

For Payroll ID: 259 Check Date: 01/12/2023 Pay Period End Date: 12/31/2022

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit Status
01/12/2023	GEN	88618	BOGI, MARK F.	1,357.94	1,202.95	0.00 Processing
01/12/2023	GEN	88619	COLLINS, BARBARA J.	1,296.96	1,034.96	0.00 Processing
01/12/2023	GEN	88620	CONGER, DAVID MARTIN	17.00	14.98	0.00 Processing
01/12/2023	GEN	88621	DOBKOWSKI, ROBERT D	256.26	236.65	0.00 Processing
01/12/2023	GEN	88622	FRIEND, DAVID	356.75	289.30	0.00 Processing
01/12/2023	GEN	88623	GOTTS, JOEL P	1,254.75	1,095.38	0.00 Processing
01/12/2023	GEN	88624	HEATH, KEVIN	300.00	264.30	0.00 Processing
01/12/2023	GEN	88625	HUNES, RENEE' L.	38.00	33.47	0.00 Processing
01/12/2023	GEN	88626	LAWSON, CORY ANNE	80.00	70.48	0.00 Processing
01/12/2023	GEN	88627	LIEB, KAREN JO	2,100.00	1,663.43	0.00 Processing
01/12/2023	GEN	88628	LINDEMANN, BLAINE P	17.00	15.70	0.00 Processing
01/12/2023	GEN	88629	MANCIK, OLGA L	235.01	207.04	0.00 Processing
01/12/2023	GEN	88630	MILLS, SAMUEL A	17.00	15.70	0.00 Processing
01/12/2023	GEN	88631	OLSZEWSKI, DONALD C.	120.00	105.72	0.00 Processing
01/12/2023	GEN	88632	PAVNE, JENNA LYNN	263.75	236.98	0.00 Processing
01/12/2023	GEN	88633	SCHAUER, JOHN	200.05	188.29	0.00 Processing
Totals:				7,910.47	6,675.33	0.00

01/12/2023 03:29 PM

User: BJCOLLINS

DB: Milan

## CHECK DISBURSEMENT REPORT FOR MILAN TOWNSHIP

CHECK DATE FROM 12/01/2022 - 12/31/2022

Banks: FIRE, GEN, ROADS

Page 1/1

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/06/2022	GEN	88589	JESSIE T. WALKER	REPAIRS	101-265-930.000	4,550.00
12/13/2022	GEN	88604	DUNDEE INTERNET SERVICES	PROFESSIONAL SERVICES	101-265-801.000	21.25
12/13/2022	GEN	88605	FIRST MERCHANTS BANK	EDUCATION	101-721-803.000	150.00
12/13/2022	GEN	88606	KENT COMMUNICATIONS	POSTAGE	101-253-730.000	258.73
		88606		TAX STATEMENT PREPARATION-CONTRACTUAL	101-253-802.000	615.43
						874.16
12/13/2022	GEN	88607	Lennard, Graham, & Goldsmith	PROFESSIONAL SERVICES/LEGAL	101-101-801.000	2,085.00
12/13/2022	GEN	88608	MI DEPT. OF TREASURY	DUE TO STATE OF MICHIGAN	701-000-228.000	322.99
12/13/2022	GEN	88609	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	168.17
TOTAL - ALL FUNDS						8,171.57

Total Disbursements

\$12,082.04

12/31/2022

## Milan Township Accounts

General Fund	Account #	Balance	Maturity Date	
1st Merchants				
General Fund	*****1316	\$461,284.03		
Tax Account	*****0032	\$558,003.67		
Fire Fund	*****7185	\$94,615.96		
Road Fund	*****6666	\$112,068.74		
Total		\$1,225,972.40		
flagstarl Bank (CD)	*****2796	\$12,806.38	1/12/2023	0.20%
flagstarl Bank (CD)	*****8701	\$53,932.00	12/27/2023	4.63%
flagstarl Bank (CD)	*****0047	\$160,006.57	3/26/2023	0.20%
flagstarl Bank (CD)	*****5267	\$65,773.64	5/17/2023	1.50%
flagstarl Bank (CD)	*****2812	\$32,047.04	12/27/2023	4.63%
flagstarl Bank (CD)	*****4623	\$21,178.07	12/27/2023	4.63%
flagstarl Bank (CD)	*****2804	\$23,487.66	12/27/2023	4.63%
Total		\$369,231.36		
covid relief	*****7664	\$159,414.52		
Old National Farm	*****7664	\$55,717.12		
Old National (CD)	*****6144	\$51,877.71	6/6/2023	0.15%
Combined Total		\$1,702,798.59		

## **ASSESSOR REPORT**

### **January 12, 2023**

#### **Properties Inspected/Data Entered:**

Conducted Personal Property Canvass  
Completed Building Permit Inspections Finals 2022 Permits

#### **OTHER WORK/INFORMATION:**

Mailed out Personal Property Statements with Exemption Forms for filing deadline of Monday, February 21, 2023. Note: Effective for the 2023 assessment year, the Small Business Personal Property Exemption increased from \$80,000.00 to \$180,000.00 true cash value.

December Board of Review was held on December 13th. The new and reappointed Board of Review members were sworn in and briefed on the upcoming 2023 Assessment cycle as well as required education.

Scheduled March Board of Review Meetings as follows:  
Tuesday, March 7, 2023 at 1:00 p.m. will be the Organizational Meeting  
Wednesday March 15th, 2023 at 3:00 p.m. until 9:00 p.m. first appeal hearing  
Thursday, March 16, 2023 at 9:00 a.m. until 3:00 p.m. second appeal hearing.

Processed three (3) approved Land Divisions for the 2023 Assessment Roll.

Please review the attached article from Township Focus regarding the next Assessment Audit: 2027 formerly known as the "AMAR".

#### **LOOKING AHEAD:**

Process personal property statements and exemption requests as they are received.

Wrap things up for 2023 and prepare for mailing of Assessment Change Notices.

Respectfully submitted,  
Karen Jo Lieb, Assessor

# Inside the state's assessment roll audit

S ometime over the next five years, every Michigan township will undergo an assessment roll audit by the State Tax Commission (STC). Some township officials may believe that's just something for the assessor to worry about, but that is absolutely not the case. While township officials certainly aren't expected to know the ins and outs of assessing, the township board ultimately bears the responsibility for ensuring the township's assessment administration meets state requirements—and for ensuring any deficiencies are corrected.

The STC has released its 2023-2027 five-year schedule (see page 28) outlining when each county's "assessing units" (townships, cities and joint assessing districts) will undergo its audit of assessment practices and compliance. Formerly called the Audit of Minimum Assessing Requirements (or perhaps better known as the "AMAR"), the audit is now simply referred to as the assessment roll audit. As codified by Public Act 660 of 2018, sweeping legislation that reformed property tax assessment laws, the audit sets standards that every township must follow to ensure proper, high-quality administration of this crucial local government responsibility.

## What's in the audit?

While the audit requirements outlined in PA 660 are not new, there are areas of emphasis and guidance about which township boards, assessors and the assessing team should be aware.

The audit, which is conducted by a state contractor, includes a review of the township's assessing database and records. To help the township prepare, the state will send an audit notice packet to the township. Working with the assessor, the township board plays a role in ensuring the required information is complete and accurate. An audit review sheet outlines required information, as well as



basic details about the township, including if any outside assistance—such as appraisers, field staff, attorneys or other consultants—was used for valuation studies or field work.

The audit will determine if the township is in “substantial compliance” in three areas:

- Properly developed and documented land value studies
- Properly developed and documented economic condition factor (ECF) studies
- No more than 1% of parcels in the township's assessing database are in override (ie., when a true cash value is manually adjusted in the assessing database, overriding “normal” computation of true cash value and assessed value, due to extenuating circumstances)

While PA 660 eliminated the requirement for land value and ECF maps, analyses and narratives *are* required—as well as narratives for any overrides. What does this mean? The assessor must document the steps taken to come to the final determinations, sharing both how and why the assessor came to his or her conclusions. This should be presented in a complete and clear way that is easily comprehensible by anyone reviewing them, and able to stand on their own merit, without the need for additional explanation from the assessor/staff. Clear, defensible assessing documentation is key to a successful assessment roll audit.

In addition to the areas of “substantial compliance,” the audit also includes areas of “technical compliance,” including:

- Utilizes a computer-assisted mass appraisal (CAMA) system. The CAMA system used must be approved by the STC.
- Has adopted and follows a published (written) policy outlining public access to assessing information. MCL 211.10g(1)(c) outlines what must be included in the policy, including contact information, available hours, estimated response time for inquiries, record inspection details and the process for the assessor to informally hear disputes from taxpayers.
- Online access to assessing information.

This is required if there is a township building “in an area with broadband access.” To determine if this requirement applies to your township, visit <http://connectmi.org> (click on “residents,” then “broadband coverage maps”; the interactive map allows you to search for applicable addresses). Note that online information—including parcel information, and land value and ECF studies—can also be hosted on the county's website to meet this requirement.

- Assessment change notices must include assessor/assessing department contact information.

While it is likely that the assessment notices already include this information, it is now subject to the state's audit.

# feature

## 2023-2027 assessment roll audit schedule

2023 Counties	2024 Counties	2025 Counties	2026 Counties	2027 Counties
Alcona	Alger	Baraga	Antrim	Arenac
Allegan	Bay	Houghton	Branch	Benzle
Alpena	Berrien	Ionia	Cheboygan	Calhoun
Barry	Chippewa	Iron	Clare	Huron
Cass	Crawford	Leelanau	Delta	Isabella
Charlevoix	Dickinson	Livingston	Iosco	Lake
Clinton	Eaton	Mackinac	Jackson	Mecosta
Emmett	Genesee	Marquette	Kalkaska	Monroe
Gladwin	Gogebic	Menominee	Kent	Oakland
Grand Traverse	Gratiot	Missaukee	Keweenaw	Ogemaw
Hillsdale	Newaygo	Muskegon	Luce	Osceola
Ingham	Oceana	Ontonagon	Macomb	Roscommon
Kalamazoo	Otsego	Ottawa	Mason	Shiawassee
Lapeer	Presque Isle	Schoolcraft	Montcalm	St. Clair
Lenawee	Sanilac	Wayne	Oscoda	St. Joseph
Manistee	Tuscola	Wexford	Saginaw	Van Buren
Midland	Washtenaw			
Montmorency				

- Board of review members and assessing support staff must receive training every two years.

All board of review members, regardless of how long they have served, must complete STC-approved training. (MTA's annual *Board of Review Training* satisfies this requirement for board of review members.) In addition, support staff—anyone involved in assessing-related field work or data entry, or who provides information for or is involved in the development of the assessment roll—must complete some sort of assessing training. Note that, according to the STC, an untrained staff person may, for example, hand a resident a property card. However, if the staff person is expected to answer resident questions, they must receive training. (While MTA's *Board of Review Training* does not suffice for support staff training, the Association is working to develop a class that would meet this requirement. Watch MTA emails for updates.)

- If the township collects a property tax administration fee (PTAF), it must comply with requirements of MCL 211.44(4).

While the form has not yet been finalized, the PTAF question will likely be a check box, with a required signature to note that the collected fee is being used properly. (Note: If your township collects a PTAF, check "yes" on the audit form. If it does not, check "N/A"; do *not* check "no" ("no" indicates that the township collects a PTAF, but does not comply with accounting requirements).)

- Sufficient personal property canvass and records.

The township should create a policy to ensure proper physical canvassing of personal property and records is in place and practiced. The township board can monitor compliance by reviewing this policy/process with the assessor at an annual review.

- July and December board of review operates in accordance the General Property Tax Act.

The audit will examine any adjustments made at the July and December board of review meetings to ensure that any changes made were within their authority.

- Adequate process for granting or denying property tax exemptions.

New to the audit under PA 660, all townships must ensure that statutory guidelines are followed when granting or denying such exemptions, including using or creating exemption applications when no state-mandated application is provided.

- Meets the requirements in the STC's "Supervising Preparation of the Assessment Roll" publication.

Certification of meeting the document requirements will be made via STC Form 5823, *Assessment Duties Audit*, which is to be completed by the township supervisor or "highest elected official." The county equalization department must also complete Form 5824, indicating that the township provided

to the county a copy of the assessing database following the March board of review, an original copy of the assessment roll, and Forms L-4021, if requested, and L-4022.

- **Compliance with poverty exemption guidelines.**

PA 253 of 2020 made numerous changes impacting how townships, assessors and boards of review handle poverty exemptions, including required documentation for those requesting the exemption and allowing the board of review to only grant a 100%, 50% or 25% reduction in taxable value (unless otherwise approved by the STC). The township board must annually adopt poverty exemption income guidelines and an asset level test.

- **Implemented STC-adopted CAMA data standards.**

Released annually by the STC, CAMA standards ensure statewide uniformity and equitable property assessment. The CAMA software must be connected to the provider through the internet to keep the cost tables of the software automatically updated through the Michigan Marshall Swift Valuation software platform.

### Correcting deficiencies

Following the audit, Michigan Department of Treasury staff will review the audit report and notify the township of any failures to substantially comply with the minimum assessing requirements. If the township is in "substantial compliance," congratulations! No additional follow-up is needed, and the township will simply undergo an audit during the next five-year cycle.

However, if found to be in noncompliance, the township board must file a corrective action plan within 60 days after notification of the deficiencies. If a township has three or fewer of the technical deficiencies, a corrective action plan is not required. Any township that is deficient in any one of the three "substantial compliance" areas or that has four or more technical deficiencies must submit a plan. Failure to submit a corrective action plan may result in removing the current assessor and contracting with the county designated assessor.

The plan must outline the "who, when and how" for correcting the deficiencies within one year. The STC reviews and approves the plan within 60 days. A follow-up review of the areas of deficiencies will then take place the following year. If, upon the follow-up review, the township fails a substantial compliance issue, it has three options:

- Hire a new assessor at the advanced or master assessing officer level
- Assign the county's designated assessor to oversee the township's assessing
- Voluntarily have the township's assessment roll assumed by the STC

### The role of the designated assessor

The township can be required to contract with the county's designated assessor, who becomes the assessor of record for the township, if the township fails to file a corrective action plan, remains out of compliance in the second year, fails to make a good-faith effort to comply within a reasonable time, or falls out of substantial compliance within five years of achieving compliance with the corrective action plan.


When a township contracts with a designated assessor, it relinquishes assessing authority, but retains responsibility for expenses related to assessing and will be required to negotiate costs and other terms.

After three years with a designated assessor, the township can petition the STC to have its assessing authority returned, but is obligated to remain with the designated assessor for at least five years unless the STC and the designated assessor agree to a shorter term. (MCL 211.10g) The township may also consider retaining its current assessor and have him or her work alongside (including continuing to conduct field work) the designated assessor, who serves in a mentor-like role to help ensure adherence to and understanding of required assessing practices and requirements. The designated assessor, however, must be the one who signs the assessment roll. While employing the two assessors would of course be an extra expense to the township, it could ultimately ensure proper compliance in the long run.

### Focus on excellence

Property assessment is a core responsibility for Michigan townships, and all townships must focus on excellence in this area. The state's assessment roll audit ensures that your local assessing is done accurately and fairly, to the benefit of your township and its taxpayers.

MTA has the assessing resources that your township needs! Turn to page 26 to order our BRAND-NEW publication, *Assessing Your Township's Assessing*, and look to page 24 for details on our "What Every Board Member Needs to Know About Assessing" workshop being held in Lansing and Gaylord this month. Our *Board of Review Guide* and assessing webpages on [www.michigantownships.org](http://www.michigantownships.org) share even more information!



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One Post Marker  
Different Text Each Side  
1" caption  
1" text  
-Monroe Co.  
Milan  
Side One

## RICE CEMETERY

1 In fall 1833 Caleb Rice  
2 traveled from Orleans, New  
3 York, to Milan and  
4 purchased 240 acres for a  
5 farm. Rice and his son,  
6 Josephus, returned the  
7 following year and estab-  
8 lished the "Rice's Corners"  
9 farm at the corner of  
10 Dennison and Hickory  
11 Roads. Josephus conveyed  
12 one acre of land to the town  
13 of Milan for the operation of  
14 a cemetery on October 20,  
15 1888. Josephus's daughter,  
16 Florence Rice Miller,  
17 provided Milan with land to  
18 expand the cemetery in 1892.  
19 In 2022 descendants of Caleb  
20 Rice still lived adjacent to  
21 the grounds.

Michigan Historical Commission ~ Michigan History Center  
Registered Local Site No.  
This Marker is the Property of the State of Michigan, 2023



One Post Marker  
Different Text Each Side  
1" caption  
1" text  
-Monroe Co.  
Milan  
Side Two

## ROBERT MCFALL

1 Rice Cemetery is the final  
2 resting place for four  
3 veterans of the War of 1812  
4 and more than thirty veterans  
5 of the American Civil War.  
6 One veteran, Sergeant Robert  
7 McFall, received the  
8 Congressional Medal of  
9 Honor in 1896 for his actions  
10 during the 1864 Battle of  
11 Spotsylvania Court House.  
12 McFall, who commanded  
13 Company E of the 17<sup>th</sup>  
14 Michigan Infantry, captured  
15 Colonel Barker, the  
16 commanding officer of the  
17 Confederate brigade that  
18 charged the Union position.  
19 McFall returned to Milan  
20 after the war and operated a  
21 farm until his death in 1919.

Michigan Historical Commission ~ Michigan History Center  
Registered Local Site No.  
This Marker is the Property of the State of Michigan, 2023

Nov15- Dec 8<sup>th</sup> Supervisors report

I have been to 3 mcrc meetings & they are on board with us & open discussions concerning roads & culverts also note MCRC has 5 year 8 million \$ plan in to effect to maintain roads that is flexible & county does have 2 gradalls for ditch cleaning & working on a 3<sup>rd</sup>

Stripe down cone rd. that road is too narrow at guard rails but they are going to push forward as a safety concern as some residences' have been run off the road (Bronco Mckart district maintenance supervisor) also spoke with Mr. Patel engineer for MCRC he will look into it 12-6 note that he has given notice to resign also spoke with Brian Wither with MCRC works with Mr. Patel he may be able to get striping crew out 12-5

MCRC is also looking into the minutes with Phil Heath about putting a lift on the roads & how can use harp money to do so (Dave leach superintendent of maintenance )

Also a concerned resident spoke with me about flashing light at Cone & Dennison due to accidents & I did witness him getting almost hit due to running of stop sign ( value of human life ) MCRC said it would be cost to us for blinking stop signs & during a loss we could go after insurance companies for replacement cost if damaged

Contacted Monroe co emergency management about warning sirens spoke with Jennifer Bouten she is asst director states we are not required by law to upgrade or use as they do have a new system will alert all cell phones kind of like a amber alert but did recommend take them down also that MCEM is giving us the tower behind the hall but we will be required to maintain it she also told me about a internet company that wants to use the tower behind the hall. I spoke with them Shawn IVS co 734-369-9804 734-368-1177 they will supply township hall with free internet & maintain the tower also will inc free internet in parking lot for residence of township big note here that Phil Heath already had this going on I just happen to discover it by checking legality of sirens

Also note we changed the meeting with 1<sup>st</sup> public comment on agenda only a resident emailed me that it should be after the agenda is approved which just like MCRC meeting with 2<sup>nd</sup> meeting with open to any thing per MTA Redbook page 150 only have to have 1 open to comments by public

Brought up overhead light are not working on 15330 Ostrander rd. & 10129 Dundee Aazalia rd CALLED DTE LIGHTING 800-548-4655 left vm 12-2 recalled left another vm 12-6

brought up is poor mans grave no markers could family pay for grave & be allowed to put on a marker

Also note that Wendy Ellington from listing agent of brick & motor group if marijuana is allowed or not in or ordinances I explained that I would get back with her after board meeting & look into note she did email me we opted out replied to her email 12-6

12-5 MCRC meeting they spoke about 8 million repairs to roads in next 5 years

12-1 fire board meeting we approved 2 full time firefighter during the day for faster response time also approved new recue 2023 expedition and new computer program approved same as what city uses

new business of building inspector FAQs is incorrect per Dave (or building inspector) & should not be on web as states you do not need permits for certain items

**Milan Area Fire Department**  
**REGULAR EXECUTIVE BOARD MEETING AGENDA**

December 1, 2022 – 5:00PM

(Rescheduled from 11/17/2022-Lack of Quorum)

Fire Station—45 Wabash St, Milan, MI 48160

**Call to Order - Pledge of Allegiance**

**Roll Call:**

Milan City (36.76%)	Ed Kolar		Jesse Nie	
York Twp (28.72%)	Chuck Tellas		Sean Gleason	
Milan Twp (20.76%)	Mark Bogi		Olga Mancik	
London Twp (13.76%)	Penny Turner		Michael Pinkowski	
At Large Member	Barb Henley		Alternate:	
Department	Fire Chief Robert Stevens		Alternate:	

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the proposed agenda as submitted. Aye \_\_\_\_\_ Nay \_\_\_\_\_

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the proposed minutes from September 22, 2022. Aye \_\_\_\_\_ Nay \_\_\_\_\_

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to approve the payment of bills from August 1, 2022-October 31, 2022, a total amount of \$114,502.66 (which includes checks, ACH payments and payroll direct deposit.) Aye \_\_\_\_\_ Nay \_\_\_\_\_

*Public Comments; 5 Minutes Maximum*

**1. Matters for Action**

**i. Amend Fiscal Year 2023 Operating Budget to allow for station staffing**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to amend the Fiscal Year 2023 Operating Budget: To increase expenditures by \$80,000 to allow for the staffing of two firefighters, five days per week, 10 hours per day. Aye \_\_\_\_\_ Nay \_\_\_\_\_

**ii. Approve Generator Maintenance Agreement with CRG Electric LLC**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the generator maintenance agreement with CRG Electric LLC with a total annual cost of \$485.00, and to authorize Fire Chief Stevens to act as signing authority for said agreement. Aye \_\_\_\_\_ Nay \_\_\_\_\_

**iii. Set calendar year 2023 Executive Board Meeting dates**

1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the calendar year 2023 Executive Board Meeting dates as follows: (1) January 26, 2023 (2) March 23, 2023-Annual (3) May 25, 2023 (4) July 27, 2023 (5) September 28, 2023 (6) November 16, 2023. All meetings are to be held at the fire station and will begin at 5:00PM. Aye \_\_\_\_\_ Nay \_\_\_\_\_

**2. Item for Discussion: BS&A Software Quote**

**3. Milan Area Fire Department Report: Fire Chief Stevens**

**a. Department Report**

**i. Station Staffing**

- ii. Rescue 28-2 Replacement: Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the necessary upfitting of the new apparatus at a cost not to exceed \$48,000. Aye \_\_\_\_\_ Nay \_\_\_\_\_

*Next meeting January 26, 2023 @ 5:00PM (Fire Station)*

b. Run Report September 1, 2022 through October 31, 2022

- i. City of Milan -- 65, G/I -- 14
- ii. London Twp -- 14, G/I -- 5
- iii. Milan Twp -- 21, G/I -- 6
- iv. York Twp -- 32, G/I -- 13
- v. Mutual Aid -- 15

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to accept Fire Chief Steven's department report. Aye \_\_\_\_\_ Nay \_\_\_\_\_

*Public Comments; 3 Minutes Maximum*

*Board Comments*

Motion by \_\_\_\_\_ supported by \_\_\_\_\_ to adjourn at \_\_\_\_\_ PM.

*Next meeting January 26, 2023 @ 5:00PM (Fire Station)*

Milan Area Fire Department  
Meeting Minutes—September 22, 2022  
Fire Station  
45 Wabash St., Milan, Michigan 48160  
Regular Executive Board Meeting

The Regular Executive Board Meeting for the Milan Area Fire Department was called to order at 5:00 PM with the Pledge of Allegiance. Board Members in attendance were Ed Kolar (City of Milan), Jesse Nie (City of Milan), Chuck Tellas (York Township), Sean Gleason (York Township), Phil Heath (Milan Township), Penny Turner (London Township), Michael Pinkowski (London Township) and Barb Henley (Member At Large). Olga Mancik (Milan Township) was excused. Fire Chief Stevens was also in attendance.

*Motion Gleason/Turner to approve the proposed agenda as submitted. No objections: Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

*Motion Gleason/Tellas to approve the proposed minutes as presented from August 11, 2022. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

*Motion Heath/Gleason to approve the payment of bills from May 1, 2022, through July 31, 2022 in the amount of \$125,436.47. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

*Public Comment:* No public comment.

*Motion Kolar/Turner to rescind previous action of the Board stating a 3-year term and to appoint Barb Henley as member at Large for a term of 6 years, ending June 30, 2028. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

There was brief discussion about plans to staff two firefighters, ten hours per day, five days per week. Mayor Kolar advised the Fire Board that the issue will be included on City Council's agenda during the month of October for discussion.

Fire Chief Stevens presented his regular department update with the following information:

- Chief Stevens spoke briefly on the status of the Department's probationary firefighters.
- Chief Stevens has researched replacement options for Rescue 28-2 which has been experiencing serious mechanical and electrical issues. The necessary quotes have been received. *Motion Tellas/Nie authorizing the replacement of Rescue 28-2, not to exceed \$65,000. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*
- Run Report July 1, 2022 through August 31, 2022
  - City of Milan – 89, G/I – 25, COVID S/B – 0
  - London Township – 12, G/I – 5, COVID S/B – 0
  - Milan Township – 40, G/I – 8, COVID S/B – 0
  - York Township – 36, G/I – 18, COVID S/B – 0
  - Mutual Aid – 5

*Motion Turner/Henley to accept Fire Chief Steven's department report and run report. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

No public comment.

The next meeting will be held November 17, 2022 at 5:00PM at the Fire Station (45 Wabash, Milan, MI 48160).

*Motion Nie/Tellas to adjourn at 5:23PM. Motion carried unanimously: 8 ayes, 0 nays, 1 absent.*

*Recorded by Fire Chief Stevens, submitted by Sarah Finch, MAFD*



**Milan Area Fire Department**  
**Check Detail: August through October 2022**

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
	Check	ACH	08/05/2022	XFER Communications		(161.37)
						161.37
TOTAL						161.37
	Check	ACH	08/06/2022	DTE Energy		(495.76)
						495.76
TOTAL						495.76
	Check	ACH	08/06/2022	DTE Energy		(21.24)
						21.24
TOTAL						21.24
	Check	ACH	08/20/2022	Verizon Wireless		(210.85)
						210.85
TOTAL						210.85
	Check	ACH	08/28/2022	ComCast		(297.47)
						297.47
TOTAL						297.47
	Check	ACH	09/05/2022	XFER Communications		(161.37)
						161.37
TOTAL						161.37
	Check	ACH	09/06/2022	DTE Energy		(462.80)
						462.80
TOTAL						462.80
	Check	ACH	09/06/2022	DTE Energy		(22.66)
						22.66
TOTAL						22.66
	Check	ACH	09/20/2022	Verizon Wireless		(210.85)
						210.85

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
TOTAL						210.85
	Check	ACH	09/28/2022	ComCast		(297.47)
						297.47
TOTAL						297.47
	Check	ACH	10/04/2022	DTE Energy		(424.39)
						424.39
TOTAL						424.39
	Check	ACH	10/05/2022	XFER Communications		(161.37)
						161.37
TOTAL						161.37
	Check	ACH	10/06/2022	DTE Energy		(26.71)
						26.71
TOTAL						26.71
	Check	ACH	10/20/2022	Verizon Wireless		(2,112.65)
						2,112.65
TOTAL						2,112.65
	Check	ACH	10/28/2022	ComCast		(297.20)
						297.20
TOTAL						297.20
	Check	EFT	08/23/2022	Chase Ink		(598.15)
						598.15
TOTAL						598.15
	Check	EFT	09/20/2022	Chase Ink		(3,680.43)
						3,680.43
TOTAL						3,680.43
	Check	EFT	10/20/2022	Chase Ink		(1,115.29)
						1,115.29

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

	<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
TOTAL						1,115.29
	Check	P/R	08/03/2022	Heartland Payroll		(15,577.78)
						1,458.33
						9,112.20
						2,500.00
						5,170.02
						215.60
						(752.45)
						(267.63)
						(1,144.30)
						(713.99)
TOTAL						15,577.78
	Check	P/R	08/03/2022	Heartland Payroll		(4,290.30)
						1,411.93
						752.45
						267.63
						1,144.30
						713.99
TOTAL						4,290.30
	Check	P/R	08/03/2022	Heartland Payroll		(179.26)
						179.26
TOTAL						179.26
	Check	P/R	09/02/2022	Heartland Payroll		(182.48)
						182.48
TOTAL						182.48
	Check	P/R	09/02/2022	Heartland Payroll		(5,712.53)
						1,844.01
						1,080.82
						349.50
						1,494.51
						943.69
TOTAL						5,712.53
	Check	P/R	09/02/2022	Heartland Payroll		(20,236.47)

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

Type	Num	Date	Name	Item	Original Amount
					5,496.69
					1,221.00
					1,664.00
					14,264.97
					1,458.33
					(1,080.82)
					(349.50)
					(1,494.51)
					(943.69)
TOTAL					20,236.47
Check	P/R	10/04/2022	Heartland Payroll		(163.92)
					163.92
TOTAL					163.92
Check	P/R	10/04/2022	Heartland Payroll		(13,655.51)
					1,458.33
					66.00
					8,833.62
					1,716.00
					5,170.00
					(596.02)
					(250.07)
					(1,069.09)
					(657.94)
					(920.00)
					(95.32)
TOTAL					13,655.51
Check	P/R	10/04/2022	Heartland Payroll		(3,892.28)
					1,319.16
					596.02
					250.07
					1,069.09
					657.94
TOTAL					3,892.28
Check		08/26/2022	City of Milan		(10,000.00)
					5,000.00
					5,000.00
TOTAL					10,000.00

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

Type	Num	Date	Name	Item	Original Amount
Check		09/23/2022	FIREWRENCH of Michigan		(1,102.10)
					1,102.10
TOTAL					1,102.10
Check	1056	08/18/2022	Insignia Graphics, Inc.		(799.94)
					799.94
TOTAL					799.94
Check	1057	08/22/2022	PlusCode LLC		(2,220.00)
					2,220.00
TOTAL					2,220.00
Check	1058	08/22/2022	ERS International		(2,670.00)
					2,670.00
TOTAL					2,670.00
Check	1059	08/22/2022	FIREWRENCH of Michigan		(1,440.59)
					1,440.59
TOTAL					1,440.59
Check	1060	08/26/2022	Bound Tree Medical, LLC		(543.98)
					543.98
TOTAL					543.98
Check	1061	09/23/2022	Accident Fund		(3,407.00)
					3,407.00
TOTAL					3,407.00
Check	1062	09/30/2022	Occupational Health Centers Of MI		(1,035.00)
					1,035.00
TOTAL					1,035.00
Check	1063	10/07/2022	Priority One Emergency		(740.93)
					39.99
					24.00

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
					39.99
					141.98
					80.99
					413.98
TOTAL					740.93
Check	1064	10/14/2022	Spirit Ford		(345.47)
					345.47
TOTAL					345.47
Check	1065	10/14/2022	Milan Area Schools		(3,746.02)
					1,914.74
					1,831.28
TOTAL					3,746.02
Check	1066	10/14/2022	XFER Communications		(31.25)
					31.25
TOTAL					31.25
Check	1067	10/14/2022	Milan Ace Hardware		(27.98)
					18.99
					8.99
TOTAL					27.98
Check	1068	10/14/2022	City of Milan		(10,000.00)
					5,000.00
					5,000.00
TOTAL					10,000.00
Check	1069	09/23/2022	Charles Allen		(480.25)
					398.00
					143.00
					27.50
					(35.25)
					(8.24)
					(20.60)
					(24.16)
TOTAL					480.25

**Milan Area Fire Department**  
**Check Detail: August through October 2022**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Original Amount</u>
Check	1070	10/21/2022	Breathing Air Systems		(1,263.59)
					1,263.59
TOTAL					1,263.59
					114,502.66

**CRG Electric LLC**

P.O. Box 2183

Belleville, MI 48112-2183

+1 7347574308

service@crgelectricllc.com

www.crgelectricllc.com

**ADDRESS**

Milan Fire Department

45 Wabash St

Milan, MI 48160

**Estimate 23294****DATE 11/09/2022****DESCRIPTION****QTY****RATE****AMOUNT**

This letter is to inform you of your yearly maintenance for your stand-by generator. CRG Electric LLC offers a cost effective yearly maintenance to protect your investment. To enroll in the yearly maintenance on your generator, please complete the following and return to the above address, or scan and E-mail to service@crgelectricllc.com. This maintenance contract will include one or two visits to the above address. The generator at this address will need to have maintenance in the month of November 2022. If a second trip is requested we will follow up in six months for the additional cost.

The Preventive Maintenance Agreement (PMA) will include the following items:

Oil change, oil filter replacement, air filter inspection, cooling system inspection and check coolant levels, battery load bank, check voltage and frequency.

The PMA contract includes oil and one oil filter, and additional coolant to maintain levels.

CRG will also perform a 21 point inspection.

A copy of the check list will be sent to you with a renewal form for the following year.

PMA contracts do not include any parts that may need to be replaced or labor rates to complete any extra tasks.

If any items need repaired the owner will be informed before repairs are performed.

Your generator battery should last approximately 3 years, if at the time of your preventive maintenance your battery is found bad and needs to be replaced it would be an additional charge.

Please initial and Check below if you would want your battery replaced if found bad:

☐ Yes, if battery is found bad during generator preventive maintenance please replaced.

I understand that this will be an additional charge over the cost of the preventive maintenance, \_\_\_\_\_(initials).

Electronic transactions will be charged a 4% surcharge, including but not limited to bank transfers, credit & debit card sales.

If you wish to avoid the fee please pay by cash or place a check in the mail.

If paid this fee is non-refundable.



DESCRIPTION	QTY	RATE	AMOUNT
Please CHECK ONE the appropriate boxes below:			
<input type="checkbox"/> \$485- Perform the yearly maintenance on my generator with the 21 point inspection with one trip per year.			
<input type="checkbox"/> \$723- Perform the additional trip, one trip every 6 months, one trip for the PMA and second for a checkup.			
Please Check the items below			
<input type="checkbox"/> \$376.00 Please perform a two hour load bank on the generator once a year during one of the PMA trips			
<input type="checkbox"/> Please sign me up for the continuous Preventative Maintenance until notified otherwise.			
Please be advised if you are to pay with an electronic payment source please be advised that there will be an additional 4% surcharge added to the total.			
PLEASE NOTE: WE ARE NO LONGER ACCEPTING PRE-PAYMENT FOR PREVENTATIVE MAINTENANCE, YOU WILL BE BILLED AT THE TIME OF SERVICE.			
***If you should decline service at time of arrival, there will be a charge for coming out. Thank you for time and consideration.			
Please provide us with your email address			

Thank you for the opportunity to bid this project. We look forward to working with you. Estimate amount is if paid by check or cash. If credit card is used there will be an added amount of 4% to the total.

TOTAL

Accepted By

Accepted Date

Electronic transactions will be charged a 4% surcharge, including but not limited to bank transfers, credit & debit card sales.

If you wish to avoid the fee please pay by cash or place a check in the mail.

If paid this fee is non-refundable.

Proposal for:  
**Milan Area Fire Department, Washtenaw County MI**

**November 7, 2022**

**Quoted by: Keegan Nixon**

**Software and Services for BS&A Cloud**



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Cloud Modules

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#### Financial Management

General Ledger	\$1,125
Accounts Payable	\$945
Accounts Receivable	\$945

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#### Personnel Management

Payroll	\$1,545
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Subtotal	\$4,560
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### Data Conversions/Database Setup

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Convert existing Quickbooks data to BS&A format:

General Ledger (Chart of Accounts/Balances/Budget as of a Specified Date. Each additional year of 'history' balances to be setup will be an additional \$1,000)	\$2,100
Accounts Payable (Vendor Master File)	\$1,600

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Database Setup:

Accounts Receivable (Setup of Billing Items, Penalties)	\$1,500
Payroll (Manual Entry or Import of Employee Master File/Setup/YTD as of a Specified Date)	\$2,580

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Subtotal	\$7,780
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## Project Management and Implementation Planning

### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$5,000**

## Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	2		<b>\$2,000</b>
Financial Management Modules	Days:	6		<b>\$6,000</b>
Personnel Management Modules	Days:	4		<b>\$4,000</b>
		Total:	12	Subtotal <b>\$12,000</b>



## Cost Totals

*Not including Annual Service Fees*

Modules	\$4,560
Data Conversions/Database Setup	\$7,780
Project Management and Implementation Planning	\$5,000
Implementation and Training	\$12,000
<b>Total Proposed</b>	<b>\$29,340</b>
<i>Travel Expenses</i>	<i>\$1,705</i>
<i>Hosting Fees</i>	<i>\$400</i>

### Payment Schedule

- 1<sup>st</sup> Payment: **\$12,780** to be invoiced upon execution of this agreement.  
2<sup>nd</sup> Payment: **\$4,960** to be invoiced at activation of customer's site.  
3<sup>rd</sup> Payment: **\$13,705** to be invoiced upon completion of training.



## Cloud Annual Service Fees

*Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).*

<b>Financial Management</b>	
General Ledger	\$1,125
Accounts Payable	\$945
Accounts Receivable	\$945
<b>Personnel Management</b>	
Payroll	\$1,545
<b>Total Annual Service Fees</b>	<b>\$4,560</b>

## Hosting Fees

*Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.*

**\$400**



## Additional Information

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

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### BS&A Online

#### Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

#### Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.

## MAFD EXECUTIVE BOARD MEETING

November 17, 2022

### STATION STAFFING

Details are being finalized to begin 10 hr shifts, five days per week.

### RESCUE 28-2 REPLACEMENT

A 2023 Ford Expedition has been ordered at a cost of 59,000.00. A quote to upfit with necessary equipment has been received from CSI in Grayling, MI at a cost of 48,000.00.

### DISPATCHED INCIDENT REPORT- September 1 thru October 31, 2022

Milan City – 65 G/I – 14

London Township – 14 G/I – 5

Milan Township – 21 G/I – 6

York Township – 32 G/I – 13

Mutual Aid – 15

TOTAL INCIDENTS FOR ALL ZONES - 185



# Milan Area Fire Department

Milan, MI

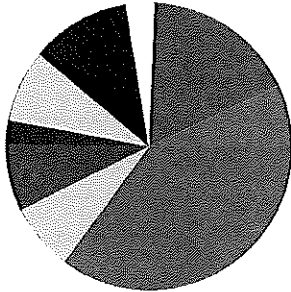
This report was generated on 11/14/2022 11:01:20 AM



## Count of Incidents by Incident Type per Zone

Incident Status: Reviewed | Start Date: 09/01/2022 | End Date: 10/31/2022

% of Incidents per Zone



- City - City of Milan
- City-GI - City - Good Intent
- London - London Township
- London-GI - London Township - Good Intent
- MA - Mutual Aid / Good Intent
- Milan - Milan Township
- Milan-GI - Milan Township - Good Intent
- York - York Township
- York-GI - York Township - Good Intent

INCIDENT TYPE	# INCIDENTS	% of TOTAL
<b>City - City of Milan</b>		
311 - Medical assist, assist EMS crew	4	2.16%
321 - EMS call, excluding vehicle accident with injury	47	25.41%
322 - Motor vehicle accident with injuries	1	0.54%
324 - Motor vehicle accident with no injuries.	3	1.62%
412 - Gas leak (natural gas or LPG)	1	0.54%
444 - Power line down	2	1.08%
461 - Building or structure weakened or collapsed	1	0.54%
542 - Animal rescue	1	0.54%
554 - Assist invalid	1	0.54%
611 - Dispatched & cancelled en route	1	0.54%
651 - Smoke scare, odor of smoke	1	0.54%
733 - Smoke detector activation due to malfunction	1	0.54%
736 - CO detector activation due to malfunction	1	0.54%
Zone: City - City of Milan Total Incident:	65	35.14%
<b>City-GI - City - Good Intent</b>		
321 - EMS call, excluding vehicle accident with injury	1	0.54%
444 - Power line down	1	0.54%
551 - Assist police or other governmental agency	1	0.54%
611 - Dispatched & cancelled en route	7	3.78%
622 - No incident found on arrival at dispatch address	4	2.16%
Zone: City-GI - City - Good Intent Total Incident:	14	7.57%
<b>London - London Township</b>		
143 - Grass fire	1	0.54%
321 - EMS call, excluding vehicle accident with injury	8	4.32%
322 - Motor vehicle accident with injuries	1	0.54%
324 - Motor vehicle accident with no injuries.	1	0.54%
554 - Assist invalid	2	1.08%

Report shows count of incidents for Status selected.



emergencyreporting.com  
Doc Id: 1390  
Page # 1 of 3

561 - Unauthorized burning	1	0.54%
Zone: London - London Township Total Incident:	14	7.57%
<b>London-GI - London Township - Good Intent</b>		
381 - Rescue or EMS standby	1	0.54%
611 - Dispatched & cancelled en route	4	2.16%
Zone: London-GI - London Township - Good Intent Total Incident:	5	2.70%
<b>MA - Mutual Aid / Good Intent</b>		
111 - Building fire	3	1.62%
141 - Forest, woods or wildland fire	2	1.08%
311 - Medical assist, assist EMS crew	2	1.08%
322 - Motor vehicle accident with injuries	1	0.54%
381 - Rescue or EMS standby	2	1.08%
611 - Dispatched & cancelled en route	5	2.70%
Zone: MA - Mutual Aid / Good Intent Total Incident:	15	8.11%
<b>Milan - Milan Township</b>		
142 - Brush or brush-and-grass mixture fire	1	0.54%
311 - Medical assist, assist EMS crew	2	1.08%
321 - EMS call, excluding vehicle accident with injury	9	4.86%
322 - Motor vehicle accident with injuries	1	0.54%
324 - Motor vehicle accident with no injuries.	3	1.62%
444 - Power line down	3	1.62%
553 - Public service	1	0.54%
554 - Assist invalid	1	0.54%
Zone: Milan - Milan Township Total Incident:	21	11.35%
<b>Milan-GI - Milan Township - Good Intent</b>		
444 - Power line down	1	0.54%
611 - Dispatched & cancelled en route	3	1.62%
622 - No incident found on arrival at dispatch address	2	1.08%
Zone: Milan-GI - Milan Township - Good Intent Total Incident:	6	3.24%
<b>York - York Township</b>		
131 - Passenger vehicle fire	1	0.54%
311 - Medical assist, assist EMS crew	4	2.16%
321 - EMS call, excluding vehicle accident with injury	12	6.49%
322 - Motor vehicle accident with injuries	7	3.78%
324 - Motor vehicle accident with no injuries.	3	1.62%
554 - Assist invalid	1	0.54%
561 - Unauthorized burning	1	0.54%
611 - Dispatched & cancelled en route	1	0.54%
622 - No incident found on arrival at dispatch address	1	0.54%
652 - Steam, vapor, fog or dust thought to be smoke	1	0.54%
Zone: York - York Township Total Incident:	32	17.30%
<b>York-GI - York Township - Good Intent</b>		
321 - EMS call, excluding vehicle accident with injury	1	0.54%
554 - Assist invalid	1	0.54%

Report shows count of incidents for Status selected.

611 - Dispatched & cancelled en route	7	3.78%
622 - No incident found on arrival at dispatch address	3	1.62%
743 - Smoke detector activation, no fire - unintentional	1	0.54%
Zone: York-GI - York Township - Good Intent Total Incident:	13	7.03%
<b>TOTAL INCIDENTS FOR ALL ZONES:</b>	<b>185</b>	<b>100%</b>

Report shows count of incidents for Status selected.



