

AGENDA

BLISSFIELD TOWNSHIP REGULAR BOARD MEETING
Blissfield, MI 49228
August 10, 2021
7:00 PM

MEETING CALLED TO ORDER

MINUTES OF JULY 13, 2021 REGULAR BOARD MEETING

TREASURER'S REPORT

PAYMENT OF BILLS

COUNTY COMMISSIONER REPORT

PUBLIC COMMENT

FIRE DEPARTMENT

Monthly Report

UNFINISHED BUSINESS

Township Bid Policy

Cemetery Tree

NEW BUSINESS

Cemetery Map—Spiegle

PA116—Denecker

Clerk Training

Blissfield Township Federal Procurement Conflict of Interest Policy

QuickBooks Training for Office

PLANNING COMMISSION

ADJOURN

Blissfield Township Board Meeting

July 13, 2021 @ 7:00 PM

Meeting called to order @ 7:03 PM by Supervisor Navarro. Members present: Gritmaker, Wilson, Wynn. Absent Warner.

MOTION: Gritmaker, second Wynn to appoint Wilson secretary for this meeting due to Warner absence.

MOTION CARRIED.

MOTION: Gritmaker second Wynn to approve minutes of the June 8, 2021 regular board meeting.

MOTION CARRIED.

MOTION: Gritmaker second Wilson to approve treasurer's balance sheet dated June 8, 2021.

MOTION CARRIED.

MOTION: Gritmaker second Wilson to pay June monthly bills.

MOTION CARRIED.

MOTION: Navarro second Gritmaker to appoint Linda Hamann to Zoning Board of Appeals to replace John Tuckerman who resigned.

MOTION CARRIED.

MOTION: Gritmaker second Wilson to adjourn meeting @ 7:34 PM.

MOTION CARRIED.

Respectfully submitted,

Acting secretary,
Steven Wilson
Blissfield Township Trustee

TOWNSHIP OF BLISSFIELD
Profit & Loss Budget vs. Actual
 April 1 through August 3, 2021

	Apr 1 - Aug 3, 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101 000 390 Unrestricted Fund B	0.00	0.00	0.00	0.0%
101 000 476 BLDG PERMIT FEES	450.00	1,000.00	-550.00	45.0%
101 000 477 METRO ACT	3,003.07	0.00	3,003.07	100.0%
101 000 574 St Rev Sharing	6,169.62	0.00	6,169.62	100.0%
101 100 574 ST REV SHARING	15,655.27	18,900.00	-3,244.73	82.8%
101 101 539 GRANTS	0.00	0.00	0.00	0.0%
101 103 401 CURRENT PROPERTY TA	28,738.22	131,040.33	-102,302.11	21.9%
101 103 407 DELINQUENT PRPT TAX	0.00	0.00	0.00	0.0%
101 103 446 INT/PEN DEL.TAX	0.00	0.00	0.00	0.0%
101 103 515 DOG LICENSE FEE	0.00	555.00	-555.00	0.0%
101 103 516 VARIANCE HR. FEE	0.00	200.00	-200.00	0.0%
101 103 574 ST REV--SNG BS TAX	0.00	0.00	0.00	0.0%
101 103 670 ADMIN FEE REVENUE	-5,004.59	26,227.00	-31,231.59	-19.1%
101 103 671 INTEREST EARNED	280.20	721.00	-440.80	38.9%
101 103 671A INT ST REV SHARIN	0.00	0.00	0.00	0.0%
101 103 675 RENTAL/MIS INCOME	1,908.25	10,380.00	-8,471.75	18.4%
101 103 685 SALE OF FIXED ASSET	0.00	0.00	0.00	0.0%
101 103 691 REC'D FR OTHER FUND	0.00	0.00	0.00	0.0%
101 103 693 REFUNDS-REBATES	0.00	500.00	-500.00	0.0%
101 103 694 OTHER	2,548.14	0.00	2,548.14	100.0%
101 103 695 REIMBURSMENTS-INSUR	0.00	0.00	0.00	0.0%
101 201 209 CEMETERY SALES	0.00	0.00	0.00	0.0%
101 262 634 OPENING/CLOSING FEE	5,375.00	15,400.00	-10,025.00	34.9%
101 262 643 SALE OF LOTS	8,750.00	18,150.00	-9,400.00	48.2%
101 302 634 AMBULANCE BILLS	33,484.63	93,810.00	-60,325.37	35.7%
101 302 691 FROM OTHER FUNDS	0.00	0.00	0.00	0.0%
101 340 401 REVENUE FROM TAXES	69,949.50	131,040.00	-61,090.50	53.4%
101 340 407 DELINQUENT TAXES	0.00	0.00	0.00	0.0%
101 340 446 INTEREST DELQ TAXES	0.00	0.00	0.00	0.0%
101 340 539 State Grant Income	0.00	0.00	0.00	0.0%
101 340 573 LCSS	0.00	0.00	0.00	0.0%
101 340 573 ST REV SHARING	11,308.36	18,900.00	-7,591.64	59.8%
101 340 574 ST MI-SINGLE BS TAX	0.00	0.00	0.00	0.0%
101 340 671 INTEREST	96.09	390.00	-293.91	24.6%
101 340 691 FROM OTHER FUNDS	0.00	0.00	0.00	0.0%
101 340 693 REFUNDS	0.00	0.00	0.00	0.0%
101 340 695 INS REIMBURSE	0.00	0.00	0.00	0.0%
101 340 698 INS RECOVERY	0.00	0.00	0.00	0.0%
101 340 995--SALE OF USED EQUIP	0.00	0.00	0.00	0.0%

Profit & Loss Budget vs. Actual

April 1 through August 3, 2021

	Apr 1 - Aug 3, 21	Budget	\$ Over Budget	% of Budget
150-276-674 Contribut/donation	0.00	0.00	0.00	0.0%
206 000 573 LCSS	0.00	0.00	0.00	0.0%
206 340 401 CURRENT TAXES	-14,801.41	65,516.15	-80,317.56	-22.6%
206 340 407 DELINQUENT TAXES	0.00	0.00	0.00	0.0%
206 340 446 INTEREST-DELQ TAXES	0.00	0.00	0.00	0.0%
206 340 671 INTEREST	106.52	240.00	-133.48	44.4%
206 340 691 REC'D FROM OTHER FU	0.00	0.00	0.00	0.0%
206 340 693 REFUNDS	18,193.92	0.00	18,193.92	100.0%
206 340 965 TRANS-FR OTH FUNDS	0.00	0.00	0.00	0.0%
206 340 967 CONTRI-OTHER FUNDS	0.00	0.00	0.00	0.0%
206 340 967 CONTRIBUTIONS	0.00	0.00	0.00	0.0%
249 000 671 INTEREST	0.00	0.00	0.00	0.0%
249 000 965 TRAN TO OTHER FUNDS	0.00	0.00	0.00	0.0%
260 340 577 ST REV SHARING	5,606.81	9,456.00	-3,849.19	59.3%
401 000 573 LCSS	0.00	0.00	0.00	0.0%
401 444 401 CURRENT TAXES	-43,629.12	193,115.92	-236,745.04	-22.6%
401 444 407 DELINQUENT TAXES	0.00	0.00	0.00	0.0%
401 444 446 INTEREST-DELQ TAXES	0.00	0.00	0.00	0.0%
401 444 447 TELECOMMUNICATIONS	0.00	0.00	0.00	0.0%
401 444 573 ST REV SHARING	16,820.42	28,367.00	-11,546.58	59.3%
401 444 671 INTEREST	249.90	480.00	-230.10	52.1%
401 444 691 REC'D FROM OTHER FU	0.00	0.00	0.00	0.0%
401 444 693 REFUNDS	0.00	0.00	0.00	0.0%
TAX ACCOUNT BSB	0.00	0.00	0.00	0.0%
TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.0%
101 - 101 000 072 REVENUE FROM TAXES	0.00	0.00	0.00	0.0%
206 - 000 072 DUE FROM COUNTY	0.00	0.00	0.00	0.0%
401 - 000 072 REVENUE FROM TAXES	0.00	0.00	0.00	0.0%
Total Income	165,258.80	764,388.40	-599,129.60	21.6%
Cost of Goods Sold				
50000 - Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	165,258.80	764,388.40	-599,129.60	21.6%

TOWNSHIP OF BLISSFIELD
Profit & Loss Budget vs. Actual
 April 1 through August 3, 2021

Expense	Apr 1 - Aug 3, 21	Budget	\$ Over Budget	% of Budget
101 101 702 SALARY-TRUSTEES	850.00	2,500.00	-1,650.00	34.0%
101 101 727 OFFICE SUPPLIES	1,217.51	2,000.00	-782.49	60.9%
101 101 801 AUDITOR	0.00	2,100.00	-2,100.00	0.0%
101 101 850 TELEPHONES	679.56	1,500.00	-820.44	45.3%
101 101 900 PRINTING--PUBLICATIONS	643.50	1,000.00	-356.50	64.4%
101 101 956 MISC	15,735.01	5,500.00	10,235.01	286.1%
101 103 446 INT/PEN DEL TAX	0.00	0.00	0.00	0.0%
101 103 655 TAX REFUNDS	0.00	0.00	0.00	0.0%
101 103 672 ADD FEE EXPENSE	0.00	0.00	0.00	0.0%
101 103 714 TWP SHARE-MED/SOC S	1,462.38	4,500.00	-3,037.62	32.5%
101 103 722 TWP-PENSION PREMIUM	2,119.28	13,500.00	-11,380.72	15.7%
101 103 850 DDA	0.00	2,500.00	-2,500.00	0.0%
101 103 860 MILEAGE,DIS MTG,CON	50.00	500.00	-450.00	10.0%
101 103 910 INSURANCE/BONDS	0.00	8,000.00	-8,000.00	0.0%
101 103 930 REPAIR & MAINTENANCE	936.62	800.00	136.62	117.1%
101 103 962 MTT REFUND-	0.00	0.00	0.00	0.0%
101 103 962 REFUND MTT	0.00	0.00	0.00	0.0%
101 103 962 REUND MTT	0.00	0.00	0.00	0.0%
101 103 965 TRANS TO OTHER FUND	0.00	0.00	0.00	0.0%
101 103 975 PRPT(PUR-IMPROVE)	0.00	0.00	0.00	0.0%
101 103 977 PURCH-EQUIPMENT	0.00	0.00	0.00	0.0%
101 103 980 PLAN COMMISSION	0.00	0.00	0.00	0.0%
101 171 702 SUPERVISOR SALARY	904.00	500.00	404.00	180.8%
101 209 702 ASSESSOR	4,916.67	15,000.00	-10,083.33	32.8%
101 209 702.1 Assessor Expenses	15,114.00	39,643.00	-24,529.00	38.1%
101 215 702 CLERK SALARY	921.00	2,500.00	-1,579.00	36.8%
101 215 702.1 Deputy Clerk	9,449.30	27,000.00	-17,550.70	35.0%
101 247 956 BD OF REVIEW	471.00	2,500.00	-2,029.00	18.8%
101 252 833 TAX STMT PREP	160.00	1,500.00	-1,340.00	10.7%
101 253 702 TREAS SALARY	1,707.95	7,400.00	-5,692.05	23.1%
101 253 702.1 DEPUTY TREASURER	9,000.00	27,000.00	-18,000.00	33.3%
101 262 702.1 CEM-KEEPER	1,209.00	2,500.00	-1,291.00	48.4%
101 262 702.2 CEM SEXTON	8,625.50	24,375.00	-15,749.50	35.4%
101 262 702.3 CRANE & SPIEGEL	4,050.00	9,000.00	-4,950.00	45.0%
101 262 740 CEM SUPPLIES	0.00	0.00	0.00	0.0%
101 262 920 CEMETERY UTILITIES	0.00	0.00	0.00	0.0%
101 262 930 REPAIR-MAINTENANCE	278.72	600.00	-321.28	46.5%
101 262 956 CEM MISC	0.00	650.00	-650.00	0.0%
101 262 956 ELECTION EXPENSES	1,151.72	400.00	751.72	287.9%
101 262 977 CEM EQUIP/LAND IMPR	0.00	1,300.00	-1,300.00	0.0%
	0.00	0.00	0.00	0.0%

Profit & Loss Budget vs. Actual

April 1 through August 3, 2021

	Apr 1 - Aug 3, 21	Budget	\$ Over Budget	% of Budget
101 265 920 UTILITIES	715.34	2,500.00	-1,784.66	28.6%
101 266 817 ATTORNEY FEES	3,762.50	3,000.00	762.50	125.4%
101 302 634 MADISON/A2	12,364.44	43,000.00	-30,635.56	28.8%
101 302 702 AMBULANCE ATTENDANT	0.00	0.00	0.00	0.0%
101 302 740 OPERATING SUPPLIES	2,569.57	10,000.00	-7,430.43	25.7%
101 302 801 AUDITOR	0.00	0.00	0.00	0.0%
101 302 850 DDA	0.00	0.00	0.00	0.0%
101 302 853 -CELLULAR PHONE	0.00	0.00	0.00	0.0%
101 302 910 INSURANCE	0.00	0.00	0.00	0.0%
101 302 930 REPAIR/MAINTANCE	2,448.07	5,000.00	-2,551.93	49.0%
101 302 956 ACCUMED	3,283.21	8,000.00	-4,716.79	41.0%
101 302 960 LIC/EDUCATION EMT	426.48	2,800.00	-2,373.52	15.2%
101 302 973 DRAIN AT LARGE	0.00	0.00	0.00	0.0%
101 302 977 AMBULANCE EQUIPMENT	0.00	5,000.00	-5,000.00	0.0%
101 340 231 AFLAC INSURANCE	608.40	0.00	608.40	100.0%
101 340 655 TAX REFUND	0.00	0.00	0.00	0.0%
101 340 698 INSURANCE RECOVER	0.00	36,000.00	-36,000.00	0.0%
101 340 702 FIREMENS WAGES	8,471.10	43,215.00	-34,743.90	19.6%
101 340 714-TWP SHARE-F.MED/SOC	779.24	4,000.00	-3,220.76	19.5%
101 340 727 OFFICE SUPPLIES	0.00	400.00	-400.00	0.0%
101 340 740 OPERATING SUPPLIES	1,660.84	5,000.00	-3,339.16	33.2%
101 340 801 AUDITOR-FF	0.00	2,100.00	-2,100.00	0.0%
101 340 818 PROF SERV/TRAINING	0.00	3,000.00	-3,000.00	0.0%
101 340 850 DDA	0.00	0.00	0.00	0.0%
101 340 853 TELEPHONES	300.98	2,000.00	-1,699.02	15.0%
101 340 910 INSURANCE	6,419.42	0.00	6,419.42	100.0%
101 340 920 UTILITIES	6,081.38	13,000.00	-6,918.62	46.8%
101 340 930 REPAIR-MAINTENANCE	3,100.44	12,500.00	-9,399.56	24.8%
101 340 940 RENTAL	0.00	0.00	0.00	0.0%
101 340 956 MISCELLANEOUS	792.29	6,000.00	-5,207.71	13.2%
101 340 962 REFUNDS MTT	0.00	0.00	0.00	0.0%
101 340 971 LAND (PURCH-IMPROVE	0.00	0.00	0.00	0.0%
101 340 973 DRAIN AT LARGE	0.00	0.00	0.00	0.0%
101 340 977 EQUIPMENT	32,285.83	6,000.00	26,285.83	538.1%
101 380 956 BLD INSPECTOR	504.96	1,500.00	-995.04	33.7%
101 401 973 DRAIN AT LARGE	0.00	0.00	0.00	0.0%
101 672 956 SR CITIZENS CNT	0.00	0.00	0.00	0.0%
101 805 956 ZONING BOARD	0.00	0.00	0.00	0.0%
101 815 956 ZONING BD OF APPEAL	0.00	150.00	-150.00	0.0%
101 916 973 DRAIN AT LARGE	6,387.77	4,000.00	2,387.77	159.7%
150 276 930.0 Repairs/maint	0.00	0.00	0.00	0.0%

TOWNSHIP OF BLISSFIELD
Profit & Loss Budget vs. Actual
 April 1 through August 3, 2021

	Apr 1 - Aug 3, 21	Budget	\$ Over Budget	% of Budget
206 302 965 AMBULANCE EQUIP	20,921.04	0.00	20,921.04	100.0%
206 340 632 REM' FROM OTHER TWP	0.00	0.00	0.00	0.0%
206 340 956 MISCELLANEOUS	127.75	0.00	127.75	100.0%
206 340 962 REFUND MTT	0.00	0.00	0.00	0.0%
206 340 962 REFUNDS MTT	0.00	0.00	0.00	0.0%
206 340 965--TRANS TO OTH FUNDS	0.00	0.00	0.00	0.0%
206 340 977 EQUIPMENT	0.00	0.00	0.00	0.0%
401 444 407 DEL TAX	0.00	0.00	0.00	0.0%
401 444 655--TAX REFUNDS	0.00	0.00	0.00	0.0%
401 444 801 AUDITOR	0.00	2,100.00	-2,100.00	0.0%
401 444 850 DDA	0.00	0.00	0.00	0.0%
401 444 956 ALL EXPENSES	28,942.47	7,500.00	21,442.47	385.9%
401 444 962 REFUNDS MTT	0.00	0.00	0.00	0.0%
669 000 000 RECON DISCREPANCIES	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses	0.00	0.00	0.00	0.0%
6999 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
99999 · Temporary Clearing Account	0.00	0.00	0.00	0.0%
Total Expense	224,606.24	434,033.00	-209,426.76	51.7%
Net Ordinary Income	-59,347.44	330,355.40	-389,702.84	-18.0%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
150 · 276 390.0 Fund Bal-Perpetual	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	-59,347.44	330,355.40	-389,702.84	-18.0%

Transaction Detail by Account

July 16 through August 10, 2021

Type	Date	Num	Name	Amount
FIRE FUND				
Check	07/27/2021	3693	THE TRAVELERS	2,078.42
Check	07/31/2021			1.00
Check	08/04/2021	3694	Arbor Solutions	0.82
Check	08/04/2021	3695	PROJECT Z CONSULTING, LLC	222.00
Check	08/04/2021	3696	ACCUMED BILLING INC	1,340.86
Check	08/04/2021	3697	RELIANCE OXYGEN & EQUIPMENT	20.35
Check	08/04/2021	3698	D & P Cable	100.15
Check	08/04/2021	3699	CONSUMERS	772.38
Check	08/04/2021	3700	BP	396.24
Check	08/05/2021	3701	NAPA Auto Parts	23.48
Check	08/05/2021	3702	VILLAGE OF BLISSFIELD	551.24
Check	08/06/2021	3703	CONSUMERS	31.37
Check	08/09/2021	3704	CHARTER TOWNSHIP OF MADISON	2,025.00
Check	08/09/2021	3705	RELIANCE OXYGEN & EQUIPMENT	109.15
Total FIRE FUND				7,672.46
GENERAL FUND				
Check	07/27/2021	9548	Carter, Bruce	25.00
Check	07/27/2021	9549	IVAN BEHRMANN	25.00
Check	07/27/2021	9550	Linda Hamann	25.00
Check	07/27/2021	9551	UCKELE, JAMES	30.00
Check	07/27/2021	9552	CHAD BANGERTER	30.00
Check	07/27/2021	9553	CHUCK LIEVENS	40.00
Check	07/27/2021	9556	VILLAGE OF BLISSFIELD	132.00
Check	07/27/2021	9557	AMERICAN LEGION POST 325	56.98
Check	07/27/2021	9558	JOHN HANCOCK	33.00
General Journal	07/30/2021	PYC...		175.50
Check	07/31/2021			1.00
General Journal	08/01/2021	8/1 ...		2,531.00
General Journal	08/01/2021	8/1 ...		1,250.00
General Journal	08/01/2021	8/1 ...		3,303.50
General Journal	08/01/2021	8/1 ...		2,250.00
General Journal	08/01/2021	8/1 ...		200.00
General Journal	08/01/2021	8/1 ...		1,250.00
General Journal	08/01/2021	8/1 ...		2,250.00
General Journal	08/01/2021	8/1 ...		315.00
General Journal	08/01/2021	8/1 ...		-331.18
General Journal	08/01/2021	8/1 ...		159.00
Check	08/04/2021	9559	BLISSFIELD ADVANCE	211.25
Check	08/04/2021	9560	CONSUMERS	143.99
Check	08/04/2021	9561	PROJECT Z CONSULTING, LLC	748.00
Check	08/04/2021	9562	STEVENS DISPOSAL	126.50
Check	08/10/2021	9563	DIANE KNOBLAUCH	60.00
Check	08/10/2021	9564	IVAN BEHRMANN	60.00
Check	08/10/2021	9565	UCKELE, JAMES	50.00
Check	08/10/2021	9566	BILL GRITZMAKER	50.00
Check	08/10/2021	9567	Don Powel	50.00
Total GENERAL FUND				15,250.54
ROAD FUND				
Check	07/27/2021	9555	LENAWEE COUNTY ROAD COMMIS...	22,561.54
Total ROAD FUND				22,561.54

1:06 PM

08/10/21

Accrual Basis

TOWNSHIP OF BLISSFIELD

Transaction Detail by Account

July 16 through August 10, 2021

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
Unclassified				
Check	08/06/2021		CONSUMERS	0.00
Total unclassified				0.00
TOTAL				<u>45,484.54</u>

