

Somerset Township
12715 E. Chicago Road, P.O. Box 69
Somerset Center, Michigan 49282-0069
(517) 688-9223

BOARD OF TRUSTEES REGULAR MEETING
Agenda (Draft)-June 19, 2025

1. CALL TO ORDER (7:00) PM

2. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

3. ROLL CALL of Board Members

- Supervisor – Tim Shaw
- Treasurer – Jan O'Shaughnessey
- Trustee – Steve Meckley
- Trustee – David Pumfrey
- Clerk – Sharon Uyttenhove

4. ADDITIONS OR CORRECTIONS TO AGENDA

5. SUPERVISOR COMMENTS

6. PUBLIC COMMENT (3-minute time limit)

7. PRESENTATION- Hillsdale Senior Center

8. REPORTS

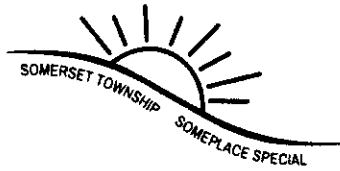
- a) Fire and Rescue – Chief Scott Friess
- b) Treasurer – Jan O'Shaughnessey
- c) Police – Chief John Gessner
- d) Parks and Rec. – Dan Monahan
- e) JCB – Secretary Delores Smith-Post
- f) Supervisor – Tim Shaw
- g) Assessor – Tim Shaw
- h) Zoning – Administrator Tom Weidner
- i) County Commissioner – Brent Leininger
- j) Hillsdale County Road Commission – Mark Kline
- k) Planning Commission – N. Carolan
- l) Election Report- Clerk Uyttenhove
- m) Revenue and Expenditures - Clerk Uyttenhove

9. FINANCES

- a) May 2025 bills and payroll through June 19, 2025 as prepared by Deputy Clerk Barb Vozenilek

10. CONSENT AGENDA

- a) Approve May 15, 2025 Regular Meeting Draft Minutes
- b) Approve May 29, 2025 Special Meeting Draft Minutes
- c) Approve June 5, 2025 Special Election Committee Meeting Draft Minutes



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BOARD OF TRUSTEES REGULAR MEETING
Agenda (Draft)-June 19, 2025

11. UNFINISHED BUSINESS

- a) **Invoice Cloud Early Termination Agreement**
- b) **FOIA Procedure**
- c) **Solar Energy Project**
- d) **Budget 2025-26 Draft**
- e) **Review Somerset Township Fees**

12. NEW BUSINESS

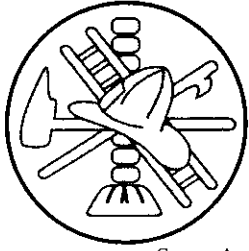
- a) **Approve Computer-Ties Statement of Work**
- b) **McCourtie Park Electrical Quote**
- c) **4th Quarter Budget Amendments**
- d) **Board Member Health Benefits**

13. PUBLIC COMMENT (3-minute time limit)

14. BOARD COMMENT

15. ANNOUNCEMENTS

- a) **Special End of Year Meeting: Thursday, June 26, 2025 at 7pm in the Somerset Center Community Room; 12715 E. Chicago Road, Somerset Center, MI 49282**
- b) **Fireworks at McCourtie Park! Saturday, July 5th. Activities 3-6pm, live music with the ACT III Band 6-9pm, and fireworks at dusk!**
- c) **Next Regular Board of Trustee Meeting: Thursday, July 17, 2025 at 7pm in the Somerset Center Community Room: 12715 E. Chicago Road,**



Somerset Township

Fire Department & Rescue

12715 E. Chicago, Box 69
Somerset Center, MI 49282
517-688-4406



Scott A. Friess
Fire Chief/EMT

Richard W. Sleeman Jr
Asst. Chief/EMT

The Somerset Township Fire and EMS had 98 calls for the month of May for a total of 484 calls which is an increase of 124 calls compared to last year. There were 80 Medical Emergencies, 14 Fires, 4 Vehicle Accidents. 227.2 gal of Diesel and 141.7 gal of gas. May Charges - \$37,662.20, May Credits - \$27,515.08. Total Credits from July 1, 2025 thru May 31, 2025 - \$238,165.70.

Date	Medical/Fire	# Personnel	Trucks	Total Time
5/1/2025	Medical	2	0	20 min
5/1/2025	Vehicle Accident/assist REU	3	1	30 min
5/1/2025	Fire/CO alarm	3	1	30 min
5/1/2025	Medical	4	2	1 hr 45 min
5/1/2025	Medical/assist JCA	2	1	45 min
5/2/2025	Medical/transfer	2	1	1 hr 20 min
5/2/2025	Fire/house assist Addison	2	1	20 min
5/2/2025	Medical/assist JCA	2	1	20 min
5/3/2025	Medical	3	2	1 hr 45 min
5/3/2025	Medical/assist JCA	3	1	45 min
5/4/2025	Medical/transfer	2	1	2 hrs
5/5/2025	Medical/assist JCA	2	1	1 hr 45 min
5/5/2025	Medical	2	1	30 min
5/5/2025	Medical	2	1	1 ½ hrs
5/5/2025	Medical	2	1	1 hr 20 min
5/6/2025	Fire/house assist Liberty	3	1	1 hr
5/6/2025	Fire/tree down	2	1	20 min
5/6/2025	Medical/transfer	2	1	3 hrs 45 min
5/6/2025	Medical/assist JCA	2	1	1 hr 45 min
5/7/2025	Medical/citizen assist	2	1	20 min
5/7/2025	Medical	2	1	2 hrs
5/8/2025	Medical/assist JCA	2	1	20 min
5/8/2025	Medical	2	1	1 hr 45 min
5/9/2025	Medical/citizen assist	2	1	20 min
5/9/2025	Medical	2	1	20 min
5/10/2025	Vehicle Accident/assist REU	2	1	1 hr 20 min
5/10/2025	Medical/assist JCA	2	1	20 min
5/10/2025	Vehicle Accident/assist Addison	2	1	1 hr 20 min
5/11/2025	Medical	2	1	1 hr
5/11/2025	Medical/assist REU	2	1	1 hr 45 min
5/12/2025	Medical	2	1	1 ½ hrs
5/12/2025	Medical/assist REU	2	1	20 min
5/12/2025	Medical/assist REU	2	1	30 min
5/12/2025	Medical	2	1	1 hr 20 min

5/12/2025	Medical	2	1	1 hr 20 min
5/12/2025	Medical/citizen assist	2	1	45 min
5/13/2025	Medical/assist JCA	2	1	20 min
5/13/2025	Fire/house assist Addison	9	3	4 hrs
5/13/2025	Fire/commercial assist Liberty	5	1	20 min
5/14/2025	Medical/assist JCA	2	1	2 hrs
5/15/2025	Medical	2	1	1 hr 45 min
5/15/2025	Medical	2	1	1 hr 45 min
5/16/2025	Fire/illegal burn	3	1	30 min
5/16/2025	Medical/assist JCA	2	1	20 min
5/16/2025	Medical/citizen assist	2	1	20 min
5/16/2025	Fire/wires	2	1	2 hrs
5/16/2025	Medical/citizen assist	2	1	20 min
5/16/2025	Medical/citizen assist	2	1	20 min
5/16/2025	Medical	2	1	1 hr 45 min
5/16/2025	Medical/assist REU	2	1	1 hr 45 min
5/16/2025	Fire/house assist Liberty	3	1	20 min
5/16/2025	Fire/house assist Liberty	4	1	20 min
5/16/2025	Medical	2	1	1 hr 45 min
5/17/2025	Fire/CO alarm	2	1	20 min
5/17/2025	Medical	2	1	2 hrs
5/17/2025	Medical	2	1	1 hr 45 min
5/17/2025	Medical/transfer	2	1	2 hrs 20 min
5/17/2025	Medical/transfer	2	1	3 hrs 20 min
5/18/2025	Medical	2	1	1 hr 45 min
5/18/2025	Fire/house assist Addison	3	1	1 hr 20 min
5/19/2025	Medical/assist REU	2	1	20 min
5/19/2025	Medical/assist JCA	2	1	20 min
5/19/2025	Medical/assist Addison	2	1	1 hr 20 min
5/19/2025	Medical/transfer	2	1	1 hr 45 min
5/19/2025	Medical/transfer	2	1	4 hrs
5/21/2025	Medical	2	1	20 min
5/21/2025	Medical	2	1	1 ½ hrs
5/21/2025	Medical/citizen assist	2	1	20 min
5/21/2025	Medical/assist JCA	2	1	2 hrs
5/22/2025	Medical/assist JCA	2	1	2 ½ hrs
5/23/2025	Medical	2	1	1 ½ hrs
5/23/2025	Vehicle Accident/assist JCA	2	1	20 min
5/23/2025	Medical	2	1	1 hr
5/23/2025	Medical/alarm	2	1	20 min
5/23/2025	Medical	2	1	1 ½ hrs
5/24/2025	Medical	2	1	1 hr
5/24/2025	Medical	2	1	20 min

5/25/2025	Medical	2	1	1 hr 20 min
5/25/2025	Medical/assist JCA	2	1	1 hr
5/25/2025	Medical	2	1	1 hr 20 min
5/25/2025	Fire/CO alarm	2	1	1 ½ hrs
5/25/2025	Fire/illegal burn	2	1	30 min
5/26/2025	Medical/assist JA	2	1	1 ½ hrs
5/26/2025	Medical/citizen assist	2	1	1 hr
5/26/2025	Medical/assist JCA	2	1	1 hr 45 min
5/27/2025	Medical/assist JCA	2	1	2 hrs
5/27/2025	Medical	2	1	1 hr 45 min
5/27/2025	Medical/assist JCA	2	1	1 ½ hrs
5/27/2025	Medical/citizen assist	2	1	20 min
5/28/2025	Medical	2	1	30 min
5/28/2025	Medical/assist JCA	2	1	2 hrs
5/29/2025	Medical	2	1	30 min
5/30/2025	Medical/assist REU	2	1	20 min
5/30/2025	Medical	2	1	20 min
5/30/2025	Medical/assist JCA	2	1	1 hr
5/30/2025	Medical	2	1	1 ½ hrs
5/31/2025	Medical	2	1	20 min
5/31/2025	Medical	2	1	20 min

Credit Summary

Summary By Credit As - Code Description
SOMERSET MONTHLY CREDIT REPORT

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
2	Adjustment	125	57.34	14025.78	30.09
1	Other Payment	81	37.16	26139.66	56.07
6	Patient Payment	3	1.38	1375.42	2.95
5	Write Off	9	4.13	5075.19	10.89
Totals For All		<u>218</u>		<u>46616.05</u>	
Total Purged		0		<u>0.00</u>	
		Total Amount Purged:			
				<u>0.00</u>	
		Total Amount with Purged:			

Aging Summary

SOMERSET MONTHLY AGING REPORT

Report As Of May 31, 2025

Grouped By Schedule on Call - Code ID

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
1CONS	PAPER - CONTRACT	7	0.00	1039.00	0.00	1076.50	0.00	1985.50	2954.00	7055.00
1MRP	PAPER - MEDICARE	2	782.50	0.00	0.00	0.00	0.00	0.00	782.50	1565.00
APPL	APPEAL PATIENT 30	2	0.00	0.00	0.00	0.00	0.00	0.00	1830.50	1830.50
CAID	ELECT MEDICAID	2	147.85	0.00	0.00	315.00	0.00	0.00	0.00	462.85
CAIP	PAPER MEDICAID R	1	0.00	0.00	0.00	0.00	0.00	0.00	1040.80	1040.80
CARE	ELECT - MEDICARE	7	824.35	875.50	0.00	0.00	0.00	0.00	1766.50	6158.70
CRED	MHR REFUND CREDI	6	0.00	0.00	0.00	0.00	0.00	2692.35	1766.50	6158.70
INSU	PAPER INS PRIMAR	6	0.00	2112.00	0.00	1628.00	1189.00	0.00	-2280.62	-2280.62
MBMR	MEMBERSHIP	1	0.00	0.00	0.00	0.00	0.00	0.00	783.00	5712.00
NEIC	ELECT INS NEIC	6	0.00	2970.56	0.00	0.00	0.00	0.00	875.50	875.50
NEICCAID	ELECT MEDICAID NE	4	0.00	3990.15	0.00	0.00	0.00	0.00	283.85	3254.41
NEICCARE	ELECT INS NEIC ME	17	932.30	2896.10	919.90	768.00	785.60	3437.00	7094.55	16833.45
PRIV	REQUEST PRIVATE	4	782.50	1946.75	0.00	0.00	952.45	0.00	0.00	3681.70
PRV2	PAPER - PRIVATE P	32	1737.50	5799.74	4107.20	3821.60	1212.00	2953.00	2641.59	22272.63
REVIEW	REVIEW	11	0.00	0.00	0.00	1934.00	2143.00	1185.00	3525.43	8787.43
SINS	PAPER INS SECOND	9	260.41	287.64	723.34	199.14	0.00	0.00	0.00	1470.53
U	MHR HOLD FOR MH	6	1941.25	1708.25	1659.00	0.00	0.00	0.00	1769.80	7078.30
ZIR	ZIRMED 2	1	829.00	0.00	0.00	0.00	0.00	0.00	0.00	829.00
ZIRCAID	ELECT MEDICAID ZI	2	1101.25	954.00	0.00	0.00	0.00	0.00	0.00	2055.25
ZIRCARE	ELECTRONCI MEDIC	3	1925.60	0.00	1460.60	0.00	0.00	0.00	0.00	3386.20
Totals		129	11264.51	24579.69	8870.04	9742.24	6282.05	12252.85	23067.40	98058.78

**Township of Somerset
Treasurer Report
Fund Balance Summary
5/31/2025**

Checking

Roads	\$328.04
General Disbursement	\$85,911.99

Saving

ICS	\$631,504.24
Michigan Class	\$493,785.93
Medicare Fire	\$89,329.49

Certificate of Deposits

Multi-Bank Securities	\$307,966.13
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Township Fund Balance **\$1,608,825.82**

Tax Accounts

Checking	\$861.30
Savings	\$499.24

All Fund Balance **\$1,610,186.36**

Michigan Class	
General Fund	\$364,523.52
Parks & Recreation	\$64,115.82
Fire Fund	\$31,860.79
Police Fund	\$1,012.67
Capital Improvement	\$30,731.03
Road Services	\$811.45
Cemetery	\$730.65
Total	\$493,785.93

MBS Certificates of Deposit			
Bank	Interest Rate	Maturity Date	Market Value
Flagstar	5.20%	8/22/2025	\$50,096.00
JP Morgan	0.65%	3/9/2026	\$104,952.24
JP Morgan	4.30%	11/6/2026	\$93,875.92
JP Morgan	4.00%	4/13/2028	<u>\$49,470.00</u>
Fixed Income (99%)			\$298,394.16
Cash, Money Funds & bank Deposits (1%)			<u>\$9,571.97</u>
Total			\$307,966.13

RECONCILIATION BANK ACCOUNTS

DATE: 05/30/2025

FUND	CHECKING	ICS (SAVINGS)	M.I. CLASS	MULTI BANK	MEDICARE	ROADS	TOTALS
	101-000-001	101-000-002	101-000-003	101-000-010	FIRE	CHECKING	
	to 401-000-001	to 401-000-002	to 401-000-003	to 401-000-010	206-000-020	204-000-001	
GENERAL	\$25,057.77	\$309,887.47	\$364,523.52	\$238,577.54			\$938,046.30
ROADS	=	\$6,918.52	\$811.45	\$14,493.11		\$328.04	\$22,551.12
FIRE	\$297.93	\$68,994.98	\$31,860.79		\$89,329.49		\$190,483.19
POLICE	\$102.20	\$74,045.65	\$1,012.67				\$75,160.52
PARKS	\$1,897.34	\$53,948.07	\$64,115.82	\$37,676.81			\$157,638.04
CEMETARY		\$0.00	\$730.65	\$0.00	\$0.00		\$730.65
CAPITAL	\$55,556.75	\$117,709.55	\$30,731.03	\$17,218.67			\$221,216.00
TOTAL GL	\$85,911.99	\$631,504.24	\$493,785.93	\$307,966.13	\$89,329.49	\$328.04	\$1,608,825.82
STATEMENT	\$87,631.71	\$630,684.24					
OUTSTANDING	\$1,719.72						
CHECK							
	tax acct						
	703-0000-001	703-000-002					
TAX	\$403.54	\$499.24					
in transit & outsta							
TAX STATEMENT	\$403.54	\$499.24					

APPROVED BY _____



Somerset Township Police Department

June 2025 Board Report (May 2025)

06/19/2025

Hours worked:	375 hrs.	
Miles Patrolled:	2688	
Fuel: Gallons used	219.5	YTD: 3266.9

Citations:	009	
Vehicle Crashes:	005	
Assist to STFD:	007	
Incident reports:	62	YTD: 519

<u>Previous Year Call Totals</u>	<u>Month</u>	<u>YDT</u>
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May 2024 reports:	057	422
May 2023 reports:	072	426
May 2022 reports:	078	517

Central Dispatch Calls

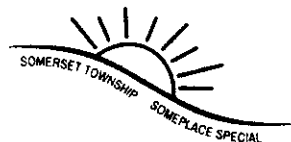
Total calls from central dispatch:	145
a. complaint calls total:	072
b. outside schedule hrs.:	029
c. on other calls:	005
d. calls not ours:	000
e. information dispatch:	006
f. missed calls:	000

Complaint Coverage:

STPD:	51.0%
MSP:	23.0%
HCSD:	26.0%
D.N.R.:	00.0%

Discussion Items

1. Vehicle: Sell of 2017 Charger
2. Personnel: N/A
3. Equipment: N/A
4. Training: Homeland Security Conference Attendance



McCourtie Park-Somerset Township
Parks and Recreation Committee
10426 South Jackson Road
Cement City, MI 49233

Parks and Recreation Committee
June 2, 2025 Meeting Minutes – Draft

1. Call to Order

The meeting of the Parks and Recreation Committee was called to order by Dan Monahan on Monday, June 2, 2025, at 4:00 pm in the Somerset Center Community Room, 12715 E. Chicago Road, Somerset Center, MI 49282.

2. Pledge of Allegiance & Roll Call

Attendees recited the Pledge of Allegiance

Committee Members in Attendance: Dan Monahan, John Scaramucci, Shaina Kulczycki, Lesley Weidner

Absent: Steve Meckley

Volunteers and other attendees: Sydney Fitzpatrick, Rhonella Brelinski

2. Public Comments – attendees shared Earth Day Breakdown:

- Event was well attended, more attendees than last year
- Many packets were handed out and Smart Gardeners had contact with 42 people across 5 counties
- Suggested that we consider offering afternoon hours next year because it is often cold in the morning during this event

4. Approval of May 5, 2025 Meeting Minutes

Kulczycki moved to approve the May 5, 2025, meeting minutes. Seconded by Scaramucci.

Vote taken: Ayes 4. Nays: 0. Absent 1. May 5, 2025 minutes approved.

5. Volunteer Hours

- Dan: 21 Shaina: 32 John: 13 Terry: 2 Rhonella: 2 Sydney: 5 Joe: 6 Kim: 2

Total Volunteer Hours: 83 hours

6. Budget

Shaina reviewed budget and shared that the Board reviewed all lines of the Township's budget and there were some small changes made. The Parks and Recreation budget was lowered slightly from the current year's budget. Reminder that the new budget year begins July 1, 2025.

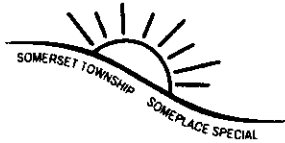
7. McCourtie Park Rentals 2025

Pavillion: 13 total Bridges: 5 total US-12 Yard Sale: 35 total (10 spots left)

8. Rathskeller Rentals

3 Confirmed: July 19, July 31, October

- Reminder to Committee that help will be needed to prepare for the 1st event in July to make sure the building and grounds are ready.



McCourtie Park-Somerset Township
Parks and Recreation Committee
10426 South Jackson Road
Cement City, MI 49233

9. Old Business

a. Baseball Field

- **Yellow Topper** – no longer needed and would like to sell. Shaina will put on Marketplace.
- **Bleachers**- Second set of bleachers will be delivered soon.
- **Baseball / Softball** – Baseball is wrapping up and softball will begin soon. There is interest in starting an official youth softball league.
- **Concession Stand** – Stand looks good and has been used a few times. Goal is to increase use and create a volunteer base to run.

b. Parks & Rec Policies & Procedures- Policy & Procedures will be reviewed at July Board meeting, changes or updates will be made and vote for approval will take place in August.

c. Rathskeller Fridays – Shaina will be staffing the Rathskeller on Fridays Memorial Day thru Labor Day, 9am-4pm

d. Summer Presenter Program – Shaina has been contacted by a few community members interested in doing presentations geared towards special interests such as mushrooms, nature, historical, art, etc. The Committee had a favorable discussion regarding hosting a "Summer Presenter Series" (or Summer Workshops) possibly starting with a few this summer and growing the program in the future. Shaina will work on developing an Application for Summer Series Presentation and share with Committee.

10. New Business

Upcoming Events

a. Music in the Park: Friday, June 13, 2-9pm: Hoping for a good turnout, previous Memorial Day Weekend Music in the Park was not well attended due to weather conditions.

b. Vendors – Shaina presented the idea of having "market" at some Music in the Park events which would allow vendors to sell their products. This Committee felt this could generate more interest and bring more visibility to the events. Shaina will move forward with developing a form and reaching out to potential vendors.

c. Disc Golf Tournament: Saturday June 21, 8am-noon – Walk-through with Tournament Coordinator took place and he has done a lot of work on the course. Shaina will be on site during the tournament.

d. Relay for Life Duck Derby: Saturday June 28, 9am-2pm – the organization will run this event. Shaina will be on site for assistance if needed.

d. Fireworks at the Park: Fireworks will take place Saturday, July 5th, 3-9pm. Help is needed for this event. Schedule for the Day: 3-6pm Family Activities (Pony Rides, Animal Encounter, Bounce House, Duck Races, Bungee Run, Food Trucks), 6-9pm Live Music, Fireworks at Dusk.

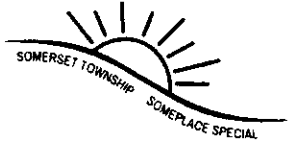
11. Round Table

a. Walkway at Bridge – Dan recommended bringing in crushed concrete to fix walkway. Shaina moved for Dan to purchase crushed stone. Dan seconded. Ayes: 4 Nays – 0

b. Recreation Plan – Need to get a 5-year plan in place in order to be eligible to apply for grants and other possible funding resource.

12. Announcements

Shaina will not be at the August 4th meeting.



McCourtie Park-Somerset Township

Parks and Recreation Committee

10426 South Jackson Road

Cement City, MI 49233

10. Adjournment

The June 2, 2025 Parks and Recreation Meeting was adjourned at 5:39pm by Dan.

The next Parks and Recreation Committee meeting will be held on Monday July 7, 2025 at 4:00pm at the Township Hall building, Community Room, 12715 East Chicago Road, Somerset Center, MI 49282.

Minutes submitted by Deputy Treasurer Lesley Weidner

S:/Parks and Recreation/Committee Meetings/Meeting Minutes/Meeting Minutes 2025/June 2 2025

Parks & Recreation Minutes-DRAFT

Jerome Community Bldg. Committee Minutes.

June 12th 2025

Committee Members:

Delores Smith-Post, Chairperson & Secretary.

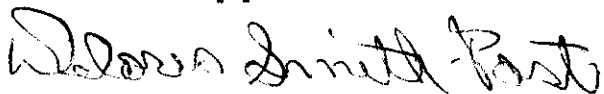
Greg Sheffer, Maggie McElroy, Melissa Machnee & Audean Sheffer.

All committee members present, except Melissa.

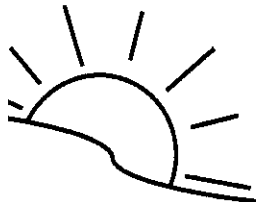
Visitors: None.

All committee members voted to take our rummage sale items to McCourtie Park in August and we have rented lot 29. We have all agreed to purchase a new kitchen stove this week, ours is in the 70s and the oven has stopped working. We received 2- 16x20 framed old newspaper clippings of the closing of Jerome school and other history from Annette Anderson who went to the school and wanted to add to our history wall, I sent out a thank you note it was well appreciated.

Vol hrs. Approx. 5

A handwritten signature in black ink that reads "Delores Smith-Post". The signature is written in a cursive, flowing style.

Delores Smith-Post



TOWNSHIP OF SOMERSET

P.O. Box 69 ~ 12715 E. Chicago Road
Somerset Center, Michigan 49282
Phone: 517-688-9223 Fax: 517-688-9132
www.somersettownship.org

June 2025 Assessor Report

- All documents received are up to date. We are working diligently to enter all documents when they are received so the correct data is on tax bills when they get sent out in the next few weeks. Anthony and Jan have been working together periodically on imports for PRE's (Principal Residence Exemptions) and Disabled Veterans Exemptions.
- The July Board of Review is scheduled for July 22nd. All Board of Review members have been notified of the meeting date & time.
- Anthony recently took a continuing education class on the 2025 Michigan State Tax Commission Updates. This class goes over any new laws or procedures that assessors should be aware of for the 2025 year.
- We are currently organizing all open building permits we have received so that our department can conduct a physical inspection to verify the completion of construction for assessment purposes.

June 19th ,2025 Board Meeting
Tom Weidner, Zoning Administrator

May 12th , 2025 – June 15th , 2025

- Zoning Compliance Request: 3
 - Site Inspections: 3
 - Contacts (calls, emails, walk-ins, letters): 70
 - Letters sent to recipients for ZBA meeting scheduled for May 6th : 0
 - Packets sent to ZBA Board for May 6th meeting: 0
 - Letters for ZBA meeting (0); Packet for ZBA Board
-
- Total Hours: 15.25 hours

ELECTION REPORT

There will be an election on August 15th, 2025 for Addison Schools.

The vote is for:

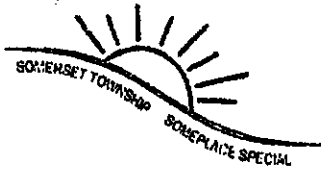
OPERATING MILLAGE PROPOSAL
EXEMPTING PRINCIPAL RESIDENCE
AND OTHER PROPERTY EXEMPTED BY LAW
19 MILL FOR 6 YEARS

To vote in person will be at this location. 12715 E Chicago Rd. Somerset Center, MI 49282

Both Precinct 1 & 2 will be combined.

AV Ballots will be processed on Monday August 4th for 9-?? At this location

All AV Ballots after August 4th will be counted 6-9pm Tuesday at this location



Somerset Township
12715 E. Chicago Road, P.O. Box 69
Somerset Center, Michigan 49282-0069
(517) 688-9223

RESOLUTION 2025-6
Resolution to Consolidate Precincts and Approve Early Processing of Absentee
Ballots for Special Election

WHEREAS, the Somerset Township Election Committee finds it necessary and efficient to consolidate election precincts for the upcoming Special Election scheduled for August 5, 2025, concerning Addison Community Schools; and

WHEREAS, under MCL 168.659, a township may consolidate precincts for a particular election if the total number of active registered voters in the combined precincts does not exceed 5,000, and the consolidation will not impair the conduct of the election; and

WHEREAS, the Township Clerk has recommended the consolidation of Precinct 1 and Precinct 2 for the August 5, 2025 Special Election; and

WHEREAS, the Election Committee also authorizes the early processing of absentee voter (AV) ballots as permitted under MCL 168.765a(10), which allows for such processing to occur on the day prior to the election if authorized by resolution of the local governing body at least 20 days prior to the election;

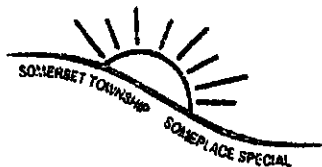
NOW, THEREFORE, BE IT RESOLVED:

1. The Somerset Township Election Committee hereby approves the consolidation of Precinct 1 and Precinct 2 into a single voting precinct for the August 5, 2025 Special Election concerning Addison Community Schools, pursuant to MCL 168.659. The consolidated precinct will be located at:

Somerset Township Hall
12715 E Chicago Rd
Somerset Center, MI 49282

2. The Somerset Township Election Committee further authorizes the early processing of absentee voter ballots on Monday, August 4, 2025, for the August 5, 2025 Special Election, in accordance with MCL 168.765a(10). Early processing will take place at the same location listed above under the supervision of the Township Clerk and in compliance with all applicable election laws and procedures.

3. The Clerk is directed to notify the Hillsdale County Clerk and the Bureau of Elections as required, and to ensure public notice of the precinct consolidation and early AV processing is posted and published in accordance with the law.



Somerset Township
12715 E. Chicago Road, P.O. Box 69
Somerset Center, Michigan 49282-0069
(517) 688-9223

Roll Call Vote:

Yeas:

Nays:

Absent:


Resolution declared adopted this 5 day of June, 2025.

CERTIFICATION

I, Sharon Uyttenhove, the duly elected and acting Clerk of Somerset Township, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Somerset Township Election Committee at a special meeting held on June 5, 2025.


Sharon Uyttenhove
Somerset Township Clerk


Jan O'Shaughnessey
Somerset Township Treasurer


Tim Shaw
Somerset Township Supervisor

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
101-000-401	MOBILE HOME TAX	1,500.00	1,872.00	288.00	(372.00)	124.80
101-000-403	PROPERTY TAXES	264,530.00	259,254.27	0.00	5,275.73	98.01
101-000-420	DELINQUENT PERSONAL TAX	300.00	0.00	0.00	300.00	0.00
101-000-441	DELINQUENT REAL TAX	500.00	0.00	0.00	500.00	0.00
101-000-445	PENALTIES/INTEREST DELIQ TAXES	0.00	21.08	0.00	(21.08)	100.00
101-000-477	BUILDING PERMIT FEES	35,000.00	31,763.00	3,045.00	3,237.00	90.75
101-000-482	ZONING FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-000-483	ZONING COMP. PERMIT FEES	4,000.00	2,335.00	180.00	1,665.00	58.38
101-000-499	DOG LICENSES	1,000.00	972.00	0.00	28.00	97.20
101-000-541	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
101-000-573	CRYSTAL-PERCH SADD	20,000.00	0.00	0.00	20,000.00	0.00
101-000-574	STATE SHARED REVENUES	300,000.00	421,437.65	55.00	(121,437.65)	140.48
101-000-575	LOCAL COMMUNITY STABILIZATION	0.00	1,196.54	1,196.54	(1,196.54)	100.00
101-000-576	ELECTION EXPENSE REIMBURSEMENT	500.00	0.00	0.00	500.00	0.00
101-000-580	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
101-000-618	ADNM FEES/TAXES	120,000.00	82,840.71	(20.66)	37,159.29	69.03
101-000-619	SUMMER TAX COLLECT FEE	0.00	0.00	0.00	0.00	0.00
101-000-642	SPLIT OF SURVEY REVENUE	0.00	0.00	0.00	0.00	0.00
101-000-643	CEMETERY LOT SALES	3,000.00	1,800.00	250.00	1,200.00	60.00
101-000-644	CEMETERY FOUNDATION SALES	15,000.00	1,737.00	416.00	13,263.00	11.58
101-000-645	GRAVE OPEN/CLOSE	10,000.00	5,225.00	225.00	4,775.00	52.25
101-000-651	FEES FOR INFORMATION	500.00	117.86	0.00	382.14	23.57
101-000-652	ASSESSORS FEE FOR INFORMATION	500.00	780.00	260.00	(280.00)	156.00
101-000-656	PENAL FINES--	12,000.00	13,786.48	0.00	(1,786.48)	114.89
101-000-665	INTEREST INCOME	40,000.00	29,493.79	2,925.08	10,506.21	73.73
101-000-666	LAND RENTAL/REDUCT OF INT EXP	0.00	0.00	0.00	0.00	0.00
101-000-667	SCCR RENTALS	800.00	825.00	360.00	(25.00)	103.13
101-000-668	GROUPS/BLDG RENTALS	10,000.00	13,855.02	600.00	(3,855.02)	138.55
101-000-669	JEROME COMM. BLDG. DONATIONS	1,000.00	840.48	75.00	159.52	84.05
101-000-671	CINGULAR	16,000.00	4,838.10	0.00	11,161.90	30.24
101-000-673	PROCEEDS FROM SALE OF LAND	0.00	0.00	0.00	0.00	0.00
101-000-674	CABLE TV FRANCHISE FEES	45,000.00	48,041.41	11,248.02	(3,041.41)	106.76
101-000-675	DONATIONS	1,000.00	(813.02)	0.00	1,813.02	(81.30)
101-000-678	DONATIONS LIBRARY BOOKS	1,200.00	1,327.23	0.00	(127.23)	110.60
101-000-679	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
101-000-682	REIMBURSE FROM FIRE FUND	0.00	0.00	0.00	0.00	0.00
101-000-687	REFUNDS	0.00	100.00	0.00	(100.00)	100.00
101-000-690	FIREWORKS DONATIONS	0.00	0.00	0.00	0.00	0.00
101-000-691	INSURANCE REIMBURSE	0.00	2,599.65	0.00	(2,599.65)	100.00
101-000-694	MISC REVENUES	4,000.00	2,121.98	190.00	1,878.02	53.05
101-000-699	TRANS FROM GEN FUND/FUND BALANCE	432,284.00	0.00	0.00	432,284.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		1,340,614.00	928,368.23	21,292.98	412,245.77	69.25
TOTAL REVENUES						
		1,340,614.00	928,368.23	21,292.98	412,245.77	69.25
Expenditures						
Dept 103 - TOWNSHIP BOARD						
101-103-703	SALARIES	8,700.00	4,125.00	0.00	4,575.00	47.41
101-103-714	EMPLOYEE BENEFITS	1,700.00	1,004.13	62.78	695.87	59.07
101-103-836	MEMBERSHIPS AND DUES	5,000.00	4,855.09	0.00	144.91	97.10
101-103-860	MILEAGE OR EXPENSES	150.00	0.00	0.00	150.00	0.00
101-103-900	PRINT & PUBLISH/START UP COST	500.00	246.20	190.00	253.80	49.24

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-103-960	EDUCATION AND TRAINING	200.00	0.00	0.00	200.00	0.00
Total Dept 103 - TOWNSHIP BOARD		16,250.00	10,230.42	252.78	6,019.58	62.96
Dept 175 - SUPERVISOR						
101-175-703	SALARIES SUPERVISOR	20,355.00	17,928.54	1,696.25	2,426.46	88.08
101-175-707	WAGES	5,400.00	3,966.27	0.00	1,433.73	73.45
101-175-708	TOWNSHIP COORDINATOR	9,000.00	7,861.39	861.08	1,138.61	87.35
101-175-711	COST OF LIVING	0.00	(169.86)	30.14	169.86	100.00
101-175-714	EMPLOYERS TAX PORTION	2,200.00	2,294.10	197.94	(94.10)	104.28
101-175-726	SUPPLIES	300.00	405.29	0.00	(105.29)	135.10
101-175-836	MEMBERSHIPS AND DUES	700.00	20.00	0.00	680.00	2.86
101-175-860	MILEAGE OR EXPENSES	600.00	452.94	0.00	147.06	75.49
101-175-960	EDUCATION AND TRAINING	2,000.00	2,172.94	0.00	(172.94)	108.65
101-175-977	EQUIPMENT/RECORD RETENTION	0.00	0.00	0.00	0.00	0.00
Total Dept 175 - SUPERVISOR		40,555.00	34,931.61	2,785.41	5,623.39	86.13
Dept 192 - ELECTIONS						
101-192-706	WAGES	15,000.00	7,667.25	0.00	7,332.75	51.12
101-192-707	WAGES	2,000.00	690.64	0.00	1,309.36	34.53
101-192-714	EMPLOYERS PAYROLL TAX	500.00	276.15	0.00	223.85	55.23
101-192-726	SUPPLIES	3,000.00	3,000.00	0.00	0.00	100.00
101-192-770	ELECTION SUPPLIES	5,000.00	2,738.40	1,056.03	2,261.60	54.77
101-192-775	MAINTENANCE SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-192-860	MILEAGE OR EXPENSES	400.00	343.22	0.00	56.78	85.81
101-192-900	PRINT & PUBLISH/START UP COST	500.00	0.00	0.00	500.00	0.00
101-192-930	REPAIRS//BLDG. MAINT.	0.00	0.00	0.00	0.00	0.00
101-192-960	EDUCATION AND TRAINING	2,600.00	702.18	0.00	1,897.82	27.01
101-192-977	EQUIPMENT/RECORD RETENTION	5,000.00	3,274.62	0.00	1,725.38	65.49
101-192-978	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
Total Dept 192 - ELECTIONS		34,500.00	18,692.46	1,056.03	15,807.54	54.18
Dept 209 - ASSESSOR						
101-209-703	SALARIES	0.00	0.00	0.00	0.00	0.00
101-209-707	WAGES	0.00	0.00	0.00	0.00	0.00
101-209-714	EMPLOYERS TAX PORTION	0.00	0.00	0.00	0.00	0.00
101-209-715	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
101-209-720	CONTRACTED SERVICES	105,000.00	90,475.00	0.00	14,525.00	86.17
101-209-726	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-209-825	ASSESSMENT NOTICES PRINTING	2,000.00	2,000.00	0.00	0.00	100.00
101-209-836	MEMBERSHIPS AND DUES	0.00	0.00	0.00	0.00	0.00
101-209-860	MILEAGE OR EXPENSES	0.00	0.00	0.00	0.00	0.00
101-209-900	PRINT & PUBLISH/START UP COST	0.00	0.00	0.00	0.00	0.00
101-209-960	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	0.00
101-209-977	EQUIPMENT/RECORD RETENTION	4,000.00	2,973.61	0.00	1,026.39	74.34
101-209-978	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
101-209-979	COMPUTER SUPPORT	600.00	520.00	0.00	80.00	86.67
Total Dept 209 - ASSESSOR		111,600.00	95,968.61	8,225.00	15,631.39	85.99

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 211 - LEGAL AND ACCOUNTING						
101-211-801	PROF SERV/LEGAL RET/SR. CITIZE	0.00	0.00	0.00	0.00	0.00
101-211-802	LEGAL OPIN/COMP. ACCT/DOM HARM	8,000.00	8,545.00	600.00	(545.00)	106.81
101-211-803	ZONING	6,000.00	0.00	0.00	6,000.00	0.00
101-211-804	TAX TRIBUNAL DEFENSES	1,500.00	0.00	0.00	1,500.00	0.00
101-211-805	POLICE DEPT LEGAL	500.00	0.00	0.00	500.00	0.00
101-211-806	LAW SUIT DEFENSES	2,000.00	0.00	0.00	2,000.00	0.00
101-211-807	LEGAL DOCUMENT PREPARATION	300.00	0.00	0.00	300.00	0.00
101-211-808	FIRE DEPT LEGAL	0.00	0.00	0.00	0.00	0.00
101-211-810	AUDIT	18,000.00	18,882.01	0.00	(882.01)	104.90
101-211-971	CRYSTAL PERCH SADD	20,000.00	(271.47)	0.00	20,271.47	(1.36)
101-211-972	SURVEY/DEED EXPENSE	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 211 - LEGAL AND ACCOUNTING		58,300.00	27,155.54	600.00	31,144.46	46.58
Dept 215 - CLERK						
101-215-703	SALARIES-CLERK	35,000.00	30,387.48	2,908.33	4,612.52	86.82
101-215-707	WAGES-DEPUTY CLERK	18,000.00	12,921.62	0.00	5,078.38	71.79
101-215-708	WAGES-ASSIST. TO CLERK	8,000.00	12,963.75	1,558.00	(4,963.75)	162.05
101-215-711	COST OF LIVING	2,240.00	824.78	14.63	1,415.22	36.82
101-215-714	EMPLOYERS TAX PORTION	4,395.00	4,682.51	342.81	(287.51)	106.54
101-215-726	SUPPLIES	300.00	319.22	0.00	(19.22)	106.41
101-215-836	MEMBERSHIPS AND DUES	300.00	0.00	0.00	300.00	0.00
101-215-860	MILEAGE OR EXPENSES	1,000.00	207.78	0.00	792.22	20.78
101-215-900	PRINT & PUBLISH/START UP COST	200.00	0.00	0.00	200.00	0.00
101-215-960	EDUCATION AND TRAINING	1,300.00	762.63	10.00	537.37	58.66
101-215-977	EQUIPMENT/RECORD RETENTION	1,000.00	215.00	0.00	785.00	21.50
101-215-978	COMPUTER SOFTWARE	2,000.00	118.75	0.00	1,881.25	5.94
Total Dept 215 - CLERK		73,735.00	63,403.52	4,833.77	10,331.48	85.99
Dept 247 - BOARD OF REVIEW						
101-247-712	WAGES PER DIEM	1,000.00	577.50	0.00	422.50	57.75
101-247-714	EMPLOYERS TAX PORTION	70.00	13.19	0.00	56.81	18.84
101-247-860	MILEAGE OR EXPENSES	200.00	141.33	0.00	58.67	70.67
101-247-900	PRINT & PUBLISH/START UP COST	300.00	0.00	0.00	300.00	0.00
101-247-960	EDUCATION AND TRAINING	500.00	499.28	0.00	0.72	99.86
Total Dept 247 - BOARD OF REVIEW		2,070.00	1,231.30	0.00	838.70	59.48
Dept 253 - TREASURER						
101-253-703	SALARIES-TREASURER	29,900.00	26,162.53	2,491.67	3,737.47	87.50
101-253-707	WAGES-DEPUTY TREASURER	15,000.00	16,460.31	1,059.25	(1,460.31)	109.74
101-253-708	WAGES	1,500.00	245.00	0.00	1,255.00	16.33
101-253-711	COST OF LIVING	3,000.00	309.97	0.00	2,690.03	10.33
101-253-714	EMPLOYERS TAX PORTION	4,000.00	3,362.55	285.05	637.45	84.06
101-253-726	SUPPLIES	500.00	695.41	131.55	(195.41)	139.08
101-253-745	MISC EXPENDITURES	200.00	68.10	0.00	131.90	34.05
101-253-809	BANK SERVICE CHARGES	100.00	94.94	0.00	5.06	94.94
101-253-826	TAX ROLL STATEMENTS	12,000.00	4,262.89	0.00	7,737.11	35.52
101-253-836	MEMBERSHIPS AND DUES	1,600.00	1,221.00	0.00	379.00	76.31
101-253-860	MILEAGE OR EXPENSES	600.00	511.60	26.60	88.40	85.27
101-253-900	PRINT & PUBLISH/START UP COST	2,600.00	2,520.08	0.00	79.92	96.93

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-910	INSURANCES	0.00	0.00	0.00	0.00	0.00
101-253-930	REPAIRS//BLDG. MAINT.	0.00	0.00	0.00	0.00	0.00
101-253-960	EDUCATION AND TRAINING	3,550.00	1,014.02	125.00	2,535.98	28.56
101-253-977	EQUIPMENT	500.00	0.00	0.00	500.00	0.00
101-253-978	COMPUTER SOFTWARE	3,000.00	3,021.19	0.00	(21.19)	100.71
Total Dept 253 - TREASURER		78,050.00	59,949.59	4,119.12	18,100.41	76.81
Dept 258 - DATA PROC/COMP. DEPT.						
101-258-714	EMPLOYERS TAX PORTION	0.00	0.00	0.00	0.00	0.00
101-258-830	CONTRACTED LABOR	20,000.00	21,635.55	0.00	(1,635.55)	108.18
Total Dept 258 - DATA PROC/COMP. DEPT.		20,000.00	21,635.55	0.00	(1,635.55)	108.18
Dept 266 - MB OFFICES						
101-266-706	WAGES/SALARIES	2,500.00	800.89	85.50	1,699.11	32.04
101-266-714	EMPLOYERS TAX PORTION	500.00	240.44	185.71	259.56	48.09
101-266-715	RETIREMENT	0.00	0.00	0.00	0.00	0.00
101-266-775	MAINTENANCE SUPPLIES	5,000.00	2,189.99	112.54	2,810.01	43.80
101-266-830	CONTRACTED LABOR	5,000.00	6,083.32	446.66	(1,083.32)	121.67
101-266-853	TELEPHONE	7,000.00	6,551.39	375.47	448.61	93.59
101-266-920	UTILITIES	20.00	0.00	0.00	20.00	0.00
101-266-930	REPAIRS//BLDG. MAINT.	6,000.00	1,479.20	154.00	4,520.80	24.65
101-266-931	EQUIP SERV CONT/GROUNDS MAINT	10,000.00	5,408.46	408.65	4,591.54	54.08
101-266-936	FLAGS	500.00	0.00	0.00	500.00	0.00
101-266-977	EQUIPMENT	500.00	211.69	0.00	288.31	42.34
Total Dept 266 - MB OFFICES		37,020.00	22,965.38	1,768.53	14,054.62	62.04
Dept 267 - SCCR						
101-267-977	EQUIPMENT	500.00	0.00	0.00	500.00	0.00
Total Dept 267 - SCCR		500.00	0.00	0.00	500.00	0.00
Dept 269 - JCB						
101-269-706	WAGES/SALARIES	3,000.00	2,949.18	180.50	50.82	98.31
101-269-711	COST OF LIVING	250.00	71.54	9.31	178.46	28.62
101-269-714	EMPLOYERS TAX PORTION	350.00	247.29	71.70	102.71	70.65
101-269-726	SUPPLIES	300.00	194.39	0.00	105.61	64.80
101-269-775	MAINTENANCE SUPPLIES	2,000.00	84.57	0.00	1,915.43	4.23
101-269-776	CLEANING SUPPLIES	250.00	0.00	0.00	250.00	0.00
101-269-830	CONTRACTED LABOR	2,500.00	2,420.26	241.67	79.74	96.81
101-269-853	TELEPHONE	0.00	87.84	0.00	(87.84)	100.00
101-269-860	MILEAGE OR EXPENSES	250.00	143.40	0.00	106.60	57.36
101-269-910	INSURANCES	0.00	0.00	0.00	0.00	0.00
101-269-920	UTILITIES	6,000.00	6,210.23	0.00	(210.23)	103.50
101-269-930	REPAIRS//BLDG. MAINT.	5,000.00	4,419.28	0.00	580.72	88.39
101-269-977	EQUIPMENT	1,000.00	972.23	0.00	27.77	97.22
Total Dept 269 - JCB		20,900.00	17,800.21	503.18	3,099.79	85.17

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 276 - CEMETERIES						
101-276-703	SALARIES-SEXTON	5,000.00	4,441.99	386.26	558.01	88.84
101-276-705	SEXTON CEMETARY BURIALS	7,100.00	4,714.70	213.75	2,385.30	66.40
101-276-711	COST OF LIVING	400.00	155.36	13.52	244.64	38.84
101-276-714	EMPLOYERS TAX PORTION	1,000.00	712.37	46.93	287.63	71.24
101-276-715	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
101-276-775	MAINTENANCE SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-276-830	CONTRACTED LABOR	21,000.00	14,800.79	0.00	6,199.21	70.48
101-276-930	REPAIRS//BLDG. MAINT.	12,000.00	100.00	0.00	11,900.00	0.83
101-276-936	FLAGS	800.00	1,213.17	0.00	(413.17)	151.65
101-276-941	REPURCHASED CEMETERY PLOTS	1,000.00	0.00	0.00	1,000.00	0.00
101-276-944	CEMETARY LAND ACQUISITION	0.00	(0.40)	0.00	0.40	100.00
Total Dept 276 - CEMETERIES		48,500.00	26,137.98	4,775.45	22,362.02	53.89
Dept 294 - TOWNSHIP VEHICLE						
101-294-937	FIRE TRUCK/AMBULANCE PURCHASE	0.00	0.00	0.00	0.00	0.00
Total Dept 294 - TOWNSHIP VEHICLE		0.00	0.00	0.00	0.00	0.00
Dept 298 - SOCIAL SERVICES						
101-298-801	PROF SERV/LEGAL RET/SR. CITIZE	0.00	0.00	0.00	0.00	0.00
101-298-802	LEGAL OPIN/COMP. ACCT/DOM HARM	0.00	0.00	0.00	0.00	0.00
Total Dept 298 - SOCIAL SERVICES		0.00	0.00	0.00	0.00	0.00
Dept 380 - BUILDING DEPARTMENT						
101-380-708	WAGES	4,500.00	4,101.29	0.00	398.71	91.14
101-380-711	COST OF LIVING	400.00	130.13	0.00	269.87	32.53
101-380-714	EMPLOYERS TAX PORTION	400.00	323.70	0.00	76.30	80.93
101-380-715	RETIREMENT	200.00	0.00	0.00	200.00	0.00
101-380-720	CONTRACTED SERVICES	23,000.00	19,341.60	1,916.66	3,658.40	84.09
101-380-977	EQUIPMENT/RECORD RETENTION	0.00	0.00	0.00	0.00	0.00
Total Dept 380 - BUILDING DEPARTMENT		28,500.00	23,896.72	1,916.66	4,603.28	83.85
Dept 445 - DRAIN EXPENSE						
101-445-971	DRAIN ASSESSMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - DRAIN EXPENSE		0.00	0.00	0.00	0.00	0.00
Dept 450 - STREET LIGHTS						
101-450-767	STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
Total Dept 450 - STREET LIGHTS		0.00	0.00	0.00	0.00	0.00
Dept 523 - TOWNSHIP CLEANUP						
101-523-955	REMOVAL PROJECT	5,600.00	2,000.00	2,000.00	3,600.00	35.71

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 523 - TOWNSHIP CLEANUP						
		5,600.00	2,000.00	2,000.00	3,600.00	35.71
Dept 621 - UNDERGROUND STORAGE TANKS						
101-621-955	REMOVAL PROJECT	0.00	0.00	0.00	0.00	0.00
Total Dept 621 - UNDERGROUND STORAGE TANKS						
		0.00	0.00	0.00	0.00	0.00
Dept 653 - POSTAGE FEES						
101-653-726	OFFICE SUPPLIES	6,000.00	5,869.15	191.70	130.85	97.82
101-653-727	POSTAGE	8,000.00	10,000.87	507.00	(2,000.87)	125.01
Total Dept 653 - POSTAGE FEES						
		14,000.00	15,870.02	698.70	(1,870.02)	113.36
Dept 720 - FIREWORKS ACTIVITIES						
101-720-774	FIREWORKS PROGRAM	15,000.00	15,000.00	0.00	0.00	100.00
Total Dept 720 - FIREWORKS ACTIVITIES						
		15,000.00	15,000.00	0.00	0.00	100.00
Dept 738 - LIBRARY						
101-738-706	WAGES/SALARIES	19,000.00	20,189.25	2,261.00	(1,189.25)	106.26
101-738-707	WAGES	2,000.00	2,655.50	513.00	(655.50)	132.78
101-738-710	INSURANCE	0.00	0.00	0.00	0.00	0.00
101-738-711	COST OF LIVING	1,500.00	868.03	97.09	631.97	57.87
101-738-714	EMPLOYERS TAX PORTION	1,700.00	1,828.53	219.66	(128.53)	107.56
101-738-715	RETIREMENT	9,000.00	4,350.00	750.00	4,650.00	48.33
101-738-726	SUPPLIES	0.00	21.00	0.00	(21.00)	100.00
101-738-728	BOOKS	2,300.00	1,585.32	145.77	714.68	68.93
101-738-729	MAGAZINES & NEWSPAPERS	500.00	0.00	0.00	500.00	0.00
101-738-920	UTILITIES	0.00	0.00	0.00	0.00	0.00
101-738-930	REPAIRS//BLDG. MAINT.	1,700.00	0.00	0.00	1,700.00	0.00
101-738-977	EQUIPMENT	1,500.00	1,473.59	0.00	26.41	98.24
Total Dept 738 - LIBRARY						
		39,200.00	32,971.22	3,986.52	6,228.78	84.11
Dept 771 - UTILITIES						
101-771-920	UTILITIES	25,000.00	18,380.56	574.69	6,619.44	73.52
Total Dept 771 - UTILITIES						
		25,000.00	18,380.56	574.69	6,619.44	73.52
Dept 805 - PLANNING AND ZONING						
101-805-703	WAGES	19,000.00	12,783.63	492.00	6,216.37	67.28
101-805-706	WAGES COMMITTEES	3,000.00	1,300.00	610.00	1,700.00	43.33
101-805-711	COST OF LIVING	1,000.00	217.43	0.00	782.57	21.74
101-805-714	EMPLOYERS TAX PORTION	1,500.00	699.65	37.63	800.35	46.64
101-805-726	SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-805-801	PROF SERV/LEGAL RET/SR. CITIZEN	4,000.00	4,000.00	0.00	0.00	100.00
101-805-836	MEMBERSHIPS AND DUES	2,000.00	2,896.16	0.00	(896.16)	144.81
101-805-860	MILEAGE OR EXPENSES	200.00	0.00	0.00	200.00	0.00
101-805-900	PRINT & PUBLISH/START UP COST	1,000.00	1,348.70	0.00	(348.70)	134.87
101-805-960	EDUCATION AND TRAINING	100.00	0.00	0.00	100.00	0.00

REVENUE AND EXPENDITURE REPORT FOR SOMERSET TOWNSHIP
 PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-805-977	EQUIPMENT/RECORD RETENTION	0.00	0.00	0.00	0.00	0.00
Total Dept 805 - PLANNING AND ZONING		31,800.00	23,245.57	1,139.63	8,554.43	73.10
Dept 851 - INSURANCE						
101-851-910	INSURANCES	25,000.00	21,818.93	0.00	3,181.07	87.28
Total Dept 851 - INSURANCE		25,000.00	21,818.93	0.00	3,181.07	87.28
Dept 863 - 1099 MOWING CONTRACTS						
101-863-830	CONTRACTED LABOR	1,400.00	0.00	0.00	1,400.00	0.00
Total Dept 863 - 1099 MOWING CONTRACTS		1,400.00	0.00	0.00	1,400.00	0.00
Dept 864 - WEBSITE						
101-864-830	WEBSITE	3,600.00	3,314.01	0.00	285.99	92.06
Total Dept 864 - WEBSITE		3,600.00	3,314.01	0.00	285.99	92.06
Dept 868 - 1099 SNOW REMOVAL CONTRACTS						
101-868-830	CONTRACTED LABOR	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 868 - 1099 SNOW REMOVAL CONTRACTS		3,000.00	0.00	0.00	3,000.00	0.00
Dept 869 - MISC. EXPENSE (W/H TAX PEN.)						
101-869-717	WITHHOLDING TAX PENALTY	0.00	4,602.42	0.00	(4,602.42)	100.00
101-869-718	MISC EXPENSE FOR ARPA CORNA RECOVERY	0.00	0.00	0.00	0.00	0.00
101-869-720	CONTRACTED SERVICES-SADD	0.00	0.00	0.00	0.00	0.00
Total Dept 869 - MISC. EXPENSE (W/H TAX PEN.)		0.00	4,602.42	0.00	(4,602.42)	100.00
Dept 999 - TAX TRANSFERS						
101-999-965	TRANSFERS TO OTHER FUNDS	606,534.00	491,000.00	(64,000.00)	115,534.00	80.95
Total Dept 999 - TAX TRANSFERS		606,534.00	491,000.00	(64,000.00)	115,534.00	80.95
TOTAL EXPENDITURES		1,340,614.00	1,052,201.62	(24,764.53)	288,412.38	78.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,340,614.00	928,368.23	21,292.98	412,245.77	69.25
TOTAL EXPENDITURES		1,340,614.00	1,052,201.62	(24,764.53)	288,412.38	78.49
NET OF REVENUES & EXPENDITURES		0.00	(123,833.39)	46,057.51	123,833.39	100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 204 - ROADS						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
204-000-403	PROPERTY TAXES	67,968.00	63,957.86	0.00	4,010.14	94.10
204-000-420	DELINQUENT PERSONAL TAX	0.00	0.00	0.00	0.00	0.00
204-000-441	DELINQUENT REAL TAX	0.00	0.00	0.00	0.00	0.00
204-000-547	METRO ACT	1,800.00	0.00	0.00	1,800.00	0.00
204-000-626	DUST CONTROL FEES	0.00	0.00	0.00	0.00	0.00
204-000-665	INTEREST INCOME	1,500.00	744.71	14.42	755.29	49.65
204-000-691	INSURANCE REIMBURSE	0.00	0.00	0.00	0.00	0.00
204-000-694	MISC REVENUES	300.00	0.00	0.00	300.00	0.00
204-000-699	TRANS FROM GEN FUND/FUND BALANCE	205,932.00	155,922.00	(64,000.00)	50,010.00	75.72
Total Dept 000 - NON-DEPARTMENTAL		277,500.00	220,624.57	(63,985.58)	56,875.43	79.50
TOTAL REVENUES		277,500.00	220,624.57	(63,985.58)	56,875.43	79.50
Expenditures						
Dept 451 - ROADS						
204-451-910	INSURANCES	15,500.00	16,188.00	0.00	(688.00)	104.44
204-451-928	LIMESTONE GRAVEL ROAD MAINT.	38,000.00	37,511.41	0.00	488.59	98.71
204-451-933	DUST CONTROL	24,000.00	12,004.65	0.00	11,995.35	50.02
204-451-934	ROAD IMPROVEMENTS	200,000.00	157,764.76	0.00	42,235.24	78.88
204-451-935	ROAD MAINTENANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - ROADS		277,500.00	223,468.82	0.00	54,031.18	80.53
TOTAL EXPENDITURES		277,500.00	223,468.82	0.00	54,031.18	80.53
Fund 204 - ROADS:						
TOTAL REVENUES		277,500.00	220,624.57	(63,985.58)	56,875.43	79.50
TOTAL EXPENDITURES		277,500.00	223,468.82	0.00	54,031.18	80.53
NET OF REVENUES & EXPENDITURES		0.00	(2,844.25)	(63,985.58)	2,844.25	100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 206 - FIRE SERVICES FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
206-000-403	PROPERTY TAXES	203,904.00	191,919.66	0.00	11,984.34	94.12
206-000-404	CAP IMP TRANSFER/PAYOFF DEBT 2	0.00	0.00	0.00	0.00	0.00
206-000-415	COUNTY AMBULANCE APPROP. - OPERA	292,253.00	216,853.19	0.00	75,399.81	74.20
206-000-416	COUNTY AMBULANCE APPROP. - EQUIP	51,562.00	38,259.24	0.00	13,302.76	74.20
206-000-417	BILLED SERVICES	350,000.00	242,484.48	27,602.44	107,515.52	69.28
206-000-420	DELINQUENT PERSONAL TAX	0.00	0.00	0.00	0.00	0.00
206-000-441	DELINQUENT REAL TAX	0.00	0.00	0.00	0.00	0.00
206-000-505	FEDERAL GRANT/PUBLIC SAFETY	0.00	0.00	0.00	0.00	0.00
206-000-541	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
206-000-634	DONATIONS-FIREFIGHTERS	0.00	10.00	0.00	(10.00)	100.00
206-000-651	FEES FOR INFORMATION	10.00	0.00	0.00	10.00	0.00
206-000-653	EDUCATION FEES	0.00	0.00	0.00	0.00	0.00
206-000-654	FIRE RUNS	0.00	0.00	0.00	0.00	0.00
206-000-655	JOINT SCUBA TEAM VENTURE	0.00	0.00	0.00	0.00	0.00
206-000-658	REIMBURSE FOR FIRE SUPPLIES	1,000.00	1,327.45	0.00	(327.45)	132.75
206-000-665	INTEREST INCOME	2,300.00	1,956.01	229.78	343.99	85.04
206-000-675	DONATIONS	0.00	0.00	0.00	0.00	0.00
206-000-691	INSURANCE REIMBURSE	0.00	0.00	0.00	0.00	0.00
206-000-694	MISC REVENUES	2,000.00	6,899.90	0.00	(4,899.90)	345.00
206-000-696	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
206-000-697	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
206-000-699	TRANS FROM GEN FUND/FUND BALANCE	50,000.00	120,000.00	0.00	(70,000.00)	240.00
Total Dept 000 - NON-DEPARTMENTAL		953,029.00	819,709.93	27,832.22	133,319.07	86.01
TOTAL REVENUES						
		953,029.00	819,709.93	27,832.22	133,319.07	86.01
Expenditures						
Dept 340 - FIRE SERV OR TRANSFER TO/CI						
206-340-705	WAGES FIRE CHIEF	57,393.00	52,108.29	4,328.46	5,284.71	90.79
206-340-707	WAGES/OFF DUTY CALLS	35,000.00	20,411.21	8,114.04	14,588.79	58.32
206-340-708	WAGES EMTS AND PARAMEDICS	350,000.00	451,665.04	41,327.06	(101,665.04)	129.05
206-340-709	WAGES ASSISTANT CHIEF	5,358.00	5,174.00	141.00	184.00	96.57
206-340-710	HEALTH INSURANCE	130,341.00	106,563.91	10,246.11	23,777.09	81.76
206-340-711	COST OF LIVING	25,000.00	18,241.16	1,800.01	6,758.84	72.96
206-340-714	EMPLOYERS TAX PORTION	40,000.00	41,715.89	4,248.23	(1,715.89)	104.29
206-340-715	RETIREMENT	24,000.00	17,296.84	6,400.00	6,703.16	72.07
206-340-717	WITHHOLDING TAX PENALTY	0.00	0.00	0.00	0.00	0.00
206-340-726	SUPPLIES	1,000.00	412.08	0.00	587.92	41.21
206-340-727	POSTAGE	25.00	0.00	0.00	25.00	0.00
206-340-728	BOOKS/TURN OUT GEAR	10,000.00	0.00	0.00	10,000.00	0.00
206-340-732	UNIFORMS	5,000.00	1,624.67	52.99	3,375.33	32.49
206-340-740	GASOLINE	30,000.00	16,524.54	858.70	13,475.46	55.08
206-340-741	JOINT SCUBA TEAM VENTURE	0.00	0.00	0.00	0.00	0.00
206-340-775	MAINTENANCE SUPPLIES	500.00	345.57	176.02	154.43	69.11
206-340-808	FIRE DEPT LEGAL	500.00	0.00	0.00	500.00	0.00
206-340-809	BANK SERVICE CHARGES	0.00	0.00	0.00	0.00	0.00
206-340-830	CONTRACTED LABOR	15,000.00	12,848.77	111.89	2,151.23	85.66
206-340-836	MEMBERSHIPS AND DUES	5,200.00	177.46	0.00	5,022.54	3.41
206-340-851	RADIO MAINTENANCE	500.00	0.00	0.00	500.00	0.00
206-340-853	TELEPHONE	1,700.00	3,418.96	412.86	(1,718.96)	201.12
206-340-860	TRAVEL OR EXPENSES	6,000.00	0.00	0.00	6,000.00	0.00
206-340-900	PRINT & PUBLISH/START UP COST	0.00	250.00	0.00	(250.00)	100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
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Fund 206 - FIRE SERVICES FUND						
Expenditures						
206-340-910	PROPERTY INSURANCES	15,000.00	14,440.83	0.00	559.17	96.27
206-340-920	UTILITIES	0.00	1,198.38	0.00	(1,198.38)	100.00
206-340-930	REPAIRS//BLDG. MAINT.	500.00	1,476.81	0.00	(976.81)	295.36
206-340-939	VEHICLE MAINTENANCE	30,000.00	55,542.90	0.00	(25,542.90)	185.14
206-340-940	EQUIPMENT MAINTENANCE	3,200.00	(3,721.23)	0.00	6,921.23	(116.29)
206-340-943	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
206-340-956	CONTRACTED BILLING SERVICES	14,000.00	11,385.72	1,410.72	2,614.28	81.33
206-340-957	AMBULANCE EQUIPMENT	51,562.00	51,271.14	0.00	290.86	99.44
206-340-958	AMBULANCE MUTUAL AID	250.00	250.00	0.00	0.00	100.00
206-340-960	EDUCATION AND TRAINING	5,000.00	6,287.36	0.00	(1,287.36)	125.75
206-340-965	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
206-340-977	EQUIPMENT	80,000.00	79,488.10	0.00	511.90	99.36
206-340-982	MEDICAL EQUIPMENT	11,000.00	14,246.97	1,318.86	(3,246.97)	129.52
206-340-991	DEBT SERVICE PRINCIPAL	0.00	0.00	0.00	0.00	0.00
206-340-992	DEBT SERVICE INT/BOND RETIREMT	0.00	0.00	0.00	0.00	0.00
206-340-996	RESERVE AMBULANCE	0.00	0.00	0.00	0.00	0.00
206-340-997	PAYMENT TO REPAY GENERAL FUND	0.00	0.00	0.00	0.00	0.00

Total Dept 340 - FIRE SERV OR TRANSFER TO/CI 953,029.00 980,645.37 83,806.95 (27,616.37) 102.90

TOTAL EXPENDITURES 953,029.00 980,645.37 83,806.95 (27,616.37) 102.90

Fund 206 - FIRE SERVICES FUND:						
TOTAL REVENUES		953,029.00	819,709.93	27,832.22	133,319.07	86.01
TOTAL EXPENDITURES		953,029.00	980,645.37	83,806.95	(27,616.37)	102.90
NET OF REVENUES & EXPENDITURES		0.00	(160,935.44)	(55,974.73)	160,935.44	100.00

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DB: Somerset

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 207 - POLICE SERVICES FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
207-000-403	PROPERTY TAXES	135,936.00	127,938.81	0.00	7,997.19	94.12
207-000-406	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
207-000-420	DELINQUENT PERSONAL TAX	0.00	0.00	0.00	0.00	0.00
207-000-441	DELINQUENT REAL TAX	0.00	0.00	0.00	0.00	0.00
207-000-541	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
207-000-650	PROCESSING SERVICE FEES	600.00	100.00	0.00	500.00	16.67
207-000-651	FEES FOR INFORMATION	500.00	667.45	0.00	(167.45)	133.49
207-000-657	OUIL	200.00	0.00	0.00	200.00	0.00
207-000-660	ORDINANCE FINES	400.00	240.30	31.35	159.70	60.08
207-000-665	INTEREST INCOME	500.00	434.42	43.23	65.58	86.88
207-000-675	DONATIONS	2,500.00	110.00	0.00	2,390.00	4.40
207-000-691	INSURANCE REIMBURSE	0.00	0.00	0.00	0.00	0.00
207-000-694	MISC REVENUES	50.00	6.45	0.00	43.55	12.90
207-000-695	LIQUOR CONTROL	600.00	0.00	0.00	600.00	0.00
207-000-698	TRAINING ACT 302 FUNDS	0.00	2,000.00	0.00	(2,000.00)	100.00
207-000-699	TRANS FROM GEN FUND/FUND BALANCE/TRANS	313,740.00	200,000.00	0.00	113,740.00	63.75

Total Dept 000 - NON-DEPARTMENTAL

455,026.00

331,497.43

74.58

123,528.57

72.85

TOTAL REVENUES

455,026.00

331,497.43

74.58

123,528.57

72.85

Expenditures

Dept 301 - POLICE FUND OR TRANSFER TO/CI

207-301-705	WAGES SALARIES POLICE CHIEF	58,700.00	51,271.60	4,458.40	7,428.40	87.35
207-301-706	WAGES/OFFICERS	98,074.00	82,318.44	5,808.99	15,755.56	83.94
207-301-708	WAGES/OVERTIME	5,000.00	0.00	0.00	5,000.00	0.00
207-301-709	EMPLOYEE BENEFITS	6,000.00	1,051.14	1,000.00	4,948.86	17.52
207-301-710	HEALTH INSURANCE	100,000.00	93,399.87	6,147.66	6,600.13	93.40
207-301-711	COST OF LIVING	11,340.00	4,830.80	3,620.09	6,509.20	42.60
207-301-714	EMPLOYERS TAX PORTION	6,000.00	8,688.93	850.99	(2,688.93)	144.82
207-301-715	RETIREMENT	10,000.00	2,000.00	0.00	8,000.00	20.00
207-301-717	WITHHOLDING TAX PENALTY	0.00	0.00	0.00	0.00	0.00
207-301-726	SUPPLIES	500.00	500.00	0.00	0.00	100.00
207-301-727	POSTAGE	50.00	13.35	9.60	36.65	26.70
207-301-740	GASOLINE	22,000.00	19,794.67	858.71	2,205.33	89.98
207-301-775	MAINTENANCE SUPPLIES	700.00	0.00	0.00	700.00	0.00
207-301-805	POLICE DEPT LEGAL	1,000.00	0.00	0.00	1,000.00	0.00
207-301-830	CONTRACTED LABOR	1,500.00	3,127.00	0.00	(1,627.00)	208.47
207-301-836	MEMBERSHIPS/RECORD RETENSTION	1,500.00	1,242.74	260.63	257.26	82.85
207-301-851	RADIO MAINTENANCE/COMPUTER	7,100.00	1,446.90	47.90	5,653.10	20.38
207-301-853	TELEPHONE	3,300.00	3,116.46	300.46	183.54	94.44
207-301-860	MILEAGE OR EXPENSES	1,500.00	31.36	23.95	1,468.64	2.09
207-301-900	PRINT & PUBLISH/START UP COST/P.R	800.00	389.49	0.00	410.51	48.69
207-301-910	PROPERTY INSURANCES	23,300.00	16,325.84	0.00	6,974.16	70.07
207-301-930	REPAIRS	1,000.00	446.00	0.00	554.00	44.60
207-301-939	VEHICLE MAINTENANCE	37,560.00	32,010.79	1,521.94	5,549.21	85.23
207-301-943	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
207-301-959	EDUCATION & TNG ACT 302	500.00	682.31	0.00	(182.31)	136.46
207-301-960	EDUCATION AND TRAINING	14,600.00	11,836.07	30.70	2,763.93	81.07
207-301-961	CLOTHING ALLOWANCE	5,000.00	4,613.76	324.95	386.24	92.28
207-301-977	EQUIPMENT	38,002.00	18,965.70	503.71	19,036.30	49.91

Total Dept 301 - POLICE FUND OR TRANSFER TO/CI

455,026.00

358,103.22

22,510.68

96,922.78

78.70

REVENUE AND EXPENDITURE REPORT FOR SOMERSET TOWNSHIP
PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDT
		AMENDED BUDGET	05/31/2025	MONTH	05/31/2025	BALANCE	USED
Fund 207 - POLICE SERVICES FUND							
Expenditures							
TOTAL EXPENDITURES		455,026.00	358,103.22	22,510.68	96,922.78	78.70	
Fund 207 - POLICE SERVICES FUND:							
TOTAL REVENUES		455,026.00	331,497.43	74.58	123,528.57	72.85	
TOTAL EXPENDITURES		455,026.00	358,103.22	22,510.68	96,922.78	78.70	
NET OF REVENUES & EXPENDITURES		0.00	(26,605.79)	(22,436.10)	26,605.79	100.00	

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 208 - PARKS AND RECREATION FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
208-000-403	PROPERTY TAXES	67,968.00	63,957.86	0.00	4,010.14	94.10
208-000-420	DELINQUENT PERSONAL TAX	100.00	0.00	0.00	100.00	0.00
208-000-441	DELINQUENT REAL TAX	100.00	0.00	0.00	100.00	0.00
208-000-541	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
208-000-665	INTEREST INCOME	3,000.00	3,066.59	326.23	(66.59)	102.22
208-000-668	BRIDGE PAVILLION/US-12 SALE	3,000.00	2,670.00	270.00	330.00	89.00
208-000-671	BRIDGE RESTORATION/CINGULAR	0.00	0.00	0.00	0.00	0.00
208-000-675	DONATIONS	800.00	1,694.71	155.00	(894.71)	211.84
208-000-683	DISC GOLF	500.00	0.00	0.00	500.00	0.00
208-000-684	BASEBALL FIELDS	500.00	0.00	0.00	500.00	0.00
208-000-685	CONCESSION STAND	2,000.00	221.00	0.00	1,779.00	11.05
208-000-686	BERM HOUSE	2,500.00	400.00	(200.00)	2,100.00	16.00
208-000-688	DISC GOLF FUNDRAISING	0.00	0.00	0.00	0.00	0.00
208-000-691	INSURANCE REIMBURSE	0.00	0.00	0.00	0.00	0.00
208-000-694	MISC REVENUES	2,000.00	360.00	0.00	1,640.00	18.00
208-000-699	TRANS FROM GEN FUND/FUND BALANCE	42,362.00	0.00	0.00	42,362.00	0.00

Total Dept 000 - NON-DEPARTMENTAL

124,830.0072,370.16551.2352,459.8457.97

TOTAL REVENUES

124,830.0072,370.16551.2352,459.8457.97

Expenditures						
Dept 751 - PARKS & REC						
208-751-705	WAGES PARK	3,240.00	552.74	0.00	2,687.26	17.06
208-751-706	WAGES COMMITTEE	6,000.00	8,129.33	(100.00)	(2,129.33)	135.49
208-751-711	COST OF LIVING	30.00	(126.82)	0.00	156.82	(422.73)
208-751-714	EMPLOYERS TAX PORTION	0.00	9.90	0.00	(9.90)	100.00
208-751-726	SUPPLIES	5,000.00	1,143.92	43.47	3,856.08	22.88
208-751-727	POSTAGE	100.00	0.00	0.00	100.00	0.00
208-751-740	GASOLINE	750.00	0.00	0.00	750.00	0.00
208-751-775	MAINTENANCE SUPPLIES	3,000.00	1,959.63	0.00	1,040.37	65.32
208-751-801	PROF SERV/LEGAL RET/SR. CITIZE	0.00	0.00	0.00	0.00	0.00
208-751-809	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00
208-751-814	MUSIC IN PARKS CONTRACT	3,000.00	1,500.00	0.00	1,500.00	50.00
208-751-829	ADVERTISING	0.00	0.00	0.00	0.00	0.00
208-751-830	CONTRACTED LABOR	25,000.00	20,047.48	8,055.00	4,952.52	80.19
208-751-836	MEMBERSHIPS AND DUES	500.00	175.00	0.00	325.00	35.00
208-751-860	MILEAGE OR EXPENSES	500.00	100.50	0.00	399.50	20.10
208-751-900	PRINT & PUBLISH/START UP COST	1,000.00	0.00	0.00	1,000.00	0.00
208-751-901	HOLIDAY EVENT SUPPLIES	1,500.00	517.17	45.01	982.83	34.48
208-751-902	BASEBALL FIELDL EQUP & SUPPLIES	1,000.00	152.30	0.00	847.70	15.23
208-751-903	CONCESSION STAND EQUP & SUPPLIES	3,000.00	89.70	0.00	2,910.30	2.99
208-751-904	BERM HOUSE EQUP & SUPPLIES	6,000.00	4,653.48	0.00	1,346.52	77.56
208-751-905	SPORTS COMPLEX EQUP & SUPPLIES	500.00	0.00	0.00	500.00	0.00
208-751-910	INSURANCES	12,160.00	15,175.19	0.00	(3,015.19)	124.80
208-751-920	UTILITIES	10,000.00	5,117.46	278.80	4,882.54	51.17
208-751-930	REPAIRS//BLDG. MAINT.	7,000.00	3,897.20	3,350.00	3,102.80	55.67
208-751-931	EQUIP SERV CONT/GROUNDS MAINT	7,000.00	4,138.87	0.00	2,861.13	59.13
208-751-942	BRIDGE RESTORATION/CINGULAR	0.00	0.00	0.00	0.00	0.00
208-751-945	EQUIPMENT MAINT./REPAIR	7,500.00	294.67	0.00	7,205.33	3.93
208-751-946	BRIDGE MAINT./REPAIR	3,000.00	2,900.00	0.00	100.00	96.67
208-751-947	DISC GOLF MAINT./REPAIR	1,000.00	0.00	0.00	1,000.00	0.00
208-751-960	EDUCATION AND TRAINING	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 05/31/2025	MONTH 05/31/2025			
Fund 208 - PARKS AND RECREATION FUND							
Expenditures							
208-751-976	IMPROVEMENTS	15,000.00	3,925.00	0.00	11,075.00	26.17	
208-751-977	EQUIPMENT/RECORD RETENTION	0.00	0.00	0.00	0.00	0.00	
Total Dept 751 - PARKS & REC		124,830.00	74,352.72	12,172.28	50,477.28	59.56	
TOTAL EXPENDITURES		124,830.00	74,352.72	12,172.28	50,477.28	59.56	
Fund 208 - PARKS AND RECREATION FUND:							
TOTAL REVENUES		124,830.00	72,370.16	551.23	52,459.84	57.97	
TOTAL EXPENDITURES		124,830.00	74,352.72	12,172.28	50,477.28	59.56	
NET OF REVENUES & EXPENDITURES		0.00	(1,982.56)	(11,621.05)	1,982.56	100.00	

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
401-000-402	TRANS. FROM GEN. FUND/FUNDBAL.	0.00	0.00	0.00	0.00	0.00
401-000-403	PROPERTY TAXES	67,968.00	63,957.86	0.00	4,010.14	94.10
401-000-404	CAP IMP TRANSFER/PAYOFF DEBT 2	0.00	0.00	0.00	0.00	0.00
401-000-420	DELINQUENT PERSONAL TAX	20.00	0.00	0.00	20.00	0.00
401-000-441	DELINQUENT REAL TAX	400.00	0.00	0.00	400.00	0.00
401-000-541	EQUIPMENT GRANT	0.00	0.00	0.00	0.00	0.00
401-000-542	INCENTIVE REBATE	0.00	0.00	0.00	0.00	0.00
401-000-665	INTEREST INCOME	4,000.00	2,208.23	307.27	1,791.77	55.21
401-000-675	DONATIONS	100.00	0.00	0.00	100.00	0.00
401-000-691	INSURANCE REIMBURSE	0.00	0.00	0.00	0.00	0.00
401-000-697	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
401-000-699	TRANS FROM GEN FUND/FUND BALANCE	8,500.00	0.00	0.00	8,500.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		80,988.00	66,166.09	307.27	14,821.91	81.70
TOTAL REVENUES						
		80,988.00	66,166.09	307.27	14,821.91	81.70
Expenditures						
Dept 301 - POLICE FUND OR TRANSFER TO/CI						
401-301-981	IMPROVEMENTS/WEBSITE	0.00	0.00	0.00	0.00	0.00
401-301-996	RESERVE POLICE CAR	0.00	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE FUND OR TRANSFER TO/CI		0.00	0.00	0.00	0.00	0.00
Dept 340 - FIRE SERV OR TRANSFER TO/CI						
401-340-930	REPAIRS//BLDG. MAINT.	55,488.00	6,574.58	0.00	48,913.42	11.85
401-340-977	EQUIPMENT/RECORD RETENTION	0.00	0.00	0.00	0.00	0.00
Total Dept 340 - FIRE SERV OR TRANSFER TO/CI		55,488.00	6,574.58	0.00	48,913.42	11.85
Dept 974 - LAND IMPROVEMENTS						
401-974-981	IMPROVEMENTS/WEBSITE	12,000.00	5,750.00	0.00	6,250.00	47.92
Total Dept 974 - LAND IMPROVEMENTS		12,000.00	5,750.00	0.00	6,250.00	47.92
Dept 975 - BUILDING IMPROVEMENTS						
401-975-981	IMPROVEMENTS	8,500.00	8,431.50	0.00	68.50	99.19
Total Dept 975 - BUILDING IMPROVEMENTS		8,500.00	8,431.50	0.00	68.50	99.19
Dept 999 - TAX TRANSFERS						
401-999-977	EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
401-999-978	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00
401-999-981	IMPROVEMENTS/WEBSITE	0.00	0.00	0.00	0.00	0.00
Total Dept 999 - TAX TRANSFERS		5,000.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES		80,988.00	20,756.08	0.00	60,231.92	25.63

PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	%
		AMENDED BUDGET	05/31/2025	MONTH	05/31/2025	BALANCE	BDGT USED
Fund 401 - CAPITAL IMPROVEMENT FUND							
Fund 401 - CAPITAL IMPROVEMENT FUND:							
TOTAL REVENUES		80,988.00	66,166.09		307.27	14,821.91	81.70
TOTAL EXPENDITURES		80,988.00	20,756.08		0.00	60,231.92	25.63
NET OF REVENUES & EXPENDITURES		0.00	45,410.01		307.27	(45,410.01)	100.00

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 05/31/2025	ACTIVITY FOR MONTH 05/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 703 - TAX ACCOUNT						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
703-000-402	TRANS. FROM GEN. FUND/FUNDBAL.	0.00	12,000.00	0.00	(12,000.00)	100.00
703-000-403	PROPERTY TAXES	0.00	(23,677.41)	0.00	23,677.41	100.00
703-000-406	TRANS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
703-000-420	DELINQUENT PERSONAL TAX	0.00	0.00	0.00	0.00	0.00
703-000-499	DOG LICENSES	0.00	0.00	0.00	0.00	0.00
703-000-665	INTEREST/PENALTIES	0.00	1,771.20	0.00	(1,771.20)	100.00
703-000-694	MISC REVENUES	0.00	51,089.13	0.00	(51,089.13)	100.00
Total Dept 000 - NON-DEPARTMENTAL						
		0.00	41,182.92	0.00	(41,182.92)	100.00
TOTAL REVENUES						
		0.00	41,182.92	0.00	(41,182.92)	100.00
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
BANK SERVICE CHARGES						
703-000-809		0.00	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL						
		0.00	0.00	0.00	0.00	0.00
Dept 999 - TAX TRANSFERS						
703-999-948	TRANS TO JACKSON SPEC ED	0.00	(319,707.03)	0.00	319,707.03	100.00
703-999-949	TRANS TO JACKSON VOC ED	0.00	(109,068.82)	0.00	109,068.82	100.00
703-999-950	TRANS TO HILLSDALE SPEC ED	0.00	(92,897.14)	0.00	92,897.14	100.00
703-999-951	TRANS TO HILLSDALE VOC ED	0.00	(46,446.75)	0.00	46,446.75	100.00
703-999-952	TRANS TO LEWANEE SPEC ED	0.00	(731,983.97)	0.00	731,983.97	100.00
703-999-953	TRANS TO LEWANEE VOC ED	0.00	(520,612.92)	0.00	520,612.92	100.00
703-999-962	TRANS TO HILLSDALE CO TREAS	0.00	45,407.85	6.00	(45,407.85)	100.00
703-999-963	TRANS TO LEWANEE ISD	0.00	1,243,488.32	0.00	(1,243,488.32)	100.00
703-999-964	TRANS TO ADDISON	0.00	331,664.60	0.00	(331,664.60)	100.00
703-999-966	TRANS TO HILLSDALE ISD	0.00	133,819.00	0.00	(133,819.00)	100.00
703-999-967	TRANS TO N ADAMS/JEROME	0.00	(323,583.47)	0.00	323,583.47	100.00
703-999-968	TRANS TO JACKSON ISD	0.00	127,145.68	0.00	(127,145.68)	100.00
703-999-969	TRANS TO COLUMBIA	0.00	6,761.65	0.00	(6,761.65)	100.00
703-999-970	TRANS TO HANOVER HORTON	0.00	298,500.94	0.00	(298,500.94)	100.00
703-999-972	SURVEY/DEED EXPENSE	0.00	0.00	0.00	0.00	0.00
703-999-973	TRANS TO GEN FUND	0.00	217,534.02	0.00	(217,534.02)	100.00
703-999-975	TRANS TO FIRE FUND	0.00	(60,211.88)	0.00	60,211.88	100.00
703-999-983	TRANS TO POLICE FUND	0.00	(40,138.12)	0.00	40,138.12	100.00
703-999-984	TRANS TO PARKS & REC	0.00	(20,064.01)	0.00	20,064.01	100.00
703-999-985	TRANS TO CAPITAL IMPR.	0.00	(20,064.01)	0.00	20,064.01	100.00
703-999-989	TRANS TO ROAD FUND	0.00	(20,064.01)	0.00	20,064.01	100.00
Total Dept 999 - TAX TRANSFERS						
		0.00	99,479.93	6.00	(99,479.93)	100.00
TOTAL EXPENDITURES						
		0.00	99,479.93	6.00	(99,479.93)	100.00
Fund 703 - TAX ACCOUNT:						
TOTAL REVENUES						
		0.00	41,182.92	0.00	(41,182.92)	100.00
TOTAL EXPENDITURES						
		0.00	99,479.93	6.00	(99,479.93)	100.00
NET OF REVENUES & EXPENDITURES						
		0.00	(58,297.01)	(6.00)	58,297.01	100.00

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2025	MONTH	05/31/2025	BALANCE	
TOTAL REVENUES - ALL FUNDS		3,231,987.00	2,479,919.33		(13,927.30)	752,067.67	76.73
TOTAL EXPENDITURES - ALL FUNDS		3,231,987.00	2,809,007.76		93,731.38	422,979.24	86.91
NET OF REVENUES & EXPENDITURES		0.00	(329,088.43)		(107,658.68)	329,088.43	100.00

Jser: DEPCLERK

CHECK DATE FROM 05/15/2025 - 06/18/2025

DB: Somerset

Banks: 01GD

Total for fund 101 GENERAL FUND	23,202.53
Total for fund 206 FIRE SERVICES FUND	19,383.82
Total for fund 207 POLICE SERVICES FUND	12,324.26
Total for fund 208 PARKS AND RECREATION FUND	9,861.26
TOTAL - ALL FUNDS	64,771.87

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
05/22/2025	01GD	29127	AMBER KAYE HECKAMAN	GROUNDS/BLDG RENTALS	668	000	50.00
05/22/2025	01GD	29128	ASSESSMENT ADMIN. SERVICES LLC	CONTRACTED SERVICES	720	209	8,225.00
05/22/2025	01GD	29131	CINTAS CORPORATION-300	ONYX MATS	775	266	79.49
05/22/2025	01GD	29134	FRONTIER	TELEPHONE	853	266	193.47
05/22/2025	01GD	29135	GANNETT MICHIGAN LOCALID	PRINT & PUBLISH/START UP COST	900	805	87.40
05/22/2025	01GD	29136	GREAT AMERICA FINANCIAL	EPSON COPIER MAY 2025	931	266	162.72
05/22/2025	01GD	29137	HILLSDALE COUNTY TREASURER	APRIL INSPECTIONS - 49	720	380	1,916.66
05/22/2025	01GD	29138	JANET OSHAUGHNESSEY	MILEAGE OR EXPENSES	860	253	26.60
05/22/2025	01GD	29139	JASON PARADINE	GROUNDS/BLDG RENTALS	668	000	50.00
05/22/2025	01GD	29143*#	MEDMUTUAL LIFE	EMPLOYEE BENEFITS	714	103	62.78
05/22/2025	01GD	29145	RENEGADE PEST CONTROL	REPAIRS//BLDG. MAINT.	930	266	154.00
05/22/2025	01GD	29146	SCOTT CORBIN	GROUNDS/BLDG RENTALS	668	000	50.00
06/04/2025	01GD	29155	ARLENE TRUMBIE	GROUNDS/BLDG RENTALS	668	000	50.00
06/04/2025	01GD	29157	CASTLEBERRY & LUCAS	LEGAL OPIN/COMP. ACCT/DOM HARM	802	211	600.00
06/04/2025	01GD	29159*#	CONSUMERS ENERGY	UTILITIES	920	269	43.75
				UTILITIES	920	269	100.60
				UTILITIES	920	771	1,238.58
				UTILITIES	920	771	175.68
				CHECK 01GD 29159 TOTAL FOR FUND 101:			1,558.61
06/04/2025	01GD	29161*#	CUT RIGHT LAWN CARE INC.	CONTRACTED LABOR	830	266	223.33
				CONTRACTED LABOR	830	276	1,103.33
				CHECK 01GD 29161 TOTAL FOR FUND 101:			1,326.66
06/04/2025	01GD	29163	FRONTIER JCB	TELEPHONE	853	269	58.48
06/04/2025	01GD	29164	HILLSDALE COUNTY TREASURER	ADMN FEES/TAXES	618	000	20.66

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 101 GENERAL FUND

06/04/2025	01GD	29165	HILLSDALE COUNTY TREASURER	BUILDING INSPECTION CONTRACT SERVICE	720	380	1,916.66
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06/04/2025	01GD	29166	HILLSDALE DAILY NEWS	BOOKS	728	738	25.00
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06/04/2025	01GD	29167	K&L TELECOM LLC	TELEPHONE	853	266	182.00
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06/04/2025	01GD	29168	KARI D. FOX	GROUNDS/BLDG RENTALS	668	000	50.00
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06/04/2025	01GD	29169	LRS	CONTRACTED LABOR	830	266	143.79
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06/04/2025	01GD	29170	LRS	CONTRACTED LABOR	830	269	51.51
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06/04/2025	01GD	29172	POSTMASTER	POSTAGE	727	653	120.00
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06/04/2025	01GD	29173	PRINTER SOURCE PLUS	EQUIP SERV CONT/GROUNDS MAINT	** VOIDED **		
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06/04/2025	01GD	29175	PURCHASE POWER	POSTAGE	727	653	507.00
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06/04/2025	01GD	29176	RIVER RAISIN WATERSHED COUNCIL	MISC REVENUES	694	000	190.00
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06/04/2025	01GD	29177	SPECTRUM PRINTERS	ELECTION SUPPLIES	770	192	1,056.03
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06/04/2025	01GD	29178	STEVENS DISPOSAL & RECYCLING SER	REMOVAL PROJECT	955	523	2,000.00
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06/09/2025	01GD	29183	BRENDA WARREN	GROUNDS/BLDG RENTALS	668	000	50.00
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06/09/2025	01GD	29185*#	CARDMEMBER SERVICE	MEMBERSHIPS AND DUES	836	215	285.70
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				MEMBERSHIPS AND DUES	836	253	21.19
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				REPAIRS//BLDG. MAINT.	930	266	610.94
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				OFFICE SUPPLIES	726	653	22.12
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				BOOKS	728	738	98.89
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				CHECK 01GD 29185 TOTAL FOR FUND 101:			1,038.84
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06/09/2025	01GD	29186	CASTLEBERRY & LUCAS	LEGAL OPIN/COMP. ACCT/DOM HARM	802	211	200.00
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06/09/2025	01GD	29188	CONSUMERS ENERGY	UTILITIES	920	771	361.10
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				UTILITIES	920	771	183.55
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				UTILITIES	920	771	30.04
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				CHECK 01GD 29188 TOTAL FOR FUND 101:			574.69
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User: DEPCLERK
DB: Somerset
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CHECK DATE FROM 05/15/2025 - 06/18/2025

Banks: 01GD

Check Date	Bank	Check #	Payee
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Description

Account Dept

Amount

Fund: 101 GENERAL FUND

06/09/2025	01GD	29190	DEBORAH NOYES
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GROUNDS/BLDG RENTALS

000 899

50.00

06/09/2025 01GD 29191 FRONTIER

TELEPHONE

853 266

203.48

06/09/2025 01GD 29198 PRINTER SOURCE PLUS

EQUIP SERV CONT/GROUNDS MAINT

931 266

101.62

06/09/2025 01GD 29201*# SOMERSET HARDWARE

MAINTENANCE SUPPLIES

775 266

19.38

06/09/2025 01GD 29204 TASHA GIFFORD

GROUNDS/BLDG RENTALS

000 899

50.00

Total for fund 101 GENERAL FUND

23,202.53

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
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Fund: 206 FIRE SERVICES FUND

05/22/2025	01GD	29129*#	BRINER OIL CO., INC.	GASOLINE	740	340	176.45
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05/22/2025	01GD	29132	COMCAST	TV FIRE	853	340	217.63
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05/22/2025	01GD	29143*#	MEDMUTUAL LIFE	EMPLOYERS TAX PORTION	714	340	10.57
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06/04/2025	01GD	29154	AFLAC	EMPLOYEES WITHOLDINGS	232	000	41.93
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06/04/2025	01GD	29156*#	BRINER OIL CO., INC.	GASOLINE	740	340	43.61
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				GASOLINE	740	340	66.99
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				GASOLINE	740	340	217.24
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				GASOLINE	740	340	160.91
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				CHECK 01GD 29156 TOTAL FOR FUND 206:			488.75
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06/04/2025	01GD	29174*#	PRIORITY HEALTH	HEALTH INSURANCE	710	340	10,246.11
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06/09/2025	01GD	29179	A T & T MOBILITY	TELEPHONE	853	340	313.92
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06/09/2025	01GD	29180	ALLIE BROTHERS	UNIFORMS	732	340	52.99
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06/09/2025	01GD	29181	BLUE CROSS COMPLETE MICHIGAN	CONTRACTED BILLING SERVICES	956	340	410.72
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06/09/2025	01GD	29182	BOUND TREE	MEDICAL EQUIPMENT	982	340	1,129.62
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				MEDICAL EQUIPMENT	982	340	39.24
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				MEDICAL EQUIPMENT	982	340	39.86
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				CHECK 01GD 29182 TOTAL FOR FUND 206:			1,208.72
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06/09/2025	01GD	29184	BROWNS ADVANCED CARE	MEDICAL EQUIPMENT	982	340	150.00
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06/09/2025	01GD	29185*#	CARDMEMBER SERVICE	CONTRACTED LABOR	830	340	175.00
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				MEMBERSHIPS AND DUES	836	340	1,108.19
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				CHECK 01GD 29185 TOTAL FOR FUND 206:			1,283.19
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06/09/2025	01GD	29187	COLONIAL LIFE	EMPLOYEES WITHOLDINGS	232	000	341.60
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06/09/2025	01GD	29192	HUBBARDS AUTO CENTER	MAINTENANCE SUPPLIES	775	340	47.96
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 206 FIRE SERVICES FUND							
06/09/2025	01GD	29195	MARC A. VOLGER & ASSOCIATES	EDUCATION AND TRAINING	960	340	2,860.00
06/09/2025	01GD	29196	MHR BILLING	CONTRACTED BILLING SERVICES	956	340	1,000.00
06/09/2025	01GD	29197	MICHIGAN DEPT OF HEALTH AND HUMA	CONTRACTED LABOR	830	340	111.89
06/09/2025	01GD	29200	SHIRLEY WARREN	CONTRACTED BILLING SERVICES	956	340	100.00
06/09/2025	01GD	29201*	SOMERSET HARDWARE	MAINTENANCE SUPPLIES	775	340	77.98
06/09/2025	01GD	29202	STERICULE INC-SHRED IT	CONTRACTED LABOR	830	340	243.41
Total for fund 206 FIRE SERVICES FUND							19,383.82

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 207 POLICE SERVICES FUND							
05/22/2025	01GD	29129*#	BRINER OIL CO., INC.	GASOLINE	740	301	176.46
05/22/2025	01GD	29130	CHRISTOPHER MCCANN	MILEAGE OR EXPENSES	860	301	23.95
05/22/2025	01GD	29133	E POLICE SUPPLY	CLOTHING ALLOWANCE	961	301	324.95
05/22/2025	01GD	29141	MAGNUM ELECTRONICS, INC.	RADIO MAINTENANCE/COMPUTER	851	301	47.90
05/22/2025	01GD	29143*#	MEDMUTUAL LIFE	EMPLOYERS TAX PORTION	714	301	37.84
06/04/2025	01GD	29153	A T & T MOBILITY	TELEPHONE	853	301	300.46
06/04/2025	01GD	29156*#	BRINER OIL CO., INC.	GASOLINE	740	301	43.61
				GASOLINE	740	301	66.99
				GASOLINE	740	301	217.24
				GASOLINE	740	301	160.91
				CHECK 01GD 29156 TOTAL FOR FUND 207:			488.75
06/04/2025	01GD	29160	CRONIN HILLSDALE	BRAKES AND RECALL WORK	939	301	1,521.94
06/04/2025	01GD	29162	FRANK BECK CHEVROLET	VEHICLE MAINTENANCE	939	301	67.96
06/04/2025	01GD	29171	MICHIGAN STATE POLICE	EQUIPMENT	977	301	33.00
06/04/2025	01GD	29174*#	PRIORITY HEALTH	GASOLINE	740	301	6,147.66
06/09/2025	01GD	29185*#	CARDMEMBER SERVICE	EDUCATION AND TRAINING	960	301	886.85
				EDUCATION AND TRAINING	960	301	187.40
				EQUIPMENT	977	301	2,079.14
				CHECK 01GD 29185 TOTAL FOR FUND 207:			3,153.39
				Total for fund 207 POLICE SERVICES FUND			12,324.26

Name: BEDARD, KIMBERLY S Emp ID: BEDARD Marital Status: Single Birth: 06/24/1967
Addr 1: 10612 BECKER DRIVE Dept: 101 Fed. Exempt: 0 Hire: 04/25/2022
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 100.00 Term:
C-St-Zip: JEROME, MI 49249 Emp Status: Active State Exempt: 0 Emp Type: Part-Time
Phone: Gender: Female State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7990	1,174.98	1,174.98	0.00	0.00	59.75	0.00	0.00	156.59	89.88	47.81	50.00	830.70
06/06/2025	DD8014	1,219.23	1,219.23	0.00	0.00	62.00	0.00	0.00	161.90	93.28	49.69	50.00	864.36
Employee Totals:		2,394.21	2,394.21	0.00	0.00	121.75	0.00	0.00	318.49	183.16	97.50	100.00	1,695.06

Name: BILMAN, GAVEN J Emp ID: BILMAN Marital Status: Single Birth: 01/12/2006
Addr 1: 3897 KIRKWOOD Dept: 206 Fed. Exempt: 0 Hire: 09/26/2024
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: JACKSON, MI 49203 Emp Status: Active State Exempt: 0 Emp Type: Part-Time
Phone: (517) 990-2282 Gender: Male State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7991	198.72	198.72	0.00	0.00	12.00	0.00	0.00	0.00	15.20	8.45	0.00	175.07
06/06/2025	DD8015	794.88	794.88	0.00	0.00	48.00	0.00	0.00	56.67	60.81	33.78	0.00	643.62
Employee Totals:		993.60	993.60	0.00	0.00	60.00	0.00	0.00	56.67	76.01	42.23	0.00	818.69

Name: BLAIR, ANDREW R Emp ID: BLAIR ANDR Marital Status: Married Birth: 07/12/1991
Addr 1: 11275 HILLVIEW DR. Dept: 206 Fed. Exempt: 0 Hire: 07/21/2016
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: CEMENT CITY, MI 49233 Emp Status: Active State Exempt: 0 Emp Type: Part-Time
Phone: (517) 442-6007 Gender: Male State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
06/06/2025	DD8016	273.24	273.24	0.00	0.00	11.00	0.00	0.00	0.00	20.92	11.61	0.00	240.71
Employee Totals:		273.24	273.24	0.00	0.00	11.00	0.00	0.00	0.00	20.92	11.61	0.00	240.71

Name: BRADY, ROBERT K Emp ID: BRADY Marital Status: Single Birth: 10/29/1986
Addr 1: 9062 PLATT RD. Dept: 206 Fed. Exempt: 0 Hire: 07/18/2024
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: DUNDEE, MI 48131 Emp Status: Active State Exempt: 0 Emp Type: Full-Time
Phone: Gender: Male State Extra: 0.00

From: 05/15/2025 To: 06/18/2025

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7992	2,760.35	2,319.35	0.00	441.00	106.00	14.00	0.00	284.74	211.17	117.31	0.00	2,147.13
06/06/2025	DD8017	2,379.98	2,379.98	0.00	0.00	97.50	0.00	0.00	207.19	182.06	101.15	0.00	1,889.58
Employee Totals:		5,140.33		0.00		203.50		0.00	393.23			0.00	
			4,699.33		441.00		14.00		491.93		218.46		4,036.71

Name: BRIGHTON, TIMOTHY H
Addr 1: 10734 WESTDALE DR
Addr 2:
C-St-Zip: JEROME, MI 49249
Phone:
Emp ID: BRIGHTON
Dept: 206
S.S. #: XXX - XX - XXXX
Emp Status: Active
Gender: Male
Marital Status: Single
Fed. Exempt: 0
Fed. Extra: 0.00
State Exempt: 3
State Extra: 0.00
Birth: 01/28/1988
Hire: 01/19/2023
Term:
Emp Type:

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7993	2,086.56	2,086.56	0.00	0.00	96.00	0.00	0.00	88.27	155.79	58.11	100.00	1,684.39
06/06/2025	DD8018	2,760.35	2,319.35	0.00	441.00	106.00	14.00	0.00	168.43	207.35	86.75	100.00	2,197.82
Employee Totals:		4,846.91		0.00		202.00		0.00	363.14			200.00	
			4,405.91		441.00		14.00		256.70		144.86		3,882.21

Name: BURKE, DOUG S
Addr 1: 16450 ADDISON RD
Addr 2:
C-St-Zip: ADDISON, MI 49220
Phone:
Emp ID: BURKE D
Dept: 276
S.S. #: XXX - XX - XXXX
Emp Status: Active
Gender: Male
Marital Status: Single
Fed. Exempt: 0
Fed. Extra: 0.00
State Exempt: 0
State Extra: 0.00
Birth: 11/16/1963
Hire: 05/01/2023
Term:
Emp Type:

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	29123	413.64	413.64	0.00	0.00	0.00	0.00	0.00	0.00	31.63	17.58	0.00	364.43
06/06/2025	29149	624.89	624.89	0.00	0.00	0.00	0.00	0.00	4.80	47.82	26.56	0.00	545.71
Employee Totals:		1,038.53		0.00		0.00		0.00	79.45			0.00	
			1,038.53		0.00		0.00		4.80		44.14		910.14

Name: FRIESS, ASHLEY
Addr 1: 11953 SUTFIN RD
Addr 2:
C-St-Zip: HORTON, MI 49246
Phone: (517) 250-3764
Emp ID: FRIESS ASH
Dept: 206
S.S. #: XXX - XX - XXXX
Emp Status: Active
Gender: Female
Marital Status: Single
Fed. Exempt: 0
Fed. Extra: 0.00
State Exempt: 1
State Extra: 0.00
Birth: 07/19/1995
Hire: 07/18/2013
Term:
Emp Type: Part-Time

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7994	1,589.76	1,589.76	0.00	0.00	96.00	0.00	0.00	152.06	121.61	58.08	10.24	1,247.77
06/06/2025	DD8019	1,755.36	1,755.36	0.00	0.00	106.00	0.00	0.00	171.93	134.29	65.12	10.24	1,373.78
Employee Totals:		3,345.12		0.00		202.00		0.00	255.90			20.48	

From: 05/15/2025 To: 06/18/2025

										3,345.12	0.00	0.00	323.99	123.20	2,621.55

Name:		FRIESS, JENNIFER L		Emp ID:	FRIESS J	Marital Status:	Married	Birth:	05/29/1980						
Addr 1:		9901 FOLKS RD		Dept:	206	Fed. Exempt:	0	Hire:	06/20/2022						
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Term:							
C-St-Zip:		HANOVER, MI 49241		Emp Status:	Active	State Exempt:	0	Emp Type:							
Phone:				Gender:	Male	State Extra:	0.00								

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay		
05/23/2025	DD7995	1,357.92	1,357.92	0.00	0.00	82.00	0.00	0.00	124.24	103.89	57.71	0.00	1,072.08		
06/06/2025	DD8020	1,987.20	1,987.20	0.00	0.00	108.00	0.00	0.00	199.75	152.02	84.46	0.00	1,550.97		
Employee Totals:		3,345.12		0.00	0.00	190.00	0.00	0.00	323.99	255.91	142.17	0.00	2,623.05		

Name:		FRIESS, SCOTT A		Emp ID:	FRIESS SCO	Marital Status:	Married	Birth:	05/29/1968						
Addr 1:		9901 FOLKS ROAD		Dept:	206	Fed. Exempt:	0	Hire:	10/05/2005						
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Term:							
C-St-Zip:		HANOVER, MI 49241		Emp Status:	Active	State Exempt:	0	Emp Type:	Full-Time						
Phone:		(517) 250-3430		Gender:	Male	State Extra:	0.00								

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay		
05/23/2025	DD7996	2,239.98	2,239.98	0.00	0.00	80.00	0.00	0.00	225.53	165.27	91.82	449.44	1,307.92		
06/06/2025	DD8021	2,239.98	2,239.98	0.00	0.00	80.00	0.00	0.00	225.53	165.27	91.82	449.44	1,307.92		
Employee Totals:		4,479.96		0.00	0.00	160.00	0.00	0.00	451.06	330.54	183.64	898.88	2,615.84		

Name:		GESSNER, JOHN P		Emp ID:	GESSNER J	Marital Status:	Married	Birth:	11/06/1964						
Addr 1:		107 RIPPON AVE		Dept:	207	Fed. Exempt:	0	Hire:	04/06/2020						
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Term:							
C-St-Zip:		HILLSDALE, MI 49242		Emp Status:	Active	State Exempt:	0	Emp Type:	Full-Time						
Phone:		(517) 610-8183		Gender:	Male	State Extra:	0.00								

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay		
05/23/2025	DD7997	2,307.22	2,307.22	0.00	0.00	80.00	0.00	0.00	179.60	176.49	98.06	0.00	1,853.07		
06/06/2025	DD8022	2,307.22	2,307.22	0.00	0.00	80.00	0.00	0.00	179.60	176.51	98.06	0.00	1,853.05		
Employee Totals:		4,614.44		0.00	0.00	160.00	0.00	0.00	359.20	353.00	196.12	0.00	3,706.12		

Name: HOLUBIK, ROSS M
Addr 1: 30 N. DIVISION ST
Addr 2:
C-St-Zip: PETERSBURG, MI 49270

Emp ID:	HOLUBIK R	Marital Status:	Single
Dept:	206	Fed. Exempt:	0
S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00
Emp Status:	Active	State Exempt:	0

Birth:	09/30/1996
Hire:	09/12/2014
Term:	
Emp Type:	Part-Time

From: 05/15/2025 To: 06/18/2025

Phone:		Gender:		Male		State Extra:		0.00					
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7998	596.16	596.16	0.00	0.00	36.00	0.00	0.00	35.00	45.62	25.34	0.00	490.20
Employee Totals:		596.16	596.16	0.00	0.00	36.00	0.00	0.00	35.00	45.62	25.34	0.00	490.20
Name: KELLER, AUSTIN H													
Addr 1: 612 N BROADWAY ST		Emp ID: KELLER		206		Marital Status: Single		6		Birth: 11/23/1993		06/20/2024	
Addr 2:		S.S. #: XXX - XX - XXXX		Fed. Extra: 0.00		Fed. Exempt: 0.00		Term: 0.00		Hire: 06/20/2024		0.00	
C-St-Zip: UNION CITY, MI 49094		Emp Status: Active		State Exempt: 6		State Extra: 0.00		Emp Type: 0.00		Part-Time			
Phone:		Gender: Male											
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD7999	1,755.36	1,755.36	0.00	0.00	106.00	0.00	0.00	10.54	134.28	17.27	0.00	1,593.27
06/06/2025	DD8023	1,755.36	1,755.36	0.00	0.00	106.00	0.00	0.00	10.54	134.28	17.27	0.00	1,593.27
Employee Totals:		3,510.72	3,510.72	0.00	0.00	212.00	0.00	0.00	21.08	268.56	34.54	0.00	3,186.54
Name: KING, JUSTIN D													
Addr 1: P.O. BOX 122		Emp ID: KING JUSTI		206		Marital Status: Single		0		Birth: 11/17/2005		0.00	
Addr 2:		S.S. #: XXX - XX - XXXX		Fed. Extra: 20.00		Fed. Exempt: 0		Term: 20.00		Hire: 11/17/2005		0.00	
C-St-Zip: SOMERSET CENTER, MI 49282		Emp Status: Active		State Exempt: 0		State Extra: 0.00		Emp Type: 0.00		Part-Time			
Phone:		Gender: Male											
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8000	1,021.55	1,021.55	0.00	0.00	47.00	0.00	0.00	103.87	78.14	43.42	50.00	746.12
06/06/2025	DD8024	1,151.96	1,151.96	0.00	0.00	53.00	0.00	0.00	119.52	88.12	48.96	50.00	845.36
Employee Totals:		2,173.51	2,173.51	0.00	0.00	100.00	0.00	0.00	223.39	166.26	92.38	100.00	1,591.48
Name: KULCZYCKI, SHAINA W													
Addr 1: 13980 CALHOUN RD		Emp ID: KULCZ		101		Marital Status: Married		0		Birth: 02/13/1986		02/01/2024	
Addr 2:		S.S. #: XXX - XX - XXXX		Fed. Extra: 60.00		Fed. Exempt: 0		Term: 60.00		Hire: 02/01/2024		0.00	
C-St-Zip: CEMENT CITY, MI 49233		Emp Status: Active		State Exempt: 0		State Extra: 0.00		Emp Type: 0.00		Part-Time			
Phone:		Gender: Male											
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8001	891.22	891.22	0.00	0.00	44.00	0.00	0.00	60.00	68.17	37.88	0.00	725.17
06/06/2025	DD8025	850.71	850.71	0.00	0.00	42.00	0.00	0.00	60.00	65.09	36.16	0.00	689.46

From: 05/15/2025 To: 06/18/2025

Employee Totals: 1,741.93 1,741.93 0.00 0.00 86.00 0.00 0.00 120.00 133.26 74.04 0.00 1,414.63

Name: MCCANN, CHRISTOPHER L Emp ID: MCCANN POL Marital Status: Single Birth: 06/08/1979
Addr 1: 11328 OAKWOOD DRIVE Dept: 207 Fed. Exempt: 0 Hire: 06/20/2019
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: JEROME, MI 49249 Emp Status: Active State Exempt: 0 Emp Type: Full-Time
Phone: (865) 388-6377 Gender: Male State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8002	2,185.29	1,771.50	0.00	413.79	80.00	13.00	0.00	230.99	167.17	92.87	0.00	1,694.26
06/06/2025	DD8026	1,932.72	1,932.72	0.00	0.00	88.00	0.00	0.00	193.21	147.85	82.14	0.00	1,509.52
Employee Totals:		4,118.01		0.00		168.00		0.00	424.20	315.02	175.01	0.00	3,203.78

Name: MCKENNA, KEEGAN J Emp ID: MCKENNA Marital Status: Single Birth: 05/31/1995
Addr 1: 12911 STRATFORD DR. Dept: 207 Fed. Exempt: 0 Hire: 06/18/2023
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: SOMERSET CENTER, MI 49282 Emp Status: Active State Exempt: 0 Emp Type: Full-Time
Phone: Gender: Male State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8003	414.00	414.00	0.00	0.00	20.00	0.00	0.00	16.78	31.67	17.60	0.00	347.95
Employee Totals:		414.00		0.00		20.00		0.00	16.78	31.67	17.60	0.00	347.95

Name: MORROW, COLIN J Emp ID: MORROW Marital Status: Single Birth: 06/18/2004
Addr 1: 2039 PARKWOOD CT Dept: 206 Fed. Exempt: 0 Hire: 06/16/2022
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: BROOKLYN, MI 49230 Emp Status: Active State Exempt: 0 Emp Type: Part-Time
Phone: Gender: Male State Extra: 0.00

Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8004	1,755.36	1,755.36	0.00	0.00	106.00	0.00	0.00	171.93	134.29	74.60	0.00	1,374.54
06/06/2025	DD8027	1,747.08	1,747.08	0.00	0.00	105.50	0.00	0.00	170.94	133.65	74.25	0.00	1,368.24
Employee Totals:		3,502.44		0.00		211.50		0.00	342.87	267.94	148.85	0.00	2,742.78

Name: RADABAUGH, JAYSON M Emp ID: RADABAUGH Marital Status: Single Birth: 09/23/2002
Addr 1: 514 MICHIGAN ST Dept: 206 Fed. Exempt: 0 Hire: 07/20/2024
Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:
C-St-Zip: READING, MI 49274 Emp Status: Active State Exempt: 0 Emp Type:

From: 05/15/2025 To: 06/18/2025

Phone:	Gender:	Male	State Extra:	0.00									
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
06/06/2025	DD8028	703.80	703.80	0.00	0.00	42.50	0.00	0.00	12.69	53.84	29.91	0.00	607.36
Employee Totals:		703.80	703.80	0.00	0.00	42.50	0.00	0.00	12.69	53.84	29.91	0.00	607.36

Name: SLEEMAN, RICHARD W Addr 1: 11589 S. BRADLEY DRIVE Addr 2: C-St-Zip: JEROME, MI 49249 Phone: (517) 592-4790													
Emp ID:	SLEEMAN R	Emp ID:	206	Marital Status:	Single	Birth:	06/12/1986	Hire:	06/17/2010	Term:		Emp Type:	Part-Time
Dept:	206	S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Fed. Exempt:	1	State Exempt:	1	State Extra:	0.00		
Emp Status:	Active	Gender:	Male										
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8005	281.52	281.52	0.00	0.00	17.00	0.00	0.00	0.00	21.54	2.48	25.52	231.98
Employee Totals:		281.52	281.52	0.00	0.00	17.00	0.00	0.00	0.00	21.54	2.48	25.52	231.98

Name: SMITH-POST, DELORES F Addr 1: 7440 JEROME ROAD Addr 2: C-St-Zip: JEROME, MI 49249 Phone:													
Emp ID:	SMITH-POST	Emp ID:	269	Marital Status:	Married	Birth:	06/25/1948	Hire:	06/19/2008	Term:		Emp Type:	Part-Time
Dept:	269	S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Fed. Exempt:	0	State Exempt:	0	State Extra:	0.00		
Emp Status:	Active	Gender:	Female										
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	29124	599.79	599.79	0.00	0.00	30.50	0.00	0.00	0.00	45.89	25.49	0.00	528.41
06/06/2025	29150	196.65	196.65	0.00	0.00	10.00	0.00	0.00	0.00	15.04	8.36	0.00	173.25
Employee Totals:		796.44	796.44	0.00	0.00	40.50	0.00	0.00	0.00	60.93	33.85	0.00	701.66

Name: TRUITT, APRIL L Addr 1: 2616 N. SAINT ANTHONY DR Addr 2: C-St-Zip: JACKSON, MI 49203 Phone: (517) 499-0918													
Emp ID:	TRUIT APRIL	Emp ID:	206	Marital Status:	Single	Birth:	07/25/1986	Hire:	08/21/2008	Term:		Emp Type:	Part-Time
Dept:	206	S.S. #:	XXX - XX - XXXX	Fed. Extra:	0.00	Fed. Exempt:	0	State Exempt:	0	State Extra:	0.00		
Emp Status:	Active	Gender:	Female										
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay
05/23/2025	DD8006	521.64	521.64	0.00	0.00	24.00	0.00	0.00	27.55	39.90	22.17	0.00	432.02
06/06/2025	DD8029	521.64	521.64	0.00	0.00	24.00	0.00	0.00	27.55	39.91	22.17	0.00	432.01
Employee Totals:		1,043.28	1,043.28	0.00	0.00	48.00	0.00	0.00	55.10	79.81	44.34	0.00	864.03

From: 05/15/2025 To: 06/18/2025

UYTTENHOVE, JEROME G														1,043.28	0.00	0.00	55.10	44.34	864.03
Name:				Emp ID:	UYTT J	Marital Status: Married			Birth: 04/07/1951										
Addr 1:	11420 WEATHERMAX DRIVE			Dept:	215	Fed. Exempt: 0			Hire: 03/17/2021										
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra: 0.00			Term:										
C-St-Zip:	JEROME, MI 49249			Emp Status:	Active	State Exempt: 0			Emp Type: Part-Time										
Phone:				Gender:	Male	State Extra: 0.00													
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay						
05/23/2025	DD8007	344.14	344.14	0.00	0.00	17.50	0.00	0.00	9.80	26.33	14.63	0.00	293.38						
06/06/2025	DD8030	206.48	206.48	0.00	0.00	10.50	0.00	0.00	0.00	15.79	8.78	0.00	181.91						
Employee Totals:		550.62	550.62	0.00	0.00	28.00	0.00	0.00	9.80	42.12	23.41	0.00	475.29						
VOZENILEK, BARBARA A																			
Name:				Emp ID:	VOZENILEK	Marital Status: Single			Birth: 09/09/1958										
Addr 1:	10611 BECKER DRIVE			Dept:	101	Fed. Exempt: 0			Hire: 08/05/2024										
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra: 0.00			Term:										
C-St-Zip:	JEROME, MI 49249			Emp Status:	Active	State Exempt: 0			Emp Type: Part-Time										
Phone:				Gender:	Female	State Extra: 0.00													
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay						
05/23/2025	29125	570.00	570.00	0.00	0.00	30.00	0.00	0.00	32.38	43.60	24.23	0.00	469.79						
06/06/2025	29151	579.50	579.50	0.00	0.00	30.50	0.00	0.00	33.33	44.33	24.63	0.00	477.21						
Employee Totals:		1,149.50	1,149.50	0.00	0.00	60.50	0.00	0.00	65.71	87.93	48.86	0.00	947.00						
WARING, STEVEN A																			
Name:				Emp ID:	WARING	Marital Status: Single			Birth: 10/10/1997										
Addr 1:	904 EUGENE AVE			Dept:	206	Fed. Exempt: 0			Hire: 01/18/2024										
Addr 2:				S.S. #:	XXX - XX - XXXX	Fed. Extra: 10.00			Term:										
C-St-Zip:	JACKSON, MI 49203			Emp Status:	Active	State Exempt: 0			Emp Type: Part-Time										
Phone:				Gender:	Male	State Extra: 10.00													
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded	Net Pay						
05/23/2025	DD8008	2,955.48	2,512.80	0.00	442.68	106.00	14.00	0.00	337.67	226.10	135.61	0.00	2,256.10						
06/06/2025	DD8031	1,755.50	1,755.50	0.00	0.00	72.00	0.00	0.00	142.26	134.29	84.61	0.00	1,394.34						
Employee Totals:		4,710.98	4,268.30	0.00	442.68	178.00	14.00	0.00	479.93	360.39	220.22	0.00	3,650.44						

Name: WEIDNER, LESLEY L Emp ID: WEIDNER Marital Status: Married Birth: 01/28/1966

Addr 1: 11785 ROUND LAKE ROAD Dept: 101 Fed. Exempt: 0 Hire: 08/05/2024

Addr 2: S.S. #: XXX - XX - XXXX Fed. Extra: 0.00 Term:

C-St-Zip: HORTON, MI 49246 Emp Status: Active State Exempt: 0 Emp Type: Part-Time

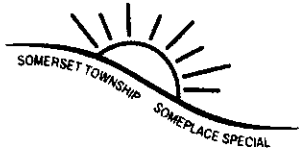
From: 05/15/2025 To: 06/18/2025

Phone:	Gender:	Female	State Extra:	0.00																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					</
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EMPLOYEE EARNINGS HISTORY REPORT FOR SOMERSET TOWNSHIP

From: 05/15/2025 To: 06/18/2025

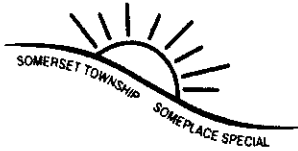
Employee Totals:		793.33	793.33	0.00	0.00	36.50	0.00	100.74	58.50	31.68	50.72	551.69
<hr/>												
Name:	WOOLSEY, DAREL C	Emp ID:	WOOLSEY	Marital Status:	Single	Birth:	07/06/1971					
Addr 1:	9271 SWOW RD	Dept:	206	Fed. Exempt:	0	Hire:	10/30/2023					
Addr 2:		S.S. #:	XXX - XX - XXXX	Fed. Extra:	20.00	Term:						
C-St-Zip:	HORTON, MI 49246	Emp Status:	Active	State Exempt:	0	Emp Type:	Part-Time					
Phone:		Gender:	Male	State Extra:	0.00							
<hr/>												
Check Date	Check Number	Gross Pay	Regular Pay	Non-Cash Pay	OT Pay	Regular Hours	OT Hours	Supl. Hours	Fed. Tax	FICA	State Tax	Other Ded
05/23/2025	DD8013	521.64	521.64	0.00	0.00	24.00	0.00	0.00	47.55	39.91	22.17	0.00
06/06/2025	DD8035	260.82	260.82	0.00	0.00	12.00	0.00	0.00	21.47	19.96	11.08	0.00
Employee Totals:		782.46	782.46	0.00	0.00	36.00	0.00	0.00	69.02	59.87	33.25	0.00
<hr/>												
Grand Totals:	61,071.32	59,332.85	0.00	1,738.47	2,867.50	55.00	0.00	4,670.68	4,649.95	2,398.26	1,395.60	47,956.83



Somerset Township
County of Hillsdale, MI
12715 East Chicago Road, P.O. Box 69
Somerset Center, MI 49282
(517) 688-9223

**Board of Trustees Regular Meeting Minutes
May 15, 2025-DRAFT**

1. **CALL TO ORDER-** The regular meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, May 15th, 2025 at 7:00PM in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There were 12 citizens in attendance.
2. **ROLL CALL OF BOARD MEMBERS**
 - a) Supervisor Tim Shaw - Present
 - b) Treasurer Jan O'Shaughnessey - Present
 - c) Trustee Steve Meckley - Present
 - d) Trustee David Pumfrey – Present
 - e) Clerk Sharon Uyttenhove - Present
3. **ADDITIONS OR CORRECTIONS TO AGENDA-** Supervisor Shaw said the presentation by Attorney Fred Lucas will not be a Closed Session. Hearing no other changes, Meckley moved to approve the agenda as amended. Second O'Shaughnessey. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Amended Agenda approved.
4. **SUPERVISORS COMMENTS-** Supervisor Shaw stated that attendees have 3 minutes to address the Board at the beginning and at the end of the meeting.
5. **PUBLIC COMMENT-** Opened at 7:01pm. Two (2) people came forward to speak. Public Comment closed at 7:06pm.
6. **ATTORNEY (Fred Lucas)-** Attorney Lucas presented an overview of the current Complaint set against the Somerset Township Board. Informational only.
7. **REPORTS**
 - a) **Fire & Rescue-** Fire Chief Friess read the April 2025 Fire & Rescue Report. Fire and EMS calls for April were 74 calls, for a total of 386 for the year, which is an increase of 92 calls compared to last year. There were 63 Medical Emergencies, 8 Fires, and 3 Vehicle Accidents. Fuel consumption was 293.7 gal of diesel and 133.8 gal of gas. April Charges: \$50,953.45. April Credits: \$26,124.50. (See Attachment #1)
 - b) **Treasurer-** Treasurer O'Shaughnessey gave the April 30, 2025 Treasurer's Report. All Fund Balance was \$1,672,617.53. (See Attachment #2)
 - c) **Police-** Police Chief Gessner gave the Police Report for the month of April 2025. There were 450 Hours Worked, 3173 Miles Patrolled, 1 Citation issued, 4 Vehicle Crashes, 14 Assists to STFD and 106 Incident Reports. Gas consumption was 325.3 gallons. (See Attachment #3)
 - d) **Parks & Recreation-** Chair Monahan read the Parks and Rec. Committee Report the May 5, 2025 meeting. Monahan provided updates on the upcoming electrical work for security cameras, and the latest bridge assessment that was completed by Frontier Rustic Sculpting. There was a total of 296.5 volunteer hours for April. (See Attachment #4)
 - e) **Jerome Community Building-** Supervisor Shaw read the JCB Report from the May 8, 2025 meeting. There were approximately 7 volunteer hours for the month of April. (See Attachment #5)
 - f) **Supervisors Report-** Supervisor Shaw said the May spring cleanup ran smoothly with Stevens Disposal and will be discussing future cleanup dates later in the meeting.



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**Board of Trustees Regular Meeting Minutes
May 15, 2025-DRAFT**

- g) **Assessors Report-** Supervisor Shaw read the May 2025 Assessor's Report. All documents regarding property transfers are up to date and all Disabled Veterans Exemption have been entered into the database for upcoming summer tax bills. There are currently 4 property splits and combinations the Assessing Department is working on, which is more than they typically have in a month. (See Attachment #6)
- h) **Zoning Administrator-** Zoning Administrator Weidner read the April 7, 2025 through April May 12, 2025 Zoning Report. There were 6 Zoning Compliance Permit Requests, 6 Site Inspections, and 71 contacts with phone, emails, walk-ins and letters. (See Attachment #7)
- i) **Hillsdale County Road Commission-** Road Commissioner Kline said road scraping had begun, but due to heavy rains many roads had to be re-graded. Kline also said proposed 2025 primary road repairs will be decided once the Road Commission budget is finalized and includes Walworth Road and Jerome Road.
- j) **Planning Commission-** The next Planning Commission meeting will be Tuesday, May 20, 2025. Nothing new to report at this time.
- k) **Revenue and Expenditures-** Clerk Uyttenhove reviewed the Revenue and Expenditures Report for the period ending April 30, 2025. (See Attachment #8)

7. FINANCES

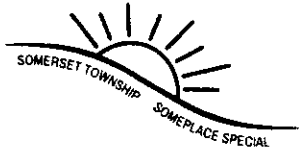
- a) **Bills & Payroll from April 13 through May 14, 2025 as prepared by Deputy Clerk Vozenilek-** Clerk Uyttenhove reviewed the April 2025 Accounts Payables and Payroll. Uyttenhove moved to approve Accounts Payables of \$30,916.79 and Payroll of \$83,224.56 for a total of \$114,141.35. Second O'Shaughnessey. Roll call Vote was taken with Ayes: O'Shaughnessey, Uyttenhove, Meckley, Pumfrey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachments #9, #10 & #11)

- 8. **CONSENT AGENDA-** Clerk Uyttenhove moved to approve the Consent Agenda as presented. Second Pumfrey. Vote taken. Ayes: 5. Nays: 0. Absent 0. Motion carried. Consent Agenda approved.

- a) Approve minutes from April 17th, 2025 Regular Board Meeting
- b) Approve Closed Session minutes from April 17th, 2025 Regular Board Meeting
- c) Accept Resignation of Keegan McKenna from Police Department effective May 5th, 2025
- d) Approval of sale to Vicky Morris in Jerome Cemetery, Section A, Lot 205, Spaces 1 & 2

9. UNFINISHED BUSINESS

- a) **Invoice Cloud Early Termination Agreement-** No new information at this time.
- b) **FOIA Procedure to be completed by the next meeting-** No new information at this time.
- c) **Solar Energy Project-** No new information at this time.
- d) **Quarterly Pay for Fire Department-** Supervisor Shaw said that all payments will now be bi-weekly (every two weeks).



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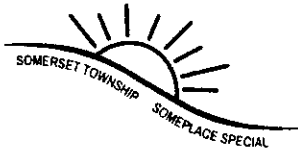
**Board of Trustees Regular Meeting Minutes
May 15, 2025-DRAFT**

County Commissioner- Commissioner Leininger entered the meeting at 7:52pm to give his report. Commissioner Leininger updated the Board on the Lake Somerset Assessment District and the recently passed building bond for LifeWays Community Mental Health in Hillsdale County.

- e) **Fire Department and EMS Discipline Policy #110.25-** Supervisor Shaw reviewed the updated Discipline Policy #110.25. Following discussion, item #3 for "Grounds for Immediate Termination" will be omitted. Shaw moved to accept Policy #110.25 as amended. Second Pumfrey. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried.
(See Attachment #12)

10. NEW BUSINESS

- a) **Budget 2025-2026 Draft-** Supervisor Shaw said this is the first round of budget proposals, to be reviewed and finalized by the June 26 End-of-Year Meeting. (See Attachments #13 & #14)
- b) **Computer Ties Multi-factor Authentication Services-** Treasurer O'Shaughnessey reviewed the multi-factor security feature proposed by Computer-Ties. Following discussion, Meckley moved to accept the contract for the multi-factor security service from Computer-Ties at a cost of \$63.00 per month. Second O'Shaughnessey. Roll Call Vote taken with Ayes: Meckley, Pumfrey, O'Shaughnessey, Uyttenhove, and Shaw. Nays: None. Absent: None. Motion approved. (See Attachment #15)
- c) **Reviewing Somerset Township fees-** Clerk Uyttenhove reviewed the current Township fees as they pertain to cemetery, zoning, and building permit. Following discussion, more comparative research will be done and a recommendation will be made at the next meeting. (See Attachment #16)
- d) **Approve two Township Cleanup dates for the first Saturday in May and October each year-** Supervisor Shaw said based on the services and feedback from the last cleanup, Shaw proposed the Township host two cleanup dates, keeping them consistent on the first Saturdays of May and October each year. Following discussion, O'Shaughnessey moved to approve the Somerset Township cleanup dates to be the first Saturday in May and October, 8am-noon each year. Second Meckley. Vote taken with Ayes: 5. Nays: 0. Absent: 0. Motion carried.
- e) **Jerome Cemetery tree trimming estimates-** Supervisor Shaw stated he will come back with tree trimming estimates for the next Board meeting.
- f) **Board Member Roles and Responsibilities-** Supervisor Shaw reviewed the chain of command as it relates to the Police Department and Fire Department.
- g) **Underground Storage Tank Agreement-** Supervisor Shaw reviewed the contract from Fleis & Vandenbrink for the leaking underground storage tank and closure work plan, for a cost of \$4,500. O'Shaughnessey moved to approve the contract as presented. Second by Meckley with discussion. Following discussion, O'Shaughnessey withdrew her motion. Meckley withdrew his support. The item was tabled until the next Board meeting. (See Attachment #17)



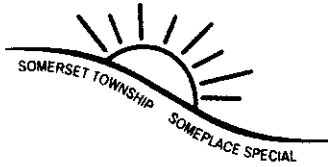
Somerset Township
County of Hillsdale, MI
12715 East Chicago Road, P.O. Box 69
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**Board of Trustees Regular Meeting Minutes
May 15, 2025-DRAFT**

- h) **McCourtie Park Bridge Restorations-** Chair Monahan reviewed the bridge assessment done at McCourtie Park, and the bid for restorations by Frontier Rustic Sculpting. Following discussion, O'Shaughnessey moved to approve the contract for Frontier Rustic Sculpting for restoration work on all 17 bridges at a cost of \$6,700. Second Meckley. Roll Call Vote taken with Ayes: Uyttenhove, Meckley, Pumfrey, O'Shaughnessey, and Shaw. Nays: None. Absent: None. Motion carried. (See Attachment #18)
11. **PUBLIC COMMENT-** Opened at 8:49pm. Two people came forward to speak. Public Comment closed at 8:55pm.
12. **BOARD COMMENT-** Trustee Meckley stated that Michigan Senate Minority Leader Aric Nesbitt will be at the Flavor Fruit Farm August 31st during his campaign for Governor.
13. **ANNOUNCEMENTS-**
- a) Township Office closed Memorial Day, Monday May 26, 2025
 - b) Music in the Park- Free live music featuring Storm Bandits, Friday, May 23, 6-9pm at the pavilion.
 - c) Reminder that flowers are to be removed from cemetery sites for winter by April 1st and for summer by October 1st.
 - d) Planning Commission meeting rescheduled for Tuesday, May 20 at 7pm.
 - e) Next Regular Board Meeting will be Thursday, June 19th, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282
 - f) The End-of-the-Year meeting will be Thursday, June 26th, 2025 at 7:00pm at the Somerset Center Community Room: 12715 East Chicago Road, Somerset Center MI, 49282

Hearing no further business, Supervisor Shaw adjourned the May 15th, 2025 Board Meeting at 8:59pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.

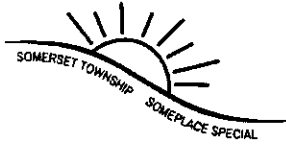


Somerset Township
12715 E. Chicago Road, P.O. Box 69
Somerset Center, Michigan 49282-0069
(517) 688-9223

**Board of Trustees Specialty Meeting
Agenda (Draft)-May 29, 2025**

1. **CALL TO ORDER (10:00AM)** The special meeting of the Township of Somerset Board of Trustees was called to order by Supervisor Shaw on Thursday, May 29th, 2025 at 10:03am in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. Attendees recited the Pledge of Allegiance. There was one citizen in attendance.
2. **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**
3. **ROLL CALL of Board Members**
 - Supervisor – Tim Shaw: Present
 - Treasurer – Jan O'Shaughnessey: Present
 - Trustee – Steve Meckley: Present
 - Trustee – David Pumfrey: Absent
 - Clerk – Sharon Uyttenhove: Present
4. **AGENDA APPROVAL-** Meckley moved to accept the agenda as presented. Second O'Shaughnessey. Vote taken with Ayes: 4. Nays: 0. Absent: 1. Agenda approved.
5. **PUBLIC COMMENT** (3-minute time limit)- Public Comment opened at 10:03am. No one came forward to speak. Public Comment closed at 10:03am.
6. **NEW BUSINESS**
 - a) **Preliminary Budget Preparation-** The Board discussed the budget for the 2025-2026 fiscal year. Informational only.
7. **PUBLIC COMMENT** (3-minute time limit)- Public Comment opened at 12:40pm. No one came forward to speak. Public Comment closed at 12:40pm.
8. **BOARD COMMENT-** None
9. **ADJOURN-** Hearing no further business, Supervisor Shaw adjourned the May 29, 2025 Special Meeting at 12:41pm.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.



Somerset Township
County of Hillsdale, MI
12715 East Chicago Road, P.O. Box 69
Somerset Center, MI 49282
(517) 688-9223

**Election Committee Special Meeting Minutes
June 5, 2025-DRAFT**

1. **CALL TO ORDER-** The Election Committee of Somerset Township was called to order by Clerk Uyttenhove on Thursday, June 5, 2025 at 9:00am in the Somerset Center Community Room, 12715 Chicago Rd, Somerset Center, MI 49282. There was 1 citizen in attendance.
2. **ROLL CALL OF ELECTION COMMITTEE MEMBERS**
 - a) Supervisor Tim Shaw - Present
 - b) Treasurer Jan O'Shaughnessey - Present
 - c) Clerk Sharon Uyttenhove - Present
3. **PUBLIC COMMENT-** Opened at 9:00am. No one came forward to speak. Public Comment closed at 9:00am.
4. **NEW BUSINESS-**
 - a) **Approve Resolution #2025-6-** Clerk Uyttenhove reviewed Resolution #2025-6 to consolidate Precinct 1 and Precinct 2 for a special election for Addison Schools on August 5, 2025, and to approve early processing of AV Ballots on August 4, 2025 for the special election for Addison Schools. Following discussion, O'Shaughnessey moved to approve Resolution 2025-6. Second Shaw. Vote taken with Ayes: 3. Nays: 0. Absent: None. Motion carried.
5. **PUBLIC COMMENT-** Opened at 9:04am. No one came forward to speak. Public Comment closed at 9:04am.
6. **ANNOUNCEMENTS-**
 - a) Public Accuracy Test scheduled for July 31, 2025 at 9:00am for the Special Election for Addison Schools.

Hearing no further business, Clerk Uyttenhove adjourned the June 5, 2025 Election Committee meeting at 9:04am.

Respectfully submitted by Shaina Kulczycki, Somerset Township Coordinator.

Somerset Township

Public Summary of FOIA Procedures and Guidelines

**It is the public policy of this state that all persons
(except those persons incarcerated in state or local correctional facilities)
are entitled to full and complete information regarding the affairs of government and
the official acts of those who represent them as public officials and public employees.**

The people shall be informed so that they may fully participate in the democratic process.

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, the following is the Written Public Summary of the Township's FOIA Procedures and Guidelines relevant to the public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at any Township office and on the Township's website: www.somersettownship.org.

1. How do I submit a FOIA request to the Township?

- A request must sufficiently describe a public record to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response.
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.), or by verbal request.
 - Any verbal request will be documented by the Township on the Township's FOIA Request Form.
 - No specific form to submit a written request is required. However, a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at www.somersettownship.org, and at Somerset Township Offices located at 12715 E. Chicago Road, Somerset Center, Michigan 49282.
- Written requests may be delivered to the Township Hall in person or by mail: 12715 E. Chicago Road, PO Box 69, Somerset Center, Michigan 49282.
- Requests may be faxed to: (517) 688-9132. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to clerk@somersettownship.org or deputyclerk@somersettownship.org. To ensure a prompt response, email requests should contain the term "FOIA" or FOIA Request" in the subject line.

2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
 - Grant the request
 - Issue a written notice denying the request
 - Grant the request in part and issue a written notice denying in part the request
 - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond
 - Issue a written notice indicating that the public record requested is available at no charge on the Township's website
 - If the request is regarding information not yet approved by the board, that information will be made available upon approval within the time criteria listed in this document.
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

3. What are the Township's deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all following conditions exist:
 - The final fee for the prior written request is not more than 105% of the estimated fee
 - The public records made available contained the information sought in the prior written request and remain in the Township's possession
 - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records
 - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing
 - The individual is unable to show proof of prior payment to the Township; and
 - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit
- The Township will not require the 100% estimated fee deposit if any of the following apply:
 - The person making the request can show proof of prior payment in full to the Township
 - The Township is subsequently paid in full for all applicable prior written requests
 - Three hundred sixty-five (365) days have passed since the person made the request for which full payment was not remitted to the Township

4. How does the Township calculate FOIA processing fees?

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township's website if you ask for the township to make copies
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township's website if you ask for the township to make copies
- The cost to mail or send a public record to a requestor

Labor Costs

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who performs work
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage)

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the specific instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

Copying and Duplication

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

Non-paper Copies on Physical Media

- The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media. (No outside physical media, such as computer discs, computer tapes, thumb drives or other digital or similar media will be accepted for use in Somerset Township computers. Somerset Township will provide the physical media, at the expense of the requestor).
- This cost will be charged only if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- No cost will be charged for responding to a request to have information emailed providing the FOIA request process is under the 15 minute time increment set by the township board.

Paper Copies

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets will reflect the actual cost of reproduction.

Mailing Costs

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless you request it.

Waiver of Fees

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

5. How do I qualify for an indigence discount on the fee?

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request

An affidavit is sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on the back of the Township FOIA Request Form, which is available on the Township's website: www.somersettownship.org.

6. May a nonprofit organization receive a discount on the fee?

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931
- Is accompanied by documentation of its designation by the state, if requested by the public body.

6. How may I challenge the denial of a public record or an excessive fee?

Appeal of a Denial of a Public Record

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal to the Township Board by filing a written appeal of the denial with the office of the Township Supervisor (or "clerk" or "FOIA Coordinator," etc.).

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial. You may use the Township FOIA Appeal Form (To Appeal a Denial of Records), which is available on the Township's website: www.somersettownship.org.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Hillsdale County Circuit Court within 180 days after the Township's final determination to deny your request. If you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1,000.

Appeal of an Excess FOIA Processing Fee

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you must first appeal to the Township Board by filing a written appeal for a fee reduction to the office of the Township Supervisor.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. You may use the Township FOIA Appeal Form (To Appeal an Excess Fee), which is available at the Township Hall and on the Township's website: www.somersettownship.org.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal. Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal

Within 45 days after receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Hillsdale County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Township acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.

Request Form
Note: Requestors are not required to use this form. The township may complete one for recordkeeping if not used.

Request No.: _____ **Date Received:** _____ **Check if received via:** ☐ Email ☐ Fax ☐ Other Electronic Method
(Please Print or Type) **Date delivered to junk/spam folder:** _____
Date discovered in junk/spam folder: _____

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Note: The township is not required to provide records in a digital format or on digital media if the township does not already have the technological capability to do so.

[illegible]

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.* I understand that the township must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the township's response time for this request until: _____ (month, day, year).

Records Located on Website

If the township directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (separate exempt information from non-exempt information).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the township must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the township must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the township has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the township must provide the public records in the specified format (if the township has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Township Website

I hereby stipulate that, even if some or all of the records are located on a township website, I am requesting that the township make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the township using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate 2. ☐ Labor to locate 3a. ☐ Labor to redact 3b. ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on township's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by the township.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931:

Date:

Requestor's Signature:

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Somerset Township, Hillsdale County
12715 E. Chicago Road, PO Box 69
Somerset Center, Michigan 49282
Phone: (517) 688-9223

Detailed Cost Itemization

Freedom of Information Act Request Detailed Cost Itemization

Date: _____ Prepared for Request No.: _____ Date Request Received: _____

The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the township's FOIA Policies and Guidelines.

1. Labor Cost for Copying / Duplication

This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the Internet or other electronic means as stipulated by the requestor.

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 -minute time increments as set by the township board (for example: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than one increment, there is no charge.

Hourly Wage Charged:

OR

Hourly Wage with Fringe Benefit Cost:

Multiply the hourly wage by the percentage multiplier: (up to 50% of the hourly wage) and add to the hourly wage for a total per hour rate.

Charge per increment:

OR

Charge per increment:

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

x _____ = \$ _____

1. Labor Cost

☐ Overtime rate charged as stipulated by Requestor (overtime is not used to calculate the fringe benefit cost)

2. Labor Cost to Locate:

This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. **This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:** _____

The township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in 15 -minute time increments (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: _____

Charge per increment: _____

OR

Hourly Wage with Fringe Benefit Cost: _____

OR

Multiply the hourly wage by the percentage multiplier: _____
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate.

Charge per increment: _____

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

x _____ =

2. Labor Cost

\$ _____

3a. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(*Fill this out if using a township employee. If contracted, use No. 3b instead.*)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically: _____

This is the cost of labor of a **township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **township's lowest-paid employee** capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.

These costs will be estimated and charged in **15 minute time increments** (*must be 15-minutes or more*); all partial time increments must be rounded down. *If the number of minutes is less than 15, there is no charge.*

Hourly Wage Charged: _____

Charge per increment: _____

OR

Hourly Wage with Fringe Benefit Cost: _____

OR

Multiply the hourly wage by the percentage multiplier: _____
(*up to 50% of the hourly wage*) and add to the hourly wage for a total per hour rate.

Charge per increment: _____

To figure the number of increments, take the number of minutes: _____, divide by _____ -minute increments, and round down. Enter below:

Number of increments

x _____ =

3a. Labor Cost

\$ _____

☐ Overtime rate charged as stipulated by Requestor (*overtime is not used to calculate the fringe benefit cost*)

3b. Contracted Labor Cost for Separating Exempt from Non-Exempt (Redacting):

(Fill this out if using a contractor, such as the attorney. If using in-house employee, use No. 3a instead.)

The township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

This fee is being charged because failure to do so will result in unreasonably high costs to the township that are excessive and beyond the normal or usual amount for those services compared to the township's usual FOIA requests, because of the nature of the request in this particular instance, specifically:

As this township does not employ a person capable of separating exempt from non-exempt information in this particular instance, as determined by the FOIA Coordinator, this is the cost of labor of a **contractor** (i.e.: outside attorney), including necessary review, directly associated with separating and deleting exempt information from nonexempt information. This shall not exceed an amount equal to 6 times the state minimum hourly wage rate of _____.

Name of contracted person or firm: _____

These costs will be estimated and charged in 15-minute time increments (must be 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Cost Charged: \$ _____ Charge per increment: \$ _____

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down to:

_____ increments.
Enter below:

Number of increments

x _____ =

3b.
Labor Cost

\$ _____

4. Copying / Duplication Cost:

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 1/2 x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 1/2 x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per item: _____

The cost of paper copies must be calculated as a total cost per sheet of paper. The fee cannot exceed 10 cents per sheet of paper for copies of public records made on 8-1/2- by 11-inch paper or 8-1/2- by 14-inch paper. A township must utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

Number of Sheets:

x _____ =

x _____ =

x _____ =

No. of Items:

x _____ =

Costs:

\$ _____

\$ _____

\$ _____

\$ _____

4. Total
Copy Cost

\$ _____

5. Mailing Cost:

The township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required.

- The township **may** charge for the least expensive form of postal delivery confirmation.
- The township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requestor.*

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp
\$ _____ per pound
\$ _____ per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number of
Envelopes or
Packages:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

5. Total
Mailing Cost

\$ _____

6a. Copying/Duplicating Cost for Records Already on Township's Website:

If the public body has included the website address for a record in its written response to the requestor, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the township will provide the public records in the specified format and may charge copying costs to provide those copies.

No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet for:

- Letter (8 ½ x 11-inch, single and double-sided): 10 cents per sheet
- Legal (8 ½ x 14-inch, single and double-sided): 10 cents per sheet

No more than the actual cost of a sheet of paper for other paper sizes:

- Other paper sizes (single and double-sided): _____ cents / dollars per sheet

Actual and most reasonably economical cost of non-paper physical digital media:

- Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: _____

☐ Requestor has stipulated that some / all of the requested records that are already available on the township's website be provided in a paper or non-paper physical digital medium.

Number of
Sheets:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

No. of Items:

x _____ = \$ _____

6a. Web
Copy Cost

\$ _____

6b. Labor Cost for Copying/Duplicating Records Already on Township's Website:

This shall not be more than the hourly wage of the township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in **15-minute time increments** (i.e.: 15-minutes or more); all partial time increments must be rounded down. If the number of minutes is less than 15, there is no charge.

Hourly Wage Charged: _____

Charge per increment: _____

OR

Hourly Wage with Fringe Benefit Cost: _____

ORMultiply the hourly wage by the percentage multiplier: _____
and add to the hourly wage for a total per hour rate.

Charge per increment: _____

The township may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

☐ Overtime rate charged as stipulated by Requestor

To figure the number of increments, take the number of minutes:

_____, divide by _____-minute increments, and round down.
Enter below:

Number of increments

x _____ = \$ _____

6b. Web Labor Cost

6c. Mailing Cost for Records Already on Township's Website:

Actual Cost of Envelope or Packaging: \$ _____

Actual Cost of Postage: \$ _____ per stamp / per pound / per package

Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____

*Expedited Shipping or Insurance as Requested: \$ _____

☐ * Requestor has requested expedited shipping or insurance

Number:

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

x _____ = \$ _____

Costs:

6c. Web Mailing Cost

\$ _____

Subtotal Fees Before Waivers, Discounts or Deposits:Cost estimate
Bill

Estimated Time Frame to Provide Records:

_____ (days or date)

The time frame estimate is nonbinding upon the township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the township from any of the other requirements of this act.

1. Labor Cost for Copying: \$ _____
2. Labor Cost to Locate: \$ _____
3a. Labor Cost to Redact: \$ _____
3b. Contract Labor Cost to Redact: \$ _____
4. Copying/Duplication Cost: \$ _____
5. Mailing Cost: \$ _____
6a. Copying/Duplication of Records on Website: \$ _____
6b. Labor Cost for Copying Records on Website: \$ _____
6c. Mailing Costs for Records on Website: \$ _____

Subtotal Fees: \$ _____

Waiver: Public Interest

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the township determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

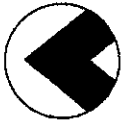
☐ All fees are waived **OR** ☐ All fees are reduced by: _____ %

Subtotal Fees After Waiver: \$ _____

<p>Discount: Indigence A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by an individual who is entitled to information under this act and who:</p> <p>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, OR</p> <p>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</p> <p>If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if ANY of the following apply:</p> <p>(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, OR</p> <p>(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Discount: Nonprofit Organization A public record search must be made and a copy of a public record must be furnished without charge for the first \$20.00 of the fee for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets ALL of the following requirements:</p> <p>(i) Is made directly on behalf of the organization or its clients.</p> <p>(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</p> <p>(iii) Is accompanied by documentation of its designation by the state, if requested by the township.</p> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p>Subtotal Fees After Discount (subtract \$20):</p>	<p>\$ _____</p>
<p>Deposit: Good Faith The township may require a good-faith deposit in either its initial response or a subsequent response before providing the public records to the requestor if the entire fee estimate or charge authorized under this section exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed 1/2 of the total estimated fee.</p> <p style="text-align: right;">Percent of Deposit: _____%</p>	<p>Date Paid:</p> <p>_____</p>	<p>Deposit Amount Required:</p> <p>\$ _____</p>

<p>Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full</p> <p>After a township has granted and fulfilled a written request from an individual under this act, if the township has not been paid in full the total amount of fees for the copies of public records that the township made available to the individual as a result of that written request, the township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if ALL of the following apply:</p> <ul style="list-style-type: none"> (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior written request and are still in the township's possession. (c) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request. (d) Ninety (90) days have passed since the township notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the township. (f) The township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit. <p>A township can no longer require an increased estimated fee deposit from an individual if ANY of the following apply:</p> <ul style="list-style-type: none"> (a) The individual is able to show proof of prior payment in full to the township, OR (b) The township is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the township. 	<p>Date Paid:</p> <p>_____</p>	<p>Percent Deposit Required:</p> <p>_____ %</p> <p>Deposit Required:</p> <p>\$ _____</p>
<p>Late Response Labor Costs Reduction</p> <p>If the township does not respond to a written request in a timely manner as required under MCL 15.235(2), the township must do the following:</p> <ul style="list-style-type: none"> (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the township exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: <ul style="list-style-type: none"> (i) The late response was willful and intentional, OR (ii) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page. 	<p>Number of Days Over Required Response Time:</p> <p>_____</p> <p>Multiply by 5%</p> <p>= Total Percent Reduction:</p> <p>_____</p>	<p>Total Labor Costs</p> <p>\$ _____</p> <p>Minus Reduction</p> <p>\$ _____</p> <p>= Reduced Total Labor Costs</p> <p>\$ _____</p>
<p>The Public Summary of the township's FOIA Procedures and Guidelines is available free of charge from:</p> <p>Website: _____ Email: _____</p> <p>Phone: _____ Address: _____</p> <p style="text-align: center;">Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed</p>	<p>Date Paid:</p> <p>_____</p>	<p>Total Balance Due:</p> <p>\$ _____</p>

(Form created by Michigan Townships Association, April 2015)



COMPUTER TIES: STATEMENT OF WORK

Client : Somerset Township

Address : 12715 East Chicago Road, Somerset Center, MI 49282

Date : 07/01/2024

1. Introduction

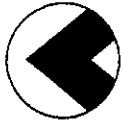
This Statement of Work (SOW) outlines the services Computer Ties will provide to Somerset Township under a Bi-Weekly Labor Contract. All services listed below will be performed either during scheduled site visits or upon request. This agreement will be valid for a 12-month term starting 07/01/2025 and will automatically renew annually unless terminated in writing with 90 days' notice.

2. Scope of Work

2.1 Bi-Weekly Support Contract

- Computer Ties will provide the following services as part of the Bi-Weekly Support Contract:
 - **3 Server Backups:**
 - Regular backups of three servers to ensure data integrity and availability.
 - **26 Agile Blue Licenses:**
 - Provision and management of 18 Agile Blue licenses for enhanced security and monitoring.
 - **13 Microsoft 365 GCC Suite Licenses:**
 - Management and support for 13 Microsoft 365 GCC Suite licenses for office productivity. The GCC (Government Community Cloud) licensing ensures that all data stays within the U.S.
 - **8 Microsoft Exchange Online GCC Licenses:**
 - Management and support for 8 Microsoft Exchange Online GCC licenses for email services, ensuring data remains within the U.S.
 - **21 MailRoute Spam Filtering Accounts:**
 - Provision and management of 21 MailRoute spam filtering accounts to protect against email spam and phishing attacks.
 - **26 Webroot Licenses:**
 - Provision and monitoring of 26 Webroot licenses for endpoint protection.
 - **21 Webroot Security Awareness Licenses:**
 - Monthly cybersecurity training and phishing simulations for end-user security awareness.
 - **21 Duo Licenses:**
 - Provision and configuration of multi-factor authentication (MFA) for enhanced account security.
 - **3 Domain Management Services:**
 - Management and renewal tracking for three registered domain names, including DNS record adjustments and registrar coordination.
 - **1 Ubiquiti Cloud Hosting Account:**
 - Hosting and support for one Ubiquiti UniFi controller instance to manage network equipment remotely.
 - **1 Website Hosting and Maintenance:**
 - Hosting and monthly maintenance of the township website, including plugin updates, security checks, and minor content adjustments.

This Bi-weekly Support Contract is priced at \$2025.00 monthly, covering all remote support and the above services. Scheduled bi-weekly on-site labor is included in this price.



COMPUTER TIES: STATEMENT OF WORK



2.2 Hardware and Software Support

- Computer Ties will provide both hardware and software support upon request, including but not limited to:
 - **Hardware Support:**
 - Diagnostics and troubleshooting.
 - Hardware upgrades and replacements.
 - Resolving hardware-related issues.
 - **Software Support:**
 - Installing and updating software applications.
 - Troubleshooting software issues.
 - Providing support for operating systems and other critical software.

(Note: The vendor must maintain their support contract with BS&A.)

3. Service Availability

3.1 On-site Visits:

- All on-sites visits will be scheduled unless deemed an emergency by the client.

3.2 Remote Support:

- Remote support is available during business hours via the help desk at 517-905-3168 or by emailing helpdesk@computer-ties.com.

3.3 Emergency Support:

- Emergency support will be provided outside of regular hours as needed and upon request.

4. Terms and Conditions

4.1 Service Fees:

- Regular hours (Monday to Friday, 9 AM - 5 PM): \$85 per hour (Outside of scheduled bi-weekly appointments)
- Scheduled after hours: \$120 per hour
- Emergency support: \$150 per hour (minimum of 1 hour)
- All billing will be in 15-minute increments, with a minimum of 2 hours for emergency support requests.
- All remote support is covered under the contract price, and Somerset Township will not be billed for remote work.
- Contract Renewal: This contract has a 12-month term and will automatically renew unless terminated with 90 days' written notice.
- Payment Terms: Payment is due within 30 days of the invoice date and is considered late after 60 days of the invoice date.
- Confidentiality: Computer Ties will maintain the confidentiality of all client information and data.

4.2 Termination Clause

Either party may terminate this Agreement, with or without cause, by providing the other party with a written notice of termination at least ninety (90) days prior to the effective date of termination. Upon termination, all outstanding payments for services rendered up to the date of termination shall become due and payable within thirty (30) days.



COMPUTER TIES: STATEMENT OF WORK



By signing below, Computer Ties agrees to the terms outlined in this Statement of Work.

Printed Name

Date

Signature

Title

By signing below, Somerset Township agrees to the terms outlined in this Statement of Work.

Printed Name

Date

Signature

Title