

MITCHELL TOWNSHIP MEETING AGENDA
Thursday, December 14, 2023

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVE AGENDA

MINUTES from November 2023

FINANCIAL REPORTS from November 2023

PUBLIC COMMENTS – Limit 5 minutes

DEPARTMENTAL REPORTS

- Assessing
BOR December meeting
- Fire Department
- Planning Commission
- Roads
- Zoning Administrator
- Cemetery
- Building
- Park
- Elections

CORRESPONDENCE

OLD BUSINESS -

NEW BUSINESS –

- Next meeting date February 8, 2023 @ **7:00 p.m.**

ADJOURNED

Mitchell Township Board

Thursday, November 9, 2023

Meeting Minutes

The regular meeting minutes of the Mitchell Township Board was called to order by Supervisor Brimm, on Thursday, November 9, at 7:00 pm at the Mitchell Township Hall, 6849 w. Tower Rd, Curran, Michigan.

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

Members Absent:

Others Present: 1 members of community

October 2023 regular meeting minutes

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

Yes- 5 No-0 Absent-0 Motion Carried

October 2023, Financial Report

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

Yes- 5 No-0 Absent-0 Motion Carried

Public Comment

None

Departmental Reports

Assessing

Board of Review Meeting Dec. 11 @ 11:00am

Fire Department

2 medical, 1 personal injury

It was moved by Keegan Small, supported by Paula Taylor, to approve a payment of 9758.70\$ to Digicom for new radios. Roll Call

Yes- 5 No-0 Absent-0 Motion Carried

It was moved by Mike Lay, supported by Paula Taylor, to purchase new uniforms for new hires, in an amount not to exceed 6000.00\$

Yes- 5 No-0 Absent-0 Motion Carried

Planning Commission

Next meeting Dec. 13th

Roads - none

Zoning Administrator

None

Cemetery

None

Building

Spoke about needing gutters cleaned, no action taken.

Park

None

Elections

It was moved by Keegan Small, supported by Paula Taylor, to sign the intergovernmental agreement of elections with the County of Alcona.

Yes- 5 No-0 Absent-0 Motion Carried

Correspondence

None

Old Business

None

New Business

None

- Next meeting December 14, 2023 @ 7:00 P.m.
- Adjourned at 8:09

Mitchell Township

12/14/2023 11:36 AM

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

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2023		QuickBooks Payroll ...	-split-	Created by Pay...	2,286.63			129,137.97
11/02/2023	1498	Lay, Douglas M	-split-		110.38			129,027.59
11/02/2023	1499	Small, Kevin	-split-		957.75			128,069.84
11/02/2023	DD1710	Brimm, Carla S	-split-	Direct Deposit		X		128,069.84
11/02/2023	DD1711	Poellet, Laura L	-split-	Direct Deposit		X		128,069.84
11/02/2023	DD1712	Sanford, Michael R	-split-	Direct Deposit		X		128,069.84
11/02/2023	DD1713	Small, John k	-split-	Direct Deposit		X		128,069.84
11/02/2023	DD1714	Taylor, Paula F	-split-	Direct Deposit		X		128,069.84
11/02/2023	DD1715	Trader, Herb	-split-	Direct Deposit		X		128,069.84
11/10/2023		QuickBooks Payroll ...	-split-	Created by Pay...	1,166.37			126,903.47
11/13/2023	DD1716	Thompson, Randy	-split-	Direct Deposit		X		126,903.47
11/18/2023	1500	Michael Payne	-split-		3,170.00			123,733.47
11/18/2023	1501	Schulze, Oswald, Mil...	101.215.000 Clerk:880...		130.00			123,603.47
11/18/2023	1502	Gary Oil Co. Inc.	101.265.000 Building ...		130.00			123,473.47
11/20/2023	1503	Alcona County Road ...	101.446.000 Street and...		50,258.00			73,215.47
11/22/2023	1504	Consumers Energy	-split-		88.07			73,127.40
11/22/2023	1505	Mallett, Gwen I	-split-		553.17			72,574.23
11/29/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,453.00			69,121.23
11/30/2023	DD1717	Brimm, Carla S	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1718	Poellet, Laura L	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1719	Sanford, Michael R	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1720	Small, John k	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1721	Taylor, Paula F	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1722	Thompson, Randy	-split-	Direct Deposit		X		69,121.23
11/30/2023	DD1723	Trader, Herb	-split-	Direct Deposit		X		69,121.23

**Mitchell Township
Balance Sheet
As of November 30, 2023**

	Nov 30, 23
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 · AAACU Checking General Fund	69,121.23
003.007 · Park Fund	17,655.00
Total 101.000.000 Cash on Hand	214,554.25
Total Checking/Savings	214,554.25
Total Current Assets	214,554.25
TOTAL ASSETS	214,554.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	4,779.08
Total Other Current Liabilities	4,779.08
Total Current Liabilities	4,779.08
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	3,745.41
Equity	
30000 · Opening Balance Equity	122,569.71
32000 · Retained Earnings	35,707.93
Net Income	52,531.20
Total Equity	210,808.84
TOTAL LIABILITIES & EQUITY	214,554.25

Mitchell Township
Profit & Loss
November 2023

	Nov 23	Apr - Nov 23
Income		
101.000.400 Tax Revenues		
402.000 Current Property Taxes	0.00	122,489.13
402.001 County Collected Tax	0.00	4,516.69
415.000 State PILT	0.00	241.35
410.002 · Road Millage	0.00	31,311.30
Total 101.000.400 Tax Revenues	0.00	158,558.47
101.000.476 Licenses & Permits		
476.001 Land Use Permits	0.00	200.00
Total 101.000.476 Licenses & Permits	0.00	200.00
101.000.539 State Revenues		
574.000 State Shared Revenues	0.00	11,976.45
575.000 METRO	0.00	9,007.34
Total 101.000.539 State Revenues	0.00	20,983.79
101.000.580 Local Unit Contrib	0.00	674.00
101.000.667 Rents and Royalties		
667.002 Oil Royalties	0.00	106.47
Total 101.000.667 Rents and Royalties	0.00	106.47
Total Income	0.00	180,522.73
Expense		
101.101.000 Township Board		
101.000.228 Due to S.O.M.		
228.002 Unemployment Insurance	0.00	20.00
Total 101.000.228 Due to S.O.M.	0.00	20.00
101.000.229 Due Federal Govt		
229.001 Federal Income Tax	0.00	39.54
229.002 Federal Social Security		
862.000 Company Social Sec.	597.73	2,803.27
Total 229.002 Federal Social Security	597.73	2,803.27
229.003 Federal Medicare		
863.000 Company Medicare	139.79	655.59
Total 229.003 Federal Medicare	139.79	655.59
Total 101.000.229 Due Federal Govt	737.52	3,498.40
101.103.000 Trustees		
702.000 Per Meeting Wage	375.00	1,625.00
Total 101.103.000 Trustees	375.00	1,625.00
307.001 Interest Paid	0.00	172.90
668.000 Dust Control	0.00	337.88
801.000 Association Dues	0.00	1,203.91
900.000 Printing and Publishing	0.00	91.52
902.000 Internet Services	50.00	225.00
910.000 Insurance	0.00	3,236.60
66000 · Payroll Expenses	24.50	208.50
Total 101.101.000 Township Board	1,187.02	10,619.71
101.171.000 Supervisor		
702.000 Salary	1,200.00	5,400.00
Total 101.171.000 Supervisor	1,200.00	5,400.00

Mitchell Township
Profit & Loss
November 2023

	Nov 23	Apr - Nov 23
101.215.000 Clerk		
703.000 per diem - Full Day	2,200.00	9,050.00
704.000 Internet	50.00	225.00
880.000 Miscellaneous	130.00	819.66
Total 101.215.000 Clerk	2,380.00	10,094.66
101.216.000 Deputy Clerk		
702.000 Salary	599.00	599.00
Total 101.216.000 Deputy Clerk	599.00	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	300.00
825.000 Seminars & Training	0.00	250.00
900.000 Printing & Publishing	0.00	24.75
Total 101.247.000 Board of Review	0.00	1,174.75
101.253.000 Treasurer		
702.000 Salary	1,100.00	8,800.00
742.000 Software - Updates	0.00	830.00
Total 101.253.000 Treasurer	1,100.00	9,630.00
101.257.000 Assessor		
702.000 Salary	2,866.66	12,899.97
742.000 Software - Updates	0.00	716.00
770.000 Postage	0.00	850.86
880.000 Miscellaneous	0.00	473.32
Total 101.257.000 Assessor	2,866.66	14,940.15
101.262.000 Elections		
900.000 Printing & Publishing	0.00	0.00
Total 101.262.000 Elections	0.00	0.00
101.265.000 Building & Grounds		
702.013 Custodial Wages	200.00	900.00
726.000 Supplies	0.00	35.97
921.000 Water Services	0.00	58.00
923.000 Electric	18.66	575.95
925.000 Propane - Heat	130.00	1,220.00
933.000 Mowing	700.00	1,400.00
934.000 Plowing	0.00	55.00
935.000 Grounds-FD Plow/Mow	0.00	45.00
935.000 Building Grounds Maintenance	0.00	5,070.00
Total 101.265.000 Building & Grounds	1,048.66	9,359.92
101.276.000 Cemetery		
702.000 Sexton Wages	300.00	1,250.00
933.000 Mowing	2,300.00	4,700.00
960.000 Grave Opening/Closing	0.00	-150.00
Total 101.276.000 Cemetery	2,600.00	5,800.00
101.446.000 Street and Bridges		
951.000 Roads	50,258.00	55,452.98
Total 101.446.000 Street and Bridges	50,258.00	55,452.98
101.448.000 Street Lighting		
927.000 Street Lighting	69.41	630.36
Total 101.448.000 Street Lighting	69.41	630.36

Mitchell Township
Profit & Loss
 November 2023

	Nov 23	Apr - Nov 23
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	800.00	3,600.00
Total 101.722.000 Zoning Board	800.00	3,600.00
101.751.000 Township Park		
933.000 Mowing	170.00	375.00
Total 101.751.000 Township Park	170.00	375.00
Total Expense	64,278.75	127,991.53
Net Income	-64,278.75	52,531.20

Curran Fire Department

12/14/2023 10:04 AM

Register: 206.000.000 Cash on Hand:FD - CU Checking

From 11/01/2023 through 11/30/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
11/01/2023		QuickBooks Payroll ...	-split-	Created by Pay...	2,286.63		35,261.84
11/02/2023	1552	Bloom, Lisa	-split-		22.08		35,239.76
11/02/2023	1553	Edgerton, Ashley N	-split-		110.38		35,129.38
11/02/2023	1554	Lay, Douglas M.	-split-		622.52		34,506.86
11/02/2023	1555	Parent, Casey	-split-		22.08		34,484.78
11/02/2023	1556	Parent, Marlana S	-split-		57.40		34,427.38
11/02/2023	1557	Rate, Frank E	-split-		558.72		33,868.66
11/02/2023	1558	Thorn, KC J	-split-		251.65		33,617.01
11/03/2023	1559	Cordes, Carl G	-split-		110.38		33,506.63
11/10/2023		QuickBooks Payroll ...	-split-	Created by Pay...	1,166.37		32,340.26
11/18/2023	1560	Gary Oil	206.265.000 Buildings ...		260.00		32,080.26
11/18/2023	1561	Consumers Energy	206.265.000 Buildings ...		94.10		31,986.16
11/18/2023	1562	Michael Payne	206.265.000 Buildings ...		210.00		31,776.16
11/29/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,453.00		28,323.16

10:58 AM
12/14/23
Cash Basis

Curran Fire Department
Balance Sheet
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
206.000.000 Cash on Hand	
001.000 F.D. Checking	-3,453.00
003.000 Certificates of Deposit	25,995.06
004.000 Certificate of Deposit	20,347.69
FD-CU Savings	5.00
FD - CU Checking	28,323.16
Total 206.000.000 Cash on Hand	<u>71,217.91</u>
Total Checking/Savings	<u>71,217.91</u>
Total Current Assets	<u>71,217.91</u>
TOTAL ASSETS	<u><u>71,217.91</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-19,620.40
Payroll Liabilities	2,346.76
Total Other Current Liabilities	<u>-17,273.64</u>
Total Current Liabilities	<u>-17,273.64</u>
Total Liabilities	<u>-17,273.64</u>
Equity	
Opening Balance Equity	35,233.92
Retained Earnings	46,873.60
Net Income	6,384.03
Total Equity	<u>88,491.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>71,217.91</u></u>

11:26 AM
 12/14/23
 Cash Basis

Curran Fire Department
Profit & Loss
 November 2023

	Nov 23	Apr - Nov 23
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.	121.52	1,424.76
863.000 Employers Medicare	28.41	333.22
Total 206.001.000 Fire Department	149.93	1,757.98
206.100.000 Fire Department		
714.000 Wages - Equipment Maint	280.00	3,380.00
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	10,504.40
Total 206.100.000 Fire Department	280.00	24,163.10
206.171.000 Fire Chief		
702.000 Salary	600.00	4,800.00
Total 206.171.000 Fire Chief	600.00	4,800.00
206.172.000 Assistant Chief		
702.000 Salary	500.00	4,000.00
Total 206.172.000 Assistant Chief	500.00	4,000.00
206.175.000 Staff		
709.000 Wages - Dept. Meetings	200.00	1,600.00
710.000 Wages - Medical Runs	300.00	5,040.00
711.000 Mutual Medical Run	0.00	0.00
712.000 Wages - Fire Runs	80.00	2,240.00
713.000 Mutual Fire Runs	0.00	0.00
714.000 Wages - Extended Svc.	0.00	1,920.00
Total 206.175.000 Staff	580.00	10,800.00
206.265.000 Buildings & Grounds		
923.000 Electric	94.10	850.68
925.000 Propane - Heat	260.00	1,260.00
926.000 Telephone	0.00	146.66
933.000 Mowing	210.00	455.00
Total 206.265.000 Buildings & Grou...	564.10	2,712.34
Payroll Expenses	24.50	70.00
Total Expense	2,698.53	48,303.42
Net Income	-2,698.53	6,384.03