

Torch Lake Township

Board Meeting
SEPTEMBER 16, 2025



AGENDA

Community Services Building
2355 North US 31, Kewadin, Michigan 49648
www.torchlaketownship.org

Board Meeting

Tuesday SEPTEMBER 16, 2025 at 7:00 PM

(See Township website for YouTube information)

(Please turn off all cell phones.)

A. REPEATING AGENDA

1. Call to order and Pledge of Allegiance Flag of the United State of America
2. Approval of minutes of Regular Board meeting on August 19, 2025
3. Correspondence and announcements
4. Approval of Agenda Content (motion required) **(Final see website Sept. 13 - after 2 PM)**
5. Citizen Comment-(limit 4 minutes/person) Comments restricted to Agenda Items

B. CONSENT AGENDA (Department Reports)

Possible Action; Motion to approve all the Consent Agenda, or to remove a report(s) for discussion, then to approve, by consensus, the remaining reports. If a report(s) is removed, it will be discussed and clarified, then voted on by motion to accept or to not accept.

Reports from the following: **(Final see website Sept. 13 – after 2 PM)**

- | | |
|-------------------------|-------------------------|
| 1. Clerk | 4. Ambulance |
| 2. Treasurer | 5. Fire Department |
| 3. Zoning Administrator | 6. Central Dispatch 911 |

C. SPECIAL REPORTS AGENDA

1. Planning Commission – Andrew Graves
2. FOIA Update – Mary Merchant
3. Financial Overview – Supervisor **(check website for details Sept. 13 – after 2 PM)**

D. AGENDA FOR BOARD ACTION*

Board member in () leads discussion and provides attachments as required.

Old Business

NO OLD BUSINESS

New Business (check website for related documents Sept. 13 – after 2 PM)

1. Motion to approve implementation of **FLOCK** security camera at US31 and M88 supporting Antrim County Sheriff Dept.
2. Motion to approve roof work at day park pavilion and bathroom/storage building
3. Motion to approve Jacob Maruna Basic EMT
4. Motion to approve replacement of bathroom and maintenance doors at the Day Park Facility.

E. AGENDA FOR BOARD DISCUSSION

1. Township Trash Day
2. Increase bid requirements for Board Policy 4.7b

F. AGENDA ITEM FOR INFORMATIONAL PURPOSE ONLY

1. Introduction of new Deputy Clerk

G. CITIZEN COMMENT - (Limit 4 minutes/person) Open to Township Subject Matters

H. BOARD COMMENT

I. ADJOURNMENT

J. FUTURE MEETING AND HEARINGS:

1. Regular Board Meeting – Tuesday, October 21, 2025, at 7 PM
2. Planning Commission Master Plan Open House Monday September 15 at 4:30 - 6:00 PM
3. Planning Commission Monday, September 22, at 7 pm' Monitor Website for details and agenda
4. ZBA – Monitor Website as meetings are driven by case(s) or passage of prior months meeting minutes.

ALL MEETINGS STREAMED LIVE ON YOUTUBE – CHECK WEBSITE FOR DETAILS AND UPDATES

*Any member of the board may ask for a roll call vote on any motion.

MINUTES

TORCH LAKE TOWNSHIP
ANTRIM COUNTY, MICHIGAN

DRAFT MINUTES OF TOWNSHIP BOARD MEETING

August 19, 2025

COMMUNITY SERVICES BUILDING

TORCH LAKE TOWNSHIP

Present: Cook, Schultz, M. Merchant, J. Merchant, Graves

Absent: none

Audience: 18

A. REPEATING AGENDA:

1. Meeting called to order by Cook at 7:00 pm. Pledge recited.
2. Prior meeting minutes were approved as presented.
3. Correspondence etc.: None
4. Agenda Content was approved as presented with changes. Addition of New Business.
5. Citizen Comment: None

B. CONSENT AGENDA: Accepted by consent.

C. SPECIAL REPORTS

1. Graves gives update on Master Plan. Survey went out electronically and by mail. PC will be processing those results. Open house planned for 9/15/2025 from 4:30-6:00 PM. All are encouraged to come for open dialog.
2. FOIA Update-One FOIA request received.
3. Financial Overview-General fund favorable to budget. See specific details online.

D. BOARD ACTION

NO OLD BUSINESS

NEW BUSINESS

1. Motion by Cook/M. Merchant to request Antrim County Road Commission to conduct a speed study on N. W. Torch Lake Drive. Passes 5-0

E. AGENDA FOR BOARD DISCUSSION

1. New township office hours prepared and posted.
2. Short-term Rentals in the Township are popping up on sites like VRBO revealing a growing problem with compliance and enforcement. Discussed possible actions that the township could take. More research will be done, more discussion will follow.
3. Det. Bradley Martin from Antrim County Sheriffs Department spoke more about the Flock License Plate Reader, noting advantages at both Local and State levels.
4. Fire Chief Kevin Lane speaks about FD staffing challenges throughout the state.

F. AGENDA FOR INFORMATIONAL PURPOSE ONLY

NONE

G. CITIZEN COMMENT

Denise Walker shares concerns about the Flock License Plate Reader.

Elizabeth Calcutt gives update on Nakwema Trailway progress.

David Christenson speaks on board policy with regards to new carpet in the Community Service Building.

Antrim County Commissioner Jarris Rubingh gives report.

Jamima Rubingh shares her summer experiences.

Kristen Graves talks about the planning commission survey.

Casey Wiggins gives his thoughts on Short-Term Rentals.

See all public comments online.

H. BOARD COMMENT

Board comment was heard.

I. ADJOURNMENT: 8:40 p.m.

These Minutes are respectfully submitted and are subject to approval at the next regularly scheduled Board Meeting.

Mary Merchant, Township Clerk

**SPECIAL
REPORTS:
FINACIALS**

TORCH LAKE TOWNSHIP

AUGUST YEAR-TO-DATE

GENERAL / FIRE / AMBULANCE

GENERAL FUND FAVORABLE TO BUDGET BY \$45K
REVENUES + \$37K EXPENSES -\$7K

FIRE FUND UNFAVORABLE TO BUDGET \$191K ..
REVENUE FAV BY 6K AND EXPENSE HIGHER BY
197K DRIVEN BY DOWN PAYMENT ON NEW
PUMPER TRUCK (150k), NEW EQUIPMENT (14K)
AND IMPROVEMENTS TO SOUTH STATION AND
MAIN FIRE BLDG (35)

AMBULANCE UNFAVORABLE TO BUDGET BY \$13K
AMBULANCE EXPENSES LOWER BY \$28K AND
REVENUE LOWER BY 41K DRIVEN BY \$30K DUE TO
TIMING OF BUDGET REVENUE DOLLARS & 11K IN
RUN FEES

TORCH LAKE TOWNSHIP FY 4/1/25-3/31/26 FINANCIAL REVIEW	AUGUST YEAR-TO-DATE				
	2025-'26 C Y	2024 -'25PY	'25 - '26 Budget	V\$ 2024 -'25 PY	V\$ '25 - '26 Budget
Fund 101 - GENERAL FUND:					
TOTAL GENERAL FUND REVENUE	\$140,298	\$134,596	\$103,262	\$5,701	\$37,036
TOTAL GENERAL FUND EXPENDITURES	(\$299,650)	(\$229,342)	(\$307,254)	(\$70,308)	\$7,604
OPERATING PROFIT / LOSS	(\$159,352)	(\$94,746)	(\$203,992)	(\$64,607)	\$44,640
Fund 206 - FIRE FUND:					
TOTAL FIRE FUND REVENUE	\$29,234	\$48,341	\$23,150	(\$19,107)	\$6,083
TOTAL FIRE FUND EXPENDITURES	(\$298,050)	(\$91,971)	(\$101,032)	(\$206,079)	(\$197,018)
OPERATING PROFIT / LOSS	(\$268,817)	(\$43,630)	(\$77,882)	(\$225,186)	(\$190,935)
Fund 210 - AMBULANCE FUND:					
TOTAL AMBULANCE FUND REVENUE	\$59,579	\$76,755	\$100,627	(\$17,176)	(\$41,048)
TOTAL AMBULANCE FUND EXPENDITURES	(\$348,405)	(\$371,809)	(\$376,597)	\$23,404	\$28,192
OPERATING PROFIT / LOSS	(\$288,826)	(\$295,054)	(\$275,970)	\$6,229	(\$12,856)
Fund 204 - TWP. ROAD FUND:					
TOTAL TWP ROAD FUND REVENUE	\$15,111	\$17,201	\$12,571	(\$2,089)	\$2,540
TOTAL TWP ROAD FUND EXPENDITURES	(\$312,750)	(\$237,748)	(\$232,652)	(\$75,002)	(\$80,098)
OPERATING PROFIT / LOSS	(\$297,639)	(\$220,547)	(\$220,081)	(\$77,091)	(\$77,558)
ALL OTHER FUNDS (208,212,150,703)					
TOTAL OTHER FUND REVENUE	\$6,248	\$7,607	\$2,791	(\$1,359)	\$3,457
TOTAL OTHER FUND EXPENDITURES	(\$3,125)	(\$1,166)	(\$928)	(\$1,959)	(\$2,196)
OPERATING PROFIT / LOSS	\$3,123	\$6,441	\$1,862	(\$3,317)	\$1,261
TORCH LAKE TOWNSHIP					
TOTAL REVENUE	\$250,470	\$284,499	\$242,402	(\$34,029)	\$8,068
TOTAL EXPENDITURES	(\$1,261,980)	(\$932,036)	(\$1,018,464)	(\$329,944)	(\$243,516)
OPERATING PROFIT / LOSS	(\$1,011,510)	(\$647,537)	(\$776,062)	(\$363,973)	(\$235,448)
TORCH LAKE TOWNSHIP CASH REVIEW	@07/31/2025	@08/31/2025	CHANGE IN CASH		
GENERAL FUND CASH:	\$ 1,072,553	\$ 1,042,158	\$	\$	(30,396)
FIRE FUND CASH:	\$ 522,845	\$ 514,624	\$	\$	(8,222)
AMBULANCE FUND CASH:	\$ 442,143	\$ 396,892	\$	\$	(45,251)
ROAD FUND CASH:	\$ 11,431	\$ 11,457	\$	\$	25
ALL OTHER FUNDS CASH	\$ 134,925	\$ 136,066	\$	\$	1,141
TLT CASH BALANCE	\$ 2,183,897	\$ 2,101,196	\$	\$	(82,702)

**REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP
GENERAL FUNDS FINANCIAL SUMMARY**

08/11/2025

PREPARED BY: [Name]

GL NUMBER	DESCRIPTION	CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS	VAR VS '25	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25
		AUG. 2025	AUG. 2025	AUG. 2025	ACTUAL 2024	BUDGET	AUG. 2025	AUG. 2025	AUG. 2025		BUDGET
Fund 101 - GENERAL FUND											
Revenues											
Total Dept 101 - GOVERNING BODY		38,239	39,831	19,921	(1,593)	18,318	126,879	121,786	92,101	5,093	34,777
Total Dept 756 - PARKS/RECREATION		2,894	2,999	2,971	(106)	(78)	13,419	12,811	11,160	608	2,259
TOTAL REVENUES		41,132	42,830	22,892	(1,698)	18,240	140,298	134,596	103,262	5,701	37,036
Expenditures											
Total Dept 101 - GOVERNING BODY		15,087	5,741	7,364	9,346	7,722	83,959	54,796	58,902	29,163	25,057
Total Dept 171 - SUPERVISOR		3,357	3,250	3,494	107	(138)	16,784	16,250	17,092	534	(308)
Total Dept 215 - CLERK		3,761	3,972	4,307	(211)	(546)	23,979	21,123	23,633	2,856	347
Total Dept 247 - BOARD OF REVIEW		0	0	16	0	(16)	0	0	341	0	(341)
Total Dept 253 - TREASURER		3,444	3,411	3,723	33	(279)	22,291	22,597	23,720	(306)	(1,429)
Total Dept 257 - ASSESSOR		2,983	2,853	3,000	130	(17)	14,915	14,265	15,101	650	(186)
Total Dept 262 - ELECTIONS		37	5,422	756	(5,385)	(718)	2,913	7,812	1,169	(4,899)	1,743
Total Dept 265 BUILDING AND GROUNDS		3,868	6,218	4,523	(2,350)	(655)	18,567	23,946	20,210	(5,380)	(1,643)
Total Dept 301 - ORD. ENFORCEMENT OFFICER		156	186	345	(31)	(189)	1,226	1,297	1,992	(71)	(766)
Total Dept 446 - ROADS		0	0	0	0	0	102	0	0	102	102
Total Dept 448 - STREET LIGHTING		356	540	411	(184)	(55)	1,792	1,954	2,063	(162)	(271)
Total Dept 567 - CEMETERY		3,050	3,226	931	(176)	2,118	9,169	4,829	5,434	4,340	3,735
Total Dept 701 - PLANNING		2,633	99	7,435	2,534	(4,802)	22,532	5,689	35,360	16,843	(12,827)
Total Dept 702 - ZONING		904	0	1,841	904	(937)	3,938	2,541	6,787	1,398	(2,849)
Total Dept 703 - ZONING ADMINISTRATION		5,994	4,351	2,158	1,644	3,836	22,943	16,686	10,217	6,257	12,726
Total Dept 756 - PARKS/RECREATION		10,923	9,188	12,368	1,736	(1,444)	34,017	37,802	41,696	(3,785)	(7,679)
Total Dept 757 - MISC. REC. FACILITIE		0	0	0	0	0	0	0	0	0	0
Total Dept 790 - AREA COMMUNITY SUPPORT		0	0	0	0	0	0	0	0	0	0
Total Dept 851 - INSURANCE		0	0	0	0	0	836	1,619	402	(783)	434
Total Dept 861 - PENSIONS		295	387	0	(93)	295	(4,862)	(3,864)	0	(998)	(4,862)
Total Dept 901 - CAPITAL OUTLAY		18,600	0	2,993	18,600	15,607	24,548	0	43,134	24,548	(18,586)
TOTAL EXPENDITURES		75,447	48,844	55,666	26,603	19,782	299,650	229,342	307,254	70,308	(7,604)
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		41,132	42,830	22,892	(1,698)	18,240	140,298	134,596	103,262	5,701	37,036
TOTAL EXPENDITURES		75,447	48,844	55,666	26,603	19,782	299,650	229,342	307,254	70,308	(7,604)
TOTAL NET GENERAL FUND		(34,315)	(6,014)	(32,773)	(28,301)	(1,542)	(159,352)	(94,746)	(203,992)	(64,607)	44,640

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

GL NUMBER	DESCRIPTION	CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
		AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Fund 101 - GENERAL FUND											
Revenues											
Dept 101 - GOVERNING BODY											
101-101-402.000	TAX COLLECTION	0	0	0	0	0	0	0	0	0	0
101-101-412.000	DELINQUENT TAX COLL.	0	0	0	0	0	12,313	15,752	9,000	(1,640)	3,313
101-101-445.000	TAX PENALTIES/INTERE	0	0	0	0	0	0	0	150	0	(150)
101-101-447.000	PTAF ON TAXES	12,429	11,587	10,176	842	2,253	18,532	16,661	18,017	1,872	515
101-101-451.000	LICENSES & PERMITS	0	150	727	(150)	(727)	4,950	3,975	3,712	975	1,238
101-101-501.000	FEDERAL GRANTS	0	0	0	0	0	0	0	0	0	0
101-101-528.000	OTHER FEDERAL GRANTS	0	0	0	0	0	0	0	0	0	0
101-101-566.000	STATE GRANTS-PARKS	0	0	0	0	0	0	0	0	0	0
101-101-574.000	STATE REV. SHARING	22,508	22,517	4,531	(9)	17,977	64,954	63,105	44,131	1,849	20,823
101-101-607.000	FEES FOR SERVICES	0	349	0	(349)	0	0	357	250	(357)	(250)
101-101-608.030	PAVILLION RENTAL FEE	0	0	0	0	0	0	60	250	(60)	(250)
101-101-609.000	SCHOOL TAX COLL. FEE	0	0	687	0	(687)	0	0	687	0	(687)
101-101-627.000	MISC. SVC. CHARGES	0	0	0	0	0	0	0	0	0	0
101-101-642.000	CEMETERY LOT SALES	0	1,600	1,325	(1,600)	(1,325)	4,480	2,240	1,885	2,240	2,595
101-101-643.000	MISC. SALES	0	0	0	0	0	0	0	0	0	0
101-101-655.000	FINES AND FORFEITS	0	0	0	0	0	424	0	100	424	324
101-101-665.000	INTEREST EARNED	3,172	3,629	2,439	(457)	732	16,698	18,585	12,893	(1,887)	3,805
101-101-665.010	PRE PENALTY INTEREST	0	0	0	0	0	390	801	327	(411)	63
101-101-665.020	TAX ACCT INTEREST	0	0	0	0	0	0	0	0	0	0
101-101-668.000	RENTS/ROYALTIES	130	0	35	130	95	380	250	468	130	(88)
101-101-671.000	OTHER/MISC REVENUE	0	0	0	0	0	0	0	0	0	0
101-101-676.000	REIMBURSEMENTS	0	0	0	0	0	93	0	0	93	93
101-101-687.000	REFUNDS/REBATES	0	0	0	0	0	20	0	230	20	(210)
101-101-687.010	SCHOOL ELECTIONS REIMBURSEMENT	0	0	0	0	0	1,879	0	0	1,879	1,879
101-101-687.020	PRESIDENTIAL PRIMARY REMBT	0	0	0	0	0	1,766	0	0	1,766	1,766
Total Dept 101 - GOVERNING BODY		38,239	39,831	19,921	(1,593)	18,318	126,879	121,786	92,101	5,093	34,777
Dept 756 - PARKS/RECREATION											
101-756-608.000	BOAT RAMP FEE	2,834	2,799	2,681	35	152	7,999	7,760	6,760	239	1,238
101-756-608.010	MARINE LAUNCH CONTRACT	0	0	143	0	(143)	5,000	4,500	3,889	500	1,111
101-756-608.020	KAYAK LAUNCH FEE	0	0	0	0	0	0	0	0	0	0
101-756-608.030	PAVILLION RENTAL FEE	60	200	147	(140)	(87)	420	350	448	70	(28)
101-756-655.000	FINES AND FORFEITS	0	0	0	0	0	0	200	63	(200)	(63)
101-756-665.000	INTEREST EARNED	0	0	0	0	0	1	1	1	(0)	(0)
Total Dept 756 - PARKS/RECREATION		2,894	2,999	2,971	(106)	(78)	13,419	12,811	11,160	608	2,259
TOTAL REVENUES		41,132	42,830	22,892	(1,698)	18,240	140,298	134,596	103,262	5,701	37,036
Expenditures											
Dept 101 - GOVERNING BODY											
101-101-702.000	WAGES-TRUSTEES	1,035	962	999	73	36	5,175	5,038	5,139	137	36
101-101-702.010	MEETING PER DIEM	0	0	0	0	0	0	0	0	0	0
101-101-703.010	CLERICAL ASST	0	0	123	0	(123)	0	0	217	0	(217)
101-101-703.020	WAGES-SCANNING	0	0	86	0	(86)	0	2,027	653	(2,027)	(653)
101-101-715.000	PENSION	31	30	99	1	(68)	155	150	324	5	(169)
101-101-715.010	SOC. SEC./MEDICARE	79	74	103	6	(24)	396	541	501	(145)	(105)
101-101-715.020	HEALTH CARE SAVINGS	200	200	120	0	80	1,000	1,000	960	0	40
101-101-715.030	TERM INSURANCE	0	177	182	(177)	(182)	927	891	984	36	(57)
101-101-727.000	OFFICE SUPPLIES	279	280	194	(1)	85	638	1,569	1,347	(932)	(710)
101-101-801.000	AUDIT SERVICES	0	0	0	0	0	6,500	6,200	7,357	300	(857)
101-101-802.010	ATTORNEY-TWP. BOARD	172	1,155	1,250	(983)	(1,078)	3,721	2,670	6,250	1,051	(2,529)
101-101-803.000	CONTRACT SERVICES	0	33	180	(33)	(180)	0	100	369	(100)	(369)
101-101-803.010	BS&A MAINTENANCE	0	0	0	0	0	1,980	1,920	1,980	60	0
101-101-803.040	RECORD SCAN PROJECT	0	0	0	0	0	0	0	14	0	(14)
101-101-805.000	OTHER SVCS. & CHARGE	0	75	86	(75)	(86)	190	98	732	92	(543)
101-101-809.000	MEMBERSHIP DUES	0	0	0	0	0	9,458	9,438	9,941	20	(484)
101-101-850.000	TELEPHONE CHARGES	146	18	109	128	36	730	398	534	332	196
101-101-851.000	INTERNET SERVICE	0	171	171	(171)	(171)	430	369	349	61	80
101-101-851.010	INFO TECH SUPPORT	11,238	540	1,828	10,698	9,410	40,360	13,246	10,470	27,114	29,891
101-101-851.020	WEB PAGE MAINTENANCE	0	0	92	0	(92)	0	0	1,442	0	(1,442)
101-101-860.000	MILEAGE/PARKING	0	0	0	0	0	0	0	0	0	0
101-101-900.000	PRINTING/PUBLISHING	727	1,349	1,088	(622)	(361)	4,780	4,863	5,318	(88)	(538)
101-101-910.010	AFIAC	(0)	(0)	0	0	(0)	(397)	(434)	0	37	(357)
101-101-930.000	REPAIRS/MAINTENANCE	0	0	83	0	(83)	0	0	83	0	(83)
101-101-930.010	CSB-MAINTENANCE/ REPAIRS	228	399	225	(171)	2	1,910	1,444	981	466	929
101-101-956.000	CONFERENCE/EDUCATION	0	0	131	0	(131)	0	0	131	0	(131)
101-101-957.000	MISCELLANEOUS EXPENSE	953	278	215	675	737	6,008	3,269	2,824	2,739	3,184
Total Dept 101 - GOVERNING BODY		15,087	5,741	7,364	9,346	7,722	83,959	54,796	58,902	29,163	25,057

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

		CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
		AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
		error	error	error	error	error	error	error	error	error	error
Dept 171 - SUPERVISOR											
101-171-702.000	WAGES	2,939	2,833	2,887	99	45	14,663	14,167	14,787	496	(125)
101-171-702.010	MEETING PER DIEM	0	0	0	0	0	0	0	0	0	0
101-171-715.010	SOC. SEC./MEDICARE	224	217	202	8	22	1,122	1,084	1,027	38	94
101-171-715.020	HEALTH CARE SAVINGS	200	200	120	0	80	1,000	1,000	960	0	40
101-171-860.000	MILEAGE/PARKING	0	0	0	0	0	0	0	32	0	(32)
101-171-956.000	CONFERENCE/EDUCATION	0	0	285	0	(285)	0	0	285	0	(285)
101-171-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	0	0	0
Total Dept 171 - SUPERVISOR		3,357	3,250	3,494	107	(138)	16,784	16,250	17,092	534	(308)
Dept 215 - CLERK											
101-215-702.000	WAGES	2,707	2,385	2,685	922	22	14,934	13,115	14,766	1,819	168
101-215-702.010	MEETING PER DIEM	0	0	0	0	0	464	0	750	464	(286)
101-215-703.000	WAGES-DEPUTY	95	611	138	(515)	(41)	1,167	1,689	713	(521)	455
101-215-703.010	CLERICAL ASST	290	279	0	11	290	2,282	1,581	0	701	2,282
101-215-703.040	ACCOUNTANT ASSISTANT	0	0	576	0	(576)	0	0	1,313	0	(1,313)
101-215-715.000	PENSION	186	160	271	26	(85)	1,100	882	1,300	218	(200)
101-215-715.010	SOC. SEC./MEDICARE	236	245	176	(9)	60	1,403	1,227	956	176	447
101-215-715.020	HEALTH CARE SAVINGS	200	200	128	0	72	1,000	1,000	1,020	0	(20)
101-215-727.000	OFFICE SUPPLIES	0	53	172	(53)	(172)	538	523	861	15	(323)
101-215-803.000	CONTRACT SERVICES	0	0	100	0	(100)	0	0	574	0	(574)
101-215-803.010	BS&A MAINTENANCE	0	0	0	0	0	781	758	780	23	1
101-215-860.000	MILEAGE/PARKING	47	40	61	7	(14)	311	149	298	162	13
101-215-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	0	200	302	(200)	(102)
101-215-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	0	0	0
Total Dept 215 - CLERK		3,761	3,972	4,307	(211)	(546)	23,979	21,123	23,633	2,856	347
Dept 247 - BOARD OF REVIEW											
101-247-702.000	WAGES	0	0	15	0	(15)	0	0	197	0	(197)
101-247-702.010	MEETING PER DIEM	0	0	0	0	0	0	0	0	0	0
101-247-715.010	SOC. SEC./MEDICARE	0	0	1	0	(1)	0	0	14	0	(14)
101-247-727.000	OFFICE SUPPLIES	0	0	0	0	0	0	0	0	0	0
101-247-860.000	MILEAGE/PARKING	0	0	0	0	0	0	0	5	0	(5)
101-247-900.000	PRINTING/PUBLISHING	0	0	0	0	0	0	0	46	0	(46)
101-247-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	0	0	23	0	(23)
101-247-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	57	0	(57)
Total Dept 247 - BOARD OF REVIEW		0	0	16	0	(16)	0	0	341	0	(341)
Dept 253 - TREASURER											
101-253-702.000	WAGES	2,707	2,615	2,886	92	21	14,888	14,385	14,775	503	313
101-253-702.010	MEETING PER DIEM	0	0	0	0	0	250	320	496	(70)	(246)
101-253-703.000	WAGES-DEPUTY	0	0	68	0	(68)	91	50	750	41	(659)
101-253-715.000	PENSION	162	157	197	6	(35)	893	863	894	30	(3)
101-253-715.010	SOC. SEC./MEDICARE	203	196	195	7	7	1,125	1,082	1,078	43	47
101-253-715.020	HEALTH CARE SAVINGS	200	200	120	0	80	1,000	1,000	960	0	40
101-253-727.000	OFFICE SUPPLIES	72	0	141	72	(69)	2,525	2,546	2,423	(20)	102
101-253-803.000	CONTRACT SERVICES	0	0	0	0	0	117	540	580	(423)	(463)
101-253-803.010	BS&A MAINTENANCE	0	0	0	0	0	781	758	878	23	(97)
101-253-809.000	MEMBERSHIP DUES	0	0	0	0	0	0	0	0	0	0
101-253-860.000	MILEAGE/PARKING	100	118	174	(18)	(74)	436	265	468	172	(31)
101-253-956.000	CONFERENCE/EDUCATION	0	125	141	(125)	(141)	185	789	420	(604)	(235)
101-253-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	0	0	0
Total Dept 253 - TREASURER		3,444	3,411	3,723	33	(279)	22,291	22,597	23,720	(306)	(1,429)
Dept 257 - ASSESSOR											
101-257-702.000	WAGES	208	208	208	0	0	1,042	1,042	1,042	0	0
101-257-715.000	PENSION	13	13	13	0	(1)	63	63	67	0	(4)
101-257-715.010	SOC. SEC./MEDICARE	16	16	15	0	1	80	80	73	0	7
101-257-727.000	OFFICE SUPPLIES	0	0	0	0	0	0	0	17	0	(17)
101-257-803.000	CONTRACT SERVICES	2,746	2,530	2,660	216	86	13,472	12,650	13,300	822	172
101-257-803.010	BS&A MAINTENANCE	0	0	0	0	0	0	0	0	0	0
101-257-803.020	CONTRACT COUNTY	0	86	104	(86)	(104)	259	431	495	(122)	(236)
101-257-860.000	MILEAGE/PARKING	0	0	0	0	0	0	0	55	0	(55)
101-257-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	53	0	(53)
Total Dept 257 - ASSESSOR		2,983	2,853	3,000	130	(17)	14,915	14,265	15,101	650	(186)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

		CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
		AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Dept 262 - ELECTIONS											
101-262-702.000	WAGES	37	4,369	669	(4,331)	(632)	2,389	5,617	977	(3,229)	1,411
101-262-715.010	SOC. SEC./MEDICARE	0	27	28	(27)	(28)	28	53	55	(25)	(27)
101-262-727.000	OFFICE SUPPLIES	0	404	4	(404)	(4)	456	1,457	29	(1,002)	427
101-262-803.000	CONTRACT SERVICES	0	0	0	0	0	0	0	0	0	0
101-262-860.000	MILEAGE/PARKING	0	316	28	(316)	(28)	0	316	34	(316)	(34)
101-262-900.000	PRINTING/PUBLISHING	0	56	34	(56)	(14)	0	89	20	(89)	(20)
101-262-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	0	0	0	0	0
101-262-957.000	MISCELLANEOUS EXPENSE	0	250	12	(250)	(12)	40	279	54	(239)	(14)
Total Dept 262 - ELECTIONS		37	5,422	756	(5,385)	(718)	2,913	7,812	1,169	(4,899)	1,743
Dept 265 - BUILDING AND GROUNDS											
101-265-702.000	WAGES	0	1,499	0	(1,499)	0	0	9,278	0	(9,278)	0
101-265-715.000	PENSION	0	90	0	(90)	0	0	557	0	(557)	0
101-265-715.010	SOC. SEC./MEDICARE	0	115	0	(115)	0	0	710	0	(710)	0
101-265-742.000	GAS/OIL	0	185	0	(185)	0	0	637	0	(637)	0
101-265-803.000	CONTRACT SERVICES	1,497	322	380	1,175	1,117	6,111	1,000	2,941	5,110	1,170
101-265-805.000	OTHER SVCS. & CHARGE	0	0	179	0	(179)	356	0	1,537	356	(1,180)
101-265-807.000	LAWN/SNOW CARE	0	2,050	449	(2,050)	(449)	50	2,382	2,475	(2,332)	(2,426)
101-265-812.000	JANITORIAL SERVICE/ CLEANING SUPPLIES	1,900	1,350	2,143	550	(243)	8,950	6,949	9,292	2,001	(342)
101-265-860.000	MILEAGE/PARKING	0	21	104	(21)	(104)	0	245	293	(245)	(293)
101-265-920.000	HEAT	86	63	63	23	23	1,450	520	608	930	842
101-265-921.000	ELECTRIC	385	324	534	61	(149)	1,575	1,453	1,698	122	(123)
101-265-930.000	REPAIRS/MAINTENANCE	0	201	598	(201)	(598)	36	216	1,201	(179)	(1,165)
101-265-931.000	SAFETY/CONTROL	0	0	55	0	(55)	0	0	55	0	(55)
101-265-957.000	MISCELLANEOUS EXPENSE	0	0	18	0	(18)	39	0	110	39	(71)
Total Dept 265 - BUILDING AND GROUNDS		3,868	6,218	4,523	(2,350)	(655)	18,567	23,946	20,210	(5,380)	(1,643)
Dept 301 - UTILITIES											
101-301-702.000	WAGES	144	124	176	20	(31)	891	946	1,160	(55)	(269)
101-301-715.010	SOC. SEC./MEDICARE	11	9	48	2	(36)	68	72	238	(4)	(169)
101-301-740.000	OPERATING SUPPLIES	0	0	9	0	(9)	0	0	46	0	(46)
101-301-740.010	UNIFORMS, ETC.	0	0	0	0	0	0	0	0	0	0
101-301-850.000	TELEPHONE CHARGES- CELL	0	45	52	(45)	(52)	223	223	258	0	(36)
101-301-860.000	MILEAGE/PARKING	0	8	8	(8)	(8)	45	57	186	(12)	(141)
101-301-957.000	MISCELLANEOUS EXPENSE	0	0	53	0	(53)	0	0	105	0	(105)
Total Dept 301 - UTILITIES		156	186	345	(31)	(189)	1,226	1,297	1,992	(71)	(766)
Dept 446 - ROADS											
101-446-957.000	MISC EXPENSE/SIGNS	0	0	0	0	0	102	0	0	102	102
Total Dept 446 - ROADS		0	0	0	0	0	102	0	0	102	102
Dept 448 - STREET LIGHTING											
101-448-921.000	ELECTRIC	356	540	411	(184)	(55)	1,792	1,954	2,063	(162)	(271)
Total Dept 448 - STREET LIGHTING		356	540	411	(184)	(55)	1,792	1,954	2,063	(162)	(271)
Dept 567 - CEMETERY											
101-567-803.000	CONTRACT SERVICES	3,000	3,180	898	(180)	2,102	8,400	3,180	898	5,220	7,502
101-567-804.000	SERVICES/CHARGES	0	0	0	0	0	0	430	0	(430)	0
101-567-921.000	ELECTRIC	50	46	0	4	50	278	227	0	50	278
101-567-930.000	REPAIRS/MAINTENANCE	0	0	33	0	(33)	2	992	4,536	(989)	(4,534)
101-567-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	489	0	0	489	489
Total Dept 567 - CEMETERY		3,050	3,226	931	(176)	2,118	9,169	4,829	5,434	4,340	3,735
Dept 701 - PLANNING											
101-701-702.000	WAGES	0	0	595	0	(595)	2,070	2,425	8,852	(355)	(6,782)
101-701-702.010	MEETING PER DIEM	0	0	0	0	0	0	0	0	0	0
101-701-727.000	OFFICE SUPPLIES	659	0	28	659	631	1,759	0	142	1,759	1,618
101-701-715.000	PENSION	0	0	5	0	(5)	0	23	57	(23)	(57)
101-701-715.010	SOC. SEC./MEDICARE	0	0	56	0	(56)	179	209	802	(30)	(623)
101-701-802.000	ATTORNEY FEES-PC	0	0	1,451	0	(1,451)	0	0	1,665	0	(1,665)
101-701-803.000	CONTRACT SERVICES	1,974	0	5,175	1,974	(3,201)	18,254	2,253	22,577	16,003	(4,323)
101-701-860.000	MILEAGE/PARKING	0	0	9	0	(9)	70	0	46	70	24
101-701-900.000	PRINTING/PUBLISHING	0	99	30	(99)	(30)	0	508	483	(508)	(483)
101-701-956.000	CONFERENCE/EDUCATION	0	0	86	0	(86)	200	250	429	(50)	(229)
101-701-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	22	307	(22)	(307)
Total Dept 701 - PLANNING		2,633	99	7,435	2,534	(4,802)	22,532	5,689	35,360	16,843	(12,827)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

		CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
		AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Dept 702 - ZONING											
101-702-702.000	WAGES	0	0	1,116	0	(1,116)	2,070	750	3,344	1,320	(1,273)
101-702-715.010	SOC. SEC./MEDICARE	14	0	110	14	(95)	199	57	328	142	(129)
101-702-802.020	ATTORNEY-ZBA	0	0	0	0	0	0	0	503	0	(503)
101-702-803.000	CONTRACT SERVICES	790	0	600	790	190	1,166	1,711	1,607	(546)	(441)
101-702-800.000	PRINTING/PUBLISHING	99	0	14	99	85	503	0	190	503	313
101-702-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	0	0	694	0	(694)
101-702-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	22	122	(22)	(122)
Total Dept 702 - ZONING		904	0	1,841	904	(937)	3,938	2,541	6,787	1,398	(2,849)
Dept 703 - ZONING ADMINISTRATION											
101-703-702.010	MEETING PER DIEM	0	0	0	0	0	0	0	0	0	0
101-703-703.030	ZA ASSISTANT	0	322	0	(322)	0	0	3,243	0	(3,243)	0
101-703-715.000	PENSION	0	19	0	(19)	0	0	195	0	(195)	0
101-703-715.010	SOC. SEC./MEDICARE	0	25	0	(25)	0	0	248	0	(248)	0
101-703-727.000	OFFICE SUPPLIES	0	0	2	0	(2)	0	0	35	0	(35)
101-703-802.040	ATTORNEY FEES	1,137	3,985	1,586	(2,848)	(449)	11,090	11,247	5,299	(158)	5,790
101-703-803.000	CONTRACT SERVICES	4,629	0	543	4,629	4,086	11,241	1,753	4,195	9,489	7,047
101-703-860.000	MILEAGE/PARKING	229	0	27	229	202	612	0	288	612	324
101-703-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	0	0	381	0	(381)
101-703-957.000	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	20	0	(20)
Total Dept 703 - ZONING ADMINISTRATION		5,994	4,351	2,158	1,644	3,836	22,943	16,686	10,217	6,257	12,726
Dept 756 - PARKS/RECREATION											
101-756-702.000	WAGES	3,804	3,804	4,631	(0)	(828)	11,341	10,677	12,038	694	(697)
101-756-715.000	PENSION	0	0	0	0	0	0	0	0	0	0
101-756-715.010	SOC. SEC./MEDICARE	291	291	394	(0)	(103)	888	822	987	46	(120)
101-756-727.000	OFFICE SUPPLIES	0	0	0	0	0	0	0	0	0	0
101-756-742.000	GAS/OIL	0	35	0	(35)	0	0	35	0	(35)	0
101-756-803.000	CONTRACT SERVICES	2,374	174	1,261	2,200	1,113	6,981	931	3,845	6,050	3,136
101-756-805.000	OTHER SVCS. & CHARGE	0	0	0	0	0	0	463	438	(463)	(438)
101-756-812.000	JANITORIAL SERVICE/ CLEANING SUPPLIES	4,072	4,344	4,591	(279)	(519)	9,289	12,374	12,241	(3,085)	(2,952)
101-756-860.000	MILEAGE/PARKING	0	32	103	(32)	(103)	206	100	398	106	(192)
101-756-900.000	PRINTING/PUBLISHING	0	0	199	0	(199)	350	0	421	350	(72)
101-756-921.000	ELECTRIC	352	270	235	82	117	1,141	1,066	801	75	340
101-756-930.000	REPAIRS/MAINTENANCE	0	232	243	(232)	(243)	1,830	499	2,250	1,331	(420)
101-756-931.000	SAFETY/CONTROL	0	0	50	0	(50)	144	0	2,295	144	(2,151)
101-756-931.020	GROUPS MAINTENANCE	0	6	4	(6)	(4)	760	1,526	1,165	(766)	(405)
101-756-957.000	MISCELLANEOUS EXPENSE	31	0	250	31	(219)	1,108	0	1,250	1,108	(142)
101-756-975.010	DAY PARK-BLDGS/ IMPROVEMENTS	0	0	406	0	(406)	0	9,310	3,566	(9,310)	(3,265)
Total Dept 756 - PARKS/RECREATION		10,923	9,188	12,368	1,736	(1,444)	34,017	37,802	41,696	(3,785)	(7,679)
Dept 757 - MISC. REC. FACILITE											
101-757-702.000	WAGES	0	0	0	0	0	0	0	0	0	0
101-757-715.010	SOC. SEC./MEDICARE	0	0	0	0	0	0	0	0	0	0
Total Dept 757 - MISC. REC. FACILITE		0	0	0	0	0	0	0	0	0	0
Dept 790 - AREA COMMUNITY SUPPORT											
101-790-805.010	FR COMMUNITY LIBRARY	0	0	0	0	0	0	0	0	0	0
Total Dept 790 - AREA COMMUNITY SUPPORT		0	0	0	0	0	0	0	0	0	0
Dept 851 - INSURANCE											
101-851-910.000	INSURANCE & BONDS	0	0	0	0	0	836	1,619	402	(783)	434
Total Dept 851 - INSURANCE		0	0	0	0	0	836	1,619	402	(783)	434
Dept 861 - PENSIONS											
101-861-715.000	PENSION EE 617	295	387	0	(93)	295	(4,862)	(3,864)	0	(218)	(4,862)
Total Dept 861 - PENSIONS		295	387	0	(93)	295	(4,862)	(3,864)	0	(998)	(4,862)
Dept 901 - CAPITAL OUTLAY											
101-901-975.000	BLDGS./ IMPROVEMENT	15,000	0	2,500	15,000	12,500	15,000	0	10,000	15,000	5,000
101-901-975.020	TBNP-BLDGS/IMPROVEMENTS	0	0	0	0	0	0	0	0	0	0
101-901-975.030	CEMETERY-BLDGS/IMPROVEMENTS	0	0	0	0	0	0	0	6,250	0	(6,250)
101-901-975.040	CSB IMPROVEMENTS/ UPGRADES	0	0	493	0	(493)	0	0	1,884	0	(1,884)
101-901-980.000	EQ.-OFFICE & COMP. ACC.	3,600	0	0	3,600	3,600	9,148	0	25,000	9,148	(15,452)
Total Dept 901 - CAPITAL OUTLAY		18,600	0	2,993	18,600	15,607	24,548	0	43,134	24,548	(18,586)
TOTAL EXPENDITURES		75,447	48,844	55,666	26,603	19,782	299,650	229,342	307,254	70,308	(7,604)
Fund 101 - GENERAL FUND:											
TOTAL REVENUES		41,132	42,830	22,892	(1,698)	18,240	140,298	134,596	103,262	5,701	37,036
TOTAL EXPENDITURES		75,447	48,844	55,666	26,603	19,782	299,650	229,342	307,254	70,308	(7,604)
TOTAL NET GENERAL FUN		(34,315)	(6,014)	(32,773)	(28,301)	(1,542)	(159,352)	(94,746)	(203,992)	(64,607)	44,640

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

	CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
	AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Fund 151 - CEMETERY TRUST FUND	39,179	20,708	13,247	18,471	25,932	39,179	20,708	13,247	18,471	25,932
	36,979	27,827	67,542	9,152	(30,563)	36,979	27,827	67,542	9,152	(28,704)
Revenues										
Dept 567 - CEMETERY										
151-567-642.000 CEMETERY LOT SALES	0	400	933	(400)	(753)	320	560	933	(240)	(183)
151-567-665.000 INTEREST EARNED	164	179	102	(15)	63	815	836	476	(73)	339
TOTAL REVENUE	164	579	455	(415)	(291)	1,135	1,396	978	(261)	157
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0
Fund 151 - CEMETERY TRUST FUND:										
TOTAL REVENUES	164	579	455	(415)	(291)	1,135	1,396	978	(261)	157
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0
TOTAL CEMETERY FUND	164	579	455	(415)	(291)	1,135	1,396	978	(261)	157
Fund 204 - TWP. ROAD FUND										
Revenues										
Dept 446 - ROADS										
204-446-402.000 TAX COLLECTION	0	0	0	0	0	0	0	0	0	0
204-446-412.000 DELINQUENT TAX COLL.	0	0	0	0	0	10,689	14,104	8,400	(3,415)	2,289
204-446-424.000 METRO-AUTHORITY PA 48	0	0	0	0	0	3,826	2,754	3,500	1,073	326
204-446-665.000 INTEREST EARNED	25	26	71	(1)	(46)	596	343	671	253	(75)
Total Dept 446 - ROADS	25	26	71	(1)	(46)	15,111	17,201	12,571	(2,089)	2,540
TOTAL REVENUES	25	26	71	(1)	(46)	15,111	17,201	12,571	(2,089)	2,540
Expenditures										
Dept 446 - ROADS										
204-446-976.000 ROAD IMPROVEMENTS	0	0	0	0	0	312,750	237,748	232,652	75,002	80,098
Total Dept 446 - ROADS	0	0	0	0	0	312,750	237,748	232,652	75,002	80,098
TOTAL EXPENSES	0	0	0	0	0	312,750	237,748	232,652	75,002	80,098
Fund 204 - TWP. ROAD FUND:										
TOTAL REVENUES	25	26	71	(1)	(46)	15,111	17,201	12,571	(2,089)	2,540
TOTAL EXPENDITURES	0	0	0	0	0	312,750	237,748	232,652	75,002	80,098
NET ROAD FUND	25	26	71	(1)	(46)	(297,639)	(220,547)	(220,081)	(77,091)	(77,558)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

		CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
		AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Fund 206 - FIRE FUND											
Revenues											
Dept 336 - FIRE											
206-336-402.000	TAX COLLECTION	0	0	0	0	0	0	0	0	0	0
206-336-402.010	CAPITAL ALLOCATION	0	0	0	0	0	0	0	0	0	0
206-336-412.000	DELINQUENT TAX COLL.	0	0	0	0	0	18,883	24,682	12,000	(5,799)	6,883
206-336-539.000	GRANTS-STATE	0	10,000	0	(10,000)	0	4,000	10,000	2,500	(6,000)	1,500
206-336-665.000	INTEREST EARNED	1,162	2,733	1,586	(1,571)	(424)	6,350	13,549	8,650	(7,198)	(2,300)
206-336-676.000	REIMBURSEMENTS	0	0	0	0	0	0	110	0	(110)	0
206-336-687.000	REIMBURSEMENTS	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES		1,162	12,733	1,586	(11,571)	(424)	29,234	48,341	23,150	(19,107)	6,083
Expenditures											
Dept 336 - FIRE											
206-336-702.000	WAGES	3,478	3,695	5,424	(218)	(1,948)	23,666	24,572	32,398	(906)	(8,732)
206-336-702.020	SALARY-OFFICERS	2,216	2,141	3,561	75	(1,345)	11,270	10,889	11,338	381	(68)
206-336-702.030	SALARY-SECRETARY	82	79	82	3	0	451	436	449	15	2
206-336-710.000	MED. INSURANCE	(28)	445	511	(474)	(540)	2,317	2,117	2,755	200	(438)
206-336-711.000	MEDICAL SERVICE/TESTING	0	0	0	0	0	0	0	0	0	0
206-336-715.000	PENSION	236	209	372	27	(136)	1,509	1,397	1,859	112	(349)
206-336-715.010	SOC. SEC./MEDICARE	436	447	680	(11)	(244)	2,679	2,719	3,512	(40)	(833)
206-336-715.020	HEALTH CARE SAVINGS	150	150	114	0	36	750	750	911	0	(161)
206-336-727.000	OFFICE SUPPLIES	0	136	83	(136)	(83)	198	136	193	62	5
206-336-740.000	OPERATING SUPPLIES	0	157	54	(157)	(54)	101	353	621	(252)	(521)
206-336-740.010	UNIFORMS, ETC.	157	1,055	655	(898)	(498)	251	1,473	3,657	(1,222)	(3,406)
206-336-741.000	BLDG. SUPPLIES	0	438	149	(438)	(149)	0	1,219	783	(1,219)	(783)
206-336-742.000	GAS/OIL	156	757	0	(601)	(156)	776	1,234	1,750	(474)	(974)
206-336-803.000	CONTRACT SERVICES	112	499	229	(387)	(117)	6,077	3,624	4,087	2,453	1,990
206-336-807.000	SNOW CARE	0	0	0	0	0	97	0	0	97	97
206-336-809.000	MEMBERSHIP DUES	0	0	0	0	0	0	0	75	0	(75)
206-336-850.000	TELEPHONE CHARGES	52	0	79	52	(27)	263	152	300	111	(37)
206-336-850.010	TELEPHONE - STA. 2	40	40	38	0	2	200	270	302	(70)	(102)
206-336-851.000	INTERNET SERVICE	100	110	108	(10)	(8)	558	490	542	68	16
206-336-851.010	INFO TECH SUPPORT	0	0	0	0	0	0	0	0	0	0
206-336-860.000	MILEAGE/PARKING	0	0	77	0	(77)	323	127	230	196	94
206-336-900.000	PRINTING/PUBLISHING	0	0	0	0	0	0	0	0	0	0
206-336-910.000	INSURANCE & BONDS	0	0	0	0	0	8,985	6,852	1,053	2,133	7,933
206-336-920.000	HEAT	172	125	127	46	44	1,731	1,041	1,213	690	518
206-336-920.010	FUEL (HEAT) STA. 2	0	0	0	0	0	464	0	196	464	268
206-336-921.000	ELECTRIC	967	784	0	183	967	4,132	3,678	5,470	454	(1,338)
206-336-921.010	ELECTRIC - STA. 2	0	0	0	0	0	0	0	0	0	0
206-336-930.000	REPAIRS/MAINTENANCE	74	1,692	1,204	(1,618)	(1,130)	9,016	2,544	6,358	6,472	2,658
206-336-930.010	CSB-MAINTENANCE/ REPAIR	456	0	1,195	456	(739)	2,273	2,000	2,715	274	(442)
206-336-932.000	RADIO REPAIR	0	0	0	0	0	0	190	569	(190)	(569)
206-336-956.000	CONFERENCE/EDUCATION	0	0	0	0	0	1,655	0	0	1,655	1,655
206-336-957.000	MISCELLANEOUS EXPENSE	80	365	81	(285)	(1)	997	637	502	360	495
206-336-960.000	TRAINING MATERIALS	0	90	187	(90)	(187)	101	90	678	11	(577)
206-336-975.000	BLDG./ IMPROVEMENT	0	0	0	0	0	38,648	4,912	3,620	33,736	35,028
206-336-977.000	EQUIPMENT	0	8,633	6,578	(8,633)	(6,578)	26,972	18,068	12,894	8,904	14,078
206-336-980.000	EQ. OFFICE & COMP. ACC.	600	0	0	600	600	1,589	0	0	1,589	1,589
206-336-981.000	CAPITAL OUTLAY/ VEHICLES	0	0	0	0	0	150,000	0	0	150,000	150,000
Total Dept 336 - FIRE		9,534	22,049	21,588	(12,516)	(12,054)	298,050	91,971	101,032	206,079	197,018
Dept 651 - AMBULANCE											
206-651-710.000	MED. INSURANCE	0	0	0	0	0	0	0	0	0	0
Total Dept 651 - AMBULANCE		0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		9,534	22,049	21,588	(12,516)	(12,054)	298,050	91,971	101,032	206,079	197,018
Fund 206 - FIRE FUND:											
TOTAL REVENUES		1,162	12,733	1,586	(11,571)	(424)	29,234	48,341	23,150	(19,107)	6,083
TOTAL EXPENDITURES		9,534	22,049	21,588	(12,516)	(12,054)	298,050	91,971	101,032	206,079	197,018
NET FIRE FUND		(8,372)	(9,316)	(20,002)	944	11,631	(268,817)	(43,630)	(77,882)	(225,186)	(190,935)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

Fund 208 - PARK/RECREATION FUND

Revenues
 Dept 756 - PARKS/RECREATION
 208-756-655.000 FINES AND FORFEITS
 208-756-665.000 INTEREST EARNED
 Total Dept 756 - PARKS/RECREATION

TOTAL REVENUES

Expenditures
 Dept 756 - PARKS/RECREATION
 208-756-971.020 TBNP IMPROVEMENTS
 Total Dept 756 - PARKS/RECREATION

TOTAL EXPENDITURES

Fund 208 - PARK/RECREATION FUND:

TOTAL REVENUES

TOTAL EXPENDITURES

NET PARK/RECREATION FUND

CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
0	0	0	0	0	0	0	0	0	0
16	25	20	(9)	(5)	87	122	100	(34)	(12)
16	25	20	(9)	(5)	87	122	100	(34)	(12)
16	25	20	(9)	(5)	87	122	100	(34)	(12)
0	0	0	0	0	0	0	0	0	0
365	730	247	(365)	118	2,697	730	393	1,967	2,304
365	730	247	(365)	118	2,697	730	393	1,967	2,304
365	730	247	(365)	118	2,697	730	393	1,967	2,304
16	25	20	(9)	(5)	87	122	100	(34)	(12)
365	730	247	(365)	118	2,697	730	393	1,967	2,304
(349)	(705)	(227)	356	(122)	(2,610)	(608)	(293)	(2,001)	(2,316)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

Fund 210 - AMBULANCE FUND

Revenues

Dept 651 - AMBULANCE

	CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
	AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
210-651-402.000 TAX COLLECTION	0	0	0	0	0	0	0	0	0	0
210-651-402.010 CAPITAL ALLOCATION	0	0	7,946	0	(7,946)	0	0	39,731	0	(39,731)
210-651-412.000 DELINQUENT TAX COLL.	0	0	0	0	0	24,279	31,734	15,000	(7,455)	9,279
210-651-665.000 INTEREST EARNED	755	1,266	778	(512)	(24)	4,423	8,145	5,082	(3,722)	(660)
210-651-676.000 REIMBURSEMENTS	756	0	0	756	756	756	0	0	756	756
210-651-677.000 RUN FEES	7,468	10,682	16,537	(3,214)	(9,069)	30,122	36,876	40,814	(6,754)	(10,693)
210-651-687.000 REFUNDS/REBATES	0	0	0	0	0	0	0	0	0	0
Total Dept 651 - AMBULANCE	8,978	11,948	25,261	(2,970)	(16,283)	59,579	76,755	100,627	(17,176)	(41,048)

TOTAL REVENUES	8,978	11,948	25,261	(2,970)	(16,283)	59,579	76,755	100,627	(17,176)	(41,048)
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Expenditures

Dept 336 - FIRE

210-336-710.000 MED. INSURANCE	(51)	(42)	0	(10)	(51)	(230)	(210)	0	(20)	(230)
Total Dept 336 - FIRE	(51)	(42)	0	(10)	(51)	(230)	(210)	0	(20)	(230)

Dept 651 - AMBULANCE

210-651-702.000 WAGES	26,464	29,645	30,809	(3,181)	(4,345)	160,604	166,461	173,276	(5,857)	(12,672)
210-651-702.030 SALARY-DIRECTOR	3,947	3,808	3,874	139	73	20,473	20,943	19,915	(469)	558
210-651-702.040 WAGES-AMB OVERTIME	14,036	10,093	11,394	3,943	2,642	63,960	54,306	60,822	9,655	8,138
210-651-702.080 PAID TIME OFF (PTO)	498	2,630	2,589	(2,132)	(2,091)	6,016	8,907	7,810	(2,891)	(1,794)
210-651-710.000 MED. INSURANCE	(1,404)	6,161	4,682	(7,565)	(6,006)	27,535	26,152	28,214	1,383	(678)
210-651-710.010 INSURANCE STIPEND	0	0	0	0	0	0	0	0	0	0
210-651-711.000 MEDICAL SERVICE/ TESTING	0	0	0	0	0	0	0	0	0	0
210-651-712.000 CERTIFICATION	0	0	0	0	0	0	0	150	0	(150)
210-651-715.000 PENSION	2,355	1,976	2,622	379	(266)	12,215	10,746	13,629	1,470	(1,414)
210-651-715.010 SOC. SEC./MEDICARE	3,313	3,460	3,484	(147)	(171)	18,754	18,626	18,919	128	(165)
210-651-727.000 OFFICE SUPPLIES	0	55	91	(55)	(91)	0	55	170	(55)	(170)
210-651-728.000 CABLE TV	0	334	182	(334)	(182)	610	726	734	(116)	(124)
210-651-740.000 OPERATING SUPPLIES	2,201	990	570	1,211	1,631	4,360	3,530	3,541	830	829
210-651-740.010 UNIFORMS, ETC.	0	0	21	0	(21)	0	0	136	0	(136)
210-651-741.000 BLDG. SUPPLIES	0	0	15	0	(15)	0	163	137	(163)	(137)
210-651-742.000 GAS/OIL	252	515	472	(263)	(719)	922	1,156	1,207	(734)	(285)
210-651-801.000 PROFESSIONAL CONTRACT	1,840	1,700	1,416	140	424	8,850	8,500	9,307	350	(457)
210-651-803.000 CONTRACT SERVICES	136	598	359	(462)	(273)	3,763	2,443	2,765	1,120	998
210-651-807.000 SNOW CARE	0	0	0	0	0	37	0	0	37	37
210-651-809.000 MEMBERSHIP DUES	0	0	0	0	0	0	0	0	0	0
210-651-812.000 JANITORIAL SERVICE/ CLEANING SUPPLIES	119	105	48	15	71	209	105	48	104	160
210-651-850.000 TELEPHONE CHARGES	52	98	116	(46)	(64)	755	609	586	147	169
210-651-851.000 INTERNET SERVICE	0	60	18	(60)	(18)	173	120	95	53	77
210-651-851.010 INFO TECH SUPPORT	0	0	0	0	0	0	0	1,000	0	(1,000)
210-651-860.000 MILEAGE/PARKING	0	0	0	0	0	0	0	305	0	(305)
210-651-910.000 INSURANCE & BONDS	0	0	0	0	0	8,327	5,850	1,391	2,477	6,936
210-651-920.000 HEAT	172	125	120	46	52	1,146	1,041	1,203	105	(57)
210-651-921.000 ELECTRIC	770	648	439	122	331	3,150	2,906	2,185	244	964
210-651-930.000 REPAIRS/MAINTENANCE	572	131	112	441	460	2,374	213	2,029	2,161	344
210-651-930.010 CSB-MAINTENANCE/ REPAIR	0	0	527	0	(527)	1,028	2,900	1,272	(972)	(244)
210-651-932.000 RADIO REPAIR	0	0	0	0	0	0	0	285	0	(285)
210-651-956.000 CONFERENCE/EDUCATION	0	0	153	0	(153)	683	0	811	683	(128)
210-651-957.000 MISCELLANEOUS EXPENSE	197	33	176	164	21	648	491	555	157	93
210-651-975.000 BLDGS./IMPROVEMENT	0	0	0	0	0	0	0	8,250	0	(8,250)
210-651-977.000 EQUIPMENT	0	0	603	0	(603)	453	773	849	(320)	(396)
210-651-980.000 EQ. OFFICE & COMP. ACC.	600	0	0	600	600	1,589	0	15,000	1,589	(13,411)
210-651-981.000 CAPITAL OUTLAY	0	0	0	0	0	0	35,000	0	(35,000)	0
Total Dept 651 - AMBULANCE	56,120	63,165	64,891	(7,045)	(8,771)	348,635	372,019	376,597	(23,384)	(27,962)

TOTAL EXPENDITURES	56,069	63,124	64,891	(7,055)	(8,822)	348,405	371,809	376,597	(23,404)	(28,192)
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Fund 210 - AMBULANCE FUND:

TOTAL REVENUES	8,978	11,948	25,261	(2,970)	(16,283)	59,579	76,755	100,627	(17,176)	(41,048)
TOTAL EXPENDITURES	56,069	63,124	64,891	(7,055)	(8,822)	348,405	371,809	376,597	(23,404)	(28,192)
NET AMBULANCE FUND	(47,091)	(51,176)	(39,630)	4,085	(7,461)	(288,826)	(295,054)	(275,970)	6,229	(12,856)

REVENUE AND EXPENDITURE REPORT FOR TORCH LAKE TOWNSHIP

PERIOD ENDING

LINE ITEM DETAILS

	CURRENT MONTH	CURRENT MONTH	CURRENT BUDGET	VAR VS ACTUAL 2024	VAR VS '25 BUDGET	YTD BALANCE	YTD BALANCE	YTD BUDGET	VAR VS 2024	VAR VS '25 BUDGET
	AUG. 2025	AUG. 2025	AUG. 2025			AUG. 2025	AUG. 2025	AUG. 2025		
Fund 212 - LIQUOR ENFORCEMENT										
Revenues										
Dept 330 - LIQUOR LAW ENFORCEMENT										
212-330-574.000 STATE REV. SHARING	1,437	55	1,271	1,382	166	2,015	2,044	1,713	(30)	302
Total Dept 330 - LIQUOR LAW ENFORCEMENT	1,437	55	1,271	1,382	166	2,015	2,044	1,713	(30)	302
TOTAL REVENUES	1,437	55	1,271	1,382	166	2,015	2,044	1,713	(30)	302
Expenditures										
Dept 330 - LIQUOR LAW ENFORCEMENT										
212-330-702.000 WAGES	88	0	84	88	3	338	264	366	74	(28)
212-330-715.010 SOC. SEC./MEDICARE	7	0	7	7	(40)	26	20	30	6	(4)
212-330-727.000 OFFICE SUPPLIES	0	0	0	0	0	0	93	55	(93)	(55)
212-330-850.000 MILEAGE/PARKING	16	0	18	16	(2)	64	59	85	5	(20)
Total Dept 330 - LIQUOR LAW ENFORCEMENT	110	0	109	110	1	428	436	535	(8)	(108)
TOTAL EXPENDITURES	110	0	109	110	1	428	436	535	(8)	(108)
NET LIQUOR LAW	1,327	55	1,162	1,272	165	1,587	1,608	1,177	(21)	409
Fund 701 - TRUST & AGENCY FUND										
Revenues										
Dept 000										
701-000-665.000 INTEREST EARNED	0	0	0	0	0	1	2	0	(1)	1
Total Dept 000	0	0	0	0	0	1	2	0	(1)	1
TOTAL REVENUES	0	0	0	0	0	1	2	0	(1)	1
Fund 703 - TAX COLLECTION FUND										
Revenues										
Dept 000										
703-000-665.000 INTEREST EARNED	1,952	2,617	0	(665)	1,952	3,010	4,043	0	(1,033)	3,010
Total Dept 000	1,952	2,617	0	(665)	1,952	3,010	4,043	0	(1,033)	3,010
TOTAL REVENUES	1,952	2,617	0	(665)	1,952	3,010	4,043	0	(1,033)	3,010
TOTAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0
NET TAX COLLECTION	1,952	2,617	0	(665)	1,952	3,010	4,043	0	(1,033)	3,010
TOTAL REVENUES - ALL FUNDS										
TOTAL REVENUES - ALL FUNDS	54867	70815	51557	(15948)	3310	250470	284499	242402	(34029)	8068
TOTAL EXPENDITURES - ALL FUNDS	141525	134747	142501	6778	(976)	1261980	932036	1018464	329944	243516
NET TLT REVENUES & EXPENSES	(86,658)	(63,933)	(90,944)	(22,725)	4,286	(1,011,510)	(647,537)	(776,062)	(363,973)	(235,448)

AGENDA
ITEMS FOR
BOARD
DISCUSSION

BD

DISCUSSION

#1

NO HANDOUTS FOR THIS ITEM

BD

DISCUSSION

#2

Board committee members shall not receive mileage to attend Board meetings which are a statutory duty of their office.

Receipts shall accompany any expense reimbursement request. Reasonable meal and lodging expenses will be reimbursed, if approved by the Board at a regular meeting. Personal expenses which are unnecessary in conducting Township business such as entertainment and purchases of alcohol shall not be eligible for reimbursement. (Refer to current "Pay Schedule" for additional details).

4.7 Expenditure Control

4.7(a) Purchase Orders

Any purchase of goods, services, repairs or maintenance, shall require the issuance of a purchase order signed by the Township Clerk, or Board designee, except for the following:

1. Utilities and other regular, ongoing expenses
2. Postage
3. Payroll
4. Petty Cash purchases
5. Travel, meals, lodging related personal expense reimbursements
6. Insurance
7. Dues
8. Board approved contractual obligations
9. Professional services authorized by the Board

In case of an emergency, the Clerk or Township Supervisor may, independently, authorize a purchase order and/or agreement not to exceed \$15,000.00. A complete report to the Township Board explaining the emergency shall be prepared by the authorizing person and be placed in the minutes of the Board.

Any purchase order request exceeding \$1,500.00 shall require the signature of either the Township Clerk or the Township Supervisor, unless previously approved by Township Board action.

Department heads shall make a request in writing and obtain authorization from the Township Board prior to obligating the Township for expenditures of the following nature:

1. Contractual obligations
2. Capital expenditures
3. Insurance

4.7(b) Written Quotations and Sealed Bids

Any purchase for goods or services exceeding a contract cost of \$5,000.00 shall require the department head to obtain Township Board approval prior to being issued a purchase order. Three (3) written quotes shall be obtained unless there is only one known supplier; the Township Board approves a single supplier; or, there is some other compelling reason not to do so.

Any purchase for goods and services exceeding an estimated contract cost of \$5,000.00 shall require the solicitation of sealed bids except for professional services or emergency

repairs or services. The Supervisor, in consultation with the department head, shall develop bid specifications which shall be approved by the Township Board. A department head may request permission from the Township Board to waive the bidding procedures when there is only one known supplier or there is some other compelling reason to do so (e.g. – the Township Board approves a single supplier).

The invitation to bid or request services shall be published at least once in a local newspaper such as, but not limited to: Antrim Review, Elk Rapids News or Traverse City Record Eagle newspaper, and shall be sent to known vendors or other parties who have notified the Township of their interest in submitting bids on the goods or services being purchased. Sealed bids shall be opened at the office of the Township Supervisor or at one of the Township meeting rooms at a pre-announced date and time. The Supervisor and/or another Board member, along with the department head, shall be present for the bid opening. Any interested party may also be present for the bid opening.

Bids shall be awarded by the Township Board. The Township Board retains the right to accept or reject any or all bids. Selected bids shall be formally approved by a contract signed by both (or all) parties. Any Board member or department head who has any ownership or other interest in a company submitting a bid shall disclose the conflict of interest to the Board, and that official shall not participate in any discussion or vote involving the awarding of a bid.

4.7(c) Processing of Claims

Requests for payments to vendors shall be documented in writing by a vendor invoice. Except for rare circumstances, only original invoices, including those electronically communicated, shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

The Department Heads, or assigned person, shall sign or initial the Payment Request, indicating that all of the following are true: The goods have been delivered or the services have been rendered to the Township; the expense complies with the procedures outlined in this policy in sections 4.6 Expense Reimbursements; 4.7 Expenditure Control; and, 4.8 Credit Cards; all prices and units agree with the purchase order, if applicable, or any differences have been reconciled; the payment request is mathematically correct; and the account number being charged is the appropriate budgetary allocation.

Employee expense reimbursements shall be documented on an expense voucher prepared by the employee.

The Township Clerk's office shall verify the account number assigned to the invoice exists and includes matching the payment request expense to the account description and budgeted line item.

4.7(d) Board Audit

All claims shall be approved by the Township Board prior to payment, except for the following:

1. Payroll
2. Utilities and other regular ongoing expenses (e.g., MERS; TAA; all 1st of month payments – Listed by Township Treasurer)

CONSENT AGENDA

09/12/2025 10:05 AM
User: MARY
DB: Torch Lake Town

CHECK REGISTER FOR TORCH LAKE TOWNSHIP
CHECK DATE FROM 08/20/2025 - 09/17/2025

Page: 1/2

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
Bank NOW ASB - GENERAL NOW						
08/20/2025	NOW	40107	AP	10176	BLARNEY CASTLE OIL CO.	374.17
08/20/2025	NOW	40108	AP	10347	STATE OF MICHIGAN	97.70
08/20/2025	NOW	40109	AP	10562	AMERICAN EXPRESS	1,061.39
08/20/2025	NOW	DD7990 (A)	PR	108	COOK, ROBERT	2,432.78
08/20/2025	NOW	DD7991 (A)	PR	0108	DAVIDSON, ALLEN	427.18
08/20/2025	NOW	DD7992 (A)	PR	2621	EGGEBRECHT, DAVID	420.95
08/20/2025	NOW	DD7993 (A)	PR	100	EGGEBRECHT, KELLI	194.53
08/20/2025	NOW	DD7994 (A)	PR	5418	GRAVES, ANDREW	455.93
08/20/2025	NOW	DD7995 (A)	PR	87	HAWKINS, ROBERT	784.05
08/20/2025	NOW	DD7996 (A)	PR	64	JENEMA, AMY	121.58
08/20/2025	NOW	DD7997 (A)	PR	9011	MCCALL, JOHNNY	1,813.30
08/20/2025	NOW	DD7998 (A)	PR	2233	MERCHANT, JASON	426.19
08/20/2025	NOW	DD7999 (A)	PR	2876	MERCHANT, MARY	900.68
08/20/2025	NOW	DD8000 (A)	PR	96	MICKLATCHER, CHRISTOPHER	2,067.69
08/20/2025	NOW	DD8001 (A)	PR	78	SCHROEDER, THEODORE	2,260.98
08/20/2025	NOW	DD8002 (A)	PR	0068	SCHULTZ, SHARON	882.42
08/20/2025	NOW	DD8003 (A)	PR	1507	SIMUNDIC, MATTHEW	2,229.23
08/20/2025	NOW	DD8004 (A)	PR	899	SNOWDEN, HEATHER	478.62
08/20/2025	NOW	DD8005 (A)	PR	077	SOPHA, JASON	3,136.55
08/20/2025	NOW	DD8006 (A)	PR	230	TOWNSLEY, MOLLY	1,220.96
08/20/2025	NOW	DD8007 (A)	PR	0092	VINCENT, LISA	2,470.40
08/20/2025	NOW	EFT555 (E)	PR	IRS	IRS	8,087.00
08/20/2025	NOW	EFT556 (E)	PR	STATE	STATE OF MICHIGAN	2,780.44
08/25/2025	NOW	40110	AP	0599	MICHIGAN OFFICE SOLUTIONS INC	362.31
08/25/2025	NOW	40111	AP	0703	VC3 INC.	9,296.97
08/25/2025	NOW	40112	AP	10260	TOWNSHIP AMBULANCE AUTHORITY	2,200.62
08/25/2025	NOW	40113	AP	10433	PARKER HARVEY PLC	1,308.50
09/01/2025	NOW	40114	AP	0026	GREAT LAKES ENERGY	2,672.10
09/01/2025	NOW	40115	AP	0213	MCCARDEL CULLIGAN WATER COND.	50.00
09/01/2025	NOW	40116	AP	0278	CHARTER COMMUNICATIONS	259.98
09/01/2025	NOW	40117	AP	0654	PRIORITY HEALTH	6,939.66
09/01/2025	NOW	40118	AP	10043	AD ASSESSING INC	2,660.00
09/01/2025	NOW	40119	AP	10161	AT&T MOBILITY	142.99
09/01/2025	NOW	40120	AP	10209	XEROX FINANCIAL SERVICES LLC	682.48
09/01/2025	NOW	40121	AP	10228	ALERUS FINANCIAL	950.00
09/01/2025	NOW	40122	AP	10306	STANDARD INSURANCE COMPANY	193.80
09/01/2025	NOW	40123	AP	10513	SALOON CREEK FARMS	1,770.00
09/01/2025	NOW	40124	AP	10524	DELTA DENTAL	397.63
09/01/2025	NOW	40125	AP	10642	FIRE SAFETY USA	1,099.90
09/01/2025	NOW	40126	AP	10643	MOLON ASPHALT, INC	5,033.00
09/01/2025	NOW	40127	AP	10644	AXES & IRONS	803.37
09/03/2025	NOW	DD8008 (A)	PR	116	CARLETON, LORA	114.00
09/03/2025	NOW	DD8009 (A)	PR	150	CLARKE, JEFFREY	227.96
09/03/2025	NOW	DD8010 (A)	PR	0108	DAVIDSON, ALLEN	761.79
09/03/2025	NOW	DD8011 (A)	PR	0075	DAVIDSON, WENDY	373.44
09/03/2025	NOW	DD8012 (A)	PR	0163	DAWSON, JEFFERY	200.76
09/03/2025	NOW	DD8013 (A)	PR	2621	EGGEBRECHT, DAVID	126.55
09/03/2025	NOW	DD8014 (A)	PR	133	ELLISON-COATS, LORRY	114.00
09/03/2025	NOW	DD8015 (A)	PR	5418	GRAVES, ANDREW	114.00
09/03/2025	NOW	DD8016 (A)	PR	681	GRAVES, GAVIN	375.20
09/03/2025	NOW	DD8017 (A)	PR	87	HAWKINS, ROBERT	1,128.06
09/03/2025	NOW	DD8018 (A)	PR	80	LANE, KEVIN	1,627.09
09/03/2025	NOW	DD8019 (A)	PR	9011	MCCALL, JOHNNY	1,286.22
09/03/2025	NOW	DD8020 (A)	PR	2876	MERCHANT, MARY	900.68
09/03/2025	NOW	DD8021 (A)	PR	96	MICKLATCHER, CHRISTOPHER	3,319.18
09/03/2025	NOW	DD8022 (A)	PR	62	PAULOSKY, RONALD	154.47
09/03/2025	NOW	DD8023 (A)	PR	78	SCHROEDER, THEODORE	2,464.22
09/03/2025	NOW	DD8024 (A)	PR	0068	SCHULTZ, SHARON	1,063.27
09/03/2025	NOW	DD8025 (A)	PR	0112	SEHL, JENNA	394.82
09/03/2025	NOW	DD8026 (A)	PR	1507	SIMUNDIC, MATTHEW	2,229.24
09/03/2025	NOW	DD8027 (A)	PR	899	SNOWDEN, HEATHER	478.60
09/03/2025	NOW	DD8028 (A)	PR	0217	SOPHA, BRITTANY	1,178.94

09/12/2025 10:05 AM
User: MARY
DB: Torch Lake Town

CHECK REGISTER FOR TORCH LAKE TOWNSHIP
CHECK DATE FROM 08/20/2025 - 09/17/2025

Page: 2/2

Check Date	Bank	Check	App	Vendor	Vendor Name	Amount
09/03/2025	NOW	DD8029 (A)	PR	69	SUMERIX, GREGORY	97.62
09/03/2025	NOW	DD8030 (A)	PR	230	TOWNSLEY, MOLLY	1,290.50
09/03/2025	NOW	DD8031 (A)	PR	135	VANDERVENNET, FREDERICK	165.96
09/03/2025	NOW	DD8032 (A)	PR	0092	VINCENT, LISA	3,069.91
09/03/2025	NOW	DD8033 (A)	PR	3765	WALKER, DENISE	114.00
09/03/2025	NOW	DD8034 (A)	PR	0216	WYNKOOP, JEFFERY	93.18
09/03/2025	NOW	EFT557 (E)	PR	IRS	IRS	8,992.39
09/05/2025	NOW	40128	PR	PENSION	ALERUS FINANCIAL	7,844.12
09/05/2025	NOW	40129	PR	AFLAC	AFLAC WWWHQ	397.39
09/07/2025	NOW	40130	AP	0213	MCCARDEL CULLIGAN WATER COND.	140.00
09/07/2025	NOW	40131	AP	0278	CHARTER COMMUNICATIONS	140.00
09/07/2025	NOW	40132	AP	10260	TOWNSHIP AMBULANCE AUTHORITY	292.82
09/07/2025	NOW	40133	AP	10327	JENTEES CUSTOM SCREEN PRINTING	293.00
09/07/2025	NOW	40134	AP	10328	DTE ENERGY	410.71
09/07/2025	NOW	40135	AP	10422	LAWNS UNLIMITED LLC	4,325.00
09/07/2025	NOW	40136	AP	10561	ANAVON TECHNOLOGY GROUP	250.41
09/07/2025	NOW	40137	AP	10601	THUNDER CLOUD SPRINKLERS	530.00
09/08/2025	NOW	40138	AP	0237	GMOSER'S SEPTIC SERVICE, LL	365.00
09/08/2025	NOW	40139	AP	0703	VC3 INC.	860.90
09/08/2025	NOW	40140	AP	10630	TIARAH REECE	4,000.00
09/11/2025	NOW	40141	AP	0604	JANINE'S COTTAGE CARE	1,900.00
09/16/2025	NOW	40142	AP	0006	EASTPORT MARKET	22.94
09/16/2025	NOW	40143	AP	0021	ANTRIM COUNTY TREASURER	86.17
09/16/2025	NOW	40144	AP	0051	US POSTAL SERVICE	780.00
09/16/2025	NOW	40145	AP	0557	PURITY CYLINDER GASES, INC	182.95
09/16/2025	NOW	40146	AP	0587	WINDEMULLER	2,932.90
09/16/2025	NOW	40147	AP	0627	ELK RAPIDS NEWS	366.50
09/16/2025	NOW	40148	AP	10477	STRANGE SECURITY, LLC	3,400.00

Total of 90 Checks:	133,924.89
Less 0 Void Checks:	0.00
Total of 90 Disbursements:	133,924.89

CASH SUMMARY BY ACCOUNT FOR TORCH LAKE TOWNSHIP
 FROM 08/01/2025 TO 08/31/2025
 FUND: 101 151 204 206 208 210 212 701
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 08/01/2025	Total Debits	Total Credits	Ending Balance 08/31/2025
Fund 101 GENERAL FUND					
001.000		150.00	0.00	0.00	150.00
002.000	MONEY MKT. ACCT	275,298.40	241.52	25,298.40	250,241.52
002.004	MI CLASS	743,643.85	2,752.98	0.00	746,396.83
002.011	ASB-PARK SAV	280.53	40.50	20.00	301.03
004.000	CIB-ASB	53,180.61	127,524.23	135,636.50	45,068.34
	GENERAL FUND	1,072,553.39	130,559.23	160,954.90	1,042,157.72
Fund 151 CEMETERY TRUST FUND					
002.000	MONEY MKT. ACCT	84,235.20	164.22	0.00	84,399.42
Fund 204 TWP. ROAD FUND					
002.000	MONEY MKT. ACCT	9,653.05	18.82	0.00	9,671.87
002.004	CIB- MI CLASS	1,778.13	6.56	0.00	1,784.69
	TWP. ROAD FUND	11,431.18	25.38	0.00	11,456.56
Fund 206 FIRE FUND					
002.000	MONEY MKT. ACCT	275,425.59	245.99	9,383.61	266,287.97
002.005	CIB - MI CLASS	247,419.89	915.93	0.00	248,335.82
	FIRE FUND	522,845.48	1,161.92	9,383.61	514,623.79
Fund 208 PARK/RECREATION FUND					
002.000	MONEY MKT. ACCT	8,202.58	15.66	365.00	7,853.24
Fund 210 AMBULANCE FUND					
002.000	MONEY MKT. ACCT	227,894.67	933.51	54,229.03	174,599.15
002.008	CIB - MI CLASS	155,874.62	577.05	0.00	156,451.67
002.010	CIB - 53B DDA	58,373.33	7,467.78	0.00	65,841.11
	AMBULANCE FUND	442,142.62	8,978.34	54,229.03	396,891.93
Fund 212 LIQUOR ENFORCEMENT					
002.000	MONEY MKT. ACCT	41,461.19	1,518.00	191.92	42,787.27
Fund 701 TRUST & AGENCY FUND					
002.000	MONEY MKT. ACCT	1,025.67	0.00	0.00	1,025.67
	TOTAL - ALL FUNDS	2,183,897.31	142,422.75	225,124.46	2,101,195.60

Torch Lake Township September 2025 Zoning Report

Complaints/Violations

Name	Date reported	Complainant	Location of Complaint/Violation	Action Taken	Details and Deadlines
Name	Date reported	Complainant	Location of Complaint/Violation	Action Taken	Details and Deadlines
Wilson	April 2021	pole building built before home, home never started	5505 Farrell Rd	court ordered build schedule	Resolved
Volkers	October 2023	unreg vehicles, shipping trailer, illegal camper	Sugar Maple Ln	Zoom Court 7.8.24	Resolved
Burrows	12.12.23	shed in setbacks	11782 West Pointe Rd	verdict 11.5.24	Resolved
Mayer	10.8.24	EGLE Violation	1281 Bay View Drive	Request for Shoreline Protection Strip Permit sent - after the fact	Resolved
		Camper	Fisher Rd	follow up requested	
		Camper	Campbell Rd	follow up requested	
		Camper	Michigan Trl	follow up requested	Permit applied for-Temporary camping-30 days
	6/27/25	Trailer on US 31		2nd Letter Sent	
	8/25/25	Shoreline/Permits?	225 N West Torch	Email sent- Follow Up Requested	
	8/27/2025	Helicopter Pad	11767 Wild Cherry		31767 Wild Cherry Ln, Kewadin, MI 49648 Updated 7/8/

Zoning Board of Appeals

Permit Number	Date	Tax ID #	Property Address	Type of Development	Water-Front	Zone	Use	Owner Name	Contractor Name	Fee Paid	ISSUE
ZBA 2025-01	12.11.2024	575-008-00	4649 N. East Torch Lake Dr.	Appeal to Sec. 4.2.6 (G)	Yes	Jan	Res.	Loy		\$200.00	Application withdrawn
ZBA 2025-02	04.23.2025	107-009-00	4407 Trilium Ridge	New Dwelling, (2) front yard setbacks, and (2) side yard setbacks	Yes	3-Jun	Res.	Vedder		\$200.00	Denied

Special Use Permits

Permit Number	Date	Tax ID #	Property Address	Type of Development	Water-Front	Zone	Use	Owner Name	Contractor Name	Fee Paid	ISSUE
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2025-34	6/24/2025		13249 Barnes Rd	Cell Tower Equipment	No	R-1	Res.	Verizon	NA	\$150.00	1-Jul
2025-35	6/24/2025	815-020-00	11256 West Point	Seawall	Yes	R-1	Res.	Torch Lake LLC	K&L Landscaping	\$150.00	Waiting
2025-36	7/22/2025	313-017-00	3536 Wildwood Lane	2 Decks	No	R-2	Res.	Harkins	Vore	\$50.00	7/23/2026
2025-37	18-Jul	107-009-00	4407 Trillium Ridge	SFD	Yes	R-1	Res.	Vedder	Park	\$150.00	1-Aug
2025-38	7/21/2025	650-016-00	5450 E Birch	Deck Replacement	No	R-1	Res.	Schultz	Owner	\$50.00	7/28/2026
2025-39	2-Jul	119-002-00	2138 Moulton Rd	Garage Addition	Yes	R-1	Res.	Vandervennet	Owner	\$150.00	7/31/2026
2025-40	7/21/2025	130-015-00	1586 Moulton	Farm Stand	Yes	R-1	Res.	Hammond	Oeder	\$150.00	8/13/2026
2025-41	7/16/2025	131-032-31	11476 Barnes Rd	New SFD	No	R-1	Res.	Naples	NA	\$50.00	8/1/2026
2025-42	7/30/2025	007-008-00	1047 NW Torch Lake Dr.	New Deck	Yes	R-1	Res.	Peters	Render	\$150.00	8/4/2026
2025-43	7/30/2025	312-083-00	4169 N US 31	Lean to	No	R-1	Res.	Stolp	Szoka	\$50.00	8/4/2026
2025-44	8/12/2025	201-004-00	11473 Barnes Rd.	SFD	Yes	R-1	Res.	Misico	NA	Needed	emailed 8/20
2025-45	8/25/2025	006-007-30	833 N West Torch Lake	Shoreline/Revelment	Yes	R-1	Res.	Raue	Scott Norris	\$150.00	emailed 8/25
2025-46	8/26/2025	007-008-00	1047 NW Torch Lake Dr.	SFD	Yes	R-1	Res.	Peters	Harrington	Needed	emailed 9/8
2025-47	8/28/2025	131-010-00	550 Sugarbush	?	Yes	R-1	Res.	Luligraj		Needed	emailed 9/8
2025-48	9/3/2025	336-003-02	12589 Nichols Rd.		No	Ag		O'Hara		Needed	emailed 9/8
2025-49	9/4/2025	312-082-01	4196 US 31 N	Pole Barn	No	R-1	Res.	LaBrecque	Elite Steel	Needed	emailed 9/8
	9/4/2025	007-008-00	1047 NW Torch Lake Dr.	SFD - New Builder	Yes	R-1	Res.	Peters	Merchant	Needed	emailed 9/8

From the Desk of the TLTA Director Mike Bertram RN/Ted Schroeder EMS
Administrator TLTA 8/25

Finance

One paramedic remains on medical leave.

We are hoping for a return date of Oct 1st.

Incorrect percentage billing corrected. We are receiving a credit from Accumed

Aug. run volume - 26 / ytd - 73 / previous ytd - 111 / Pt revenue ytd - \$33,903.44

Hats off to Tanner, Jason and Lisa for covering paramedic on leave. This team of paramedics is making sure our ALS unit is available everyday.

TLTA Run stat report attached

We received the new life-pak 35 that was ordered late winter. The rep will be coming out to in-service the staff. As soon as that is completed, we will demonstrate at bd meeting

People

Amy Fairchild is the new Director for MCA.

MCA meeting cancelled this month - Temp Physician appointed.

All employees are up to date with chart completion

Service

All employee credentials are current and reported to MCA

Quality

The team continues daily/weekly inspections and brings related needs to our attention. The state reviews this at annual inspection

Equipment expiration dates are checked monthly

Auditing both voice and written EMS run reports

New State and Medical Control Policy - staff review completed

New narcotic policy set up by MCA being reviewed with staff.

Monthly audit reports sent to MMC per med control

TORCH LAKE EMS			
Month: AUGUST 2025			
Torch Lake Township Calls	21	Medical Calls	19
Mutual Aid to - TAA	2	Medical Alarms	2
Bellaire Village	0	Personal Injury Accidents (PIA)	0
Central Lake Township	1	Lift Assist	0
Central Lake Village	0	Structure Fire	0
Custer Township	0	Non-Emergency Transfers	0
Forest Home Township	1	Water Rescue	0
Kearney Township	0		
Echo Township	0		
Mutual Aid to - MMR	3		
Elk Rapids Village	1	Total Responses in Torch Lake Twp	21
Elk Rapids Township	0	Total Mutual Aid Provided	5
Milton Township	2	Total Mutual Aid Received	0
Mutual Aid to - EJ EMS	0		
Banks Township	0	Total Responses for the Month	26
Mutual Aid to Charlevoix Co	0		
Mutual Aid Received	0		
MMR	0		
TAA	0		
Kalkaska EMS	0		



TORCH LAKE TWP. FIRE DEPARTMENT

2355 US-31 N. - P.O. Box 713, Eastport, MI 49627

Phone (231) 599-2621 - Fax (231) 264-9557

Fire Department Report – August , 2025

Fire Runs for August

- 08/01/25 – Report of smoke in area of US-31 S
- 08/04/25 - Fire Alarm / NW Torch Lake Dr.
- 08/08/25 - Fire Alarm / NW Torch Lake Dr.
- 08/09/25 – PI Accident / Mutual Aid Banks TWP
- 08/09/25 – Power Line Down / Bay Colony
- 08/14/25 – Tree down on US 31 North
- 08/20/25 – Gas Leak / Birchview Dr.
- 08/22/25 - /EMS Assist / Haywards Pine Trail
- 08/28/25 – Fire Alarm / NW Torch Lake Dr.
- 08/29/25 – Tree down on US – 31 North

Department Meetings and Training for August

- 08/06/25– Truck & Equipment Checks
- 08/13/25 – Extrication Training
- 08/20/25 – Rescue Boat Training
- 08/25 /25 – Multiple Fire Depts Water Rescue Training
- 08/27 /25 – Bloodborne Pathogens Training
- **Fire Dept. On Duty Medical Assist**
- 08/03/25 – EMS Assist / NW Torch Lake Drive: 08/ 22/25 – EMS Assist / Barnes Rd.:
08/25/25 – Medical Alert Alarm / NW Torch Lake Dr.

AGENDA ITEMS

INFORMATION

ONLY

INFORMATION ONLY

#1

NO DOCUMENTS FOR THIS REPORT

**AGENDA
FOR BOARD
ACTION –**

**NEW
BUSINESS**

NEW BUSINESS #1

NEW BUSINESS ITEM #1

MOTION TO APPROVE IMPLEMENTATION OF
FLOCK GROUP LICENSE PLATE READER AT
INTERSECTION OF US 31 AND M88 not to
exceed \$5,000.

MOTION BY:

SECONDED BY:

BOB

SHARON

ANDY

JASON

MARY



ANTRIM COUNTY SHERIFF'S OFFICE

George R. Lasater

Undersheriff

lasaterg@antrimcountymi.gov

*Kevin S. Hoch - Sheriff
209 Portage Dr. Suite A
P.O. Box 568
Bellaire, MI 49615*

*Office 231-533-8627
Fax 231-533-5803*

Flock Safety + MI - Antrim County SO

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Chris Constant
chris.constant@flocksafety.com
+12056577664

Created Date: 07/03/2025
Expiration Date: 07/31/2025
Quote Number: Q-149474
PO Number:

flock safety

flock safety

Privacy Commitment

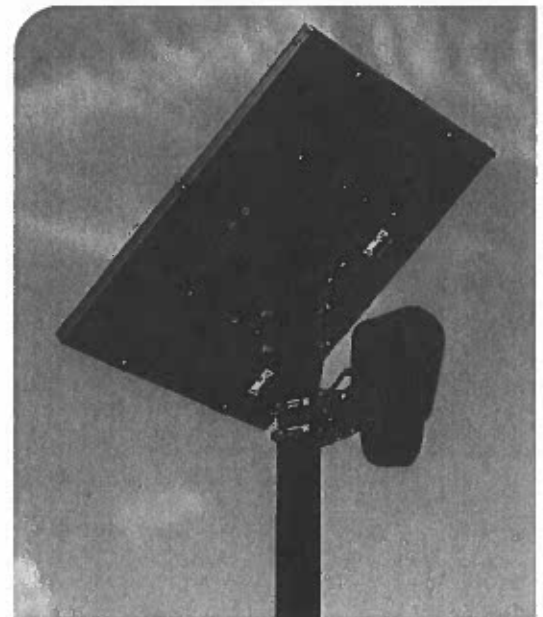
Let's defeat crime together.

Our commitment to protecting the whole community

Flock Safety helps thousands of cities prevent and eliminate crime with technology that captures objective evidence and delivers it into the hands that serve and protect. In our pursuit of a safer society, we place our commitment to protecting individual privacy and mitigating bias at the core of every policy and product we develop.

WE FOCUS ON PROTECTING PRIVACY AND ENABLING ACCOUNTABILITY

- Flock devices only capture objective evidence, whether vehicular, audio, or video. Flock does not enable predictive policing.
- Flock devices do not connect to databases to identify name, identifiers, addresses, or other information about people.
- The system always requires a documented search reason or case number every time a user accesses Flock data, creating a permanent audit trail for every user.
- Customers own 100% of all data captured on our devices. We never share or sell data with third parties.
- All images and metadata are encrypted in the cloud for maximum security compliance.
- Flock has created the first LPR Transparency Portal, provided to customers optionally for free, to document LPR usage, policies, and ROI for their community.



flock safety

flocksafety.com

(866) 901-1781 | support@flocksafety.com

NEW BUSINESS #2

NEW BUSINESS ITEM #2

MOTION TO APPROVE ROOF WORK AR Day Park
PAVILION AND STORAGE/BATHROOM BUILDING
WITH JNJ ROOFING FOR \$8,100.

MOTION BY:

SECONDED BY:

SHARON

ANDY

JASON

MARY

BOB

ESTIMATE



Prepared For

Bob Hawkins
Day Park
Torch Lake , MI

JNJ Quality Roofing Repair and Installation

Estimate # 1069

Date 09/11/2025

1967 S Main St PO Box 771
Central Lake, MI 49622
Phone: (231) 544-1030
Email: Roofingking2019@yahoo.com

Description

JNJ Roofing

Tear off all old Roofing

Install new shingles owner's choice of color

Cut ridge vent

Apply new Synthetic felt and ice shield

Clean up and haul away all old debris

Install new drip edge

Any rotten wood extra time and materials

Install new flashing if needed

10 year workmanship warranty

16q

Includes both structures

Subtotal	\$8,100.00
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Total	\$8,100.00
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NEW BUSINESS

#3

NO DOCUMENTS

NEW BUSINESS ITEM #3

MOTION TO APPROVE THE HIRING OF JACOB
MARUNA FOR THE POSITION OF EMT BASIC
LEVEL AT THE PREVAILING RATE.

MOTION BY:

SECONDED BY:

ANDY

JASON

MARY

BOB

SHARON

NEW BUSINESS #4

NEW BUSINESS ITEM #4

MOTION TO APPROVE THE REPLACEMENT OF THE FOUR STEEL DOORS, HARDWARE AND FRAMES FOR THE MAINTENANCE/BATHROOM BUILDING AT THE DAY PARK BY NORTHWEST COMMERCIAL DOOR AND FRAME LLC FOR THE AMOUNT OF \$8,695.

MOTION BY:

SECONDED BY:

JASON

MARY

BOB

SHARON

ANDY

Bob Cook

From: Bob Hawkins
Sent: Thursday, August 28, 2025 2:15 PM
To: Bob Cook
Cc: Sharon Schultz; Mary Merchant; Jason Merchant; Andy Graves
Subject: Doors for Day Park

Bob, I have made several phone calls this morning in an attempt to get additional bids for the doors. Four of the companies do only overhead doors, one company said we were too far away, and one said he could do them, but not until spring. I also tried Home Depot Pro Services, but was unable to find one that did anything other than residential please advise on how you would like to proceed.

Bob Hawkins

ESTIMATE

Northwest Commercial Door and
Frame LLC
8397 e bingham rd traverse city
Traverse City, MI 49684

cbraden@nwcommercialdoor.com
+1 (231) 883-1834
<https://www.nwcommercialdoor.com>



Bill to
Torch Lake Township

Estimate details

Estimate no.: 1247
Estimate date: 08/25/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Material	Double door opening. -2x 30-68 flush steel doors. 60-68 steel welded frame. LHR active Deadbolt prep, push pull, hinges 6. Inactive door prepped with astragal and flush bolts. Threshold, seals and sweeps. Caulk in and out. Men's room/women's room- 1 LH, 1RH. 2x 30-68 flush door and frame. Prepped for dead bolt and lockset, Closer, lockset and deadbolt. Threshold seal and sweeps. Caulk interior and exterior. 1 new electric strike. Disposal of old material included.	1	\$5,695.00	\$5,695.00
2.		Labor	Prep time prior to delivery, cut strikes for electric strike installs. weld frames, install hardware. Drive time, rip existing doors and frames, prep openings for setting new frames. Run wiring for electric strikes. Secure frames and hang doors for proper swing and latch. Cut thresholds and seals properly, caulk. Potentially complete in one day, likely two days.	1	\$3,000.00	\$3,000.00

Total

\$8,695.00

AGENDA FOR BOARD ACTION –

OLD BUSINESS

NOTHING THIS MONTH