

CHARTER TOWNSHIP OF CLAYTON

2011 South Morrish Road • Swartz Creek, Michigan 48473
Ph. (810) 635-4433 • Fax (810) 635-4526 • claytontownship.org

Ted Henry - Supervisor
Dennis Milem - Clerk
Shelley Thompson - Treasurer



Tom Spillane - Trustee
Ken Engel - Trustee
Kathy Norris - Trustee
Doug Sherman - Trustee

BOARD OF TRUSTEES REGULAR MEETING AGENDA MARCH 13, 2025 6:00 P.M.

CALL TO ORDER

PLEDGE TO THE FLAG

ROLL CALL

1. APPROVAL OF THE AGENDA
2. APPROVAL OF BOARD OF TRUSTEE MINUTES FOR FEBRUARY MEETINGS
3. APPROVAL OF BILLS LIST
4. TREASURER'S REPORT
5. 2025 BUDGET REVIEW AND ADJUSTMENTS

PUBLIC COMMENT

BOARD COMMENT

CORRESPONDENCE

OLD BUSINESS

NEW BUSINESS

6. SHREDDING
7. PERSONNEL COMMITTEE APPOINTMENTS
8. COLLECTIVE BARGAINING COMMITTEE
9. ROAD PROJECTS FOR 2025
10. FIRE BOARD APPOINTMENT
11. CTI PHONE SERVICE

PUBLIC COMMENT

BOARD COMMENT

REPORTS

ASSESSOR
ATTORNEY REPORT
BUILDING DEPARTMENT
FIRE BOARD
ROADS & BRIDGES
WATER & WASTE

PLANNING COMMISSION
METROPOLITAN ALLIANCE
POLICE DEPARTMENT
ZONING BOARD OF APPEALS
911 ADVISORY COMMITTEE

"THIS MEETING IS A MEETING OF THE CLAYTON TOWNSHIP BOARD, HELD IN PUBLIC FOR THE PURPOSE OF CONDUCTING THE TOWNSHIP BOARD BUSINESS. THERE IS A TIME SET ASIDE FOR PUBLIC PARTICIPATION DURING THE MEETING AS INDICATED ON THE AGENDA."

The regular Board of Trustees meeting of the Charter Township of Clayton was called to order by Supervisor Henry at 6:00 p.m. February 13, 2025 at the Clayton Township Hall.

BOARD MEMBERS:

Supervisor Ted Henry
Clerk Dennis Milem
Treasurer Shelley Thompson

Trustees: Tom Spillane
 Ken Engel
 Kathy Norris
 Doug Sherman

Attorney: Ken Tucker
Pledge to Flag

ROLL CALL: Members Present: Sherman, Thompson, Engel, Spillane, Henry, Norris and Milem.

AGENDA: MOTION by Milem and seconded by Engel to approve agenda as amended to add Chief Plumb. ROLL CALL: YES: Norris, Engel, Henry, Thompson, Sherman, Spillane and Milem. MOTION CARRIED.

MOTION by Norris and seconded by Engel to add sick pay MCL 408.963 to agenda. ROLL CALL: YES: Sherman, Henry, Engel, Norris, Thompson, Spillane and Milem. MOTION CARRIED.

MINUTES: MOTION by Engel and seconded by Thompson to approve the January minutes of township board. ROLL CALL: YES: Spillane, Milem, Henry, Norris, Sherman, Engel and Thompson. MOTION CARRIED.

BILLS LIST: MOTION by Thompson and seconded by Engel to approve the Bills List as presented. ROLL CALL: YES: Milem, Thompson, Sherman, Henry, Engel, Norris and Spillane. MOTION CARRIED.

TREASURER'S REPORT: MOTION by Thompson and seconded by Engel to accept the treasurer's report as presented. ROLL CALL: YES: Henry, Sherman, Norris, Thompson, Engel, Spillane and Milem. MOTION CARRIED.

2025 BUDGET ADJUSTMENTS: No adjustments.

PUBLIC COMMENT

BOARD COMMENT

CORRESPONDENCE:

OLD BUSINESS

NEW BUSINESS:

SCAFD CHIEF PLUMB: Line item adjustments 4976 to 4709 \$17.00. 4976 to 4960 \$165.33. 4976 to 4988 \$3131.46. Total \$3313.79. ROLL CALL: YES: Henry, Thompson, Sherman, Spillane, Norris, Engel and Milem. MOTION CARRIED. RESOLUTION NO. 25-0213-01

APPOINTMENT TO BOARD OF REVIEW: MOTION by Milem and seconded by Thompson to appoint Ron Emmerling to the 2025 Board of Review. ROLL CALL: YES: Thompson, Sherman, Engel, Norris, Spillane, Henry and Milem. MOTION CARRIED. RESOLUTION NO. 25-0213-02

UPDATED TOWNSHIP FEE SCHEDULE: MOTION by Milem and seconded by Sherman approve updated township fee schedule for 2025. ROLL CALL: YES: Norris, Engel, Sherman, Spillane, Milem, and Henry. NO: Thompson. MOTION CARRIED. RESOLUTION NO. 25-0213-03

TOWNSHIP VACATION SCHEDULE: MOTION by Henry and seconded by Milem to add a fifth week of vacation for all full-time employees over 20 years of employment. ROLL CALL: YES: Milem, Sherman and Henry. NO: Thompson, Engel, Norris and Spillane. MOTION DENIED.

BS&A ONLINE PAYMENTS: MOTION by Thompson and seconded by Spillane for purchase and installation of BS&A software to allow residents to do online payments by credit cards. ROLL CALL: YES: Milem, Sherman, Spillane, Thompson, Engel and Norris. NO: Henry. MOTION CARRIED. RESOLUTION NO. 25-0213-04

MTA CAPITAL CONFERENCE: MOTION by Milem and seconded by Thompson to approve all elected officials to attend Capital Conference if they choose to do so. To be paid by the township. ROLL CALL: YES: Sherman, Henry, Engel, Norris, Thompson, Spillane and Milem. MOTION CARRIED. RESOLUTION NO. 25-0213-05

MICHIGAN EARNED SICK TIME ACT: MOTION by Thompson and seconded by Milem to approve and implement MCL 408.963 as of February 21, 2025. ROLL CALL: Norris, Sherman, Henry, Milem, Spillane, Thompson and Engel. MOTION CARRIED. RESOLUTION NO. 25-0213-06

PUBLIC COMMENT:

BOARD COMMENT:

REPORTS:

ATTORNEY: Ken Tucker
ZONING ADMINISTRATOR: Ted Henry
ROADS AND BRIDGES: Ted Henry
WATER AND WASTE: Ted Henry
FIRE BOARD: Tom Spillane, Ken Engel

PLANNING COMMISSION: Kathy Norris
METROPOLITAN ALLIANCE: Shelley Thompson
911: Tom Spillane, Ken Engel
POLICE REPORT: Chief Brown

Meeting Adjourned: 7:18 p.m.

Minutes by

Dennis Milem, Clerk

Minutes Accepted by

Ted Henry, Supervisor

**CHARTER TOWNSHIP OF CLAYTON
PLANNING COMMISSION MINUTES
FEBRUARY 25, 2025**

Chairman DePottey opened the meeting at 6:00 p.m.

ROLL CALL

Members Present: Rick Caruso, Richard Derby, Jon Mieczkowski, Kevin DePottey, Kathy Norris, Corey Potter

Members Absent: George Sippert

Others Present:

Ted Henry/Building Official, Zoning Administrator
Ken Tucker/Township Attorney

APPROVAL OF PROPOSED AGENDA

Action Taken: Motion by Potter, supported by Derby, to approve the proposed agenda for the February 25, 2025, Clayton Township Planning Commission meeting.

MOTION CARRIED.

APPROVAL OF MINUTES: January 28, 2025

ACTION TAKEN: Motion by Mieczkowski, supported by Caruso to approve minutes of January 28, 2025.

MOTION CARRIED.

COMMUNICATION:

None

REPORT OF OFFICERS AND ZONING ADMINISTRATOR:

Ted Henry, the Zoning Administrator noted a company called looking to buy property for a new cell tower at Beecher Road and N. Morrish Road area

PUBLIC COMMENT:

None

NEW BUSINESS/DISCUSSIONS:

Continued discussions on proposed rental ordinance

Zoning Administrator, Ted Henry, called for election of officers for new year. Opened call for nominations. Nomination by Caruso to keep existing officers, 2nd by Potter

Zoning Administrator, Ted Henry, call 2 more times for nominations – no more followed

Now a motion by Caruso and 2nd by potter to keep existing officers

Action Taken: Motion by Caruso, supported by Potter to keep existing officers. Roll Call
Vote: 6 Yes/0 No

OLD BUSINESS/DISCUSSIONS

ADDITIONAL ITEMS

FUTURE ITEMS

A short discussion on the new proposed business license

ADDITIONAL COMMENTS

ADJOURNMENT

Action Taken: Motion by Norris, supported by Potter, to adjourn the Planning Commission meeting at 6:18 p.m.

Kevin DePottey, Chairperson

Kathy Norris, Secretary

03/10/2025 12:12 PM
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 DB: CLAYTON TOWNSHIP

CHECK REGISTER FOR CLAYTON CHARTER TOWNSHIP
 CHECK DATE FROM 02/01/2025 - 02/28/2025

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Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Bank C1 GENERAL POOLED CASH						
02/03/2025	C1	201(E)	AP	1329	UNUM LIFE INSURANCE	2,157.72 V
02/03/2025	C1	202(E)	AP	1329	UNUM LIFE INSURANCE	2,157.72
02/03/2025	C1	25795	AP	2352	CUTTER'S EDGE	10.00
02/03/2025	C1	25796	AP	2339	HART INTERCIVIC, INC.	2,500.00
02/03/2025	C1	25797	AP	1467	KENNETH R. TUCKER P.C.	4,620.00
02/03/2025	C1	25798	AP	34	MICHIGAN TOWNSHIPS ASSOCIATION	162.40
02/03/2025	C1	25799	AP	1854	REPUBLIC SERVICES #237	44,113.32
02/03/2025	C1	25800	AP	6348	ROCKSTAR GRAPHIX	450.00
02/03/2025	C1	25801	AP	6278	SLINGERLAND CDJRF	304.19
02/03/2025	C1	25802	AP	2411	SPECTRUM ENTERPIRSE	309.94
02/03/2025	C1	25803	AP	1952	T-MOBILE	87.72
02/12/2025	C1	205(E)	AP	1689	MEDICAL MUTUAL LIFE	188.27
02/12/2025	C1	14328	PR	197	CARUSO, FREDERICK	700.19
02/12/2025	C1	14329	PR	252	DERBY, REBEKAH	980.51
02/12/2025	C1	14330	PR	163	HENRY, TED	3,239.30
02/12/2025	C1	14331	PR	256	POTTER, CORY	88.10
02/12/2025	C1	14332	PR	239	SIPPET, GEORGE	92.35
02/12/2025	C1	14333	PR	184	STALLINGS, JAMIL	221.42
02/12/2025	C1	14334	PR	121	SYWYK, CELESTE	1,679.39
02/12/2025	C1	25804	AP	1851	ALPHA & OMEGA TECHNOLOGY, LLC	250.00
02/12/2025	C1	25805	AP	87	CLAYTON TOWNSHIP	59.70
02/12/2025	C1	25806	AP	87	CLAYTON TOWNSHIP	29.85
02/12/2025	C1	25807	AP	1661	DEBORAH D'AIGLE	90.00
02/12/2025	C1	25808	AP	1222	DOUGLAS WATER CONDITIONING	7.00
02/12/2025	C1	25809	AP	1222	DOUGLAS WATER CONDITIONING	7.00
02/12/2025	C1	25810	AP	2408	ELITE PARTY RENTAL	379.00
02/12/2025	C1	25811	AP	1875	JERROD LOCASCIO	150.00
02/12/2025	C1	25812	AP	1467	KENNETH R. TUCKER P.C.	1,400.00
02/12/2025	C1	25813	AP	1467	KENNETH R. TUCKER P.C.	3,520.00
02/12/2025	C1	25814	AP	6270	LAFONTAINE AUTOMOTIVE GROUP	3,312.47
02/12/2025	C1	25815	AP	1634	LARKO'S LAWN CARE&LANDSCAPING	2,265.00
02/12/2025	C1	25816	AP	1634	LARKO'S LAWN CARE&LANDSCAPING	2,530.00
02/12/2025	C1	25817	AP	1634	LARKO'S LAWN CARE&LANDSCAPING	1,020.00
02/12/2025	C1	25818	AP	2305	LEGACY ASSESSING SERVICES INC.	3,548.21
02/12/2025	C1	25819	AP	1341	MERLE WEST	350.00
02/12/2025	C1	25820	AP	34	MICHIGAN TOWNSHIP ASSOC.	150.00
02/12/2025	C1	25821	AP	53	MLIVE MEDIA GROUP	59.30
02/12/2025	C1	25822	AP	6349	PEC ELECTRIC INC	1,122.50
02/12/2025	C1	25823	AP	503	SWARTZ CREEK AREA FIRE DEPT.	3,098.06
02/12/2025	C1	DD2321(A)	PR	175	BELANGER, TROY	1,440.43
02/12/2025	C1	DD2322(A)	PR	214	BERRIMAN, REBECCA	1,288.80
02/12/2025	C1	DD2323(A)	PR	139	BROWN, CHARLOTTE	2,004.91
02/12/2025	C1	DD2324(A)	PR	230	CHAPKO, RYAN	1,858.33
02/12/2025	C1	DD2325(A)	PR	260	DAVIDSON, CRYSTLE	1,359.41
02/12/2025	C1	DD2326(A)	PR	158	DEPOTTEY, KEVIN	92.35
02/12/2025	C1	DD2327(A)	PR	245	GOLIDY, ROBERT	1,763.43
02/12/2025	C1	DD2328(A)	PR	237	LEE, RICHARD	1,910.33
02/12/2025	C1	DD2329(A)	PR	258	MIECZKOWSKI, JONATHAN	92.35
02/12/2025	C1	DD2330(A)	PR	190	MILEM, DENNIS	1,362.54
02/12/2025	C1	DD2331(A)	PR	255	NORRIS, KATHLEEN	88.10
02/12/2025	C1	DD2332(A)	PR	218	THOMPSON, SHELLEY	1,293.68
02/12/2025	C1	DD2333(A)	PR	232	YOUMANS, KRISTINA	866.74
02/12/2025	C1	EFT278(E)	PR	IRS	IRS	6,959.34
02/24/2025	C1	206(E)	AP	516	AFLAC	156.00
02/24/2025	C1	25824	AP	1851	ALPHA & OMEGA TECHNOLOGY, LLC	156.25
02/24/2025	C1	25825	AP	1313	BLUE CARE NETWORK OF MICHIGAN	5,525.66
02/24/2025	C1	25826	AP	2243	COMMUNICATIONS TECHNOLOGY INC	90.00
02/24/2025	C1	25827	AP	2352	CUTTER'S EDGE	14.00
02/24/2025	C1	25828	AP	1661	DEBORAH D'AIGLE	90.00
02/24/2025	C1	25829	AP	1222	DOUGLAS WATER CONDITIONING	21.00
02/24/2025	C1	25830	AP	2389	ERC-LED, LLC	382.27
02/24/2025	C1	25831	AP	2403	FIRST NATIONAL BANK OF OMAHA	238.96

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CHECK REGISTER FOR CLAYTON CHARTER TOWNSHIP
 CHECK DATE FROM 02/01/2025 - 02/28/2025

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Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
02/24/2025	C1	25832	AP	2403	FIRST NATIONAL BANK OF OMAHA	753.91
02/24/2025	C1	25833	AP	2403	FIRST NATIONAL BANK OF OMAHA	151.33
02/24/2025	C1	25834	AP	2403	FIRST NATIONAL BANK OF OMAHA	2,724.00
02/24/2025	C1	25835	AP	25	GENESEE COUNTY ROAD COMM.	344.50
02/24/2025	C1	25836	AP	1659	GUARDIAN ALARM COMPANY	296.55
02/24/2025	C1	25837	AP	2237	MICHIGAN STATE POLICE	86.50
02/24/2025	C1	25838	AP	34	MICHIGAN TOWNSHIP ASSOC.	36.55
02/24/2025	C1	25839	AP	2315	ROSE PEST SOLUTIONS	139.00
02/24/2025	C1	25840	AP	2411	SPECTRUM ENTERPIRSE	259.94
02/24/2025	C1	25841	AP	1923	SUPER-FLITE OIL CO., INC.	1,032.76
02/24/2025	C1	25842	AP	2412	THE WOODHILL GROUP, LLC	7,968.75
02/25/2025	C1	EFT277 (E)	PR	NATIONWIDE	NATIONWIDE	6,138.06
02/26/2025	C1	14335	PR	197	CARUSO, FREDERICK	624.09
02/26/2025	C1	14336	PR	252	DERBY, REBEKAH	956.13
02/26/2025	C1	14337	PR	111	DERBY, RICHARD	92.35
02/26/2025	C1	14338	PR	163	HENRY, TED	3,175.21
02/26/2025	C1	14339	PR	247	LIPE, BRIAN	88.10
02/26/2025	C1	14340	PR	246	MAC DERMAID, HEATHER	88.10
02/26/2025	C1	14341	PR	241	SHERMAN, DOUGLAS	615.67
02/26/2025	C1	14342	PR	184	STALLINGS, JAMIL	418.24
02/26/2025	C1	14343	PR	121	SYWYK, CELESTE	1,659.86
02/26/2025	C1	DD2334 (A)	PR	175	BELANGER, TROY	1,700.16
02/26/2025	C1	DD2335 (A)	PR	214	BERRIMAN, REBECCA	1,288.81
02/26/2025	C1	DD2336 (A)	PR	139	BROWN, CHARLOTTE	2,004.90
02/26/2025	C1	DD2337 (A)	PR	230	CHAPKO, RYAN	1,982.99
02/26/2025	C1	DD2338 (A)	PR	260	DAVIDSON, CRYSTLE	1,263.54
02/26/2025	C1	DD2339 (A)	PR	206	ENGEL, KENNETH	630.21
02/26/2025	C1	DD2340 (A)	PR	245	GOLIDY, ROBERT	1,710.43
02/26/2025	C1	DD2341 (A)	PR	237	LEE, RICHARD	2,034.98
02/26/2025	C1	DD2342 (A)	PR	190	MILEM, DENNIS	1,362.54
02/26/2025	C1	DD2343 (A)	PR	255	NORRIS, KATHLEEN	587.34
02/26/2025	C1	DD2344 (A)	PR	240	SPILLANE, THOMAS	730.21
02/26/2025	C1	DD2345 (A)	PR	218	THOMPSON, SHELLEY	1,293.68
02/26/2025	C1	DD2346 (A)	PR	232	YOUMANS, KRISTINA	894.43
02/26/2025	C1	EFT279 (E)	PR	IRS	IRS	7,651.77
02/28/2025	C1	214 (E)	AP	11	Consumers Energy	924.43
02/28/2025	C1	215 (E)	AP	11	Consumers Energy	224.69
02/28/2025	C1	216 (E)	AP	11	Consumers Energy	3,413.84
02/28/2025	C1	217 (E)	AP	11	Consumers Energy	298.74
02/28/2025	C1	218 (E)	AP	11	Consumers Energy	287.77
02/28/2025	C1	219 (E)	AP	11	Consumers Energy	41.24
02/28/2025	C1	220 (E)	AP	11	Consumers Energy	812.67

Total of 104 Checks:	175,254.48
Less 1 Void Checks:	2,157.72
Total of 103 Disbursements:	173,096.76

Bank C2 TAX ACCOUNT

02/03/2025	C2	7683	AP	TAXRFD	KAYLA SEVERANCE & NICKOLA	124.80
02/03/2025	C2	7684	AP	TAXRFD	MCLAREN MEDICAL MANAGEMENT INC	10.19
02/03/2025	C2	7685	AP	TAXRFD	SEVERANCE, KAYLA & DRAHEIM,	105.07
02/03/2025	C2	7686	AP	TAXRFD	STANDLEY, MICHAEL II & C WHEELER	188.00
02/06/2025	C2	1 (E)	AP	356	CLAYTON TOWNSHIP TAX	415,867.97
02/06/2025	C2	7687	AP	299	BISHOP INTERNATIONAL AIRPORT	20,540.41
02/06/2025	C2	7688	AP	300	DURAND SCHOOLS	5,675.95
02/06/2025	C2	7689	AP	295	FLUSHING SCHOOLS	37,034.96
02/06/2025	C2	7690	AP	294	GENESEE COUNTY ISD	171,493.95
02/06/2025	C2	7691	AP	67	GENESEE COUNTY TREASURER	892,748.85
02/06/2025	C2	7692	AP	415	MASS TRANSPORTATION AUTHORITY	52,391.84
02/06/2025	C2	7693	AP	293	MOTT COMMUNITY COLLEGE	108,670.30
02/06/2025	C2	7694	AP	123	SHIAWASEE REG ED SVC DIST	3,538.03
02/06/2025	C2	7695	AP	296	SWARTZ CREEK COMM. SCHOOLS	50,007.29

Total of 14 Checks:	1,758,397.61
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CHECK REGISTER FOR CLAYTON CHARTER TOWNSHIP
CHECK DATE FROM 02/01/2025 - 02/28/2025

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Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Less 0 Void Checks:						0.00
Total of 14 Disbursements:						<u>1,758,397.61</u>
Bank C3 WATER & SEWER ACCOUNT						
02/12/2025	C3	7831	AP	24	GENESEE COUNTY DRAIN COMM.	68,182.86
02/24/2025	C3	7832	AP	24	GENESEE COUNTY DRAIN COMM.	1,000.00
						<u>69,182.86</u>
Total of 2 Checks:						69,182.86
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						<u>69,182.86</u>
						<u>2,002,834.95</u>
Report Total of 120 Checks:						2,002,834.95
Less 1 Void Checks:						2,157.72
Report Total of 119 Disbursements:						<u>2,000,677.23</u>

Charter Township of Clayton
2025 Monthly Treasurer's Report

Governmental Funds												YTD	Source
Checking													
A	Huntington (C1) # 8339	\$1,398,554	\$1,789,252									\$ 1,593,903	Bank Statement Ending Balance
	Interest (C1) # 8339	4	147									151	Bank Statement Interest
Cash Analysis													
Bank Debits (exclude investment xfers)													
B1	Open Checks	\$ 245,030	\$ 172,908										Bank Statement Activity
B2	Buffer/ Short-term Needs	200,000	500,000	500,000	500,000	400,000	400,000	400,000	200,000	200,000	100,000	100,000	BS&A Check Reconciliation Report
C	Cash Needs = B1 + B2	200,000	500,000	500,000	500,000	400,000	400,000	400,000	200,000	200,000	100,000	100,000	Treasurer's Discretion (A/P Payroll, etc)
=	Idle Cash = A - C	1,198,554	1,289,252	-	-	-	-	-	-	-	-	-	Calculation
Investments													
	MI Class # MI-01-0190-01	2,795,126	3,607,321									\$ 3,201,724	Bank Statement Ending Balance
	Interest # MI-01-0190-01	10,689	9,602									20,291	Bank Statement Interest Earned
Performance Metrics													
Total Balance		\$4,194,681	\$5,396,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Calculation
Total Interest/Earnings		10,689	9,749	-	-	-	-	-	-	-	-	-	Calculation
Annualized Yield		3.1%	2.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	Calculation
Approving for xfer \$To / \$From													
	Huntington (C1) # 8339		(1,000,000)										Treasurer's Discretion
	MI Class # MI-01-0190-01		1,000,000										Treasurer's Discretion
Net zero verification													

Tax Fund (Trust)												YTD	Source
Checking													
	Huntington (C2) #8313	\$2,828,295	\$2,145,989									1,180	Bank Statement Ending Balance
	Interest (C2) #8313	722	457										Bank Statement Interest Earned

Water & Sewer Fund												YTD	Source
Checking													
A	Huntington (C3) # 8326	\$ 186,404	\$ 189,107										Bank Statement Ending Balance
	Interest (C3) # 8326	38	37										Bank Statement Interest

Cash Analysis													
Bank Debits (exclude investment xfers)													
B1	Open Checks												Bank Statement Activity
B2	Buffer/ Short-term Needs	100,000	100,000	200,000	200,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	BS&A Check Reconciliation Report
C	Cash Needs = B1 + B2 + B3	100,000	100,000	200,000	200,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	Treasurer's Discretion (A/P Payroll, etc)
=	Idle Cash = A - C	86,404	89,107	-	-	-	-	-	-	-	-	-	Calculation

Investments													
	MI Class # MI-01-0190-04	797,423	800,310										Bank Statement Ending Balance
	Interest # MI-01-0190-04	3,054	2,743									5,797	Bank Statement Interest Earned
Performance Metrics													
Total Balance		\$ 983,827	\$ 989,417	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Calculation
Total Interest/Earnings		3,092	2,781	-	-	-	-	-	-	-	-	-	Calculation
Annualized Yield		3.8%	3.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	Calculation

Approving for xfer \$To / \$From													
	Huntington (C3) # 8326												Treasurer's Discretion
	MI Class # MI-01-0190-04												Treasurer's Discretion
Net zero verification													

Note: All investments during this reporting period are in accordance with the Townships Investment Policy and State Statutes, and meet the Township's three investment objectives: 1) Preservation of Capital, 2) Liquidity, and 3) Yield

Approving for xfer from/to:

Respectfully Submitted,

Shelley Thompson, Treasurer
Charter Township of Clayton

03/10/2025 12:12 PM REVENUE AND EXPENDITURE REPORT FOR CLAYTON CHARTER TOWNSHIP

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DB: CLAYTON TOWNSHI
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	2025		YTD BALANCE 02/28/2025	AVAILABLE BALANCE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)		NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
101-000-402.000	CURRENT PROPERTY TAX	290,739.00	287,440.79	3,298.21	98.87		
101-000-412.000	PRIOR YEAR PROPERTY TAXES	0.00	0.00	0.00	0.00		
101-000-448.000	TAX ADMIN COLLECTION FEES	95,000.00	106,988.86	(11,988.86)	112.62		
101-000-448.100	PARCEL FEES	0.00	0.00	0.00	0.00		
101-000-450.000	SUNSET ROAD SPECIAL ASSESSMENT REVENUE	0.00	2,439.65	(2,439.65)	100.00		
101-000-477.000	CABLE FRANCHISE FEES	3,000.00	850.55	2,149.45	28.35		
101-000-478.000	TOWER LICENSING	200.00	0.00	200.00	0.00		
101-000-481.000	SPLIT FEES	0.00	250.00	(250.00)	100.00		
101-000-482.000	ZONING PERMITS	400.00	60.00	340.00	15.00		
101-000-487.000	MOBILE HOME FEES	900.00	183.00	717.00	20.33		
101-000-498.000	BUILDING PERMITS	40,000.00	1,707.00	38,293.00	4.27		
101-000-498.100	ELECTRICAL PERMITS	5,000.00	1,190.00	3,810.00	23.80		
101-000-498.200	MECHANICAL PERMITS	5,000.00	1,685.00	3,315.00	33.70		
101-000-498.300	PLUMBING PERMITS	2,200.00	300.00	1,900.00	13.64		
101-000-498.400	LICENSE REGISTRATION	0.00	45.00	(45.00)	100.00		
101-000-502.000	GRANT REVENUE	0.00	0.00	0.00	0.00		
101-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	0.00	0.00	0.00		
101-000-573.100	METRO ACT FROM LCSA	0.00	0.00	0.00	0.00		
101-000-574.000	STATE SHARED REVENUE	781,129.00	134,813.95	646,315.05	17.26		
101-000-607.000	FEES & SERVICES	0.00	135.00	(135.00)	100.00		
101-000-607.100	HIDDEN CREEK SIGN	0.00	3,540.00	(3,540.00)	100.00		
101-000-644.000	CEMETERY LOTS	1,000.00	650.00	350.00	65.00		
101-000-657.000	ORDNANCE FINES	500.00	0.00	500.00	0.00		
101-000-665.000	INTEREST	60,000.00	18,934.68	41,065.32	31.56		
101-000-665.206	INTEREST ON INTERFUND LOAN TO FIRE	0.00	0.00	0.00	0.00		
101-000-676.000	REIMBURSEMENTS	0.00	3,199.35	(3,199.35)	100.00		
101-000-676.100	REIMBURSEMENTS - ELECTION EXPENSES	0.00	0.00	0.00	0.00		
101-000-677.000	ADM. FEES - OTHER FUNDS	0.00	0.00	0.00	0.00		
101-000-678.000	BUILDING & PLANNING ESCROW REVENUE	0.00	0.00	0.00	0.00		
101-000-679.000	MISCELLANEOUS	1,250.00	0.00	1,250.00	0.00		
101-000-699.000	TRANSFER FROM OTHER FUNDS	0.00	0.00	0.00	0.00		
Total Dept 000 - NON-DEPARTMENTAL		1,286,318.00	564,412.83	721,905.17	43.88		
TOTAL REVENUES		1,286,318.00	564,412.83	721,905.17	43.88		
Expenditures							
Dept 101 - TOWNSHIP BOARD							
101-101-702.000	ADMINISTRATION SALARIES	44,000.00	6,355.54	37,644.46	14.44		
101-101-703.000	SALARIES	32,000.00	5,333.36	26,666.64	16.67		
101-101-704.000	PART TIME WAGES	24,000.00	3,085.18	20,914.82	12.85		
101-101-709.000	SOCIAL SECURITY	4,480.00	1,332.25	3,147.75	29.74		
101-101-712.000	HEALTH INS. ALT.	20,000.00	0.00	20,000.00	0.00		
101-101-716.000	PENSION	10,000.00	635.54	9,364.46	6.36		
101-101-718.000	MEDICAL INSURANCE	25,000.00	4,651.64	20,348.36	18.61		
101-101-718.100	LIFE INSURANCE	1,700.00	87.10	1,612.90	5.12		
101-101-718.200	DISABILITY INSURANCE	1,700.00	151.83	1,548.17	8.93		
101-101-719.000	INSURANCE & BONDS	33,000.00	0.00	33,000.00	0.00		
101-101-807.000	AUDIT	22,000.00	0.00	22,000.00	0.00		
101-101-826.000	LEGAL FEES	35,000.00	3,520.00	31,480.00	10.06		
101-101-900.000	PRINTING & PUBLISHING	2,500.00	83.30	2,416.70	3.33		
101-101-955.200	MISCELLANEOUS	100.00	10.33	89.67	10.33		
101-101-958.000	MEMBERSHIP & DUES	8,000.00	1,115.44	6,884.56	13.94		
101-101-960.000	CONFERENCE & WORKSHOP	1,000.00	344.50	655.50	34.45		

REVENUE AND EXPENDITURE REPORT FOR CLAYTON CHARTER TOWNSHIP

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PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025 AMENDED BUDGET	YTD BALANCE 02/28/2025		% BDGT USED
		NORMAL (ABNORMAL)	ABNORMAL		NORMAL (ABNORMAL)	ABNORMAL	
Fund 101 – GENERAL FUND							
Expenditures							
Total Dept 101 – TOWNSHIP BOARD		235,427.04		264,480.00	26,706.01	237,773.99	10.10
Dept 171 – SUPERVISOR							
101-171-703.000	SALARIES	34,031.42		42,000.00	6,122.28	35,877.72	14.58
101-171-703.200	DEPUTY	0.00		20,000.00	2,307.69	17,692.31	11.54
101-171-704.600	ASSESSING	39,674.97		45,000.00	7,256.54	37,743.46	16.13
101-171-709.000	SOCIAL SECURITY	2,645.30		3,300.00	1,334.46	1,965.54	40.44
101-171-716.000	PENSION	326.81		0.00	612.24	(612.24)	100.00
101-171-718.100	LIFE INSURANCE	239.96		300.00	91.10	208.90	30.37
101-171-727.000	POSTAGE	1,691.66		2,000.00	1,801.23	198.77	90.06
101-171-801.000	PROFESSIONAL & CONTRACTUAL SER	4,925.00		6,000.00	0.00	6,000.00	0.00
101-171-900.000	PRINTING OF ROLL	719.90		1,600.00	0.00	1,600.00	0.00
101-171-955.000	MISCELLANEOUS	0.00		1,000.00	36.55	963.45	3.66
101-171-960.000	CONFERENCE & WORKSHOP	0.00		500.00	0.00	500.00	0.00
Total Dept 171 – SUPERVISOR		84,255.02		121,700.00	19,562.09	102,137.91	16.07
Dept 215 – CLERK							
101-215-703.000	SALARIES	34,519.59		42,000.00	6,122.29	35,877.71	14.58
101-215-703.200	DEPUTY	4,997.21		6,000.00	874.61	5,125.39	14.58
101-215-704.700	FINANCIAL ADMINISTRATOR SALAR	66,891.45		75,000.00	7,968.75	67,031.25	10.63
101-215-704.701	BOOKKEEPER/WATER & SEWER	23,032.66		33,696.00	4,870.74	28,825.26	14.45
101-215-709.000	SOCIAL SECURITY	4,886.18		5,500.00	853.64	4,646.36	15.52
101-215-716.000	PENSION	3,971.97		4,500.00	1,165.30	3,334.70	25.90
101-215-718.000	MEDICAL INSURANCE	0.00		6,000.00	0.00	6,000.00	0.00
101-215-718.100	LIFE INSURANCE	430.84		500.00	80.26	419.74	16.05
101-215-801.000	PROFESSIONAL & CONTRACTUAL SER	0.00		500.00	0.00	500.00	0.00
101-215-958.000	MEMBERSHIP & DUES	0.00		0.00	75.00	(75.00)	100.00
101-215-960.000	CONFERENCE & WORKSHOP	215.00		300.00	0.00	300.00	0.00
Total Dept 215 – CLERK		138,944.90		173,996.00	22,010.59	151,985.41	12.65
Dept 247 – BOARD OF REVIEW							
101-247-709.000	SOCIAL SECURITY	199.06		250.00	6.20	243.80	2.48
101-247-725.000	PER DIEM	1,919.72		3,000.00	0.00	3,000.00	0.00
101-247-960.000	CONFERENCE & WORKSHOP	0.00		1,000.00	200.00	800.00	20.00
Total Dept 247 – BOARD OF REVIEW		2,118.78		4,250.00	206.20	4,043.80	4.85
Dept 253 – TREASURER							
101-253-703.000	SALARIES	34,519.57		42,000.00	6,122.30	35,877.70	14.58
101-253-703.100	SECRETARY/DEPUTY TREASURER	4,997.21		6,000.00	874.62	5,125.38	14.58
101-253-709.000	SOCIAL SECURITY	3,020.12		4,000.00	481.05	3,518.95	12.03
101-253-716.000	PENSION	3,076.25		4,000.00	0.00	4,000.00	0.00
101-253-718.000	MEDICAL INSURANCE	0.00		33,000.00	0.00	33,000.00	0.00
101-253-718.100	LIFE INSURANCE	392.07		500.00	15.60	484.40	3.12
101-253-900.000	PRINTING OF ROLL TAX	1,240.00		2,500.00	0.00	2,500.00	0.00
101-253-911.000	MEMBERSHIP & DUES	0.00		50.00	0.00	50.00	0.00
101-253-955.000	MISCELLANEOUS	220.57		0.00	0.00	0.00	0.00
101-253-960.000	CONFERENCE & WORKSHOP	0.00		500.00	150.00	350.00	30.00
101-253-977.000	OFFICE EQUIPMENT	289.88		2,500.00	0.00	2,500.00	0.00

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PERIOD ENDING 02/28/2025
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GL NUMBER	DESCRIPTION	2025		YTD BALANCE		AVAILABLE	
		END BALANCE 12/31/2024	AMENDED BUDGET	NORMAL (ABNORMAL)	BALANCE 02/28/2025	% BDGT	USED
		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	

Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 253 - TREASURER		47,755.67	95,050.00	7,643.57	87,406.43	8.04
Dept 262 - ELECTIONS						
101-262-709.000	SOCIAL SECURITY	255.01	500.00	0.00	500.00	0.00
101-262-725.100	ELECTION WORKERS	41,885.17	13,000.00	0.00	13,000.00	0.00
101-262-725.400	OTHER ELECTION WORKERS	6,359.63	4,000.00	0.00	4,000.00	0.00
101-262-727.000	POSTAGE	6,823.52	2,000.00	0.00	2,000.00	0.00
101-262-752.000	OFFICE SUPPLIES	8,530.83	3,000.00	445.60	2,554.40	14.85
101-262-802.200	COUNTY ELECTION EXPENSE	1,200.00	600.00	0.00	600.00	0.00
101-262-940.000	PRECINCT RENTAL	1,100.00	600.00	0.00	600.00	0.00
101-262-955.000	MISCELLANEOUS	0.00	1,000.00	0.00	1,000.00	0.00
101-262-978.100	ELECTION MACHINES	2,196.34	3,000.00	0.00	3,000.00	0.00
Total Dept 262 - ELECTIONS		68,350.50	27,700.00	445.60	27,254.40	1.61
Dept 265 - TOWNSHIP HALL						
101-265-727.000	POSTAGE	3,271.96	3,000.00	0.00	3,000.00	0.00
101-265-752.000	OFFICE SUPPLIES	5,095.84	4,500.00	2,428.91	2,071.09	53.98
101-265-801.000	PROFESSIONAL & CONTRACTUAL SE	29,710.14	35,500.00	2,695.76	32,804.24	7.59
101-265-801.100	HOUSEKEEPING	1,908.01	2,200.00	360.00	1,840.00	16.36
101-265-850.000	TELEPHONE	419.88	1,500.00	0.00	1,500.00	0.00
101-265-920.000	UTILITIES	7,400.49	9,500.00	1,834.89	7,665.11	19.31
101-265-930.000	REPAIR & MAINTENANCE	11,585.78	15,000.00	0.00	15,000.00	0.00
101-265-934.000	SIREN MAINTENANCE	3,856.40	6,500.00	50.05	6,449.95	0.77
101-265-955.000	MISCELLANEOUS	705.23	1,000.00	270.00	730.00	27.00
101-265-977.000	OFFICE EQUIPMENT	1,193.05	5,000.00	0.00	5,000.00	0.00
101-265-978.000	COMPUTER - ALPHA OMEGA	13,008.55	10,000.00	3,911.50	6,088.50	39.12
Total Dept 265 - TOWNSHIP HALL		78,155.33	93,700.00	11,551.11	82,148.89	12.33
Dept 371 - BUILDING DEPARTMENT						
101-371-704.100	BUILDING INSPECTOR	432.50	0.00	0.00	0.00	0.00
101-371-704.200	ELECTRICAL INSPECTOR	4,050.00	4,000.00	450.00	3,550.00	11.25
101-371-704.300	MECHANICAL & PLUMBING INSPECT	5,800.00	4,500.00	850.00	3,650.00	18.89
101-371-704.400	SECRETARY SALARY	3,969.52	4,050.00	609.41	3,440.59	15.05
101-371-704.900	ZONING/CODE/LAND/BUILDING OFFICIAL	74,828.54	74,000.00	10,675.56	63,324.44	14.43
101-371-707.000	TEMPORARY INSPECTOR	200.00	1,000.00	0.00	1,000.00	0.00
101-371-709.000	SOCIAL SECURITY	6,237.37	7,000.00	163.63	6,836.37	2.34
101-371-716.000	PENSION	7,960.56	9,000.00	1,128.51	7,871.49	12.54
101-371-718.000	MEDICAL INSURANCE	0.00	300.00	0.00	300.00	0.00
101-371-718.100	LIFE INSURANCE	399.45	600.00	0.00	600.00	0.00
101-371-752.000	OFFICE SUPPLIES	357.05	450.00	0.00	450.00	0.00
101-371-801.000	PROFESSIONAL & CONTRACTUAL SER	5,800.00	15,000.00	0.00	15,000.00	0.00
101-371-850.100	CELL PHONES	375.00	0.00	0.00	0.00	0.00
101-371-955.000	MISCELLANEOUS	0.00	1,000.00	0.00	1,000.00	0.00
101-371-958.000	MEMBERSHIP & DUES	45.00	500.00	0.00	500.00	0.00
101-371-960.000	CONFERENCE & WORKSHOP	895.74	2,000.00	0.00	2,000.00	0.00
101-371-978.000	COMPUTER	1,955.00	2,500.00	0.00	2,500.00	0.00
Total Dept 371 - BUILDING DEPARTMENT		113,305.73	125,900.00	13,877.11	112,022.89	11.02

Dept 445 - PUBLIC SERV.-DRAIN AT LARGE

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PERIOD ENDING 02/28/2025
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GL NUMBER	DESCRIPTION	2025 END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-445-849.000	DRAIN AT LARGE	15,836.00	22,000.00	0.00	22,000.00	0.00
Total Dept 445 - PUBLIC SERV.-DRAIN AT LARGE		15,836.00	22,000.00	0.00	22,000.00	0.00
Dept 446 - PUBLIC SERVICES-ROADS						
101-446-801.000	PROFESSIONAL & CONTRACTUAL SE	314,736.16	350,000.00	344.50	349,655.50	0.10
Total Dept 446 - PUBLIC SERVICES-ROADS		314,736.16	350,000.00	344.50	349,655.50	0.10
Dept 448 - MUNICIPAL LIGHTING						
101-448-920.000	UTILITIES	2,357.37	7,000.00	428.41	6,571.59	6.12
Total Dept 448 - MUNICIPAL LIGHTING		2,357.37	7,000.00	428.41	6,571.59	6.12
Dept 567 - CEMETERY						
101-567-801.000	PROFESSIONAL & CONTRACTUAL SE	11,030.00	14,000.00	1,020.00	12,980.00	7.29
101-567-930.000	REPAIR & MAINTENANCE	4,433.92	8,000.00	0.00	8,000.00	0.00
101-567-955.000	MISCELLANEOUS	0.00	1,500.00	0.00	1,500.00	0.00
Total Dept 567 - CEMETERY		15,463.92	23,500.00	1,020.00	22,480.00	4.34
Dept 701 - PLANNING COMMISSION						
101-701-709.000	SOCIAL SECURITY	625.96	720.00	36.40	683.60	5.06
101-701-725.000	PER DIEM	8,900.00	9,000.00	800.00	8,200.00	8.89
Total Dept 701 - PLANNING COMMISSION		9,525.96	9,720.00	836.40	8,883.60	8.60
Dept 702 - ZONING BOARD OF APPEALS						
101-702-709.000	SOCIAL SECURITY	65.55	240.00	0.00	240.00	0.00
101-702-725.000	PER DIEM	1,100.00	3,000.00	0.00	3,000.00	0.00
101-702-960.000	CONFERENCE & WORKSHOP	200.00	600.00	0.00	600.00	0.00
Total Dept 702 - ZONING BOARD OF APPEALS		1,365.55	3,840.00	0.00	3,840.00	0.00
Dept 999 - TRANSFER OUT						
101-999-995.000	TRANSFERS OUT	107,012.28	0.00	0.00	0.00	0.00
Total Dept 999 - TRANSFER OUT		107,012.28	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		1,234,610.21	1,322,836.00	104,631.59	1,218,204.41	7.91
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,455,314.78	1,286,318.00	564,412.83	721,905.17	43.88
TOTAL EXPENDITURES		1,234,610.21	1,322,836.00	104,631.59	1,218,204.41	7.91
NET OF REVENUES & EXPENDITURES		220,704.57	(36,518.00)	459,781.24	(496,299.24)	1,259.05
BEG. FUND BALANCE		2,748,753.35	2,748,753.35	2,748,753.35		

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	2025 END BALANCE 12/31/2024 NORMAL (ABNORMAL)	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
NET OF REVENUES/EXPENDITURES - 2024		2,712,235.35	2,969,457.92	220,704.57	220,704.57	
END FUND BALANCE				3,429,239.16		

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GL NUMBER	DESCRIPTION	2025		YTD BALANCE		AVAILABLE	
		END BALANCE	AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	BALANCE	% BDGT
		NORMAL (ABNORMAL)			NORMAL (ABNORMAL)		USED
Fund 206 - FIRE MILLAGE FUND							
Revenues							
Dept 000 - NON-DEPARTMENTAL							
206-000-402.000	CURRENT PROPERTY TAX	258,727.93	276,957.00		494,919.06	(217,962.06)	178.70
206-000-412.000	PRIOR YEAR PROPERTY TAXES	(330.06)	0.00		0.00	0.00	0.00
206-000-573.000	LOCAL COMMUNITY STABILIZATION	101.87	0.00		0.00	0.00	0.00
206-000-659.600	COST RECOVERY	18,266.22	0.00		392.74	(392.74)	100.00
206-000-665.000	INTEREST	460.80	0.00		9.44	(9.44)	100.00
206-000-699.000	TRANSFER FROM OTHER FUNDS	107,012.28	0.00		0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		384,239.04	276,957.00		495,321.24	(218,364.24)	178.84
TOTAL REVENUES		384,239.04	276,957.00		495,321.24	(218,364.24)	178.84
Expenditures							
Dept 336 - PUBLIC SAFETY (FIRE)							
206-336-709.000	SOCIAL SECURITY	181.87	384.00		26.90	357.10	7.01
206-336-725.000	PER DIEM	3,150.00	4,800.00		1,000.00	3,800.00	20.83
206-336-801.000	PROFESSIONAL & CONTRACTUAL SE	10,509.32	9,000.00		2,976.75	6,023.25	33.08
206-336-801.100	CONTRACT SERVICE-SWARTZ CREEK	153,015.76	185,549.00		69,524.25	116,024.75	37.47
206-336-801.200	FIRE RUNS	38,855.50	50,000.00		2,852.31	47,147.69	5.70
206-336-801.300	EMS RUNS	3,718.80	7,500.00		245.75	7,254.25	3.28
206-336-920.000	UTILITIES	1,335.12	2,500.00		222.52	2,277.48	8.90
206-336-930.000	REPAIR & MAINTENANCE	322.00	2,500.00		1,122.50	1,377.50	44.90
206-336-970.000	CAPITAL OUTLAY	107,012.28	0.00		0.00	0.00	0.00
Total Dept 336 - PUBLIC SAFETY (FIRE)		318,100.65	262,233.00		77,970.98	184,262.02	29.73
Dept 905 - DEBT SERVICE							
206-905-994.000	INTEREST ON DEBT	14,159.75	0.00		0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		14,159.75	0.00		0.00	0.00	0.00
TOTAL EXPENDITURES		332,260.40	262,233.00		77,970.98	184,262.02	29.73
Fund 206 - FIRE MILLAGE FUND:							
TOTAL REVENUES		384,239.04	276,957.00		495,321.24	(218,364.24)	178.84
TOTAL EXPENDITURES		332,260.40	262,233.00		77,970.98	184,262.02	29.73
NET OF REVENUES & EXPENDITURES		51,978.64	14,724.00		417,350.26	(402,626.26)	2,834.49
BEG. FUND BALANCE		4,236.42	4,236.42		4,236.42		
NET OF REVENUES/EXPENDITURES - 2024		56,215.06	18,960.42		51,978.64	51,978.64	
END FUND BALANCE					473,565.32		

REVENUE AND EXPENDITURE REPORT FOR CLAYTON CHARTER TOWNSHIP

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User: RCLARK

DB: CLAYTON TOWNSHI

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	2025		YTD BALANCE		AVAILABLE	
		END BALANCE	AMENDED BUDGET	NORMAL (ABNORMAL)	02/28/2025	BALANCE	% BDGT
		NORMAL (ABNORMAL)				NORMAL (ABNORMAL)	USED

Fund 207 - POLICE FUND

Revenues

Dept 000 - NON-DEPARTMENTAL							
207-000-402.000	CURRENT PROPERTY TAX	738,923.17	790,951.00		782,003.47	8,947.53	98.87
207-000-412.000	PRIOR YEAR PROPERTY TAXES	(942.95)	0.00		0.00	0.00	0.00
207-000-478.000	LIQUOR LICENSE FEES	5,387.37	3,000.00		0.00	3,000.00	0.00
207-000-573.000	LOCAL COMMUNITY STABILIZATION	290.93	0.00		0.00	0.00	0.00
207-000-647.000	REPORT FEES	2,235.00	1,500.00		465.00	1,035.00	31.00
207-000-657.000	ORDINANCE FINES	4,555.70	3,500.00		1,362.10	2,137.90	38.92
207-000-659.000	IMPOUNDED VEH.FEES/ROAD RUNNE	6,925.00	5,000.00		1,000.00	4,000.00	20.00
207-000-659.500	SALVAGE INSPECTIONS	900.00	400.00		100.00	300.00	25.00
207-000-665.000	INTEREST	12,135.07	0.00		2,431.46	(2,431.46)	100.00
207-000-673.000	SALE OF CAPITAL ASSET	0.00	0.00		15,000.00	(15,000.00)	100.00
207-000-673.100	SALE OF POLICE EQUIPMENT	0.00	0.00		150.00	(150.00)	100.00
207-000-675.000	LESO PROGRAM	2,690.00	1,000.00		0.00	1,000.00	0.00
207-000-675.100	LIVE SCAN	3,635.00	2,000.00		350.00	1,650.00	17.50
207-000-675.200	POLICE TRAINING	3,000.00	0.00		6,000.00	(6,000.00)	100.00
207-000-676.000	REIMBURSEMENTS	10,319.78	1,000.00		0.00	1,000.00	0.00
207-000-679.000	MISCELLANEOUS	1,421.60	500.00		2,315.12	(1,815.12)	463.02
207-000-699.000	TRANSFER FROM OTHER FUNDS	60,431.02	0.00		0.00	0.00	0.00

Total Dept 000 - NON-DEPARTMENTAL 851,906.69 808,851.00 811,177.15 (2,326.15) 100.29

Dept 302 - POLICE OPERATING EXP. (3,819.25) (2,500.00) (986.50) (1,513.50) 39.46

Total Dept 302 - POLICE OPERATING EXP. (3,819.25) (2,500.00) (986.50) (1,513.50) 39.46

TOTAL REVENUES 848,087.44 806,351.00 810,190.65 (3,839.65) 100.48

Expenditures

Dept 301 - POLICE PERSONNEL EXP.							
207-301-702.000	POLICE ADMINISTRATION	77,781.76	75,000.00		11,267.98	63,732.02	15.02
207-301-703.000	OFFICERS PART TIME	65,589.32	70,000.00		6,898.08	63,101.92	9.85
207-301-704.000	OFFICERS FULL TIME	235,674.96	229,000.00		34,766.70	194,233.30	15.18
207-301-704.200	SHIFT PREMIUM	636.86	2,300.00		74.40	2,225.60	3.23
207-301-705.000	VACATION	14,015.33	21,000.00		292.73	20,707.27	1.39
207-301-705.100	SICK PAY	10,045.48	11,000.00		0.00	11,000.00	0.00
207-301-705.200	PERSONAL TIME	5,221.13	7,000.00		0.00	7,000.00	0.00
207-301-705.300	TRAINING	2,135.87	3,500.00		1,135.84	2,364.16	32.45
207-301-705.400	COURT	477.11	1,000.00		0.00	1,000.00	0.00
207-301-706.000	HOLIDAY PAY	18,959.73	16,000.00		3,843.91	12,156.09	24.02
207-301-706.100	HOLIDAY OVERTIME	14,819.41	16,000.00		1,731.24	12,268.76	12.37
207-301-707.000	POLICE SECRETARY	35,796.31	36,000.00		5,263.18	30,736.82	14.62
207-301-709.000	SOCIAL SECURITY	37,719.17	42,000.00		4,897.81	37,102.19	11.66
207-301-712.000	HEALTH INS. ALT.	13,500.00	20,000.00		0.00	20,000.00	0.00
207-301-713.000	OVERTIME	1,172.55	7,000.00		0.00	7,000.00	0.00
207-301-716.000	PENSION	40,738.56	47,000.00		5,550.87	41,449.13	11.81
207-301-718.000	MEDICAL INSURANCE	32,932.72	45,000.00		5,774.22	39,225.78	12.83
207-301-718.100	LIFE INSURANCE	580.24	800.00		102.48	697.52	12.81
207-301-718.200	DISABILITY INSURANCE	6,808.92	7,500.00		567.41	6,932.59	7.57

Total Dept 301 - POLICE PERSONNEL EXP. 614,605.43 655,100.00 82,166.85 572,933.15 12.54

Dept 302 - POLICE OPERATING EXP.

User: RCLARK
DB: CLAYTON TOWNSHIP

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	2025		YTD BALANCE		AVAILABLE	
		END BALANCE	AMENDED BUDGET	02/28/2025	NORMAL (ABNORMAL)	BALANCE	% BDGT USED
		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)	NORMAL (ABNORMAL)		
Fund 207 - POLICE FUND							
Expenditures							
207-302-719.000	INSURANCE & BONDS	22,656.00	24,000.00	0.00	24,000.00	0.00	0.00
207-302-727.000	POSTAGE	28.68	200.00	0.00	200.00	0.00	0.00
207-302-730.000	MEDICALS/PHYSICALS	350.00	500.00	0.00	500.00	0.00	0.00
207-302-731.000	MEDICAL/BLOOD DRAWS	500.00	750.00	0.00	750.00	0.00	0.00
207-302-752.000	OFFICE SUPPLIES	3,159.06	3,200.00	238.96	2,961.04	7.47	7.47
207-302-801.000	PROFESSIONAL & CONTRACTUAL SE	4,000.00	0.00	0.00	0.00	0.00	0.00
207-302-815.100	LIABILITY INSURANCE	15,982.44	16,500.00	0.00	16,500.00	0.00	0.00
207-302-816.000	AUTOMOBILE INSURANCE	7,650.00	10,000.00	0.00	10,000.00	0.00	0.00
207-302-826.000	LEGAL FEES	24,832.59	25,000.00	0.00	23,600.00	5.60	5.60
207-302-850.000	TELEPHONE	3,449.10	4,400.00	644.83	3,755.17	14.66	14.66
207-302-850.100	CELL PHONES	1,052.64	1,900.00	87.72	1,812.28	4.62	4.62
207-302-920.000	UTILITIES	6,759.77	8,500.00	1,471.59	7,028.41	17.31	17.31
207-302-930.000	REPAIR & MAINT. EQUIPMENT	1,028.67	1,000.00	0.00	1,000.00	0.00	0.00
207-302-932.000	VEHICLE REPAIR & MAINTENANCE	14,790.24	10,000.00	3,711.99	6,288.01	37.12	37.12
207-302-932.100	GASOLINE	15,193.22	18,000.00	1,032.76	16,967.24	5.74	5.74
207-302-955.000	MISCELLANEOUS	510.00	1,000.00	0.00	1,000.00	0.00	0.00
207-302-958.000	MEMBERSHIP & DUES	1,161.60	2,500.00	115.00	2,385.00	4.60	4.60
207-302-960.000	CONFERENCE & WORKSHOP	1,198.02	0.00	0.00	0.00	0.00	0.00
207-302-965.000	UNIFORMS	912.50	1,500.00	0.00	1,500.00	0.00	0.00
207-302-977.000	OFFICE EQUIPMENT	785.44	1,000.00	0.00	1,000.00	0.00	0.00
207-302-978.000	COMPUTER	8,931.70	10,000.00	494.93	9,505.07	4.95	4.95
207-302-979.100	POLICE EQUIPMENT	5,258.67	3,000.00	65.00	2,935.00	2.17	2.17
207-302-981.000	VEHICLE PURCHASES CAPEX	0.00	45,000.00	47,678.00	(2,678.00)	105.95	105.95
Total Dept 302 - POLICE OPERATING EXP.		140,190.34	187,950.00	56,940.78	131,009.22	30.30	30.30
TOTAL EXPENDITURES		754,795.77	843,050.00	139,107.63	703,942.37	16.50	16.50
Fund 207 - POLICE FUND:							
TOTAL REVENUES		848,087.44	806,351.00	810,190.65	(3,839.65)	100.48	100.48
TOTAL EXPENDITURES		754,795.77	843,050.00	139,107.63	703,942.37	16.50	16.50
NET OF REVENUES & EXPENDITURES		93,291.67	(36,699.00)	671,083.02	(707,782.02)	1,828.61	1,828.61
BEG. FUND BALANCE		155,931.64	155,931.64	155,931.64	93,291.67		
NET OF REVENUES/EXPENDITURES - 2024		249,223.31	119,232.64	920,306.33	93,291.67		
END FUND BALANCE							

REVENUE AND EXPENDITURE REPORT FOR CLAYTON CHARTER TOWNSHIP
PERIOD ENDING 02/28/2025
% Fiscal Year Completed: 16.16

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025		YTD BALANCE 02/28/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL (ABNORMAL)		AMENDED BUDGET		NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		
Fund 213 - HIDDEN CREEK ROAD FUND										
Revenues										
Dept 000 - NON-DEPARTMENTAL										
213-000-450.000	SPECIAL ASSESSMENT REVENUE HIDDEN CREEK	18,494.82		0.00		16,237.80		(16,237.80)		100.00
Total Dept 000 - NON-DEPARTMENTAL		18,494.82		0.00		16,237.80		(16,237.80)		100.00
TOTAL REVENUES		18,494.82		0.00		16,237.80		(16,237.80)		100.00
Expenditures										
Dept 000 - NON-DEPARTMENTAL										
213-000-991.000	BOND PRINCIPAL PAYMENT HIDDEN CREEK	16,000.00		0.00		0.00		0.00		0.00
213-000-994.000	INTEREST ON DEBT	1,729.84		0.00		0.00		0.00		0.00
Total Dept 000 - NON-DEPARTMENTAL		17,729.84		0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		17,729.84		0.00		0.00		0.00		0.00
Fund 213 - HIDDEN CREEK ROAD FUND:										
TOTAL REVENUES		18,494.82		0.00		16,237.80		(16,237.80)		100.00
TOTAL EXPENDITURES		17,729.84		0.00		0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		764.98		0.00		16,237.80		(16,237.80)		100.00
BEG. FUND BALANCE		27,338.63		27,338.63		27,338.63		764.98		
NET OF REVENUES/EXPENDITURES - 2024						764.98				
END FUND BALANCE		28,103.61		27,338.63		44,341.41		764.98		

GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 214 - SPECIAL ASSESSMENT - SUN SET DRIVE						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
214-000-450.000	SPECIAL ASSESSMENT - SUN SET DRI	2,439.65	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		2,439.65	0.00	0.00	0.00	0.00
TOTAL REVENUES		2,439.65	0.00	0.00	0.00	0.00
Expenditures						
Dept 000 - NON-DEPARTMENTAL						
214-000-995.000	TRANSFERS OUT	12,979.20	0.00	0.00	0.00	0.00
Total Dept 000 - NON-DEPARTMENTAL		12,979.20	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		12,979.20	0.00	0.00	0.00	0.00
Fund 214 - SPECIAL ASSESSMENT - SUN SET DRIVE:						
TOTAL REVENUES		2,439.65	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		12,979.20	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(10,539.55)	0.00	0.00	0.00	0.00
BEG. FUND BALANCE		10,539.55	10,539.55	10,539.55	10,539.55	
NET OF REVENUES/EXPENDITURES - 2024		10,539.55		(10,539.55)	(10,539.55)	
END FUND BALANCE			10,539.55			

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 16.16

END BALANCE

2025

12/31/2024

AMENDED BUDGET

NORMAL (ABNORMAL)

YTD BALANCE
02/28/2025
NORMAL (ABNORMAL)AVAILABLE
BALANCE
NORMAL (ABNORMAL)% BDGT
USED

GL NUMBER DESCRIPTION

Fund 219 - LIGHTING FUND

Revenues

Dept 000 - NON-DEPARTMENTAL

219-000-402.000 CURRENT PROPERTY TAX

32,220.00 53,700.00

0.00 100.00

Total Dept 000 - NON-DEPARTMENTAL

32,220.00 53,700.00

0.00 100.00

TOTAL REVENUES

32,220.00 53,700.00

0.00 100.00

Expenditures

Dept 448 - MUNICIPAL LIGHTING

219-448-925.000 RESIDENTIAL LIGHTING

49,138.07 50,000.00

41,434.18 17.13

Total Dept 448 - MUNICIPAL LIGHTING

49,138.07 50,000.00

41,434.18 17.13

TOTAL EXPENDITURES

49,138.07 50,000.00

41,434.18 17.13

Fund 219 - LIGHTING FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

BEG. FUND BALANCE

NET OF REVENUES/EXPENDITURES - 2024

END FUND BALANCE

32,220.00 53,700.00

0.00 100.00

49,138.07 50,000.00

17.13

(16,918.07)

(41,434.18)

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GL NUMBER	DESCRIPTION	END BALANCE 12/31/2024		2025 AMENDED BUDGET		YTD BALANCE 02/28/2025		AVAILABLE BALANCE		% BDGT USED
		NORMAL (ABNORMAL)				NORMAL (ABNORMAL)		NORMAL (ABNORMAL)		
Fund 285 - ARPA GRANT FUND										
Revenues										
Dept 000 - NON-DEPARTMENTAL										
285-000-528.000	FED GRANT REVENUE ARPA	297,275.04		0.00		0.00		0.00		0.00
Total Dept 000 - NON-DEPARTMENTAL		297,275.04		0.00		0.00		0.00		0.00
TOTAL REVENUES		297,275.04		0.00		0.00		0.00		0.00
Expenditures										
Dept 000 - NON-DEPARTMENTAL										
285-000-995.000	TRANSFERS OUT	98,138.96		0.00		0.00		0.00		0.00
Total Dept 000 - NON-DEPARTMENTAL		98,138.96		0.00		0.00		0.00		0.00
Dept 265 - TOWNSHIP HALL										
285-265-886.000	RENOVATION	199,274.57		0.00		0.00		0.00		0.00
Total Dept 265 - TOWNSHIP HALL		199,274.57		0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		297,413.53		0.00		0.00		0.00		0.00
Fund 285 - ARPA GRANT FUND:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										
BEG. FUND BALANCE										
NET OF REVENUES/EXPENDITURES - 2024										
END FUND BALANCE										
		297,275.04	0.00	0.00		0.00		0.00		0.00
		297,413.53	0.00	0.00		0.00		0.00		0.00
		(138.49)	0.00	0.00		0.00		0.00		0.00
		138.49	138.49	138.49		138.49		0.00		0.00
						</				

GL NUMBER	DESCRIPTION	12/31/2024 NORMAL (ABNORMAL)	2025 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER & SEWER FUND						
Revenues						
Dept 000 - NON-DEPARTMENTAL						
592-000-630.100	SEWER TAPS	3,000.00	12,000.00	0.00	12,000.00	0.00
592-000-630.200	WATER TAPS	0.00	0.00	2,000.00	(2,000.00)	100.00
592-000-642.000	SEWER USAGE FEES - INCOME	559,807.28	750,000.00	34,307.60	715,692.40	4.57
592-000-642.100	WATER USAGE FEES - INCOME	551,150.89	550,000.00	24,407.40	525,592.60	4.44
592-000-643.000	LATE CHARGES - USAGE - INCOME	29,389.93	25,000.00	1,959.05	23,040.95	7.84
592-000-665.000	INTEREST	35,536.73	30,000.00	5,872.25	24,127.75	19.57
592-000-679.000	MISCELLANEOUS	621.50	1,000.00	134.00	866.00	13.40
Total Dept 000 - NON-DEPARTMENTAL						
		1,179,506.33	1,368,000.00	68,680.30	1,299,319.70	5.02
TOTAL REVENUES						
		1,179,506.33	1,368,000.00	68,680.30	1,299,319.70	5.02
Expenditures						
Dept 536 - WATER AND/OR SEWER SYSTEMS						
592-536-803.000	PUMP STATION EXPENSE	20,615.56	30,000.00	1,816.56	28,183.44	6.06
592-536-804.000	HYDRANT EXPENSE	5,280.00	6,000.00	0.00	6,000.00	0.00
592-536-805.000	SEWER MAINTENANCE	37,736.04	65,000.00	3,144.67	61,855.33	4.84
592-536-806.000	TURN ON/TURN OFF-EXPENSE	1,227.05	2,500.00	1,000.00	1,500.00	40.00
592-536-808.000	W & S EXPENSE - SWARTZ CREEK	2,000.00	0.00	0.00	0.00	0.00
592-536-817.000	SEWER USAGE - EXPENSE	457,898.61	500,000.00	(996.94)	500,996.94	(0.20)
592-536-818.000	WATER USAGE - EXPENSE	601,569.63	700,000.00	996.94	699,003.06	0.14
592-536-818.100	COMPUTER BILLING EXP. - W & S	4,999.55	8,000.00	0.00	8,000.00	0.00
592-536-957.000	INTERFUND ADMIN CHARGES	45,000.00	45,000.00	0.00	45,000.00	0.00
592-536-968.000	DEPRECIATION EXPENSE	70,150.12	100,000.00	0.00	100,000.00	0.00
Total Dept 536 - WATER AND/OR SEWER SYSTEMS						
		1,246,476.56	1,456,500.00	5,961.23	1,450,538.77	0.41
TOTAL EXPENDITURES						
		1,246,476.56	1,456,500.00	5,961.23	1,450,538.77	0.41
Fund 592 - WATER & SEWER FUND:						
TOTAL REVENUES						
		1,179,506.33	1,368,000.00	68,680.30	1,299,319.70	5.02
TOTAL EXPENDITURES						
		1,246,476.56	1,456,500.00	5,961.23	1,450,538.77	0.41
NET OF REVENUES & EXPENDITURES						
BEG. FUND BALANCE		(66,970.23)	(88,500.00)	62,719.07	(151,219.07)	70.87
NET OF REVENUES/EXPENDITURES - 2024		4,208,763.27	5,504,507.50	5,504,507.50	(66,970.23)	
FUND BALANCE ADJUSTMENTS				(66,970.23)		
END FUND BALANCE		1,295,744.23	5,416,007.50	5,500,256.34		
		5,437,537.27				
TOTAL REVENUES - ALL FUNDS						
		4,727,308.81	4,294,326.00	2,014,803.11	2,279,522.89	46.92
TOTAL EXPENDITURES - ALL FUNDS						
		4,472,854.06	4,437,619.00	380,350.57	4,057,268.43	8.57
NET OF REVENUES & EXPENDITURES						
BEG. FUND BALANCE - ALL FUNDS		254,454.75	(143,293.00)	1,634,452.54	(1,777,745.54)	1,140.64
FUND BALANCE ADJ - ALL FUNDS		7,171,266.40	8,467,010.63	8,467,010.63		
END FUND BALANCE - ALL FUNDS		1,295,744.23				
		8,721,465.38	8,323,717.63	10,355,917.92		

ESTIMATE

AJP COMMERCIAL SHREDDING
PO Box 1339
Flint, MI 48501

april@ajpcommercial.com
+1 (810) 239-3232



Bill to

CLAYTON TOWNSHIP
2011 MORRISH ROAD
SWARTZ CREEK, MICHIGAN 48473
USA

Ship to

CLAYTON TOWNSHIP
2011 MORRISH ROAD
SWARTZ CREEK, MICHIGAN 48473
USA

Estimate details

Estimate no.: B230146a
Estimate date: 03/10/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	03/10/2025	95 GALLON TOTE	95 GALLON SHRED TOTE SHRED ON-SITE 2011 MORRISH ROAD	11	\$110.00	\$1,210.00
Total						\$1,210.00

Accepted date

Accepted by

Dennis Milem

From: Hamilton, Andrew <Andrew.Hamilton1@STERICYCLE.com>
Sent: Monday, March 10, 2025 12:37 PM
To: clerk
Subject: Shred It Pricing- Andrew - Clayton Township

Thank you for your call. Here is the pricing we discussed on the phone. If you'd like to proceed with a one-time service agreement, please feel free to contact me via telephone or email and I can get that started for you.

Next Steps...

Amount: 11 96G totes

Onsite

Business name:?

Billing address: ?

Service address:?

Contact name? Last name?

Contact number:?

Directions to the material:?

Ground level, Elevator access, or Steps?

Mon – Fri office hours?

\$ 1637.36

Onsite Shredding

Minimum charge \$349

-includes your first 10 small boxes or 5 large or 1 96G tote (as pictured below)

-each additional box is \$9.81 or \$19.62 for large or \$88.31 per tote

*plus applicable fees/taxes for your area – Fuel/Environmental Surcharge – 32.9%

***25% off coupon applied**

Off-site means that we will come there and load up your documents into our secure vehicle and take them back to our facility for same day shredding. On-site means that we will pull up in the truck and documents will be shredded on-site with someone witnessing. Both offer the same level of security, and a certificate of destruction. With on-site service, you will be left the cardboard boxes to dispose of.

Any Board member or Department Head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the Board, and that Official shall not participate in awarding the bid.

Chapter 5

Personnel Administration

5.1 Authority for Personnel Matters

The Township Board reserves all authority to hire, supervise, provide direction, discipline and terminate Employees as collectively determined by the Board of trustees. The Supervisor, as personnel officer, will implement and enforce all personnel-related policies within the parameters established by the Township Board. The Supervisor shall supervise, provide direction to and recommend discipline regarding Employees to the Board. Any action involving Clayton Township Police Department shall be addressed via the Police Chief.

**** Personnel Committee - shall make recommendations to the Township Board on hiring Employees.**

5.2 Personnel Officer's (or Personnel Committee's) Duties

- A. The Personnel Committee shall be made up of five (5) Members; three (3) Elected Officials and two (2) Citizens-At-Large who are appointed by the Board.
- B. The Personnel Committee shall do all of the following:
 1. The Clerk shall develop job descriptions for all Township positions.
 2. The Clerk shall update job descriptions as needed, and review the accuracy and currency of all job descriptions at least once every three (3) years.
 3. The Clerk shall recruit applicants for position vacancies.
 4. The Supervisor shall provide all new Employees with a current copy of the Township personnel policies and procedures manual.
 5. The Supervisor shall monitor changes in State and Federal law that impact on Township personnel practices.
 6. The Supervisor shall recommend to the Township Board necessary changes in personnel policies and procedures manual, and provide all Employees with copies of amendments to the personnel policies and procedures manual.
 7. The Supervisor shall provide interpretations of the Township personnel policies and procedures when requested by Department Heads or Employees. The interpretation of the Supervisor shall be considered final, unless an appeal of the interpretation is filed with the Township Board.
 8. The Supervisor shall **May** develop and implement a standard Employee evaluation form for use by Supervisor in periodically evaluating the performance of Employees under their supervision. The new Employee shall be evaluated at six (6) months and one year. All Employees shall be evaluated annually after one (1) year of employment.
 9. The Supervisor shall authorize the use of extended leave by Employees pursuant to the Township personnel policies and procedures manual.
 10. The Supervisor shall monitor Township and union compliance with collective bargaining agreements.
 11. The Supervisor shall **May** attempt to conduct exit interviews of all terminating Employees following a voluntary separation from Township employment.

5.3 Collective Bargaining

The Township Board delegates to the Supervisor authority to represent the Township Board in collective bargaining negotiating sessions. Prior to beginning negotiations, the Township Board may meet in closed session to develop negotiation strategy regarding wages, hours, conditions of employment and any non-mandatory topic to which the Township Board agrees to negotiate. Any

proposed agreement shall be brought to the Township Board for its ratification or rejection. The Township Supervisor will be allowed to request assistance from other Township Officials during negotiations.

5.4 Policy Manuals

The policy committee shall develop, periodically update and implement a personnel policies and procedures manual to help guide the Board or its designated Personnel Officer, Employee Supervisors and Managers in the implementation of all Employee workplace issues.

The provisions of the personnel policies and procedures manual may be changed at the sole discretion of the Township Board. Township Board Members, Officials and Employees may submit any suggested changes or additions to these policies and procedures to the Policy Committee.

The Supervisor /**Personnel Committee** shall **May** also develop and periodically update an Employee handbook to answer Employees' questions and to advise them on Township policies.

The provisions of the Employee handbook may be changed at the sole discretion of the Township Board. Employees may submit any suggested changes or additions to these policies and procedures to the Supervisor.

5.5 Authorized Work Force

The Township Board shall determine the number of Employees assigned to the various Township offices.

The following procedure shall be used to authorize new positions:

The Department Head shall discuss the need for the new position with the Supervisor.

If the Supervisor agrees that the proposed position should be recommended to the Board, the Department Head shall submit a draft job description and written position justification to the Supervisor, who may approve, modify or reject the draft job description or position justification.

If the Supervisor does not agree to recommend creating the proposed position, the Department Head may appeal the decision to the Township Board. The Board may concur with the recommendation of the Supervisor, or may approve creating the new position and direct the Supervisor, to develop a job description for the position.

The Township Board may accept or reject the implementation of the new position. The Board shall not create any new position without prior adoption of any necessary budget amendments.

5.6 Independent Contractors

The Township Board may hire independent contractors to provide specialized or requested services on a project or as-needed basis. All independent contractors will have the following:

- A written contract between the Township and the contractor
- A Federal identification number or Social Security number if a sole proprietor
- Proof of liability and worker's compensation insurance and/or waiver
- A completed W-9 form
- Evidence of a business (DBA, etc.)

5.7 Volunteers

The Township Board may utilize volunteers to provide services for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for the services rendered. Township Volunteers may be reimbursed for reasonable expenses incurred at the expense reimbursement rates and expense reimbursement policies adopted by the Township Board.

5.8 Equal Opportunity Employment

The Township is an equal opportunity employer and shall employ and promote Employees and job applicants without regard to religion, race, national origin, sex, disability, age, or any other protected characteristic under local, state or federal law.



GENESEE COUNTY ROAD COMMISSION

Serving the motorists of Genesee County for more than 100 years

211 W. Oakley Street
Flint, MI 48503-3995

Website: www.gcrc.org

Board meetings: first and third Tuesdays at 10:00 A.M.

Phone: (810) 767-4920

Toll Free: (800) 249-4027

Fax: (810) 767-5373 – Administration

Fax: (810) 767-3634 - Maintenance

To: Board of County Road Commissioners, Genesee County

From: Randall Dellaposta *RSD*
Managing Director

Eric Johnston *EJ*
Deputy Managing Director

AGGREGATE RESURFACING REQUEST FOR CLAYTON TOWNSHIP:

MCKINLEY ROAD – POTTER ROAD TO BEECHER ROAD

Date of Meeting: 02/18/2025

Date Prepared: 02/04/2025

Synopsis: Clayton Township is requesting that the Genesee County Road Commission perform aggregate resurfacing on McKinley Road – Potter Road to Beecher Road.

Clayton Township will be using their available matching allocation funds for the aggregate resurfacing project.

The attached cost estimate includes equipment, materials and labor, as well as a standard 2,000 gallons/mile application of chloride for dust control required to complete the project.

Recommendation: Staff requesting Board approval for aggregate resurfacing work requested by Clayton Township pending receipt of the Township Board minutes. Furthermore; it authorizes the Chairperson to sign the estimate on behalf of the Board of County Road Commissioners. Aggregate resurfacing work will be done on McKinley Road – Potter Road to Beecher Road. The Township is paying \$33,134.80 and the Road Commission is paying \$33,134.79. The total cost of this project will be \$66,269.59.

EJ/mm
Attachments

Board Memo

1

02/04/2025

Our mission, as Genesee County Road Commission employees, is to collectively provide and maintain a safe cost-efficient and quality county road system for the motorists in Genesee County, Michigan.





GENESEE COUNTY ROAD COMMISSION MAINTENANCE DEPARTMENT

211 West Oakley Street
Flint, Michigan 48503-3995

COST FOR AGGREGATE RESURFACING

DATE 01/31/2025 TOWNSHIP OF Clayton

ROAD NAME: McKinley Road-Potter Road to Beecher Road

LENGTH: 5350' x 24' Miles: 1.01

TYPE OF WORK: Limestone Resurfacing (3" inches)

ADDITIONAL *Prices good for the 2024/2025 FY* Final accounting will be based on actual cost

COMMENTS Local Road Improvement Project

SUMMARY OF ESTIMATED COST

Estimated Time Needed to Complete Work

Day/Days 1.0

GRAND TOTAL \$66,269.59

Township Participation \$33,134.80

GCRC Allocation Funds \$33,134.79

Participation by Others _____ Source: _____

Community Development Block Grant (CDBG) ☐ Yes ☒ No

Please sign below and return to the Maintenance Department, if your Township would like the Genesee County Road Commission to proceed with this work. It is agreed that in the event the cost exceeds more than 10% of above estimate, the Road Commission will consult with the Township prior to final billing.

Township's Board Approval

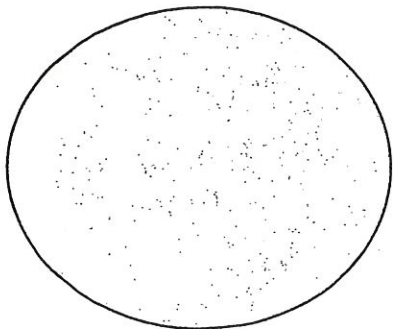
Ted [Signature] 2/3/25
Supervisor Date

Road Commission's Board Approval

Christopher M. [Signature] 2-18-25
Chairperson Date

Work Order Number _____

Work Completed _____
District Supervisor Date



Engineering Dept Fund Verification	Matching Allocation
	\$ 33,134.79
Signature <u>[Signature]</u>	Date <u>2/3/25</u>
Balance of Available Funds	\$ 10,514.35



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Toll Free: (800) 249-4027
Fax: (810) 767-5373 – Administration
Fax: (810) 767-3634 – Maintenance

To: Board of County Road Commissioners, Genesee County

From: Randall Dellaposta *RDP*
Managing Director

Eric Johnston *EJ*
Deputy Managing Director

AGGREGATE RESURFACING REQUEST FOR CLAYTON TOWNSHIP:

DUFFIELD ROAD – CALKINS ROAD TO BEECHER ROAD

Date of Meeting: 02/18/2025

Date Prepared: 02/04/2025

Synopsis: Clayton Township is requesting that the Genesee County Road Commission perform aggregate resurfacing on Duffield Road – Calkins Road to Beecher Road.

Clayton Township will be using their available matching allocation funds for the aggregate resurfacing project.

The attached cost estimate includes equipment, materials and labor, as well as a standard 2,000 gallons/mile application of chloride for dust control required to complete the project.

Recommendation: Staff requesting Board approval for aggregate resurfacing work requested by Clayton Township pending receipt of the Township Board minutes. Furthermore; it authorizes the Chairperson to sign the estimate on behalf of the Board of County Road Commissioners. Aggregate resurfacing work will be done on Duffield Road – Calkins Road to Beecher Road. The Township is paying \$44,670.24 and the Road Commission is paying \$10,514.35. The total cost of this project will be \$55,184.59.

EJ/mm
Attachments





GENESEE COUNTY ROAD COMMISSION MAINTENANCE DEPARTMENT

211 West Oakley Street
Flint, Michigan 48503-3995

COST FOR AGGREGATE RESURFACING

DATE 01/31/2025 TOWNSHIP OF Clayton

ROAD NAME: Duffield Road-Calkins Road to Beecher Road

LENGTH: 4300' x 24' Miles: 0.81

TYPE OF WORK: Limestone Resurfacing (3" inches)

ADDITIONAL *Prices good for the 2024/2025 FY* Final accounting will be based on actual cost

COMMENTS Local Road Improvement Project

SUMMARY OF ESTIMATED COST

Estimated Time Needed to Complete Work

Day/Days 1.0

GRAND TOTAL \$55,184.59

Township Participation \$44,670.24

GCRC Allocation Funds \$10,514.35

Participation by Others _____ Source: _____

Community Development Block Grant (CDBG) ☐ Yes ☒ No

Please sign below and return to the Maintenance Department, if your Township would like the Genesee County Road Commission to proceed with this work. **It is agreed that in the event the cost exceeds more than 10% of above estimate, the Road Commission will consult with the Township prior to final billing.**

Township's Board Approval

Ted [Signature] 2/3/25
Supervisor Date

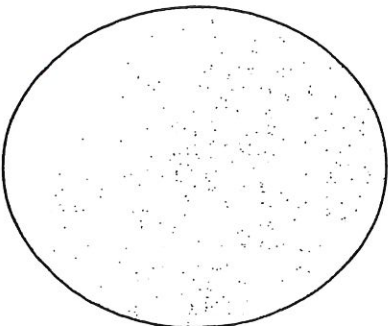
Road Commission's Board Approval

Christopher M. [Signature] 2-18-25
Chairperson Date

Work Order Number _____

Work Completed _____

District Supervisor _____ Date _____



Engineering Dept Fund Verification	Matching Allocation
	\$ 10,514.35
Signature <u>[Signature]</u>	Date
Balance of Available Funds	\$ <u>0.00</u>



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Toll Free: (800) 249-4027

Fax: (810) 767-5373 – Administration

Fax: (810) 767-3634 – Maintenance

To: Board of County Road Commissioners, Genesee County

From: Randall Dellaposta *RD*
Managing Director

Eric Johnston *EJ*
Deputy Managing Director

AGGREGATE RESURFACING REQUEST FOR CLAYTON TOWNSHIP:

CALKINS ROAD – VAN VLEET ROAD TO NICHOLS ROAD

Date of Meeting: 02/18/2025

Date Prepared: 02/04/2025

Synopsis: Clayton Township is requesting that the Genesee County Road Commission perform aggregate resurfacing on Calkins Road – Van Vleet Road to Nichols Road.

Clayton Township will be using their available matching allocation funds for the aggregate resurfacing project.

The attached cost estimate includes equipment, materials and labor, as well as a standard 2,000 gallons/mile application of chloride for dust control required to complete the project.

Recommendation: Staff requesting Board approval for aggregate resurfacing work requested by Clayton Township pending receipt of the Township Board minutes. Furthermore; it authorizes the Chairperson to sign the estimate on behalf of the Board of County Road Commissioners. Aggregate resurfacing work will be done on Calkins Road – Van Vleet Road to Nichols Road. The Township is paying \$25,816.30 and the Road Commission is paying \$25,816.29. The total cost of this project will be \$51,632.59.

EJ/mm
Attachments





GENESEE COUNTY ROAD COMMISSION MAINTENANCE DEPARTMENT

211 West Oakley Street
Flint, Michigan 48503-3995

COST FOR AGGREGATE RESURFACING

DATE 01/31/2025 TOWNSHIP OF Clayton

ROAD NAME: Calkins Road-Van Vleet Road to Nichols Road

LENGTH: 3950' x 24' Miles: 0.75

TYPE OF WORK: Limestone Resurfacing (3" inches)

ADDITIONAL *Prices good for the 2024/2025 FY* Final accounting will be based on actual cost

COMMENTS Local Road Improvement Project

SUMMARY OF ESTIMATED COST

Estimated Time Needed to Complete Work

Day/Days 1.0

GRAND TOTAL \$51,632.59

Township Participation \$25,816.30

GCRC Allocation Funds \$25,816.29

Participation by Others _____ Source: _____

Community Development Block Grant (CDBG) ☐ Yes ☒ No

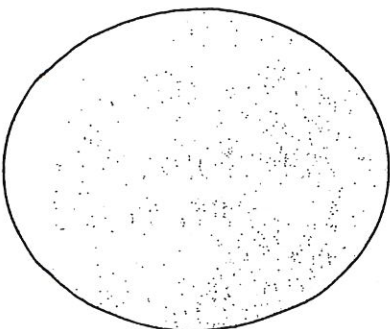
Please sign below and return to the Maintenance Department, if your Township would like the Genesee County Road Commission to proceed with this work. It is agreed that in the event the cost exceeds more than 10% of above estimate, the Road Commission will consult with the Township prior to final billing.

Township's Board Approval Ted [Signature] 2/3/25
Supervisor Date

Road Commission's Board Approval Christopher M. [Signature] 2/18/25
Chairperson Date

Work Order Number _____

Work Completed _____
District Supervisor Date



Engineering Dept Fund Verification	Matching Allocation
	\$ 25,816.29
Signature <u>[Signature]</u>	Date <u>2/3/25</u>
Balance of Available Funds	\$ 77,391.43



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To: Board of County Road Commissioners, Genesee County

From: Randall Dellaposta *RdD*
Managing Director

Eric Johnston *EJ*
Deputy Managing Director

AGGREGATE RESURFACING REQUEST FOR CLAYTON TOWNSHIP:

MCKINLEY ROAD – CALKINS ROAD TO BEECHER ROAD

Date of Meeting: 02/18/2025

Date Prepared: 02/04/2025

Synopsis: Clayton Township is requesting that the Genesee County Road Commission perform aggregate resurfacing on McKinley Road – Calkins Road to Beecher Road.

Clayton Township will be using their available matching allocation funds for the aggregate resurfacing project.

The attached cost estimate includes equipment, materials and labor, as well as a standard 2,000 gallons/mile application of chloride for dust control required to complete the project.

Recommendation: Staff requesting Board approval for aggregate resurfacing work requested by Clayton Township pending receipt of the Township Board minutes. Furthermore; it authorizes the Chairperson to sign the estimate on behalf of the Board of County Road Commissioners. Aggregate resurfacing work will be done on McKinley Road – Calkins Road to Beecher Road. The Township is paying \$33,742.30 and the Road Commission is paying \$33,742.29. The total cost of this project will be \$67,484.59.

EJ/mm
Attachments





GENESEE COUNTY ROAD COMMISSION MAINTENANCE DEPARTMENT

211 West Oakley Street
Flint, Michigan 48503-3995

COST FOR AGGREGATE RESURFACING

DATE 01/31/2025 TOWNSHIP OF Clayton

ROAD NAME: McKinley Road-Calkins Road to Beecher Road

LENGTH: 5500' x 24' Miles: 1.04

TYPE OF WORK: Limestone Resurfacing (3" inches)

ADDITIONAL *Prices good for the 2024/2025 FY* Final accounting will be based on actual cost

COMMENTS Local Road Improvement Project

SUMMARY OF ESTIMATED COST

Estimated Time Needed to Complete Work

Day/Days 1.0

GRAND TOTAL \$67,484.59

Township Participation \$33,742.30

GCRC Allocation Funds \$33,742.29

Participation by Others _____ Source: _____

Community Development Block Grant (CDBG) ☐ Yes ☒ No

Please sign below and return to the Maintenance Department, if your Township would like the Genesee County Road Commission to proceed with this work. It is agreed that in the event the cost exceeds more than 10% of above estimate, the Road Commission will consult with the Township prior to final billing.

Township's Board Approval

Ted King 2-3-25
Supervisor

Road Commission's Board Approval

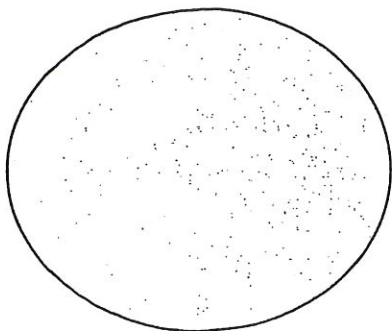
Christopher M. Schuyler 2-18-25
Chairperson

Date

Work Order Number _____

Work Completed _____

District Supervisor _____ Date _____



Engineering Dept Fund Verification	Matching Allocation
	\$ 33,742.29
Signature <u>[Signature]</u>	Date <u>2/3/25</u>
Balance of Available Funds	\$ 43,649.14



Summary of Projected 2025 Chloride Costs

Spread Rate of 2000 Miles/Gallons

Townships	Mileage*	Cost Per Gallon for 2025	Cost Per Gallon for 2024	% Change from 2024	First Application		Second Application		Third Application		GRCR/TWP Total Cost Each	Grand Total
					GRCR Share	Twp Share	GRCR Share	Twp Share	GRCR Share	Twp Share		
Argentine	45.87	\$0.86829	\$0.79427	9%	\$39,828.46	\$39,828.46	\$0.00	\$79,656.92	\$79,656.92	\$0.00	\$119,485.39	\$238,970.77
Atlas	38.98	\$0.86829	\$0.79427	9%	\$33,845.94	\$33,845.94	\$0.00	\$67,691.89	\$67,691.89	\$0.00	\$101,537.83	\$203,075.67
Clayton	26.08	\$0.86829	\$0.79427	9%	\$22,645.00	\$22,645.00	\$0.00	\$45,290.01	\$45,290.01	\$0.00	\$67,935.01	\$135,870.02
Davison	20.99	\$0.86829	\$0.79427	9%	\$18,225.41	\$18,225.41	\$0.00	\$36,450.81	\$36,450.81	\$0.00	\$54,676.22	\$109,352.44
Fenton	16.94	\$0.86829	\$0.79427	9%	\$14,708.83	\$14,708.83	\$0.00	\$29,417.67	\$29,417.67	\$0.00	\$44,126.50	\$88,253.00
Flint	20.84	\$0.86829	\$0.79427	9%	\$18,095.16	\$18,095.16	\$0.00	\$36,190.33	\$36,190.33	\$0.00	\$54,285.49	\$108,570.98
Flushing	11.30	\$0.86829	\$0.79427	9%	\$9,811.68	\$9,811.68	\$0.00	\$19,623.35	\$19,623.35	\$0.00	\$29,435.03	\$58,870.06
Forest	36.12	\$0.86829	\$0.79427	9%	\$31,362.63	\$31,362.63	\$0.00	\$62,725.27	\$62,725.27	\$0.00	\$94,087.90	\$188,175.81
Gaines	35.70	\$0.86829	\$0.79427	9%	\$30,997.95	\$30,997.95	\$0.00	\$61,995.91	\$61,995.91	\$0.00	\$92,993.86	\$185,987.72
Genesee	12.38	\$0.86829	\$0.79427	9%	\$10,749.43	\$10,749.43	\$0.00	\$21,498.86	\$21,498.86	\$0.00	\$32,248.29	\$64,496.58
Gr Blanc	9.58	\$0.86829	\$0.79427	9%	\$8,318.22	\$8,318.22	\$0.00	\$16,636.44	\$16,636.44	\$0.00	\$24,954.65	\$49,909.31
Montrose	25.27	\$0.86829	\$0.79427	9%	\$21,941.69	\$21,941.69	\$0.00	\$43,883.38	\$43,883.38	\$0.00	\$65,825.06	\$131,650.13
Mt. Morris	25.18	\$0.86829	\$0.79427	9%	\$21,863.54	\$21,863.54	\$0.00	\$43,727.08	\$43,727.08	\$0.00	\$65,590.63	\$131,181.25
Mundy	23.13	\$0.86829	\$0.79427	9%	\$20,083.55	\$20,083.55	\$0.00	\$40,167.10	\$40,167.10	\$0.00	\$60,250.64	\$120,501.29
Richfield	25.15	\$0.86829	\$0.79427	9%	\$21,837.49	\$21,837.49	\$0.00	\$43,674.99	\$43,674.99	\$0.00	\$65,512.48	\$131,024.96
Thetford	12.40	\$0.86829	\$0.79427	9%	\$10,766.80	\$10,766.80	\$0.00	\$21,533.59	\$21,533.59	\$0.00	\$32,300.39	\$64,600.78
Vienna	6.09	\$0.86829	\$0.79427	9%	\$5,722.03	\$5,722.03	\$0.00	\$11,444.06	\$11,444.06	\$0.00	\$17,166.09	\$34,332.18
TOTAL	392.00				\$340,803.82	\$340,803.82	\$0.00	\$681,607.65	\$681,607.65	\$0.00		\$2,044,822.94

* Mileage based on 2024 local unpaved roads



**Communications Technologies,
Inc.**

Phone: (810) 743-6900
Fax: (810) 743-2139
5479 Lapeer Road
Burton, MI 48509

Quote

No.: **17764**
Date: **3/4/2025**

Prepared for:
Celeste Sywik
Charter Township of Clayton
2011 S. Morrish Rd.
Swartz Creek, MI 48473 U.S.A.

Prepared by: Jeff Allen
Account No.: 7858
Phone: (810) 635-4433
Fax: (810) 635-4526

Quantity	Item ID	Description	Total
1	T91B0058	8 Port Station Interface Daughter Board	\$372.00
2	T91P0002	12 Button Black Digital Terminal	\$616.00
	LPS	PROFESSIONAL SERVICES	\$375.00

Your Price: **\$1,363.00**

Total: **\$1,363.00**

QUOTE TO INSTALL 2 ADDITIONAL 12 BUTTON DIGITAL DISPLAY TELEPHONES AND 8 CIRCUIT DIGITAL DAUGHTER BOARD.

PROGRAMMING AND TRAINING INCLUDED.

ONE YEAR WARRANTY ON PARTS AND LABOR PROVIDED BY CTI.

Prices are firm until 4/3/2025

Prepared by: Jeff Allen, jallen@cti4u.com

Date: 3/4/2025

February 2025 STATISTICS											
WARRANT REQUESTS (COUNTY PROSECUTOR)									<u>7</u>		
WARRANT REQUESTS (TOWNSHIP PROSECUTOR)									<u>8</u>		
BUSINESS CHECKS									<u>510</u>		
SUBDIVISION/VACATION CHECKS									<u>1086</u>		
PATROL MILES DRIVEN									<u>4,444</u>		

					February 2025 Monthly Individual Reports						
	Days					Police		Traffic		Vacation	
Officer		CFS	Accidents	Arrests	Assists	Tickets	CMV	Warnings	Checks		
Chief Brown		0	0	0	0	0	0	0	0	0	
Sgt. Belanger		0	0	0	0	0	0	0	0	0	
Ofc.Chapko	14	36	4	3	2	0	0	3	1	1	
Ofc.Davidson	12	6	3	0	0	2	0	6	0	0	
Ofc. Golidy	13	34	1	0	0	0	0	0	0	60	
Ofc. Lee	13	19	2	2	4	1	0	9	0	0	
Ofc. Oginsky	1	2	1	0	0	0	0	0	0	0	
Ofc. Redds		0	0	0	0	0	0	0	0	0	
Ofc. Stallings	3	3	0	0	1	0	0	0	0	0	
		0	0	0	0	0	0	0	0	0	
TOTALS	56	100	11	5	7	3	0	18	61		