

INLAND TOWNSHIP BOARD MEETING
September 11, 2023
19668 Honor Hwy., Interlochen

Call to Order by Davis

Invocation by Davis

Pledge of Allegiance was recited

Roll Call Present: Supervisor Davis, Clerk Wirth, Trustee Miller, Trustee Poulisse, Treasurer Zielinski

Public Comment* 6:01 pm was received close 6:01 pm

***Public comment:** Any person wishing to address the Board may do so one – time per public comment period. This is a comment/input option. **The Board is not required to comment or respond to presenters. Silence or non-response from the Board should not be interpreted as disinterest or disagreement by the Board. Comments shall be addressed to the chair and not individual board members or others in the audiences.**

Approval of Meeting Agenda: Motion to approve meeting agenda as presented with addition by Miller, 2nd by Poulisse
Ayes – All Nays – None Motion carries

Approval of Consent Agenda

- Minutes from August 14, 2023, Special Meeting August 21, 2023
- Financial Reports
- Prepaid Bills/Tax Account: 15059-15084= \$15,098.56/Tax 25E, 26E, 2819= \$1036,505.02
- Payroll: #1000853-1000876 = \$7,467.87
- Unpaid Bills: #15085-15104= \$29,083.79
- Budget Adjustments/Amendments

Motion to approve consent agenda with correction at end of prepaids \$103,505.02 to \$106,505.02 and add unpaids 15085-15104= \$29,083.79 by Poulisse, 2nd by Miller

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

Reports:

1. ~~County Commissioner – Commissioner Warsecke~~ N/A
2. Fire Chief – Chief Pfof gave the monthly report and asked to board to approve a resignation, a new hire and truck tires

Motion to accept the resignation of Ron Machleit by Davis, 2nd by Poulisse

Ayes – all Nays – none Motion carries

Motion to hire Dale Miller for the fire department by Davis, 2nd by Poulisse

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

Motion to approve up to \$2,000.00 for purchase & install of new truck tires for suburban by Poulisse, 2nd by Miller

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

3. ~~Parks & Recreation – Peggy Case~~ N/A
4. ~~Fire Association – Rose Wirth~~ N/A
5. Inland Planning Commission – Mary Miller gave report
6. Zoning/Blight Administrator – Jim Weller reports were received
7. Event Committee – ~~Laura Turmel~~ Rosemarie Swartout gave report. Asked board to approve resignations and new members

Motion to approve resignations for Brenda Weller, Gabriel Prescott, Mari Dew, Anthony Dutt, Laura Turmel and add new members Ryan Presern, Lyndsey Miller, Sally Peckham, by Wirth, 2nd by Poulisse

Ayes – all Nays – none Motion carries

8. Board Member Reports – Mary Miller received MTA conference information for Trustees

Old Business:

1. Kraft maintenance agreement

Motion to approve Kraft maintenance agreement as presented by Miller, 2nd by Poulisse

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

2. Cherry Capital Connections lease/easement agreement

Motion to approve lease & easement agreement for right of way by Davis, 2nd by Miller

Roll call Ayes – Wirth, Davis Nays – Poulisse, Miller, Zielinski Motion fails

Motion to hold a public hearing on fiber distribution lease & easement right of way for Cherry Capital Connections by Poulisse, 2nd by Davis

Roll call Ayes – Poulisse, Miller, Zielinski, Davis Nays – Wirth Motion carries

Motion to hold a public hearing for lease & easement agreement at next regular meeting October 10 at 6:30 pm & pay for publication of said notice by Poulisse, 2nd by Miller

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

3. Office remodel bids – 3 bids received

Motion to approve bid for VT construction for \$10,800 as presented by Miller, 2nd by Poulisse

Roll call Ayes – Poulisse, Miller, Wirth, Davis Nays – Zielinski Motion carries

New Business

1. Sheren – replace heat exchanger

Motion to approve bid from Sheren to replace heat exchanger at a price of \$2,750.00 by Poulisse, 2nd by Miller

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

2. ACD.net metro act (please bring your copy of Metro Act Permit for KEPS Technologies dba ACD.net)

Motion to approve ACD's metro act to allow them to install fiber optic internet by Davis, 2nd by Poulisse

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

3. MTA upcoming webinar (Sep13, Oct18)

Motion to approve purchase of registration fee for MTA updates online Sept 13 & Oct 18 at a cost of \$25 per class by Poulisse, 2nd by Davis

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

4. Treasurer lodging for MTA conference Aug 1

Motion to approve in lieu of per diem pay for the treasurers lodging for conference she attended by Poulisse, 2nd by Davis

Roll call Ayes – Poulisse, Miller, Zielinski, Wirth, Davis Nays – None Motion carries

Any Other Business to come before the Board

Public Comment* 7:13 pm was received close 7:19 pm

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Adjournment Motion to adjourn by Miller, 2nd by Davis Ayes – All Nays – None Motion carries

Meeting adjourned at 7:20 pm

David Davis, Supervisor

Date

Rose A. Wirth, Clerk

Date

CASH SUMMARY BY FUND FOR INLAND TOWNSHIP
 FROM 09/01/2022 TO 09/30/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 09/01/2022	Total Debits	Total Credits	Ending Balance 09/30/2023
101	GENERAL FUND	520,911.24	515,482.81	362,099.92	674,294.13
151	CEMETERY TRUST FUND	6,889.42	352.64	0.54	7,241.52
152	BRUNDAGE CEMETERY	2,269.11	2,200.00	2,380.00	2,089.11
153	COUNTRYSIDE CEMETERY	1,708.35	2,475.00	2,375.00	1,808.35
203	LOCAL ROAD MILLAGE FUND	40,971.83	93,714.98	0.00	134,686.81
206	FIRE FUND	205,330.69	266,840.31	211,266.69	260,904.31
208	PARK/RECREATION FUND	31,517.43	21,593.98	37,163.54	15,947.87
211	FIRE ASSOCIATION	21,149.63	9,287.19	7,885.32	22,551.50
213	FIRE EQUIPMENT MILLAGE FUND	137,793.09	223,017.53	151,933.54	208,877.08
214	PLANNING/ZONING COMMISSION	22,340.04	17,423.36	19,294.47	20,468.93
216	SPECIAL EVENTS FUND	5,496.76	48,013.71	47,234.81	6,275.66
252	WATER SUPPRESSION FUND	20,390.49	6,646.64	0.00	27,037.13
285	AMERICAN RESCUE PLAN ACT	202,782.12	0.00	979.66	201,802.46
402	EQUIPMENT REPLACEMENT FUND	56,160.88	22,699.02	19,924.56	58,935.34
701	GENERAL AGENCY FUND	1,417.70	21,497.50	21,497.50	1,417.70
703	CURRENT TAX COLLECTION FUND	150,495.60	3,123,169.81	3,589,053.73	(315,388.32)
TOTAL - ALL FUNDS		1,427,624.38	4,374,414.48	4,473,089.28	1,328,949.58

Rammy

10/02/2023

PREPAID

CHECK REGISTER FOR INLAND TOWNSHIP

CHECK DATE FROM 08/15/2023 - 10/02/2023

Check Date	Check	Vendor Name	Description	Amount
Bank 101 G 101 GF				
08/15/2023	15079	CHARTER COMMUNICATIONS	internet/phone	234.96
08/15/2023	15080	SAM's CLUB MC/SYNCB	supplies/education/janitorial	840.00
08/22/2023	15081	AT&T MOBILITY	FD phone	81.10
08/22/2023	15082	BENZIE COUNTY ROAD COMMISSION	Brine St. Johns	1,158.47
08/22/2023	15083	DTE ENERGY	natural gas	108.86
08/22/2023	15084	VERIZON WIRELESS	ZA phone	53.09
09/11/2023	15085	BOUND TREE MEDICAL, LLC	FD repairs	202.74
			FD supplies	181.80
09/11/2023	15086	CHARTER COMMUNICATIONS	internet/phone service	234.96
09/11/2023	15087	CHERRYLAND ELECTRIC COOPERATIV	Electric	913.66
09/11/2023	15088	CHERRYLAND GROCERY	FD fuel	155.47
09/11/2023	15089	Daryl Case	CPR instructor recertification	100.00
09/11/2023	15090	ELECTION SOURCE	election supplies	657.16
09/11/2023	15091	FIGURA LAW OFFICE	attorney fees	432.00
09/11/2023	15092	Gail Reeves	mileage	9.57
09/11/2023	15093	GFL Environmental	Rubsih pick up	124.92
09/11/2023	15094	INACOMP COMPUTER CENTER	FD monitor/mouse	378.80
09/11/2023	15095	Kerby's Backhoe Services, LLC	Lamb Rd Park work	22,000.00
09/11/2023	15096	KRAFT Business systems	FD/Office copiers	45.87
09/11/2023	15097	MICHIGAN ASSESSING SERVICE INC	assessing fee	1,325.83
09/11/2023	15098	Municipal Emergency Services, Inc	FD uniforms	313.39
09/11/2023	15099	Parker's Outdoor Maintenance	Bendon/Office mowing	270.00
09/11/2023	15100	ROBERT B. WILKINSON	Van Brocklin burials	650.00
			Amidon burial	250.00
09/11/2023	15101	ROSE WIRTH	mileage - election	17.69
09/11/2023	15102	SHEREN PLUMBING & HEATING	AC repair	421.48
09/11/2023	15103	Therese Zielinski	mileage	143.45
09/11/2023	15104	YOUNG, GRAHAM & WENDLING, P.C.	Zoning attorney fees	255.00
09/12/2023	15105	THE PIONEER GROUP	Zoning/Township notices	206.40
09/12/2023	15106	TRAVELERS	additional WC insurance for 2022-	369.00
09/18/2023	15107	SAM's CLUB MC/SYNCB	supplies,zoning	365.45
09/18/2023	15108	Therese Zielinski	accomodations for MTA Aug conf	98.12
09/18/2023	15109	TRAVELERS	WC insurance	2,581.00
09/19/2023	15110	AT&T MOBILITY	FD phone	81.10
09/19/2023	15111	DTE ENERGY	natural gas	50.06
09/19/2023	15112	VERIZON WIRELESS	zoning phone	53.16
09/19/2023	15113	VT Construction	50% deposit for office wall	5,400.00

Total of 35 Disbursements: 40,764.56

10/02/2023

TAX DISBURSEMENTS ACCOUNT CHECK REGISTER FOR INLAND TOWNSHIP

CHECK DATE FROM 08/15/2023 - 10/02/2023

Check Date	Check Vendor Name	Description	Amount
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Bank 220 220 TAX ACCOUNT

08/24/2023	25(E) INLAND TOWNSHIP	TAX DISBURSEMENT	943.78
08/24/2023	26(E) INLAND TOWNSHIP	TAXES DUE TO OTHER UNITS	1,042.15
09/08/2023	27(E) INLAND TOWNSHIP	TAXES DUE TO OTHER UNITS-DISBURSEMENT	1,353.70
08/24/2023	2819 BENZIE COUNTY TREASURER	TAX DISBURSEMENT	104,519.09
09/08/2023	2820 BENZIE COUNTY TREASURER	TAXES DUE TO OTHER UNITS-DISBURSEMENT	135,125.46
09/20/2023	2821 Bruce Grossman	Tax Refund-overpayment	194.27
09/20/2023	2822 STATE OF MICHIGAN	TAXES DUE TO STATE SCHOOL AID	110.22
09/22/2023	2823 BENZIE COUNTY TREASURER	TAXES DUE TO OTHERS - TAX DISBURSEMENT	452,753.02
09/29/2023	2824 Michael Messina	TAX REFUND-OVERPAY	3.63
09/29/2023	2825 Ryan Presern	REFUND-OVERPAYMENT	160.75
09/29/2023	2826 Clifford Gauld	REFUND - OVERPAYMENT	73.75
09/29/2023	2827 SCOTT UITHOL	REPLACE REFUND CHECK #2700	188.50
09/29/2023	2828 TRI-VIEW LAKES, LLC	REFUND - OVERPAYMENT	49.79

220 TOTALS:

Total of 13 Checks:

696,518.11

Less 0 Void Checks:

0.00

Total of 13 Disbursements:

696,518.11

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	BEECHRAFT , CINDY	1000877	Payroll ID: 74		
JE: 1117 POSTED (ID: 8856)			Check:			
			101-000-001.000	CASH-CHECKING		256.89
			101-000-228.000	DUE TO STATE OF MICHIGAN		23.89
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		96.00
			101-265-703.000	SALARIES	100.00	
			101-265-709.000	FICA	7.65	
			101-268-703.000	SALARIES	250.00	
			101-268-709.000	FICA	19.13	
			206-000-001.000	CASH-CHECKING		228.22
			206-336-704.000	WAGES PART TIME	212.00	
			206-336-709.000	FICA	16.22	
					605.00	605.00
09/30/2023	PR	BROW , GUNNAR P.	1000878	Payroll ID: 74		
JE: 1118 POSTED (ID: 8856)			Check:			
			101-000-001.000	CASH-CHECKING		491.93
			101-000-228.000	DUE TO STATE OF MICHIGAN		3.68
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		82.12
			101-101-704.000	WAGES PART TIME	120.00	
			101-101-709.000	FICA	9.18	
			101-257-703.000	WAGES - ASSESSOR	416.67	
			101-257-709.000	FICA	31.88	
					577.73	577.73
09/30/2023	PR	DAVIS, DAVID G	1000879	Payroll ID: 74		
JE: 1119 POSTED (ID: 8856)			Check:			
			101-000-001.000	CASH-CHECKING		1,870.09
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		309.82
			101-101-704.000	WAGES PART TIME	120.00	
			101-101-709.000	FICA	9.18	
			101-171-703.000	SALARIES - SUPERVISOR	1,905.00	
			101-171-709.000	FICA	145.73	
					2,179.91	2,179.91
09/30/2023	PR	DEW, MARI E	1000880	Payroll ID: 74		
JE: 1120 POSTED (ID: 8856)			Check:			
			101-000-001.000	CASH-CHECKING		2.55
			101-000-228.000	DUE TO STATE OF MICHIGAN	11.73	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	HADFIELD , KAYLA J	1000881	Payroll ID: 74	76.32	76.32
JE: 1121 POSTED (ID: 8856)						
			101-000-001.000	CASH-CHECKING	10.12	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		10.12
			206-000-001.000	CASH-CHECKING		71.06
			206-336-704.000	WAGES PART TIME	66.00	
			206-336-709.000	FICA	5.06	
					<u>81.18</u>	<u>81.18</u>
09/30/2023	PR	HUFFMAN , PAUL ALAN	1000882	Payroll ID: 74		
JE: 1122 POSTED (ID: 8856)						
			101-000-001.000	CASH-CHECKING	11.73	
			101-000-228.000	DUE TO STATE OF MICHIGAN		2.55
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	
					<u>76.32</u>	<u>76.32</u>
09/30/2023	PR	JOHNSON , ALEX CARL	1000883	Payroll ID: 74		
JE: 1123 POSTED (ID: 8856)						
			101-000-001.000	CASH-CHECKING	157.78	
			101-000-228.000	DUE TO STATE OF MICHIGAN		28.99
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		128.79
			206-000-001.000	CASH-CHECKING		734.17
			206-336-704.000	WAGES PART TIME	682.00	
			206-336-709.000	FICA	52.17	
					<u>891.95</u>	<u>891.95</u>
09/30/2023	PR	JOHNSON , MICHAEL C	1000884	Payroll ID: 74		
JE: 1124 POSTED (ID: 8856)						
			101-000-001.000	CASH-CHECKING	40.34	
			101-000-228.000	DUE TO STATE OF MICHIGAN		4.42
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		35.92
			206-000-001.000	CASH-CHECKING		111.96
			206-336-704.001	MECHANIC WAGES	104.00	
			206-336-709.000	FICA	7.96	
					<u>152.30</u>	<u>152.30</u>
09/30/2023	PR	KUZNICKI , CATHERINE M	1000885	Payroll ID: 74		
JE: 1125 POSTED (ID: 8856)						
			101-000-001.000	CASH-CHECKING		148.91
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		24.68

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	MILLER, DALE T	101-215-704.000	WAGES PART TIME	161.25	
JE: 1126 POSTED (ID: 8856)			101-215-709.000	FICA	12.34	
Check: 1000886 Payroll ID: 74					173.59	173.59
101-000-001.000 CASH-CHECKING					7.44	
101-000-228.000 DUE TO STATE OF MICHIGAN						1.62
101-000-229.000 DUE TO FEDERAL GOVERNMENT						5.82
206-000-001.000 CASH-CHECKING						40.91
206-336-704.000 WAGES PART TIME					38.00	
206-336-709.000 FICA					2.91	
Check: 1000887 Payroll ID: 74					48.35	48.35
101-000-001.000 CASH-CHECKING						156.23
101-000-228.000 DUE TO STATE OF MICHIGAN						11.76
101-000-229.000 DUE TO FEDERAL GOVERNMENT						65.34
101-101-703.000 SALARIES					216.75	
101-101-709.000 FICA					16.58	
214-000-001.000 CASH-CHECKING						64.59
214-701-704.000 WAGES PART TIME					60.00	
214-701-709.000 FICA					4.59	
Check: 1000888 Payroll ID: 74					297.92	297.92
101-000-001.000 CASH-CHECKING						190.96
101-000-228.000 DUE TO STATE OF MICHIGAN						9.21
101-000-229.000 DUE TO FEDERAL GOVERNMENT						33.16
101-101-703.000 SALARIES					216.75	
101-101-709.000 FICA					16.58	
Check: 1000889 Payroll ID: 74					233.33	233.33
101-000-001.000 CASH-CHECKING					55.68	
101-000-229.000 DUE TO FEDERAL GOVERNMENT						55.68
206-000-001.000 CASH-CHECKING						391.84
206-336-704.000 WAGES PART TIME					364.00	
206-336-709.000 FICA					27.84	
Check: 1000889 Payroll ID: 74					447.52	447.52

09/30/2023 PR OCKERT-POULISSE, SHERRI
 JE: 1128 POSTED (ID: 8856)

09/30/2023 PR ORTH, MARC JOSEPH
 JE: 1129 POSTED (ID: 8856)

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	PFOST , DAYTON D	Check:	1000890 Payroll ID: 74		
JE: 1130 POSTED (ID: 8856)			101-000-001.000	CASH-CHECKING	1,047.92	150.71
			101-000-228.000	DUE TO STATE OF MICHIGAN		897.21
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		3,817.26
			206-000-001.000	CASH-CHECKING		
			206-336-703.000	SALARIES - FIRE CHIEF	1,500.00	
			206-336-704.000	WAGES PART TIME	2,046.00	
			206-336-709.000	FICA	271.26	
					<u>4,865.18</u>	<u>4,865.18</u>
09/30/2023	PR	REEVES, GAIL R	Check:	1000891 Payroll ID: 74		
JE: 1131 POSTED (ID: 8856)			101-000-001.000	CASH-CHECKING		39.65
			101-000-228.000	DUE TO STATE OF MICHIGAN		1.91
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		6.88
			101-253-704.000	WAGES PART TIME	45.00	
			101-253-709.000	FICA	3.44	
					<u>48.44</u>	<u>48.44</u>
09/30/2023	PR	SKUSA , JENICE LYNN	Check:	1000892 Payroll ID: 74		
JE: 1132 POSTED (ID: 8856)			101-000-001.000	CASH-CHECKING		5.00
			101-000-228.000	DUE TO STATE OF MICHIGAN	34.28	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		29.28
			206-000-001.000	CASH-CHECKING		135.64
			206-336-704.000	WAGES PART TIME	126.00	
			206-336-709.000	FICA	9.64	
					<u>169.92</u>	<u>169.92</u>
09/30/2023	PR	SMITH, DEREK J	Check:	1000893 Payroll ID: 74		
JE: 1133 POSTED (ID: 8856)			101-000-001.000	CASH-CHECKING		47.66
			101-000-228.000	DUE TO STATE OF MICHIGAN	203.20	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		155.54
			206-000-001.000	CASH-CHECKING		953.77
			206-336-703.001	SALARIES - ASSISTANT FIRE CHIEF	600.00	
			206-336-704.000	WAGES PART TIME	286.00	
			206-336-709.000	FICA	67.77	
					<u>1,156.97</u>	<u>1,156.97</u>
09/30/2023	PR	THOMAS , NELLIE M	Check:	1000894 Payroll ID: 74		
JE: 1134 POSTED (ID: 8856)			101-000-001.000	CASH-CHECKING		11.73

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	TURMEL, LAURA L.	101-000-228.000	DUE TO STATE OF MICHIGAN		2.55
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		9.18
			214-000-001.000	CASH-CHECKING		64.59
			214-701-704.000	WAGES PART TIME	60.00	
			214-701-709.000	FICA	4.59	
					<u>76.32</u>	<u>76.32</u>
09/30/2023	PR	TURMEL, LAURA L.	1000895	Payroll ID: 74		
JE: 1135	POSTED (ID: 8856)		Check:			
			101-000-001.000	CASH-CHECKING	31.28	
			101-000-228.000	DUE TO STATE OF MICHIGAN		6.80
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		24.48
			214-000-001.000	CASH-CHECKING		172.24
			214-701-704.000	WAGES PART TIME	80.00	
			214-701-704.001	WAGES - PC RECORDING SECRETARY	80.00	
			214-701-709.000	FICA	12.24	
					<u>203.52</u>	<u>203.52</u>
09/30/2023	PR	WADDELL, AIDEN R	1000896	Payroll ID: 74		
JE: 1136	POSTED (ID: 8856)		Check:			
			101-000-001.000	CASH-CHECKING	19.28	
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		19.28
			206-000-001.000	CASH-CHECKING		135.64
			206-336-704.000	WAGES PART TIME	126.00	
			206-336-709.000	FICA	9.64	
					<u>154.92</u>	<u>154.92</u>
09/30/2023	PR	WELLER, JAMES C	1000897	Payroll ID: 74		
JE: 1137	POSTED (ID: 8856)		Check:			
			101-000-001.000	CASH-CHECKING	40.92	
			101-000-228.000	DUE TO STATE OF MICHIGAN		36.98
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		133.12
			101-101-704.000	WAGES PART TIME	120.00	
			101-101-709.000	FICA	9.18	
			214-000-001.000	CASH-CHECKING		807.38
			214-701-702.000	WAGES FULL TIME	750.00	
			214-701-709.000	FICA	57.38	
					<u>977.48</u>	<u>977.48</u>
09/30/2023	PR	WIRTH, ROSE A.	1000898	Payroll ID: 74		
JE: 1138	POSTED (ID: 8856)		Check:			
			101-000-001.000	CASH-CHECKING		1,492.83
			101-000-228.000	DUE TO STATE OF MICHIGAN		85.00
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		575.17

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
09/30/2023	PR	ZIELINSKI, THERESE L	101-215-703.000	SALARIES - CLERK	2,000.00	
			101-215-709.000	FICA	153.00	
1000899 Payroll ID: 74					2,153.00	2,153.00
			101-000-001.000	CASH-CHECKING		1,553.23
			101-000-228.000	DUE TO STATE OF MICHIGAN		80.96
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		416.54
			101-253-703.000	SALARIES - TREASURER	1,905.00	
			101-253-709.000	FICA	145.73	
Grand Totals:					2,050.73	2,050.73
			101-000-001.000	CASH-CHECKING		4,517.29
			101-000-228.000	DUE TO STATE OF MICHIGAN		506.24
			101-000-229.000	DUE TO FEDERAL GOVERNMENT		3,132.49
			101-101-703.000	SALARIES	433.50	
			101-101-704.000	WAGES PART TIME	360.00	
			101-101-709.000	FICA	60.70	
			101-171-703.000	SALARIES - SUPERVISOR	1,905.00	
			101-171-709.000	FICA	145.73	
			101-215-703.000	SALARIES - CLERK	2,000.00	
			101-215-704.000	WAGES PART TIME	161.25	
			101-215-709.000	FICA	165.34	
			101-253-703.000	SALARIES - TREASURER	1,905.00	
			101-253-704.000	WAGES PART TIME	45.00	
			101-253-709.000	FICA	149.17	
			101-257-703.000	WAGES - ASSESSOR	416.67	
			101-257-709.000	FICA	31.88	
			101-265-703.000	SALARIES	100.00	
			101-265-709.000	FICA	7.65	
			101-268-703.000	SALARIES	250.00	
			101-268-709.000	FICA	19.13	
			206-000-001.000	CASH-CHECKING		6,620.47
			206-336-703.000	SALARIES - FIRE CHIEF	1,500.00	
			206-336-703.001	SALARIES - ASSISTANT FIRE CHIEF	600.00	
			206-336-704.000	WAGES PART TIME	3,946.00	
			206-336-704.001	MECHANIC WAGES	104.00	
			206-336-709.000	FICA	470.47	
			214-000-001.000	CASH-CHECKING		1,237.98
			214-701-702.000	WAGES FULL TIME	750.00	
			214-701-704.000	WAGES PART TIME	320.00	
			214-701-704.001	WAGES - PC RECORDING SECRETARY	80.00	
			214-701-709.000	FICA	87.98	

For Payroll ID: 74 Check Date: 09/30/2023 Pay Period End Date: 09/30/2023

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
					16,014.47	16,014.47

Zoning Administrator Report

September 2023

To: Board of Trustees

From: Jim Weller- Zoning Administrator

Land Use Permits for Inland Township

Single Family Dwelling (SFD)	4/ month	18/ ytd
SFD Addition	1/ month	3/ ytd
Accessory Building	7/ month	14/ ytd
Deck/Porch	0/ month	1/ ytd
New Commercial Structure	0/ month	1/ ytd
Commercial Addition/Alteration	0/ month	3/ ytd
Sign	1/ month	2/ ytd
Solar Array	01/ month	2/ ytd
Special Land Use Permit	0/ month	3/ ytd
Swimming Pool	1/month	1/ytd

Land Divisions	2/ month	5/ ytd
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Land Combination

Joint Planning Commission

Past Meetings	1/ month	1/ytd
Future Meetings	0/month	1/ytd

Inland Township Planning Commission

Past meetings:	1 September	8/ytd
Special meetings	1 march	1/ytd

Future Meetings: October 16th 6:00 PM



900 MONROE AVE NW
GRAND RAPIDS, MI 49503

PHONE (616) 632-8000
FAX (616) 632-8002
MIKAMEYERS.COM

Richard M. Wilson, Jr.	Mark E. Nettleton ²	Daniel J. Broxup	Of Counsel	William A. Horn ⁵
Daniel R. Kubiak	Nathaniel R. Wolf	Joshua D. Beard	James R. Brown	Mark A. Van Allsburg
Scott E. Dwyer	Jennifer A. Pupilava	Bradley A. Fowler	John M. DeVries	
George V. Saylor, III	Benjamin A. Zainea	Timothy J. Figura ⁶	Michael C. Haines	Also Admitted In
Elizabeth K. Bransdorfer	Christopher D. Matthyse	Amber M. Soler	James K. White	¹ Delaware
James F. Scales	Ronald M. Redick	Curtis L. Underwood	Fredric N. Goldberg	² Illinois
Ross A. Leisman	Kimberly M. Large ¹	Dominic T. Clolinger	John H. Gretzinger	³ New York
Neil P. Jansen	Nikole L. Canute ³	Kathryn M. Zoller	Douglas A. Donnell ⁴	⁴ Ohio
				⁵ Wisconsin
				⁶ Pennsylvania

September 1, 2023

Mr. David Davis
Supervisor
Inland Township
19668 Honor Hwy
Interlochen, MI 49643

Re: Legal Files and Choice of Counsel

Dear David:

I have decided to join the law firm of Mika Meyers PLC, effective September 1, 2023. In doing so, I will close my firm, Figura Law.

By joining Mika Meyers, I will be able to provide expanded services to my clients and tap into the broad expertise of Mika Meyers' legal team. Mika Meyers is a full-service firm with over thirty (30) attorneys who provide legal counsel throughout Michigan to entities and individuals regarding corporate, local government, litigation, energy and natural resources, environmental, employment and labor, employee benefits, estate planning, probate, and family law matters. The firm is headquartered in Grand Rapids, but I will be working in the Manistee office. The firm also has offices in Caledonia and Rockford. I will have some availability to take appointments at the office in Empire in the near term. The Manistee office is located at 414 Water Street, Manistee, Michigan 49660. I will be working with two member attorneys in Manistee, Richard Wilson and George Saylor. Both attorneys have practiced in Manistee for 35 plus years. My assistant in Manistee will be Deborah Bourne. Mika Meyers' website address is www.mikameyers.com, and you can use the following url to obtain directions to the Manistee office (<https://bit.ly/3E9LS0H>).

As a client, you may choose to transfer some or all your legal matters and related files to me at Mika Meyers or you may keep these materials for your records. Whatever your choice, I am committed to serving your best interests as a client, and to making the transition as smooth as possible for you. Please indicate your choice by checking the appropriate box at the end of this letter and returning a copy to me at tfigura@mikameyers.com. For my municipal clients, I ask that you review with your council/board prior to responding.

**INLAND TOWNSHIP
BENZIE COUNTY, MICHIGAN**

ORDINANCE NO. _____

**ORDINANCE OF INLAND TOWNSHIP TO REQUIRE KNOX BOXES AT ALL
COMMERCIAL BUILDINGS AND MULTI-FAMILY BUILDINGS WITH FOUR OR
MORE DWELLING UNITS UNDER THE SAME OWNERSHIP, AND ALL BUILDINGS
HAVING A FIRE SUPPRESSION SYSTEM OR FIRE ALARM SYSTEM.**

WHEREAS, The Township board of Inland Township has determined that an ordinance is necessary to require all commercial buildings, multi-family buildings having four or more dwelling units under the same ownership, and all buildings having a fire suppression system or fire alarm system to install Key Lock (Knox) Boxes, and;

WHEREAS, the benefits of installing Key Lock (Knox) Boxes include: providing immediate emergency access to emergency services personnel leading to increasing efficiency; preventing costly forced entry damage and allowing undamaged doors to be re-secured after the emergency; and, protecting property, inventory, equipment and supplies as well as emergency service personnel against possible injuries.

NOW THEREFORE, BE IT ORDAINED AND ENACTED and it is hereby ordained and enacted by the township board of Inland Township, Benzie County, Michigan

SECTION 1 KNOX BOXES PURPOSE:

The Township of Inland determines that the health, safety and welfare of residents and property owners are promoted by a requirement that certain properties shall have a key lock box on the exterior of the structure(s) or at the gate entrance to aid Emergency Responders with gaining access to or within a structure when responding to calls for emergency service, and to aid in access into or within a building that is secured or is unduly difficult to gain entry due to being either unoccupied or the occupants being unable to respond.

SECTION 2 DEFINITIONS:

- Fire Chief: The person duly appointed Fire Chief by the Inland Township board.

- Key Lock Box or “Knox Box”: means a secure rapid entry system that is designed to be used by Emergency Personnel in the event of an emergency to gain entry into a structure by using the enclosed owner provided key(s). This box is usually mounted on the exterior of the building/structure or entrance to property in a

location that is specified by the local Fire Official. All boxes shall be UL (Underwriter Laboratories) certified and approved by the Fire Official.

- **Owner:** Shall mean each individual who holds record title to the real estate as of the date of the offense and, if the real estate is not owned by individual person(s), with respect to corporations, means the chief executive officer of the corporation, and with respect to partnerships and joint ventures, means each partner or joint venture except that in limited partnership situations, the word "owner" shall be a managing partner(s) and shall exclude limited partners unless they are also managing partners.
- **Operator:** Shall mean the "person in control" of buildings or facilities in regard to day-to-day operation and functioning of the building or facility. An owner may designate the operator by submitting a written and signed communication to the Fire Chief advising of the name, address, day and nighttime telephone numbers of said person and, if designation is made, the owner(s) of the real estate shall not be subject to responsibility for compliance with this ordinance unless the designated operator is no longer in charge of the day-to-day operation and functioning of the building or facility at the time of violation.

SECTION 3 INSTALLATION REQUIRED:

A. Knox Box Required for New Buildings: All new commercial and governmental buildings, Schools, whether public or private multi-family buildings having four or more dwelling units under the same ownership, and all buildings having a fire suppression system or fire alarm system, shall have installed a Knox Box, of a UL type and size approved by the Inland Township Fire Chief or his/her designee, in a location specified by the Inland Township Fire Chief or his/her designee.

B. Knox Box Required for Existing Commercial Buildings: All commercial and governmental buildings, with a fire suppression system or fire alarm system, shall have installed a Knox Box, of a UL type and size approved by the Inland Township Fire Chief or his/her designee, in a location specified by the Inland Township Fire Chief or his/her designee, within twelve (12) months of the effective date of this ordinance.

C. Knox Box Required for Existing Multi-Family Structures: All multi-family buildings having four or more dwelling units under the same ownership, and all buildings having a fire suppression system or fire alarm system, shall have installed a Knox Box, of a UL type and size approved by the Inland Township Fire Chief or his/her designee, in a location specified by the Inland Township Fire Chief or his/her designee, within twelve (12) months of the effective date of this ordinance.

D. Knox Box Contents: All Knox Boxes shall contain label key(s), easily identified in the field to provide access into the property and/or building, and to any locked areas within the said building as the Fire Official may direct.

SECTION 4 GENERAL REQUIREMENTS:

A. The owner or operator of a structure required to have a Knox Box installed shall, at all times, keep a key(s), access cards and/or key codes in the lock box that will allow for full access to the structure.

B. The approved manufacturer of the lock box system used in Inland Township shall be by the Knox Company of Phoenix, AZ. Brand Name "Knox Box".

C. The Fire Chief or his/her designee shall have the authority to approve the location and style of key lock box. Lock boxes shall be installed between five (5) and seven (7) feet above the ground unless approved at a higher level by the Fire Chief.

The Fire Chief shall be authorized to implement rules and regulations for the use of the lock box system.

D. All properties with an electronic security gate shall have the lock box installed outside of the gate with the gate access code and required keys inside.

E. Purchase, installation and maintenance of any required lock box is the sole responsibility of the property owner, operator and/or occupant.

F. On any building or premises that contains a business where hazardous materials are located on site above the exempt amounts, a lock box (Knox Box) document vault must also be installed. The vault shall contain the copies of the material safety data sheets (MSDS) that are required to be on file within the building as well as a floor plan or written description that indicates the location of the general areas in the building where such materials are located. The MSDS shall be kept current.

G. All manually locked gates/fences on commercial properties must be secured with a Knox Padlock. "Daisy Chaining" locks are acceptable.

SECTION 5 MAINTENANCE:

The owner, operator and/or occupant of the property shall immediately notify the Fire Chief or his/her designee when any locks are added, changed or rekeyed. Additional labeled keys, access cards or access codes shall be added to the lock box immediately, if old keys, access cards or access codes are no longer effective.

SECTION 6 VIOLATIONS:

Any entity person or entity violation any of the provisions of this Ordinance or failing or neglecting or refusing to obey any order or notice of the Fire Chief or his/her designee as related to this Title, hereunder shall be subject to a penalty as provided herein. Any person found tampering with or obtaining unauthorized access to key boxes shall

be subject to penalties.

SECTION 6 PENALTIES:

- A. Enforcement of this Ordinance shall be effected by an action brought by Inland Township or Township Attorney before the District Judge having jurisdiction in the same manner provided for the enforcement of summary offenses under State of Michigan rules for criminal procedure.
- B. Any person who owns or operates a structure subject to this Ordinance shall be Subject to the penalties set forth herein.
- C. Any person found guilty of violation of this Ordinance shall be liable to a fine of not more than One Thousand Dollars (\$1,000.00) per violation to be paid to the Township Treasurer and for conviction of a second offense shall also be subject to imprisonment to the extent allowed by law for the punishment of summary offenses.

SECTION 7 EFFECTIVE DATE.

This Ordinance shall take effect five (5) days after the date of adoption by the Board of Inland Township, set forth below.

ORDAINED, ADOPTED AND ENACTED, by the board of Inland Township, Benzie County, Michigan the ____ day of _____, 2023.

Inland Township Supervisor

David Davies
Township Supervisor

POLICY: DRIVING RECORD REVIEW

Inland Fire
Policy # 101

I. PURPOSE

To assure that members/employees of Inland Township Fire Department, maintain a current unrestricted Michigan operators license in accordance with the following policy.

II. GENERAL

- A. Each member of this department shall at all times maintain a current unrestricted Michigan operators license. Any member failing to maintain a current unrestricted operators license shall be placed on administrative leave until such time as he/she obtains a current unrestricted operators license.
- B. Any member whose operator license is suspended, revoked or restricted is immediately prohibited from operating any municipal vehicle or a personal vehicle as an authorized emergency vehicle. Each member shall immediately notify the fire chief if his/her operators license has been suspended, revoked or restricted in any way. Each member is responsible for knowing the status of his/her operators license.
- C. The Department shall enroll in the subscription program through the State of Michigan Department of State. This program will automatically notify the Chief/Designee of a violation.

III. PROCEDURE

A. CLASS A VIOLATION

Any member of the Department convicted of a misdemeanor violation shall be automatically suspended from driving municipal vehicles. In addition, any such member shall also be required to attend an approved driver improvement program or equivalent training and be certified to operate emergency vehicles.

B. VIOLATIONS

- 1. "Misdemeanor Violations" referred to in this policy include, but are not limited to the following:
 - a) Operating while intoxicated
 - b) Operating under the influence of a controlled substance
 - c) Operating during a period of suspension or revocation
 - d) Reckless driving
 - e) Leaving the scene of an accident

C. CIVIL INFRACTIONS

1. Any member who receives a civil infraction moving violation on his/her driving record may be prohibited from operating their personal vehicles as an authorized emergency vehicle or from driving any municipally owned vehicles. The suspension may expire after review by Chief/Designee.
2. A change in status of a license restriction may result in a driving status change or possible suspension from the department.
3. The Fire Chief may change the driving status of department personnel based on driving complaints, driving ability, or upon recommendation of a command officer.
4. A complaint received by the department shall be investigated and become a part of the members personnel file. The member shall also be notified of the complaint.
5. A valid complaint filed against a member of the department may invoke a restriction on driving municipal owned vehicles or personal vehicles as an authorized emergency vehicle and may also result in suspension from the department for a period of time set by the Fire Chief.

AUTHORIZED BY: Dayton Pfof

TITLE: Fire Chief DATE: 10/09/2023

POLICY: ALCOHOL AND DRUG USE

Inland Fire
Policy #104

I. PURPOSE:

To provide a safe and drug-free work environment

II. POLICY

1. Use of Alcoholic Beverages and Drugs

- A. Employees shall not possess, sell, or use alcoholic beverages or illegal drugs nor abuse prescribed controlled substances while on the job or on municipal property.
- B. Employees shall not work, report to work or respond to calls under the influence of alcoholic beverages, illegal drugs or under the influence of controlled substances, except as provided in sub-Paragraph C.
- C. Employees must report to their supervisor when they are experiencing or may experience a reaction to a prescription/over the counter medication, which may affect their ability to do their job.
- D. Employees shall not drive any Department vehicle or respond to any emergency in their personal vehicle subsequent to the use of alcoholic beverages, illegal drugs, while under the influence of controlled substances or any prescription/over the counter medication, which may impair their ability to operate the vehicle in a safe and controlled manner.

2. Drug Dependency Treatment

Employees shall disclose any drug or alcohol problem to their employer. If an employee advises their employer of a drug/alcohol problem, the employee will be required to receive treatment and will be required to take a leave of absence until the employee successfully completes the treatment program.

III. PROCEDURES:

1. Drug and or alcohol screens will be conducted in the following instances:

Post offer of conditional employment physicals. When an employee is involved in an accident with a department or personal vehicle, while acting on behalf of the department, the employee will be required to consent to a drug/alcohol test.

When there is a reasonable suspicion that a employee is using or possessing illegal drugs or alcoholic beverages or is abusing a controlled

substance at work or is working or reporting to work under the influence of illegal drugs, alcoholic beverages, or an abused or controlled substance, that employee shall be required to consent to a drug/alcohol test immediately. Reasonable suspicion may be based upon, but not limited to, unexplained, and excessive absence, reports that the employee uses or is under the influence of alcoholic beverages or drugs during work, the odor of alcohol or marijuana on an employee, unusual behavior such as slurred speech or lack of coordination, possession of paraphernalia used in connection with any illegal drug or substance subject to these rules. If drug or alcohol testing requires transport to a medical facility, transportation will be provided directly from the scene.

Testing will require that the employee provide a urine and/or blood sample. Any time an employee is requested to take a drug/or alcohol test, the employee will be required to sign an authorization form permitting the physician or lab to conduct the test and release the results to the employer. Refusal to sign the authorization form or to submit immediately to a requested drug/alcohol test will be considered admission of a positive test and will subject the employee to discharge. All drug screen samples will be given at a licensed medical facility or doctor's office chosen by the employer. The employee tested shall receive results as soon as possible after they become available.

2.
 - A. Recognizing the potential problems created by alcohol use, including reduced performance, adverse public perception, and liability to the Employer, the Department will accept zero tolerance as the standard. Testing shall be administered when there is reasonable suspicion that an employee has reported to work or responded to an incident impaired or under the influence of illegal drugs or alcoholic beverages.
 - B. The Chief of the Department shall make a reasonable effort to ensure an adequate response of personnel. If an inadequate number of personnel are expected to be unavailable, the Chief of the Department shall be notified so that a stand-by from another department can be established.
 - C. When any member has a reasonable suspicion that another member of the organization has consumed alcoholic beverages, he/she shall report the suspicion immediately to their officer. Based upon the information provided and by observation, the officer may contact the Fire Chief for direction. A PBT may also be requested, at the scene and followed up with additional testing as necessary.
3. Rehabilitation and Counseling

Any positive drug or alcohol test will result in the employee being relieved from duty. In the case of a positive test, the employee shall complete a professional evaluation for a drug/alcohol related problem. Subsequent treatment is required and the employee cannot work for a specific period of time, the employee will be considered on medical leave. This leave

may be conditional upon receipt of reports that the employee is cooperating and making reasonable progress in the treatment program. In addition, this leave is conditioned upon the employee entering an approved treatment program as soon as possible.

The employee must provide satisfactory medical evidence that he/she has completed the program and is fit to return to work. The employer will require written verification that an employee is participating in or has successfully completed a treatment program.

Any employee who has returned to work is subject to retesting as otherwise provided in this policy. If he/she fails the retest, they shall be discharged.

4. Disciplinary Action

Disciplinary action is appropriate in the following instances:

- A. Any employee who is in the possession of, sells, or uses alcohol, or illegal drugs or illegally possesses, sells, or uses a controlled substance, while on the job shall be subject to immediate discharge.
- B. Any employee who works or reports to work under the influence of alcohol, controlled substances, or drugs shall be immediately suspended and shall be subject to discipline up to and including discharge. This includes prescribed/over the counter medication not reported to an officer as required by Section 1.c. above. The type and severity of discipline will depend on all circumstances, including nature of substance, employee's explanation, and willingness to enter a rehabilitation program if treatment is appropriate.
- C. Refusal to submit to a drug/alcohol test is grounds for immediate discharge.
- D. Anyone involved in the trafficking of illegal drugs or controlled substance will be subject to immediate discharge.

5. Appeal

Any employee may appeal action taken by the employer under this policy through the appropriate grievance procedure.

AUTHORIZED BY: Dayton Pfof
TITLE: Fire Chief DATE: 10/09/2023

POLICY: REPORTING OF INJURIES, ILLNESS AND MEDICAL CONDITIONS WHICH MAY AFFECT A SAFE WORKING AND TRAINING ENVIRONMENT

Inland Fire
Policy # 106

I. PURPOSE:

To ensure that all personnel are physically and mentally capable of performing their job duties without risk to themselves, fellow employees, or the employer, thereby providing a safe working and training environment.

II. PROCEDURE:

A. The procedure for reporting medical conditions;

If a medical condition occurs or is discovered while the employee is performing their duties, the notification shall be made immediately to the employee's supervisor. If the medical condition occurs or is discovered while the employee is off-duty, the employee shall notify his/her supervisor, as soon as possible.

B. Return to work conditions;

1. An employee who has received medical attention will not be allowed to return to work until released by a physician. The release from the physician must be documented in writing.
2. All required training and certifications must be current and consistent with department policy.

AUTHORIZED BY: Dayton Pfost
TITLE: Fire Chief DATE: 10/09/2023

POLICY: LEAVE OF ABSENCE

Fire Committee
Policy # 108

I. PURPOSE

To allow an employee the ability to take a leave for any one of the following reasons:

1. Educational
2. Personal
3. Military
4. Medical

II. PROCEDURE

A written request shall be completed and submitted to the Fire Chief for approval.

During any leave of absence all equipment and property issued by the Department shall be returned. No leave requests will be approved without the equipment being returned.

Not more than six (6) months of leave time will be approved at any one time, unless military exempt. Employee must return to full active duty at the expiration of the approved leave or, request an extension of the leave.

Employee shall submit a written request when ready to return to active duty.

Unless otherwise indicated by an agreement, contract or other applicable provisions:

- a. Employee will not be covered by any provided benefits or insurance while on leave of absence.
- b. Employee will not accrue seniority while on a personal or educational leave of absence. An Employee on military leave will continue to accrue seniority.
- c. An Officer requesting a leave of absence may be required to temporarily relinquish their position.
- d. An Employee returning from a leave of absence must be in compliance with the minimum employment and training requirements established by department policy.

III. EDUCATIONAL LEAVE

An educational leave of absence may be granted to an active employee planning to attend a college or university. Proof of registration must accompany the request for leave of absence.

VI. PERSONAL LEAVE

Requests for personal leave of absence will be considered on an individual basis, based upon the need described in the leave request.

V. MILITARY LEAVE

A military leave of absence must be granted to an employee. Documentation of the employees order to active duty shall accompany the leave request.

AUTHORIZED BY: Dayton Pfof
TITLE: Fire Chief DATE: 10/09/2023

DATE: _____ STATION # _____

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: HOME: _____ WORK: _____

TYPE OF LEAVE: EDUCATIONAL: _____

PERSONAL: _____

MILITARY: _____

MEDICAL: _____

LENGTH OF REQUESTED LEAVE: _____

DETAILED EXPLANATION OF LEAVE REQUESTED: _____

With my signature I am stating that I understand the content and requirements outlined in department policy and request this leave of absence.

Signature

Date

Station Commander

Date

The completed leave of absence request shall be forwarded to the Fire Chief for approval.

() APPROVED () DISAPPROVED LEAVE EXPIRES: _____

ALL ISSUED DEPARTMENT EQUIPMENT RETURNED: () YES () NO

Fire Chief

Date

Search keyword, category, brand or part



PRODUCTS



⁰ \$0.00

Home (/) > Ballot Collection Boxes (/collections/ballot-collection-boxes) > Ballot Drop Cover for BA-610



No Products In The Cart.

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([HTTPS://ELECTIONSOURCE.COM/](https://electionsource.com/))

Our Shipping & Return Policy
(<https://electionsource.com/pages/customer-service>)

*\$182.00
plus shipping*

