



Agenda

Norvell Township Board of Trustees Meeting

Wednesday, April 9, 2025, 6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Additions to Agenda
4. Approval of Agenda
5. Public Comment – Limit to 3 minutes
6. Approval of Minutes for March 12, 2025, Regular Meeting and the March 19, 2025 Special Meeting
7. Consent Agenda: Reports from; Clerk, Treasurer, Building Department, Fire Departments, Assessor, Planning Commission, Sewer, Zoning Enforcement, Police Report
8. Other Reports
 - a. County Commissioner's Report
9. Pay Bills
10. Unfinished Business:
 - a. IT Provider Search
 - b. Payroll Service for Township
 - c. Cemetery Sexton
 - d. Resolution 2025-03 – Cemetery Pricing
 - e. Purchase of Poll Books
11. New Business:
 - a. Parking Lot Work 300 Mill
 - b. Resolution 2025-04 – Policy Regarding Payment of Invoices
 - c. IRS Form 941 Information
 - d. Zoning Board of Appeals and Planning Commission pay – W2 or Per Diem
12. Public/Board Comment – Limit to 3 minutes
13. Adjournment

NORVELL TOWNSHIP

Public Comment Policy

PUBLIC COMMENT

As required by PA 276 of 1976, The Open Meetings Act, there shall be a minimum of one (1) Public Comment period at any Open Meeting of Norvell Township government. Any member of the public wishing to address the public body will limit their comments to one (1) three (3) minute period during each period of Public Comment so that all members of the public wishing to address that body may have an opportunity to be heard. In cases where more than 30 members of the public are present at a meeting and wish to provide public comment, the Township Board limits the length of public comment made by an individual to two (2) minutes in duration during each period of Public Comment. The Chair, at their discretion, may extend that period. A member of the public not using the full three (3) minutes allotted, may not cede any unused time to another speaker. In the event that a group of more than three (3) persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to ten (10) minutes to speak.

MANNER OF ADDRESSING THE BOARD/COMMISSION

Upon recognition by the meeting Chair, each person addressing the Board/Commission is asked (but not required) to stand and give his/her name and address in an audible tone of voice for the record. All comments are to be addressed to the meeting Chair. No person other than members of the Board/Commission and the person recognized shall be permitted to enter into any discussion, either directly or through the members of the Board/Commission. No question shall be asked of the Board/Commission members except through the meeting Chair.

BREACHING THE PEACE

Any person who breaches the peace may be requested to leave. Breaching the peace includes repeatedly speaking without being recognized, threatening harm to any person or property, or otherwise disrupting the orderly proceeding of the meeting. If an individual who is breaching the peace refuses to leave, law enforcement will be called to remove the subject.

RECORDING OF TOWNSHIP MEETINGS

Any person shall have the right to record (either audio or video), broadcast or take pictures of the proceedings of an Open Meeting but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any recording device and picture taking device shall be kept a minimum of ten (10) feet from any Board member and may not be placed behind them. Said devices shall not be placed so as to impede the vision of other members of the public. All cords related to those activities are to be kept in a secure manner so as not to cause a trip/fall hazard.

Adopted 11/15/2023

**NORVELL TOWNSHIP
300 Mill Road
Brooklyn, Michigan 49230
(517)-536-4370
Fax (517)-536-0110**

Regular Meeting-March 12, 2025

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:01 p.m. in Norvell Township, Jackson County followed by the Pledge of Allegiance.

Present, Bill Sutherland – Supervisor, Deserre Sauers – Treasurer, Paul Francis – Trustee, Andrew Haystead – Trustee

Excused, Dan Goerke - Clerk

Additions to Agenda

*Supervisor Sutherland stated for New Business, item e. **New IT Provider Search** would be added as a discussion item*

Motion: Approve the agenda as amended

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None **Result:** Motion carried

Public Comment

None

Approval of Minutes for February 12, 2025, Regular Meeting

Treasurer Sauers asked that the February 12, 2025, Regular Meeting minutes be amended to include that the Minutes were prepared by Supervisor Sutherland

Motion: Approve the Minutes as amended for the February 12, 2025 Regular Meeting

Motion by: Sauers **Second by:** Haystead

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Consent Agenda; Reports from; Clerk, Treasurer, Building Department, Fire Departments, Assessor, Planning Commission, Sewer, Zoning Enforcement, Police Report

Questions were raised regarding the Revenue and Expense Report. As the Clerk was absent, these questions will be addressed at the next meeting.

Motion: Receive the Consent Agenda as Presented

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Other Reports

County Commissioner’s Report – Marge Walz

Commissioner Walz spoke to the Board regarding activities with Jackson County and answered questions from the Board.

Pay Bills

A revised format for Payment of Bills was presented. The members of the Board questioned why the Township Tax Distributions and VL Sewer were included in the request as these items do not require Board approval. It was also questioned why there are no Unpaid Bills. A discussion with the Clerk needs to be had regarding this matter. Request was made that Township Tax Distributions and VL Sewer be struck from the Payment of Bills.

Motion: Approve amended Payment of Bills request as follows, Pay Unpaid Bills of \$0, Paid Bills of \$168,401 and Payroll of \$19,367 for a total of \$187,768

Motion by: Sutherland **Second by:** Sauers

Roll Call Vote; In Favor: Sutherland, Sauers, Francis, Haystead **Opposed:** None

Excused: Goerke **Result:** Motion carried.

Unfinished Business;

Fire and Burn Ordinance - MCIO

It was requested that under Section 2: Fires and Burning, letter H. be struck.

Motion: Approve Fire and Burn Ordinance – 56 as amended.

Motion by: Sauers **Second by:** Haystead

Roll Call Vote; In Favor: Sauers, Haystead, Francis, Sutherland **Opposed:** None

Excused: Goerke **Result:** Motion carried.

Sexton

Questions were raised by the Board regarding how the Township would handle the payment of Mr. Holmquist and the process of reducing the pay of the Clerk. The Clerk was not in attendance to respond.

Motion: To Postpone

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

New Business

MTA Training for new Township Officials

Motion: Approve up to \$400 for MTA Training for new Township Officials as presented

Motion by: Sauers **Second by:** Sutherland

Roll Call Vote; In Favor: Sauers, Sutherland, Haystead, Francis **Opposed:** None
Excused: Goerke **Result:** Motion carried.

Purchase of Poll Books

The Board had questions regarding the Memo that was prepared and the associated documentation that was presented. The Clerk was not present to answer questions.

Motion: To Postpone

Motion by: Sauers **Second by:** Sutherland

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Revised Cemetery Fee Schedule

The Board discussed the proposed changes. It was noted that the Cemetery Fees are to be set by Resolution per Township Cemetery Ordinance #30 and that there was no Resolution presented.

Motion: To Postpone

Motion by: Sauers **Second by:** Francis

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Approval of Payroll Service

The Board discussed the need for documentation (a contract) for review. There were also questions regarding how the service would work with the existing BS&A Payroll module. The Clerk was not present to answer questions.

Motion: To Postpone

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

New IT Provider Search – Discussion Only

Supervisor Sutherland presented a memo outlining the actions that he has taken to date regarding a search for a new IT provider. He requested input from the Board regarding that Memo. He will take that input and prepare a proposal for the Board to consider.

Public/Board Comment

Members of the Public addressed the Board regarding,

- *Clarification of the Township representative to the River Raisian Watershed Council*
- *A River Raisin Watershed map in the Township Hall*
- *Traffic enforcement issues at the intersection of Norvell and Sharon Valley Rds.*
- *Posting of Board Meeting Minutes*

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Norvell Township

March 12, 2025

Motion to: Adjourn

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Meeting Adjourned 6:55 pm

- Respectfully submitted by Bill Sutherland, Supervisor

**NORVELL TOWNSHIP
300 Mill Road
Brooklyn, Michigan 49230
(517)-536-4370
Fax (517)-536-0110**

Special Meeting-Marh 19, 2025

The Special Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 9:00 a.m. in Norvell Township, Jackson County followed by the Pledge of Allegiance.

Present, Bill Sutherland – Supervisor, Dan Goerke – Clerk, Paul Francis – Trustee, Andrew Haystead – Trustee

Excused: Deserre Sauers – Treasurer

Additions to Agenda

None

Motion: *Approve the agenda as presented.*

Motion by: Sutherland **Second by:** Haystead

In Favor: All Ayes **Opposed:** None **Result:** Motion carried

Public Comment

None

UNFINISHED BUSINESS

IT Provider Search

Proposals were presented from five IT companies, with one being disqualified due to lack of certification. Discussion followed regarding pricing, timelines for a changeover to new company, and whether to move ahead with VC3 for set up for the police department and purchase and set up of e-poll books for the Clerk’s Department. Sutherland will get additional information on issues raised, and bring it to the board at the April 9, 2025, Board meeting.

Payroll Service for Township

A proposal was presented from Paychex Payroll Company, with Clerk Goerke explaining the costs and what the service would provide. He proposes going with the company on a one-year basis, to see if the services provided are adequate and meet the required standards. Discussion followed. Clerk Goerke will get an additional quote from another payroll company, and the issue will be brought to the board at the April 9, 2025, Board meeting.

NEW BUSINESS

Materials for Ahrens Park Ball Fields

The ball diamonds at Ahrens Park are in need of additional “Diamond Dust”. Attached is a quote from Lester Brothers for 27 yards/38 tons of baseball field sand at a cost of \$2,778.76. Discussion followed.

Motion: *Motion was made to approve up to \$3,000.00 for the purchase of 27yards/38 tons of baseball field sand for Ahrens Park ball fields.*

Motion by: Haystead **Second by:** Francis

Roll Call Vote: In Favor: Sutherland, Goerke, Francis, Haystead **Opposed:** None.

Excused: Sauers

Result: Motion carried on a roll call vote

BS&A Training

Supervisor Sutherland explained the reasoning for the request for additional funding for BS&A training for the Deputy Clerk, if needed, at a cost of \$1,100.00. Discussion followed.

Motion: *A motion was made to approve additional BS&A training for the Clerk's Department at a cost of \$1,100.00, as needed.*

Motion by: Sutherland **Second by:** Goerke

Roll Call Vote: In Favor; Sutherland, Goerke, Francis, Haystead **Opposed:** None

Excused: Sauers.

Result; Motion carried

Public Comment – None

ADJOURNMENT

Motion: *A motion was made to adjourn the meeting at 9:53 p.m.*

Motion by: Sutherland **Second by:** Haystead

Result: Motion carried.

Dan Goerke, Township Clerk

PERIOD ENDING 03/31/2025
 % Fiscal Year Completed: 75.07
 FEBRUARY 2025 REPORT

GL NUMBER	DESCRIPTION	2024-25	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2025 NORM (ABNORM)	MONTH 03/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000 - UTILITARIAN							
101-000.000-402.000	PROPERTY TAXES	130,000.00	130,000.00	80,706.65	0.00	49,293.35	62.08
101-000.000-402.200	DUPLICATE TAX BILLS	0.00	15.00	15.00	0.00	0.00	100.00
101-000.000-412.000	PERSONAL DELINQUENT PROP. TAX	400.00	400.00	33.40	0.00	366.60	8.35
101-000.000-434.000	MOBILE HOME FEES	800.00	800.00	393.50	0.00	406.50	49.19
101-000.000-447.000	ADMINISTRATIVE FEE	60,000.00	60,000.00	29,482.03	0.00	30,517.97	49.14
101-000.000-450.000	WLS D OPERATING/MAINTENANCE	6,500.00	6,500.00	2,444.25	0.00	4,055.75	37.60
101-000.000-451.000	VLSD OPERATING/MAINTENANCE	9,600.00	9,600.00	1,183.72	0.00	8,416.28	12.33
101-000.000-455.000	WL WEED CONTROL ASSESSMENT	0.00	5,300.00	15,608.78	0.00	(10,308.78)	294.51
101-000.000-456.100	WL STREETLIGHTS ASSESSMENT	9,220.00	9,220.00	3,331.84	0.00	5,888.16	36.14
101-000.000-456.200	HILLANLAKE STREETLIGHT ASSESSMENT	1,222.00	1,222.00	674.24	0.00	547.76	55.18
101-000.000-456.210	MOBLE HOME PARK STREETLIGHTS	848.00	848.00	0.00	0.00	848.00	0.00
101-000.000-456.300	NORVELL STREETLIGHTS ASSESSMENT	2,188.00	2,188.00	585.77	0.00	1,602.23	26.77
101-000.000-457.000	WAMPLERS HGTS RD IMPROVEMENTS	16,663.00	16,663.00	6,985.96	0.00	9,677.04	41.92
101-000.000-457.100	MUD LAKE WEED CONTROL	9,063.00	9,063.00	795.00	0.00	8,268.00	8.77
101-000.000-460.100	EXCAVATION SURCHARGE	0.00	0.00	524.16	0.00	(524.16)	100.00
101-000.000-469.000	FRANCHISE FEES	5,261.00	0.00	4,410.53	0.00	(4,410.53)	100.00
101-000.000-477.000	METRO ACT FUNDS	5,041.00	9,175.00	9,175.00	0.00	0.00	100.00
101-000.000-482.000	LANDSPLIT	900.00	900.00	600.00	0.00	300.00	66.67
101-000.000-483.000	ADDRESS	175.00	175.00	315.00	70.00	(140.00)	180.00
101-000.000-490.000	EVENT PERMIT FEE	100.00	100.00	0.00	0.00	100.00	0.00
101-000.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	450.00	450.00	0.00	0.00	450.00	0.00
101-000.000-576.000	STATE SHARED REVENUE	309,000.00	309,000.00	207,191.00	0.00	101,809.00	67.05
101-000.000-609.000	SUMMER TAX (SCHOOL FEES)	6,600.00	6,600.00	0.00	0.00	6,600.00	0.00
101-000.000-610.000	BOARD OF APPEALS HEARINGS	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
101-000.000-611.000	P.C. HEARINGS-CON USE & REZON	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
101-000.000-630.000	GRAVE OPENINGS	4,000.00	4,000.00	2,350.00	0.00	1,650.00	58.75
101-000.000-630.100	Grave Monument Foundation	2,000.00	2,000.00	810.50	0.00	1,189.50	40.53
101-000.000-643.000	CEMETERY LOTS	1,500.00	2,550.00	2,850.00	0.00	(300.00)	111.76
101-000.000-654.000	PILT	0.00	0.00	20.00	0.00	(20.00)	100.00
101-000.000-664.000	INTEREST	0.00	0.00	19.47	0.00	(19.47)	100.00
101-000.000-664.100	INTEREST & PENALTIES	9,000.00	77,820.00	20,810.46	0.24	57,009.54	26.74
101-000.000-664.200	MCLASS INCOME EARNED	68,820.00	0.00	0.00	0.00	0.00	0.00
101-000.000-672.300	LIQUOR LIC FEES	0.00	55.00	55.00	0.00	0.00	100.00
101-000.000-674.300	POLICE DONATIONS	0.00	5,000.00	5,000.00	0.00	0.00	100.00
101-000.000-676.000	REIMBURSEMENTS	0.00	6,897.00	6,897.31	0.00	(0.31)	100.00
101-000.000-676.100	ELECTION REIMBURSEMENT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-000.000-677.000	WLS DELINQUENT TAX	350.00	1,157.00	1,156.86	0.00	0.14	99.99
101-000.000-678.000	VLSD DELINQUENT TAXES	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
101-000.000-687.000	REFUNDS & REBATES	550.00	550.00	0.00	0.00	550.00	0.00
Total Dept 000.000 - UTILITARIAN		669,201.00	687,198.00	404,425.43	70.24	282,772.57	58.85
TOTAL REVENUES		669,201.00	687,198.00	404,425.43	70.24	282,772.57	58.85
Expenditures							
Dept 101.000 - TOWNSHIP BOARD							
101-101.000-702.200	CLERICAL	0.00	0.00	256.25	0.00	(256.25)	100.00
101-101.000-703.100	FOIA ADMINISTRATOR	4,070.00	4,070.00	2,899.71	308.48	1,170.29	71.25
101-101.000-800.100	POST OFFICE BOX RENT	120.00	120.00	120.00	0.00	0.00	100.00
101-101.000-807.000	AUDIT FEES	9,850.00	9,850.00	14,150.00	0.00	(4,300.00)	143.65
101-101.000-808.000	SUPPORT-COMPUTER PROGRAMS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
101-101.000-809.000	BANK FEES AND SERVICE CHARGES	2,000.00	2,000.00	1,425.75	153.00	574.25	71.29

PERIOD ENDING 03/31/2025
 % Fiscal Year Completed: 75.07
 FEBRUARY 2025 REPORT

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-101.000-810.000	SERVICES	125.00	125.00	0.00	0.00	125.00	0.00
101-101.000-810.100	POLICE CONTRACT JACKSON COUNT	93,200.00	37,240.00	37,240.00	0.00	0.00	100.00
101-101.000-825.000	EFTPS Late Penalty/interest	222.00	222.00	0.00	0.00	222.00	0.00
101-101.000-826.000	LEGAL FEES	7,000.00	7,000.00	7,544.00	3,519.00	(544.00)	107.77
101-101.000-826.100	ENGINEER FEES	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00
101-101.000-874.000	RETIREMENT-FICA	315.00	315.00	221.83	23.60	93.17	70.42
101-101.000-874.100	RETIREMENT-PENSION FOIA ADMIN	530.00	0.00	0.00	0.00	0.00	0.00
101-101.000-874.200	RETIREMENT CONTRACT FEE	1,750.00	1,750.00	0.00	0.00	1,750.00	0.00
101-101.000-900.000	PRINTING PUBLISHING	3,500.00	3,000.00	1,072.50	0.00	1,927.50	35.75
101-101.000-910.200	INSURANCE-WORKERS COMP	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-101.000-912.000	LIABILITY INS	17,000.00	17,000.00	0.00	0.00	17,000.00	0.00
101-101.000-958.000	MEMBERSHIPS & DUES	3,700.00	3,700.00	575.00	0.00	3,125.00	15.54
101-101.000-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	162.40	0.00	837.60	16.24
Total Dept 101.000 - TOWNSHIP BOARD		151,282.00	94,292.00	65,667.44	4,004.08	28,624.56	69.64
Dept 102.000 - TRUSTEES							
101-102.000-702.000	SALARIES & WAGES	9,600.00	10,560.00	7,920.00	880.00	2,640.00	75.00
101-102.000-860.000	LODGING & MEALS	500.00	500.00	0.00	0.00	500.00	0.00
101-102.000-860.100	MILEAGE/MEALS/LODGING	200.00	200.00	0.00	0.00	200.00	0.00
101-102.000-874.000	RETIREMENT-FICA	745.00	808.00	605.87	67.32	202.13	74.98
101-102.000-874.100	RETIREMENT-PENSION TRUSTEES	1,260.00	1,356.00	1,356.00	0.00	0.00	100.00
101-102.000-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 102.000 - TRUSTEES		13,305.00	14,424.00	9,881.87	947.32	4,542.13	68.51
Dept 103.000 - TOWNSHIP OFFICE							
101-103.000-708.000	OFFICE MANAGER	15,960.00	15,960.00	11,124.90	1,122.22	4,835.10	69.70
101-103.000-728.000	OFFICE SUPPLIES	1,500.00	3,000.00	2,204.36	42.18	795.64	73.48
101-103.000-730.000	POSTAGE	300.00	100.00	4.14	0.69	95.86	4.14
101-103.000-810.000	SERVICES	700.00	75.00	766.67	700.00	(691.67)	1,022.23
101-103.000-810.100	COPIER SERVICES	900.00	2,000.00	1,243.64	82.07	756.36	62.18
101-103.000-826.000	LEGAL FEES	0.00	0.00	1,886.00	0.00	(1,886.00)	100.00
101-103.000-853.000	TELEPHONE & INTERNET	6,200.00	8,000.00	6,921.09	710.80	1,078.91	86.51
101-103.000-853.100	WEB SITE	900.00	900.00	0.00	0.00	900.00	0.00
101-103.000-853.200	INTERNET FEES	140.00	0.00	0.00	0.00	0.00	0.00
101-103.000-853.300	PHONE MAINTENANCE	700.00	200.00	183.39	0.00	16.61	91.70
101-103.000-874.000	RETIREMENT-FICA	1,225.00	1,225.00	851.10	85.86	373.90	69.48
101-103.000-930.000	REPAIR & MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-103.000-955.000	MISCELLANEOUS	0.00	0.00	1,585.90	0.00	(1,585.90)	100.00
101-103.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	3,000.00	4,000.00	3,905.91	319.20	94.09	97.65
101-103.000-980.000	OFFICE EQUIPMENT & FURNITURE	2,000.00	1,000.00	854.47	0.00	145.53	85.45
Total Dept 103.000 - TOWNSHIP OFFICE		35,525.00	38,460.00	31,531.57	3,063.02	6,928.43	81.99
Dept 171.000 - SUPERVISOR							
101-171.000-702.000	SALARIES & WAGES	17,160.00	17,160.00	12,959.41	1,435.96	4,200.59	75.52
101-171.000-702.200	CLERICAL	0.00	0.00	764.99	0.00	(764.99)	100.00
101-171.000-728.000	OFFICE SUPPLIES	200.00	100.00	500.00	0.00	(400.00)	500.00
101-171.000-730.000	POSTAGE	25.00	25.00	0.00	0.00	25.00	0.00
101-171.000-853.400	CELL PHONE SUPERVISOR	500.00	1,000.00	754.82	124.80	245.18	75.48
101-171.000-860.000	LODGING & MEALS	400.00	400.00	0.00	0.00	400.00	0.00

PERIOD ENDING 03/31/2025
 % Fiscal Year Completed: 75.07
 FEBRUARY 2025 REPORT

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-171.000-860.100	MILEAGE/MEALS/LODGING	1,000.00	1,000.00	450.24	0.00	549.76	45.02
101-171.000-874.000	RETIREMENT-FICA	1,314.00	1,314.00	991.41	109.85	322.59	75.45
101-171.000-874.100	RETIREMENT-PENSION SUPERVISOR	2,030.00	2,475.00	2,474.20	0.00	0.80	99.97
101-171.000-958.000	MEMBERSHIPS & DUES	25.00	25.00	25.00	0.00	0.00	100.00
101-171.000-960.000	EDUCATION & TRAINING	1,000.00	750.00	0.00	0.00	750.00	0.00
101-171.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	2,000.00	2,000.00	1,090.00	0.00	910.00	54.50
Total Dept 171.000 - SUPERVISOR		25,654.00	26,249.00	20,010.07	1,670.61	6,238.93	76.23
Dept 215.000 - CLERK							
101-215.000-702.000	SALARIES & WAGES	17,160.00	17,160.00	12,741.20	1,300.00	4,418.80	74.25
101-215.000-702.100	DEPUTIES	10,300.00	11,000.00	5,693.34	0.00	5,306.66	51.76
101-215.000-702.200	CLERICAL	0.00	1,510.00	2,390.00	0.00	(880.00)	158.28
101-215.000-728.000	OFFICE SUPPLIES	1,000.00	1,500.00	1,305.49	0.00	194.51	87.03
101-215.000-730.000	POSTAGE	700.00	900.00	729.84	20.70	170.16	81.09
101-215.000-801.000	PROFESSIONAL SERVICES	1,000.00	500.00	0.00	0.00	500.00	0.00
101-215.000-808.000	SUPPORT-COMPUTER PROGRAMS	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-215.000-860.000	LODGING & MEALS	700.00	400.00	75.00	0.00	325.00	18.75
101-215.000-860.100	MILEAGE/MEALS/LODGING	1,300.00	1,000.00	377.90	52.46	622.10	37.79
101-215.000-874.000	RETIREMENT-FICA	2,100.00	2,155.00	1,593.03	99.45	561.97	73.92
101-215.000-874.100	RETIREMENT-PENSION CLERK	2,080.00	3,099.00	3,099.00	0.00	0.00	100.00
101-215.000-958.000	MEMBERSHIPS & DUES	100.00	100.00	0.00	0.00	100.00	0.00
101-215.000-960.000	EDUCATION & TRAINING	800.00	800.00	150.00	150.00	650.00	18.75
101-215.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	1,500.00	500.00	1,090.00	0.00	(590.00)	218.00
Total Dept 215.000 - CLERK		41,940.00	43,824.00	29,244.80	1,622.61	14,579.20	66.73
Dept 220.000 - MUD LAKE WEED CONTROL							
101-220.000-818.000	CONTRACTUAL SERVICES	8,250.00	8,250.00	2,764.87	0.00	5,485.13	33.51
101-220.000-826.000	LEGAL FEES	1,000.00	500.00	0.00	0.00	500.00	0.00
101-220.000-826.200	MDEQ WEED PERMIT FEE	900.00	900.00	875.00	0.00	25.00	97.22
Total Dept 220.000 - MUD LAKE WEED CONTROL		10,150.00	9,650.00	3,639.87	0.00	6,010.13	37.72
Dept 247.000 - BOARD OF REVIEW							
101-247.000-702.000	SALARIES & WAGES	2,000.00	2,000.00	165.00	0.00	1,835.00	8.25
101-247.000-730.000	POSTAGE	45.00	45.00	0.00	0.00	45.00	0.00
101-247.000-860.000	LODGING & MEALS	175.00	175.00	0.00	0.00	175.00	0.00
101-247.000-860.100	MILEAGE/CAR ALLOTMENT	0.00	0.00	19.60	0.00	(19.60)	100.00
101-247.000-874.000	RETIREMENT-FICA	140.00	140.00	12.63	0.00	127.37	9.02
101-247.000-900.000	PRINTING PUBLISHING	100.00	100.00	48.34	48.34	51.66	48.34
101-247.000-960.000	EDUCATION & TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 247.000 - BOARD OF REVIEW		2,560.00	2,560.00	245.57	48.34	2,314.43	9.59
Dept 253.000 - TREASURER							
101-253.000-702.000	SALARIES & WAGES	17,160.00	17,160.00	12,870.01	1,430.01	4,289.99	75.00
101-253.000-702.100	DEPUTIES	4,900.00	5,130.00	6,940.07	1,560.00	(1,810.07)	135.28
101-253.000-728.000	OFFICE SUPPLIES	700.00	700.00	412.29	0.00	287.71	58.90
101-253.000-730.000	POSTAGE	2,000.00	2,000.00	328.57	326.22	1,671.43	16.43

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 101 - GENERAL FUND								
Expenditures								
101-253.000-730.100	DLQT TAX POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00	
101-253.000-808.000	SUPPORT-COMPUTER PROGRAMS	900.00	900.00	0.00	0.00	900.00	0.00	
101-253.000-827.000	TAX ROLL PRINTING	450.00	450.00	0.00	0.00	450.00	0.00	
101-253.000-860.000	LODGING & MEALS	500.00	500.00	0.00	0.00	500.00	0.00	
101-253.000-860.100	MILEAGE/CAR ALLOTMENT	50.00	50.00	0.00	0.00	50.00	0.00	
101-253.000-874.000	RETIREMENT-FICA	1,690.00	1,706.00	1,515.45	228.74	190.55	88.83	
101-253.000-874.100	RETIREMENT-PENSION TREASURER	1,875.00	3,080.00	3,079.20	0.00	0.80	99.97	
101-253.000-935.100	TAX ADMIN FEES TO COUNTY	70.00	700.00	688.62	0.00	11.38	98.37	
101-253.000-958.000	MEMBERSHIPS & DUES	150.00	150.00	0.00	0.00	150.00	0.00	
101-253.000-960.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00	
101-253.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	1,000.00	1,000.00	1,809.33	0.00	(809.33)	180.93	
Total Dept 253.000 - TREASURER		32,045.00	34,126.00	27,643.54	3,544.97	6,482.46	81.00	
Dept 255.000 - SUMMER TAX								
101-255.000-702.000	SALARIES & WAGES	4,950.00	4,950.00	3,712.07	412.47	1,237.93	74.99	
101-255.000-702.100	DEPUTIES	4,500.00	3,500.00	1,064.92	0.00	2,435.08	30.43	
101-255.000-728.000	OFFICE SUPPLIES	200.00	200.00	180.40	0.00	19.60	90.20	
101-255.000-730.000	POSTAGE	1,500.00	1,500.00	1,326.45	0.00	173.55	88.43	
101-255.000-827.000	TAX ROLL PRINTING	470.00	470.00	288.00	0.00	182.00	61.28	
101-255.000-874.000	RETIREMENT-FICA	725.00	647.00	365.42	31.56	281.58	56.48	
101-255.000-874.100	RETIREMENT-PENSION TREAS WAGES	585.00	0.00	0.00	0.00	0.00	0.00	
101-255.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	500.00	550.00	526.00	0.00	24.00	95.64	
Total Dept 255.000 - SUMMER TAX		13,430.00	11,817.00	7,463.26	444.03	4,353.74	63.16	
Dept 257.000 - ASSESSOR								
101-257.000-728.000	OFFICE SUPPLIES	500.00	500.00	117.41	89.98	382.59	23.48	
101-257.000-730.000	POSTAGE	1,500.00	1,500.00	1,496.63	116.36	3.37	99.78	
101-257.000-801.000	PROFESSIONAL SERVICES	43,600.00	45,000.00	33,964.62	11,011.62	11,035.38	75.48	
101-257.000-826.000	LEGAL FEES ASSESSOR	1,000.00	5,000.00	4,072.59	0.00	927.41	81.45	
101-257.000-900.000	PRINTING PUBLISHING	700.00	700.00	0.00	0.00	700.00	0.00	
101-257.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	2,000.00	2,000.00	1,729.00	0.00	271.00	86.45	
Total Dept 257.000 - ASSESSOR		49,300.00	54,700.00	41,380.25	11,217.96	13,319.75	75.65	
Dept 262.000 - ELECTIONS								
101-262.000-702.000	SALARIES & WAGES	11,186.00	6,000.00	5,533.66	0.00	466.34	92.23	
101-262.000-707.000	ELECTION WORKERS	15,000.00	7,500.00	9,429.00	1,593.00	(1,929.00)	125.72	
101-262.000-728.000	OFFICE SUPPLIES	1,500.00	1,200.00	900.88	162.51	299.12	75.07	
101-262.000-730.000	POSTAGE	4,500.00	3,500.00	1,919.41	12.88	1,580.59	54.84	
101-262.000-801.000	PROFESSIONAL SERVICES	0.00	0.00	1,664.85	0.00	(1,664.85)	100.00	
101-262.000-860.000	LODGING & MEALS	600.00	300.00	277.24	0.00	22.76	92.41	
101-262.000-860.100	MILEAGE/CAR ALLOTMENT	500.00	300.00	244.68	0.00	55.32	81.56	
101-262.000-874.000	RETIREMENT-FICA	2,005.00	1,032.00	1,144.67	121.86	(112.67)	110.92	
101-262.000-900.000	PRINTING PUBLISHING	2,500.00	2,200.00	1,902.17	0.00	297.83	86.46	
101-262.000-960.000	EDUCATION & TRAINING	0.00	200.00	200.00	0.00	0.00	100.00	
101-262.000-984.000	EQUIPMENT & UNIFORMS	2,500.00	5,000.00	4,824.37	0.00	175.63	96.49	
Total Dept 262.000 - ELECTIONS		40,291.00	27,232.00	28,040.93	1,890.25	(808.93)	102.97	

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
Dept 265.000 - BLDG, & GRDS.							
101-265.000-702.000	SALARIES & WAGES	9,350.00	9,350.00	6,978.12	773.21	2,371.88	74.63
101-265.000-702.300	CLEANING	3,500.00	3,000.00	2,173.75	120.00	826.25	72.46
101-265.000-702.400	MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-265.000-745.000	NATURAL GAS	2,000.00	2,000.00	1,012.02	256.74	987.98	50.60
101-265.000-775.000	REPAIR & MAINTENANCE SUPPLIES	2,500.00	2,500.00	1,310.96	0.00	1,189.04	52.44
101-265.000-775.100	BUILDING MAINTENANCE	5,000.00	5,000.00	879.00	0.00	4,121.00	17.58
101-265.000-810.000	SERVICES	1,700.00	1,400.00	1,296.13	207.24	103.87	92.58
101-265.000-816.000	SNOW REMOVAL	2,500.00	2,500.00	1,425.00	0.00	1,075.00	57.00
101-265.000-817.000	GROUNDS MAINTENANCE & MOWING	4,000.00	4,000.00	2,000.00	0.00	2,000.00	50.00
101-265.000-818.000	CONTRACTUAL SERVICES	500.00	500.00	288.00	0.00	212.00	57.60
101-265.000-874.000	RETIREMENT-FICA	720.00	720.00	533.82	59.15	186.18	74.14
101-265.000-874.100	RETIREMENT-PENSION	1,220.00	1,220.00	0.00	0.00	1,220.00	0.00
101-265.000-910.200	INSURANCE-WORKERS COMP	60.00	60.00	0.00	0.00	60.00	0.00
101-265.000-921.000	ELECTRIC	3,000.00	3,000.00	3,421.55	194.24	(421.55)	114.05
101-265.000-955.000	MISCELLANEOUS	0.00	0.00	177.02	0.00	(177.02)	100.00
101-265.000-975.000	LAND/BLDGS AND IMPROVEMENTS	655.00	100,000.00	99,490.75	0.00	509.25	99.49
101-265.000-980.000	OFFICE EQUIPMENT & FURNITURE	2,000.00	13,000.00	12,546.17	0.00	453.83	96.51
Total Dept 265.000 - BLDG, & GRDS.		40,205.00	149,750.00	133,532.29	1,610.58	16,217.71	89.17
Dept 301.000 - POLICE							
101-301.000-702.000	SALARIES & WAGES	0.00	40,833.00	24,230.79	5,384.62	16,602.21	59.34
101-301.000-728.000	OFFICE SUPPLIES	0.00	584.00	0.00	0.00	584.00	0.00
101-301.000-751.000	GASOLINE & OIL	0.00	1,166.00	0.00	0.00	1,166.00	0.00
101-301.000-826.000	LEGAL FEES	0.00	1,166.00	0.00	0.00	1,166.00	0.00
101-301.000-853.000	TELEPHONE & INTERNET	0.00	292.00	49.37	0.00	242.63	16.91
101-301.000-860.100	MILEAGE/CAR ALLOTMENT	0.00	500.00	117.40	0.00	382.60	23.48
101-301.000-874.000	RETIREMENT-FICA	0.00	3,124.00	1,853.65	411.92	1,270.35	59.34
101-301.000-874.100	RETIREMENT-PENSION	0.00	4,900.00	0.00	0.00	4,900.00	0.00
101-301.000-900.000	PRINTING PUBLISHING	0.00	148.00	0.00	0.00	148.00	0.00
101-301.000-958.000	MEMBERSHIPS & DUES	0.00	2,292.00	0.00	0.00	2,292.00	0.00
101-301.000-960.000	EDUCATION & TRAINING	0.00	0.00	1,195.00	1,195.00	(1,195.00)	100.00
101-301.000-965.000	INSURANCE	0.00	10,000.00	1,804.00	0.00	8,196.00	18.04
101-301.000-977.100	SECURE EVIDENCE STORAGE	0.00	5,000.00	4,768.82	0.00	231.18	95.38
101-301.000-978.100	COMPUTER & ROUTER	0.00	6,000.00	11,166.98	0.00	(5,166.98)	186.12
101-301.000-978.200	BODY/CAR CAMERA	0.00	5,000.00	0.00	0.00	5,000.00	0.00
101-301.000-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	6,000.00	0.00	0.00	6,000.00	0.00
101-301.000-981.000	VEHICLES	0.00	50,000.00	45,316.00	0.00	4,684.00	90.63
101-301.000-981.100	VEHICLE REPAIR & MAINTENANCE	0.00	1,458.00	0.00	0.00	1,458.00	0.00
101-301.000-981.200	VEHICLE OUTFITTING	0.00	0.00	6,063.06	0.00	(6,063.06)	100.00
101-301.000-984.000	EQUIPMENT & UNIFORMS	0.00	15,000.00	9,511.04	566.39	5,488.96	63.41
101-301.000-984.100	EQUIPMENT REPAIR	0.00	500.00	500.00	0.00	0.00	100.00
101-301.000-984.200	FIREARMS & WEAPONS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
101-301.000-984.300	RADIOS	0.00	9,500.00	6,376.65	0.00	3,123.35	67.12
Total Dept 301.000 - POLICE		0.00	168,463.00	112,952.76	7,557.93	55,510.24	67.05
Dept 446.000 - HIGHWAYS, RDS. & BRIDGES							
101-446.000-775.500	METRO ACT FUNDS	5,385.00	5,385.00	5,690.93	0.00	(305.93)	105.68
101-446.000-818.000	CONTRACTUAL SERVICES	55,000.00	55,000.00	52,978.63	0.00	2,021.37	96.32

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 446.000 - HIGHWAYS, RDS. & BRIDGES		60,385.00	60,385.00	58,669.56	0.00	1,715.44	97.16
Dept 448.000 - STREETLIGHTS							
101-448.000-921.000	ELECTRIC STREETLIGHT ASSESSMENTS	7,000.00	7,000.00	3,328.44	0.00	3,671.56	47.55
101-448.000-921.050	STREETLIGHTS LEDS	7,000.00	7,000.00	4,974.03	705.31	2,025.97	71.06
101-448.000-921.100	STREETLIGHTS-TWP & AT LARGE	2,000.00	2,000.00	3,130.45	636.94	(1,130.45)	156.52
101-448.000-921.150	HILLANLAKE STREETLIGHT ASSESSEMENT	1,220.00	1,220.00	0.00	0.00	1,220.00	0.00
101-448.000-921.200	WAMPLER LK STREETLIGHT ASSESSMENT	9,079.00	9,079.00	0.00	0.00	9,079.00	0.00
101-448.000-921.210	MOBILE HOME PARK STREETLIGHT ASSESSMENT	848.00	848.00	0.00	0.00	848.00	0.00
101-448.000-921.300	NORVELL STREETLIGHT ASSESSEMENT	2,189.00	2,189.00	0.00	0.00	2,189.00	0.00
Total Dept 448.000 - STREETLIGHTS		29,336.00	29,336.00	11,432.92	1,342.25	17,903.08	38.97
Dept 528.000 - CLEAN UP PROGRAM							
101-528.000-818.000	CONTRACTUAL SERVICES	7,500.00	7,500.00	5,782.38	226.38	1,717.62	77.10
101-528.000-900.000	PRINTING PUBLISHING	200.00	200.00	147.00	0.00	53.00	73.50
101-528.000-955.000	MISCELLANEOUS	400.00	400.00	0.00	0.00	400.00	0.00
Total Dept 528.000 - CLEAN UP PROGRAM		8,100.00	8,100.00	5,929.38	226.38	2,170.62	73.20
Dept 534.000 - WL WEED CONTROL							
101-534.000-801.000	PROFESSIONAL SERVICES	6,650.00	6,650.00	4,233.00	1,411.00	2,417.00	63.65
101-534.000-818.000	CONTRACTUAL SERVICES	31,650.00	31,650.00	0.00	0.00	31,650.00	0.00
101-534.000-826.000	LEGAL FEES	2,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-534.000-826.200	MDEQ WEED PERMIT FEE	950.00	950.00	0.00	0.00	950.00	0.00
101-534.000-900.000	PRINTING PUBLISHING	500.00	2,400.00	2,321.25	0.00	78.75	96.72
Total Dept 534.000 - WL WEED CONTROL		41,750.00	42,650.00	6,554.25	1,411.00	36,095.75	15.37
Dept 536.000 - WAMPLERS LAKE SEWER DISTRICT							
101-536.000-702.000	SALARIES & WAGES	3,710.00	3,000.00	1,065.13	0.00	1,934.87	35.50
101-536.000-705.000	TREASURERS WAGES	2,200.00	2,200.00	1,650.23	183.35	549.77	75.01
101-536.000-728.000	OFFICE SUPPLIES	0.00	0.00	517.45	0.00	(517.45)	100.00
101-536.000-730.000	POSTAGE	675.00	675.00	448.42	113.16	226.58	66.43
101-536.000-808.000	SUPPORT-COMPUTER PROGRAMS	300.00	350.00	331.00	0.00	19.00	94.57
101-536.000-826.000	LEGAL FEES	0.00	1,000.00	690.00	0.00	310.00	69.00
101-536.000-874.000	RETIREMENT-FICA	450.00	400.00	207.77	14.02	192.23	51.94
101-536.000-874.100	RETIREMENT-PENSION TREAS WAGES	260.00	260.00	0.00	0.00	260.00	0.00
Total Dept 536.000 - WAMPLERS LAKE SEWER DISTRICT		7,595.00	7,885.00	4,910.00	310.53	2,975.00	62.27
Dept 537.000 - VINEYARD LAKE SEWER DISTRICT							
101-537.000-702.000	SALARIES & WAGES	3,800.00	3,000.00	1,064.88	0.00	1,935.12	35.50
101-537.000-705.000	TREASURERS WAGES	2,200.00	2,200.00	1,650.22	183.34	549.78	75.01
101-537.000-730.000	POSTAGE	700.00	700.00	500.87	193.89	199.13	71.55
101-537.000-808.000	SUPPORT-COMPUTER PROGRAMS	320.00	350.00	331.00	0.00	19.00	94.57
101-537.000-826.000	LEGAL FEES	3,600.00	2,500.00	1,472.00	0.00	1,028.00	58.88
101-537.000-874.000	RETIREMENT-FICA	460.00	400.00	207.71	14.02	192.29	51.93
101-537.000-874.100	RETIREMENT-PENSION TREAS WAGES	265.00	0.00	0.00	0.00	0.00	0.00
101-537.000-900.000	PRINTING PUBLISHING	125.00	125.00	0.00	0.00	125.00	0.00

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
Expenditures							
101-537.000-958.000	MEMBERSHIPS & DUES	400.00	400.00	0.00	0.00	400.00	0.00
Total Dept 537.000 - VINEYARD LAKE SEWER DISTRICT		11,870.00	9,675.00	5,226.68	391.25	4,448.32	54.02
Dept 567.000 - CEMETERY							
101-567.000-703.000	SEXTON	5,280.00	5,280.00	3,978.67	619.85	1,301.33	75.35
101-567.000-775.000	REPAIR & MAINTENANCE SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-567.000-810.000	SERVICES	1,800.00	1,800.00	1,238.90	0.00	561.10	68.83
101-567.000-816.000	SNOW REMOVAL	600.00	600.00	1,185.96	1,185.96	(585.96)	197.66
101-567.000-817.000	GROUNDS MAINTENANCE & MOWING	16,000.00	16,000.00	9,450.00	0.00	6,550.00	59.06
101-567.000-818.000	CONTRACTUAL OPENING & CLOSINGS	5,000.00	5,000.00	4,050.00	400.00	950.00	81.00
101-567.000-818.100	CEMETERY FOUNDATIONS	2,000.00	2,000.00	1,157.00	0.00	843.00	57.85
101-567.000-874.000	RETIREMENT-FICA	405.00	405.00	304.38	47.42	100.62	75.16
101-567.000-874.100	RETIREMENT-PENSION SEXTON	615.00	0.00	0.00	0.00	0.00	0.00
101-567.000-900.000	PRINTING PUBLISHING	100.00	100.00	0.00	0.00	100.00	0.00
101-567.000-921.000	ELECTRIC	400.00	400.00	261.49	28.60	138.51	65.37
101-567.000-955.000	MISCELLANEOUS	0.00	0.00	199.00	199.00	(199.00)	100.00
101-567.000-975.000	LAND/BLDGS AND IMPROVEMENTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 567.000 - CEMETERY		35,200.00	34,585.00	21,825.40	2,480.83	12,759.60	63.11
Dept 570.000 - NORVELL LK AQUATIC WEED DIST.							
101-570.000-818.000	CONTRACTUAL SERVICES	0.00	0.00	14,457.44	0.00	(14,457.44)	100.00
Total Dept 570.000 - NORVELL LK AQUATIC WEED DIST.		0.00	0.00	14,457.44	0.00	(14,457.44)	100.00
Dept 701.000 - PLANNING COMMISSION							
101-701.000-702.000	SALARIES & WAGES	4,620.00	3,500.00	1,265.00	0.00	2,235.00	36.14
101-701.000-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
101-701.000-801.000	PROFESSIONAL SERVICES	8,500.00	12,000.00	12,450.00	0.00	(450.00)	103.75
101-701.000-826.000	LEGAL FEES	4,000.00	4,000.00	966.00	966.00	3,034.00	24.15
101-701.000-860.000	LODGING & MEALS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-701.000-860.100	MILEAGE/CAR ALLOTMENT	500.00	500.00	0.00	0.00	500.00	0.00
101-701.000-874.000	RETIREMENT-FICA	355.00	355.00	96.78	0.00	258.22	27.26
101-701.000-874.100	RETIREMENT-PENSION BOARD REP	70.00	0.00	0.00	0.00	0.00	0.00
101-701.000-900.000	PRINTING PUBLISHING	500.00	500.00	0.00	0.00	500.00	0.00
101-701.000-957.000	REGION II PLANNING COMMISSION	800.00	800.00	756.00	0.00	44.00	94.50
101-701.000-958.000	MEMBERSHIPS & DUES	800.00	800.00	0.00	0.00	800.00	0.00
101-701.000-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	60.00	0.00	940.00	6.00
Total Dept 701.000 - PLANNING COMMISSION		22,245.00	24,555.00	15,593.78	966.00	8,961.22	63.51
Dept 702.000 - BOARD OF APPEALS							
101-702.000-702.000	SALARIES & WAGES	1,100.00	825.00	220.00	0.00	605.00	26.67
101-702.000-730.000	POSTAGE	100.00	100.00	0.00	0.00	100.00	0.00
101-702.000-826.000	LEGAL FEES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-702.000-860.100	MILEAGE/CAR ALLOTMENT	100.00	100.00	0.00	0.00	100.00	0.00
101-702.000-874.000	RETIREMENT-FICA	85.00	63.00	16.84	0.00	46.16	26.73
101-702.000-874.100	RETIREMENT-PENSION	30.00	0.00	0.00	0.00	0.00	0.00
101-702.000-900.000	PRINTING PUBLISHING	300.00	300.00	0.00	0.00	300.00	0.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 101 - GENERAL FUND									
Expenditures									
101-702.000-960.000	EDUCATION & TRAINING	300.00	300.00	0.00	0.00		300.00		0.00
Total Dept 702.000 - BOARD OF APPEALS		4,015.00	3,688.00	236.84	0.00		3,451.16		6.42
Dept 704.000 - ZONING ENFORCEMENT									
101-704.000-702.000	CODE ENFORCEMENT SALARIES & WAGES	15,600.00	7,200.00	8,020.10	1,000.00		(820.10)		111.39
101-704.000-728.000	OFFICE SUPPLIES	300.00	300.00	277.65	125.77		22.35		92.55
101-704.000-730.000	POSTAGE	50.00	50.00	16.56	2.76		33.44		33.12
101-704.000-826.000	LEGAL FEES	5,000.00	5,000.00	2,055.40	138.00		2,944.60		41.11
101-704.000-853.400	CELL PHONE ZONING ENFORCEMENT	500.00	45.00	84.34	0.00		(39.34)		187.42
101-704.000-860.000	LODGING & MEALS	350.00	350.00	0.00	0.00		350.00		0.00
101-704.000-860.100	MILEAGE/CAR ALLOTMENT	1,500.00	1,000.00	0.00	0.00		1,000.00		0.00
101-704.000-874.000	RETIREMENT-FICA	1,370.00	551.00	613.55	76.50		(62.55)		111.35
101-704.000-960.000	EDUCATION & TRAINING	1,500.00	1,500.00	825.00	0.00		675.00		55.00
101-704.000-978.000	COMPUTER SOFTWARE & EQUIPMENT	1,000.00	1,000.00	947.99	947.99		52.01		94.80
Total Dept 704.000 - ZONING ENFORCEMENT		27,170.00	16,996.00	12,840.59	2,291.02		4,155.41		75.55
Dept 751.000 - PARKS & RECREATION									
101-751.000-775.000	REPAIR & MAINTENANCE SUPPLIES	1,000.00	1,000.00	0.00	0.00		1,000.00		0.00
101-751.000-810.000	SERVICES	3,000.00	3,000.00	2,660.28	145.00		339.72		88.68
101-751.000-812.000	RECREATIONAL DEVELOPMENT	3,000.00	3,000.00	0.00	0.00		3,000.00		0.00
101-751.000-817.000	GROUNDS MAINTENANCE & MOWING	7,600.00	7,600.00	5,720.00	0.00		1,880.00		75.26
101-751.000-818.000	CONTRACTUAL SERVICES	0.00	0.00	161.37	0.00		(161.37)		100.00
101-751.000-921.000	ELECTRIC	700.00	725.00	597.25	73.32		127.75		82.38
101-751.000-975.000	LAND/BLDGS AND IMPROVEMENTS	5,000.00	9,100.00	9,080.44	0.00		19.56		99.79
101-751.000-984.000	EQUIPMENT & UNIFORMS	6,000.00	6,000.00	0.00	0.00		6,000.00		0.00
Total Dept 751.000 - PARKS & RECREATION		26,300.00	30,425.00	18,219.34	218.32		12,205.66		59.88
Dept 890.000 - CONTINGENCY									
101-890.000-890.000	CONTINGENCY RESERVES	35,800.00	35,800.00	0.00	0.00		35,800.00		0.00
Total Dept 890.000 - CONTINGENCY		35,800.00	35,800.00	0.00	0.00		35,800.00		0.00
TOTAL EXPENDITURES		765,453.00	979,627.00	687,130.40	47,259.28		292,496.60		70.14
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		669,201.00	687,198.00	404,425.43	70.24		282,772.57		58.85
TOTAL EXPENDITURES		765,453.00	979,627.00	687,130.40	47,259.28		292,496.60		70.14
NET OF REVENUES & EXPENDITURES		(96,252.00)	(292,429.00)	(282,704.97)	(47,189.04)		(9,724.03)		96.67

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 203 - WAMPLER HEIGHTS ROAD IMPROVEMENT							
Revenues							
Dept 000.000 - UTILITARIAN							
203-000.000-457.000	WAMPLER HGTS RD IMPROVEMENTS	121,200.00	121,200.00	15,582.72	0.00	105,617.28	12.86
203-000.000-664.000	INTEREST	0.00	0.00	1,081.19	0.00	(1,081.19)	100.00
Total Dept 000.000 - UTILITARIAN		<u>121,200.00</u>	<u>121,200.00</u>	<u>16,663.91</u>	<u>0.00</u>	<u>104,536.09</u>	<u>13.75</u>
TOTAL REVENUES		<u>121,200.00</u>	<u>121,200.00</u>	<u>16,663.91</u>	<u>0.00</u>	<u>104,536.09</u>	<u>13.75</u>
Fund 203 - WAMPLER HEIGHTS ROAD IMPROVEMENT:							
TOTAL REVENUES		121,200.00	121,200.00	16,663.91	0.00	104,536.09	13.75
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>121,200.00</u>	<u>121,200.00</u>	<u>16,663.91</u>	<u>0.00</u>	<u>104,536.09</u>	<u>13.75</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)		
Fund 206 - FIRE FUND								
Revenues								
Dept 000.000 - UTILITARIAN								
206-000.000-402.000	PROPERTY TAXES	174,000.00	174,000.00	86,457.23	0.00	87,542.77	49.69	
Total Dept 000.000 - UTILITARIAN		<u>174,000.00</u>	<u>174,000.00</u>	<u>86,457.23</u>	<u>0.00</u>	<u>87,542.77</u>	<u>49.69</u>	
TOTAL REVENUES		<u>174,000.00</u>	<u>174,000.00</u>	<u>86,457.23</u>	<u>0.00</u>	<u>87,542.77</u>	<u>49.69</u>	
Expenditures								
Dept 000.000 - UTILITARIAN								
206-000.000-995.000	TRANSFER OUT	0.00	0.00	30,000.00	0.00	(30,000.00)	100.00	
Total Dept 000.000 - UTILITARIAN		<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0.00</u>	<u>(30,000.00)</u>	<u>100.00</u>	
Dept 336.100 - CAMBRIDGE TOWNSHIP								
206-336.100-818.000	CONTRACTUAL SERVICES	87,600.00	87,600.00	58,400.00	0.00	29,200.00	66.67	
Total Dept 336.100 - CAMBRIDGE TOWNSHIP		<u>87,600.00</u>	<u>87,600.00</u>	<u>58,400.00</u>	<u>0.00</u>	<u>29,200.00</u>	<u>66.67</u>	
Dept 336.200 - NAPOLEON TOWNSHIP								
206-336.200-818.000	CONTRACTUAL SERVICES	70,500.00	70,500.00	47,432.00	0.00	23,068.00	67.28	
Total Dept 336.200 - NAPOLEON TOWNSHIP		<u>70,500.00</u>	<u>70,500.00</u>	<u>47,432.00</u>	<u>0.00</u>	<u>23,068.00</u>	<u>67.28</u>	
TOTAL EXPENDITURES		<u>158,100.00</u>	<u>158,100.00</u>	<u>135,832.00</u>	<u>0.00</u>	<u>22,268.00</u>	<u>85.92</u>	
Fund 206 - FIRE FUND:								
TOTAL REVENUES		<u>174,000.00</u>	<u>174,000.00</u>	<u>86,457.23</u>	<u>0.00</u>	<u>87,542.77</u>	<u>49.69</u>	
TOTAL EXPENDITURES		<u>158,100.00</u>	<u>158,100.00</u>	<u>135,832.00</u>	<u>0.00</u>	<u>22,268.00</u>	<u>85.92</u>	
NET OF REVENUES & EXPENDITURES		<u>15,900.00</u>	<u>15,900.00</u>	<u>(49,374.77)</u>	<u>0.00</u>	<u>65,274.77</u>	<u>310.53</u>	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 219 - HILL & LAKE STREET LIGHTING FUND							
Revenues							
Dept 000.000 - UTILITARIAN							
219-000.000-456.200	HILL & LAKE STREETLIGHT ASSESSMENT	1,222.00	1,222.00	0.00	0.00	1,222.00	0.00
Total Dept 000.000 - UTILITARIAN		<u>1,222.00</u>	<u>1,222.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,222.00</u>	<u>0.00</u>
TOTAL REVENUES		<u>1,222.00</u>	<u>1,222.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,222.00</u>	<u>0.00</u>
Fund 219 - HILL & LAKE STREET LIGHTING FUND:							
TOTAL REVENUES		1,222.00	1,222.00	0.00	0.00	1,222.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>1,222.00</u>	<u>1,222.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,222.00</u>	<u>0.00</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 220 - MUD LAKE WEED CONTROL							
Revenues							
Dept 000.000 - UTILITARIAN							
220-000.000-457.100	MUD LAKE WEED CONTROL	5,882.00	5,882.00	0.00	0.00	5,882.00	0.00
Total Dept 000.000 - UTILITARIAN		5,882.00	5,882.00	0.00	0.00	5,882.00	0.00
TOTAL REVENUES		5,882.00	5,882.00	0.00	0.00	5,882.00	0.00
Expenditures							
Dept 220.000 - MUD LAKE WEED CONTROL							
220-220.000-826.000	LEGAL FEES	1,311.00	1,311.00	0.00	0.00	1,311.00	0.00
220-220.000-826.200	MDEQ WEED PERMIT FEE	875.00	875.00	0.00	0.00	875.00	0.00
220-220.000-900.000	PRINTING PUBLISHING	1,181.00	1,181.00	0.00	0.00	1,181.00	0.00
Total Dept 220.000 - MUD LAKE WEED CONTROL		3,367.00	3,367.00	0.00	0.00	3,367.00	0.00
TOTAL EXPENDITURES		3,367.00	3,367.00	0.00	0.00	3,367.00	0.00
Fund 220 - MUD LAKE WEED CONTROL:							
TOTAL REVENUES		5,882.00	5,882.00	0.00	0.00	5,882.00	0.00
TOTAL EXPENDITURES		3,367.00	3,367.00	0.00	0.00	3,367.00	0.00
NET OF REVENUES & EXPENDITURES		2,515.00	2,515.00	0.00	0.00	2,515.00	0.00

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 222 - MOBILE HOME PARK STREETLIGHTS									
Revenues									
Dept 000.000 - UTILITARIAN									
222-000.000-456.210	MOBILE HOME PARK STREETLIGHTS	848.00	848.00	0.00	0.00		848.00		0.00
Total Dept 000.000 - UTILITARIAN		<u>848.00</u>	<u>848.00</u>	<u>0.00</u>	<u>0.00</u>		<u>848.00</u>		<u>0.00</u>
TOTAL REVENUES		<u>848.00</u>	<u>848.00</u>	<u>0.00</u>	<u>0.00</u>		<u>848.00</u>		<u>0.00</u>
Fund 222 - MOBILE HOME PARK STREETLIGHTS:									
TOTAL REVENUES		848.00	848.00	0.00	0.00		848.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		<u>848.00</u>	<u>848.00</u>	<u>0.00</u>	<u>0.00</u>		<u>848.00</u>		<u>0.00</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 223 - NORVELL STREETLIGHTS ASSESSMENT									
Revenues									
Dept 000.000 - UTILITARIAN									
223-000.000-456.300	NORVELL STREETLIGHTS ASSESSMENT	2,189.00	2,189.00	0.00	0.00		2,189.00	0.00	
Total Dept 000.000 - UTILITARIAN		<u>2,189.00</u>	<u>2,189.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,189.00</u>	<u>0.00</u>	
TOTAL REVENUES		<u>2,189.00</u>	<u>2,189.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,189.00</u>	<u>0.00</u>	
Fund 223 - NORVELL STREETLIGHTS ASSESSMENT:									
TOTAL REVENUES		2,189.00	2,189.00	0.00	0.00		2,189.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		<u>2,189.00</u>	<u>2,189.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,189.00</u>	<u>0.00</u>	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 224 - WAMP LK STREETLIGHTS ASSESSMENT							
Revenues							
Dept 000.000 - UTILITARIAN							
224-000.000-456.100	WAMP LK STREET LIGHTS ASSESSMENT	9,217.00	9,217.00	0.00	0.00	9,217.00	0.00
Total Dept 000.000 - UTILITARIAN		<u>9,217.00</u>	<u>9,217.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,217.00</u>	<u>0.00</u>
TOTAL REVENUES		<u>9,217.00</u>	<u>9,217.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,217.00</u>	<u>0.00</u>
Fund 224 - WAMP LK STREETLIGHTS ASSESSMENT:							
TOTAL REVENUES		9,217.00	9,217.00	0.00	0.00	9,217.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>9,217.00</u>	<u>9,217.00</u>	<u>0.00</u>	<u>0.00</u>	<u>9,217.00</u>	<u>0.00</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 225 - WAMPLERS LAKE WEED CONTROL									
Expenditures									
Dept 534.000 - WL WEED CONTROL									
225-534.000-801.000	PROFESSIONAL SERVICES	4,387.00	4,387.00	0.00	0.00		4,387.00		0.00
225-534.000-818.000	CONTRACTUAL SERVICES	2,817.00	2,817.00	0.00	0.00		2,817.00		0.00
Total Dept 534.000 - WL WEED CONTROL		<u>7,204.00</u>	<u>7,204.00</u>	<u>0.00</u>	<u>0.00</u>		<u>7,204.00</u>		<u>0.00</u>
TOTAL EXPENDITURES		<u>7,204.00</u>	<u>7,204.00</u>	<u>0.00</u>	<u>0.00</u>		<u>7,204.00</u>		<u>0.00</u>
Fund 225 - WAMPLERS LAKE WEED CONTROL:									
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00		0.00
TOTAL EXPENDITURES		<u>7,204.00</u>	<u>7,204.00</u>	<u>0.00</u>	<u>0.00</u>		<u>7,204.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>(7,204.00)</u>	<u>(7,204.00)</u>	<u>0.00</u>	<u>0.00</u>		<u>(7,204.00)</u>		<u>0.00</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 249 - CONSTRUCTION CODE FUND							
Revenues							
Dept 000.000 - UTILITARIAN							
249-000.000-478.000	BUILDING	19,308.00	19,308.00	16,820.00	4,180.00	2,488.00	87.11
249-000.000-479.000	ELECTRICAL	12,302.00	12,302.00	7,365.00	2,040.00	4,937.00	59.87
249-000.000-480.000	PLUMBING	4,038.00	4,038.00	4,315.00	1,385.00	(277.00)	106.86
249-000.000-481.000	MECHANICAL	9,460.00	9,460.00	5,315.15	775.00	4,144.85	56.19
249-000.000-482.000	ZONING COMPLIANCE PERMITS	1,000.00	1,700.00	2,470.00	585.00	(770.00)	145.29
249-000.000-664.000	INTEREST	0.00	50.00	0.00	0.00	50.00	0.00
249-000.000-664.100	INTEREST & PENALTIES	0.00	0.00	48.87	0.00	(48.87)	100.00
Total Dept 000.000 - UTILITARIAN		46,108.00	46,858.00	36,334.02	8,965.00	10,523.98	77.54
TOTAL REVENUES		46,108.00	46,858.00	36,334.02	8,965.00	10,523.98	77.54
Expenditures							
Dept 371.000 - INSPECTIONS							
249-371.000-708.100	PERMIT ADMINISTRATOR	6,840.00	6,840.00	4,637.10	467.78	2,202.90	67.79
249-371.000-710.000	ZONING ADMINISTRATOR	15,600.00	10,000.00	7,019.90	0.00	2,980.10	70.20
249-371.000-808.000	SUPPORT-COMPUTER PROGRAMS	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
249-371.000-874.000	RETIREMENT-FICA	1,720.00	765.00	891.70	35.78	(126.70)	116.56
Total Dept 371.000 - INSPECTIONS		25,460.00	18,905.00	12,548.70	503.56	6,356.30	66.38
Dept 372.000 - BUILDING INSPECTOR							
249-372.000-702.000	SALARIES & WAGES	1,200.00	1,200.00	900.00	200.00	300.00	75.00
249-372.000-702.500	INSPECTION SERVICES	14,000.00	14,000.00	12,475.00	1,580.00	1,525.00	89.11
249-372.000-874.000	RETIREMENT-FICA	92.00	92.00	68.85	15.30	23.15	74.84
Total Dept 372.000 - BUILDING INSPECTOR		15,292.00	15,292.00	13,443.85	1,795.30	1,848.15	87.91
Dept 373.000 - ELECTRICAL INSPECTIONS							
249-373.000-702.000	SALARIES & WAGES	0.00	0.00	650.00	650.00	(650.00)	100.00
249-373.000-702.500	INSPECTION SERVICES	9,000.00	9,000.00	4,420.00	0.00	4,580.00	49.11
Total Dept 373.000 - ELECTRICAL INSPECTIONS		9,000.00	9,000.00	5,070.00	650.00	3,930.00	56.33
Dept 374.000 - PLUMBING INSPECTIONS							
249-374.000-702.500	INSPECTION SERVICES	3,500.00	3,500.00	2,015.00	390.00	1,485.00	57.57
Total Dept 374.000 - PLUMBING INSPECTIONS		3,500.00	3,500.00	2,015.00	390.00	1,485.00	57.57
Dept 375.000 - MECHANICAL INSPECTOR							
249-375.000-702.500	INSPECTION SERVICES	4,500.00	4,500.00	2,600.00	650.00	1,900.00	57.78
Total Dept 375.000 - MECHANICAL INSPECTOR		4,500.00	4,500.00	2,600.00	650.00	1,900.00	57.78
TOTAL EXPENDITURES		57,752.00	51,197.00	35,677.55	3,988.86	15,519.45	69.69

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	03/31/2025 NORM (ABNORM)	MONTH 03/31/25 INCR (DECR)	BALANCE NORM (ABNORM)		
Fund 249 - CONSTRUCTION CODE FUND								
Fund 249 - CONSTRUCTION CODE FUND:								
	TOTAL REVENUES	46,108.00	46,858.00	36,334.02	8,965.00	10,523.98	77.54	
	TOTAL EXPENDITURES	57,752.00	51,197.00	35,677.55	3,988.86	15,519.45	69.69	
	NET OF REVENUES & EXPENDITURES	(11,644.00)	(4,339.00)	656.47	4,976.14	(4,995.47)	15.13	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 266 - POLICE									
Expenditures									
Dept 301.000 - POLICE									
266-301.000-912.000	LIABILITY INS	0.00	2,625.00	0.00	0.00		2,625.00	0.00	
266-301.000-960.000	EDUCATION & TRAINING	0.00	583.00	0.00	0.00		583.00	0.00	
Total Dept 301.000 - POLICE		0.00	3,208.00	0.00	0.00		3,208.00	0.00	
TOTAL EXPENDITURES		0.00	3,208.00	0.00	0.00		3,208.00	0.00	
Fund 266 - POLICE:									
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00	0.00	
TOTAL EXPENDITURES		0.00	3,208.00	0.00	0.00		3,208.00	0.00	
NET OF REVENUES & EXPENDITURES		0.00	(3,208.00)	0.00	0.00		(3,208.00)	0.00	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 445 - CAPITAL IMPROVEMENT FUND									
Revenues									
Dept 000.000 - UTILITARIAN									
445-000.000-664.000	INTEREST	18.00	18.00	0.00	0.00		18.00	0.00	
Total Dept 000.000 - UTILITARIAN		<u>18.00</u>	<u>18.00</u>	<u>0.00</u>	<u>0.00</u>		<u>18.00</u>	<u>0.00</u>	
TOTAL REVENUES		<u>18.00</u>	<u>18.00</u>	<u>0.00</u>	<u>0.00</u>		<u>18.00</u>	<u>0.00</u>	
Expenditures									
Dept 000.000 - UTILITARIAN									
445-000.000-975.300		2,000.00	2,000.00	0.00	0.00		2,000.00	0.00	
Total Dept 000.000 - UTILITARIAN		<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,000.00</u>	<u>0.00</u>	
Dept 901.000 - CAPITAL OUTLAY									
445-901.000-975.300	300 MILL BLDG	62,000.00	90,750.00	90,723.39	0.00		26.61	99.97	
Total Dept 901.000 - CAPITAL OUTLAY		<u>62,000.00</u>	<u>90,750.00</u>	<u>90,723.39</u>	<u>0.00</u>		<u>26.61</u>	<u>99.97</u>	
TOTAL EXPENDITURES		<u>64,000.00</u>	<u>92,750.00</u>	<u>90,723.39</u>	<u>0.00</u>		<u>2,026.61</u>	<u>97.81</u>	
Fund 445 - CAPITAL IMPROVEMENT FUND:									
TOTAL REVENUES		18.00	18.00	0.00	0.00		18.00	0.00	
TOTAL EXPENDITURES		64,000.00	92,750.00	90,723.39	0.00		2,026.61	97.81	
NET OF REVENUES & EXPENDITURES		<u>(63,982.00)</u>	<u>(92,732.00)</u>	<u>(90,723.39)</u>	<u>0.00</u>		<u>(2,008.61)</u>	<u>97.83</u>	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	03/31/2025 NORM (ABNORM)	MONTH 03/31/25 INCR (DECR)	BALANCE NORM (ABNORM)			
Fund 490 - WLS CAPITAL IMPROVEMENTS									
Revenues									
Dept 000.000 - UTILITARIAN									
490-000.000-664.000	INTEREST	84.00	84.00	0.00	0.00	84.00	0.00		
Total Dept 000.000 - UTILITARIAN		<u>84.00</u>	<u>84.00</u>	<u>0.00</u>	<u>0.00</u>	<u>84.00</u>	<u>0.00</u>		
TOTAL REVENUES		<u>84.00</u>	<u>84.00</u>	<u>0.00</u>	<u>0.00</u>	<u>84.00</u>	<u>0.00</u>		
Fund 490 - WLS CAPITAL IMPROVEMENTS:									
TOTAL REVENUES		84.00	84.00	0.00	0.00	84.00	0.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		<u>84.00</u>	<u>84.00</u>	<u>0.00</u>	<u>0.00</u>	<u>84.00</u>	<u>0.00</u>		

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 597 - VINEYARD LAKE SEWER							
Revenues							
Dept 000.000 - UTILITARIAN							
597-000.000-602.000	DLQT O & M FROM TAX	10,000.00	14,000.00	(9,145.77)	4,240.00	23,145.77	(65.33)
597-000.000-613.300	VLSD CONNECTION FEES	0.00	20,604.00	20,604.00	0.00	0.00	100.00
597-000.000-618.000	BILLED ADMIN/SVC FEE VLS	2,600.00	7,000.00	8,065.94	424.98	(1,065.94)	115.23
597-000.000-629.000	BILLED LEONI TREATMENT	11,200.00	29,700.00	36,658.70	3,246.20	(6,958.70)	123.43
597-000.000-631.100	BILLED COLUMBIA TWP O M & R	68,500.00	68,500.00	47,318.50	1,457.29	21,181.50	69.08
597-000.000-631.200	BILLED CONTRACT SVC. O M & R	30,000.00	54,700.00	41,782.59	847.68	12,917.41	76.38
597-000.000-631.300	BILLED NORVELL TWP R&R	24,000.00	24,000.00	25,599.39	763.81	(1,599.39)	106.66
597-000.000-664.100	INTEREST & PENALTIES	1,500.00	2,500.00	4,915.15	1,282.07	(2,415.15)	196.61
597-000.000-675.000	BILLED CAPITAL REVENUE	21,000.00	2,600.00	22,509.53	934.66	(19,909.53)	865.75
Total Dept 000.000 - UTILITARIAN		168,800.00	223,604.00	198,308.03	13,196.69	25,295.97	88.69
TOTAL REVENUES		168,800.00	223,604.00	198,308.03	13,196.69	25,295.97	88.69
Expenditures							
Dept 000.000 - UTILITARIAN							
597-000.000-853.500	EMERGENCY CALL CENTER	0.00	2,040.00	1,190.00	0.00	850.00	58.33
Total Dept 000.000 - UTILITARIAN		0.00	2,040.00	1,190.00	0.00	850.00	58.33
TOTAL EXPENDITURES		0.00	2,040.00	1,190.00	0.00	850.00	58.33
Fund 597 - VINEYARD LAKE SEWER:							
TOTAL REVENUES		168,800.00	223,604.00	198,308.03	13,196.69	25,295.97	88.69
TOTAL EXPENDITURES		0.00	2,040.00	1,190.00	0.00	850.00	58.33
NET OF REVENUES & EXPENDITURES		168,800.00	221,564.00	197,118.03	13,196.69	24,445.97	88.97

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET				
Fund 703 - CURRENT TAX COLLECTION FUND							
Revenues							
Dept 000.000 - UTILITARIAN							
703-000.000-541.000	QUALIFIED FOREST	0.00	0.00	329.00	0.00	(329.00)	100.00
703-000.000-664.000	INTEREST	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000.000 - UTILITARIAN		2,000.00	2,000.00	329.00	0.00	1,671.00	16.45
TOTAL REVENUES		2,000.00	2,000.00	329.00	0.00	1,671.00	16.45
Expenditures							
Dept 000.000 - UTILITARIAN							
703-000.000-809.000	BANK FEES AND SERVICE CHARGES	0.00	0.00	378.80	0.00	(378.80)	100.00
Total Dept 000.000 - UTILITARIAN		0.00	0.00	378.80	0.00	(378.80)	100.00
TOTAL EXPENDITURES		0.00	0.00	378.80	0.00	(378.80)	100.00
Fund 703 - CURRENT TAX COLLECTION FUND:							
TOTAL REVENUES		2,000.00	2,000.00	329.00	0.00	1,671.00	16.45
TOTAL EXPENDITURES		0.00	0.00	378.80	0.00	(378.80)	100.00
NET OF REVENUES & EXPENDITURES		2,000.00	2,000.00	(49.80)	0.00	2,049.80	2.49

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		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 706 - WAMPLERS LAKE O & M									
Revenues									
Dept 000.000 - UTILITARIAN									
706-000.000-664.000	INTEREST	87.00	87.00	0.00	0.00		87.00	0.00	
Total Dept 000.000 - UTILITARIAN		<u>87.00</u>	<u>87.00</u>	<u>0.00</u>	<u>0.00</u>		<u>87.00</u>	<u>0.00</u>	
TOTAL REVENUES		<u>87.00</u>	<u>87.00</u>	<u>0.00</u>	<u>0.00</u>		<u>87.00</u>	<u>0.00</u>	
Expenditures									
Dept 000.000 - UTILITARIAN									
706-000.000-809.000	BANK FEES AND SERVICE CHARGES	0.00	0.00	205.98	0.00		(205.98)	100.00	
Total Dept 000.000 - UTILITARIAN		<u>0.00</u>	<u>0.00</u>	<u>205.98</u>	<u>0.00</u>		<u>(205.98)</u>	<u>100.00</u>	
TOTAL EXPENDITURES		<u>0.00</u>	<u>0.00</u>	<u>205.98</u>	<u>0.00</u>		<u>(205.98)</u>	<u>100.00</u>	
<hr/>									
Fund 706 - WAMPLERS LAKE O & M:									
TOTAL REVENUES		87.00	87.00	0.00	0.00		87.00	0.00	
TOTAL EXPENDITURES		0.00	0.00	205.98	0.00		(205.98)	100.00	
NET OF REVENUES & EXPENDITURES		<u>87.00</u>	<u>87.00</u>	<u>(205.98)</u>	<u>0.00</u>		<u>292.98</u>	<u>236.76</u>	

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET	03/31/2025 NORM (ABNORM)	MONTH 03/31/25 INCR (DECR)	BALANCE NORM (ABNORM)			
Fund 707 - VINEYARD LAKE O & M									
Revenues									
Dept 000.000 - UTILITARIAN									
707-000.000-664.000	INTEREST	350.00	350.00	0.00	0.00	350.00	0.00		
Total Dept 000.000 - UTILITARIAN		<u>350.00</u>	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>		
TOTAL REVENUES		<u>350.00</u>	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>		
Fund 707 - VINEYARD LAKE O & M:									
TOTAL REVENUES		350.00	350.00	0.00	0.00	350.00	0.00		
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00		
NET OF REVENUES & EXPENDITURES		<u>350.00</u>	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>		

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 708 - VINEYARD LAKE SPECIAL ASSESSMENT									
Revenues									
Dept 000.000 - UTILITARIAN									
708-000.000-664.000	INTEREST	27.00	27.00	0.00	0.00		27.00	0.00	
Total Dept 000.000 - UTILITARIAN		<u>27.00</u>	<u>27.00</u>	<u>0.00</u>	<u>0.00</u>		<u>27.00</u>	<u>0.00</u>	
TOTAL REVENUES		<u>27.00</u>	<u>27.00</u>	<u>0.00</u>	<u>0.00</u>		<u>27.00</u>	<u>0.00</u>	
Fund 708 - VINEYARD LAKE SPECIAL ASSESSMENT:									
TOTAL REVENUES		27.00	27.00	0.00	0.00		27.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>27.00</u>	<u>27.00</u>	<u>0.00</u>	<u>0.00</u>		<u>27.00</u>	<u>0.00</u>	<u>0.00</u>

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 750 - PAYROLL									
Revenues									
Dept 000.000 - UTILITARIAN									
750-000.000-664.000	INTEREST	5.00	5.00	0.00	0.00		5.00	0.00	
750-000.000-664.100	INTEREST & PENALTIES	0.00	0.00	17.57	0.00		(17.57)	100.00	
Total Dept 000.000 - UTILITARIAN		<u>5.00</u>	<u>5.00</u>	<u>17.57</u>	<u>0.00</u>		<u>(12.57)</u>	<u>351.40</u>	
TOTAL REVENUES		<u>5.00</u>	<u>5.00</u>	<u>17.57</u>	<u>0.00</u>		<u>(12.57)</u>	<u>351.40</u>	
Fund 750 - PAYROLL:									
TOTAL REVENUES		5.00	5.00	17.57	0.00		(12.57)	351.40	
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00	0.00	
NET OF REVENUES & EXPENDITURES		<u>5.00</u>	<u>5.00</u>	<u>17.57</u>	<u>0.00</u>		<u>(12.57)</u>	<u>351.40</u>	

PERIOD ENDING 03/31/2025
 % Fiscal Year Completed: 75.07
 FEBRUARY 2025 REPORT

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE 03/31/2025 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/25		AVAILABLE BALANCE		% BDGT USED
		ORIGINAL BUDGET	2024-25 AMENDED BUDGET		INCR	(DECR)	NORM	(ABNORM)	
Fund 843 - MUD LAKE WEED CONTROL									
Revenues									
Dept 000.000 - UTILITARIAN									
843-000.000-458.000	MUD LAKE WEED CONTROL	5,000.00	5,000.00	4,293.00	0.00		707.00		85.86
843-000.000-664.100	INTEREST & PENALTIES	0.00	0.00	9.48	0.00		(9.48)		100.00
Total Dept 000.000 - UTILITARIAN		<u>5,000.00</u>	<u>5,000.00</u>	<u>4,302.48</u>	<u>0.00</u>		<u>697.52</u>		<u>86.05</u>
TOTAL REVENUES		<u>5,000.00</u>	<u>5,000.00</u>	<u>4,302.48</u>	<u>0.00</u>		<u>697.52</u>		<u>86.05</u>
Expenditures									
Dept 220.000 - MUD LAKE WEED CONTROL									
843-220.000-818.000	CONTRACTUAL SERVICES	2,100.00	2,100.00	0.00	0.00		2,100.00		0.00
Total Dept 220.000 - MUD LAKE WEED CONTROL		<u>2,100.00</u>	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,100.00</u>		<u>0.00</u>
TOTAL EXPENDITURES		<u>2,100.00</u>	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,100.00</u>		<u>0.00</u>
Fund 843 - MUD LAKE WEED CONTROL:									
TOTAL REVENUES		<u>5,000.00</u>	<u>5,000.00</u>	<u>4,302.48</u>	<u>0.00</u>		<u>697.52</u>		<u>86.05</u>
TOTAL EXPENDITURES		<u>2,100.00</u>	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>		<u>2,100.00</u>		<u>0.00</u>
NET OF REVENUES & EXPENDITURES		<u>2,900.00</u>	<u>2,900.00</u>	<u>4,302.48</u>	<u>0.00</u>		<u>(1,402.48)</u>		<u>148.36</u>
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		<u>1,206,238.00</u>	<u>1,279,789.00</u>	<u>746,837.67</u>	<u>22,231.93</u>		<u>532,951.33</u>		<u>58.36</u>
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		<u>1,057,976.00</u>	<u>1,299,593.00</u>	<u>951,138.12</u>	<u>51,248.14</u>		<u>348,454.88</u>		<u>73.19</u>
NET OF REVENUES & EXPENDITURES		<u>148,262.00</u>	<u>(19,804.00)</u>	<u>(204,300.45)</u>	<u>(29,016.21)</u>		<u>184,496.45</u>		<u>1,031.61</u>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank HUNT GENERAL CHECKING ACCOUNT					
03/04/2025	HUNT	32205	PERO	SHARON PERO	52.46
03/04/2025	HUNT	32207	0000003782	B & B HARDWARE/KELLY FUELS	35.96
03/04/2025	HUNT	32208	0000001593	VC3	1,160.79
03/04/2025	HUNT	32209	0000002527	LRS, LLC	226.38
03/04/2025	HUNT	32210	0100000030	RDH EXCAVATING	1,550.00
03/04/2025	HUNT	32211	FOST S	FOSTER SWIFT COLLINS & SMITH P.C.	874.00
03/04/2025	HUNT	32212	SUMM	SUMMIT TOWNSHIP	48.34
03/04/2025	HUNT	32213	VERI	VERIZON WIRELESS	124.80
03/11/2025	HUNT	32214	0000001026	COMCAST	697.80
03/11/2025	HUNT	32215	0000001100	CONSUMERS ENERGY	261.56
03/11/2025	HUNT	32216	0000001100	CONSUMERS ENERGY	189.42
03/11/2025	HUNT	32217	0000001100	CONSUMERS ENERGY	28.60
03/11/2025	HUNT	32218	0000001100	CONSUMERS ENERGY	73.32
03/11/2025	HUNT	32219	0000002150	LESTER BROTHERS	145.00
03/11/2025	HUNT	32220	AOS	AMERICAN OFFICE SOLUTIONS	82.07
03/11/2025	HUNT	32221	IVS	IVSCOMM, INC	400.00
03/12/2025	HUNT	32222	0000003453	RESTORATIVE LAKE SCIENCES, LLC	1,411.00
03/12/2025	HUNT	32223	AMA BUS	AMAZON BUSINESS	324.77
03/12/2025	HUNT	32224	SUN A	SUNRISE ASSESSING SERVICES	11,094.39
03/17/2025	HUNT	32226	FOST S	FOSTER SWIFT COLLINS & SMITH P.C.	3,749.00
03/17/2025	HUNT	32239	0000001100	CONSUMERS ENERGY	1,342.25
03/17/2025	HUNT	32240	0000001350	SMART BUSINESS SOURCE	294.67
03/17/2025	HUNT	32241	RHOADES	KRIS RHOADES	120.00
03/24/2025	HUNT	32201			0.00 V
03/25/2025	HUNT	32249	0000001593	VC3	106.40 V
03/25/2025	HUNT	32250	FNBO	FNBO	1,079.61 V
03/25/2025	HUNT	32251	QUAD	QUADIENT FINANCE USA INC	1,003.89 V
03/26/2025	HUNT	32204	FNBO	FNBO	566.39
03/26/2025	HUNT	32252	0000001593	VC3	106.40
03/26/2025	HUNT	32253	FNBO	FNBO	1,358.00
03/26/2025	HUNT	32254	QUAD	QUADIENT FINANCE USA INC	1,003.89
03/26/2025	HUNT	32262	5003	UNIVERSAL MECHANICAL SERVICES	650.00
03/26/2025	HUNT	32263	5007	THE BARTLOW CORPORATION	1,580.00
03/26/2025	HUNT	32264	9999999220	TT PLUMBING LLC	390.00
03/26/2025	HUNT	32265	9999999952	MARK FISH	650.00
03/26/2025	HUNT	32266	AMK	AMK SERVICES LLC	6,376.65
03/31/2025	HUNT	32267	0000002527	LRS, LLC	207.24

HUNT TOTALS:

Total of 37 Checks:	39,365.05
Less 4 Void Checks:	2,189.90
Total of 33 Disbursements:	<u>37,175.15</u>

Permit List

04/01/2025

Permit #	Address	Category	Applicant Name	Date Issued	Date Expires	Amount Billed
PB25-0007	11800 PINK ST	Remodel/Repair	Alliance Service Brands LLC	03/04/2025	09/28/2025	\$285.00
PB25-0008	6830 KAPPLER DR	Res, New Home	Allen Edwin Residential Builders LL	03/07/2025	09/28/2025	\$530.00
PB25-0009	2010 PARKWOOD CT	Deck	SZKUTNIK DENNIS & CAROL	03/10/2025	09/28/2025	\$155.00
PB25-0011	9852 FISHVILLE RD	Roof	R.D. Kleinschmidt Inc	03/12/2025	09/08/2025	\$90.00
PB25-0012	13000 WATERMAN RD	Solar Panels - ground mounted	Joungho Choi	03/12/2025	09/28/2025	\$350.00
PE25-0014	13000 WATERMAN RD	Solar Panels - ground mount	Joungho Choi	03/12/2025	09/28/2025	\$220.00
PE25-0015	11800 PINK ST	Res, Alteration	Greg W Scholl	03/12/2025	09/08/2025	\$155.00
PP25-0006	2634 VINEYARD LN	new home	Onsted P.H.C.	03/12/2025	09/27/2025	\$220.00
PM25-0010	2634 VINEYARD LN	Res, New Home	Andrew Edwards	03/12/2025	09/21/2025	\$220.00
PZ25-0007	1577 WAMPLERS LAKE RD	Plot Plan Review	B Southwell Construction LLC	03/31/2025		\$65.00
PP25-0007	10415 HARDCASTLE RD	Septic Line	R-N-D Dirtworks LLC	03/17/2025	09/13/2025	\$90.00
PB25-0013	1753 WAMPLERS HGTS DR	Remodel/Repair	Rick Shore Builders	03/17/2025	09/13/2025	\$155.00
PB25-0014	12151 LADD RD	SHED	BENNET RICHARD & AUDREY	03/17/2025	09/28/2025	\$155.00
PP25-0008	12691 HORNING RD	remodel	Henry W Brewer Jr	03/17/2025	09/13/2025	\$155.00
PE25-0017	2698 BAYBERRY CT	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/13/2025	\$155.00
PE25-0018	3056 VILLAGE LN	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/28/2025	\$155.00
PE25-0019	3070 HILLANLAKE DR	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/28/2025	\$155.00
PE25-0020	3074 HILLANLAKE DR	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/28/2025	\$90.00
PE25-0021	3063 HILLANLAKE DR	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/28/2025	\$155.00
PE25-0022	3055 HILLANLAKE DR	Single Wide Mobile Home	Advanced Electric Inc.	03/17/2025	09/13/2025	\$155.00
PZ25-0009	12328 LAWRENCE RD	Plot Plan Review	LAVACS RODNEY JOHN	03/18/2025		\$65.00
PB25-0015	1741 WAMPLERS LAKE RD	Roof	R.D. Kleinschmidt Inc	03/19/2025	09/15/2025	\$90.00
PB25-0016	1625 WAMPLERS LAKE RD	Roof	R.D. Kleinschmidt Inc	03/19/2025	09/15/2025	\$90.00
PB25-0018	545 NORVELL BEACH DR	Roof	Denny B Construction LLC	03/24/2025	09/20/2025	\$90.00
PM25-0011	1753 WAMPLERS HGTS DR	Res, Alteration	Brooklyn Plumbing & Heating	03/24/2025	09/20/2025	\$155.00
PP25-0009	1753 WAMPLERS HGTS DR	remodel	Brooklyn Plumbing & Heating	03/24/2025	09/20/2025	\$285.00
PB25-0019	11573 CADY RD	Roof	Mullins Roofing	03/24/2025	09/20/2025	\$90.00
PE25-0023	12710 RABY RD	Generator Hook up	TEC Electric llc	03/24/2025	09/20/2025	\$155.00
PE25-0024	10875 BETTIS RD	Generator Hook up	Reliable Electric	03/24/2025	09/20/2025	\$155.00
PE25-0025	570 HARRIS DR	Generator Hook up	Greg W Scholl	03/25/2025	09/21/2025	\$90.00
PE25-0026	1559 WAMPLERS LAKE RD	Res, New Home	TEC Electric llc	03/26/2025	09/22/2025	\$220.00
PB25-0020	12328 LAWRENCE RD	Res, New Home	LAVACS RODNEY JOHN	03/26/2025	09/28/2025	\$545.00
PB25-0021	PIERCE RD	Res, New Home	SALGAT JON M	03/26/2025	09/28/2025	\$545.00
PP25-0010	2676 VINEYARD LN	remodel	Brooklyn Plumbing & Heating	03/31/2025	09/27/2025	\$220.00
PP25-0011	1559 WAMPLERS LAKE RD	new home	Flick's Plumbing LLC	03/31/2025	09/27/2025	\$220.00

PB25-0022	577 NORVELL BEACH DR	Roof	R.D. Kleinschmidt Inc	03/31/2025	09/27/2025	\$90.00
PM25-0014	1559 WAMPLERS LAKE RD	Res, New Home	Travis Lehman HTG & Cooling	03/31/2025	09/27/2025	\$220.00
PB25-0023	KAPPLER DR	Res, New Home	Allen Edwin Residential Builders LL	03/31/2025	09/28/2025	\$545.00

Number of Permits: 38

Total Billed: \$7,580.00

Population: All Records

Permit.DateIssued Between 3/1/2025 12:00:00 AM AND
3/31/2025 11:59:59 PM AND

Permit.Status = ISSUED



Cambridge Township Fire Department

Monthly Fire Report

Month: MARCH Year: 2025

Incident Type	Cambridge	Rome	Norvell	Special Events
Structure Fire				
Structure Fire Causing Death				
Vehicle Fire				
Vehicle Fire Causing Death				
Natural Vegetation Fire	1			
Illegal Burn				
Smoke Investigation				
Emergency Med. Incident	29	3	11	
Vehicle Accident with Injury's				
Vehicle Accident-Causing Death				
Pedestrian vs. Vehicle				
Vehicle Accident with No-Injury's	1			
Search For Lost Person				
Water & Ice-Related Rescue	1			
Odor Investigation				
Hazardous Spill				
Gas Leak (NG-LP)				
Carbon Monoxide Incident				
Carbon Monoxide Incident with Death				
Down Wires	1	1	1	
Storm Damage Hazards	5	1		
Arcing Wires				
Severe Weather Stand-by				
Assist To Police				
Animal Rescue				
Smoke or Odor Removal	1			
Dispatched & Cancelled En-Route	9	1	1	
False Alarm	3			
Assist to other Fire Departments	4			
Month Totals	55	6	13	
Year to Date	158	24	36	
Department Totals YTD	218			

Scott Damon _____ . Date _____

Fire Chief



Fire Department Monthly Report March. 2025

**Scott Damon
Fire Chief**

Station Notes

- **Station #2** Office and kitchenette & Siding are 97% done now with the weather breaking I would assume they will be starting on installation of insulation in truck bays
- **Station #1** Access control installed we did have to replace electronic door catch on NE door

Equipment

- Flow test has been completed on all Breathing apparatus
- Both Station computers have been installed by Black-Rock

Personnel

FF Steven Celeskey Continues with his EMT Class

Probationary member Ethan Worden Continues with FF1-2 and Haz-Mat

Fire Alarm Program

March Installs

8 CO/Smoke Combination alarms

4 Smoke

Training

- Rescue 1 Online Training
- Hands on search & Rescue and practiced tactics on gear removal and performing CPR on Firefighter

Accident/Lose Report

Equipment	at fault	Police Report	Description
E-12	No	No	Hit deer on Stephenson responding to call

Scott Damon
Fire Chief

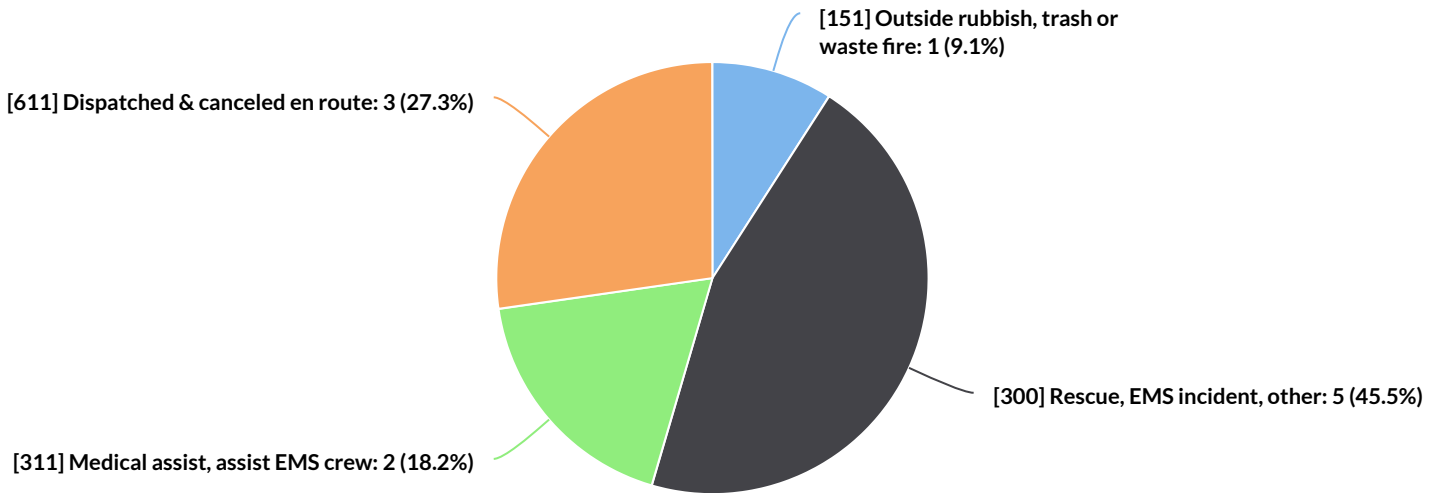
Napoleon Township Fire Department

Napoleon, MI



Incident Count and Percentage per Incident Type (1390)

Start Date: 3/1/2025 0:00:00 | End Date: 3/31/2025 23:59:59



District	Incident Count	Percentage
Norvell		0.00%
[151] Outside rubbish, trash or waste fire	1	9.09%
[300] Rescue, EMS incident, other	5	45.45%
[311] Medical assist, assist EMS crew	2	18.18%
[611] Dispatched & canceled en route	3	27.27%
Total (Norvell)	11	100.00%
Grand Total	11	100.00%

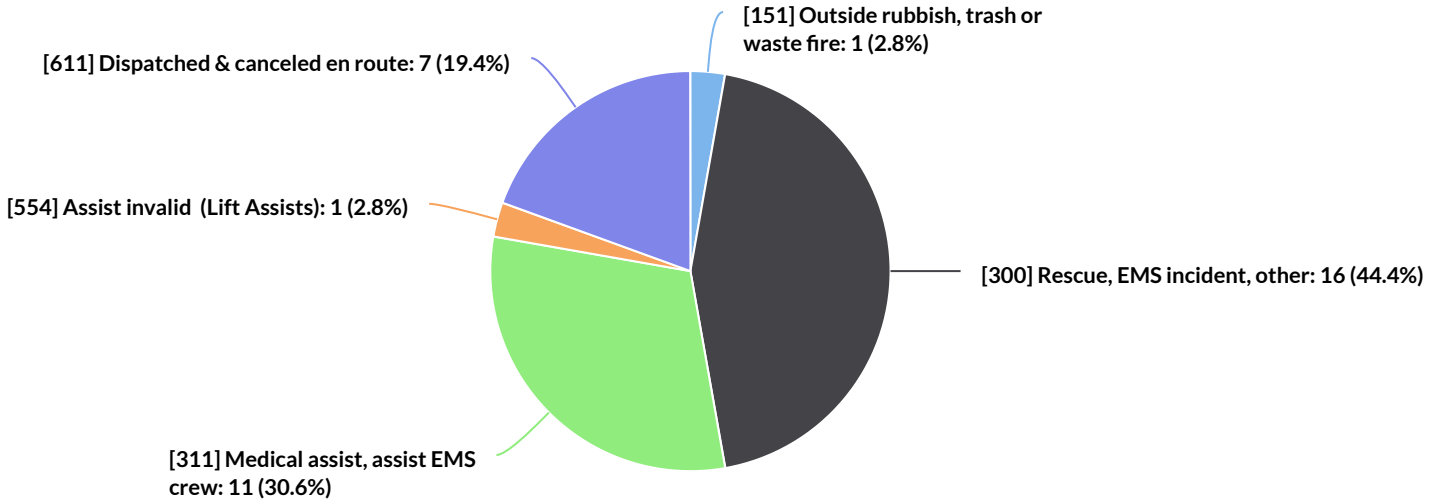
Napoleon Township Fire Department

Napoleon, MI



Incident Count and Percentage per Incident Type (1390)

Start Date: 1/1/2025 0:00:00 | End Date: 4/1/2025 10:20:56



District	Incident Count	Percentage
Norvell		0.00%
[151] Outside rubbish, trash or waste fire	1	2.78%
[300] Rescue, EMS incident, other	16	44.44%
[311] Medical assist, assist EMS crew	11	30.56%
[554] Assist invalid (Lift Assists)	1	2.78%
[611] Dispatched & canceled en route	7	19.44%
Total (Norvell)	36	100.00%
Grand Total	36	100.00%

Norvell Township Board of Review

Organizational Meeting March 4, 2025

Present:

Jim Anderson – Chairperson
Chelsea Zarr
Jessica Casler – Assessor

Janice Johns
Bill Sutherland – Recording Secretary
Madison Davis – Assessor

Excused:

Meeting Called to Order at 9:02 am by Chairperson Jim Anderson

Pledge of Allegiance recited

Elections

Chairperson

Motion: Appoint Jim Anderson Chair of the 2025 Board of Review

By: Jim Anderson **Seconded:** Janice Johns **Vote:** All Ayes

Alternate Recording Secretary

Motion: Appoint Chelsea Zarr Alternate Recording Secretary for 2025

By: Jim Anderson **Seconded:** Janice Johns **Vote:** All Ayes

Length of Time for petitioner to address Board of Review

Motion: 15 minutes for appeals

By: Jim Anderson **Seconded:** Janice Johns **Vote:** All Ayes

The Official Assessment Roll was presented to the Norvell Township Board of Review

Jessica Casler and Madison Davis reviewed:

- Poverty Guidelines and Asset Test that were adopted by the Township Board of Trustees
 - Asset Test unchanged
 - Spreadsheet with updated poverty guidelines (138% of federal standard per Township Policy)
 - Exemption stays with the property
- Discussed Veteran Exemptions
 - Exemption goes with the petitioner
- State guidance included in Board members binders
- Inflation Rate (CPI) – 3.1%
- Reviewed Assessed Values (Township) by classification
- Discussed when 2025 millage rates would be assessed and any changes
- Reviewed upcoming meeting schedule

Township Poverty Guidelines

Motion: Follow the adopted Township Poverty Guidelines

By: Jim Anderson **Seconded:** Janice Johns **Vote:** All Ayes

Adjournment

Motion: Adjourn

By: Jim Anderson **Seconded:** Janice Johns **Vote:** All Ayes

Meeting adjourned 9:55 am

Respectfully submitted: Bill Sutherland – Recording Secretary, Township Supervisor

Board of Review

Meeting March 10, 2025

Present:

Jim Anderson, Chairperson
Chelsea Zarr
Madison Davis, Assessor

Janice Johns
Bill Sutherland, Recording Secretary

Meeting Called to Order at 9:03 am by Chairperson Jim Anderson

The Pledge of Allegiance was recited.

- **M25-01** – Michael Willoughby 000-15-28-377-003-01, 12923 Pink Street – Hardship Exemption (recurring)

The Board reviewed the documentation presented. Based on what was presented,

Motion to approve Hardship Exemption by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-02** – Jack Schroeder, 088-20-36-452-003-00, 205 Elm – Appeal of Assessment

Letter appeal.

The Board reviewed documentation presented by the applicant. Discussion was had regarding the values that Mr. Schroeder arrived at versus how the Township Assessor does the same.

Motion to reduce TCV to \$260,000 by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes.

- **M25-03** – Main Street Building, LLC, 090-20-04-129-001-00, 533 Norvell Beach Drive – Appeal of Assessment

Board member Johns recused herself from this appeal as she has a financial interest in the property.

No Action Taken at the 3/10/2025 meeting.

The Board took up the discussion at the 3/19/2025 Meeting.

The Board reviewed the value of mobile home and a report provided by a structural engineer.

Motion to adjust the assessed and taxable value from \$32,900 to \$23,700 to reflect current state of the structure by Chelsea Zarr, 2nd by Jim Anderson. Vote: All Ayes.

Board member Johns rejoined the Board of Review

- **M25-04** – Jason & Amy Trumbull, 118-20-28-253-042-01, 42 Joseph Drive – Appeal of Assessment

Letter Appeal.

The Board reviewed the documentation provided.

Motion to deny change of assessment by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

Motion to Adjourn made by Chelsea Zarr, 2nd by Jim Anderson. All Ayes

Meeting adjourned 3:02 pm

Respectfully submitted: Bill Sutherland – Recording Secretary, Township Supervisor

Board of Review

Meeting March 19, 2025

Present:

Jim Anderson, Chairperson
Chelsea Zarr
Madison Davis, Assessor

Janice Johns
Jessica Casler, Assessor
Bill Sutherland, Recording Secretary

Meeting Called to Order at 3:00 pm by Chairperson Jim Anderson

The Pledge of Allegiance was recited.

- **M25-05** – James Gansmiller 096-20-03-104-002-01 SEV/Uncapping

Mr. Gansmiller appeared in person and addressed the Board. He contends the property (315 Commercial) is incorrectly valued.

The Board held discussion and deliberated.

Motion to Deny by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-06** – James Gansmiller 096-20-03-105-001-00 SEV/Uncapping

He claims that the property (096-20-03-105-001-00) is not suitable for a septic drain field (per Jackson County Health Department), that it would be difficult to obtain permitting for an engineered drain field and talked about the state of the existing structure.

The Board held discussion regarding the state of the existing structure and deliberated.

Motion to change Taxable Value of \$15,300 to \$8200/Taxable Value and \$8200/Assessed Value by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-07** – Inspire Financial Trust, LLC. 000-20-28-176-003-02, 11449 Wamplers Lake Rd SEV/Uncapping

Petitioner Steve Moser appeared in person and addressed the Board. He claims that the structure is dilapidated, the barn has partially collapsed and much of the land has not been taken care of. The residence is classified as 100% functional.

The Board reviewed the information. Discussion was had regarding the age of the structure, the state of the barn, the portion of the land that is marshland.

Motion to change the Taxable Value of \$99,800 to \$80,825/Taxable Value and \$80,825/Assessed Value by Jim Anderson, 2nd by Chelsea Zarr. Vote: All Ayes.

- **M25-08** Tom Johnson, 000-20-35-353-001-02, 2001 Wamplers Lake Dr. SEV

Mr. Johnson appeared in person and presented documentation to the Board regarding the property.

The Board reviewed the information presented. Discussion was had regarding the yearly progressions from 2023 (tax year that settlement was reached with Norvell Township) of Assessed Value and Taxable Value.

No supporting market data was presented that supported a reduction in Assessment.

Motion to Deny Appeal by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes.

- **M25-09** – Ricky Miller, 090-20-04-252-012-02, 585 Norvell Beach Drive – SEV

Mr. Miller appeared in person. He claims that the residence is a mobile home and not a stick-built home as it is assessed. He also presented the Board with appraisal information on the property.

The Board discussed the assertion that the structure is a mobile home. Portions of the structure are stick built. It is therefore seen as a “blended class”. They then reviewed the appraisals that the petitioner submitted. A 2/27/2025 appraisal presented by the petitioner noted that the structure is a mobile home and was appraised with a value greater than the current Assessed Value.

Motion to Deny Appeal by Janice Johns, 2nd by Chelsea Zarr. Vote: All Ayes

- **M25-010** – Susan Chester, 123-20-33-176-001-01 – SEV

Susan Chester appeared in person.

She presented appraisal information.

The Board reviewed the documentation provided. Discussion was had regarding the appraisal information, topography and a similar/neighbor parcel that was adjusted in 2024 for similar issues

Motion to change the Assessed Value of \$10,500/Taxable Value of \$8,240 to Assessed Value of \$5,250/Taxable Value of \$5,250 Janice Johns, 2nd by Jim Andeson Johns. Vote: All Ayes

- **M25-011** – Susan Chester, 123-20-33-176-001-02 – SEV

Susan Chester appeared in person.

She presented appraisal information.

The Board reviewed the documentation provided. Discussion was had regarding the appraisal information, topography and a similar/neighbor parcel that was adjusted in 2024 for similar issues

Motion to change the Assessed Value of \$10,500/Taxable Value of \$8,240 to Assessed Value of \$5,250/Taxable Value of \$5,250 Chelsea Zarr, 2nd by Janice Johns. Vote: All Ayes

- **M25-12** – Susan Chester, 123-20-33-176-002-00 – SEV

Letter Appeal.

She presented appraisal information.

The Board reviewed the documentation provided. Discussion was had regarding the appraisal information, topography and a similar/neighbor parcel that was adjusted in 2024 for similar issues

Motion to change the Assessed Value of \$10,500/Taxable Value of \$8,240 to Assessed Value of \$5,250/Taxable Value of \$5,250 Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-13** – Susan Chester, 123-20-33-176-003-00 – SEV

She presented appraisal information.

The Board reviewed the documentation provided. Discussion was had regarding the appraisal information, topography and a similar/neighbor parcel that was adjusted in 2024 for similar issues

Motion to change the Assessed Value of \$11,300/Taxable Value of \$3,968 to Assessed Value of \$5,250/Taxable Value of \$3,968 Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-14** – Susan Chester, 000-20-33-177-016-00 – SEV

She presented appraisal information.

The Board reviewed the documentation provided. Discussion was had regarding the appraisal information, topography and a similar/neighboring parcel that was adjusted in 2024 for similar issues

Motion to change the Assessed Value of \$15,600/Taxable Value of \$15,600 to Assessed Value of \$10,100/Taxable Value of \$10,100 Jim Anderson, 2nd by Chelsea Zarr. Vote: All Ayes

- **M25-15** – Susan Chester, 000-20-33-17-018-02 – SEV

She presented appraisal information.

The Board reviewed the documentation provided. A correction of a clerical error regarding the location of a shed and placing the parcel in the correct land table grouping was made.

Motion to change the Assessed Value of \$15,900/Taxable Value of \$8,990 to Assessed Value of \$15,550/Taxable Value of \$8,990 Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-016** – Mark Harris, 095-20-03-101-012-01 – Hardship Exemption

Mr. Harris is a recurring applicant. The Board reviewed the documentation provided.

Motion to Approve Exemption by Jim Anderson, 2nd by Chelsea Zarr. Vote: All Ayes

- **M25-17** – William Ruber, 000-20-26-300-001-08 - SEV

Mr. Ruber appeared in person.

He claims

- That his taxes have increased 24%
- That a corn dryer recently located on a commercial farm near his property is running 12 to 18 weeks per year and that the noise has lowered his property value (he played a recording during the presentation that he claimed was that corn dryer)
- That his property is on a truck route
- That he does not have natural gas
- That he has poor cell phone service

The Board held discussion and deliberated. Mr. Ruber presented no documentation to support his claim that his property value is diminished or that the property is inaccurately assessed.

Motion to Deny the appeal by Jim Anderson, 2nd by Janice Johns. Vote: All Ayes

- **M25-018** – Bartlett, 000-20-10-351-001-03 12102 Arnold Road - SEV

Ms. Bartlett appeared in person. A 64' x 32' pole barn was constructed in 2024. It has not been completed. Discussion was held with regard to the percentage of the barn completed and the effective age of an existing utility building.

Motion to change the assessed value of \$297,900/taxable value of \$193,422 to assessed value of \$283,850/taxable value \$189,310 by Chelsea Zarr, 2nd by Jim Anderson. Vote: All Ayes

Motion to Adjourn is made by Jim Anderson, 2nd by Janice Johns. All Ayes

Meeting adjourned 9:01 pm

Respectfully submitted: Bill Sutherland – Recording Secretary, Township Supervisor

FINAL

NORVELL TOWNSHIP PLANNING COMMISSION

February 19, 2025 MEETING MINUTES

Meeting held in person at the Township Hall

CALL TO ORDER 6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL/VERIFICATION OF A QUORUM (Attendees are listed)

Bob Frontiera – Chair, **Monika Cook** – Vice Chair, **Russ Grimes**– Secretary, **Andrew Haystead**– Township Board Rep, **Amelia Kukla** – Commissioner, **Terri Curtis** – Commissioner, **Geoffrey Cripe** - Commissioner, **Scott Pacheco**-Planner

Guest(s) – W. Appleyard, B. Sutherland

APPROVAL OF AGENDA

Motion by R. Grimes approved the current agenda. 2nd A. Kukla, No discussion.
Motion Carried.

APPROVAL of January 2025 MEETING MINUTES

Motion by M. Cook to approve the regular meeting minutes, 2nd by A. Haystead. No discussion. Motion Carried.

BOARD REPRESENTATIVE REPORT

- A. Haystead presented a written report and additional verbal comments and explanations of items listed in the report.

ZONING ADMINISTRATOR REPORT

- Provided in board meeting.

ZBA REPRESENTATIVE REPORT

- Nothing to report.

COMMITTEE REPORTS

- No committee reports at this time.

UNFINISHED BUSINESS

12a - Zoning Ordinance Amendments. Mr. Pacheco reviewed updates to the zoning ordinances (articles 1-10) and comments received from the planning commissioners. After this meeting Mr Pacheco has assigned articles 11-17 for planning commissioner review and comment. Comments are requested back by March 3, 2025.

FINAL

NEW BUSINESS

- No new business.

PUBLIC/COMMISSIONERS COMMENTS

- Mr Appleyard brought up a topic for additional review of the future land use map. Mr. Pacheco discussed the use of the future land use map and referencing it for the current and future zoning districts.

ADJOURNMENT – 8:04 PM

- Motion by R. Grimes to adjourn, 2nd by M. Cook. No discussion. Motion Carried.

Next meeting March 19, 2025 (6:00pm in township hall)

Respectfully submitted by R. Grimes, Secretary

THE TOWNSHIP OF NORVELL

300 Mill Road, P.O. Box 188

Norvell, Michigan 49263

(517) 536-4370

FAX (517) 536-0110

William Sutherland, Supervisor
Andrew Haystead, Trustee

Deserre Sauers, Treasurer

Daniel Goerke, Clerk
Paul Francis, Trustee

March 2025

Zoning Administrator / Enforcement Officer Monthly Activity Report

- EGLE class on Oder's: How to Deal with them in your community
- Blight Complaint – Burning Plastic – Phone Called Back – Fired Department Issued Warning to 8550 Fay Lake Rd, Brooklyn, MI 49230 – Resolved/Closed
- 1240 Pink Street Paul Jankin's – Blight cleanup questions – Resolved/Closed
- 1577 Wampler's Lake Rd – Zoning Permit Application Reviewed – Issues/Waiting on Builder to get more information
- Lawerance Rd – Zoning Permit Application Approved – Signed/Closed
- Pierce Rd – Zoning Permit Application Approved – Signed/Closed
- Lot 1 Kappler Dr. Brooklyn, MI 49230 – Zoning Permit Application Approved – Signed/Closed
- 8580 Case Rd – Information on Zoning Permit Application and Update name on GIS Map – Closed
- 810 Carpenter Rd. – Investigating and checking files for permits – In progress
- Meeting with Jay over Zoning Administration
- Studying Zoning Administrator information

Submitted by:

Peter Breckner
Zoning Administrator & Enforcement Officer

Norvell Township Police Department Status

Updated: 04.01.2025

Accomplished

- Board voted to Re-Establish Agency with resolution 2024-13
- Hired Police Chief
- Pay, Compensation Agreement & Job Description Completed
- Required MCOLES Background, Sworn to Oath of Office Completed
- Purchased 2025 Dodge Durango for Police Vehicle
- Purchased Police Laptop Computer - Waiting on Shipment
- Purchased All Police Vehicle items for Setup, Lights, Siren, Etc.
- Purchased contract agreement with police vehicle builder for installation of equipment
- Purchased (2) Police Tait Radios - State finalized Programming late December 2024
- Purchased Modem with Version Wireless Contract
- Purchased Kelly Express Fuel Card/Contract – Contract Completed
- Accounts made with LEIN, MSP State Radio System, 911 central dispatch center
- Report System Completed by 911 Director and ready for Install by VC3
- Ordered Police Vehicle Registration Plate from MI SOS – Waiting on Shipment
- Police Patches Ordered and Received
- State of Michigan Letter Received on Dec 18th, 2024 approving Norvell as a PD
- Liability Insurance added for Department and Vehicle
- Ordered Ballistic Uniform Vest – Waiting on Shipment
- New Email and Telephone number for police agency created
- MSP activated Norvell Police Department ORI / Livescan Unit – January 2025
- MSP/FBI CJ Live Scan Fingerprints Completed January 10th for Norvell PD
- CHRISS Account Created January 9th 2025
- Purchased two used safes for agency property, files and equipment January 8th, 2025
- Mi-Train Training Course Account
- Police Chiefs Association of Michigan Account
- Ordered Police Uniform Shirts, Pants, Jacket, Belt
- Graffic PD Decals for Patrol Car
- Taser CEW for PD
- Patches stitched onto uniform shirts
- PD patrol vehicle completed and finished build
- Moving desk and operation items into the new police department room
- Evidence Room
- MTPP \$5,000 Grant Application – Apply February 2025

- Contract agreements with 911/County IT
- Forms and Documents for PD

In Process

- Pending MCOLES final approval letter
- Police One Account or Virtual Academy Account, MICJINS Account, MITN Account, LEAP Account
- Organizing all current operational equipment for PD
- VC3 server installation and all Police Department Operational Programs, Lexis Nexis, Mobile, Aegis, Tyler Products, Iyetek, Jackson County IT for Net Motion Installation, Two factor authentication verification
- Firearms, badges, cameras, PBT, Blood Kit and vehicle first responder equipment items
- Policies & Procedures
- Meeting with Courts, Traffic, Prosecutors Office
- ID Cards
- Training Consortium member

Items to Complete

- NONE

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 19, 2025

Re: New IT Provider Search

I have obtained pricing from the following IT service providers for the Township,

- Computer Ties – Jackson, MI
- Black Rock Tech – Ann Arbor, MI
- IVS Comm – Saline, MI
- Creek Enterprise – Adrian, MI
- Red Letter – Addison, MI

Attached is an updated spreadsheet with a comparison of those providers. That sheet shows what the 1st year cost will be based on the proposals and what the following years cost will be. VC3 is shown with a 3% annual price increase.

I moved out of consideration,

- Black Rock Tech due to cost
- Red Letter due to not being CJIS (Criminal Justice Information System) compliant

The remaining 3 companies have experience with municipal governments, BS&A software and have worked with Police Agencies.

While meeting with the prospective providers, I was informed that it is recommended that the Cisco Firewall that we currently have be replaced. The FBI has warned that the model is out of date and susceptible to hacking. I have asked that a new firewall router be included as part of the onboarding costs.

Also, note the length of the agreements and termination notice.

For the yearly cost estimates, I have factored in a 3% annual increase in the VC3 costs per the email that I received from Mitch Smith, our account executive.

IVS Comm is our current provider for phone services and performed the move of our network from the old Township office to the new one.

I have not contacted VC3 to inquire how much notice that they will require to terminate our agreement.

IT Provider Comparison Worksheet - Updated 4/2/2025

IT Provider	Term	Timeline	Monthly Cost	On-Boarding Fee	Off-Boarding Fee	On-Site Visit (per hour)	On-Site out of hours	On-Site Weekends	Out of Scope	CJIS Compliant	BS&A Capable	1st year	2nd Year
Computer Ties (Once a month site visit)	1 year, 90 day termination notice	Days	\$ 1,000.00	\$ 782.00	\$ -	\$ 85.00				Yes	Yes	\$ 12,782.00	\$ 12,000.00
Computer Ties (No monthly visit)	1 year, 90 day termination notice	Days	\$ 800.00	\$ 782.00	\$ -	\$ 85.00				Yes	Yes	\$ 10,382.00	\$ 9,600.00
Creek Enterprises	3 year, no termination fee after 1 year	Days	\$ 580.00	\$ 1,300.00	\$ 1,300.00	\$ 90.00	\$ 90.00		\$ 80.00	Yes	Yes	\$ 8,260.00	\$ 6,960.00
IVS Comm	None	1 to 2 weeks	\$ 275.00	\$ 2,180.00	\$ -	\$ 130.00				Yes	Yes	\$ 5,480.00	\$ 3,300.00
Eliminated Providers													
Black Rock Tech	3 year term		\$ 1,500.00	\$ 3,500.00	\$ 750.00	\$ 99.00	\$ 200.00	\$ 275.00	\$ 175.00	Yes	Yes	\$ 21,500.00	\$ 18,000.00
Red Letter (Fully managed)	3 to 5 year, flexible, 30 day termination notice	2 to 4 weeks	\$ 1,180.00	\$ -	\$ -					No	Yes	\$ 14,160.00	\$ 14,160.00
Red Letter		2 to 4 weeks	\$ 450.00	\$ -	\$ -	\$ 145.00				No	Yes	\$ 5,400.00	\$ 5,400.00
Current Provider													
VC3	2024 Service Fee \$2,967.72		\$ 247.31					2025 Rate		Yes	Yes	\$ 3,056.75	\$ 3,148.45

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: April 9, 2025

Re: Payroll Service

At the March 12, 2025, Board meeting and the March 19, 2025 Special Meeting, the Board discussed the utilization of Paychex Payroll Service. The Board requested more information prior to acting on that proposal.

Aaron Coddington email -

I have attached a price proposal for our payroll services. This quote is based on 10 employees being paid on a bi-weekly basis.

The Flex Select payroll bundle includes the following:

- ❖ *Payroll processing*
- ❖ *Tax deposits and returns handled by Paychex*
- ❖ *Direct deposit*
- ❖ *General ledger report*
- ❖ *Online access (including mobile app)*
- ❖ *Employee access*
- ❖ *Online HR Library (powered by Mineral)*

I want to be as transparent as possible. Please note the following:

- *Our Paychex service model was revamped last month. Our clients can now pay based on the level of customer support they need. Our Enhanced Support level provides access to a team of agents via phone and email (in addition to online chat) to resolve specific payroll concerns. This level of service adds \$3.30 to the bi-weekly service charge. You can change your service level at any time.*
- *Our Free W-2 promotion from last November has expired at the end of 2024. W-2 processing is a \$97.50 base charge plus \$8.50 per employee.*
- *I have waived the usual \$200 setup fee.*
- *There is a one-time \$35 setup fee to set up your time off policy and load the employee balances.*
- *This price quote assumes that all employees will be paid via direct deposit, or a check issued by you in-house. If you require live checks to be delivered, our courier in Detroit charges \$15.50 per delivery.*

Should we schedule a call later this week to discuss?

Thank you,

Aaron Coddington

Inside Sales Consultant - HCM Small Market

Phone: 585-207-6524

I have attached the proposal along with emails from Clerk Goerke.

Bill Sutherland

From: Clerk
Sent: Wednesday, March 26, 2025 10:16 AM
To: Andrew Haystead
Cc: Bill Sutherland; pfranciscpa@gmail.com; Deserre Sauers
Subject: FW: Paycor

Here is the “second quote” for a payroll service.

If you scroll down to earlier emails, you will see that Emily did not really answer my questions. Paycor was recommended by Jay. They do Adrian College’s payroll. Paycor did not have as high a rating on the Internet as another company I looked into, which was located in Clinton TWP, MI. That MI payroll service, however, did not answer my email to them. Paycor is located in Cincinnati. I have spent almost an hour this morning finally getting this “quote” from them. Their system bounces you around and sends you numerous emails before you get the info (or part-info) you are asking for. They DO have a 6 month “50% off” thing going on right now.

Given the lower score, the non-MI company, their somewhat bureaucratic nature, and an expense that may be somewhat higher than Paychex (hard to tell from this “non-quote”), I recommend that the board either go with Paychex or ask me to look into another payroll service. I would recommend Paychex. I am guessing from this non-quote that they all charge about the same amount.

From: Emily Krone <EKrone@paycor.com>
Sent: Wednesday, March 26, 2025 9:53 AM
To: Clerk <Clerk@norvelltwp-mi.gov>
Subject: RE: Paycor

Thank you!

We, as your Payroll provider, would do the following:

- Paycheck calculations
- Calculate, deduct, and file all employer and employee local, state, and federal taxes
- We assume 100% liability for the filing of those taxes
- We also file and pay Quarterly Tax Filings (941’s)
- Year-end Tax Filings (W-2’s, 1099’s)
- One to one customer service
- A customizable solution designed specifically for small businesses
- An easy to use cloud-based platform
- Employee mobile app- Employees can view paystubs and W2’s
- Direct deposit
- Online Reporting
- Unlimited payruns

Quote Information:

- \$99.00 per month + \$6.00 per employee per month (**\$45.50 per month + \$3.00 per employee per month with promotion**)
- \$0.00 start up fees
- The 12 months 50% off promotion expires 3.31
- **Total for 5 employees \$129 per month (\$64.50 with promotion)**

Let me know if you have any questions or if you would like to move forward.

Thanks!



Emily Krone
Regional Sales Manager,
[Paycor](https://www.paycor.com)
Phone: (513) 450-5427



From: Clerk <Clerk@norvelltwp-mi.gov>
Sent: Wednesday, March 26, 2025 8:48 AM
To: Emily Krone <EKrone@paycor.com>
Subject: RE: Paycor

See answers below.

5 biweekly employees
6 monthly employees
30 election workers during elections (this is a township in Jackson county)
Do it in house currently
W2, state fed tax payments and reports, interface with our current accounting system

From: Emily Krone <EKrone@paycor.com>
Sent: Wednesday, March 26, 2025 9:40 AM
To: Clerk <Clerk@norvelltwp-mi.gov>
Subject: RE: Paycor

Hi Dan,
Here are a few questions to get you accurate pricing:

- How many employees do you have
- Who is your current provider
- What features are you looking for?

Thanks!

Emily Krone
Regional Sales Manager, [Paycor](https://www.paycor.com)
Phone: (513) 450-5427



From: Maleek Duckett <MDuckett@paycor.com>
Sent: Wednesday, March 26, 2025 8:38 AM
To: Clerk <Clerk@norvelltwp-mi.gov>
Cc: Emily Krone <EKrone@paycor.com>
Subject: Re: Paycor

Thanks, I've CC'd Emily to our conversation and let her know what you told me. Thanks

Cheers

Maleek Duckett | Business Development
4811 Montgomery Road Cincinnati, OH 45212



***Attention:** Paycor is not a legal, tax, benefit, accounting or investment advisor. Therefore, the information contained in this email should be confirmed by your legal, tax, benefit, accounting or investment advisor before making any decisions.*

From: Clerk <Clerk@norvelltwp-mi.gov>
Sent: Wednesday, March 26, 2025 9:31 AM
To: Maleek Duckett <MDuckett@paycor.com>
Subject: RE: Paycor

I got it

From: Maleek Duckett <MDuckett@paycor.com>
Sent: Wednesday, March 26, 2025 9:28 AM
To: Clerk <Clerk@norvelltwp-mi.gov>
Cc: Emily Krone <EKrone@paycor.com>
Subject: Paycor

Hi Dan - thanks for speaking with me, I've looped in my colleague, Emily Krone, who will be able to give you more accurate information on our pricing.

Let me know if this email reaches you and I will CC Emily to our conversation, thanks.

Maleek Duckett | Business Development
4811 Montgomery Road Cincinnati, OH 45212



Attention: Paycor is not a legal, tax, benefit, accounting or investment advisor. Therefore, the information contained in this email should be confirmed by your legal, tax, benefit, accounting or investment advisor before making any decisions.

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Investment Summary

Norvell Township

Created Date: 03-17-2025
Quote Number: Q-1615852

Prepared by:

Aaron Coddington
Inside Sales Representative - HCM Small Market
acoddington@paychex.com

Prepared for:

Norvell Township
Dan Goerke
clerk@norvelltpw-mi.gov

Per Pay Period - Bi-Weekly	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex® Select						
Paychex Flex® Select - Per Payrun Fee	1	\$66.50	\$66.50	40.0%	\$39.90	\$39.90
Paychex Flex® Select - Per Check Fee	10	\$3.60	\$36.00	40.0%	\$2.16	\$21.60
Payroll Time Off Accrual	1	\$5.00	\$5.00	0.0%	\$5.00	\$5.00
Enhanced Support - Per Payrun Fee	1	\$3.50	\$3.50	40.0%	\$2.10	\$2.10
Enhanced Support - Per Check Fee	10	\$0.20	\$2.00	40.0%	\$0.12	\$1.20
Total						\$69.80

Annual Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
YE Processing- Forms W2/1099 - Base	1	\$97.50	\$97.50	0.0%	\$97.50	\$97.50
YE Processing- Forms W2/1099 - Per User	10	\$8.50	\$85.00	0.0%	\$8.50	\$85.00
YE Handling Fee	1	\$28.00	\$28.00	0.0%	\$28.00	\$28.00
Total						\$210.50

One-time Fees	Units	Rate / Unit	Total	Discount	Rate / Unit after Discount	Net Total
Paychex Flex® Select - Setup Fee	1	\$200.00	\$200.00	100.0%	\$0.00	\$0.00
Payroll Time Off Accrual Setup	1	\$35.00	\$35.00	0.0%	\$35.00	\$35.00
Total						\$35.00

Please sign to indicate your approval of these fees : _____

- The Fees and/or discounts quoted in this Investment Summary are valid for thirty (30) days from the Created Date.

Investment Summary Package

Paychex Flex® Select

Talent Management

- HR Library
- Onboarding Tasks
- Post Jobs with Indeed®
- Paychex Flex HR Answers

Workforce Management

- Reporting and Analytics
- General Ledger Report
- New Hire Reporting
- Labor Compliance Poster Kit
- Employment and Income Verification Service

Payroll and Financial Support

- Payroll Processing
- Payroll Tax Service (Taxpay®)
- Flexible Employee Pay Options

Employee Experience

- Enhanced Employee Mobile Experience
- Learning Management System (LMS)
- Online Reports and Analytics
- Corporate Events Calendar
- Cashflow Assistance (FinFit®)
- 401(k) Report
- Retirement Plan Summary Report

Notations

Product / Billing

- This is a proposal only. The Fees quoted are estimates and your actual Fees may vary based on your payroll frequency, number of workers, and actual products or services selected. The information contained in this proposal is confidential and proprietary and should not be shared with anyone outside your company. Unless otherwise agreed to in writing by the parties: (1) Fees may change as set forth in the service agreement; and (2) promotions begin and expire according to the terms of the promotion.
- Totals displayed do not include sales tax where applicable.
 - * Additional training content for Paychex Learning Product offering is purchased through the e-commerce tool site by authorized users.
- Payroll Delivery: Delivery fees charged only if incurred.
- Quarter/Year End Report Delivery: Quarter/YE Report Delivery fees are not included and will be charged if a package is delivered. Additional fees will apply.
- Per Pay Period Fees quoted above are based on information provided by the Client and will change without notice if Client changes the pay frequency and/or number of workers or checks.

Implementation

- Direct Deposit and Taxpay®: Direct Deposit and Taxpay
- General Ledger Report or General Ledger reporting service: General Ledger Report

Year-End Delivery

- **Note:** Please review your delivery method with your service provider before 12/31 to avoid additional charges.
- **Online Only**
 - You and your employees will receive no physical output.
 - W2s are typically available online within the first full week of January.

Customer Support

- **Enhanced Support:** Multi-channel support includes phone and email with access to agents who can provide more hands-on support to your business.

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Township Clerk

Date: March 12, 2025

Re: Payroll Service

I am requesting that the Board empower the Clerk to enter into a one-year contract for payroll services with Paychex, a company based in Rochester, NY.

The estimated cost per month for this service is \$150. Currently, if the Clerk spends 15 hours doing payroll every month, the cost in his time would be approximately \$400.

Year-end obligations are included in the \$150 estimate. They are NOT included in the estimate for the clerk's year-end time, which are considerable (W2s, etc.)

The board might also consider two other matters:

1. The township has been struggling to meet its state and federal payroll obligations, because passwords for these accounts and systems were not passed to the new clerk. This payroll service would ensure that these obligations were met timely.
2. Paychex would like to pay everyone by direct deposit. It will not mail any checks. An additional charge would be levied for checks that would need to be delivered to the township office for those without bank accounts.

This contract will be evaluated at the end of one year, to allow for its extension or termination.

	# Per Year	Normal People	Totals	Grand Total	\$ 1,910.12
Bi-weekly pay	26	4	\$ 159.60	Per month	\$ 159.18
Monthly Normal	4	3	\$ 25.92	Assume 4 payrolls only elected and 8 payrolls with other boards	
Monthy Otherwise	8	20	\$ 345.60		
Elections	2	20	\$ 798.00		
Delivery In Not All ACH	12 ?		\$ 186.00		
W2s	1	35	\$ 395.00		

Costs

Per payroll	\$ 39.90
Per person	\$ 2.16
Per Delivery	\$ 15.50
W2s	\$ 97.50
W2s per person	\$ 8.50

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: April 9, 2025

Re: Cemetery Sexton Position

The Board discussed this item at the March 12, 2025, meeting.

I met with Clerk Goerke regarding this issue, and we propose to appoint Sharon Pero, Sexton. She will be paid \$220 per month for that position. Her duties will be to handle the administrative portion of the job.

Rick Holmquist of RDH excavations, who currently handles the excavations and internments for the Township, will be paid the other \$220 per month to assist her with the duties that are required at the cemetery.

The question was raised at the 3/12/2025 meeting whether the wages for the Clerk could be reduced. I contacted the attorney regarding this question. Her response was, because those are wages for non-statutory duties and the Clerk will not be performing those duties, there is no issue with reducing those wages.

Regarding paying Mr. Holmquist a \$220 a month "retainer" to assist the Sexton, as long as the Board approves it, there is no problem.

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: April 9, 2025

Re: Resolution 2025-03 – Cemetery Fee Schedule

This item was discussed at the March 12, 2025, Board Meeting. It was noted that a Resolution was needed to adopt the proposed changes.

The Clerk has prepared that Resolution.

I have attached the Resolution along with the worksheet that was presented at the 3/12/2025 meeting.

THE TOWNSHIP OF NORVELL

300 Mill Road
Brooklyn, Michigan
49230
(517) 536-4370
FAX (517) 536-0110

Dan Goerke, Clerk

William Sutherland,
Supervisor

Deserre Sauers, Treasurer

Andrew Haystead, Trustee

Paul Francis, Trustee

Resolution 2025-03

WHEREAS, The Township of Norvell has an obligation to operate the Norvell Township Cemetery.

AND WHEREAS, Township Ordinance # 30 as amended also known as the Norvell Township Cemetery Ordinance, SECTION IV, B, allows by resolution of the Township Board to set the prices to be charged for burial services,

AND WHEREAS, The Norvell Township Board deemed it necessary to increase charges for grave openings and closings due to a price increase from the current contractor,

NOW THEREFORE BE IT RESOLVED that the Norvell Township Board, in a regularly scheduled meeting on April 9 did approve the following rates for burial services;

- Full burial Monday thru Friday - \$500.00
- Full burial Saturday, Sunday or Holiday - \$575.00
- Full burial - Winter (12/1 to 3/1) – add \$150.00
- Cremains Monday thru Friday - \$250.00
- Cremains Saturday, Sunday or Holiday - \$325.00
- Cremains – Winter (12/1 to 3/1) - add \$50.00

AYES:

NAYS:

EXCUSED: None

Resolution Adopted:

Dan Goerke, Clerk

Norvell Township Cemetery Pricing

Burial Costs

- Weekday Grave Opening and Closing: \$500
- Weekend Grave Opening and Closing: \$575
- Winter Weekday Grave Opening and Closing: \$650
- Winter Weekend Grave Opening and Closing: \$725

Cremation

- Weekday Cremation Opening and Closing: \$250
- Weekend Cremation Opening and Closing: \$325
- Winter Weekday Cremation Opening and Closing: \$300
- Winter Weekend Cremation Opening and Closing: \$375

Purchase Of Graves By Township Residents

- 1 Grave: \$150
- 2 Graves: \$300
- 4 Graves: \$600

Non-Resident Graves

- 1 Grave: \$700
- 2 Graves: \$1,400
- 4 Graves: \$2,800

Foundations

- \$.25 per Sq. In.

Rates set by Resolution per Township Cemetery Ordinance #30, as amended April 9, 2025

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: April 9, 2025

Re: Parking Lot Work – 300 Mill Road

We have had a problem with water retention in the Township Hall parking lot.

Several contractors were contacted regarding the issue. Proposals have been obtained from 2 of them for the installation of a drywell.

While a drywell may not provide 100% resolution of the problem, it will greatly mitigate the amount of water standing by providing a place for that water to permeate the ground.

Proposals were also obtained for additional asphalt millings to cover the area adjacent to where the drywell will be installed. This would provide relief from dust and mud.



421 Nottingham Dr
 Brooklyn MI 49230
 Phone: 517.592.6111
 rl-trucking@hotmail.com

ESTIMATE

Date: 03/25/25
 Estimate #: 111-57
 License #: 2101196236

CUSTOMER INFORMATION

NORVELL TWP
 300 MILL RD
 BROOKLYN MI 49230

DESCRIPTION	ESTIMATE
JOB LOCATION: OFFICE PARKING LOT INSTALL A PRECAST DRYWELL WITH IRON GRATE COVER WITH 2"-4" CRUSHED CONCRETE	\$3,050.00

TERMS
 Half and remainder when job is complete.
 All accounts over 30 days will be sent to collections
 Customer will be responsible for all collection fees
 Estimate may be withdrawn if not accepted within 30 days

TOTAL EST \$3,050.00

Make all checks payable to
 R & L Trucking

Acceptance Signature _____ Date _____

If you have any questions about this estimate, please email
 rl-trucking@hotmail.com

Thank You For Your Business!



421 Nottingham Dr
 Brooklyn MI 49230
 Phone: 517.592.6111
 rl-trucking@hotmail.com

ESTIMATE

Date	3/27/25
Estimate #	111-57
License #	2101196236

CUSTOMER INFORMATION

NORVELL TWP
 300 MILLRD
 BROOKLYN MI 49230

DESCRIPTION	ESTIMATE
JOB LOCATION: OFFICE PARKING LOT GRADE DRIVEWAY DELIVER 90 TONS OF ASPHALT MILLINGS GRADE AND COMPACT	\$4,080.00

TERMS

Half and remainder when job is complete.

 All accounts over 30 days will be sent to collections
 Customer will be responsible for all collection fees
 Estimate may be withdrawn if not accepted within 30 days

TOTAL EST **\$4,080.00**

Make all checks payable to
R & L Trucking

Acceptance Signature _____ Date _____

If you have any questions about this estimate, please email
 rl-trucking@hotmail.com

Thank You For Your Business!

R-N-D Dirtworks, LLC.

9353 Lee Road
Jackson, MI 49201
(517) 795-8359
info@mddirtworks.com
www.mddirtworks.com

Estimate

ADDRESS
Norvell Township Office
106 E Commerical St
P.O. Box 188
Norvell, MI 49263

ESTIMATE 10640
DATE 03/04/2025

DESCRIPTION	AMOUNT
Install 48 inch drywell with stone and a perforated casting.	3,987.45
Import, place and compact 100 tons of crushed asphalt (6" thick).	3,850.00

Thank you for your Business!	SUBTOTAL 7,837.45
	TAX 0.00

	TOTAL \$7,837.45

Accepted By

Accepted Date

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Township Clerk

Date: April 9, 2025

Re: Policy Regarding The Payment Of Invoices

Resolution 2025-04 – Policy Regarding the Payment of Invoices

WHEREAS:

The relevant part of the Township's current bill paying policy states:

the Norvell Township Clerk and Treasurer request the authority to approve and pay the following claims/invoices:

1. All payroll, when due.
2. All utility bills, when due.
3. Any invoices with penalties or discounts that would be incurred if payment is not received prior to the next regular board meeting (the 2nd Wednesday of each month) where claims would be approved.
4. Any invoice that would be late due to being received in an untimely manner due to post office delays or could be late to vendors due to longer mailing times....

WHEREAS:

Good practice in Accounts Payable is that all invoices should be paid as soon as possible...

WHEREAS:

Vendors appreciate prompt payment of their invoices and prompt payments of their invoices keeps our vendors happy doing business with the Township...

WHEREAS:

The Deputy Clerk spends a great deal of time ensuring that amounts requested on invoices are correct and that implementing the current bill payment policy without change will increase the amount of this time, as some bill payments after board meeting approval with cross paths in the mail with new invoices...

WHEREAS:

Under the current Township policy, two-thirds of our vendors and two-thirds of the total dollar amounts to all vendors in a given month would need to wait – perhaps even 30 to 45 days, depending on the US Mail situation – for payment of their invoices (See Annex A)...

WHEREAS:

It is sometimes the practice to hand-deliver checks to vendors, both for our convenience and to maintain a good working relationship with the vendor...

WHEREAS:

The Township Board and residents need to know how money is being spent. The monthly invoice register and the monthly check register in the Meeting Packet itemize all payments made during the previous calendar month...

WHEREAS:

No one in the Township office is aware that the Board has ever vetoed payment of an “Unpaid” bill, as is the board’s prerogative...

WHEREAS:

A memorandum From The Michigan Township Association states that only a certain few items need to be approved by resolution (see Annex B) and only the Budget and not individual spending items (Clerk’s interpretation) need such approval.

WHEREAS:

The Michigan Law on Budgeting States:

42.27 Adoption of budget by township board; resolution; appropriation; tax levy; limitation; separate appropriation for fire and police departments; tax collection; interim budget.

Sec. 27.

(1) Except as otherwise provided by this subsection, prior to the commencement of the fiscal year, the township board shall, by resolution, adopt the budget for the next fiscal year, *make an appropriation of the money needed for township purposes*, and provide for a levy of taxes upon real and personal property. If a township operates on a calendar year budget cycle, a public hearing on the proposed budget shall be held not later than December 15 and adopted not later than December 31, in the year preceding the calendar year covered by the budget.

(italics added)

WHEREAS:

The Michigan Law on Budgeting States:

141.436 General appropriations act; requirements; line items not mandated; taxation; limitation on estimated total expenditure; presumption; suit against county legislative body; standing; mediation; severability.

Sec. 16.

(1) Unless another method for adopting a budget is provided by a charter provision in effect on April 1, 1980, *the legislative body of each local unit shall pass a general appropriations act for all funds except trust or agency, internal service, enterprise, debt service or capital project funds for which the legislative body may pass a special appropriation act.*

(2) The general appropriations act shall set forth the total number of mills of ad valorem property taxes to be levied and the purposes for which that millage is to be levied. The amendatory act that added this subsection shall be known and may be cited as "the truth in budgeting act".

(3) *The general appropriations act shall set forth the amounts appropriated by the legislative body to defray the expenditures and meet the liabilities of the local unit for the ensuing fiscal year, and shall set forth a statement of estimated revenues, by source, in each fund for the ensuing fiscal year.*

(4) The general appropriations act shall be consistent with uniform charts of accounts prescribed by the state treasurer or, for local school districts and intermediate school districts, by the state board of education.

(5) This act shall not be interpreted to mandate the development or adoption by a local unit of a line-item budget or line-item general appropriations act.

(6) The legislative body shall determine the amount of money to be raised by taxation necessary to defray the expenditures and meet the liabilities of the local unit for the ensuing fiscal year, shall order that money to be raised by taxation, within statutory and charter limitations, and shall cause the money raised by taxation to be paid into the funds of the local unit.

(7) Except as otherwise permitted by section 102 of the state school aid act of 1979, 1979 PA 94, MCL 388.1702, or by other law, the legislative body shall not adopt a general appropriations act or an amendment to that act which causes estimated total expenditures, including an accrued deficit, to exceed total estimated revenues, including an available surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act, 1981 PA 80, MCL 141.1001 to 141.1011, or the balance of the principal of these bonds or other obligations.

(Sections 8, 9, 10 Omitted)

(italics added)

NOW THEREFORE, BE IT RESOLVED:

that the Norvell Township Board authorizes the Clerk and Treasurer to pay all invoices upon receipt, excepting those invoices in amounts greater than \$4000, which must be approved or disapproved at the next Township Board Meeting, and to permit the Supervisor to authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety and welfare of the township.

	Percentag of Invoices	Amount Of Invoices	
	Invoice W/O Penalties	Invoice W/O Penalties	\$ Total Of
Total:	49	5	77
			Total Of GF Invoices
%:	68.1%		\$ 176,986
			\$ 105,403
			59.6%

Vendor	Inv Amt	Amt Due	Status	Jrnalized				
AMBS CALL CENTER	170.00	0.00	Paid	Y	1	1		\$ 3,585
BS & A SOFTWARE	3,270.00	0.00	Paid	Y	1	1		
LESTER BROTHERS	145.00	0.00	Paid	Y	1	1		
FLAGSTAR BANK	1,264.99	0.00	Paid	Y		1		
EXPONENT	37.50	0.00	Paid	Y	1	1		\$ 1,307
ELECTION SOURCE	1,269.90	0.00	Paid	Y	1	1		
VERIZON WIRELESS	124.00	0.00	Paid	Y		1		
CONSUMERS ENERGY	467.25	0.00	Paid	Y		1		
CONSUMERS ENERGY	517.45	0.00	Paid	Y		1		
CONSUMERS ENERGY	683.38	0.00	Paid	Y		1		
CONSUMERS ENERGY	673.75	0.00	Paid	Y		1		
LRS, LLC	339.34	0.00	Paid	Y	1	1		\$ 11,991
ELECTION SOURCE	394.95	0.00	Paid	Y	1	1		
FOSTER SWIFT COLLINS & SMITH P.C.	2,208.00	0.00	Paid	Y	1	1		
AMERICAN OFFICE SOLUTIONS	56.01	0.00	Paid	Y	1	1		
B & B HARDWARE/KELLY FUELS	73.69	0.00	Paid	Y	1	1		
TWO MEN AND A TRUCK	455.00	0.00	Paid	Y	1	1		
VC3	8,464.00	0.00	Paid	Y	1	1		
COMCAST	330.71	0.00	Paid	Y		1		
CAMBRIDGE TOWNSHIP	7,300.00	0.00	Paid	Y		1	1	
NAPOLEON TOWNSHIP	5,929.00	0.00	Paid	Y		1	1	
MARK FISH	520.00	0.00	Paid	Y	1	1		\$ 520
CONSUMERS ENERGY	83.84	0.00	Paid	Y		1		
CONSUMERS ENERGY	29.01	0.00	Paid	Y		1		
CONSUMERS ENERGY	223.85	0.00	Paid	Y		1		
CONSUMERS ENERGY	636.91	0.00	Paid	Y		1		
CONSUMERS ENERGY	721.86	0.00	Paid	Y		1		
MICHIGAN TOWNSHIP ASSOCIATION	137.40	0.00	Paid	Y	1	1		\$ 1,184
AT&T	61.13	0.00	Paid	Y	1	1		
THE BARTLOW CORPORATION	985.00	0.00	Paid	Y	1	1		
STATE OF MICHIGAN TREASURY	900.00	0.00	Paid	Y		1		
TWO MEN AND A TRUCK	1,585.90	0.00	Paid	Y	1	1		\$ 64,633
JACKSON COUNTY DEPARTMENT OF TRANSP	5,690.93	0.00	Paid	Y	1	1		
KRIS RHOADES	120.00	0.00	Paid	Y	1	1		
LESTER BROTHERS	290.00	0.00	Paid	Y	1	1		

ANDREW HAYSTEAD	0.00	0.00	Void	Y	1		1	
JAMES JOHNS DELORIS JOHNS	0.00	0.00	Void	Y	1		1	
SEW & SEW	48.00	0.00	Paid	Y	1		1	
JANICE JOHNS	19.60	0.00	Paid	Y	1		1	
JACKSON COUNTY DEPARTMENT OF TRANSP	0.00	0.00	Void	N	1		1	
JACKSON COUNTY DEPARTMENT OF TRANSP	0.00	0.00	Void	N	1		1	
JACKSON COUNTY DEPARTMENT OF TRANSP	161.37	0.00	Paid	Y	1		1	
JACKSON COUNTY DEPARTMENT OF TRANSP	52,978.63	0.00	Paid	Y	1		1	
MICHIGAN TOWNSHIP ASSOCIATION	25.00	0.00	Paid	Y	1		1	
PRINTING SYSTEMS	163.60	0.00	Paid	Y	1		1	
SCOTT J PACHECO	2,200.00	0.00	Paid	Y	1		1	
SCOTT J PACHECO	1,350.00	0.00	Paid	Y	1		1	
NORVELL TOWNSHIP SPECIAL TAX	0.00	0.00	Void	N		1	1	
LANSING UNIFORM COMPANY	169.95	0.00	Paid	Y	1		1	\$ 170
CONSUMERS ENERGY	177.02	0.00	Paid	Y			1	
CONSUMERS ENERGY	0.00	0.00	Void	N			1	
RESTORATIVE LAKE SCIENCES, LLC	0.00	0.00	Void	N		1	1	
KRIS RHOADES	120.00	0.00	Paid	Y	1		1	\$ 120
NORVELL TOWNSHIP SPECIAL TAX	64,760.91	0.00	Paid	Y		1	1	
SHARON PERO	52.46	0.00	Paid	Y	1		1	\$ 88
B & B HARDWARE/KELLY FUELS	35.96	0.00	Paid	Y	1		1	
SUMMIT TOWNSHIP	48.34	0.00	Paid	Y			1	
FOSTER SWIFT COLLINS & SMITH P.C.	874.00	0.00	Paid	Y	1		1	\$ 3,811
LRS, LLC	226.38	0.00	Paid	Y	1		1	
RDH EXCAVATING	1,550.00	0.00	Paid	Y	1		1	
VC3	1,160.79	0.00	Paid	Y	1		1	
VERIZON WIRELESS	124.80	0.00	Paid	Y			1	
IVSCOMM, INC	400.00	0.00	Paid	Y	1		1	\$ 1,098
COMCAST	697.80	0.00	Paid	Y	1		1	
CONSUMERS ENERGY	261.56	0.00	Paid	Y			1	
CONSUMERS ENERGY	189.42	0.00	Paid	Y			1	
CONSUMERS ENERGY	28.60	0.00	Paid	Y			1	
CONSUMERS ENERGY	73.32	0.00	Paid	Y			1	
LESTER BROTHERS	145.00	0.00	Paid	Y	1		1	\$ 227
AMERICAN OFFICE SOLUTIONS	82.07	0.00	Paid	Y	1		1	
AMAZON BUSINESS	324.77	0.00	Paid	Y			1	
RESTORATIVE LAKE SCIENCES, LLC	1,411.00	0.00	Paid	Y	1		1	\$ 12,920
SUNRISE ASSESSING SERVICES	11,094.39	0.00	Paid	Y	1		1	
KRIS RHOADES	120.00	0.00	Paid	Y	1		1	
SMART BUSINESS SOURCE	294.67	0.00	Paid	Y	1		1	
CONSUMERS ENERGY	1,342.25	0.00	Paid	Y			1	
FOSTER SWIFT COLLINS & SMITH P.C.	3,749.00	0.00	Paid	Y	1		1	\$ 3,749

	192,620.41	0.00
	0.00	0.00
	192,620.41	0.00

101 - GENERAL FUND	176,986.41	0.00
206 - FIRE FUND	13,229.00	0.00
249 - CONSTRUCTION CODE FUND	1,505.00	0.00
750 - PAYROLL	900.00	0.00

000.000 - UTILITARIAN	65,660.91	0.00
101.000 - TOWNSHIP BOARD	4,003.40	0.00
103.000 - TOWNSHIP OFFICE	5,598.29	0.00
171.000 - SUPERVISOR	2,603.79	0.00
215.000 - CLERK	1,306.06	0.00
247.000 - BOARD OF REVIEW	67.94	0.00
253.000 - TREASURER	1,090.00	0.00
255.000 - SUMMER TAX	37.50	0.00
257.000 - ASSESSOR	11,184.37	0.00
262.000 - ELECTIONS	1,827.36	0.00
265.000 - BLDG, & GRDS.	2,701.82	0.00
301.000 - POLICE	9,136.95	0.00
336.100 - CAMBRIDGE TOWNSHIP	7,300.00	0.00
336.200 - NAPOLEON TOWNSHIP	5,929.00	0.00
372.000 - BUILDING INSPECTOR	985.00	0.00
373.000 - ELECTRICAL INSPECTIONS	520.00	0.00
446.000 - HIGHWAYS, RDS. & BRIDGES	58,669.56	0.00
448.000 - STREETLIGHTS	3,374.77	0.00
528.000 - CLEAN UP PROGRAM	226.38	0.00
534.000 - WL WEED CONTROL	1,411.00	0.00
536.000 - WAMPLERS LAKE SEWER DISTRICT	517.45	0.00
567.000 - CEMETERY	1,842.57	0.00
701.000 - PLANNING COMMISSION	4,516.00	0.00
704.000 - ZONING ENFORCEMENT	1,211.76	0.00
751.000 - PARKS & RECREATION	898.53	0.00

Motions, Resolutions and Ordinances

Motions

Township boards vote by **motion**, in the form of either a **voice vote** or a **roll call vote**. Usually, the adopted motion is expressed in a simple statement of the action that the board is taking, and that is all that is required. Sometimes, however, the authorizing statute requires more than a simple motion.

A statute may require the township board to adopt a **resolution** or **ordinance**. The motion procedure is still used to vote to adopt a resolution or ordinance, but the board's intent is recorded in the more comprehensive format of a resolution or ordinance.

Roll Call Votes

A **roll call vote** can be used for any board action—a board could literally use a roll call vote every time it votes—but some statutes specifically require a roll call vote. For example, a 2/3 roll call vote is required for a board to go into closed session for several of the permissible reasons in the Open Meetings Act (MCL 15. 267).

Some boards have adopted the practice of using a roll call vote for certain types of actions, such as actions involving money, but the law does not require it. If there's any question whether a roll vote is required, check the statute that governs the board's action to see if it requires a roll call vote. If in doubt, a roll call vote is always a safe way to proceed.

A statute may require a roll call vote for a township board action without requiring a resolution. But MTA Legal Counsel recommend that a roll call vote always be used to adopt a resolution.

Resolutions

A **resolution** is a more official statement of the board's intent than a simple motion, although it usually still addresses a single matter. The traditional written format includes the "Whereas" and "Therefore be it resolved" language. The chart on page 14 identifies common township board actions for which a resolution is required.

Ordinances

A township **ordinance** is township law. Because they usually include a series of provisions or regulations, ordinances are numbered and written in numbered sections with individual titles or descriptions. See page 15 for a list of common township ordinance subjects.

Specific procedures must be followed to adopt an ordinance. There are different statutory requirements for general law or charter townships to adopt non-zoning ("police power") ordinances and to adopt zoning ordinances. The procedures must be followed to properly adopt an ordinance. '

MTA has ordinance adoption checklists available for both general law and charter townships. See **Resources** on page 30.

Some board actions must be made by resolution

A township board may take any action in the form of a resolution (as long as an ordinance is not required). But a township board must use a resolution where a statute requires it.

The chart below lists some common township board actions that are required by statute to be taken by resolution:

Common Actions That Require a Resolution	Michigan Compiled Law
Adopt the General Appropriation Act (budget) Commonly referred to as "adopting the budget"	<u>MCL 141.436</u> <u>MCL 42.27</u> Charter
Adopt the Depository and Investment Resolutions	<u>MCL 41.77</u> <u>MCL 129.91</u>
Set Board Salaries	<u>MCL 41.95(1)</u>
Set Regular Meeting Dates	<u>MCL 41.72a(1)</u> General Law <u>MCL 42.7</u> Charter
Schedule an Annual Meeting Date	<u>MCL 41.8(6)</u>
Buy, Sell or Lease Property	<u>MCL 41.2(3)</u>
Establish a Special Assessment District Common examples: General Public Improvements Police, Fire and Ambulance	<u>MCL 41.725</u> <u>MCL 41.801</u>
Appropriate Funds to Contract for Law Enforcement	<u>MCL 41.181</u>
Establish a Planning Commission (<i>Initial; not for vacancies</i>)	<u>MCL 125.323</u>
Establish the Date to Convene an Officials Compensation Commission (OCC)	<u>MCL 41.95(4)</u>
Reject the Determination of an OCC	<u>MCL 41.95(5)</u>
Transfer Unexpended Balance in Non-restricted Fund to General Fund	<u>MCL 41.110</u>
Incorporate as a Charter Township	<u>MCL 42.2</u>
Place a Question on a Ballot for: Reestablishing the annual meeting Referendum on board salary resolution(s) Extra-voted millage	<u>MCL 41.8(5)</u> <u>MCL 41.95(3)</u> <u>MI Const. Art. IX Sec. 6</u>

Note: A statute may require a roll call vote for a township board action without requiring a resolution. But MTA Legal Counsel recommends that a roll call vote always be used to adopt a resolution.

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MICHIGAN ZONING ENABLING ACT (EXCERPT)

Act 110 of 2006

125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.
Sec. 601.

(1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village

zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the legislative body. However, the member may consider and vote on other unrelated matters involving the same property.