

MITCHELL TOWNSHIP MEETING AGENDA
Thursday, September 14, 2023

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVE AGENDA

MINUTES from August 2023

FINANCIAL REPORTS from August 2023

PUBLIC COMMENTS – Limit 5 minutes

DEPARTMENTAL REPORTS

- Assessing
- Fire Department
- Planning Commission
- Roads
- Zoning Administrator
 - 1 Permit
 - 6 correspondences
- Cemetery
 - Bids for cemetery gravel
- Building
- Park
- Elections
 - Nov Special Election

CORRESPONDENCE

OLD BUSINESS -

2022 Audit

Quotes for security camera

NEW BUSINESS –

• Next meeting date October 12 2023 @ 7:00 p.m.

ADJOURNED

Mitchell Township Board

August 10, 2023

Meeting Minutes

The regular meeting minutes of the Mitchell Township Board was called to order by Supervisor Brimm, on Thursday August 10th 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: 4 members of community

June 2023 regular meeting minutes

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

Yes- 4 No-0 Absent-1 Motion Carried

June Financial Report

It was moved by Kevin Small, supported by Brimm, to approve the June financial report.

Yes- 4 No-0 Absent-1 Motion Carried

Public Comment

New Crooked Lake Association President, Craig Carrick, mentions the fishing platform at crooked lake in in disrepair.

Lake St. From Crooked Lake In need of work

Departmental Reports

Assessing

BS&A increase cost of look up services, BOR training is complete

Fire Department

5 Med, 2 Fire

Planning Commission

Roads

Zoning Administrator

Cemetery

It was moved by Keegan Small, supported by Paula Taylor, to advertise bids for driveway repair.

Yes- 4 No-0 Absent-1 Motion Carried

Building

It was moved by Keegan Small, supported by Kevin Small, to advertise bids for deck and chimney repair in the Alpena News.

Yes- 4 No-0 Absent-1 Motion Carried

Park**Elections**

Tech services for security camera installation were discussed, will entertain Bids for work at elections time.

Correspondence**Old Business**

2022 Audit responses we discussed, sending packets to state officials.

New Business

- Next meeting September 14, 2023 @ 7:00 P.m.
- Adjourned at 8:17

Mitchell Township

9/14/2023 12:05 PM

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

From 08/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/01/2023	DD1690	Brimm, Carla S	-split-	Direct Deposit		X		100,627.17
08/01/2023	DD1691	Poellet, Laura L.	-split-	Direct Deposit		X		100,627.17
08/01/2023	DD1692	Sanford, Michael R	-split-	Direct Deposit		X		100,627.17
08/01/2023	DD1693	Small, John k	-split-	Direct Deposit		X		100,627.17
08/01/2023	DD1694	Thompson, Randy	-split-	Direct Deposit		X		100,627.17
08/01/2023	DD1695	Trader, Herb	-split-	Direct Deposit		X		100,627.17
08/03/2023	1470	The Hartleb Agency	101.101.000 Township...		2,346.60			98,280.57
08/03/2023	1471	Michael Payne	-split-		1,995.00			96,285.57
08/03/2023	1472	Alcona County Review	-split-		10.13			96,275.44
08/03/2023	1473	Whitlock Business S...	-split-		1,324.18			94,951.26
08/04/2023	1474	P. Palmer	101.247.000 Board of ...		40.00			94,911.26
08/04/2023	1475	Rate, Frank	-split-		36.94			94,874.32
08/04/2023	1476	Reynolds, Rose Marie	-split-		44.15			94,830.17
08/04/2023	1477	Small, Kevin	-split-		957.75			93,872.42
08/04/2023	1478	Trader, Herb	-split-		17.66			93,854.76
08/10/2023	1479	Greg Murnock	101.446.000 Street and...		188.00			93,666.76
08/10/2023	1480	Consumers Energy	-split-		132.08			93,534.68
08/10/2023	1481	Alcona County Road ...	101.446.000 Street and...		2,301.00			91,233.68
08/10/2023	1482	Gary Oil Co. Inc.	101.265.000 Building ...		130.00			91,103.68
08/10/2023	1483	Schulze, Oswald, Mil...	101.215.000 Clerk:880...		689.66			90,414.02
08/18/2023			101.000.000 Cash on ...	Deposit			2,301.00	92,715.02
08/18/2023	1484	Ben Salenbien	101.101.000 Fownship...		188.00			92,527.02
08/28/2023	E-pay	United States Treasury	-split-	38-2453961 Q...	942.46			91,584.56
08/31/2023	E-pay	United States Treasury	-split-	38-2453961 Q...	218.08			91,366.48
08/31/2023	1485	Dennis Lubitz	101.101.000 Township...		149.88			91,216.60
08/31/2023	1486	Fairview Hardware	101.265.000 Building ...		9.99			91,206.61
08/31/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,453.00			87,753.61

**Mitchell Township
Balance Sheet
As of August 31, 2023**

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
101.000.000 Cash on Hand	
003.001 Metro Fund	15,407.77
003.002 Road Fund	121,099.69
003.003 Certificate of Deposit	21,067.74
003.005 Certificate of Deposit	20,435.82
000.222 - CU-GF Savings	5.00
002.000 - AAACU Checking General Fund	87,753.61
003.007 - Park Fund	17,655.00
Total 101.000.000 Cash on Hand	283,444.63
Total Checking/Savings	283,444.63
Total Current Assets	283,444.63
TOTAL ASSETS	283,444.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2110 - Direct Deposit Liabilities	-3,440.75
24000 - Payroll Liabilities	693.60
Total Other Current Liabilities	-2,747.15
Total Current Liabilities	-2,747.15
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	-3,780.82
Equity	
30000 - Opening Balance Equity	122,569.71
32000 - Retained Earnings	35,707.93
Net Income	128,947.81
Total Equity	287,225.45
TOTAL LIABILITIES & EQUITY	283,444.63

Mitchell Township
Profit & Loss
August 2023

	Aug 23	Apr - Aug 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.	253.78	1,576.76
Total 229.002 Federal Social Security	253.78	1,576.76
229.003 Federal Medicare		
863.000 Company Medicare	59.35	368.75
Total 229.003 Federal Medicare	59.35	368.75
Total 101.000.229 Due Federal Govt	313.13	1,985.05
101.103.000 Trustees		
702.000 Per Meeting Wage	0.00	875.00
Total 101.103.000 Trustees	0.00	875.00
307.001 Interest Paid	0.00	172.90
668.000 Dust Control	337.88	337.88
801.000 Association Dues	0.00	1,203.91
900.000 Printing and Publishing	10.13	44.26
902.000 Internet Services	25.00	125.00
910.000 Insurance	2,348.60	2,674.60
66000 Payroll Expenses	12.25	171.75
Total 101.101.000 Township Board	3,044.99	7,610.35
101.171.000 Supervisor		
702.000 Salary	600.00	3,000.00
Total 101.171.000 Supervisor	600.00	3,000.00

**Mitchell Township
Profit & Loss
August 2023**

	Aug 23	Apr - Aug 23
101.215.000 Clerk		
703.000 per diem - Full Day	250 00	4,650 00
704.000 Internet	25 00	125 00
880.000 Miscellaneous	689.66	689.66
Total 101.215.000 Clerk	964.66	5,464.66
101.247.000 Board of Review		
703.000 per diem - Full Day	0 00	600 00
704.000 per diem - Half Day	90 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	90.00	1,174.75
101.253.000 Treasurer		
702.000 Salary	1,100 00	5,500 00
742.000 Software - Updates	0 00	830 00
Total 101.253.000 Treasurer	1,100.00	6,330.00
101.257.000 Assessor		
702.000 Salary	1,433.33	7,166.65
742.000 Software - Updates	0 00	716 00
770.000 Postage	850.86	850.86
880.000 Miscellaneous	473.32	473.32
Total 101.257.000 Assessor	2,757.51	9,206.83
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	100 00	500 00
726.000 Supplies	9.99	35.97
921.000 Water Services	0 00	58 00
923.000 Electric	33.52	619.96
925.000 Propane - Heat	130 00	830 00
933.000 Mowing	500 00	700 00
934.000 Plowing	0 00	55 00
935.000 Grounds-FD Plow/Mow	0 00	45 00
935.000 Building Grounds Maintenanc...	0 00	5,070 00
Total 101.265.000 Building & Grounds	773.51	7,813.93
101.276.000 Cemetery		
702.000 Sexton Wages	100 00	650 00
933.000 Mowing	1,425 00	2,400 00
960.000 Grave Opening/Closing	0 00	-150 00
Total 101.276.000 Cemetery	1,525.00	2,900.00
101.446.000 Street and Bridges		
951.000 Roads	2,489 00	5,194.98
Total 101.446.000 Street and Bridges	2,489.00	5,194.98
101.448.000 Street Lighting		
927.000 Street Lighting	98.56	359.42
Total 101.448.000 Street Lighting	98.56	359.42
101.721.000 Planning Commission		
702.000 Salary	60 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	60.00	315.00

**Mitchell Township
Profit & Loss
August 2023**

	Aug 23	Apr - Aug 23
101.722.000 Zoning Board		
702.000 Salary	400.00	2,000.00
Total 101.722.000 Zoning Board	400.00	2,000.00
101.751.000 Township Park		
933.000 Mowing	70.00	205.00
Total 101.751.000 Township Park	70.00	205.00
Total Expense	13,973.23	51,574.92
Net Income	-13,973.23	128,947.81

Curran Fire Department

9/14/2023 11:55 AM

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

From 08/01/2023 through 08/31/2023

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
08/03/2023	1513	Mitchell Township	-split-	38-2453961	323.56		72,549.83
08/03/2023	1514	Mitchell Township	-split-	38-2453961	459.10		72,090.73
08/03/2023	1515	State of Michigan	Payroll Liabilities	38-2453961	244.75		71,845.98
08/03/2023	1516	The Hartleb Agency	206,100,000 Fire Depa...		9,381.40		62,464.58
08/04/2023	1517	Bloom, Lisa	-split-		454.58		62,010.00
08/04/2023	1518	Cordes, Carl G	-split-		548.54		61,461.46
08/04/2023	1519	Edgerton, Ashley N	-split-		501.56		60,959.90
08/04/2023	1520	Lay, Douglas M.	-split-		763.80		60,196.10
08/04/2023	1521	Parent, Casey	-split-		407.60		59,788.50
08/04/2023	1522	Parent, Marlana S	-split-		339.96		59,448.54
08/04/2023	1523	Rate, Frank E	-split-		706.48		58,742.06
08/04/2023	1524	Thorn, KC J	-split-		569.54		58,172.52
08/17/2023	1526	Consumers Energy	206,265,000 Buildings ...		144.25		58,028.27
08/17/2023	1527	Gary Oil	206,265,000 Buildings ...		250.00		57,778.27
08/31/2023	1536	Mitchell Township	-split-	38-2453961	480.40		57,297.87

12:00 PM
 09/14/23
 Cash Basis

Curran Fire Department
 Profit & Loss
 August 2023

	Aug 23	Apr - Aug 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.	302.56	987.04
863.000 Employers Medicare	70.74	230.83
Total 206.001.000 Fire Department	373.30	1,217.87
206.100.000 Fire Department		
714.000 Wages - Equipment Maint	1,120.00	2,060.00
728.000 Equipment - Repair	0 00	385.00
801.000 Association Dues	0 00	135.00
910.000 Insurance	9,381.40	9,381.40
Total 206.100.000 Fire Department	10,501.40	11,961.40
206.171.000 Fire Chief		
702.000 Salary	600 00	3,000 00
Total 206.171.000 Fire Chief	600 00	3,000 00
206.172.000 Assistant Chief		
702.000 Salary	500 00	2,500 00
Total 206.172.000 Assistant Chief	500 00	2,500 00
206.175.000 Staff		
709.000 Wages - Dept. Meetings	200 00	1,000 00
710.000 Wages - Medical Runs	1,260 00	3,600 00
711.000 Mutual Medical Run	0 00	0 00
712.000 Wages - Fire Runs	880 00	2,160 00
713.000 Mutual Fire Runs	0 00	0 00
714.00 Wages - Extended Svc.	320 00	1,600 00
Total 206.175.000 Staff	2,660 00	8,360 00
206.265.000 Buildings & Grounds		
923.000 Electric	144.25	545.72
925.000 Propane - Heat	250 00	500 00
933.000 Mowing	0 00	245 00
Total 206.265.000 Buildings & Grou...	394.25	1,290.72
Payroll Expenses	12.25	33.25
Total Expense	15,041.20	28,363.24
Net Income	-15,041.20	26,324.21

11:57 AM
09/14/23
Cash Basis

Curran Fire Department
Balance Sheet
As of August 31, 2023

	Aug 31, 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	57,297.87
Total 206.000.000 Cash on Hand	100,192.62
Total Checking/Savings	100,192.62
Total Current Assets	100,192.62
TOTAL ASSETS	100,192.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Direct Deposit Liabilities	-9,298.14
Payroll Liabilities	1,059.03
Total Other Current Liabilities	-8,239.11
Total Current Liabilities	-8,239.11
Total Liabilities	-8,239.11
Equity	
Opening Balance Equity	35,233.92
Retained Earnings	46,873.60
Net Income	26,324.21
Total Equity	108,431.73
TOTAL LIABILITIES & EQUITY	100,192.62