



Groundskeeper Contract

Crystal Lake Township ("Township") owns at three locations in Frankfort, Michigan (49635): East Cemetery, 1658 Frankfort Highway; and North Cemetery, 1511 Pilgrim Highway, and Crystal Lake Township Hall, 1651 Frankfort Highway;

Work performed by Groundskeeper ("Keeper" which includes employees of Keeper) under this contract shall maintain grounds at all three locations with emphasis on the natural environment, by monitoring and managing the general condition of the burial grounds, buildings, and infrastructure. Keeper agrees to perform services for Township under terms and conditions set forth in this contract. Specific tasks and terms shall include but not be limited to the following:

1. Grounds at cemeteries and hall shall be generally maintained (mowed, trimmed, and cleaned up of detritus) through the warmer 6 months of the year. Work shall be accomplished expeditiously within allotted timeframes. Township acknowledges workload will be substantially heavier in the spring with initial debris cleanup, completed as early as April but at the latest by beginning of third week in May. Groundskeeper may petition for flexibility due to variable growing conditions and Township's cemetery designee evaluation as to necessity.
2. Timetable for mowing sessions is somewhat flexible but shall take place approximately every 2 weeks, 10 sessions per year. Keeper must work with and keep apprised the Cemetery Administrator ("Admin") any variations to schedule. Keeper shall also mow start-to-finish at each site (e.g. although one site may take more than one day, groundskeeper shall not mow half a cemetery one week and the other half another week.) Without fail, mowing and trimming shall always be completed in the weeks prior to the weekends in which the Memorial Day, Independence Day, and Labor Day holidays are observed.
3. Beginning of season's "Clean Up" is defined as the pickup of all off-season manageable fallen limbs and sticks plus the blowing all leaves/debris and their subsequent disposal offsite.
4. Mowing is defined as the mechanized cutting of grass/weeds and includes pick up/disposal of sticks/branches and detail trimming around headstones and other structures. Grass clippings do not need to be collected.
5. After initial Clean Up, Keeper shall haul away of wood and leaves, all other fallen or trimmed organic materials in season such as leaves, branches, trees, acorns, pine cones, etc. and recycle them in designated wooded areas. Discarded inorganic refuse (e.g. litter, inappropriate décor, etc.) shall be placed in appropriate trash receptacles inside the storage building. Keeper is welcome to remove to storage building those decorations that are in violation of the Crystal Lake Township Cemetery Ordinance, especially as it interferes with efficient mowing and trimming.

6. In-season maintenance shall include grass seeding of gravesites, application of herbicides, and occasional light tree and bush trimming or removal. Township will purchase grass seed and herbicide; Keeper shall supply labor.
7. Groundskeeper shall maintain overall satisfactory appearance of grounds per judgment of the Township's cemetery designee. Groundskeeper shall be expected to cooperate with and be in communication with the cemetery designee. General status of the cemeteries and hall such as maintenance issues, vandalism, fallen limbs, water leaks, ordinance violations, etc. shall be monitored and reported to the Admin without delay; any dissatisfaction on the part of any party shall be conveyed for improvement of methods and results.
8. Groundskeeper shall supply own tools/equipment, and shall always operate same with utmost safety to both operators and the visitors to the cemeteries. The Township shall not assume liability for injury or damage as a result of unsafe operation or maintenance of equipment. Any damage to plantings, monuments, pavement, well heads, signs, faucets, buildings, etc. caused by Groundskeeper in the execution of these contractual duties shall be the financial and physical responsibility of the contractor to replace or repair, to the satisfaction of the cemetery designee.

What is not covered in this contract, and may be agreed to separately with contractor or contracted to another party, includes but is not limited to:

- Additional, major cleanup projects, mowing/clean up sessions beyond the required 10
- Major tree trimming, or unusually large tree removal/cleanup, especially that which requires extraordinary time, skills, and/or professional tree surgeon's equipment
- The opening, maintenance, and closing of seasonal water systems
- Hauling of top soil, sand, or other materials from supplier to the cemetery

For the aforementioned, general grounds and maintenance work is awarded to the Groundskeeper as an independent contractor with a three-year contract. The agreed sum payment shall be \$_____ each of the fiscal years of 2024-25, 2025-26, and 2026-27 seasons, with no obligation for continuance during this period with two-weeks' "no cause" notice from either party. Payment schedule shall be six equal payments of \$_____ for the months of May, June, July, August, September, and October, reviewed at monthly Crystal Lake Township Board meetings for previous month's satisfactory performance and payable thereafter.

For practical purposes, this contract shall be commence only when all affiliated tax forms are completed by Keeper and filed with the Township Clerk.

Contractor Printed Name _____ Supervisor Printed Name _____

Contractor Signature _____ Supervisor Signature _____

Date _____ Date _____



CRYSTAL CLEAR LANDSCAPING & LAWN MAINTENANCE



Dear Crystal Lake Township,

Please see the attached application and proposal for the groundskeeper position with Crystal Lake Township. We pride in giving priority to our customers and looking after your needs. Quality and customer service are what distinguish us from others. We always strive to exceed our customers' expectations and meet their requirements.

We are a small, family-owned business that has been in operation for 6 years. Jason, the owner, has been doing landscaping and lawn maintenance for over 25 years. We are confident that our services will meet all your needs for the position of groundskeeper with Crystal Lake Township.

We have enclosed a 2024 Contract/Proposal of Services. If you choose to go with Crystal Clear Landscaping & Lawn Maintenance, please fill out and return the contract to us as soon as you can. This contract is **very important** to us for scheduling cleanups, landscaping, mowing and all other property needs you may have.

Thank you for considering Crystal Clear Landscaping and we cannot wait to service you and your properties in the upcoming year! THINK SPRING!!!

Sincerely,

Jason & Melissa Kittleson
Owners
(231) 218-0065
crystalclearlandscape@gmail.com





CRYSTAL CLEAR LANDSCAPING
& Lawn Maintenance

8416 Fairway Dr. | Beulah, MI 49617
(231) 218-0065

**2024 CONTRACT/
PROPOSAL OF SERVICES**

DATE _____

Customer _____

Address _____

Phone _____ Email _____

PLEASE INDICATE WITH AN "X" WHAT SERVICE(S) YOU ARE INTERESTED IN FOR THE 2024 SEASON

2024 MOWING RATE: \$ _____ /MOW ☐ WEEKLY ☐ EVERY OTHER WEEK
☐ PREFERRED DAYS _____

CLEANUPS: \$60/HOUR Includes Raking/Blowing of Leaves and Debris

	THATCHING	HAULING
<input type="checkbox"/> SPRING	<input type="checkbox"/> \$65.00/HR+HAUL	<input type="checkbox"/> \$50.00/LOAD
<input type="checkbox"/> FALL	<input type="checkbox"/> \$65.00/HR+HAUL	<input type="checkbox"/> \$50.00/LOAD

MULCHING: \$60/HOUR

PRICE/YD* + LABOR & DELIVERY

<input type="checkbox"/> HARDWOOD MULCH	\$45/YD	
<input type="checkbox"/> CEDAR MULCH	\$60/YD	
<input type="checkbox"/> RED MULCH HARDWOOD	\$60/YD	
<input type="checkbox"/> PREMIUM WOODCHIPS	\$48/YD	
<input type="checkbox"/> WOODCHIPS w/ Possible Leaves & Twigs	\$33/YD	
<input type="checkbox"/> PINE BARK	\$60/YD	

*Product cost may vary depending on supplier and availability.

MISCELLANEOUS: \$60/HOUR

<input type="checkbox"/> POWER WASHING	<input type="checkbox"/> POST HOLE DIGGING	<input type="checkbox"/> HEDGE TRIMMING
<input type="checkbox"/> ROTOTILLING	<input type="checkbox"/> DEBRIS REMOVAL	<input type="checkbox"/> SMALL TREE REMOVAL

LANDSCAPING SERVICES: \$75/HOUR Estimates for \$50.00 but waved if the job is chosen

- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> DESIGN/PLANNING | <input type="checkbox"/> PLANTING | <input type="checkbox"/> HARDSCAPES: |
| <input type="checkbox"/> LAWN RENOVATION | | <input type="checkbox"/> Patios <input type="checkbox"/> Terracing <input type="checkbox"/> Stone |
| <input type="checkbox"/> EDGING BORDERS | | <input type="checkbox"/> Walkways <input type="checkbox"/> Walls <input type="checkbox"/> Stairs <input type="checkbox"/> Fire Pits |

☐ SNOW BLOWING/SNOW SHOVELING FOR WINTER 2024-25: \$ _____ /TIME

This is a contract on the goods named, subject to the conditions noted on the back of this contract. **Hourly rates are based on per man hour spent on the job site.** Other charges for spring cleanups/landscaping may include haul away fees, delivery fees, and cost of materials.

To accept the terms of this contract for the 2024 season, please sign here and return:

CLIENT SIGNATURE

CLIENT NAME (PLEASE PRINT)

THANK YOU FOR YOUR BUSINESS! I LOOK FORWARD TO WORKING WITH YOU IN 2024.



CRYSTAL CLEAR LANDSCAPING & Lawn Maintenance

Terms & Conditions

These Terms & Conditions apply to any work performed and materials supplied by Crystal Clear Landscaping & Lawn Maintenance, L.L.C. ("Contractor") and are incorporated into the contract/estimate/invoice ("Invoice") provided to you ("Customer") and shall govern unless expressly modified or excluded in writing by both parties. Upon Customer's signing of the Invoice, Service Proposal, the Invoice or Service Proposal, together with these Terms & Conditions, forms a binding contract between the parties.

1. Scope of Work. The Contractor shall carry out and complete works described in the Invoice in a workman like manner and shall have no obligation to execute any additional work unless otherwise agreed in writing between the parties. If there is any discrepancy between any specification and any drawing, the description contained in specifications shall prevail over the drawing.

2. Permits. The Customer is responsible for obtaining any necessary permits or consents required for any work to be performed by Contractor under the Invoice (both governmental and private). Customer represents and warrants to Contractor that all permits and consents have been obtained prior to the scheduled commencement of any work and that the work contained in the Invoice is permitted by all applicable laws.

3. Invoice. The Invoice provided for lawn maintenance, landscaping or any other services is valid for 30 days from the time made by Contractor. Acceptance of the Invoice expressly constitutes acceptance of these Terms & Conditions and represents a binding contract between the parties.

4. Payment. Customer shall pay the Contractor the full amount of the Invoice, including all taxes and fees as follows: (1) Total invoiced amount due at completion. Contractor may require a deposit as outlined in the agreement prior to beginning work. (2) If client is billed on a monthly basis, payment is due within 30 days of receipt for the previous month's services. Payment terms shall be stated on the Invoice.

5. Terms for Mowing. The Contractor shall provide the mowing terms of this Agreement in the Invoice and shall generally be for April through early November; services will be performed on a weekly basis and / or as needed. Either party hereto may terminate this Agreement at any time upon 30 days prior written notice to the other party. Upon termination, neither party shall have any further obligations to the other except for those obligations that shall survive termination of this Agreement, as set forth below.

6. Customer Representation and Obligations. The Customer warrants the site is free of underground condition including, without limitation pipes, cables, stumps, sprinklers, invisible fence, sewage drains and waste materials except as specifically disclosed to Contractor prior to the signing of the Estimate. Where latent/underground problems exist the Contractor shall be entitled to charge for additional work/supplies/equipment necessary to complete the work or may suspend the work until the condition has been remedied. Customer shall provide Contractor with electricity and water.

7. Completion. The Contractor will use commercially reasonable efforts to complete a project in the time frame promised. However, Contractor shall not be liable for any delay in the completion of the work under the agreement.

8. Materials On-Site. Materials delivered to site become the responsibility of the Customer. The Contractor accepts no responsibility for loss, damage or expense after delivery of materials to site for any reason. Any material brought to, or removed from the site, that are in excess to the Contractor's requirements under the Invoice remain the property of and be removable by the Contractor who shall have the right to enter the site for that purpose.

9. Maintenance after Completion. The Contractor is only obligated to perform the work specified in the agreement. The proper maintenance of the site shall be the obligation of the Customer following completion of the work by Contractor, unless otherwise agreed in writing by the parties.

10. Warranties and Exclusions. Trees, shrubs, annuals, perennials, and sod, as well as any transplanted materials will not be warranted and are sold AS-IS. Contractor shall not be liable for any damage caused by Acts of God (including, without limitation, extreme cold or drought, flooding, storms, rain, etc.) Contractor's sole responsibility for any breach of these warranties shall be, at its discretion, to repair or replace it or to issue a refund for the plant or work affected. THE WARRANTY SET FORTH IN THIS SECTION IS STRICTLY LIMITED TO ITS TERMS AND IS (TO THE EXTENT PERMITTED BY LAW) IN LIEU OF ALL OTHER WARRANTIES, GUARANTEES, EXPRESS OR IMPLIED, ARISING BY OPERATION OF LAW, COURSE OF DEALING, USAGE OF TRADE OR OTHERWISE, SPECIFICALLY EXCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. Damages. Under no circumstances shall Contractor be liable for any special, incidental, or consequential damages.

12. Miscellaneous. This contract shall be made in, and governed by the laws of, the State of Michigan. Any dispute, claim or controversy concerning the parties' duties under this Agreement which the parties cannot resolve within thirty (30) days shall be directed by binding arbitration. Prevailing party in such arbitration shall be entitled, in addition to such other relief as may be granted, to its reasonable attorneys' fees and costs in connection with such litigation or in a separate action brought for that purpose. With the exception of the foregoing, the parties shall share equally all the costs and expenses associate with such arbitration. Judgment upon any award may be entered in any court having jurisdiction. The party against whom enforcement is sought shall pay any costs incurred in the enforcement of an arbitration award. This contract constitutes the entire agreement between Contractor and Customer with respect to the subject matter contained herein. This contract shall not be modified except in writing signed by both parties.

Any claim under the terms of this agreement must be made immediately in writing to Crystal Clear Landscaping & Lawn Maintenance, L.L.C.

Disclaimer. EXCEPT AS OTHERWISE PROHIBITED BY LAW, CRYSTAL CLEAR LANDSCAPING & LAWN MAINTENANCE, L.L.C. DISCLAIMS AND SHALL NOT BE RESPONSIBLE FOR ANY LIABILITY FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, STIGMA AND/OR LOSS OF ENJOYMENT DAMAGES. THE OBLIGATIONS OF CRYSTAL CLEAR LANDSCAPING & LAWN MAINTENANCE, L.L.C. SPECIFICALLY STATED IN THIS AGREEMENT ARE GIVEN IN LIEU OF ANY OTHER OBLIGATION OR RESPONSIBILITY EXPRESS OR IMPLIED, INCLUDING ANY REPRESENTATION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Non-payment, default. In case of non-payment or default by the purchaser, Crystal Clear Landscaping & Lawn Maintenance, L.L.C. has the right to terminate the agreement and reasonable attorney's fees and costs of collection shall be paid by the Purchaser. Mandatory Arbitration. Purchaser and Crystal Clear Landscaping & Lawn Maintenance, L.L.C. agree that any claim, dispute or controversy ("Claim") between them or against the other or the employees, agents or assigns of the other, and any Claim arising from or relating to this agreement or the relationships which result from this agreement, including but not limited to any tort, or statutory Claim, shall be resolved by neutral binding arbitration by the National Arbitration Forum ("NAF"), under the Code of Procedure ("Code") of the NAF in effect at the time the Claim is filed. Any arbitration hearing at which the parties appear personally will take place at a location within the United States federal district in which the Purchaser resides. Rules and forms of the NAF may be obtained and all claims shall be filed at any NAF office, www.arb-forum.com or by calling 1-800-474-2371. Each party shall be responsible for paying its own fees, costs and expenses and the arbitration fees as designed by the Code. The arbitrator's power to conduct any arbitration proceeding under this arbitration agreement shall be limited as follows: any arbitration proceeding under this agreement will not be consolidated or joined with any arbitration proceeding under any other agreement, or involving any other property or premises, and will not proceed as a class action. The decision of the arbitrator shall be a final and binding resolution of the Claim. This arbitration agreement is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act, 9 U.S.C. Sections 1-16. Judgment upon the award may be entered in any court having jurisdiction. Neither party shall sue the other party with respect to any matter in dispute between the parties other than for enforcement of this arbitration agreement or of the arbitrator's award.

THE PARTIES UNDERSTAND THAT THEY WOULD HAVE A RIGHT OR OPPORTUNITY TO LITIGATE DISPUTES THROUGH A COURT AND TO HAVE A JUDGE OR JURY DECIDE THEIR CASE, BUT THEY CHOOSE TO HAVE ANY DISPUTES DECIDED THROUGH ARBITRATION. Severability.

If any part of this agreement is held to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.

Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer" CRYSTAL LAKE TOWNSHIP	Position applying for GROUNDSKEEPER
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PERSONAL DATA			
Name (last, first, middle) KITTLESON, JASON DOYLE (CRYSTAL CLEAR LANDSCAPING & LAWN MAINT.)			
Street Address and/or Mailing Address 8416 FAIRWAY DRIVE		City BEULAH	State MI
Home Telephone Number		Business Telephone Number	Cellular Telephone Number 231 218 0065
Date you can start work WHEN NEEDED	Salary Desired \$19,800	Do you have a High School Diploma or GED? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work			
Hours: Full Time <input type="checkbox"/> Part Time <input checked="" type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.			
	School Name	Degree	Address/City/State
School	FRANKFORT HIGH SCHOOL	✓	534 11TH Street, Frankfort
School	Saginaw Valley State Univ.	BA	7400 BAY ROAD, SAGINAW
Other	UNIVERSITY OF PHOENIX	MA	ONLINE

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc)
We have been in business for 6 years and I have over 25 years of experience in landscaping and lawn maintenance.

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.			
Name	Address/City/State	Phone	Relationship
St. Andrews Church	8190 Lincoln Road, Beulah, MI	231 882-4241	Client
Trinity Lutheran Church	955 James Street, Frankfort, MI	231-352-7521	Client
Grow Benzie	5885 Frankfort Hwy, Benzonia, MI	231-882-9510	Client

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Owner	Start Date (mo/day/yr)	3/1/2018 - Present	End Date (mo/day/yr)	Present
Company Name	Crystal Clear Landscaping	Supervisor's Name	Self	Phone Number	231 218 0065
City	Beulah	State	MI	Zip	49617
Duties Landscaping & Lawn Maintenance					
Reason for Leaving		Starting Salary		Ending Salary	
N/A		—		—	

May we contact your present employer?

Yes ☐ No ☐ N/A ☐

Job Title #2		Start Date (mo/day/yr)	8/12/13	End Date (mo/day/yr)	Present
Company Name	Betsie Lake Utilities Authority	Supervisor's Name	Self	Phone Number	231 352 9804
City	FRANKFORT	State	MI	Zip	49635
Duties Superintendent					
Reason for Leaving		Starting Salary		Ending Salary	
N/A		—		—	

Job Title #3		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	

Job Title #4		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date

2/21/2024

ESTIMATE

Zach's Lawn Maintenance

P.O Box 66
Elberta, MI 49628
(231) 590-4146

To:
Crystal Lake Township (Amy Ferris)
1651 Frankfort Highway
Frankfort, MI 49635

Estimate #	1201
Estimate Date	02/29/2024
Total Amount	\$25,233.95

Item	Quantity	Price	Tax1	Tax2	Line Total
Grass Cutting	1.0	\$25,233.95			\$25,233.95
Subtotal:					\$25,233.95
Tax:					\$0.00
Past Due Amount:					\$0.00
Total Amount:					\$25,233.95

Notes

Services and Price Breakdown
<p>This price includes biweekly service (mowing, trimming and blowing) plus a one time cleanup in the spring. Any additional services will be billed hourly at \$81.62 hr for myself (one guy) or \$125 hr (two guys).</p> <p>This price will be broken down into six payments of \$4205.65 and this price doesn't include any additional work that has been billed hourly. The hourly work will be billed weekly-biweekly. The whole job will be invoiced same day or next day after last service for that month.</p>

Estimate

Hospenthal Outdoor Service LLC

3763 Nugent Road
Frankfort MI 49635
231-409-9056
hospenthal-outdoor@hotmail.com

Customer # 365
Estimate # 0000659
Date Mar 07, 2024

Crystal Lake Township

PO Box 2129
Frankfort MI 49635

Spring cleanup (EQUIPMENT) (HAULING LEAVES OFF SIDE)

-Tractor with leaf pusher and bucket for scooping leaves in to a trailer to haul away

-Lawn mowers with leaf pusher

-Stand on leaf blower

-Back back blowers

-Dump trailer to haul leaves

1	0.00	0.00	0.00
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Start up water and check system

1	400.00	0.00	400.00
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Blow out water system

1	400.00	0.00	400.00
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Cemetery groundskeeper check on weekly (YEAR 1)

-Mowing

-Trimming

-Check on debris

-Hauling leaves off in the spring 10-15 loads (\$3000)

6	4,000.00	0.00	24,000.00
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Cemetery groundskeeper check on weekly (YEAR 2)

-Mowing

-Trimming

-Check on debris

-Hauling leaves off in the spring 10-15 loads (\$3000)

6	4,000.00	0.00	24,000.00
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Cemetery groundskeeper check on weekly (YEAR 3)

-Mowing

-Trimming

-Check on debris

-Hauling leaves off in the spring 10-15 loads (\$3000)

6	4,000.00	0.00	24,000.00
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Subtotal	72,800.00
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0.00

Total Estimated Cost	72,800.00
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Standard Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

"Employer"	Position applying for <i>Grounds Keeper</i>
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PERSONAL DATA

Name (last, first, middle) <i>Hospenthal Kyle Frank</i>				<i>Hospenthal Outdoor Service</i>	
Street Address and/or Mailing Address <i>3763 Nugent Rd</i>		City <i>Frankfort</i>	State <i>MI</i>	Zip <i>49635</i>	
Home Telephone Number		Business Telephone Number <i>231-409-9056</i>		Cellular Telephone Number	
Date you can start work		Salary Desired		Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input checked="" type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

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REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship
<i>Dick O'Neill</i>	<i>382 N Center St Beulah</i>	<i>248-378-6803</i>	<i>Customer</i>
<i>Jill Tooley</i>	<i>6759 River St Benzonia</i>	<i>231-882-0654</i>	<i>Customer</i>
<i>Paul Cluto</i>	<i>2185 Crystal Dr Frankfort</i>	<i>231-510-7665</i>	<i>Customer</i>

Crystal Lake Township
1651 Frankfort Hwy., PO Box 2129
Frankfort, MI 49635-2129

GROUNDSKEEPER POSITION NEW HIRE

Resolution Number: 03-19-2024 #_____

Date: Mar. 19, 2024

Whereas the Township Board established and published a recently updated groundskeeper's job description including responsibilities (see attached);

Whereas the township duly advertised and accepted applications for the position of Crystal Lake Groundskeeper;

Whereas the applications/bids were evaluated by members of the CLT Cemetery Committee, and also considered by the Crystal Lake Township Board;

It Is Therefore Resolved, the Crystal Lake Township Board Authorizes the hire of _____ at \$ _____, plus \$ _____ per hour for non-contractual tasks specifically requested, at Cemeteries East and North.

Motion made by _____ and seconded by _____.

Roll call vote: _____ Amy Ferris, Supervisor

_____ Richard Nielsen, Trustee

_____ William Northway, Trustee

_____ Judy VanMeter, Clerk

_____ Brooke Trentham Popp, Treasurer

The Supervisor declared this resolution carried and duly adopted.

_____ Judy VanMeter, Crystal Lake Township Clerk