

AGENDA # K.1
Scio Township Board of Trustees
Payment of the Bills

FOR MEETING DATE OF: March 10, 2026

PREPARED ON: March 2, 2026; updated
March 5, 2026

PREPARED BY: Jessica Flintoft

SUBMITTED BY: Finance

ITEM TYPE: Possible Action

BACKGROUND: MCL 41.75 requires that the Township Board "shall approve claims against the township and authorize payment of allowed claims. Accounts approved by the township board shall be filed and preserved by the township clerk. The payments authorized shall be paid by the treasurer, on the order of the township board, signed by the township clerk."

Attached are the regular proposed Claims for Payment.

The Township Purchasing Policies and Procedures requires that the prior check run be presented, and the Claims for Payment and Check Runs would be included here with HIPAA protected items redacted.

The Township finance team consists of Interim Finance Director PM Gap, Finance Director Niki Timmons, Finance Manager Patricia Collier, and Finance Assistant Belisha King.

The Board is responsible for the approval of bills. We delegate some of this authority through the procurement policy and use of credit accounts, but this is at the Board's discretion.

These Proposed Claims for Payment were prepared by Finance Assistant King, Finance Manager Collier, and Finance Director Timmons.

RECOMMENDATION: Clerk recommends approval.

MODEL MOTION: To approve the proposed claims for payment of March 11, 2026, and to receive the prior check run reports for February 25, 2026.

ATTACHMENTS:

[Proposed Claims for Payment 2026 03 11.pdf](#)

[Prior Check Run Report 2026 02.25.pdf](#)

QUESTION: Shall this Motion be APPROVED?