

Check Register Report For Milan Township

For Payroll ID: 208 Check Date: 04/09/2020 Pay Period End Date: 03/31/2020

Check Date	Bank	Check Number	Check Name	Check Gross	Physical Check Amount	Direct Deposit	Status
04/09/2020	GEN	87640	COLLINS, BARBARA J.	1,325.96	1,047.10	0.00	Open
04/09/2020	GEN	87641	DOPKOWSKI, ROBERT D	208.98	184.11	0.00	Open
04/09/2020	GEN	87642	DUROCHER, JULIE E	500.00	422.17	0.00	Open
04/09/2020	GEN	87643	EARLY, JAMES L	1,245.75	1,042.36	0.00	Open
04/09/2020	GEN	87644	FRIEND, DAVID	263.30	206.98	0.00	Open
04/09/2020	GEN	87645	HEATH, KEVIN	1,033.16	912.67	0.00	Open
04/09/2020	GEN	87646	HEATH, PHILIP	1,154.54	1,050.79	0.00	Open
04/09/2020	GEN	87647	HUMES, RENEE' L.	67.50	59.46	0.00	Open
04/09/2020	GEN	87648	LIEB, KAREN JO	1,252.08	977.05	0.00	Open
04/09/2020	GEN	87649	LINDEMANN, BLAINE P	210.00	193.94	0.00	Open
04/09/2020	GEN	87650	MANCIK, OLGA L	208.98	184.11	0.00	Open
04/09/2020	GEN	87651	MILLS, SAMUAL A	90.00	83.12	0.00	Open
04/09/2020	GEN	87652	ZORNOW, RICHARD	210.00	185.01	0.00	Open

Totals:

Number of Checks: 013

7,770.25

6,548.87

Total Physical Checks:

13

Total Check Stubs:

7,770.25  
+ 4,485.87

*Total Disbursements in March 12,256.12*

CHECA DISBURSEMENT REFUND FOR MILAN TOWNSHIP  
CHECK DATE FROM 03/01/2020 - 03/31/2020  
Banks: FIRE, GEN, ROADS

03/17/2020 04:10 PM  
User: BJCOLLINS  
DB: Milan

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/03/2020	GEN	87603	FP MAILING SOLUTIONS	POSTAGE		
						** VOIDED **
03/03/2020	GEN	87604	KENT COMMUNICATIONS	SUPPLIES		
						** VOIDED **
03/03/2020	GEN	87605	FP MAILING SOLUTIONS	POSTAGE	101-253-730.000	59.93
03/03/2020	GEN	87606	KENT COMMUNICATIONS	SUPPLIES	101-257-726.000	817.98
03/10/2020	GEN	87607	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	750.00
03/10/2020	GEN	87608	DTE Energy	STREETLIGHT EXPENSES	219-219-974.000	664.78
03/10/2020	GEN	87609	MONROE BANK & TRUST	POSTAGE	101-262-730.000	35.00
03/10/2020	GEN	87610	MONROE COUNTY TREASURERS ASSOC.	DUES AND MEMBERSHIPS	101-253-856.000	55.00
03/10/2020	GEN	87611	MONROE PUBLISHING CO.	PRINTING AND PUBLISHING	101-262-900.000	54.71
03/10/2020	GEN	87612	PERSONAL CONCEPTS	MISC. EXPENSES	101-101-955.000	22.15
03/10/2020	GEN	87613	River Raisin Watershed	DUES AND MEMBERSHIPS	101-101-856.000	155.00
03/10/2020	GEN	87614	STAPLES	SUPPLIES	101-215-726.000	48.50
		87614		SUPPLIES	101-262-726.000	54.89
		87614		PRINTING AND PUBLISHING	101-265-900.000	35.14
						<u>138.53</u>
03/10/2020	GEN	87615	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	168.47
03/10/2020	GEN	87616	WEST SHORE SERVICES, INC	PROFESSIONAL SERVICES	101-265-801.000	335.00
03/17/2020	GEN	87626	Lennard, Graham, & Goldsmith	LEGAL FEES	101-266-805.000	540.00
03/17/2020	GEN	87627	MI ASSOC MUNICIPAL CEMETERIES	DUES AND MEMBERSHIPS	101-101-856.000	40.00
		87627		DUES AND MEMBERSHIPS	101-215-856.000	40.00
						<u>80.00</u>
03/17/2020	GEN	87628	MI DEPT. OF TREASURY	DUE TO STATE OF MICHIGAN	701-000-228.000	228.92
03/17/2020	GEN	87629	STAPLES	SUPPLIES	101-215-726.000	4.68
		87629		SUPPLIES	101-253-726.000	39.72
						<u>44.40</u>
03/17/2020	GEN	87630	THE INDEPENDENT NEWSPAPERS	PRINTING AND PUBLISHING	101-247-900.000	336.00
			TOTAL - ALL FUNDS	TOTAL OF 19 CHECKS (2 voided)		4,485.87

Check Date	Bank	Check Number	Check Number Name	Check Gross	Physical Check Amount	Direct Deposit	Status
05/14/2020	GEN	87672	COLLINS, BARBARA J.	1,186.38	935.21	0.00	Open
05/14/2020	GEN	87673	DEVOOGHT, REBECCA	42.70	39.43	0.00	Open
05/14/2020	GEN	87674	DOPKOWSKI, ROBERT D	257.95	227.26	0.00	Open
05/14/2020	GEN	87675	EARLY, JAMES L	1,149.31	938.62	0.00	Open
05/14/2020	GEN	87676	FRIEND, DAVID	219.80	168.64	0.00	Open
05/14/2020	GEN	87677	HEATH, KEVIN	429.64	379.07	0.00	Open
05/14/2020	GEN	87678	HEATH, PHILIP	1,189.14	1,081.28	0.00	Open
05/14/2020	GEN	87679	LIEB, KAREN JO	1,925.00	1,502.60	0.00	Open
05/14/2020	GEN	87680	MANCIK, OLGA L	215.25	189.64	0.00	Open
05/14/2020	GEN	87681	PORTER, PATRICK T	42.70	39.43	0.00	Open
05/14/2020	GEN	87682	SCHAUER, JOHN	47.38	41.74	0.00	Open
05/14/2020	GEN	87683	WALLINE, MATT P	42.70	37.62	0.00	Open

Totals: Number of Checks: 012 6,747.95 5,580.54 0.00

Total Physical Checks: 12

Total Check Stubs:

CHECK DISBURSEMENT REPORT FOR MILAN TOWNSHIP  
 CHECK DATE FROM 04/01/2020 - 04/30/2020  
 Banks: FIRE, GEN, ROADS

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/02/2020	GEN	87638	SOUTHEASTERN FENCING LLC	PROFESSIONAL SERVICES/LAWN CARE	101-276-801.000	850.00
04/02/2020	GEN	87639	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	42.39
04/14/2020	GEN	87653	ACCIDENT FUND	INSURANCE	101-851-956.000	911.25
04/14/2020	GEN	87654	DAVID CHAPMAN AGENCY, INC.	INSURANCE	101-851-956.000	5,005.00
04/14/2020	GEN	87655	DIGITAL PERSPECTIVE	COMMUNICATIONS	101-265-850.000	119.15
04/14/2020	GEN	87656	DTE Energy	STREETLIGHT EXPENSES	219-219-974.000	668.58
04/14/2020	GEN	87657	MONROE BANK & TRUST	SUPPLIES	101-262-726.000	2.99
04/14/2020	GEN	87658	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	167.82
04/16/2020	GEN	87659	MI DEPT. OF TREASURY	DUE TO STATE OF MICHIGAN	701-000-228.000	258.69
04/16/2020	GEN	87660	STAPLES	SUPPLIES	101-215-726.000	22.98
04/16/2020	GEN	87660		SUPPLIES	101-253-726.000	21.42
						<u>44.40</u>
04/28/2020	GEN	87661	ACE HARDWARE	CUSTODIAN	101-265-810.000	10.56
04/28/2020	GEN	87662	FP MAILING SOLUTIONS	RENTALS	101-265-940.000	127.20
04/28/2020	GEN	87663	JAMES EARLY	SUPPLIES	101-253-726.000	16.41
04/28/2020	GEN	87664	VERIZON WIRELESS	COMMUNICATIONS	101-265-850.000	42.39
			TOTAL - ALL FUNDS	TOTAL OF 14 CHECKS		8,266.83
			SUPPLIES			22.98
			SUPPLIES			37.83
			SUPPLIES			2.99
			CUSTODIAN			10.56
			COMMUNICATIONS			371.75
			RENTALS			127.20
			PROFESSIONAL SERVICES/LAWN CARE			850.00
			INSURANCE			5,916.25
			STREETLIGHT EXPENSES			668.58
			DUE TO STATE OF MICHIGAN			258.69
			TOTAL			8,266.83

Payroll

8,266.83  
6,747.95  
 15014.78

Milan Township  
Balance Reorprt

May 1,2020

**General Fund**

<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	<i>Maturity Date</i>
1st Merchants Bank	*****1316	\$243,150.80	
Old National Bank	Cert. # ****6144 (CD)	\$51,438.50	
Flagstar Bank	*****5267 (CD)	\$64,157.61	5/17/2021
	*****0047 "	\$158,555.72	3/25/2021
	*****8701 "	\$53,389.00	9/23/2020
	*****2804 "	\$23,251.60	4/1/2021

**Savings**

<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>
Chase Bank	*****9075	\$47,522.23
<b>Total</b>		<b>\$593,943.23</b>

**Road Fund**

<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>
1st Merchants Bank	*****6666	\$116,734.29
<b>Total</b>		<b>\$116,734.29</b>

**Fire Fund**

<i>Bank</i>	<i>Account Number</i>	<i>Balance</i>	<i>Maturity Date</i>
1st Merchants Bank	*****7185	\$118,498.39	
Flagstar Bank	*****2812 (CD)	\$31,724.96	4/1/2021
<b>Total</b>		<b>\$150,223.35</b>	

**Building Cap Improvement Fund**

<i>Bank</i>	<i>Account</i>	<i>Balance</i>	<i>Maturity Date</i>
Flagstar Bank	*****2796 (CD)	\$12,636.14	4/17/2021
	*****4623 (CD)	\$20,708.29	3/30/2021
<b>Total</b>		<b>\$33,344.43</b>	

**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	\$53,514.94
<b>Total</b>		<b>\$53,514.94</b>

**Total Assetts** \$995,294.13

**ASSESSOR REPORT**  
**May 14, 2020**

**FIELD WORK:**

Due to the current COVID 19 Pandemic, we have been advised to make alternative fieldwork plans. I will be mailing a questionnaire to the residents instead of physically visiting properties for the time being until the stay at home orders are lifted. I will also be using GIS data to assist with updating property record cards.

**OTHER WORK/INFORMATION:**

Monroe County Board of Commissioners approved Monroe County 2020 Equalization Report. State approval to follow. Copies available upon request.

Millage Reduction Fraction for 2020: .9936. This will affect the Township millage which will be rolled back to .7903 from .7954. However, the election will determine the fire and road millage.

Reviewed language for ballot proposals. Submitted corrections to the Clerk and Township Attorney.

Performed 4 hours continued education: Land Value Determinations. Passed ☺

Processed the "Recertification of Computerized Tax Roll" request and mailed it to the State Tax Commission for approval at their next meeting.

Processed Assessor portion of the FOIA Request from Eco Systems, Inc.

**LOOKING AHEAD:**

Perform 8 more hours of Assessor Continuing Education Hours online at home.

Balance with Treasurer Jim Early for preparation and collection of 2020 summer tax roll on or about June 1<sup>st</sup>.

Work with the Treasurer to update lighting assessment district on the tax roll.

Roll over Assessor database to 2021 from 2020.

Analyze residential property sales. 2021 Sales study period ended March 31, 2020.

Prepare L-4029 Tax Rate Request form due by September 30<sup>th</sup> (after election results).

Respectfully submitted,  
Karen Jo Lieb, Assessor

## March & April 2020 Bldg Dept Report

During March 5 permits were issued and no permits were issued in April. Permits totaled #380.

During March he worked 6 hrs at the hall and 3 hrs during April totaling 9 hrs.

During March he made 2 inspections and 3 inspections in April.

During March he reviewed 1 split. During April he reviewed 1 site plan and made 1 blight inspection. He also reviewed 2 land splits in April.

Expenses for March & April totaled \$483.10.

MILAN TOWNSHIP  
BARBARA COLLINS - CLERK  
BUILDING DEPT. REPORT

Date: March & April, 2020

INSPECTORS NAME	HOURS AT HALL	INSPECTIONS
<b>DAVE FRIEND (BLD)</b>	9	25
PERMITS	5	
PLAN REVIEW		
SITE PLANS (HOUSE)	1 (other)	
SITE PLANS (POLE BARNS & COMM.)		
SPECIAL INSPECTIONS	1 (Blight)	
ADDRESS ASSIGNED		
LAND SPLIT	2 (1 Denied)	
<b>JEFF FELDKAMP (MECHINICAL)</b>		0
<b>DAVE TUBBS (ELECTRICAL)</b>		0
<b>WILLIE HIGGGS (PLUMBING)</b>		0

**COST TO TOWNSHIP**

DAVE FRIEND	\$483.10
JEFF FELDKAMP	
DAVE TUBBS	
WILLIE HIGGS	
<b>TOTAL</b>	<b>\$483.10</b>

RESPECTFULLY SUBMITTED BY: Barbara Collins - Clerk



MILAN TOWNSHIP

BUILDING INSPECTOR TIMESHEET

INSPECTOR NAME D. P. RENO

MONTH/YEAR 3-20

PERMITS ISSUED (5)

HOURS AT HALL (6) PLAN REVIEW

SITE PLANS (HOUSE)

~~SPECIAL~~ PLANS (OTHER) SPLIT + COMB

SPECIAL INSPECTIONS REGULAR INSPECTIONS (2) ADDRESS ASSIGNED

ADDRESS	PERMIT	DATE	RESULTS	TYPE OF INSPECTION
<u>12500 WABASH</u>	<u>1912</u>	<u>3-19</u>	<u>(APP)</u> NOT APP.	<u>(ROUGH)</u> FINAL
<u>"</u>	<u>"</u>	<u>3-26</u>	<u>(APP)</u> NOT APP.	<u>(ROUGH)</u> FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL

Signature indicates you performed the above inspections.

[Signature]

CLERK SIGNATURE

INSPECTOR

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

MILAN TOWNSHIP

BUILDING INSPECTOR TIMESHEET

PERMIT DRAWER

INSPECTOR NAME D. FRINKO

MONTH/YEAR 4-2020

PERMITS ISSUED 0

HOURS AT HAUL 3 PLAN REVIEW \_\_\_\_\_ SITE PLANS (HOUSE) \_\_\_\_\_ SITE PLANS (OTHER) 1 RIEM

SPECIAL INSPECTIONS 1 BUILDING REGULAR INSPECTIONS 2 ADDRESS ASSIGNED \_\_\_\_\_

ADDRESS	PERMIT	DATE	RESULTS	TYPE OF INSPECTION
<u>10004 Ann Arbor</u>	<u>1820</u>	<u>4-27-20</u>	APP. <u>NOT APP.</u>	<u>BUILDING</u> ROUGH FINAL
<u>11930 Dennison</u>	<u>1820</u>	<u>4-20-20</u>	APP. <u>NOT APP.</u>	<u>ROUGH</u> FINAL
<u>11930 " "</u>	<u>" "</u>	<u>4-22-20</u>	APP. <u>NOT APP.</u>	<u>ROUGH</u> FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL
_____	_____	_____	APP. NOT APP.	ROUGH FINAL

Signature indicates you performed the above inspections.

[Signature]

INSPECTOR

CLERK SIGNATURE

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

Date 19-80 47-76864

# 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: 3-6-2020

JEFF - 734-429-7201

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

FURNACE AND AIR REPLACEMENT

113024

LOCATION: 17091 COND

FEE: 80.00

OWNER: PODVAR

CONTRACTOR: WALTERS

[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 \_\_\_\_\_



# 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: 3-26-20

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

MECH - WATER HEATER

✓ 134853

LOCATION: 17045 MILWAUKEE

FEE: 80.00

OWNER: POLTAR

CONTRACTOR: THOMPSON

APR

**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 \_\_\_\_\_ BUILDING OFFICIAL \_\_\_\_\_  
Date \_\_\_\_\_

# 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: 3-28-20

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

REPLACEMENT WINDOWS (2)

FEE: 80.00

LOCATION: 16312 CONR

OWNER: THATCHER

CONTRACTOR: MEYER  
Alan

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	_____	_____	Final	_____	_____	Frame	_____	_____
									Insulation	_____	_____
									Lath or Gypsum Board	_____	_____
									Final	_____	_____

OCCUPANCY PERMIT \_\_\_\_\_ BUILDING OFFICIAL \_\_\_\_\_  
Date

001915E

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: 3-30-20

INSP. DAVE TUBB 734-755-0481

THIS PERMIT HAS BEEN ISSUED FOR THE ERECTION OF:

FLRGT - ONR INSP

✓ 5031

LOCATION: 11370 PLATT

FEE: 60.00

OWNER: S. WRATH

CONTRACTOR:

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 \_\_\_\_\_