

MITCHELL TOWNSHIP MEETING AGENDA  
Thursday, March 14, 2024

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVE AGENDA

MINUTES from February 2024

FINANCIAL REPORTS from February 2024

**PUBLIC COMMENTS – Limit 5 minutes**

***DEPARTMENTAL REPORTS***

- Assessing
- Fire Department
- Planning Commission  
    March Minutes
- Roads
- Zoning Administrator
- Cemetery
- Building
- Park
- Elections

CORRESPONDENCE

OLD BUSINESS -

NEW BUSINESS –

- Next meeting date April 11 @ 7:00 p.m.

ADJOURNED

Mitchell Township Board

Thursday, February 8, 2024

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, trustee Mike Lay

**Members Absent:** none

**Others Present:** none

**January 2024 regular meeting minutes**

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

Yes- 5 No-0 Absent-0 Motion Carried

**January 2024, Financial Report**

It was moved by Mike lay, supported by Keegan Small, to approve the financial report.

Yes- 5 No-0 Absent-0 Motion Carried

**Public Comment**

None

**Departmental Reports**

**Assessing**

None

**Fire Department**

6 Medical

**Planning Commision**

Next meeting March 13th

**Roads -**

Briefly discussed roads for budgeting, no action taken

**Zoning Administrator**

None

**Cemetary**

Received invoice for work completed at Curran Cemetery

**Building**

Generac contacted for service/repair to generator

**Park**

Discussed bid from Wilson Waterscapes for retaining wall R&R

**Elections**

Presidential primary held on Feb 24th

**Correspondence**

None

**Old Business**

None

**New Business**

Budget workshop meeting set for March 7<sup>th</sup> at 1pm

Budget hearing set at March 14<sup>th</sup> at 6:30pm

- Next meeting March 14th, 2024 @ 7:00 Pm
- Adjourned at 8:29 pm

Mitchell Township Zoning  
Activity Report  
February 2024

02-03-24 Kathy 517-375-1804 Zoning for property owne by John Qualls is  
Agricultural.

02-28-24 Chaz 810-406-8938 Called with questions on size of Buildings and  
Setbacks. | returned call and left a voicemail.

Mitchell Township

3/13/2024 9:37 AM

Register: 101.000.000 Cash on Hand:002.000 - AAACU CheckinG General Fund

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/02/2024	1520	Lay, Douglas M	-split-		110.12		57,679.35
02/02/2024	1521	Small, Kevin	-split-		958.77		56,720.58
02/15/2024	1522	Gary Oil Co. Inc.	101.265.000 Building ...		260.00		56,460.58
02/15/2024	1523	ElectionSource	101.262.000 Elections:...		825.00		55,635.58
02/15/2024	1524	Consumers Energy	-split-		245.92		55,389.66
02/15/2024	1525	Alcona County Review	-split-		29.00		55,360.66
02/28/2024		QuickBooks Payroll ...	-split-	Created by Pay...	162.58		55,198.08
02/29/2024	1529	Alkaethia Reynolds ...	-split-		470.40		54,727.68
02/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	3,479.15		51,248.53
02/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	129.60		51,118.93
02/29/2024	1528	Reynolds, Rose Marie	-split-		233.47		50,885.46
02/29/2024	DD1739	Taylor, Paula F	-split-	Direct Deposit		X	50,885.46

**Mitchell Township  
Profit & Loss  
February 2024**

	Feb 24	Apr '23 - Feb 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.	103.54	3,561.32
<b>Total 229.002 Federal Social Security</b>	<b>103.54</b>	<b>3,561.32</b>
229.003 Federal Medicare		
863.000 Company Medicare	24.22	832.90
<b>Total 229.003 Federal Medicare</b>	<b>24.22</b>	<b>832.90</b>
<b>Total 101.000.229 Due Federal Govt</b>	<b>127.76</b>	<b>4,433.76</b>
101.103.000 Trustees		
702.000 Per Meeting Wage	125.00	2,250.00
<b>Total 101.103.000 Trustees</b>	<b>125.00</b>	<b>2,250.00</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	0.00	275.00
910.000 Insurance	0.00	3,405.00
66000 Payroll Expenses	36.00	286.50
<b>Total 101.101.000 Township Board</b>	<b>288.76</b>	<b>12,476.47</b>
101.171.000 Supervisor		
702.000 Salary	0.00	6,600.00
<b>Total 101.171.000 Supervisor</b>	<b>0.00</b>	<b>6,600.00</b>



**Mitchell Township  
Profit & Loss  
February 2024**

	Feb 24	Apr '23 - Feb 24
101.215.000 Clerk		11,250.00
703.000 per diem - Full Day	0.00	275.00
704.000 Internet	0.00	72.00
770.000 Postage	0.00	819.66
880.000 Miscellaneous	0.00	
<b>Total 101.215.000 Clerk</b>	<b>0.00</b>	<b>12,416.66</b>
101.216.000 Deputy Clerk		599.00
702.000 Salary	0.00	
<b>Total 101.216.000 Deputy Clerk</b>	<b>0.00</b>	<b>599.00</b>
101.247.000 Board of Review		600.00
703.000 per diem - Full Day	0.00	470.00
704.000 per diem - Half Day	0.00	250.00
825.000 Seminars & Training	0.00	24.75
900.000 Printing & Publishing	0.00	
<b>Total 101.247.000 Board of Review</b>	<b>0.00</b>	<b>1,344.75</b>
101.253.000 Treasurer		12,100.00
702.000 Salary	1,100.00	830.00
742.000 Software - Updates	0.00	
<b>Total 101.253.000 Treasurer</b>	<b>1,100.00</b>	<b>12,930.00</b>
101.257.000 Assessor		15,766.63
702.000 Salary	0.00	716.00
742.000 Software - Updates	0.00	1,328.77
770.000 Postage	0.00	473.32
880.000 Miscellaneous	0.00	
<b>Total 101.257.000 Assessor</b>	<b>0.00</b>	<b>18,284.72</b>
101.262.000 Elections		360.00
702.000 Salary	360.00	825.00
742.000 Software - Updates	825.00	110.40
861.000 Mileage	110.40	29.00
900.000 Printing & Publishing	29.00	615.00
940.000 Maintenance Contracts	0.00	445.00
101.262.000 Elections - Other	445.00	
<b>Total 101.262.000 Elections</b>	<b>1,769.40</b>	<b>2,384.40</b>
101.265.000 Building & Grounds		1,100.00
702.013 Custodial Wages	0.00	35.97
726.000 Supplies	0.00	58.00
921.000 Water Services	0.00	1,006.21
923.000 Electric	191.81	1,610.00
925.000 Propane - Heat	260.00	1,400.00
933.000 Mowing	0.00	275.00
934.000 Plowing	0.00	135.00
935.000 Grounds-FD Plow/Mow	0.00	
935.000 Building Grounds Maintenanc...	0.00	5,070.00
<b>Total 101.265.000 Building &amp; Grounds</b>	<b>451.81</b>	<b>10,600.18</b>
101.276.000 Cemetery		1,400.00
702.000 Sexton Wages	0.00	4,700.00
933.000 Mowing	0.00	-150.00
960.000 Grave Opening/Closing	0.00	
<b>Total 101.276.000 Cemetery</b>	<b>0.00</b>	<b>5,950.00</b>
101.446.000 Street and Bridges		55,452.98
951.000 Roads	0.00	
<b>Total 101.446.000 Street and Bridges</b>	<b>0.00</b>	<b>55,452.98</b>

**Mitchell Township**  
**Profit & Loss**  
**February 2024**

	Feb 24	Apr '23 - Feb 24
101.448.000 Street Lighting		
927.000 Street Lighting	54.11	930.66
<b>Total 101.448.000 Street Lighting</b>	<b>54.11</b>	<b>930.66</b>
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	0.00	4,400.00
<b>Total 101.722.000 Zoning Board</b>	<b>0.00</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>3,864.08</b>	<b>145,149.82</b>
<b>Net Income</b>	<b>-3,864.08</b>	<b>35,372.91</b>



Curran Fire Department

3/13/2024 10:09 AM

Register: 206,000,000 Cash on Hand:FD - CU Checking

From 02/01/2024 through 02/29/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
02/02/2024	1585	Bloom, Lisa	-split-		180.60		19,090.40
02/02/2024	1586	Cordes, Carl G	-split-		127.74		18,962.66
02/02/2024	1587	Edgerton, Ashley N	-split-		127.74		18,834.92
02/02/2024	1588	Lay, Douglas M.	-split-		621.10		18,213.82
02/02/2024	1589	Parent, Casey	-split-		180.60		18,033.22
02/02/2024	1590	Parent, Marlena S	-split-		57.26		17,975.96
02/02/2024	1591	Rate, Frank E	-split-		595.65		17,380.31
02/02/2024	1592	Thorn, KC J	-split-		233.46		17,146.85
02/17/2024	1593	Consumers Energy	206.265.000 Buildings ...		314.37		16,832.48
02/17/2024	1594	Consumers Energy	-split-		18.86		16,813.62
02/17/2024	1595	Gary Oil	206.265.000 Buildings ...		500.00		16,313.62
02/28/2024		QuickBooks Payroll ...	-split-	Created by Pay...	162.58		16,151.04
02/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	3,479.15		12,671.89
02/29/2024		QuickBooks Payroll ...	-split-	Created by Pay...	129.60		12,542.29

10:10 AM  
 03/13/24  
 Cash Basis

**Curran Fire Department**  
**Profit & Loss**  
 February 2024

	Feb 24	Apr '23 - Feb 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.	147.56	1,887.28
863.000 Employers Medicare	34.57	441.41
<b>Total 206.001.000 Fire Department</b>	<b>182.13</b>	<b>2,328.69</b>
206.100.000 Fire Department		
714.000 Wages - Equipment Maint	160.00	3,880.00
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
<b>Total 206.100.000 Fire Department</b>	<b>160.00</b>	<b>25,336.70</b>
206.171.000 Fire Chief		
702.000 Salary	600.00	6,600.00
<b>Total 206.171.000 Fire Chief</b>	<b>600.00</b>	<b>6,600.00</b>
206.172.000 Assistant Chief		
702.000 Salary	500.00	5,500.00
<b>Total 206.172.000 Assistant Chief</b>	<b>500.00</b>	<b>5,500.00</b>
206.175.000 Staff		
709.000 Wages - Dept. Meetings	200.00	2,200.00
710.000 Wages - Medical Runs	840.00	7,380.00
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
714.000 Wages - Extended Svc.	80.00	2,080.00
<b>Total 206.175.000 Staff</b>	<b>1,120.00</b>	<b>14,460.00</b>
206.265.000 Buildings & Grounds		
923.000 Electric	333.23	1,320.75
925.000 Propane - Heat	500.00	2,000.00
926.000 Telephone	0.00	146.66
933.000 Mowing	0.00	455.00
<b>Total 206.265.000 Building* &amp; Grou...</b>	<b>833.23</b>	<b>3,922.41</b>
Payroll Expenses	36.00	148.00
<b>Total Expense</b>	<b>3,431.36</b>	<b>58,295.80</b>
<b>Net Income</b>	<b>-3,431.36</b>	<b>-3,608.35</b>

10:11 AM  
03/13/24  
Cash Basis

Curran Fire Department  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 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	12,542.29
Total 206.000.000 Cash on Hand	<u>51,775.94</u>
Total Checking/Savings	<u>51,775.94</u>
Total Current Assets	<u>51,775.94</u>
<b>TOTAL ASSETS</b>	<b><u>51,775.94</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-30,441.83
Payroll Liabilities	3,718.60
Total Other Current Liabilities	<u>-26,723.23</u>
Total Current Liabilities	<u>-26,723.23</u>
Total Liabilities	-26,723.23
Equity	
Opening Balance Equity	35,233.92
Retained Earnings	46,873.60
Net Income	-3,608.35
Total Equity	<u>78,499.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>51,775.94</u></b>