00	153.90	
537.741 Uniforms	822.50	2,000.00	-1,177.50	41.13 %
537.742 Supplies - Maintenance	809.35	7,000.00	-6,190.65	11.56 %
537.800 Fuel Farm Maintenance Expense	4,877.00	4,000.00	877.00	121.93 %
537.802 Fuel & Oil	5,661.30	35,000.00	-29,338.70	16.18 %
537.803 Gas - Terminal		8,000.00	-8,000.00	
537.804 Gas - Maintenance		10,000.00	-10,000.00	
537.805 Lights - Terminal	8,652.49	18,000.00	-9,347.51	48.07 %
537.806 Lights - Maintenance	1,697.04	6,000.00	-4,302.96	28.28 %
537.807 Lights - Misc	3,746.57	8,000.00	-4,253.43	46.83 %
537.809 Water - Terminal	1,200.02	3,600.00	-2,399.98	33.33 %
537.810 Water - Maintenance	1,258.85	5,500.00	-4,241.15	22.89 %
537.812 Maintenance - Radio	587.75	3,000.00	-2,412.25	19.59 %
537.813 Winter Maintenance	588.28	18,000.00	-17,411.72	3.27 %
537.814 Summer Maintenance	5,598.92	18,000.00	-12,401.08	31.11 %
537.815 Misc Maintenance	1,833.92	25,000.00	-23,166.08	7.34 %
537.816 Maintenance - Buildings	1,611.29	10,000.00	-8,388.71	16.11 %
537.817 Maintenance - T-Hangar	34.85	6,000.00	-5,965.15	0.58 %
537.818 Maintenance - Bldg/Office Eqpt.	655.48	4,800.00	-4,144.52	13.66 %
537.820 Maintenance - Airfield	1,181.62	35,000.00	-33,818.38	3.38 %
537.822 Insurance & Bonds	23,498.35	68,000.00	-44,501.65	34.56 %
537.823 Professional Services - Other	10,142.96	15,000.00	-4,857.04	67.62 %
537.824 Audit Expense	14,000.00	16,000.00	-2,000.00	87.50 %
537.825 Legal Svc/Business	5,375.00		5,375.00	
537.828 Waste Disposal	1,173.71	2,500.00	-1,326.29	46.95 %
537.830 Dues, Subs, Licence & Fees	1,500.20	3,500.00	-1,999.80	42.86 %
537.831 Marketing & Promotion PR	2,242.24	4,000.00	-1,757.76	56.06 %
537.832 Meeting exp/hospitality/Meals	578.52	1,000.00	-421.48	57.85 %
537.834 Travel Expense	1,615.75	3,000.00	-1,384.25	53.86 %
537.835 Conference	20.00	3,000.00	-2,980.00	0.67 %
537.901 Taxes, Misc/Assessments	463.20	8,000.00	-7,536.80	5.79 %
538.837 Training		0.00	0.00	
Payroll Expenses		0.00	0.00	
Taxes		0.00	0.00	
MI Unemployment Tax	-0.37		-0.37	
<b>Total Taxes</b>	<b>-0.37</b>	<b>0.00</b>	<b>-0.37</b>	
Wages		0.00	0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total Payroll Expenses</b>	<b>-0.37</b>	<b>0.00</b>	<b>-0.37</b>	
Reimbursements	0.00		0.00	
<b>Total Expenses</b>	<b>\$441,489.77</b>	<b>\$1,372,650.00</b>	<b>\$ -931,160.23</b>	<b>32.16 %</b>
NET OPERATING INCOME	\$252,791.23	\$39,550.00	\$213,241.23	639.17 %
NET INCOME	\$252,791.23	\$39,550.00	\$213,241.23	639.17 %

# SOUTHWEST MICHIGAN REGIONAL AIRPORT

## Profit and Loss Comparison

November 2025

	TOTAL			
	NOV 2025	OCT 2025 (PP)	NOV 2024 (PY)	JUL - NOV, 2025 (YTD)
<b>Income</b>				
000.407 Millage BEH-City			20,000.00	
000.408 Millage - St Joe City	2,336.93	116,208.97	76,345.39	152,501.48
000.411 Millage - Benton Township				16,767.30
000.412 Millage - Royalton Township				14.71
000.539 State Capital Grants		2,590.00		2,590.00
000.600 Fuel Sales, Whirlpool	38,299.23	38,327.28	50,049.62	226,649.62
000.601 Fuel Sales/Comm - Skyway				7,479.90
000.655 Landing Fees	3,578.50	5,634.38		18,312.13
000.664 T - Hangar Rent	2,075.00	2,375.00	2,100.00	71,300.00
000.665 T - Hangar Rent/Elec 41-70	1,390.00	1,390.00	1,920.00	43,826.00
000.667 Hangar Lease	3,845.12	4,145.12	3,845.12	41,541.30
000.668 Terminal Space	1,078.45	1,078.45	1,078.45	5,392.25
000.673 Sale of Fixed Asset		5,000.00	1,823.44	5,000.00
000.676 Misc. Revenue/Reinbursement		1,240.00	394.00	2,923.62
000.679 Land Rent - Kenco Leasing				5,012.59
000.681 Land Rent - Whirlpool	7,896.62	7,896.62	7,718.23	39,483.10
000.683 Land Rent - Hangars				3,171.69
000.684 Land Rent - Dominion Bros.		4,200.00		4,200.00
000.689 Account Interest	22,070.05	485.57	7,541.38	23,942.40
000.699 Ins Refund				1,465.00
Services	0.00	0.00		1,865.36
<b>Total Income</b>	<b>\$82,569.90</b>	<b>\$190,571.39</b>	<b>\$172,815.63</b>	<b>\$673,438.45</b>
<b>GROSS PROFIT</b>	<b>\$82,569.90</b>	<b>\$190,571.39</b>	<b>\$172,815.63</b>	<b>\$673,438.45</b>
<b>Expenses</b>				
537.704 Salary - Full Time	13,730.77	30,269.22	15,983.99	79,538.41
537.705 Salaries - Part Time	12,633.50	21,244.27	5,886.50	66,395.38
537.708 Employee Medicare	382.29	746.96		2,116.06
537.709 Employee Social Security Tax	1,634.56	3,193.85	1,673.50	9,047.87
537.710 Health Insurance	1,203.00	1,895.31	1,500.00	5,982.93
537.714 Unemployment	9.80	61.97		72.75
537.715 Trustee Labor	52.00			277.00
537.726 Fuel Farm Fuel Purchases	33,047.97	66,069.68	31,798.71	163,768.51
537.727 Snow Removal Supplies			7,471.34	
537.728 Misc. Eqp/Supls/Auto Supp/safe	179.00	648.68	5,162.33	2,227.80
537.729 Office Computer/Software/Equip	87.84		1,198.94	3,891.63
537.730 Maint of Safty Eqmt/Calibratn			290.73	265.44
537.731 Supplies - Office		558.03	614.80	1,503.70
537.732 Equipment - Rental				1,093.29
537.735 Telecom/Media	634.74	394.77	755.36	2,743.91
537.736 Vending Machine				161.69

			TOTAL	
	NOV 2025	OCT 2025 (PP)	NOV 2024 (PY)	JUL - NOV, 2025 (YTD)
537.737 Custodial Supplies	83.90			434.30
537.740 Postage	78.00			78.00
537.741 Uniforms	29.00			822.50
537.742 Supplies - Maintenance		164.98		164.98
537.800 Fuel Farm Maintenance Expense	4,877.00			4,877.00
537.802 Fuel & Oil		5,133.56	4,617.81	5,661.30
537.804 Gas - Maintenance			59.15	
537.805 Lights - Terminal	2,440.69	1,402.12	772.56	8,652.49
537.806 Lights - Maintenance	273.91	185.86	252.90	1,697.04
537.807 Lights - Misc	673.80	552.68	786.10	3,746.57
537.809 Water - Terminal		463.44	318.22	1,200.02
537.810 Water - Maintenance		344.51	205.22	1,258.85
537.812 Maintenance - Radio		587.75		587.75
537.813 Winter Maintenance	450.00	39.58	1,811.73	588.28
537.814 Summer Maintenance	26.99	514.42	8.24	5,598.92
537.815 Misc Maintenance		47.83	850.00	1,833.92
537.816 Maintenance - Buildings	127.50	506.24	1,531.30	1,611.29
537.817 Maintenance - T-Hangar		34.85		34.85
537.818 Maintenance - Bldg/Office Eqpt.	343.46	13.46	676.00	655.48
537.820 Maintenance - Airfield		212.82	3,709.90	1,096.82
537.822 Insurance & Bonds	4,679.67	4,679.67	3,857.91	23,498.35
537.823 Professional Services - Other	2,642.96	1,400.00	1,250.00	8,242.96
537.825 Legal Svc/Business	1,937.50	812.50	1,000.00	5,375.00
537.828 Waste Disposal		231.67	175.17	942.04
537.830 Dues, Subs, Licence & Fees	441.35		84.48	1,145.85
537.831 Marketing & Promotion PR	685.57	500.00	1,252.39	2,178.66
537.832 Meeting exp/hospitality/Meals	215.93			544.79
537.834 Travel Expense	396.67		34.39	1,615.75
537.835 Conference			509.32	20.00
537.901 Taxes, Misc/Assessments				463.20
901.971 Vehicles-Capital item			13,500.00	
901.970 Machinery & Equip(captl item)			2,500.00	
Payroll Expenses				
Taxes			0.00	
MI Unemployment Tax				0.02
<b>Total Taxes</b>			<b>0.00</b>	<b>0.02</b>
Wages			0.00	
<b>Total Payroll Expenses</b>			<b>0.00</b>	<b>0.02</b>
Reimbursements		0.00	0.00	0.00
<b>Total Expenses</b>	<b>\$83,999.37</b>	<b>\$142,910.68</b>	<b>\$112,098.99</b>	<b>\$423,713.35</b>
NET OPERATING INCOME	\$ -1,429.47	\$47,660.71	\$60,716.64	\$249,725.10
NET INCOME	\$ -1,429.47	\$47,660.71	\$60,716.64	\$249,725.10

## **LINCOLN CHARTER TOWNSHIP**

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**TO:** Lincoln Charter Township Board of Trustees

**DATE:** January 5, 2026

**SUBJECT:** December 2025 Department Report

The following information summarizes the operations of the Assessor's Office during December 2025:

- **New Construction and Permits:** The Assessor's office is finalizing the last of the 2025 new construction and permits. This data will be entered into the assessing system over the next month as we finalize the 2026 Assessment Roll.
- **Equalization Study:** *Assessed Value Ratios* - Berrien County Equalization determine thru their Sales Studies and Appraisal Studies the following ratios\* for the 2026 Assessment Roll: \* acceptable ratios are ratios between 49.00% and 50%.

**Agricultural Class:** 45.08% indicating an 9.84% increase for Assessed Values in the Ag Class (*last year was 45.96%*)

**Commercial Class:** 48.35% indicating a 3.30% increase for Assessed Values in the Commercial Class (*last year was 47.66%*)

**Industrial Class:** 46.42% indicating a 7.16% increase for Assessed Values in the Industrial Class (*last year was 49.73%*)

**Residential Class:** 47.29% indicating a 5.42% increase for Assessed Values in the Residential Class (*last year was 45.50%*)

As mandated by the State Tax Commission all classes of properties for the 2026 assessment roll will be based on a *two-year sales study* of the sales occurring between **April 2023 thru March 2025**.

**The Assessing Department wishes you all a Happy New Year!**

Respectfully submitted,



John Baumann  
Township Assessor



## LINCOLN CHARTER TOWNSHIP

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From: Department of Building Safety  
To: Board of Trustees  
CC: Planning Commission  
Date: January 5, 2026

The Department of Building Safety, year to date, has issued 8 permits for single family dwellings and 6 permit issued for single family attached dwellings , last year there were 7 permits issued for single family dwellings 4 permits issued for single family attached dwellings.

This year, house construction values alone totaled \$4,113,240.00. At this time last year, they were at \$3,157,922.00.

In 2025, total construction (building, electrical, mechanical, plumbing) permits for Commercial, Industrial, Agricultural and Residential districts estimated total values are at \$23,126,679.00. In 2024, total construction values were at \$21,726,293.00.

In the month of December, there were 103 inspections made on (building, electrical, mechanical, plumbing, and rentals).

Respectfully Submitted,



James L. Pheifer, CBCO  
Certified Building Code Official

# MEMO

TO: Lincoln Charter Township Board of Trustees  
 FROM: Police Chief Gary Soper  
 RE: Yearly & Monthly Activity Report  
 DATE: Jan 5, 2025

Dear Ladies and Gentlemen;

Listed below are the yearly and monthly comparison statistics.

## DEC YEARLY COMPARISON (Past 3 Years):

MONTH	TOTAL			RED ARROW		SPRING LAKE			OTHER				
	INCIDENTS	TWP	%	VILLAGE	%	HWY BUSINESS	PARK	%	MEIJER	%	ASSIST AGENCIES	HOTELS	%
DEC 2023	457	448	98.0%	9	2.0%	23	5.0%	15	3.3%	11	2.4%	54	
DEC 2024	371	297	80.1%	20	5.4%	32	8.6%	17	4.6%	6	1.6%	22	
DEC 2025	378	362	95.8%	16	4.2%	31	8.2%	14	3.7%	7	1.9%	37	4 1%

CITATIONS:				
TOTAL PARKING VILLAGE				
CITATIONS TWP VILLAGE VIOLATIONS				
DEC 2023	19	19	0	0
DEC 2024	14	14	0	0
DEC 2025	12	12	0	0

## MONTHLY COMPARISON (Past 3 Months):

MONTH	TOTAL			RED ARROW		SPRING LAKE			ASSIST				
	INCIDENTS	TWP	%	VILLAGE	%	HWY BUSINESS	PARK	%	MEIJER	AGENCIES	HOTELS	%	
OCT 2025	431	410	95.1%	21	4.9%	46	10.7%	17	3.9%	7	1.6%	36	12 3%
NOV 2025	367	348	94.8%	19	5.2%	31	8.4%	19	5.2%	10	2.7%	23	3 1%
DEC 2025	378	362	95.8%	16	4.2%	31	8.2%	14	3.7%	7	1.9%	37	4 1%

CITATIONS:				
TOTAL PARKING VILLAGE				
CITATIONS TWP VILLAGE VIOLATIONS				
OCT 2025	16	13	3	0
NOV 2025	17	15	2	0
DEC 2025	12	12	0	0