

IRVING TOWNSHIP

EST. 1839

BOARD MEETING AGENDA – March 21, 2023

Call Meeting to order

Pledge of allegiance

Roll Call

Approval of agenda

Clerk's minutes – February 21, 2023

Smart 911 – Lani Forbes

Public Input (**3 minute limit**)

Unfinished Business

Fire board members – FVFD
Project Manager

New Business

Approve Meeting Dates FY 2023-2024
Tree removal at Irving Cemetery

Reports: Fire Reports/Commissioners/Cemetery Sexton/Assessors

Treasurer's report

Pay bills

Board Members Comments

Public Input (**3 minute limit**)

Upcoming Dates: Budget Hearing Meeting, Monday, March 27, 2023 @ 6:30pm
April 18, 2023 -- Township Board Meeting 6:30pm

GUIDELINES TO PUBLIC COMMENT

Public comment is welcome and appreciated. Please follow these simple guidelines to ensure all have an opportunity to be heard. All comments and questions will be made through the supervisor. All comments will be made in a courteous and civil manner, profanity and personal attacks will not be tolerated. Please limit the length of your comments to 3 minutes. If you are a member of a group, please appoint a spokesman on behalf of a group (those speaking on behalf of a group may be provided additional time). Please state your name before offering comment.

DRAFT MINUTES

Irving Township Board of Trustee Meeting 02/21/2023, 2023, 6:30 PM

3425 Wing Rd, Hastings MI 49058

Present: Doug Sokolowski, Dean Bass, Jamie Knight, Sharon Olson. Mike Buehler, absent. (21) members of public.

Knight, remove Road Commission from Agenda.

Motion-Olson; Second Bass to approve adding two comment sections to agenda. All in favor, except Knight.

Motion-Sokolowski; Second Knight, modify December minutes to reflect the recording of motion to increase attorney \$5048.00. Motion passed.

Motion-Knight; Second Bass, approve the 01/17/2022 minutes striking the reference to a third-party link. Motion passed.

Public – Rachael Franz, Barry County Recycling Coordinator, presentation on Solid Waste Grant Opportunities. Shelly Lake, letter of township concerns.

Unfinished Business, Motion-Knight; Second Bass, Village of Middleville Trail Annual \$1250 fee, All in favor, except Sokolowski.

Motion-Knight; Second Olson, table Appointment of Fire Board Members. All in favor, "Yes". Buehler, absent.

New Business, 2023 Asset Test and Poverty Guidelines Resolution 2023-1, Motion-Knight; Second Olson, Roll call all "Yes". 2023 Property Transfer Affidavit Resolution 2023-2, Motion-Knight; Second Sokolowski. Roll call all "Yes". 2023 Protest to Board of Review in Writing Resolution 2023-3, Motion-Knight, Second by Bass. Roll call all "Yes". Special Disbursement from Fire Fund Resolution 2023-4, Motion-Sokolowski, Second Knight. Roll call all "Yes". Motion-Olson; Second Knight, table Project Manager Resolution. All in favor, "Yes".

Fire/Assessor/Treasurer reports presented and on file for review.

Motion-Sokolowski; Second Knight, Cemetery Plot increase, effective April 1, single in township \$200, single out of township, \$250. All in favor, "Yes". Buehler, absent.

Motion-Sokolowski; Second Knight, 20 hours, feasibility of Pet Cemetery. All in favor "Yes", except Bass.

Treasurer Report, Sokolowski, reclaim \$1500 interest from Sweep Account. Auditor letter. Motion-Sokolowski, Second Knight, combine IT Room and Record Rooms project. Roll call vote all "Yes". Motion-Sokolowski, Second Knight, Special Fire Disbursement on April 1, Freeport \$22,269, Birch \$21,366, TTS \$31,365. Roll call all "Yes". Motion-Sokolowski; Second-Knight, Treasurer attend MTA Conference, \$1750. Roll call all "Yes". Buehler absent.

Motion-Knight; Second Bass, Pay Bills, \$8329.15. Roll call all "Yes". Buehler absent.

Board Member Comments, Motion-Knight; Second Sokolowski add second phone line, \$90/monthly/annual contract. Roll call all "Yes". Smart 911 Literature on Website, presentation March. E-Newsletter.

Public Comment, Vickie Bettit, project manager hours/pay. Shelley Lake, possible to use Barry County ARPA Funds for internet. JD Forbes, satellite, StarLink. Regina Young, website, minutes, follow up proposal rules package. Rhonda VanPolen, website, post hours.

Upcoming dates: BOR Organizational Mtg – 03-07-2023, BOR 03-13-2023 – 3-9pm, BOR 03-14-2023, 03-21-2023, Budget Hearing Township Board Meeting, 6:30pm.

Motion-Knight; Second Olson, adjourn meeting at 7:55pm.

Minutes available online at www.irvingtownship.org or by calling 269-948-0633 for a copy.

Prepared by deputy clerk for Clerk, Sharon Olson; attested to by Supervisor, Jamie Knight.



BARRY COUNTY, MICHIGAN

RESOLUTION TO CREATE THE HOURLY POSITION PROJECT MANAGER

NUMBER_____

At a regular / special meeting of the Irving Township Board held on _____,
_____ beginning at _____.

WHEREAS, there are significant non-statutory duties that are required to efficiently conduct the operations of the township; and

WHEREAS, Township Officers are compensated only for the performance of their statutory duties and Boards cannot require an officer to perform non-statutory duties; and

WHEREAS, both the MTA and State Law (MCL 41.96) permits Township Boards to appoint an officer to a secondary compensated role to perform non-statutory duties; and

WHEREAS, Fiscal Year 22-23 found the Township performing the following non-statutory duties: executing Olson Land Swap, deployment / publishing monthly ELetter, RFQ and overseeing electrical upgrades to Township Hall, overseeing repair of Township Hall Furnace, RFQ and Overseeing IT Assessment, RFQ Township Hall Improvements, RFQ IT Improvements, review and oversight of Email SPAM and Archive functionality, gathering/analysis/assembling/distributing data to support budget process; and

WHEREAS, Fiscal Year 23-24 already has a significant list of non-statutory initiatives which will require oversight such as installation of parking lot, completion of IT Improvements, completion of Township Hall Improvements, creation of new policies per audit request, records cleanup, gathering/analysis/assembling/distributing data to support budget process; and

WHEREAS, the proper execution and cost control of these initiatives are the responsibility of the Board, a Board member will be appointed as Project Manager.



BARRY COUNTY, MICHIGAN

RESOLUTION TO CREATE THE HOURLY POSITION PROJECT MANAGER

NUMBER_____

WHEREAS, the proper execution and cost control of these initiatives are the responsibility of the Board, a Board member will be appointed as Project Manager. The Project Manager must be on location the entire time a contractor is on location. The Project Manager is solely responsible to ensure the work is completed to the scope of work, that the quality meets expected standards and that the cost are managed to the approved budget. Additionally, the Project Manager must report to the Board on project status.

WHEREAS, each initiative will require variable hours of supervision / support the Board must agree to the number of Project Manage hours to be spent on the initiative at a Board meeting proceeding the start of the initiative.

WHEREAS, the occasion may arise where the Board does not authorize hours deemed sufficient, in that event the appointed Project Manager may decline to manage the initiative. The Board can adjust the hours or appoint a different Project Manager from the Board.

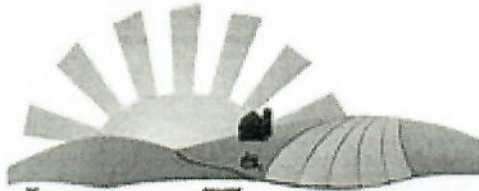
NOW, THEREFORE, BE IT RESOLVED that the Township Board of Irving Township create the position of Project Manager, to only be filled by Board members, at an hourly rate of \$15.00. This Resolution must be approved annually during the Appropriation / Budget period.

The foregoing resolution offered by Board Member _____
Second offered by Board Member _____

Upon roll call vote, the following voted:

"Aye": _____
(List names of members voting "aye")

"Nay": _____
(List names of members voting "nay")



IRVING TOWNSHIP
EST. 1839

BARRY COUNTY, MICHIGAN

RESOLUTION TO CREATE THE HOURLY POSITION PROJECT MANAGER

NUMBER_____

The Supervisor declared the resolution adopted / rejected.

_____ (Clerk's signature)
Sharon Olson, Clerk

Date: _____

ESTIMATE

Hickory Ridge Tree Service
7540 Buehler Rd
Freeport MI 49325
United States

Doug Callihan
6168134975
hickoryridgetree@gmail.com

FOR

Irving Twp
3425 Wing Rd
Hastings MI 49058
United States

Estimate No.: **065**
Issue date: **Dec 14, 2022**
Valid until: **Dec 28, 2022**

DESCRIPTION	QUANTITY	UNIT PRICE (\$)	AMOUNT (\$)
TREE REMOVAL Remove tree located at State Rd cemetery per Jim Wickam. Full removal of tree and chip branches and clean up affected area	1	1,500.00	1,500.00
TOTAL (USD):			\$1,500.00

AMBULANCE SERVICES CONTRACT

Between

THORNAPPLE TOWNSHIP and IRVING TOWNSHIP

Barry County, Michigan

WHEREAS, Thornapple Township provides ambulance service for an additional area within Irving Township; and

WHEREAS, it has been mutually agreed between the parties that it is in the common interest of all of them, and in the interest of the health, safety and welfare of their residents, that this Emergency Services Protection

Services Contract be made.

NOW, THEREFORE, in consideration of the promises and agreements set forth below, Thornapple Township and Irving Township agree as follows:

1. This Contract shall take effect on April 1st 2023 and shall have a term of one (1) year, ending March 31st 2024.

For purposes of this Contract, terms used herein are defined as follows:

IRVING TOWNSHIP'S SERVICE AREA: Part of Sections 14, 15, 16, 21, 28, 33 and all of sections 22, 23, 24, 25, 26, 27, 34, 35, 36, and identified by Barry County Central Dispatch as section #270.

EMERGENCY SERVICES: The Thornapple Township Emergency Services (TTES) as owned and operated by the Township of Thornapple.

2. During the term of this Contract, funding from Irving Township for emergency services shall be \$4,500 for the year.
3. Payment of the Contract from the Township of Irving shall be paid in one payment of \$4,500 due by April 15th 2023.
4. For the term of this Contract, and in consideration of the promises and agreements of Irving Township concerning payment of the fee listed in Paragraph 2 above, Thornapple Township agrees to provide ambulance service to the above mentioned additional portions of Irving Township's Service Area; to operate, maintain and manage TTES consistent with the requirements of Michigan Law; and to cause TTES to respond, in a reasonable manner, to alarms from the Service Area to which this Contract applies.

BARRY COUNTY

PLANNING & ZONING DEPARTMENT

220 W. STATE ST., ROOM 6, HASTINGS, MI 49058
PH. (269) 945-1290 FAX (269) 948-4820



MONTHLY INSPECTION REPORT

March 1, 2023

Irving Township Supervisor Jamie Knight
3425 Wing Rd.
Hastings, MI 49058-7507

Re: February 2023 Complaints

Jamie Knight,

This month's inspections and follow-up checks in Irving Township resulted in the attached open complaints.

Please advise if you have other issues in your Township. I am typically not in the office Wednesdays.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack Ward".

Jack Ward
Enforcement Officer

jward@barrycounty.org

Irving Township response times February 2023

Call type	call priority	Call dispatch time	Call enroute	call on scene	response time
Medical	1	15:28:37	15:30:48	15:42:52	0:12:04
Medical	1	1:04:25	1:04:25	1:13:22	0:08:57
Medical	3	12:19:46	12:22:53	12:30:05	0:10:19
Medical	3	10:25:42	10:27:46	10:43:38	0:15:52
Medical	3	18:35:13	18:37:22	19:02:12	0:24:50
Medical	1	9:03:38	9:06:26	9:15:59	0:09:33
Medical	3	19:31:33	19:32:50	19:43:29	0:10:39
MVA	1	22:04:42	22:07:28	22:17:05	0:09:37
Fire	1	18:30:12	18:32:39	18:44:00	0:11:21
Medical	3	7:31:24	7:33:48	7:49:21	0:15:33
Medical	3	0:48:09	0:51:07	1:01:41	0:10:34
Medical	3	5:38:09	5:44:53	6:02:11	0:17:18

Average priority 3 response times 0:13:48

Average priority 1 response times 0:10:18

* Canceled enroute

Priority 1 responses are life threatening and light and sirens are used

Priority 3 responses are not immediately life threatening and units

Freeport Area Volunteer Fire Department

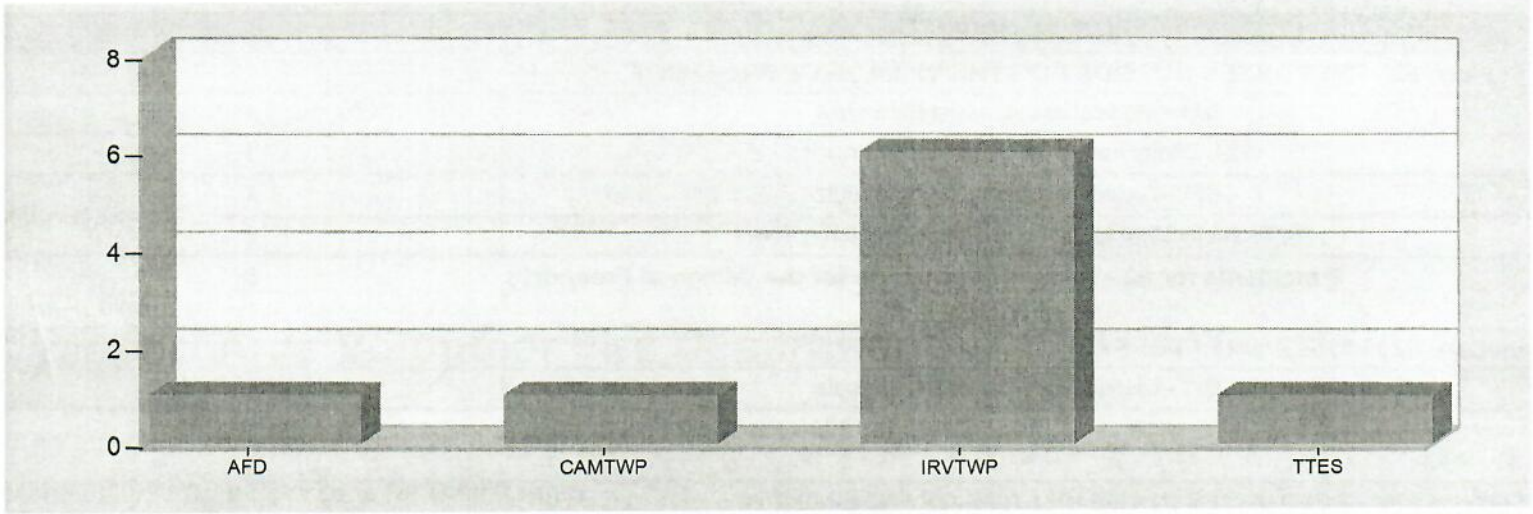


Freeport, MI

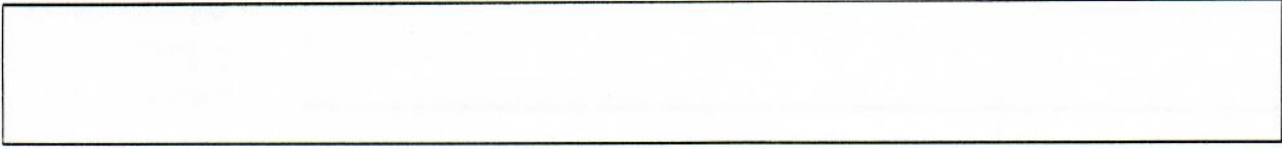
This report was generated on 3/10/2023 8:36:57 PM

Incident Type Count per Zone for Date Range

Start Date: 02/01/2023 | End Date: 02/28/2023



ZONES	INCIDENT TYPE	COUNT
AFD - Assist To Alto FD		
	611 - Dispatched & cancelled en route	1
	<i>Total Incidents for AFD - Assist To Alto FD :</i>	1
CAMTWP - Campbell Township		
	324 - Motor vehicle accident with no injuries.	1
	<i>Total Incidents for CAMTWP - Campbell Township:</i>	1
IRVTWP - Irving Township		
	311 - Medical assist, assist EMS crew	2
	321 - EMS call, excluding vehicle accident with injury	1
	611 - Dispatched & cancelled en route	1
	622 - No incident found on arrival at dispatch address	2
	<i>Total Incidents for IRVTWP - Irving Township:</i>	6
TTES - Assist To Thornapple Twp Emergency Services		
	311 - Medical assist, assist EMS crew	1
	<i>Total Incidents for TTES - Assist To Thornapple Twp Emergency Services:</i>	1
	Total Count for all Zone:	9



Freeport Area Volunteer Fire Department

MONTHLY REPORT

Number of calls for service, year to end of report month: 19

Response Time Average:

From time dispatched to arrival time for emergent responses within our response area
11 minutes

Department Special Events and Training

Special Events:

Freeport Fire Department Pancake Breakfast Saturday March 25, 8 am -11 am

Trainings over the last two months have include:

Pump Operations, Emergency Vehicle Driving, SCBA's, Rescue Tools. Small Engines, Hand Tools, Medical Operations. Pump Operations. SCBA Fit Testing for new SCBA's

Department Personnel Hours of Service

Incident Response	31	hours
Training	39	hours
Meetings	0	hours

Total	70	hours

Years of Service Anniversaries:

March
none

The Freeport Rural Fire Association Board meets on the third Wednesday of each month

The board meeting is held at the Freeport Fire Station and begins at 7:30 pm

Respectfully Submitted by

Fire Chief Jim Yarger

Cell 616-275-0045

Email freeportfd.mi@gmail.com

IRVING TOWNSHIP
DOUGLAS SOKOLOWSKI, TREASURER

3425 Wing Road
 Hastings, MI 49058
treasurer@irvingtownship.org

March Treasurer's Report
Balances as of 28 February 2023

Investment / Savings	31 JANUARY 23	28 FEBRUARY 23
Union Bank Business Superior MM (0424)	\$87,548.28	\$87,615.44
Union Bank Cemetery Premier Savings (3056)*	\$41,731.26	\$41,755.27
Union Bank ROW Premier Savings (7124) *	\$57,618.21	\$57,651.36
Consumers Credit Union Primary Share (5183)	\$25.00	\$25.00
Consumers Credit Union Municipality MM (5282)	\$437,614.06	\$438,196.84
Consumers Credit Union MM Fire & Safety (1288) *	\$150,585.76	\$150,786.30
TOTAL	\$775,122.57	\$776,030.21

Checking	31 JANUARY 23	28 FEBRUARY 23
Huntington Bank General Checking (4850)	\$692,802.90	\$803,380.54
Union Bank Elite Checking Account (7630)	\$214,214.75	\$214,337.99
Union Bank Fire & Safety (0109) *	\$78,496.76	\$198,517.87
Union Bank Tax Disbursement (0441) *	\$300,191.10	\$300,172.60
Union Bank Fire ESCROW *	\$0.00	\$0.00
Union Bank Tax Sweep Account (0441) *	\$1,706,033.49	\$1,132,544.56
TOTAL	\$2,991,739.00	\$2,648,958.56

* Restricted Use Accounts

EARNED INTEREST ALL ACCOUNTS BY MONTH												
APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
\$159	\$161	\$156	\$167	\$184	\$476	\$744	\$1247	\$1621	\$3914	\$2284	-	\$11112

TREASURER'S COMMENTS
UPDATES ON PREVIOUSLY REPORTED

- 1) Township Hall Improvements: Schedule for Records Room and IT Room Improvements
- 2) Suggested / Mandatory Polices – To Be Addressed Between April through June 2023

NEW ITEMS

- 3) Discussion to Allocate (Recognize) ARPA Funds to FY 2022-2023 Expenditures
- 4) New phone system – 2 Lines
- 5) Update on 2022 Taxes (Summer & Winter)
- 6) Union Bank Tax Sweep Account - Closed
- 7) Treasurer Calendar
 01 March / Forward - The Township Can't Accept Tax Payments, Payments Must be Made to the County

Respectfully Submitted By,
 Douglas R Sokolowski, Irving Township Treasurer And Wanda Shuford, Irving Township Deputy Treasurer

Union Bank Tax ending in 0441

2/1/23	N/A	Batch 66	Winter Taxes 2022	\$96,697.39	100-000-402
2/3/23	N/A	Batch 70	Winter Taxes 2022	\$4,327.82	100-000-402
2/6/23	N/A	Batch 68	Winter Taxes 2022	\$160,257.21	100-000-402
2/6/23	N/A	Batch 67	Winter Taxes 2022	\$223,808.44	100-000-402
2/8/23	N/A	Batch 72	Winter Taxes 2022	\$3,288.75	100-000-402
2/16/23	N/A	Batch 75	Winter Taxes 2022	\$17,180.27	100-000-402
2/17/23	N/A	Batch 71	Winter Taxes 2022	\$5,078.58	100-000-402
2/21/23	N/A	Batch 74	Winter Taxes 2022	\$151,069.56	100-000-402
2/21/23	N/A	Batch 73	Winter Taxes 2022	\$275,882.43	100-000-402
2/27/23	N/A	Overpayment Refund	Winter Taxes 2022	\$10.00	100-000-402
2/27/23	N/A	Batch 69	Winter Taxes 2022	\$2,722.32	100-000-402
2/27/23	N/A	Batch 78	Winter Taxes 2022	\$10,764.51	100-000-402
2/27/23	N/A	Batch 76	Winter Taxes 2022	\$137,032.17	100-000-402
2/27/23	N/A	Batch 77	Winter Taxes 2022	\$142,758.95	100-000-402
2/28/23	N/A	Union Bank	Monthly Interest .75%	\$172.60	101-000-655

Irving Township February 2023 Receipts

Union Bank Business Superior MM ending in 0424			
2/28/23	200	Union Bank	Monthly interest at 1.0%
			\$67.16
			101-000-665

Union Bank Cemetary Premier Savings ending in 3056			
2/28/23	201	Union Bank	Monthly interest at .75%
			\$24.01
			101-000-665

Union Bank ROW Premier Savings ending in 7124			
2/28/23	202	Union Bank	Monthly Interest .75%
			\$33.15
			101-000-665

Consumers Credit Union Primary Share ending in 5183			
2/28/23	203	CCU	Monthly Interest at 0%
			\$0.00
			101-000-665

Consumers Credit Union Municipality MM ending in 5282			
2/28/23	204	CCU	Monthly Interest at 1.7%
			\$582.78
			101-000-665

Consumers Money Market (Fire & Safety) ending in 1288			
2/28/23	205	CCU	Monthly Interest at 1.7%
			\$200.54
			101-000-665

Huntington General Checking ending in 4850			
2/6/23	206	Barry County	Election Reimbursement
			\$555.00
2/14/23	207	State of Michigan	SOM IFT
			\$65,286.84
2/28/23	208	State of Michigan	SOM Revenue Sharing
			\$59,212.00
2/28/23	209	Huntington	Monthly Interest at 1.764%
			\$966.19
			101-000-665

Union Bank Elite Checking ending in 7630			
2/28/23	210	Union Bank	Monthly interest at .75%
			\$123.24
			101-000-655

Union Bank Fire & Safety ending in 0109			
2/28/23	211	Union Bank	Monthly Interest at .75%
			\$114.15
			206-000-655

Irving Township January 2023 Receipts

Union Bank Tax ending in 0441

2/1/23	N/A	Batch 66	Winter Taxes 2022	\$96,697.39	100-000-402
2/3/23	N/A	Batch 70	Winter Taxes 2022	\$4,327.82	100-000-402
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23-MAR-A MOTION – FISCAL YEAR END BUDGET ADJUSTMENTS

The Township Clerk, in posting Fiscal Year End transactions has identified seven (7) accounts that are over budget. Below are the accounts and a brief explanation as to the cause of the overage.

	<u>Actual</u>	<u>Budget</u>	<u>over Budget</u>	<u>% of Budget</u>
101-223-801 Audit Services	\$8,600.00	\$6,600.00	\$2,000.00	130.30%
101-253-703 Treasurer Deputy Wages	\$10,725.40	\$10,300.00	\$425.40	104.13%
101-253-860 Treasurer Mileage	\$547.11	\$500.00	\$47.11	109.42%
101-261-903 OGG Publishing	\$1,490.87	\$1,250.00	\$240.87	119.27%
101-261-958 OGG Miscellaneous	\$3,495.49	\$3,400.00	\$95.49	102.81%
101-262-702 Elections Wages	\$12,212.01	\$10,000.00	\$2,212.01	122.12%
101-265-970 B&G Capital Outlay	\$22,006.00	\$17,800.00	\$4,206.00	123.63%

- 1) Audit Services: The Audit in August exceeded the original estimate, then in January the Healthcheck was conducted to prepare for end of year. It is expected this will result in reduced cost in FY 23-24.
- 2) Treasurer Deputy Wages: 25 hours additional labor processing taxes
- 3) Treasurer Mileage: Original budget was based on old reimbursement rate which was increased to \$.625 then to \$.655.
- 4) OGG Publishing: Reflects additional publishing for the ELetter and addition to the webpages outside standard maintenance.
- 5) OGG Miscellaneous: Purchased a ladder for township hall.
- 6) Election Wages: Increased cost for recount preparation and participation, State reimbursed a portion of this cost
- 7) B&G Capital Outlay: This included handrailing, furnace repair and electrical work.

Therefore, it is moved that the Township Board increase the following accounts by the amounts in the table below.

101-223-801 Audit Services	\$2,000.00
101-253-703 Treasurer Deputy Wages	\$425.40
101-253-860 Treasurer Mileage	\$47.11
101-261-903 OGG Publishing	\$240.87
101-261-958 OGG Miscellaneous	\$95.49
101-262-702 Elections Wages	\$2,212.01
101-265-970 B&G Capital Outlay	\$4,206.00
Total	\$9,226.88

Irving Township

Budget vs. Actuals: 2022/2023 Clerk Report1 - FY23 P&L

April 2022 - March 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
101-257-958 Assessor Misc	1,830.80	2,000.00	-169.20	91.54 %
101-261-715 OGG Payroll Expenses	4,778.72	8,500.00	-3,721.28	56.22 %
101-261-903 OGG Publishing	1,490.87	1,250.00	240.87	119.27 %
101-261-955 OGG Dues	2,714.41	2,714.41	0.00	100.00 %
101-261-956 OGG Administration Misc (deleted)	2,746.30	10,000.00	-7,253.70	27.46 %
101-261-956 OGG Education	538.00	977.00	-439.00	55.07 %
101-261-958 OGG Miscellaneous	3,495.49	3,400.00	95.49	102.81 %
101-261-960 OGG Computer Licenses	4,832.98	5,115.92	-282.94	94.47 %
101-261-963 OGG Insurance/Bond		1,300.00	-1,300.00	
101-261-970 OGG Capital Outlay	47,561.99	49,392.67	-1,830.68	96.29 %
101-262-702 Elections Wages	12,212.01	10,000.00	2,212.01	122.12 %
101-262-715 Election FICA	305.42		305.42	
101-262-903 Elections Notices & Postage	3,520.16	4,000.00	-479.84	88.00 %
101-262-958 Elections Misc	6,802.15	7,000.00	-197.85	97.17 %
101-265-920 B&G Other Utilities	5,974.96	6,000.00	-25.04	99.58 %
101-265-930 B&G Repair & Maintenance	6,974.72	7,200.00	-225.28	96.87 %
101-265-958 B&G Miscellaneous	49.88	1,600.00	-1,550.12	3.12 %
101-265-963 B&G Insurance		3,577.00	-3,577.00	
101-265-970 B&G Capital Outlay	22,006.00	17,800.00	4,206.00	123.63 %
101-266-801 Township Attorney	21,501.95	23,066.45	-1,564.50	93.22 %
101-445-965 Right-of-Way Drains at Large	963.13	5,000.00	-4,036.87	19.26 %
101-446-801 Roads Const/Maint	129,245.30	133,909.00	-4,663.70	96.52 %
101-446-802 Roads Dust Control	21,645.00	22,000.00	-355.00	98.39 %
101-448-921 Street Lights	1,449.04	2,700.00	-1,250.96	53.67 %
101-567-801 Cemetery Sexton	13,513.01	14,600.00	-1,086.99	92.55 %
101-567-958 Cemetery Misc	506.64	4,000.00	-3,493.36	12.67 %
101-567-970 Cemetery Capital Improvements	500.00	1,500.00	-1,000.00	33.33 %
101-999-999-0 Unapplied Cash Bill Payment Expense	2,579.63		2,579.63	
101-999-999-1 Uncategorized Expense	65.00		65.00	
101-999-999-2 Other Miscellaneous Expense (deleted-1)	32.00		32.00	
206-336-801 Thornapple Fire	53,675.00	64,410.00	-10,735.00	83.33 %
206-336-802 BIRCH Contract	43,988.50	42,463.72	1,524.78	103.59 %
206-336-803 Freeport Contract		58,929.30	-58,929.30	
206-336-804 Thornapple Ambulance	4,500.00	4,500.00	0.00	100.00 %
206-336-958 Miscellaneous	47.50	4,000.00	-3,952.50	1.19 %
Total Expenses	\$554,990.50	\$658,033.64	\$-103,043.14	84.34 %
NET OPERATING INCOME	\$468,402.44	\$63,952.10	\$404,450.34	732.43 %
Other Expenses				
101-999-999-3 Reconciliation Discrepancies-1	-0.01		-0.01	
Total Other Expenses	\$-0.01	\$0.00	\$-0.01	0.00%
NET OTHER INCOME	\$0.01	\$0.00	\$0.01	0.00%
NET INCOME	\$468,402.45	\$63,952.10	\$404,450.35	732.43 %

Irving Township

Budget vs. Actuals: 2022/2023 Clerk Report1 - FY23 P&L

April 2022 - March 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
101-000-402 Current Tax Collection	231,213.73	114,179.69	117,034.04	202.50 %
101-000-411 Delinq Real Prop Tax	17,611.14	11,417.97	6,193.17	154.24 %
101-000-447 Tax Administration	51,699.29	45,757.40	5,941.89	112.99 %
101-000-540 Right-of-Way		3,500.00	-3,500.00	
101-000-574 State Rev Sharing	413,290.84	351,154.00	62,136.84	117.70 %
101-000-575 State Shared Revenue-Other (deleted)	61,950.00		61,950.00	
101-000-602 Cemetery Income	2,150.00		2,150.00	
101-000-665 Int on Investments	4,528.30	1,000.00	3,528.30	452.83 %
101-000-675 Other Revenue	158,719.41		158,719.41	
101-000-693 Reimbursement Misc	705.00		705.00	
101-000-698 Uncategorized Income	130.95		130.95	
206-000-402 Current Tax-Fire	74,949.60	194,876.68	-119,927.08	38.46 %
206-000-570 Local Stabilization (deleted)	4,301.55		4,301.55	
206-000-573 Local Stabilization-Fire	1,101.44		1,101.44	
206-000-665 Interest Income-Fire	1,041.69	100.00	941.69	1,041.69 %
Total Income	\$1,023,392.94	\$721,985.74	\$301,407.20	141.75 %
GROSS PROFIT	\$1,023,392.94	\$721,985.74	\$301,407.20	141.75 %
Expenses				
101-101-702 Trustee Wages	5,504.62	5,530.35	-25.73	99.53 %
101-101-715 Trustee FICA	421.10		421.10	
101-101-958 Trustee Misc		100.00	-100.00	
101-171-702 Supervisor Wages	15,565.39	15,653.82	-88.43	99.44 %
101-171-715 Supervisor FICA	1,190.76		1,190.76	
101-171-860 Supervisor Mileage	8.00	100.00	-92.00	8.00 %
101-171-958 Supervisor Misc	42.39	1,400.00	-1,357.61	3.03 %
101-215-702 Clerk Wages	21,867.70	21,992.00	-124.30	99.43 %
101-215-703 Clerk Deputy Wages	11,550.01	13,500.00	-1,949.99	85.56 %
101-215-715 Clerk/Deputy FICA	2,556.48		2,556.48	
101-215-860 Clerk Mileage	430.64	500.00	-69.36	86.13 %
101-215-958 Clerk Misc	1,553.50	2,000.00	-446.50	77.68 %
101-223-801 Audit Services	8,600.00	6,600.00	2,000.00	130.30 %
101-247-702 Board of Review Wages	492.20	1,500.00	-1,007.80	32.81 %
101-247-715 Board of Review FICA	13.01		13.01	
101-247-860 Board of Review Mileage		50.00	-50.00	
101-247-958 Board of Review Misc	466.35	500.00	-33.65	93.27 %
101-253-702 Treasurer Wages	17,609.52	20,402.00	-2,792.48	86.31 %
101-253-703 Treasurer Deputy Wages	10,725.40	10,300.00	425.40	104.13 %
101-253-715 Treasurer FICA	2,137.81		2,137.81	
101-253-860 Treasurer Mileage	547.11	500.00	47.11	109.42 %
101-253-958 Treasurer Misc	7,395.25	7,500.00	-104.75	98.60 %
101-257-801 Assessor Contract	24,266.70	27,000.00	-2,733.30	89.88 %

Irving Township Bill Payment List

March 21, 2023 - Board Meeting

Date	Num	Vendor	Amount
03/05/2023	1	STAPLES DIRECT online	-249.09
03/05/2023	2	STAPLES DIRECT online	-84.79
03/03/2023	3	INTUIT	-85.00
03/03/2023	4	walmart online	-169.58
03/08/2023	5	Microsoft	-69.99
03/20/2023	6	STAPLES DIRECT online	-65.88
03/16/2023	7	Hughesnet	-114.73
03/05/2023	8	STAPLES DIRECT online	-289.04
1/30/2023	9	STAPLES DIRECT online	-93.24
2/8/2023	10	STAPLES DIRECT online	-234.47
3/8/2023	2311	tax account/ RUNYAN	-173.10
03/15/2023	2312	AT&T	-189.92
03/15/2023	2313	CONSUMERS ENERGY	-584.16
03/15/2023	2314	Doug Sokolowski	-95.37
03/15/2023	2315	JAMIE KNIGHT	-153.36
03/15/2023	2316	MTA	-300.00
03/15/2023	2317	Pixelvine LLC	-175.00
03/15/2023	2318	SHARON OLSON	-159.38
03/15/2023	2319	WALKER, FLUKE & SHELDON	-110.00
03/20/2023	2320	ESPER ELECTRIC	-4,206.00
03/20/2023	2321	JAMIE KNIGHT	-8.00
03/20/2023	2322	Lorraine Bush	-161.55
03/20/2023	2323	WANDA SHUFORD	-93.67
03/20/2023	2324	WALKER, FLUKE & SHELDON	-43.60

Total for 101-000-001-1 Checking

-\$ 7,908.92

Schedule Week of 27 March to 31 March, 2023

From: treasurer@irvingtownship.org <treasurer@irvingtownship.org>
sent from mxthunder.net

Sent: Wed, Mar 22, 2023 at 12:51 am

To: Jamie Knight, Sharon Olson, Dean Bass, Dean Bass, Mike Buehler, Irving Treasurer

Cc: deputyclerk@irvingtownship.org, deputytreasurer@irvingtownship.org

Board Members

As discussed, the contractor will be at the Township Hall, Monday through Friday next week.

A Board Member will need to be responsible for letting them in at 8:30 and locking up when they leave at 4:30. In addition, the contractor may leave for lunch and will need to be able to enter the building when they return. Whether the responsible Board Member stays onsite the entire time is their decision but remember the contractor will be in the basement and unaware of activities on the first floor. There is computers, printers and other equipment on the first floor along with township records. The contractor is NOT responsible for missing items, the responsible Board member is accountable.

Monday	8:30 - 1:00 Doug (4.5 hrs)
	1:00 - 4:30 Jamie (3.5 hrs)
Tuesday	8:30 - 4:30 Mike (8 hrs)
Wednesday	8:30 - 1:00 Doug (4.5 hrs)
Thursday	8:30 - 4:30 Mike (8 hrs)
Friday	8:30 - 4:30 Jamie (8 hrs)

Note: The Friday Board member will need to sign-off on the work being completed to contract so the invoice can be paid.

I will send a checklist Monday.

Please let me know if you have any questions.

Thank you,
Douglas Sokolowski
Irving Township Treasurer
treasurer@irvingtownship.org
269-948-0633

Month End Report Open Complaints

Complaint No	Township	Owner's Last Name	Owner's First Name	Address	Complaint Type	Date Opened	Notes
16-023	Irving	Alexander	Charles	2300 Jarman Rd, Hastings, MI 49059	SECTION 211 - Junk/Junkyard	3/24/2016	Still junk in front
21-044	Irving	Burcham	Wesley J.	4931 Buehler Rd, Hastings, MI 49058	SO1e - Accessory Building and Structures	4/13/2021	11/3/2022 No change
22-009	Irving	Loftus	John J. & Margaret M.	4104 N. Johnson Rd, Middleville, MI 49333	S32b - Damaged Building or Structure	2/7/2022	11/3/22 Mailed Letter



IMPORTANT DATES

- 21 March -** Township Board Meeting, Township Hall at 6:30 PM
In addition to the standard AGENDA, the Board will discuss:
Unfinished Business: Appt Freeport Fire Board Member; Project Manager Resolution
New Business: Cemetery Tree Removal; SMART911; Approve Meeting Dates FY23-24
- 27 March -** Budget Hearing 6:30pm
- 18 April -** Township Board Meeting 6:30pm

BOARD BYTES: Jamie Knight, Supervisor

Budget Hearing has been moved to 27 March to be compliant with MTA notification period
Encourage friends and family to sign-up for this ELETTER at www.irvingtownship.org/mailling-list.

CLERK CLIPS: Sharon Olson, Clerk

Effective April 1, 2023 Pricing per cemetery site will increase to \$200 for township resident, \$250 out of township. The Cemetery will be reviewing the feasibility of a Pet Cemetery in the township, please feel free to provide comments to deputyclerk@irvingtownship.org.

Notary available onsite Monday & Wednesday, 9 – 12, contact Lorraine Bush, Deputy Clerk

TREASURER TALK: Douglas Sokolowski, Treasurer

Work will start on Township Hall basement the week of March 27 and is expected to last one week.
The Township Hall has improved the telephone system to better serve the community.

From March 1st forward Tax Payments MUST be made to the Barry County Treasurer.

DID YOU KNOW

Women's History Month had its origins as a national celebration in 1981 when Congress passed Pub. L. 97-28 which authorized and requested the President to proclaim the week beginning March 7, 1982 as "Women's History Week". In 1987 after being petitioned by the National Women's History Project, Congress passed Pub. L. 100-9 which designated the month of March 1987 as "Women's History Month. From Pocahontas and Sacagawea to Harriet Beecher Stowe, Harriet Tubman, Eleanor Roosevelt, Amelia Earheart, Rosa Parks, Clarissa Harlowe Barton and hundreds more. America has produced scores of amazing women. Take a few moments to look up one of these names or one of your own.

MONTHLY THOUGHT

"Only 1 percent of the rules we must live by are enacted by Congress." Mike Lee

"A legislature cannot transfer the power of making laws to any other hands, for it being but a delegated power from the people, they who have it cannot pass it over to others" John Locke