

# BILLS

# Bill Summary

AUGUST 10-SEPT 13, 2023

PREVIOUSLY PAID	FIRE	\$31,208.18
	GENERAL	\$12,784.23
PAYROLL	FIRE -	\$86,538.18
	GENERAL	\$19,420.33
OPEN INVOICES	FIRE -	\$9,525.24
	GENERAL	\$23,484.24
TAX DISBURSEMENTS		\$2,198,641.36
TRUST & AGENCY	Paid	\$6,350.00
	Open	\$0.00
TOTALS		\$2,387,951.76

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE			
		AMENDED BUDGET	NORMAL (ABNORMAL)	09/30/2023	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDDT	USE
Fund 206 - FIRE FUND											
Revenues											
Dept 000											
206-000-403.003	CURRENT TAX REVENUE-SAD	898,549.00		42,695.45	0.00	855,853.55	4.75				
206-000-403.005	CURRENT TAX REVENUE - ALS	568,243.00		19,705.28	0.00	548,537.72	3.47				
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		135.00	0.00	1,865.00	6.75				
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		125,553.51	0.00	149,446.49	45.66				
206-000-664.000	INTEREST & DIVIDEND REVENUE	500.00		6,906.42	0.00	(6,406.42)	1,381.28				
206-000-674.007	DONATIONS	1.00		150.00	0.00	(149.00)	15,000.0				
206-000-676.000	15% HEALTH INS REIMB FULL TIME	19,455.00		5,240.91	0.00	14,214.09	26.94				
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		3,645.00	0.00	(3,545.00)	3,645.00				
206-000-687.000	REFUNDS	250.00		0.00	0.00	250.00	0.00				
206-000-693.000	ASSET SALES	20,000.00		24,500.00	0.00	(4,500.00)	122.50				
Total Dept 000		2,056,451.00		228,531.57	0.00	1,827,919.43	11.11				
TOTAL REVENUES											
		2,056,451.00		228,531.57	0.00	1,827,919.43	11.11				
Expenditures											
Dept 336 - FIRE OPERATING											
206-336-704.000	FIRE CHIEF SALARY	73,000.00		32,766.12	0.00	40,233.88	44.89				
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		1,661.52	138.46	1,938.48	46.15				
206-336-704.003	FULL TIME WAGES	698,483.00		313,584.04	26,283.76	384,898.96	44.90				
206-336-704.004	PART TIME WAGES	174,000.00		80,980.26	10,613.76	93,019.74	46.54				
206-336-704.005	PAID ON CALL WAGES	20,000.00		4,520.00	1,450.00	15,480.00	22.60				
206-336-704.008	OVERTIME	164,000.00		50,372.72	14,865.47	113,627.28	30.72				
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		39,252.78	2,231.64	20,797.22	65.37				
206-336-710.000	LIABILITY/WORK COMP INSURANCE	52,000.00		22,337.00	0.00	29,663.00	42.96				
206-336-713.301	HOLIDAY PAY	38,400.00		38,400.00	0.00	0.00	100.00				
206-336-720.001	UNIFORM ALLOWANCE EMS	13,500.00		9,494.50	0.00	4,005.50	70.33				
206-336-721.000	EMPLOYER'S FICA - FIRE	74,840.00		35,189.96	3,474.05	39,650.04	47.02				
206-336-722.000	EMPLOYER'S MEDICARE - FIRE	17,500.00		8,229.89	812.45	9,270.11	47.03				
206-336-723.000	HEALTH INSURANCE	163,500.00		52,895.11	1,707.07	110,604.89	32.35				
206-336-724.000	RETIREMENT - CHIEF	7,300.00		2,972.58	0.00	4,327.42	40.72				
206-336-724.001	RETIREMENT-MERS	55,605.00		33,698.75	2,834.46	21,906.25	60.60				
206-336-727.000	OFFICE SUPPLIES	5,000.00		1,268.28	75.94	3,731.72	25.37				
206-336-742.000	STATION SUPPLIES	4,000.00		1,840.81	20.00	2,159.19	46.02				
206-336-743.000	VEHICLE SUPPLIES	1,350.00		806.11	0.00	543.89	59.71				
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		28.40	0.00	471.60	5.68				
206-336-797.000	FIRE & LIFE SAFETY DIVISION	7,500.00		1,038.51	0.00	6,461.49	13.85				
206-336-797.001	EMS EXPENSES	13,000.00		6,987.04	0.00	6,012.96	53.75				
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	10,000.00		2,743.32	0.00	7,256.68	27.43				
206-336-799.000	PERSONAL PROTECTIVE EQUIP	15,000.00		6,881.19	0.00	8,118.81	45.87				
206-336-801.000	CONTRACTUAL SERVICES	25,000.00		13,197.08	0.00	11,802.92	52.79				
206-336-803.000	AUDIT/ACCOUNTING	10,000.00		10,225.00	0.00	(225.00)	102.25				
206-336-825.000	DISPATCHING/RADIO/FRMS	40,000.00		15,691.55	0.00	24,308.45	39.23				

User: CLERK

DB: ARMADA TWP

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	09/30/2023	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	% BDGT
								NORMAL (ABNORMAL)	USED
Fund 206 - FIRE FUND									
Expenditures									
206-336-830.000	EDUCATION/TRAINING	28,000.00		4,219.74		0.00		23,780.26	15.07
206-336-860.000	FUEL FIRE	20,000.00		6,909.88		0.00		13,090.12	34.55
206-336-920.000	UTILITIES	15,225.00		5,292.71		0.00		9,932.29	34.76
206-336-920.002	PHONES/INTERNET/MODEMS	8,000.00		3,790.03		0.00		4,209.97	47.38
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	10,950.00		3,871.95		0.00		7,078.05	35.36
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	23,150.00		19,751.95		0.00		3,398.05	85.32
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS FIRE	18,000.00		4,188.93		0.00		13,811.07	23.27
206-336-931.000	VEHICLE MAINT/INSPECTIONS EMS	23,000.00		21,077.74		0.00		1,922.26	91.64
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		4.18		0.00		495.82	0.84
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		4,728.00		0.00		42,880.58	9.93
206-336-970.002	ASSET SALE EXPENSES	0.00		20.00		0.00		(20.00)	100.00
206-336-971.013	BUILDING REMODELING/UPDATES FIRE	10,000.00		0.00		0.00		10,000.00	0.00
206-336-991.001	AMBULANCE BANK LOAN	34,894.39		0.00		0.00		34,894.39	0.00
206-336-991.002	ENGINE - BANK LOANS	47,108.00		47,107.48		0.00		0.52	100.00
206-336-993.006	RR INTEREST BREAKOUT	20,882.03		5,372.88		0.00		15,509.15	25.73
Total Dept 336 - FIRE OPERATING		2,056,451.00		913,397.99		64,507.06		1,143,053.01	44.42
TOTAL EXPENDITURES									
		2,056,451.00		913,397.99		64,507.06		1,143,053.01	44.42
Fund 206 - FIRE FUND:									
TOTAL REVENUES									
		2,056,451.00		228,531.57		0.00		1,827,919.43	11.11
TOTAL EXPENDITURES		2,056,451.00		913,397.99		64,507.06		1,143,053.01	44.42
NET OF REVENUES & EXPENDITURES		0.00		(684,866.42)		(64,507.06)		684,866.42	100.00

REVENUE AND EXPENDITURE REPORT FOR ARMADA TOWNSHIP  
PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	09/30/2023	(ABNORMAL)	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Revenues									
Dept 000									
101-000-402.001	TAX REVENUE	274,083.00		78,322.31		0.00		195,760.69	28.58
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		22,358.50		0.00		23,641.50	48.61
101-000-492.000	ELECTRICAL PERMITS	16,000.00		6,391.00		0.00		9,609.00	39.94
101-000-493.000	MECHANICAL PERMITS	20,000.00		4,665.00		0.00		15,335.00	23.33
101-000-494.000	PLUMBING PERMITS	9,000.00		2,733.00		0.00		6,267.00	30.37
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		21,812.00		0.00		(21,811.00)	2,181.20
101-000-573.000	LOCAL COMMUNITY SHARE	8,000.00		2,564.61		0.00		5,435.39	32.06
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		125,130.00		0.00		270,870.00	31.60
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		(1,000.00)		0.00		11,540.00	(9.49)
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		725.00		0.00		2,775.00	20.71
101-000-607.004	SPECIAL MTGS / REVIEWS-PLANNING	15,000.00		1,351.39		0.00		13,648.61	9.01
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		340.86		0.00		(339.86)	34,086.0
101-000-627.000	REINSPECTIONS	2,000.00		850.00		0.00		1,150.00	42.50
101-000-651.001	SENIOR EVENT TICKETS	10,000.00		500.00		0.00		9,500.00	5.00
101-000-657.004	ORDINANCE FINES & COSTS	2,500.00		196.50		0.00		2,303.50	7.86
101-000-664.000	INTEREST & DIVIDEND REVENUE	7,000.00		15,279.18		0.00		(8,279.18)	218.27
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		8,121.93		0.00		(3,121.93)	162.44
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		718.46		0.00		(717.46)	71,846.0
Total Dept 000		858,697.25		292,493.44		0.00		566,203.81	34.06
TOTAL REVENUES		858,697.25		292,493.44		0.00		566,203.81	34.06
Expenditures									
Dept 101 - GOVERNING BODY									
101-101-704.000	WAGES - TRUSTEES	8,523.70		3,551.50		710.30		4,972.20	41.67
101-101-721.000	EMPLOYER'S FICA	500.00		220.18		44.03		279.82	44.04
101-101-722.000	EMPLOYER'S MEDICARE	120.00		51.50		10.30		68.50	42.92
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		3,823.18		764.63		6,820.52	35.92
Dept 171 - SUPERVISOR									
101-171-704.000	WAGES - SUPERVISOR	29,316.09		13,530.48		1,127.54		15,785.61	46.15
101-171-721.000	EMPLOYER'S FICA	2,388.00		959.07		79.92		1,428.93	40.16
101-171-722.000	EMPLOYER'S MEDICARE	559.00		224.30		18.69		334.70	40.13
101-171-723.000	HEALTH INSURANCE	4,200.00		1,938.36		161.53		2,261.64	46.15
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		16,652.21		1,387.68		21,060.88	44.15

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	NORMAL	09/30/2023	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	BALANCE	% BDGT USED
Fund 101 - GENERAL FUND									
Expenditures									
Dept 215 - CLERK									
101-215-704.000	WAGES - CLERK	34,647.85		15,991.32		1,332.61		18,656.53	46.15
101-215-705.000	DEPUTY WAGES - CLERK	20,000.00		7,623.32		824.74		12,376.68	38.12
101-215-721.000	EMPLOYER'S FICA	3,835.00		1,584.28		143.77		2,250.72	41.31
101-215-722.000	EMPLOYER'S MEDICARE	897.00		370.52		33.62		526.48	41.31
101-215-723.000	HEALTH INSURANCE	4,200.00		1,938.36		161.53		2,261.64	46.15
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		100.00		100.00		500.00	16.67
101-215-860.000	MEMBERSHIPS/MILEAGE	600.00		268.34		0.00		331.66	44.72
Total Dept 215 - CLERK		88,365.85		27,876.14		2,596.27		60,489.71	31.55
Dept 247 - BOARD OF REVIEW									
101-247-704.000	WAGES - BOARD OF REVIEW	1,100.00		162.03		0.00		937.97	14.73
101-247-721.000	EMPLOYER'S FICA	68.20		10.04		0.00		58.16	14.72
101-247-722.000	EMPLOYER'S MEDICARE	15.95		2.35		0.00		13.60	14.73
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		174.42		0.00		2,359.73	6.88
Dept 253 - TREASURER									
101-253-704.000	WAGES - TREASURER	32,191.52		14,857.68		1,238.14		17,333.84	46.15
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		1,041.36		86.78		2,145.64	32.68
101-253-722.000	EMPLOYER'S MEDICARE	717.00		243.54		20.30		473.46	33.97
101-253-723.000	HEALTH INSURANCE	4,200.00		1,938.36		161.53		2,261.64	46.15
101-253-780.000	POSTAGE - TREASURER	5,000.00		1,521.63		0.00		3,478.37	30.43
101-253-811.000	COMPUTER SUPPORT/MAINT TREAS	1,258.00		1,258.00		0.00		0.00	100.00
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		20,860.57		1,506.75		38,992.95	34.85
Dept 257 - ASSESSING									
101-257-704.000	WAGES - ASSESSING	43,200.00		18,500.00		0.00		24,700.00	42.82
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		22.89		0.00		2,377.11	0.95
101-257-801.000	LAND DIVISION	1,500.00		325.00		0.00		1,175.00	21.67
101-257-811.000	COMPUTER SUPPORT/MAINT ASSESSING	22,000.00		1,429.00		0.00		20,571.00	6.50
101-257-811.001	APEX SOFTWARE/SUPPORT FEE	300.00		260.00		0.00		40.00	86.67
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		20,536.89		0.00		49,963.11	29.13
Dept 261 - GENERAL GOVERNMENTAL									
101-261-710.000	LIABILITY/WORK COMP INSURANCE	12,000.00		6,859.50		0.00		5,140.50	57.16
101-261-719.000	LIFE INSURANCE - GOVERNMENTAL	1,650.00		1,051.82		0.00		598.18	63.75
101-261-727.000	OFFICE SUPPLIES	5,000.00		2,481.54		25.44		2,518.46	49.63
101-261-780.000	POSTAGE	2,500.00		188.19		0.00		2,311.81	7.53

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	09/30/2023	09/30/2023	MONTH 09/30/2023	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND										
Expenditures										
101-261-802.001	MASTER PLAN UPDATE	6,250.00		3,125.00		0.00		3,125.00	50.00	
101-261-803.000	AUDIT	9,200.00		9,200.00		0.00		0.00	100.00	
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	17,600.00		8,784.50		0.00		8,815.50	49.91	
101-261-860.000	MTA MEMBERSHIP/MILEAGE	7,700.00		7,537.54		0.00		162.46	97.89	
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOVT	3,000.00		420.28		0.00		2,579.72	14.01	
101-261-920.000	UTILITIES	6,500.00		2,166.81		0.00		4,333.19	33.34	
101-261-920.001	INTERNET/PHONE/WEBSITE	6,000.00		2,455.71		19.00		3,544.29	40.93	
101-261-940.000	COPIER - SUPPLIES/MAINT	1,200.00		1,905.60		0.00		(705.60)	158.80	
101-261-960.000	MISCELLANEOUS EXPENSE	500.00		7,676.78		0.00		(7,176.78)	1,535.36	
101-261-961.000	FLAGS, BANNERS, SIGNS	600.00		458.32		0.00		141.68	76.39	
101-261-964.000	REFUNDS	200.00		0.00		0.00		200.00	0.00	
101-261-965.000	SERVICE CHARGES	100.00		0.00		0.00		100.00	0.00	
Total Dept 261 - GENERAL GOVERNMENTAL		80,000.00		54,311.59		44.44		25,688.41	67.89	
Dept 262 - ELECTIONS										
101-262-704.000	WAGES - ELECTIONS	12,000.00		1,961.00		0.00		10,039.00	16.34	
101-262-727.000	OFFICE SUPPLIES - ELECTIONS	1,800.00		160.94		0.00		1,639.06	8.94	
101-262-731.000	VOTING MATERIALS/EQUIP	4,650.00		1,633.60		0.00		3,016.40	35.13	
101-262-780.000	POSTAGE - ELECTIONS	4,200.00		410.16		0.00		3,789.84	9.77	
101-262-830.000	EDUCATION/TRAINING	1,000.00		78.00		0.00		922.00	7.80	
101-262-860.000	MEMBERSHIPS/MILEAGE	700.00		242.42		0.00		457.58	34.63	
101-262-901.000	LEGAL NOTICES/PUBLICATIONS -ELECTIONS	1,600.00		598.10		0.00		1,001.90	37.38	
101-262-957.000	MEALS	750.00		153.61		0.00		596.39	20.48	
Total Dept 262 - ELECTIONS		26,700.00		5,237.83		0.00		21,462.17	19.62	
Dept 265 - BUILDING & GROUNDS										
101-265-704.000	WAGES - BLDG/GROUNDS	5,000.00		1,126.20		780.00		3,873.80	22.52	
101-265-721.000	EMPLOYER'S FICA	124.00		69.83		48.36		54.17	56.31	
101-265-722.000	EMPLOYER'S MEDICARE	30.00		16.34		11.31		13.66	54.47	
101-265-801.000	CONTRACTUAL SERVICES	1.00		0.00		0.00		1.00	0.00	
101-265-821.000	SNOW & GRASS SERVICES	5,500.00		2,290.00		0.00		3,210.00	41.64	
101-265-930.000	HALL REPAIR ITEMS & CLEANING	5,000.00		879.78		351.78		4,120.22	17.60	
101-265-955.000	PROPERTY EXPENSES/TAXES	1.00		0.00		0.00		1.00	0.00	
Total Dept 265 - BUILDING & GROUNDS		15,656.00		4,382.15		1,191.45		11,273.85	27.99	
Dept 266 - ATTORNEY										
101-266-815.000	MISC MATTERS - ATTORNEY	22,500.00		3,420.00		0.00		19,080.00	15.20	
Total Dept 266 - ATTORNEY		22,500.00		3,420.00		0.00		19,080.00	15.20	
Dept 301 - ORDINANCE ENFORCEMENT										
101-301-704.000	WAGES - CODE OFFICIAL	15,000.00		0.00		0.00		15,000.00	0.00	
101-301-711.000	LIQUOR INSPECTIONS	1,300.00		537.10		107.42		762.90	41.32	
101-301-721.000	EMPLOYER'S FICA	1,011.00		33.30		6.66		977.70	3.29	
101-301-722.000	EMPLOYER'S MEDICARE	237.00		7.79		1.56		229.21	3.29	
101-301-860.000	MEMBERSHIPS/MILEAGE	750.00		0.00		0.00		750.00	0.00	
101-301-920.000	TELEPHONE - CODE OFFICIAL	1,000.00		0.00		0.00		1,000.00	0.00	





User: CLERK

DB: ARMADA TWP

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-567-930.000	MAINTENANCE - CEMETERY	3,500.00	1,440.00	0.00	2,060.00	41.14
Total Dept 567 - TOWNSHIP CEMETERY		3,500.00	1,440.00	0.00	2,060.00	41.14
Dept 694 - CBDG						
101-694-836.000	SENIOR SMART MUNICIPAL CREDITS	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	3,475.00	0.00	5,525.00	38.61
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	3,475.00	0.00	11,295.00	23.53
Dept 701 - PLANNING COMMISSION						
101-701-704.000	WAGES - PLANNING	6,228.00	1,604.03	77.77	4,623.97	25.76
101-701-714.000	SECRETARY PER DEIM	900.00	300.00	75.00	600.00	33.33
101-701-721.000	EMPLOYER'S FICA	442.00	118.04	9.47	323.96	26.71
101-701-722.000	EMPLOYER'S MEDICARE	104.00	27.64	2.22	76.36	26.58
101-701-780.000	POSTAGE - PLANNING	600.00	51.06	0.00	548.94	8.51
101-701-801.005	LAND DIVISION SPLITS	1,000.00	180.00	0.00	820.00	18.00
101-701-806.100	PLANNER SITE PLAN REVIEWS/ATTY/ENG/FIRE	10,000.00	340.00	0.00	9,660.00	3.40
101-701-814.000	COMMUNITY PLANNER	9,600.00	2,200.00	0.00	7,400.00	22.92
101-701-822.000	P.D.R. COMMITTEE	750.00	750.00	0.00	0.00	100.00
101-701-830.000	EDUCATION/TRAINING	1,000.00	181.00	0.00	819.00	18.10
101-701-901.000	PRINTING/PUBLISHING - PLANNING	22,000.00	274.45	0.00	21,725.55	1.25
Total Dept 701 - PLANNING COMMISSION		52,624.00	6,026.22	164.46	46,597.78	11.45
Dept 702 - ZONING BOARD OF APPEALS						
101-702-704.000	WAGES - Z.B.A.	1,060.00	572.50	286.25	487.50	54.01
101-702-709.000	SECRETARY WAGES	300.00	150.00	0.00	150.00	50.00
101-702-721.000	EMPLOYER'S FICA	85.00	44.81	17.76	40.19	52.72
101-702-722.000	EMPLOYER'S MEDICARE	20.00	10.48	4.16	9.52	52.40
101-702-780.000	POSTAGE - ZBA	100.00	89.88	0.00	10.12	89.88
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	867.67	308.17	897.33	49.16
Dept 751 - TOWNSHIP PARK						
101-751-704.000	WAGES - PARK	7,200.00	3,000.00	600.00	4,200.00	41.67
101-751-721.000	EMPLOYER'S FICA	447.00	186.00	37.20	261.00	41.61
101-751-722.000	EMPLOYER'S MEDICARE	105.00	43.50	8.70	61.50	41.43
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	168.99	0.00	31.01	84.50
101-751-920.000	UTILITIES - PARK	500.00	430.22	0.00	69.78	86.04
101-751-930.000	MAINTENANCE - PARK	12,000.00	7,039.96	0.00	4,960.04	58.67
101-751-971.000	PARK IMPROVEMENTS - NORTH AVE.	298,312.00	920.00	0.00	297,392.00	0.31

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE		ACTIVITY FOR		AVAILABLE
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMAL)	09/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 751 - TOWNSHIP PARK		325,764.00	11,788.67	645.90	313,975.33	3.62	
Dept 794 - SENIOR CENTER							
101-794-704.000	WAGES - SENIOR CENTER	18,000.00	6,917.40	1,441.80	11,082.60	38.43	
101-794-721.000	EMPLOYER'S FICA	1,116.00	428.88	89.39	687.12	38.43	
101-794-722.000	EMPLOYER'S MEDICARE	261.00	100.31	20.91	160.69	38.43	
101-794-727.000	OFFICE SUPPLIES	1,500.00	122.58	0.00	1,377.42	8.17	
101-794-780.000	POSTAGE - SENIORS	1,150.00	80.00	0.00	1,070.00	6.96	
101-794-920.000	UTILITIES - SENIORS	3,400.00	1,121.93	0.00	2,278.07	33.00	
101-794-920.001	INTERNET/PHONE/CABLE/ETC.	2,700.00	1,174.80	0.00	1,525.20	43.51	
101-794-930.000	MAINTENANCE - SENIORS	27,500.00	25,048.28	351.78	2,451.72	91.08	
101-794-955.000	BINGO/CRAFTS/PICNICS	5,000.00	515.59	0.00	4,484.41	10.31	
101-794-958.000	EVENT TICKETS	10,000.00	400.00	0.00	9,600.00	4.00	
Total Dept 794 - SENIOR CENTER		70,627.00	35,909.77	1,903.88	34,717.23	50.84	
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	5,490.66	0.00	509.34	91.51	
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	5,490.66	0.00	493,121.60	1.10	
TOTAL EXPENDITURES		1,701,334.57	342,773.09	16,480.66	1,358,561.48	20.15	
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		858,697.25	292,493.44	0.00	566,203.81	34.06	
TOTAL EXPENDITURES		1,701,334.57	342,773.09	16,480.66	1,358,561.48	20.15	
NET OF REVENUES & EXPENDITURES		(842,637.32)	(50,279.65)	(16,480.66)	(792,357.67)	5.97	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 215 CLERK					
101-215-830.000	EDUCATION/TRAINING	CITI CARDS	DEPUTY & CLERK: 2023 CLERKING EDUCATI	100.00	27997
		Total For Dept 215 CLERK		100.00	
Dept 261 GENERAL GOVERNMENTAL					
101-261-727.000	OFFICE SUPPLIES	CHRISTINE MARTIN	MICROPHONE WIND SCREENS	11.63	27988
101-261-727.000	OFFICE SUPPLIES	VINCKIER FOODS ARMADA	WEED KILLER - HALL	10.99	27995
101-261-727.000	OFFICE SUPPLIES	VINCKIER FOODS ARMADA	DRAIN0	5.99	27995
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	DIVIDERS	6.68	27998
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	COPY PAPER/BINDERS	153.78	27998
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	SCANNER - TREASURER DEPT	259.65	27998
101-261-727.000	OFFICE SUPPLIES	CITI CARDS	COPIES: 2BA BOO BOO'S	25.44	27997
101-261-727.000	UTILITIES	SEMCO ENERGY-TWP. HALL	061323-071423	22.18	909
101-261-920.000	UTILITIES - HALL	DTE ENERGY - TWP HALL 91	070423-080223	164.73	917
101-261-920.000	INTERNET/PHONE/WEBSITE	COMCAST - HALL	081523-091423	463.46	918
101-261-920.001	INTERNET/PHONE/WEBSITE	CITI CARDS	GOTOMEETING 0823-0923	19.00	27997
101-261-920.001	COPIER - SUPPLIES/MAINT	APPLIED INNOVATION	MAINTENANCE/SUPPLIES/ B&W COPIES - WE	1,617.66	27993
		Total For Dept 261 GENERAL GOVERNMENTAL		2,761.19	
Dept 265 BUILDING & GROUNDS					
101-265-821.000	SNOW & GRASS SERVICES	DALIA'S, INC.	MULCH AND WEEDING POCKET PARK	1,475.00	27989
101-265-930.000	HALL REPAIR ITEMS & CLEANING	GOOD & CLEAN JANITORIAL	JULY HALL CLEANING	132.00	27991
101-265-930.000	HALL REPAIR ITEMS & CLEANING	STRYKER SALES CORPORATIO	CABINET FOR DEFIBRILLATOR	351.78	27999
		Total For Dept 265 BUILDING & GROUNDS		1,958.78	
Dept 441 PUBLIC WORKS					
101-441-801.000	SIRENS/MAINTENANCE	DTE - 920015567687 -7511	062723-072623	38.65	913
101-441-801.000	SIRENS/MAINTENANCE	DTE - 920015567661 -7167	062723-072623	38.65	914
101-441-801.000	SIRENS/MAINTENANCE	DTE SIREN 80967 NORTH AV	070423-080223	38.65	916
101-441-922.000	STREET LIGHTING - GOVT	DTE - STREET LIGHTS 9100	070123-073123	301.92	920
		Total For Dept 441 PUBLIC WORKS		417.87	
Dept 528 TRANSFER SITE					
101-528-809.000	TRANSFER SITE MONTHLY EXP	GFL ENVIRONMENTAL USA IN	AUGUST SERVICES	5,755.38	27990
		Total For Dept 528 TRANSFER SITE		5,755.38	
Dept 701 PLANNING COMMISSION					
101-701-814.000	COMMUNITY PLANNER	MCKENNA ASSOCIATES INC.	JULY PLANNING	550.00	27994
		Total For Dept 701 PLANNING COMMISSION		550.00	
Dept 751 TOWNSHIP PARK					
101-751-920.000	UTILITIES - PARK	DTE- PAVILION 9100 047	062423-072523	70.29	912
101-751-930.000	MAINTENANCE - PARK	GOOD & CLEAN JANITORIAL	PARK JULY CLEANING	100.00	27991
101-751-930.000	MAINTENANCE - PARK	PRIORITY WASTE, LLC	JULY SERVICES	90.93	27992
		Total For Dept 751 TOWNSHIP PARK		261.22	
Dept 794 SENIOR CENTER					
101-794-920.000	UTILITIES - SENIORS	SEMCO ENERGY - SENIOR CE	061323-071423	24.28	910
101-794-920.000	UTILITIES - SENIORS	DTE ENERGY - SENIOR 9100	062423-072523	116.29	915
101-794-920.000	UTILITIES - OUTDOOR LIGHTS	DTE - SENIOR OUT 9100	070823-080723	24.75	919
101-794-920.001	INTERNET/PHONE/CABLE/ETC.	COMCAST - SENIOR CENTER	072223-082123	234.93	911
101-794-930.000	MAINTENANCE - SENIORS	GOOD & CLEAN JANITORIAL	JULY CLEANING	77.00	27991
101-794-930.000	MAINTENANCE - SENIORS	VINCKIER FOODS ARMADA	FAN FOR BATHROOM/TOGGLE BOLT FOR FIRE	24.58	27995
101-794-930.000	MAINTENANCE - SENIORS	VINCKIER FOODS ARMADA	HINGES	13.18	27995

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 794 SENIOR CENTER					
101-794-930.000	MAINTENANCE - SENIORS	VINCKIER FOODS ARMADA	SANDPAPER/PAINT/MSKG TAPE	61.11	27996
101-794-930.000	MAINTENANCE - SENIORS	STRYKER SALES CORPORATIO	CABINET FOR DEFIBRILLATOR	351.78	27999
101-794-955.000	BINGO/CRAFTS/EVENT TICKETS	VINCKIER FOODS ARMADA	WATER	9.58	27995
101-794-955.000	BINGO/CRAFTS/PICNICS	VINCKIER FOODS ARMADA	BINGO/PICNIC	35.13	27995
101-794-955.000	BINGO/CRAFTS/PICNICS	VINCKIER FOODS ARMADA	WATER	7.18	27995
Total For Dept 794 SENIOR CENTER				979.79	
Total For Fund 101 GENERAL FUND				12,784.23	
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
206-336-710.000	LIAB/WORK COMP	DECKER AGENCY	23-420 3RD QTRLY PMT	3,767.50	18040
206-336-710.000	LIAB/WORK COMP	MML WORKERS' COMPENSATIO	23-421 INSTALLMENT #2	7,525.00	18050
206-336-723.000	HEALTH INSURANCE	ALLIANCE HEALTH & LIFE	23-449 SEPTEMBER MEDICAL	6,281.89	719
206-336-723.000	HEALTH INSURANCE	HUMANA	23-444 SEPTEMBER COVERAGE	686.75	720
206-336-727.000	OFFICE SUPPLIES	VINCKIER FOODS ARMADA	23-316 PACKING TAPE	7.99	18033
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	23-422 050123-073123	125.88	18036
206-336-727.000	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS,	23-437 DRY ERASE MARKERS	35.67	18051
206-336-727.000	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS,	23-438 FOLDERS/BINDERS/NOTE PADS	38.28	18051
206-336-727.000	OFFICE SUPPLIES	CARD SERVICE CENTER	23-369 AMAZON: SHARPIE MARKERS	24.99	18048
206-336-727.000	OFFICE SUPPLIES	CARD SERVICE CENTER	23-370 AMAZON: PENS/POST IT NOTES/H	64.94	18048
206-336-727.000	OFFICE SUPPLIES	RICOH USA, INC.	23-455 090723-100623	75.94	18053
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-358 GARDEN HOSE	14.99	18033
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-359 GARMENT HOOK	9.46	18033
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-412 GRILL BRUSH	7.99	18033
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-357 DISHWASHER DET	12.19	18033
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-360 SPRAY PAINT	29.56	18039
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	23-368 AMAZON: AA BATTERIES	83.74	18048
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	23-366 AMAZON: MOP	71.98	18048
206-336-742.000	STATION SUPPLIES	CARD SERVICE CENTER	23-381 AMAZON: DISHWASHER DET/LYSOL	78.39	18048
206-336-742.000	STATION SUPPLIES	RAZORS EDGE SHARPENING S	23-396 KNIFE SHARPENING	20.00	18052
206-336-743.000	VEHICLE SUPPLIES	VINCKIER FOODS ARMADA	23-305 ENGINE 1 WIPER BLADES	19.98	18033
206-336-743.000	VEHICLE SUPPLIES	CARD SERVICE CENTER	23-380 AMAZON: ALPHA 2 LUBRICANT	22.50	18048
206-336-743.000	VEHICLE SUPPLIES	CARD SERVICE CENTER	23-371 AMAZON: DIESEL EXHAUSE FLUID	188.68	18048
206-336-780.000	POSTAGE/SHIPPING CHARGES	CARD SERVICE CENTER	23-373 POSTAGE	5.20	18048
206-336-797.001	EMS EXPENSES	BOUND TREE MEDICAL, LLC	23-413	704.43	18028
206-336-797.001	EMS EXPENSES	BOUND TREE MEDICAL, LLC	23-397	772.04	18028
206-336-797.001	EMS EXPENSES	LINDE GAS & EQUIPMENT IN	23-433 OXYGEN	70.20	18041
206-336-797.001	EMS EXPENSES	LINDE GAS & EQUIPMENT IN	23-434 OXYGEN	108.94	18041
206-336-797.001	EMS EXPENSES	LINDE GAS & EQUIPMENT IN	23-435 OXYGEN	61.83	18041
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	LUMBERJACK SHACK, INC.	23-403 CHAIN BAR OIL	83.98	18031
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	WITMER PUBLIC SAFETY GRO	23-440 WRENCH	55.29	18054
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	WITMER PUBLIC SAFETY GRO	23-439 GEAR KEEPER	418.93	18054
206-336-799.000	FIREFIGHTING EQUIP/SUPPLIES	CARD SERVICE CENTER	23-452 AMAZON: BULLHORN - (FAIR) RES	51.44	18048
206-336-799.000	PERSONAL PROTECTIVE EQUIPMENT	PHOENIX SAFETY OUTFITTER	23-409 PPE REPAIRS	411.50	18032
206-336-830.000	EDUCATION/TRAINING	CARD SERVICE CENTER	23-451 MNYV: FIRE INSPECTORS CONFEREN	436.12	18048
206-336-830.000	EDUCATION/TRAINING	CARD SERVICE CENTER	23-450 KANEHL: FIRE INSPECTORS CONFE	308.00	18048
206-336-860.000	FUEL	WEX BANK	23-428	385.08	18038
206-336-860.000	FUEL	FOSTER BLUE WATER OIL CO	23-424	1,083.23	18049
206-336-920.000	UTILITIES	SEMCO ENERGY - FIRE 003	23-375 061323-071423	45.95	712
206-336-920.000	UTILITIES	SEMCO ENERGY - FIRE 003	23-374 061323-071423	87.10	713
206-336-920.000	UTILITIES	DTE - FIRE 9100 017 03	23-401 062423-072523	569.56	716
206-336-920.000	UTILITIES	DTE - FIRE 910001701762	23-402 062323-072423	234.85	717

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Fund 206 FIRE FUND						
Dept 336 FIRE OPERATING						
206-336-920.002	INTERNET/PHONE	VERIZON	23-411	062323-072223	329.82	715
206-336-920.002	INTERNET/PHONE	SPRINT	23-425	062923-072823	43.00	18037
206-336-920.002	INTERNET/PHONE	COMCAST - FIRE	23-425	081523-091423	43.15	718
206-336-930.001	FIRE EQUIP/ REPAIRS/INSPECTIONS	WEST SHORE SERVICES INC.	23-414	LABOR AIR TESTING	716.31	18034
206-336-930.001	FIRE EQUIP/ REPAIRS/INSPECTIONS	PRESSURE VESSEL TESTING	23-431	HYDRO TEST	180.00	18042
206-336-930.001	EQUIP/ REPAIR/INSPECTIONS FIRE	CARD SERVICE CENTER	23-367	AMAZON: SCBA PACKS - C CELL B	302.58	18048
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	ALL AMERICAN SEPTIC SERV	23-379	INSTALL 24" LID X 12" DEEP RI	578.00	18026
206-336-930.002	EQUIP/ REPAIR/INSPECTIONS EMS	VINCKIER FOODS ARMADA	23-363	DOOR HANDLE FOR BATHROOM	32.99	18039
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	FIRE STATION FURNITURE.C	23-410	SHIPMENT FOR RECLINER	99.00	18029
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	PRIORITY WASTE, LLC	23-423	JULY SERVICES	90.93	18035
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	VINCKIER FOODS ARMADA	23-428	ELECTRICAL	48.44	18039
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	AM DOORS	23-447	PARMETER DOOR SEALS 3 DOORS	950.00	18043
206-336-931.000	VEHICLE MAINT/INSPECTIONS	AM DOORS	23-448	SERVICE CALL - BROKEN DOOR	218.75	18043
206-336-931.000	VEHICLE MAINT/INSPECTIONS	APOLLO FIRE APPARATUS SA	23-398	ENGINE 2	53.50	18027
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-408	ALPHA 1 OIL CHANGE/TURN SIGN	391.40	18030
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-407	F-250 OIL CHANGE	40.00	18030
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-406	ALPHA 1 BRAKE POWER BOOSTER	912.57	18030
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-405	CHIEF 1 REAR TIRE LEAK	20.00	18030
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-404	ALPHA 1 BATTERY	769.78	18030
Total For Dept 336 FIRE OPERATING					31,208.18	
Fund 701 TRUST & AGENCY FUND						
Dept 000						
Total For Fund 206 FIRE FUND						
Total For Fund 701 TRUST & AGENCY FUND						
Fund 701 TRUST & AGENCY FUND						
Dept 000						
701-000-265.000	BFG22024 - PB220030	ARMADA TOWNSHIP	BD Bond Refund		75.00	3319
701-000-265.000	BFG22024 - PB220030	C & L Ward Homes, Inc.	BD Bond Refund		925.00	3320
701-000-265.000	BFG22027 - PB230026	JOZWIAK, JOSEPH & RENEE	BD Bond Refund		250.00	3321
701-000-265.000	BFG22022 - PB220027	ACHATZ, DAVID & WENDY	BD Bond Refund		250.00	3322
701-000-265.000	BFG22001 - PB220001	ARMADA TOWNSHIP	BD Bond Refund		250.00	3323
701-000-265.000	BFG22033 - PB220040	ARMADA TOWNSHIP	BD Bond Refund		170.00	3324
701-000-265.000	BFG22022 - PB230021	Brad Langtry	BD Bond Refund		250.00	3325
701-000-265.000	BFG22025 - PB230024	Foundation Systems of Mi	BD Bond Refund		250.00	3326
701-000-265.000	BFG21038 - PB210043	Louie Naumovski	BD Bond Refund		1,000.00	3327
701-000-265.000	BFG22033 - PB220040	Robert Tanis	BD Bond Refund		1,330.00	3328
701-000-265.000	BFG22030 - PB220036	Skill Craft Construction	BD Bond Refund		1,000.00	3329
701-000-265.000	BFG22030 - PB230029	Sunrise Creek Constructi	BD Bond Refund		250.00	3330
701-000-265.000	BFG22028 - PB230028	THE POOL GUYS	BD Bond Refund		100.00	3331
701-000-265.000	BFG22020 - PB230019	MALBURG, DALE & CYNTHIA	BD Bond Refund		250.00	3332
Total For Dept 000					6,350.00	
Total For Fund 701 TRUST & AGENCY FUND					6,350.00	

GL Number	Invoice Line Desc	Vendor	PAID	Invoice Description	Amount	Check #
Fund Totals:						
				Fund 101 GENERAL FUND	12,784.23	
				Fund 206 FIRE FUND	31,208.18	
				Fund 701 TRUST & AGENC	6,350.00	
				Total For All Funds:	50,342.41	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 253 TREASURER					
101-253-860.000	MEMBERSHIPS/MILEAGE	MARY SWIACKI	CLERK MEETING - ELECTIONS	10.48	
		Total For Dept 253 TREASURER		10.48	
Dept 257 ASSESSING					
101-257-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, INC.	CONTRACT ASSESSING AUG 15-SEPT 14	3,600.00	
101-257-704.000	WAGES - ASSESSING	SANILAC APPRAISERS, INC.	BASIC MONTHLY SEPT	100.00	
		Total For Dept 257 ASSESSING		3,700.00	
Dept 261 GENERAL GOVERNMENTAL					
101-261-710.000	LIABILITY/WORK COMP INSURANCE	MICHIGAN MUNICIPAL LEAGU	DUES; 070123-063024	100.00	
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	INDEX DIVIDERS	33.40	
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	TONER/NAPKINS/PRINTER	309.85	
101-261-727.000	OFFICE SUPPLIES - GOVT	ODP BUSINESS SOLUTIONS,	USB	13.99	
101-261-727.000	OFFICE SUPPLIES - GOVT	STAPLES ADVANTAGE	TONER AND NEW PRINTER FOR BUILDING	405.41	
101-261-727.000	OFFICE SUPPLIES	VINCKIER FOODS ARMADA	COFFEE MATE	7.99	
101-261-811.000	IT SUPPORT-SERVICE CONTRACT	SOLVIT, INC.	MONTHLY SERVICES	1,737.78	
101-261-860.000	MTA MEMBERSHIP/MILEAGE	MARY SWIACKI	MILEAGE - ROMEO PRINTING - BLDG PLANS	10.48	
101-261-860.000	MTA MEMBERSHIP/MILEAGE	JOHN PEITZ	MILEAGE 080123-083023	125.11	
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	WFCA: DAILY DISPATCH	EMPLOYMENT AD - FIRE CHIEF	405.00	
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	MTA	FIRE CHIEF POSTING	15.00	
101-261-901.000	LEGAL NOTICES/PUBLICATIONS- GOV	THE RECORD	8.9.23 MTG SYNOPSIS	59.00	
		Total For Dept 261 GENERAL GOVERNMENTAL		3,223.01	
Dept 262 ELECTIONS					
101-262-860.000	MEMBERSHIPS/MILEAGE	MARY SWIACKI	ELECTIONS: MT. PLEASANT - EDUCATION D	182.09	
		Total For Dept 262 ELECTIONS		182.09	
Dept 265 BUILDING & GROUNDS					
101-265-821.000	SNOW & GRASS SERVICES	DALIA'S, INC.	081023 - POCKET PARK	20.00	
101-265-930.000	HALL REPAIR ITEMS & CLEANING	GOOD & CLEAN JANITORIAL	AUGUST CLEANING	132.00	
		Total For Dept 265 BUILDING & GROUNDS		152.00	
Dept 266 ATTORNEY					
101-266-815.000	MISC MATTERS - ATTORNEY	SEIBERT AND DLOSKI, PLLC	073123-083023	900.00	
101-266-815.000	MISC MATTERS - ATTORNEY	SEIBERT AND DLOSKI, PLLC	TRAFFIC/ORDINANCE ENFORCEMENT	90.00	
		Total For Dept 266 ATTORNEY		990.00	
Dept 371 INSPECTIONS					
101-371-860.000	MEMBERSHIPS/MILEAGE	MEL MCNUTT	073123-081423	64.85	
101-371-860.000	MEMBERSHIPS/MILEAGE	MEL MCNUTT	081723-083023	57.64	
		Total For Dept 371 INSPECTIONS		122.49	
Dept 441 PUBLIC WORKS					
101-441-922.000	STREET LIGHTING - GOVT	MACOMB COUNTY DEPT. OF R	JULY MAINTENANCE	15.29	
		Total For Dept 441 PUBLIC WORKS		15.29	
Dept 528 TRANSFER SITE					
101-528-809.000	TRANSFER SITE MONTHLY EXP	GFL ENVIRONMENTAL USA IN	SEPTEMBER SERVICES	5,755.38	
		Total For Dept 528 TRANSFER SITE		5,755.38	
Dept 567 TOWNSHIP CEMETERY					
101-567-930.000	MAINTENANCE - CEMETERY	DALIA'S, INC.	080423-082923 - HADLEY	111.00	
101-567-930.000	MAINTENANCE - CEMETERY	DALIA'S, INC.	080423-082923 - ROSE HILL	111.00	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 567 TOWNSHIP CEMETERY					
Total For Dept 567 TOWNSHIP CEMETERY				222.00	
Dept 694 CBDG					
101-694-836.000	SENIOR SMART MUNICIPAL CREDITS	CARR'S MOTORCOACH, LLC	DEC 7, 2023 SENIOR TRIP TO GENETTI'S	811.00	
Total For Dept 694 CBDG				811.00	
Dept 695 SMART					
101-695-836.001	SENIOR SMART COMMUNITY CREDITS	CARR'S MOTORCOACH, LLC	DEC 7, 2023 SENIOR TRIP TO GENETTI'S	164.00	
Total For Dept 695 SMART				164.00	
Dept 701 PLANNING COMMISSION					
101-701-814.000	COMMUNITY PLANNER	MCKENNA ASSOCIATES INC.	AUGUST PLANNING RETAINER	550.00	
101-701-901.000	PRINTING/PUBLISHING - PLANNING	THE RECORD	ORDINANCE ADOPTION	101.20	
Total For Dept 701 PLANNING COMMISSION				651.20	
Dept 751 TOWNSHIP PARK					
101-751-930.000	MAINTENANCE - PARK	GOOD & CLEAN JANITORIAL	AUGUST CLEANING	100.00	
101-751-930.000	MAINTENANCE - PARK	PRIORITY WASTE, LLC	AUGUST SERVICES	90.93	
101-751-930.000	MAINTENANCE - PARK	DALIA'S, INC.	080123-082923	828.00	
Total For Dept 751 TOWNSHIP PARK				1,018.93	
Dept 794 SENIOR CENTER					
101-794-780.000	POSTAGE - SENIORS	POSTMASTER-US POSTAL SER	SENIOR NEWSLETTERS	198.00	
101-794-930.000	MAINTENANCE - SENIORS	DONNA PEITZ	FIRE ALARM BATTERIES	4.23	
101-794-930.000	MAINTENANCE - SENIORS	R.C. LOMASNEY & SONS HEA	5 TON A/C SYSTEM	5,330.00	
101-794-930.000	MAINTENANCE - SENIORS	CULLIGAN OF ROMEO	DURACUBE 40 LB/DELIVERY	15.25	
101-794-930.000	MAINTENANCE - SENIORS	DONNA PEITZ	MAGNETS TO CLOSE CUPBOARDS	10.59	
101-794-930.000	MAINTENANCE - SENIORS	GOOD & CLEAN JANITORIAL	AUGUST CLEANING	77.00	
101-794-930.000	MAINTENANCE - SENIORS	DALIA'S, INC.	080123-082923	180.00	
101-794-930.000	MAINTENANCE - SENIORS	VILLAGE OF ARMADA WATER	GENERATOR MAINTENANCE - SENIOR CENTER	474.46	
101-794-930.000	MAINTENANCE - SENIORS	VINCKIER FOODS ARMADA	GUTTER HANGERS/DRYWALL MUD	61.52	
101-794-930.000	MAINTENANCE - SENIORS	VINCKIER FOODS ARMADA	CARBON MONOXIDE DETECTORS/HARDWARE	80.97	
101-794-955.000	BINGO/CRAFTS/PICNICS	VINCKIER FOODS ARMADA	LUNCHEON SUPPLIES	7.57	
101-794-955.000	BINGO/CRAFTS/PICNICS	VINCKIER FOODS ARMADA	BINGO	27.06	
Total For Dept 794 SENIOR CENTER				6,466.65	
Total For Fund 101 GENERAL FUND				23,484.52	
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
206-336-710.000	LIABILITY/WORK COMP INSURANCE	MICHIGAN MUNICIPAL LEAGU	23-471 MEMBERSHIP DUES 070123-063023	100.00	
206-336-727.000	OFFICE SUPPLIES	OFFICE DEPOT	23-445 SIT-STAND DESK	224.99	
206-336-727.000	OFFICE SUPPLIES	OFFICE DEPOT	23-446 PORTABLE COMMAND BOARD	30.57	
206-336-727.000	OFFICE SUPPLIES	ODP BUSINESS SOLUTIONS,	23-458 TWO STOP WATCHES FOR COMMAND	29.99	
206-336-727.000	OFFICE SUPPLIES	SHAMROCK PRINTING COMPAN	23-456 CARDS: COMMAND STAFF/CARD FOR	244.00	
206-336-727.000	OFFICE SUPPLIES	SOLVIT, INC.	23-468 BACK UP SERVICES	55.50	
206-336-742.000	STATION SUPPLIES	SUPPLYDEN	23-441 SUPPLIES	289.98	
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-481 HOSE NOZZLES	35.98	
206-336-742.000	STATION SUPPLIES	VINCKIER FOODS ARMADA	23-472 COFFEE	55.96	
206-336-742.000	STATION SUPPLIES	BOUND TREE MEDICAL, LLC	23-461	537.15	
206-336-797.001	EMS EXPENSES	LINDE GAS & EQUIPMENT IN	23-470	65.67	
206-336-797.001	EMS EXPENSES	SUPPLYDEN	23-443	208.68	
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	KEVIN KANEHL	23-454 AMAZON: EMERGENCY WARNING LIG	51.98	
206-336-798.000	FIREFIGHTING EQUIP/SUPPLIES	MACQUEEN EMERGENCY	23-482 5 GALLON PAUL FIRE AGENT	990.00	



GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE FUND					
Dept 336 FIRE OPERATING					
206-336-801.000	CONTRACTUAL SERVICES	ACCUMED GROUP	23-430 JULY SERVICES	1,831.48	
206-336-801.000	CONTRACTUAL SERVICES	ACCUMED GROUP	23-466 AUGUST BILLING	2,086.30	
206-336-830.000	EDUCATION/TRAINING	BRANDON HEATH	23-453 FIRE OFFICER BOOK	76.46	
206-336-860.000	FUEL	FOSTER BLUE WATER OIL CO	23-465	1,250.23	
206-336-920.002	INTERNET/PHONE	SPRINT	23-469 072923-082823	43.00	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	VINCKIER FOODS ARMADA	23-480 CABLE TIE/INVISIBLE PICTURE C	9.58	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	VINCKIER FOODS ARMADA	23-478 WASP SPRAY/STORAGE BAGS	13.88	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	VINCKIER FOODS ARMADA	23-478 KEYS	17.94	
206-336-930.003	STATION & GROUNDS MAINT/REPAIRS	VINCKIER FOODS ARMADA	23-477 WASP SPRAY	11.98	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	APOLLO FIRE APPARATUS SA	23-410 ENGINE 1 REPAIR WORK	281.11	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	LARRY'S SERVICE & TOWING	23-418 CHIEF 1 - OIL CHANGE	60.00	
206-336-931.000	VEHICLE MAINT/INSPECTIONS	APOLLO FIRE APPARATUS SA	23-457 ENGINE 2	447.76	
206-336-955.000	COMMUNITY OUTREACH	SARA MURRAY	BOUNCE HOUSE FOR FIRE OPEN HOUSE 2022	225.00	
206-336-955.000	COMMUNITY OUTREACH	SUPPLYDEN	23-442 OPEN HOUSE	169.06	
206-336-955.001	REST AND REHAB	VINCKIER FOODS ARMADA	23-476 WATER/ICE FOR TRAINING	28.14	
206-336-955.001	REST AND REHAB	VINCKIER FOODS ARMADA	23-473 WATER FOR STANDBY	9.48	
206-336-955.001	REST AND REHAB	VINCKIER FOODS ARMADA	23-474 WATER FOR TRUCKS	17.95	
206-336-955.001	REST AND REHAB	VINCKIER FOODS ARMADA	23-475 WATER FOR STANDBY	25.44	
Total For Dept 336 FIRE OPERATING				9,525.24	
Total For Fund 206 FIRE FUND				9,525.24	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 GENERAL FUND	23,484.52	
			Fund 206 FIRE FUND	9,525.24	
			Total For All Funds:	33,009.76	

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DB: Armada Twp

CHECK REGISTER FOR ARMADA TOWNSHIP  
CHECK DATE FROM 08/10/2023 - 09/13/2023

Page: 1/1

Check Date	Bank	Check	Vendor Name	Amount
Bank TAX TAX FUND CHECKING				
08/17/2023	TAX	3338	ARMADA AREA SCHOOLS	228,193.59
08/17/2023	TAX	3339	ROMEO COMMUNITY SCHOOLS	72,115.48 V
08/17/2023	TAX	3340	ROMEO COMMUNITY SCHOOLS	72,115.48
08/17/2023	TAX	3341	MACOMB COUNTY TREASURER	204,282.13
08/17/2023	TAX	3342	MACOMB INTERMEDIATE SCHOOL DISTRICT	157,637.25
08/17/2023	TAX	3343	MACOMB COMMUNITY COLLEGE	47,879.38
08/17/2023	TAX	3344	MACOMB COUNTY TREASURER	146,936.40
09/06/2023	TAX	3345	ARMADA AREA SCHOOLS	407,370.21
09/06/2023	TAX	3346	ROMEO COMMUNITY SCHOOLS	92,278.76
09/06/2023	TAX	3347	MACOMB COUNTY TREASURER	308,546.04
09/06/2023	TAX	3348	MACOMB INTERMEDIATE SCHOOL DISTRICT	239,007.44
09/06/2023	TAX	3349	MACOMB COMMUNITY COLLEGE	72,330.72
09/06/2023	TAX	3350	MACOMB COUNTY TREASURER	221,973.96
09/06/2023	TAX	3351	CHET ZOCHOWSKI	90.00

TAX TOTALS:

Total of 14 Checks:	2,270,756.84
Less 1 Void Checks:	72,115.48
Total of 13 Disbursements:	2,198,641.36

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
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Fund: 101	GENERAL FUND					
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Department: 101-101	GOVERNING BODY					
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101-101-704.000	010	GEN	GOETZINGER, JAMES M.	355.15	0.00	355.15
101-101-704.000	137	GEN	JOB, MONICA	355.15	0.00	355.15
Totals For: 101-101				710.30	0.00	710.30
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Department: 101-171	SUPERVISOR					
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101-171-704.000	026	GEN	PATEREK, JOHN W.	2,255.08	0.00	2,255.08
101-171-723.000	026	GEN	PATEREK, JOHN W.	323.06	0.00	323.06
Totals For: 101-171				2,578.14	0.00	2,578.14
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Department: 101-215	CLERK					
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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	935.03	0.00	935.03
101-215-723.000	031	GEN	SWIACKI, MARY K	323.06	0.00	323.06
Totals For: 101-215				3,923.31	0.00	3,923.31
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Department: 101-247	BOARD OF REVIEW					
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101-247-704.000	087	GEN	ACHATZ, RACHEL A.	54.01	0.00	54.01
101-247-704.000	089	GEN	ANDREWS, DAVID R.	54.01	0.00	54.01
101-247-704.000	085	GEN	FALKENBERG, JOAN S.	54.01	0.00	54.01
Totals For: 101-247				162.03	0.00	162.03
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Department: 101-253	TREASURER					
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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
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Department: 101-265	BUILDING & GROUNDS					
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101-265-704.000	146	GEN	PEITZ, JOHN	270.00	0.00	270.00
Totals For: 101-265				270.00	0.00	270.00
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Department: 101-301	ORDINANCE ENFORCEMENT					
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101-301-711.000	004	GEN	CUBITT, ANDREW E.	107.42	0.00	107.42
Totals For: 101-301				107.42	0.00	107.42
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Department: 101-371	INSPECTIONS					
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101-371-704.000	022	GEN	McNUTT, MEL A	3,040.00	0.00	3,040.00
101-371-706.000	006	GEN	DILLON, TIMOTHY L	951.36	0.00	951.36
101-371-707.000	027	GEN	RYAN, KARL G.	125.73	0.00	125.73
101-371-708.000	027	GEN	RYAN, KARL G.	270.89	0.00	270.89
101-371-709.000	123	GEN	MARTIN, CHRISTINE	2,392.00	0.00	2,392.00
Totals For: 101-371				6,779.98	0.00	6,779.98
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Department: 101-702	ZONING BOARD OF APPEALS					
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101-702-704.000	010	GEN	GOETZINGER, JAMES M.	54.01	0.00	54.01
101-702-709.000	123	GEN	MARTIN, CHRISTINE	75.00	0.00	75.00

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
Totals For: 101-702				129.01	0.00	129.01
Department: 101-751	TOWNSHIP PARK					
101-751-704.000	009	GEN	GOEDEL, GARY J.	600.00	0.00	600.00
Totals For: 101-751				600.00	0.00	600.00
Department: 101-794	SENIOR CENTER					
101-794-704.000	086	GEN	PEITZ, DONNA M.	1,360.80	0.00	1,360.80
Totals For: 101-794				1,360.80	0.00	1,360.80
Totals For: 101				19,420.33	0.00	19,420.33
Fund: 206	FIRE FUND					
Department: 206-336	FIRE OPERATING					
206-336-704.000	100	FIRE	KROTCH, CHRISTOPHER	7,496.91	0.00	7,496.91
206-336-704.002	058	FIRE	SWIACKI, MARY K.	276.92	0.00	276.92
206-336-704.003	134	FIRE	FELTON, JOSEPH A.	3,597.64	0.00	3,597.64
206-336-704.003	110	FIRE	FRANCESCHI, ERIC M	4,273.92	0.00	4,273.92
206-336-704.003	107	FIRE	HANNA, MATTHEW B	4,723.36	0.00	4,723.36
206-336-704.003	108	FIRE	HEATH, BRANDON E	4,273.92	0.00	4,273.92
206-336-704.003	043	FIRE	KANEHL, KEVIN T.	5,261.84	0.00	5,261.84
206-336-704.003	083	FIRE	KENNEDY, KURTIS M.	3,824.48	0.00	3,824.48
206-336-704.003	045	FIRE	KUHN, THOMAS J.	5,261.84	0.00	5,261.84
206-336-704.003	124	FIRE	LESOSKY, KATIE	3,597.64	0.00	3,597.64
206-336-704.003	072	FIRE	MYNY, COLLIN J.	4,619.48	0.00	4,619.48
206-336-704.003	109	FIRE	PELLERITO, JOSEPH R	4,273.92	0.00	4,273.92
206-336-704.003	055	FIRE	PFEIFLE, ANDREW J.	5,261.84	0.00	5,261.84
206-336-704.003	140	FIRE	WESSEL, JEFFREY	3,597.64	0.00	3,597.64
206-336-704.004	103	FIRE	BOLING, JUSTIN W	2,590.00	210.00	2,800.00
206-336-704.004	138	FIRE	LINKIEWITZ, JOSHUA	2,170.00	210.00	2,380.00
206-336-704.004	121	FIRE	MCCOLLOM, DONNA	210.00	0.00	210.00
206-336-704.004	116	FIRE	MELTZER, BRETT	840.00	0.00	840.00
206-336-704.004	126	FIRE	MOSS, BENJAMIN	1,470.00	0.00	1,470.00
206-336-704.004	128	FIRE	NAGY, JOSHUA	420.00	0.00	420.00
206-336-704.004	106	FIRE	OFFNER, MATTHEW	1,505.00	0.00	1,505.00
206-336-704.004	145	FIRE	SHAFER, DOUGLAS	980.00	0.00	980.00
206-336-704.004	132	FIRE	TOTH, RYAN	1,960.00	210.00	2,170.00
206-336-704.005	103	FIRE	BOLING, JUSTIN W	20.00	0.00	20.00
206-336-704.005	074	FIRE	FINKBEINER, CHAD R.	150.00	0.00	150.00
206-336-704.005	120	FIRE	KROTCH, JEFFERY	50.00	0.00	50.00
206-336-704.005	138	FIRE	LINKIEWITZ, JOSHUA	180.00	0.00	180.00
206-336-704.005	126	FIRE	MOSS, BENJAMIN	60.00	0.00	60.00
206-336-704.005	106	FIRE	OFFNER, MATTHEW	60.00	0.00	60.00
206-336-704.005	145	FIRE	SHAFER, DOUGLAS	270.00	0.00	270.00
206-336-704.005	132	FIRE	TOTH, RYAN	60.00	0.00	60.00
206-336-704.008	134	FIRE	FELTON, JOSEPH A.	0.00	305.46	305.46
206-336-704.008	110	FIRE	FRANCESCHI, ERIC M	0.00	90.72	90.72
206-336-704.008	107	FIRE	HANNA, MATTHEW B	0.00	100.26	100.26
206-336-704.008	043	FIRE	KANEHL, KEVIN T.	0.00	893.52	893.52
206-336-704.008	083	FIRE	KENNEDY, KURTIS M.	0.00	238.73	238.73
206-336-704.008	045	FIRE	KUHN, THOMAS J.	0.00	1,042.44	1,042.44
206-336-704.008	124	FIRE	LESOSKY, KATIE	0.00	1,069.12	1,069.12
206-336-704.008	072	FIRE	MYNY, COLLIN J.	0.00	1,797.68	1,797.68

GL Number	Employee ID	Home Dept	Name	Reg Amount	OT Amount	Total Amount
206-336-704.008	109	FIRE	PELLERITO, JOSEPH R	0.00	181.44	181.44
206-336-704.008	055	FIRE	PFEIFLE, ANDREW J.	0.00	1,079.67	1,079.67
206-336-704.008	140	FIRE	WESSEL, JEFFREY	0.00	101.82	101.82
206-336-704.011	134	FIRE	FELTON, JOSEPH A.	0.00	305.46	305.46
206-336-704.011	110	FIRE	FRANCESCHI, ERIC M	0.00	362.88	362.88
206-336-704.011	107	FIRE	HANNA, MATTHEW B	0.00	401.04	401.04
206-336-704.011	108	FIRE	HEATH, BRANDON E	0.00	362.88	362.88
206-336-704.011	043	FIRE	KANEHL, KEVIN T.	0.00	446.76	446.76
206-336-704.011	083	FIRE	KENNEDY, KURTIS M.	0.00	324.69	324.69
206-336-704.011	045	FIRE	KUHN, THOMAS J.	0.00	446.76	446.76
206-336-704.011	124	FIRE	LESOSKY, KATIE	0.00	305.46	305.46
206-336-704.011	072	FIRE	MYNY, COLLIN J.	0.00	392.22	392.22
206-336-704.011	109	FIRE	PELLERITO, JOSEPH R	0.00	362.88	362.88
206-336-704.011	055	FIRE	PFEIFLE, ANDREW J.	0.00	446.76	446.76
206-336-704.011	140	FIRE	WESSEL, JEFFREY	0.00	305.46	305.46
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	108	FIRE	HEATH, BRANDON E	300.00	0.00	300.00
206-336-723.000	100	FIRE	KROTCHER, CHRISTOPHER	307.72	0.00	307.72
Totals For: 206-336				74,544.07	11,994.11	86,538.18
Totals For: 206				74,544.07	11,994.11	86,538.18
Grand Totals				93,964.40	11,994.11	105,958.51

# **DEPARTMENT REPORTS**

# Armada Township Fire Department

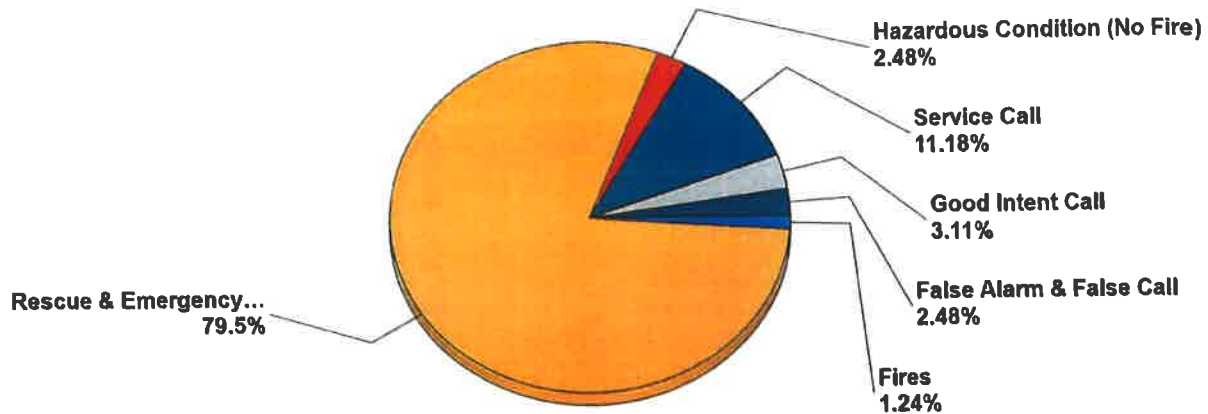
Armada, MI

This report was generated on 9/5/2023 8:13:46 PM



## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	1.24%
Rescue & Emergency Medical Service	128	79.5%
Hazardous Condition (No Fire)	4	2.48%
Service Call	18	11.18%
Good Intent Call	5	3.11%
False Alarm & False Call	4	2.48%
<b>TOTAL</b>	<b>161</b>	<b>100%</b>

## Approved

Armada Twp Fire Chief

Date

9-6-23

Signature

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



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Doc Id: 553

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### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	1.24%
320 - Emergency medical service, other	22	13.66%
321 - EMS call, excluding vehicle accident with injury	97	60.25%
322 - Motor vehicle accident with injuries	3	1.86%
324 - Motor vehicle accident with no injuries.	3	1.86%
331 - Lock-in (if lock out , use 511 )	1	0.62%
356 - High-angle rescue	1	0.62%
381 - Rescue or EMS standby	1	0.62%
400 - Hazardous condition, other	2	1.24%
444 - Power line down	2	1.24%
500 - Service Call, other	6	3.73%
554 - Assist invalid	1	0.62%
571 - Cover assignment, standby, moveup	11	6.83%
611 - Dispatched & cancelled en route	3	1.86%
622 - No incident found on arrival at dispatch address	1	0.62%
631 - Authorized controlled burning	1	0.62%
700 - False alarm or false call, other	4	2.48%
<b>TOTAL INCIDENTS:</b>	<b>161</b>	<b>100%</b>

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 9/5/2023 8:27:44 PM



## Incident Statistics

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		128	
FIRE		33	
TOTAL		161	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$425,000.00		\$175,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		3	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
101		62.73	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:04:50	0:06:25	
AVERAGE FOR ALL CALLS		0:04:50	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:04	0:01:22	
AVERAGE FOR ALL CALLS		0:01:03	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Armada Township Fire Department		98:30	

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.



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Doc Id: 1645  
Page # 1 of 1

# Armada Township Fire Department

Armada, MI

This report was generated on 9/5/2023 8:31:04 PM



## Average Response Time for Zone for Date Range

Zone: All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023

ZONE TITLE	AVERAGE RESPONSE TIME IN MINUTES (DISPATCH TO ARRIVED)
SW - Southwest	8.11
MA - Mutual/Auto Aid	8.00
NW - Northwest	6.91
SE - Southeast	4.73
NE - Northeast	3.90
AV - Village of Armada	2.25

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



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Doc Id: 38

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# Armada Township

Monthly Code Enforcement Report  
Board Meeting September 13, 2023  
23121 East Main Street, Armada, MI 48005

PROPERTY ADDRESS	COMPLAINT	8-2-23	9-6-23
21500 Bordman Rd Date of Complaint: 9-25-22	Possible Dog Day Care Center	ZBA denied variances. Property owners have filed a lawsuit against the ZBA. This matter will remain open until this process is complete.	No update. Court case ongoing.
76727 North Ave Date of Complaint 3-29-23	Occupant possibly living in travel trailer on property. Occupant may have multiple cats, possible hoarding issue. Property has posted Do Not Trespass signs.	Treasurer is checking with county to verify where property status is with foreclosure.	Turned over to attorney to contact whoever is living or receiving mail at the property to contact immediately as to the status of the property as it appears un-inhabitable though there is a travel trailer in the back of the property. Property is not in foreclosure at this time.
22424 Irwin Road Date of Complaint 5-2-23	-Construction Debris dumping & burying -Electrical Permit pulled with no other permit requests since 10-22	Need to meet with owner to get an update on what the intention of the property is. Owner does not live in Armada. He is a business owner in another vicinity	Found an alternative address for property owner. Re-sent letters. Also advised there is no final inspection on electrical permit pulled.
20641 Armada Ridge Rd Date of Complaint 6-26-23	Questioning Dog Grooming Salon operating within Township ordinances at a residence	Meeting with property owner next week to review. Does not appear to have any violations at this time.	CLOSED. Property is in compliance with ordinances.
17477 33 Mile Rd Date of Complaint 7-6-23	Possible outside storage issue- abandoned vehicles	Sent 30 day letter to clean up outside storage and unlicensed vehicles. Will otherwise turn over to attorney to pursue.	No response from letter. Show no progress or change at property address. Turned over to attorney to pursue.





# Armada Township

Monthly Code Enforcement Report  
Board Meeting September 13, 2023  
23121 East Main Street, Armada, MI 48005

17010 34 Mile Rd Date of complaint 7-13-23	Pool -No locked gate -No deck	This property has been verified as a vacant farm parcel. Waiting on verification of correct address from complainant.	CLOSED  Vacant Farm land. Received accurate address 8-14-23. See new complaint 17134 34 Mile Rd
17134 34 Mile Rd Date of Address Verification 8-14-23	Pool deck without gate		Researched this property with building department. There are no pulled permits for this pool. Sent letter with ordinances to property owner to report to building and obtain the required permits.
76989 Coon Creek Date of Complaint 2-9-23 Needed verification of address	Original complaint "Blight" Twp does not have blight ordinance	Multiple outside storage issues. Mailed letter to address allowing 30 days to clean up outside storage issues. Will schedule time to go out and review progress.	Have noted some progress but have not had communication back from owner. Will turn over to attorney.
76975 North Ave Date of Complaint 2-9-23 8-16-23	Original complaint "Blight" Township does not have blight ordinance	Second visit to property, there are multiple outside items stored outside which seem to be increasing. Issued 30 day letter to clean up outside and will schedule a visit to review progress.	No progress. Will turn over to attorney. Some items are considered to be outside storage. Further research found an alternative PO Box in Attica. Sent duplicates there as well.
15681 Armada Center Rd Date of Complaint 8-22-23	Vacant property with travel trailer on back of property/old mobile home in front. Appears to be occupied.	Drove by property. Confirmed complaint. Sent letter with ordinance regarding occupying travel trailers as residence in township.	



# Armada Township

Monthly Code Enforcement Report  
Board Meeting September 13, 2023  
23121 East Main Street, Armada, MI 48005

## Correspondence/Complaints

17985 Armada Center Rd Date of Complaint 7-17-23	Traffic blockage, patrons walking on shoulder of road, possible blockage of ER vehicles during Blake's Farms event	Sent email with explanation regarding most recent meeting with Blakes, County, engineer and township. Further explained road ownership, recent traffic study.
17985 Armada Center Rd Date of Complaint 7-17-23	Blake's traffic/road blockage during Lavender Festival	Sent letter via USPS with explanation regarding most recent meeting with Blakes, County, engineer and township. Further explained road ownership, recent traffic study.

Report submitted by John W. Paterek  
Armada Township Supervisor  
9-6-23



# Armada Township

Planning Commission

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586) 784-5211

## Project Status Report for August 2023

### COMMUNITY PROJECTS

#### **Blake's Traffic Study / Landscaping - 17985 Armada Center Rd**

**7/23: Blake's held a meeting on July 12 to discuss options to present back to the county.**

**Synopsis in September packet.** 6/23: John Paul Rea, Macomb County Deputy County Executive responded that engineering design and cost considerations were provided to Blake's, but no further progress has been made. 5/23: Emails sent to Blakes and John Paul Rea, Macomb County Deputy County Executive for update, no responses at this time. 12/22: Traffic study was reviewed at April 2022 Meeting. Chair Kehrig reported on a Macomb County meeting regarding road funding options at the June 2022 meeting.

#### **Larry's Parking Lot – (72727) North Ave**

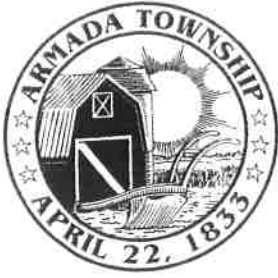
**No Update:** 3/23: The applicant is still working with Macomb County to get Soil/Erosion permit then will complete purchase and we can finalize rezoning. 2/23: Planner reviewed the updated site plan and approved with one additional minor update on 2/27/23. 1/23: Planning commission approved site plan contingent on minor updates at the December 2022 meeting. 12/22: Planner's findings and recommendations on the site plan were reviewed at the November 2022 meeting, and the commission discussed. 11/22: Rezoning was approved at the September 2022 meeting. Site plan was submitted for review on September 22, 2022.

#### **Henshaw Inc – 70710 Powell Rd**

**6/23: Building work is ongoing.** 5/23: Engineering review completed; Inspection escrow has been submitted. 4/23: Engineering review is in progress. Building permit has been issued. 3/23: Updated site plan sent to engineering for review with development cost of construction for Escrow amount on 3/23/23. 2/23: Planning commission approved site plan contingent on minor updates at the January 2023 meeting. 12/22: Henshaw submitted a request for a setback variance hearing with the ZBA, which was held on November 18, 2022, and the variance was granted. Pre-planning meeting was held with the planner on Monday, September 19, 2022.

#### **Trillium Farm Wedding Barn – 16191 32 Mile Rd**

**No Update:** 4/23: Architect met with Building Inspector and Fire Marshal on April 12 and is now working on updates to the site plan before presentation to the Planning Commission. 3/23: Architect representing Trillium Farm reached out on 3/29/23 requesting to speak with the building inspector to confirm understanding of building codes prior to completion of a site plan for review. 12/22: Owner had a discussion with the Fire Marshal. As of November 17, 2022, she is working through the steps he recommended before submitting her site plan. Pre-planning meeting was held



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In November 2021, Owner reached out to planning in October 2022 to restart project. Owner attended November 2022 meeting and was provided with guidance on next steps.

## **BooBoo's Boneyard, LLC Dog Daycare and Boarding – 21500 Bordman Rd**

**8/23: The applicant filed a case in Circuit court to appeal ZBA denial. A response has been filed on the Township's behalf.** 7/23: The applicant requested to be added to the August Planning

Commission agenda to discuss possible changes to the Zoning Ordinance for kennels, but notified on July 21 that they will not be ready for the August meeting. 6/23: The ZBA denied variances requested at the June 20, 2023, meeting. 5/23: Applicant has submitted payment and paperwork for ZBA meeting to be held on June 20, 2023. 2/23: Waiting for the updated site plan and ZBA application. Applicant has hired an engineer to complete the final site plan. Planning commission approved site plan contingent on minor updates and ZBA approval at the January 2023 meeting. 12/22: Application /for Special Land Use and Site Plan Approval was submitted on November 3, for review at the December 2022 meeting. Due to township error, public hearing was published, but notification was not, so it was opened for Dec and left open for continuation on January 4.

## **Hidden River Estates – North-east Corner 33 Mile & Powell Rd**

**8/23: Spaulding DeDecker attended an on-site meeting with representatives of Hidden River on Monday, August 28 to provide guidance on township expectations for the road updates needed. This will assist the applicant with estimating the cost of construction for their escrow.** 6/23: Site Plan was approved at June 7 meeting. Waiting for estimated construction cost

to begin engineering phase. 5/23: Updated site plan and master deed on agenda for June 7 meeting. 4/23: Master Deed reviewed by Township Attorney and is ready for approval. Second planner review completed 4/17, applicant sent response to the action items identified on 4/25. 3/23: Updated site plan and Draft Master Deed submitted 3/19 and 3/23 and sent to professionals for review. 2/23: Site plan was reviewed at February meeting, table for additional information on a revised site plan. 1/23: Site plan submitted for Planner and Engineering review on 1/12/23. Included in packets for February 2023 meeting.

## **Laethem Development – Laethem St at Powell Rd**

**8/23: Updated site plan provided by applicant on 8/22 and sent to professionals on 8/23. Will be on the October agenda.** 3/23: Site plan reviewed at the 3/1/23 meeting, tabled for updates:

applicant provided guidance on County/state permitting as requested at the meeting. 2/23: Site plan submitted for Planner and Engineering review on February 9, 2023. Included in packets for March 2023.

## **Dehondt Storage – 15450 33 Mile Rd**

**6/23: Site plan extended at the June 7, 2023, meeting through June 7, 2024. Waiting for engineering escrow to be provided.**





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## **COMMISSION PROJECTS**

### **Zoning Ordinance Amendments**

**Second Home on a Property/Seasonal Workers Clause – No Update.** Attorney and planner to discuss.

### **Master Plan**

**6/23: Discussion of the Master Plan Survey, decision to extend thru 6/30. Final survey results in August packet. Discussion on tiny homes, barn-dominiums, solar and wind, microgrids.**

5/23: Members of the Village Council and Village Planning Commission attended the May meeting to informally discuss things that the Township and Village may be able to partner on. The Master Plan Survey was approved for release by the Township Board, and distributed on May 11<sup>th</sup>. 151 responses received as of 5/30/23. 4/23: A joint workshop was held with the Township board to discuss the policies and reviewed the draft survey. 3/23: Discussion on the Policies section, creating an internally tracked survey. 2/23: Chapter #2 provided by the planner; community snapshot and demographic profile including Population change and forecasts to 2045. 1/23: Proposed schedule and community demographics pages were presented at January 2023 meeting. 12/22: The Zoning map was updated for the annexation and other recent changes, but still needs update. 11/22: Master plan is being reviewed by township planner.

### **Closed Projects**

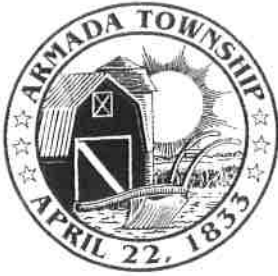
Miller Farm – 71800 Romeo Plank Rd

4/23 - Closed: Owner has withdrawn application for building permit.

1/23: Applicant is reviewing options regarding barn addition. Miller Farm submitted and received approval on a new site plan for a Farm Market at the September 2022 meeting. On 12/15/22 Mr. Miller submitted application for a building permit to add onto his barn. This addition was not on the approved site plan so he will need to come back before the commission. He was advised to update his site plan with any further updates he anticipates over the next year with a revised letter of intent before requesting an additional review.

Armada Center Car Wash – 22920 Armada Center Rd

7/23: Closed: Project completed July month end. Final inspections passed. 6/23: Site plan updates were approved at June 7 meeting including the roofing material change, light pole, a wall sign and a ground sign (with adjustment to height). Building plan updated to include light pole. 5/23: Site plan update to add lighting was submitted for review at June 7 meeting. 4/23: A building permit has been issued. Township attorney is working with applicant attorney on Rezoning paperwork. 3/23: Engineering plans approved by Spalding DeDecker. The applicant is working on a building permit application. Requested purchase paperwork to start Rezoning process. 2/23:



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Engineering escrow was deposited 2/8/23 and developer is working with our engineer. First engineering review provided by Spalding DeDecker on 2/14/23.

1/23: Required updates were submitted to planning with estimated total improvement cost. Sent to Engineer on 1/23/23. Planning commission approved site plan contingent on minor updates at the January 2023 meeting. Special Land Use was granted contingent on site plan approval at the September 2022 meeting. Conditional rezoning was approved at the July 2022 meeting.

## Zoning Ordinance Amendments

2/23 - Closed: Small Scale Entertainment – Township board approved at February 8, 2023 meeting.

7/23: Zoning District Table of Permitted Uses – Table approved by township board.

8/23: Zoning map approved by Township board at August meeting.

## *Monthly Building Report*

**Month:** August  
**Year:** 2023

<b>Permits Issued:</b>	<u>1</u>	<b>Decks</b>
	<u></u>	<b>Demolitions</b>
	<u></u>	<b>Ponds</b>
	<u></u>	<b>Pole Barns</b>
	<u></u>	<b>Garages</b>
	<u></u>	<b>Additions/Misc.</b>
	<u>1</u>	<b>Homes</b>
	<u></u>	<b>Zoning</b>
	<u></u>	<b>Commercial Sign</b>
	<u>1</u>	<b>Pools</b>
	<u></u>	<b>Porch</b>
	<u></u>	<b>Sunrooms</b>
	<u>5</u>	<b>Electrical</b>
	<u>3</u>	<b>Mechanical</b>
	<u>2</u>	<b>Plumbing</b>

**Total Permits Issued:** 13

**Building Inspections:** 36

**Plan Reviews:** 3

**Electrical Inspections:** 12

**Mechanical Inspections:** 10

**Plumbing Inspections:** 9

**Total Inspections:** 70

August 2023 Park Report

9/6/22

Fall ball for AFP and AGS in full swing.

Armada Junior Tigers football practices

Armada Junior Tigers cheerleaders' practices

Iron Mike 5k run.

Pavilion events for September: 2 Birthday parties, Baptism lunch, Armada Village cookout, Middle school parent group meeting, Chiropractor Customer appreciation day, AHS 10-year reunion, and Family reunion.

Women's restroom toilet tank handle repair.

Dossin's donated 2 yards red wood chips/mulch for Freiwald memorial and Iron Mike Garden. Both weeded and mulch spread.

New Flag put up at Memorial as requested by concerned Veteran.

Thanks,

Gary Goedtel,

Armada Township Park Director



## August Report

Knitters-twice a month,6 attend.

Exercise-every Monday 12 attend.

Tai Chi- every Wednesday 12 attend.

Bingo on Tuesdays-average 22 to25.

Craft-once a month-12 attend.

Finns Eatery (field trip)-22 attended. Great place to eat! Seniors really enjoyed themselves!

Octagon House Tour (field trip)-18 attended. Amazing Tour! All the Seniors were first-time visitors and really enjoyed the tour.

Armada Potluck-24 attended. The food was great, lots of conversation, raffle, and cards.

Allenton Potluck-10 of us Seniors attended. We always have a lot of fun with the Allenton Seniors.

---

In closing, we have been working hard on making bags and collecting gently used clothing, shoes, boots, and toiletries to donate to a homeless center. Our goal is to be finished by the end of October so we can distribute everything before the cold weather hits. I have a steady group of 20 Seniors helping on this project, and I am very proud of their hard work and commitment.

Thank you,

Donna

P.S. I Love my job!





# **CORRESPONDENCE & INFORMATION**



**PUBLIC NOTICE  
ARMADA TOWNSHIP TRANSFER SITE**

**LARGE ITEM DISPOSAL DAY  
SATURDAY, OCTOBER 21, 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](http://www.armadatwp.org) or contact: Supervisor John Paterek at [supervisor@armadatwp.org](mailto:supervisor@armadatwp.org) or 313.920.7808.

Published: 10.4.23

# UNFINISHED BUSINESS

8-a

## SEMCOG Intergovernmental Agreement

Send to:  
SEMCOG  
ATTN: Membership  
1001 Woodward Avenue, Ste. 1400  
Detroit, MI 48226  
[communications@semcog.org](mailto:communications@semcog.org)

**(Please return within two weeks of voting to join SEMCOG)**

WHEREAS, SEMCOG, the Southeast Michigan Council of Governments, has organized and has adopted Bylaws; and

WHEREAS, the \_\_\_\_\_ recognizes the benefits it may  
**(Governmental body)**

receive and the benefits that it may confer in voluntarily consulting with other units of local government in Southeast Michigan as to policies, problems, and plans that are of mutual interest and concern.

The \_\_\_\_\_ has voted to join SEMCOG on \_\_\_\_\_.  
**(Governmental body) (Date)**

Pursuant to this action, the following official representatives have been designated to the SEMCOG General Assembly which meets three times per year:

### **DELEGATE: (the delegate must be an elected official)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

**(Please note: E-mail is our primary form of communication)**

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (include as many as you like)

Business/Office: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile/Text: \_\_\_\_\_

**SEMCOG Intergovernmental Agreement**  
(continued)

**ALTERNATE:** (the alternate may be an elected official, staff, or individual selected by the member)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_  
(Please note e-mail is our primary form of communication)

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (include as many as you like)

Business/Office: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile/Text: \_\_\_\_\_

**Note regarding membership fees**

Membership fees shall be due and payable annually. A SEMCOG member may pay its membership fees either on the first day of the month following the anniversary date of its membership or on a date corresponding to the beginning of its fiscal year. Should you choose to pay dues on a date other than the first day of the month following your date of membership, an appropriate proration shall be made of the membership fees.

Please indicate who should receive the dues invoice:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

Preferred Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (include as many as you like)

Business/Office: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile/Text: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title)

# NEW BUSINESS

9-a

#### IV. FEE and COMPENSATION

PARTNERS in ARCHITECTURE offers competitive, value-added A/E fees. We pride ourselves on providing exceptional service and technical precision for fair competitive compensation. PARTNERS proposes the following Fee for Professional Design Services to Armada Township for the project "Feasibility and Design Study for Fire Station addition/remodel.":

**Fee for RFP services: \$21,750\*** (Twenty-Four Thousand and Seven-hundred and Fifty dollars).

Reimbursable expenses are included in the fee listed above and will not be billed to the township.

A fee for **Project Implementation (Phase Two)** including final design / documentation, procurement, construction and close-out services will be established at the end of these RFP services (Phase I).

\* Fifty percent (50%) of the Phase I fee will be credited back to the Township if PARTNERS in Architecture is awarded and implements Phase II as a continuation of Phase I through negotiation.

##### **Fee Option 1:**

Add \$2,400 if 3D imaging Building Character Studies are desired during the Phase 1 Services. The base fee proposed above assumes 3D imaging is not required for Phase 1 and will be provided in Phase 2.

##### **Fee Option 2:**

Deduct \$1,600 to provide a narrative report with photos as the assessment document which will summarize the general status of the fire department facilities and highlight issues most in need of correction. This would be in lieu of the detailed matrix analysis with prioritization and line-item costs as proposed in Section 1 of the Project Approach (pages 27-28).

##### **Compensation Procedure:**

The proposed fee & hourly billing rates are established based on competitively established & discounted MiDeal rates as per the State of Michigan. The Billing Policy is attached indicating MiDeal rates for reference.

##### **Assumptions:**

- Our proposal is based on signing the industry standard contract, AIA B-104-2017 "Standard Abbreviated Form of Agreement between Owner and Architect", and standard AIA A133 and A201 Construction Management Agreement with mutually agreeable modifications.
- The Township will provide copies of existing building plans for our use to create background drawings.
- Access to the existing building (during normal business hours) will be provided to our team to allow for evaluation / verification of existing conditions.

##### **Schedule:**

We can start Phase 1 within three (3) weeks of the acceptance of this proposal. We would anticipate completing Phase 1 within an eight to twelve (8-12) week period, depending on the availability of the Owner Team for meetings and reviews. A schedule for Phase 2 will be developed once the overall project scope is defined and approved.

**COST PER TASK BREAKDOWN**

9-a

ARMADA FEASIBILITY /DESIGN STUDY/OPINION OF PROBABLE COST**TASK:** A AND B**TASK DESCRIPTION:** Study and Estimate

NAME OF PRINCIPAL STAFF MEMBERS	ROLE IN STUDY	COST
Jason R. Arlow, AIA, LEED AP Matthew L. Berge, AIA, LEED AP	Project Manager Architect	
STUDY FEE:		\$ 20,000.00
ESTIMATE SUB-TOTAL:		\$ 4,000.00
TRANSPORTATION/OTHER REIMBURSABLES:		\$ 0.00
TOTAL FEE:		\$ 24,000.00

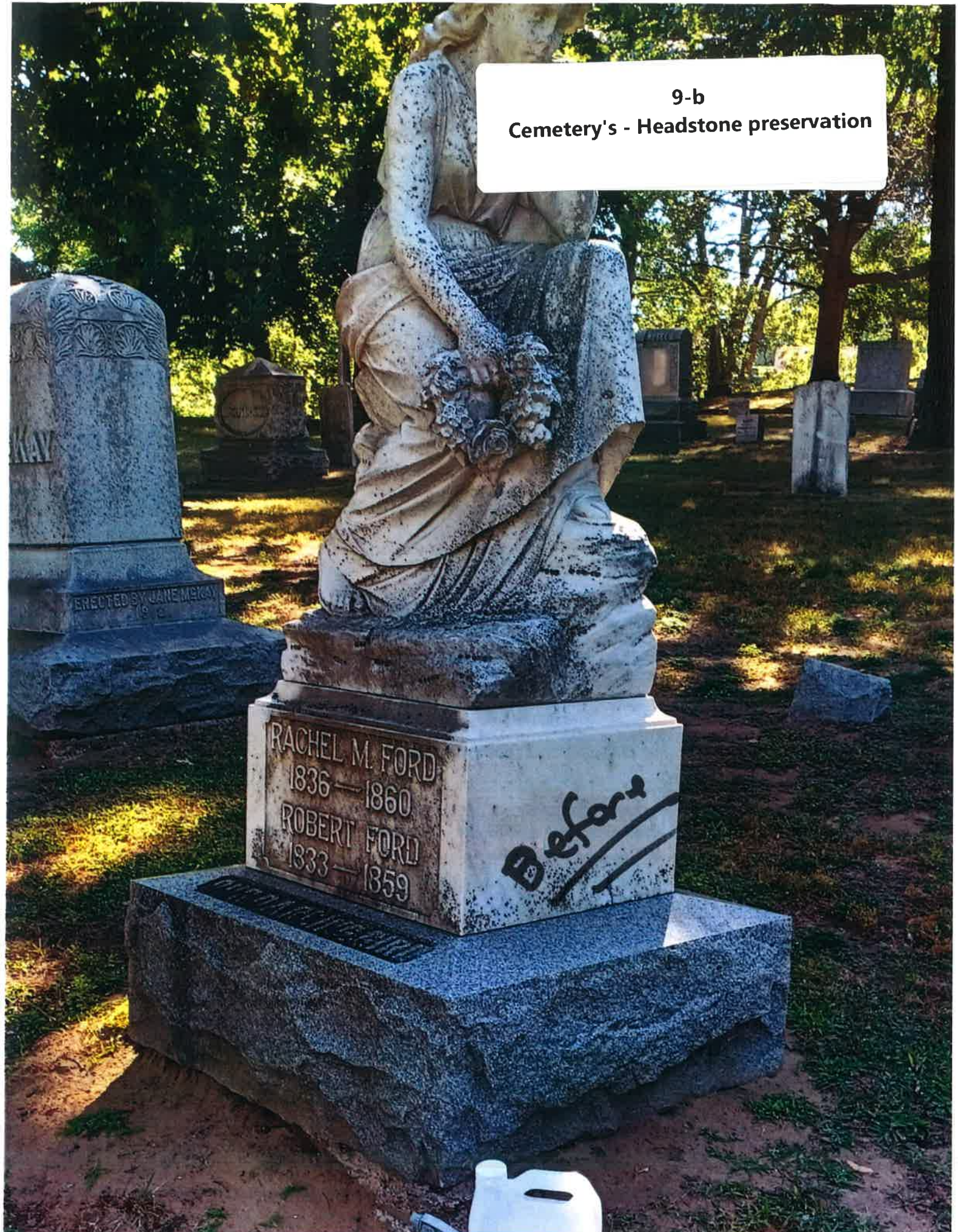


Existing Armada Township Fire Station



9-b

Cemetery's - Headstone preservation





ARTIST

RACHEL M. FORD  
1836 — 1860  
ROBERT FORD  
1833 — 1859

LOVE & AFFECTION







WILLIAM  
W. H. YOUNG  
Died  
Jan. 24 - 1901  
Aged  
31 Yrs 3 Mos 29 Ds

Before



Wife of  
W. H. YORK

Died  
Jan. 2 1883

Aged  
29 Ys 3 Ms 29 Ds.

As a wife, devoted;  
As a mother, affectionate;  
As a friend, ever kind and true.  
In life she exhibited all the graces of  
Christianity; In death her redemptive spirit returned  
to God who gives life.

Reinterred  
By  
Grave Garden Society

After



9-c

**TOWNSHIP OF ARMADA  
RESOLUTION NO. 2023-03**

**Resolution Establishing Early Voting Precinct**

Minutes of a regular meeting of the Township Board, Township of Armada, County of Macomb, Michigan held in the Armada Township Hall on the 13<sup>th</sup> day of September 2023 at 7:00 p.m.

Present: Members:

Absent: Members:

The following preamble and resolution were offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

**Whereas** the voters in the State of Michigan, on November 8, 2022, approved the passage of Proposal 22-2, which in part, entitles registered voters to vote in every State and Federal election in person at an early voting site prior to election day; and

**Whereas**, Proposal 22-2 requires that Early Voting sites must be open for nine (9) consecutive days beginning on the second Saturday before the election and ending on the Sunday before the election, for at least eight hours each day; and

**Whereas** the Secretary of State requires that all early voting dates and times be posted forty-five (45) days prior to every election; and

**Whereas** the Township Clerk recommends that the Early Voting Precinct for all Armada Township and Village of Armada registered voters be held at the Armada Senior Center, 75400 North Avenue, Armada, MI 48005, as it meets all polling place requirements set forth in Proposal 22-2.

**NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOAD OF THE TOWNSHIP OF ARMADA, MACOMB COUNTY, MICHIGAN:**

1. The Armada Township Early Voting Precinct is established and will be located at the Armada Senior Center, 75400 North Avenue, Armada, Michigan 48005, for registered voters in the Township of Armada and Village of Armada.

2. The Early Voting Precinct for State and Federal Elections will be open for nine (9) consecutive days beginning the second Saturday before election day through the Sunday before election day during the hours of 8:30 a.m. to 4:30 p.m.

3. The Township Clerk shall post all early voting dates and times as well as the location of the Early Voting Precinct at least forty-five (45) days prior to every election.

Member Ayes: \_\_\_\_\_

Member Nays: \_\_\_\_\_

Resolution Declared \_\_\_\_\_

\_\_\_\_\_  
Mary K. Swiacki, CMMC, MiPMC  
Armada Township Clerk

### **CERTIFICATION OF TOWNSHIP CLERK**

I, Mary K. Swiacki, Township Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Armada Township Board of Trustees of Armada Township, County of Macomb, State of Michigan, at a regular meeting held on Wednesday, September 13, 2023, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

---

Mary K. Swiacki, CMMC, MiPMC  
Armada Township Clerk



# Armada Township

23121 E. Main Street, P.O. Box 578

Armada, Michigan 48005

Telephone: (586) 784-5200 Facsimile: (586) 784-5211

**To:** Armada Township Board Members  
**From:** Mary K. Swiacki, Clerk  
**Date:** September 13, 2023  
**Re:** FY24 S.M.A.R.T. Allocations

The new contract is for \$3,401 in Municipal Credit funds and \$10,542 in Community Credit funds totaling \$13,943 available for FY24.

Please find my suggestions for the FY24 SMART Allocations.

<b>Municipal Credits</b>	<b>2024</b>
Transfer direct to Richmond/Lenox EMS	\$ 1,000.00
Armada Township Seniors	\$ 2,401.00
<b>Total Municipal Credits</b>	<b>\$ 3,401.00</b>
<b>Community Credits</b>	<b>2024</b>
P.A.L.	\$5,271.00
Armada Township Seniors	\$5,271.00
<b>Total Community Credits</b>	<b>\$10,542.00</b>

Municipal and Community Credits are public transportation funds and the service is open to the general public.

**ARMADA TOWNSHIP  
RESOLUTION NO: 2023-04**

**Authorization to Purchase Community Transit services from the Richmond Lenox EMS  
with SMART Municipal Credits and Community Credits**

- Whereas, That Armada Township is eligible to receive public transportation funds through the Municipal and Community Credit programs; and
- Whereas, The Richmond Lenox EMS (RLEMS) operates a public Community Transit program; and
- Whereas, Armada Township wishes to purchase Community Transit services from the Richmond Lenox EMS; and
- Whereas, SMART (the Suburban Mobility Authority for Regional Transit) as the regional transportation authority is responsible for coordinating, reporting, and disbursing of funds for all local sub-recipient communities and agencies; and
- Whereas, Armada Township and RLEMS have a long-standing collaborative relationship in providing paratransit services to residents in Armada Township, and the surrounding communities.
- Whereas, Armada Township and RLEMS wish to continue the existing arrangement; and allow for direct reimbursement to the RLEMS for operating expenses incurred while providing Community Transit services and;
- Resolved, That Supervisor, of Armada Township is authorized to execute Municipal and Community Credit agreements in which Municipal and Community Credit funds in the amount of \$1,000 will be used to reimburse the RLEMS for Paratransit/Community Transit services.

The foregoing resolution offered by

Support offered by

Ayes:

Nays:



CERTIFICATE

The undersigned duly qualified Clerk of Armada Township certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Township Board of Armada Township held on September 13, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary K. Swiacki, CMMC, MiPMC  
Township of Armada Clerk

**ARMADA TOWNSHIP**  
**PROCEDURES FOR ORDINANCE ENFORCEMENT**  
 (Adopted: 12/8/2010)

**I. RECEIVE COMPLAINT:**

- a. All complaints/forms, written or by phone, (anonymous complaints are discouraged) shall be submitted to the Supervisor's office. The supervisor will assign a number and enter into complaint book.
- b. The Supervisor will review Township Ordinance to determine if an ordinance violation exists and direct the Code Enforcer accordingly.
- c. If an anonymous complaint is received, the Supervisor will direct the Code Enforcer to drive by realty/property in an attempt to verify statements by the anonymous complainant. If violation cannot be verified, a written report of the investigation will be placed in file labeled "Unconfirmed Complaints".
- d. Upon confirmation of an Ordinance violation, a written or phoned complainant, if willing, will be met and asked to complete and sign a complaint form that includes name, address, phone number and affirm willingness to testify.
- e. All paperwork pertaining to a complaint shall remain on file in the Township hall. The Code Enforcer shall report all actions to Supervisor weekly.

**II. INVESTIGATION PROCESS:**

- a. View Property:
  1. Must obtain property owners permission before going on property.
  2. Take notes of property condition. (Fill out site inspection form).
  3. Take photos from road or obtain permission from neighbors.
  4. Discuss condition of property with owner/occupant and or neighbors.
  5. Write report. (Include reference(s) to specific section of Ordinance)

**ORDINANCE VIOLATION:** Code Enforcer is to proceed to determine whether or not, in the authorized Code Enforcers opinion, there exists an ordinance violation.

1. If NO violation:
 

File written report stating reasons for closing investigation.  
 (Complaint form must be placed in closed file).
2. If YES violation:
  - a. Mail using USPS, a FIRST NOTICE letter requesting response within 10 days and include copy of section of the applicable Ordinance.
  - b. Code Enforcer shall work with responsive property owners to establish reasonable schedule to establish compliance.
  - c. If no response is received, the Code Enforcer shall within 5 days send a SECOND and FINAL NOTICE by certified mail requesting response within 10 days advising upcoming legal action for noncompliance.
  - d. If there is no response to the Final Notice, proceed to the Violation letter procedure.

**When compliance is obtained, Code Enforcer to make closed report and file all documents in the closed file.**

**III. VIOLATION LETTER:**

- a. Request violation letter from Christine Anderson at Seibert & Dloski, by faxing to their office copies of all letters, photos and reports of violation situation.
- b. If no contact or compliance is received from property owner as directed by Violation Letter; proceed to issue Appearance Ticket procedure.

**IV. ISSUE APPEARANCE TICKET TO PROPERTY OWNER AND/OR OCCUPANT: (This action requires the Supervisors approval. Board of Trustees shall be notified).**

**Appearance tickets requirements:**

1. Note Ordinance section violated
2. Date to appear is: "to be notified by court"
3. Original must be given to property owner
4. One copy to mailed to Seibert & Dloski, (verify receipt).
5. Remaining copies for Township files.

**Subsequent steps for complaint, warrant and District court processes to be coordinated by Christine Anderson of Siebert & Dloski, Twp. Supervisor and Code Enforcer. Further, Circuit Court action must be directed by Township Board.**

**When compliance is obtained, Code Enforcer to make closed report and file all documents in the closed file.**

**Adopted: December 8, 2010  
Armada Township Board**

**ARMADA TOWNSHIP**  
**PROCEDURES FOR ORDINANCE ENFORCEMENT**

(Adopted: 12/8/2010)

DRAFT

**I. RECEIVE COMPLAINT:**

- a. All complaints/forms, written, e-mailed or by phone, (anonymous complaints are discouraged) shall be submitted to the Supervisor's office. The supervisor will assign a number and shall enter ~~into complaint book~~ all information into the BS&A Building Module Enforcements upon receipt.
- b. The Supervisor will review Township Ordinance to determine if an ordinance violation exists and direct the Code Enforcer accordingly.
- c. If an anonymous complaint is received, the Supervisor will direct the Code Enforcer to drive by realty/property in an attempt to verify statements by the anonymous complainant. If violation cannot be verified, a written report of the investigation ~~will be~~ shall be entered into the BS&A placed in file labeled as "Unconfirmed Complaints"
- d. Upon confirmation of an Ordinance violation, a written or phoned complainant, if willing, will be met and asked to complete and sign a complaint form that includes name, address, phone number and affirm willingness to testify.
- e. All paperwork pertaining to a complaint shall remain on file in the Township Hall and entered into BS&A promptly.  
The Code Enforcer shall report all actions to the Supervisor weekly.

**II. INVESTIGATION PROCESS:**

- a. View Property:
  1. Must obtain property owners permission before going on property.
  2. Take notes of property condition. (Fill out site inspection form).  
(Is there a site inspection form?)
  3. Take photos from the road or obtain permission from neighbors.
  4. Discuss the condition of property with owner/occupant and or neighbors.
  5. Write report and enter into BS&A. (Include reference(s) to specific section of Ordinance)

**ORDINANCE VIOLATION:** Code Enforcer is to proceed to determine as to whether or not, in the authorized Code Enforcers opinion, there exists an ordinance violation.

1. If NO violation:  
File written report stating reasons for closing investigation.  
(Complaint form must be placed in closed file – entered into BS&A)

**DRAFT**

2. If YES violation:
  - a. Mail using USPS, a FIRST NOTICE letter requesting response **within 10 days** and include a copy of the section of the applicable Ordinance. Enter all information into BS&A.
  - b. Code Enforcer shall work with responsive property owners to establish reasonable schedule to establish compliance.
  - c. If no response is received, the Code Enforcer **shall within 5 days** send a SECOND and FINAL NOTICE by certified mail requesting response within 10 days advising upcoming legal action for noncompliance. Enter all information into BS&A.
  - d. If there is no response to the Final Notice, proceed to the Violation letter procedure.

**When compliance is obtained, Code Enforcer to make closed report and file all documents in the closed file. Enter information into BS&A.**

### **III. VIOLATION LETTER:**

- a. Request violation letter from Christine Anderson at Seibert & Dloski, by e-mailing ~~faxing~~ to their office copies of all letters, photos and reports of violation situation and enter all pertinent information into BS&A.
- b. If no contact or compliance is received from property owner as directed by Violation Letter; proceed to issue Appearance Ticket procedure.

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1. Note Ordinance section violated
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4. One copy to mailed to Seibert & Dloski, (verify receipt).
5. Remaining copies for Township files.

**Subsequent steps for complaint, warrant and District court processes to be coordinated by Christine Anderson of Siebert & Dloski, Twp. Supervisor and Code Enforcer. Further, Circuit Court action must be directed by Township Board.**

**When compliance is obtained, Code Enforcer shall ~~to make~~ closed report and file all documents ~~in the closed file~~ into BS&A.**

**Adopted: December 8, 2010  
Armada Township Board**

9-9

## Clerk - Armada Twp

---

**From:** Kevin Kanehl - Armada FD  
**Sent:** Friday, August 18, 2023 3:24 PM  
**To:** John W Paterek, Armada Supervisor; Trustee Job - Armada Twp; Trustee Goetzinger - Armada Twp; Clerk - Armada Twp; Treasurer - Armada Twp  
**Cc:** Andrew Pfeifle - Armada FD; Thomas Kuhn - Armada FD  
**Subject:** AFG Award

Good afternoon, Members of the Board,

This is an advisory email to provide notification of award.

Today, we were awarded \$28,840 in Federal Funding through the FEMA assistance to firefighters grant for the purchase of three thermal imaging cameras. Our local cost share is \$1,442. The total project cost is \$30,282. We have assigned Firefighters Joe Felton and Brandon Heath to do research on different National Fire Protection Association (NFPA) 1801 approved thermal imaging cameras. This includes obtaining demo models for hands on use to ensure we identify the best model for the Armada Township Fire Department. We will then obtain pricing following purchasing policy for the fire department in place and bring the information before the Township Board for approval. Our older models on hand became obsolete and began having mechanical issues such as batteries not holding charge and damage screen view which obstructed visual effectiveness under fire conditions. I would estimate that maintenance costs of these units would have exceeded our local cost share over the lifetime of the equipment. Technology has far improved with the thermal imaging cameras we will be looking to purchase, allowing our firefighters to be more effective in providing services to the community.

Thermal imaging cameras (TICs) are a vital tool for our organization. For structure fires, our shift commander will perform what is called a 360 scene size up. We walk around the structure, looking for fire location, whether there is a basement, electrical hook up location, gas or propane hook up location, various other hazards and information that we use to determine plan of action for fire attack. TICs allow us to view hot areas within the structure from the exterior size up, so that we know where the fire is most intense and what flow path it is traveling. This allows us to make more informed decisions during fire attack. TICs allow us to enter a structure with better visibility to improve fire attack and finding location of victims. This in turn provides higher chances of survivability of trapped victims and reduced times to begin suppression of active fire thus reducing property damage. TICs are also good tools for locating missing persons by detecting body heat which can make persons visible during nighttime searches of fields and woodlands. We are purchasing three units, one for each of our fire pumper apparatus (Engine 1, Engine 2 and Water 1). This will allow each unit with potential to perform fire attack or search and rescue a unit to utilize. Three units also provide multiple TICs on a fire incident as multiple fire attack or search crews may be deployed. It is also recommended that one be assigned to our rapid intervention crew who stands by in case a firefighter becomes trapped during interior operations.

If there are any questions, please feel free to contact myself or one of the Captains.

**Respectfully,**

**Kevin Kanehl**  
**Fire Marshal**

**TOWNSHIP OF ARMADA  
COMPUTER / INTERNET / E-MAIL POLICY  
(Adopted: 10/10/12)**

The purpose of Internet and e-mail services for the Township of Armada is to extend the worldwide reach of the Township's network to include employees, contractors, ~~vendors~~vendors, or suppliers. Users will be able to access the vast resources available on the Internet to aid them in their work. The ~~usesuse~~use of resources available via the Internet introduce new opportunities and risks. Therefore, all authorized users are expected to be familiar with and comply with this Policy. Violation of the Policy can lead to system privileges being revoked and/or disciplinary action including, but not limited to, termination of employment.

The Township of Armada's computer system (including all hardware and software) ~~areis~~is the exclusive property of the Township and are provided for creating and transmitting business related information. The Township treats all computer files, including electronic mail (e-mail) sent or received as business information belonging to the Township. In that regard, the Township has the capability and reserves the right, with or without notice, to access, monitor, review, copy and /or delete any computer files, including e-mail sent or received, and all website communications and/or transactions.

**Security**

All passwords shall be established by the Information Technology Coordinator only. Security passwords do not imply confidentiality.

Employees must exercise extreme caution when creating or transmitting Township information. Information should not be transmitted to individuals who are not authorized to receive it. Only authorized Armada Township representatives are permitted to speak on behalf of the Township via the computer system.

Unless specifically authorized, Township employees shall refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the Township or any employee, citizen or vendor. The Township computer systems shall not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations, unless authorized by a Township official.

**Personal Use**

Employees should not expect personal files or e-mail to be protected from review by other employees. As a result, employees should not use the Township computer systems to create or transmit any information they wish or intend ~~keep~~to keep private. Further, personal use shall not interfere with work responsibilities or work time.

**E-mail**

When transmitting messages via e-mail, employees must consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. The e-mail system shall not be used to create or circulate any harassing or offensive messages. Offensive messages include, but are not limited to, any messages that contain sexual implications, racial slurs, gender-specific derogatory or demeaning comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability. Any unprofessional or harassing comments, regardless of whether they are covered by legally protected classifications are prohibited.

**Internet**

Some employees may have access to the Internet for business-related purposes. The Township has the capability to review web site access. Employees do not have any expectation of privacy regarding the web sites accessed through the computer system. Computer systems may "leave tracks" at web sites visited. Because of the nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism. Personal use shall not interfere with work responsibilities or work time. Visiting pornographic sites is prohibited.

**Software**

Armada Township prohibits the unauthorized use of Township software. The Township expects its employees to conduct themselves responsibly in this regard. Making or using unauthorized copies of software programs is prohibited. Employees shall not install or run outside software unless approved by the Information Technology Coordinator. All outside software or documents must be virus scanned before being installed or run on Township equipment.

**Publishing to the Internet**

Only assigned Township personnel shall publish to the Internet. This ensures that the information being released about Armada Township is appropriate and projects a positive image of the community.

The Township will generally have the following types of information available on the Internet:



- Printed informational materials, such as Township newsletters, brochures, news releases, calendar of events, etc.
- News bulletins and/or informational advisories.
- Information from various Township databases as needed.
- Township related items that may not be available in printed form.
- Other Township information determined useful for public disclosure.

The Township will not publish personal information, such as, but not limited to:

- Political preference or support
- Personal opinions on any topic
- Information that has not been reviewed and approved by the Township Board

### **Procedure for Reporting Abuse of Computer Privileges or Violation of this Policy**

Use of the computer system to engage in any communications that are in violation of any Township policy, including but not limited to the acquisition, possession, or transmission of defamatory, obscene, offensive, or harassing materials, is strictly prohibited. If you are harassed or discriminated against through the use of the Township computer system, you must immediately report this to the Information Technology Coordinator who will forward this information to the Township Supervisor. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

### **Information Technology Coordinator**

The Township Clerk is designated as the Township Information Technology Coordinator.

If you have any questions about this Policy or its implementation, you should contact the Clerk.

**Adopted by the Armada Township Board: October 10, 2012**

(TOWNSHIP COPY TO EMPLOYEE FILE)

EMPLOYEE AGREEMENT ON USE OF E-MAIL AND THE INTERNET

**I have read, understand and agree to comply** with the foregoing policies, rules, and conditions governing the use of the Township's computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of Armada Township to our customers, competitors, suppliers, and that I have responsibility to maintain a positive representation of the company. Furthermore, I understand that this policy may be amended at any time.

The following are passwords for my computer system:

PROGRAM

PASSWORD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My e-mail address is: \_\_\_\_\_

**I will notify** the Township Clerk of any change in passwords as soon as the change occurs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Information Technology Coordinator (Clerk)

# **Proposal for Armada Township Fire Department**

Fire Chief Assessment Center

Proposal Submitted by:

Submitted:  
8/23/2023

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## Proposal for Armada Township

Thank you for the opportunity to submit a proposal for your upcoming promotional process for Fire Chief. Our proposal covers the development and administration of the testing process you describe in your Request for Proposal.

### **About Empco**

Empco was incorporated in 1985 and is located in Troy, MI. Empco, Inc. specializes in employment relationships with an emphasis on testing and evaluations in the public sector. Our focus is on entry level and promotional assessments for public safety and municipal positions.

In 1987, Empco began conducting promotional testing for police departments in Michigan. From our offices in Troy, we have grown into the largest firm in the state providing promotional testing to law enforcement and the fire service. Empco also services municipal agencies and sheriff's offices in states throughout the nation.

Empco, Inc.  
1740 W. Big Beaver Rd.  
Suite 200  
Troy, MI 48084  
Phone: 248-528-8060  
Fax: 248-526-7274  
Web site: [www.empco.net](http://www.empco.net)  
E-mail address: [info@empco.net](mailto:info@empco.net)

### **Experience and Qualifications**

Empco conducts assessment centers, oral boards and written examinations for hundreds of agencies across the United States. In this, we test thousands of candidates each year.

Empco's specialization in testing for municipal and county positions give us the expertise to accommodate nuances that come with limited budgets, collective bargaining agreements, and various governing bodies and laws. Our size gives us the ability to provide excellent customer service. We pride ourselves on the relationships we have built. It must be recognized that current clients, who use our examination services annually, could switch to another vendor if our results did not only satisfy the agency's needs, but also the need for fairness among test takers. We keep our clients, and the number continues to grow because of a reputation for integrity and fairness in our examinations. At Empco, we put integrity before profit.

### **Job Analysis**

Empco conducts a job analysis before developing any assessment. The job analysis includes meetings with subject matter experts and those persons in a position to fully understand the requirements of the job. Empco will also administer surveys about the position to these individuals.

Empco will analyze the information collected during these meetings and through the surveys. We will also examine the job description for the position, as well as any job analyses previously conducted.

The information gathered in the job analysis will be used as the basis for any assessment and is included as part of the validation of the exam.

## Assessment Centers

Empco's assessment centers are designed to measure the knowledge, skills and abilities (KSA's) critical for successful performance in such jobs. These include up to 15 behavioral attributes such as: oral and written communication, problem solving, decision making, organization, planning, administrative and operational skills, staff development, supervision, analytical thinking and reasoning, etc. The job analysis, as well as information from subject matter experts in the agency, will determine the actual dimensions to be measured by the assessment center for each specific rank.

**Empco's assessment centers are developed in accordance with the *Guidelines and Ethical Considerations for Assessment Center Operations (2015)*, International Taskforce on Assessment Center Guidelines.** These guidelines establish specific requirements and procedures for conducting assessment centers. The following description of Empco's assessment center structure and procedures reflect the requirements of these guidelines. Following these guidelines will ensure that your agency meets any contractual obligations to conduct an assessment center as well as making the test reliable and defensible.

Empco has five exercise types that are typically used in assessment centers. The specific job-related exercises that will be used in a custom assessment center will be developed by Empco after consultation with subject matter experts in the agency and examining the results of the job analysis for each position. Empco uses between three and five exercises for each assessment center. The following are the typical exercise types Empco uses:

Interview Exercise: Candidates are asked to make a brief presentation describing themselves, their accomplishments, goals and other related issues - an outline of suggested topics is provided at the orientation. Each candidate is then asked a series of career and job-related questions and given a scenario(s) to solve. The same questions/scenarios are asked of each candidate. Actual agency issues are incorporated into the exercise.

Oral Presentation Exercise: Candidates are given a particular subject at the orientation and asked to prepare and deliver an oral presentation to a group such as the city council, concerned citizens, etc., (in reality - the assessors). Generally, an actual agency issue is incorporated into the exercise.

In-Basket Exercise: Candidates are given a number of written situations, which might typically be found in the "In-Basket" of the job being filled. Candidates are asked to complete and submit their solutions to these in-basket items within a specific time.

Role-Play Scenario Exercises: Candidates are presented with unannounced situations from the job being sought. They are required to interact with an individual (an Empco associate playing the role of a subordinate, city council person, etc.) while being evaluated by our panel of assessors. The scenarios are job-related.

**Tactical Scenario Exercise:** Candidates are presented with a tactical scenario involving an active fire scene. Candidates will be presented with basic information and be expected to run the fire scene and react/adapt when things at the scene change. Candidates will need to orally explain what they will do while being evaluated by our panel of assessors.

### **Assessors**

Empco's standard practice is to provide the assessors for assessment center exercises. All assessors will be those regularly used by Empco and are therefore trained in how Empco evaluates and scores candidates. This panel will evaluate all candidates to ensure reliability of ratings. Assessors are drawn from non-contiguous agencies and have no prejudicial knowledge of the candidates.

If the agency, either by contract or by budget, requires that assessors other than those generally used by Empco need to serve as assessors, this can be accommodated. However, additional time is built into the schedule for assessor training. It is imperative that all assessors understand the importance of, and how to conduct, objective evaluations using our rating forms. Fees for assessment centers utilizing assessors other than those on Empco's roster will be determined based on the specific needs of the client.

### **Candidate Orientation**

Empco will conduct an orientation for all candidates participating in an assessment center. During this orientation, Empco will explain the assessment process -- what candidates should expect and how the candidates will be evaluated. The agency is responsible for providing adequate facilities to accommodate the orientation and will be responsible for notifying all candidates as to the date, time and location of the orientation. When candidates for a position are not local (an agency is seeking outside applicants), the orientation can be conducted over the phone or by video conference.

### **Candidate Feedback**

Empco will provide all candidates that participate in the assessment center the opportunity to receive feedback on their performance in each exercise. Candidate feedback sessions must take place within two months of the completion of the assessment. Candidates are responsible for contacting the Empco office to schedule their own feedback session. Feedback sessions are confidential and are done as an opportunity for candidates to learn how to improve on future assessments and, more importantly, how they can work to improve their management skills on the job.

### **Scheduling and Billing**

Empco requires a minimum one month development period. The specific dates and times of each aspect of the test development and administration will depend on the availability of representatives from the agency, and how quickly surveys are completed. Final candidate counts must be given to Empco two weeks prior to the assessment. The agency will be billed for the number of candidates given at this time. Assessment centers cancelled less than three weeks prior to the assessment center will result in the client be billed the development fee for the assessment center. Reduction in the number of days for the assessment center less than

two weeks prior to the assessment center will result in the client being billed \$1000 for the cancelled day(s).

### **Scoring**

Empco will consider reliability and adverse impact in determining the cut off scores for passing the assessment. Final scores will be reported after these analyses have been completed.

Empco will provide agencies with scores on assessment centers within one week of the assessment completion. Scores can be reported in multiple formats, but always as a percentage of 100 percent.

## **Agency Requirements**

Empco requires that the agency provide adequate facilities for all orientations, written exams, oral boards, assessment centers, and review sessions (if applicable). The agency is responsible for making sure these facilities provide adequate space and layouts conducive to the activities that will be held in the space. Empco asks that the agencies provide lunch to Empco assessors and facilitators for all oral boards and assessment centers. The agency is also responsible for notifying all candidates of the dates and times of orientation, feedback sessions (if applicable), and testing dates, as well as providing the candidates with a copy of the bibliography for the written exam. The agency will need to provide Empco with a copy of all job analyses and job descriptions for the position, and make subject matter experts available to Empco if additional job analysis information needs to be conducted. Empco also requires the agency to provide all local content materials for written exams and allow Empco use of a copy machine during the assessment center process.

It is the agency's responsibility to notify candidates that recording devices of any kind, including agency issued body cameras, are strictly prohibited at all orientations, written exams, oral boards, and assessment centers. If a candidate is wearing any of these devices upon arriving at the testing facility, they will be asked to turn the device off and remove it from the testing areas. Use of a recording device during written exams, oral boards, or assessment centers will be considered cheating and will be handled according to the agency's discipline policy.

The agency must notify Empco of any additional requirements when scheduling a testing process. Those additional requirements could be dictated by agency policy or collective bargaining agreement and include, but are not limited to, specific cut scores, candidate reviews and candidate challenge periods. Additional fees may apply.

## **Project Team**

### **Kendra Royer, President**

Dr. Kendra Royer holds a master's degree and a doctoral degree in Industrial/Organizational Psychology. She has worked as a public safety consultant since 2001 and has been with Empco since 2005. Her expertise is in the development and validation of employment testing. As President, Kendra oversees the development of all assessment processes. She ensures that all Empco products are valid and reliable and consistent with industry standards.

### **Ken Staelgraeve, Director of Assessment Centers and Oral Boards**



Ken Staelgraeve is the retired Fire Chief of the Harrison Township Fire Department. He subsequently served two years as Fire Chief for the Bruce-Romeo Fire Department. He holds a bachelor's degree in Fire & Safety Engineering Technology from the University of Cincinnati, and a master's degree in Public Administration from Central Michigan University. Ken has also received Executive Fire Officer (EFO) designation from the United States Fire Administration. Ken serves as Department Chair and Professor of Fire Science at Macomb Community College. Ken has worked with Empco in various roles since 2005. As the Director of Assessment Centers and Oral Boards, Ken administers and facilitates all aspects of the assessment center and oral board processes.

#### Jeffrey Smith, Senior Consultant

Jeff serves as our in-house subject matter expert for all promotional processes in law enforcement. He is the retired Director of Public Safety from Southgate, MI and the current Court Administrator for the 28th District Court. Jeff has worked in both the private and public sector of law enforcement/public safety for over 30 years and has been on staff at Empco since 2015. Jeff was a 2016 graduate of the Federal Bureau of Investigation National Academy, Quantico, VA class #263. Jeff holds a bachelor's degree in Science from Ferris State University and an associate degree in Arts from Henry Ford College. Jeff is also a 2012 graduate of the Eastern Michigan University School for Police Staff and Command class #28.

In addition to the Empco team members listed above, Empco works regularly with over 50 independent contractors to develop written examinations and act as assessors on oral boards and assessment centers. These contractors are experts in the area of public safety.

## References

Empco, Inc. conducts assessment centers, oral boards, and written exams for hundreds of agencies each year. The following are a sample of agencies that we are currently doing work for or that we have recently completed work:

### Fire

<b>Battle Creek, MI Fire Department</b>	
Contact:	Victoria Houser City Clerk (269)966-3348 vlhouser@battlecreek.mi.gov Dates of Service: 2020 to present
Project:	Empco conducts written exams and assessment centers for the rank of Fire Lieutenant and Captain. The assessments reflect the contractual weighting of the exercises, and reflect the skills and abilities of fire officers in this agency.

<b>Bloomfield Twp., MI Fire Department</b>	
Contact:	John LeRoy Fire Chief Bloomfield Twp. Fire Department (248) 433-7745

	jleroy@bloomfieldtp.org Dates of Service: 2004 to present
Project:	Empco designs and conducts written exams and oral boards for the Fire Department. The ranks tested include: Lieutenant, Captain, Inspector, Marshal, and EMS coordinator. Empco also administers the entry level exams for the Fire Department.

<b>Brewster, MA Fire Department</b>	
Contact:	Robert Moran Fire Chief Brewster Fire Department (508) 896-7018 rmoran@town.brewster.ma.us Dates of Service: 2012 to present
Project:	Empco develops custom written exams for the rank of Captain and Inspector in the Brewster Fire Department.

<b>Casper, WY Fire and EMS Department</b>	
Contact:	Cameron Siplon Deputy Chief Casper Fire Department (307) 233-6618 csiption@cityofcasperwy.com Dates of Service: 2006 to present
Project:	Empco develops tailored exams for the Fire Department. Ranks in which tests have been designed for include: Fire Driver-Engineer, EMS Engineer, Fire Inspector, EMS Captain, and Fire Captain.

<b>Concord, MA Fire Department</b>	
Contact:	Stephanie Oliver Asst. Human Resources Director Town of Concord Human Resources (978) 318-3031 soliver@concordma.gov Dates of Service: 2007 to Present
Project:	Empco develops and scores written exams for various ranks in the fire service.

<b>Hot Springs, AR Fire Department</b>	
Contact:	Ty Farris Fire Training Officer Hot Springs Fire Department (501) 321-6970 tfarris@cityhs.net Dates of Service: 2014 to Present
Project:	Empco develops and scores written exams for various ranks in the Fire Department.

<b>Lansing, MI Fire Department</b>	
Contact:	Regina Wilson Human Resources Department (517) 483-4015 Regina.wilson@lansingmi.gov Dates of Service: 2018 to present
Project:	Empco develops written exams for the ranks of Fire Battalion Chief, Fire Captain, Fire EMS Operations Division Chief, Fire Marshal, and Emergency Management Division Chief. Written exams for these positions are developed after conducting job analyses to determine the necessary skills and abilities required of someone filling each position. Assessment centers are also developed and conducted for the positions of Fire Battalion Chief and EMS Operations Division Chief.

<b>Livonia, MI Fire Department</b>	
Contact:	Jeannine Laible Human Resources Director Civil Service Department (734) 466-2527 jlaible@livonia.gov Dates of Service: 1998 to present
Project:	Empco develops and administers an in-basket and assessment center for the Fire Chief, Deputy Fire Chief, and Fire Training Officer. Assessment centers for these positions are developed after conducting job analyses to determine the necessary skills and abilities required of someone filling each position.

<b>Madison Heights, MI Fire Department</b>	
Contact:	Amy Misczak Human Resources Director City of Madison Heights (248) 837-2609 amymisczak@madison-heights.org Dates of Service: 2002 to present
Project:	Empco facilitates both hiring and promotions for the Madison Heights Fire Department. Empco develops and conducts assessment centers for the ranks of Lieutenant, Captain, and Chief.  Madison Heights utilizes our Fire Testing System to create eligibility lists for entry level positions. Empco also develops and facilitates oral boards for these entry level positions.

<b>Pembroke Pines, FL Fire Department</b>	
Contact:	Frank Martin Operations Division Chief Pembroke Pines Fire Rescue (954) 499-9580 fmartin@ppines.com Dates of Service: 2004 to present

Project:	Empco conducts both written examinations and practical examinations for the Rescue and Suppression Division of this department. The ranks include Driver/Engineer, Rescue Lieutenant, Captain, and Battalion Chief.
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<b>Southfield, MI Fire Department</b>	
Contact:	James Meadows Human Resources Director City of Southfield (248) 796-4708 jmeadows@cityofsouthfield.com Dates of Service: 1999-present
Project:	Empco has conducted written exams and assessment centers for various ranks in the Fire Department. Written exams for every rank in the Fire department is tailored or customized to that rank in the department. Assessment centers were conducted for the following ranks in the Fire Department: Chief, Battalion Chief, Captain and Fire Marshal. Written exams for the Fire Department include Driver-Engineer, Inspector, and Lieutenant.

<b>Sterling Heights, MI Fire Department</b>	
Contact:	Kate Baldwin Human Resources Manager City of Sterling Heights (586) 446-2316 kbaldwin@sterling-heights.net Dates of Service: 1990 to present
Project:	Empco has conducted assessment centers for the ranks of Chief, Training Chief and Fire Marshal. The situations in each exercise were developed after a job analysis of the positions revealed the need for certain required dimensions. Empco recently started customizing written exams for the Captain's position.

<b>Ypsilanti, MI Fire Department</b>	
Contact:	Kimberly Jones HR Director City of Ypsilanti (734) 483-7360 kljones@cityofypsilanti.com Dates of Service: 2012 to present
Project:	Empco has conducted oral boards and written exams for the ranks of Fire Captain, Fire Lieutenant, and Fire Marshal. During the pandemic, Empco was able to conduct all of the oral boards virtually to help protect the health of the department, while still allowing promotions to move forward.

## **Sheriff**

<b>Kalamazoo County, MI Sheriff's Office</b>
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Contact:	James VanDyken Undersheriff Kalamazoo County Sheriff's Office (269) 383-8821 Dates of Service: 2008 to present
Project:	Empco develops and administers assessment centers for the rank of Detective, Sergeant, and Lieutenant in the Kalamazoo County Sheriff's Office. Empco also develops custom written exams.

<b>Lenawee County, MI Sheriff's Office</b>	
Contact:	Jacob Pifer Captain Lenawee County Sheriff's Office (517) 264-5372 jacob.pifer@lenawee.mi.us Dates of Service: 2010 to present
Project:	Empco develops written exams for Dispatch Shift Leader, Corrections Sergeant and Road Patrol Sergeant.

<b>Livingston County, MI Sheriff's Office</b>	
Contact:	Brad Fetner Sergeant Livingston County Sheriff's Office (517) 540-7627 bfetner@livgov.com Dates of Service: 2006 to present
Project:	Empco designs and conducts assessment centers for Lieutenant, and develops written exams for Detective, Road Patrol Sergeant, and Corrections Sergeant.

<b>Macomb County, MI Sheriff's Office</b>	
Contact:	Shirley Maniaci Administrative Coordinator Macomb County Sheriff's Office/Clerk (586) 783-8142 shirley.maniaci@macombgov.org Dates of Service: 2005 to present
Project:	Empco designs and administers custom written exams for Dispatch Coordinator, Corrections Sergeant, and Law Enforcement Sergeant.

<b>Michigan Sheriffs' Coordinating and Training Council</b>	
Contact:	Michael Grodi CEO (517) 999-7282 mgrodi@msctc.org

Project:	Empco validated a state wide physical abilities test for all local corrections officers in the State of Michigan. All candidates applying to be a corrections officer in a Sheriff's office must take this physical ability test. Empco has also been contracted by the Michigan Sheriffs' Coordinating and Training Council to conduct a basic cognitive abilities test for all local corrections officer candidates.
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### Department of Public Safety

<b>Grosse Pointe City, MI Department of Public Safety</b>	
Contact:	John Alcorn Director of Public Safety Grosse Pointe DPS (313) 886-3200 alcornj@grossepointedps.org Dates of Service: 2004 to present
Project:	Empco develops written exams for the ranks of Sergeant and Lieutenant in the Department. Empco also develops and conducts oral boards for these ranks in the Grosse Pointe Public Safety Department.

<b>Kalamazoo, MI Department of Public Safety</b>	
Contact:	Vernon Coakley Chief of Police (269)337-8123 coakleyv@kalamazoocity.org Dates of Service: 2018 to present
Project:	Empco develops specialized assessments for Public Safety Detectives, Sergeants and Lieutenants. These assessments combine components evaluated by Empco assessors, with interviews evaluated by department and community members. This makes the promotional process robust and has increased the confidence in the process.

## **Legal Standards**

In developing all exams, Empco, Inc. followed the legal and ethical guidelines put forth in:

- *Americans with Disabilities Act of 1990.*
- *Civil Rights Act of 1991.*
- *Guidelines and Ethical Considerations for Assessment Center Operations (2015)*, International Taskforce on Assessment Center Guidelines.
- *Principles for the Validation and Use of Personnel Selection Procedures*, 4<sup>th</sup> edition (2003), Society of Industrial Organizational Psychology.
- *Standards for Educational and Psychological Testing* (1999), American Psychological Association.
- *Uniform Guidelines on Employment Selection Procedures* (1978), Code of Federal Regulations, Chapter 41, Part 60-3.

## **Law Enforcement Professional Oversight Standards**

Empco, Inc.'s development and administrative testing processes are familiar with and are in compliance with standards and recommendations set for by the following entities:

- Commission on Accreditation for Law Enforcement Agencies (CALEA)
- Michigan Law Enforcement Accreditation Program

## **Insurance**

Empco carries required insurance.

## **Litigation**

Empco has never been involved in any litigation of any kind.

## **Contact**

Empco staff is easily accessible by several methods: office phone: 248-528-8060; fax: 248-526-7274; email: [info@empco.net](mailto:info@empco.net), or view our web site at: [www.empco.net](http://www.empco.net). We are located in Troy, Michigan near I-75, approximately 30 minutes north of Detroit.

## **Authorized Individual**

Kendra Royer, Ph.D., President, is the person authorized to sign a contract. She can be reached at 248-528-8060 or at [kendra@empco.net](mailto:kendra@empco.net)

## **Non-Collusion**

Empco has not and will not work with any other vendor on this project.

## Pricing - Standard Fees

### Assessment Center (Local- Upper Command/ Executive Positions)

Development Fee	\$5,200.00
Administration Fee (per day, up to 4 candidates per day)	\$2,200.00
Per Candidate Fee	\$375.00

Mileage and travel expenses will be billed as they occur.

Prices effective for 60 days after proposal is submitted.



**Building Administrator**  
**Responsibilities and Duties**

To administer all Building Department functions, including but not limited to:

1. Provide public with necessary permit applications (including building, electrical, mechanical, plumbing and zoning permits), ordinance information related to type of permit and answer any related questions.
2. Verify that contents of building permit packages include all required documentation and track to ensure timely review.
3. Input permit information into BS&A software program, collect and record payments and issue permits.
4. Input and track all building bonds, and return upon project completion.
5. Input costs for extra inspections required, and mail and track invoices until payment is received.
6. Coordinate inspections with owner/contractors and schedule inspectors as needed.
7. Input inspection results, calculate commissions and generate payroll report out of BS&A for inspectors, and give to Clerk.
8. Provide data to Ordinance Official for ordinance complaints and/or violations as requested.
9. Provide monthly building and inspection report to Clerk for monthly board meeting.
10. Enter new building permit information into SEMCOG and US Census websites each month.
11. Maintain contractor licensing within BS&A tracking system.
12. Work with Treasurer's office to reconcile building department General fund and Trust & Agency payments.
13. Maintain historic building department file archives.
14. Back up Planning department when needing assistance with customers.
15. Reports to and advises the Township Supervisor

**Planning & Zoning Administrator**  
**Responsibilities and Duties**

To administer all Planning & Zoning Department functions, including but not limited to:

1. Answer questions and guide applicants concerning planning and zoning issues and where to find information and forms.
2. Accept applications for rezoning, special land use and site plan approvals. Ensure all required documents are included in submission.
  - a) Input project into BS&A Software Program.
  - b) Calculate and collect required Planner, Engineering, Fire Safety and Legal fees from applicant and input into BS&A.
  - c) Send submitted documentation to professionals for reviews. Coordinate with professionals and applicants to ensure all issues are addressed.
3. Accept applications for variances and other Zoning Board of Appeals issues.
  - a) Input project into BS&A Software Program.
  - b) Calculate and collect required Planner and Legal fees from applicant and input into BS&A.
  - c) Send submitted documentation to professional(s) for reviews. Coordinate with professionals and applicants to ensure all issues are addressed.
4. Create public hearing notices, publish and notify adjacent properties as required.
5. Prepare and post agendas for all Planning Commission and Zoning Board of Appeals meetings.
6. Prepare and distribute meeting packets to Planning Commission members, Planner, Zoning Board of Appeals members and others as necessary.
7. Attend all Planning Commission and Zoning Board of Appeals meetings, set up GoToMeeting and Live Streaming, and take and produce meeting minutes.
8. Create and maintain Planning Commission and Zoning Board of Appeals files.
9. Maintain escrow accounts in BS&A for each applicant/project which includes fees paid and expenses incurred and ensure all expenses are funded by the applicant.
10. Work with Planner for zoning ordinance amendments, Master Plan, and Parks & Recreation Plan.
11. Create and maintain Monthly Project Summary for Planning Commission meeting, and provide to Clerk for Township Board Of Trustees meetings.
12. Maintain historic Planning file archives.
13. Back up building department when needing assistance with customers.
14. Reports to and advises the Township Supervisor.

9-K



**Professional Services Agreement  
(Short Form)**

**Agreement**

To engage the Services of Wade Trim Associates Inc., as a Design, Planning, Testing and/or Land Survey Professional.

This Agreement, entitled As-Needed Planning Services between Armada Township of 23121 E. Main Street Armada MI 48005, hereinafter called "Owner," and Wade Trim Inc., 555 South Saginaw Street, Suite 201, Flint, Michigan, 48502, hereinafter called "Professional," is as follows:

The Owner and Professional, for mutual consideration hereinafter set forth, agree as follows:

A. Professional agrees to perform certain professional services for Owner as follows:

In accordance with Wade Trim's September 5, 2023 proposal letter, attached.

B. Owner agrees to pay Professional as compensation for his services as follows:

In accordance with Wade Trim's September 5, 2023 proposal letter, attached.

C. Owner agrees to establish an allowance of \$ n/a for additional services on this Project (not less than 10% of the compensation amount specified in Item B.)

D. The Owner and Professional agree to conditions as set forth on the reverse side in the General Provisions of this Agreement.

E. The Owner and Professional agree to the following schedule:

Each assignment will adhere to a mutually agreed upon schedule.

F. Professional has the option to render this Agreement null and void, if it is not executed within 60 days.

Owner:

Professional:

By:

(Print Name)

By:

Jason Smith, AICP

(Print Name)

Title:

Title:

Vice President

Date Signed:

Date Signed:

September 5, 2023

## General Provisions

### 1.01 Basic Agreement

A. Professional shall provide, or cause to be provided, the services set forth in this Agreement, and Owner shall pay Professional for such Services as set forth herein.

### 2.01 Payment Procedures

A. *Preparation of Invoices.* Professional will prepare a monthly invoice in accordance with Professional's standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Professional for services and expenses within 30 days after receipt of Professional's invoice, the amounts due Professional will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Professional may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Professional has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

### 3.01 Additional Services

A. If authorized by Owner, or if required because of changes in the Project, Professional shall furnish services in addition to those set forth above.

B. Owner shall pay Professional for such additional services as follows: For additional services of Professional's employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Professional's employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Professional's consultants' charges with a 15% mark-up, if any.

### 4.01 Termination

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party.

b. By Professional:

1) upon seven days written notice if Professional believes that Professional is being requested by Owner to furnish or perform services which are outside of the agreed upon scope of services without compensation, which are contrary to Professional's responsibilities as a licensed professional; or

2) upon seven days written notice if the Professional's services for the Project are delayed or suspended for more than 90 days for reasons beyond Professional's control.

3) Professional shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Professional.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Professional to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Professional shall be compensated for Basic Services performed through the date of termination as set forth herein and for work performed per 4.01.B in the manner set forth in 3.01.

### 5.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

### 6.01 Successors, Assigns, and Beneficiaries

A. Owner and Professional each is hereby bound and the partners, successors, executors, administrators, employees and legal representatives of Owner and Professional (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Professional) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Professional may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

### 7.01 General Considerations

A. The standard of care for all professional engineering and related services

performed or furnished by Professional under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Professional makes no warranties, express or implied, under this Agreement or otherwise, in connection with Professional's services. Professional and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers and Professional shall not be responsible for design services provided by others.

B. Professional shall not at any time supervise, direct, or have control over any contractor's work, nor shall Professional have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Professional neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

D. Professional shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Professional's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Professional.

E. The provisions in this Agreement supersede and render null and void any contrary provisions in the contract documents between Owner and Contractor.

F. All design documents prepared or furnished by Professional are instruments of service, and Professional retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Professional (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Professional's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Professional, whichever is less.

H. The parties acknowledge that Professional's scope of services does not include any services related to a Hazardous Environmental Condition (including but not limited to the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Professional or any other party encounters a Hazardous Environmental Condition, Professional may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

### 8.01 Dispute Resolution

Except for debt collection cases for less than \$25,000, and except as otherwise provided herein, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the limitations and restrictions stated below. This agreement to arbitrate and any other agreement or consent to arbitrate entered into in accordance herewith as provided in this paragraph will be specifically enforceable under the prevailing arbitration law of any court having jurisdiction.

Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute, or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action whether based in tort, contract, indemnity, contribution, or any other form of action, legal or equitable, shall be deemed to have accrued at the time the party asserting the claim either knew or, by the exercise of reasonable diligence, should have known of the existence of the facts underlying such claim, dispute or other matter in question regardless of when damages occur. After the expiration of said one year, any claim between the parties hereto shall be barred.

No arbitration arising out of, or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered upon it in any court having jurisdiction thereof.

### 9.01 Total Agreement

A. This Agreement (together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Professional, supersedes all prior written or oral understandings, and becomes binding as if fully executed at the time Professional commences work. To the extent that the terms of any appendices or documents referenced in this Agreement conflict with the terms of this Agreement, the terms of this Agreement shall govern. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.



## WADE TRIM REVIEW FEE SCHEDULE

### Armada Township

The following Development Review Fee Schedule is to be employed for estimating the consultant's costs for undertaking a professional planning review and preparing a written report to the community regarding the various types of development proposals. These costs may be passed through to the developer, along with any additional costs (publication, reviews by others, etc.), incurred by the community.

The developer's deposit, in an amount determined from this review fee schedule, is collected by the community prior to forwarding the plans to Wade Trim for review. Development review costs may vary depending on the completeness and complexity of the application.

### Task

### Lump-Sum Fee

1. Subdivision (Plat) Review (for Conventional, Manufactured Home, Commercial or Industrial Subdivision)
  - a. Pre-Preliminary plat review \$600
  - b. Preliminary plat review**
    - 1) Tentative approval \$800 plus \$5 per lot
    - 2) Final approval \$300 plus \$2.50 per lot
  - c. Final plat review \$300
2. Site Plan Reviews
  - a. Detached single-family condominium (site-condos), multiple-family or mobile home park developments \$800 plus \$5 per dwelling unit
  - b. Cluster housing development \$600 plus \$5 per dwelling unit
  - c. Commercial or office development \$600 plus \$25 per acre or fraction thereof
  - d. Industrial development \$600 plus \$25 per acre or fraction thereof
  - e. Public or semi-public uses \$600 plus \$25 per acre or fraction thereof
  - f. Planned neighborhood, unit, or mixed-use project**
    - 1) Concept Plan Review \$600
    - 2) Preliminary Review \$800 plus \$5 per unit or lot
    - 3) Final Review \$300 plus \$2.50 per unit or lot
    - 4) Development Agreement Review \$300
3. Special Approval/Conditional Use \$600 (in addition to the associated site plan review fee)
4. Rezoning Review \$650

## Wade Trim Review Fee Schedule

Task	Lump-Sum Fee
5. Sketch Plan Renewal	\$300
6. Lot Split Review	\$500
7. <b>Dimensional (Non-Use) Variance Review</b>	
a. Commercial	\$600
b. Residential	\$400
8. Use Variance Review	\$500
9. Street/Alley Vacations	\$300
10. Plan Revisions	50 percent of initial review fee
11. Private Road Review	\$250
12. <b>Meetings</b>	
a. Applicant/ Developer Pre-Application Meeting (In Person)	\$500 per meeting
b. Applicant/ Developer Pre-Application Meeting (Virtual)	\$300 per meeting
c. Attendance at Township Meetings	\$500 per meeting
13. Review of Woodlands and Wetlands Plans and/or Field Inspection of Same	Current Hourly Rate Schedule
14. Site (Traffic) Impact Analysis	Current Hourly Rate Schedule
15. Master Deed Review	\$435

\* Subconsultant assistance (if necessary) is charged at cost times 1.15. Special billing rates apply in matters requiring expert witnesses or other consulting as it relates to legal matters.

**The fee schedule is subject to change on an annual basis.** The fees for the services listed above include all indirect expenses such as mileage, photocopies, shipping, etc.



Wade Trim Associates, Inc.  
555 S. Saginaw Street, Suite 201 • Flint, MI 48502  
810.235.2555 • [www.wadetrim.com](http://www.wadetrim.com)

September 5, 2023

Armada Township  
23121 East Main Street  
Armada, MI 48005

Attention: John Paterek  
Township Supervisor

Re: Proposal to Provide As-Needed Professional Planning Services

Dear John:

Thank you for reaching out to us and inquiring about Wade Trim's professional services. As requested, we are pleased to submit this proposal letter to provide professional planning services on a retainer basis to Armada Township. We are very excited about this opportunity to establish a relationship with Armada Township to serve as a trusted advisor for planning and zoning. Our team has broad experience working for rural communities and townships and enjoys working alongside local leaders and citizens to protect local values and implement the community's future vision.

Wade Trim is a Michigan-based firm with more than 600 professionals and support staff. Our Michigan offices include Bay City, Detroit, Flint, Gaylord, Grand Rapids, Taylor, and Traverse City. Since 1972, Wade Trim's planning team has been developing creative and thoughtful solutions to strengthen communities and improve quality of life. Drawing from our broad technical expertise and national project experience, we apply a holistic approach to solving local challenges.

I, Caitlyn Habben AICP, am the proposed project manager. I am located out of our Flint Office. As your project manager, I will be your main point of contact at Wade Trim.

We currently have a team of 20 planners and landscape architects with varied experience in the fields of planning, zoning, and urban design. As a multi-disciplinary firm, Wade Trim's planning team is supported by civil engineers, traffic and transportation engineers, surveyors, and other experts who can assist the Township with a wide variety of engineering services and project types.

#### **Scope of Work**

We propose to provide professional planning services as part of the retainer rate.

- Attendance at eight public meetings per calendar year. Public meetings include Township Board, Planning Commission, and Zoning Board of Appeals.
- Providing guidance and responding to questions from Township officials and staff by phone and email pertaining to zoning ordinance, community master plan, development process and other planning specific matters.

Upon the Township's request, other tasks will be billed as noted in the Wade Trim Review Fee Schedule. If the items are not included on the Wade Trim Review Fee Schedule, it will be billed at an hourly rate.

### Compensation


Our effort for the proposed retainer is \$560 per month, which will be maintained for one year after approval. Specific reviews will be billed in accordance with our **Review Fee Schedule**. As-needed professional planning services, performed outside of the approved scope of services, will be billed on an hourly basis in accordance with the enclosed **2023 Wade Trim Billing Rate Schedule**. Other direct costs, such as employee travel (mileage) and photocopies, will be billed in accordance with the enclosed **2023 Wade Trim Equipment Billing Schedule**. Our Billing Rate Schedule is reviewed and adjusted on an annual basis every July.

For special studies and other more involved efforts, we would provide a detailed written scope of work and cost estimate for the Township's prior consideration and approval.

We are prepared to begin immediately upon contract execution. Thank you for your consideration of our services; we look forward to the opportunity to assist the Township with its professional planning needs. If you have any questions or need additional information, please contact our office.

Very truly yours,

Wade Trim Associates, Inc.

  
Caitlyn Habben, AICP  
Professional Planner

  
Jason Smith, AICP  
Vice President/ Area Lead

CH:JTS:rld  
AAA 8140-23F  
20230905\_Armada Twp Planning Retainer Proposal

Enclosures:

Wade Trim Review Fee Schedule  
2023 Wade Trim Billing Rate Schedule  
2023 Wade Trim Equipment Billing Schedule





## WADE TRIM REVIEW FEE SCHEDULE

### Armada Township

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## Wade Trim Review Fee Schedule

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**The fee schedule is subject to change on an annual basis.** The fees for the services listed above include all indirect expenses such as mileage, photocopies, shipping, etc.

**Wade Trim Billing Rate Schedule  
Community Design  
With Equipment Billed Separately  
Effective January 2023**

Classification		2023 Rate
Code	Classification Title	Per Hour
299.1	Professional Engineer VI	\$ 240.00
299	Professional Engineer V	\$ 210.00
298	Professional Engineer IV	\$ 190.00
297	Professional Engineer III	\$ 160.00
296	Professional Engineer II	\$ 145.00
295	Professional Engineer I	\$ 120.00
294.2	Engineer VI	\$ 195.00
294.1	Engineer V	\$ 175.00
294	Engineer IV	\$ 155.00
293	Engineer III	\$ 130.00
292	Engineer II	\$ 110.00
291	Engineer I	\$ 95.00
247	Professional Planner IV	\$ 160.00
246	Professional Planner III	\$ 140.00
245	Professional Planner II	\$ 120.00
244	Professional Planner I	\$ 100.00
243	Planner III	\$ 105.00
242	Planner II	\$ 80.00
241	Planner I	\$ 65.00
256	Professional Landscape Architect III	\$ 150.00
255	Professional Landscape Architect II	\$ 120.00
254	Professional Landscape Architect I	\$ 105.00
253	Landscape Architect III	\$ 95.00
252	Landscape Architect II	\$ 85.00
251	Landscape Architect I	\$ 80.00
266	Professional Scientist III	\$ 135.00
265	Professional Scientist II	\$ 100.00
264	Professional Scientist I	\$ 80.00
263	Scientist III	\$ 110.00
262	Scientist II	\$ 90.00
261	Scientist I	\$ 60.00
287	Professional Surveyor IV	\$ 180.00
286	Professional Surveyor III	\$ 160.00
285	Professional Surveyor II	\$ 140.00
284	Professional Surveyor I	\$ 120.00
283	Surveyor III	\$ 105.00
282	Surveyor II	\$ 95.00

**Wade Trim Billing Rate Schedule  
Community Design  
With Equipment Billed Separately  
Effective January 2023**

Classification		2023 Rate
Code	Classification Title	Per Hour
281	Surveyor I	\$ 85.00
786	Survey Technician VI	\$ 125.00
785	Survey Technician V	\$ 110.00
784	Survey Technician IV	\$ 95.00
783	Survey Technician III	\$ 85.00
782	Survey Technician II	\$ 65.00
781	Survey Technician I	\$ 55.00
716	Construction Technician VI	\$ 145.00
715	Construction Technician V	\$ 115.00
714	Construction Technician IV	\$ 105.00
713	Construction Technician III	\$ 95.00
712	Construction Technician II	\$ 80.00
711	Construction Technician I	\$ 70.00
726	CADD Technician VI	\$ 120.00
725	CADD Technician V	\$ 110.00
724	CADD Technician IV	\$ 100.00
723	CADD Technician III	\$ 80.00
722	CADD Technician II	\$ 70.00
721	CADD Technician I	\$ 60.00
736	Engineering Specialist II	\$ 170.00
735	Engineering Specialist I	\$ 140.00
734.2	Engineering Technician VI	\$ 165.00
734.1	Engineering Technician V	\$ 145.00
734	Engineering Technician IV	\$ 125.00
733	Engineering Technician III	\$ 100.00
732	Engineering Technician II	\$ 75.00
731	Engineering Technician I	\$ 60.00
758	Project Specialist V/Manager	\$ 205.00
757	Project Specialist IV/Manager	\$ 195.00
756	Project Specialist III/Manager	\$ 180.00
756.2	Project Specialist II/Manager	\$ 160.00
756.1	Project Specialist I/Manager	\$ 140.00
755.2	Project Specialist IV	\$ 175.00
755.1	Project Specialist III	\$ 155.00
755	Project Specialist II	\$ 135.00
754	Project Specialist I	\$ 115.00
753.2	Project Aide V	\$ 150.00

**Wade Trim Billing Rate Schedule  
Community Design  
With Equipment Billed Separately  
Effective January 2023**

Classification		2023 Rate
Code	Classification Title	Per Hour
753.1	Project Aide IV	\$ 130.00
753	Project Aide III	\$ 110.00
752	Project Aide II	\$ 90.00
751	Project Aide I	\$ 65.00
203	Senior Principal	\$ 270.00
202	Principal	\$ 260.00
201	Senior Professional	\$ 210.00

Outside expenses and subconsultants at cost times 1.15.

Special billing rates will apply in matters requiring expert witnesses or other consulting as it relates to legal matters.

**Reviewed and Revised Annually**

**Wade Trim Equipment Billing Schedule  
Effective January 2023**

<b>Other Direct Costs</b>	<b>Rate</b>
Advanced Survey Equipment & Vehicle	\$30.00/hour
Standard Survey Equipment & Vehicle	\$20.00/hour
Survey Equipment	\$6.00/hour
Robotic Survey Equipment	\$15.00/hour
GPS Equipment	\$20.00/hour
Locating Equipment	\$1,000.00/month
Daily Vehicle Charge	\$99.20/day
Hourly Vehicle Charge	\$12.40/hour
Travel - Commercial/Field Vehicle	\$0.95/mile
Travel - Employee Vehicle	\$0.65/mile
Photocopies	\$0.10/copy
Color Copies	\$0.25/copy
Color Printer (per print)	\$0.15/print
OCE Printer	\$1.40/sheet
OCE Printer/Mylars	\$4.00/sheet
Flow Meter (single site)	\$500.00/monthly
Sampler (monthly)	\$500.00/monthly
Saximeter	\$12.00/hour
Rain Gauge	\$225.00/monthly
Recorder	\$150.00/monthly
Cylinder Breaking	\$12.00/cylinder
Concrete Testing Equipment	\$5.00/hour
Quick View Camera	\$1,000.00/day
Drone	\$100.00/hour
Deep Trekker - Pivot	Available Upon Request
Indoor Mobile Mapping System	Available Upon Request

**Reviewed and Revised Annually**

9-m

MEETING DATE: 9.13.23  
GENERAL FUND  
FY 23/24 Budget

[illegible]