

# Middlebury Township

PO Box 622, Ovid, Michigan 48866

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Middlebury Township Hall

7627 W M21, Ovid Michigan

Wednesday, March 11, 2020 at 7:00 pm

Budget Meeting

**Call to Order:**

Clerk Brown called the meeting to order at 7:03pm.

**Board Members Present:**

Supervisor Michael Herendeen (arrived at 7:07 pm), Clerk Rose Brown, Treasurer Carolyn Stevens-**Absent**, Trustee Richard Semans, and Trustee Kiger

**Guests Present:** Three guests present: Carl Chalker, Karl Heckman, Janice Parker,

**Public Comments: Opened at pm Closed at 7:04 pm**

None

**Business:**

**Presentation of the Budget 2020-2021 fiscal year:** Clerk Brown reviewed the budgets. She reviewed the General Budget. She continued with review the different departments. The board discuss the different departments. Clerk Brown presented the Road Fund budget. Adjustments were made to the road fund and general budget. Discussion of the emergency fund budget and adjustments to the budget was made.

**Closed: 7:53 pm Moved by Trustee Semans to close budget meeting Herendeen seconded. Meeting closed**

**Regular Board Meeting**

**Opened: 7:54 am**

**Call to Order:**

Supervisor Herendeen called the meeting to order at 7:54pm.

**Board Members Present:**

Supervisor Michael Herendeen, Clerk Rose Brown, Treasurer Carolyn Stevens-**Absent**, Trustee Richard Semans and Trustee Gary Kiger

**Guests Present:** Three guests present: Carl Chalker, Karl Heckman, and Janice Parker

**Scheduled Comments:**

Marlene Webster- absent

**Public Comment 7:54 opened closed 8:01 pm**

Carl Chalker about absent board member.

Karl Heckman asked about his receipt/bill.

**Motion to Approve Agenda:**

Trustee Semans made a motion to approve the agenda as presented. Supervisor Herendeen seconded the motion.

Aye: All      Nay: None      Absent: Stevens      Carried

**Motion to Approve Minutes:**

Trustee Kiger made a motion to approve the minutes from the February 12, 2020 as presented. Clerk Brown seconded the motion.

Yes: All      Nay: None      Absent: Stevens      Carried

**Motion to Amend 2019-2020 Agenda**

Trustee Semans Made the motion to budget transfer funds from line item 205-337-801.000 Emergency Fire Service Fund of \$205.00 to Emergency Ambulance Service 205-337-801.001. Trustee Kiger second the motion.

Roll Call Vote: Ayes: Kiger, Semans, Brown, and Herendeen Nays: None      Absent: Stevens

**Motion to approve Bills**

Clerk Brown made a motion to approve General Funds in the amount of \$9,372.89 checks # 5193-5211, and 6 EFTs and Emergency Fund amount of \$78,726 from a total amount of \$88,099.39 for both funds. Trustee Semans seconded the motion.

Roll Call Vote: Ayes: Semans, Kiger, Brown, and Herendeen Nays: None      Absent: Stevens

**Communications:**

Park and Recreation:

OMESA: Supervisor Herendeen updated the board on the bond issue.

Library: None

MTA Meeting: Hosted by Fairfield Township. Trustee Semans stated about help with septic systems with the Soil Conservation Program. The program will be ending soon as the funds is depleted. Janice Parker interjected about her drain issue on her property. Trustee Semans stated he will look into the matter. She is claiming there is a county drain. Supervisor Herendeen asked for her address: 6202 W M21 is the address of Janice Parker.

Assessor Communications: None

Clerk Communications: none

Herendeen reminder every one of the new meeting dates. The township meeting dates will be every second Tuesday of the month.

**Business:**

1. **Magnet-** Supervisor Herendeen stated that MAGNET has their own budget. Trustee Kiger asked where MAGNET receive their monies.. Supervisor Herendeen stated the monies come from grants and state aid. Supervisor Herendeen stated the board has not given in the past budgets. Trustee Kiger stated his opinions about the Fred Meijer trail.
2. **SEDP-** They are asking for \$500.00 contribution from Middlebury Township. The purpose of this agency is to bring in economic developments to Shiawassee County. Question of how does it help Middlebury Township. Supervisor Herendeen state it helps to bring jobs for the residents. **Trustee Semans made a motion to appropriate \$500.00 to the SEPD (Shiawassee Economic Development Partnership) Supervisor Herendeen second the motion.**  
**Roll Call Vote: Aye: Kiger, Semans, Brown, and Herendeen Nays: None Absent: Stevens**
3. **Budget-**

FY 2020-21 Budgets (General, Road Fund, Emergency Fund and Cemetery Fund)

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**Resolution 2020-03**

WHEREAS, by law, townships are required by law to adopt a balanced budget for their fiscal year.

NOW, THEREFORE, BE IT RESOLVED, that the following budgets: General Fund, Road Fund, Cemetery Fund and Emergency Service Fund were adopted for the fiscal year 2020-21.

The foregoing resolution was offered by Board Member, Rose Brown, Clerk and second by Board Member Richard Semans, Trustee.

Upon roll call vote, the following voted:

Richard Semans- aye

Gary Kiger-aye

Carolyn Stevens- absent

Rose Brown-aye

Michael Herendeen-aye

The Supervisor declared the resolution adopted.

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Supervisor

I, Rose Brown, the duly elected and acting Clerk of Middlebury township, hereby, certify that the foregoing resolution was adopted by the Township Board of said Township at the budget meeting of said Board held on March 11, 2020 at which meeting a quorum was present, by roll call vote of said members hereinbefore set forth, that said resolution was ordered to take effect immediately.

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Clerk

<b>GENERAL</b>	<b>FUND</b>	<b>2020-21</b>
<b>GL NUMBER</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>
<b>GENERAL FUND REVENUE</b>		
101-000-001.001	CARRYOVER INCOME	105,780.00
101-000-403.000	1 MILL TWP TAX	44,000.00
101-000-423.000	OTHER PROPERTY TAX / DELINQUENT TAXES	75.00
101-000-445.000	INTEREST & PENALTIES ON TAXES	210.00
101-000-447.000	1% ADMIN FEE	13,000.00
101-000-574.000	STATE REVENUE SHARING	130,000.00

101-000-608.000	METRO ACT FEE	3,500.00
101-000-609.000	CABLE TV FRANCHISE FEES	7,000.00
101-000-641.000	SET FEE	2,500.00
101-000-642.000	CEMETERY LOTS	2,000.00
101-000-642.001	OPENING AND CLOSING FEES	1,750.00
101-000-642.002	FOUNDATION FEES	2,500.00
101-000-650.000	RENT	250.00
101-000-664.000	INTEREST & DIVIDENDS EARNED / RENT	630.00
101-000-665.000	INTEREST INCOME ON CD'S	150.00
101-000-677.000	REIMBURSEMENTS	1,100.00
101-000-694.000	DOG LICENSES	50.00
<b>TOTAL GENERAL FUND REVENUE</b>		<b>314,495.00</b>

## GENERAL EXPENSES

### TOWNSHIP BOARD

101-101-702.000	TOWNSHIP BOARD-SALARIES	4,590.00
101-101-727.002	COPIER EXPENSE	700.00
101-101-730.000	TOWNSHIP BOARD POSTAGE	60.00
101-101-816.000	TOWNSHIP BOARD-DUES	950.00
101-101-860.000	TOWNSHIP MILEAGE	60.00
101-101-900.000	TOWNSHIP BOARD-PRINTING & PUBLISHING	210.00
101-101-940.000	TOWNSHIP RENT	30.00
101-101-956.000	TOWNSHIP MISC./ EDUCATION	160.00
<b>Totals TOWNSHIP BOARD</b>		<b>6,760.00</b>

### SUPERVISOR

101-171-702.000	SUPERVISOR SALARY	12,000.00
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101-171-727.000 SUPPLIES 250.00

101-171-860.000 SUPERVISOR MILEAGE 300.00

101-171-956.000 SUPERVISOR MISC. 1,200.00

**Totals SUPERVISOR 13,750.00**

**CLERK**

101-215-702.000 CLERK-SALARY 12,300.00

101-215-727.000 SUPPLIES 1,500.00

101-215-860.000 CLERK-MILEAGE 130.00

101-215-956.000 CLERK-MISC. 350.00

**Totals CLERK 14,280.00**

**AUDITOR**

101-223-801.000 AUDITOR-CONTRACTED SERVICE 7,400.00

**Totals  
AUDITOR 7,400.00**

**TECHNOLOGY**

101-228-956.000 TECHNOLOGY-MISC. 1,200.00

**Totals TECHNOLOGY 1,200.00**

**BOARD OF REVIEW**

101-247-702.000 BOARD OF REVIEW-SALARY 1,300.00

101-247-900.000 BOARD OF REVIEW-PUBLISHING 60.00

101-247-956.000 BOARD OF REVIEW-MISC. 75.00

**Totals BOARD OF REVIEW 1,435.00**

**TREASURER**

101-253-702.000 TREASURER-SALARY 11,300.00

101-253-727.000 SUPPLIES 1,000.00

101-253-730.000	TREASURER-POSTAGE	790.00
101-253-810.000	TREASURER-TAXES	2,250.00
101-253-860.000	TREASURER-MILEAGE	900.00
101-253-956.000	TREASURER-MISC.	450.00
<b>Totals TREASURER</b>		<b>16,690.00</b>

**ASSESSOR**

101-257-702.000	ASSESSOR-SALARY	11,500.00
101-257-727.000	SUPPLIES	1,900.00
<b>Totals ASSESSOR</b>		<b>13,400.00</b>

**ELECTIONS**

101-262-702.000	ELECTIONS SALARY	2,500.00
101-262-727.000	SUPPLIES	2,000.00
101-262-730.000	ELECTIONS POSTAGE	500.00
101-262-860.000	ELECTIONS MILEAGE	100.00
101-262-900.000	ELECTIONS PUBLISHING	50.00
<b>Totals ELECTIONS</b>		<b>5,150.00</b>

**BUILDING AND GROUNDS**

101-265-727.000	SUPPLIES	1,000.00
101-265-801.000	CONTRACTED SERVICE	1,500.00
101-265-920.000	BUILDING & GROUNDS-UTILITIES	2,000.00
101-265-930.000	BUILDING & GROUNDS-REPAIRS/MAINTENANCE	1,000.00
101-265-956.000	BUILDING & GROUNDS-MISC.	2,200.00
<b>Totals BUILDING AND GROUNDS</b>		<b>7,700.00</b>

**ATTORNEY/COUNSEL**

101-266-727.000	SUPPLIES	50.00
101-266-730.000	ATTORNEY-POSTAGE	25.00
101-266-801.000	ATTORNEY-CONTRACTED SERVICE	5,000.00
101-266-860.000	ATTORNEY-MILEAGE	50.00
<b>Totals ATTORNEY/COUNSEL</b>		<b>5,125.00</b>

**CEMETERY**

101-276-702.000	CEMETERY-SALARY	500.00
101-276-727.000	SUPPLIES	200.00
101-276-801.000	AUDITOR-CONTRACTED SERVICE	14,200.00
101-276-860.000	CEMETERY-MILEAGE	50.00
101-276-930.000	CEMETERY-REPAIRS/MAINTENANCE	270.00
101-276-956.000	CEMETERY-MISC.	1,000.00
<b>Totals CEMETERY</b>		<b>16,220.00</b>

**DRAINS AT LARGE**

101-445-958.000	DRAINS AT LARGE	3,700.00
<b>Totals DRAINS AT LARGE</b>		<b>3,700.00</b>

**STREET LIGHTING**

101-448-920.000	STREET LIGHTS	3,850.00
<b>Totals STREET LIGHTING</b>		<b>3,850.00</b>

**WEBPAGE**

101-693-930.000	WEBPAGE MAINTANCE	500.00
101-693-956.000	WEBPAGE MISC.(WEBPAGE EDUCATION)	400.00



**Totals**  
**WEBPAGE** **900.00**

**COMMUNITY SERVICE**

101-695-801.000 COMMUNITY SERVICE 1,800.00

**Totals COMMUNITY SERVICE** **1,800.00**

**PARKS AND RECREATION DEPARTMENT**

101-751-702.000 TOWNSHIP BOARD-SALARIES 150.00

101-751-801.000 RECREATION 1,800.00

**Totals PARKS AND RECREATION DEPARTMENT** **1,950.00**

**LIBRARY**

101-790-702.000 LIBRARY BROAD-SALARY 1,200.00

**Totals LIBRARY** **1,200.00**

**INSURANCE AND BOND**

101-851-910.000 INSURANCE & BONDS 6,000.00

**Totals INSURANCE AND BOND** **6,000.00**

**TAXES**  
**WITHHELD**

101-862-715.000 FICA 4,100.00

101-862-715.002 STATE WITHHOLDING TAXES 1,800.00

**Totals TAXES WITHHELD** **5,900.00**

**CONTINGENCY**

101-941-969.002 CONTINGENCY 95,085.00

**Totals CONTINGENCY** **95,085.00**

**CD INVESTMENT FOR FISCAL YEAR**

101-999-999.204 TRANSFER TO OTHER FUNDS (ROADS) 85,000.00

**Totals CD INVESTMENT FOR FISCAL YEAR** **85,000.00**

**TOTAL GENERAL FUND EXPENSES****314,495.00****ROAD FUND** **2020-21****GL NUMBER**                      **DESCRIPTION**                      **BUDGET****ROAD FUND REVENUE**

204-000-402.000              CURRENT PROPERTY TAXES              80,000.00

204-000-402.001              GENERAL FUND APPROPRIATION              89,8200.00

204-000-665.001              INTEREST INCOME              180.00

**TOTAL ROAD FUND REVENUE**                      **170,000.00****ROAD FUND EXPENSES**

204-000-970.000              ROADS                      170,000.00

**TOTAL ROAD FUND EXPENSES**                      **170,000.00****OMESA FUND** **2020-21****GL NUMBER**                      **DESCRIPTION**                      **BUDGET****OMESA FUND REVENUE**

205-000-001.001              CARRY OVER CASH              30,000.00

205-000-423.301              EMERGENCY SERVICE TAX FUND              99,000.00

205-000-665.001              INTEREST INCOME              150.00

**TOTAL OMESA FUND REVENUE**                      **129,150.00****OMESA EXPENSES**

205-337-801.100              FIRE                      124,620.00

205-337-801.101              AMBULANCE                      4,530.00

**TOTAL OMESA EXPENSES**                      **129,150.00**

4. **Land Swap**- Trustee Semans updated the land swap. The land division paperwork needs to be filed and waiting for signatures from the other land owners.
5. **Road Commission Contracts**- The board discussed the road contract projects as well as future projects.

**Supervisor Herendeen moved a motion to amend the 2020-2021 road fund budget: current property \$80,000.00 and general fund appropriation \$89,820.00 for a total revenue \$170,000.00 and road expenditures of \$170,000.00. Trustee Semans seconded the motion.**

**Roll Call vote: Ayes: Kiger, Semans, Brown, and Herendeen Nay: None Absent: Stevens Carried**  
**Trustee Semans made a motion to accept the contract of the Shiawassee Road Commission for a total \$168,926.00. Clerk Brown seconded the motion.**

**Roll Call vote: Ayes: Semans, Brown, Kiger, and Herendeen Nays: None, Absent: Stevens Carried**

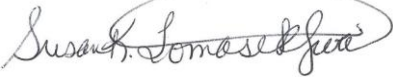
**Final Comments: Opened 8:55 at pm Closed at 8:58 pm**

Janice Parker asked about the cemetery fund and the cost of the plots in the cemetery.

**Motion to adjourn the meeting: Adjourned at 9:05 pm**

Without objection the supervisor adjourned the meeting at 9:05 pm.

**X**



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Susan K Tomasek Swan  
Deputy Clerk