



TOWNSHIP OF JACKSON

Township Administration

INTEROFFICE MEMORANDUM

TO: Lavon Phillip, Business Administrator & Samantha Novak, Asst. Business Administrator

FROM: Marianne Horta

DATE: July 31, 2025

SUBJECT: July Monthly reports

Budgetary –

See attached Edmunds for both Personnel and Purchasing working off a temp budget.

Personnel –

Openings: Clerk I: Court, Building & Clerk's Office

Retirements: None

Coming Attractions:

- Updating employee handbook
- Planning employee picnic for September 10
- Employee Benefits Day – Oct. 17 (Open enrollment Oct 2025)

Purchasing –

Bids: 2026 Snow Plow – awarding August 12

Police Uniform Bid – bid opening 8/1/2025