

Board Meeting
Milan Township
16444 Cone Rd
Milan, MI. 48160
September 10, 2020
Minutes Draft

Members present: Supervisor Heath, Trustee Mancik, Clerk Collins & Trustee Dopkowski
Treasurer Early Absent

Supervisor Heath called the meeting to order at 7:00pm.
The pledge of allegiance was recited.

Public Comment:

Agenda Additions or Changes:

Supervisor Heath made a motion to approve, 2nd by Trustee Mancik **Motion Carried**

Minutes: (Aug 13, 2020)

Trustee Mancik made a motion to accept, 2nd by Trustee Dopkowski **Motion Carried**

Disbursements: Clerk Collins read the disbursements. **Report on file**

Trustee Dopkowski made a motion to accept report, 2nd by Trustee Mancik. **Motion Carried**

Fund Balances:

Building Report:

Report on file

Supervisor Heath recommended that we make sure the inspectors name and phone number on each permit. That way people know who to call for inspection and that it is their responsibility.

Supervisor Heath made a motion to approve report, 2nd by Trustee Dopkowski. **Motion Carried**

Assessors Report: Clerk Collins read the report. **Report on file**

Trustee Dopkowski made a motion to approve report, 2nd by Trustee Mancik. **Motion Carried**

Milan Fire Dept. Report:

Unfinished Buisiness:

New sign: Will be completed this week. Deputy Clerk asked if the board wanted him to program the sign or someone else. The Board agreed to have him do it.

Supervisor Heath made a motion to approve, 2nd by Trustee Mancik

Hire someone to clean the Hall: Is screening several applicants. Will present at next months meeting.

For Payroll ID: 215 Check Date: 10/08/2020 Pay Period End Date: 09/30/2020

Check Date	Bank	Check Number	Check Number Name	Check Gross	Physical Check Amount	Direct Deposit	Status
10/08/2020	GEN	87821	COLLINS, BARBARA J.	1,226.40	975.23	0.00	Processing
10/08/2020	GEN	87822	DEVOOGHT, REBECCA	42.70	39.43	0.00	Processing
10/08/2020	GEN	87823	DOPKOWSKI, ROBERT D	257.95	227.25	0.00	Processing
10/08/2020	GEN	87824	EARLY, JAMES I	1,149.31	938.60	0.00	Processing
10/08/2020	GEN	87825	FRIEND, DAVID	385.40	307.66	0.00	Processing
10/08/2020	GEN	87826	HEATH, KEVIN	1,237.92	1,069.04	0.00	Processing
10/08/2020	GEN	87827	HEATH, PHILIP	1,189.14	1,081.28	0.00	Processing
10/08/2020	GEN	87828	HUMES, RENEE' L.	596.25	525.30	0.00	Processing
10/08/2020	GEN	87829	LIEB, KAREN JO	1,925.00	1,502.59	0.00	Processing
10/08/2020	GEN	87830	MANCIK, OLGA L	215.25	189.63	0.00	Processing
10/08/2020	GEN	87831	PORTER, PATRICK T	42.70	39.43	0.00	Processing
10/08/2020	GEN	87832	SCHAUER, JOHN	47.38	41.74	0.00	Processing
10/08/2020	GEN	87833	WALLINE, MATT P	42.70	37.62	0.00	Processing

Totals: Number of Checks: 013 8,358.10 6,974.80 0.00

Total Physical Checks: 13

Total Check Stubs:

CHECK DISBURSEMENT REPORT FOR MILAN TOWNSHIP
 CHECK DATE FROM 09/01/2020 - 09/30/2020
 Banks: FIRE, GEN, ROADS

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/08/2020	ROAD	1007	Monroe County Road Commission	ROAD FUND MAINT. GRADING, STONING, PAV	204-204-931.000	50,000.00
09/08/2020	GEN	87782	APEX SOFTWARE	SOFTWARE	101-257-971.000	470.00
09/08/2020	GEN	87783	BARBARA COLLINS	SUPPLIES	101-215-726.000	105.99
09/08/2020	GEN	87784	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	89.90
09/08/2020	GEN	87785	JOHN SCHAUER	EDUCATION	101-721-803.000	94.00
09/08/2020	GEN	87786	MILAN TOWNSHIP TREASURER	PROPERTY TAXES	101-265-960.000	1,228.36
09/08/2020	GEN	87787	RICK'S LAWN SERVICE	PROFESSIONAL SERVICES/LAWN CARE	101-276-801.000	2,000.00
09/17/2020	GEN	87801	DTE Energy	STREETLIGHT EXPENSES	219-219-974.000	645.50
09/17/2020	GEN	87802	ELECTION SOURCE	SOFTWARE	101-262-971.000	400.00
09/17/2020	GEN	87803	KEVIN HEATH	CAPITAL OUTLAY	101-265-970.000	2,716.90
09/17/2020	GEN	87804	MONROE BANK & TRUST	MISC. EXPENSES	101-101-955.000	280.00
		87804		SUPPLIES	101-262-726.000	16.47
						<u>296.47</u>
09/17/2020	GEN	87805	THE INDEPENDENT NEWSPAPERS	PRINTING AND PUBLISHING	101-101-900.000	128.00
		87805		PRINTING AND PUBLISHING	101-721-900.000	64.00
						<u>192.00</u>
09/17/2020	GEN	87806	U.S. POSTAL SERVICE (CMRS-FP)	POSTAGE	101-215-730.000	650.00
		87806		POSTAGE	101-262-730.000	350.00
						<u>1,000.00</u>
09/17/2020	GEN	87807	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	168.64
09/22/2020	GEN	87808	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	750.00
09/22/2020	GEN	87809	GOTTS TRANSIT MIX, INC.	CAPITAL OUTLAY	101-265-970.000	539.00
09/22/2020	GEN	87810	JOANNE HEATH	MISCELLANEOUS EXPENDITURE	101-253-955.000	38.00
09/22/2020	GEN	87811	MI DEPT. OF TREASURY	DUE TO STATE OF MICHIGAN	701-000-228.000	362.64
09/22/2020	GEN	87812	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	42.45
			TOTAL - ALL FUNDS	TOTAL OF 19 CHECKS		61,139.85

--- GL TOTALS ---
 101-101-900.000 PRINTING AND PUBLISHING 128.00
 101-101-955.000 MISC. EXPENSES 280.00
 101-215-726.000 SUPPLIES 105.99
 101-215-730.000 POSTAGE 650.00
 101-253-955.000 MISCELLANEOUS EXPENDITURE 38.00
 101-257-971.000 SOFTWARE 470.00

Milan Township Balance Sheet

Oct. 1, 2020

General Fund			
<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	<i>Maturity Date</i>
1st Merchants Bank (checking)	*****1316	\$211,307.13	
Old National Bank	Cert. # ****6144 (CD)	\$51,800.09	6/6/2021
Flagstar Bank	*****5267 (CD)	\$64,157.61	5/17/2021
	*****0047 "	\$158,555.72	3/25/2021
	*****8701 "	\$53,389.00	9/23/2021
	*****2804 "	\$23,251.60	4/1/2021
Savings			
<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	
Chase Bank	*****9075	\$47,569.53	
Total		\$562,461.15	
Road Fund			
<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	
1st Merchants Bank	*****6666	\$113,457.82	
Total		\$113,457.82	
Fire Fund			
<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	
1st Merchants Bank	*****7185	\$116,231.10	
Flagstar Bank	*****2812 (CD)	\$31,724.96	4/1/2021
Total		\$147,956.06	
Building Cap Improvement Fund			
<i>Bank</i>	<i>Account</i>	<i>Balance</i>	
Flagstar Bank	*****2796 (CD)	\$12,636.14	4/17/2021
" "	*****4623 (CD)	\$20,708.29	3/30/2021
Total		\$33,344.43	
Savings			
<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	
Chase Bank	*****9075	\$47,533.89	
Farm Account			
<i>Bank (Savings Acct.)</i>	<i>Account Number</i>	<i>Balance (quarterly)</i>	
Old National Bank	*****7664	\$56,917.51	
Total		\$56,917.51	
Total Assets		\$961,670.86	

MILAN TOWNSHIP

ASSESSOR REPORT

October 8, 2020

FIELD WORK/PARCLEL UPDATES:

Conduct aerial reviews of Agricultural parcels.

OTHER WORK/INFORMATION:

Prepared 591 "Clerk Statement" and filed with the County Clerk.

Working on Economic Condition Factors and finishing up Residential values.

Analyze county appraisal studies (when received) for Industrial, Commercial and Agricultural classes to determine starting ratios.

Conducted research regarding Commercial Solar Panels.

Completed 4 hours of online continuing education: "Improve Ratio Studies, Land Values and ECF's with Digital Data!"

Reviewed two Land Combination/Boundary Adjustment applications.

LOOKING AHEAD:

Analyze county appraisal studies (when received) for Industrial, Commercial and Agricultural classes to determine starting ratios.

Visit parcels for new building permits issued for them remainder of this year for 2021 roll.

Balance with Treasurer for 2020 Winter Tax bills.

Note: Please review Designated Assessor information provided from Monroe County Equalization and contact me with any questions you have.

Respectfully submitted,
Karen Jo Lieb, Assessor

September 2020 Bldg Dept Report

During September 6 permits were issued totaling \$545. -

David Friend worked 8 hrs at the hall, issued 6 permits and made 4 inspections.

There were no plumbing, electrical or mechanical inspections.

Expenses for September totaled \$385.40

MILAN TOWNSHIP
 BARBARA COLLINS - CLERK
 BUILDING DEPT. REPORT

Date: 10/8/2020

INSPECTORS NAME	HOURS AT HALL	INSPECTIONS
DAVE FRIEND (BLD)	<u>8</u>	<u>4</u>
PERMITS	<u>6</u>	
PLAN REVIEW	_____	
SITE PLANS (HOUSE)	_____	
SITE PLANS (POLE BARN & COMM.)	_____	
SPECIAL INSPECTIONS	_____	
ADDRESS ASSIGNED	_____	
LAND SPLIT	_____	
JEFF FELDKAMP (MECHINICAL)		<u>0</u>
DAVE TUBBS (ELECTRICAL)		<u>0</u>
WILLIE HIGGS (PLUMBING)		<u>0</u>

COST TO TOWNSHIP

DAVE FRIEND	<u>\$385.40</u>
JEFF FELDKAMP	<u>0</u>
DAVE TUBBS	<u>0</u>
WILLIE HIGGS	_____
TOTAL	<u>\$385.40</u>

RESPECTFULLY SUBMITTED BY: Barbara Collins - Clerk

MILAN TWP BUILDING DEPT. REPORT MASTER

DATE	PERMIT #	NAME	AMT.	CHECK #
9/4/2020	1940-M	J & K Heating & Cooling, Inc. 7785 Bluebush Road, Maybee, MI. 48159 Mechanical/Boiler 19476 Cone Rd. (Pena) Milan, MI. 48160	65.00	Ck#7677&7735
9/16/2020	1941-E	Great Lakes Electrical Contracting, Inc. 440 Arco Dr., Toledo, OH 43607 Electrical (1 Inspection) Temp. Pole Sontag, 19310 Milwaukee Rd. Milan, MI. 48160	80.00	Ck#13918
9/16/2020	1942-M	Interstar, Inc. 18128 Mackay Dr., Macomb, MI. 48042 Mechanical - Water Heater (1 Inspection) Rymanowicz, 14293 Sanford Rd. Milan, MI. 48160	60.00	Ck#5869
9/16/2020	1943-B	Home Spec S. Henry Ruff Rd, Westland, Mi. 48186er Proof Basement (2 inspections) Bldg-Water Proof Basement (2 Inspections) Lindeman, 17150 Sherman Rd. Milan, MI. 48160	130.00	Ck#8112
9/16/2020	1944-E	Home Spec 3501 S. Henry Ruff Rd., Westland, MI. 48186 Lindeman, 17150 Sherman Rd. Milan, MI. 48160	\$65.00	Ck#8112
9/25/2020	1945-E	Jones Electric 1239 Jewell Rd., Milan, MI. 48160 Electric (2 Inspections) Back-up Generator Grostick, 12924 Half Rd. Milan, MI. 48160	\$145.00	Ck#2490
		TOTAL ALL PERMITS	\$545.00	

MILAN TOWNSHIP

BUILDING INSPECTOR TIMESHEET

INSPECTOR NAME D. FRIED MONTH/YEAR 9-2020 PERMITS ISSUED 6

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

SPECIAL INSPECTIONS _____ REGULAR INSPECTIONS 9 ADDRESS ASSIGNED _____

ADDRESS	PERMIT	DATE	RESULTS	TYPE OF INSPECTION
<u>19310 MK</u>	<u>1924</u>	<u>9-16</u>	<u>APP</u> NOT APP.	ROUGH <u>FINAL</u>
<u>16790 DAY</u>	<u>1934</u>	<u>9-21</u>	<u>APP</u> NOT APP.	ROUGH <u>FINAL</u>
<u>18108 MIL</u>	<u>1939</u>	<u>9-27</u>	<u>APP</u> NOT APP. <u>FMK</u>	ROUGH FINAL
<u>17150 SHRYVER</u>	<u>1943</u>	<u>9-28</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

Signature indicates you performed the above inspections.

[Signature]

CLERK SIGNATURE

INSPECTOR

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

001940M

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: 9-4-2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

MECH. BOILER

ONR IMSP

7735 \$500
17677
5. CASP ?

FEE: 6800

LOCATION: 19476 CONR

OWNER: PRNA

CONTRACTOR: JTK

[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 _____

001941K

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: 9-16-2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

ELRKT - ONR INSP
TRMP. POLK

✓ 13918

LOCATION: 19310 MILWAUKEE

FEE: 80.00

OWNER: SONTAG

CONTRACTOR: GREAT LAKES

KDA

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	_____	_____	Final	_____	_____	Concrete Slab	_____	_____
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: 9.16.2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

MACH. ONR INSP
WATER HEATER

✓ 5869

FEE: 60.00

LOCATION: 14293 SANFORD

OWNER: RYMANOWICZ

CONTRACTOR: INTRASTAR

[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 _____ BUILDING OFFICIAL _____
 Date _____

001943B

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: 9-16-2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

BUILD - WATER PROOF BASEMENT

21M SP

18112

FEE: 130.00

LOCATION: 17150 SHERMAN

OWNER: LINDORMAN

CONTRACTOR: HOME SPEC

[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	_____	_____	Final	_____	_____	Concrete Slab	_____	_____
Final	_____	_____	Final	_____	_____				Frame	_____	_____
									Insulation	_____	_____
									Lath or Gypsum Board	_____	_____
									Final	_____	_____

OCCUPANCY PERMIT _____
Date

BUILDING OFFICIAL _____

001944k

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: 9-16-2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

RELECT ONE INSP
2 NEW CIRCUITS

FEE: 65.00

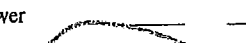
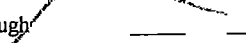
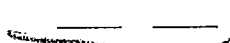



LOCATION: 17150 SHERMAN

OWNER: LINDORMAN

CONTRACTOR: SABER



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 _____

BUILDING OFFICIAL _____

Date

001945K

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: 9-25-2020

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

RELECT TWO INSP
BACK UP GENERATOR

✓ 2490

LOCATION: 12924 HALK

FEE: 145.00

OWNER: GROSTICK

CONTRACTOR: Donald Jones

[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 _____ BUILDING OFFICIAL _____
 Date _____