

Check Register Report For Milan Township

For Payroll ID: 189 Check Date: 01/10/2019 Pay Period End Date: 12/31/2018

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
01/10/2019	GEN	87215	COLLINS, BARBARA J.	1,183.89	957.46	0.00	Open
01/10/2019	GEN	87216	DEVOOGHT, REBECCA	42.70	39.43	0.00	Open
01/10/2019	GEN	87217	DOPKOWSKI, ROBERT D	266.68	236.73	0.00	Open
01/10/2019	GEN	87218	DROUILLARD, TERESA	586.50	489.73	0.00	Open
01/10/2019	GEN	87219	EARLY, JAMES L	1,115.83	910.38	0.00	Open
01/10/2019	GEN	87220	FRIEND, DAVID	268.45	236.51	0.00	Open
01/10/2019	GEN	87221	HEATH, KEVIN	602.00	537.26	0.00	Open
01/10/2019	GEN	87222	HEATH, PHILIP	1,200.94	1,094.72	0.00	Open
01/10/2019	GEN	87223	LIEB, KAREN JO	1,752.08	1,366.71	0.00	Open
01/10/2019	GEN	87224	MANCIK, OLGA L	208.98	184.11	0.00	Open
01/10/2019	GEN	87225	PORTER, PATRICK T	42.70	39.43	0.00	Open
01/10/2019	GEN	87226	SCHAUER, JOHN	47.38	41.74	0.00	Open
01/10/2019	GEN	87227	WALLINE, MATT P	42.70	37.62	0.00	Open

Totals: Number of Checks: 013 7,360.83 6,171.83 0.00

01/10/2019 02:35 PM Page: 1/1
 User: BJCOLLINS
 DB: Milan
 INVOICE REGISTER REPORT FOR MILAN TOWNSHIP
 POST DATES 12/01/2018 - 12/31/2018
 JOURNALIZED
 PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jnlized
2418	Lennard, Graham, & Goldsmith	12/04/2018	12/31/2018	30.00	0.00	Paid	Y
2419	RICK'S LAWN SERVICE	11/30/2018	12/31/2018	3,060.00	0.00	Paid	Y
2421	DTE Energy	12/02/2018	01/02/2019	536.01	0.00	Paid	Y
2422	BEDFORD TOWNSHIP	11/09/2018	12/31/2018	18.47	0.00	Paid	Y
2423	Milan Area Fire Dept.	11/13/2018	12/13/2018	856.88	0.00	Paid	Y
2425	GOVERNMENTAL BUSINESS SYSTEMS	11/27/2018	12/31/2018	960.00	0.00	Paid	Y
2426	DIGITAL PERSPECTIVE	01/01/2019	01/01/2019	710.85	0.00	Paid	Y
2427	VERIZON WIRELESS	11/02/2018	01/04/2019	198.96	0.00	Paid	Y
Totals:				6,371.17	0.00		
# of Invoices: 8				# Due: 0	Totals:		
# of Credit Memos: 0				# Due: 0	Totals:		
Net of Invoices and Credit Memos:				6,371.17	0.00		

TOTAL DISBURSEMENTS - \$13,732.00

Milan Township Fund Balances

31-Dec-18

				Due
Chase Bank				
General Funds	\$	47,333.83		
Flagstar C/Ds			Rate	
Building Capital 2796	\$	12,205.12	1.75%	4/18/2019
Building Capital 54623	\$	19,869.56	1.65%	2/8/2019
Fire Fund 32812	\$	30,448.05	1.55%	1/10/2019
General 32804	\$	22,315.74	1.55%	1/10/2019
Renovation 22222				
General Funds 55267	\$	61,887.29	1.00%	11/18/2018
General Funds 120840047	\$	151,838.35	1.90%	3/26/2019
General Funds 123328701	\$	51,753.85	2.15	10/3/2019
Old National				
Farm Savings 27664	\$	50,314.87	0.04	
General Fund Savings 28910		Transfer. cemetery funds		
General Fund CD 77294		Transferred to Flagstar		3/2/2018
General Fund CD 55077		Transferred to Flagstar	0.25%	9/6/2018
General Fund CD 97356144	\$	51,246.62	0.25%	6/6/2019
MBT				
Checking 01316 2/28/18	\$	132,027.40		
Liquor Law	\$	2,737.00		
Cone/Azalia	\$	4,319.70		
Cone/Azalia Del.				
Savings				
Fire 7185	\$	3,086.67		
Road 06666	\$	76,913.00		

Total Funds

\$ 718,297.05

ASSESSOR REPORT
January 10, 2019

Properties Inspected/Data Entered:

Working up property cards from 2018 inspections and processing land divisions.
Fieldwork to resume in May 2019.

OTHER WORK/INFORMATION:

March Board of Review dates:

Organizational meeting: Tuesday, March 5th, 2019 at 11:00 a.m.

 Appeal hearings: Wednesday, March 13th, 2019 3:00 p.m. until 9:00 p.m.
 Thursday, March 14th, 2019 9a.m. to Noon & 1p.m. to 4pm

Will prepare and send publication of March Board of Review to the Monroe Evening News for publication in February.

Mailed Personal Property Statements. One new home based business has been added to the Personal Property roll.

Process personal property statements and exemption requests as they're received. Due on or before February 20, 2019 postmark accepted.

Note: New for 2019: upon the 2019 filing of the Small Business Taxpayer Exemption, exempt businesses will no longer have to file **every year** after the first filing but are subject to audit.

LOOKING AHEAD:

Attend classes: 1. State Tax Commission Property Assessing Summit in Lansing on January 29, 2019; and 2. Board of Review class in Chelsea February 22, 2019.

Wrap things up for 2019 and prepare for mailing of Assessment Change Notices approximately February 20th, 2019.

Respectfully submitted,
Karen Jo Lieb, Assessor

Correction of November 2018 Building Report

Willie Figgs made 3 plumbing inspections but was paid for 1 only.

Corrected expenses total \$ 657.90
instead of \$555.20 for November.

December 2018 Building Dept Report

During December 2 permits were issued totaling \$370.75.

David Friend made 2 inspections, worked 8 hrs at the trail, issued 2 permits and approved 1 land split.

There were no mechanical, plumbing or electrical inspections.

Expenses for December totaled \$268.45

MILAN TOWNSHIP
BARBARA COLLINS - CLERK
BUILDING DEPT. REPORT

Date: 12/31/2018

INSPECTORS NAME:

DAVE FRIEND (BLD)

HOURS AT HALL 8

INSPECTIONS 2

PERMITS 2

PLAN REVIEW _____

SITE PLANS (HOUSE) _____

SITE PLANS (POLE BARN
& COMM.) _____

SPECIAL INSPECTIONS _____

ADDRESS ASSIGNED _____

LAND SPLIT 1

JEFF FELDKAMP (MECHINICAL)

0

DAVE TUBBS (ELECTRICAL)

0

WILLIE HIGGGS (PLUMBING)

COST TO TOWNSHIP

DAVE FRIEND \$268.45

JEFF FELDKAMP 0

DAVE TUBBS 0

WILLIE HIGGGS 0

TOTAL \$268.45

RESPECTFULLY SUBMITTED BY: Barbara Collins - Clerk

MILAN TOWNSHIP

BUILDING INSPECTOR TIMESHEET

INSPECTOR NAME D. FRANK

MONTH/YEAR 12-2018

PERMITS ISSUED (2)

HOURS AT HALL (8) PLAN REVIEW 1 SITE PLANS (HOUSE) 1 SITE PLANS (OTHER) 1

SPECIAL INSPECTIONS (2) REGULAR INSPECTIONS 2 ~~ADDRESS~~ ASSIGNED (1)

ADDRESS	PERMIT	DATE	RESULTS	TYPE OF INSPECTION
<u>12447 wrens</u>	<u>1841</u>	<u>12-17</u>	<u>APP</u> ^{footings} NOT APP.	ROUGH FINAL
<u>12447 wrens</u>	<u>1841</u>	<u>12-26</u>	<u>APP</u> NOT APP.	<u>ROUGH</u> FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL

Signature indicates you performed the above inspections.

[Signature]

INSPECTOR

CLERK SIGNATURE

ALL TIMESHEETS MUST BE TURNED IN THE LAST FRIDAY OF THE MONTH.

G. F. 268-115 U. # 236.51

001841B

Milan Township

BUILDING PERMIT

THIS PERMIT MUST BE POSTED ON THE PREMISES. ANY PERSON WILLFULLY DESTROYING THIS PERMIT BEFORE COMPLETION OF BUILDING WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

DO NOT OCCUPY THIS BUILDING BEFORE OBTAINING CERTIFICATE OF OCCUPANCY

DATE: 12-7-18

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

SOLAR PANELS

274.75
715.00

10210

FEE: 290.75

LOCATION: 12447 WRELS

OWNER: TRINKLE

CONTRACTOR: DIST POWER

K. Park

BUILDING INSPECTOR

PLUMBING INSPECTION APPROVAL			ELECTRICAL INSPECTION APPROVAL			MECHANICAL INSPECTION APPROVAL			BUILDING INSPECTION APPROVAL		
	Date	Inspector		Date	Inspector		Date	Inspector		Date	Inspector
Sewer	_____	_____	Temp Service	_____	_____	Rough	_____	_____	Foundation	_____	_____
Rough	_____	_____	Rough	_____	_____		_____	_____	Concrete Slab	_____	_____
Final	_____	_____	Final	_____	_____	Final	_____	_____	Frame	_____	_____
									Insulation	_____	_____
									Lath or Gypsum Board	_____	_____
									Final	_____	_____

OCCUPANCY PERMIT _____
Date

BUILDING OFFICIAL _____

BUILDING PERMIT

THIS PERMIT MUST BE POSTED ON THE PREMISES. ANY PERSON WILLFULLY DESTROYING THIS PERMIT BEFORE COMPLETION OF BUILDING WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

DO NOT OCCUPY THIS BUILDING BEFORE OBTAINING CERTIFICATE OF OCCUPANCY

DATE: 12-4-18

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

- MECH - CONDENS. WATER HEATER

65.00
+15.00

15654

FEE: 80.00

LOCATION: 12300 FAR

OWNER: JIMENEZ

CONTRACTOR: INTER STAR

[Signature]

BUILDING INSPECTOR

PLUMBING INSPECTION APPROVAL			ELECTRICAL INSPECTION APPROVAL			MECHANICAL INSPECTION APPROVAL			BUILDING INSPECTION APPROVAL		
	Date	Inspector		Date	Inspector		Date	Inspector		Date	Inspector
Sewer	_____	_____	Temp Service	_____	_____	Rough	_____	_____	Foundation	_____	_____
Rough	_____	_____	Rough	_____	_____		_____	_____	Concrete Slab	_____	_____
Final	_____	_____	Final	_____	_____	Final	_____	_____	Frame	_____	_____
									Insulation	_____	_____
									Lath or Gypsum Board	_____	_____
									Final	_____	_____

OCCUPANCY PERMIT _____
Date

BUILDING OFFICIAL _____

ALCOHOL AND DRUG POLICY

It is the policy of Milan Township that the workplace should be free from drug and alcohol abuse. No one may report for work at the township while under the influence of alcohol or drugs (unless prescribed for the individual by a physician).

Possession or drinking of any alcoholic beverage on township property by a township employee is cause for discipline, up to and including immediate dismissal.

Possession, use, distribution, sale, or offering for sale of controlled substances, including marijuana, narcotics, etc. on township property by a township employee is cause for discipline, up to and including immediate dismissal.

HIRING POLICY

When the need for a new employee becomes apparent, the following procedures will be used:

- A. Notice of vacancy shall be advertised for three (3) days as soon as a potential vacancy is known.
- B. Interested candidates will be instructed to send a resume to the Township office.
- C. References noted on the job application will be contacted.
- D. A personal interview will be scheduled with two (2) township board members conducting the interview.
- E. Prior to an applicant being offered an employment position, the applicant may be requested to be screened for drug usage. ^{↑ ADD Background check.} The test will be paid for by the Township.

The position for employment will only be offered to the applicant if the individual passes the drug screen.