

MITCHELL TOWNSHIP MEETING AGENDA
Thursday, April 11, 2024

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVE AGENDA

MINUTES from March 2024

FINANCIAL REPORTS from March 2024

PUBLIC COMMENTS – Limit 5 minutes

DEPARTMENTAL REPORTS

- Assessing
- Fire Department
- Planning Commission
- Roads
- Zoning Administrator
- Cemetery
- Building
 - Roof Bids
 - Deck Repair
- Park
- Elections

CORRESPONDENCE

OLD BUSINESS -

NEW BUSINESS --

- Next meeting date May 9 @ 7:00 p.m.

ADJOURNED

Mitchell Township Board

Thursday, March 14, 2024

Meeting Minutes

The regular meeting of the Mitchell Township Board was called to order by Supervisor Brimm, on Thursday, March 14, at 7:00 pm at the Mitchell Township Hall, 6849 w. Tower Rd, Curran, Michigan.

Members Present: Supervisor Carla Brimm, Treasurer Kevin Small, Deputy Clerk Olivia Bowers, Trustee Paula Taylor, trustee Mike Lay

Members Absent: Clerk Keegan Small

Others Present: 1 citizen

February 2024 regular meeting minutes

It was moved by Kevin Small, supported by Paula Taylor, to approve the Regular Minutes as amended.

Yes- 4 No-0 Absent-1 Motion Carried

February 2024, Financial Report

It was moved by Paula Taylor, supported by Kevin Small, to approve the financial report.

Yes- 4 No-0 Absent-1 Motion Carried

Public Comment

None

Departmental Reports

Assessing

None

Fire Department

1 Medical

Planning Commision

Minutes from meeting March 13

Roads -

Briefly discussed roads for budgeting, no action taken

Zoning Administrator

None

Cemetery

Building

Quote from Johns Home Maintenance Roof repair, Quote for deck repair

Park

Take delivery of Esches septic Porta Potty May 1st

Elections

Presidential primary held on Feb 24th

Correspondence

None

Old Business

None

New Business

Budget Hearing Scheduled for March 28th at 1:00pm

- Adjourned at 8:29 pm

Minutes from March 28th 2024 Budget Hearing

The budget hearing was called to order on Thursday March 28th at 1 pm by Supervisor Carla Brimm

Members Present: Supervisor Carla Brimm, Treasurer Kevin Small, Clerk Keegan Small, Trustee Paula Taylor, trustee Mike Lay

Members absent: none

Resolutions for officers pay

Resolution 24-4 supervisor pay 9,000\$ annually

It was moved by Kevin Small, supported by Keegan Small, to approve the resolution upon a roll call.

Aye- 5 Nay-0 Absent-0 Motion Carried

Resolution 24-5 Clerk pay 13,200\$ annually

It was moved by Mike Lay, supported by Kevin Small, to approve the resolution upon a roll call.

Aye- 5 Nay-0 Absent-0 Motion Carried

Resolution 24-6 Treasurer pay 13,200\$ Annually.

It was moved by Paula Taylor, supported by Mike Lay, to approve the resolution upon a roll call.

Aye- 5 Nay-0 Absent-0 Motion Carried

Resolution 24-7 Trustee pay 3,000\$ annually

It was moved by Kevin Small, supported by Mike Lay, to approve the resolution upon a roll call.

Aye- 5 Nay-0 Absent-0 Motion Carried

2024 Budget

It was moved by Kevin Small, supported by Paula Taylor, to approve the 2024 budget as amended upon a roll call.

Aye- 5 Nay-0 Absent-0 Motion Carried

Budget hearing adjourned at 2:30 PM

**Mitchell Township
Profit & Loss
March 2024**

	Mar 24	Apr '23 - Mar 24
101.215.000 Clerk		
703.000 per diem - Full Day	1,100.00	12,350.00
704.000 Internet	25.00	300.00
770.000 Postage	0.00	72.00
880.000 Miscellaneous	0.00	819.66
Total 101.215.000 Clerk	1,125.00	13,541.66
101.216.000 Deputy Clerk		
702.000 Salary	0.00	599.00
Total 101.216.000 Deputy Clerk	0.00	599.00
101.247.000 Board of Review		
703.000 per diem - Full Day	0.00	600.00
704.000 per diem - Half Day	0.00	470.00
825.000 Seminars & Training	0.00	250.00
900.000 Printing & Publishing	51.30	76.05
Total 101.247.000 Board of Review	51.30	1,396.05
101.253.000 Treasurer		
702.000 Salary	1,100.00	13,200.00
742.000 Software - Updates	0.00	830.00
Total 101.253.000 Treasurer	1,100.00	14,030.00
101.257.000 Assessor		
702.000 Salary	1,433.33	17,199.96
742.000 Software - Updates	0.00	716.00
770.000 Postage	1,901.59	3,230.36
880.000 Miscellaneous	445.54	918.86
Total 101.257.000 Assessor	3,780.46	22,065.18
101.262.000 Elections		
702.000 Salary	0.00	360.00
742.000 Software - Updates	0.00	825.00
861.000 Mileage	125.60	236.00
900.000 Printing & Publishing	13.50	42.50
940.000 Maintenance Contracts	0.00	615.00
101.262.000 Elections - Other	0.00	445.00
Total 101.262.000 Elections	139.10	2,523.50
101.265.000 Building & Grounds		
702.013 Custodial Wages	100.00	1,200.00
726.000 Supplies	0.00	35.97
921.000 Water Services	0.00	58.00
923.000 Electric	87.36	1,093.57
925.000 Propane - Heat	0.00	1,610.00
926.000 Telephone	113.64	113.64
933.000 Mowing	0.00	1,400.00
934.000 Plowing	0.00	275.00
935.000 Grounds-FD Plow/Mow	0.00	135.00
935.000 Building Grounds Mainten...	0.00	5,070.00
Total 101.265.000 Building & Grounds	301.00	10,991.18
101.276.000 Cemetery		
702.000 Sexton Wages	150.00	1,550.00
933.000 Mowing	0.00	4,700.00
935.000 Grounds - Other	3,153.15	3,153.15
960.000 Grave Opening/Closing	0.00	-150.00
Total 101.276.000 Cemetery	3,303.15	9,253.15

Mitchell Township
Profit & Loss
March 2024

	Mar 24	Apr '23 - Mar 24
101.446.000 Street and Bridges		
951.000 Roads	0.00	55,452.98
Total 101.446.000 Street and Bridges	0.00	55,452.98
101.448.000 Street Lighting		
927.000 Street Lighting	53.72	984.38
Total 101.448.000 Street Lighting	53.72	984.38
101.721.000 Planning Commission		
702.000 Salary	0.00	270.00
704.000 per diem - Half Day	0.00	20.00
101.721.000 Planning Commission - O...	0.00	25.00
Total 101.721.000 Planning Commission	0.00	315.00
101.722.000 Zoning Board		
702.000 Salary	400.00	4,800.00
Total 101.722.000 Zoning Board	400.00	4,800.00
101.751.000 Township Park		
933.000 Mowing	0.00	375.00
Total 101.751.000 Township Park	0.00	375.00
Total Expense	12,058.86	157,208.68
Net Income	-12,058.86	23,314.05

**Mitchell Township
Balance Sheet
As of March 31, 2024**

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
101.000.000 Cash on Hand	
003.001 Metro Fund	15,407.77
003.002 Road Fund	70,841.69
003.003 Certificate of Deposit	21,087.74
003.005 Certificate of Deposit	20,435.82
000.222 · CU-GF Savings	5.00
002.000 · AACU Checking General Fund	43,459.33
003.007 · Park Fund	17,655.00
Total 101.000.000 Cash on Hand	188,892.35
Total Checking/Savings	188,892.35
Total Current Assets	188,892.35
TOTAL ASSETS	188,892.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	8,334.33
Total Other Current Liabilities	8,334.33
Total Current Liabilities	8,334.33
Long Term Liabilities	
27100 · 101.000.307 Long Term Liability	
307.001 Capital Improvement	-1,033.67
Total 27100 · 101.000.307 Long Term Lia...	-1,033.67
Total Long Term Liabilities	-1,033.67
Total Liabilities	7,300.66
Equity	
30000 · Opening Balance Equity	122,569.71
32000 · Retained Earnings	35,707.93
Net Income	23,314.05
Total Equity	181,591.69
TOTAL LIABILITIES & EQUITY	188,892.35

Curran Fire Department Profit & Loss March 2024

	Mar 24	Apr '23 - Mar 24
Income		
206.000.400.000 Tax Revenues		
402.000 Current Property Taxes	0.00	54,687.45
Total 206.000.400.000 Tax Revenues	0.00	54,687.45
Total Income	0.00	54,687.45
Expense		
206.001.000 Fire Department		
862.000 Employers Social Sec.	112.84	2,000.12
863.000 Employers Medicare	26.37	467.78
Total 206.001.000 Fire Department	139.21	2,467.90
206.100.000 Fire Department		
714.000 Wages - Equipment Maint	459.00	4,339.00
728.000 Equipment - Repair	0.00	385.00
729.000 Radios - New	0.00	9,758.70
801.000 Association Dues	0.00	135.00
910.000 Insurance	0.00	11,178.00
Total 206.100.000 Fire Department	459.00	25,795.70
206.171.000 Fire Chief		
702.000 Salary	600.00	7,200.00
Total 206.171.000 Fire Chief	600.00	7,200.00
206.172.000 Assistant Chief		
702.000 Salary	500.00	6,000.00
Total 206.172.000 Assistant Chief	500.00	6,000.00
206.175.000 Staff		
709.000 Wages - Dept. Meetings	200.00	2,400.00
710.000 Wages - Medical Runs	180.00	7,560.00
711.000 Mutual Medical Run	0.00	0.00
712.000 Wages - Fire Runs	0.00	2,720.00
713.000 Mutual Fire Runs	0.00	80.00
714.00 Wages - Extended Svc.	40.00	2,120.00
Total 206.175.000 Staff	420.00	14,880.00
206.265.000 Buildings & Grounds		
923.000 Electric	138.28	1,459.03
925.000 Propane - Heat	0.00	2,000.00
926.000 Telephone	73.64	220.30
933.000 Mowing	0.00	455.00
Total 206.265.000 Buildings & Grou...	211.92	4,134.33
Payroll Expenses	0.00	148.00
Total Expense	2,330.13	60,625.93
Net Income	-2,330.13	-5,938.48

11:37 AM

04/11/24

Cash Basis

Curran Fire Department
Balance Sheet
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
206.000.000 Cash on Hand	
001.000 F.D. Checking	-7,114.10
003.000 Certificates of Deposit	25,995.06
004.000 Certificate of Deposit	20,347.69
FD-CU Savings	5.00
FD - CU Checking	10,614.99
206.000.000 Cash on Hand - Ot...	-73.64
Total 206.000.000 Cash on Hand	<u>49,775.00</u>
Total Checking/Savings	<u>49,775.00</u>
Total Current Assets	<u>49,775.00</u>
TOTAL ASSETS	<u><u>49,775.00</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-30,441.83
Payroll Liabilities	4,047.79
Total Other Current Liabilities	<u>-26,394.04</u>
Total Current Liabilities	<u>-26,394.04</u>
Total Liabilities	-26,394.04
Equity	
Opening Balance Equity	35,233.92
Retained Earnings	46,873.60
Net Income	-5,938.48
Total Equity	<u>76,169.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>49,775.00</u></u>

Curran Fire Department

4/17/2024 8:58 AM

Register: 206.000.000 Cash on Hand:FD - CU Checking

From 03/01/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment C</u>	<u>Deposit</u>	<u>Balance</u>
03/01/2024	1596	Bloom, Lisa	-split-		110.13		12,432.16
03/01/2024	1597	Cordes, Carl G	-split-		57.27		12,374.89
03/01/2024	1598	Edgerton, Ashley N	-split-		57.27		12,317.62
03/01/2024	1599	Lay, Douglas M.	-split-		585.87		11,731.75
03/01/2024	1600	Parent, Casey	-split-		110.13		11,621.62
03/01/2024	1601	Parent, Marlana S	-split-		22.03		11,599.59
03/01/2024	1602	Rate, Frank E	-split-		577.19		11,022.40
03/01/2024	1603	Thorn, KC J	-split-		110.13		10,912.27
03/19/2024	1604	CertaSite, LLC	206.100.000 Fire Depa...		159.00		10,753.27
03/19/2024	1605	Consumers Energy	-split-		138.28		10,614.99

Mitchell Township

4/17/2024 8:44 AM

Register: 101.000.000 Cash on Hand:002.000 · AAACU Checking General Fund

From 03/01/2024 through 03/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2024	1530	Lay, Douglas M	-split-		110.13			50,775.33
03/01/2024	1531	Small, Kevin	-split-		958.77			49,816.56
03/01/2024	DD1740	Brimm, Carla S	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1741	Poellet, Laura L	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1742	Sanford, Michael R	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1743	Small, John k	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1744	Taylor, Paula F	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1745	Thompson, Randy	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1746	Trader, Herb	-split-	Direct Deposit		X		49,816.56
03/01/2024	DD1747	Small, John k	-split-	Direct Deposit		X		49,816.56
03/13/2024	1532	michigan department ...	101.101.000 Township...		537.43			49,279.13
03/13/2024	1533	Consumers Energy	-split-		141.08			49,138.05
03/13/2024	1534	Alcona County Review	-split-		64.80			49,073.25
03/13/2024	1535	Whitlock Business S...	-split-		2,347.13			46,726.12
03/19/2024		AllBand Multimedia	101.265.000 Building ...		113.64			46,612.48
03/19/2024	1536	Wolverine Insulation...	101.276.000 Cemetery:...		3,153.15			43,459.33

Mitchell Township Zoning
Activity Report
March 2024

- 03-04-24 Leslie & Randy Herron 989-529-6448. Needs permit for 30x35 Barn.
6841 Sunny Lake. Advised.
- 03-11-24 Received check & application from Randy Herron for Barn/House. Issued
LUP 24-002. 6841 Pinetree Dr. Glennie MI 48737.
Property ID No. 114-130-000-049-00.
- 03-22-24 Received call from Jean (Realtor) 239-248-9091 asking about setback and
square foot of buildings for potential property buyer. Advised.
- Frank 989-395-7827 called asking where to send application and payment
for LUP. Advised.