

AGENDA

BLISSFIELD TOWNSHIP REGULAR BOARD MEETING

Blissfield, MI 49228

APRIL 11, 2023

7:00 PM

MEETING CALLED TO ORDER

APPROVAL OF AGENDA

MINUTES OF March 14, 2023 REGULAR BOARD MEETING

MINUTES OF MARCH 23, 2023 SPECIAL MEETING

MINUTES OF MARCH 31, 2023 SPECIAL MEETING

TREASURER'S REPORT

PAYMENT OF BILLS

General Fund Bills

Fire Department Bills

COUNTY COMMISSIONER REPORT

PUBLIC COMMENT

FIRE DEPARTMENT

Monthly Report

UNFINISHED BUSINESS

Cemetery

Election

NEW BUSINESS

2023 Road Projects

PLANNING COMMISSION

Citizen Planner Online

ADJOURN

Blissfield Township Regular Board Meeting  
120 S. Lane Street  
Blissfield, Michigan 49228  
March 14, 2023

Meeting called to order @ 7:00 PM by Supervisor Navarro. All members present.

MOTION: Wilson second Dickerson to approve the agenda as presented.  
MOTION CARRIED.

MOTION: Wilson second Wynn to approve the minutes of the board meeting dated February 14, 2023.  
MOTION CARRIED.

MOTION: Wilson second Dickerson to approve the payment of the bills from the General Fund dated March 14, 2023 totaling \$32,626.13  
MOTION CARRIED.

MOTION: Wilson second Dickerson to approve the payment of the bills from the Fire Fund dated March 14, 2023 totaling \$7,221.13.  
MOTION CARRIED.

MOTION BY RESOLUTION: Navarro second Wilson that the Blissfield Township Board is amending the following current Blissfield Township Fire Department EMS service fee rates to 2023 service fee rate standards: ALS Emergency: \$700.00 to \$900.00, BLS Emergency: \$600.00 to \$750.00, BLS Non-Emergency: \$450.00 to \$500.00, Mileage: \$16.50 to \$19.00.  
ROLL CALL: Wynn yes, Wilson yes, Dickerson yes, Warner yes, Navarro yes.  
MOTION BY RESOLUTION PASSED.

MOTION: Dickerson second Wynn to purchase the Aladtec Scheduling Program starting with the new budget year for the amount of \$5390.00 for a 36-month term.  
ROLL CALL: Wilson yes, Warner yes, Dickerson yes, Wynn yes, Navarro yes.  
MOTION PASSED.

MOTION BY RESOLUTION: Navarro second Wilson that the Blissfield Township Board is appointing Township resident, Brad Denniss, to the Blissfield Township Planning Commission for a 3-year term set to expire March 14, 2026.  
ROLL CALL: Warner yes, Dickerson yes, Wynn yes, Wilson yes, Navarro yes.  
MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Dickerson that the Blissfield Township Board is appointing Township resident, James Hart, to the Blissfield Township Zoning Board of Appeals for a 3-year term set to expire on March 14, 2026.  
ROLL CALL: Dickerson yes, Wilson yes, Warner yes, Wynn yes, Navarro yes.  
MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Wynn to accept PA 116 application from Gary and Laurie Goetz.  
ROLL CALL: Wilson yes, Warner yes, Dickerson yes, Wynn yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION: Wynn second Wilson to purchase a ballot box from Election Source for \$2,974.95

ROLL CALL: Wilson yes, Dickerson yes, Warner yes, Wynn yes, Navarro yes.

MOTION PASSED.

MOTION BY RESOLUTION: Navarro second Dickerson that the Blissfield Township Board is amending the following current Blissfield Township mileage, meals, and lodging allowance reimbursement to 2023 rate standards: Mileage: \$0.52 to \$0.62, Meals: Breakfast: \$7.00 to \$10.00, Lunch: \$10.00 to \$15.00, Dinner: \$12.00 to \$20.00, Tip: \$5.00, Lodging: at conference rates.

ROLL CALL: Dickerson yes, Warner yes, Wynn yes, Wilson yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION : Navarro second Wilson that the Blissfield Township Board is approving to amend the 2022-2023 for General Township Budget, Blissfield Fire Department Budget, Blissfield Township Special Fire, and Roads Revenue for Property Tax, Building Permit Fees, LCSS Revenue, American Rescue Plan Act, State Revenue Sharing, Land Split, PA 116, Freedom of Information Act, Delinquent Personal Property Tax, Interest/Penalty Delinquent Tax, Dog License, Administration Fees, Interest Earned Fund, Franchise Fees, Reimbursements ( Insurance ) Fund, Opening/Closing Cemetery Fees, Sale of Cemetery Lot Fees, Fire department Operations Accumulated Operating Expenses, Fire department Operations Property Tax Revenue, Fire Department Operations New Mill Tax Revenue, Fire Department Operations Delinquent Tax Revenue, Fire Department Operations LCSS, Fire Department Operations LCSS Fire 2 Fund, Fire Department Operations Interest Revenue, Fire Department Operations Miscellaneous Revenue, Fire Department Operations Insurance Reimbursement, Fire Department Operations Winter Tax Collection, Fire Department Special Equipment LCSS Revenue, Fire Department Special Equipment Delinquent Tax Revenue, Fire Department Special Equipment LCSS Fire Revenue, Fire Department Special Equipment Interest Revenue, Road LCSS Revenue, Road Property Tax Revenue, Road Delinquent Tax Revenue, and Road Interest Revenue. \$95,158.09 total revenue amendments.

ROLL CALL: Wynn yes, Wilson yes, Warner yes, Dickerson yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Wilson that the Blissfield Township Board is approving to amend the 2022-2023 General Township Budget, Fire Department Budget, Blissfield Township Special Fire, and Roads Expenses for Office Supplies, Auditor, Telephone, Miscellaneous, BS &A Software, Tax Refunds and Rebates, Training and Professional Services, Medical and Social Security, Pension Premium, DDA , Mileage Meetings, and Conventions, Repair and Maintenance, Dues and Memberships, Budget Refunds, Assessor, Board of Review, Tax Statement Preparation, Office Supplies, Cemetery Repair and Maintenance, Cemetery Miscellaneous , Office Utilities, Election Expense, Attorney, Madison and Ann Arbor Credit, Ambulance Operating Supplies, Ambulance Fuel, Insurance Expense, Ambulance Repair and Maintenance, Accumulated Expense, EMT License and Education, Ambulance Equipment, Building Maintenance, Fireman's Wages, Fireman's ( Fire ) Medical and Social Security, Office Supplies, Operating Supplies, Auditor Expenses, Professional Services and Training, DDA, Telephones, Fire Truck Fuel, Travelers Insurance, Insurance, Utilities, Fire Repair and Maintenance, Fire Miscellaneous, Fire Refunds, Fire Equipment, Building Inspector, Insurance and Bonds, Workman's Compensation, Zoning Board of Appeals, Drain at large, Auditor, DDA, Miscellaneous, Auditor, and DDA, Road Maintenance. \$75,433.25 total expense amendments.

ROLL CALL: Wilson yes, Dickerson yes, Wynn yes, Warner yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION: Warner second Wynn to adjourn meeting at 8:41 PM.  
MOTION PASSED.

To review all resolutions in full, please contact the Blissfield Township Office during regular business hours.

Respectfully submitted,

Diann Warner  
Clerk

Adolio Q. Navarro  
Supervisor

Blissfield Township Special Budget Meeting  
120 S. Lane Street  
Blissfield, Michigan 49228  
March 23, 2023 @ 6:00 PM

Meeting called to order by Supervisor Navarro @ 6:00 PM. All members were present.

MOTION: Dickerson second Wilson to approve the agenda as presented.

MOTION CARRIED.

Supervisor Navarro opened the Public Hearing for the proposed Blissfield Township 2023-2024 Budget. The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

The Blissfield Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 1 mill as set forth by the Tax Allocation Board.

By Resolution, Blissfield Township is adopting the 2023-2024 General Budget, Fire Department Operations Budget, Fire Department Special Equipment Budget, Road Budget, ARPA Funds Budget under a General Appropriations Act as presented. The total number of mills are: Fire Department Operations 1 Budget:1.0, Fire Department Operations/Equipment Budget 2: 1.0, Fire Department Special Equipment Budget: 0.5, Roads Budget: 1.5

MOTION BY RESOLUTION: Navarro second Wilson NOW, THEREFORE, BE IT RESOLVED that the Blissfield Township Board is approving to amend the 2022-2023 INCOME General Township Budget, Fire Department Operations Budget, Fire Department Special Equipment Budget, Roads Budget and ARPA Budget due to an increase of \$ 54,308.00 funding received over the projected \$95,158.09 to \$149,466.09

ROLL CALL: Wynn yes, Dickerson yes, Warner yes, Wilson yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Wilson NOW, THEREFORE, BE IT RESOLVED that the Blissfield Township Board is approving to amend the 2022-2023 EXPENSE General Township Budget, Fire Department Operations Budget, Fire Department Special Equipment Budget and Roads Budget due to a decrease of \$305.32 funding under the \$75,433.25 to \$75,127.93.

ROLL CALL: Wilson yes, Warner yes, Dickerson yes, Wynn yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION: Navarro second Wilson to accept The General Appropriations Act adopted by Blissfield Township shall be in a line-item basis and authorizes the Supervisor, or Treasurer, to make transfers between line items in the amount of \$1,000.00 without Board approval.

The Supervisor shall be the Chief Administrative and shall perform the duties of the Chief Administrative Office enumerated in this act.

The Treasurer shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

ROLL CALL: Dickerson yes, Wilson yes, Wynn yes, Warner yes, Navarro yes.

MOTION CARRIED.

MOTION: Dickerson second Wilson to hold a special meeting on March 31, 2023 for the purpose of closing out the fiscal books for 2022-2023 and two amendments.

MOTION CARRIED.

MOTION: Dickerson second Wilson to adjourn @ 7:31 PM.

MOTION CARRIED.

Respectfully submitted,

Diann Paul-Warner  
Clerk

Adolio Q. Navarro  
Supervisor

Blissfield Township Special Board Meeting  
Public Hearing  
2023-2024 Budget Hearing  
Blissfield, MI 49228  
March 31, 2023 @ 9:15AM

Meeting called to order @ 9:15 AM by Supervisor Navarro. Present: Wilson, Dickerson, Wynn Navarro.  
Absent: Warner.

MOTION: Dickerson second Wilson to approve the agenda as presented.  
MOTION CARRIED.

MOTION BY RESOLUTION: Navarro second Dickerson  
NOW, THEREFORE, BE IT RESOLVED that the Blissfield Township Board is amending the  
Blissfield Township General Township Budget: Property Tax Revenue Budget, Dog License  
Revenue Budget, Administrative Fee Revenue Budget, Sale of Township Cemetery Lot Fees  
Revenue Budget, Opening & Closing Cemetery fees Revenue Budget, Franchise Fees  
Revenue Budget, Interest Earned Fund Budget, Land Split Revenue Budget; Fire Department  
Operations Budget: Property Tax Revenue Budget, New Mill Tax Revenue Budget, Refunds  
Budget, AccuMed Operating Expenses Budget, Interest Revenue Budget; Fire Department  
Special Equipment Budget: Property Tax Revenue Budget; Roads Budget: Property Tax  
Revenue Budget, Interest Revenue Budget, Transfer From Other Funds Revenue Budget; to  
show a decrease of \$40,057.70 from the estimated \$1,142,917.00 to \$1,102,859.30  
ROLL CALL: Wynn yes, Navarro yes, Wilson yes, Dickerson yes.

MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Dickerson NOW, THEREFORE, BE IT RESOLVED that the  
Blissfield Township Board is amending the  
Blissfield Township General Township Budget: Trustee's Salary Budget, Office Supplies  
Budget, Printing & Expense Budget, Computer & Web Hosting Budget, Medical and Social  
Security Expense Budget, Pension Premium Expense Budget, Planning Commission Expense  
Budget, Assessor Expense Budget, Deputy Clerk Salary Budget, Clerk Office Supplies Budget,  
Board of Review Expense Budget, Treasurer Salary Budget, Deputy Treasurer Salary Budget,  
Cemetery Keeper Salary Budget, Cemetery Utilities Expense Budget, Election Expense Budget,

Payroll Expense Budget; Fire Department Operations Budget: Firemen's Wages Expense Budget, Utilities Expense Budget, Office Supplies Budget; Fire Department Special Equipment Budget: Interest Revenue Budget; to show an increase of \$459.79 from the estimated \$765,616.49 to \$766,076.28.

ROLL CALL: Dickerson yes, Wynn yes, Wilson yes, Navarro yes.

MOTION BY RESOLUTION: Navarro second Dickerson NOW, THEREFORE, BE IT RESOLVED that the Blissfield Township Board is approving to

implement a Blissfield Township Fire Department 7-day, 2 member per shift schedule, Monday thru Friday; 1 member per shift schedule, Saturday and Sunday, at the cost of \$150.00 per shift, per employee, with the duties stipulated per Blissfield Township Fire Department Policies & Procedures.

ROLL CALL: Dickerson yes, Wynn yes, Wilson yes, Navarro yes.

MOTION BY RESOLUTION PASSED.

MOTION BY RESOLUTION: Navarro second Wilson NOW, THEREFORE, BE IT RESOLVED that the Blissfield Township Board is approving to

provided Board Members the following items on the Friday prior to the regularly scheduled monthly Board Meeting; Board Agenda, Board Minutes, Township Monthly Bills, Treasurer's Monthly Report, Fire Department Agenda, Reports, and Updates, and any other relevant information needed to be reviewed prior to said Meeting.

ROLL CALL: Wynn yes, Dickerson yes, Wilson yes, Navarro yes

MOTION BY RESOLUTION PASSED.

MOTION: Dickerson second Wilson to adjourn meeting at 10:01 AM.

MOTION PASSED.



Respectfully submitted,

Melody Phillips

Deputy Clerk

Adolio Q. Navarro

Supervisor

TOWNSHIP OF BLISSFIELD  
**Balance Sheet**  
 As of April 7, 2023

Apr 7, 23

**BANK STATEMENT  
 BALANCE**

**ASSETS**

**Current Assets**

**Checking/Savings**

150 276 002.1 PERFECT- HERMAN	1,810.80	
150 276 002.2 PERPECTUAL-C DREW	727.14	
150 276 002.3 PERFECT-KARNER/Zi	418.47	
150 276 002.4 PERFECT-J CLARK	738.19	
BLISS SB 101 340 002 FIRE FUND	480,541.50	\$ 427,213.84

**BLISSFIELD STATE BANK**

101 103 002 GENERAL FUND	334,623.54	Balances will be more accurate when old stuff is cleared out
101 257 401 ADMINISTRATION FEE	108,153.60	
206 340 002 EQUIP. FUND (FD)	504,892.29	
401 444 002 ROAD FUND	707,080.94	
BLISSFIELD STATE BANK - Other	15.21	
<b>Total BLISSFIELD STATE BANK</b>	<u>1,654,765.58</u>	\$ 1,503,806.50

BSB ARPA 101 084 282 65,450.71

**OLD NATIONAL BANK**

101 103 001 GENERAL FUND	71,128.60	
206 340 001 SP EQUIP	129,324.35	
OLD NATIONAL BANK - Other	100.39	
<b>Total OLD NATIONAL BANK</b>	<u>200,553.34</u>	AS OF 9/2022

**PREMIER BANK**

401 444 002 ROAD FUND	186,206.36
PREMIER BANK - Other	609.48
<b>Total PREMIER BANK</b>	<u>186,815.84</u>

**Total Checking/Savings**

2,591,821.57

**Total Current Assets**

2,591,821.57

**TOTAL ASSETS**

2,591,821.57

**LIABILITIES & EQUITY**

0.00

**TOWNSHIP OF BLISSFIELD  
Profit & Loss Budget vs. Actual  
April 2023**

Ordinary Income/Expense	Apr 23	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
101 000 072 REVENUE FROM TAXES	0.00	139,282.87	-139,282.87	0.0%
101 000 476 BLDG PERMIT FEES	0.00	2,000.00	-2,000.00	0.0%
101 000 573 LCSS	0.00	33,673.41	-33,673.41	0.0%
101 100 574 ST REV SHARING	0.00	72,510.00	-72,510.00	0.0%
101 103 031 LAND SPLIT	0.00	585.00	-585.00	0.0%
101 103 032 PA 116	0.00	150.00	-150.00	0.0%
101 103 035 FOIA	0.00	3,819.00	-3,819.00	0.0%
101 103 407 DELINQUENT PRPT TAX	0.00	15,240.67	-15,240.67	0.0%
101 103 446 INT/PEN DEL.TAX	0.00	61.25	-61.25	0.0%
101 103 515 DOG LICENSE	0.00	591.00	-591.00	0.0%
101 103 670 ADMIN FEE REVENUE	0.00	43,516.90	-43,516.90	0.0%
101 103 671 INTEREST EARNED	0.00	771.44	-771.44	0.0%
101 103 675 FRANCHISE FEES	0.00	4,791.62	-4,791.62	0.0%
101 103 694 MISCELLANEOUS	0.00	35.00	-35.00	0.0%
101 103 695 REIMBURSEMENTS-INSUR	0.00	2,920.35	-2,920.35	0.0%
101 262 634 OPENING/CLOSING FEE	0.00	18,625.00	-18,625.00	0.0%
101 262 643 SALE OF LOTS	0.00	7,275.00	-7,275.00	0.0%
101 302 634 AMBULANCE BILLS	0.00	79,961.02	-79,961.02	0.0%
101 340 401 REVENUE FROM TAXES	0.00	139,084.82	-139,084.82	0.0%
101 340 402 New Mil from Taxes	0.00	139,084.02	-139,084.02	0.0%
101 340 407 DELINQUENT TAXES	0.00	11,925.92	-11,925.92	0.0%
101 340 573 LCSS	0.00	9,391.54	-9,391.54	0.0%
101 340 574 LCSS-Fire 2	0.00	153.92	-153.92	0.0%
101 340 671 INTEREST	0.00	558.37	-558.37	0.0%
101 340 691 FROM OTHER FUNDS	-7,629.17	33,019.22	-40,648.39	-23.1%
101 340 694 MISCELLANEOUS	0.00	0.00	0.00	0.0%
101 340 695 INS REIMBURSE	0.00	4,013.00	-4,013.00	0.0%
206 000 573 LCSS	0.00	4,772.73	-4,772.73	0.0%
206 340 401 WINTER TAX COLL	0.00	69,838.60	-69,838.60	0.0%
206 340 407 DELINQUENT TAXES	0.00	1,179.41	-1,179.41	0.0%
206 340 671 INTEREST	0.00	346.95	-346.95	0.0%
401 000 573 LCSS	0.00	34,811.42	-34,811.42	0.0%
401 444 401 WINTER TAX COLL	0.00	0.00	0.00	0.0%
401 444 407 DELINQUENT TAXES	0.00	13,115.85	-13,115.85	0.0%
401 444 671 INTEREST	0.00	1,022.47	-1,022.47	0.0%

TOWNSHIP OF BLISSFIELD  
**Profit & Loss Budget vs. Actual**  
April 2023

	Apr 23	Budget	\$ Over Budget	% of Budget
TRANS FROM OTHER FUNDS	0.00	130,000.00	-130,000.00	0.0%
401 - 000 072 REVENUE FROM TAXES	0.00	204,971.33	-204,971.33	0.0%
<b>Total Income</b>	<b>-7,629.17</b>	<b>1,223,099.10</b>	<b>-1,230,728.27</b>	<b>-0.6%</b>
<b>Gross Profit</b>	<b>-7,629.17</b>	<b>1,223,099.10</b>	<b>-1,230,728.27</b>	<b>-0.6%</b>
<b>Expense</b>				
101 101 702 SALARY-TRUSTEES	0.00	2,500.00	-2,500.00	0.0%
101 101 727 OFFICE SUPPLIES	0.00	4,178.60	-4,178.60	0.0%
101 101 801 AUDITOR	0.00	3,400.00	-3,400.00	0.0%
101 101 850 TELEPHONES	307.50	3,720.31	-3,412.81	8.3%
101 101 900 PRINTING--PUBLCATI	250.00	2,998.84	-2,748.84	8.3%
101 101 956 MISC	0.00	828.92	-828.92	0.0%
101 103 200 COMP & WEB HOSTING	0.00	805.88	-805.88	0.0%
101 103 205 BS&A SOFTWARE	0.00	16,839.00	-16,839.00	0.0%
101 103 702 TRAINING/PROF SERV	0.00	2,080.00	-2,080.00	0.0%
101 103 714 TWP SHARE-MED/SOC S	0.00	8,103.19	-8,103.19	0.0%
101 103 722 TWP-PENSION PREMIUM	0.00	13,910.14	-13,910.14	0.0%
101 103 850 DDA	0.00	3,139.52	-3,139.52	0.0%
101 103 860 MILEAGE,DIS MTG,CON	22.88	143.51	-120.63	15.9%
101 103 930 REPAIR & MAINTENANC	0.00	139.11	-139.11	0.0%
101 103 961 DUES & MEMBERSHIP	0.00	2,563.28	-2,563.28	0.0%
101 103 980 PLAN COMMISSION	0.00	7,455.09	-7,455.09	0.0%
101 171 702 SUPERVISOR SALARY	0.00	15,000.00	-15,000.00	0.0%
101 171 751 SUP OFFICE SUPPLIES	0.00	1,000.00	-1,000.00	0.0%
101 209 702 ASSESSOR	0.00	48,686.00	-48,686.00	0.0%
101 209 702.1 Assessor Expenses	500.00	4,171.60	-3,671.60	12.0%
101 215 702 CLERK SALARY	0.00	32,000.00	-32,000.00	0.0%
101 215 702.1 Deputy Clerk	0.00	3,000.00	-3,000.00	0.0%
101 215 751 OFFICE SUPPLIES	0.00	1,000.00	-1,000.00	0.0%
101 247 956 BD OF REVIEW	62.50	1,500.00	-1,437.50	4.2%
101 252 833 TAX STMT PREP	0.00	2,370.83	-2,370.83	0.0%
101 253 702 TREAS SALARY	0.00	32,000.00	-32,000.00	0.0%
101 253 702.1 DEPUTY TREASURER	0.00	3,000.00	-3,000.00	0.0%
101 262 702.1 CEM-KEEPER	0.00	1,000.00	-1,000.00	0.0%
101 262 702.2 CEM-SEXTON	0.00	26,375.00	-26,375.00	0.0%
101 262 702.3 CRANE & SPIEGEL	0.00	12,275.00	-12,275.00	0.0%
101 262 920 CEMETERY UTILITIES	600.00	4,227.50	-3,627.50	14.2%
101 262 930 REPAIR-MAINTENANCE	80.62	1,618.05	-1,537.43	5.0%
101 262 956 CFM MISC	726.96	8,179.00	-7,452.04	8.9%
	50.00	2,535.20	-2,485.20	2.0%

TOWNSHIP OF BLISSFIELD  
**Profit & Loss Budget vs. Actual**  
 April 2023

	Apr 23	Budget	\$ Over Budget	% of Budget
101 265 920 OFFICE UTILITIES	393.93	4,080.43	-3,686.50	9.7%
101 265 956 ELECTION EXPENSES	4,324.98	28,000.00	-23,675.02	15.4%
101 266 817 ATTORNEY FEES	0.00	1,800.00	-1,800.00	0.0%
101 302 634 MADISON/ARBOR	0.00	50,000.00	-50,000.00	0.0%
101 302 740 OPERATING SUPPLIES	0.00	3,800.00	-3,800.00	0.0%
101 302 853 CELLULAR PHONES	0.00	3,400.00	-3,400.00	0.0%
101 302 862 Ambulance Fuel	0.00	4,000.00	-4,000.00	0.0%
101 302 910 INSURANCE	0.00	15,000.00	-15,000.00	0.0%
101 302 930 REPAIR/MAINTANCE	0.00	2,000.00	-2,000.00	0.0%
101 302 956 ACCUMED	1,328.92	6,500.00	-5,171.08	20.4%
101 302 960 LIC/EDUCATION EMT	0.00	2,500.00	-2,500.00	0.0%
101 302 977 AMBULANCE EQUIPMENT	0.00	500.00	-500.00	0.0%
101 340 130 Bldg Maintenance	0.00	500.00	-500.00	0.0%
101 340 502 FED GRANT WRITING	0.00	1,000.00	-1,000.00	0.0%
101 340 702 FIREMENS WAGES	0.00	141,000.00	-141,000.00	0.0%
101 340 714 TWP SHARE-F.MED/SOC	0.00	2,000.00	-2,000.00	0.0%
101 340 727 OFFICE SUPPLIES	27.99	16,000.00	-15,972.01	0.2%
101 340 740 OPERATING SUPPLIES	7,890.00	11,400.00	-3,510.00	69.2%
101 340 801 AUDITOR-FF	0.00	200.00	-200.00	0.0%
101 340 818 PROF SERV/TRAINING	0.00	1,500.00	-1,500.00	0.0%
101 340 850 DDA	0.00	3,139.00	-3,139.00	0.0%
101 340 853 TELEPHONES	330.47	1,500.00	-1,169.53	22.0%
101 340 862 Fire Truck Fuel	0.00	2,000.00	-2,000.00	0.0%
101 340 863 Traveler's Insuranc	0.00	1,500.00	-1,500.00	0.0%
101 340 910 INSURANCE	0.00	26,300.00	-26,300.00	0.0%
101 340 920 UTILITIES	1,783.01	21,000.00	-19,216.99	8.5%
101 340 930 REPAIR-MAINTENANCE	343.55	10,000.00	-9,656.45	3.4%
101 340 956 MISCELLANEOUS	378.40	100.00	278.40	378.4%
101 340 977 EQUIPMENT	0.00	14,500.00	-14,500.00	0.0%
101 380 956 BLD INSPECTOR	0.00	1,271.91	-1,271.91	0.0%
101 600 215 INSURANCE/BONDS	0.00	10,310.00	-10,310.00	0.0%
101 600 220 WORKMANS COMP	0.00	2,919.00	-2,919.00	0.0%
101 815 956 ZONING BD OF APPEAL	0.00	120.00	-120.00	0.0%
101 916 973 DRAIN AT LARGE	0.00	3,444.97	-3,444.97	0.0%
206 336 801 Auditor	0.00	100.00	-100.00	0.0%
401 444 801 AUDITOR	0.00	150.00	-150.00	0.0%
401 444 850 DDA	0.00	4,659.06	-4,659.06	0.0%

11:29 AM  
 04/07/23  
 Cash Basis

TOWNSHIP OF BLISSFIELD  
**Profit & Loss Budget vs. Actual**  
 April 2023

	Apr 23	Budget	\$ Over Budget	% of Budget
401 444 956 ALL EXPENSES	0.00	375,378.46	-375,378.46	0.0%
66000 - 101 103 702 Payroll Expenses	0.00	3,109.41	-3,109.41	0.0%
<b>Total Expense</b>	<b>19,401.71</b>	<b>1,049,425.81</b>	<b>-1,030,024.10</b>	<b>1.8%</b>
<b>Net Ordinary Income</b>	<b>-27,030.88</b>	<b>173,673.29</b>	<b>-200,704.17</b>	<b>-15.6%</b>
<b>Net Income</b>	<b>-27,030.88</b>	<b>173,673.29</b>	<b>-200,704.17</b>	<b>-15.6%</b>

04/11/23

## Transaction Detail by Account

Accrual Basis

March 15 through April 11, 2023

Type	Date	Num	Name	Amount
<b>FIRE FUND</b>				
General Journal	03/28/2023	mar ...		6,135.67
General Journal	03/28/2023	mar ...		202.80
General Journal	03/28/2023	mar ...		-202.80
General Journal	03/28/2023	mar ...		1,505.24
General Journal	03/28/2023	marc...		184.42
Check	03/28/2023	3974	BLISSFIELD TOWNSHIP	5,166.73
Check	03/31/2023	3975	Blissfield Fire Fighters Association	1.00
Check	04/06/2023	3976	VOID	378.40
Check	04/06/2023	3977	PIXLEY PLUMBING	726.96
Check	04/06/2023	3978	CONSUMERS	1,176.56
Check	04/06/2023	3979	VILLAGE OF BLISSFIELD	579.77
Check	04/06/2023	3980	Fyr-Fyter Sales & Services	343.55
Check	04/06/2023	3981	Gill-Roy's Hardware	27.99
Check	04/06/2023	3982	The AccuMed Group	1,328.92
Check	04/06/2023	3983	CONCORD INSPECTIONS	2,165.12
Check	04/06/2023	3984	Creek Enterprise	218.76
Check	04/06/2023	3985	Lenawee County Fire Chief Associa...	4,255.88
Check	04/06/2023	3986	D & P Cable	111.71
Check	04/07/2023	3987	FIRE SAFETY SERVICES INC	1,469.00
Check	04/07/2023	3988	GILLROY'S	26.68
Check	04/11/2023	3993	Superior Uniform Sales	149.80
Check	04/11/2023	3994	JT Overhead Doors	520.00
Check	04/11/2023	3995	BP	230.08
Check	04/11/2023	3995	BP	183.88
Total FIRE FUND				26,886.12
				<del>420.00</del>
<b>GENERAL FUND</b>				<b>27,306.12</b>
Check	03/20/2023	9875	POSTMASTER	750.00
General Journal	03/27/2023	Marc...	JOHN HANCOCK	-281.26
General Journal	03/27/2023	Marc...	mediare/SS	502.31
General Journal	03/27/2023	Marc...	Porter, Aiden	2,197.50
General Journal	03/27/2023	Marc...	CHAD BANGERTER	480.00
General Journal	03/27/2023	Marc...	CHRIS RENIUS	3,303.50
General Journal	03/27/2023	Marc...	UCKELE, JAMES	360.00
General Journal	03/27/2023	Marc...	Wilson, Steve	200.00
General Journal	03/27/2023	Marc...	al navarro	250.00
General Journal	03/27/2023	Marc...	DIANN PAUL-WARNER	2,250.00
General Journal	03/27/2023	Marc...	Phillips, Melody	72.00
General Journal	03/27/2023	Marc...	TAMMY WYNN	2,250.00
General Journal	03/27/2023	Marc...	Phillips, Melody	144.00
General Journal	03/27/2023	Marc...	Dickerson, Alan	200.00
General Journal	03/27/2023	Marc...	ISLEY, JACOB	360.00
General Journal	03/27/2023	marc...		173.45
Deposit	03/28/2023			-5,166.73
Check	04/06/2023	9876	VILLAGE OF BLISSFIELD	132.53
Check	04/06/2023	9877	SPECTRUM PRINTING	1,235.00
Check	04/06/2023	9878	The Advance	62.50
Check	04/06/2023	9878	The Advance	50.00
Check	04/06/2023	9878	The Advance	250.00
Check	04/06/2023	9879	CONSUMERS	261.40
Check	04/06/2023	9879	CONSUMERS	80.62
Check	04/06/2023	9880	D & P Cable	307.50
Check	04/06/2023	9881	TAMMY WYNN	22.88
Check	04/06/2023	9882	Election Source	3,089.98
Check	04/06/2023	9883	CHRIS RENIUS	500.00
Check	04/07/2023	9884	Alex & Michelle Vince	600.00

9:55 AM

TOWNSHIP OF BLISSFIELD

**Transaction Detail by Account**

04/11/23

March 15 through April 11, 2023

Accrual Basis

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Type	Date	Num	Name	Amount
Check	04/11/2023	9885	Election Source	525.00
Check	04/11/2023	9886	US Bank Equipment Finance	223.91
Total GENERAL FUND				15,386.09
<b>TOTAL</b>				<b><u>42,272.21</u></b>



**RESOLUTION FOR BLISSFIELD TOWNSHIP POLICY FOR TIMELY DEPOSITS OF REVENUE**

**NUMBER:**

**WHEREAS**, at a Special Board Meeting of the Blissfield Township Board, Lenawee County, held on the 11th day of April 2023 at 7:00 PM

**WHEREAS**, the Blissfield Township Board desires to develop a Policy for timely deposits of Blissfield Township revenue

**NOW, THEREFORE, BE IT RESOLVED** that the Blissfield Township Board is approving to adopt a Policy that all revenue received by Blissfield Township must be deposited into the proper Blissfield Township accounts within 48 hours after being received in the Township Office.

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE:

NAY:

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

\_\_\_\_\_  
Diann Paul-Warner, Clerk

Date: \_\_\_\_\_



Al Navarro &lt;blisstwpsupervisor@gmail.com&gt;

---

**Blissfield Twp Fire Department Agenda**

1 message

**Dale Fruchey** <dfruchey@blissfieldtwfire.com>

Fri, Apr 7, 2023 at 10:36 AM

To: Adolio Navarro &lt;blisstwpsupervisor@gmail.com&gt;, Diann Paul-Warn &lt;blisstwpclerk@gmail.com&gt;, Tammy Wynn &lt;blisstwptreasurer22@yahoo.com&gt;

Good Morning.

Below is the agenda for the Fire Department month of April.

1: **Run Report** for Month of March. Total 38 Calls

2: **New Hires.** Zachary Solarek. Kevin Harmes.

I will have applications, Driver License, and back ground checks dropped off to the township office this Friday.

3: **New Fire gear to be ordered:** Cost for both sets Total \$7,500 (Rodney & Coty) Order 2 sets of gear as this is a yearly purchase to keep gear up to date. This would include Helmet, Coat, Bunker and Boots.

4: **Discussion and board approval:** Tanker 4 to be taken out of service and listed to sell through closed Bids. Tanker 4 is 39 years old and becoming a safety issue and costly to keep in service. The water pump will not pass a state test for performance. To rebuild pump will cost upwards \$40,000. As Blissfield Twp Fire Department was a 2 Fire Truck station before Ladder Truck. I purpose to open up Bids to purchase Tanker 4. Then in near Futchter look into replacing Engine 5 as this truck 24 years old.

5: **Station Update:** Ladder 21 passed Ladder inspection, SCBA passed yearly test & updated, Smoke alarms and communication at station passed yearly test.

Any questions or concerns please feel free to reach out to me.

**Dale Fruchey**  
**Fire Chief**  
**Blissfield Twp Fire Department**  
**734-972-2849**

# PROJECT PROPOSAL

PROPOSAL #: 18866-1-0

## Blissfield Twp Ballot Box camera

### PREPARED FOR:

Diann Paul-Warner  
Blissfield TWP.

Spencer Bonofiglio  
O: 2487880898 | C: 3135808343  
E: [spencer.bonofiglio@fsstechnologies.com](mailto:spencer.bonofiglio@fsstechnologies.com)

Proposal Date: 4/11/2023

Proposal Valid To: 5/11/2023



**FSS** Technologies



## PROJECT DESCRIPTION & INVESTMENT

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### CLIENT INFORMATION

**Site: Blissfield TWP**  
120 S Lane St.  
Blissfield , MI 49228

**Billing: Blissfield TWP.**  
120 S Lane St.  
Blissfield , MI 49228

**Contact**  
Diann Paul-Warner  
P (517) 673-1986  
E blisstwpclerk@gmail.com



### PROJECT DESCRIPTION

FSS to provide equipment, materials and labor to install one camera over ballot box at Blissfield TWP.

Quote includes 3 yr licensing for camera.

Quote Option for 3yr lease of equipment.

Down Payment ----- \$139.79

Monthly Payment ----- \$86.50

*325278*

### Financial Summary

Total Purchase Price	\$2,338.11
Deposit Due in Advance	\$701.43
Balance Due Upon Completion	\$1,636.68

**RESOLUTION TO ACCEPT BLISSFIELD TOWNSHIP ROAD  
AGREEMENT CONTRACT FOR BERRY ROAD**

**NUMBER:**

**WHEREAS**, at the regular monthly meeting of the Blissfield Township Board, Lenawee County, held on the 11<sup>th</sup> day of April 2023 at 7:00 PM.

**WHEREAS**, the Blissfield Township Board desires to hire a Contractor to Crackfill, Seal Coat & Fog Seal 1.01 miles of Berry Road and for said Contractor to furnish all materials and equipment needed to perform the described work.

**NOW, THEREFORE, BE IT RESOLVED** that the Blissfield Township Board is approving the Blissfield Township Agreement, (Est # 4594), with the Board of County Road Commissioners to Crackfill, Seal Coat & Fog Seal, 1.01 miles, of Berry Road, at the agreed amount of \$26,295.00

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE:

NAY:

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

\_\_\_\_\_  
Diann Paul-Warner, Clerk

Date: \_\_\_\_\_

**RESOLUTION TO ACCEPT BLISSFIELD TOWNSHIP ROAD AGREEMENT CONTRACT FOR FORCHE ROAD**

**NUMBER:**

**WHEREAS**, at the regular monthly meeting of the Blissfield Township Board, Lenawee County, held on the 11<sup>th</sup> day of April 2023 at 7:00 PM.

**WHEREAS**, the Blissfield Township Board desires to hire a Contractor to Underseal and Asphalt Overlay 1.01 miles of Forche Road and for said Contractor to furnish all materials and equipment needed to perform the described work.

**NOW, THEREFORE, BE IT RESOLVED** that the Blissfield Township Board is approving the Blissfield Township Agreement, (Est # 4592), with the Board of County Road Commissioners to Underseal and Asphalt Overlay, 1.01 miles, of Forche Road, at the agreed amount of \$138,716.92

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE:

NAY:

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

\_\_\_\_\_  
Diann Paul-Warner, Clerk

Date: \_\_\_\_\_

**RESOLUTION TO ACCEPT BLISSFIELD TOWNSHIP ROAD AGREEMENT CONTRACT FOR BRADLEY HWY**

**NUMBER:**

**WHEREAS**, at the regular monthly meeting of the Blissfield Township Board, Lenawee County, held on the 11<sup>th</sup> day of April 2023 at 7:00 PM.

**WHEREAS**, the Blissfield Township Board desires to hire a Contractor to Underseal and Asphalt Overlay 0.59 miles of Bradley Hwy and for said Contractor to furnish all materials and equipment needed to perform the described work.

**NOW, THEREFORE, BE IT RESOLVED** that the Blissfield Township Board is approving the Blissfield Township Agreement, (Est # 4593), with the Board of County Road Commissioners to Overlay and Asphalt Overlay, 0.59 miles, of Bradley Hwy, at the agreed amount of \$81,648.75

.

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE:

NAY:

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

\_\_\_\_\_  
Diann Paul-Warner, Clerk

Date: \_\_\_\_\_

**RESOLUTION TO ACCEPT BLISSFIELD TOWNSHIP JOINT ROAD AGREEMENT CONTRACT WITH PALMYRA TOWNSHIP FOR WELLSVILLE HWY**

**NUMBER:**

**WHEREAS**, at the regular monthly meeting of the Blissfield Township Board, Lenawee County, held on the 11<sup>th</sup> day of April 2023 at 7:00 PM.

**WHEREAS**, the Blissfield Township Board desires to enter into a joint road project with the Palmyra Township Board to hire a Contractor to Underseal and Asphalt Overlay 0.90 miles of Wellsville Hwy and for said Contractor to furnish all materials and equipment needed to perform the described work.

**NOW, THEREFORE, BE IT RESOLVED** that the Blissfield Township Board is approving the Blissfield Township Joint Agreement with the Palmyra Township Board, (Est # 4596), with the Board of County Road Commissioners to Underseal and Asphalt Overlay 0.90 miles of Wellsville Hwy at the agreed amount of \$78,717.79

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE:

NAY:

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

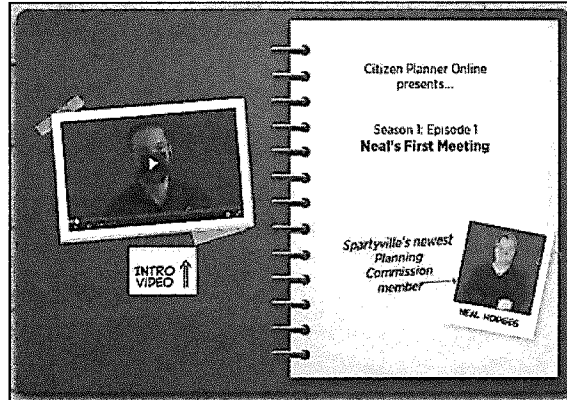
\_\_\_\_\_  
Diann Paul-Warner, Clerk

Date: \_\_\_\_\_



## Citizen Planner Online

Citizen Planner Online is a completely online, self-paced version of the program designed for individuals who can't fit a six-week course into their



schedule or who prefer this style of learning. It takes approximately 15 hours or so to complete, and can be accessed 24/7 so that individuals can do as much or as little at one time as fits their schedule. Citizen Planner Online is highly interactive with stories, videos, and activities to keep the learner engaged. To participate, you will need a robust internet connection and a computer, tablet, or mobile device (iOS or Android). Larger screens will provide a better experience. This program leads to an MSU Extension certificate of completion and the opportunity to become a Master Citizen Planner.



Select one of the options below to register for Citizen Planner Online:

## **SELF-REGISTRATION INSTRUCTIONS (FOLLOW STEPS 1-3 BELOW)**

To register for this course you will need to create an account, sign in with your email/password, and complete the registration process. To watch a video tutorial, demonstrating an overview of the registration process, click on the following link: [Online Course Registration Video Tutorial](#). Step-by-step instructions are below.

**STEP #1:** Create your Michigan State University Guest Account by selecting the **Create Your MSU Guest Account** button below. (For detailed instructions visit the following web page: [Instructions: Creating Your Guest Account](#).) Once you have created your guest account, close your browser and return back to this page.

**STEP #2:** Click on the button below to login to the registration system with your Guest Account (your email) and Password.

**STEP #3:** Upon registration, you will receive a receipt and instructions for accessing the course, or use the button below.

## **REGISTRATION INSTRUCTIONS FOR BULK ENROLLMENT (ENROLLING ANOTHER INDIVIDUAL)**

To register an individual or group of individuals on behalf of your organization, follow the step-by-step instructions in this printable document: [Citizen Planner Online Bulk Registration Instructions](#).

**Cost:** \$250 per participant. Financial assistance is available upon request. Some municipal liability insurance providers reimburse member communities for the cost of planning and zoning training. The Michigan Township Participating Plan (Par Plan) - Risk Reduction Program is one such reimbursement program available to Par Plan members only. Contact your municipal liability insurance provider to ask about reimbursement.

**Course Format:** Self-paced Online Course

## TECHNICAL ASSISTANCE

Your username (or NET ID) is the email address you used to create your account during registration (you use the same email address/password for registering and for taking the course). A “not authenticated” message is typically an issue with a password not being entered correctly.

If you have any technical problems, please contact the Michigan State University IT Service Desk from 7am-12am Monday through Friday and 10am-12am on Saturday/Sunday, any day that the University is open.

- Phone: (517) 432-6200
- Phone (toll free): 1 (844) 678-6200
- [Chat](#)

If you need to reset your password at any time go to <https://auth.msu.edu/> and select the option for “Need help Signing in.”

## Instructors

[extension.msu.edu](https://extension.msu.edu)

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