

TUSCARORA TOWNSHIP
3546 S. Straits Hwy
Indian River, MI 49749
December 26, 2022 Special Meeting Agenda

1. Roll Call of Board Members
2. Public Comment on Agenda Items
3. Club Road
4. Hiring
5. Budget adjustments
6. Public Comment
7. Board Comment
8. Motion to Adjourn



AGENDA ITEM

DATE OF MEETING: December 26, 2022

TITLE: Paving/Repair of Roads

SUMMARY: Paving of Club Road from Martha to M-68

FINANCIAL IMPACT: Approximately \$193K for Class A road for Club Rd.

RECOMMENDATION: Motion: Pay Cheboygan County Road Commission (CCRC) the required down payment and direct them to schedule paving with 3" pavement for Club Road from M-68 to Martha St.; project to be paid from all remaining ARPA funds and then the township General Fund.

PREPARED BY: Trustee Kramer

DEPT/BOARD/COMMISSION: Board of Trustees

ATTACHMENTS: No

A RESOLUTION TO PAY THE CHEBOYGAN COUNTY ROAD COMMISSION TO
PAVE A ROAD FROM 200 FEET SOUTH OF MARTHA TO CLUB ROAD

WHEREAS, Club Road between Highway M-68 and Martha Street is a heavily traveled thoroughfare; and

WHEREAS, the condition of this portion of Club Road is in very poor condition; and

WHEREAS, most of Club Road is currently a County local road which limits the amount of funding available for maintenance and repairs; and

WHEREAS, the estimated cost to repave the road with 3" pavement is approximately \$193,500.00, with a required deposit of \$3,970.00.

BE IT RESOLVED BY THE TOWNSHIP OF TUSCARORA, that:

The Township hereby requests the Cheboygan County pave the road from 200 feet south of Martha Street to M-68 with funding provided by the township; and further orders the appropriate deposit be paid immediately by the township to the Cheboygan County Road Commission.

Yeas:

Nays:

Absent:

Resolution Adopted

December 26, 2022

Jay Reidsma

Clerk

CHEBOYGAN COUNTY ROAD COMMISSION

PRELIMINARY CONSTRUCTION ESTIMATE

3"

Date of Estimate: 8/29/2022 16:23

Road Name: **Club Road** Limits: **M-68 to 200 feet south of Martha Street**

Township: Tuscarora

Length: 1950 Ft Prepared By: Matthew Hall

Project Description: HMA Base Crushing and Shaping, Aggregate Base, 2 inch asphalt surface 28 feet wide, Gravel Shoulders, Restoration and Pavement Markings.

| | | | |
|--------------------------|---------------|-----------------------------|--------------|
| CLEAR & GRUB | \$ - | EXCAVATION / GRADE WORK | \$ 30,800.00 |
| DITCHING and CULVERTS | \$ - | GRAVEL | \$ 22,000.00 |
| HMA PAVING | \$ 100,800.00 | SEAL COAT | \$ - |
| SHOULDERING | \$ 7,900.00 | SOD, SEED & EROSION CONTROL | \$ 21,600.00 |
| TRAFFIC SIGNS / CONTROL | \$ 10,400.00 | GUARDRAIL | \$ - |
| CONSTRUCTION ENGINEERING | \$ - | | |

ESTIMATED PROJECT TOTAL \$ 193,500.00

If the township would like to continue with the project please send a deposit of 2% to move the project forward.

Deposit Amount \$ 3,870.00

Title: Township Assessor

Reports To: Township Supervisor

BROAD STATEMENT OF RESPONSIBILITIES:

- Responsible for overall direction and management of Township's property appraisal program.
- Oversees identifying, inventorying, determining market values and calculating assessed valuation for all Township properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments.
- Maintains accurate Homestead and property transfer information in compliance with applicable State laws.
- Also responsible for the supervision, evaluation, discipline and recommending hiring and discharge of all Assessing Department personnel.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Plans, administers, and provides overall supervision of property appraisal programs for assessment purposes; maintains appropriate level of qualified staff to ensure work is completed to achieve overall department goals.
2. Develops policies and procedures for staff in determining true cash value of assessable real and personal property including locating, identifying and inventorying quantity and characteristics of the property for determining appropriate value and classification.
3. Responds to inquiries and requests for assessment information from the public.
4. Oversees maintenance of departmental files including property records/cards, physical data, legal descriptions, splits and combinations of parcels, and ownership transfers; strives to identify new/improved methods for carrying out responsibilities of the department.
5. Represents the Township in defending assessments appealed to the Michigan Tax Tribunal, and in participating at seminars and conferences at various county and State associations.
6. Conducts field inspections of commercial and industrial properties; gathers, analyzes data and performs assessment ratio studies to determine true market values; may input data in to computer system; updates personal property records and supervises sending of assessment notices annually to notify property owners regarding assessed values.
7. Ensures that periodic checks are performed with home and business owners regarding changes made to facilities; works with County Building Inspectors regarding new construction in order to update property records.
8. Serves as liaison between the Township and prospective business and industry investors; acts as resource for Township citizens responding to their inquiries, and interpreting applicable State laws.
9. Supervises and participates in the preparation of the property assessment roll for presentation to the Board of Review; supervises adjustments of the tax roll directed by the Board of Review; participates in Board of Review sessions and compiles results and oversees preparation of letters and reports associated with this process.

10. Conducts periodic performance evaluations of staff; submits various forms and schedules to satisfy reporting requirements to the State of Michigan.
11. Attends annual seminars and other continuing education conferences as required by the State to maintain required certification as a Level III Assessor.
12. Maintains current knowledge regarding assessing-related technology, market trends and pending legislation pertaining to taxation and other developments in the property assessment field.
13. Provides quarterly data reports to the Township Board.

KNOWLEDGE, SKILLS & ABILITIES:

1. Associate's degree required, and Bachelor's degree preferred; minimum 5 years relevant experience required gained in all three major classifications of property assessment work; State Assessors' Board Level III Certification required.
2. Excellent communication and interpersonal skills to deal effectively with Township office staff at all levels, taxpayers, State and local government representatives, attorneys and the general public while effectively managing departmental operations; represents the Township at various governmental/professional bodies and organizations, and occasionally deal with disgruntled/irate property owner/taxpayers.
3. Hands – on computer proficiency to facilitate preparation of reports and process information; knowledge of assessment software desirable; solid analytical, mathematical and statistical skills also required.
4. Ability to plan, organize, schedule, supervise and complete personal work assignments on timely basis in an environment where interruptions may occur; requires high level of analytical skill as well as ability to comprehend interpret and process detail information and data.
5. Valid driver's license to meet travel requirements, ability to walk around construction sites and unattended residences during all seasons and weather conditions, and occasionally lifting boxes of office supplies, files, records and building plans weighing minimum 20 pounds to waist – high level; ability to climb, stoop and bend to perform on site reviews of new construction; also requires manual dexterity to operate a computer proficiently for extended periods.

The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.

For purposes of Employment Standards, this classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.

Date: December 26, 2022

Title: Township Assessor Assistant

Reports To: Assessor

GENERAL SUMMARY

Under supervision of the Assessor, persons so classified primarily function in the appraisal of residential properties, and may assist those in a higher classification with more complex appraisals, to include residential, commercial, and industrial and personal properties.

TYPICAL DUTIES:

1. Uses legal descriptions, maps, drawings, etc. for the purpose of appraisal, requiring the measuring and sketching of structures and land parcels.
2. Surveys residential construction to track status or completion of structures.
3. May compute value of structures and parcel using approved procedures and manuals.
4. May assist persons in a higher classification with various appraisal tasks.
5. May assist on personal property road surveys, and calculation of statements.
6. Assists the public, other appraisers, attorneys or anyone that may require assistance by telephone or at the departmental public service counter.
7. Assists in the preparation of Township Assessment Rolls, and any other function required to reach department goals.

EMPLOYMENT QUALIFICATIONS:

Education: Special or technical training equivalent to several years of college with courses taken pertaining to appraisal techniques and methods.

Experience: A minimum of one year of property management experience involving the appraisal of real and personal property or equivalent.

Special Requirements: Possession of a valid Michigan Vehicle Operator's License. Must have and maintain a Michigan Assessor's Board at level I.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

For purposes of Employment Standards, this classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.

Date: December 26, 2022

Todd Thorpe

Degreed Professional

Management, Quality Control, Insurance & Educational Testing

517-896-0313

ereverde@gmail.com

Alanson, MI 49706

Experience

Mac & PC computer

35 years

Management

15 years

Insurance

10 years

Educational Testing

17 years

Quality Control

3 years

Skills

Leasership

Critical Thinking

Problem Solving

Money Management

Profile

Dynamic and people oriented professional with over 20 years of professional experience and over 25 years of total work experience. Supervised dozens of employees directly and multiple supervisors with dozens of employees working under them. Negotiated with attorneys and government officials to bring issues to satisfactory conclusions. Ran multiple small businesses to profitable success for many years. Years of thinking “outside the box” to provide innovated solutions to issues that come up in business and life.

Experience

Chief Scoring Leader, ETS/Pearson Education — 2005-Present

Management of supervisors by reports and real time data. Initiates any corrective action needed to bring supervisors or scorers up to the company required standards. Creation of grading requirements and quality sets used to review the scorers.

Quality Assessor, York Risk Services Group/Preferred Reports — 2013-2016

Reviews assessment of properties for the purpose of insurance applications. The assessments are potential policies that can include: residential property, commercial property, industrial property, workers comprehensive, general liability, contractor liability and manufactures liability. Assessments are reviewed, edited, graded for quality and either approved for pricing or rejected for further information.

Substitute Teacher, PESG — 2013-2015

Taught students in high school, middle school, elementary and special education classrooms. This included teaching experience with Science, Math, Gym, Social Studies, Shop and supervising students for recess or lunch activities.

Special Claims Representative, Farmers Insurance — 2005-2007, 2008-2013

Settles bodily injury files for Michigan, Canada or any other state where a Michigan insured had an accident. Handled the litigated property damage claims for the Michigan office. First representative to score 100% on a file review.

Education

Michigan State University, East Lansing, MI — Bachelors of Political Science

Jessica Burton

Sales Leader with 95% Attach Rate, Cultivates Customer Education in Products, Top Solicitor of New Leads

Holt, MI 48842

jessicaburton517@gmail.com

+1 517 755 7975

Authorized to work in the US for any employer

Work Experience

School Bus Driver

Holt Public Schools - Holt, MI

September 2022 to Present

Drive bus routes as needed. Maintain student behaviors. Report any issues to supervisors.

Administrative Assistant

Christian Church Michigan Region - Lansing, MI

October 2020 to August 2022

Correspondence, payments and deposits, letters and mailings sent to all churches in Michigan. Maintain social media. Answer phones and help churches and church members get the answers they need.

Store Manager

Extra Space Storage - Lansing, MI

September 2018 to June 2020

- * Renting self-storage units, parking space, and other related products
- * Converting telephone and walk-in inquiries into rentals
- * Sales of boxes, locks and packing supplies - Also guiding customers in choice of insurance vs liability with rental and storage
- * Work within approved site budget; Develop and implements cost saving measures; Contribute to profits and revenue - Have maintained perfect record of not exceeding monthly expense budget
- * Charged with keeping Account Receivables under 5% of tenants, through the pursuit of collections, posting of payments and processing and delivery of daily bank deposits accurately and timely
- * Maintain contact with customers for delinquency, site security, etc.
- * Processes foreclosures on units, following State of Michigan Lien Guidelines; making a myriad of attempts to help tenant avoid foreclosure
- * Execute Auction Protocol after foreclosure -- inventory, lien searches, post auction information in papers and online, continue to contact tenant to avoid auction
- * Greeting customer promptly, enthusiastically and professionally
- * Knowing and presenting the features and benefits of the property at all opportunities
- * Maintain property grounds - painting, debris removal, 2x daily facility walk throughs, unit cleaning, security rounds, clean restrooms, seasonal grounds care
- * Ensures that company standards of cleanliness and appearance are met

Costumer/Seamstress

The Downeaster Theatre - Lansing, MI

September 2017 to July 2019

- * Designs and creates costumes for youth and adult productions; cast ages 4+ for costuming -- cast size ranging from 4-30
- * Supervise volunteers and Crew Kids in aide of costume design, management, sewing, etc
- * Combine elements of color and fabric textures to provide a visual understanding of characters in terms of age, social status, occupation and era
- * Experienced in pattern making and sewing
- * Manages and maintains production's costume budget
- * Care and coordination of costumes, costume shop, and accessories
- * Understand the work for which they are producing costumes
- * Able to work closely with Director, production team members and actors

****Portfolio of costume designs available on request****

General Manager

Prime Storage Group - Lansing, MI

March 2018 to September 2018

- * Renting self-storage units, parking space, and other related products
- * Converting telephone and walk-in inquiries into rentals
- * Sales of boxes, locks and packing supplies
- * Work within approved budget; Develop and implements cost saving measures; Contribute to profits and revenue
- * Maintain Account Receivables through the pursuit of collections, posting of payments and processing and delivery of daily bank deposits accurately and timely
- * contact customer concerning their account, collections, and other issues.
- * Processes foreclosures on units, following State of Michigan Lien Guidelines; making a myriad of attempts to help tenant avoid foreclosure
- * Execute Auction Protocol after foreclosure -- inventory, lien searches, post auction information in papers and online, continue to contact tenant to avoid auction
- * Greeting customer promptly, enthusiastically and professionally
- * Knowing and presenting the features and benefits of the property at all opportunities with a positive Sales attitude
- * Maintain property grounds - gardening, painting, debris removal, 2x daily facility walk throughs, unit cleaning
- * Resolves customer issues in a timely and effective manner.

Merchandiser

Dan Henry Distributing - Lansing, MI

August 2017 to January 2018

- * Rotate and price product
- * Assist with displays and maintain shelf conditions with both front and back of store stock
- * Work independently 95% of time; occasionally work with crew for special display setups, new store sets, etc.
- * Provided own transportation, tracked mileage for reimbursement
- * Able to lift up to 50 lbs, bend, turn, climb ladders and work in a variety of environments

Food Service Server

Lansing School District - Lansing, MI

January 2013 to December 2013

- Help prepare food, package food into serving containers
- Serve food, maintain food service standards for servings
- Maintain food safety standards, temp check food, keep snack line stocked

Assistant Teacher/ Programming Specialist

Kindercare Learning Center - Tacoma, WA

June 2011 to October 2011

- Maintain DEL standards of a Childcare Center for kids ages 1-11
- Plan and implement curriculum themed projects, games, snack, and free choice time
- Cook meals for a center of 60 kids maintaining USDA guidelines
- Maintain safety standards and perform routine drills for fires and earthquakes

Site Director

YMCA of Pierce and Kitsap County - Tacoma, WA

October 2010 to June 2011

- Maintain DEL standards of a Childcare Center for 20+ kids ages 4-11
- Plan and implement curriculum themed projects, games, snack, and free choice time
- Supervise Site Leader in everyday operations and interactions with parents, teachers and children
- Maintain safety standards and perform routine drills for fires and earthquakes
- Interact and guide children to grow into future leaders
- Complete daily and weekly paperwork and write monthly newsletter

Sales Associate/Key Holder

Radio Shack - Lansing, MI

September 2009 to September 2010

- Help customers gain the knowledge to make informed purchases that will best fit their needs
- Complete wireless activations, including suggesting appropriate add-ons to plans and phones
- Maintain store cleanliness including wiping down surfaces, sweeping, mopping and dusting
- Fill in when manager is out of building or off for the day
- Make change runs and take deposits to bank when manager is unavailable

Operations Manager

Impression 5 Science Center - Lansing, MI

April 2006 to December 2008

- Led a team of up to 15 education and visitor services staff including training staff to teach 11 different science-based workshops
- Year round educator teaching informal science and problem solving classes, making sure to meet Michigan Education Standards
- Taught classroom of 30 students; ages 3-18; workshops ranging from half an hour to two hours long
- taught weeklong lessons for 5 through 12 year olds
- assisted in planning and leading homeschool programs
- taught basic workshops for schools and/or general public
- Planned and Implemented Scientific Weekend programs; 3-5 activities each weekend
- Maintained exhibit area and reported repair needs to exhibits department
- Prepared classrooms for workshops, including stocking workshop materials
- Helped create curriculum for workshops on Dino Dig, Magnets and Sound

- Wrote Press Releases for programs, assisted in writing curriculum, wrote and designed weekend program brochure
- Helped with fundraising initiatives and events
- Maintained educational programs workshop carts, including inventorying weekly and purchasing supplies as needed
- Trained and led adult volunteers
- Led a volunteer program of 8 teens throughout the summer season, encouraging growth in customer service and presentation skills
- Was responsible for providing optimal visitor experience including school groups, scouts, homeschool families and general visitors
- Worked with and spoke in front of up to 200 visitors at a time

Outdoor Program and Adult Development Manager

Girl Scouts of Irish Hills Council - Jackson, MI

April 2005 to January 2006

- Year round position, focusing on weeklong programs in summer and weekend programs throughout the school year
- Supervised seasonal staff of 10-12
- Oversaw development of skills of approximately 200 adult volunteers/leaders
- Planned and implemented 8 week summer camp and 45 school year programs for scouts aged 5-18; Planned adult enrichment programs
- Oversaw and planned at least four weekend long programs for scouts and leaders
- Fundraising for Camperships - called potential donors and current donors
- Fueled growth of water front, Arts and Crafts, Overnight tripping, and Evening Programs

Barn Manager / Village Director

YMCA Storer Camps - Jackson, MI

August 2001 to April 2005

- Year round position; worked summers with 10-18 year olds mainly, school year was 6-14 year olds mainly
- Managed herd of 40 horses; Maintained feed, herd health and ride records
- Maintained paperwork for barn activities (herd management, ride schedules) and village activities (camper reports, emergency release forms, activity logs)
- Supervised 5 seasonal staffers and oversaw 35 teenage campers
- Taught classes in "horse sense" and riding to classes from beginner to advanced
- Supervised staff on trail rides of up to 24 visitors in all seasons and all weather.
- Filled in as teacher for environmental education and historical interpretation classes
- Yearly participation in Fundraising - called donors to ask for donation increases and renewals

Education

Master's in Business Administration

Western Governors University

November 2018 to Present

B.S. in Parks, Recreation and Tourism Resources

Michigan State University - Lansing, MI

1997 to 2001

Skills

- Multi-Line Phone System (5 years)
- Customer Relations (10+ years)
- Management (7 years)
- Administrative Skills (4 years)
- Sewing/Hemming/Repairs (10+ years)
- Forklift Operator (2 years)
- Warehouse Management (2 years)
- Money Handling (7 years)
- Accounts Receivable (2 years)
- Fax (7 years)
- Copy Machine (7 years)
- Word Processing (10+ years)
- Spreadsheets (8 years)
- Maintenance (1 year)
- Retail Management
- Sales (4 years)
- Scheduling (5 years)
- Merchandising
- Customer Service
- Cash Handling
- Marketing
- Fundraising (3 years)

Groups

Wilcox Elementary PTO

October 2015 to Present

- * Lead volunteer for Wednesday popcorn
- * Attend monthly PTO meetings
- * Volunteer for programs and activities throughout the year -- carnival, Winter Festival, book fair, Teacher Appreciation week, etc.

Girl Scouts Heart of Michigan - Troop Leader

September 2014 to Present

- Part of Holt/Dimondale Area
- Started Daisy troop in 2014; have transitioned with girls to Junior Troop
- Assist with Brownie and Daisy in 2019

- Facilitated Girl Lead programs (troop hosts) - Thinking Day (2 years), Juliette's Birthday Celebration (3 years), Area Swim Party (1 year)
- Coached Girls through Bronze Award process

Danielle Mahoney

Indian River, MI 49749

daniellemahoney6_euw@indeedemail.com

+1 702 203 2689

I can acquire any skill set needed for any job I take on.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Community Safety Gate Officer/Compliance Officer

Spanish Trail Master Association (HOA) - Las Vegas, NV

February 2013 to May 2021

- Learning the ins and outs of Inter Access Systems
- Greeting and verifying guest, resident, and vendor identification and registration
- Access control to the community
- Dispatch experience
- Radio etiquette
- Inbound and outbound calls to clear guests, make changes to accounts, make verification requests, dispatch necessary patrol or emergency response
- Top notch customer service for the high priority residents we serve and their guests, clients, and vendors
- Data entry
- Scheduling
- Build and maintain an excellent rapport with residents
- Phone logs
- Multitasking
- Maintain extensive knowledge of the property for the upscale private community of 1200+ homes, golf course, tennis center, and fitness center
- Average WPM 90
- Report writing
- Traffic control
- Customer confidentiality and discretion
- Responding to residents needs and inquiries via phone, email, resident portal messaging, and in person
- Assist residents in determining what type of vendors need to be scheduled for work needing to be done
- During my time with this company, I have acquired an immeasurable amount of skills and knowledge

Maintenance Associate/Cashier/Bakery Associate

Walmart - Las Vegas, NV

August 2011 to April 2012

- Cash handling
- Packaging and labeling products
- Stocking
- Assisting multiple departments during my shift

- Greeting and assisting customers with any and all needs
- Completing all tasks in a timely manner

Sales Representative/Customer Service/Data Entry

Empereon Marketing - Phoenix, AZ

June 2010 to October 2010

- Inbound and outbound calls
- Assisted customers with their accounts
- Verifying customers identity and accounts
- Worked on multiple projects simultaneously

Education

GED

Imperial Valley College - Imperial Valley, CA

January 2011 to January 2011

Skills

- Technical/Computer Literacy (10+ years)
- Planning/Organizing (10+ years)
- Manage Multiple Priorities (10+ years)
- Adaptability/Flexibility (10+ years)
- Communications(listening, verbal, writing) (10+ years)
- Honesty, Dedication, Intergrity, Work Ethic, Tenacity
- Dependable, Reliable, Responsible
- Teamwork, but also independently self-motivated
- Customer service (10+ years)
- Security
- CCTV
- Surveillance
- Conflict Management
- Loss Prevention
- Cold Calling
- Emergency Management
- written and verbal communication skills
- Experience with children
- Experience with Microsoft Office; MS Word, MS Excel, MS Powerpoint

Stacy L. Wicker

6292 Rainbow Lane
Indian River, MI 49727
(231) 675-7923

wickerstacy@hotmail.com

Objective:

Seeking employment within a company that will utilize my education and experience within my employment and educational background.

Employment History:

Petoskey Real Estate Group

Administrative Assistant

April 2022 – Current

Responsible for greeting clients at front desk, answering multiple phone lines, balancing check books for PREG accounts, handling closings for agents and distributing commission checks.

Responsible for day-to-day activities within the MLS including entering new listings, closing out sold listings and researching Sold properties for CMA's. Assisting agents with tasks they may need assistance with.

Gary W. Roberts / O'Brien & Associates

Real Estate Assistant

December 2017 – February 2020 (Laid off due to pandemic)

Responsible for day-to-day activities with the MLS, scheduling appointments, keeping daily to-do list up to date, answering multiple phone lines, bulk mailings including expired/withdrawn listings.

Inputting new listings in the MLS, typing out listing/purchase agreements. In constant contact with clients via telephone and/or emails, setting up ads in weekly paper.

David Beek / Coldwell Banker Schmidt Realty & Berkshire Hathaway Home Services, Boyne City

Real Estate Assistant

May 2015 – December 2017

Same description as above.

Lynda's Real Estate Service, Boyne City

Administrative Assistant

May 2013 – May 2015

Fielding all client/walk in traffic, maintaining all office listing files, answering multiple phone lines, inputting new listings in the MLS system. Assisting all agents with things they may need help with and making sure window ads were up to date.

Gary W. Roberts / Century 21 Vacation Properties, Boyne City

Real Estate Assistant

July 2001 – August 2010

Same description as above.

Education:

Boyne City High School

Graduate 1993

General Study

North Central Michigan College / Lake Superior State University

Graduate

Major: Associate of Arts / Criminal Justice

Minor: American Literature

Michigan Principles & Practices / Holloway's Institute

Skills And Abilities:

Windows, Microsoft Outlook, Microsoft Excel, Word, Agent 2000, Symix Syte Select, Dot Loop, Docusign, Microsoft Publisher, Paragon Computer Systems, Internet and County Websites

Honors And Activities:

Volunteered with the Charlevoix County Sheriff's Department Auxiliary training program from 1994-1998. Was a Charlevoix County Notary Republic.

Notes/Other Information:

I am able to work in a fast-paced environment with many tasks to be done at hand. I work well under pressure with deadlines to be met and work well with others.

Jenna Schoonover

231-290-1562 | jennasch14@gmail.com | Indian River, MI 49749

SUMMARY

Ambitious Receptionist equipped to handle front desk operations greeting guests, routing correspondence and solving immediate issues. Goal-oriented and meticulous professional with computer skills and telephone etiquette. Committed to contributing to company growth.

SKILLS

- Proper phone etiquette
- Administrative skills
- Oral and writing communication
- Customer assistance and interaction
- Listening skills
- Effective planning

EXPERIENCE

Property Manager, Self employed / Airbnb, February 2022-Current
Indian River, MI

- Handled resident complaints and expedited maintenance requests.
- Collected monthly assessments, rental fees, deposits and payments.
- Updated tenant and unit information to keep current in housing database.
- Implemented rental payment policies and pursued delinquent accounts via phone calls and personal visits.
- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Handled, labeled and safely stored various hazardous chemicals and solutions to prevent injuries.
- Created inventory checklists and stocked housekeeping carts.

Administrative Assistant, South Lyon parks and recreation, September 2021-January 2022
South Lyon, MI

- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Directed customer communication to appropriate department personnel.
- Maintained accurate department and customer records.
- Inventoried and ordered supplies for office.
- Scheduled appointments, meetings and events for management staff.
- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Utilized editing programs to proofread content for typo-free emails, memos and documentation.

Aide Assistant, Pine view cottage , April 2020-November 2020
Harbor Springs, MI

- Maintained clean and well-organized environment for client happiness and safety.
- Observed patients for changes in physical, emotional, mental or behavioral condition and injuries.
- Assisted with meal planning to meet nutritional plans.
- Followed care plan and directions to administer medications.
- Aided with mobility and independence for disabled individuals and continually monitored safety.

Nanny/ House Manager , Makayla and Ben Connelly , September 2019-March 2020
Farmington, MI

- Handled resident complaints and expedited maintenance requests.
- Collected monthly assessments, rental fees, deposits and payments.
- Updated tenant and unit information to keep current in housing database.
- Implemented rental payment policies and pursued delinquent accounts via phone calls and personal visits.
- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Handled, labeled and safely stored various hazardous chemicals and solutions to prevent injuries.
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Aide Assistant, Pine view cottage , April 2020-November 2020

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- Maintained clean and well-organized environment for client happiness and safety.
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- Assisted with meal planning to meet nutritional plans.
- Followed care plan and directions to administer medications.
- Aided with mobility and independence for disabled individuals and continually monitored safety.

Nanny/ House Manager , Makayla and Ben Connelly , September 2019-March 2020

Indian River, MI

- Offered positive reinforcement and taught life skills regarding chores and cooking techniques.
- Created nurturing, safe environments to promote emotional, social and intellectual growth.
- Posted parents' contact information and first responder phone numbers in case of emergency situations.
- Monitored indoor and outdoor playtime by guiding activities while watching for dangers.
- Regulated children's schedules to balance rest, learning and play.
- Interacted positively with children to promote mental and emotional development.
- Participated in hands-on learning activities with children incorporating art.

EDUCATION AND TRAINING

High School Credits , Pinckney Community High School, Pinckney MI May 2018

Laura L. Decker
5064 Wilson Rd.
Indian River, Mi 49749
231-290-1612

Objective

- To secure employment with an organization demanding of highly skilled professionalism and teamwork in addition to a position within an organization that fosters my professional growth and development.

Education

- Graduated from Inland Lakes High School

Training

- Proficient in Microsoft Word and Excel
- Desktop Underwriter and other underwriting/processing software packages.

Professional Highlights

- I have over 20 years in the mortgage industry in various positions, for different major lenders as well as brokers.
- Managing pipeline of 100 to 125 loans. Highest month clear to close 165 loans.
- Knowledgeable of regulations encompassing four Midwestern States for processing of Homecomings Financial, LLC loans.
- Converted Homecomings Financial, LLC to a paperless system.
- Promotion after one year of employment with Citi-Mortgage, Inc. from Title Examiner to Sales Assistant

Experience

Inn-Between Restaurant – Indian River, MI

06/2017 – 09/2021

Bartender/Server

- Provide quality service and individual attention to patrons
- Took necessary steps to ensure a high level of customer satisfaction.

Bank Of America - Troy, Michigan, Charlotte NC 09/12 - 10/2013
Home Support Specialist II/Senior Loan Processor

- Receiving loans from Mortgage Loan Officers and reviewing documents sent.
- Verifying all income and asset documents are in file and correct,
- Updating CLUES and obtaining approval in order to send to Underwriting for Initial Credit Approval.
- Customer contact for any other conditions requested from Underwriting and CLUES.
- Ordering appraisal, title and any other 3rd party documents needed, and reviewing them for accuracy.
- Obtaining clear to close from Underwriter, and scheduling closing between customer and title department.
- Obtained Level 2 signing authority.

Sunset Shores Resort - Indian River, MI 09/09 - 06/2018
Seasonal Resort Manager

- Customer service and satisfaction with renters for summer resort on Burt Lake.
- Maintain and oversee landscaping and rental units.
- Organize employees work schedule and duties.
- Report to owner on weekly basis with any issues, and general information of resort functions.

Cash Fast For Less - Indian River/ Cheboygan, MI 11/09 - 01/11
Office Manager

- Responsibilities include reviewing customers documents when applying for a loan.
- Cash handling, check cashing.
- Answering phones, all office equipment, running reports at the end of day and customer service.

Homecomings Financial, LLC
Farmington Hills, MI/Charlotte, NC
Underwriting Assistant/Underwriter

- Worked with brokers, third party vendors and sales representatives to effectively communicate and obtain conditions.
- Responsibilities included receiving and reviewing conditions from brokers requested by Underwriting Department to obtain clear to close.
- Cleared credit conditions and appraisal conditions, working towards appraisal valuation review.
- Averaged closing of 100 loans per month.

References are available upon request

Private Duty Caretaker – Indian River, MI
Caretaker for Elderly

01/2020 – 5/2021

- Provide Individualized care and supportive services that fosters independent living for a senior citizen and military veteran in my community.
- Responsible daily tasks:
 - Meal preparation,
 - dispensing daily medication,
 - monitoring and recording weight and blood pressure readings.
 - Ensure sanitary environment is maintained.
 - Provide opportunities for social interaction as well as activities of daily living for my client.
 - Maintain open lines of communication with family members to support and promote healthy living environment.

American Mortgage Consultants – Tampa, FL
Sr. QC Underwriter/Analyst

04/2016 – 09/2018

- Reviewed and analyzed loans that were previously closed to ensure that guidelines were followed.
- Cited the loan for each occurrence found, if any and sent report to lender for correction.
- Extensive training for TRID Guidelines and new processes that were requested by each lender.

Amerifirst Home Mortgage – Kalamazoo, MI
Senior Loan Processor

07/15 – 04/2016

- Received loans from Mortgage Loan Officers and reviewed documents sent. Verifying all income and asset documents are in file and correct.
- Updating Desktop Underwriting and obtaining approval to send to Underwriting for Initial Credit Approval.
- Customer contact for any other conditions requested from Underwriting and Desktop Underwriting.
- Ordering appraisal title and any other 3rd party documents needed and reviewing them for accuracy.
- Obtaining clear to close from Underwriter and scheduling closing between customer and title department.

Credit Technologies - Wixom, MI
Customer Service Specialist

03/14 - 07/15

- Receiving mortgage credit supplement requests from mortgage clients.
- Calling creditors and consumers to obtain current information on credit trade lines.
- Updating trade lines to current. Reviewing information and sending updates to mortgage clients. Answering production phone calls to assist clients with issues.

Laura

| Candidate Name | Ranking |
|--|---------|
| Can you tell me about your past experience as an office assistant? | 1 |
| What do you know about our organization? | 2 |
| Why do you want to work as an office assistant for this organization? | 1 |
| What kind of administrative duties were your responsible for in your last role? | 2 |
| What are your greatest strengths and how would they help you perform as an office assistant? | 2 |
| What kind of computer skills do you have? | 2 |
| How will your admin skills contribute to our team? | 1 |
| How do you handle a stressful situation as and office assistant? | 2 |
| Do you have any questions about the office assistant position? | 2 |
| | 15 |

Ranking: 1 -Excellent, 2 - Good, 3 - Fair, 4 - Poor

General Employee Hiring Policy

Section 1: Purpose and Intent

The purpose and intent of this policy is to provide procedures to be utilized in the selection of general Township employees.

Section 2: Definitions

The following words, terms, and phrases shall have the meanings indicated:

- a. Selecting Official. The Selecting Official(s) will be designated by the Township Board, and it will be determined by the Board whether to permit the Selecting Official(s) to have full hiring authority for each employment position to be considered, OR to require the Selecting Official(s) to present qualified applicant recommendations to the Township Board as a whole. The Selecting Official(s) may be the Township supervisor, the direct supervisor of the department requesting the employee, or an officer or employee of the Township, and may be assisted by other Township Board members or Township employees.
- b. The Township's Board shall remain responsible for all employment conditions within the Township, including, but not limited to: hiring and firing of employees, job transfers, working conditions, employee complaints and other responsibilities.
- c. Full-time position. A regular full-time employee is one who works a minimum of 35 hours per week.
Part-time position. A regular part time employee is one who works less than 35 hours per week.
- d. Temporary or Seasonal position. A temporary or seasonal employee is one who works full or part time but six months or less in a calendar year.
- e. "At-Will" Employer. Unless otherwise determined by labor agreement or employment contract with the Township, Tuscarora Township is an "At-Will" employer. The employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice. No employee, Supervisor or any other person except the Township Board, in writing signed by the Board, has the authority to enter into any employment agreement on behalf of the Township for any specified period of time, pursuant to any particular conditions, or make any agreements.

Section 3: Notices and Applications

- a. Prior to establishing an eligibility list for any position, the Selecting Officials(s) shall provide public notice that the Township is accepting applications for employment and what the minimum requirements of the position and for making an application are. The public notice may be published in the same newspapers used by the Township for legal publications and in any other newspapers, trade magazines, and websites (including the Township's official website) deemed appropriate by the Selecting Officer(s) for the position.
- b. The minimum requirements for any position shall be established by the job description, consistent with Township Board approved policies and employee manuals, applicable laws, and generally accepted public sector employment standards.

Section 4: Interviews, Hiring Decisions, and Notifications

- a. The Selecting Official(s) shall present up all qualified applicants to the Township Board for consideration, interviews, and approval, except when the Selecting Officials(s) had prior full authority to hire for that particular position. All applicants deemed to be "qualified" will be subject to a background check prior to approval by the Township Board or Selecting Official(s). Any applicant that will have access to township funds or monies will also be subject to a credit/financial check.
- b. All interviewed applicants will be notified by the Selecting Official(s) that they have or have not been selected for employment, and if selected, the requirements for accepting and beginning employment.

Section 5: General

- a. Amendments to this policy must be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- b. The current hiring policies shall be posted on the Township's website.

Section 6: Equal Employment Opportunity

The Township is an equal opportunity employer. It does not discriminate against applicants on the basis of race, sex religion disability, national origin or another protected status under state and federal law.



Administrative Assistant Job Description

JOB SUMMARY

Responsible for performing diverse administrative assistance and general office support services for the Board of Trustees. Researches and responds to both routine and unique matters regarding a wide variety of Township matters. Supervised by the Township Clerk.

Position is subject to a background check, credit/financial check and 90-day probationary period.

DUTIES AND RESPONSIBILITIES

- Independently reviews all proposed purchases for policy compliance on behalf of the Board of Trustees.
- Prepares payroll and assists Clerk with payroll activities.
- Acts as Freedom of Information Act (FOIA) Coordinator.
- Assists the township supervisor with grant applications
- Acts as the federal and state grants program coordinator.
- Assists the Supervisor and Clerk with the preparation of Board of Trustees meetings.
- Using specialized software (BS&A) assists the Supervisor, Treasurer and Clerk and other Trustees with administrative and financial tasks.
- Coordinates and maintains the Township Property Inventory List
- Receives and directs telephone calls, visitors and provides customer service.
- Receipts incoming monies owed to the Township including taxes.
- Prepares and maintains records, files, schedules, reports, and similar information.
- May assist in processing routine purchase orders, invoices and requisitions.
- Acts as backup Webmaster and Facebook coordinator.
- Responsible for office supply inventory and ordering
- Additional items as directed by the Township Board of Trustees.
- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in computers and office technology, including Word, Outlook, Excel
- Must be able to operate basic office equipment such as fax machine, copy machine, computer, printer, scanner, telephone, and calculator.
- Ability to perform and/or review monetary transactions with accuracy.
- Ability to prioritize and complete multiple projects and tasks
- Requires working knowledge of township activities
- Professionalism to interact with other departments and the public
- Self-motivated and attention to detail

3546 S. Straits Highway, Indian River, Michigan 49749, Tel. (231) 238-0970



- Excellent oral and written communication skills
- Ability to type with speed and accuracy.
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships with Board members, employees, and the general public.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

DESIRED MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- A valid driver's license.
- Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. The employee occasionally is required to stoop, kneel, or crouch. There may be some walking, standing, carrying of light items such as papers or books or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office setting. The noise level in the office setting is usually quiet and at times fast paced. In the field, the noise level usually is moderate while weather conditions can vary. The job might be stressful at times due to the nature of job responsibilities and interaction with the public.



Office Assistant Job Description

JOB SUMMARY

Works under the supervision of the Township Clerk and is responsible for performing a variety of clerical assignments and customer service.

Position is subject to a background check, credit/financial check and 90-day probationary period.

DUTIES AND RESPONSIBILITIES

- Receives, screens and directs telephone calls, visitors and correspondence to appropriate personnel.
- Provide front counter customer service at the township office service window.
- Receipts incoming monies owed to the Township including taxes.
- Prepares and maintains records, files, schedules, reports, and similar information.
- May assist in processing routine purchase orders, invoices and requisitions including performing basic arithmetic computations.
- Using specialized software (BS&A) assists the Supervisor, Treasurer and Clerk and other Trustees with administrative and financial tasks.
- Assists with payroll activities
- Responsible for updating the township webpage
- Responsible for office supply inventory and recommended ordering
- Assists the Administrative Assistant with the Township Property Inventory List
- Provides office support to all Board of Trustees members
- Additional items as directed by the Township Board of Trustees or the Clerk.
- Other duties as assigned

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency in computers and office technology, including Word, Outlook, Excel
- Must be able to operate basic office equipment such as fax machine, copy machine, computer, printer, scanner, telephone, and calculator.
- Ability to prioritize and complete multiple projects and tasks
- Requires working knowledge of township activities
- Professionalism to interact with other departments and the public
- Self-motivated and attention to detail
- Excellent oral and written communication skills
- Ability to type with speed and accuracy.
- Knowledge of general office operations and clerical and secretarial procedures and practices.
- Ability to perform monetary transactions with accuracy.

3546 S. Straits Highway, Indian River, Michigan 49749, Tel. (231) 238-0970



- Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- Ability to establish and maintain effective working relationships with Board members, employees, and the general public.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

DESIRED MINIMUM QUALIFICATIONS

- High school graduate or equivalent.
- A valid driver's license.
- Any combination of training and work experience indicating possession of the knowledge, skills, and abilities listed herein.

PHYSICAL DEMANDS

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, and reach with hands and arms. The employee occasionally is required to stoop, kneel, or crouch. There may be some walking, standing, carrying of light items such as papers or books or driving an automobile and limited occasional lifting of objects weighing in excess of 25 pounds.

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office setting. The noise level in the office setting is usually quiet and at times fast paced. In the field, the noise level usually is moderate while weather conditions can vary. The job might be stressful at times due to the nature of job responsibilities and interaction with the public.

Job announcement

Title: Office Assistant

Responsible for Works under the supervision of the Township Clerk and is responsible for performing a variety of clerical assignments and customer service.

Starting pat is \$17 per hours, 25 hours per week.

Position is subject to a background check, credit/financial check and 90-day probationary period.

Location of the position is at the township offices, 3546 S Straits Highway, Indian River, MI 9749.

Please provide a resume to the Township Clerk by email to clerk@tuscaroratwp.com or deliver to the Clerk at the township offices 3546 S Straits Highway, Indian River, MI 49749.

Application deadline is January 3, 2023

The full position description can be found here at [\(Link\)](#)

Tuscarora Township is an equal opportunity employer.

PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED | |
|-------------------------|-------------------------------------|----------------|-------------|------------------|------------|----------------|------------|
| | | AMENDED BUDGET | 11/30/2022 | MONTH 11/30/2022 | BALANCE | | |
| | | NORMAL | (ABNORMAL) | INCREASE | (DECREASE) | NORMAL | (ABNORMAL) |
| Fund 101 - GENERAL FUND | | | | | | | |
| Revenues | | | | | | | |
| Dept 000 | | | | | | | |
| 101-000-402.00 | PROPERTY TAXES | 265,062.00 | 0.00 | | 0.00 | 265,062.00 | 0.00 |
| 101-000-410.00 | CURRENT PP TAX | 500.00 | 0.00 | | 0.00 | 500.00 | 0.00 |
| 101-000-412.00 | DELINQUENT PERSONAL PROPERTY TAX | 200.00 | 0.00 | | 0.00 | 200.00 | 0.00 |
| 101-000-426.00 | SWAMP TAX/STATE LAND TAX | 9,091.89 | 0.00 | | 0.00 | 9,091.89 | 0.00 |
| 101-000-434.00 | TRAILER PARK FEES | 150.00 | 0.00 | | 0.00 | 150.00 | 0.00 |
| 101-000-445.00 | PENALTIES ON TAXES | 2,000.00 | 0.00 | | 0.00 | 2,000.00 | 0.00 |
| 101-000-447.00 | TAX ADMINISTRATION FEE | 110,000.00 | 29,941.36 | | 35.00 | 80,058.64 | 27.22 |
| 101-000-448.00 | STATE REIM. SUMMER TAX | 9,378.00 | 9,012.50 | | 0.00 | 365.50 | 96.10 |
| 101-000-451.00 | SPECIAL ASSESSMENTS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-477.00 | CABLE FRANCHISE FEES | 4,700.00 | 2,767.08 | | 1,440.37 | 1,932.92 | 58.87 |
| 101-000-491.00 | CEMETERY FEES | 5,000.00 | 4,766.88 | | 1,600.00 | 233.12 | 95.34 |
| 101-000-492.00 | RECYCLING PERMIT FEES | 500.00 | 0.00 | | 0.00 | 500.00 | 0.00 |
| 101-000-502.00 | FEDERAL REVENUE | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-566.00 | STATE REC GRANT | 54,000.00 | 0.00 | | 0.00 | 54,000.00 | 0.00 |
| 101-000-567.00 | STATE GRANTS ARPA | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-573.00 | LOCAL COMMUNITY STABILIZATION SHARE | 7,000.00 | 0.00 | | 0.00 | 7,000.00 | 0.00 |
| 101-000-574.00 | STATE SHARED REVENUE - SALES/USE | 294,895.00 | 120,664.00 | | 0.00 | 174,231.00 | 40.92 |
| 101-000-576.00 | SPEC ELECTION REIMB | 0.00 | 2,847.35 | | 0.00 | (2,847.35) | 100.00 |
| 101-000-626.00 | CHARGES FOR SERVICES RENDERED | 1,500.00 | 2,298.00 | | 90.00 | (798.00) | 153.20 |
| 101-000-628.00 | CHARGES FOR SERV. RENDERED, PARK | 5,000.00 | 29,600.00 | | 100.00 | (24,600.00) | 592.00 |
| 101-000-629.00 | CHARGES FOR SERVICES-METRO ACT | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-630.00 | CHARGES FOR SERVICES - AIRPORT | 1,200.00 | 1,589.00 | | 0.00 | (389.00) | 132.42 |
| 101-000-642.00 | CHARGES FOR CEMETERY GRAVE SITES | 2,000.00 | 3,515.00 | | 0.00 | (1,515.00) | 175.75 |
| 101-000-643.00 | LAND SALES | 5,000.00 | 24,272.00 | | 24,272.00 | (19,272.00) | 485.44 |
| 101-000-644.00 | VETERANS PIER BRICK PAVERS | 500.00 | 50.00 | | 0.00 | 450.00 | 10.00 |
| 101-000-653.00 | BOAT LAUNCH FEES | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-665.00 | INTEREST INCOME | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-666.00 | DIVIDENDS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-667.00 | | 3,800.00 | 1,843.00 | | 0.00 | 1,957.00 | 48.50 |
| 101-000-670.00 | MARINA PARK LEASE | 1,500.00 | 0.00 | | 0.00 | 1,500.00 | 0.00 |
| 101-000-675.00 | CONTRIBUTIONS FROM PRIVATE SOURC | 7,500.00 | 5,700.00 | | 0.00 | 1,800.00 | 76.00 |
| 101-000-675.01 | RECREATION DEPARTMENT CONTRIBUTI | 0.00 | 100.00 | | 0.00 | (100.00) | 100.00 |
| 101-000-676.00 | REIMBURSEMENTS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-676.01 | DDA ADMINISTRATOR REIM. | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-676.02 | REIMBURSEMENTS - PARKS & REC | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-687.00 | REFUNDS/REBATES | 0.00 | 3,462.25 | | 0.00 | (3,462.25) | 100.00 |
| 101-000-689.00 | CASH OVER OR SHORT | 0.00 | (27.62) | | 0.00 | 27.62 | 100.00 |
| 101-000-693.00 | GAIN ON SALE FIXED ASSETS | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| 101-000-699.00 | INTERFUND TRANSFER IN | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 790,476.89 | 242,400.80 | | 27,537.37 | 548,076.09 | 30.67 |
| Dept 999 | | | | | | | |
| 101-999-599.99 | REVENUE CLOSING OFFSET | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| Total Dept 999 | | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 |
| TOTAL REVENUES | | 790,476.89 | 242,400.80 | | 27,537.37 | 548,076.09 | 30.67 |
| Expenditures | | | | | | | |
| Dept 101 | | | | | | | |
| 101-101-703.00 | TOWNSHIP BOARD TRUSTEE SALARIES | 8,734.00 | 3,308.20 | | 652.32 | 5,425.80 | 37.88 |

PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|------------------------------|----------------------------------|----------------|-------------|------------------|-------------|----------------|
| | | AMENDED BUDGET | 11/30/2022 | MONTH 11/30/2022 | BALANCE | |
| | | | | | | |
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-101-704.00 | ADMINISTRATIVE ASSISTANT | 0.00 | (75.00) | 0.00 | 75.00 | 100.00 |
| 101-101-704.01 | DDA ADMINISTRATOR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-101-704.02 | OFFICE ASSISTANT | 28,080.00 | 9,152.77 | 1,430.13 | 18,927.23 | 32.60 |
| 101-101-704.03 | WAGES TWP PROP MGT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-101-709.00 | TOWNSHIP TRUSTEE FICA | 2,816.27 | 2,627.91 | 457.27 | 188.36 | 93.31 |
| 101-101-709.01 | TWP PROP MGT FICA | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-101-710.00 | EMPLOYERS MESC | 150.00 | 31.39 | 0.00 | 118.61 | 20.93 |
| 101-101-719.00 | HOSPITALIZATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-101-752.00 | TOWNSHIP BD. OFFICE SUPPLIES | 5,000.00 | 1,352.66 | 79.17 | 3,647.34 | 27.05 |
| 101-101-801.00 | TOWNSHIP BD. PROFESSIONAL EXPENS | 2,500.00 | 1,215.00 | 0.00 | 1,285.00 | 48.60 |
| 101-101-805.00 | GG AASSESSMENT TO SEWER | 4,000.00 | 0.62 | 0.00 | 3,999.38 | 0.02 |
| 101-101-809.00 | FEES | 300.00 | 167.22 | (56.78) | 132.78 | 55.74 |
| 101-101-850.00 | COMMUNICATIONS | 3,500.00 | 1,199.70 | 239.94 | 2,300.30 | 34.28 |
| 101-101-851.00 | MAIL/POSTAGE | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 101-101-852.00 | INTERNET & WEBSITE | 1,200.00 | 833.84 | 365.09 | 366.16 | 69.49 |
| 101-101-861.00 | MILEAGE REIMBURSEMENT | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-101-880.00 | FIREWORKS - COMMUNITY PROMOTION | 15,000.00 | 12,000.00 | 0.00 | 3,000.00 | 80.00 |
| 101-101-900.00 | TOWNSHIP BD. PRINTING AND PUBLIS | 3,500.00 | 486.34 | 135.64 | 3,013.66 | 13.90 |
| 101-101-915.00 | TOWNSHIP BD. DUES AND MEMBERSHIP | 5,300.00 | 1,054.00 | 0.00 | 4,246.00 | 19.89 |
| 101-101-916.00 | TWP. BD. EDUCATION AND TRAINING | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-101-931.00 | TOWNSHIP BD. REPAIRS AND MAINTEN | 1,500.00 | 970.18 | 30.91 | 529.82 | 64.68 |
| 101-101-935.00 | LIABILITY & CONTENTS INSURANCE | 3,500.00 | 23,351.00 | 0.00 | (19,851.00) | 667.17 |
| 101-101-937.00 | WORKMEN'S COMPENSATION INSURANCE | 1,300.00 | 29,232.00 | 0.00 | (27,932.00) | 2,248.62 |
| 101-101-940.00 | TOWNHSHIP BD. RENTALS | 3,000.00 | 1,361.07 | 503.07 | 1,638.93 | 45.37 |
| 101-101-948.00 | COMPUTER SERVICES | 4,000.00 | 4,142.00 | 396.00 | (142.00) | 103.55 |
| 101-101-964.00 | REFUNDS AND REBATES | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-101-977.00 | TOWNSHIP BD. EQUIPMENT | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-101-980.00 | COMPUTER & OFFICE EQUIP | 1,500.00 | 267.00 | 0.00 | 1,233.00 | 17.80 |
| 101-101-995.00 | INTERFUND TRANSFER OUT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 101 | | 101,080.27 | 92,677.90 | 4,232.76 | 8,402.37 | 91.69 |
| Dept 171 - SUPERVISOR | | | | | | |
| 101-171-703.00 | SUPERVISOR SALARY | 25,165.00 | 9,531.19 | 1,879.38 | 15,633.81 | 37.87 |
| 101-171-709.00 | EMPLOYER SOCIAL SECURITY | 1,900.00 | 729.14 | 143.77 | 1,170.86 | 38.38 |
| 101-171-752.00 | OFFICE SUPPLIES | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-171-916.00 | EDUCATION/TRAINING SUPERVISOR | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-171-980.00 | EQUIPMENT | 1,200.00 | 0.00 | 0.00 | 1,200.00 | 0.00 |
| Total Dept 171 - SUPERVISOR | | 30,265.00 | 10,260.33 | 2,023.15 | 20,004.67 | 33.90 |
| Dept 209 - CONTINGENCY | | | | | | |
| 101-209-941.00 | CONTINGENCIES | 18,385.00 | 2,218.40 | 0.00 | 16,166.60 | 12.07 |
| Total Dept 209 - CONTINGENCY | | 18,385.00 | 2,218.40 | 0.00 | 16,166.60 | 12.07 |
| Dept 215 | | | | | | |
| 101-215-703.00 | CLERK SALARY | 25,165.00 | 9,531.19 | 1,879.38 | 15,633.81 | 37.87 |
| 101-215-704.00 | DEPUTY SALARY | 5,000.00 | 940.00 | 43.75 | 4,060.00 | 18.80 |
| 101-215-709.00 | EMPLOYER SOCIAL SECURITY | 2,307.62 | 794.34 | 147.11 | 1,513.28 | 34.42 |
| 101-215-752.00 | CLERK OFFICE SUPPLIES | 800.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 101-215-801.00 | PROFESSIONAL | 8,000.00 | 3,843.75 | 0.00 | 4,156.25 | 48.05 |
| 101-215-861.00 | MILEAGE REIMBURSEMENT CLERK | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |

PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|----------------------------|----------------------------------|----------------|-------------|------------------|------------|----------------|
| | | AMENDED BUDGET | 11/30/2022 | MONTH 11/30/2022 | BALANCE | |
| | | | | | | |
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-215-916.00 | CLERK EDUCATION AND TRAINING | 1,500.00 | 1,200.00 | 450.00 | 300.00 | 80.00 |
| 101-215-933.00 | CLERK SOFTWARE SUPPORT | 1,800.00 | 0.00 | 0.00 | 1,800.00 | 0.00 |
| 101-215-948.00 | CLERK COMPUTER SERVICES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-215-980.00 | CLERK EQUIPMENT | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-215-984.00 | SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 215 | | 46,472.62 | 16,309.28 | 2,520.24 | 30,163.34 | 35.09 |
| Dept 223 | | | | | | |
| 101-223-801.00 | ACCOUNTING FEES | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| Total Dept 223 | | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| Dept 247 | | | | | | |
| 101-247-704.00 | BOARD OF REVIEW WAGES | 1,700.00 | 0.00 | 0.00 | 1,700.00 | 0.00 |
| 101-247-709.00 | EMPLOYER SOCIAL SECURITY | 135.00 | 0.00 | 0.00 | 135.00 | 0.00 |
| 101-247-916.00 | EDUCATION & TRAINING | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| Total Dept 247 | | 2,435.00 | 0.00 | 0.00 | 2,435.00 | 0.00 |
| Dept 253 - TREASURER | | | | | | |
| 101-253-703.00 | TREASURERS SALARY | 28,716.00 | 10,875.12 | 2,144.38 | 17,840.88 | 37.87 |
| 101-253-704.00 | DEPUTY TREASURER WAGES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-253-709.00 | EMPLOYER SOCIAL SECURITY | 2,276.00 | 831.95 | 164.05 | 1,444.05 | 36.55 |
| 101-253-752.00 | TREASURER OFFICE SUPPLIES | 600.00 | 221.88 | 0.00 | 378.12 | 36.98 |
| 101-253-801.00 | TREASURER PROFESSIONAL EXP. | 6,000.00 | 1,181.25 | 0.00 | 4,818.75 | 19.69 |
| 101-253-804.00 | TREAS. TAX PREPARATION | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-253-851.00 | MAIL/POSTAGE | 2,500.00 | 0.00 | 0.00 | 2,500.00 | 0.00 |
| 101-253-861.00 | MILEAGE REIMBURSEMENT TREASURER | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-253-916.00 | TREASURER EDUCATION AND TRAINING | 500.00 | 150.00 | 150.00 | 350.00 | 30.00 |
| 101-253-933.00 | SOFTWARE MAINT. AGREEMENT | 2,200.00 | 3,730.00 | 0.00 | (1,530.00) | 169.55 |
| 101-253-948.00 | TREASURER COMPUTER SERVICES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-253-980.00 | TREAS COMPUTER & OFFICE EQUIP | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-253-984.00 | SOFTWARE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 253 - TREASURER | | 45,592.00 | 16,990.20 | 2,458.43 | 28,601.80 | 37.27 |
| Dept 257 | | | | | | |
| 101-257-703.00 | ASSESSOR SALARY | 49,000.00 | 10,978.09 | 3,461.54 | 38,021.91 | 22.40 |
| 101-257-704.00 | ASSESSOR ADMIN | 19,000.00 | 8,639.46 | 1,656.60 | 10,360.54 | 45.47 |
| 101-257-709.00 | EMPLOYER SOCIAL SECURITY | 5,202.00 | 1,500.74 | 391.54 | 3,701.26 | 28.85 |
| 101-257-710.00 | EMPLOYERS MESC | 1,000.00 | 91.21 | 0.00 | 908.79 | 9.12 |
| 101-257-713.00 | OVERTIME PAY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-715.00 | RETIREMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-716.00 | DEFINED CONTRIBUTION PENSION | 2,800.00 | 0.00 | 0.00 | 2,800.00 | 0.00 |
| 101-257-719.00 | HOSPITALIZATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-752.00 | OFFICE SUPPLIES | 500.00 | 157.35 | 0.00 | 342.65 | 31.47 |
| 101-257-801.00 | PROFESSIONAL | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 |
| 101-257-804.00 | TAX PREPARATION | 7,000.00 | 1,295.84 | 1,295.84 | 5,704.16 | 18.51 |
| 101-257-851.00 | MAIL/POSTAGE | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-257-861.00 | MILEAGE REIM ASSESSOR | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-257-900.00 | ASSESSOR PRINTING & PUBLISHING | 250.00 | 0.00 | 0.00 | 250.00 | 0.00 |

PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 AMENDED BUDGET | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|--|-----------------------------------|---------------------------|-------------|------------------|------------|----------------|
| | | | 11/30/2022 | MONTH 11/30/2022 | BALANCE | |
| | | | | | | |
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-257-915.00 | MEMBERSHIPS AND DUES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-257-916.00 | EDUCATION/TRAINING ASSESSOR | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 101-257-933.00 | SOFTWARE MAINT AGREEMENT | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-257-937.00 | WORKMENS COMPENSATION INSURANCE | 116.00 | 0.00 | 0.00 | 116.00 | 0.00 |
| 101-257-948.00 | COMPUTER SERVICES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-257-980.00 | COMPUTER & OFFICE EQUIP | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 257 - ASSESOR | | 101,818.00 | 22,662.69 | 6,805.52 | 79,155.31 | 22.26 |
| Dept 262 | | | | | | |
| 101-262-704.00 | ELECTION INSPECTOR | 7,500.00 | 10,986.35 | 4,688.75 | (3,486.35) | 146.48 |
| 101-262-709.00 | EMPLOYER SOCIAL SECURITY | 550.00 | 494.48 | 170.79 | 55.52 | 89.91 |
| 101-262-710.00 | EMPLOYER MESC | 50.00 | 7.25 | 0.00 | 42.75 | 14.50 |
| 101-262-752.00 | ELECTION OPERATING SUPPLIES | 1,400.00 | 1,911.98 | 132.28 | (511.98) | 136.57 |
| 101-262-801.00 | MACHINE SET UP | 2,000.00 | 876.00 | 438.00 | 1,124.00 | 43.80 |
| 101-262-851.00 | MAIL/POSTAGE | 2,800.00 | 1,000.00 | 0.00 | 1,800.00 | 35.71 |
| 101-262-861.00 | TRANSPORTATION | 450.00 | 0.00 | 0.00 | 450.00 | 0.00 |
| 101-262-900.00 | PRINTING AND PUBLISHING | 350.00 | 315.00 | 0.00 | 35.00 | 90.00 |
| 101-262-980.00 | COMPUTER & OFFICE EQUIP | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 262 - ELECTIONS | | 15,100.00 | 15,591.06 | 5,429.82 | (491.06) | 103.25 |
| Dept 265 - BUILDING AND GROUNDS | | | | | | |
| 101-265-702.00 | SALARIES AND WAGES | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-265-709.00 | EMPLOYER SOCIAL SECURITY | 115.00 | 0.00 | 0.00 | 115.00 | 0.00 |
| 101-265-752.00 | MUNICIAPAL BLDG. OPERATING SUPPL | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-265-801.00 | MUNICIPAL BUILDING CONTRACTED SV | 7,000.00 | 1,488.43 | 273.75 | 5,511.57 | 21.26 |
| 101-265-900.00 | PUBLICATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-265-917.00 | SEWER O & M | 1,000.00 | 194.92 | 0.00 | 805.08 | 19.49 |
| 101-265-920.00 | ELECTRIC | 6,000.00 | 2,227.42 | 418.95 | 3,772.58 | 37.12 |
| 101-265-921.00 | NATURAL GAS | 1,500.00 | 400.65 | 156.40 | 1,099.35 | 26.71 |
| 101-265-930.00 | REPAIRS AND MAINT - BLDG | 5,000.00 | 2,726.66 | 0.00 | 2,273.34 | 54.53 |
| 101-265-974.00 | LAND IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-265-975.01 | BUILDING ADDITIONS & IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 265 - BUILDING AND GROUNDS | | 23,115.00 | 7,038.08 | 849.10 | 16,076.92 | 30.45 |
| Dept 266 | | | | | | |
| 101-266-801.00 | ATTORNEY FEES - GENERAL BOARD | 12,000.00 | 4,042.83 | 0.00 | 7,957.17 | 33.69 |
| Total Dept 266 | | 12,000.00 | 4,042.83 | 0.00 | 7,957.17 | 33.69 |
| Dept 446 | | | | | | |
| 101-446-752.00 | STREET & HIGHWAYS SUPPLIES | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 101-446-801.00 | STREETS/HIGHWAYS CONTRACTED SERV | 80,000.00 | 17,969.14 | 0.00 | 62,030.86 | 22.46 |
| 101-446-801.01 | ROAD BRINING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-446-934.00 | STREETS/HIGHWAYS REPAIRS & MAINT | 55,000.00 | 2,519.70 | 0.00 | 52,480.30 | 4.58 |
| 101-446-995.00 | INTERFUND TRANSFER OUT | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| Total Dept 446 - ROADS STREETS BRIDGES | | 165,000.00 | 20,488.84 | 0.00 | 144,511.16 | 12.42 |

PERIOD ENDING 11/30/2022

| | | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | |
|--------------------------------------|----------------------------------|----------------|-------------------|---------------------|-------------------|--------|
| | | 11/30/2022 | 11/30/2022 | MONTH 11/30/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | AMENDED BUDGET | NORMAL (ABNORMAL) | INCREASE (DECREASE) | NORMAL (ABNORMAL) | USED |
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| Dept 528 | | | | | | |
| 101-528-801.00 | REFUSE COLLECTION & DISPOSAL | 2,000.00 | 990.15 | 72.45 | 1,009.85 | 49.51 |
| Total Dept 528 | | 2,000.00 | 990.15 | 72.45 | 1,009.85 | 49.51 |
| Dept 567 | | | | | | |
| 101-567-702.00 | CEMETERY SALARY | 6,500.00 | 1,297.47 | 0.00 | 5,202.53 | 19.96 |
| 101-567-709.00 | EMPLOYER SOCIAL SECURITY | 497.25 | 103.06 | 0.00 | 394.19 | 20.73 |
| 101-567-710.00 | EMPLOYER MESC | 0.00 | 1.02 | 0.00 | (1.02) | 100.00 |
| 101-567-713.00 | OVERTIME PAY - CEMETERY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-567-801.00 | CONTRACTED SERVICES | 20,000.00 | 6,100.00 | 200.00 | 13,900.00 | 30.50 |
| 101-567-802.00 | SEXTON | 700.00 | 49.61 | 0.00 | 650.39 | 7.09 |
| 101-567-920.00 | ELECTRIC | 350.00 | 117.63 | 29.27 | 232.37 | 33.61 |
| 101-567-930.00 | CEMETERY REPAIRS & MAINTENANCE | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-567-933.00 | SOFTWARE MAINT AGREEMENT | 450.00 | 670.00 | 0.00 | (220.00) | 148.89 |
| 101-567-940.00 | RENTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-567-964.00 | CEMETERY LOT PURCHASE BACK | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 101-567-977.00 | EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 567 | | 30,147.25 | 8,338.79 | 229.27 | 21,808.46 | 27.66 |
| Dept 595 - AIRPORT | | | | | | |
| 101-595-702.00 | SALARIES AND WAGES | 1,500.00 | 248.30 | 0.00 | 1,251.70 | 16.55 |
| 101-595-709.00 | EMPLOYER SOCIAL SECURITY | 150.00 | 18.99 | 0.00 | 131.01 | 12.66 |
| 101-595-752.00 | OPERATING SUPPLIES | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-595-801.00 | PROFESSIONAL | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 101-595-860.00 | TRANSPORTATION | 1,000.00 | 771.89 | 0.00 | 228.11 | 77.19 |
| 101-595-915.00 | DUES/MEMBERSHIPS | 50.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| 101-595-916.00 | EDUCATION AND TRAINING | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-595-920.00 | ELECTRIC | 400.00 | 121.57 | 29.61 | 278.43 | 30.39 |
| 101-595-921.00 | NATURAL GAS | 1,300.00 | 50.14 | 0.00 | 1,249.86 | 3.86 |
| 101-595-930.00 | REPAIRS/MAINT. LAND & BLDG. | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 101-595-931.00 | REPAIRS/MAINTENANCE - EQUIPMENT | 1,800.00 | 353.72 | 0.00 | 1,446.28 | 19.65 |
| 101-595-934.00 | AIRPORT IMPROVEMENTS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-595-935.00 | LIABILITY INSURANCE | 1,900.00 | 1,941.00 | 0.00 | (41.00) | 102.16 |
| Total Dept 595 - AIRPORT | | 13,250.00 | 3,505.61 | 29.61 | 9,744.39 | 26.46 |
| Dept 701 - PLANNING COMMISSION | | | | | | |
| 101-701-704.00 | PLANNING COMMISSION PER DIEM | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 101-701-801.00 | PLANNING COMM PROF EXPENSE | 24,000.00 | 0.00 | 0.00 | 24,000.00 | 0.00 |
| 101-701-900.00 | PLANN COMM PRINT & PUBLISHING | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 101-701-916.00 | PLANNING COMMISSION ED. & TRAINI | 500.00 | 60.00 | 60.00 | 440.00 | 12.00 |
| Total Dept 701 - PLANNING COMMISSION | | 26,750.00 | 60.00 | 60.00 | 26,690.00 | 0.22 |
| Dept 751 - PARKS AND RECREATION | | | | | | |
| 101-751-702.00 | RECREATION DEPARTMENT SALARIES | 139,000.00 | 47,325.42 | 7,307.68 | 91,674.58 | 34.05 |
| 101-751-705.00 | VACATION PAY | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 101-751-706.00 | PARKS HOLIDAY | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-751-709.00 | RECREATION DEPARTMENT F.I.C.A. | 10,000.00 | 3,569.50 | 539.01 | 6,430.50 | 35.70 |
| 101-751-710.00 | RECREATION DEPARTMENT M.E.S.C. | 2,500.00 | 312.55 | 0.00 | 2,187.45 | 12.50 |

PERIOD ENDING 11/30/2022

| | | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | |
|---------------------------------------|--------------------------------------|----------------|-------------------|---------------------|-------------------|--------|
| | | 11/30/2022 | 11/30/2022 | MONTH 11/30/2022 | BALANCE | % BDGT |
| GL NUMBER | DESCRIPTION | AMENDED BUDGET | NORMAL (ABNORMAL) | INCREASE (DECREASE) | NORMAL (ABNORMAL) | USED |
| Fund 101 - GENERAL FUND | | | | | | |
| Expenditures | | | | | | |
| 101-751-713.00 | OVERTIME PAY | 2,000.00 | 64.06 | 0.00 | 1,935.94 | 3.20 |
| 101-751-716.00 | DEFINED CONTRIBUTION PENSION | 2,000.00 | 484.00 | 137.50 | 1,516.00 | 24.20 |
| 101-751-719.00 | HOSPITALIZATION | 15,500.00 | 4,451.72 | 1,047.43 | 11,048.28 | 28.72 |
| 101-751-752.00 | RECREATION DEPT. SUPPLIES | 16,500.00 | 2,991.56 | 0.00 | 13,508.44 | 18.13 |
| 101-751-754.00 | RECREATION DEPT. FERTILIZER & SE | 6,500.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| 101-751-801.00 | RECREATION DEPT. CONTRACTED SERV | 11,000.00 | 6,052.08 | 1,545.63 | 4,947.92 | 55.02 |
| 101-751-809.00 | FEES | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 101-751-850.00 | COMMUNICATIONS | 500.00 | 158.05 | 41.17 | 341.95 | 31.61 |
| 101-751-860.00 | RECREATION DEPT. TRANSPORTATION | 14,000.00 | 1,643.75 | 0.00 | 12,356.25 | 11.74 |
| 101-751-917.00 | SEWER O/M | 900.00 | 584.76 | 0.00 | 315.24 | 64.97 |
| 101-751-920.00 | ELECTRIC | 13,200.00 | 5,400.53 | 558.80 | 7,799.47 | 40.91 |
| 101-751-923.00 | PROPANE | 6,000.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 101-751-930.00 | REPAIRS/MAINT. LAND & BLDG. | 13,200.00 | 9,917.12 | 0.00 | 3,282.88 | 75.13 |
| 101-751-931.00 | REPAIRS & MAINT. PARKS | 17,600.00 | 14,262.57 | 0.00 | 3,337.43 | 81.04 |
| 101-751-935.00 | RECREATION DEPT. INSURANCE | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 101-751-937.00 | WORKMEN'S COMPENSATION INSURANCE | 2,800.00 | 0.00 | 0.00 | 2,800.00 | 0.00 |
| 101-751-940.00 | RENTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-974.00 | LAND IMPROVEMENTS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-751-974.01 | MARINA LAND IMPROVEMENTS | 20,000.00 | 20,100.00 | 0.00 | (100.00) | 100.50 |
| 101-751-975.00 | BLDS, BLDING ADDITIONS & IMPROVMENTS | 45,000.00 | 2,223.00 | 0.00 | 42,777.00 | 4.94 |
| 101-751-977.00 | EQUIPMENT | 10,000.00 | 7,738.04 | 0.00 | 2,261.96 | 77.38 |
| 101-751-981.00 | VEHICLES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 751 - PARKS AND RECREATION | | 355,400.00 | 127,278.71 | 11,177.22 | 228,121.29 | 35.81 |
| Dept 754 - VETERANS PIER | | | | | | |
| 101-754-752.00 | OPERATING SUPPLIES | 750.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 101-754-754.00 | VETERANS PIER BRICKS | 500.00 | 251.00 | 0.00 | 249.00 | 50.20 |
| 101-754-801.00 | CONTRACTED SERVICES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 754 - VETERANS PIER | | 1,250.00 | 251.00 | 0.00 | 999.00 | 20.08 |
| Dept 756 - BOAT LAUNCH | | | | | | |
| 101-756-702.00 | BOAT LAUNCH SALARY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-709.00 | EMPLOYER SOCIAL SECURITY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-752.00 | BOAT LAUNCH OPERATING SUPPLIES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-801.00 | BOAT LAUNCH CONTRACTED SERV. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-920.00 | ELECTRIC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-930.00 | BOAT LAUNCH MAINT. & REPAIRS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-940.00 | BOAT LAUNCH RENTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-964.00 | REFUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 101-756-995.00 | INTERFUND TRANSFER OUT | 103,782.74 | 103,782.74 | 0.00 | 0.00 | 100.00 |
| Total Dept 756 - BOAT LAUNCH | | 103,782.74 | 103,782.74 | 0.00 | 0.00 | 100.00 |
| Dept 999 | | | | | | |
| 101-999-999.99 | EXPENSE CLOSING OFFSET | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | | 1,099,842.88 | 452,486.61 | 35,887.57 | 647,356.27 | 41.14 |

REVENUE AND EXPENDITURE REPORT FOR TUSCARORA TWP
PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 | YTD BALANCE | ACTIVITY FOR | | AVAILABLE | | % BDGT |
|--------------------------------|-------------|----------------|-------------------|--------------|------------|-------------------|--|--------|
| | | AMENDED BUDGET | 11/30/2022 | MONTH | 11/30/2022 | BALANCE | | |
| | | | NORMAL (ABNORMAL) | INCREASE | (DECREASE) | NORMAL (ABNORMAL) | | USED |
| Fund 101 - GENERAL FUND | | | | | | | | |
| Fund 101 - GENERAL FUND: | | | | | | | | |
| TOTAL REVENUES | | 790,476.89 | 242,400.80 | 27,537.37 | | 548,076.09 | | 30.67 |
| TOTAL EXPENDITURES | | 1,099,842.88 | 452,486.61 | 35,887.57 | | 647,356.27 | | 41.14 |
| NET OF REVENUES & EXPENDITURES | | (309,365.99) | (210,085.81) | (8,350.20) | | (99,280.18) | | 67.91 |

PERIOD ENDING 11/30/2022

| GL NUMBER | DESCRIPTION | 2022-23 | YTD BALANCE | ACTIVITY FOR | AVAILABLE | % BDGT USED |
|----------------------------------|--------------------------|----------------|---------------------------------|---|------------------------------|----------------|
| | | AMENDED BUDGET | 11/30/2022 NORMAL (ABNORMAL) | MONTH 11/30/2022 INCREASE (DECREASE) | BALANCE NORMAL (ABNORMAL) | |
| Fund 206 - FIRE FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 206-000-403.00 | FIRE SPEC ASSESSMENT | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| 206-000-665.00 | INTEREST INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 206-000-699.00 | INTERFUND TRANSFER IN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Dept 000 | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| TOTAL REVENUES | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| Expenditures | | | | | | |
| Dept 336 - FIRE PROTECTION | | | | | | |
| 206-336-801.00 | FIRE PROTECTION CONTRACT | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| Total Dept 336 - FIRE PROTECTION | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| TOTAL EXPENDITURES | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| Fund 206 - FIRE FUND: | | | | | | |
| TOTAL REVENUES | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| TOTAL EXPENDITURES | | 185,432.00 | 0.00 | 0.00 | 185,432.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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Details Design of Important Part



Camera shelf

Weight: 10lbs



Cable management

keep wires clean



Anti-scratch wheels

move anywhere at will



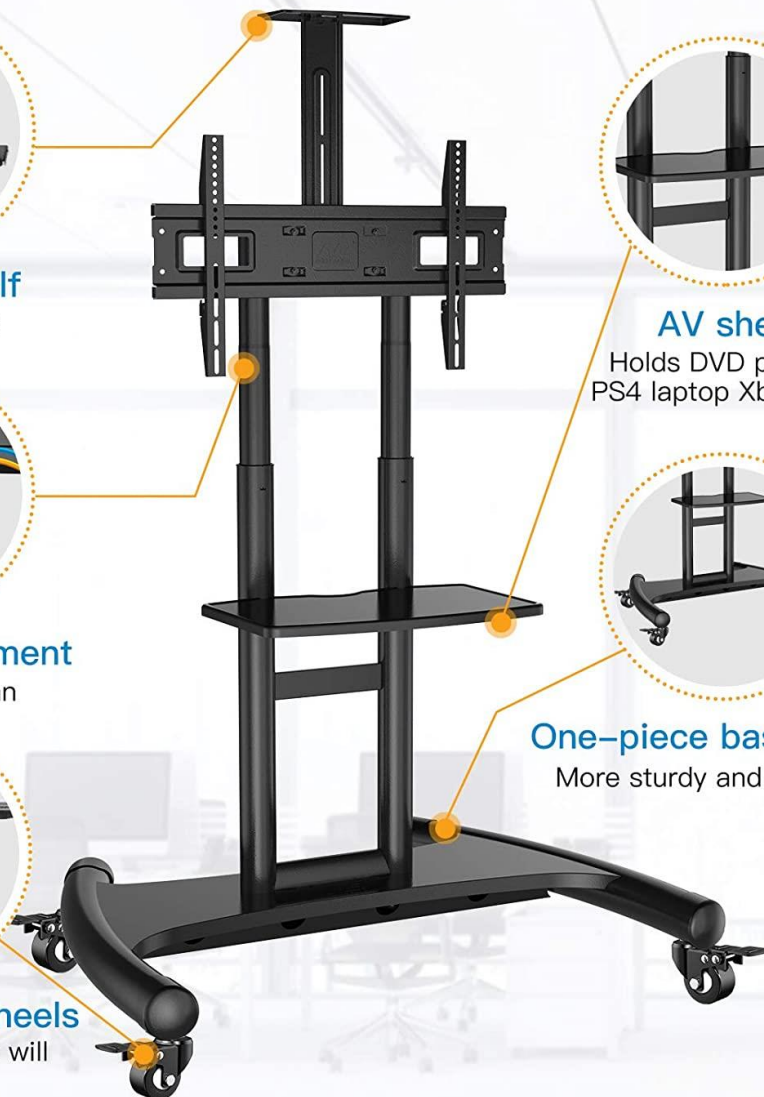
AV shelf

Holds DVD player
PS4 laptop Xbox etc.



One-piece base design

More sturdy and save time





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