

April 13th, 2026 **AGENDA** Thornapple Township

Our Vision: Your vibrant and natural community, with a small-town heart.

Our Mission: To maintain effective government contributing to sustainable growth through sound investment while preserving the small-town heritage, recreational spaces, active agriculture, and the rural feel of our township.

1. Invocation

2. Pledge of Allegiance

3. Roll Call:

[] Schaefer [] Bouchard [] Campbell [] DeMaagd [] Stanton [] Rairigh [] Medenblik

4. Approval of Printed Agenda:

[] approve as presented [] approve as amended

5. Approval of Consent Agenda: [] approve as presented [] approve as amended

a. [Minutes of the Regular Meeting March 9 2026](#)

b. [Revenue and Expenditure Report](#)

c. Invoice GL Distribution Report and Approval List Total: \$182,886.24

[Vendor Check Run](#) [Fund Register](#) [AP Invoice Approval](#)

d. [Financial Activities and Investments Report](#)

e. [Planning and Zoning and Code Enforcement Written Report](#)

f. [Emergency Services Committee Minutes of April 8th 2026](#)

g. [Chief's TTES Run Report](#)

6. November Clerk's Report

7. First Public Comment: (Please limit comments to 3 minutes)

8. Correspondence:

9. County Report: County Commissioner

10. Reserved Time: Steve Shults [Bloomingdale Communications](#)
Bill Richardson - Chrenka Promotion

11. Emergency Services Report:

a. Chiefs Run Report Summary

b. Summary

12. Unfinished Business:

13. New Business:

- a. [Agenda Request Handbook](#)
- b. [Resolution 06-2026](#)
- c. [Agenda Request Retirement Plan Change](#)

14. Committee Reports:

- a. Administration (Schaefer, Bouchard, Medenblik)
- b. Cemetery (Medenblik, DeMaagd, Rairigh)
- c. Middleville DDA Report (Schaefer)
- d. Elections (Medenblik, Bouchard, Schaefer)
- e. Emergency Services (DeMaagd, Schaefer, Rairigh)
- f. Finance (Bouchard, Medenblik, Rairigh)
- g. Parks and Recreation Report (Schaefer)
- h. Personnel – Compensation (Medenblik, Campbell, Schaefer)
- i. Property and Public Utilities (Stanton, DeMaagd, Campbell)
- j. Roads and Highways (Campbell, DeMaagd, Stanton)
- k. Duncan Lake Sewer (Campbell, Stanton, Schaefer)

15. Second Public Comment Period (Please limit comments to 5 minutes)

16. Poll of Members:

David Stanton (Trustee)
Sandy Rairigh (Trustee)
Ross DeMaagd (Trustee)
Curt Campbell (Trustee)
Laura Bouchard (Treasurer)
Kathy Medenblik (Clerk)
Eric Schaefer (Supervisor)

Adjournment time: _____ pm

Next regular monthly meeting scheduled for May 11th, 2026 @ 7:00 p.m.



TOWNSHIP OF THORNAPPLE

*Eric Schaefer, Supervisor / Laura Bouchard, Treasurer / Kathy Medenblik, Clerk
Curt Campbell, Trustee / Ross DeMaagd, Trustee / David Stanton, Trustee / Sandra Rairigh, Trustee*

REGULAR MEETING

March 9, 2026, 7:00 PM

Meeting held at Thornapple Township Hall, 200 E Main St., Middleville, MI 49333

Draft Minutes

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Roll Call: Present 7 Absent 0	Schaefer Bouchard Campbell	Present Present Present	DeMaagd Stanton Rairigh Medenblik	Present Present Present Present
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OTHERS PRESENT:

Commissioner Catherine Getty

Guests: 4

4. APPROVAL OF PRINTED AGENDA:

Motion Stated:	Motion by Bouchard to approve the printed agenda with addition of New Business Q - Rate Increase for Mt. Hope and Parmelee Cemeteries.
Motion Supported:	Campbell
Motion Status	Approved by voice vote. 7 ayes and 0 nays. MOTION CARRIED.

5. APPROVAL OF CONSENT AGENDA:

Motion Stated:	Motion by Campbell to approve the Consent Agenda as presented.
Motion Supported:	Stanton
Motion Status	Approved by roll call vote. 7 ayes and 0 nays. MOTION CARRIED.

Roll Call:	Stanton DeMaagd	Yes Yes	Campbell Rairigh	Yes Yes	Schaefer Bouchard Medenblik	Yes Yes Yes
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6. FIRST PUBLIC COMMENT: (Please limit comments to 3 minutes)

None

7. CORRESPONDENCE: None

8. COUNTY REPORT:

Commissioner Getty reported the following activity:

- Commission On Aging Bylaws have been updated.
- Approved submission of the Hazardous Materials Emergency Preparedness Grant.
- BCRC Road Project Funding.
- Approved recommendations for the Opioid Settlement Fund.
- Approved funds for copier replacement.
- Ms. Getty shared information regarding Compassion Homes for hospice patients.
- Allocated funding to shift the COA building driveway on M179 to the west.

Mr. Schaefer thanked the Commissioner.

9. PUBLIC HEARING: Proposed 2026-2027 Township Budget

Public Hearing Open at 7:10.

Public Comment:

Supervisor Schaefer invites questions from the audience.

Patrick Lemon, Thornapple Hills Dr, says he is in attendance to listen and has no questions at this time.

In response to a question about posting the Budget Proposal online, Mr. Schaefer stated that a copy has been available at the township office for one week prior. It cannot be posted online without being approved.

Public Hearing Closed at 7:12.

10. RESERVED TIME: Chief Richardson

None.

11. Emergency Services Report:

- a. Chief's Run Report Summary:
 - 236 Calls for service; out-the-door time was 1 min 1 second.
 - Response time in the township was 11 min. 3 seconds outside of the township. Response time inside the township was 8 min. 2 seconds.
 - 3 structure fires in the last 2 weeks; working closely with Caledonia FD for faster response times.
 - Ongoing discussion on the HVAC system upgrade at the TTES building. Chief Richardson is looking into Public Act 62 of 2012 which allows the state to assist with funding for the project.
 - DOT Inspections are being done and repairs being made.

12. UNFINISHED BUSINESS: None

13. NEW BUSINESS:

A. Resolution 02-2026; General Appropriation Resolution for Fiscal Year April 1, 2026 through March 31, 2027.

Background: A resolution to establish a general appropriations act for Thornapple Township; to define the powers and duties of the Thornapple Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

Motion Stated:	Motion by Schaefer to approve Resolution 02-2026.
Motion Supported:	Bouchard
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	DeMaagd Campbell	Yes Yes	Medenblik Rairigh Schaefer	Yes Yes Yes	Stanton Bouchard	Yes Yes
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B. Resolution 3-2026

Background: A resolution to establish the annual salary for the Thornapple Township Supervisor.

Motion Stated:	Motion by Rairigh to approve Resolution 03-2026.
Motion Supported:	Campbell
Motion Status	Approved by roll call vote: 6 ayes, 1 abstain. MOTION CARRIED.

Roll Call:	Campbell Medenblik	Yes Yes	Rairigh Schaefer	Yes Abstain	Stanton Bouchard DeMaagd	Yes Yes Yes
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C. Resolution 04-2026

Background: A resolution to establish the annual salary for the Thornapple Township Treasurer.

Motion Stated:	Motion by Campbell to approve Resolution 04-2026.
Motion Supported:	Rairigh
Motion Status	Approved by roll call vote: 6 ayes, 1 abstain. MOTION CARRIED.

Roll Call:	Rairigh Bouchard	Yes Abstain	Campbell DeMaagd	Yes Yes	Medenblik Schaefer Stanton	Yes Yes Yes
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D. Resolution 05-2026

Background: A resolution to establish the annual salary for the Thornapple Township Clerk.

Motion Stated:	Motion by Schaefer to approve Resolution 05-2026.
Motion Supported:	Rairigh
Motion Status	Approved by roll call vote: 6 ayes, 1 abstain. MOTION CARRIED.

Roll Call:	Stanton Bouchard Schaefer	Yes Yes Yes	Campbell DeMaagd Medenblik	Yes Yes Abstain	Rairigh	Yes
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E. Planning Commission Appointment.

Motion Stated:	Motion by Schaefer to approve the appointment of Carol Balkon to the Planning Commission.
Motion Supported:	Bouchard
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Medenblik Stanton Campbell	Yes Yes Yes	DeMaagd Rairigh	Yes Yes	Schaefer Bouchard	Yes Yes
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F. Zoning Board of Appeals Appointment.

Motion Stated:	Motion by Bouchard to approve the appointment of Kim Jachim to the Zoning Board of Appeals.
Motion Supported:	Rairigh
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Bouchard Campbell	Yes Yes	DeMaagd Medenblik Rairigh	Yes Yes Yes	Schaefer Stanton	Yes Yes
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G. TTES 2026 - 2027 Pay Scale.

Motion Stated:	Motion by Stanton to approve the proposed 2026-2027 Pay Scale for TTES.
Motion Supported:	Schaefer
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Campbell Bouchard	Yes Yes	DeMaagd Medenblik Rairigh	Yes Yes Yes	Schaefer Stanton	Yes Yes
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H. Dispatch Contract with Rockford Ambulance

Motion Stated:	Motion by Schaefer to approve the Rockford Ambulance Dispatch contract.
Motion Supported:	Campbell
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Campbell DeMaagd	Yes Yes	Medenblik Rairigh	Yes Yes	Schaefer Stanton Bouchard	Yes Yes Yes
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I. Stryker Equipment Preventative Maintenance Agreement.

Background: Chief Richardson reports that the contract ran out and preventative maintenance is important for this life-saving equipment.

Motion Stated:	Motion by Bouchard to approve the 3 year Stryker preventative maintenance agreement.
Motion Supported:	Rairigh
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	DeMaagd Medenblik	Yes Yes	Rairigh Schaefer	Yes Yes	Stanton Bouchard Campbell	Yes Yes Yes
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J. iPad and Protective Cover Purchases for TTES.

Background: These will be used with Rockford Dispatch to receive updates and mapping and have the capability to load pre-planned software on the CAD system.

Motion Stated:	Motion by DeMaagd to approve the purchase of 6 iPads and cases with service not to exceed \$3900.00.
Motion Supported:	Campbell
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Medenblik Rairigh	Yes Yes	Schaefer Stanton	Yes Yes	Bouchard Campbell DeMaagd	Yes Yes Yes
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K. Laptop Computer

Background: Chief Richardson notes that this will be used for inspections.

Motion Stated:	Motion by Rairigh to approve the purchase of a new Laptop for TTES.
Motion Supported:	Campbell

Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.
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Roll Call:	Rairigh Schaefer	Yes Yes	Stanton Bouchard	Yes Yes	Campbell DeMaagd Medenblik	Yes Yes Yes
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L. New Capital Improvement Fund

Background: Ms. Bouchard explained the need for this fund.

Motion Stated:	Motion by Schaefer to approve creation of a new Capital Improvement Fund to reserve funds for future township improvements, land acquisitions and trail improvements. After creation of a new fund, transfer \$65,000 from land acquisitions account to the new Capital Improvement Fund.
Motion Supported:	Stanton
Motion Status	Approved by voice vote: 7 ayes, 0 nays. MOTION CARRIED.

M. Budget Amendment

Motion Stated:	Motion by Bouchard to approve a budget amendment to increase 101-262-740.000 from \$2500 to \$8350.(Office Supplies)
Motion Supported:	Campbell
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	DeMaagd Medenblik Rairigh	Yes Yes Yes	Schaefer Stanton Bouchard	Yes Yes Yes	Campbell	Yes
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N. Ambulance Fee Schedule

This is the recommendation from Medical Management, the TTES billing company.

Motion Stated:	Motion by Rairigh to approve the Updated Fee Schedule for 2026 according to the recommendations brought forth.
Motion Supported:	Stanton
Motion Status	Approved by voice vote: 7 ayes, 0 nays. MOTION CARRIED.

O. Fire Chief Contract 2026-2027

Motion Stated:	Motion by Rairigh to raise the salary for Bill Richardson (Fire Chief) to One Hundred Twenty-Five Thousand (\$125,000.00) and 00/100 Dollars
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	and approve Kathy Medenblik (Clerk) and Eric Schaefer (Supervisor) the ability to sign the contract on the township's behalf.
Motion Supported:	Schaefer
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Bouchard Campbell DeMaagd	Yes Yes Yes	Medenblik Rairigh Schaefer	Yes Yes Yes	Stanton	Yes
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P. Vriesman Korhorn assistance with a Federal trail funding request.

Motion Stated:	Motion by Schaefer to approve VK Civil's request for \$5000 for assistance in preparing a Federal Trail Funding Request.
Motion Supported:	Medenblik
Motion Status	Approved by roll call vote: 7 ayes, 0 nays. MOTION CARRIED.

Roll Call:	Schaefer DeMaagd	Yes Yes	Campbell Bouchard	Yes Yes	Stanton Medenblik Rairigh	Yes Yes Yes
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Q. Rate Increase for Mt. Hope & Parmelee Cemeteries.

Motion Stated:	Motion by Rairigh to approve cemetery rate increase for open and close fees per attached spreadsheet and approve the recommendation of an escrow account for perpetual foundation care fees of 20% of foundation cost.
Motion Supported:	Campbell
Motion Status	Approved by voice vote: 7 ayes, 0 nays. MOTION CARRIED.

14. COMMITTEE REPORTS:

- A. Administration (Schaefer, Bouchard, Medenblik)
 - It has been very busy. The Deputy Clerk is doing well.
- B. Cemetery (Medenblik, DeMaagd, Rairigh)
 - Ms. Medenblik visited the cemetery and reported broken items and damage to headstones. Concern was expressed that it may be vandalism.
- C. Middleville DDA Report (Schaefer)
 - The planning of events for this summer are coming along. A new person has been hired for the DDA and a new DDA member has been appointed.
- D. Elections (Medenblik, Bouchard, Schaefer)
 - It is quiet right now. The next election will be the primary in August.
- E. Emergency Services (DeMaagd, Schaefer, Rairigh)

- Nothing further.
- F. Finance (Bouchard, Medenblik, Rairigh)
- Nothing.
- G. Parks and Recreation Representative (Schaefer)
- The committee met last week and is determining priorities and reviewing the 5 year rec plan. The Village council will also be asked for their input on priorities. A Master Plan for the parks is also in consideration.
- H. Personnel and Compensation (Medenblik, Campbell, Schaefer)
- Working towards a goal of getting everything intact.
- I. Property and Public Utilities (Stanton, DeMaagd, Campbell)
- Waiting to hear back from Nathan from Matrix on a proposal for HVAC in the TTES building.
- J. Roads and Highways (Campbell, DeMaagd, Stanton)
- Nothing.
- K. Duncan Lake Sewer (Campbell, Stanton, Schaefer)
- A meeting is scheduled for Thursday, March 12.

15. SECOND PUBLIC COMMENT PERIOD:

Pat Lemon, Thornapple Hills Dr. Mr. Lemon said that his wife had a stroke in December of 2025. He commended Chief Richardson for the prompt response and great care she received from the emergency services crew. They did a fantastic job. He thanked the Chief.

16. POLL OF MEMBERS:

- David Stanton (Trustee) - Nothing.
 Sandy Rairigh (Trustee) - Birthday wishes extended to the three (3) March Birthday Trustees.
 Curt Campbell - (Trustee) - Noted that annual committee matters were approved at the Budget Meeting.
 Ross DeMaagd (Trustee) - Nothing.
 Laura Bouchard (Treasurer) - Working on settling the 2025 tax year with the county.
 Kathy Medenblik (Clerk) - Nothing.
 Eric Schaefer (Supervisor) - Noted that the meeting was completed by 8:03 pm.

17. ADJOURNMENT:

TIME: 8:03 P.M.

Motion Stated:	Motion by Campbell to adjourn at 8:03 P.M.
Motion Supported:	Schaefer
Motion Status	Approved by voice vote: 7 ayes, 0 nays. MOTION CARRIED.

Signed Township Clerk

Respectfully submitted,
 Diane Dykgraaf, Recording Secretary

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	* BDCI USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - 675						
101-000-402.000	CURRENT TAX COLLECTION	370,000.00	428,559.42	94,735.70	(58,559.42)	115.83
101-000-402.100	PRIOR YEAR TAX COLLECTION	50.00	(73.59)	0.00	123.59	(147.18)
101-000-432.000	PILT-DNR	0.00	0.00	0.00	0.00	0.00
101-000-434.000	MOBILE HOME FEES	1,500.00	1,547.00	774.00	(47.00)	103.13
101-000-447.000	PROP TAX ADMINISTRATION FEES	167,000.00	165,969.54	39,955.31	1,030.46	99.38
101-000-451.000	HILLTOP LITE	2,900.00	2,395.92	450.45	504.08	82.62
101-000-528.000	AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00
101-000-540.000	METRO ACT	6,600.00	11,186.82	0.00	(4,586.82)	169.50
101-000-543.000	GRANTS-STATE	0.00	0.00	0.00	0.00	0.00
101-000-569.000	OTHER STATE GRANTS	0.00	172.27	0.00	(172.27)	100.00
101-000-573.000	PERSONAL PROPERTY TAX REIMBURSEMENT	16,000.00	0.00	0.00	16,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	540,000.00	553,979.00	0.00	(13,979.00)	102.59
101-000-610.000	WRIT OF GARNISHMENT	5.00	0.00	0.00	5.00	0.00
101-000-626.100	CHG FOR SERV/SUMMER SCHOOL TAX	8,750.00	8,715.00	8,715.00	35.00	99.60
101-000-626.200	CHRG FOR SERV/ZONING	4,000.00	7,880.00	440.00	(3,880.00)	197.00
101-000-626.300	CHRG FOR SERV/MISC EQUIP-SEWER	0.00	0.00	0.00	0.00	0.00
101-000-626.400	CHARGE FOR SVCS-ELECTON WAGES	0.00	7,968.75	0.00	(7,968.75)	100.00
101-000-642.000	SALE OF COLUMBARIUM NICHE	2,500.00	0.00	0.00	2,500.00	0.00
101-000-642.100	COLUMBARIUM OPEN/CLOSE FEE	300.00	0.00	0.00	300.00	0.00
101-000-642.200	SALE OF BRONZE PLATE - COLUMBARIUM	4,500.00	0.00	0.00	4,500.00	0.00
101-000-643.000	SALE OF CEMETERY LOTS	15,000.00	9,900.00	850.00	5,100.00	66.00
101-000-643.100	CEM OPEN/CLOSING FEES	11,000.00	13,950.00	2,400.00	(2,950.00)	126.82
101-000-643.200	CEM FOUNDATION FEES	11,000.00	7,776.00	780.00	3,224.00	70.69
101-000-657.000	FINES AND FEES	0.00	0.00	0.00	0.00	0.00
101-000-665.000	EARNED INTEREST	20,000.00	61,880.91	6,886.72	(41,880.91)	309.40
101-000-665.100	INT CEMETERY TRUST - BUSSIERY	0.00	0.00	0.00	0.00	0.00
101-000-665.200	INT CEMETERY DONATION-SHAW	0.00	0.00	0.00	0.00	0.00
101-000-665.300	INT CEMETERY TRUST-JOHNSON	0.00	0.00	0.00	0.00	0.00
101-000-675.000	MISC REVENUE	50.00	0.01	0.00	49.99	0.02
101-000-677.000	GRANTS-FEDERAL	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		1,181,155.00	1,281,807.05	155,987.18	(100,652.05)	108.52
TOTAL REVENUES		1,181,155.00	1,281,807.05	155,987.18	(100,652.05)	108.52
Expenditures						
Dept 000 - 675						
101-000-995.000	TRANSFER TO OTHER FUNDS	65,000.00	65,000.00	65,000.00	0.00	100.00
Total Dept 000 - 675		65,000.00	65,000.00	65,000.00	0.00	100.00
Dept 103 - TOWNSHIP BOARD						
101-103-702.000	SALARIES/TRUSTEES	29,000.00	30,372.30	2,935.67	(1,372.30)	104.73
101-103-702.100	OTHER WAGES/RECORDING SECRETARY	1,200.00	1,505.53	190.00	(305.53)	175.46
101-103-705.000	VACATION	0.00	0.00	0.00	0.00	0.00
101-103-705.100	PERSONAL TIME	0.00	0.00	0.00	0.00	0.00
101-103-706.000	HOLIDAY	0.00	0.00	0.00	0.00	0.00
101-103-715.000	FICA/MEDICARE CONTRIBUTION	2,220.00	2,488.67	243.41	(268.67)	112.10
101-103-718.000	HEALTH INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00
101-103-719.000	PENSION PLAN	500.00	653.67	56.03	(153.67)	130.73
101-103-861.000	MILEAGE REIMBURSEMENT	500.00	96.00	0.00	404.00	19.70
101-103-862.000	MEALS/LODGING REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-103-956.000	MISCELLANEOUS	100.00	181.35	59.00	(81.35)	181.35

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	* BDCGT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-103-960.000	EDUCATION AND TRAINING	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 103 - TOWNSHIP BOARD		35,520.00	35,297.52	3,484.11	222.48	99.37
Dept 171 - SUPERVISOR						
101-171-702.000	SALARIES	41,000.00	40,961.46	3,153.84	38.54	99.91
101-171-702.001	NON-STATUTORY DUTY SALARY	21,000.00	20,961.48	1,615.38	38.52	99.82
101-171-715.000	FICA/MEDICARE CONTRIBUTION	4,750.00	4,281.20	351.16	468.80	90.13
101-171-718.000	HEALTH INSURANCE PREMIUM	37,000.00	27,968.63	1,678.46	9,031.37	75.59
101-171-719.000	PENSION PLAN	1,000.00	0.00	0.00	1,000.00	0.00
101-171-861.000	MILEAGE REIMBURSEMENT	600.00	423.06	60.46	176.94	70.51
101-171-911.000	CONFERENCES	0.00	0.00	0.00	0.00	0.00
101-171-915.000	MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
101-171-956.000	MISCELLANEOUS	200.00	126.40	0.00	73.60	63.20
101-171-960.000	EDUCATION AND TRAINING	1,500.00	1,521.05	0.00	(21.05)	101.40
Total Dept 171 - SUPERVISOR		107,050.00	96,243.28	6,859.30	10,806.72	89.90
Dept 206 - FIRE DEPARTMENT						
101-206-995.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 206 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
Dept 215 - CLERK						
101-215-702.000	SALARIES	41,000.00	41,749.91	3,153.84	(749.91)	101.83
101-215-702.001	NON-STATUTORY DUTY SALARY	21,000.00	21,790.32	1,615.38	(790.32)	103.76
101-215-702.100	OTHER WAGES/DEPUTY CLERK	32,500.00	30,183.67	2,628.81	2,316.33	92.87
101-215-705.000	VACATION	0.00	0.00	0.00	0.00	0.00
101-215-705.100	PERSONAL TIME	0.00	0.00	0.00	0.00	0.00
101-215-706.000	HOLIDAY	0.00	0.00	0.00	0.00	0.00
101-215-709.000	FICA/MEDICARE	0.00	0.00	0.00	0.00	0.00
101-215-714.000	LONGEVITY	0.00	0.00	0.00	0.00	0.00
101-215-715.000	FICA/MEDICARE CONTRIBUTION	7,250.00	7,210.24	568.37	39.76	99.45
101-215-718.000	HEALTH INSURANCE PREMIUM	30,000.00	12,658.85	(350.00)	17,341.15	42.20
101-215-718.100	PYMT IN LIEU OF INSURANCE	0.00	0.00	0.00	0.00	0.00
101-215-719.000	PENSION PLAN	4,000.00	4,431.54	381.54	(431.54)	110.79
101-215-861.000	MILEAGE REIMBURSEMENT	600.00	544.90	185.66	55.10	90.82
101-215-862.000	MEALS/LODGING REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
101-215-905.000	PUBLISHING	0.00	231.00	231.00	(231.00)	100.00
101-215-911.000	CONFERENCES	0.00	0.00	0.00	0.00	0.00
101-215-915.000	MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
101-215-956.000	MISCELLANEOUS	200.00	(12.12)	0.00	212.12	(6.06)
101-215-960.000	EDUCATION AND TRAINING	3,500.00	5,478.18	0.00	(1,978.18)	156.52
Total Dept 215 - CLERK		140,050.00	124,266.49	8,414.60	15,783.51	88.73
Dept 247 - BOARD OF REVIEW						
101-247-702.000	SALARIES	2,600.00	2,149.31	94.92	450.69	82.67
101-247-715.000	FICA/MEDICARE CONTRIBUTION	200.00	164.44	7.27	35.56	82.22
101-247-956.000	MISCELLANEOUS	100.00	179.61	0.00	(79.61)	179.61
101-247-960.000	EDUCATION AND TRAINING	500.00	567.31	0.00	(67.31)	113.46

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DB: Thornapple

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		BUDGET USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 247 - BOARD OF REVIEW		3,400.00		3,060.67		102.19	339.33	90.00
Dept 253 - TREASURER								
101-253-702.000	SALARIES	41,000.00		41,233.85		3,153.84	(233.85)	100.57
101-253-702.001	NON-STATUTORY DUTY SALARY	21,000.00		20,689.10		1,615.38	310.90	98.52
101-253-702.100	OTHER WAGES	38,700.00		37,021.34		2,857.89	1,678.66	95.66
101-253-703.000	SET WAGES	0.00		0.00		0.00	0.00	0.00
101-253-714.000	LONGEVITY	350.00		0.00		0.00	350.00	0.00
101-253-715.000	FICA/MEDICARE CONTRIBUTION	7,725.00		8,288.97		585.89	(563.97)	107.30
101-253-718.000	HEALTH INSURANCE PREMIUM	3,800.00		8,887.67		2,657.00	(5,087.67)	233.89
101-253-718.100	PYMT IN LIEU OF INSURANCE	7,500.00		5,375.00		0.00	2,125.00	71.67
101-253-719.000	PENSION PLAN	4,200.00		4,908.19		381.54	(708.19)	116.86
101-253-730.000	POSTAGE	7,000.00		6,529.54		6,529.54	470.46	93.28
101-253-861.000	MILEAGE REIMBURSEMENT	800.00		631.50		0.00	168.50	78.94
101-253-956.000	MISCELLANEOUS	1,100.00		309.15		0.00	790.85	28.10
101-253-960.000	EDUCATION AND TRAINING	3,500.00		2,728.40		99.00	771.60	77.95
Total Dept 253 - TREASURER		136,675.00		136,602.71		17,880.08	72.29	99.95
Dept 257 - ASSESSOR								
101-257-730.000	POSTAGE	2,600.00		2,330.73		2,330.73	269.27	89.64
101-257-808.000	PROF SERVICES - CONTRACTOR	65,400.00		70,862.50		11,075.00	(5,462.50)	108.35
101-257-808.100	PROF SERV - OTHER	300.00		0.00		0.00	300.00	0.00
101-257-826.000	LEGAL FEES	7,000.00		816.00		0.00	6,184.00	11.66
Total Dept 257 - ASSESSOR		75,300.00		74,009.23		13,405.73	1,290.77	98.29
Dept 262 - ELECTIONS								
101-262-702.000	SALARIES	3,000.00		3,538.05		0.00	(538.05)	117.94
101-262-715.000	FICA/MEDICARE CONTRIBUTION	0.00		169.53		0.00	(169.53)	100.00
101-262-719.000	PENSION PLAN	0.00		0.00		0.00	0.00	0.00
101-262-730.000	POSTAGE	1,600.00		1,181.26		559.64	418.74	73.83
101-262-740.000	OFFICE/OPERATING SUPPLIES	8,350.00		7,760.59		0.00	589.41	92.94
101-262-808.000	PROFESSIONAL SERVICES-MISC	1,000.00		0.00		0.00	1,000.00	0.00
101-262-861.000	MILEAGE REIMBURSEMENT	100.00		358.89		13.09	(258.89)	68.89
101-262-905.000	PUBLISHING	200.00		0.00		0.00	200.00	0.00
101-262-956.000	MISCELLANEOUS	2,000.00		274.85		0.00	1,725.15	13.74
Total Dept 262 - ELECTIONS		16,250.00		13,283.17		572.73	2,966.83	81.74
Dept 265 - TOWNSHIP HALL								
101-265-705.000	VACATION	0.00		0.00		0.00	0.00	0.00
101-265-705.100	PERSONAL TIME	0.00		0.00		0.00	0.00	0.00
101-265-706.000	HOLIDAY	0.00		0.00		0.00	0.00	0.00
101-265-715.000	FICA/MEDICARE CONTRIBUTION	0.00		0.00		0.00	0.00	0.00
101-265-808.000	PROFESSIONAL SERVICES	6,000.00		5,756.39		500.00	243.61	95.94
101-265-920.000	UTILITIES	5,000.00		5,597.61		454.64	(597.61)	111.95
101-265-930.000	REPAIR & MAINT/ BLDG & GRNDS	500.00		2,599.46		150.00	(2,099.46)	519.89
101-265-956.000	MISCELLANEOUS	100.00		0.00		0.00	100.00	0.00
101-265-970.000	CAPITAL OUTLAY	5,000.00		1,000.00		1,000.00	4,000.00	20.00

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DB: Thornapple

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
		AMENDED BUDGET	03/31/2026 (NORMAL (ABNORMAL))	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 265 - TOWNSHIP HALL		16,600.00	14,953.46	2,104.64	1,646.54	90.08
Dept 271 - ADMINISTRATION						
101-271-702.000	SALARIES	29,390.00	26,552.08	2,080.59	2,837.92	90.34
101-271-702.200	SALARIES-TAPRC REC DIRECTOR	0.00	0.00	0.00	0.00	0.00
101-271-715.000	FICA/MEDICARE CONTRIBUTION	2,250.00	2,031.23	159.16	218.77	90.28
101-271-719.000	PENSION PLAN	500.00	0.00	0.00	500.00	0.00
101-271-719.100	PENSION ADMIN EXPENSE	0.00	338.20	0.00	(338.20)	100.00
101-271-730.000	POSTAGE	1,500.00	2,480.45	(8,318.78)	(980.45)	165.36
101-271-740.000	OFFICE/OPERATING SUPPLIES	6,000.00	7,497.65	941.95	(1,497.65)	124.96
101-271-803.000	AUDIT EXPENSE	5,500.00	4,300.00	0.00	1,200.00	78.18
101-271-808.000	PROFESSIONAL SERVICES-MISC	40,000.00	38,983.45	2,582.90	1,016.55	97.46
101-271-826.000	LEGAL FEES	5,000.00	5,878.00	0.00	(878.00)	117.56
101-271-850.000	TELEPHONE EXPENSE	6,000.00	4,950.10	530.59	1,049.90	82.50
101-271-880.000	COMMUNITY PROMOTIONS	14,000.00	19,992.63	0.00	(5,992.63)	142.80
101-271-905.000	PUBLISHING	500.00	1,549.00	300.00	(1,049.00)	309.80
101-271-908.000	TOWNSHIP NEWSLETTER	900.00	0.00	0.00	900.00	0.00
101-271-910.000	INSURANCE AND BONDS	20,000.00	14,028.34	12,280.22	5,971.66	70.14
101-271-910.100	WORKERS' COMP	0.00	767.58	0.00	(767.58)	100.00
101-271-930.000	REPAIR & MAINT-GENERAL	500.00	0.80	0.00	499.20	0.16
101-271-956.000	MISCELLANEOUS	700.00	186.14	0.00	513.86	26.59
101-271-956.200	PRIOR YEAR TAX	50.00	(630.23)	(423.15)	680.23	(1,260.4)
101-271-956.300	PRIOR YEAR TAX ADMIN FEES	50.00	(563.67)	0.00	613.67	(1,127.3)
101-271-958.000	MEMBERSHIP AND DUES	8,000.00	7,852.00	180.00	148.00	98.15
101-271-960.000	EDUCATION AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-271-970.000	CAPITAL OUTLAY	5,000.00	4,650.00	0.00	350.00	93.00
101-271-972.000	AMERICAN RESCUE PLAN	0.00	0.00	0.00	0.00	0.00
101-271-974.000	LAND IMPROVEMENTS	0.00	475.35	0.00	(475.35)	100.00
101-271-979.000	EQUIPMENT - LEASED	10,000.00	9,025.98	1,664.46	974.02	90.26
Total Dept 271 - ADMINISTRATION		156,340.00	150,345.08	11,977.94	5,994.92	96.17
Dept 445 - DRAINS						
101-445-808.000	PROFESSIONAL SERVICES-DRAINS	38,800.00	37,706.24	0.00	1,093.76	97.18
Total Dept 445 - DRAINS		38,800.00	37,706.24	0.00	1,093.76	97.18
Dept 448 - STREETLIGHTING						
101-448-920.200	OTHER STREET LIGHTING	3,800.00	4,247.46	363.37	(447.46)	111.78
101-448-920.300	UTILITIES / HILLTOP	2,900.00	2,236.96	180.05	663.04	77.14
Total Dept 448 - STREETLIGHTING		6,700.00	6,484.42	543.42	215.58	96.78
Dept 523 - HIGHWAYS						
101-523-930.000	REPAIR & MAINT-GENERAL	0.00	0.00	0.00	0.00	0.00
101-523-930.100	ROADS / DUST CONTROL	170,000.00	170,000.00	0.00	0.00	100.00
101-523-930.300	ROADS / GRAVEL	0.00	0.00	0.00	0.00	0.00
101-523-930.600	PAVED ROADS	0.00	0.00	0.00	0.00	0.00
Total Dept 523 - HIGHWAYS		170,000.00	170,000.00	0.00	0.00	100.00

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE	+ BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND							
Expenditures							
Dept 567 - CEMETERY							
101-567-740.000	OFFICE/OPERATING SUPPLIES	900.00		475.00	0.00	425.00	52.78
101-567-808.000	PROFESSIONAL SERVICES-MISC	32,000.00		27,976.53	4,533.33	4,023.47	87.43
101-567-808.100	OPEN/CLOSING FEES	13,000.00		13,450.00	3,700.00	(450.00)	103.46
101-567-808.200	FOUNDATION FEES	10,000.00		11,125.56	0.00	(1,125.56)	111.26
101-567-808.300	PLANNING & ENGINEERING	100.00		0.00	0.00	100.00	0.00
101-567-808.500	PLAQUE FEES	0.00		625.00	0.00	(625.00)	100.00
101-567-861.000	MILEAGE REIMBURSEMENT	0.00		28.00	0.00	(28.00)	100.00
101-567-862.000	MEALS/LODGING REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00
101-567-911.000	CONFERENCES	0.00		0.00	0.00	0.00	0.00
101-567-915.000	MEMBERSHIPS	100.00		0.00	0.00	100.00	0.00
101-567-930.000	REPAIR & MAINT	20,000.00		7,170.00	1,100.00	12,830.00	35.85
101-567-931.000	BLDG & GROUNDS IMPROVEMENTS	21,200.00		11,262.00	0.00	9,938.00	53.12
101-567-956.000	MISCELLANEOUS	500.00		307.15	0.00	192.85	61.43
101-567-960.000	EDUCATION AND TRAINING	500.00		0.00	0.00	500.00	0.00
Total Dept 567 - CEMETERY		98,300.00		72,419.24	9,333.33	25,880.76	73.67
Dept 701 - PLANNING & ZONING							
101-701-702.000	SALARIES/PLANNING COMMISSION & CHAIR	6,000.00		7,378.13	799.58	(1,378.13)	122.97
101-701-702.100	OTHER WAGES / RECORDING SECRETARY	1,100.00		280.14	0.00	819.86	25.47
101-701-702.200	ZONING ADMIN/ENF OFFICER	46,500.00		46,298.02	3,565.38	201.98	99.57
101-701-702.300	ZONING BOARD OF APPEALS	1,000.00		869.79	297.65	130.21	86.98
101-701-702.600	ORDINANCE ENFORCEMENT OFFICER	0.00		0.00	0.00	0.00	0.00
101-701-705.000	VACATION	0.00		0.00	0.00	0.00	0.00
101-701-705.100	PERSONAL TIME	0.00		0.00	0.00	0.00	0.00
101-701-715.000	FICA/MEDICARE CONTRIBUTION	3,600.00		4,171.82	356.67	(571.82)	115.88
101-701-718.000	HEALTH INSURANCE PREMIUM	0.00		4,165.36	1,808.26	(4,165.36)	100.00
101-701-719.000	PENSION PLAN	2,000.00		0.00	0.00	2,000.00	0.00
101-701-808.000	PROFESSIONAL SERVICES-MISC	37,000.00		17,202.73	2,035.98	19,797.27	46.49
101-701-826.000	LEGAL FEES	3,000.00		2,771.65	0.00	228.35	92.39
101-701-905.000	PUBLISHING	700.00		901.00	300.00	(201.00)	128.71
101-701-956.000	MISCELLANEOUS	700.00		0.00	0.00	700.00	0.00
101-701-958.000	MEMBERSHIP AND DUES	75.00		75.00	0.00	0.00	100.00
101-701-960.000	EDUCATION AND TRAINING	2,000.00		0.00	0.00	2,000.00	0.00
Total Dept 701 - PLANNING & ZONING		103,675.00		84,113.64	9,163.52	19,561.36	81.13
Dept 900 - LAND ACQUISITION							
101-900-974.000	LAND IMPROVEMENTS	10,000.00		12,682.37	3,848.50	(2,682.37)	126.82
Total Dept 900 - LAND ACQUISITION		10,000.00		12,682.37	3,848.50	(2,682.37)	126.82
Dept 906 - HIGHWAYS							
101-906-991.000	DEBT SERVICE PRINCIPAL	0.00		0.00	0.00	0.00	0.00
101-906-993.000	INTEREST PAID	0.00		0.00	0.00	0.00	0.00
Total Dept 906 - HIGHWAYS		0.00		0.00	0.00	0.00	0.00
Dept 965 - AMBULANCE							
101-965-995.000	TRANSFER TO OTHER FUNDS	10,000.00		9,999.98	0.00	0.02	100.00

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 03/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2026 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	+ BUDGET USED
Fund 101 - GENERAL FUND						
Expenditures						
	Total Dept 965 - AMBULANCE	10,000.00	9,999.98	0.00	0.00	100.00
	TOTAL EXPENDITURES	1,189,660.00	1,106,467.50	152,690.09	83,192.50	93.01
Fund 101 - GENERAL FUND:						
	TOTAL REVENUES	1,181,155.00	1,281,807.05	155,987.18	(100,652.05)	108.52
	TOTAL EXPENDITURES	1,189,660.00	1,106,467.50	152,690.09	83,192.50	93.01
	NET OF REVENUES & EXPENDITURES	(8,505.00)	175,339.55	3,297.09	(183,844.55)	2,061.61

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BUDGET USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - MOE RD SPECIAL ASSESSMENT						
Revenues						
Dept 000 - 675						
203-000-452.000	SPECIAL ASSESSMENTS-MOE RD	2,700.00	1,800.54	628.76	899.46	66.69
203-000-665.000	EARNED INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		<u>2,700.00</u>	<u>1,800.54</u>	<u>628.76</u>	<u>899.46</u>	<u>66.69</u>
TOTAL REVENUES		<u>2,700.00</u>	<u>1,800.54</u>	<u>628.76</u>	<u>899.46</u>	<u>66.69</u>
Expenditures						
Dept 446 - ROAD IMPROVEMENT						
203-446-802.000	DUST CONTROL	2,700.00	1,800.00	1,800.00	900.00	66.67
203-446-808.000	PROFESSIONAL SERVICES-MISC	0.00	0.00	0.00	0.00	0.00
203-446-826.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
203-446-905.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
203-446-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 446 - ROAD IMPROVEMENT		<u>2,700.00</u>	<u>1,800.00</u>	<u>1,800.00</u>	<u>900.00</u>	<u>66.67</u>
TOTAL EXPENDITURES		<u>2,700.00</u>	<u>1,800.00</u>	<u>1,800.00</u>	<u>900.00</u>	<u>66.67</u>
Fund 203 - MOE RD SPECIAL ASSESSMENT:						
TOTAL REVENUES		<u>2,700.00</u>	<u>1,800.54</u>	<u>628.76</u>	<u>899.46</u>	<u>66.69</u>
TOTAL EXPENDITURES		<u>2,700.00</u>	<u>1,800.00</u>	<u>1,800.00</u>	<u>900.00</u>	<u>66.67</u>
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>0.54</u>	<u>(1,171.24)</u>	<u>(0.54)</u>	<u>100.00</u>

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	BUDGET USED
		AMENDED BUDGET	03/31/2026	MONTH 03/31/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 204 - NOFFKE DR SPECIAL ASSESSMENT						
Revenues						
Dept 000 - 675						
204-000-455.000	SPECIAL ASSESSMENT-NOFFKE DRIVE	0.00	0.00	0.00	0.00	0.00
204-000-665.000	EARNED INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 446 - ROAD IMPROVEMENT						
204-446-808.000	PROFESSIONAL SERVICES-MISC	0.00	0.00	0.00	0.00	0.00
204-446-826.000	LEGAL FEES	0.00	0.00	0.00	0.00	0.00
204-446-905.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
204-446-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 446 - ROAD IMPROVEMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 204 - NOFFKE DR SPECIAL ASSESSMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	B DGT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 205 - EMERGENCY SERVICES MILLAGE						
Revenues						
Dept 000 - 675						
205-000-402.000	CURRENT TAX COLLECTION	1,005,000.00	1,018,483.52	315,625.19	(13,483.52)	101.34
205-000-412.000	DELQNT PERSONAL PROP TAXES	0.00	194.64	0.00	(194.64)	100.00
205-000-573.000	PERSONAL PROPERTY TAX REIMBURSEMENT	40,000.00	36,360.23	36,360.23	3,639.77	90.90
205-000-665.000	EARNED INTEREST	40.00	3,196.06	0.26	(3,156.06)	7,990.15
205-000-675.000	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
205-000-675.400	VENDING REVENUE	0.00	0.00	0.00	0.00	0.00
205-000-699.000	APPROPRIATION TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		1,045,040.00	1,058,234.45	351,985.68	(13,194.45)	101.26
TOTAL REVENUES		1,045,040.00	1,058,234.45	351,985.68	(13,194.45)	101.26
Expenditures						
Dept 000 - 675						
205-000-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
205-000-956.200	PRIOR YEAR TAX	0.00	(1,116.26)	(1,063.55)	1,116.26	100.00
205-000-977.000	EQUIPMENT - FIXED ASSETS - DO NOT USE	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		0.00	(1,116.26)	(1,063.55)	1,116.26	100.00
Dept 336 - FIRE DEPARTMENT						
205-336-995.000	TRANSFER TO OTHER FUNDS-FIRE	703,500.00	741,470.46	741,470.46	(37,970.46)	105.40
Total Dept 336 - FIRE DEPARTMENT		703,500.00	741,470.46	741,470.46	(37,970.46)	105.40
Dept 403 - ES CAPITAL PROJECTS						
205-403-995.000	TRANSFER TO OTHER FUNDS-ES CAPITAL PROJ	201,000.00	211,848.70	211,848.70	(10,848.70)	105.40
Total Dept 403 - ES CAPITAL PROJECTS		201,000.00	211,848.70	211,848.70	(10,848.70)	105.40
Dept 651 - AMBULANCE						
205-651-995.000	TRANSFER TO OTHER FUNDS-AMB	100,500.00	105,924.35	105,924.35	(5,424.35)	105.40
Total Dept 651 - AMBULANCE		100,500.00	105,924.35	105,924.35	(5,424.35)	105.40
TOTAL EXPENDITURES		1,005,000.00	1,058,127.25	1,058,179.96	(53,127.25)	105.29
Fund 205 - EMERGENCY SERVICES MILLAGE:						
TOTAL REVENUES		1,045,040.00	1,058,234.45	351,985.68	(13,194.45)	101.26
TOTAL EXPENDITURES		1,005,000.00	1,058,127.25	1,058,179.96	(53,127.25)	105.29
NET OF REVENUES & EXPENDITURES		40,040.00	107.20	(706,194.28)	39,932.80	0.27

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	+ BDRG USED
			NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE DEPT						
Revenues						
Dept 000 - 675						
206-000-402.100	PRIOR YEAR TAX COLLECTION-FIRE	0.00	0.00	0.00	0.00	0.00
206-000-528.000	GRANTS-FEDERAL	0.00	0.00	0.00	0.00	0.00
206-000-543.000	GRANTS-STATE	25,000.00	20,342.50	0.00	4,657.50	81.37
206-000-626.000	CHARGE FOR SERVICES	5,000.00	7,272.50	0.00	(2,272.50)	145.45
206-000-632.200	CONTRACT PYMT-IRVING	74,000.00	108,987.50	32,172.00	(34,987.50)	147.28
206-000-657.000	FINES AND FEES	0.00	0.00	0.00	0.00	0.00
206-000-665.000	EARNED INTEREST	6,000.00	18,218.51	2,636.42	(12,218.51)	303.64
206-000-675.000	MISC REVENUE	0.00	161,070.00	158,000.00	(161,070.00)	100.00
206-000-675.200	TRAINING	3,000.00	5,400.00	0.00	(2,400.00)	180.00
206-000-676.000	REIMBURSEMENT ED & TRAIN/OTHERS	0.00	0.00	0.00	0.00	0.00
206-000-692.400	FIT TESTING	600.00	0.00	0.00	600.00	0.00
206-000-693.000	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
206-000-696.100	BOND APPROPRIATION TRANSFER	0.00	0.00	0.00	0.00	0.00
206-000-699.000	APPROPRIATION TRANSFER IN	703,500.00	741,470.46	741,470.46	(37,970.46)	105.40
Total Dept 000 - 675		817,100.00	1,062,761.47	934,278.88	(245,661.47)	130.07
TOTAL REVENUES		817,100.00	1,062,761.47	934,278.88	(245,661.47)	130.07
Expenditures						
Dept 103 - TOWNSHIP BOARD						
206-103-718.000	HEALTH INSURANCE PREMIUM	0.00	0.00	0.00	0.00	0.00
Total Dept 103 - TOWNSHIP BOARD		0.00	0.00	0.00	0.00	0.00
Dept 336 - FIRE DEPARTMENT						
206-336-702.000	SALARIES	52,500.00	52,404.33	4,038.50	95.67	99.82
206-336-702.100	FIRE ON-CALL	77,250.00	61,547.91	6,026.54	15,702.09	79.67
206-336-702.200	FIRE/AMB OTHER-EMT SHIFTS	0.00	4,181.85	945.72	(4,181.85)	100.00
206-336-702.300	FIRE/AMB OTHER - MEDIC SHIFTS	0.00	0.00	0.00	0.00	0.00
206-336-702.400	FIRE/AMB OVERTIME FULL TIME	40,000.00	36,143.24	2,146.72	3,856.76	90.36
206-336-702.500	FIRE/AMB-FULL TIME MEDICS	204,000.00	265,924.67	21,518.77	(61,924.67)	130.36
206-336-705.000	VACATION	0.00	0.00	0.00	0.00	0.00
206-336-705.100	PERSONAL TIME	0.00	608.47	0.00	(608.47)	100.00
206-336-706.000	HOLIDAY	0.00	84.38	0.00	(84.38)	100.00
206-336-715.000	FICA/MEDICARE CONTRIBUTION	28,000.00	33,799.88	2,836.46	(5,799.88)	120.71
206-336-716.000	MI UNEMPLOYMENT COMP	0.00	30.00	0.00	(30.00)	100.00
206-336-718.000	HEALTH INSURANCE PREMIUM	43,200.00	38,987.18	3,743.23	4,212.82	90.25
206-336-718.100	PYMT IN LIEU OF INSURANCE	12,000.00	14,187.18	1,249.97	(2,187.18)	118.23
206-336-719.000	PENSION PLAN	24,000.00	18,779.12	1,886.77	5,220.88	78.25
206-336-719.100	PENSION ADMIN EXPENSE	150.00	275.90	0.00	(125.90)	183.93
206-336-730.000	POSTAGE	250.00	19.13	5.13	230.87	7.65
206-336-740.000	OFFICE/OPERATING SUPPLIES	10,500.00	3,618.84	1,357.58	6,881.16	34.47
206-336-751.000	GASOLINE AND OIL	8,000.00	8,249.79	362.49	(249.79)	103.12
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	35,000.00	28,514.71	12,154.97	6,485.29	81.47
206-336-803.000	AUDIT EXPENSE	4,200.00	3,250.00	0.00	950.00	77.38
206-336-804.000	PHYSICALS EXAMINATIONS	10,000.00	4,233.25	434.69	5,766.75	42.33
206-336-806.000	LICENSES	300.00	0.00	0.00	300.00	0.00
206-336-808.000	PROFESSIONAL SERVICES-MISC	18,000.00	25,535.93	2,164.14	(7,535.93)	141.87
206-336-826.000	LEGAL FEES	5,000.00	2,308.75	0.00	2,691.25	46.18
206-336-850.000	TELEPHONE EXPENSE	1,700.00	1,658.03	967.75	41.97	97.53
206-336-880.000	COMMUNITY PROMOTIONS	1,000.00	576.45	0.00	423.55	57.65
206-336-905.000	PRINTING AND PUBLISHING	150.00	0.00	0.00	150.00	0.00

User: KMEDENBLIK

DB: Thornapple

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	BUDGET USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE DEPT						
Expenditures						
206-336-910.000	INSURANCE AND BONDS	36,000.00	18,656.85	19,982.99	17,343.15	51.87
206-336-910.100	WORKERS' COMP	20,000.00	22,863.35	0.00	(2,863.35)	114.37
206-336-910.200	DISABILITY/LIFE	1,000.00	0.00	0.00	1,000.00	0.00
206-336-920.000	UTILITIES	12,000.00	20,969.15	1,903.82	(8,969.15)	174.74
206-336-930.000	REPAIR & MAINT-GENERAL	20,000.00	10,306.52	323.04	9,693.48	51.53
206-336-931.000	REPAIR & MAIN-BLDG/GROUNDS	20,000.00	15,292.93	1,689.95	4,707.07	76.46
206-336-939.000	REPAIR & MAINT-VEHICLES	25,000.00	15,470.72	2,348.00	9,529.28	61.88
206-336-956.000	MISCELLANEOUS	6,000.00	926.13	294.60	5,073.87	15.44
206-336-958.000	MEMBERSHIP AND DUES	1,000.00	520.00	130.00	480.00	52.00
206-336-960.000	EDUCATION AND TRAINING	10,000.00	9,753.29	4,778.95	246.71	97.53
206-336-961.000	EDUCATION & TRAINING-OTHERS	3,000.00	145.41	55.98	2,854.59	4.85
206-336-970.000	CAPITAL OUTLAY	15,000.00	4,026.26	2,126.18	10,973.74	26.84
Total Dept 336 - FIRE DEPARTMENT		744,200.00	723,849.60	95,472.94	20,350.40	97.27
Dept 965 - AMBULANCE						
206-965-995.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - AMBULANCE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		744,200.00	723,849.60	95,472.94	20,350.40	97.27
Fund 206 - FIRE DEPT:						
TOTAL REVENUES		817,100.00	1,062,761.47	934,278.88	(245,661.47)	130.07
TOTAL EXPENDITURES		744,200.00	723,849.60	95,472.94	20,350.40	97.27
NET OF REVENUES & EXPENDITURES		72,900.00	338,911.87	838,805.94	(266,011.87)	464.90

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		BUDGET USED
			NORMAL	(ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE	(ABNORMAL)		
Fund 209 - CEMETERY-SHAW									
Revenues									
Dept 000 - 675									
209-000-665.000	EARNED INTEREST	15.00	978.94		101.97	(963.94)	6,526.27		
209-000-665.200	INT CEMETERY DONATION-SHAW	0.00	0.00		0.00	0.00	0.00	0.00	
Total Dept 000 - 675		15.00	978.94		101.97	(963.94)	6,526.27		
TOTAL REVENUES		15.00	978.94		101.97	(963.94)	6,526.27		
Expenditures									
Dept 567 - CEMETERY									
209-567-808.000	PROFESSIONAL SERVICES-MISC	0.00	250.00		0.00	(250.00)	100.00		
209-567-930.000	REPAIR & MAINT-GENERAL	0.00	0.00		0.00	0.00	0.00	0.00	
209-567-931.000	REPAIR & MAIN-BLDG/GROUNDS	0.00	0.00		0.00	0.00	0.00	0.00	
209-567-956.000	MISCELLANEOUS	0.00	0.00		0.00	0.00	0.00	0.00	
209-567-970.000	CAPITAL OUTLAY	100.00	0.00		0.00	100.00	0.00		
Total Dept 567 - CEMETERY		100.00	250.00		0.00	(150.00)	250.00		
TOTAL EXPENDITURES		100.00	250.00		0.00	(150.00)	250.00		
Fund 209 - CEMETERY-SHAW:									
TOTAL REVENUES		15.00	978.94		101.97	(963.94)	6,526.27		
TOTAL EXPENDITURES		100.00	250.00		0.00	(150.00)	250.00		
NET OF REVENUES & EXPENDITURES		(85.00)	728.94		101.97	(813.94)	6,526.27		

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	BUDGET USED
		AMENDED BUDGET	03/31/2026	MONTH 03/31/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 220 - WEED CONTROL ASSESSMENTS						
Revenues						
Dept 000 - 675						
220-000-454.000	LAKE IMPROV/ASSESSMT	12,560.00	13,410.00	4,930.00	(850.00)	106.77
220-000-665.000	EARNED INTEREST	10.00	415.79	57.15	(405.79)	4,157.90
Total Dept 000 - 675		12,570.00	13,825.79	4,987.15	(1,255.79)	109.99
TOTAL REVENUES		12,570.00	13,825.79	4,987.15	(1,255.79)	109.99
Expenditures						
Dept 571						
220-571-730.000	POSTAGE	0.00	0.00	0.00	0.00	0.00
220-571-801.000	WEED CONTROL	20,222.00	13,548.52	0.00	6,673.48	67.00
220-571-803.000	AUDIT EXPENSE	275.00	250.00	0.00	25.00	90.91
220-571-808.000	PROFESSIONAL SERVICES-MISC	0.00	0.00	0.00	0.00	0.00
220-571-905.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
Total Dept 571		20,497.00	13,798.52	0.00	6,698.48	67.32
TOTAL EXPENDITURES		20,497.00	13,798.52	0.00	6,698.48	67.32
Fund 220 - WEED CONTROL ASSESSMENTS:						
TOTAL REVENUES		12,570.00	13,825.79	4,987.15	(1,255.79)	109.99
TOTAL EXPENDITURES		20,497.00	13,798.52	0.00	6,698.48	67.32
NET OF REVENUES & EXPENDITURES		(7,927.00)	27.27	4,987.15	(7,954.27)	0.34

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	* BUDGET USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 305 - NOFFKE ROAD PAVING - BOND FUND						
Revenues						
Dept 000 - 675						
305-000-451.000	REVENUE - NOFFKE DR SP ASSESSMENT COLL	47,830.00	51,304.88	19,038.03	(3,474.88)	107.77
305-000-451.001	SPECIAL ASSESSMENT INTEREST	0.00	0.00	0.00	0.00	0.00
305-000-665.000	EARNED INTEREST	0.00	589.69	57.14	(589.69)	100.00
305-000-699.000	TRANSFER FROM OTHER ACCOUNTS	10,000.00	10,000.00	0.00	0.00	100.00
Total Dept 000 - 675		57,830.00	61,894.57	19,095.17	(4,064.57)	107.03
TOTAL REVENUES		57,830.00	61,894.57	19,095.17	(4,064.57)	107.03
Expenditures						
Dept 445 - DRAINS						
305-445-801.000	ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 445 - DRAINS		0.00	0.00	0.00	0.00	0.00
Dept 446 - ROAD IMPROVEMENT						
305-446-808.000	PROFESSIONAL SERVICES-MISC	600.00	1,333.00	0.00	(733.00)	222.17
305-446-826.000	LEGAL FEES	1,000.00	1,000.00	0.00	0.00	100.00
305-446-905.000	PUBLISHING	0.00	0.00	0.00	0.00	0.00
305-446-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 446 - ROAD IMPROVEMENT		1,600.00	2,333.00	0.00	(733.00)	145.81
Dept 906 - HIGHWAYS						
305-906-991.000	DEBT SERVICE PRINCIPAL	28,000.00	28,082.61	28,082.61	(82.61)	100.30
305-906-993.000	DEBT SERVICE INTEREST	15,165.00	14,602.96	7,301.48	562.04	96.29
Total Dept 906 - HIGHWAYS		43,165.00	42,685.57	35,384.09	479.43	98.89
TOTAL EXPENDITURES		44,765.00	45,018.57	35,384.09	(253.57)	100.57
Fund 305 - NOFFKE ROAD PAVING - BOND FUND:						
TOTAL REVENUES		57,830.00	61,894.57	19,095.17	(4,064.57)	107.03
TOTAL EXPENDITURES		44,765.00	45,018.57	35,384.09	(253.57)	100.57
NET OF REVENUES & EXPENDITURES		13,065.00	16,876.00	(16,288.92)	(3,811.00)	129.17

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		* BDDT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 401 - TWP IMPROVEMENTS, LAND, TRAILS							
Revenues							
Dept 000 - 675							
401-000-665.000	EARNED INTEREST	0.00	0.00	0.00	0.00		0.00
401-000-675.000	MISC REVENUE	0.00	0.00	0.00	0.00		0.00
401-000-696.000	BOND PROCEEDS	0.00	0.00	0.00	0.00		0.00
401-000-699.000	APPROPRIATION TRANSFER IN	65,000.00	65,000.00	65,000.00	0.00		100.00
Total Dept 000 - 675		65,000.00	65,000.00	65,000.00	0.00		100.00
TOTAL REVENUES		65,000.00	65,000.00	65,000.00	0.00		100.00
Expenditures							
Dept 336 - FIRE DEPARTMENT							
401-336-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00		0.00
Total Dept 336 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00		0.00
Dept 651 - AMBULANCE							
401-651-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00		0.00
Total Dept 651 - AMBULANCE		0.00	0.00	0.00	0.00		0.00
Dept 901 - 901							
401-901-808.000	PROFESSIONAL SERVICES-MISC	0.00	0.00	0.00	0.00		0.00
401-901-818.000	BLDG CONST. CONTRACT	0.00	0.00	0.00	0.00		0.00
401-901-826.000	LEGAL FEES	0.00	0.00	0.00	0.00		0.00
401-901-956.000	MISCELLANEOUS	0.00	0.00	0.00	0.00		0.00
401-901-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00		0.00
Total Dept 901 - 901		0.00	0.00	0.00	0.00		0.00
Dept 965 - AMBULANCE							
401-965-995.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00		0.00
Total Dept 965 - AMBULANCE		0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00
Fund 401 - TWP IMPROVEMENTS, LAND, TRAILS:							
TOTAL REVENUES		65,000.00	65,000.00	65,000.00	0.00		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		65,000.00	65,000.00	65,000.00	0.00		100.00

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE		+ BDGT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 402 - GARBOW ROAD PAVING							
Revenues							
Dept 000 - 675							
402-000-453.000	ASSESSMENT REVENUE	0.00	0.00	0.00	0.00		0.00
Total Dept 000 - 675		0.00	0.00	0.00	0.00		0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00
Fund 402 - GARBOW ROAD PAVING:							
TOTAL REVENUES		0.00	0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00		0.00

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	USED
Fund 403 - EMERGENCY SERVICES CAPITAL IMPROVEMENTS						
Revenues						
Dept 000 - 675						
403-000-402.100	PRIOR YR TAX COLLECTION-CAP IMP	0.00	0.00	0.00	0.00	0.00
403-000-528.000	FEDERAL GRANTS-ARPA REVENUE	0.00	0.00	0.00	0.00	0.00
403-000-543.000	GRANTS-STATE	10,000.00	0.00	0.00	10,000.00	0.00
403-000-665.000	EARNED INTEREST	2,000.00	20,380.85	2,391.14	(18,380.85)	1,019.04
403-000-675.000	MISC REVENUE	1,000.00	15,262.25	0.00	(14,262.25)	1,526.23
403-000-693.000	SALE OF FIXED ASSETS	0.00	5,291.00	0.00	(5,291.00)	100.00
403-000-696.000	TRANSFER FROM OTHER ACCOUNTS	378,743.00	378,743.00	0.00	0.00	100.00
Total Dept 000 - 675		391,743.00	419,677.10	2,391.14	(27,934.10)	107.13
Dept 205 - ES MILLAGE						
403-205-675.300	APPROPRIATION TRANSFER IN	201,000.00	211,848.70	211,848.70	(10,848.70)	105.40
Total Dept 205 - ES MILLAGE		201,000.00	211,848.70	211,848.70	(10,848.70)	105.40
TOTAL REVENUES		592,743.00	631,525.80	214,239.84	(38,782.80)	106.54
Expenditures						
Dept 000 - 675						
403-000-956.000	MISCELLANEOUS	0.00	1,253.69	0.00	(1,253.69)	100.00
403-000-999.000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		0.00	1,253.69	0.00	(1,253.69)	100.00
Dept 336 - FIRE DEPARTMENT						
403-336-970.000	CAPITAL OUTLAY-FIRE	96,775.00	28,206.44	0.00	68,568.56	29.15
Total Dept 336 - FIRE DEPARTMENT		96,775.00	28,206.44	0.00	68,568.56	29.15
Dept 651 - AMBULANCE						
403-651-970.000	CAPITAL OUTLAY-AMBULANCE	181,150.00	215,443.21	14,423.20	(34,293.21)	118.93
Total Dept 651 - AMBULANCE		181,150.00	215,443.21	14,423.20	(34,293.21)	118.93
Dept 965 - AMBULANCE						
403-965-995.000		0.00	0.00	0.00	0.00	0.00
Total Dept 965 - AMBULANCE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		277,925.00	244,903.34	14,423.20	33,021.66	88.12
Fund 403 - EMERGENCY SERVICES CAPITAL IMPROVEMENTS:						
TOTAL REVENUES		592,743.00	631,525.80	214,239.84	(38,782.80)	106.54
TOTAL EXPENDITURES		277,925.00	244,903.34	14,423.20	33,021.66	88.12
NET OF REVENUES & EXPENDITURES		314,818.00	386,622.46	199,816.64	(71,804.46)	122.81

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	* BDGT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 404 - SPENCER/RITA DRIVE CAPITAL PROJECT FUND						
Revenues						
Dept 000 - 675						
404-000-696.000	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 000 - 675						
404-000-991.000	DEBT SERVICE PRINCIPAL	0.00	0.00	0.00	0.00	0.00
404-000-993.000	DEBT SERVICE INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - 675		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 404 - SPENCER/RITA DRIVE CAPITAL PROJECT FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		BUDGET USED
		AMENDED BUDGET	NORMAL	03/31/2026	MONTH 03/31/2026	NORMAL	(ABNORMAL)	
Fund 505 - AMBULANCE FUND								
Revenues								
Dept 000 - 675								
505-000-402.100	PRIOR YEAR TAX COLLECTION-AMB	0.00		0.00		0.00		0.00
505-000-501.000	GRANTS-FEDERAL	0.00		0.00		0.00		0.00
505-000-540.000	MED TRNG	40,000.00		50,190.00		(10,190.00)		125.48
505-000-543.000	GRANTS-STATE	41,000.00		96,792.50		(55,792.50)		236.08
505-000-626.000	CHARGE FOR SERVICES	2,100,000.00		994,724.17	150.00	1,105,275.83		47.37
505-000-626.100	INSURANCE/CONTRACT ADJ	(1,050,000.00)		(413,865.46)		(636,134.54)		39.42
505-000-628.000	MISC CHARGE FOR SERVICES-AMB XFER	75,000.00		22,583.00	1,127.75	52,417.00		30.11
505-000-628.100	CHARGE FOR SERVICES COVID 19	0.00		0.00		0.00		0.00
505-000-632.200	CONTRACT PYMT-IRVING	7,800.00		9,105.00		(1,305.00)		116.73
505-000-638.000	TAPP MEMBERSHIP	0.00		0.00		0.00		0.00
505-000-665.000	EARNED INTEREST	5,000.00		15,383.20	1,899.45	(10,383.20)		307.66
505-000-674.000	CONTRI/DONATIONS/PRIVATE SOURC	0.00		0.00		0.00		0.00
505-000-675.000	MISC REVENUE	3,700.00		2,204.00		1,496.00		59.57
505-000-675.100	INSURANCE CLAIMS	0.00		0.00		0.00		0.00
505-000-675.300	APPROPRIATION TRANSFER IN	100,500.00		105,924.35	105,924.35	(5,424.35)		105.40
505-000-692.400	FIT TESTING	0.00		0.00		0.00		0.00
505-000-693.000	SALE OF FIXED ASSETS	0.00		0.00		0.00		0.00
505-000-696.100	BOND APPROPRIATION TRANSFER	0.00		0.00		0.00		0.00
Total Dept 000 - 675		1,323,000.00		883,040.76	109,101.55	439,959.24		66.75
TOTAL REVENUES		1,323,000.00		883,040.76	109,101.55	439,959.24		66.75
Expenditures								
Dept 000 - AMBULANCE								
505-000-999.000	TRANSFER TO OTHER ACCOUNTS	378,743.00		378,743.00		0.00		100.00
Total Dept 000 - AMBULANCE		378,743.00		378,743.00		0.00		100.00
Dept 103 - TOWNSHIP BOARD								
505-103-718.000	HEALTH INSURANCE PREMIUM	0.00		0.00		0.00		0.00
Total Dept 103 - TOWNSHIP BOARD		0.00		0.00		0.00		0.00
Dept 651 - AMBULANCE								
505-651-702.000	SALARIES	52,500.00		52,590.25	4,038.42	(90.25)		100.17
505-651-702.100	OTHER WAGES	400,000.00		396,656.16	26,782.93	3,343.84		99.16
505-651-702.200	FIRE/AMB OTHER - EMT SHIFTS	0.00		0.00		0.00		0.00
505-651-702.300	FIRE/AMB OTHER - MEDIC SHIFTS	0.00		2,903.63		(2,903.63)		100.00
505-651-702.400	FIRE/AMB OVERTIME FULL TIME	40,000.00		36,141.48	2,146.49	3,858.52		90.35
505-651-702.500	FIRE/AMB OTHER-FULL TIME MEDICS	204,000.00		265,914.95	21,517.92	(61,914.95)		130.45
505-651-715.000	FICA/MEDICARE CONTRIBUTION	50,000.00		60,444.78	4,513.31	(10,444.78)		120.89
505-651-716.000	MI UNEMPLOYMENT COMP	0.00		30.00		(30.00)		100.00
505-651-718.000	HEALTH INSURANCE PREMIUM	40,500.00		39,424.75	3,798.90	1,075.25		97.45
505-651-718.100	PYMT IN LIEU OF INSURANCE	12,000.00		14,187.82	1,250.03	(2,187.82)		118.73
505-651-719.000	PENSION PLAN	24,000.00		18,618.91	1,816.65	5,381.09		77.58
505-651-719.100	PENSION ADMIN EXPENSE	0.00		275.90		(275.90)		100.00
505-651-730.000	POSTAGE	100.00		34.60		65.40		34.60
505-651-740.000	OFFICE/OPERATING SUPPLIES	8,000.00		3,561.87	2,753.57	4,438.13		44.57
505-651-740.100	OPERATING SUPPLIES-GRANT FUNDS	0.00		0.00		0.00		0.00
505-651-741.000	AMB OPERATING	40,000.00		36,399.50	5,322.11	3,600.50		91.00

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		BUDGT USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 505 - AMBULANCE FUND								
Expenditures								
505-651-751.000	GASOLINE AND OIL	45,000.00		32,485.98	2,215.60	12,514.02		20.19
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	6,000.00		6,481.17	390.00	(481.17)		108.02
505-651-803.000	AUDIT EXPENSE	4,200.00		5,500.00	750.00	(1,300.00)		130.95
505-651-804.000	PHYSICALS EXAMINATIONS	2,000.00		3,821.34	434.69	(1,821.34)		191.07
505-651-806.000	LICENSES	300.00		0.00	0.00	300.00		0.00
505-651-808.000	PROFESSIONAL SERVICES-MISC	25,000.00		23,479.97	519.26	1,520.03		93.92
505-651-808.100	ACCUMED BILLING FEES	0.00		0.00	0.00	0.00		0.00
505-651-808.600	MEDICAL MANAGEMENT BILLING FEES	70,000.00		80,996.90	6,985.50	(10,996.90)		115.71
505-651-826.000	LEGAL FEES	2,500.00		444.75	0.00	2,055.25		17.79
505-651-850.000	TELEPHONE EXPENSE	2,600.00		2,345.90	392.04	254.10		90.23
505-651-880.000	COMMUNITY PROMOTIONS	750.00		76.95	0.00	673.05		10.26
505-651-905.000	PUBLISHING	200.00		0.00	0.00	200.00		0.00
505-651-910.000	INSURANCE AND BONDS	25,000.00		23,349.92	20,528.62	1,650.08		93.40
505-651-910.100	WORKERS' COMP	30,000.00		9,083.02	0.00	20,916.98		30.28
505-651-910.200	DISABILITY/LIFE	1,000.00		0.00	0.00	1,000.00		0.00
505-651-920.000	UTILITIES	12,000.00		14,429.26	1,903.83	(2,429.26)		120.74
505-651-930.000	REPAIR & MAINT-GENERAL	10,000.00		18,582.63	1,360.35	(8,582.63)		185.83
505-651-931.000	REPAIR & MAIN-BLDG/GROUNDS	15,000.00		13,724.71	1,639.95	1,275.29		91.50
505-651-939.000	REPAIR & MAINT-VEHICLES	20,000.00		34,302.66	727.09	(14,302.66)		171.51
505-651-955.000	BAD DEBTS	800.00		3,408.43	0.00	(2,608.43)		426.05
505-651-956.000	MISCELLANEOUS	800.00		437.47	174.99	362.53		54.68
505-651-958.000	MEMBERSHIP AND DUES	1,200.00		100.00	0.00	1,100.00		8.33
505-651-960.000	EDUCATION AND TRAINING	10,000.00		45,310.91	2,165.25	(35,310.91)		453.11
505-651-961.000	EDUCATION & TRAINING-OTHERS	25,000.00		16,756.88	349.10	8,243.12		67.03
505-651-968.000	DEPRECIATION EXP	0.00		0.00	0.00	0.00		0.00
505-651-970.000	CAPITAL OUTLAY	0.00		0.00	0.00	0.00		0.00
505-651-980.000	EQUIPMENT PROVISION	0.00		0.00	0.00	0.00		0.00
Total Dept 651 - AMBULANCE		1,180,450.00		1,262,303.45	114,511.20	(81,853.45)		106.93
Dept 965 - AMBULANCE								
505-965-995.000	TRANSFER TO OTHER FUNDS	0.00		0.00	0.00	0.00		0.00
Total Dept 965 - AMBULANCE		0.00		0.00	0.00	0.00		0.00
TOTAL EXPENDITURES		1,559,193.00		1,641,046.45	114,511.20	(81,853.45)		105.25
Fund 505 - AMBULANCE FUND:								
TOTAL REVENUES		1,323,000.00		883,040.76	109,101.55	439,959.24		66.75
TOTAL EXPENDITURES		1,559,193.00		1,641,046.45	114,511.20	(81,853.45)		105.25
NET OF REVENUES & EXPENDITURES		(236,193.00)		(758,005.69)	(5,409.65)	521,812.69		320.93

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BUDGET USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 590 - SEWER FUND								
Revenues								
Dept 000 - 675								
590-000-626.000	CHARGE FOR SERVICES	148,000.00		143,750.00	0.00		4,250.00	97.13
590-000-626.300	MISC EQUIP/INSTALL FEES-SEWER	0.00		0.00	0.00		0.00	0.00
590-000-626.500	SEWER BOND FEES	85,900.00		83,380.00	0.00		2,520.00	97.07
590-000-665.000	EARNED INTEREST	100.00		7,782.97	711.29		(7,682.97)	7,782.97
590-000-665.400	DLSS BOND INTEREST	0.00		0.00	0.00		0.00	0.00
590-000-668.000	PENALTY/INTEREST ON LATE PYMTS	500.00		680.00	0.00		(180.00)	136.00
590-000-675.000	MISC REVENUE	0.00		0.00	0.00		0.00	0.00
590-000-693.000	SALE OF FIXED ASSETS	0.00		0.00	0.00		0.00	0.00
Total Dept 000 - 675		234,500.00		235,592.97	711.29		(1,092.97)	100.47
TOTAL REVENUES		234,500.00		235,592.97	711.29		(1,092.97)	100.47
Expenditures								
Dept 536								
590-536-702.000	SAL / OPER CONTRACT	16,950.00		17,058.50	1,412.50		(108.50)	100.64
590-536-702.100	OTHER WAGES	8,400.00		3,476.17	566.66		4,923.83	41.38
590-536-715.000	FICA/MEDICARE CONTRIBUTION	50.00		212.46	41.73		(167.46)	424.92
590-536-718.000	HEALTH INSURANCE PREMIUM	0.00		0.00	152.85		0.00	0.00
590-536-719.000	PENSION PLAN	25.00		0.00	0.00		25.00	0.00
590-536-740.000	OFFICE/OPERATING SUPPLIES	450.00		1,310.69	477.14		(860.69)	291.26
590-536-740.100	OPERATING SUPPLIES-PUMPS/EQUIPMT	12,500.00		7,068.00	0.00		5,432.00	56.54
590-536-740.200	OPERATING SUPPLIES-SEPTIC COMPNT	1,000.00		0.00	0.00		1,000.00	0.00
590-536-743.000	LAB EXPENSE	7,500.00		6,673.45	630.00		826.55	88.98
590-536-803.000	AUDIT EXPENSE	1,500.00		1,500.00	0.00		0.00	100.00
590-536-808.000	PROFESSIONAL SERVICES-ALUM/PHOSPHATE	10,500.00		12,019.69	1,929.90		(1,519.69)	114.47
590-536-808.100	PROF SERVICES/COLLECTION SYSTEM MAINT	30,000.00		44,967.50	3,475.00		(14,967.50)	149.89
590-536-808.200	COLLECTION SYSTEM-PUMPING TANKS	35,000.00		28,342.50	3,475.00		6,657.50	80.98
590-536-808.300	COLLECTION SYSTEM-ELECTRICAL	10,000.00		5,471.38	0.00		4,528.62	54.71
590-536-808.400	PROF SERV LAGOON ENGINEERING	500.00		0.00	0.00		500.00	0.00
590-536-808.500	ADMINISTRATION FEES	0.00		0.00	0.00		0.00	0.00
590-536-826.000	LEGAL FEES	2,000.00		0.00	0.00		2,000.00	0.00
590-536-910.000	INSURANCE AND BONDS	2,000.00		2,440.94	2,125.17		(440.94)	127.05
590-536-920.000	UTILITIES	11,000.00		13,300.81	3,218.64		(2,300.81)	120.92
590-536-930.000	REPAIR & MAINT-GENERAL	10,000.00		88.74	45.99		9,911.26	0.89
590-536-930.100	REPAIR & MAINT-WC/DUCK WEED/PLM	4,500.00		2,200.00	0.00		2,300.00	48.89
590-536-931.000	REPAIR & MAIN-BLDG/GROUNDS/MOWING	5,000.00		2,691.25	308.50		2,308.75	53.83
590-536-956.000	ANNUAL FEES MISC	750.00		1,740.07	0.00		(990.07)	232.01
590-536-968.000	SEWER ASSESS/DEPRECIATION EXP	0.00		0.00	0.00		0.00	0.00
590-536-970.000	CAPITAL OUTLAY	0.00		0.00	0.00		0.00	0.00
590-536-970.100	CAPITAL OUTLAY-DLSS UPGRADE	0.00		0.00	0.00		0.00	0.00
590-536-971.000	LAND AQUISITION	0.00		0.00	0.00		0.00	0.00
590-536-971.100	LAND AQUISITION COSTS	0.00		0.00	0.00		0.00	0.00
590-536-991.000	DEBT SERVICE PRINCIPAL	45,000.00		50,000.00	50,000.00		(5,000.00)	111.11
590-536-993.000	INTEREST PAID	25,040.00		24,367.16	12,206.25		672.84	97.31
Total Dept 536		239,665.00		224,929.31	80,065.33		14,735.69	93.85
TOTAL EXPENDITURES		239,665.00		224,929.31	80,065.33		14,735.69	93.85

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE	ACTIVITY FOR	AVAILABLE		± BDDT USED
		AMENDED BUDGET	NORMAL	03/31/2026 (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 590 - SEWER FUND								
Fund 590 - SEWER FUND:								
TOTAL REVENUES		234,500.00		235,592.97	711.29		(1,092.97)	100.47
TOTAL EXPENDITURES		239,665.00		224,929.31	80,065.33		14,735.69	93.85
NET OF REVENUES & EXPENDITURES		(5,165.00)		10,663.66	(79,354.04)		(15,828.66)	206.46

REVENUE AND EXPENDITURE REPORT FOR THORNAPPLE TOWNSHIP

PERIOD ENDING 03/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	+ BDOT USED
		AMENDED BUDGET	03/31/2026 NORMAL (ABNORMAL)	MONTH 03/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 701 - TRUST & AGENCY FUND						
Revenues						
Dept 000 - 675						
701-000-665.000	EARNED INTEREST	0.00	(163.23)	(611.41)	163.23	100.00
Total Dept 000 - 675		0.00	(163.23)	(611.41)	163.23	100.00
TOTAL REVENUES		0.00	(163.23)	(611.41)	163.23	100.00
Fund 701 - TRUST & AGENCY FUND:						
TOTAL REVENUES		0.00	(163.23)	(611.41)	163.23	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(163.23)	(611.41)	163.23	100.00
TOTAL REVENUES - ALL FUNDS						
		5,331,653.00	5,296,299.11	1,855,506.06	35,353.89	99.34
TOTAL EXPENDITURES - ALL FUNDS						
		5,083,705.00	5,060,190.54	1,552,526.81	23,514.46	99.54
NET OF REVENUES & EXPENDITURES						
		247,948.00	236,108.57	302,979.25	11,839.43	99.73

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 103 TOWNSHIP BOARD					
101-103-956.000	MISCELLANEOUS	FNBO	FNBO CREDIT CARDS	59.00	30981
Total For Dept 103 TOWNSHIP BOARD				59.00	
Dept 171 SUPERVISOR					
101-171-718.000	HEALTH INSURANCE PREMIUM	GUARDIAN	MONTHLY PREMIUM APRIL	162.01	30982
101-171-718.000	HEALTH INSURANCE PREMIUM	PRIORITY HEALTH	MONTHLY PREMIUM APRIL	2,069.30	30993
Total For Dept 171 SUPERVISOR				2,231.31	
Dept 215 CLERK					
101-215-861.000	MILEAGE REIMBURSEMENT	KATHY MEDENBLIK	REIMBURSEMENT FOR TRAVEL	185.66	31018
101-215-905.000	PUBLISHING	VIEW NEWSPAPER GROUP	PUBLIC HEARING NOTICES	231.00	31002
Total For Dept 215 CLERK				416.66	
Dept 253 TREASURER					
101-253-718.000	HEALTH INSURANCE PREMIUM	GUARDIAN	MONTHLY PREMIUM APRIL	129.05	30982
101-253-718.000	HEALTH INSURANCE PREMIUM	PRIORITY HEALTH	MONTHLY PREMIUM APRIL	2,877.95	30993
101-253-960.000	EDUCATION AND TRAINING	FNBO	FNBO CREDIT CARDS	99.00	30981
Total For Dept 253 TREASURER				3,106.00	
Dept 257 ASSESSOR					
101-257-808.000	PROFESSIONAL SERVICES-MISC	DANIEL R. SCHEUERMAN, AS	ASSESSOR FEES	5,625.00	31014
Total For Dept 257 ASSESSOR				5,625.00	
Dept 265 TOWNSHIP HALL					
101-265-808.000	PROFESSIONAL SERVICES	SPARKLING SOLUTIONS	OFFICE CLEANING	500.00	30997
101-265-920.000	UTILITIES-TWP HALL	CONSUMERS ENERGY	200 E MAIN STREET SERVICE	454.64	30979
101-265-930.000	REPAIR & MAINT/ BLDG & GRNDS	NTA PROPERTY MANAGEMENT,	FLOWING	150.00	30988
Total For Dept 265 TOWNSHIP HALL				1,104.64	
Dept 271 ADMINISTRATION					
101-271-740.000	OFFICE/OPERATING SUPPLIES	FNBO	FNBO CREDIT CARDS	941.95	30981
101-271-850.000	TELEPHONE EXPENSE	IVSCOMM INC.	MONTHLY PHONE SERVICE	45.28	30983
101-271-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	VERISON PHONE SRVICE	169.54	31029
101-271-905.000	PUBLISHING	VIEW NEWSPAPER GROUP	PUBLIC HEARING NOTICES	300.00	31002
101-271-910.000	INSURANCE AND BONDS	TED HARTLEB AGENCY	COMM CYBER RENEWAL	1,724.57	31006
101-271-910.000	INSURANCE AND BONDS	EMC INSURANCE COMPANIES	INSURANCE PREMIUM	9,869.65	31005
101-271-979.000	EQUIPMENT - LEASED	PITNEY BOWES GLOBAL FINA	SCALE AND METER SERVICES	425.19	30992
101-271-979.000	EQUIPMENT - LEASED	APPLIED CAPITAL LLC	COLOR COPIES	676.02	31010
Total For Dept 271 ADMINISTRATION				14,152.20	
Dept 448 STREETLIGHTING					
101-448-920.200	OTHER STREET LIGHTING	CONSUMERS ENERGY	LED LIGHT RD SERVICE	159.88	30979
101-448-920.200	OTHER STREET LIGHTING	CONSUMERS ENERGY	STREET LIGHTS MIDDLEVILLE	203.49	30979
101-448-920.300	UTILITIES / HILLTOP	CONSUMERS ENERGY	LED LIGHT RD SERVICE	107.30	30979
101-448-920.300	UTILITIES / HILLTOP	CONSUMERS ENERGY	STREET LIGHTS MIDDLEVILLE	72.75	30979
Total For Dept 448 STREETLIGHTING				543.42	
Dept 567 CEMETERY					
101-567-808.000	PROFESSIONAL SERVICES-MISC	WICKHAM CEMETERY CARE, L	CEMETERY CONTRACT AND BURIALS	2,233.33	31003
101-567-808.100	OPEN/CLOSING FEES	WICKHAM CEMETERY CARE, L	CEMETERY CONTRACT AND BURIALS	2,700.00	31003
101-567-930.000	REPAIR & MAINT	WICKHAM CEMETERY CARE, L	STORM CLEAN AT MT HOPE CEMETERY	1,100.00	31007
Total For Dept 567 CEMETERY				6,033.33	
Dept 701 PLANNING & ZONING					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 701 PLANNING & ZONING					
101-701-718.000	HEALTH INSURANCE PREMIUM	GUARDIAN	MONTHLY PREMIUM APRIL	162.01	30982
101-701-718.000	HEALTH INSURANCE PREMIUM	PRIORITY HEALTH	MONTHLY PREMIUM APRIL	1,646.25	30993
101-701-808.000	PROFESSIONAL SERVICES-MISC	BLOOM SLUGGETT, PC	SERVICES RENDERED	306.00	31011
101-701-808.000	PROFESSIONAL SERVICES-MISC	WILLIAMS AND WORKS	PROFESSIONAL SERVICES	1,729.98	31030
101-701-905.000	PUBLISHING	VIEW NEWSPAPER GROUP	PUBLIC HEARING NOTICES	300.00	31002
Total For Dept 701 PLANNING & ZONING				4,144.24	
Dept 900 LAND ACQUISITION					
101-900-974.000	LAND IMPROVEMENTS	BLOOM SLUGGETT, PC	SERVICES RENDERED	3,848.50	31011
Total For Dept 900 LAND ACQUISITION				3,848.50	
Total For Fund 101 GENERAL FUND				41,264.30	
Fund 203 MOE RD SPECIAL ASSESSMENT					
Dept 446 ROAD IMPROVEMENT					
203-446-802.000	DUST CONTROL _ MOE RD.	BARRY COUNTY ROAD COMMIS	MOE ROAD DUST CONTROL	1,800.00	31008
Total For Dept 446 ROAD IMPROVEMENT				1,800.00	
Total For Fund 203 MOE RD SPECIAL ASSESSMENT				1,800.00	
Fund 206 FIRE DEPT					
Dept 336 FIRE DEPARTMENT					
206-336-718.000	HEALTH INSURANCE PREMIUM	GUARDIAN	MONTHLY PREMIUM APRIL	257.74	30982
206-336-718.000	HEALTH INSURANCE PREMIUM	PRIORITY HEALTH	MONTHLY PREMIUM APRIL	4,163.32	30993
206-336-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEANING SUPPLIES	373.87	30973
206-336-740.000	OFFICE/OPERATING SUPPLIES	CALEDONIA VILLAGE ACE HA	BRACE AND TEE PLATE	13.08	30977
206-336-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	SUPPLIES	83.59	31009
206-336-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEAR LINERS/ SUPPLIES	71.67	31009
206-336-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEAR LINERS/SUPPLIES CREDIT	(13.42)	31009
206-336-740.000	OFFICE/OPERATING SUPPLIES	SHORELINE TECHNOLOGY SOL	LAPTOP AND SETUP	825.00	31026
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	MI RESCUE RESOURCES LLC	MEDICAL SUPPLIES/GLOVES	630.00	30985
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	ALICE OLSEN	30.00	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	XAVIER ESTRADA	85.50	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	JADON SCHELL	32.50	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	STEVE ARNOLD	32.50	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	PAIGE FRAZER	23.25	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	CHELSEA COCHRANE	49.50	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	SOPHIE BUTCHER	49.50	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	MIKE POWELL	87.25	30989
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	C-COMM OF KALAMAZOO, INC	RADIO PROGRAMMING FOR EMERGENCY SERVI	1,037.35	31012
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	DINGES FIRE COMPANY	FIRE HELMET	480.63	31015
206-336-768.000	UNIFORMS/PROTECTIVE GEARS	DINGES FIRE COMPANY	FIRE HELMET	480.63	31015
206-336-804.000	PHYSICALS EXAMINATIONS	COREWELL HEALTH		217.35	30980
206-336-808.000	PROFESSIONAL SERVICES-MISC	QUALITY AIR	HIGH STREET - SCHEDULED BILLING	200.62	30995
206-336-808.000	PROFESSIONAL SERVICES-MISC	SANDMAN TRUCKING INC	CRANE WORK/MOBILIZATION	580.00	31025
206-336-850.000	TELEPHONE EXPENSE	IVSCOMM INC.	MONTHLY PHONE SERVICE	45.28	30983
206-336-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	VERISON PHONE SRVICE	922.47	31029
206-336-910.000	INSURANCE AND BONDS	VFIS	POLICY PREMIUM	1,842.00	31001
206-336-910.000	INSURANCE AND BONDS	TED HARTLEB AGENCY	COMM CYBER RENEWAL	1,211.86	31006
206-336-910.000	INSURANCE AND BONDS	EMC INSURANCE COMPANIES	INSURANCE PREMIUM	16,929.13	31005
206-336-920.000	UTILITIES	CONSUMERS ENERGY	128 HIGH STREET SERVICE	1,074.73	30979
206-336-920.000	UTILITIES	CONSUMERS ENERGY	128 HIGH STREET SERVICE	669.09	30979
206-336-920.000	UTILITIES	CHARTER COMMUNICATIONS	CHARTER	80.00	30978

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 206 FIRE DEPT					
Dept 336 FIRE DEPARTMENT					
206-336-930.000	REPAIR & MAINT-GENERAL	FNBO	FNBO CREDIT CARDS	317.41	30981
206-336-930.000	REPAIR & MAINT-GENERAL	MIDDLEVILLE PARTS PLUS	PART PIC0961PT	5.63	30987
206-336-931.000	REPAIR & MAIN-BLDG/GROUNDS	NTA PROPERTY MANAGEMENT,	PLOWING	500.00	30988
206-336-931.000	REPAIR & MAIN-BLDG/GROUNDS	MAYNARD'S WATER CONDITIO	SALT	79.20	31019
206-336-931.000	REPAIR & MAIN-BLDG/GROUNDS	ROSE PEST SOLUTIONS	COMMERCIAL PEST CONTROL	44.00	31024
206-336-931.000	REPAIR & MAIN-BLDG/GROUNDS	TRANE US INC.	INSTALLATION/LABOR	1,030.50	31028
206-336-939.000	REPAIR & MAINT-VEHICLES	MIDDLEVILLE PARTS PLUS	BATTERY TERMINAL	5.03	30987
206-336-939.000	REPAIR & MAINT-VEHICLES	MIDDLEVILLE PARTS PLUS	LUBE FILTER	18.65	31021
206-336-956.000	MISCELLANEOUS	FNBO	FNBO CREDIT CARDS	175.00	30981
206-336-956.000	MISCELLANEOUS	MICHAEL POWELL	POWELL STRUCTURE FIRE MEAL	40.00	30986
206-336-956.000	MISCELLANEOUS	PATRICK JANSSENS	FOOD PURCHASE FOR TRAINING	79.60	30990
206-336-958.000	MEMBERSHIP AND DUES	MICHIGAN STATE FIREMENS	2026 MEMBERSHIP DUES	100.00	31020
206-336-960.000	EDUCATION AND TRAINING	FNBO	FNBO CREDIT CARDS	878.95	30981
Total For Dept 336 FIRE DEPARTMENT				35,839.96	
Total For Fund 206 FIRE DEPT				35,839.96	
Fund 305 NOFFKE ROAD PAVING - BOND FUND					
Dept 906 HIGHWAYS					
305-906-991.000	DEBT SERVICE PRINCIPAL	BARRY COUNTY - OFFICE OF	NOFFKE ROAD BOND	28,082.61	30975
305-906-993.000	DEBT SERVICE INTEREST	BARRY COUNTY - OFFICE OF	NOFFKE ROAD BOND	7,301.48	30975
Total For Dept 906 HIGHWAYS				35,384.09	
Total For Fund 305 NOFFKE ROAD PAVING - BOND FUND				35,384.09	
Fund 403 EMERGENCY SERVICES CAPITAL IMPROVEMENTS					
Dept 651 AMBULANCE					
403-651-970.000	CAPITAL OUTLAY-AMBULANCE	STRYKER SALES, LLC.	PROCARE CONTRACT EMERGENCY CARE SERVI	17,389.60	31027
403-651-970.000	CAPITAL OUTLAY-AMBULANCE CREDIT	STRYKER SALES, LLC.	CREDIT MEMO	(2,966.40)	31027
Total For Dept 651 AMBULANCE				14,423.20	
Total For Fund 403 EMERGENCY SERVICES CAPITAL IMPROVE				14,423.20	
Fund 505 AMBULANCE FUND					
Dept 000 675					
505-000-040.200	COLLECTIONS RECEIVABLE-ARBOR PR	ARBOR PROFESSIONAL SOLUT	LEGAL SERVICES	22.90	30974
Total For Dept 000 675				22.90	
Dept 651 AMBULANCE					
505-651-718.000	HEALTH INSURANCE PREMIUM	GUARDIAN	MONTHLY PREMIUM APRIL	257.74	30982
505-651-718.000	HEALTH INSURANCE PREMIUM	PRIORITY HEALTH	MONTHLY PREMIUM APRIL	4,163.33	30993
505-651-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEANING SUPPLIES	373.88	30973
505-651-740.000	OFFICE/OPERATING SUPPLIES	CALEDONIA VILLAGE ACE HA	BRACE AND TEE PLATE	13.07	30977
505-651-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	SUPPLIES	83.59	31009
505-651-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEAR LINERS/ SUPPLIES	71.68	31009
505-651-740.000	OFFICE/OPERATING SUPPLIES	ACTION CHEMICAL INC	CLEAR LINERS/SUPPLIES CREDIT	(13.43)	31009
505-651-740.000	OFFICE/OPERATING SUPPLIES	SHORELINE TECHNOLOGY SOL	LAPTOP AND SETUP	825.00	31026
505-651-741.000	AMB OPERATING	PENN CARE, INC.	IV BAND/ MEDICAL	54.00	30991
505-651-741.000	AMB OPERATING	PURITY CYLINDER GASES IN	OXYGEN	67.68	30994
505-651-741.000	AMB OPERATING	WONDERLAND TIRE COMPANY	TIRES PLATE 131X018	33.66	31004
505-651-741.000	AMB OPERATING	PURITY CYLINDER GASES IN	OXYGEN, USP	124.95	30994
505-651-741.000	AMB OPERATING	PENN CARE, INC.	RECORDING PAPER	77.58	31022
505-651-741.000	AMB OPERATING	PENN CARE, INC.	MEDICAL SUPPLIES	1,369.34	31022

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 505 AMBULANCE FUND					
Dept 651 AMBULANCE					
505-651-741.000	AMB OPERATING	PURITY CYLINDER GASES IN	OXYGEN	107.68	31023
505-651-741.000	AMB OPERATING	PURITY CYLINDER GASES IN	OXYGEN	104.95	31023
505-651-741.000	AMB OPERATING	WONDERLAND TIRE COMPANY	WHEEL CHANGE 067X541	1,615.82	31031
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	ALICE OLSEN	30.00	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	XAVIER ESTRADA	85.50	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	JADON SCHELL	32.50	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	STEVE ARNOLD	32.50	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	PAIGE FRAZER	23.25	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	CHELSEA COCHRANE	49.50	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	SOPHIE BUTCHER	49.50	30989
505-651-768.000	UNIFORMS/PROTECTIVE GEARS	NYE UNIFORM	MIKE POWEELL	87.25	30989
505-651-803.000	AUDIT EXPENSE	SIEGFRIED CRANDALL P.C.	PROFESSIONAL SERVICES	750.00	30996
505-651-804.000	PHYSICALS EXAMINATIONS	COREWELL HEALTH		217.34	30980
505-651-808.000	PROFESSIONAL SERVICES-MISC	QUALITY AIR	HIGH STREET - SCHEDULED BILLING	200.63	30995
505-651-808.600	MEDICAL MANAGEMENT BILLING FEES	MEDICAL MANAGEMENT SYSTE	COLLECTION SERVICES	6,985.50	30984
505-651-850.000	TELEPHONE EXPENSE	IVSCOMM INC.	MONTHLY PHONE SERVICE	90.44	30983
505-651-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	VERISON PHONE SRVICE	150.80	31029
505-651-910.000	INSURANCE AND BONDS	VFIS	POLICY PREMIUM	1,842.00	31001
505-651-910.000	INSURANCE AND BONDS	TED HARTLEB AGENCY	COMM CYBER RENEWAL	1,398.30	31006
505-651-910.000	INSURANCE AND BONDS	EMC INSURANCE COMPANIES	INSURANCE PREMIUM	17,288.32	31005
505-651-920.000	UTILITIES	CONSUMERS ENERGY	128 HIGH STREET SERVICE	1,074.74	30979
505-651-920.000	UTILITIES	CONSUMERS ENERGY	128 HIGH STREET SERVICE	669.09	30979
505-651-920.000	UTILITIES	CHARTER COMMUNICATIONS	CHARTER	80.00	30978
505-651-930.000	REPAIR & MAINT-GENERAL	FNBO	FNBO CREDIT CARDS	317.38	30981
505-651-930.000	REPAIR & MAINT-GENERAL	MIDDLEVILLE PARTS PLUS	PART PIC0961PT	5.62	30987
505-651-930.000	REPAIR & MAINT-GENERAL	C-COMM OF KALAMAZOO, INC	RADIO PROGRAMMING FOR EMERGENCY SERVI	1,037.35	31012
505-651-931.000	REPAIR & MAIN-BLDG/GROUNDS	NTA PROPERTY MANAGEMENT,	PLOWING	450.00	30988
505-651-931.000	REPAIR & MAIN-BLDG/GROUNDS	MAYNARD'S WATER CONDUCTIO	SALT	79.20	31019
505-651-931.000	REPAIR & MAIN-BLDG/GROUNDS	ROSE PEST SOLUTIONS	COMMERCIAL PEST CONTROL	44.00	31024
505-651-931.000	REPAIR & MAIN-BLDG/GROUNDS	TRANE US INC.	INSTALLATION/LABOR	1,030.50	31028
505-651-939.000	REPAIR & MAINT-VEHICLES	MIDDLEVILLE PARTS PLUS	PARTS ORDER	46.83	30987
505-651-939.000	REPAIR & MAINT-VEHICLES	MIDDLEVILLE PARTS PLUS	WASHER SOLVENT	19.32	30987
505-651-939.000	REPAIR & MAINT-VEHICLES	MIDDLEVILLE PARTS PLUS	OIL	27.44	30987
505-651-939.000	REPAIR & MAINT-VEHICLES	TIRES 2000	2021 FORD F550 VIN 9082	150.00	31000
505-651-939.000	REPAIR & MAINT-VEHICLES	TIRES 2000	2015 GMC TRUCK SAVANA VIN 57004	98.15	31000
505-651-956.000	MISCELLANEOUS	FNBO	FNBO CREDIT CARDS	174.99	30981
505-651-960.000	EDUCATION AND TRAINING	FNBO	FNBO CREDIT CARDS	394.00	30981
Total For Dept 651 AMBULANCE				44,342.46	
Total For Fund 505 AMBULANCE FUND				44,365.36	
Fund 590 SEWER FUND					
Dept 536					
590-536-702.000	SAL / OPER CONTRACT	BRYAN FINKBEINER	DUNCAN LAKE WWSL MOTHLY MONITORING	1,412.50	30976
590-536-740.000	OFFICE/OPERATING SUPPLIES	VERIZON WIRELESS	VERISON PHONE SERVICE	40.01	31029
590-536-808.000	PROFESSIONAL SERVICES-ALUM/PHOS	HAVILAND PRODUCTS GROUP	ALUM SULFATE NSF	1,471.25	31016
590-536-808.100	PROF SERVICES/COLLECTION SYSTEM	JOE & BARBS SEPTIC SERVI	NOFKE SERVICE	1,550.00	31017
590-536-808.200	COLLECTION SYSTEM-PUMPING TANKS	JOE & BARBS SEPTIC SERVI	NOFKE SERVICE	1,550.00	31017
590-536-910.000	INSURANCE AND BONDS	TED HARTLEB AGENCY	COMM CYBER RENEWAL	326.27	31006
590-536-910.000	INSURANCE AND BONDS	EMC INSURANCE COMPANIES	INSURANCE PREMIUM	1,798.90	31005
590-536-920.000	UTILITIES	CONSUMERS ENERGY	PARMALEE SERVICE	1,614.41	31013
590-536-930.000	REPAIR & MAINT-GENERAL	FNBO	FNBO CREDIT CARDS	45.99	30981

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INVOICE GL DISTRIBUTION REPORT FOR THORNAPPLE TOWNSHIP
POST DATES 03/09/2026 - 04/07/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND Dept 536					
		Total For Dept 536		9,809.33	
		Total For Fund 590 SEWER FUND		<u>9,809.33</u>	

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DB: Thornapple

INVOICE GL DISTRIBUTION REPORT FOR THORNAPPLE TOWNSHIP
POST DATES 03/09/2026 - 04/07/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 6/6

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 GENERAL FUND	41,264.30
Fund 203 MOE RD SPECIA	1,800.00
Fund 206 FIRE DEPT	35,839.96
Fund 305 NOFFKE ROAD P	35,384.09
Fund 403 EMERGENCY SER	14,423.20
Fund 505 AMBULANCE FUN	44,365.36
Fund 590 SEWER FUND	9,809.33

Total For All Funds:	<u>182,886.24</u>
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04/08/2026

CHECK DISBURSEMENT REPORT FOR THORNAPPLE TOWNSHIP
CHECK DATE FROM 03/06/2026 - 04/07/2026

Fund

Amount

Total for fund 101 GENERAL FUND	41,264.30
Total for fund 203 MOE RD SPECIAL ASSESSMENT	1,800.00
Total for fund 206 FIRE DEPT	35,839.96
Total for fund 305 NOFFKE ROAD PAVING - BOND FUND	35,384.09
Total for fund 403 EMERGENCY SERVICES CAPITAL IMPROVEMEN	14,423.20
Total for fund 505 AMBULANCE FUND	44,365.36
Total for fund 590 SEWER FUND	9,809.33
TOTAL - ALL FUNDS	182,886.24

INVOICE APPROVAL REPORT
 FOR BOARD MEETING APRIL 13, 2026
 3/6/2026 - 4/3/2026

TOTALS	FUND		3/20/2026	4/7/2026	TOTAL
Total for fund	101 GENERAL FUND		\$ 28,723.60	\$ 12,540.70	\$ 41,264.30
Total for fund	203 MOE RD. SPECIAL ASSESSMENT	\$ -	\$ -	\$ 1,800.00	\$ 1,800.00
Total for fund	205 EMERGENCY SVCS MILLAGE	\$ -	\$ -	\$ -	\$ -
Total for fund	206 FIRE DEPT		\$ 30,099.69	\$ 5,740.27	\$ 35,839.96
Total for fund	209 CEMETERY- SHAW	\$ -	\$ -	\$ -	\$ -
Total for fund	305 NOFFKE RD PAVING-BOND	\$ -	\$ 35,384.09	\$ -	\$ 35,384.09
Total for fund	403 ES CAPITAL IMPROV	\$ -	\$ -	\$ 14,423.20	\$ 14,423.20
Total for fund	505 AMBULANCE FUND		\$ 37,781.30	\$ 6,584.06	\$ 44,365.36
Total for fund	590 SEWER FUND		\$ 3,583.66	\$ 6,225.67	\$ 9,809.33
Total for fund	701 TRUST & AGENCY FUND	\$ -	\$ 2,108.26	\$ 2,035.98	\$ 4,144.24
TOTAL ALL FUNDS		\$ -	\$ 137,680.60	\$ 49,349.88	\$ 187,030.48

Treasurer's Financial Summary/Investment Report For Month Ending March 2026

	Beginning Balance	Revenues	Transfer to / from Accounts	Expenditures	Ending Fund Balance
GENERAL	\$ 2,282,596.01	158,820.83	(65,000.00)	75,207.14	\$ 2,301,209.70
FIRE	\$ 339,668.03	35,389.19	741,470.46	90,607.20	\$ 1,025,920.48
AMB	\$ 679,005.13	100,509.72	105,924.35	113,065.49	\$ 772,373.71
					\$ 4,099,503.89
RESTRICTED FUNDS					
EMER. SRVS. MILLAGE*	\$ 706,306.00	353,049.23	(1,059,243.51)		\$ 111.72
EMS CAPITAL IMPROV.*	\$ 496,747.83	1,921.14	211,848.70		\$ 710,517.67
EMS CAPITAL IMPROV.*	\$ 160,588.54	470.00			\$ 161,058.54
FIRE (Shaw/BCF)	\$ -	158,097.06			\$ 158,097.06
TWP Improve. Land, Trail	\$ -	-	65,000.00		\$ 65,000.00
TRUST & AGENCY	\$ 25,767.14	63.74		852.15	\$ 24,978.73
SHAW CEMETERY	\$ 43,490.75	101.97			\$ 43,592.72
SEWER O/M	\$ 239,746.09	1,828.23		11,548.45	\$ 230,025.87
SEWER DEBT SERVICE	\$ 135,293.41	898.06		62,206.25	\$ 73,985.22
NOFFKE ROAD BOND	\$ 40,714.54	19,095.17		35,384.09	\$ 24,425.62
DUNCAN LAKE W/C	\$ 19,445.71	4,987.15			\$ 24,432.86
Total Funds					RESTRICTED FUNDS \$ 1,516,226.01

*Self Restricted Funds

TOWNSHIP FUNDS

Month End Balance	Cash	Invested	Total Fund Balance
GENERAL	\$ 1,504,199.60	\$ 797,010.10	\$ 2,301,209.70
FIRE	\$ 701,194.26	\$ 324,726.22	\$ 1,025,920.48
AMB	\$ 662,864.90	\$ 109,508.81	\$ 772,373.71
TOTAL	\$ 2,868,258.76	\$ 1,231,245.13	\$ 4,099,503.89

RESTRICTED USE FUNDS

Month End Balance	Cash	Invested	Total Restricted Use
EMER. SRVS. MILLAGE	\$ 111.72		\$ 111.72
EMS CAPITAL IMPROVEMENT	\$ 400,088.57	\$ 471,487.64	\$ 871,576.21
FIRE (Shaw/BCF)	\$ 158,097.06		\$ 158,097.06
TWP Improve. Land, Trail	\$ -	\$ 65,000.00	\$ 65,000.00
TRUST & AGENCY	\$ 24,978.73		\$ 24,978.73
SHAW CEMETERY	\$ 43,592.72		\$ 43,592.72
SEWER O/M	\$ 230,025.87		\$ 230,025.87
SEWER DEBT SERVICE	\$ 73,985.22		\$ 73,985.22
NOFFKE ROAD BOND	\$ 24,425.62		\$ 24,425.62
DUNCAN LK W/C	\$ 24,432.86		\$ 24,432.86
TOTAL	\$ 979,738.37	\$ 536,487.64	\$ 1,516,226.01

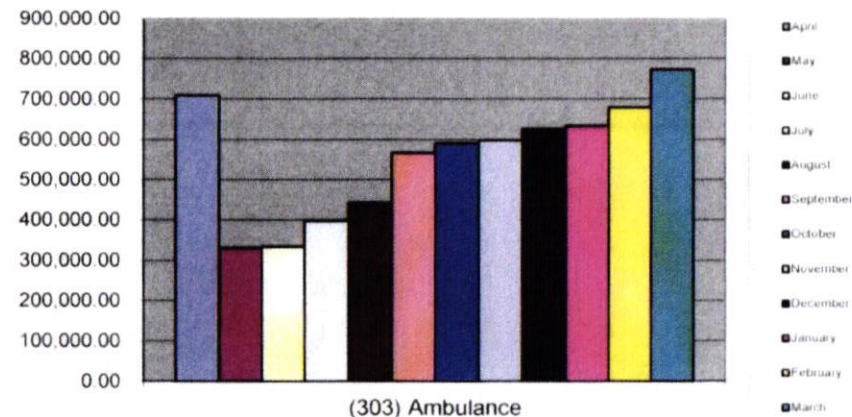
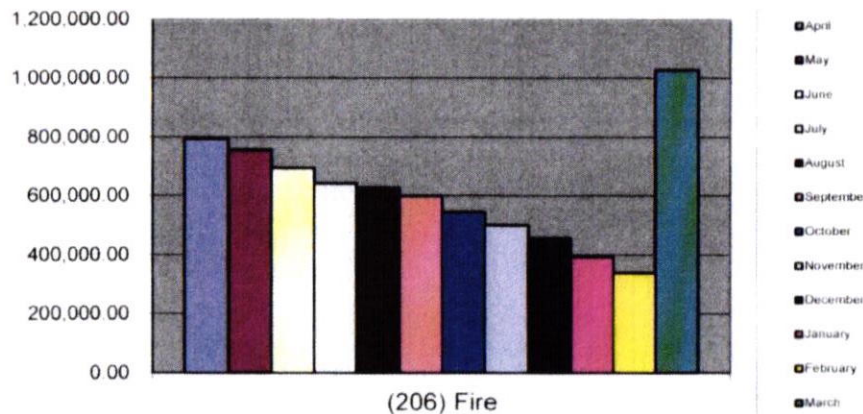
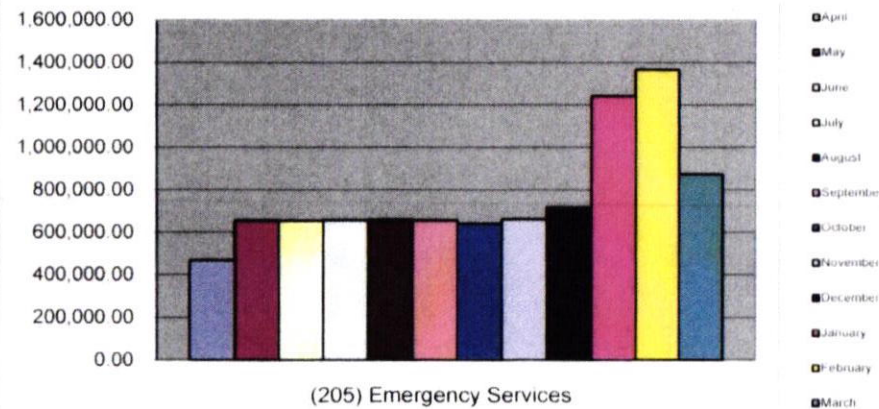
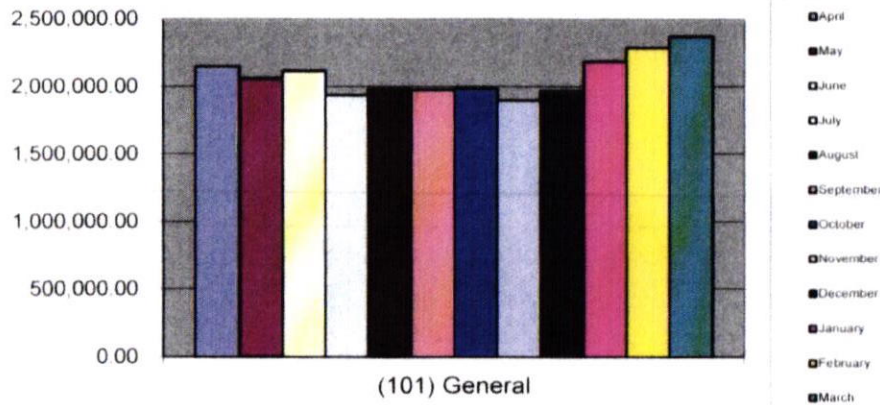
Summary Fund Charts

		April	May	June	July	August	September	October	November	December	January	February	March
(101)	General	2,142,478.48	2,055,755.36	2,111,284.72	1,932,006.45	1,977,156.72	1,973,097.14	1,980,622.06	1,895,669.79	1,963,132.11	2,183,747.39	2,282,596.01	2,366,209.70

		April	May	June	July	August	September	October	November	December	January	February	March
(205)	Emer. Svcs	465,558.42	654,224.82	653,967.19	655,890.24	657,197.77	655,054.79	639,749.95	660,878.99	715,043.44	1,240,430.65	1,363,642.37	871,687.93

		April	May	June	July	August	September	October	November	December	January	February	March
(206)	Fire	792,771.67	755,265.17	692,922.94	641,524.30	625,702.07	598,022.62	543,291.98	500,320.03	455,074.24	392,872.48	339,668.03	1,025,920.48

		April	May	June	July	August	September	October	November	December	January	February	March
(303)	Ambulance	708,742.61	330,832.02	333,761.51	396,125.81	441,971.02	565,703.62	589,405.39	597,419.25	624,947.63	633,320.39	679,005.13	772,373.71



General Fund (101, 203) For Month Ending March 2026

Balance Forward		\$ 2,282,596.01
Revenues		
Tax Collections/PILT	94,735.70	
Tax Administration Fee	39,955.31	
State Ed Fee	8,715.00	
Hilltop Lighting	450.45	
Moe Road Dust Control	628.76	
Cemetery Lot Fees	850.00	
Misc Cemetery fees	3,180.00	
Mobile Home Fees	774.00	
Interest	6,886.72	
Misc Zoning	440.00	
Misc Postage	436.85	
Reimbursement - Employee Healthcare	1,167.89	
Reimbursement - Misc SBTE	423.15	
Transfer From Other Funds	177.00	
Total Revenues	\$ 158,820.83	\$ 2,441,416.84
Expenditures		
A/P Expenses	42,357.95	
Payroll & Payroll Taxes	32,849.19	
Total Expenditures	\$ 75,207.14	

TOTAL GENERAL FUND	\$ 2,366,209.70
---------------------------	------------------------

Shaw Cemetery (209) For Month Ending March 2026

Beginning Balance		43,490.75
Interest		101.97
A/P Expenses		
Total		\$ 43,592.72

TOTAL SHAW CEMETERY FUND	\$ 43,592.72
---------------------------------	---------------------

Emergency Services Millage Fund (205, 403) For Month Ending March 2026

Restricted Capital Improvement Millage Fund(205)

Balance Forward	\$	706,306.00
Revenues		
Tax Collections		315,625.19
PPT Reimbursement		36,360.23
Interest		0.26
Misc Reimbursement - SBTE		1,063.55
Total Revenues	\$	353,049.23
Expenditures		
Transfer To Other Funds (Tax Millage)		1,059,243.51
Total Expenditures	\$	1,059,243.51
		\$ 111.72

Restricted Capital Improvement Fund (403)

Balance Forward	\$	496,747.83
Revenues		
Interest		1,921.14
Transfer From Other Funds (Tax Millage)		211,848.70
Total Revenues	\$	213,769.84
Expenditures		
A/P Expenses		-
Total Expenditures	\$	-
		\$ 710,517.67

Restricted Capital Improvment Money Market Fund (403)

Beginning Balance	\$	160,588.54
Interest		470.00
Total	\$	161,058.54

TOTAL EMERGENCY SERVICES FUND **\$ 871,687.93**

Fire Fund (206) For Month Ending March 2026

Balance Forward	\$	339,668.03
Revenues		
Transfer From Other Funds (Tax revenue from ES)		741,470.46
Contract Pay't (Subsidy) Irving		32,172.00
Interest		2,539.36
Reimbursement - Healthcare Contribution		677.83
Total Revenues	\$	776,859.65
Expenditures		
A/P Expenses		49,957.75
Payroll & Payroll Taxes		40,649.45
Total Expenditures	\$	90,607.20
		\$ 1,025,920.48

Restricted Fire Deparment Funds (BarryCF/Sage Trust)

Beginning Balance	\$	-
Donation		158,000.00
Purchases		-
Interest		97.06
Total	\$	158,097.06

TOTAL FIRE FUND **\$ 1,184,017.54**

Ambulance Fund (505) For Month Ending March 2026

Balance Forward	\$	679,005.13
Revenues		
Charge for Services		150.00
Transports - Corewell Health		1,127.75
Ach'ed Payments		71,912.33
Direct Deposit/CC Payments		24,288.02
Interest		1,899.45
Collection Receivable		210.00
Reimbursement - Tuition		300.00
Reimbursement - Healthcare Contribution		622.17
Transfer From Other Funds (Tax Millage)		105,924.35
Total Revenues	\$	206,434.07
Expenditures		
A/P Expenses		48,599.39
Payroll & Payroll Taxes		64,313.50
Bank charges		118.00
Transfer to Other Funds - Postage		34.60
Total Expenditures	\$	113,065.49
TOTAL AMBULANCE FUND		\$ 772,373.71

Noffke Road Paving Bond (305) For Month Ending March 2026

Balance Forward	\$	40,714.54
Revenues		
After Bonding Payoffs		3,474.02
Special Assessment Tax Collection		15,564.01
Interest		57.14
Total Revenues	\$	19,095.17
		\$ 59,809.71
Expenditures		
A/P Expenses		
Bond Payment		35,384.09
Total Expenditures	\$	35,384.09
TOTAL NOFFKE ROAD PAVING BOND FUND		\$ 24,425.62

TWP Improvements, Land, Trail For Month Ending March 2026

Balance Forward	\$	-
Revenues		
Transfer From Other Funds		65,000.00
Interest		-
Total Revenues	\$	65,000.00
		\$ 65,000.00
Expenditures		
A/P Expenses		
Total Expenditures	\$	-
TOTAL NOFFKE ROAD PAVING BOND FUND		\$ 65,000.00

**Duncan Lake Weed Control (220)
For Month Ending March 2026**

Beginning Balance		19,445.71
Revenues		
Tax Collections	4,930.00	
Interest	57.15	
Total Revenues	<u>4,987.15</u>	
Expenditures		
A/P Expenses		
Total Expenditures	<u>\$ -</u>	
TOTAL DUNCAN LAKE WEED CONTROL		\$ 24,432.86

**Sewer O & M Fund (590)
For Month Ending March 2026**

Balance Forward		\$ 239,746.09
Revenues		
Charge for Services	1,290.00	
Interest	538.23	
Total Revenues	<u>\$ 1,828.23</u>	
Expenditures		
A/P Expenses	10,475.05	
Payroll	608.39	
Transfer To Other Funds (postage)	465.01	
Total Expenditures	<u>\$ 11,548.45</u>	
TOTAL SEWER O & M FUND		\$ 230,025.87

**Sewer Debt Service Fund (590)
For Month Ending March 2026**

Balance Forward		\$ 135,293.41
Revenues		
Charge for Debt	725.00	
Interest	173.06	
Total Revenues	<u>\$ 898.06</u>	
Expenditures		
Debt/Interest Payment	62,206.25	
Total Expenditures	<u>\$ 62,206.25</u>	
TOTAL SEWER DEBT SERVICE		\$ 73,985.22

**Trust & Agency Fund (701)
For Month Ending March 2026**

Balance Forward		\$ 25,767.14
Revenues		
Interest	63.74	
Total Revenues	<u>\$ 63.74</u>	
		<u>\$ 25,830.88</u>
Expenditures		
A/P Expenses	177.00	
Transfer To Other Funds	675.15	
Total Expenditures	<u>\$ 852.15</u>	
TOTAL TRUST & AGENCY FUND		\$ 24,978.73

Depository and Investment Report

Account Balances as Of 03/31/26

	TOTAL	CASH/Money Market	Money Market Investment	Investment (MI Class)	Investment (MI Class)
101 General Fund	2,301,207.71	1,504,197.61		13,683.67	783,326.43
203 Moe Road Dust Control	1.99	1.99			
205 Emergency Services - Millage	111.72	111.72			0.00
206 Fire	1,184,017.54	859,291.32	158,097.06	166,629.16	
209 Shaw Cemetery	43,592.72	43,592.72			
220 Weed Control	24,432.86	24,432.86			
305 N Noffke Drive Road Bond	24,425.62	24,425.62			
401 Twp Improvements, Land, Trail	65,000.00	65,000.00			
403 EMS - Capital Improvement	871,576.21	400,088.57	161,058.54	310,429.10	
505 Ambulance	756,688.60	647,179.79			109,508.81
505 Ambulance - remote deposit	15,685.11	15,685.11			
590 Sewer O/M	230,025.87	230,025.87			
590 Sewer Debt Service	73,985.22	73,985.22			
P/R	186.17	186.17			
A/P	39,416.76	0.00			
Disbursement / Sweep account Total	\$ 5,630,354.10	\$ 3,888,204.57	\$ 319,155.60	\$ 490,741.93	\$ 892,835.24
701 Trust & Agency	24,978.73	24,978.73			
Tax	759.06	759.06			
	\$ 25,737.79	\$ 25,737.79			
TOTAL of ALL Accounts	\$ 5,656,091.89				

TOWNSHIP *of* THORNAPPLE



Eric Schaefer, *Supervisor* / Cindy Ordway, *Clerk* / Laura Bouchard, *Treasurer*
Ross DeMaagd, *Trustee* / Kim Selleck, *Trustee* / Curt Campbell, *Trustee* / Sandy Rairigh, *Trustee*

Phone 269-795-7202 * Fax 269-795-8812 * 200 E Main St.,
PO Box 459, Middleville MI 49333 * www.thornapple-twp.org

April 1, 2026

Thornapple Twp Board Members,

Since the last monthly report, we have received zoning compliance permits for the following:

Zoning applications were received for the following; Two new residences, three accessory buildings, and an above-ground pool with a deck and fence. I have been fielding several calls regarding projects so that is a sure sign that spring is around the corner.

We are continuing regular meetings with Nathan from Williams & Works; we are continuing work on the ordinance update. This process is continuing to go well. We are approaching the finish line, I believe we should be wrapping this up this spring and getting a final copy for review.

Code complaints have been consistent this month consisting primarily of dirt bikes/ATV's raring up and down roads. These are in the same locations as years past. We will once again reiterate that this is not permitted within our township.

Respectfully,

Phil Gensterblum
Zoning Administrator

Thornapple Twp Zoning Compliance Permits 2026

Permit #	Submit Date	Address	Parcel #	Applicant Name	Type	Date Approved	Notes
2026-01	1/7/2026	Garbow Rd	08-14-016-004-50	Eric Doornbos	New SFH		
2026-02	1/5/2026	10972 Whispering Valley	08-14-190-001-00	Robert Schnur	Acc Bldg	1/14/2026	
2026-03	1/26/2026	7205 N Noffke Dr	08-14-050-008-00	Signatur Home Renovations	Patio	1/27/2026	
2026-04	2/22/2026	2487 Kiser Rd	08-14-034-006-20	Collin Protsch	Acc Bldg		
2026-05	2/27/2026	8387 Hidden Dr	08-14-011-0035-65	Paul Gormsan	Acc Bldg		
2026-06	2/15/2026	9890 Parmalee Rd	08-14-003-017-00	Greg Lydy for the Wilson's	Demo old home, build new		
2026-07	2/24/2026	10110 Hidden Meadow Dr	08-14-033-012-40	Premier Pool & Dspa for Williams'	Pool		
2026-08	3/4/2026	2900 Heller Rd	08-14-032-039-10	Charles Dickinson	Acc Bldg	3/11/2026	
2026-09	3/10/2026	4396 Schad Rd	08-14-019-008-06	Alejandro Reyes	New SFH	3/11/2026	
2026-10	3/23/2026	7672 Loop Rd	08-14-036-006-30	Julie Mosterd	Above gr pool	3/23/2026	Including a deck and fence
2026-11	3/27/2026	Reflection Pond Dr	08-14-030-202-00	Hailey Burns	New SFH	3/30/2026	
2026-12	3/30/2026	4720 Schad Rd	08-14-019-007-00	Ross Williams Construction	Acc Bldg	3/30/2026	
2026-13	3/30/2026	6911 Duncan Shores Ln	08-14-007-001-60	Richard Gross	Acc Bldg	3/30/2026	
2026-14							
2026-15							
2026-16							
2026-17							
2026-18							
2026-19							
2026-20							
2026-21							
2026-22							
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2026-30							
2026-31							
2026-32							
2026-33							
2026-34							



Emergency Services Committee meeting
April 8th 2026

Monthly Reports

- Run report –
- Caledonia update
 - Staffing
 - Operations
- CAD
- 401a

• **Apparatus**

- E-52 (2022) –DOT tie rod boots and possibly tie rods need replacing
- Brush 53 (2001) – (New unit on order)
- E-51 (2015) – DOT tie rod boots and possibly tie rods need replacing
- Tanker 54 (2000) –DOT - passed
- Medic 51 (2025)– DOT -passed
- Medic 52 (2021)- DOT – transmission repaired
- Bravo 53 (2001)- DOT – lighting issues- repaired – new module hvac installed
- Bravo 54- (2024) DOT done waiting on findings
- Bravo 55- (2016) – at facility for remount
- Command vehicle – arrived
- UTV- now road legal- need to place insurance on it and plate it

Revenue

- Medic revenues report –

Equipment



Emergency Services Committee meeting
April 8th 2026

Grant(s)

- AFG –
 - Ambulance (\$325,000)- reapplied 12/4/2024 –
 - Stryker equipment grant (\$132,000)- submitted 12/4/2024
 - MSU- Workforce grant- \$98,000 (4) medic students and pay- received
 - AFG – SAFER grant \$1.320, 0000 for hiring four new full-time firefighters.
 - Dennis Leary Firefighter grant – 5 sets of turn out gear- in process
- **Station needs**
 - Parking lot - 2026
- **Community events coming up**
none

Agenda Requests

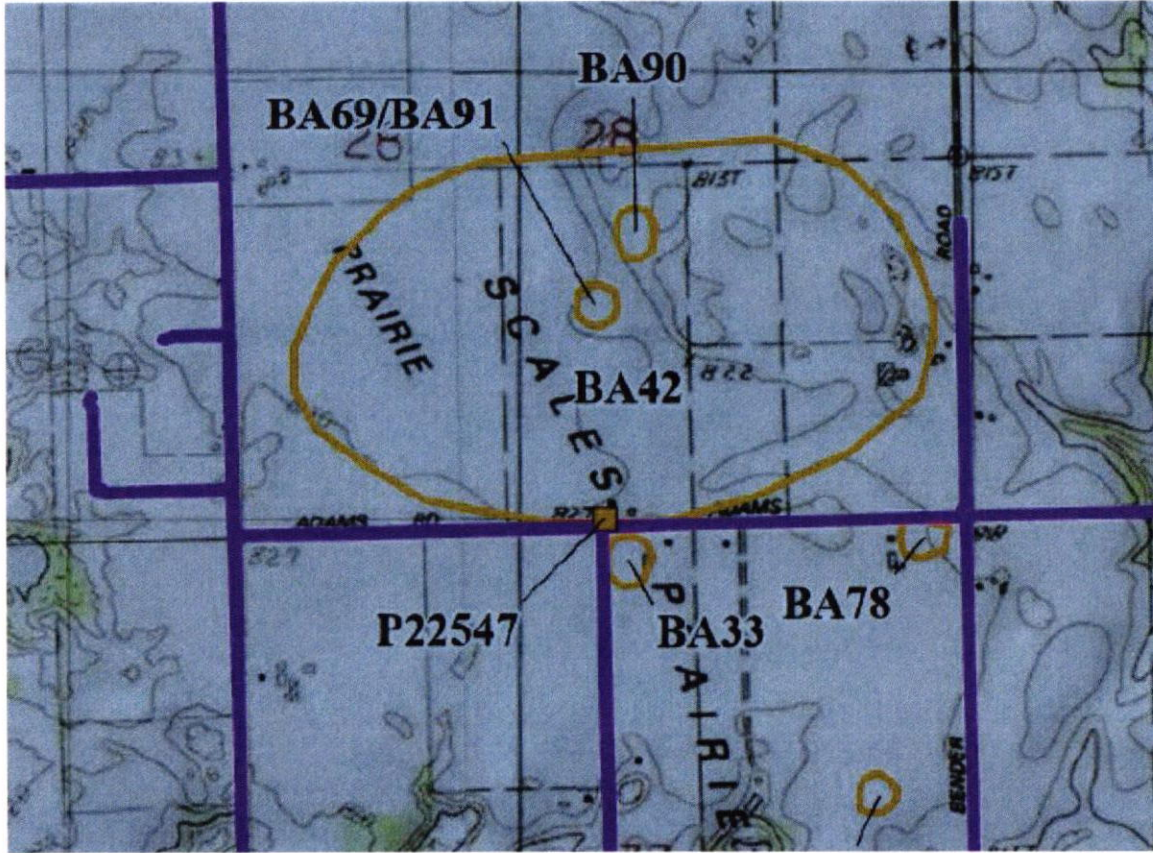
CAD contract with central square

Personnel

Thornapple Township Fire Department Monthly report

Thornapple	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
EMS	25	18	17										60	
Fire	16	2	8										26	
Both	4	11	3										18	
Middleville														
EMS	31	33	29										93	
Fire	8	1	5										14	
Both	6	1	1										8	
Irving														
EMS	7	5	12										24	
Fire	1	1	1										3	
Both	1	1	0										2	
Yankee Springs														
EMS	20	25	28										73	
Rutland														
EMS	13	10	14										37	
Transfers	72	76	69										217	
Fire mutual aid	3	5	6										14	
Aid to														
Life- Barry	14	6	17										37	
Life - Kent	26	12	11										49	
Wayland	1	3	1										5	
Aid from														
Life Barry	0	0	1										1	
Life - Kent	1	0	0										1	
Wayland	3	0	0										3	
cx enroute	21	13	31										65	
Monthly total	273	223	254	0	0	0	0	0	0	0	0	0	750	
													Annual total	750

Previous year run totals	
2025	3063
2024	2480
2023	1848
2022	1558





Thornapple Township Agenda Request Form

Please have request submitted to Supervisor by E.O.B. on the 1st Monday of the Month.

TO: Thornapple Township Board

FROM: Clerk's Department/ Kathy Medenblik

DATE: April 6, 2026

SUBJECT: Thornapple Township Employee Handbook Approval

RECOMMENDATION: Effective as of the starting time of this, the April 13, 2026 Regular Board Meeting, approve the amendments to the employee handbook.

BACKGROUND: The employee handbook and changes to accrual for employees were approved in 2025. These changes were not formally implemented. This request is to accept the changes to the handbook including the following:

- Emergency Services Employees: leave rate of 12 hours per month worked with a maximum of 700 hours.
- 72 hours used in a fiscal year would be approved or denied by the township.
- After a full-time employee reaches 700 hours of sick time, they should be paid out for any hours above their accrual cap.
- Any hours paid out shall be straight time and not count towards worked hours.
- Employees may use sick leave in increments of thirty minutes. Payment for sick leave is computed at the employee's straight time base wage.
- Full-time employees in good standing shall receive pay for 50% of unused sick leave with a two-week notice.
- Part-time employees accumulated leave will not be paid out.

FISCAL IMPACT: Employee accrual would be lost should this policy not be accepted.

ALTERNATIVES: no other alternatives

ATTACHMENTS: [2026 Handbook](#)

THORNAPPLE TOWNSHIP
EMPLOYEE HANDBOOK

Copy No. _____

Issued To:

Date Issued:

Effective Date: April 14, 2026

(Revised April 2, 2026)

(Upon leaving the Township, this copy must
be returned to the Township Clerk.)

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WELCOME

It is a pleasure to welcome you to Thornapple Township ("Township"). You have joined an organization which believes in providing the best services possible for our citizens.

Your most important responsibility is to do your job today as well as you can. You will be encouraged to learn new things, to improve yourself, and to grow. This is your responsibility. It is our responsibility to be ready to help you and advise you in any way we can so that you achieve your goals.

It is our belief that every employee is entitled to respect as an individual. Once given that respect, you can better serve yourself and the organization by being allowed to work with a minimum of supervision and rules. This Handbook gives our relationship some added structure. This structure allows for a lot of routine things to happen automatically, and it attempts to eliminate misunderstandings. In providing structure, it is not intended to make us, or you, rigid. It is designed to tell you what the organization will be expecting from you and what you can expect from us.

This Handbook has been prepared to help you adapt to your new surroundings as quickly and easily as possible. It outlines the privileges, benefits, and responsibilities which each of us share. It is our belief that such a statement of policies and procedures can be of service to you and that it reduces the likelihood of any misunderstandings.

After you receive your copy of the Handbook, please sign and return one copy of the Acknowledgement page which accompanies this Handbook and keep this Handbook in some convenient place for future reference and updating.

AGAIN, WELCOME TO THORNAPPLE TOWNSHIP. WE ARE PROUD OF OUR TOWNSHIP, AND WE HOPE THAT YOU WILL COME TO SHARE THAT FEELING WITH US.

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INTRODUCTION

READ THIS HANDBOOK. If you have any questions on anything in this Handbook, please ask. We do expect your cooperation on all these matters, and if there is any provision in this Handbook which you don't understand or is difficult for you to follow, let's talk about it now.

The information contained in this Handbook covers many of the day-to-day situations that may arise. Good judgment and common sense should be used in dealing with situations which are not covered in this Handbook. The contents of this Handbook are always subject to change as we discover new and better ways of meeting your needs and those of our citizens.

GOALS. Why are we here? There is only one answer to that question—to provide quality services to our citizens. Every effort, every task, every expenditure, and every person must be maximized to best achieve that goal. Discipline will be important. Discipline among ourselves ensures that this common goal is always our primary objective.

So, we are here for this common purpose. Your role is important! What you say, what you do, and how you do it will either contribute substantially to achieving our goals or will prevent us from doing our job. Think about that as you become a member of our team.

If any provision in this Handbook is in direct conflict with any provision in a collective bargaining agreement between the Township and a union that you belong to, then the terms of that collective bargaining agreement will control.

OPEN-DOOR POLICY. The Township wants to continue to have an atmosphere of trust, cooperation, and respect with our employees. To achieve this goal, we have maintained an open-door policy which is intended to encourage open communications and to quickly settle differences, misunderstandings, or complaints.

Your opinions, suggestions, and questions are important to us. We will attempt to provide you with honest, straightforward responses to your questions or concerns. You should feel free to express yourself to your supervisor on any matter(s) relating to your job. All employees must follow proper procedures by communicating via their respective department's chain of command. If you are not satisfied with the response given, you should contact the Personnel Committee about your particular complaint or problem. These individuals will give prompt and thorough consideration to the matter. We encourage you to talk to us before a small problem grows into a large one.

Feel free to express yourself. No one will be disciplined for doing so. **REMEMBER, THE DOOR IS ALWAYS OPEN FOR YOU TO TALK TO US ABOUT ANYTHING WHICH MAY BE BOTHERING YOU ABOUT YOUR JOB.**

CONFIDENTIALITY. All information regarding the affairs of citizens shall be kept in strict confidence. This includes general business, accounts, or the affairs of our citizens. Employees must not access, or release information contained in Township records and files except in

connection with their duties and only to authorized parties. Any questions regarding the applicability of this policy should be directed to your supervisor.

Employees are also required to comply with the privacy and confidentiality requirements set out in the Americans With Disability Act, as amended, the Family and Medical Leave Act, and the Health Insurance Portability and Accountability Act.

YOU AND YOUR SUPERVISOR. Your supervisor is the individual to whom you report for your day-to-day instructions and to whom you must look for guidance in performing your work. Your supervisor has been chosen for this position on the basis of experience, ability and integrity.

REMEMBER—Your supervisor is vitally interested in your success. Your supervisor needs your respect, cooperation, and loyalty as much as you need theirs. Any details of your work which are not clear, or any complaints you may have should be discussed with your supervisor. Give our supervisors a chance to use their experience and training to help you. Your progress with the Township will depend, to a great extent, on how carefully you follow their instructions. (At the Township Hall, the term “Department Head” refers to the Supervisor, the Clerk, and the Treasurer. In regard to Emergency Services – TTES – employees, the term “Department Head” refers to the Chief and the term “supervisor” refers to the EMTP assigned to that position by the Chief.)

EMPLOYMENT

WHO IS COVERED. The policies and procedures contained in this Handbook apply to all designated employees. Many of the benefits contained in this Handbook apply only to full-time employees. When hired, an employee will be classified as one of the following:

1. A full-time employee is an individual who is regularly scheduled to work a minimum of 35 hours per week or 24-hour shift employees who are required to work a minimum of 9 shifts per month at 24 hours each shift. Full-time employees are eligible to share in Township benefits only as specifically provided in this Handbook.

2. A regular part-time employee is an individual who normally works 20 or more hours per week but less than 35. Part-time employees are eligible to share in Township benefits only as specifically provided in this Handbook.

3. An occasional part-time employee is an individual who normally works less than 20 hours per week. Occasional part-time employees are not entitled to participate in Township benefits.

4. A paid-on-call employee is an emergency services department employee who responds to emergency tone-outs and is paid on a per call or shift basis. These employees are not eligible to participate in Township benefits.

5. A bi-weekly paid-on-call employee is an emergency services department employee who responds to emergency tone-outs and is paid on a per call or shift basis. An employee who averages 20 hours per week for the previous quarter is eligible for bi-weekly pay. These employees are not eligible to participate in Township benefits.

6. A temporary employee is an employee who works a regular schedule for a limited period of time during the year, such as a summer employee. Temporary employees are not eligible to participate in Township benefits.

7. A contract laborer is an individual who is an employee of a temporary service firm that works at the Township on a daily basis. Since these individuals are not Township employees, they are not eligible to participate in Township benefits.

8. A volunteer is a person who works for no or nominal pay from time to time as a service to the community. Since these individuals are not Township employees, they are not eligible to participate in Township benefits.

EQUAL EMPLOYMENT OPPORTUNITY. Because of our high standards and continual strides for excellence in service and performance, it is critical that we are staffed with the best qualified individuals in each position. In keeping with these high standards, it is the policy of the Township to provide equal employment opportunities to all qualified persons without regard to sex, race, color, religious beliefs, national origin, age, height, weight, marital status, veteran status, or disability.

All other personnel actions, such as recruitment, compensation, promotion, benefits, transfers, layoffs, return from layoffs, Township-sponsored training, and social and recreational programs are administered without regard to race, color, sex, age, national origin, height, weight, marital status, veteran status, disability, or any other status protected under state and/or federal law. These decisions shall be based entirely on an individual's achievements, performance, ability, and attitude.

The Township does not and will not tolerate discrimination in our employment and promotion practices. In addition, we ask that you follow these principles in your relationships with other employees, citizens, or others with whom we do business. In this handbook, as in all our memos, the pronouns he, she, his, her, him, etc. are used only for convenience. These should in no way be interpreted as referring to any one gender.

HIRING. It is the policy of the Township to hire individuals who are qualified or trainable for employment as determined by our standards of education, experience, aptitude, attitude and character. All decisions regarding the recruitment, selection, and placement of employees are made solely on the basis of job-related criteria. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

In no event shall the hiring of an employee be considered as creating a contractual relationship between the employee and the Township. Unless otherwise provided in a document signed by the Thornapple Township Board, this employment relationship shall be defined as "employment at will," where either party may at any time, with or without cause or notice, terminate the employment relationship.

All employees must fill out a set of employment forms in order to be placed on the payroll and receive paychecks. If you are in doubt whether you have completed the necessary forms, please ask your supervisor.

WORKING HOURS. The Township – the Chief for TTES employees – will establish working hours as required by workload, citizen needs, and the efficient management of personnel resources. You will be advised of your hours by your supervisor. In addition, employees may be required to work overtime or hours other than those normally scheduled.

Regular part-time employees shall be given an unpaid lunch break. The exact time for these breaks will be scheduled by the Township/Chief. You should not leave prior to your scheduled break and should return to work promptly after your break. Should it become necessary for you to leave the Township's premises during working hours for non-work-related reasons, permission must be obtained from your department head/supervisor.

ORIENTATION AND TRAINING. New employees will be provided the training and orientation necessary to familiarize themselves with the Township and their assigned job(s). The orientation period consists of the first 90 days of continuous employment for office staff and/or one year of continuous employment after receipt of credentialing for TTES employees. Upon successful completion of this orientation period and dependent upon the terms of hire, the

individual will then be eligible for all or some of the benefits contained in this Handbook. Your orientation period may be extended for any reason deemed necessary by the Township.

The Township will ensure that employees are given access to all education and training necessary to meet state licensure requirements, Barry County Medical Control requirements, and/or departmental training requirements. The Township reserves the right to determine what costs will be covered for any and all training/education.

PERFORMANCE EVALUATIONS. Your job performance may be formally evaluated near the end of the orientation period and then at least annually.

At these performance review sessions, we are attempting to accomplish two things:

First, we want to review all your tasks so that we can comment on how you are handling them. We will discuss your performance and efficiency. Naturally, we will make suggestions for improvement in those areas you are having difficulty with and compliment you on those you are doing well.

Second, we want to listen to you. Each session is planned so that we can talk about your job. Many times, the best suggestions for improvement come from you. Together we can redirect our efforts in order to do better.

Information derived from the performance appraisal will be combined with other information to determine your eligibility for wage increases, promotion and transfer, and to identify any training needs. Factors to be considered in the evaluation include, among other things, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, and acceptance of responsibility. At the time of the discussion with your supervisor, you will be given the opportunity to examine the written evaluation, correct inaccuracies, and make written comments concerning any aspects of the evaluation. The written evaluation will then be made part of your personnel file.

Emergency Services personnel may be eligible to receive a pin, patch or another article worn as part of their uniform showing the number of years of service or other signifier of training. Furthermore, such members who have served as officers, and or a significant number of years will be eligible to receive a plaque or other item which displays their years of service to the community and not to exceed the cost of \$200.00. These will be provided by the township to communicate to the community and to the individual the level of commitment and expertise that exists within the department.

PROMOTIONS AND TRANSFERS. Promotions to jobs of greater responsibility in the Township go to persons who have best prepared themselves for advancement by hard work, study, ability, and initiative. It is our policy to fill job openings by promotion whenever possible. Skills, job performance, experience, ability to perform the job, and cooperation are only a few of several factors to be considered in the selection process.

At times the Township may transfer employees from one job to another, either at their own request, the department head or as a result of a decision by the Personnel Committee. These transfers may be temporary or permanent. Such transfers allow for the more efficient utilization of personnel throughout the Township.

LAYOFF AND RECALL. It is the Township's goal to maintain full employment for everyone to the greatest extent possible. In the event it becomes necessary to reduce the workforce at the Township, the Township will determine which employees will be affected based upon a number of factors, including need, qualifications, attitude, productivity and general performance. Recall of employees shall be done in the same way. Of course, the exact method or manner of this reduction and subsequent recall must be left to the sole discretion of the Township. No vacation, holidays or days of paid absence will be earned during layoff.

CONFLICT OF INTEREST. Full-time and regular part-time employees are prohibited from owning any interest in, working for, or accepting compensation in any form from any of our citizens or suppliers except as specifically authorized in writing by the Township Board. All employees are required to disclose in writing to the Township Board any proprietary or financial interest they may have in any organization with which the Township does business so that a determination can be made as to whether a conflict of interest exists.

Nothing in this Handbook is intended to restrict investment or require disclosure of any investment by you in a stock or other security of any corporation listed on a national securities exchange or regularly traded by national securities dealers, provided that such investment does not exceed one percent of the market value of the outstanding securities of such corporation.

OUTSIDE EMPLOYMENT. Additional employment outside the of the Township must not adversely affect your job performance or compromise the Township's interest and will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work different hours or overtime.

TIME SHEETS. Time sheets are used as a means of accurately recording hours worked, meal periods, overtime, absences, vacation, etc. Accordingly, all work performed by you must be accurately reflected on your time sheet. Under no circumstances are you to fill out another employee's time sheet or permit another employee to fill yours out.

Any hours worked in excess of normally scheduled hours shall be approved by your department head/supervisor.

OVERTIME. On occasion, we have to work overtime to complete a job or satisfy a citizen's needs. The success of the Township depends on servicing citizens completely and on time. Therefore, full-time employees are expected to work overtime when required. Overtime work must be authorized by your supervisor who will attempt to give you as much advance notice as possible before overtime is scheduled and will attempt to distribute overtime work as equitably as possible. Overtime compensation will be given to all full-time employees who work in excess of forty (40) hours during the normal work week (212 hours per four [4] weeks for 24-hour shift employees). This overtime compensation shall be at one-and-one-half times the employee's regular hourly rate.

Hours paid but that are not actually worked, for example, holidays, vacation, etc., do not count as hours worked for overtime purposes. It is the Township policy to avoid overtime whenever possible. Therefore, hours in excess of your regularly scheduled work day may not be worked without the prior approval of your supervisor.

PAYDAY AND PAYCHECKS. Full time, regular part-time and bi-weekly paid on call Employees will be paid bi-weekly for a total of 26 pay periods a year. Paychecks will not be distributed early. The Township will not advance pay or other monies to employees. If you are on vacation, are ill, or for some other reason do not report to work on payday, the Township will retain your check until you return to work, unless you have made arrangements for the check to be mailed or provide written authorization as described below.

Paychecks will only be released to the individual whose name appears on the check unless the Township receives written authorization from the employee designating an alternate recipient. The authorization must be delivered to the Township Clerk or Treasurer. The designated recipient will be required to show an acceptable form of identification and sign a receipt for the check.

On each payday employees will receive a statement showing gross pay, deductions, and net pay. State, federal, and social security (FICA) taxes will be deducted automatically.

Report lost paychecks immediately to the Township Clerk. It will take several days to stop payment and secure a duplicate check. Checks are to be cashed as soon as possible after receipt. Wage changes, as well as changes in deductions, are effective at the beginning of a payroll period. Keep your paycheck stubs. They are a record of earnings and hours worked, as well as payroll deductions and taxes.

JOB DESCRIPTIONS. Job descriptions are important. They describe what each of us does and how our positions integrate with each other in the Township. They are dynamic instruments and in a constant state of change. Your job description requires your input to make it really work. Notice particularly that there are always tasks to be done which may not be included in a job description and, therefore, these will be assigned in the Township's discretion as required. Also notice that the person responsible for supervision is indicated. Your job duties include a close working relationship between you and your supervisor.

By proper assignment and reassignment, an equitable work-sharing arrangement can be made. To properly evaluate what you do and how you do it, these guidelines are essential.

RESIGNATION. If, at some future time, you should decide to leave employment with the Township, we ask that you provide your supervisor with at least two (2) weeks' advance notice in order to permit the Township to hire and train a replacement for you.

All Township property must be returned, and all debts settled with the Township on or before the last day of employment.

Upon termination of employment, an "exit" interview is conducted by your supervisor or the Township Personnel Committee or its designee(s). This provides an opportunity for you to

discuss the work situation, ask questions regarding your departure and offer suggestions for improvement in the work place.

PERSONAL VEHICLE USE FOR TOWNSHIP BUSINESS

The township recognizes that employees may be required to use their own personal vehicle to complete Company Business. Employees shall only be authorized to use personal vehicles for carrying out township business upon meeting the following conditions:

- Possess a valid driver's license;
- Vehicle is legally registered;
- Vehicle has been deemed safe to operate and maintained as such;
- Employee holds current minimum automobile insurance

All employees driving a personal vehicle to carry out business on behalf of the township must follow all of the rules of the road. All vehicle operators are responsible for using the vehicle in a safe and responsible manner while conducting township business and are to abide by all traffic laws while operating a vehicle. Drivers are required to wear their seatbelts at all times, with no exceptions. Employees operating a motorized vehicle for business use are required to possess a valid driver's license in good standing, and the license held must be valid for the type of motor vehicle being used. In the chance that damage does occur during a work-related activity, the township will reimburse the employee up to \$500 to cover insurance deductible. Proof of paid deductible must be provided to the township prior to any reimbursement.

EMPLOYEE BENEFITS

TOTAL COMPENSATION. The Township provides a complete wage and benefit program. The compensation program is designed to reward conscientious, productive employees and make their association with the Township a satisfying and rewarding experience.

Your total compensation consists of a combination of your direct and indirect pay. Your direct pay is the money you receive in your paycheck. Your indirect pay includes employee benefits, such as insurance, vacations, holidays, leaves of absence, etc. These benefits are largely provided for you at the Township's expense. Although these benefits are not paid in the same form as the money in your paycheck, they represent the other portion of your total compensation.

WAGES. It is the policy of the Township to pay wages which are based upon the nature of the job performed. Wage increases are intended to reward above-average job performance. Increases in your wages are recommended by department heads and are based on such attributes as: individual effort and performance, attendance and dependability, attitude, progress in learning a job, as well as the quality and quantity of work. Annual longevity stipends may be paid to full time and regular part-time employees and officer stipends may be paid to Emergency Services employees according to the current Thornapple Township Compensation Policy, which is updated annually and available at the Township Office.

April 13, 2026, Regular Township Board Meeting:
Employee Handbook/Personnel Policy Updates to become effective April 13, 2026

Sick Time:

Thornapple Township provides employees with paid sick leave. Incidental time due to sickness (including medical or personal reasons as outlined below under the Michigan Earned Sick Time Act (ESTA) or to handle personal affairs.

- The employee's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; preventative medical care for the employee.
- A family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; preventative medical care for the employee.
- Reasons related to the employee's or family member's victimization by domestic violence or sexual assault (including the need for medical care or psychological or other counseling for physical or psychological injury or disability); to obtain legal services or services from a victim services organization; to relocate due to domestic violence or sexual assault; or to participate in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- Meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- Closure of the employee's primary workplace by order of a public official due to a public health emergency.
- An employee's need to care for a child whose school/place of care has been closed by order of a public official due to a public health emergency.
- When appropriate health authorities or the employee's healthcare provider has determined that the employee's or family member's presence in the community would jeopardize the health of others due to the employee's or family member's exposure to communicable disease.

Family members for whom an employee may take sick leave under this policy include:

- Child (biological, adopted, foster, step, legal ward, child of a domestic partner and other child to whom the employee stands in loco parentis).
- Parent (an employee's or employee's spouse or domestic partner's: biological, foster, stepparent, adoptive, legal guardian and individual who stood in loco parentis when employee was a minor child).
- Spouse or domestic partner.
- Grandparent or grandchild.
- Sibling (biological, foster, and adopted).
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees may not borrow against their sick leave banks or go into the negative, therefore, no advance time off will be granted. Part-time employees' earned, but unused, sick leave carries over from one year to the next, with a maximum of 72 hours per year. In no case may an employee use more than the maximum amount of sick leave listed in the table below each year.

Part-time and temporary employees will accrue sick leave time in an increment of one hour earned for every 30 hours worked. Employees are not permitted to use sick leave until they have been with Thornapple Township for at least 90 days. Publicly elected officials, members of publicly appointed boards and commissions, and similar public office holders are generally not considered employees for purposes of ESTA.

Emergency Services Employees

Full-time Emergency Services employees earn sick leave at a rate of 12 hours per month worked with a maximum sick leave bank of 700 hours. After an employee has used 72 hours in a fiscal year the township has the right to approve or deny sick leave. Employees are not permitted to use sick leave until they have been with Thornapple Township for at least 90 days. After a full-time Emergency Services Employees reaches 700 hours of sick time they shall be paid out any hours above their accrual cap. Any hours paid out shall be straight time and not count towards worked hours.

To prevent unnecessary burden on co-workers or disruption to Thornapple Township operations, employees must notify their supervisor of any need to take sick leave (including absence, late arrival, or early leaving). Employees must provide this notice at least 7 days in advance of a foreseeable need for sick leave. If it is impossible to give 7 days' advance notice, employees must notify their supervisor as soon as practicable.

Employees must follow all Thornapple Township procedures to call in to report absence, tardiness, or leaving early, including compliance with the attendance policy. Employees should provide sufficient information for Thornapple Township to determine whether the leave meets eligible use under the ESTA. Thornapple Township may need to ask an employee additional questions about the nature of the leave to determine if the leave meets the eligible uses.

If an employee has been absent from work for a period of more than three (3) consecutive working days for reasons covered under the ESTA, Thornapple Township reserves the right to request documentation from a health care professional or other source to substantiate that the employee's use of time was for purposes covered by the ESTA. When Thornapple Township requests documentation, the employee must return the documentation within 15 calendar days. Thornapple Township will pay all out-of-pocket expenses an employee incurs in obtaining the requested documentation.

Employees may use sick leave in increments of thirty minutes. Payment for sick leave is computed at the employee's straight-time base wage. A non-exempt employee's use of sick leave will not be credited as "hours worked" for purposes of computing overtime. For purposes of this policy, a year is defined as a consecutive 12-month period. Thornapple Township will calculate employee accruals based on a fiscal year starting on April 1.

Full-time employees in good standing shall receive pay for 50% of unused sick leave with a two-week notice. Part-time employees accumulated sick leave will not be paid out.

Thornapple Township will reinstate any previously accrued, unused sick leave of any employee who is rehired by Thornapple Township within two (2) months of separation of employment. Rehired employees may use any accrued sick upon rehire. Employees separated from employment with Thornapple Township for more than two months lose all accrued, unused sick leave.

Holidays: In order to allow employees to celebrate holidays for their personal enjoyment, the Township will be closed on the holidays including all or some of the following (specific holidays will be determined and approved annually by the Township Board):

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day (observed)	Christmas Day
	New Year's Eve

Full-time Emergency Services employees will receive one day's holiday pay, not to exceed 8 hours, for the holidays approved annually by the Township Board, plus pay at 1.5 times their regular rate for actual hours worked on the holiday. Regular (6.5 hours per day) part-time employees will receive a regular full day's pay for each of the holidays listed above. Temporary and occasional part-time employees, and employees on leaves of absence, suspension or layoffs are not eligible to receive holiday pay. Paid-on-call employees will be paid at time and one-half for hours worked on a holiday

Holiday pay shall consist of the employee's regular rate of pay. To receive holiday pay, an otherwise eligible employee must be at work on the workdays immediately preceding and immediately following the day on which the holiday is observed. If the holiday falls on Saturday or Sunday, the Township reserves the right to schedule another day off.

Vacations:

The Township recognizes the value of rest and relaxation and encourages employees to use all the vacation benefits for which they are entitled. Employees will be granted annual vacations with pay in accordance with the following guidelines:

Vacation time will accrue per pay period on an annual basis beginning on April 1 of each year. The first year of vacation will be pro-rated to April 1 for newly hired employees.

Full time TTES Accrual Rates: Full time TTES employees will accrue vacation at the following rate until the maximum allowed vacation allowance of 250 hours has been met:

<u>Full Time TTES Length of Continuous Service</u>	<u>Paid Vacation</u>
Up to 5 Years	10 hours monthly
After 5 years	14 hours monthly
After 10 Years	18 hours monthly

A positive balance of accrued vacation hours must be maintained; and may not cause a negative accrual balance. If the vacation request causes a negative balance, then the vacation will not be allowed. After a full-time Emergency Services Employees reaches 250 hours of vacation time, they shall be paid out any hours above their accrual cap. Any hours paid out shall be straight time and not count towards worked hours.

Regular Part Time Accrual Rates: Regular Part time Township Hall employees will accrue vacation at the following rate until the maximum vacation allowance has been met:
(those whose schedule is 27 hours per week)

<u>Regular Part-Time Length of Continuous Service</u>	<u>Paid Vacation</u>
Up to 5 Years	2.5 hours per pay period
After 5 years	3.5 hours per pay period
After 10 Years	4.5 hours per pay period

PENSION PLAN. We recognize that the success of the Township is dependent upon your continued hard work, interest and enthusiasm for our community. We also believe that your hard work, interest and enthusiasm merit a steady income when you retire. For these reasons, we provide pension benefits for all employees who satisfy the necessary eligibility requirements.

Details of the Township's Section 457 Deferred Compensation Plan, including eligibility requirements and Township contributions, are described in the Summary Plan Description (SPD). A copy of this SPD will be provided to you upon the completion of the orientation period and when significant changes occur in the plan. In its sole discretion, the Township reserves the right to alter, amend or delete this plan. In light of the complex laws governing pension plans, we recommend that you study the SPD carefully. If you have any questions about the pension plan, please see your supervisor.

INSURANCE COVERAGES. The Township attempts to provide you with as many benefits as possible to make your employment here more rewarding. These benefits include the following insurance coverages:

1. Health
2. Dental
3. Vision

You must be a full-time employee to be eligible for these insurance benefits. Other eligibility and premium sharing requirements, as well as detailed descriptions of these insurance benefits, are available in booklet form (Summary Plan Description) and will be furnished to you upon employment, when you become eligible to participate, or when there is a material change to the plan. In its sole discretion, the Township reserves the right to alter, amend or delete these insurance benefits. Of course, the terms and conditions set out in the insurance contracts are controlling. Employees who are eligible for substantially similar coverage under a spouse's benefit plan must enroll in that health plan in lieu of remaining on the Township's plan as long as the employee's premium sharing cost under that plan is similar to or less than the employee's premium sharing cost under the Township's plan. Employees who elect to opt out of all of the Township's group medical coverage insurance plans, *i.e.*, medical, dental and vision, will be eligible to receive a monthly stipend in lieu of this coverage established by the township board.

All Emergency Services employees are covered by a disability and life policy should something happen during the course of emergency responses. A description of this benefit is also available at the Township.

EDUCATIONAL/TRAINING ASSISTANCE. In an effort to develop a more highly skilled workforce, the Township may provide educational/training assistance to its elected officials, employees and volunteers. This assistance will be provided only for training or courses of study (vocational or otherwise) that are directly related to Township responsibilities. In order to receive reimbursement for tuition, materials or expenses, requests for educational assistance or training must be in writing and approved by the Township Board prior to enrollment.

The amount of educational assistance paid by the Township shall be based upon the grade received for the course:

1. For a grade of C or above - 100% of tuition and materials;
2. There shall be no assistance for a grade lower than C; or
3. For passing a “pass/fail” course, the amount of assistance shall be 100% of tuition and materials.

Upon completion of the course or training, the employee shall provide the Township Clerk a certified transcript of the grade received and receipts for tuition, materials and other expenses. If appropriate, the Township will then reimburse the employee these costs. An employee who voluntarily leaves the Township or is terminated prior to completing a course shall not be reimbursed for the tuition or costs of the course.

It is expected that educational activities will not interfere with the employee’s work. Unless otherwise authorized by the Township Board, class attendance and completion of training, studies and assignments shall be accomplished outside the employee’s working hours.

Training stipends are paid according to the current Thornapple Township Compensation Policy, which is updated annually and available at the Thornapple Township office.

Education/Training Expenses Reimbursement. Any employee who attends a conference, seminar or similar training event is eligible for travel, room and board reimbursement.

Mileage for employees who are authorized to use their personal cars for Township business, will be reimbursed to and from the event at the then current rate for business miles traveled as established by the Federal Internal Revenue Service. All reasonable and related tolls and parking charges will also be reimbursed. All expenses should be submitted to the Township Clerk within 30 days of the events conclusion.

Lodging expenses for an event that extends over two (2) or more days will be reimbursed at 100%. For an event with an early morning (9 AM or earlier) starting time and is more than two (2) driving hours from the Township Hall, lodging the evening prior to the event will also qualify for reimbursement.

Meals during the time frame of the event that are not covered by the registration fees for that event, are eligible for reimbursement. Those meals will be covered at the following rates: Breakfast - \$10; Lunch - \$15; Supper - \$20. For an event that is more than two (2) hours from the Township Hall, the employee will be eligible for a reimbursable meal on both ends of the event. The employee must present receipts for meal reimbursement. If the employee incurs meal costs that exceed the stated rates, the employee will be responsible for any overage. The above meal rates would also apply to one day Township related events that occur during a traditional meal time.

The above stated rates are subject to annual review by the Township Board.

SOCIAL SECURITY NUMBER POLICY. Pursuant to Michigan’s Social Security Number Privacy Act (the “Act”), the Township will take measures reasonably necessary to ensure the confidentiality of its employees’ social security numbers and those collected in the ordinary

course of the Township's business. Neither the Township nor any of its employees will unlawfully disclose the social security numbers obtained during the ordinary course of business. The Township will limit the access to information or documents containing social security numbers to only those employees of the Township whose job description requires the use of the social security numbers. Also, the Township will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity. The Township will not use social security numbers, four consecutive numbers from a social security number, or a derivation from them, as personal identifiers, permits, licenses, primary account numbers, or similar uses unless required by law. The Township will retain an employee's social security number for the duration of the employee's employment and for a period of two years following the employee's termination, or for a longer period as required by law. The Township will physically destroy documents that contain social security numbers, but need to be discarded, by shredding or other secure fashion. Social security numbers stored in a computer database which need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act and comply with the *Federal Privacy Act of 1974*.

WORKERS' COMPENSATION. The Township pays your medical expenses if you are injured on the job. Your group medical plan coverage does not apply in these circumstances. In addition to payment of your medical expenses, the Township provides weekly disability income in cases of occupational injury or disease in accordance with Workers' Disability Compensation Laws. If you qualify, your benefit payments will begin automatically after you have fulfilled your waiting period, provided you report the injury in a prompt manner to your supervisor and the Township Clerk. The Township must have complete knowledge of the case and maintains responsibility for and direction over: (1) The medical treatment administered; (2) authorized time off work for medical treatment; and (3) work assignments when physical limitations or restrictions result.

ABSENCE FROM WORK

ATTENDANCE. Attendance is an essential function of all job positions, and the Township places great emphasis on good attendance. Frequent absences or tardiness places an extra burden on your co-workers. Only when you are dependably on the job can the Township carry out its schedules and meet the needs of our citizens. Your individual contribution is important to the functioning of our organization. Regular attendance is expected of every employee. It is your responsibility to be on the job and on time each day, ready to work.

Although there are justifiable reasons to take time off from work, excessive absenteeism or tardiness may lead to discipline, including discharge. An employee's attendance record will also be taken into consideration when the Township reviews each employee for wage increases and promotions.

If you must be absent or late on any workday, you must notify your supervisor as early as possible, but no later than prior to your starting time that day. If your supervisor is not available, notify the Township Clerk. If you are absent due to accident or illness, you may be required to produce acceptable documentation for the absence and a release signed by a licensed physician before being allowed to return to work.

When reporting an absence, you must state the reason for the absence and the expected duration of the absence. Unless otherwise excused in writing by your supervisor, employees are required to call in each day they are absent. Absences for two consecutive scheduled workdays without calling in or notifying the Township will be considered to be a voluntary resignation. Any unexcused absence from work will result in disciplinary action, up to and including termination.

MEETINGS OUTSIDE OF THE OFFICE. Employees leaving the Township facilities on Township business for a period of time during the day, or for more than one day, must leave information where they can be reached. Employees should leave the name of the business, phone number, and if possible, the name of the person with whom they will be meeting. Employees should try to give their supervisor a general timetable of their schedules with corresponding locations and telephone numbers where they can be reached. This is very important in cases of emergencies. This information is also needed if an employee will be out of the facility for personal business.

FAMILY AND MEDICAL LEAVE (FMLA)

A. ELIGIBILITY. Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: (1) have been employed by the Township for at least twelve (12) months (which need not be consecutive); (2) have been employed by the Township for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

B. ENTITLEMENTS. The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

1. Basic FMLA Leave. The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

2. Additional Military Family Leave Entitlement (Injured Servicemember Leave). In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to twenty-six (26) weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying

leave, may not exceed twenty-six (26) weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A “covered servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade, rank or rating.

3. Intermittent Leave and Reduced Leave Schedules. FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

4. No Work While on Leave. The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination.

5. Protection of Group Health Insurance Benefits. During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

6. Restoration of Employment and Benefits. At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Township substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Township will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

7. Notice of Eligibility for, and Designation of, FMLA Leave. Employees requesting FMLA leave are entitled to receive written notice from the Township telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

(a) their rights and responsibilities in connection with such leave; (b) the Township’s designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and (c) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The Township may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Township’s failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for

FMLA protection, the Township and employee can mutually agree that leave be retroactively designated as FMLA leave.

C. EMPLOYEE FMLA LEAVE OBLIGATIONS.

1. Provide Notice of the Need for Leave. Employees who take FMLA leave must timely notify the Township of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice. To trigger FMLA leave protections, employees must inform the FMLA Coordinator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically or explaining the reasons for leave so as to allow the Township to determine if the leave is FMLA-qualifying. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Township's questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Township has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

Timing of Employee Notice. Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Township notice of the need for leave as soon as practicable. Employees who fail to give thirty (30) days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

2. Cooperate in the Scheduling. When planning medical treatment, employees must consult with the Township and make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations. Employees must consult with the Township prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Township and the employees. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment or to care for a covered servicemember, the Township may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

3. Medical Certifications. Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Township with timely, complete and sufficient medical certifications. Whenever the Township requests employees to provide FMLA medical certifications, employees must provide the requested certifications within fifteen (15)

calendar days after the Township's request. The Township shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Township will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Township (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If employees choose not to provide the Township with authorization allowing it to clarify or authenticate certifications with health care providers, the Township may deny FMLA leave.

Initial Medical Certifications. Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least thirty (30) days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Township has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Township's expense. If the opinions of the initial and second health care providers differ, the Township may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Township and the employee.

Medical Recertifications. Depending on the circumstances and duration of FMLA leave, the Township may require employees to provide recertification of medical conditions giving rise to the need for leave. The Township will notify employees if recertification is required and will give employees at least fifteen (15) calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications. Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Township medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Township may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

4. Submit Certifications Supporting Need for Military Family Leave. Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Township may require employees to provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (b) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active

duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Township may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Township may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

5. Substitute Paid Leave for Unpaid FMLA Leave. Employees must use any accrued paid time off while taking FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation shall run concurrently with any FMLA leave entitlement.

6. Pay Employee's Share of Health Insurance Premiums. During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Township notifies employees of other arrangements, whenever employees are receiving pay from the Township during FMLA leave, the Township will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Township upon leave.

The Township's obligation to maintain health care coverage ceases if an employee's premium payment is more than thirty (30) days late. If employees do not return to work within thirty (30) calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Township for the cost of the premiums the Township paid for maintaining coverage during their unpaid FMLA leave.

D. QUESTIONS ABOUT FMLA LEAVE. If you have questions regarding this FMLA policy, please contact the FMLA Coordinator. The Township is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

LEAVE OF ABSENCE. In the sole discretion of the Township and upon the showing of a proper need, a personal leave of absence without pay may be granted to a full-time or regular part-time employee who has completed the orientation period and who is not eligible for FMLA leave. This leave shall not exceed thirty (30) calendar days. Requests for a personal leave of absence must be in writing and approved by the Township at least four (4) weeks prior to the start of the leave.

In addition, a full-time or regular part-time employee who is not eligible for FMLA leave and who has completed the orientation period may also request a leave of absence without pay for medical reasons; for example, illness, injury or disability, under the same conditions as a

personal leave, except that a medical leave may last up to sixty (60) calendar days and the notice period may be shortened due to emergency. In these cases, you must submit a written statement from your doctor specifying the estimated dates the leave will begin and end. Prior to your return to work, you may be required to provide the Township with a statement from your physician indicating that you are medically able to return to work. You must return to work as soon as medically able. In its sole discretion and expense and at any time during this leave, you may be required to submit to an independent medical exam by a physician assigned by the Township. Unless an extension of the leave is granted in writing by the Township, an employee who fails to return to work once physically able or within 60 days of the start of the leave of absence, whichever is sooner, shall be deemed to have quit their employment with the Township.

No leave of absence will be granted to an employee for the purpose of applying for or obtaining other employment. If an employee who is on a leave of absence becomes self-employed, works another job, or accepts other employment the employee's employment with the Township will be terminated. No vacation, sick or holiday pay will accrue while the employee is on leave of absence. However, employees who are absent from work due to any authorized leave will maintain their earned time for benefit and pay purposes, but they will not accrue additional time toward increased benefits or progressive wage increases.

Any employee who desires insurance coverage while on an approved leave of absence must make appropriate arrangements with the office and pay for this insurance coverage in advance. If available, employees on a leave of absence shall be returned to their same job or a substantially equivalent job. If no jobs are available, the employee will be able to apply for open positions with the Township and will be given preference in hiring for two (2) months from the employee's return from the leave.

BEREAVEMENT LEAVE. In the event of a death in your immediate family, full-time and regular part-time employees who have successfully completed their orientation period will be allowed up to three (3) normally scheduled working days off with pay immediately following the death to arrange for and/or attend the funeral. "Immediate family" is defined as current spouse, mother, father, parent-in-law, step-parents, sister, brother, child, step-child, grandparents and grandchildren, or any dependent who resides permanently with your family in your household. Satisfactory evidence may be required to support the leave.

JURY DUTY. Any employee who is involuntarily called to serve on a jury panel will be allowed time off to serve. Your job will be protected for you while you are serving.

This office encourages you to do your duty as a good citizen if called. Because jury duty reimbursement may not be equal to your normal income and so that doing your duty as a good citizen does not impose a financial burden on you and your family, all full-time and regular part-time employees will have their jury payments supplemented to equal their normal pay by the Township for a period of up to five (5) business days. Naturally, any transportation or lodging allowances paid by the court can be kept by you to cover those expenses.

All time spent on jury duty must be substantiated with an official court document indicating dates served and amount of jury pay. If you are released from jury duty prior to the end of the work day, you must return to the Township to finish your work day.

MILITARY LEAVE. In an effort to encourage and assist employees in the performance of their military obligations, employees who are ordered to perform inactive duty for training, active duty for training, or extended active duty with the Armed Forces of the United States shall be granted a military leave of absence pursuant to federal law. Upon completion of this leave the employee will receive re-employment rights and other benefits as allowed by law.

MISCELLANEOUS

ACCIDENTS AND INJURIES. All accidents involving Township vehicles or equipment, citizen property, or people, no matter how trivial, must be reported immediately to your supervisor and the Township Clerk with as much information as possible.

In the event that an on-the-job injury occurs, you should immediately report this injury to your supervisor. If necessary, your supervisor will see that you receive medical attention. Your supervisor should also be notified if you become sick while at work and you will be given any necessary assistance in these situations.

Any injuries you sustain in recreational activities on Township property, regardless of when such activities are conducted, are your sole responsibility. The Township assumes no liability for any such injuries.

BULLETIN BOARDS. From time to time, notices, announcements, and other items of interest and importance are posted by the Township on its bulletin boards. Your attention is directed to these items. Unless previously authorized by the Township, any posting of written or printed matter of any description on any Township bulletin board or on Township premises is prohibited.

CHANGES IN EMPLOYEE STATUS. It is important for you to notify the Township Clerk's office of any change in your name, address, telephone number, marital status, number of dependents, or beneficiaries. It is also important that the name of the person to notify in the event of illness or accident be kept current.

TOWNSHIP PROPERTY & SUPPLIES. All employees are urged to be as careful as possible while using vehicles, tools or any other property owned by the Township or by a co-worker. Personal use of any Township property is strictly prohibited without prior written authorization from your supervisor. Any equipment authorized for personal use must be returned promptly to the Township. Washing personal vehicles at the Township Emergency Services facility is a permitted activity.

Each piece of property the Township owns represents an investment in job security for our employees. Employees should treat their responsibilities seriously. Anyone found to be misusing, damaging, or destroying Township property will be subject to discipline and/or charged for repair or replacement of the property involved. Any defective equipment should be reported immediately to your supervisor.

TOWNSHIP SECURITY. One of our responsibilities is to provide security for you and for our property. Knowledge of and compliance with the Township's security procedures are required of every employee. Visits to the Township by friends/families of employees are only permitted with supervision. Should it be absolutely necessary for a friend or relative to speak with you during working hours, the individual must wait in the office area.

The Township will assist its employees in safeguarding their personal property while at work. However, the Township does not assume responsibility for the personal belongings of its

employees. All employees and their possessions are subject to search, surveillance, and interrogation whenever the Township feels such action must be taken to maintain security or protect its property.

TOWNSHIP VEHICLES. NO PERSONAL USE OF TOWNSHIP VEHICLES is allowed and only authorized personnel are allowed to drive Township vehicles.

CELLULAR/SMART PHONE USAGE. All cellular and smart phone devices supplied by the Township are the exclusive property of the Township and are primarily provided for creating and transmitting business-related information. However, the Township acknowledges that reasonable personal use of these devices is appropriate. Use of a Township-provided cellular or smart phone device is subject to the same acceptable use restrictions as all other equipment used in connection with the Township computer systems.

Usage. Voice and data usage will be monitored by the Township. Any usage the Township determines to exceed its maximum allowable limit may result in personal charges to the employee.

Repairs/Replacement. When the Township issues an employee a cellular or smart phone device, the initial device, including peripherals such as car chargers, AC chargers, cases, etc., will be provided free of charge and the Township will be responsible for necessary repairs, provided such repairs are not cost-prohibitive and are not the result of an employee's abuse of the device or supporting equipment. Should the device or supporting equipment become lost or irreparably damaged, the employee will be responsible for the full cost of replacement of the items.

Phone Use While Driving. Employees are prohibited from using cellular or smart phone devices while operating a vehicle. If an employee must initiate or receive a call, text message, or e-mail message, or use such device for any other purpose while driving, he/she must park the vehicle in a safe place prior to participating in such activity and remain parked until the communication is completed. Any violation of this policy may result in termination.

iPhones. Employees that are issued iPhones may activate their own iTunes account through Apple and purchase media for personal use. This account requires the use of a credit card and will be considered a personal, non-reimbursable expense of the employee. Personal content such as music, applications, photos, videos, etc. downloaded to an iPhone will be the responsibility of the employee and will not be backed up by the Township. Storage of personal content on any Township-supplied device is permitted; however, any personal content found on the Township network will be immediately deleted. Further, the Township will not provide access to any personal data following employee termination.

COMPUTER SYSTEM USAGE. The Township's computer systems (including all hardware and software) are the exclusive property of the Township and are provided for creating and transmitting business-related information. The Township treats all computer files, including electronic mail (e-mail) sent or received, as information belonging to the Township. In that regard, the Township has the capability and reserves the right, with or without notice, to access,

monitor, review, copy and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions.

Employees should not expect personal files or e-mail to be protected from review by other employees. In addition, security passwords do not imply confidentiality and all of these passwords must be disclosed to the Township. As a result, employees should not use the Township computer systems to create or transmit any information they wish to keep private.

Employees must exercise extreme caution when creating or transmitting Township information and this information should not be transmitted to individuals who are not authorized to receive it. Only authorized Township representatives are permitted to speak on behalf of the Township via the computer system.

Unless specifically authorized, employees should refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the Township or any employee, citizen, or contact. Any employee that receives such requests for information should direct the inquiry to the Township Clerk, our FOIA Coordinator. The Township computer systems should not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations unless authorized by the Township Board.

E-mail: When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. The e-mail system is not to be used to create any harassing or offensive messages. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status, veterans' status, or disability.

Internet: Some employees may have access to the Internet for Township-related purposes. The Township has the capability to review web site access. Employees should not have any expectation of privacy regarding the web sites accessed through the computer system. Computer systems may "leave tracks" at web sites visited. Because of the nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

Software: The Township prohibits the unauthorized use of Township software. The Township expects its employees to conduct themselves responsibly in this regard. Employees are prohibited from making or using unauthorized copies of software programs.

Procedure for Reporting Abuse of Computer Privileges or Violation of this Policy: Use of the computer system to engage in any communications that are in violation of any Township policy, including but not limited to the acquisition, possession or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the Township computer system, you must immediately

report this to the Township Clerk or the Township Board. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

DISCIPLINARY PROCEDURE. As in any organization, rules governing the conduct of all employees are as necessary as regulations governing the conduct of people who live in our community. We try to keep our rules to a minimum, but there are some which are necessary for the Township to run smoothly and for the protection of all employees. Persons who tend to “play by their own rules” usually end up trespassing on the rights of other people and are not members of our team. We will make an effort to help such employees correct their conduct, but the primary responsibility for abiding by the rules rests with you.

Any employee who violates any of the Township’s rules or general standards of good employee conduct shall be subject to disciplinary action. While employment at the Township is at will, in some cases disciplinary action may result in either verbal or written warnings, suspension or discharge. The Township will assess numerous factors in determining the degree of discipline rendered. Among others, these factors include the severity of the violation, impact on the Township, state and federal laws, extenuating facts and circumstances, and the general facts and circumstances of the incident. The following list of offenses is not meant to be all inclusive but is only meant to be used as a guideline. Failure to use common sense and good judgment may also result in disciplinary action.

Major/Serious Offenses

- Abusing or destroying Township property or the property of others
- Any offense of a serious nature not in the best interest of the Township or its employees, including violating any policy set out in this Handbook
- Being arrested or convicted of a serious criminal offense
- Creating or contributing to unsanitary or unsafe conditions
- Filling out another person’s time sheet
- Deliberately restricting quantity and quality of work, or asking others to do the same
- Disclosing confidential information
- Discourteously treating other employees, vendors, citizens, or visitors
- Excessive absenteeism or tardiness
- Failing to complete a day’s work assignment
- Failing to report personal injury, accident or defective equipment
- Failing to use safety devices
- Falsifying of Township records
- Fighting, immoral conduct, threats or intimidation
- Gambling on Township time or premises
- Harassment of any type
- Horseplay and violating safety rules
- Insubordination
- Intimidating fellow employees or others
- Leaving your job without proper authorization
- Loafing or being away from your job unnecessarily

- Making or publishing of false, vicious or malicious statements concerning anyone, the Township or its services
- Negligence or inferior work resulting in breakage of tools or equipment or wasting materials or supplies
- Performing personal work on Township time
- Possessing, selling, using or being under the influence of drugs or alcoholic beverages on Township time or premises
- Refusing or failing to do a job assignment
- Removing Township tools from the premises for personal use without proper authorization
- Reporting a false reason for absence
- Sexual harassment
- Theft or dishonesty
- Unauthorized carrying of passengers in Township vehicles
- Unauthorized use of Township property, records, tools, or equipment
- Using abusive or profane language
- Violating safety rules
- Working another job while absent from a scheduled shift without approval

Other Offenses

- Careless workmanship
- Deliberately distracting the attention of others
- Disregarding common safety practices
- Failing to attend scheduled meetings
- Failing to complete reports and time sheets promptly and accurately
- Failing to follow instructions
- Failing to maintain acceptable standards of personal hygiene
- Improper language
- Improper use of Township property
- Irregular attendance
- Leaving job before quitting time
- Other offenses determined by the Township not to be in its best interest or the best interest of its employees, suppliers or citizens
- Posting written printed matter in any form on Township premises without supervisor's approval
- Use of tobacco products or e-cigarettes/vaporizers during unauthorized times or in unauthorized areas
- Unauthorized solicitations or distributions
- Unsafe driving when entering or leaving Township property
- Wasting of time or loitering during working hours

EMPLOYEE SAFETY. The Township will provide a safe and healthy work environment for all employees. Employees are expected to comply with all safety requirements whether

established by management or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to employees should be reported immediately to your supervisor. Safety equipment must be used at all times.

We are constantly concerned with your safety. In order to prevent accidents from occurring, potential hazards within our facilities are constantly being eliminated. Concern on the part of every employee must be displayed in order for safe working conditions to be maintained. You are expected to report unsafe working conditions in order that any potential hazard can be eliminated. It is your responsibility to practice safe working habits. Acceptance of this responsibility is essential if you and your fellow employees are to maintain a safe and secure working environment. It is individual action--your action--which results in safe work practices and makes the Township a safe place to work.

Labels have been placed on the containers of certain potentially hazardous chemicals by their manufacturers. These labels identify the chemical in the container along with appropriate hazard warnings and the name of the manufacturer. These labels should *not* be removed at any time.

The Township also maintains Safety Data Sheets (SDSs) for all potentially hazardous chemicals used in the work place. These SDSs identify the chemicals and provide other information relating to spill procedures, personal protection and health data. These SDSs are available to all employees upon request. All employees will be trained in the use of these hazardous chemicals and any questions concerning their use should be directed to your supervisor.

HARASSMENT. All employees have the right to work in an environment that is free of offensive kinds of behavior. Any employee conduct, whether intentional or unintentional, that results in the harassment of another employee because of, or on the basis of, religion, race, color, national origin, age, sex, height, weight, marital status, veteran status, or disability is prohibited. Such harassment robs the employee/victim of self-esteem, violates state and federal civil rights laws and is against Township policy.

Specifically, **sexual harassment** refers to behavior which is not welcome, is personally offensive, undermines morale and interferes with the work performance and effectiveness of its victims. Sexual harassment has been defined generally as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Giving in to such conduct is made to be, or implied to be, a condition of your employment;
- Giving in to or refusing such conduct is used in decisions about your employment; or
- The purpose or effect of such conduct unreasonably interferes with your job performance or creates a fearful, hostile, or offensive working climate.

Sexual harassment may take many forms, including lewd or sexually suggestive comments, jokes of a sexual nature, sexual advances or propositions, sexual flirtations, frequent and repeated inquiries about an employee's personal activities, displaying sexually suggestive

photographs or objects, obscene gestures, and unwanted physical contact such as touching or pinching.

All employees are responsible for assuring that our workplace is free from prohibited harassment. This policy applies to all aspects of employment, including recruiting, testing, hiring, transfers, work assignments, wage increases, on-site behavior and off-site behavior associated with Township business or which otherwise may impact the Township. Employees who become aware of an incident or possible incident of unlawful harassment, whether by witnessing the incident or being told of it, must report it to your supervisor or the Township Clerk.

If you feel you have been subjected to harassment, including sexual harassment, you are urged to **immediately** advise your supervisor, or the Township Clerk, or any member of the Township Board. If the Township becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Township to do so. However, in determining an appropriate course of action, the Township will take the victim's wishes into account. In that regard, all complaints will be investigated immediately and, to the greatest extent possible, kept confidential. If the harassment is substantiated, the offending employee will be subject to disciplinary action up to and including discharge. The Township will not retaliate against any employee who makes a good faith report of alleged harassment. However, false accusations of harassment may have an equally devastating effect upon persons unjustly charged with this behavior. As a result, anyone who unjustly or indiscriminately charges someone with harassment will be subject to the same disciplinary measures as a person determined to be responsible for committing an act of harassment.

HOUSEKEEPING. We are proud of our facilities and take further pride in keeping them clean and neat. While it may not be your responsibility to clean the entire facility, we certainly do expect your participation in caring for the areas in which you work. We expect drawers, cabinets, and storage areas to be neatly arranged. Desk tops and work counters should be kept uncluttered and cleaned off at the end of the day.

PERSONAL APPEARANCE. You are expected at all times to wear clean and safe clothing. When appropriate for your job, we strongly recommend that you wear clothing that is not loose fitting or the type that would be susceptible to being caught in a piece of machinery or other equipment. Substantial shoes should be worn. Under no circumstances should sandals or other open-toe shoes be worn while working in a non-office environment.

PERSONAL PHONE CALLS. Certain emergency personal calls may be necessary during work hours such as calls to check on the safety of immediate family. However, they should be brief and not cause you to fall behind in your duties.

Incoming calls also need to be extremely brief since they will normally come at a time when you are busy. Avoid having people call you at work. Social, church, and civic activities in which you are involved are looked upon as extremely worthwhile; however, since these activities are disruptive to your work, you are encouraged to pursue them while at home.

TOBACCO PRODUCTS OR E-CIGARETTES/VAPORIZERS. No use of tobacco products or vaporizers will be permitted in Township facilities and vehicles, and their use is permitted in designated areas only. We thank you for your cooperation.

SOCIAL MEDIA Many employees contribute or belong to online spaces such as blogs, social networking sites, wikis, forums, and photo and video sharing sites. While the Township recognizes an individual's interest in posting personal information online, it is important that employees use good judgment when participating in all online communications, in particular when representing themselves as employees of the Township.

Use at Work. Township communications and technology are designed and intended for work, and not to be used for personal communications (unless specifically permitted by Township policies). Social networking must not interfere with any work obligations and should be done on personal time unless an employee has been assigned to perform online activities related to their employment with the Township.

Identification. Whether specifically identified or not, employees should consider their employment with the Township to be public information with respect to any social media environment. Employees should behave as such and represent themselves in a respectful and professional manner when participating in any online communication. Further, posting statements about the Township's services may be considered advertising and must be approved by Township officials.

Content. Electronic communications and social networking activities are not confidential and may be read by citizens and, therefore, must reflect the Township's standards for professionalism, including proper tone and subject matter. Employees must refrain from writing or posting any disparaging comments about the Township, its employees, or any of its citizens unless it is a matter of public interest and is done on their own time and not on Township devices. Employees should also avoid discussions of conduct that are prohibited by any Township policy.

Respect. Employees must not use social networking accounts to harass, threaten, libel, malign, defame, disparage or discriminate against co-workers, supervisors, citizens, elected officials, or any other person. Further, employees may not write about, post pictures of, or otherwise refer to any other employee of the Township without that employee's permission.

Disclaimers. Employees must state in any social media environment that what the employee writes, or posts is the employee's own opinion and not that of the Township. Further, employees may not use the Township's logos, marks, or any other intellectual property without prior written consent of the Township.

No Right to Privacy. Employees have no right to privacy with respect to any information sent, received, created, accessed, obtained, viewed, stored, or otherwise found at any time on the Township's network. All communications, files, and records transmitted through and residing on those systems are Township property and may be monitored or viewed by the Township at any time, without consent from or notice to the employee.

Confidential Information. Employees must comply with all Township policies regarding confidential information and must refrain from posting confidential, copyrighted, or otherwise legally protected information or materials on any social networking account or other online environment. Employees may not post photographs taken at the Township's premises or events, without explicit permission from an authorized representative of the Township.

SUBSTANCE ABUSE POLICY. The Township believes that the abuse of alcohol or marijuana and use of illegal drugs are harmful to the employee, workplace and society. The unlawful manufacture distribution, dispensation, possession, use or sale of illegal drugs, marijuana or alcohol on Township premises or while conducting Township business are prohibited. Also, being under the influence of illegal drugs, marijuana or alcohol on Township premises or while conducting Township business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.

Because of the seriousness of this problem, accidents resulting in damage or injury to personnel, property and/or equipment will initiate impairment testing for the employee involved. This testing will be performed by a reputable hospital or independent laboratory using qualified and trained medical technicians or professionals. This facility will be chosen by the Township, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse or refusal to submit to this testing will be grounds for discipline up to and including discharge.

An employee's use of legal or prescription drugs can pose a significant risk to the safety of the employee and others. In order to determine job-related consequences, all employees are required to notify the Township Clerk, bring in any necessary doctor's authorization, and receive authorization to work while using any legal or prescription drugs that could impact the employee's safety or job performance. The Township reserves the right to require additional documentation at any time.

This policy encompasses and includes by this reference all of the provisions of the United States Department of Transportation Controlled Substance Testing Regulations as they apply to drivers and supervisory personnel. These regulations mandate the random testing of truck drivers and the training of these drivers and their supervisors in the issues of substance abuse.

Also, pursuant to the *Drug Free Workplace Act of 1988*, you must notify the Township of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction.

All employees must abide by the terms of this Substance Abuse Policy if they are to remain employees of the Township. **FOR EVERYONE'S HEALTH AND SAFETY, PLEASE HELP US MAINTAIN A DRUG AND ALCOHOL-FREE WORK ENVIRONMENT.**

WORKPLACE VIOLENCE. The Township is committed to maintaining a safe work environment for its employees. In furtherance of this policy, all employees are required to be

sensitive to situations which could result in workplace violence and to take all necessary steps to avoid, and refrain from, situations which could lead to workplace violence.

Threats, intimidation, harassment, physical attacks, and other acts of violence are considered inappropriate and unacceptable behavior in the workplace. The Township will take appropriate action when these situations occur. Any employee who is found to perpetrate or participate in such actions will be subject to disciplinary action up to and including termination.

Any employee who has knowledge of any actions which they believe could lead to an episode of workplace violence should immediately report the situation to their supervisor or any member of management. In addition, any employee who has knowledge of any person, including nonemployees, who threatens to commit violence on the premises should notify their supervisor or any member of management.

ACKNOWLEDGMENT (Employee Copy)

Nothing in this Handbook is intended to create or constitute an employment agreement with you.

The employee agrees to conform to the rules, policies and procedures of the Township. Notwithstanding any other provision in this Handbook, the employee has the right to terminate this employment relationship at any time for any reason. Of course, the Township reserves this same right. It is understood that no supervisor or other representative of this Township, other than the Thornapple Township Board, has any authority to enter into any agreement for employment with you or to make any agreement with you contrary to the provisions set out in this Handbook. Any such agreement must be in writing and be signed by the Thornapple Township Board before it will be deemed effective.

All decisions by the Township as to intent, interpretation or application of these policies shall be binding upon the employee. The Township will apply all policies in accordance with appropriate federal and state laws.

The Township reserves the right to change the policies in this Handbook at any time. This Handbook supersedes all prior handbooks, manuals, agreements, and policies whether orally established or set out in writing and the most recent change shall be binding on you. I understand this handbook is in the process of revisions and updates and may change at any time.

The employee consents to the publication of his/her photograph in any Township publication or advertising promotion and hereby releases the Township and its agents from any and all liability for the use of this picture or news story.

The undersigned employee acknowledges that he/she has received the Township Handbook and has agreed to abide by its terms and conditions. It is the employee's responsibility to read this Handbook and to ask questions about anything that he/she does not understand.

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Signed: _____

Date: _____

Printed Name: _____

Copy No. _____

**TOWNSHIP OF THORNAPPLE
BARRY COUNTY, MICHIGAN
RESOLUTION NO. 6-2026**

Thornapple Township Investment and Depository Designation Resolution

WHEREAS, the Board of Thornapple Township, Barry County, in exercising its fiduciary responsibilities desires to safeguard the funds of the Township that may be invested from time to time, and

WHEREAS, Public Act 77 of 1989, MCL 41.77, requires that the Township Board designate the banks or depositories for the money belonging to the Township, including the time for which the deposits shall be made and all details for carrying into effect the authority given in this act, and

WHEREAS, Public Act 196 of 1997, MCL 129.91. *et seq.*, requires Township Boards, in consultation with the Township Treasurer, to adopt an investment policy, now

THEREFORE BE IT RESOLVED that this policy is applicable to all public funds belonging to Thornapple Township and in the custody of the Thornapple Treasurer.

BE IT FURTHER RESOLVED that the Board approves the following financial institutions as depositories of township funds: Huntington Bank, Highpoint Community Bank/Independent Bank, Consumers Credit Union, Michigan CLASS, United Bank and Mercantile Bank.

BE IT FURTHER RESOLVED that the Treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meeting all criteria as a depository of public funds contained in state law. The standard of prudence to be used shall be the "fiduciary" standard and shall be applied in context of managing an overall portfolio.

BE IT FURTHER RESOLVED that the prior approval of the Township Board shall be required for the Treasurer to invest in any other lawful investments. The Township Board's standard of prudence shall be the "fiduciary" standard, which shall be applied in context of managing an overall portfolio. The Township Board may authorize the Treasurer to invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States. Commercial paper rated at the time of purchase with the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (b) Repurchase agreements consisting of instruments listed in subdivision (a).
- (c) Bankers' acceptances of United States banks.
- (d) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (e) Mutual funds registered under the Investment Company Act of 1940, Title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

- (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (f) Obligations described in subdivision (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, Public Act 7 of 1967 (*Ex Sess*), MCL 124.501. *et seq.*
- (g) Investment pools organized under the Local Government Investment Pool Act, Public Act 367 of 1982, MCL 129.111, *et seq.*
- (h) The investment pools organized under the Local Government Investment Pool Act, Public Act 121 of 1985, MCL 129.141, *et seq.*

BE IT FURTHER RESOLVED, That decisions and actions involving the Township's Investment portfolio shall be meet the following criteria.

Safety: Safety of principle is the foremost objective of Thornapple Township's investment practices.

Diversification: The investments shall be diversified by avoiding over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and insured certificates of deposits).

Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment: Return on investment is of secondary importance compared to safety and liquidity objectives. Investments shall be selected to obtain a market average rate of return. The core of investments is limited to relatively low risk securities.

BE IT FURTHER RESOLVED, That the Treasurer may elect to have certificates and other evidence of investments held by a financial institution, provided that the financial institution presents to the Township Treasurer **on a quarterly basis**, sufficient documentation and acknowledgement of the investment instruments held on behalf of the Township. **(PA 213 of 2007 updated)**

BE IT FURTHER RESOLVED, That the Township will comply with all applicable statutes related to public fund investments. Any provisions of this resolution in conflict with applicable statutes is void.

YEAS:
NAYS:
ABSENT:

RESOLUTION DECLARED ADPOTED

Kathy Medenblik, Thornapple Township Clerk

CERTIFICATION

STATE OF MICHIGAN
COUNTY OF BARRY

I, Kathy Medenblik, hereby certify that the foregoing is a true and complete copy of a resolution adopted by a roll call vote of Thornapple Township Board at a regular meeting held on Monday, April 13, 2026, and that public notice of said meeting was given pursuant to Act No. 267, public Acts of Michigan, 1976, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

Dated _____, 2026

Kathy Medenblik, Thornapple Township Clerk



Thornapple Township Agenda Request Form

TO: Thornapple Township Board

FROM: Thornapple Township Emergency Services

DATE: May 13, 2024

SUBJECT: new plan design 401a and 457

RECOMMENDATION: Motion to approve updated 457 and adopt new 401a contingent upon approval of personnel and compensation committee.

BACKGROUND: The current 457 plan adopted by the township is outdated and currently has a fee schedule for the members of 1.88% on the entire plan annually. The new 457 plan will have an average cost of 1% annually for the members. Implementing a 401a will allow members to defer more funds annually with average fees at 1%, but some options have fees as low as .58%. 401a have a maximum contribution allowance of \$72,000 annually from employer and employee vs the 457 cap of \$24,000

FISCAL IMPACT: No impact on the township, but reduced service costs to the employee.

Budget line:

Amount available

ALTERNATIVES: status quo

ATTACHMENTS: