

BILLS

Bill Summary

MARCH 9 - APRIL 12

PREVIOUSLY PAID	FIRE	\$40,782.25
	GENERAL	\$20,085.23
PAYROLL	FIRE -	\$84,531.75
	GENERAL	\$26,424.80
OPEN INVOICES	FIRE -	\$24,696.21
	GENERAL	\$13,345.06
TAX DISBURSEMENTS		\$544,102.55
TRUST & AGENCY	Paid	\$5,467.89
	Open	\$0.00
TOTALS		\$759,435.74

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
<hr/>						
Fund: 101	GENERAL FUND					
<hr/>						
Department: 101-101	GOVERNING BODY					
<hr/>						
101-101-704.000	010	GEN	GOETZINGER, JAMES M.	710.30	0.00	710.30
101-101-704.000	137	GEN	JOB, MONICA	710.30	0.00	710.30
Totals For: 101-101				1,420.60	0.00	1,420.60
<hr/>						
Department: 101-171	SUPERVISOR					
<hr/>						
101-171-704.000	026	GEN	PATEREK, JOHN W.	2,255.08	0.00	2,255.08
101-171-705.000	030	GEN	SPALDING, ROBIN L.	1,005.92	0.00	1,005.92
101-171-723.000	026	GEN	PATEREK, JOHN W.	323.06	0.00	323.06
Totals For: 101-171				3,584.06	0.00	3,584.06
<hr/>						
Department: 101-215	CLERK					
<hr/>						
101-215-704.000	031	GEN	SWIACKI, MARY K	2,665.22	0.00	2,665.22
101-215-705.000	061	GEN	BOYD, DAWN M	1,457.68	0.00	1,457.68
101-215-723.000	031	GEN	SWIACKI, MARY K	323.06	0.00	323.06
Totals For: 101-215				4,445.96	0.00	4,445.96
<hr/>						
Department: 101-247	BOARD OF REVIEW					
<hr/>						
101-247-704.000	087	GEN	ACHATZ, RACHEL A.	270.05	0.00	270.05
101-247-704.000	089	GEN	ANDREWS, DAVID R.	216.04	0.00	216.04
101-247-704.000	085	GEN	FALKENBERG, JOAN S.	162.03	0.00	162.03
Totals For: 101-247				648.12	0.00	648.12
<hr/>						
Department: 101-253	TREASURER					
<hr/>						
101-253-704.000	111	GEN	MURRAY, SARA L.	2,476.28	0.00	2,476.28
101-253-723.000	111	GEN	MURRAY, SARA L.	323.06	0.00	323.06
Totals For: 101-253				2,799.34	0.00	2,799.34
<hr/>						
Department: 101-265	BUILDING & GROUNDS					
<hr/>						
101-265-704.000	025	GEN	PALLOZZOLA, TIMOTHY E	38.10	0.00	38.10
Totals For: 101-265				38.10	0.00	38.10
<hr/>						
Department: 101-301	ORDINANCE ENFORCEMENT					
<hr/>						
101-301-711.000	004	GEN	CUBITT, ANDREW E.	214.84	0.00	214.84
Totals For: 101-301				214.84	0.00	214.84
<hr/>						
Department: 101-371	INSPECTIONS					
<hr/>						
101-371-704.000	105	GEN	WADDY, JAMES P.	1,500.00	0.00	1,500.00
101-371-706.000	006	GEN	DILLON, TIMOTHY L	926.60	0.00	926.60
101-371-706.000	142	GEN	ROYSTER, TERRY	390.14	0.00	390.14
101-371-707.000	027	GEN	RYAN, KARL G.	1,607.83	0.00	1,607.83
101-371-708.000	027	GEN	RYAN, KARL G.	1,531.62	0.00	1,531.62
101-371-709.000	123	GEN	MARTIN, CHRISTINE	2,392.00	0.00	2,392.00
Totals For: 101-371				8,348.19	0.00	8,348.19
<hr/>						
Department: 101-701	PLANNING COMMISSION					
<hr/>						
101-701-704.000	001	GEN	ABERCROMBIE, BETH A.	233.31	0.00	233.31

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
101-701-704.000	136	GEN	ARNOLD, STEPHEN	233.31	0.00	233.31
101-701-704.000	008	GEN	FINLAY, RANDALL S	155.54	0.00	155.54
101-701-704.000	117	GEN	FINN, MAUREEN	155.54	0.00	155.54
101-701-704.000	014	GEN	JABARA, JOSEPH G	233.31	0.00	233.31
101-701-704.000	015	GEN	KEHRIG, DONALD H	281.94	0.00	281.94
101-701-704.000	143	GEN	KUTCHEY, JOSEPH	77.77	0.00	77.77
101-701-704.000	111	GEN	MURRAY, SARA L.	77.77	0.00	77.77
101-701-714.000	123	GEN	MARTIN, CHRISTINE	75.00	0.00	75.00
Totals For: 101-701				1,523.49	0.00	1,523.49
Department: 101-751 TOWNSHIP PARK						
101-751-704.000	009	GEN	GOEDTEL, GARY J.	648.10	0.00	648.10
Totals For: 101-751				648.10	0.00	648.10
Department: 101-794 SENIOR CENTER						
101-794-704.000	086	GEN	PEITZ, DONNA M.	2,754.00	0.00	2,754.00
Totals For: 101-794				2,754.00	0.00	2,754.00
Totals For: 101				26,424.80	0.00	26,424.80
Fund: 206 FIRE FUND						
Department: 206-336 FIRE OPERATING						
206-336-704.000	100	FIRE	KROTCHER, CHRISTOPHER	5,615.38	0.00	5,615.38
206-336-704.002	058	FIRE	SWIACKI, MARY K.	276.92	0.00	276.92
206-336-704.003	134	FIRE	FELTON, JOSEPH A.	3,493.76	0.00	3,493.76
206-336-704.003	110	FIRE	FRANCESCHI, ERIC M	4,148.84	0.00	4,148.84
206-336-704.003	107	FIRE	HANNA, MATTHEW B	4,585.56	0.00	4,585.56
206-336-704.003	108	FIRE	HEATH, BRANDON E	4,148.84	0.00	4,148.84
206-336-704.003	043	FIRE	KANEHL, KEVIN T.	5,111.32	0.00	5,111.32
206-336-704.003	083	FIRE	KENNEDY, KURTIS M.	3,493.76	0.00	3,493.76
206-336-704.003	045	FIRE	KUHN, THOMAS J.	5,111.32	0.00	5,111.32
206-336-704.003	124	FIRE	LESOSKY, KATIE	3,493.76	0.00	3,493.76
206-336-704.003	072	FIRE	MYNY, COLLIN J.	4,399.00	0.00	4,399.00
206-336-704.003	109	FIRE	PELLERITO, JOSEPH R	4,148.84	0.00	4,148.84
206-336-704.003	055	FIRE	PFEIFLE, ANDREW J.	5,111.32	0.00	5,111.32
206-336-704.003	140	FIRE	WESSEL, JEFFREY	3,493.76	0.00	3,493.76
206-336-704.004	103	FIRE	BOLING, JUSTIN W	2,340.00	540.00	2,880.00
206-336-704.004	139	FIRE	DERRA, NATALIE R.	375.00	0.00	375.00
206-336-704.004	138	FIRE	LINKIEWITZ, JOSHUA	2,295.00	630.00	2,925.00
206-336-704.004	126	FIRE	MOSS, BENJAMIN	1,260.00	0.00	1,260.00
206-336-704.004	052	FIRE	MSAL, JOHN H.	180.00	0.00	180.00
206-336-704.004	106	FIRE	OFFNER, MATTHEW	1,152.00	36.00	1,188.00
206-336-704.004	144	FIRE	SKRIP, JON	255.00	0.00	255.00
206-336-704.004	132	FIRE	TOTH, RYAN	1,800.00	0.00	1,800.00
206-336-704.004	059	FIRE	WALKOWSKI, NICHOLAS	30.00	0.00	30.00
206-336-704.005	103	FIRE	BOLING, JUSTIN W	20.00	0.00	20.00
206-336-704.005	074	FIRE	FINKBEINER, CHAD R.	15.00	0.00	15.00
206-336-704.005	075	FIRE	FLAIM, ADAM R.	20.00	0.00	20.00
206-336-704.005	138	FIRE	LINKIEWITZ, JOSHUA	20.00	0.00	20.00
206-336-704.005	047	FIRE	MALBURG, JACOB	20.00	0.00	20.00
206-336-704.005	052	FIRE	MSAL, JOHN H.	40.00	0.00	40.00
206-336-704.005	106	FIRE	OFFNER, MATTHEW	80.00	0.00	80.00
206-336-704.005	132	FIRE	TOTH, RYAN	40.00	0.00	40.00

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
206-336-704.008	134	FIRE	FELTON, JOSEPH A.	0.00	296.64	296.64
206-336-704.008	110	FIRE	FRANCESCHI, ERIC M	0.00	1,056.78	1,056.78
206-336-704.008	107	FIRE	HANNA, MATTHEW B	0.00	519.12	519.12
206-336-704.008	108	FIRE	HEATH, BRANDON E	0.00	1,115.49	1,115.49
206-336-704.008	043	FIRE	KANEHL, KEVIN T.	0.00	2,169.90	2,169.90
206-336-704.008	083	FIRE	KENNEDY, KURTIS M.	0.00	914.64	914.64
206-336-704.008	045	FIRE	KUHN, THOMAS J.	0.00	2,459.22	2,459.22
206-336-704.008	124	FIRE	LESOSKY, KATIE	0.00	716.88	716.88
206-336-704.008	072	FIRE	MYNY, COLLIN J.	0.00	2,490.00	2,490.00
206-336-704.008	109	FIRE	PELLERITO, JOSEPH R	0.00	2,142.92	2,142.92
206-336-704.008	055	FIRE	PFEIFLE, ANDREW J.	0.00	1,591.26	1,591.26
206-336-704.008	140	FIRE	WESSEL, JEFFREY	0.00	370.80	370.80
206-336-723.000	134	FIRE	FELTON, JOSEPH A.	300.00	0.00	300.00
206-336-723.000	107	FIRE	HANNA, MATTHEW B	300.00	0.00	300.00
206-336-723.000	100	FIRE	KROTCHER, CHRISTOPHER	307.72	0.00	307.72
Totals For: 206-336				67,482.10	17,049.65	84,531.75
Totals For: 206				67,482.10	17,049.65	84,531.75
Grand Totals				93,906.90	17,049.65	110,956.55

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 257 ASSESSING					
101-257-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, INC.	MONTHLY CONTRACT ASSESSING	3,600.00	
101-257-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, INC.	APRIL BASIC	100.00	
101-257-811.001	APEX SOFTWARE/SUPPORT FEE	APEX SOFTWARE	MAINTENANCE RENEWAL 040123-040124	260.00	
		Total For Dept 257 ASSESSING		3,960.00	
Dept 261 GENERAL GOVERNMENTAL					
101-261-719.000	LIFE INSURANCE - GOVERNMENTAL	MEDMUTUAL LIFE	050123-080123	573.62	
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	C FOLD TOWELS/COPY PAPER	52.13	
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	SANDISK USB 3 PK	19.99	
101-261-727.000	OFFICE SUPPLIES - GOVT	STAPLES ADVANTAGE	11X17 COPY PAPER/TRASH BAGS	113.52	
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	SOLVIT, INC.	APRIL SERVICES	1,290.00	
		Total For Dept 261 GENERAL GOVERNMENTAL		2,049.26	
Dept 262 ELECTIONS					
101-262-727.000	OFFICE SUPPLIES - ELECTIONS	ODP BUSINESS SOLUTIONS,	SEALS FOR MAY 2 ELECTION AV APPS	41.89	
101-262-731.000	VOTING MATERIALS/EQUIP	STAPLES ADVANTAGE	NEW SURGE PROTECTORS FOR PRECINCTS	35.52	
101-262-860.000	MEMBERSHIPS/MILEAGE	DAWN BOVD	FLASH DRIVES TO COUNTY FOR MAY 2	23.58	
101-262-901.000	LEGAL NOTICES/PUBLICATIONS -ELE	THE RECORD	MAY 2 ELECTION REGISTRATION NOTICE	198.80	
		Total For Dept 262 ELECTIONS		299.79	
Dept 441 PUBLIC WORKS					
101-441-922.000	STREET LIGHTING - GOVT	MACOMB COUNTY DEPT. OF R	THRU 02/28/23	39.85	
		Total For Dept 441 PUBLIC WORKS		39.85	
Dept 528 TRANSFER SITE					
101-528-809.000	TRANSFER SITE MONTHLY EXP	GFL ENVIRONMENTAL USA IN	APRIL SERVICES	5,755.38	
		Total For Dept 528 TRANSFER SITE		5,755.38	
Dept 695 SMART					
101-695-836.000	SENIOR SMART MUNICIPAL CREDITS	CARR'S MOTORCOACH, LLC	APRIL 27, 2023 CASINO TRIP - BALANCE	215.00	
		Total For Dept 695 SMART		215.00	
Dept 701 PLANNING COMMISSION					
101-701-822.000	P.D.R. COMMITTEE	MACOMB AGRICULTURAL PDR	2023 ANNUAL SUPPORT & PLEDGE	750.00	
		Total For Dept 701 PLANNING COMMISSION		750.00	
Dept 794 SENIOR CENTER					
101-794-930.000	MAINTENANCE - SENIORS	SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	219.75	
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	DONNA PEITZ	CORN HOLE	56.03	
		Total For Dept 794 SENIOR CENTER		275.78	
		Total For Fund 101 GENERAL FUND		13,345.06	
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
206-336-723.000	HEALTH INSURANCE	MEDMUTUAL LIFE	23-173 050123-080123	166.17	
206-336-801.000	CONTRACTUAL SERVICES	MILLER, CANFIELD, PADDOC	23-180 INSTALLMENT PURCHASE AGREEMEN	3,500.00	
206-336-860.000	FUEL	WEX BANK	23-178	784.00	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	STRYKER SALES CORPORATIO	23-170 3 YEAR PREVENTATIVE MAINTENANC	16,057.35	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-166 ALPHA 2 - FUEL TANK	3,208.42	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-167 BRAVO 1: HEADLIGHTS REPLACED	209.89	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-168 ALPHA 1: NO HEAT	375.00	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-169 ALPHA 2; BATTERY	395.38	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
			Total For Dept 336 FIRE OPERATING	24,696.21	
			Total For Fund 206 FIRE FUND	24,696.21	

INVOICE GL DISTRIBUTION REPORT FOR ARMADA TOWNSHIP
POST DATES 03/09/2023 - 04/12/2023
UNJOURNALIZED

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	13,345.06	
			Fund 206 FIRE FUND	24,696.21	
			Total For All Funds:	38,041.27	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 171 SUPERVISOR					
101-171-860.000	MEMBERSHIPS/MILEAGE	MACOMB COUNTY SUPERVISOR	2023 ASSN DUES	400.00	27819
		Total For Dept 171 SUPERVISOR		400.00	
Dept 247 BOARD OF REVIEW					
101-247-901.000	LEGAL NOTICES/PUBLISHING - B.O.	THE RECORD	BOARD OF REVIEW	117.00	27801
101-247-901.000	LEGAL NOTICES/PUBLISHING - B.O.	THE RECORD	MARCH BOR	117.00	27823
101-247-901.000	LEGAL NOTICES/PUBLISHING - B.O.	THE RECORD	MARCH BOR	117.00	27823
		Total For Dept 247 BOARD OF REVIEW		351.00	
Dept 257 ASSESSING					
101-257-780.000	POSTAGE - ASSESSING	KCI	ASSESSMENTS - REMAINDER DUE	549.19	27802
		Total For Dept 257 ASSESSING		549.19	
Dept 261 GENERAL GOVERNMENTAL					
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	EPS PAPER MATTE	33.19	27810
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	COCOA	33.08	27810
101-261-727.000	OFFICE SUPPLIES - GOVT	SCHWEMS RUBBER STAMP & T	STAMP FOR NEW ACCOUNT	28.95	27811
101-261-780.000	POSTAGE - GOVT	PITNEY BOWES GLOBAL FIN	METER INK	63.90	27813
101-261-780.000	POSTAGE	POSTMASTER-US POSTAL SER	STAMPS	315.00	27814
101-261-802.001	MASTER PLAN	MCKENNA ASSOCIATES INC.	MASTER PLAN - FEBRUARY PMT	1,562.00	27809
101-261-802.001	MASTER PLAN	MCKENNA ASSOCIATES INC.	MARCH - MASTER PLAN FEE	1,562.50	27822
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	SOLVIT, INC.	MONTHLY SERVICES - ONSITE & REMOTE AS	2,244.03	27803
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	SOLVIT, INC.	REMOTE OVERAGE/BASIC 365	598.61	27818
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	TRUTH IN BUDGETING P.H.	187.20	27801
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	MEETING SYNOPSIS 2.9.23	59.00	27801
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	MTG SYNOPSIS: 1.19.23/1.23.23/1.24.23	177.00	27801
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	SYNOPSIS: 2.8.23	61.43	27801
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	2.21.23 MTG SYNOPSIS	59.00	27823
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	3.2.23 MTG SYNOPSIS	59.00	27823
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	3.8.23 MTG SYNOPSIS	64.35	27823
101-261-920.000	UTILITIES	SEMCO ENERGY-TWP. HALL	011223-021023	501.23	848
101-261-920.000	UTILITIES - HALL	DTE ENERGY - TWP HALL 91	020123-020223	136.43	855
101-261-920.001	INTERNET/PHONE/WEBSITE	CITI CARDS	030823-040723 - GOTOMEETING	19.00	27808
101-261-920.001	INTERNET/PHONE/WEBSITE	COMCAST - HALL	031523-041423	381.43	853
101-261-940.000	COPIER LEASE	APPLIED INNOVATION	021023-040923 CONTRACT BASE/ADDL COL	153.40	27807
		Total For Dept 261 GENERAL GOVERNMENTAL		8,299.73	
Dept 262 ELECTIONS					
101-262-780.000	POSTAGE - ELECTIONS	POSTMASTER-US POSTAL SER	AV APPLICATIONS MAY2, 2023 ELECTION	299.69	27804
101-262-780.000	POSTAGE - ELECTIONS	POSTMASTER-US POSTAL SER	SPECIAL ELECTION: MAY 2 BALLOT MAILIN	56.12	27816
		Total For Dept 262 ELECTIONS		355.81	
Dept 265 BUILDING & GROUNDS					
101-265-821.000	SNOW & GRASS SERVICES	DALIA'S, INC.	020223-022823	810.00	27805
101-265-930.000	HALL REPAIR ITEMS & CLEANING	SUMMIT COMPANIES	ANNUAL FIRE EXTINGUISHER INSPECTION	320.75	27815
101-265-930.000	HALL REPAIR ITEMS & CLEANING	GOOD & CLEAN JANITORIAL	MARCH CLEANING	132.00	27817
		Total For Dept 265 BUILDING & GROUNDS		1,262.75	
Dept 266 ATTORNEY					
101-266-815.000	MISC MATTERS - ATTORNEY	SEIBERT AND DLOSKI, PLLC	TRAFFIC/ORDINANCE ENFORCEMENT	240.00	27824
101-266-815.000	MISC MATTERS - ATTORNEY	SEIBERT AND DLOSKI, PLLC	030123-032823	570.00	27824
		Total For Dept 266 ATTORNEY		810.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 371 INSPECTIONS					
101-371-860.000	MEMBERSHIPS/MILEAGE	JAMES WADDY	020123-032923	45.85	27820
101-371-860.000	MEMBERSHIPS/MILEAGE	SEMBOIA, INC.	MCNUTT: ICC 800735	360.00	27821
101-371-964.000	REFUNDS	WHITE CEDAR CONSTRUCTION	INSPECTIONS REFUNDS	150.00	27825
		Total For Dept 371 INSPECTIONS		555.85	
Dept 441 PUBLIC WORKS					
101-441-801.000	SIRENS/MAINTENANCE	DTE - 920015567687 -7511	012523-022323	35.22	849
101-441-801.000	SIRENS/MAINTENANCE	DTE - 920015567661 -7167	012523-022323	35.22	851
101-441-801.000	SIRENS/MAINTENANCE	DTE SIREN 80967 NORTH AV	020123-020223	38.20	852
		Total For Dept 441 PUBLIC WORKS		108.64	
Dept 701 PLANNING COMMISSION					
LAND DIVISON SPLITS					
101-701-801.005	PLANNER SITE PLAN REVIEWS/ATTY/	MCKENNA ASSOCIATES INC.	DELEKTA LAND DIVISION	120.00	27809
101-701-806.100	PLANNER SITE PLAN REVIEWS/ATTY/	MCKENNA ASSOCIATES INC.	LAETHEM DEV - SITE PLAN REVIEW #1	2,900.00	27809
101-701-806.100	PLANNER SITE PLAN REVIEWS/ATTY/	SPALDING DEDECKER ASSOCI	LAETHEM DEVELOPMENT	650.00	27812
101-701-806.100	PLANNER SITE PLAN REVIEWS/ATTY/	SPALDING DEDECKER ASSOCI	CENTER ROAD CAR WASH	490.00	27812
101-701-814.000	COMMUNITY PLANNER	MCKENNA ASSOCIATES INC.	FEBRUARY RETAINER	550.00	27809
101-701-814.000	COMMUNITY PLANNER	MCKENNA ASSOCIATES INC.	MARCH RETAINER	550.00	27822
101-701-901.000	PRINTING/PUBLISHING - PLANNING	THE RECORD	ORDINANCE AMENDMENT	99.45	27801
		Total For Dept 701 PLANNING COMMISSION		5,359.45	
Dept 751 TOWNSHIP PARK					
101-751-920.000	UTILITIES - PARK	DTE- PAVILLION 9100 047	012423-022223	29.27	850
		Total For Dept 751 TOWNSHIP PARK		29.27	
Dept 794 SENIOR CENTER					
101-794-920.000	UTILITIES - SENIORS	SEMCO ENERGY - SENIOR CE	011223-021023	284.64	847
101-794-920.000	UTILITIES - SENIORS	DTE ENERGY - SENIOR 9100	012423-022223	115.62	854
101-794-920.000	UTILITIES - OUTDOOR LIGHTS	DTE - SENIOR OUT 9100	020423-030723	27.09	856
101-794-920.001	INTERNET/PHONE/CABLE/ETC.	COMCAST - SENIOR CENTER	022223-032123	236.01	846
101-794-930.000	MAINTENANCE - SENIORS	DALIA'S, INC.	020223-022723	1,030.00	27805
101-794-930.000	MAINTENANCE - SENIORS	GOOD & CLEAN JANITORIAL	MARCH CLEANING	77.00	27817
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	20.21	27806
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	20.92	27806
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	66.01	27806
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	46.65	27806
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	18.95	27806
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	BINGO/CRAFTS	60.44	27806
		Total For Dept 794 SENIOR CENTER		2,003.54	
		Total For Fund 101 GENERAL FUND		20,085.23	
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
206-336-720.000	UNIFORM ALLOWANCE	JEFFERY WESSEL	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17874
206-336-720.001	UNIFORM ALLOWANCE	NYE UNIFORM	23-130 - WESSEL	92.50	17850
206-336-720.001	UNIFORM ALLOWANCE	ANDY PFEIFLE	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17870
206-336-720.001	UNIFORM ALLOWANCE	BRANDON HEATH	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17871
206-336-720.001	UNIFORM ALLOWANCE	COLLIN MYN	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17872
206-336-720.001	UNIFORM ALLOWANCE EMS	ERIC FRANCESCHI	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17873
206-336-720.001	UNIFORM ALLOWANCE EMS	JOSEPH FELTON	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17875
206-336-720.001	UNIFORM ALLOWANCE	JOSEPH PELLERITO	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17876
206-336-720.001	UNIFORM ALLOWANCE EMS	KATIE LESOSKY	APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17877

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Fund 206 FIRE FUND						
Dept 336 FIRE OPERATING						
206-336-720.001	UNIFORM ALLOWANCE	KEVIN KANEHL		APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17878
206-336-720.001	UNIFORM ALLOWANCE EMS	KURTIS KENNEDY		APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17879
206-336-720.001	UNIFORM ALLOWANCE	MATTHEW HANNA		APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17880
206-336-720.001	UNIFORM ALLOWANCE	TOM KUHN		APRIL 1, 2023 UNIFORM ALLOWANCE	750.00	17881
206-336-723.000	HEALTH INSURANCE	ALLIANCE HEALTH & LIFE		23-144 APRIL MEDICAL	7,633.47	678
206-336-727.000	OFFICE SUPPLIES	CARD SERVICE CENTER		23-085 AMAZON: ZIP DRIVES	24.64	17858
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.		23-160 040723-050623	75.94	17862
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.		23-165 CONNECTIVITY/NETWORK SERVICES	125.00	17863
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER		23-088 AMAZON: LAUNDRY DETERGENT	58.18	17858
206-336-743.000	VEHICLE SUPPLIES	ARMADA AUTO PARTS, INC.		23-089 ANTI-FREEZE/5W20	13.78	17842
206-336-743.000	VEHICLE SUPPLIES	CARD SERVICE CENTER		23-086 AMAZON: 20 AMP BREAKER FOR AL	56.87	17858
206-336-780.000	POSTAGE	POSTMASTER-US POSTAL SER		STAMPS FOR FIRE BILLS	126.00	17852
206-336-797.001	EMS EXPENSES	LINDE GAS & EQUIPMENT IN		23-115	178.48	17848
206-336-797.001	EMS EXPENSES	BOUND TREE MEDICAL, LLC		23-135	212.01	17844
206-336-797.001	EMS EXPENSES	BOUND TREE MEDICAL, LLC		23-136	291.99	17844
206-336-797.001	EMS EXPENSES	STATE OF MICHIGAN, DEPT		23-145 - QUALITY ASSURANCE ASSESSMENT	381.47	17854
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	CHRISTOPHER KROTCHKE		23-108 I PAD BATTERY REPLACEMENT	80.00	17845
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	MACQUEEN EMERGENCY		23-107 5 GALLON ENCAPSULATOR AGENT	930.00	17849
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	MACQUEEN EMERGENCY		23-131 BATTERY FOR JAWS OF LIFE	625.00	17849
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	DINGES FIRE COMPANY		23-150 CHIMNEY HOOK	409.35	17865
206-336-799.000	PERSONAL PROTECTIVE EQUIPMENT	PHOENIX SAFETY OUTFITTER		23-121 FELTON/LESOSKY FF GEAR	6,754.00	17851
206-336-801.000	CONTRACTUAL SERVICES	ACCUMED GROUP		23--127 NOVEMBER SERVICES	2,563.07	17838
206-336-801.000	CONTRACTUAL SERVICES	HENRY FORD HEALTH SYSTEM		23-116 PHYSICAL: WESSEL	449.00	17847
206-336-801.000	CONTRACTUAL SERVICES	COLLIN MNY		23-159 MILEAGE - CONFERENCE	199.12	17860
206-336-801.000	CONTRACTUAL SERVICES	COLLIN MNY		HOTEL - CONFERENCE	345.18	17860
206-336-801.000	CONTRACTUAL SERVICES	HENRY FORD HEALTH SYSTEM		23-159 PHYSICAL: SKRIP	406.00	17861
206-336-830.000	EDUCATION/TRAINING	ANDY PFEIFLE		23-111 - SMEASIC CONFERENCE	370.00	17841
206-336-830.000	EDUCATION/TRAINING	ANDY PFEIFLE		23-112 HOLIDAY INN	354.29	17841
206-336-830.000	EDUCATION/TRAINING	ANDY PFEIFLE		23-110 CONFERENCE MILEAGE	290.82	17841
206-336-830.000	EDUCATION/TRAINING	TRI HOSPITAL EMS		23-137 - EDU SUPPLIES	351.00	17855
206-336-830.000	EDUCATION/TRAINING	CARD SERVICE CENTER		23-109 PRE-HOSPITAL TRAUMA LIFE SUPP	1,050.00	17858
206-336-830.000	EDUCATION/TRAINING	CARD SERVICE CENTER		23-099 MI FIRE INSPECTOR - CONFERENCE	390.00	17858
206-336-830.000	EDUCATION/TRAINING	CARD SERVICE CENTER		23-104 MI FIRE INSPEC SOCIETY WINTER	390.00	17858
206-336-830.000	EDUCATION/TRAINING	CITY OF FARMINGTON HILLS		23-156 ACTIVE ASSAILANT CONFERENCE J	525.00	17864
206-336-830.000	EDUCATION/TRAINING	TARGETSOLUTIONS LEARNING		23-153	1,092.73	17866
206-336-860.000	FUEL	FOSTER BLUE WATER OIL CO		23-133	906.25	17846
206-336-860.000	FUEL	CARD SERVICE CENTER		23-087 AMAZON: BLUE DEF DIESEL EXAUS	196.88	17858
206-336-860.000	FUEL	WEX BANK		23-152	279.23	17867
206-336-920.000	UTILITIES	SEMCO ENERGY - FIRE 003		23-117 011223-021023	703.92	673
206-336-920.000	UTILITIES	SEMCO ENERGY FIRE - 0344		23-118 011223-021023	355.80	674
206-336-920.000	UTILITIES	DTE - FIRE 910001701762		23-120 012423-022223	214.73	675
206-336-920.000	UTILITIES	DTE - FIRE 9100 017 03		23-119 012423-022223	475.26	676
206-336-920.002	INTERNET/PHONE	SPRINT		23-132 012623-022823	43.00	17853
206-336-920.002	INTERNET/PHONE	COMCAST - FIRE		23-134 031523-041423	303.25	677
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	CARD SERVICE CENTER		23-146 AMAZON: BATTERIES	253.76	17858
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	LUMBERJACK SHACK, INC.		23-154 CHAIN SAW BLADES/SHARPENING	444.97	17868
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	CITI CARDS		23-149 MR. APPLIANCE: WASHER DIAGNOS	125.00	17857
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	CARD SERVICE CENTER		23-084 AMAZON: BED PART	71.14	17858
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	ARMADA GRAIN CO.		23-115 PALLET OF ROCK SALT	476.00	17843
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	ARMADA GRAIN CO.		23-114 ROCK SALT SOLAR	68.00	17843
Total For Dept 336 FIRE OPERATING					40,782.25	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND					
Fund 701 TRUST & AGENCY FUND					
Dept 000					
701-000-255.028	DEVELOPER ACCOUNTS:MDOT WETLAND	ARMADA TOWNSHIP	MDOT WETLAND MITIGATION: FORFEIT	4,862.89	3283
701-000-265.000	BFG21030 - PB210032	CHIRCO, KATHERINE	BD Bond Refund	355.00	3280
701-000-265.000	BFG21011 - PB210014	LOCANO, ANTHONY	BD Bond Refund	250.00	3282
Total For Dept 000				5,467.89	
Total For Fund 701 TRUST & AGENCY FUND				5,467.89	
Total For Fund 206 FIRE FUND				40,782.25	

JOURNALIZED

PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	20,085.23	
			Fund 206 FIRE FUND	40,782.25	
			Fund 701 TRUST & AGENC	5,467.89	
			Total For All Funds:	66,335.37	

04/06/2023 01:07 PM
User: CLERK
DB: Armada Twp

CHECK REGISTER FOR ARMADA TOWNSHIP
CHECK DATE FROM 03/09/2023 - 04/12/2023

Page: 1/1

Check Date	Bank	Check	Vendor Name	Amount
Bank TAX TAX FUND CHECKING				
03/20/2023	TAX	3309	ARMADA AREA SCHOOLS	170,649.59
03/20/2023	TAX	3310	ROMEO COMMUNITY SCHOOLS	4.42
03/20/2023	TAX	3311	MACOMB COUNTY TREASURER	995.35
03/20/2023	TAX	3312	STATE OF MICHIGAN	1,464.31
03/20/2023	TAX	3313	MACOMB INTERMEDIATE SCHOOL DISTRICT	929.64
03/20/2023	TAX	3314	MACOMB COMMUNITY COLLEGE	2,606.67
03/20/2023	TAX	3315	MACOMB COUNTY TREASURER	73,173.71
03/20/2023	TAX	3316	ARMADA TOWNSHIP	31,357.76
03/20/2023	TAX	3317	ARMADA FREE LIBRARY	45,641.82
03/20/2023	TAX	3318	ARMADA FIRE DEPARTMENT	129,784.63 V
03/20/2023	TAX	3319	ARMADA FIRE DEPARTMENT	194,513.70
03/20/2023	TAX	3320	VILLAGE OF ARMADA DDA	12,645.54
03/30/2023	TAX	3321	ARMADA TOWNSHIP	10,120.04

TAX TOTALS:

Total of 13 Checks:	673,887.18
Less 1 Void Checks:	129,784.63
Total of 12 Disbursements:	544,102.55

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	BALANCE	% BGT USED	
Fund 101 - GENERAL FUND										
Revenues										
Dept 000										
101-000-402.001	TAX REVENUE	260,086.00		261,555.37		31,357.76		(1,469.37)		100.56
101-000-448.002	TAX COLLECTION INCOME	7,949.50		0.00		0.00		7,949.50		0.00
101-000-491.000	BUILDING PERMITS	46,000.00		27,826.00		1,155.00		18,174.00		60.49
101-000-492.000	ELECTRICAL PERMITS	16,000.00		14,485.00		1,114.00		1,515.00		90.53
101-000-493.000	MECHANICAL PERMITS	15,000.00		17,355.00		505.00		(2,355.00)		115.70
101-000-494.000	PLUMBING PERMITS	8,000.00		6,203.00		0.00		1,797.00		77.54
101-000-528.000	FEDERAL GRANTS	199,760.00		185,062.46		0.00		14,697.54		92.64
101-000-543.005	STATE GRANT PUBLIC SAFETY	1.00		0.00		0.00		1.00		0.00
101-000-573.000	LOCAL COMMUNITY SHARE	7,400.00		9,791.95		365.13		(2,391.95)		132.32
101-000-574.001	LIQUOR / STATE SHARED	1,300.00		965.25		0.00		334.75		74.25
101-000-574.002	SALES / REVENUE SHARING	337,782.00		401,273.00		0.00		(63,491.00)		118.80
101-000-587.001	SMART- MUNICIPAL	2,575.00		3,755.00		0.00		(1,180.00)		145.83
101-000-587.002	SMART - COMMUNITY	10,222.00		14,864.48		7,959.48		(4,642.48)		145.42
101-000-607.001	ZONING BOARD OF APPEALS	550.00		760.00		0.00		(210.00)		138.18
101-000-607.002	ZONING SPLITS/LAND DIVISION	2,500.00		3,496.25		0.00		(996.25)		139.85
101-000-607.004	SPECIAL MTGS / REVIEWS-PLANNING	8,000.00		18,818.25		0.00		(10,818.25)		235.23
101-000-607.005	CEMETERY PLOTS	1.00		0.00		0.00		1.00		0.00
101-000-607.006	XEROX / ZONING BOOKS	1.00		0.00		0.00		1.00		0.00
101-000-626.003	REFUNDS/FOIA/OTHER INCOME	1,100.00		94,209.59		0.00		(93,109.59)		8,564.51
101-000-627.000	REINSPECTIONS	1,500.00		6,312.89		4,862.89		(4,812.89)		420.86
101-000-651.001	SENIOR EVENT TICKETS	5,000.00		8,383.00		0.00		(3,383.00)		167.66
101-000-657.004	ORDNANCE FINES & COSTS	2,500.00		1,554.71		0.00		945.29		62.19
101-000-664.000	INTEREST & DIVIDEND REVENUE	550.00		13,270.66		2,248.90		(12,720.66)		2,412.85
101-000-671.000	PROPERTY LEASE - FARMING	1,434.00		1,433.70		0.00		0.30		99.98
101-000-676.006	ELECTION REIMBURSEMENT	5,000.00		0.00		0.00		5,000.00		0.00
101-000-693.023	SALE OF PROPERTY	1.00		0.00		0.00		1.00		0.00
101-000-698.000	BOND/INSURANCE RECOVERIES	1.00		263.00		0.00		(262.00)		26,300.0
Total Dept 000		940,213.50		1,091,638.56		49,568.16		(151,425.06)		116.11
TOTAL REVENUES										
		940,213.50		1,091,638.56		49,568.16		(151,425.06)		116.11
Expenditures										
Dept 101 - GOVERNING BODY										
101-101-704.000	WAGES - TRUSTEES	8,523.70		8,523.65		1,420.60		0.05		100.00
101-101-721.000	EMPLOYER'S FICA	500.00		500.00		59.62		0.00		100.00
101-101-722.000	EMPLOYER'S MEDICARE	120.00		120.00		17.00		0.00		100.00
101-101-830.000	EDUCATION/TRAINING - GOVT	1,500.00		748.11		32.06		751.89		49.87
Total Dept 101 - GOVERNING BODY		10,643.70		9,891.76		1,529.28		751.94		92.94
Dept 171 - SUPERVISOR										
101-171-704.000	WAGES - SUPERVISOR	29,316.09		29,316.04		2,255.08		0.05		100.00
101-171-705.000	DEPUTY WAGES - SUPERVISOR	5,000.00		4,042.40		1,005.92		957.60		80.85
101-171-721.000	EMPLOYER'S FICA	2,388.00		2,328.62		222.21		59.38		97.51
101-171-722.000	EMPLOYER'S MEDICARE	559.00		544.60		51.97		14.40		97.42
101-171-723.000	HEALTH INSURANCE	4,200.00		4,199.78		323.06		0.22		99.99
101-171-830.000	EDUCATION/TRAINING	625.00		0.00		0.00		625.00		0.00
101-171-860.000	MEMBERSHIPS/MILEAGE	625.00		540.45		400.00		84.55		86.47
Total Dept 171 - SUPERVISOR		42,713.09		40,971.89		4,258.24		1,741.20		95.92

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	NORMAL	03/31/2023 (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND								
Expenditures								
Dept 215 - CLERK								
101-215-704.000	WAGES - CLERK	34,647.85	34,647.85		2,665.21	0.00	100.00	
101-215-705.000	DEPUTY WAGES - CLERK	20,000.00	19,331.16		1,710.14	668.84	96.66	
101-215-721.000	EMPLOYER'S FICA	3,339.00	3,339.00		23.20	0.00	100.00	
101-215-722.000	EMPLOYER'S MEDICARE	781.00	781.00		5.53	0.00	100.00	
101-215-723.000	HEALTH INSURANCE	4,200.00	4,199.78		323.06	0.22	99.99	
101-215-811.000	COMPUTER SUPPORT/MAINT CLERK	3,238.00	3,238.00		(250.00)	0.00	100.00	
101-215-830.000	EDUCATION/TRAINING	600.00	557.93		308.93	42.07	92.99	
101-215-860.000	MEMBERSHIPS/MILEAGE	600.00	589.54		0.00	10.46	98.26	
Total Dept 215 - CLERK		67,405.85	66,684.26		4,786.07	721.59	98.93	
Dept 247 - BOARD OF REVIEW								
101-247-704.000	WAGES - BOARD OF REVIEW	1,100.00	1,100.00		583.96	0.00	100.00	
101-247-721.000	EMPLOYER'S FICA	68.20	68.20		36.20	0.00	100.00	
101-247-722.000	EMPLOYER'S MEDICARE	15.95	15.95		8.48	0.00	100.00	
101-247-830.000	EDUCATION/TRAINING	600.00	70.06		70.06	529.94	11.68	
101-247-901.000	LEGAL NOTICES/PUBLISHING - B.O.R.	350.00	350.00		233.00	0.00	100.00	
101-247-957.000	MEALS	100.00	57.03		0.00	42.97	57.03	
Total Dept 247 - BOARD OF REVIEW		2,234.15	1,661.24		931.70	572.91	74.36	
Dept 253 - TREASURER								
101-253-704.000	WAGES - TREASURER	32,191.52	32,191.52		2,476.16	0.00	100.00	
101-253-705.000	DEPUTY WAGES - TREASURER	15,000.00	4,259.55		0.00	10,740.45	28.40	
101-253-721.000	EMPLOYER'S FICA	3,187.00	2,520.37		173.56	666.63	79.08	
101-253-722.000	EMPLOYER'S MEDICARE	746.00	589.42		40.58	156.58	79.01	
101-253-723.000	HEALTH INSURANCE	4,200.00	4,199.78		323.06	0.22	99.99	
101-253-780.000	POSTAGE - TREASURER	3,000.00	2,851.83		36.60	148.17	95.06	
101-253-811.000	COMPUTER SUPPORT/MAINT TREAS	1,166.00	1,166.00		0.00	0.00	100.00	
101-253-830.000	EDUCATION/TRAINING -TREASURER	200.00	200.00		0.00	0.00	100.00	
101-253-860.000	MEMBERSHIPS/MILEAGE	100.00	100.00		(36.48)	0.00	100.00	
Total Dept 253 - TREASURER		59,790.52	48,078.47		3,013.48	11,712.05	80.41	
Dept 257 - ASSESSING								
101-257-704.000	WAGES - ASSESSING	41,892.00	41,892.00		2,655.00	0.00	100.00	
101-257-727.000	OFFICE SUPPLIES - ASSESSOR	50.00	50.00		0.00	0.00	100.00	
101-257-780.000	POSTAGE - ASSESSING	2,000.00	1,740.96		549.19	259.04	87.05	
101-257-801.000	LAND DIVISION	1,500.00	1,412.08		522.50	94.14	92.00	
101-257-811.000	COMPUTER SUPPORT/MAINT ASSESSING	1,324.00	1,324.00		0.00	0.00	100.00	
101-257-811.001	APEX SOFTWARE/SUPPORT FEE	235.00	235.00		0.00	0.00	100.00	
101-257-830.000	EDUCATION/TRAINING	800.00	712.50		522.50	87.50	89.06	
101-257-860.000	MEMBERSHIPS/MILEAGE	250.00	0.00		0.00	250.00	0.00	
Total Dept 257 - ASSESSING		48,051.00	47,366.54		4,249.19	684.46	98.58	
Dept 261 - GENERAL GOVERNMENTAL								
101-261-710.000	LIABILITY/WORK COMP INSURANCE	10,000.00	5,590.25		0.00	4,409.75	55.90	
101-261-719.000	LIFE INSURANCE - GOVERNMENTAL	1,500.00	1,500.00		0.00	0.00	100.00	
101-261-727.000	OFFICE SUPPLIES	4,500.00	4,417.00		(218.26)	83.00	98.16	
101-261-780.000	POSTAGE	2,000.00	925.71		460.98	1,074.29	46.29	

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	
Fund 101 - GENERAL FUND								
Expenditures								
101-261-802.001	MASTER PLAN UPDATE	6,250.00		6,249.50		3,124.50		0.50
101-261-803.000	AUDIT	8,875.00		8,875.00		0.00		0.00
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	25,000.00		14,743.22		3,062.23		10,256.78
101-261-860.000	MTA MEMBERSHIP/MILEAGE	7,000.00		6,864.61		0.00		135.39
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOVT	2,500.00		2,500.00		(43.63)		0.00
101-261-920.000	UTILITIES	6,500.00		6,500.00		544.05		0.00
101-261-920.001	INTERNET/PHONE/WEBSITE	5,500.00		5,436.15		(399.57)		63.85
101-261-940.000	COPIER LEASE	1,000.00		789.66		153.40		210.34
101-261-960.000	MISCELLANEOUS EXPENSE	500.00		451.67		0.00		48.33
101-261-961.000	FLAGS, BANNERS, SIGNS	550.00		501.12		0.00		48.88
101-261-964.000	REFUNDS	200.00		196.00		0.00		4.00
101-261-965.000	SERVICE CHARGES	100.00		35.00		0.00		65.00
Total Dept 261 - GENERAL GOVERNMENTAL		81,975.00		65,574.89		6,683.70		16,400.11
Dept 262 - ELECTIONS								
101-262-704.000	WAGES - ELECTIONS	7,000.00		6,844.69		1,961.56		155.31
101-262-727.000	OFFICE SUPPLIES - ELECTIONS	500.00		266.82		159.96		233.18
101-262-731.000	VOTING MATERIALS/EQUIP	4,250.00		4,250.00		(554.35)		0.00
101-262-780.000	POSTAGE - ELECTIONS	3,600.00		3,600.00		(705.75)		0.00
101-262-830.000	EDUCATION/TRAINING	600.00		600.00		0.00		0.00
101-262-860.000	MEMBERSHIPS/MILEAGE	500.00		500.00		0.00		0.00
101-262-901.000	LEGAL NOTICES/PUBLICATIONS -ELECTIONS	1,200.00		1,200.00		0.00		0.00
101-262-957.000	MEALS	500.00		500.00		0.00		0.00
Total Dept 262 - ELECTIONS		18,150.00		17,761.51		861.42		388.49
Dept 265 - BUILDING & GROUNDS								
101-265-704.000	WAGES - BLDG/GROUNDS	5,000.00		1,397.12		38.10		3,602.88
101-265-721.000	EMPLOYER'S FICA	124.00		12.28		2.36		111.72
101-265-722.000	EMPLOYER'S MEDICARE	30.00		2.87		0.55		27.13
101-265-801.000	CONTRACTUAL SERVICES	1.00		1.00		0.00		0.00
101-265-821.000	SNOW & GRASS SERVICES	5,500.00		2,685.00		810.00		2,815.00
101-265-930.000	HALL REPAIR ITEMS & CLEANING	5,000.00		2,927.28		584.75		2,072.72
101-265-955.000	PROPERTY EXPENSES/TAXES	1.00		0.00		0.00		1.00
Total Dept 265 - BUILDING & GROUNDS		15,656.00		7,025.55		1,435.76		8,630.45
Dept 266 - ATTORNEY								
101-266-815.000	MISC MATTERS - ATTORNEY	22,500.00		17,000.00		2,100.00		5,500.00
Total Dept 266 - ATTORNEY		22,500.00		17,000.00		2,100.00		5,500.00
Dept 301 - ORDINANCE ENFORCEMENT								
101-301-704.000	WAGES - CODE OFFICIAL	5,662.00		0.00		0.00		5,662.00
101-301-711.000	LIQUOR INSPECTIONS	1,300.00		1,289.04		214.84		10.96
101-301-721.000	EMPLOYER'S FICA	1,011.00		79.92		13.32		931.08
101-301-722.000	EMPLOYER'S MEDICARE	237.00		18.69		3.11		218.31
101-301-860.000	MEMBERSHIPS/MILEAGE	750.00		0.00		0.00		750.00
101-301-920.000	TELEPHONE - CODE OFFICIAL	1,000.00		468.86		0.00		531.14
Total Dept 301 - ORDINANCE ENFORCEMENT		9,962.00		1,757.51		231.25		8,204.49
Total 101 - GENERAL FUND		138,181.00		100,356.35		12,979.13		37,824.65

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		BDG% USED
		AMENDED BUDGET	03/31/2023	NORMAL	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 301 - ORDINANCE ENFORCEMENT		9,960.00	1,856.51	231.27	8,103.49	18.64		
Dept 371 - INSPECTIONS								
101-371-704.000	WAGES - INSPECTIONS	35,450.00	30,772.92	4,603.92	4,677.08	86.81		
101-371-706.000	ELECTRICAL WAGES	7,500.00	7,500.00	342.04	0.00	100.00		
101-371-707.000	MECHANICAL WAGES	8,000.00	8,000.00	432.48	0.00	100.00		
101-371-708.000	PLUMBING WAGES	5,000.00	4,704.17	1,531.62	295.83	94.08		
101-371-709.000	SECRETARY WAGES	32,085.93	32,085.93	1,895.39	0.00	100.00		
101-371-713.001	VACATION- SECY	2,500.00	2,415.12	0.00	84.88	96.60		
101-371-721.000	EMPLOYER'S FICA	6,028.00	5,346.41	517.58	681.59	88.69		
101-371-722.000	EMPLOYER'S MEDICARE	1,345.00	1,250.35	121.04	94.65	92.96		
101-371-723.000	HEALTH INSURANCE	4,200.00	3,413.48	0.00	786.52	81.27		
101-371-724.000	RETIREMENT	1,243.00	728.40	0.00	514.60	58.60		
101-371-727.000	OFFICE SUPPLIES - INSPECTIONS	250.00	250.00	0.00	0.00	100.00		
101-371-780.000	POSTAGE - BUILDING	200.00	58.63	0.00	141.37	29.32		
101-371-811.000	COMPUTER SUPPORT/MAINT BLDG	1,239.00	1,239.00	0.00	0.00	100.00		
101-371-860.000	MEMBERSHIPS/MILEAGE	1,200.00	1,200.00	98.59	0.00	100.00		
101-371-920.001	TELEPHONE - BLDG	1,555.00	1,337.82	0.00	217.18	86.03		
101-371-964.000	REFUNDS	2,460.00	2,460.00	0.00	0.00	100.00		
Total Dept 371 - INSPECTIONS		110,255.93	102,762.23	9,542.66	7,493.70	93.20		
Dept 441 - PUBLIC WORKS								
101-441-801.000	SIRENS/MAINTENANCE	17,160.00	11,403.36	1,733.64	5,756.64	66.45		
101-441-922.000	STREET LIGHTING - GOVT	3,000.00	2,997.32	(16.11)	2.68	99.91		
Total Dept 441 - PUBLIC WORKS		20,160.00	14,400.68	1,717.53	5,759.32	71.43		
Dept 446 - ROADS								
101-446-801.000	MAINTENANCE/CHLORIDE - ROADS	23,877.74	21,604.86	0.00	2,272.88	90.48		
101-446-801.001	DRAIN MAINTENANCE	4,000.00	4,000.00	0.00	0.00	100.00		
101-446-801.002	LIMESTONE	26,595.00	26,595.00	0.00	0.00	100.00		
Total Dept 446 - ROADS		54,472.74	52,199.86	0.00	2,272.88	95.83		
Dept 447 - ENGINEERS								
101-447-819.000	SPALDING, DEDECKER & ASSOCIATES	9,700.00	9,320.00	0.00	380.00	96.08		
Total Dept 447 - ENGINEERS		9,700.00	9,320.00	0.00	380.00	96.08		
Dept 528 - TRANSFER SITE								
101-528-704.000	WAGES - TRANSFER SITE	1,510.00	268.00	0.00	1,242.00	17.75		
101-528-721.000	EMPLOYER'S FICA	100.00	16.61	0.00	83.39	16.61		
101-528-722.000	EMPLOYER'S MEDICARE	24.00	3.89	0.00	20.11	16.21		
101-528-809.000	TRANSFER SITE MONTHLY EXP	67,380.00	67,380.00	5,474.62	0.00	100.00		
101-528-930.000	MAINTENANCE -TRANSFER SITE	1,500.00	555.76	280.76	944.24	37.05		
Total Dept 528 - TRANSFER SITE		70,514.00	68,224.26	5,755.38	2,289.74	96.75		
Dept 567 - TOWNSHIP CEMETERY								

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE 03/31/2023	ACTIVITY FOR MONTH 03/31/2023	AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	% BDDT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-567-930.000	MAINTENANCE - CEMETERY	3,500.00	1,712.00	0.00	1,788.00	48.91	
Total Dept 567 - TOWNSHIP CEMETERY		3,500.00	1,712.00	0.00	1,788.00	48.91	
Dept 694 - CBDG	SENIOR CITIZENS PROGRAM - CDBG	0.00	3,116.00	(100.00)	(3,116.00)	100.00	
101-694-836.000							
Total Dept 694 - CBDG		0.00	3,116.00	(100.00)	(3,116.00)	100.00	
Dept 695 - SMART	SENIOR SMART MUNICIPAL CREDITS	6,000.00	0.00	0.00	6,000.00	0.00	
101-695-836.000	SENIOR SMART COMMUNITY CREDITS	7,883.00	7,770.00	0.00	113.00	98.57	
101-695-836.001	P.A.L. SMART COMMUNITY CREDITS	6,269.48	6,269.48	0.00	0.00	100.00	
101-695-836.002	ACEP SMART COMMUNITY CREDITS	500.00	0.00	0.00	500.00	0.00	
101-695-836.003							
Total Dept 695 - SMART		20,652.48	14,039.48	0.00	6,613.00	67.98	
Dept 701 - PLANNING COMMISSION	WAGES - PLANNING	6,228.00	6,228.00	3,201.25	0.00	100.00	
101-701-704.000	SECRETARY PER DEIM	900.00	730.00	75.00	170.00	81.11	
101-701-714.000	EMPLOYER'S FICA	442.00	316.09	94.46	125.91	71.51	
101-701-721.000	EMPLOYER'S MEDICARE	104.00	73.98	22.10	30.02	71.13	
101-701-722.000	POSTAGE - PLANNING	150.00	150.00	(29.64)	0.00	100.00	
101-701-780.000	LAND DIVISION SPLITS	1,200.00	1,200.00	732.63	0.00	100.00	
101-701-801.005	PLANNER SITE PLAN REVIEWS/ATTY/ENG/FIRE	8,000.00	9,376.25	698.75	(1,376.25)	117.20	
101-701-806.100	COMMUNITY PLANNER	6,600.00	6,600.00	1,100.00	0.00	100.00	
101-701-814.000	P.D.R. COMMITTEE	750.00	750.00	0.00	0.00	100.00	
101-701-822.000	EDUCATION/TRAINING	1,000.00	1,000.00	718.00	0.00	100.00	
101-701-830.000	PRINTING/PUBLISHING - PLANNING	750.00	750.00	109.07	0.00	100.00	
101-701-901.000							
Total Dept 701 - PLANNING COMMISSION		26,124.00	27,174.32	6,721.62	(1,050.32)	104.02	
Dept 702 - ZONING BOARD OF APPEALS	WAGES - Z.B.A.	1,060.00	232.24	0.00	827.76	21.91	
101-702-704.000	SECRETARY WAGES	300.00	75.00	0.00	225.00	25.00	
101-702-709.000	EMPLOYER'S FICA	85.00	19.05	0.00	65.95	22.41	
101-702-721.000	EMPLOYER'S MEDICARE	20.00	4.44	0.00	15.56	22.20	
101-702-722.000	POSTAGE - ZBA	100.00	81.35	0.00	18.65	81.35	
101-702-780.000	PRINTING/PUBLISHING - Z.B.A.	200.00	105.30	0.00	94.70	52.65	
101-702-901.000							
Total Dept 702 - ZONING BOARD OF APPEALS		1,765.00	517.38	0.00	1,247.62	29.31	
Dept 751 - TOWNSHIP PARK	WAGES - PARK	3,888.65	3,888.60	648.10	0.05	100.00	
101-751-704.000	EMPLOYER'S FICA	242.00	241.09	40.18	0.91	99.62	
101-751-721.000	EMPLOYER'S MEDICARE	57.00	56.39	9.40	0.61	98.93	
101-751-722.000	MACOMB ORCHARD TRAIL	7,000.00	7,000.00	0.00	0.00	100.00	
101-751-807.000	MEMBERSHIPS/MILEAGE	150.00	150.00	0.00	0.00	100.00	
101-751-860.000	UTILITIES - PARK	500.00	299.42	29.27	200.58	59.88	
101-751-920.000	MAINTENANCE - PARK	15,646.26	15,645.75	0.00	0.51	100.00	
101-751-930.000	PARK IMPROVEMENTS - NORTH AVE.	128,028.96	128,028.27	0.00	0.69	100.00	
101-751-971.000							

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	NORMAL (ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Expenditures									
Total Dept 751 - TOWNSHIP PARK		155,512.87		155,309.52		726.95		203.35	99.87
Dept 794 - SENIOR CENTER									
101-794-704.000	WAGES - SENIOR CENTER	17,138.00		17,070.79		2,829.05		67.21	99.61
101-794-721.000	EMPLOYER'S FICA	930.00		930.00		47.02		0.00	100.00
101-794-722.000	EMPLOYER'S MEDICARE	218.00		216.43		9.93		1.57	99.28
101-794-727.000	OFFICE SUPPLIES	1,500.00		1,500.00		420.04		0.00	100.00
101-794-780.000	POSTAGE - SENIORS	1,150.00		1,150.00		548.00		0.00	100.00
101-794-920.000	UTILITIES - SENIORS	3,200.00		3,158.41		451.08		41.59	98.70
101-794-920.001	INTERNET/PHONE/CABLE/ETC.	2,400.00		2,398.54		236.01		1.46	99.94
101-794-930.000	MAINTENANCE - SENIORS	5,500.00		5,500.00		450.80		0.00	100.00
101-794-955.000	BINGO/CRAFTS/PICNICS	12,800.00		12,800.00		83.64		0.00	100.00
Total Dept 794 - SENIOR CENTER		44,836.00		44,724.17		5,075.57		111.83	99.75
Dept 900 - CAPITAL OUTLAY									
101-900-975.003	OFFICE IMPROVEMENTS	4,000.00		2,504.00		100.00		1,496.00	62.60
101-900-980.007	CAPITAL OUTLAY	400,324.10		400,324.10		0.00		0.00	100.00
101-900-980.008	COMPUTER - MISC	1,500.00		124.96		0.00		1,375.04	8.33
101-900-980.013	SEWER - ENG/PERMITS	1,000.00		280.00		0.00		720.00	28.00
101-900-980.014	ENGINEER - ALT	1,000.00		0.00		0.00		1,000.00	0.00
101-900-980.136	LAND PURCHASE	1.00		0.00		0.00		1.00	0.00
101-900-980.150	POWELL RD RECONSTRUCTION & ENGINEERING	91,000.00		91,000.00		0.00		0.00	100.00
Total Dept 900 - CAPITAL OUTLAY		498,825.10		494,233.06		100.00		4,592.04	99.08
TOTAL EXPENDITURES		1,395,397.43		1,311,605.58		59,619.82		83,791.85	94.00
Fund 101 - GENERAL FUND:									
TOTAL REVENUES		940,213.50		1,091,638.56		49,568.16		(151,425.06)	116.11
TOTAL EXPENDITURES		1,395,397.43		1,311,605.58		59,619.82		83,791.85	94.00
NET OF REVENUES & EXPENDITURES		(455,183.93)		(219,967.02)		(10,051.66)		(235,216.91)	48.32

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	04/30/2023	(ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	BALANCE	% BDT USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-402.001	TAX REVENUE	274,083.00		0.00		0.00	274,083.00		0.00
101-000-448.002	TAX COLLECTION INCOME	5,654.25		0.00		0.00	5,654.25		0.00
101-000-491.000	BUILDING PERMITS	46,000.00		0.00		0.00	46,000.00		0.00
101-000-492.000	ELECTRICAL PERMITS	16,000.00		0.00		0.00	16,000.00		0.00
101-000-493.000	MECHANICAL PERMITS	20,000.00		0.00		0.00	20,000.00		0.00
101-000-494.000	PLUMBING PERMITS	9,000.00		0.00		0.00	9,000.00		0.00
101-000-528.000	FEDERAL GRANTS	22,000.00		0.00		0.00	22,000.00		0.00
101-000-543.005	STATE GRANT PUBLIC SAFETY	1.00		0.00		0.00	1.00		0.00
101-000-573.000	LOCAL COMMUNITY SHARE	8,000.00		0.00		0.00	8,000.00		0.00
101-000-574.001	LIQUOR / STATE SHARED	1,300.00		0.00		0.00	1,300.00		0.00
101-000-574.002	SALES / REVENUE SHARING	396,000.00		0.00		0.00	396,000.00		0.00
101-000-587.001	SMART- MUNICIPAL	2,400.00		0.00		0.00	2,400.00		0.00
101-000-587.002	SMART - COMMUNITY	10,540.00		0.00		0.00	10,540.00		0.00
101-000-607.001	ZONING BOARD OF APPEALS	1,280.00		0.00		0.00	1,280.00		0.00
101-000-607.002	ZONING SPLITS/LAND DIVISION	3,500.00		0.00		0.00	3,500.00		0.00
101-000-607.004	SPECIAL MTGS / REVIEWS-PLANNING	15,000.00		0.00		0.00	15,000.00		0.00
101-000-607.005	CEMETERY PLOTS	1.00		0.00		0.00	1.00		0.00
101-000-607.006	XEROX / ZONING BOOKS	1.00		0.00		0.00	1.00		0.00
101-000-626.003	REFUNDS/FOIA/OTHER INCOME	1.00		0.00		0.00	1.00		0.00
101-000-627.000	REINSPECTIONS	2,000.00		0.00		0.00	2,000.00		0.00
101-000-651.001	SENIOR EVENT TICKETS	10,000.00		0.00		0.00	10,000.00		0.00
101-000-657.004	ORDINANCE FINES & COSTS	2,500.00		0.00		0.00	2,500.00		0.00
101-000-664.000	INTEREST & DIVIDEND REVENUE	7,000.00		0.00		0.00	7,000.00		0.00
101-000-671.000	PROPERTY LEASE - FARMING	1,434.00		0.00		0.00	1,434.00		0.00
101-000-676.006	ELECTION REIMBURSEMENT	5,000.00		0.00		0.00	5,000.00		0.00
101-000-693.023	SALE OF PROPERTY	1.00		0.00		0.00	1.00		0.00
101-000-698.000	BOND/INSURANCE RECOVERIES	1.00		0.00		0.00	1.00		0.00
Total Dept 000		858,697.25		0.00		0.00	858,697.25		0.00
TOTAL REVENUES		858,697.25		0.00		0.00	858,697.25		0.00
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-704.000	WAGES - TRUSTEES	8,523.70		0.00		0.00	8,523.70		0.00
101-101-721.000	EMPLOYER'S FICA	500.00		0.00		0.00	500.00		0.00
101-101-722.000	EMPLOYER'S MEDICARE	120.00		0.00		0.00	120.00		0.00
101-101-830.000	EDUCATION/TRAINING - GOVT	1,500.00		0.00		0.00	1,500.00		0.00
Total Dept 101 - GOVERNING BODY		10,643.70		0.00		0.00	10,643.70		0.00
Dept 171 - SUPERVISOR									
101-171-704.000	WAGES - SUPERVISOR	29,316.09		0.00		0.00	29,316.09		0.00
101-171-721.000	EMPLOYER'S FICA	2,388.00		0.00		0.00	2,388.00		0.00
101-171-722.000	EMPLOYER'S MEDICARE	559.00		0.00		0.00	559.00		0.00
101-171-723.000	HEALTH INSURANCE	4,200.00		0.00		0.00	4,200.00		0.00
101-171-830.000	EDUCATION/TRAINING	625.00		0.00		0.00	625.00		0.00
101-171-860.000	MEMBERSHIPS/MILEAGE	625.00		0.00		0.00	625.00		0.00
Total Dept 171 - SUPERVISOR		37,713.09		0.00		0.00	37,713.09		0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023		ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	EDGTT USED
			NORMAL	(ABNORMAL)			
Fund 101 - GENERAL FUND							
Expenditures							
Dept 215 - CLERK							
101-215-704.000	WAGES - CLERK	34,647.85	0.00		0.00	34,647.85	0.00
101-215-705.000	DEPUTY WAGES - CLERK	20,000.00	0.00		0.00	20,000.00	0.00
101-215-721.000	EMPLOYER'S FICA	3,835.00	0.00		0.00	3,835.00	0.00
101-215-722.000	EMPLOYER'S MEDICARE	897.00	0.00		0.00	897.00	0.00
101-215-723.000	HEALTH INSURANCE	4,200.00	0.00		0.00	4,200.00	0.00
101-215-811.000	COMPUTER SUPPORT/MAINT CLERK	23,586.00	0.00		0.00	23,586.00	0.00
101-215-830.000	EDUCATION/TRAINING	600.00	0.00		0.00	600.00	0.00
101-215-860.000	MEMBERSHIPS/MILEAGE	600.00	0.00		0.00	600.00	0.00
Total Dept 215 - CLERK			88,365.85	0.00	0.00	88,365.85	0.00
Dept 247 - BOARD OF REVIEW							
101-247-704.000	WAGES - BOARD OF REVIEW	1,100.00	0.00		0.00	1,100.00	0.00
101-247-721.000	EMPLOYER'S FICA	68.20	0.00		0.00	68.20	0.00
101-247-722.000	EMPLOYER'S MEDICARE	15.95	0.00		0.00	15.95	0.00
101-247-830.000	EDUCATION/TRAINING	900.00	0.00		0.00	900.00	0.00
101-247-901.000	LEGAL NOTICES/PUBLISHING - B.O.R.	350.00	0.00		0.00	350.00	0.00
101-247-957.000	MEALS	100.00	0.00		0.00	100.00	0.00
Total Dept 247 - BOARD OF REVIEW			2,534.15	0.00	0.00	2,534.15	0.00
Dept 253 - TREASURER							
101-253-704.000	WAGES - TREASURER	32,191.52	0.00		0.00	32,191.52	0.00
101-253-705.000	DEPUTY WAGES - TREASURER	13,000.00	0.00		0.00	13,000.00	0.00
101-253-721.000	EMPLOYER'S FICA	3,187.00	0.00		0.00	3,187.00	0.00
101-253-722.000	EMPLOYER'S MEDICARE	717.00	0.00		0.00	717.00	0.00
101-253-723.000	HEALTH INSURANCE	4,200.00	0.00		0.00	4,200.00	0.00
101-253-780.000	POSTAGE - TREASURER	5,000.00	0.00		0.00	5,000.00	0.00
101-253-811.000	COMPUTER SUPPORT/MAINT TREAS	1,258.00	0.00		0.00	1,258.00	0.00
101-253-830.000	EDUCATION/TRAINING -TREASURER	200.00	0.00		0.00	200.00	0.00
101-253-860.000	MEMBERSHIPS/MILEAGE	100.00	0.00		0.00	100.00	0.00
Total Dept 253 - TREASURER			59,853.52	0.00	0.00	59,853.52	0.00
Dept 257 - ASSESSING							
101-257-704.000	WAGES - ASSESSING	43,200.00	0.00		0.00	43,200.00	0.00
101-257-727.000	OFFICE SUPPLIES - ASSESSOR	50.00	0.00		0.00	50.00	0.00
101-257-780.000	POSTAGE - ASSESSING	2,400.00	0.00		0.00	2,400.00	0.00
101-257-801.000	LAND DIVISION	1,500.00	0.00		0.00	1,500.00	0.00
101-257-811.000	COMPUTER SUPPORT/MAINT ASSESSING	22,000.00	0.00		0.00	22,000.00	0.00
101-257-811.001	APEX SOFTWARE/SUPPORT FEE	300.00	0.00		0.00	300.00	0.00
101-257-830.000	EDUCATION/TRAINING	800.00	0.00		0.00	800.00	0.00
101-257-860.000	MEMBERSHIPS/MILEAGE	250.00	0.00		0.00	250.00	0.00
Total Dept 257 - ASSESSING			70,500.00	0.00	0.00	70,500.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE		ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023	04/30/2023	MONTH 04/30/2023	BALANCE		
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
101-261-802.001	MASTER PLAN UPDATE	6,250.00	0.00	0.00	0.00	6,250.00	0.00	0.00
101-261-803.000	AUDIT	9,200.00	0.00	0.00	0.00	9,200.00	0.00	0.00
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	17,600.00	0.00	0.00	0.00	17,600.00	0.00	0.00
101-261-860.000	MTA MEMBERSHIP/MILEAGE	7,700.00	0.00	0.00	0.00	7,700.00	0.00	0.00
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOVT UTILITIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00
101-261-920.000	INTERNET/PHONE/WEBSITE	6,500.00	0.00	0.00	0.00	6,500.00	0.00	0.00
101-261-920.001	COPIER LEASE	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00
101-261-940.000	MISCELLANEOUS EXPENSE	1,200.00	0.00	0.00	0.00	1,200.00	0.00	0.00
101-261-960.000	FLAGS, BANNERS, SIGNS	500.00	0.00	0.00	0.00	500.00	0.00	0.00
101-261-961.000	REFUNDS	600.00	0.00	0.00	0.00	600.00	0.00	0.00
101-261-964.000	SERVICE CHARGES	200.00	0.00	0.00	0.00	200.00	0.00	0.00
101-261-965.000		100.00	0.00	0.00	0.00	100.00	0.00	0.00
Total Dept 261 - GENERAL GOVERNMENTAL		80,000.00	0.00	0.00	0.00	80,000.00	0.00	0.00
Dept 262 - ELECTIONS								
101-262-704.000	WAGES - ELECTIONS	12,000.00	0.00	0.00	0.00	12,000.00	0.00	0.00
101-262-727.000	OFFICE SUPPLIES - ELECTIONS	1,800.00	0.00	0.00	0.00	1,800.00	0.00	0.00
101-262-731.000	VOTING MATERIALS/EQUIP	4,650.00	0.00	0.00	0.00	4,650.00	0.00	0.00
101-262-780.000	POSTAGE - ELECTIONS	4,200.00	0.00	0.00	0.00	4,200.00	0.00	0.00
101-262-830.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
101-262-860.000	MEMBERSHIPS/MILEAGE	700.00	0.00	0.00	0.00	700.00	0.00	0.00
101-262-901.000	LEGAL NOTICES/PUBLICATIONS -ELECTIONS	1,600.00	0.00	0.00	0.00	1,600.00	0.00	0.00
101-262-957.000	MEALS	750.00	0.00	0.00	0.00	750.00	0.00	0.00
Total Dept 262 - ELECTIONS		26,700.00	0.00	0.00	0.00	26,700.00	0.00	0.00
Dept 265 - BUILDING & GROUNDS								
101-265-704.000	WAGES - BLDG/GROUNDS	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
101-265-721.000	EMPLOYER'S FICA	124.00	0.00	0.00	0.00	124.00	0.00	0.00
101-265-722.000	EMPLOYER'S MEDICARE	30.00	0.00	0.00	0.00	30.00	0.00	0.00
101-265-801.000	CONTRACTUAL SERVICES	1.00	0.00	0.00	0.00	1.00	0.00	0.00
101-265-821.000	SNOW & GRASS SERVICES	5,500.00	0.00	0.00	0.00	5,500.00	0.00	0.00
101-265-930.000	HALL REPAIR ITEMS & CLEANING	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
101-265-955.000	PROPERTY EXPENSES/TAXES	1.00	0.00	0.00	0.00	1.00	0.00	0.00
Total Dept 265 - BUILDING & GROUNDS		15,656.00	0.00	0.00	0.00	15,656.00	0.00	0.00
Dept 266 - ATTORNEY								
101-266-815.000	MISC MATTERS - ATTORNEY	22,500.00	0.00	0.00	0.00	22,500.00	0.00	0.00
Total Dept 266 - ATTORNEY		22,500.00	0.00	0.00	0.00	22,500.00	0.00	0.00
Dept 301 - ORDINANCE ENFORCEMENT								
101-301-704.000	WAGES - CODE OFFICIAL	15,000.00	0.00	0.00	0.00	15,000.00	0.00	0.00
101-301-711.000	LIQUOR INSPECTIONS	1,300.00	0.00	0.00	0.00	1,300.00	0.00	0.00
101-301-721.000	EMPLOYER'S FICA	1,011.00	0.00	0.00	0.00	1,011.00	0.00	0.00
101-301-722.000	EMPLOYER'S MEDICARE	237.00	0.00	0.00	0.00	237.00	0.00	0.00
101-301-860.000	MEMBERSHIPS/MILEAGE	750.00	0.00	0.00	0.00	750.00	0.00	0.00
101-301-920.000	TELEPHONE - CODE OFFICIAL	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE BALANCE	% BDC USED
		AMENDED BUDGET	04/30/2023	04/30/2023	MONTH 04/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND									
Expenditures									
Total Dept 301 - ORDINANCE ENFORCEMENT		19,298.00	0.00	0.00	0.00	19,298.00	0.00		
Dept 371 - INSPECTIONS									
101-371-704.000	WAGES - INSPECTIONS	35,450.00	0.00	0.00	0.00	35,450.00	0.00		
101-371-706.000	ELECTRICAL WAGES	9,000.00	0.00	0.00	0.00	9,000.00	0.00		
101-371-707.000	MECHANICAL WAGES	11,000.00	0.00	0.00	0.00	11,000.00	0.00		
101-371-708.000	PLUMBING WAGES	6,000.00	0.00	0.00	0.00	6,000.00	0.00		
101-371-709.000	SECRETARY WAGES	31,096.00	0.00	0.00	0.00	31,096.00	0.00		
101-371-713.001	VACATION- SECY	2,500.00	0.00	0.00	0.00	2,500.00	0.00		
101-371-721.000	EMPLOYER'S FICA	5,900.00	0.00	0.00	0.00	5,900.00	0.00		
101-371-722.000	EMPLOYER'S MEDICARE	1,400.00	0.00	0.00	0.00	1,400.00	0.00		
101-371-723.000	HEALTH INSURANCE	1.00	0.00	0.00	0.00	1.00	0.00		
101-371-724.000	RETIREMENT	1.00	0.00	0.00	0.00	1.00	0.00		
101-371-727.000	OFFICE SUPPLIES - INSPECTIONS	500.00	0.00	0.00	0.00	500.00	0.00		
101-371-780.000	POSTAGE - BUILDING	200.00	0.00	0.00	0.00	200.00	0.00		
101-371-811.000	COMPUTER SUPPORT/MAINT BLDG	22,000.00	0.00	0.00	0.00	22,000.00	0.00		
101-371-860.000	MEMBERSHIPS/MILEAGE	1,400.00	0.00	0.00	0.00	1,400.00	0.00		
101-371-920.001	TELEPHONE - BLDG	1,600.00	0.00	0.00	0.00	1,600.00	0.00		
101-371-964.000	REFUNDS	3,000.00	0.00	0.00	0.00	3,000.00	0.00		
Total Dept 371 - INSPECTIONS		131,048.00	0.00	0.00	0.00	131,048.00	0.00		
Dept 441 - PUBLIC WORKS									
101-441-801.000	SIRENS/MAINTENANCE	17,160.00	0.00	0.00	0.00	17,160.00	0.00		
101-441-922.000	STREET LIGHTING - GOVT	3,500.00	0.00	0.00	0.00	3,500.00	0.00		
Total Dept 441 - PUBLIC WORKS		20,660.00	0.00	0.00	0.00	20,660.00	0.00		
Dept 446 - ROADS									
101-446-801.000	MAINTENANCE/CHLORIDE - ROADS	20,000.00	0.00	0.00	0.00	20,000.00	0.00		
101-446-801.001	DRAIN MAINTENANCE	1.00	0.00	0.00	0.00	1.00	0.00		
101-446-801.002	LIMESTONE	30,000.00	0.00	0.00	0.00	30,000.00	0.00		
Total Dept 446 - ROADS		50,001.00	0.00	0.00	0.00	50,001.00	0.00		
Dept 447 - ENGINEERS									
101-447-819.000	SPALDING, DEDECKER & ASSOCIATES	20,000.00	0.00	0.00	0.00	20,000.00	0.00		
Total Dept 447 - ENGINEERS		20,000.00	0.00	0.00	0.00	20,000.00	0.00		
Dept 528 - TRANSFER SITE									
101-528-704.000	WAGES - TRANSFER SITE	1,510.00	0.00	0.00	0.00	1,510.00	0.00		
101-528-721.000	EMPLOYER'S FICA	100.00	0.00	0.00	0.00	100.00	0.00		
101-528-722.000	EMPLOYER'S MEDICARE	24.00	0.00	0.00	0.00	24.00	0.00		
101-528-809.000	TRANSFER SITE MONTHLY EXP	69,065.00	0.00	0.00	0.00	69,065.00	0.00		
101-528-930.000	MAINTENANCE -TRANSFER SITE	1,500.00	0.00	0.00	0.00	1,500.00	0.00		
Total Dept 528 - TRANSFER SITE		72,199.00	0.00	0.00	0.00	72,199.00	0.00		
Dept 567 - TOWNSHIP CEMETERY									

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-567-930.000	MAINTENANCE - CEMETERY	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 567 - TOWNSHIP CEMETERY		3,500.00	0.00	0.00	3,500.00	0.00
Dept 694 - CBDG						
101-694-836.000	SENIOR CITIZENS PROGRAM - CDBG	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 694 - CBDG		6,000.00	0.00	0.00	6,000.00	0.00
Dept 695 - SMART						
101-695-836.001	SENIOR SMART COMMUNITY CREDITS	9,000.00	0.00	0.00	9,000.00	0.00
101-695-836.002	P.A.L. SMART COMMUNITY CREDITS	4,770.00	0.00	0.00	4,770.00	0.00
101-695-836.003	ACEP SMART COMMUNITY CREDITS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 695 - SMART		14,770.00	0.00	0.00	14,770.00	0.00
Dept 701 - PLANNING COMMISSION						
101-701-704.000	WAGES - PLANNING	6,228.00	0.00	0.00	6,228.00	0.00
101-701-714.000	SECRETARY PER DEIM	900.00	0.00	0.00	900.00	0.00
101-701-721.000	EMPLOYER'S FICA	442.00	0.00	0.00	442.00	0.00
101-701-722.000	EMPLOYER'S MEDICARE	104.00	0.00	0.00	104.00	0.00
101-701-780.000	POSTAGE - PLANNING	600.00	0.00	0.00	600.00	0.00
101-701-801.005	LAND DIVISION SPLITS	1,000.00	0.00	0.00	1,000.00	0.00
101-701-806.100	PLANNER SITE PLAN REVIEWS/ATTY/ENG/FIRE	10,000.00	0.00	0.00	10,000.00	0.00
101-701-814.000	COMMUNITY PLANNER	9,600.00	0.00	0.00	9,600.00	0.00
101-701-822.000	P.D.R. COMMITTEE	750.00	0.00	0.00	750.00	0.00
101-701-830.000	EDUCATION/TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-701-901.000	PRINTING/PUBLISHING - PLANNING	22,000.00	0.00	0.00	22,000.00	0.00
Total Dept 701 - PLANNING COMMISSION		52,624.00	0.00	0.00	52,624.00	0.00
Dept 702 - ZONING BOARD OF APPEALS						
101-702-704.000	WAGES - Z.B.A.	1,060.00	0.00	0.00	1,060.00	0.00
101-702-709.000	SECRETARY WAGES	300.00	0.00	0.00	300.00	0.00
101-702-721.000	EMPLOYER'S FICA	85.00	0.00	0.00	85.00	0.00
101-702-722.000	EMPLOYER'S MEDICARE	20.00	0.00	0.00	20.00	0.00
101-702-780.000	POSTAGE - ZBA	100.00	0.00	0.00	100.00	0.00
101-702-901.000	PRINTING/PUBLISHING - Z.B.A.	200.00	0.00	0.00	200.00	0.00
Total Dept 702 - ZONING BOARD OF APPEALS		1,765.00	0.00	0.00	1,765.00	0.00
Dept 751 - TOWNSHIP PARK						
101-751-704.000	WAGES - PARK	7,200.00	0.00	0.00	7,200.00	0.00
101-751-721.000	EMPLOYER'S FICA	447.00	0.00	0.00	447.00	0.00
101-751-722.000	EMPLOYER'S MEDICARE	105.00	0.00	0.00	105.00	0.00
101-751-807.000	MACOMB ORCHARD TRAIL	7,000.00	0.00	0.00	7,000.00	0.00
101-751-860.000	MEMBERSHIPS/MILEAGE	200.00	0.00	0.00	200.00	0.00
101-751-920.000	UTILITIES - PARK	500.00	0.00	0.00	500.00	0.00
101-751-930.000	MAINTENANCE - PARK	12,000.00	0.00	0.00	12,000.00	0.00
101-751-971.000	PARK IMPROVEMENTS - NORTH AVE.	298,312.00	0.00	0.00	298,312.00	0.00

PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 04/30/2023		ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE		% BDGT USED
			NORMAL (ABNORMAL)			NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 751 - TOWNSHIP PARK		325,764.00	0.00		0.00	325,764.00		0.00
Dept 794 - SENIOR CENTER								
101-794-704.000	WAGES - SENIOR CENTER	18,000.00	0.00		0.00	18,000.00		0.00
101-794-721.000	EMPLOYER'S FICA	1,116.00	0.00		0.00	1,116.00		0.00
101-794-722.000	EMPLOYER'S MEDICARE	261.00	0.00		0.00	261.00		0.00
101-794-727.000	OFFICE SUPPLIES	1,500.00	0.00		0.00	1,500.00		0.00
101-794-780.000	POSTAGE - SENIORS	1,150.00	0.00		0.00	1,150.00		0.00
101-794-920.000	UTILITIES - SENIORS	3,400.00	0.00		0.00	3,400.00		0.00
101-794-920.001	INTERNET/PHONE/CABLE/ETC.	2,700.00	0.00		0.00	2,700.00		0.00
101-794-930.000	MAINTENANCE - SENIORS	27,500.00	0.00		0.00	27,500.00		0.00
101-794-955.000	BINGO/CRAFTS/PICNICS	5,000.00	0.00		0.00	5,000.00		0.00
101-794-958.000	EVENT TICKETS	10,000.00	0.00		0.00	10,000.00		0.00
Total Dept 794 - SENIOR CENTER		70,627.00	0.00		0.00	70,627.00		0.00
Dept 900 - CAPITAL OUTLAY								
101-900-975.003	OFFICE IMPROVEMENTS	4,000.00	0.00		0.00	4,000.00		0.00
101-900-980.007	CAPITAL OUTLAY	6,000.00	0.00		0.00	6,000.00		0.00
101-900-980.008	COMPUTER - MISC	1,500.00	0.00		0.00	1,500.00		0.00
101-900-980.013	SEWER - ENG/PERMITS	1,000.00	0.00		0.00	1,000.00		0.00
101-900-980.014	ENGINEER - ALT	1,000.00	0.00		0.00	1,000.00		0.00
101-900-980.110	BUILDING FUND	485,111.26	0.00		0.00	485,111.26		0.00
101-900-980.136	LAND PURCHASE	1.00	0.00		0.00	1.00		0.00
Total Dept 900 - CAPITAL OUTLAY		498,612.26	0.00		0.00	498,612.26		0.00
TOTAL EXPENDITURES		1,701,334.57	0.00		0.00	1,701,334.57		0.00
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		858,697.25	0.00		0.00	858,697.25		0.00
TOTAL EXPENDITURES		1,701,334.57	0.00		0.00	1,701,334.57		0.00
NET OF REVENUES & EXPENDITURES		(842,637.32)	0.00		0.00	(842,637.32)		0.00

REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP
PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR MONTH 04/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2023 NORMAL (ABNORMAL)	04/30/2023 NORMAL (ABNORMAL)				
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-403.003	CURRENT TAX REVENUE-SAD	898,549.00		0.00		0.00	898,549.00		0.00
206-000-403.005	CURRENT TAX REVENUE - ALS	568,243.00		0.00		0.00	568,243.00		0.00
206-000-505.005	FY GRANT INCOME	254,250.00		0.00		0.00	254,250.00		0.00
206-000-528.000	COVID19 OTHER FEDERAL GRANTS - REVENUE	1.00		0.00		0.00	1.00		0.00
206-000-528.001	HAZARD PAY REIMBURSEMENT	1.00		0.00		0.00	1.00		0.00
206-000-626.006	FIRE CONTRACT - RICHMOND	1.00		0.00		0.00	1.00		0.00
206-000-626.008	OTHER REVENUE/COST RECOVERY	2,000.00		0.00		0.00	2,000.00		0.00
206-000-627.025	INSPECTIONS / SITE PLAN REVIEW	100.00		0.00		0.00	100.00		0.00
206-000-638.011	ALS TRANSPORT INCOME	275,000.00		0.00		0.00	275,000.00		0.00
206-000-664.000	INTEREST & DIVIDEND REVENUE	500.00		0.00		0.00	500.00		0.00
206-000-674.007	DONATIONS	1.00		0.00		0.00	1.00		0.00
206-000-676.000	15% HEALTH INS REIMB FULL TIME	19,455.00		0.00		0.00	19,455.00		0.00
206-000-676.009	FAIR/STANDBY FEES	18,000.00		0.00		0.00	18,000.00		0.00
206-000-676.022	CPR/AED TRAINING REIMBURSEMENT	100.00		0.00		0.00	100.00		0.00
206-000-687.000	REFUNDS	250.00		0.00		0.00	250.00		0.00
206-000-693.000	ASSET SALES	20,000.00		0.00		0.00	20,000.00		0.00
Total Dept 000		2,056,451.00		0.00		0.00	2,056,451.00		0.00
TOTAL REVENUES									
		2,056,451.00		0.00		0.00	2,056,451.00		0.00
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-704.000	FIRE CHIEF SALARY	73,000.00		2,807.69		2,807.69	70,192.31		3.85
206-336-704.001	ASST FIRE CHIEF WAGES	1.00		0.00		0.00	1.00		0.00
206-336-704.002	ADMIN WAGES	3,600.00		138.46		138.46	3,461.54		3.85
206-336-704.003	FULL TIME WAGES	698,483.00		25,370.04		25,370.04	673,112.96		3.63
206-336-704.004	PART TIME WAGES	174,000.00		6,039.00		6,039.00	167,961.00		3.47
206-336-704.005	PAID ON CALL WAGES	20,000.00		560.00		560.00	19,440.00		2.80
206-336-704.008	OVERTIME	164,000.00		7,409.59		7,409.59	156,590.41		4.52
206-336-704.009	COVID19 EXPENSES/HAZARD PAY	1.00		0.00		0.00	1.00		0.00
206-336-704.010	COVID19 EXPENSES/PERSONNEL OVERTIME	1.00		0.00		0.00	1.00		0.00
206-336-704.011	FULL TIME FLSA OT WAGES	60,050.00		0.00		0.00	60,050.00		0.00
206-336-710.000	LIABILITY/WORK COMP INSURANCE	52,000.00		0.00		0.00	52,000.00		0.00
206-336-713.301	HOLIDAY PAY	38,400.00		38,400.00		38,400.00	0.00		100.00
206-336-720.001	UNIFORM ALLOWANCE EMS	13,500.00		9,000.00		9,000.00	4,500.00		66.67
206-336-721.000	EMPLOYER'S FICA - FIRE	17,025.00		5,033.04		5,033.04	11,991.96		29.56
206-336-721.001	EMPLOYER'S FICA - ALS	57,815.00		0.00		0.00	57,815.00		0.00
206-336-722.000	EMPLOYER'S MEDICARE - FIRE	4,000.00		1,177.12		1,177.12	2,822.88		29.43
206-336-722.001	EMPLOYER'S MEDICARE - ALS	13,500.00		0.00		0.00	13,500.00		0.00
206-336-723.000	HEALTH INSURANCE	163,500.00		1,004.32		1,004.32	162,495.68		0.61
206-336-724.000	RETIREMENT - CHIEF	7,300.00		280.77		280.77	7,019.23		3.85
206-336-724.001	RETIREMENT-MERS	55,605.00		2,735.86		2,735.86	52,869.14		4.92
206-336-727.000	OFFICE SUPPLIES	5,000.00		0.00		0.00	5,000.00		0.00
206-336-742.000	STATION SUPPLIES	4,000.00		0.00		0.00	4,000.00		0.00
206-336-743.000	VEHICLE SUPPLIES	1,350.00		0.00		0.00	1,350.00		0.00
206-336-751.000	COVID19 EXPENSES/SUPPLIES	1.00		0.00		0.00	1.00		0.00
206-336-780.000	POSTAGE/SHIPPING CHARGES	500.00		0.00		0.00	500.00		0.00
206-336-797.000	FIRE & LIFE SAFETY DIVISION	7,500.00		0.00		0.00	7,500.00		0.00
206-336-797.001	EMS EXPENSES	13,000.00		0.00		0.00	13,000.00		0.00
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	10,000.00		0.00		0.00	10,000.00		0.00
206-336-799.000	PERSONAL PROTECTIVE EQUIP	15,000.00		0.00		0.00	15,000.00		0.00
206-336-801.000	CONTRACTUAL SERVICES	25,000.00		0.00		0.00	25,000.00		0.00

REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP
PERIOD ENDING 04/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	04/30/2023	(ABNORMAL)	MONTH 04/30/2023	INCREASE (DECREASE)	BALANCE	% BDT USED
Fund 206 - FIRE FUND									
Expenditures									
206-336-803.000	AUDIT/ACCOUNTING	10,000.00		0.00		0.00		10,000.00	0.00
206-336-825.000	DISPATCHING/RADIO/FRMS	40,000.00		0.00		0.00		40,000.00	0.00
206-336-830.000	EDUCATION/TRAINING	28,000.00		0.00		0.00		28,000.00	0.00
206-336-860.000	FUEL FIRE	20,000.00		0.00		0.00		20,000.00	0.00
206-336-920.000	UTILITIES	15,225.00		0.00		0.00		15,225.00	0.00
206-336-920.002	PHONES/INTERNET/MODEMS	8,000.00		0.00		0.00		8,000.00	0.00
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	10,950.00		0.00		0.00		10,950.00	0.00
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	23,150.00		0.00		0.00		23,150.00	0.00
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS FIRE	18,000.00		0.00		0.00		18,000.00	0.00
206-336-931.000	VEHICLE MAINT/INSPECTIONS EMS	23,000.00		0.00		0.00		23,000.00	0.00
206-336-955.000	COMMUNITY OUTREACH	2,000.00		0.00		0.00		2,000.00	0.00
206-336-955.001	REST AND REHAB	500.00		0.00		0.00		500.00	0.00
206-336-969.000	GRANT EXPENSES	1.00		0.00		0.00		1.00	0.00
206-336-970.000	CAPITAL OUTLAY	47,608.58		0.00		0.00		47,608.58	0.00
206-336-971.013	BUILDING REMODELING/UPDATES FIRE	10,000.00		0.00		0.00		10,000.00	0.00
206-336-991.001	ALPHA 1 - PMT TO TWP - EMS	34,894.39		0.00		0.00		34,894.39	0.00
206-336-991.002	ENGINE - BANK LOANS	47,108.00		0.00		0.00		47,108.00	0.00
206-336-993.006	RR INTEREST BREAKOUT	20,882.03		0.00		0.00		20,882.03	0.00
Total Dept 336 - FIRE OPERATING		2,056,451.00		99,955.89		99,955.89		1,956,495.11	4.86
TOTAL EXPENDITURES		2,056,451.00		99,955.89		99,955.89		1,956,495.11	4.86
Fund 206 - FIRE FUND:									
TOTAL REVENUES		2,056,451.00		0.00		0.00		2,056,451.00	0.00
TOTAL EXPENDITURES		2,056,451.00		99,955.89		99,955.89		1,956,495.11	4.86
NET OF REVENUES & EXPENDITURES		0.00		(99,955.89)		(99,955.89)		99,955.89	100.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	BALANCE	% BDDT
								NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND									
Revenues									
Dept 000									
206-000-403.003	CURRENT TAX REVENUE-SAD	831,643.00		811,586.48		129,784.63		20,056.52	97.59
206-000-403.005	CURRENT TAX REVENUE - ALS	539,225.00		532,616.88		64,729.07		6,608.12	98.77
206-000-505.003	AFG GRANT	161,293.51		99,047.61		0.00		62,245.90	61.41
206-000-505.005	FY GRANT INCOME	129,047.61		15,579.00		0.00		113,468.61	12.07
206-000-528.000	COVID19 OTHER FEDERAL GRANTS - REVENUE	113,651.66		125,421.18		109,924.10		(11,769.52)	110.36
206-000-528.001	HAZARD PAY REIMBURSEMENT	1.00		0.00		0.00		1.00	0.00
206-000-626.006	FIRE CONTRACT - RICHMOND	1.00		0.00		0.00		1.00	0.00
206-000-626.008	OTHER REVENUE/COST RECOVERY	2,000.00		10,043.71		0.00		(8,043.71)	502.19
206-000-627.025	INSPECTIONS / SITE PLAN REVIEW	500.00		450.00		0.00		50.00	90.00
206-000-638.011	ALS TRANSPORT INCOME	240,000.00		305,096.47		37,242.77		(65,096.47)	127.12
206-000-664.000	INTEREST & DIVIDEND REVENUE	500.00		6,379.18		953.75		(5,879.18)	1,275.84
206-000-674.007	DONATIONS	1.00		3,642.00		0.00		(3,641.00)	364,200.00
206-000-676.000	15% HEALTH INS REIMB FULL TIME	8,100.00		11,832.04		1,248.10		(3,732.04)	146.07
206-000-676.009	FAIR/STANDBY FEES	16,000.00		20,579.60		8,028.60		(4,579.60)	128.62
206-000-676.022	CPR/AED TRAINING REIMBURSEMENT	2,000.00		760.00		0.00		1,240.00	38.00
206-000-687.000	REFUNDS	250.00		8,936.77		0.00		(8,686.77)	3,574.71
206-000-693.000	ASSET SALES	1.00		0.00		0.00		1.00	0.00
Total Dept 000		2,044,214.78		1,951,970.92		351,911.02		92,243.86	95.49
TOTAL REVENUES									
		2,044,214.78		1,951,970.92		351,911.02		92,243.86	95.49
Expenditures									
Dept 336 - FIRE OPERATING									
206-336-704.000	FIRE CHIEF SALARY	73,000.00		72,653.80		5,615.38		346.20	99.53
206-336-704.001	ASST FIRE CHIEF WAGES	1.00		0.00		0.00		1.00	0.00
206-336-704.002	ADMIN WAGES	3,600.00		3,599.96		276.92		0.04	100.00
206-336-704.003	FULL TIME WAGES	554,000.00		550,274.11		50,740.08		3,725.89	99.33
206-336-704.004	PART TIME WAGES	147,498.00		138,497.25		10,893.00		9,000.75	93.90
206-336-704.005	PAID ON CALL WAGES	15,000.00		10,150.00		255.00		4,850.00	67.67
206-336-704.008	OVERTIME	197,425.00		181,952.05		15,843.65		15,472.95	92.16
206-336-704.009	COVID19 EXPENSES/HAZARD PAY	1.00		0.00		0.00		1.00	0.00
206-336-704.010	COVID19 EXPENSES/PERSONNEL OVERTIME	1.00		0.00		0.00		1.00	0.00
206-336-710.000	LIABILITY/WORK COMP INSURANCE	47,000.00		31,725.50		0.00		15,274.50	67.50
206-336-713.301	HOLIDAY PAY	28,800.00		28,800.00		0.00		0.00	100.00
206-336-720.001	UNIFORM ALLOWANCE EMS	10,500.00		10,657.48		92.50		(157.48)	101.50
206-336-721.000	EMPLOYER'S FICA - FIRE	16,191.44		16,559.84		3,164.50		(368.40)	102.28
206-336-721.001	EMPLOYER'S FICA - ALS	47,956.00		45,131.92		2,076.48		2,824.08	94.11
206-336-722.000	EMPLOYER'S MEDICARE - FIRE	3,708.00		3,873.00		740.08		(165.00)	104.45
206-336-722.001	EMPLOYER'S MEDICARE - ALS	11,300.00		10,554.93		485.63		745.07	93.41
206-336-723.000	HEALTH INSURANCE	106,394.90		106,452.57		10,641.79		(57.67)	100.05
206-336-724.000	RETIREMENT - CHIEF	7,200.00		7,265.37		561.54		(65.37)	100.91
206-336-724.001	RETIREMENT-MERS	48,020.00		46,996.19		4,332.30		1,023.81	97.87
206-336-727.000	OFFICE SUPPLIES	5,300.00		3,464.97		291.56		1,835.03	65.38
206-336-742.000	STATION SUPPLIES	4,500.00		3,369.33		230.39		1,130.67	74.87
206-336-743.000	VEHICLE SUPPLIES	1,350.00		645.85		70.65		704.15	47.84
206-336-751.000	COVID19 EXPENSES/SUPPLIES	113,651.66		113,651.66		0.00		0.00	100.00
206-336-780.000	POSTAGE/SHIPPING CHARGES	500.00		400.76		126.00		99.24	80.15
206-336-797.000	FIRE & LIFE SAFETY DIVISION	5,000.00		1,978.74		0.00		3,021.26	39.57
206-336-797.001	EMS EXPENSES	13,000.00		12,390.63		1,084.12		609.37	95.31
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	7,618.16		6,686.30		2,044.35		931.86	87.77
206-336-799.000	PERSONAL PROTECTIVE EQUIP	12,000.00		10,226.34		6,754.00		1,773.66	85.22
206-336-801.000	CONTRACTUAL SERVICES	26,495.00		22,971.24		4,081.37		3,523.76	86.70

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	03/31/2023	(ABNORMAL)	MONTH 03/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)
Fund 206 - FIRE FUND									
Expenditures									
206-336-803.000	AUDIT/ACCOUNTING	9,380.00		9,380.00		0.00	0.00	0.00	100.00
206-336-825.000	DISPATCHING/RADIO/FRMS	19,500.00		19,078.98		0.00	421.02	97.84	
206-336-830.000	EDUCATION/TRAINING	28,000.00		8,932.94		6,962.00	19,067.06	31.90	
206-336-860.000	FUEL FIRE	20,000.00		18,542.38		1,382.36	1,457.62	92.71	
206-336-920.000	UTILITIES	14,000.00		14,845.40		1,749.71	(845.40)	106.04	
206-336-920.002	PHONES/INTERNET/MODEMS	8,000.00		6,916.30		346.25	1,083.70	86.45	
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	10,950.00		5,634.60		698.73	5,315.40	51.46	
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	5,150.00		3,400.30		196.14	1,749.70	66.03	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS FIRE	18,000.00		15,393.58		682.95	2,606.42	85.52	
206-336-931.000	VEHICLE MAINT/INSPECTIONS EMS	31,070.34		29,325.04		0.00	1,745.30	94.38	
206-336-955.000	COMMUNITY OUTREACH	2,000.00		1,395.31		0.00	604.69	69.77	
206-336-955.001	REST AND REHAB	500.00		104.26		0.00	395.74	20.85	
206-336-969.000	GRANT EXPENSES	129,047.61		114,627.51		0.00	14,420.10	88.83	
206-336-970.000	CAPITAL OUTLAY	58,802.92		46,927.38		0.00	11,875.54	79.80	
206-336-971.013	BUILDING REMODELING/UPDATES FIRE	5,000.00		113.93		0.00	4,886.07	2.28	
206-336-991.002	ENGINE - BANK LOANS	79,537.69		79,537.69		0.00	0.00	100.00	
206-336-993.006	RR INTEREST BREAKOUT	9,005.95		9,005.95		0.00	0.00	100.00	

Total Dept 336 - FIRE OPERATING 1,954,955.67 1,824,091.34 132,419.43 130,864.33 93.31

TOTAL EXPENDITURES 1,954,955.67 1,824,091.34 132,419.43 130,864.33 93.31

Fund 206 - FIRE FUND:
TOTAL REVENUES 2,044,214.78 1,951,970.92 351,911.02 92,243.86 95.49
TOTAL EXPENDITURES 1,954,955.67 1,824,091.34 132,419.43 130,864.33 93.31
NET OF REVENUES & EXPENDITURES 89,259.11 127,879.58 219,491.59 (38,620.47) 143.27

CORRESPONDENCE & INFORMATION

**PUBLIC NOTICE
ARMADA TOWNSHIP TRANSFER SITE**

**LARGE ITEM DISPOSAL DAY
SATURDAY, MAY 20TH, 2023**

ARMADA TOWNSHIP AND VILLAGE RESIDENTS ONLY

21327 ARMADA RIDGE RD. (Between 33/34-Mile roads)

9:00 a.m. through 1:00 p.m.

RAIN OR SHINE

GARBAGE DISPOSAL AND RECYCLE COLLECTION

**RESIDENTS, PLEASE STAY IN YOUR VEHICLES TO AVOID THE
POSSIBILITY OF INJURY DUE TO FLYING DEBRIS FROM THE
COMPACTING OF THE LARGE ITEMS.**

ACCEPTED ITEMS: REGULAR HOUSEHOLD WASTE, ONLY LATEX DRY
PAINT IN OPEN CANS, VACUUMS, CLOTHING, ELECTRONICS; ETC.

LARGE ITEM DISPOSAL DAY ONLY: MATTRESSES, COUCHES, RECLINERS,
FUTONS, FURNITURE, LARGE SCREEN TVS, ETC...

ITEMS NOT ACCEPTED: YARD WASTE, BUILDING MATERIALS,
REFRIGERATORS, DEHUMIDIFIERS, AIR CONDITIONERS, LIQUID PAINT,
HAZARDOUS MATERIALS AND CHEMICALS, FIREARM AMMUNITION,
HOUSEHOLD BATTERIES, NO OIL BASED PAINT (LIQUID OR DRY).

Questions – Visit our website at www.armadatwp.org or contact: Supervisor
John Paterek at supervisor@armadatwp.org or 313.920.7808.

Published: 5.10.23

DEPARTMENT REPORTS

Armada Township Fire Department

Armada, MI

This report was generated on 4/5/2023 9:34:25 AM



Incident Statistics

Zone(s): All Zones | Start Date: 03/01/2023 | End Date: 03/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		45	
FIRE		27	
TOTAL		72	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
424 - Carbon monoxide incident		3	
736 - CO detector activation due to malfunction		1	
TOTAL		4	
MUTUAL AID			
Aid Type		Total	
Aid Given		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
6		8.33	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:05:45	0:08:23	
AVERAGE FOR ALL CALLS		0:06:33	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:21	0:02:00	
AVERAGE FOR ALL CALLS		0:01:32	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Armada Township Fire Department		21:25	

Approved

Armada Twp Fire Chief

Date 4-5-23

Signature [Signature]

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



emergencyreporting.com
Doc Id: 1645
Page # 1 of 1

Armada Township Fire Department

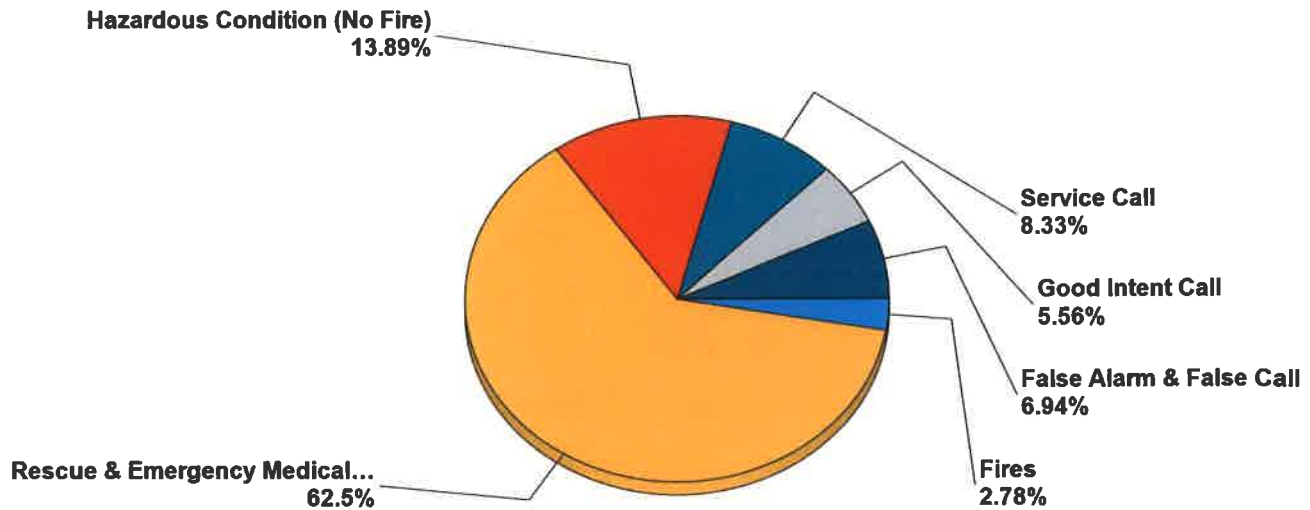
Armada, MI

This report was generated on 4/5/2023 9:34:54 AM



Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 03/01/2023 | End Date: 03/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	2.78%
Rescue & Emergency Medical Service	45	62.5%
Hazardous Condition (No Fire)	10	13.89%
Service Call	6	8.33%
Good Intent Call	4	5.56%
False Alarm & False Call	5	6.94%
TOTAL	72	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



emergencyreporting.com

Doc Id: 553

Page # 1 of 2

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	1.39%
118 - Trash or rubbish fire, contained	1	1.39%
321 - EMS call, excluding vehicle accident with injury	44	61.11%
324 - Motor vehicle accident with no injuries.	1	1.39%
400 - Hazardous condition, other	1	1.39%
424 - Carbon monoxide incident	3	4.17%
440 - Electrical wiring/equipment problem, other	1	1.39%
444 - Power line down	5	6.94%
500 - Service Call, other	6	8.33%
600 - Good intent call, other	1	1.39%
611 - Dispatched & cancelled en route	2	2.78%
631 - Authorized controlled burning	1	1.39%
700 - False alarm or false call, other	2	2.78%
711 - Municipal alarm system, malicious false alarm	2	2.78%
736 - CO detector activation due to malfunction	1	1.39%
TOTAL INCIDENTS:	72	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Armada Township Fire Department

Armada, MI

This report was generated on 4/5/2023 9:35:20 AM



Average Response Time for Zone for Date Range

Zone: All Zones | Start Date: 03/01/2023 | End Date: 03/31/2023

ZONE TITLE	AVERAGE RESPONSE TIME IN MINUTES (DISPATCH TO ARRIVED)
MA - Mutual/Auto Aid	21.00
NW - Northwest	12.09
SW - Southwest	9.83
SE - Southeast	8.43
NE - Northeast	5.50
AV - Village of Armada	4.46

Only REVIEWED incidents included This report shows the time in decimal format. Excludes "Cancelled" apparatus.



emergencyreporting.com

Doc Id: 38

Page # 1 of 1



b

Armada Township

Monthly Code Enforcement Report
Board Meeting April 12, 2023
23121 East Main Street, Armada, MI 48005

PROPERTY ADDRESS	COMPLAINT	3-1-23	4-4-23
21500 Bordman Rd Date of Complaint: 9-25-22	Possible Dog Day Care Center	Property owner is working on any changes and compiling necessary information along with fees to request ZBA meeting. Owner is asking for approval of variances that were discussed in detail and directed to go through the ZBA by the planning commission.	Property owner has hired professional to finalize site plan with variances needed. Owner has contacted neighbors to find out impact if variances are approved. Will be ready with final site plan for ZBA at April meeting, no later than May meeting.

Report submitted by John W. Paterek
Armada Township Supervisor
4-4-23

d

Monthly Building Report

Month: March
Year: 2023

Permits Issued:

<u> </u>	<i>Decks</i>
<u> </u>	<i>Demolitions</i>
<u> </u>	<i>Ponds</i>
<u> 1</u>	<i>Pole Barns</i>
<u> </u>	<i>Garages</i>
<u> </u>	<i>Additions/Misc.</i>
<u> </u>	<i>Homes</i>
<u> </u>	<i>Zoning</i>
<u> </u>	<i>Commercial</i>
<u> </u>	<i>Pools</i>
<u> </u>	<i>Porch</i>
<u> </u>	<i>Sunrooms</i>
<u> 4</u>	<i>Electrical</i>
<u> 2</u>	<i>Mechanical</i>
<u> </u>	<i>Plumbing</i>

Total Permits Issued: 7

Building Inspections: 14

Electrical Inspections: 10

Mechanical Inspections: 12

Plumbing Inspections: 1

Total Inspections: 37

ue

Permit Category Detail Report

04/05/2023

ELECTRICAL

Permit #	Owner	Address	Parcel Number	Fee Total	Amount Paid	Construction Value
PE230009	TIBBENHAM, JEFFREY & PATR	23800 DAYTON RD	13-02-13-300-027	\$366.00	\$366.00	\$0.00
PE230010	STEWART, TAYLOR	23075 PRATT RD	13-02-01-100-005	\$120.00	\$120.00	\$0.00
PE230011	SHELTON, DAVID & ASHLEY	21240 PRATT RD	13-02-03-300-028	\$112.00	\$112.00	\$0.00
PE230012	KROTCHIE, CHRISTOPHER & MI	77855 CAPAC RD	13-02-08-400-004	\$112.00	\$112.00	\$0.00

Total Permits For Type: 4 Total Fees For Type: \$710.00 \$0.00

MECHANICAL

Permit #	Owner	Address	Parcel Number	Fee Total	Amount Paid	Construction Value
PM230009	STEWART, TAYLOR	23075 PRATT RD	13-02-01-100-005	\$170.00	\$170.00	\$0.00
PM230010	ATANASOVKI, ALEXANDER &	16977 OAKVIEW CIR	13-02-17-300-039	\$285.00	\$285.00	\$0.00

Total Permits For Type: 2 Total Fees For Type: \$455.00 \$0.00

POLE BARN

Permit #	Owner	Address	Parcel Number	Fee Total	Amount Paid	Construction Value
PB230003	LAFAYE, DAVID & JULIEJO	15400 BORDMAN RD	13-02-06-100-005	\$510.00	\$510.00	\$45,000.00

Total Permits For Type: 1 Total Fees For Type: \$510.00 \$45,000.00

Report Summary

Total Permits: 7

Grand Total Fees: \$1,675.00

Population: All Records

Permit Date Issued Between 3/1/2023 12:00:00 AM AND 3/31/2023 11:59:59 PM

Total Construction Value: \$45,000.00

Inspection Totals

04/05/2023

George Ryan PLUMBING

Record #	Type	Address	Scheduled	Completed	Result
PP220022	Final	19660 IRWIN RD	03/28/23	03/28/23	Approved
Total Inspections:					1

GEORGE RYAN (MECH. & PLMB.)

Record #	Type	Address	Scheduled	Completed	Result
PM230008	Rough	23800 DAYTON RD	02/28/23	02/28/23	Approved
PM220040	Final	77601 CAPAC RD	02/28/23	02/28/23	Approved
PM220047	Final	77601 CAPAC RD	02/28/23	02/28/23	Approved
PM230006	Final	76767 TRUE RD	03/14/23	03/14/23	Approved
PM220079	Final	24400 BORDMAN RD	03/14/23	03/14/23	Approved
PM220061	Final	19660 IRWIN RD	03/21/23	03/21/23	Approved
PM190001	Final	71265 HERITAGE LN	03/23/23	03/23/23	Approved
PM200050	Final	71265 HERITAGE LN	03/23/23	03/23/23	Approved
PM220071	Final	19660 IRWIN RD	03/23/23	03/23/23	Approved
PM230010	Rough	16977 OAKVIEW CIR	03/28/23	03/28/23	Approved
PM220070	Final	19660 IRWIN RD	03/28/23	03/28/23	Approved
PM220093	Final	22800 IRWIN RD	03/28/23	03/28/23	Approved
Total Inspections:					12

Jim Waddy BUILDING

Record #	Type	Address	Scheduled	Completed	Result
PB210032	FINAL	76610 TRUE RD	03/01/23	03/01/23	Approved
PB220053	BASEMENT GRADE	16977 OAKVIEW CIR	03/01/23	03/01/23	Approved
PB220057	FINAL	21330 ARMADA CENTER RD	03/01/23	03/01/23	Approved
PB230001	POST HOLE	22345 PRATT RD	03/07/23	03/07/23	Approved
PB230001	ROUGH	22345 PRATT RD	03/09/23	03/09/23	Approved
PB230003	PLAN REVIEW	15400 BORDMAN RD	03/15/23	03/15/23	Approved
PZ230001	PLAN REVIEW	69475 ROMEO PLANK RD	03/15/23	03/15/23	Approved
PB210014	FINAL	77601 CAPAC RD	03/20/23	03/20/23	Approved
PB210013	FINAL	77601 CAPAC RD	03/20/23	03/20/23	Partially App
PB220030	ROUGH	23800 DAYTON RD	03/24/23	03/24/23	Approved
PB220030	SHEATHING	23800 DAYTON RD	03/24/23	03/24/23	Approved
PB220030	INSULATION	23800 DAYTON RD	03/27/23	03/27/23	Approved

PB220046	ROUGH	73153 CASTLE CT	03/29/23	03/29/23	Approved
PB220046	SHEATHING	73153 CASTLE CT	03/29/23	03/29/23	Approved

Total Inspections: 14

Terry Royster *ELEC.*

Record #	Type	Address	Scheduled	Completed	Result
PE220077	FINAL	22800 IRWIN RD	03/28/23	03/28/23	Approved

Total Inspections: 1

TIM DILLON (ELEC.)

Record #	Type	Address	Scheduled	Completed	Result
PE230009	ROUGH	23800 DAYTON RD	03/10/23	03/10/23	Approved
PE220069	FINAL	24400 BORDMAN RD	03/14/23	03/14/23	Approved
PE220009	FINAL	POWER CORRIDOR	03/09/23	03/09/23	Approved
PE230007	FINAL	21750 PRATT RD	03/07/23	03/07/23	Approved
PE230008	FINAL	76767 TRUE RD	03/02/23	03/02/23	Approved
PE220042	FINAL	77601 CAPAC RD	02/28/23	03/01/23	Approved
PE220055	FINAL	19660 IRWIN RD	03/21/23	03/21/23	Approved
PE190001	FINAL	71265 HERITAGE LN	03/23/23	03/23/23	Approved
PE200048	FINAL	71265 HERITAGE LN	03/23/23	03/23/23	Approved

Total Inspections: 9

Report Summary

Population: All Records

Inspection.DateTimeCompleted Between
2/28/2023 12:00:00 AM AND 3/31/2023
11:59:59 PM

Grand Total Inspections: 37



Macomb Agricultural PDR Committee

Armada Township - Bruce Township - Lenox Township
Ray Township - Richmond Township - Washington Township

April 3, 2023

The 2023 Macomb PDR application cycle is open for applications till July 7, 2023

The land owner in Bruce Township for the USDA NRCS PDR program has declined the offer. The appraisal came in lower than expected.

The owner has submitted an application to Macomb Agricultural PDR program for the State of Michigan Agricultural Preservation Board grant cycle in 2024.

Things are being finalized for closing on the 78 + acres in Richmond Twp. for the Agricultural Preservation Fund PDR purchase.

Ken DeCock, Macomb PDR chair

Armada Township
23121 E. Main St, Armada, MI 48005
586-784-5200 ~ supervisor@armadatwp.org

March 9, 2023

The Honorable Gary Peters
724 Hart Senate Office Building
Washington, DC 20510



Subject: Letter of Collaborative Partnership & Support
FY 2022 - Community Project Funding Request
Tri-Community Waste Water Treatment Plant

Dear Senator Peters:

The Township of Armada is pleased to provide this letter demonstrating our support and full participation in the Bruce Township's request for Congressionally Directed Funding for the Tri-Community Waste Water Treatment Plant Construction project. Bruce Township is proposing to construct a Tri-Community Wastewater Treatment Plant (WWTP) and related sanitary sewer extensions to serve its community, with options to serve neighboring communities, Armada Township and Ray Township. Armada Township is fully in support and will work in a collaborative partnership to achieve this necessary goal.

Small towns and rural communities such as Bruce, Armada and Ray Townships are looking for ways and need assistance in strengthening their economies, protecting their environmental assets, improving quality of life and financing necessary assets. All 3 communities are rural and have had requests to allow significant expansion and development of industrial and residential zoned land within Bruce Township, and the neighboring communities.

It is imperative that our rural communities, with very limited financial resources, receive help that can encourage economic growth where businesses can thrive and families can live. Through working with neighboring communities, collectively we can tailor a WWTP and sanitary sewer extension program that promote economic success while bolstering our sustainable philosophy and preserves our large agrarian zoned areas for which our communities are known and proud.

We respectfully request assistance in helping our communities achieve a balance of industrial, commercial, residential and agricultural opportunities. Bruce, Ray and Armada Townships need creative local solutions to survive. Unfortunately, neighboring communities are aggressively pursuing annexation of our properties. It is common to trumpet the need to protect rural communities and their agrarian economic, environmental and socio-cultural benefits. Yet the actions afforded those with greater financial resources trump those of lesser and result in negative consequences that ripple throughout the nation.

Armada Township enthusiastically supports this multijurisdictional project to accomplish this regionally beneficial Tri-Community Waste Water Treatment Plant. Armada Township has fully designed and engineered a water and sewer project for the entire length of its industrial corridor. The original waste water treatment plant was engineered and designed by Tetra Tech. We have already invested several hundred thousand dollars to install a water main in partnership with Bruce Township to supply water to our waste water and sewer district. This project came to a halt because the funding was too great for the current businesses on Powell road to take on. We respectfully request that you consider Bruce, Ray and Armada Township's funding request and please contact us if you have any questions, require additional information or need clarification relative to the project or Armada Township's support.

Sincerely,

John W. Paterek
Supervisor

March 9, 2023

The Honorable Lisa McClain
218 Cannon House Office Building
Washington, DC 20515



Subject: Letter of Collaborative Partnership & Support
FY 2022 - Community Project Funding Request
Tri-Community Waste Water Treatment Plant

Dear Congresswoman McClain:

The Township of Armada is pleased to provide this letter demonstrating our support and full participation in the Bruce Township's request for Congressionally Directed Funding for the Tri-Community Waste Water Treatment Plant Construction project. Bruce Township is proposing to construct a Tri-Community Wastewater Treatment Plant (WWTP) and related sanitary sewer extensions to serve its community, with options to serve neighboring communities, Armada Township and Ray Township. Armada Township is fully in support and will work in a collaborative partnership to achieve this necessary goal.

Small towns and rural communities such as Bruce, Armada and Ray Townships are looking for ways and need assistance in strengthening their economies, protecting their environmental assets, improving quality of life and financing necessary assets. All 3 communities are rural and have had requests to allow significant expansion and development of industrial and residential zoned land within Bruce Township, and the neighboring communities.

It is imperative that our rural communities, with very limited financial resources, receive help that can encourage economic growth where businesses can thrive and families can live. Through working with neighboring communities, collectively we can tailor a WWTP and sanitary sewer extension program that promote economic success while bolstering our sustainable philosophy and preserves our large agrarian zoned areas for which our communities are known and proud.

We respectfully request assistance in helping our communities achieve a balance of industrial, commercial, residential and agricultural opportunities. Bruce, Ray and Armada Townships need creative local solutions to survive. Unfortunately, neighboring communities are aggressively pursuing annexation of our properties. It is common to trumpet the need to protect rural communities and their agrarian economic, environmental and socio-cultural benefits. Yet the actions afforded those with greater financial resources trump those of lesser and result in negative consequences that ripple throughout the nation.

Armada Township enthusiastically supports this multijurisdictional project to accomplish this regionally beneficial Tri-Community Waste Water Treatment Plant. Armada Township has fully designed and engineered a water and sewer project for the entire length of its industrial corridor. The original waste water treatment plant was engineered and designed by Tetra Tech. We have already invested several hundred thousand dollars to install a water main in partnership with Bruce Township to supply water to our waste water and sewer district. This project came to a halt because the funding was too great for the current businesses on Powell road to take on. We respectfully request that you consider Bruce, Ray and Armada Township's funding request and please contact us if you have any questions, require additional information or need clarification relative to the project or Armada Township's support.

Sincerely,

John W. Paterek
Supervisor

Bruce Township
Congressionally Directed Funding Request
March 2023

GENERAL INFORMATION

Organization Name: Bruce Township
Street Address: 223 Gates Street
City: Bruce Township State: Michigan ZIP: 48065
Point of Contact Name (Full Name): Mike Fillbrook
Phone: 586-752-4585
Email: supervisor@brucetwp.org

APPROPRIATION REQUEST

Title of Request: **Tri-Community Waste Water Treatment Plant**

Requested Funding: \$ 19,000,000.00

Provide an explanation of the request, including purpose, and a justification for why it is an appropriate use of taxpayer funds, especially relating to the importance to Michigan.

We respectfully request assistance in helping our communities achieve a balance of industrial, commercial, residential and agricultural opportunities. Bruce, Ray and Armada Townships need creative local solutions to survive. Unfortunately, neighboring communities are aggressively pursuing annexation of our properties; recently the Village of Romeo annexed 72 acres from Armada Township, arguing that they could better serve this property with utilities and services that Ray could not. It is common to trumpet the need to protect rural communities and their agrarian economical, environmental and socio-cultural benefits. Yet the actions afforded those with greater financial resources trump those of lesser and result in negative consequences that ripple throughout the nation.

Bruce Township is proposing to construct a Tri-Community Wastewater Treatment Plant (WWTP) and related sanitary sewer extensions to serve its community, with options to serve neighboring communities, Armada Township and Ray Township. Small towns and rural communities such as Bruce, Armada and Ray Townships are looking for ways and need assistance in strengthening their economies, protecting their environmental assets, improving quality of life and financing necessary assets. All 3 communities are rural and have had requests to allow significant expansion and development of industrial and residential zoned land within Bruce Township, and the neighboring communities. It is imperative that our rural communities, with very limited financial resources, receive help that can encourage economic growth where businesses can thrive and families can live. Through working with neighboring communities, collectively we can tailor a WWTP and sanitary sewer extension program that promote economic success while bolstering our sustainable philosophy and preserves our large agrarian zoned areas for which our communities are known and proud.

Please attach letters of support to this document or include as attachment(s) in an email.

MARCH REPORT 2023

Our knitting group is growing, and the Ladies are really enjoying themselves! Last week we had a gentleman come in and dropped off two bags of yarn his wife no longer needed. The knitters were elated!

Bingo is always a hit! Last Bingo we had 7 new ladies join in bringing our total to 29!

Cards are catching on; we play after Bingo and now once a month on a designated day! Our Corn Hole league starts next month!

Potluck was Great! 30 attended.

Mystery trips are Big Fun for my Seniors! We ate at the Pantry then walked down to Debbie's Dollar and shopped. 16 attended.

Our Local Lunches are fun! we average 18-20.

Our Big Bus Mystery Trip took us to The Royal Treat Tea Room. A Victorian Deco with great tasting food! Then we went to Cracker Barrel to shop! 25 attended.

We had a lunch at Jayell Barbecue House in Romeo. Great place if you love BBQ! 18 attended.

We wrap up March with our trip to Allenton for Potluck and cards. It is nice to share food and fun with our fellow seniors! 14 attended.

Thank you, I love my job!

Donna

04/04/2023 12:49 PM
User: DEPUTY TREASURER
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank GEN (GENERAL FUND)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 657

Page 1/1

GL Number	Description	Beginning Balance
101-000-001.080	GENERAL FUND	566,722.73
101-000-007.072	PAYROLL ACCOUNT	1,068.02

Beginning GL Balance: 567,790.75
Add: Cash Receipts 47,319.26
Less: Cash Disbursements (144,506.82)
Less: Payroll Disbursements (27,842.51)
Less: Journal Entries/Other (15,374.57)
Ending GL Balance: 427,386.11

GL Number	Description	Ending Balance
101-000-001.080	GENERAL FUND	427,495.47
101-000-007.072	PAYROLL ACCOUNT	(109.36)

Ending GL Balance: 427,386.11
Ending Bank Balance: 441,481.55
Add: Miscellaneous Transactions (150.00)
Add: Deposits in Transit 0.00
Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
01/11/2023	27722	MEL MCNUTT	24.38
03/09/2023	27794	CITY OF RICHMOND	20.00
03/20/2023	27806	VINCKIER FOODS ARMADA	233.18
03/27/2023	27807	APPLIED INNOVATION	153.40
03/27/2023	27808	CITI CARDS	19.00
03/27/2023	27809	MCKENNA ASSOCIATES INC.	5,132.00
03/27/2023	27811	SCHWEMS RUBBER STAMP & TROPHY	28.95
03/27/2023	27812	SPALDING DeDECKER ASSOCIATES, INC.	1,140.00
03/28/2023	27813	PITNEY BOWES GLOBAL FINANCIAL SVC	63.90
03/28/2023	27814	POSTMASTER-US POSTAL SERVICE	315.00
03/28/2023	27815	SUMMIT COMPANIES	320.75
03/28/2023	27816	POSTMASTER-US POSTAL SERVICE	56.12
03/29/2023	27817	GOOD & CLEAN JANITORIAL INC	209.00
03/29/2023	27818	SOLVIT, INC.	598.61
03/29/2023	27819	MACOMB COUNTY SUPERVISORS ASSOCIATI	400.00
03/30/2023	27820	JAMES WADDY	45.85
03/30/2023	27821	SEMBOIA, INC.	360.00
03/31/2023	27822	MCKENNA ASSOCIATES INC.	2,112.50
03/31/2023	27823	THE RECORD	416.35
03/31/2023	27824	SEIBERT AND DLOSKI, PLLC	810.00
03/31/2023	27825	WHITE CEDAR CONSTRUCTION	150.00

Payroll Checks

Check Date	Check Number	Name	Amount
03/31/2023	15926	ARNOLD, STEPHEN	205.54
03/31/2023	15927	STATE OF MICHIGAN GENERAL	1,130.91

Total - 23 Outstanding Checks: 13,945.44
Adjusted Bank Balance 427,386.11
Unreconciled Difference: 0.00

REVIEWED BY:

CMM

ms

DATE:

4-4-23

C4/C3/2023 12:31 PM
User: DEPUTY TREASURER
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank FIRE (FIRE FUND)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 656

Page 1/1

GL Number	Description	Beginning Balance
206-000-001.072	FIRE FUND	668,316.93
206-000-003.000	CERTIFICATES OF DEPOSIT	
Beginning GL Balance:		668,316.93
Add: Cash Receipts		313,714.50
Less: Cash Disbursements		(47,461.09)
Less: Payroll Disbursements		(107,972.36)
Add: Journal Entries/Other		669.58
Ending GL Balance:		827,267.56

GL Number	Description	Ending Balance
206-000-001.072	FIRE FUND	827,267.56
206-000-003.000	CERTIFICATES OF DEPOSIT	
Ending GL Balance:		827,267.56
Ending Bank Balance:		854,655.25
Add: Deposits in Transit		0.00
Less: 17 AP Outstanding Checks		15,983.11
Less: 3 PR Outstanding Checks		11,404.58
Adjusted Bank Balance		827,267.56
Unreconciled Difference:		0.00

REVIEWED BY:

CM

MS

DATE:

4-4-23

GL Number	Description	Beginning Balance
206-000-002.366	ACCUMED - 366	7,014.20
Beginning GL Balance:		7,014.20
Add: Cash Receipts		471.70
Add: Journal Entries/Other		0.06
Ending GL Balance:		7,485.96

GL Number	Description	Ending Balance
206-000-002.366	ACCUMED - 366	7,485.96
Ending GL Balance:		7,485.96
Ending Bank Balance:		7,485.96
Add: Deposits in Transit		0.00
Less: Outstanding Checks		

Total - 0 Outstanding Checks:
Adjusted Bank Balance 7,485.96
Unreconciled Difference: 0.00

REVIEWED BY: CM ms DATE: 4-4-23

04/04/2023 10:30 AM
User: ~~DEPUTY~~ TREASU
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank AC998 (ACCUMED NEW)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 662

Page 1/1

Beginning GL Balance:	297,415.02
Add: Cash Receipts	36,771.07
Add: Journal Entries/Other	284.11

Ending GL Balance:	334,470.20
--------------------	------------

Ending Bank Balance:	334,470.20
Add: Deposits in Transit	0.00
Less: Outstanding Checks	

Total - 0 Outstanding Checks:	
Adjusted Bank Balance	334,470.20
Unreconciled Difference:	0.00

REVIEWED BY: CM ms

DATE: 4-4-23

04/03/2023 10:50 AM
User: DEPUTY TREASU
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank TAX (TAX FUND CHECKING)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 654

Page 1/1

GL Number	Description	Beginning Balance
703-000-001.703	TAX CHECKING - 106	540,703.73
703-000-002.703	TAX SAVINGS - 610	

Beginning GL Balance:	540,703.73
Add: Cash Receipts	170.02
Add: Tax Receipts	814.83
Less: Cash Disbursements	(534,332.56)
Add: Journal Entries/Other	2,962.58
Ending GL Balance:	10,318.60

GL Number	Description	Ending Balance
703-000-001.703	TAX CHECKING - 106	10,318.60
703-000-002.703	TAX SAVINGS - 610	

Ending GL Balance:	10,318.60
--------------------	-----------

Ending Bank Balance:	57,245.25
Add: Deposits in Transit	0.00
Less: 2 AP Outstanding Checks	46,926.65
Less: 0 PR Outstanding Checks	

Adjusted Bank Balance	10,318.60
Unreconciled Difference:	0.00

REVIEWED BY:

Cm

ms

DATE:

4-4-23

04/03/2023 09:46 AM
User: DEPUTY TREASU
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank T&A (T&A FUND)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 653

Page 1/1

GL Number	Description	Beginning Balance
701-000-016.701	T&A CASH	23,198.03
Beginning GL Balance:		23,198.03
Add: Cash Receipts		14,940.00
Less: Cash Disbursements		(6,362.89)
Ending GL Balance:		31,775.14

GL Number	Description	Ending Balance
701-000-016.701	T&A CASH	31,775.14
Ending GL Balance:		31,775.14
Ending Bank Balance:		34,025.14
Add: Deposits in Transit		0.00
Less: 6 AP Outstanding Checks		2,250.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		31,775.14
Unreconciled Difference:		0.00

REVIEWED BY:

CM

ms

DATE: *4-4-23*

04/03/2023 03:10 PM
User: DEPUTY TREASU
DB: Armada Twp

~~BANK~~ RECONCILIATION FOR ARMADA TOWNSHIP
Bank FC912 (FLAGSTAR #0912)
FROM 03/01/2023 TO 03/31/2023
Reconciliation Record ID: 660

GL Number	Description	Beginning Balance
101-000-002.912	FLAGSTAR #0912	142,239.31
Beginning GL Balance:		142,239.31
Add: Journal Entries/Other		423.80
Ending GL Balance:		142,663.11
Ending Bank Balance:		142,663.11
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		142,663.11
Unreconciled Difference:		0.00

REVIEWED BY: CM ms DATE: 4-4-23

04/03/2023 03:11 PM

User: DEPUTY TREASURER

DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP

Bank F4869 (FLAGSTAR #4869 - WATER/SEWER)

FROM 03/01/2023 TO 03/31/2023

Reconciliation Record ID: 661

Page 1/1

GL Number	Description	Beginning Balance
101-000-002.910	FLAGSTAR #4869 - WATER /SEWER	78,884.01

Beginning GL Balance:

78,884.01

Add: Journal Entries/Other

235.03

Ending GL Balance:

79,119.04

Ending Bank Balance:

79,119.04

Add: Deposits in Transit

0.00

Less: 0 AP Outstanding Checks

Less: 0 PR Outstanding Checks

Adjusted Bank Balance

79,119.04

Unreconciled Difference:

0.00

REVIEWED BY:

CM

ms

DATE:

4-4-23

04/03/2023 03:06 PM
User: DEPUTY TREASU
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank M2724 (MSGCU (GOLD SAVINGS) 2724-78075)
FROM 01/01/2023 TO 03/31/2023
Reconciliation Record ID: 659

Page 1/1

GL Number	Description	Beginning Balance
101-000-002.918	MSGCU BUILDING FUND 2724-78075	235,041.81

Beginning GL Balance:	235,041.81
Add: Journal Entries/Other	1,149.99
Ending GL Balance:	236,191.80

GL Number	Description	Ending Balance
101-000-002.918	MSGCU BUILDING FUND 2724-78075	236,191.80

Ending GL Balance:	236,191.80
--------------------	------------

Ending Bank Balance:	236,191.80
----------------------	------------

Add: Deposits in Transit	0.00
--------------------------	------

Less: 0 AP Outstanding Checks

Less: 0 PR Outstanding Checks

Adjusted Bank Balance	236,191.80
Unreconciled Difference:	0.00

REVIEWED BY:

CM

ms

DATE:

4-4-23

04/03/2023 03:05 PM
User: DEPUTY TREASU
DB: Armada Twp

BANK RECONCILIATION FOR ARMADA TOWNSHIP
Bank M0001 (MSGCU #0001)
FROM 01/01/2023 TO 03/31/2023
Reconciliation Record ID: 658

Page 1/1

GL Number	Description	Beginning Balance
101-000-002.916	MSGCU #0001	5,960.85

Beginning GL Balance:	5,960.85
Add: Journal Entries/Other	2.94
Ending GL Balance:	5,963.79

GL Number	Description	Ending Balance
101-000-002.916	MSGCU #0001	5,963.79

Ending GL Balance:	5,963.79
--------------------	----------

Ending Bank Balance:	5,963.79
Add: Deposits in Transit	0.00

Less: 0 AP Outstanding Checks
Less: 0 PR Outstanding Checks

Adjusted Bank Balance	5,963.79
Unreconciled Difference:	0.00

REVIEWED BY:

Car

ms

DATE:

4-4-23

NEW BUSINESS

11-d



West Shore Services, Inc.

6620 Lake Michigan Dr.
Allendale, MI 49401

Phone # 616-895-4347
Fax # 616-895-7158

INVOICE

Date	Invoice #
3/8/2023	30833

Bill To
ARMADA FIRE DEPARTMENT ATTN: CHIEF CHRISTOPHER KROTCHER 23175 ARMADA CENTER RD. ARMADA, MI 48005

Ship To
ARMADA FIRE DEPARTMENT ATTN: CHIEF CHRISTOPHER KROTCHER 23175 ARMADA CENTER RD. ARMADA, MI 48005

P.O. Number	Project Name		Terms	
	ARMADA		Net 30	
Item	Quantity	Description	Rate	Amount
TK-IO-CUSTINS	1	EXTRA CHARGES FOR COMMUNITY WARNING SIREN INSTALLATION PER OUR AGREEMENT VAC SERVICES DUE TO SITE CONDITIONS PER THE FOLLOWING SITES: 21820 ARMADA RIDGE RD 18700 IRWIN 35357 COON CREEK NOTE- COPY OF THE INVOICE ATTACHED	2,292.78	2,292.78
TK-IO-CUSTINS	1	FILL MATERIAL FOR THE THREE VAC SITES IDENTIFIED ABOVE NOTE- COPY OF INVOICE ATTACHED	716.25	716.25
			Subtotal	\$3,009.03
			Sales Tax (6.0%)	\$0.00
			Payments/Credits	\$0.00
			Balance Due	\$3,009.03

*** Effective July 1, 2014, we will be adding a 3% fee for all Credit Card payments. ***



WEST SHORES SERVICES
6620 LAKE MICHIGAN DR
ALLENDALE, MI, 49401

Badger Contact Info: 15214 1/2 S. Dixie Hwy
Monroe, MI 48161

Ticket Number: TKT-020123-808339

Ticket Date: 02-02-2023

Job Number: SR0000379811

Paper Ticket #:

Job Name: 21820 Armada Ridge Rd-Armada

PO/WO #:

Site Location: 21820 Armada Ridge Rd Armada, MI,
48005

AFE/JOB #: PO# Verbal Jeff -Armada

Phone: 616 2910769

Requesters Name:

Cost Centre/GL:

Major/Minor:

Rig/Well Pad #:

Job Name:

User/Approver ID:

Other Order #:

This is not an invoice

Total subject to change based on taxes, fees and other charges

Item	Item Description	Unit #	Quantity	Rate	UOM	Amount
Badger Hydrovac With Operator		1593	7	\$240.00	HR	\$1680.00
Consumable Materials		1593	1	\$25.00	DAY	\$25.00
Supply Water		1593	1	\$75.00	EA	\$75.00
Disposition		1593	1	\$300.00	EA	\$300.00
Fluctuating Fuel Recovery		1593				\$212.78

Notes:

Ticket Total: \$2292.78

1 2' x 8' Pole Hole 21820 Armada Ridge

1 2' x 8' Pole Hole 18700 Irwin

1 2' x 8' Pole Hole 35357 Coon Creek

Approved By:

Approver Name:

Approver Phone #:



Badger Daylighting Corp

Invoice Number	2475963
Invoice Date	02-08-2023
Payment Terms	30 Net
Amount Due	\$ 2,292.78

BILL TO
WEST SHORES SERVICES
6620 LAKE MICHIGAN DR
ALLENDALE, MI 49401

REMIT TO
Badger Daylighting Corp
PO Box 95000
LB# 1627
Philadelphia, PA 19195-0001
Bank Routing #: 026013673
Account #: 03248177952

Customer Number 21493	PO/Work Order PO# Verbal Jeff -Armada	AFE/Job PO# Verbal Jeff -Armada	Badger Sales Area 40062
---------------------------------	---	---	-----------------------------------

Service Date	Ticket #	Unit #	Item Description	Qty	Unit of Measure	Unit Price	Amount
02-02-2023	TKT-020123-808339	1593	Badger Hydrovac With Operator	7	Hour	240.00	1,680.00
02-02-2023	TKT-020123-808339	1593	Supply Water	1	Each	75.00	75.00
02-02-2023	TKT-020123-808339	1593	Consumable Materials	1	Day	25.00	25.00
02-02-2023	TKT-020123-808339	1593	Disposition	1	Each	300.00	300.00
02-02-2023	TKT-020123-808339	1593	Fluctuating Fuel Recovery	1		212.78	212.78
Total Due(USD)							2,292.78

Please see attached tickets for additional detail

Badger Daylighting Corp. PO Box 95000, LB# 1627, Philadelphia, PA 19195-0001 Phone: (877) 322-3437

Please direct all invoicing inquiries to accountreceivable@badgerinc.com and remittances to remittance@badgerinc.com

Clerk - Armada Twp

From: John W Paterek, Armada Supervisor
Sent: Thursday, April 6, 2023 11:14 AM
To: Sue VanSteelandt
Cc: Deputy Supervisor - Armada Twp; Clerk - Armada Twp
Subject: Fw: 3 inch application of limestone

Until I hear more from Don, I will assume the application will be 6 inches. So, completing 33-mile road to north Ave from where they ended last year through to North Ave. The remaining material would go on 34-mile road east from our western township boundary. I still have to run that by our board so if it changes, I will let you know following our April 12th meeting.

Mary add this to our agenda please!

John W. Paterek
 Supervisor, Armada Township
 23121 East Main St.
 Armada, MI 48005
 Hall 586-784-8030
 Fax 585-784-5211
 Cell 313-920-7808
supervisor@armadatwp.org

From: Don Brown <don.brown@macombgov.org>
Sent: Thursday, April 6, 2023 11:01 AM
To: John W Paterek, Armada Supervisor <supervisor@armadatwp.org>
Subject: Re: 3 inch application of limestone

I asked the Department again yesterday, they were reluctant when I asked them the 1st time. I put it in writing so we can get an official answer. I let them know you needed it by April 12th. I have shared your comments with them. We should hear something soon.

Have a Blessed Easter with your family John!

Don

Don Brown
 Board Chair and District 1 Commissioner
 Macomb County Board of Commissioners
 One South Main Street, 9th Floor, Mount Clemens, MI 48043
 586-469-5711; bocmacomb.org

"One Team - One Mission"



PRIVACY NOTICE: This message is intended only for the individual or entity to which it is addressed. It may contain privileged, confidential information, which is exempt from disclosure under applicable laws. If you are not the intended recipient, please note that you are strictly prohibited from disseminating or distributing this information (other than to the intended recipient) or copying this information. If you have received this communication in error, please notify me immediately by the e-mail address or telephone number listed above. Thank you.

On Thu, Apr 6, 2023 at 10:39 AM John W Paterek, Armada Supervisor <supervisor@armadatwp.org> wrote:
Don,

If you have not heard back just let me know so I can get the roads in to Sue based on a 6-inch application sir. Not that big of a deal but she needs the info. I had several folks call about the height of the road and the driveway level is why I asked.

John W. Paterek
Supervisor, Armada Township
23121 East Main St.
Armada, MI 48005
Hall 586-784-8030
Fax 585-784-5211
Cell 313-920-7808
supervisor@armadatwp.org

Clerk - Armada Twp

From: Sue VanSteelandt <SVan@RCMCWeb.org>
Sent: Thursday, April 6, 2023 9:26 AM
To: John W Paterek, Armada Supervisor; Clerk - Armada Twp
Subject: LOCATIONS PAST DUE

Importance: High

John,
I have not received the locations for limestone for Armada Township and we are past the deadline. Do you have this info for me?

Sue VanSteelandt
Macomb County Department of Roads

From: Sue VanSteelandt
Sent: Tuesday, March 21, 2023 9:24 AM
To: 'Armada Paterek' <supervisor@armadatwp.org>; 'Clerk@armadatwp.org' <Clerk@armadatwp.org>; Bruce Fillbrook <mfillbrook@brucetwp.org>; Bruce Sochowicz <dsochowicz@brucetwp.org>; 'sbishop@brucetwp.org' <sbishop@brucetwp.org>; Chesterfield Kersten <bkersten@chesterfieldtwp.org>; Chesterfield Gharbie <kgharbie@chesterfieldtwp.org>; 'Johnson, Kevin' <kjohnson@chesterfieldtwp.org>; Chesterfield PW <dcoddington@chesterfieldtwp.org>; Lenox Twp Reeder <areeder@lenoxtp.org>; 'Lenox Twp Graber' <mgrabow@lenoxtp.org>; 'LuAnne Kandell' <lkandell@lenoxtp.org>; Ray Twp Jarzyna <supervisor@raytownship.org>; Ray Twp Clerk <clerk@raytp.org>; Richmond Devos <supervisordevos@yahoo.com>; Richmond Stewart <loristew910@hotmail.com>; 'supervisor@richmondtp.org' <supervisor@richmondtp.org>; Washington Krauss <kraussb@washingtontwp.org>; 'Washington DPW' <amorminor@washingtontwp.org>; Washington Previti <previtis@washingtontwp.org>
Subject: RE: 2023 Limestone Program

Reminder that your locations for limestone program are due on Monday, April 3rd! I have also attached the pricing from the new bid so you can see what your cost will be for limestone.

Municipality	# of Miles	Price per ton	Tons	Total Estimated Material Cost	Amount Due from Twp (10%)
Armada Twp	3	19.89	15,000	298,350	\$ 29,835
Bruce Twp	3	20.67	15,000	310,050	\$ 31,005
Chesterfield	3	19.53	15,000	292,950	\$ 29,295
Lenox Twp	3	19.53	15,000	292,950	\$ 29,295
Ray Township	3	20.67	15,000	310,050	\$ 31,005
Richmond	3	19.89	15,000	298,350	\$ 29,835
Washington	3	20.67	15,000	310,050	\$ 31,005

Sue VanSteelandt
Macomb County Department of Roads

From: Sue VanSteelandt
Sent: Tuesday, December 06, 2022 10:15 AM
To: 'Armada Paterek' <supervisor@armadatwp.org>; 'Clerk@armadatwp.org' <Clerk@armadatwp.org>; Bruce Fillbrook

<mfillbrook@brucetwp.org>; Bruce Sochowicz <dsochowicz@brucetwp.org>; 'sbishop@brucetwp.org' <sbishop@brucetwp.org>; Chesterfield Kersten <bkersten@chesterfieldtwp.org>; Chesterfield Gharbie <kgcharbie@chesterfieldtwp.org>; 'Johnson, Kevin' <kjohnson@chesterfieldtwp.org>; Chesterfield PW <dcoddington@chesterfieldtwp.org>; Lenox Twp Reeder <areeder@lenoxtp.org>; 'Lenox Twp Graber' <mgrabow@lenoxtp.org>; 'LuAnne Kandell' <lkandell@lenoxtp.org>; Ray Twp Jarzyna <supervisor@raytownship.org>; Ray Twp Clerk <clerk@raytwp.org>; Richmond Devos <supervisordevos@yahoo.com>; Richmond Stewart <loristew910@hotmail.com>; 'supervisor@richmondtp.org' <supervisor@richmondtp.org>; Washington Krauss <kraussb@washingtontwp.org>; 'Washington DPW' <amorminor@washingtontwp.org>; Washington Previti <previtis@washingtontwp.org>

Subject: RE: 2023 Limestone Program

Importance: High

Good Morning,

First off, I'd like to officially correct my previous email as highlighted below, for three miles of limestone per township.

Also, beginning with our 2023 Limestone Program, we plan to have brine applied following the limestone application in order to better settle the limestone and control excessive dust. We are currently working on getting prices for these specific applications. Director Bryan Santo has agreed for the Macomb County Department of Roads to absorb the majority of this cost, with townships paying only 10% of the cost. At this time, we believe the total cost would be under \$500 for the three miles chosen per township.

We wanted to give you a heads up on this as you would need to be prepared for this additional cost in the program and budget accordingly.

If you have any questions, please let me know. Thank you.

Sue VanSteelandt
Macomb County Department of Roads

From: Sue VanSteelandt

Sent: Wednesday, November 16, 2022 3:13 PM

To: 'Armada Paterek' <supervisor@armadatwp.org>; 'Clerk@armadatwp.org' <Clerk@armadatwp.org>; Bruce Fillbrook <mfillbrook@brucetwp.org>; Bruce Sochowicz <dsochowicz@brucetwp.org>; 'sbishop@brucetwp.org' <sbishop@brucetwp.org>; Chesterfield Kersten <bkersten@chesterfieldtwp.org>; Chesterfield Gharbie <kgcharbie@chesterfieldtwp.org>; 'Johnson, Kevin' <kjohnson@chesterfieldtwp.org>; Chesterfield PW <dcoddington@chesterfieldtwp.org>; Lenox Twp Reeder <areeder@lenoxtp.org>; 'Lenox Twp Graber' <mgrabow@lenoxtp.org>; 'LuAnne Kandell' <lkandell@lenoxtp.org>; Ray Twp Jarzyna <supervisor@raytownship.org>; Ray Twp Clerk <clerk@raytwp.org>; Richmond Devos <supervisordevos@yahoo.com>; Richmond Stewart <loristew910@hotmail.com>; 'supervisor@richmondtp.org' <supervisor@richmondtp.org>; Washington Krauss <kraussb@washingtontwp.org>; 'Washington DPW' <amorminor@washingtontwp.org>; Washington Previti <previtis@washingtontwp.org>

Subject: 2023 Limestone Program

Good Afternoon,

Just a heads up to start thinking about which two miles of gravel roads you are interested in submitting for the 2023 Limestone Program. In order to prevent additional costs adding on to our bid price for limestone material, we will be bidding this in March 2023 for pricing of delivered limestone

from April thru October 2023. When bids are received, I will contact you again to let you know the amount for your 10% material cost.

Submission of the locations of your **THREE** ~~two~~ miles of gravel roads will be required by April 3, 2023, so we ask that you research this well in advance so you are prepared after the new bids come in. Based on bids received for 10/1/22 thru 3/31/23, we do expect at least a 10% increase over last year's bid amounts.

If you do not plan on participating in this program for 2023, please let me know as soon as possible. If you have any questions, please let us know. Thank you.

Sue VanSteelandt
Macomb County Department of Roads
117 South Groesbeck Highway
Mount Clemens, MI 48043
586.463.0344

DRAFT**DRAFT**

**Armada Township
Administrative Policies and Procedures Manual**



Updated: April 12, 2023

Table of Contents

1.0	Introduction	4
2.0	General Standards of Conduct.....	4
2.1	Public Contact.....	5
3.0	Township Board Administration	6
3.1	Township Board Powers.....	6
3.2	Board Meeting Administration	6
4.0	Personnel Administration	10
4.1	Personnel Officer	10
4.2	Employee Record Retention	11
4.3	Classification of Employees	11
4.4	Employee Compensation	13
4.5	Employee Safety	15
4.6	Work Force Authorization	15
4.7	Employee Information	15
5.0	Duties of Officers, Employees and Township Board.....	21
5.1	Supervisor's Duties.....	21
5.2	Clerk Duties	22
	The Deputy Clerk has been given authority by the Board of Trustees to post all regular and special meetings on behalf of the Clerk.	22
5.3	Treasurer's Duties.....	23
5.4	Trustee's Duties	23
5.5	Assessor's Duties	23
5.6	Building Administrator	24
5.7	Planning & Zoning Administrator	24
5.8	Authorities of the Township Board	25
6.0	Sexual Harassment	26
6.1	Purpose	26
6.2	Policy	26
6.3	Definitions	26
6.4	Examples of Sexual Harassment.....	27
6.5	Procedures for Complaints.....	27
6.6	Notification	28
7.0	Financial Administration	29
7.1	Accounts Payable.....	29
7.2	Accounts Receivable.....	30
7.3	Payroll.....	30
7.4	Receipts.....	31
7.5	Financial Reporting.....	31
7.6	Inventory of Fixed Assets	32
7.7	Budgeting	33
7.8	Expenditure Control.....	33
7.9	Expense Reimbursements	36
7.10	Investments	36
7.11	Audits.....	37
8.0	Property Management.....	37

8.1	Building Access	37
8.2	Security	37
8.3	Safety	38
8.4	Routine Maintenance	38
9.0	Correspondence and Information Requests.....	39
9.1	Freedom of Information Act Requests.....	39
9.2	Mail Routing/Responsibility	39
10.0	Public Notices	39
11.0	Compliance With and Enforcement of Township Policies	40
11.1	Elective or Appointive Positions	40
11.2	Non-statutory committees.....	40
11.3	Employees and volunteers	40
12.0	Acknowledgment.....	41
13.0	Appendix 1 – Organizational Chart.....	42

1.0 Introduction

This policies and procedures manual has been prepared for the employees of the Township of Armada, Macomb County, and State of Michigan for the following reasons:

- 1) To help promote and maintain an atmosphere of harmony, cooperation and understanding among all members of the Township.
- 2) To set forth duties, responsibilities, rights and obligations of the Township and its employees in order to minimize confusion and misunderstandings between employer and employee.
- 3) To help familiarize new employees with the methods of operation of the Township, as well as to inform them of the terms and conditions of their employment.

It is expected that each employee will take the time to read and become thoroughly acquainted with the provisions of this manual. Any questions arising from the use of this material should be referred to the supervisor or his/her designee for interpretation.

Any changes relating to the provisions of these policies will be circulated and brought to the attention of all employees. Suggestions to improve the policy set forth herein will be welcomed. All employees are urged to make constructive suggestions to the supervisor or his/her designee at any time.

This administrative policies & procedures manual is adopted to provide for the efficient and uniform application of administrative policies and procedures in Armada Township where such procedures have not been provided for under Michigan State Law.

2.0 General Standards of Conduct

Development of harmonious relations among the personnel is essential to the effective operation of the township. In order to achieve such a relationship, each employee is required to conform at all times to the following general standards of conduct:

- 1) Never disclose any information regarding the township, its taxpayers or your coworkers to anyone not authorized to receive such information, or to anyone to whom the information is unnecessary.
- 2) Be loyal to your fellow employees. Bring any complaints to the person involved or the supervisor or his/her designee.
- 3) Always be courteous and polite.
- 4) Enthusiastically support the policies and reputation of the township.
- 5) Be neat and clean in appearance. Reflect an attitude of cheerfulness and optimism. Adopt and maintain a positive mental attitude.
- 6) Personal information concerning past and present taxpayers is totally confidential. Confidential information is not limited to financial information, domestic affairs, etc. It also includes personal opinions concerning professional competence, personality or any other similar information.
- 7) Be certain to address the taxpayer or any other individual promptly, and know and use the correct pronunciation and spelling of their name.

- 8) Always be punctual for specific appointments with a taxpayer or any other individual, whether in our office, or elsewhere.
- 9) Remember, taxpayers and other individuals may often have no valid standard for judging the quality of our service. Consequently, they form qualitative judgments based on elements that are apparent to them, including our personal appearance, speech, enthusiasm, disposition and the appearance of your office. It is vital all of these elements properly reflect the quality we believe we have in our professional abilities and efforts.
- 10) Any available office staff shall promptly answer and direct phone calls during normal business hours.

2.1 Public Contact

A. Courtesy

The primary goal of the Township of Armada is to serve the public. It is the policy of the Township that all officials and employees will respond to requests for township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in such a way that the image of the Township government as courteous and efficient is fostered and maintained.

Department Managers shall make every effort to see visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

B. Complaints and Problems

If a citizen has a problem that is outside the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official. An official or employee will make every effort to resolve a complaint or problem within the officials or employees scope of authority.

The township supervisor shall be notified of any citizen complaint arising from official or employee conduct and the administration of a department or township board policy or procedure. The name and address of the citizen, the nature of the complaint and how the complaint was resolved must be documented. The supervisor may make a subsequent inquiry with the citizen to ensure the issue was resolved to the citizen's satisfaction. The complaint shall be documented in the employee's personnel file noting dates, resolution and all pertinent information.

3.0 Township Board Administration

3.1 Township Board Powers

The Armada Township Board of Trustees retains the power to determine the administrative policies and procedures for Armada Township, except where the laws of the State of Michigan have assigned such power to a specific elected official. The authority to adopt any administrative policy or determine appropriate procedures not provided for in this manual or provided for Michigan State Law shall be retained by the Township Board.

The Township Board also reserves the right to alter, modify, amend or repeal any or all provisions of the administrative policies and procedures manual.

The Township supervisor shall provide to officials and employees interpretations to implement the provisions of the administrative policies and procedures manual. These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn or alter all or part of any interpretations made pursuant to this section.

3.2 Board Meeting Administration

The Township Clerk shall be responsible for posting all regular and special meetings of the Township Boards and Commissions, in conformance with the Michigan Open Meetings Act. The Deputy Clerk has been given authority by the Board of Trustees to post all regular and special meetings on behalf of the Clerk.

A. Meeting Agenda

Regular meetings of the Board of Trustees are currently held on the 2nd Wednesday of every month

Persons (including board members) who desire to have a business item placed on the regular meeting agenda shall notify the clerk and provide supporting documentation no later than Noon on the 1st Wednesday of the month. When a need to place an item on the agenda arises after this deadline, the business item may be added by a majority vote of the board based on the urgency or time restraints.

The Township clerk shall prepare the agenda no later than 4:00pm on the 1st Thursday of the month. A copy of the proposed agenda along with all financial information, supporting documentation and correspondence addressed to the township Board, shall be made available to every board member, no later than 4:00pm on the 1st Thursday of the month.

B. Order of Business

The proposed agenda shall be approved by majority vote at each board meeting. The agenda shall conform to the following format:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Set/Amend Agenda
- 5) Public Comments
- 6) Consent Agenda
 - (a) Approval of Minutes
 - (b) Current Bills
 - (c) Revenue and Expense Report
 - (d) Department Reports
- 7) Correspondence/Information
- 8) Unfinished Business
- 9) New Business
- 10) Public Comments: Board Members
 - (a) Trustee
 - (b) Trustee
 - (c) Treasurer
 - (d) Clerk
 - (e) Supervisor
- 11) Closed Session
- 12) Adjournment

C. Conduct of Meetings

All board meetings shall be conducted under Roberts Rules of Order.

The Supervisor shall moderate and chair all meetings of the Armada Township Board. In the absence of the Supervisor, the Clerk shall assume the duties of the Chair. In the absence of the Supervisor and the Clerk, the Board shall select one of its members to serve as the presiding officer at the meeting.

1) Recognition to Speak:

Those members of the Board wishing to speak shall first be recognized by the Chair to speak, and each person who speaks shall address the Chair. Other persons in attendance at the meeting shall not speak unless recognized by the Chair (Roberts' Rules). Prior to the discussion by the Board on each item to be considered, the Chair shall first ask for a motion from the Board on the item to be discussed. Once a motion is made and seconded, the Board may discuss the matter at hand. Once the Board has finished its discussion on the matter, the Chair shall open discussion on the matter to the public. Members of the public wishing to speak shall have the opportunity to address the Board for not more than three (3) minutes. When the Chair determines that there are no other public comments on the business item, discussion on the item will be closed to the public and only the Board shall then engage in any final discussion on the matter and act on the business item without interruption from the

public. The rules contained in this section regarding public comments shall be published with each Board agenda for the information of the public.

2) Standard Agenda Language:

“Those members of the Board wishing to speak shall first be recognized by the Chair to speak, and each person who speaks shall address the Chair. Other persons in attendance at the meeting shall not speak unless recognized by the Chair (Roberts’ Rules). Prior to the discussion by the Board on each item to be considered, the Chair shall first ask for a motion from the Board on the item to be discussed. Once a motion is made and seconded, the Board may discuss the matter at hand. Once the Board has finished its discussion on the matter, the Chair shall open discussion on the matter to the public. Members of the public wishing to speak shall have the opportunity to address the Board for not more than three (3) minutes. When the Chair determines that there are no other public comments on the business item, discussion on the item will be closed to the public and only the Board shall then engage in any final discussion on the matter and act on the business item without interruption from the public.

Audience members commenting from the floor shall do so from the podium and will be asked to provide their name and address. If a Board member wishes to ask a question of an individual at the podium, the Board member shall ask permission from the Chair.

Armada Township fully embraces the spirit and letter of the law as it pertains to the American Disabilities Act. In accordance with the law, any individual who needs accommodation is asked to contact the Clerk’s office during normal business hours at 586.784.5200. To provide appropriate accommodation, the Clerk’s office needs two (2) business days’ notice prior to the meeting.”

D. Board Correspondence

Each board member shall receive with the agenda a copy of written correspondence addressed to the board.

E. Board Consultants

The Township Board reserves to itself the authority to appoint the following consultants:

- 1) Assessor
- 2) Attorney
- 3) Auditor
- 4) Engineer
- 5) Planner

A letter of agreement shall be executed between the board and each consultant that will address the following:

- 1) Term of the Agreement
- 2) Description of Services
- 3) Method of Payment (retainer, hourly, or by the project)
- 4) Schedule of Payment
- 5) Documentation of Services Provided
- 6) Which Township Officials are authorized to direct work to the consultant.

F. Litigation

The initiation of any lawsuit, litigation or claim for injunctive relief shall require a majority vote of the township board, except when there are extenuating circumstances, as defined below:

Extenuating circumstances are defined as an emergency situation or a situation in which a violation of any state, federal or local ordinance constitutes a public nuisance or otherwise endangers the public and in which the continued existence of such a condition, emergency or violation shall be detrimental to the health, safety and welfare of the township. Extenuating circumstances also included any case where the continued existence of any condition, emergency or violation may jeopardize the legal position of the township in securing the intended remedy in any lawsuit, litigation or other proceeding.

The initiation of a lawsuit, litigation or other proceeding for extenuating circumstances shall be allowed only upon the written directive of the township supervisor. In the event that such action is taken, the matter shall be brought to the board's attention at its next meeting. The board shall meet in closed sessions to discuss the litigation, including the reasons for initiating legal action without the full board's prior review and approval.

G. Direction and Control of Day-to-Day Administration

To promote efficient administration, the township board authorized Department Managers to provide day-to-day direction and control over their departments and authorized the supervisor to provide day-to-day direction and control over all other township activities that are not assigned by state law to another official, and to designate the supervisor as a liaison between the board and various township departments.

The supervisor and the board will formulate personnel policies and office procedures, and the supervisor will be responsible for the implementation of the policies. The supervisor will be the supervisor of personnel and will render all decisions regarding personnel policies and office procedures.

It shall be the responsibility of the township supervisor to notify the board when a violation of township policy has occurred and to provide a recommendation to the board for disciplinary action for all personnel not assigned by state law to another official. Failure of the township supervisor or Department Manager to notify the board of a policy violation or provide a recommendation for disciplinary action does not prevent the board from issuing disciplinary action to any personnel.

In terms of office operations, it is expected that all employees will have basic areas of work assigned to them by the Department Manager or supervisor and they will be encouraged to handle these assignments as independently as possible. However, all employees are expected to perform work other than primary assignments when required to help their co-workers, when necessary.

Board members should make all inquiries, requests or complaints directed at Department Managers or employees to the supervisor. Any directives, complaints or requests made by a member of the board directly to a Department Manager or employee, other than from an elected official with statutory authority over the Department Manager or employee, shall be brought to the attention of the supervisor prior to initiating any response.

4.0 Personnel Administration

4.1 Personnel Officer

A. Designation of Personnel Officer

To provide for efficient and uniform administration of personnel matters, the township board appoints the supervisor as the township's personnel officer.

B. Personnel Officer's Duties

The personnel officer shall do all of the following:

- 1) Develop job descriptions for all township positions.
- 2) Update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every three (3) years.
- 3) Recruit applications for position vacancies in accordance with **Section 4.7 Employee Information** of this manual.
- 4) Provide all new employees with a current copy of this administrative policies and procedures manual.
- 5) Monitor changes in state and federal law that impact township personnel policies.
- 6) Recommend to the township board necessary changes in the personnel policies and procedures manual, and provide all employees with copies of amendments to the administrative policies and procedures manual.
- 7) Provide interpretations of the township personnel policies and procedures when requested by Department Managers or employees. The personnel officer's interpretation shall be considered final, unless an appeal of the interpretation is filed with the township board.
- 8) Determine appropriate pay grade or compensation for all employees, subject to board policies, appropriations and approval.
- 9) Develop and implement a standard employee evaluation form for use by Department Managers in periodically evaluating the performance of employees under their supervision.
- 10) Authorize the use of extended leave by employees pursuant to the administrative policies and procedures Manual.
- 11) Conduct exit interview of all terminating employees following a voluntary separation from township employment.

C. Organization Chart

The Organization Chart identifies and formalizes the reporting and working relationships of all the positions identified within it. The inclusion of an organization chart in this policy manual helps new employees to quickly become familiar with the structure of the Township and the relationship held by each of the departments or individuals to one another.

Department Managers consist of the three Township Officers, the Supervisor, Clerk and Treasurer, each with responsibilities and management of the various Township departments, employees and appointees as noted on the Organization Chart.

Although each employee has a Department Manager, all employees are ultimately responsible to the Township Board. The Board approves all hiring and firing of employees and can override an individual Department Manager.

See Appendix 1 for Organizational Chart

4.2 Employee Record Retention

A. Personnel Records

The township clerk shall maintain a permanent personnel record of each township employee. Each employee's personnel file shall contain the following:

- 1) Personal data, including full name, Social Security number, current address, resume or application submitted.
- 2) Performance evaluations
- 3) Use of authorized leaves
- 4) Commendations and/or disciplinary actions
- 5) Tax withholding information
- 6) Record of positions held
- 7) Insurance/pension records (if applicable).

4.3 Classification of Employees

Armada Township is an at-will employer. Employment can be terminated with or without cause and with or without notice at any time. Employment can be terminated by either employer or employee at any time.

Probationary employees are defined as those employees who have not yet completed six (6) months of service with the Township. At the end of the six (6) month probationary period, and only then, shall an employee be deemed to be newly hired. The fact that an employee has passed the probationary period does not change the employee's at-will employment status.

A. Elected Officials

Each official is paid an annual salary set by the board of trustees at the annual Truth-in-Budget meeting.

B. Contract Employees

Contract employees shall work the hours and times as required under their contract at the wage authorized by their contract or as otherwise approved by a vote of the Board.

C. Part-Time Employees

Part time employees are hourly employees with pay based on a time sheet submitted to the township. The employee's hours per week may vary due to activities, but the total hours must not exceed the amount budgeted for the position.

D. Full-Time Employees

Full time employees are those expected to work during the normal business hours set by the Township Board or a minimum of 1,352 hours annually (an average of 26 hours per week). Full time employees may be paid salary or hourly as agreed upon by the employee and the Township Board. Hourly employees' hours per week may vary due to activities, but the total hours must not exceed the amount budgeted for the position.

E. Deputies

Deputies are those appointed by the elected offices of the Clerk, Treasurer, and Supervisor. They are scheduled to work at the discretion of the elected official in their respective departments. Deputies are hourly employees with pay based on a time sheet submitted to the township. The employee's hours per week may vary due to activities, but the total hours must not exceed the amount budgeted for the position.

F. On-Call

No vacation, holiday or bereavement days will be paid to on-call employees.

The building inspectors are paid per diem as set by the township board. They are contacted by the building department secretary as to the township needs.

The Code Enforcement officer and Park Director are paid on a salary as set by the township board. The code enforcement officer is contacted by the township supervisor as to the township needs.

Liquor Inspector is paid per diem as set by the Township Board.

G. Full-Time Fire Department Staff

All Full-Time Fire Department staff are bound by the policies identified in this manual except that the Collective Bargaining Agreement (CBA) shall govern when a conflict exists between the CBA and this Manual.

4.4 Employee Compensation

The payroll period is bi-weekly. Payroll checks will be issued in a timely manner by direct deposit. No loans or payroll advances will be made to any employee under any circumstances.

Employee compensation review will occur during the month of January each year for those whose six (6) month probationary period has expired. Any payroll adjustments, where indicated, will be effective the first month after the board of trustees has adopted the new fiscal year budget to provide for such adjustments.

The Department Manager shall be responsible for recommending such raises in the proposed fiscal year budget at the township's public hearing budget meeting. This should be done in sufficient time for the supervisor/clerk to include such expenditures in the proposed budget.

In general, it is the township's policy that compensation be based on cost of living increases; although certain circumstances may require the township to consider accomplishment, ability, experience, cooperatives and other relative standards.

A. Time Off Requests

For each time off requested, a Request for Time Off form must be filled out in advance, five days' notice is required if not an emergency. Filled out requests are turned into the Department Manager. Once approved or disapproved by management, a copy is made for the employee and the original is kept by the Clerk's Office. All cancellations of time off must be in writing to the Department Manager.

B. Vacation Days

The Armada Township Board of Trustees has approved the following amount of vacation time for employees:

- 1) Contract Employees will receive vacation days as prescribed in their contract.
- 2) Part-time Employees and Deputies will receive a one (1) week paid vacation based on the average weekly hours worked in their previous anniversary year, credited to the employee upon each anniversary year of employment.
- 3) Full-time Employees shall be entitled to paid vacation, credited to the employee upon each anniversary year of employment, according to the following schedule:

<u>Years of continuous service</u>	<u>Annual Vacation Days</u>
1	1 week
3	2 weeks
5 or more	3 weeks

- 4) Employees will be paid for vacation time on the basis of their current hourly rate.
- 5) In the event of termination of employment, payment will be rendered as of the last vacation award date based on the unused balance of vacation time at the employee's current hourly rate.
- 6) Vacations are scheduled at the mutual convenience of the employee and the township. In the event the township cannot honor the requested vacation scheduled for two (2) employees at the same time, the request for the most senior employee will be honored.

- 7) Vacation time without pay will be considered a leave of absence and may be taken only with approval of the supervisor and clerk. The provisions of the manual pertaining to leaves of absences will apply.
- 8) It is the policy of the township to encourage each employee to use his/her vacation time during the year. Vacation days cannot be carried from one anniversary year to the next.
- 9) The employee's Department Manager must approve all vacation time.

C. Holidays

The Township of Armada offices will be closed on the same holidays as the County of Macomb offices.

- 1) All Hourly employees will not receive paid holidays.

D. Working Hours

Working hours are 9 a.m. to 4 p.m. Monday through Thursday. The township office is closed on Fridays.

Lunch periods must be coordinated so daily business is not interrupted.

It is expected employees will be punctual in maintaining their working hours. Employees are to notify the supervisor or Department Manager immediately if illness or emergency prevents them from working or causes them to leave work. At the beginning of each day during which an illness continues, the employee is expected to notify the supervisor or Department Manager of the current status of their condition. Failure to start work at the designated time, quitting work before the proper time, or leaving the Employer's premises during working hours outside the line of duty without authorization from the Department Manager shall be considered a violation of this policy.

E. Work Breaks

For the benefit of employees, each employee of the Township shall be entitled to a fifteen-minute work break for every three (3) hours worked and a thirty-minute unpaid lunch break.

F. Personal Days/Sick/Bereavement Days

Personal/Sick/Bereavement days cannot be carried over from one year to the next.

Contract Employees are entitled to paid personal/sick days as required under their contract or as otherwise approved by a vote of the Board.

Full-time employees are allowed up to three (3) paid personal/sick days per year. In addition, all full-time and hourly employees are allowed up to three (3) paid bereavement days for a death in his/her immediate family.

4.5 *Employee Safety*

The supervisor is appointed as the Township Safety Officer. It shall be the duty of the safety officer to assess the general working conditions of the township on a continual basis. Any conditions that create a safety hazard shall be corrected immediately. The safety officer shall report to the township board any unsafe condition that will require a modification of any board adopted policy, procedure or the expenditure of funds.

4.6 *Work Force Authorization*

The township board shall determine the number of employees assigned to the various township offices. At its discretion, the board may declare a moratorium on filling any vacancies.

The following procedures shall be used to authorize new positions:

- 1) The Department Manager shall discuss the need for the new position with the supervisor.
- 2) If the supervisor agrees that the proposed position should be recommended to the board, the Department Manager shall submit a draft job description and written position justification to the supervisor who may approve, modify or reject the draft job description and/or position justification. Following the approval of the supervisor, the proposed job description and position justification shall be submitted to the township board.
- 3) If the supervisor does not agree to recommend creating the proposed position, the Department Manager may appeal the decision to the township board. The board may concur with the recommendation of the supervisor, or may approve creating the new position, and direct the supervisor to develop a job description for the position.
- 4) The board shall not create any new position without prior adoption of any necessary budget amendments.

4.7 *Employee Information*

A. *Selection*

The personnel officer shall utilize the following procedures in filling any vacant employment positions:

- 1) A notice of position vacancy shall be developed based on the current job description and discussions with the Department Manager. The posting shall provide the title, brief position description, education and experience requirements, current pay grade, and application deadline.
- 2) The position vacancy notice may be published in the designated newspaper and, with board approval, in selected trade journals.
- 3) The applications or resumes submitted will be screened with the Department Manager and a list of qualified candidates will be developed.
- 4) Interviews will be conducted with the Department Managers participation. Any additional screening procedures, such as employment testing or other assessment shall require prior board approval. At least two (2) non-related references shall be contacted.
- 5) The personnel officer shall select the candidate that best meets the job prerequisites for education, experience, personal traits and management style, if appropriate.

- 6) The selected candidate shall be recommended to the township board. The board MAY schedule an interview with the candidate at the board meeting. Following board concurrence, the candidate will be offered the position.
- 7) Department Managers shall provide direction to employees in a manner that complies with the provisions of this administrative policies and procedures manual, as well as all federal and state laws, and township ordinances.

B. Evaluation

All new employees shall be considered orientation employees for a period of at least three (3) months following their initial date of employment. During the orientation period, employees will be evaluated on an on-going basis and shall receive a formal written evaluation at the end of three (3) months. All requirements of Section 4.3 Classification of Employees are also in effect.

C. Seniority

- 1) Employees shall accrue seniority and be entitled to vacation time.
- 2) Seniority shall commence from the employees most recent date of employment.
- 3) Seniority shall cease and the employee's employment shall terminate for the following reasons:
 - (a) The employee quits or resigns
 - (b) The employee retires
 - (c) The employee is discharged
 - (d) The employee fails to return from layoff
 - (e) The employee fails to return to work from an approved leave of absence
 - (f) The employee is absent without a call-in for three (3) consecutive working days, unless the supervisor determines there to be extenuating circumstances which prohibited notification
 - (g) The employee fails to return to work from a disciplinary suspension

D. Ethical Standards

All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interests of the township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the township that would result in a direct financial benefit to the township official, employee or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the township board, and any subsequent action shall be in conformance with state law.

No employee shall accept employment that conflicts with performing his or her township duties.

No officer or employee shall accept any gift or consideration from a person or company providing goods or services to the township, or who is soliciting township business.

E. Education

It is the intention of the township to foster and promote, in every reasonable way, education of its employees. Therefore, attendance at seminars, workshops and accredited schools and evening classes on township-related subjects would be compensated as follows:

- 1) Seminars, workshops, classes, tuition, registration, book expense and reasonable lodging will be paid for employees attending. The board must give prior approval.
- 2) Where grading systems are used, nothing will be paid to the employee for a grade less than a "C" or an incomplete.
- 3) No time will be granted to the employee for studying, examination, class preparation and the like during business hours. No adjustment will be made in an employees working schedule to accommodate a class schedule or similar function, without approval from the supervisor's office.
- 4) Education benefits will be granted to employees with board approval.

F. Employee Recognition

Department Managers shall bring to the attention of the board any incidents of meritorious conduct by any township employee, volunteer, or appointed official. The township board shall recognize meritorious actions that the board deems worthy through the adoption of resolutions of tribute.

G. Temporary Assignments

- 1) An employee may be temporarily assigned to perform the tasks or duties of another employee when circumstances warrant.
- 2) The supervisor shall authorize temporary assignments to the employee.
- 3) A temporarily assigned employee shall be paid at their existing rate for working eight or fewer working days. Upon working the ninth day, the employee shall be entitled to a pay rate consistent with the lowest step in the temporary assignment.
- 4) A temporarily assigned employee shall not be made to suffer a reduced rate of pay for a temporary assignment.

H. Layoff and Recall

When a layoff is determined to be necessary, primary consideration shall be given to the following:

- 1) Ability to perform the tasks
- 2) Qualifications to perform the tasks
- 3) Demonstrated acceptable work habits
- 4) Layoffs for economic reason will be made at the sole discretion of the Armada Township Board of Trustees, whose decision shall be final

Temporary and newly hired employees on orientation status will be laid off first. When recall is necessary, the employee who is best qualified to perform the desired function and tasks shall be recalled. Recall notice shall be made by written notice sent by certified mail with return receipt requested. The Board of Trustees must approve all recalls:

- 1) Failure to report to work on the day scheduled to return from layoff shall result in termination of employment.
- 2) A refusal to accept a suitable offer to return to work shall result in termination of employment.
- 3) Employees not recalled to work within six (6) months from the date of layoff shall automatically be terminated and shall have no recall rights.
- 4) Seniority shall not accrue during a layoff period.
- 5) A laid off employee shall not be eligible for, nor receive, any vacation, personal, sick, or bereavement pay unless authorized by the board.

I. Leave of Absence

In the event an employee is totally disabled by virtue of an illness or accident, such employee shall be placed on approved leave of absence for a period of time starting from the expiration of any disability benefits due the employee up to and including the following ninety (90) days by approval of the township board. All leaves of absence totaling more than 90 days must also have prior board approval. In the event an employee recovers from their disability and in the event the employee's former job has not yet been filled, an employee would be entitled to be reinstated in said position and any benefits accruing from their original employment would be reinstated where possible, less any benefits which might have been obtained by them during the period of their leave of absence. The employees' term of seniority shall be computed from the date of initial employment, less the period of leave of absence.

Any leaves of absence requested by an employee for reasons other than illness, accident or disability, shall be subject to the approval of the board of trustees. The employee and notice of the approval shall make such requests, in writing, or disapproval of the leave request should be given to the employee as soon as possible.

If, at the termination of the leave, the employee shall not have returned to work, the employee shall be considered to have terminated their employment and all rights and benefits due to the employees under this manual shall be considered vacated.

J. Jury Duty

All office personnel required to serve jury duty shall be compensated for the difference between the jury duty fee rate and their rate of pay. To be eligible for such reimbursement, the employee who is serving jury duty would have to have been scheduled for work on the same day of jury duty. When released from jury duty said employee is required to return to work to receive this benefit.

K. Subpoena and Witness Fee

Employees, who are subpoenaed to produce township records or to act as a witness, and who are subpoenaed because of their employment with the township and do not take a position adverse to the township's interest, shall continue to receive their normal base pay rate.

L. Worker's Compensation

The township is insured under the Worker's Compensation Disability Act and under the terms of this insurance, accidents and injuries must be promptly reported to the insurance carrier.

M. Accidents and Insurance

An accident is defined as (1) an incident in which injuries are sustained by an employee, taxpayer, or other visitor and which occurs on the premises of the township, and/or (2) an occurrence involving the use of an automobile being driven by a township employee doing township business.

All such accidents are to be immediately reported to the supervisor or their designee and a written report completed that will include time, place, and circumstances, names of involved persons and names and addresses of witnesses. It cannot be emphasized enough that all accidents must be reported, no matter how slight the injury or damage might seem, or who might be responsible. Proper police reports must be generated, if necessary.

N. Smoking

No smoking will be allowed in the office area at any time. This policy is for the health and safety of all employees. However the Board recognizes that the decision to smoke or not to smoke is a personal one. During working hours, the Township's policy is to limit smoking to outside the building and outside of patron view. The Township is not required to give employees any additional breaks for smoking other than the breaks granted to employees outlined in the personnel policies and procedures manual. Littering (including cigarette butts) will not be tolerated on any Township property and offenders may be subject to disciplinary action up to and including termination.

O. Employee Parking

Employees may park in any designated public parking space with the exception that the two public parking spaces nearest the main entrance to the Township Offices is reserved for customers and shall not be utilized by Township employees.

P. Discharge, Demotion and Discipline

The materials that follow in this section are deemed to be advisory and not mandatory and, as such, do not result in a contract for employment. In order to give employees guidance as the nature of conduct that will not be tolerated or condoned, employees are hereby placed on notice that the following conduct, which is set forth by way of example and not by way of limitation, will be subject to discipline or discharge at the township's discretion.

Nothing in the article shall be construed as changing the at-will employment relationship between the employee and the township:

- 1) Inefficiency in assigned work.
- 2) Insubordination to a supervisor.
- 3) Dishonesty.
- 4) Impairment from any substance while on the job.

- 5) Gambling while on the job.
- 6) Sabotage or willful neglect to any operation or operational element of the township.
- 7) Abusive, immoral or threatening overtures to any person.
- 8) Excessive tardiness or absenteeism.
- 9) Unauthorized use of confidential information or material.
- 10) Sexual harassment, sexual abuse, or discrimination.

Infractions, which result in discipline but not discharge, may be dealt with in one of the following methods:

- 1) Verbal discipline with a written notice placed in the employee's personnel file.
- 2) Written discipline outlining the infraction and discipline for further violation with a copy to the employee and the personnel file.
- 3) Suspension without pay for a minimum of the remaining part of the day, to a maximum to be determined by the township supervisor.
- 4) A demotion shall mean a change in the classification resulting in a decrease in compensation.
- 5) The supervisor may choose any level as initial discipline.

Every effort should be made to discipline an employee privately and confidentially.

Employees absent for three (3) consecutive working days without reporting their absences are subject to discharge unless the township supervisor determines there to be extenuating circumstances.

Employees who participate in a work slowdown or unauthorized or illegal strikes are subject to discharge.

Failure to report to work after a suspension shall result in discharge.

An employee may utilize the board of trustees to protest discipline or discharge other than during orientation. However, such discipline or discharge shall remain in force until the board of trustees' procedure is utilized.

Q. Termination of Employment

The Township of Armada may terminate the employment of an employee, with or without notice, at the township's sole discretion. In such an event, the township, at its discretion, may provide the employee with two (2) weeks' notice or provide the employee with severance pay in an amount to be determined by the township. Such severance pay is in no way guaranteed to every employee that may be terminated and would be provided at the sole discretion of the board of trustees.

The fact that an employee has passed the probationary period does not change the employee's at-will status. Probationary employees may be terminated by the township without notice and are entitled to no severance and/or accrued vacation pay.

5.0 Duties of Officers, Employees and Township Board

The following lists shall serve as a guideline of the responsibilities of Township personnel. These lists are not considered to be exhaustive.

5.1 *Supervisor's Duties*

- 1) Facilitate and Chair all meetings of the Township Board.
- 2) Chief assessing officer - may assess, if certified.
- 3) Non-voting secretary to the Board of Review.
- 4) Agent for the township.
- 5) Keeps record of the office.
- 6) May appoint a deputy.
- 7) Calls special meetings.
- 8) Develops budget - may be in conjunction with the clerk and/or treasurer.
- 9) Appoints Planning Commission members, Zoning Board of Appeals members, Economic Development Commissions, other commissions, Officer's Compensation Commission and Building Authority, all with township board approval.
- 10) Manager transfer site.
- 11) Keeps complaint book.
- 12) Maintain relations between the fire department and Village of Armada.

A. Deputy Supervisor

Per Chapter 41, Section 61 of the TOWNSHIPS REVISED STATUTES OF 1846:

"The township supervisor may appoint a deputy township supervisor, who shall serve at the pleasure of the supervisor. The deputy shall take an oath of office and file the oath with the township clerk. In case of the absence, sickness, death, or other disability of the supervisor, the deputy shall possess the powers and perform the duties of the supervisor, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines appropriate. With the approval of the supervisor, the deputy may assist the supervisor in the performance of the supervisor's duties at any additional times agreed upon between the township board and the supervisor, except the deputy shall not have a vote on the township board."

5.2 Clerk Duties

- 1) Custody of all records of the office.
- 2) Custody of all township records unless otherwise provided.
- 3) Maintains general ledger of accounts.
- 4) Posts all regular and special meetings
- 5) Prepares minutes for the board.
- 6) Must appoint a deputy.
- 7) Maintains a Book of Oaths.
- 8) Posts surety bonds.
- 9) Delivers notices of special Meetings.
- 10) Publishes synopsis of meetings & ordinances.
- 11) Maintains voter registration file and conducts elections.
- 12) Maintains Code of Ordinances book.
- 13) Manage cemeteries
- 14) Oversees accounts payable & payroll checks.
- 15) Publishing bid advertisements.
- 16) Freedom of Information Act coordinator

A. Deputy Clerk

Per Chapter 41, Section 69 of the TOWNSHIPS REVISED STATUTES OF 1846:

“The township clerk shall appoint a deputy, who shall serve at the pleasure of the clerk. The deputy shall take an oath of office and file the oath with the clerk. In case of the absence, sickness, death, or other disability of the clerk, the deputy shall possess the powers and perform the duties of the clerk, except the deputy shall not have a vote on the township board. The deputy shall be paid by salary or otherwise as the township board determines. With the approval of the township clerk, the deputy may assist the township clerk in the performance of the township clerk's duties at any additional times agreed upon between the board and the clerk, except the deputy shall not have a vote on the township board.”

The Deputy Clerk has been given authority by the Board of Trustees to post all regular and special meetings on behalf of the Clerk.

5.3 *Treasurer's Duties*

- 1) Tax cash receipting.
- 2) Collects taxes on behalf of the township & other tax-levying units and issues tax checks.
- 3) Invests surplus funds in approved depositories.
- 4) Prepares financial statements.
- 5) Deposits township Revenue.
- 6) Must appoint a deputy.
- 7) Posts surety bond.

A. Deputy Treasurer

Per Chapter 41, Section 77 of the TOWNSHIPS REVISED STATUTES OF 1846:

“The treasurer shall appoint a deputy, who shall serve at the pleasure of the treasurer. The deputy shall file an oath of office with the township clerk and shall give a bond to the township as required by the township board. The deputy, in case of the absence, sickness, death, or other disability of the treasurer, shall possess the powers and perform the duties of the treasurer, except the deputy shall not have a vote on the township board. The deputy shall be paid as the township board determines. With the approval of the township treasurer, the deputy may assist the treasurer in the performance treasurer's duties at any additional times agreed upon between the board and the treasurer, except the deputy shall not have a vote on the township board.”

5.4 *Trustee's Duties*

- 1) Township legislators
- 2) Other duties assigned by the board
- 3) Pick up agenda and other documents Thursday before the board Meeting

5.5 *Assessor's Duties*

- 1) Maintains and updates assessment files on every property in the township, using as a guide, the laws describing the process.
- 2) Appraise all real property in the township, including all exempt property.
- 3) Assess all personal property.
- 4) Examine and record all lot splits and combines, following the laws of the State of Michigan.
- 5) Create accurate and equitable assessments for all assessable property in the township, both real and personal. These assessments will follow the rules set forth by the State of Michigan.
- 6) Maintain an equitable and functional working relationship with the Village of Armada.
- 7) Assists and advises the township treasurer as needed. Keep the treasurer informed of all Board of Review and tribunal decisions and stipulations.
- 8) Maintain and protect all computerized assessment information.
- 9) The assessor is responsible for signing the Warrant and certifying the roll.
- 10) The assessor will not schedule classes and vacations during the first four (4) months of the calendar year.
- 11) Visually assesses township every third year.
- 12) Maintains the issuance of addresses.

5.6 *Building Administrator*

- 1) Coordinates all aspects of issuance and inspection of permits.
- 2) Maintains contractors' licensing tracking system.
- 3) Generates correspondence letters for all inspectors.
- 4) Review all building applications for completion.
- 5) Maintains Macomb County Health Department compliance concerning wells and septic systems.
- 6) Maintains contact with Bureau of Construction for Township compliance.
- 7) Submits Census Bureau forms monthly.
- 8) Maintains tracking system for inspector's salary.
- 9) Tracks all inspections for compliance and final closure.
- 10) Helps out in other departments as time allows and as needed, and assist all who call or come into the township hall.

5.7 *Planning & Zoning Administrator*

- 1) Responsible for assisting all planning commission and ZBA board members.
- 2) Post planning commission/zoning board of appeals agenda by the Thursday before the public meeting, and 18 hours before a special meeting.
- 3) Maintains planning commission and zoning board of appeals minutes and delivers to clerk. Taping of the meetings will be used to help in the accurate documentation of the minutes. He/she is secretary to the planning commission and not a member of the planning board. Minutes shall be created and available for the public by the eighth business day after every meeting. A copy of the minutes should be mailed to all commission members for their approval.
- 4) The administrator will mail/publish all notices required by State law pertaining to planning commission and zoning board of appeals.
- 5) Fees for every application shall be collected and tracked in this office as well as the clerk's and treasurer's office. If billing for additional fees for professional services needs to be done, the clerk shall be notified.
- 6) The planning administrator is able to use the township planner and engineer at her disposal. The township attorney shall be contacted only when necessary.
- 7) The planning department should work hand in hand with the building department for accurate and convenient flow of projects from the planning stage to completion. This includes helping out in this department when needed and as time allows.
- 8) Meetings can be scheduled with the professionals at the convenience of those who need to be there. Engineering meetings with developers should be held with at least one township board member or planning commission member present. At no time shall the secretary make a decision in regards to a site plan or development.
- 9) The planning and zoning administrator is an at-will employee of the township board and works for the township as a whole.
- 10) The planning/zoning administrator should treat all residents/developers with courtesy and respect, and is there to help them to succeed with their projects in a timely manner while adhering to the commission's wishes.
- 11) The planning administrator is an office employee willing to assist all those who walk into the township hall and help out in other departments as needed.

5.8 *Authorities of the Township Board*

A. Legislative Body

- 1) Adopts ordinances
- 2) Adopts budget
- 3) Appoints most employees, boards and commissions, including inspectors and fire department officers.
- 4) Approves disbursements.
- 5) Authorizes contracts.
- 6) Adopts policies and administrative rules.
- 7) Fills mid-term vacancies.
- 8) Establishes compensation for appointed officials.
- 9) Buys, sells, or conveys township property.
- 10) Any member may make or support motions.
- 11) Fills employee vacancies.

B. Supervisor

- 1) Moderates meetings.
- 2) Votes on all matters.
- 3) May call special meetings.

C. Clerk

- 1) Posts all regular and special meetings
- 2) Keeps minutes.
- 3) Publishes synopsis of minutes & ordinances.
- 4) Votes on all matters.
- 5) Sends out special meeting announcements to the board.
- 6) Conducts township elections.
- 7) May call special meetings at the request of a majority of Board members or by a majority vote at a previous meeting.

D. Treasurer

- 1) Votes on all matters.
- 2) Prepares fiscal reports.

E. Trustees

- 1) Votes on all matters.

6.0 Sexual Harassment

This policy is against harassment in the work place and outlines a procedure for reporting, investigating and resolving complaints.

6.1 Purpose

To establish a policy in compliance with federal and state law, to maintain a quality-working environment for all employees free from intimidation, humiliation and insult. To create and maintain a working environment whereby employees are not subjected to offensive physical or verbal abuse or actions of a sexual, ethnic, racial, or religious nature, or relating to age, handicap, height, weight, or any other circumstance; and to provide employees with an effective procedure by which incidents of harassment (especially sexual harassment) may be reported, investigated and resolved.

6.2 Policy

The Township of Armada is committed to equal employment opportunity and, therefore, prohibits any form of harassment, remarks or other abusive conduct directed at employees because of their race, color, gender, religious nature, national origin, age, handicap, height, weight or any other reasons. Sexual harassment is a form of sexual discrimination under the township's policy, as well as federal and state law. Employers/employees who disregard or treat sexual harassment complaints and/or actions lightly subject themselves and/or the township to potential liability. This policy will provide for a brief review of the law in this area, the procedure to advise and unwelcome conditions and the procedure to be followed to file a complaint, investigation and resolution of fillings.

6.3 Definitions

Under both federal (Title VII of the Civil Rights Act) and state law (Michigan Elliott-Larson Civil Rights Act), sexual harassment consists of unwelcome advances, requests for sexual favors and other verbal or physical conduct of sexual nature when:

- 1) Submission to the conduct is either an explicit or implicit term or condition of employment
- 2) Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person who did the submitting or rejecting.
- 3) Stating or implying that a particular employee's advances in employment have resulted from the granting of sexual favor or the establishment or continuance of a sexual relationship.
- 4) Stating or implying that a particular employee's deficiencies in performance are attributable in whole or in part to the gender of that person.
- 5) Commenting on particular characteristics associated with a particular gender.
- 6) The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

6.4 *Examples of Sexual Harassment*

Following in this policy is a list of examples of behavior that fall within the above description. Said examples are not all encompassing and should not be looked at as the only examples of sexual harassment.

Examples of sexual harassment may include, but are not limited to:

- 1) Unwelcome or unwanted sexual advances, including patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another person.
- 2) Request or demands for sexual favors, including subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by implied or stated promise of preferential treatment or negative consequences concerning one's employment status.
- 3) Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual, including commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive by others, or any tasteless, sexually oriented comments, innuendoes or actions that offend others.
- 4) Engaging in any type of sexual conduct that would reasonably interfere with an employee's work performance, including extending unwanted sexual attentions to someone that reduces personal productivity or time available to work at assigned tasks.
- 5) Creating a work environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexual oriented conversations, suggestions, requests, demands, physical contacts or attentions or display of posters, photographs or calendars.

6.5 *Procedures for Complaints*

Sexual harassment of any kind will not be tolerated. All personnel are expected to be professional in both their work and conduct when at work or when dealing with fellow employees. Employees who feel they have been the victims of harassment may bring such matters to the attention of their immediate supervisor, through the appropriate chain of command, or to any supervisory employee with whom the complainant feels comfortable, in writing and signed. The preferable process should be the supervisor first, but the employee does have the right to circumvent the employer chain of command in selecting the person to whom to make a complaint of sexual harassment. The township supervisor shall take immediate action to prevent similar occurrences. The township supervisor or the appropriate department personnel shall follow the attached procedure for the investigation of all alleged sexual harassment.

Listed below is the specific procedure that will be followed in all cases of alleged sexual harassment. In all instances, the supervisor shall be notified immediately of any sexual harassment complaint filed.

- 1) An employee alleging sexual harassment shall report it in writing within eight (8) working days of the alleged occurrence. If a verbal complaint is being made and the complainant does not wish to reduce the complaint in writing, a supervisor will document the events.

- 2) The supervisor shall promptly investigate a complaint of sexual harassment. Every effort will be made to handle all such complaints in a fair, impartial and expeditious manner, with concern for the principles of due process and fairness.
- 3) Once a complaint has been submitted, immediate action shall be taken to limit and restrict, during the investigation of sexual harassment complaint, any work assignments or contact between the employee or citizen making the complaint and the employee against whom the complaint is made.
- 4) At the conclusion of the investigation, the supervisor shall hold a meeting between the parties involved in the complaint. This meeting shall be held within eight (8) working days of the date the incident report is submitted. Following the meeting, the employee(s) against whom the complaint has been made shall be given eight (8) days to respond to the allegations. All aspects of the investigation shall be properly documented. This documentation shall include summaries of any interviews conducted and a list of any other witnesses to the alleged occurrence(s) of sexual harassment. Upon the completion of the investigation, the supervisor relative to the alleged occurrence(s) of sexual harassment shall prepare a report. If it has been determined that sexual harassment did, in fact take place, immediate remedial action shall be taken to appropriately deal with both the situation and the adjudged offender.
- 5) As is stated in this policy, retaliatory action of any kind taken by any employee having sought redress under the township's sexual harassment policy and this procedure is strictly prohibited and shall be regarded as a separate and distinct violation of this policy and procedure.
- 6) An employee who is found to be guilty of sexually harassing another employee will be subject to discipline, up to and including discharge. An employee or supervisor found to be retaliating against a complainant shall be subject to discipline, up to and including discharge.
- 7) If action has not been taken as outlined above, the employee should submit the complaint to the township supervisor. The township supervisor shall investigate the complaint, take necessary action to resolve it, and advise the township board, in writing, of the complaint or action. An employee or official who is found to be guilty of sexually harassing anyone, or retaliatory acts, and/or the supervisor, who is found to be guilty of not properly addressing employee's complaint of the same, will be subject to discipline, up to and including discharge.
- 8) The complainant and the alleged violator will retain their rights during all stages of the investigation. An appeal from the outcome of the investigation procedures is available to both the complainant and the employee(s) against whom the complaint has been made and shall be made, in writing, and filed with the supervisor's office. A copy of the entire file shall be forwarded to the Township attorney.

6.6 Notification

Following approval of this policy by the township board of trustees, there shall be a copy of this policy issued to each employee. Any employee having questions about this policy should review it with the township supervisor.

7.0 Financial Administration

7.1 Accounts Payable

A. Authorization

The Department Manager responsible for the cost center to which the expense shall be posted shall approve all requests for payment, i.e., invoices or expense vouchers. The Department Manager shall indicate the expense is authorized and correct by affixing the account number and his or her initials to the invoice.

All approved bills must be submitted to the clerk's office at least five (5) working days prior to the board meeting at which claims will be audited.

No expense vouchers will be honored for previous budget years.

B. Bills Listing/Warrant Reports

The clerk's office shall prepare a bills listing/warrant report to the board of trustees showing the vendor name, nature of the expense and the amount. Bills will be paid in a timely manner as appropriately approved with a report provided monthly to each board member.

All claims shall be approved by the township board prior to payment, except the following:

- 1) Payroll
- 2) Utility bills
- 3) Essentials needed on a timely basis
- 4) Payments for pre-approved items or services.
- 5) Invoices with penalties that would be incurred if payment is not received prior to the board meeting where claims will be approved.

The supervisor may authorize emergency expenditures when deemed essential due to an imminent threat to health, safety and welfare of the township per Section 7.8.D and Section 8.4.B. The supervisor will notify all board members either verbally or in writing after an emergency expenditure is necessary.

C. Petty Cash

The treasurer shall maintain petty cash for small emergency purchase reimbursements to employees or to pay for a service where payment is demanded prior to delivery.

Petty cash will not be used for purchases that exceed \$25. A copy of each receipt and a receipt signed by the recipient of a petty cash disbursement shall accompany all disbursements.

The amount of petty cash to be retained for the general fund shall be \$150.

7.2 *Accounts Receivable*

A. *Invoice Preparation*

Invoices shall be prepared by the department of origination and shall include a remittance advice to be returned to the township with payment. The remittance advice shall include the name, amount invoiced and purpose.

B. *Posting and Distribution*

All invoices or bill for monies owed the township shall be reconciled in a timely manner. The treasurer shall also maintain a detailed subsidiary record by invoice, which shall be reconciled to the general ledger control on a monthly basis.

C. *Method of Accounting*

For all remittance advances received, the treasurer shall credit the receivable. A monthly listing of all amounts invoiced, but not yet received, shall be prepared as reconciled to the general ledger.

D. *Return Check Fee Policy*

The Armada Township Treasurer shall charge a \$35 non-sufficient fee for all checks returned to the township by the bank.

7.3 *Payroll*

A. *Time Sheets*

All completed time sheets shall be submitted to the clerk's office on the day following the end of each pay period. The employee, the employee's Department Manager, and the supervisor will sign the time sheets.

B. *Deductions and Withholdings*

The clerk's office shall be notified at least 14 days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee. All voluntary deductions shall be authorized in writing.

C. *Pay Advances*

Pay advances shall not be authorized under any circumstances.

7.4 *Receipts*

Pre-numbered township receipts shall be issued by the treasurer for all cash, including checks received by the township. The receipt shall include the amount received, name of the payer, and purpose. The treasurer's department shall determine periodically that all pre-numbered receipts have been returned with cash, or have been otherwise disposed.

A. *Deposits*

Total cash collected shall be reconciled to the sum of the pre-numbered receipts and shall be deposited in the appropriate township bank account. The treasurer's department will make this deposit expeditiously. The treasurer's department is the only department authorized to make deposits.

B. *Bank Reconciliations*

The cash balances of the various fund ledgers shall be reconciled to the bank statements monthly. The cash balances should be the result of the cash receipts and disbursement activities and shall be derived from the same accounting records used in preparing the financial reports.

7.5 *Financial Reporting*

A. *Periodic Balance Sheet Report*

The treasurer shall prepare a monthly balance sheet showing the assets, liabilities and equities for all funds.

B. *Financial Reports Review*

The supervisor shall review the financial reports prior to the board meeting, and shall recommend to the board any necessary budget amendments or fund transfers to keep a balanced budget.

7.6 *Inventory of Fixed Assets*

A. Responsibility

The clerk shall maintain an inventory of the township's fixed assets that are tangible, have an expected useful life at least one (1) year and have a value of at least \$500.

B. Updating

The clerk shall add or remove fixed assets from the inventory at the time of acquisitions or disposal in coordination with the annual audit. One copy of the inventory shall be maintained in the clerk's office. The inventory shall include the following information on each asset:

- 1) Class code
- 2) Voucher number
- 3) Acquisition date
- 4) Name and address of vender
- 5) Description
- 6) Responsible department
- 7) Location
- 8) Acquisition cost
- 9) Fund or cost center (from which it was purchased)
- 10) How acquired (purchase, lease/purchase, construction, condemnation, tax foreclosure, gift)
- 11) Estimated life
- 12) Date and method of authorized disposition
- 13) Permanent identification number

C. Inventory Responsibility

Department Managers shall annually inventory all assets assigned to their department and submit the inventory to the clerk.

D. Disposal of Fixed Assets

Department Managers shall make note on the annual inventory, or shall notify the clerk sooner if desired, of any equipment that would be appropriate for disposal. The clerk shall prepare a list of all such equipment recommended for disposal and shall submit the recommend disposal of fixed assets list to the board for approval. The board shall determine the method of disposal, which may include sealed bids, auction, negotiated sale, gift or disposal. Township officials and employees are not eligible to purchase township fixed assets by negotiated sale without the approval of the board. An elected official shall refrain from voting on any negotiated sale involving the elected official.

7.7 *Budgeting*

A. *Designation of Budget Officer*

The supervisor shall be the township budget officer. He/she should work together with the clerk to develop the budget. The township budget officer shall be responsible for administration of the township budget.

B. *Adoption*

Unless noted, all township funds are adopted on a line item basis.

C. *Transfer Authority*

All budget amendments must be approved by the board prior to making transfers.

7.8 *Expenditure Control*

A. *Procurement Thresholds*

The amount of a purchase determines how the purchase will be handled. Listed are general minimums for quotes, bids, and proposal guidelines for supplies and capital expenditures. These thresholds apply to aggregate purchases. For example, purchase 10,000 screws for \$1 each, the aggregate price is \$10,000, not the individual price of \$1. No contract or purchase order shall be subdivided for the purpose of circumventing the dollar value limitation contained in this manual.

Unless otherwise restricted or prohibited by this manual, Department Managers shall have authority to undertake without Township Board approval the purchase of supplies, materials, equipment, public improvements, and services when such purchase is less than \$1,250.00.

Any purchase of supplies, materials, equipment, public improvements, and services in the amount of \$1,250.00 or more shall be approved by the Township Board prior to undertaking such purchase.

B. *Expenditure Authorization*

The township shall not be responsible for any obligations incurred by an official or employee that is contrary to the provisions of this administrative policies and procedures manual.

Department Managers shall not consider appropriations contained in the budget as a mandate to expend township funds, nor does the budget constitute authorization to commit the township, as such authorization originate from the provisions on Section 5.8 (Authorities of the Township Board) of this policies and procedures manual. No obligations shall be incurred against, and no payment shall be made from, any appropriation accounts unless there is a sufficient unencumbered balance in the appropriations and sufficient funds are or will be available to meet the obligation.

Department Managers shall obtain authorization from the township board prior to obligating the township for expenditures of the following nature, except when notification arrives too late for

registration in relationship to township board meeting. Should this happen, the supervisor may, at his/her discretion, grant approval for the following only:

- 1) Seminars and conferences
- 2) Memberships
- 3) Travel
- 4) Professional services
- 5) Emergency repairs to township properties

All others not in emergency nature will require board approval. A special meeting may be necessary.

C. Written Quotations and Sealed Bids

Any purchase for goods or services exceeding a contract cost of \$500 and up to \$2,499.99 shall require the Department Manager to obtain at least three (3) written quotes, if possible.

Any purchase of goods or services exceeding \$2,500 shall require the solicitation of bids. The supervisor, in consultation with the Department Manager, shall develop bid specifications. A Department Manager may request permission from the township board to waive the bidding requirements when there is only one supplier or there is some other compelling reason to waive the bid procedures.

The invitation to bid or request services shall be published at least once in a newspaper with a large enough customer base to attract bids and shall be sent to known vendors or other parties who have notified the township of their interest in submitting bids on the goods and services being purchased. The township board must approve all advertising. Sealed bids shall be opened at the office of the township supervisor at the pre-announced date and time, and any interested party may be present for the bid opening. The supervisor, along with the Department Manager shall be present for the bid opening. The criteria for awarding bids shall be as follows:

- 1) Cost
- 2) Reliability
- 3) Cleanliness
- 4) Sufficiency of equipment
- 5) Insurance
- 6) References
- 7) Good communications
- 8) Quality

Any board member or Department Manager or any township employee who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the board, and that the official shall not participate in awarding the bid.

The Township Board may authorize the execution of a contract without competitive, sealed bids if:

- 1) The material, product, or service is available from only one vendor (sole-source supplier); or

- 2) A public emergency exists in accordance with the emergency purchasing section of this manual; or
- 3) After solicitation of a number of sources, competition is determined to be inadequate; or
- 4) The Township could obtain an advantage or benefit not otherwise obtainable if competitive bidding procedures were followed; or
- 5) The contract involves a purchase under a cooperative purchasing agreement.

D. Emergency Purchases

The Supervisor shall have the authority to temporarily suspend the competitive bidding requirements of this manual in the event of an emergency which poses threats to the public health, safety, or welfare of the Township or its citizens and which requires immediate purchases of property, supplies, materials, equipment, or services. The Supervisor is authorized to make such purchases in the open market. A written report detailing the circumstances of an emergency purchase, together with a recommendation that a determination of no advantage to the Township would result from competitive bidding, shall be filed by the Supervisor with the Township Board through the office of the Clerk as soon as is practicable after undertaking the emergency purchase. The Township Board shall act upon such report and recommendation at its next regular meeting subsequent to receipt of the report.

E. Department Manager Processing of Claims

Request for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, in a written request by the Department Manager requesting payment. Except for rare exceptions, only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

Employee expense reimbursement shall be documented on an expense voucher prepared by the employee. The expense voucher shall include the following:

- 1) Vendor name
- 2) Purpose of payment request
- 3) Unit price and units delivered (if applicable)
- 4) Date goods delivered or services rendered

The Department Manager that is responsible for the budgetary cost center to which the expense will be charged shall affix the account number to the expense voucher and shall initial the document. Initialing the payment request shall indicate all the following are true: the goods have been delivered or the services have been rendered to the township; the expense complies with the procedures outlined in this manual; the payment request is mathematically correct, and the account number being charged is the appropriate budgetary allocation for this expense.

7.9 *Expense Reimbursements*

A. Request Forms

The Township shall reimburse all officials and employees for necessary expenses incurred in performing their duties. All requests for expense reimbursement shall be made on the proper expense reimbursement form and must be submitted to the Clerk's office within two weeks of the date of the expense. All requests must be approved by the Department Manager.

B. Reimbursement Rates

Travel shall be reimbursed at the current federal rate per mile when the employee uses his or her own vehicle. The board of trustees will reimburse reasonable meals and lodging expenses, with prior approval.

C. Personal Expenses

Receipts shall accompany any reimbursement requests. Commuting from residence to the township hall or the employee's official workstation shall not be eligible for reimbursement. Board and committee members shall not receive mileage to attend board meetings that are a statutory duty of their office. Personal expenses that are unnecessary in conducting township business, such as entertainment and alcohol consumed, shall not be eligible for reimbursement.

7.10 *Investments*

A. Authorized Institutions

The township treasurer is authorized to invest surplus funds in Michigan banks, savings and loan associations, and credit funds in Michigan banks, savings and loan associations, and Michigan credit unions that belong to the Federal Deposit Insurance Corporation, or are insured by the National Credit Union Association.

Financial institutions shall be selected on the basis of their record of satisfactory performance, financial stability and anticipated yields.

B. Authorized Instruments

The Treasurer is authorized to invest in Accordance with the township investment policy.

The treasurer shall select investment instruments that protect principle as the primary goal. While it is also highly desirable to optimize yield, the most important objectives are the safety of the investment and liquidity to meet the township's cash needs. The treasurer shall notify board members of progress/declines in investments. Any deviations from current investment practices must have the board of trustee's approval.

C. Notice of Investment Policy

The senior management of any firm, dealer, broker or financial institution shall be given a copy for the township's investment policies prior to the treasurer investing or depositing any township fund in such institution.

7.11 Audits

The township board will engage a certified public accountant to audit the financial systems of the township annually.

8.0 Property Management

8.1 Building Access

The first person arriving each morning should make sure that all public access doors are unlocked and the copier is turned on.

Prior to leaving, each employee will make his/her work station secure by checking that computers, calculators and lights are turned off; filing cabinets and cash drawers are locked; and windows and doors are locked.

The last person to leave the township hall at night shall check to see that the copier, coffee maker and other office machines are turned off; all doors and common area windows are locked; the security alarm is set; and all lights are turned off; except for designated security lights.

Personnel working after hours are responsible for turning off the lights and office machines, checking that all doors and windows are secure, and that the security alarm is set.

The building shall not be used after hours except for township business, unless otherwise approved by the board.

8.2 Security

A. Keys

The township supervisor is responsible for key control. If a key is lost, the township supervisor shall be informed immediately. A replacement key shall be issued. If the supervisor has reason to believe that the missing key may be used for unauthorized entry, new locks will be installed. Upon termination of employment, the employee shall return his/her office keys to the Department Manager. No person shall duplicate a key without written authorization from the township supervisor or make a key available to any unauthorized person. The township supervisor will maintain a list of numbered keys and a register of issue and return.

Each Department Manager shall determine who shall be issued a key to the department's secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

B. Valuables

The township shall not be responsible for loss of any employee's personal property.

8.3 *Safety*

No boxes, files and other items shall be stored in hallways, stairs or landings. Flammable liquids and power equipment shall not be stored at the township hall. In the event of a fire, all employees will assist the public and immediately exit the building. All employees shall gather in the parking lot for a head count. 911 should be called immediately from the phone across the street.

A. *Lost or Damaged Equipment*

Any lost or damaged equipment shall be reported immediately to the employee's Department Manager.

B. *Personal Use of Township Property*

The personal use of the township premises, equipment, machines, tools, supplies, postage or personal use of township labor is absolutely prohibited.

C. *Phone Calls*

Personal, long distance phone calls are unauthorized.

D. *Copier*

Employees/board members may use the township copier for personal business in a reasonable manner.

E. *Bulletin Boards*

Items posted on the bulletin board must have prior approval of the township supervisor and pertain to business/services applicable to township residents. NO political propaganda.

F. *Computer / Internet / Social Media*

Use shall be in accordance with the adopted computer use policy.

8.4 *Routine Maintenance*

A. *Responsibility*

The township supervisor shall be responsible for monitoring the need for repairs and improvements to township property. The supervisor shall use the township purchase and bidding procedure, as outlined in Section 7.8 of this manual, to procure non-emergency repairs to township buildings, land and equipment.

B. *Emergency Repairs*

The supervisor is authorized to contract for emergency repairs up to \$2,000 without prior board approval, when a delay in initiating a repair will have a significant impact on township operations or finances.

Emergency repairs over \$2,000 must have majority board approval.

9.0 Correspondence and Information Requests

9.1 *Freedom of Information Act Requests*

All Freedom of Information Act (FOIA) Requests shall be addressed per the FOIA Procedures and Guidelines policy as adopted by the Township Board.

9.2 *Mail Routing/Responsibility*

A. Incoming Mail

Correspondence shall be sorted and distributed to the various township offices. Mail addressed to the township board shall be forwarded to the clerk who shall provide a copy to each board member. Correspondence addressed to the board, but requiring action typically handled by a particular official, shall be immediately forwarded to that official as well. Mail will be picked up at the post office by the township clerk or her designee.

B. Outgoing Mail

The township board shall approve the design of all department letterhead stationery. Statements made on township stationery may be construed as the official position of Armada Township, so all officials and employees should take every precaution that written statements are made within the scope of their authority. Township stationery shall only be used for township business.

Department Managers shall provide the township board, via the supervisor, with a copy of all correspondence that addresses a citizen complaint or when the content may result in a lawsuit to the Township. Where a Department Manager is unsure of the necessity to provide the board with a copy of correspondence, Department Managers should err on the side of caution and provide board copies.

All department correspondence should be considered as a public document, unless the contents are specifically excluded from disclosure by state law. Copies of correspondence will be provided to any board member on request.

10.0 Public Notices

The township clerk shall be responsible for publishing and mailing all public notices required by state Law. The Deputy Clerk has been given authority by the Board of Trustees to post all regular and special meetings on behalf of the Clerk. The Planning & Zoning Administrator shall be responsible for publishing and mailing all public notices within the Planning department.

11.0 Compliance With and Enforcement of Township Policies

11.1 Elective or Appointive Positions

When a township board member or other elective or appointive official questions the applicability of a provision of any township policy or procedure to a particular situation, they may apply to the township board for a decision. The township board member or other elective or appointive official will have the opportunity to present his or her interpretation of the facts at issue and the applicable provisions of the policy or procedure before such advisory decision is made. The board may modify policy in light of facts presented.

A township board member or other elective or appointive official whose conduct does not comply with any township policy or procedure, including its ethical code of conduct, may be subject to actions including, but not limited to, internal reprimand, formal board censure, loss of a non-statutory committee assignment, or budget restriction, where such restriction is not prohibited by statute.

Violations of township policy may also be considered by the township board as just cause for removing members of appointive township boards and commissions from office, where removal is authorized by law.

11.2 Non-statutory committees

Violations of township policy and procedures may be considered by the township board as just cause for removing members of non-statutory township committees. Other actions may be taken by the township board according to the other provisions of this policy, depending on whether the committee member is a township board member, other elective or appointive official, township employee or volunteer.

11.3 Employees and volunteers

A township employee or volunteer who violates township policy may be subject to any of the following actions, depending on the severity of the policy violation, the number and frequency of policy violations, and the degree of adverse impact to the township or to the public:

- 1) Counseling
- 2) Verbal warning, accompanied by a written memo for the file
- 3) Written reprimand
- 4) Suspension without pay
- 5) Termination of employment or termination of the volunteer position

THIS ADMINISTRATIVE POLICIES AND PROCEEDURES MANUAL WAS AMENDED BY THE ARMADA TOWNSHIP BOARD AT THE APRIL 12, 2023 REGULAR BOARD MEETING. ALL TOWNSHIP OFFICIALS AND PERSONNEL ARE BOUND BY THESE POLICIES AND PROCEEDURES, AND ANY DEVIATION FROM ESTABLISHED POLICY IS PROHIBITED.

12.0 Acknowledgment

I understand this administrative policies and procedures manual is provided to me solely for the purpose of information. I understand the contents of this manual should not be construed, and do not constitute, a contract between the township and myself, nor does it constitute a contract for the provision of any benefits as described in this manual.

I agree to conform to the rules and regulations of the township. Notwithstanding any other representations, either verbal or written, I understand that my employment with the township is terminable at the will of either the township or myself.

The terms of the employee relationship and the provisions of this manual may not be changed by any oral or written statements by anyone from the township. Modification can only be made by the board of trustees, and for those modifications to be effective, must be in writing and signed by the supervisor of the township.

Any and all statements of policy in this manual are subject to unilateral change in whole or in part by the township at any time without notice to any of the employees.

The Township retains the right to change, modify, suspend, or cancel, in whole or in part, any of the policies or procedures without advance notice to any employee at the sole discretion of the township.

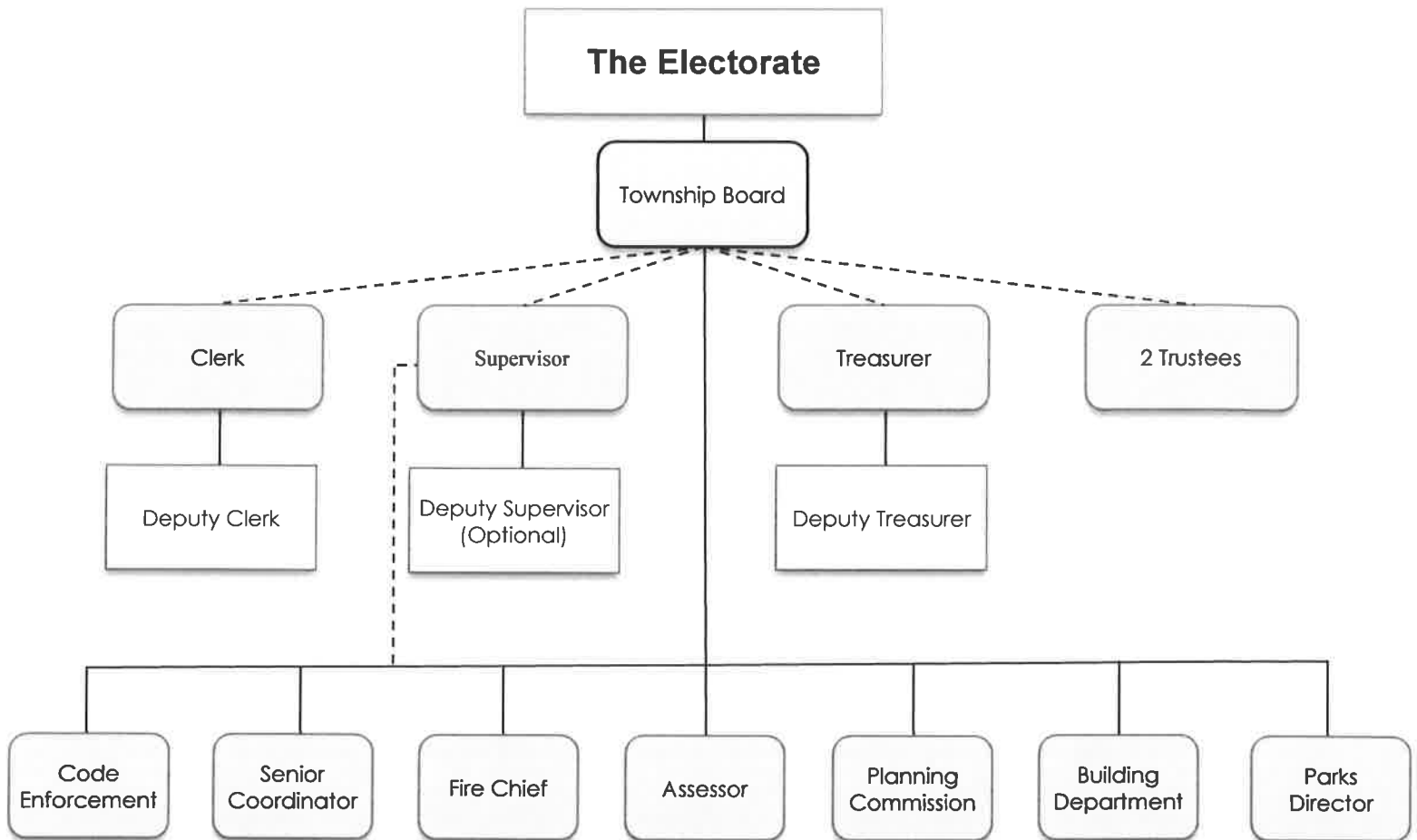
I acknowledge I have received, read, and understand the Administrative Policies and Procedures Manual of the Township of Armada, Macomb County, Michigan.

Employee Signature

Date

Employee Name

13.0 Appendix 1 – Organizational Chart





Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Armada Lions Charities
(Name of Organization)

for a Special License to serve alcohol on August 26-27, 2023
(Event Date or Dates)

to be located at 17985 Armada Center Road, Lot A Armada MI 48005
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Shumaker Technology Group



3721 W. Michigan Ave., Suite 103
Lansing, Michigan 48917



(517) 338-3120
www.shumakergroup.com

Armada Township Website Revamp Quote

Scope of Work:

- Upgrade Website Platform from 2016 (EasyWeb) to 2023 (WordPress + Elementor)
- Design Refresh
- Enhanced Security
- Enhanced Audit Trail
- Migration to recommended .gov domain (if desired)

TOTAL SETUP & DESIGN: \$1,750

Website Hosting:

Annual Hosting + Backup + Security Package

\$300/Year

TOTAL HOSTING EXPENSES: \$300/Year

Site Updates & Maintenance:

Hourly (0.25 Hour Minimum) As Requested By Client

\$75/Hour

Website Development
Mobile App Development

Document Management
Marketing and Graphic Design





Shumaker Technology Group



3721 W. Michigan Ave., Suite 103
Lansing, Michigan 48917



(517) 388-3120
www.shumakergroup.com

Suggested Milestones:

1. Client approval to Shumaker Group within one month of proposal date.
2. Shumaker Group to supply client with rough mockup(s) within one month of receiving approval.
3. Client to provide Shumaker Group with feedback on mockup(s) within one month of receiving them.
4. Final site launch within 1-2 months of mockup approval date assuming client is responsive in providing feedback and answering questions.

Related Portfolio:

- <https://addisontwp.org/>
- <https://williamstownmi.gov/>
- <https://comstockmi.gov/>
- <https://cityofwayland.org/>

Client Acceptance:

I accept the above outlined proposal for Web Development Services.

Armada Township

____/____/____
Date

Website Development
Mobile App Development

Document Management
Marketing and Graphic Design



Deputy Clerk - Armada Twp

From: Kyle P. Shumaker <kps@shumakergroup.com>
Sent: Thursday, April 6, 2023 11:41 AM
To: Deputy Clerk - Armada Twp
Subject: Re: Training

Good Morning Dawn,

We never charge for training via Zoom. We do charge \$150 for in-person trainings to cover travel expenses.

Many clients actually prefer the Zoom training because both screen and audio can easily be recorded for future reference.

Best,

Kyle



--

Kyle Shumaker

President

o: (517) 325-3121

c: (517) 388-3120



Shumaker Technology Group
Websites | Document Management
Mobile Apps | Marketing

On Tue, Apr 4, 2023 at 9:02 AM Deputy Clerk - Armada Twp <deputyclerk@armadatwp.org> wrote:

Good Morning Kyle

We are putting the proposal for the new website at next weeks meeting. What would be the additional charge for training?

Thanks

Dawn

March 16, 2023

John Paterek, Supervisor
Armada Township
23121 E. Main Street
Armada, MI 48005

Re: Engineering Proposal for Powell Road Water Main: Henshaw to Laethem
Armada Township

Dear Supervisor Paterek:

Spalding DeDecker is pleased to have this opportunity to present this proposal for providing design engineering services for the Powell Road Water Main from the south line of the Henshaw Development to the south line of the proposed Laethem Development.

PROJECT DESCRIPTION

This project will extend the existing 12" water main from the south line of the existing Henshaw Development to the south line of the proposed Laethem Road Development.

SCOPE OF SERVICES

Spalding DeDecker will prepare construction documents and permit applications and assist the Township with bidding the project. The work will include:

1. Review the water model with Bruce Township to confirm sufficient pressures and flows will be provided at this time.
2. Gather data in the field and process additional topographical survey needed to supplement the original survey obtained in 2018.
3. Add current existing private and public utility information to the plans and adjust the proposed water main design to avoid horizontal and vertical conflicts as necessary.
4. Update the original plans to current AutoCAD format and plan standards.
5. Revise the original plans to reflect the change in proposed water main improvements and elimination of the sanitary sewer, including verification of pavement removals, and updating all sheet quantities.
6. Update the design to meet current EGLE requirements for water main profiles, valves, and hydrant spacing.
7. Prepare permit applications for EGLE State Construction Permit, Macomb County Department of Roads (MCDR) for work in the County right of way, and Macomb County Public Works Commissioner's office for soil erosion and sedimentation control.

8. Prepare construction documents for bidding.
9. Assist Armada Township with bidding, including but not limited to, advertising the bid, answering RFI's, facilitation the bid opening, review the submitted bids for completeness and provide a recommendation to the Board for the lowest responsive and responsible bidder.

FEE

Spalding DeDecker proposes to complete the above scope of services on an hourly basis for the following not-to-exceed amount:

Powell Road Water Main Design Engineering Services

\$44,340.00

Thank you for the opportunity to submit this proposal, and we look forward to continue working with Armada Township. If you find this proposal acceptable, please sign and return one copy to our office and retain one for your records. If you wish to discuss this proposal or require additional information, please feel free to contact me.

Sincerely,
Spalding DeDecker


Taylor E. Reynolds, PE
Project Manager

Accepted by:
Armada Township

Date: _____

Estimated Cost

Watermain Construction S of Henshaw to Laethem Drive

Project: Powell Road Water Main
Owner: Armada Township

PROJECT NO: AR16001
DATE: 3/16/2023

ITEM		QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT (\$)
1	Bonds, Insurance & Mobilization (10% max)	1	LS	\$89,000.00	89,000.00
2	Pre Construction Audio/Visual Coverage	1	LS	\$4,500.00	4,500.00
3	Soil Erosion and Sedimentation Control Measures	1	LS	\$9,000.00	9,000.00
4	Temporary Traffic Control Devices	1	LS	\$17,500.00	17,500.00
5	Construction Protection Fencing - Orange	500	LF	\$7.00	3,500.00
6	Clearing and Grubbing	1	STA	\$3,000.00	3,000.00
7	Remove Tree (8 inch-18 inch), Complete	3	EA	\$500.00	1,500.00
8	HMA Surface, Rem	332	SY	\$12.00	3,984.00
9	Pavement, Rem	95	SY	\$18.00	1,710.00
10	Curb and Gutter, Conc, Remove	209	LF	\$19.00	3,971.00
11	1"x3" Aggregate (As Needed)	200	CY	\$50.00	10,000.00
12	12" CL 54 D.I. WM - Standard Backfill Trench	2,004	LF	\$250.00	501,000.00
13	12" CL 54 D.I. WM - Sand Backfill Trench	138	LF	\$270.00	37,260.00
14	Connect Prop 12" DI WM to Exist 12" DI WM	1	EA	\$10,000.00	10,000.00
15	Standard Hydrant Assembly	4	EA	\$8,500.00	34,000.00
16	12" Gate Valve in Well, Complete	4	EA	\$10,000.00	40,000.00
17	Aggregate Base, 6 Inch	483	SY	\$14.00	6,762.00
18	Driveway, Conc, 8 Inch	95	SY	\$65.00	6,175.00
19	Curb and Gutter, Conc, Modified	209	LF	\$55.00	11,495.00
20	HMA Driveway, 4 Inch	332	SY	\$110.00	36,520.00
21	Permanent Pavement Markings	1	LS	\$1,000.00	1,000.00
22	Restoration	1	LS	\$30,000.00	30,000.00
23	Permit Allowance	1,000	DLR	\$1.00	1,000.00
24	Crew Days	30	DAY	\$800.00	24,000.00
SUBTOTAL					\$886,877.00
10% Contingency					\$88,688.00
Design Engineering (5%)					\$44,340.00
Construction Engineering (8.0%):					\$78,000.00
Construction Inspection (7.0%)					\$68,300.00
Material Testing (2%):					\$19,500.00
OPINION OF PROBABLE CONSTRUCTION COST					\$1,185,705.00

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgement and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

11-1

Clerk - Armada Twp

From: Ken DeCock <k-decock@hotmail.com>
Sent: Monday, April 3, 2023 9:50 AM
To: Clerk - Armada Twp
Cc: D J Kehrig; Ken DeCock
Subject: HP Smart Macomb PDR report
Attachments: Document_2023-04-03_094455.pdf

Please add to April board agenda " Macomb PDR Pledge".

I would like to ask the board to renewal their \$500.00 pledge for the Michigan Agricultural Preservation Fund 2024 grant cycle.

Ken DeCock

Sent from Mail for Windows

11-j



CANDICE S. MILLER

**Public Works Commissioner
Macomb County**

DRAIN MAINTENANCE MATCH PROGRAM

COMMUNITY: Armada Township

DRAIN(S): Coon Creek # 061

TOTAL ESTIMATED COST: \$ 36,000.00

* COMMUNITY PORTION: \$ 13,500.00

MCPWO MATCH PORTION: \$ 22,500.00

DESCRIPTION OF WORK TO BE COMPLETED:

Spot Blockage and Deadfall removal on the Coon Creek from Hicks Road to 33 Mile Road. (+/- 5,330 LF).

* 12 Days with MCPWO Crew and Subcontractor.

Lumber to remain piled on site. ** Project Location Attached

CONTRACTOR(S): Cross Brothers Excavating

MCPWO Drain Maintenance Team

Community Authorization

Date

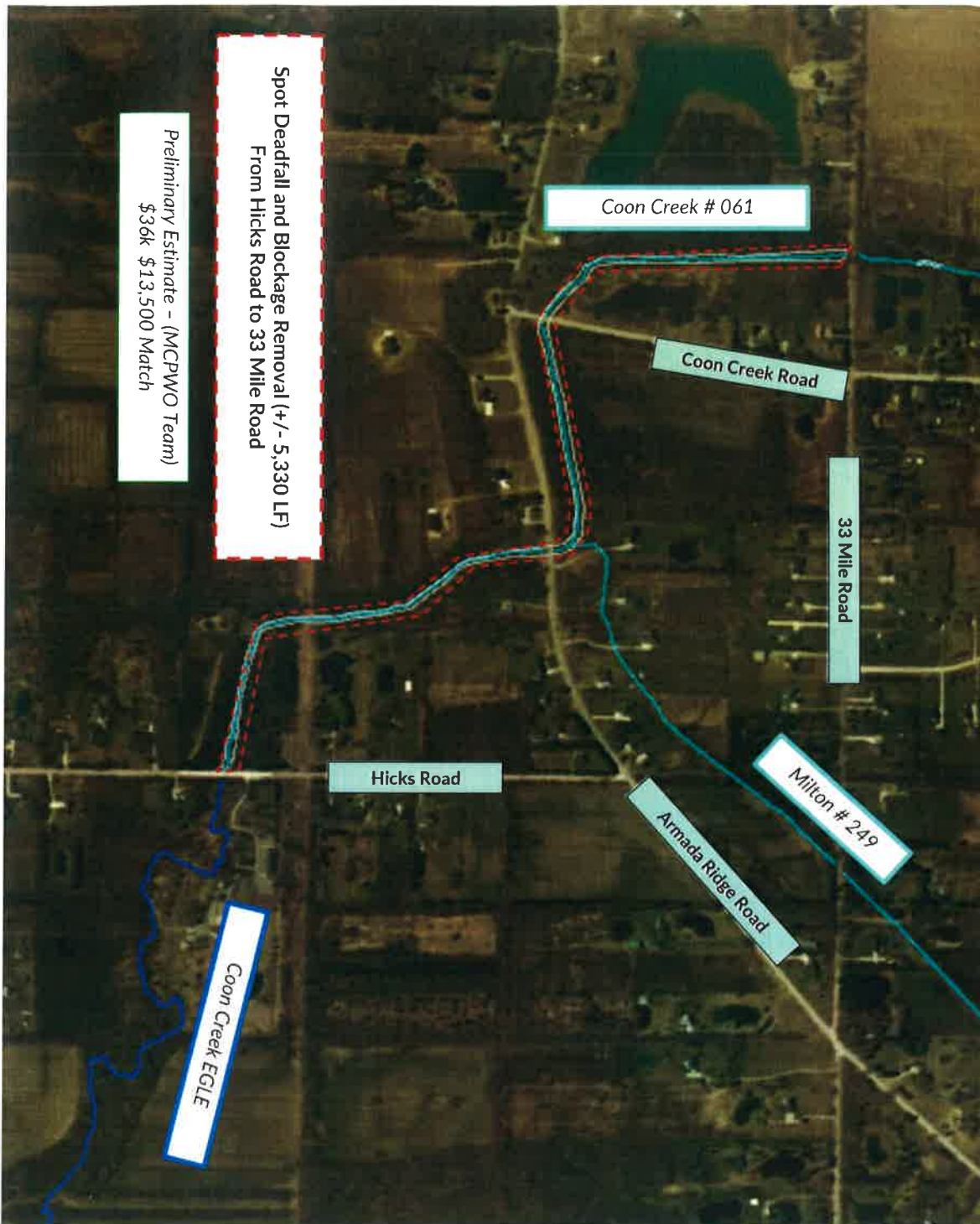
Candice S. Miller

Date

* Community to be invoiced upon completion of project. In the event actual costs are below estimated cost, overages will be applied to blockage removals within the Township.

ADDRESS: 21777 Dunham Road, Clinton Township, Michigan 48036 * Phone: 586-469-5325

ENGINEERING * Phone 586-469-7693 SOIL EROSION * 586-469-5723



2023 Match - Drain Maintenance

Coon Creek # 061



March 20, 2023
Deadfall Removal
Match Program 2023
Daniel J. Acciavatti



Drain Maintenance

Coon Creek # 061



March 15-16, 2023

Deadfall Removal

Armada Township

Daniel J. Acciavatti



Drain Maintenance

Coon Creek # 061



March 15-16, 2023

Deadfall Removal

Armada Township

Daniel J. Acciavatti

Clerk - Armada Twp

From: John W Paterek, Armada Supervisor
Sent: Monday, April 3, 2023 6:36 PM
To: Clerk - Armada Twp
Subject: FW: Armada Township Match
Attachments: Coon Creek #061 Match Agreement.pdf; 2023.3.20_AT_Coon Creek 2023 Match Program Map.pdf

From: Pamela Sonnenberg <pamela.sonnenberg@macombgov.org>
Sent: Monday, March 20, 2023 3:25 PM
To: John W Paterek, Armada Supervisor <supervisor@armadatwp.org>
Cc: Daniel Acciavatti <daniel.acciavatti@macombgov.org>
Subject: Armada Township Match

Supervisor Paterek,

Our office has received multiple complaints and concerns regarding the Coon Creek. We recommend this location for a spot blockage and deadfall removal project utilizing the Macomb County Drain Match Program.

Attached is the location, and some photos of the typical blockages that would be removed.

If Armada Township would like to proceed with the project, please execute and return the attached drain contract to our office. The project can begin this spring depending on the weather.

Please feel free to contact Deputy Acciavatti if you have any questions or concerns, or if you would like additional information for presentation to the Board of Trustees for approval.

Thank You,

Pamela Sonnenberg
Administrative Assistant to
Macomb County Public Works Deputy Director Daniel Acciavatti
21777 Dunham Road, Clinton Township, MI 48036
Office: (586) 307-8273
pamela.sonnenberg@macombgov.org



Armada Center Road
Armada Township, MI 48005

Armada Township Fire Department

www.armadatwp.org/fire-department

Phone: (586) 784-9464

Fax: (586) 784-8586

To: Armada Township Board
From: Fire Chief Christopher Krotche
Date: April 5, 2023
RE: New ambulance lettering

Our new ambulance purchase is complete, and it will be delivered on April 13th. The vehicle will need to be lettered and stripped prior to being licensed and placed into service.

We have reached out to three companies for quotes. One was from the dealership, and two others were graphic companies.

We are requesting Majik Graphics to perform the work. They are a reputable company and have been used by many municipalities over the years.

The cost to letter the vehicle is \$1999 and \$977 for the chevrons on the rear of the vehicle, totaling \$2976.

ATFD is requesting approval to for Majik Graphics to complete the work on Alpha 2 in the amount of \$2976 from "capital outlay" 206-336-970.000



19751 15 Mile Rd. Clinton Township, MI 48035

586.792.8055

fax 586.792.8056

email: majikmarci@yahoo.com

www.majikgraphics.com

March 31, 2023

Chief Krotche
Armada Township Fire Department
23175 Armada Center Rd.
Armada Township, MI 48005

Chief Krotche,

Thanks for allowing us to quote on your vehicle graphic production and installation. Your pricing is below.

2023 Kodiak Ambulance with a Ford F450 Cab Front and a 14' Box. Graphics application will include full coverage Oralite Retroreflective chevrons in Lime and Red applied to rear of unit. Price includes all material, design work and installation at our location. Price also includes a life of vehicle warranty.

Price installed at your facility: \$977.00

Please let me know if you have any questions or if you need anything else from us. Thanks again for the opportunity to quote on this vehicle.

Marcetta M. Hurst
Marcetta M. Hurst
President, Majik Graphics, Inc.



19751 15 Mile Rd. Clinton Township, MI 48035

586.792.8055

fax 586.792.8056

email: majikmarci@yahoo.com

www.majikgraphics.com

March 31, 2023

Chief Krotche
Armada Township Fire Department
23175 Armada Center Rd.
Armada Township, MI 48005

Chief Krotche,

Thanks for allowing us to quote on your vehicle graphic production and installation. Your pricing is below.

2023 Kodiak Ambulance with a Ford F450 Cab Front and a 14' Box. Graphics application will include all lettering done in Rtape Brand Large Engine Turn simulated Gold Leaf material with a black non-reflective outline/shadow, large shields, printed on 3M Reflective material with the same Rtape Gold Leaf material laid on top and laminated, Black 3M Reflective Striping length of sides and Stars of Life printed on Reflective 3M material. Price includes all material, design work and installation at our location. Price also includes a life of vehicle warranty.

Price installed at your facility: \$1,999.00

Please let me know if you have any questions or if you need anything else from us. Thanks again for the opportunity to quote on this vehicle.

Marcetta M. Hurst
Marcetta M. Hurst
President, Majik Graphics, Inc.



DATE	3/28/23
QUOTE #	032823-01
SO NUMBER	ARMADA STOCK

Armada Township Fire Department
23175 Armada Center Rd
Armada, MI 48005

DESCRIPTION	AMOUNT
VEHICLE GRAPHICS TO MATCH REPRESENTATIVE IMAGE WITH DIAMOND GRADE REAR CHEVRONS <i>IF ENGINEERING GRADE CHEVRONS ARE REQUESTED THE PRICE WILL BE \$600.00 LOWER.</i>	4500.00
	Subtotal \$4500.00
	Total \$4500.00
	Payments/Credits \$0.00
	QUOTE TOTAL \$4500.00