

MITCHELL TOWNSHIP MEETING AGENDA  
Thursday, February 8, 2024

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVE AGENDA

MINUTES from December 2023

FINANCIAL REPORTS from December 2023 January 2024

**PUBLIC COMMENTS – Limit 5 minutes**

***DEPARTMENTAL REPORTS***

- Assessing  
2024 Annual BOR Resolutions
  - Fire Department
  
  - Planning Commission  
Next meeting March 13
  - Roads
  
  - Zoning Administrator
  
  - Cemetery
  
  - Building
  
  - Park  
Retaining wall bid
  - Elections  
pres primary Feb 24
- CORRESPONDENCE

OLD BUSINESS -

NEW BUSINESS –

- Next meeting date March 14 @ 7:00 p.m.

ADJOURNED

Mitchell Township Zoning  
Activity Report  
January 2024

- 01-02-24 Randy and Leslie Herron Both called about zoning for septic and well permits. Advised no permit needed by Township for well and Septic  
Want to hook up to RV. Advised them of Section 3.06 Recreation vehicles  
and how long it can stay on vacant lot.
- 01-17-24 Received Application and Check for shed @8125 West Doctors Club  
Rd. Kevin Main Issued LUP #24-001. #112-005-100-010-01.
- 01-31-24 Jessica Wadsworth called about Land Split. Advised she contact  
Equalization Dept. to start process. 607-654-3352

Mitchell Township

2/8/2024 7:11 AM

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

From 12/01/2023 through 01/31/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/05/2023	1506	Lay, Douglas M	-split-		110.37			69,010.86
12/05/2023	1507	Small, Kevin	-split-		957.75			68,053.11
12/19/2023	1508	Consumers Energy	-split-		353.79			67,699.32
12/19/2023	1509	Gary Oil Co. Inc.	101.265.000 Building ...		130.00			67,569.32
01/02/2024	1510	Lay, Douglas M	-split-		110.38			67,458.94
01/02/2024	1511	Small, Kevin	-split-		957.75			66,501.19
01/03/2024		QuickBooks Payroll ...	-split-	Created by Pay...	3,467.00			63,034.19
01/04/2024	DD1724	Brimm, Carla S	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1725	Poellet, Laura L	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1726	Sanford, Michael R	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1727	Small, John k	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1728	Taylor, Paula F	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1729	Thompson, Randy	-split-	Direct Deposit		X		63,034.19
01/04/2024	DD1730	Trader, Herb	-split-	Direct Deposit		X		63,034.19
01/05/2024	1514	P. Palmer	101.247.000 Board of ...		40.00			62,994.19
01/05/2024	1512	Conner, Sarah D	-split-		35.32			62,958.87
01/05/2024	1513	Reynolds, Rose Marie	-split-		44.14			62,914.73
01/08/2024	1515	Consumers Energy	-split-		130.85			62,783.88
01/08/2024	1516	ElectionSource	101.262.000 Elections:...		615.00			62,168.88
01/08/2024	1517	Postmaster	101.215.000 Clerk:770...		72.00			62,096.88
01/08/2024	1518	Whitlock Business S...	-split-		477.91			61,618.97
01/08/2024	1519	VFIS	-split-		168.40			61,450.57
01/08/2024		QuickBooks Payroll ...	-split-	Created by Pay...	85.64			61,364.93
01/09/2024	DD1731	Trader, Herb	-split-	Direct Deposit		X		61,364.93
01/30/2024		QuickBooks Payroll ...	-split-	Created by Pay...	3,575.46			57,789.47
01/31/2024	DD1732	Brimm, Carla S	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1733	Poellet, Laura L	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1734	Sanford, Michael R	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1735	Small, John k	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1736	Taylor, Paula F	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1737	Thompson, Randy	-split-	Direct Deposit		X		57,789.47
01/31/2024	DD1738	Trader, Herb	-split-	Direct Deposit		X		57,789.47

**Mitchell Township**  
**Profit & Loss**  
**January 2024**

	Jan 24	Apr '23 - Jan 24
<b>Income</b>		
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
<b>Total 101.000.400 Tax Revenues</b>	<b>0.00</b>	<b>158,558.47</b>
101.000.476 Licenses & Permits		
476.001 Land Use Permits	0.00	200.00
<b>Total 101.000.476 Licenses &amp; Permits</b>	<b>0.00</b>	<b>200.00</b>
101.000.539 State Revenues		
574.000 State Shared Revenues	0.00	11,976.45
575.000 METRO	0.00	9,007.34
<b>Total 101.000.539 State Revenues</b>	<b>0.00</b>	<b>20,983.79</b>
101.000.580 Local Unit Contrib	0.00	674.00
101.000.667 Rents and Royalties		
667.002 Oil Royalties	0.00	106.47
<b>Total 101.000.667 Rents and Royalties</b>	<b>0.00</b>	<b>106.47</b>
<b>Total Income</b>	<b>0.00</b>	<b>180,522.73</b>
<b>Expense</b>		
101.101.000 Township Board		
101.000.228 Due to S.O.M.		
228.002 Unemployment Insurance	0.00	20.00
<b>Total 101.000.228 Due to S.O.M.</b>	<b>0.00</b>	<b>20.00</b>
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.	578.56	3,457.78
<b>Total 229.002 Federal Social Security</b>	<b>578.56</b>	<b>3,457.78</b>
229.003 Federal Medicare		
863.000 Company Medicare	135.32	808.68
<b>Total 229.003 Federal Medicare</b>	<b>135.32</b>	<b>808.68</b>
<b>Total 101.000.229 Due Federal Govt</b>	<b>713.88</b>	<b>4,306.00</b>
101.103.000 Trustees		
702.000 Per Meeting Wage	375.00	2,125.00
<b>Total 101.103.000 Trustees</b>	<b>375.00</b>	<b>2,125.00</b>
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	275.00
910.000 Insurance	168.40	3,405.00
66000 · Payroll Expenses	42.00	250.50
<b>Total 101.101.000 Township Board</b>	<b>1,349.28</b>	<b>12,187.71</b>
101.171.000 Supervisor		
702.000 Salary	1,200.00	6,600.00
<b>Total 101.171.000 Supervisor</b>	<b>1,200.00</b>	<b>6,600.00</b>

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OLD BUSINESS -

NEW BUSINESS –

- Next meeting date March 14 @ 7:00 p.m.

ADJOURNED

Mitchell Township Board

Thursday, December 14, 2023

Meeting Minutes

The regular meeting minutes of the Mitchell Township Board was called to order by Supervisor Brimm, on Thursday, December 14, 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

**Members Absent:** Trustee Mike Lay

**Others Present:** 1 members of community

**November 2023 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

**November 2023, Financial Report**

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

Yes- 4 No-0 Absent-1 Motion Carried

**Public Comment**

None

**Departmental Reports**

**Assessing**

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

**Fire Department**

2 medical

**Planning Commission**

Next meeting March

**Roads - none**

**Zoning Administrator**

None

**Cemetery**

Grounds waiting for driveway repair

**Building**

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**Mitchell Township**  
**Profit & Loss**  
**January 2024**

	Jan 24	Apr '23 - Jan 24
101.215.000 Clerk		
703.000 per diem - Full Day	2,200.00	11,250.00
704.000 Internet	50.00	275.00
770.000 Postage	72.00	72.00
880.000 Miscellaneous	0.00	819.66
<b>Total 101.215.000 Clerk</b>	<b>2,322.00</b>	<b>12,416.66</b>
101.216.000 Deputy Clerk		
702.000 Salary	0.00	599.00
<b>Total 101.216.000 Deputy Clerk</b>	<b>0.00</b>	<b>599.00</b>
101.247.000 Board of Review		
703.000 per diem - Full Day	0.00	600.00
704.000 per diem - Half Day	170.00	470.00
825.000 Seminars & Training	0.00	250.00
900.000 Printing & Publishing	0.00	24.75
<b>Total 101.247.000 Board of Review</b>	<b>170.00</b>	<b>1,344.75</b>
101.253.000 Treasurer		
702.000 Salary	1,100.00	11,000.00
742.000 Software - Updates	0.00	830.00
<b>Total 101.253.000 Treasurer</b>	<b>1,100.00</b>	<b>11,830.00</b>
101.257.000 Assessor		
702.000 Salary	2,866.66	15,766.63
742.000 Software - Updates	0.00	716.00
770.000 Postage	477.91	1,328.77
880.000 Miscellaneous	0.00	473.32
<b>Total 101.257.000 Assessor</b>	<b>3,344.57</b>	<b>18,284.72</b>
101.262.000 Elections		
900.000 Printing & Publishing	0.00	0.00
940.000 Maintenance Contracts	615.00	615.00
<b>Total 101.262.000 Elections</b>	<b>615.00</b>	<b>615.00</b>
101.265.000 Building & Grounds		
702.013 Custodial Wages	200.00	1,100.00
726.000 Supplies	0.00	35.97
921.000 Water Services	0.00	58.00
923.000 Electric	18.89	814.40
925.000 Propane - Heat	0.00	1,350.00
933.000 Mowing	0.00	1,400.00
934.000 Plowing	220.00	275.00
935.000 Grounds-FD Plow/Mow	90.00	135.00
935.000 Building Grounds Maintenanc...	0.00	5,070.00
<b>Total 101.265.000 Building &amp; Grounds</b>	<b>528.89</b>	<b>10,238.37</b>
101.276.000 Cemetery		
702.000 Sexton Wages	150.00	1,400.00
933.000 Mowing	0.00	4,700.00
960.000 Grave Opening/Closing	0.00	-150.00
<b>Total 101.276.000 Cemetery</b>	<b>150.00</b>	<b>5,950.00</b>
101.446.000 Street and Bridges		
951.000 Roads	0.00	55,452.98
<b>Total 101.446.000 Street and Bridges</b>	<b>0.00</b>	<b>55,452.98</b>
101.448.000 Street Lighting		
927.000 Street Lighting	111.96	876.55
<b>Total 101.448.000 Street Lighting</b>	<b>111.96</b>	<b>876.55</b>

**Mitchell Township  
Profit & Loss  
January 2024**

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	Jan 24	Apr '23 - Jan 24
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
<b>Total 101.721.000 Planning Commission</b>	<b>0.00</b>	<b>315.00</b>
101.722.000 Zoning Board		
702.000 Salary	800.00	4,400.00
<b>Total 101.722.000 Zoning Board</b>	<b>800.00</b>	<b>4,400.00</b>
101.751.000 Township Park		
933.000 Mowing	0.00	375.00
<b>Total 101.751.000 Township Park</b>	<b>0.00</b>	<b>375.00</b>
<b>Total Expense</b>	<b>11,691.70</b>	<b>141,485.74</b>
<b>Net Income</b>	<b>-11,691.70</b>	<b>39,036.99</b>

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

	Jan 31, 24
<b>ASSETS</b>	
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	57,789.47
003.007 · Park Fund	17,655.00
Total 101.000.000 Cash on Hand	203,222.49
Total Checking/Savings	203,222.49
Total Current Assets	203,222.49
<b>TOTAL ASSETS</b>	<b>203,222.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	6,941.53
Total Other Current Liabilities	6,941.53
Total Current Liabilities	6,941.53
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	5,907.86
Equity	
30000 · Opening Balance Equity	122,569.71
32000 · Retained Earnings	35,707.93
Net Income	39,036.99
Total Equity	197,314.63
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>203,222.49</b>

Curran Fire Department

2/8/2024 8:00 AM

Register: 206.000.000 Cash on Hand:FD - CU Checking

From 12/01/2023 through 01/31/2024

Sorted by: Date, Type, Number/Ref

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12/01/2023	1564	Cordes, Carl G	-split-		22.08		28,190.70
12/01/2023	1565	Edgerton, Ashley N	-split-		22.08		28,168.62
12/01/2023	1566	Lay, Douglas M.	-split-		604.86		27,563.76
12/01/2023	1567	Parent, Casey	-split-		110.38		27,453.38
12/01/2023	1568	Parent, Marlana S	-split-		110.38		27,343.00
12/01/2023	1569	Rate, Frank E	-split-		558.72		26,784.28
12/01/2023	1570	Thorn, KC J	-split-		110.38		26,673.90
12/07/2023	1571	Cordes, Carl G	-split-		70.64		26,603.26
12/07/2023	1572	Edgerton, Ashley N	-split-		70.64		26,532.62
12/14/2023	1573	Consumers Energy	-split-		117.95		26,414.67
12/14/2023	1574	Gary Oil	206.265.000 Buildings ...		240.00		26,174.67
01/02/2024	1575	Bloom, Lisa	-split-		304.64		25,870.03
01/02/2024	1576	Cordes, Carl G	-split-		251.66		25,618.37
01/02/2024	1577	Edgerton, Ashley N	-split-		251.66		25,366.71
01/02/2024	1578	Lay, Douglas M.	-split-		587.20		24,779.51
01/02/2024	1579	Parent, Casey	-split-		304.64		24,474.87
01/02/2024	1580	Parent, Marlana S	-split-		128.04		24,346.83
01/02/2024	1581	Rate, Frank E	-split-		558.72		23,788.11
01/02/2024	1582	Thorn, KC J	-split-		357.62		23,430.49
01/03/2024		QuickBooks Payroll ...	-split-	Created by Pay...	3,467.00		19,963.49
01/08/2024	1583	VFIS	206.100.000 Fire Depa...		673.60		19,289.89
01/08/2024	1584	Consumers Energy	206.265.000 Buildings ...		18.89		19,271.00

## Curran Fire Department Profit & Loss January 2024

	Jan 24	Apr '23 - Jan 24
<b>Income</b>		
206.000.400.000 Tax Revenues		
402.000 Current Property Taxes	0.00	54,687.45
<b>Total 206.000.400.000 Tax Revenues</b>	<b>0.00</b>	<b>54,687.45</b>
<b>Total Income</b>	<b>0.00</b>	<b>54,687.45</b>
<b>Expense</b>		
206.001.000 Fire Department		
862.000 Employers Social Sec.	190.96	1,739.72
863.000 Employers Medicare	44.64	406.84
<b>Total 206.001.000 Fire Department</b>	<b>235.60</b>	<b>2,146.56</b>
206.100.000 Fire Department		
714.000 Wages - Equipment Maint	80.00	3,720.00
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	673.60	11,178.00
<b>Total 206.100.000 Fire Department</b>	<b>753.60</b>	<b>25,176.70</b>
206.171.000 Fire Chief		
702.000 Salary	600.00	6,000.00
<b>Total 206.171.000 Fire Chief</b>	<b>600.00</b>	<b>6,000.00</b>
206.172.000 Assistant Chief		
702.000 Salary	500.00	5,000.00
<b>Total 206.172.000 Assistant Chief</b>	<b>500.00</b>	<b>5,000.00</b>
206.175.000 Staff		
709.000 Wages - Dept. Meetings	200.00	2,000.00
710.000 Wages - Medical Runs	1,260.00	6,540.00
711.000 Mutual Medical Run	0.00	0.00
712.000 Wages - Fire Runs	400.00	2,720.00
713.000 Mutual Fire Runs	0.00	80.00
714.00 Wages - Extended Svc.	40.00	2,000.00
<b>Total 206.175.000 Staff</b>	<b>1,900.00</b>	<b>13,340.00</b>
206.265.000 Buildings & Grounds		
923.000 Electric	18.89	987.52
925.000 Propane - Heat	0.00	1,500.00
926.000 Telephone	0.00	146.66
933.000 Mowing	0.00	455.00
<b>Total 206.265.000 Buildings &amp; Grou...</b>	<b>18.89</b>	<b>3,089.18</b>
<b>Payroll Expenses</b>	<b>42.00</b>	<b>112.00</b>
<b>Total Expense</b>	<b>4,050.09</b>	<b>54,864.44</b>
<b>Net Income</b>	<b>-4,050.09</b>	<b>-176.99</b>

7:57 AM  
02/08/24  
Cash Basis

Curran Fire Department  
**Balance Sheet**  
As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
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	19,271.00
Total 206.000.000 Cash on Hand	58,504.65
Total Checking/Savings	58,504.65
Total Current Assets	58,504.65
<b>TOTAL ASSETS</b>	<b>58,504.65</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-26,706.50
Payroll Liabilities	3,280.62
Total Other Current Liabilities	-23,425.88
Total Current Liabilities	-23,425.88
Total Liabilities	-23,425.88
Equity	
Opening Balance Equity	35,233.92
Retained Earnings	46,873.60
Net Income	-176.99
Total Equity	81,930.53
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,504.65</b>