

Middlebury Township

PO Box 622, Ovid, Michigan 48866

Draft

Budget Hearing and Regular Meeting
7627 W. M-21, Ovid, MI
Tuesday March 9, 2021 at 6:45 pm

BUDGET HEARING

Call to Order:

Clerk Tomasek Swan called the meeting to order at 6:47 pm.

Board Members Present:

Supervisor Michael Herendeen- Absent, Clerk Susan Tomasek Swan, Treasurer Carolyn Stevens, Trustee Jeff Swan, and Trustee Gene Ruess

Guests Present: Six guests were present: Gary Kiger, Jill Ruess; Deputy Treasurer, Carl Chalker, Colleen Ruess; Deputy Clerk, Marlene Webster; District 1 County Commissioner, and Ken Williams.

Public Comment Opened: 6:47 pm Closed 6:48

Presentation of the FY 2021-2022 Budget: Clerk Tomasek Swan presented the Fiscal Year (FY) 21-22 budget for the General, Emergency, Cemetery and Road Funds.

Final Comment Opened: 6:53 pm Closed 6:56pm

Trustee Ruess asked questions regarding the budgets

Treasurer Stevens made to adjourn the meeting at 6:57 J. Swan support the motion. Voice Vote: Ayes: All Nays: None Absent: Herendeen

Adjourn 6:57 pm Closed

REGULAR MEETING

Call to Order:

Supervisor Herendeen called the meeting to order at 7:01 pm.

Board Members Present:

Supervisor Michael Herendeen (arrived at 6:57 pm), Clerk Susan Tomasek Swan, Treasurer Carolyn Stevens, Trustee Jeff Swan, and Trustee Gene Ruess

Guests Present: Six guests were present: Colleen Ruess, Jill Ruess, Ken Williams, Marlene Webster and Gary Kiger, Carl Chalker.

Scheduled Comments:

Marlene Webster- District Commissioner representative, Marlene Webster briefed the board on the county commissioner board activities. The audit is a big topic at the county level. There were six material weakness. Everyone is working very hard to fix all the areas. Everything is improving. Possibly adding a new position, a human resource manager. New commissioner for District 2 has been appointed, Gregory Brodeur.

Public Comments: Opened at 7:09 pm Closed at 7:09 pm None

Motion to Approve Agenda:

Treasurer Stevens made a motion to approve the agenda with the addition of #7. Deputies pay compensation. Clerk Tomasek Swan seconded the motion.

Voice Vote: Ayes: All Nays None Carried

Motion to Approve Minutes:

Tomasek Swan made a motion to approve the February 9, 2021 meeting minutes. Trustee J. Swan seconded the motion.

Voice Vote: Ayes: all Nays: None Carried

Motion to Approve Budget Amendments:

Tomasek Swan made a motion to amend the FY 20-21 budget to move:

\$3077.00 from 101-941-969.002 Contingency (\$80,657.35 to 77580.35) to

101-101-940.000 Township rent \$40.00 (\$30.00 to \$70.00);

101-228-956.000 Technology \$300.00 (\$1,200.00 to \$1,500.00);

101-247-702.000 Board of Review Salary (BOR) \$1,300.00 (\$1,300.00 to \$2,600.00);

101-247-900.00 BOR Publishing \$140.00 (\$60.00 to \$200.00);

101-247-956.000 BOR Misc. \$225.00 (\$75.00 to \$300.00);

101-262-702.00 Election Salary \$72.00 (\$3,578.00 to \$3,650.00);

101-851-910.00 Insurance & Bonds \$1,000.00 (\$6,000.00 to \$7,000.00).

Motion was supported by Treasurer Stevens

Roll Call Vote: Ayes: J. Swan, Stevens, Ruess, Tomasek-Swan, Herendeen Nays: None Carried

Motion to approve Bills

Clerk Tomasek Swan made a motion to approve bills from General Funds in the amount of \$7,702.27 with checks #5442-5460 and 3 EFTS and from the Emergency Fund checks # 1038-1039 in an amount of \$81,285.38 for a total \$88,987.65. Trustee Ruess seconded the motion.

Roll Call Vote: Ayes: Stevens, Tomasek-Swan, J. Swan, Ruess, Herendeen Nay: None Carried

Communications:

MTA- Supervisor Herendeen briefed the board regarding Shiawassee MTA meetings held a commissioner chamber.

Library- Meeting tomorrow. Audit report available for review. Library still running on reduce hours.

OMESA- Supervisor Herendeen update the board on OMESA business. Everything is on schedule. Flashing light will be installed soon. OMESA only needs to pay for the wiring. The final taxable contribution was presented.

Clerk- MTA virtual conference registration is open.

Assessor-

Business

1. **Resolution 03-2021 FY 2021-2022 Budget**

2021-03 Fiscal Year 2021-2022 Middlebury Township Budget

Middlebury Township General Appropriations Act

A resolution to establish a general appropriations act for Middlebury Township; to define the powers and duties of the Middlebury Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Middlebury Township resolves:

Section 1: Title

This resolution shall be known as the Middlebury Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Clerk shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 14, February 21 and February 28, 2021 and a public hearing on the proposed budget was held on March 9, 2021 at 6:45 pm.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2021-2022, including an allocated millage of .998 mills; voter-authorized millage of road fund of 2.0 mills and emergency fund of 2.45 mils; and various miscellaneous revenues shall total \$ 623,020.00.

Section 6: Millage Levy

The Middlebury Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to .998 mills as set forth by the Tax Allocation Board (*or as authorized under state law and approved by the electorate*).

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2021-2022 for the various township activities (*cost centers*) are as follows:

101-General Fund Budget FY 2021-2022		
Revenue		\$ 294,920.00
Expenditures		
000	CD INVESTMENT FOR FISCAL YEAR	\$ -

101	TOWNSHIP BOARD	\$ 13,060.00
171	SUPERVISOR	\$ 15,500.00
215	CLERK	\$ 23,150.00
223	AUDITOR	\$ 9,500.00
228	TECHNOLOGY	\$ 1,500.00
233	LAND ACQUISTION	\$ -
247	BOARD OF REVIEW	\$ 2,450.00
253	TREASURER	\$ 27,000.00
257	ASSESSOR	\$ 17,500.00
262	ELECTIONS	\$ 9,100.00
265	BUILDING AND GROUNDS	\$ 20,500.00
266	ATTORNEY/COUNSEL	\$ 5,625.00
276	CEMETERY	\$ 19,200.00
299	UNALLOCATED	\$ -
336	EMERGENCY SERVICE	\$ -
337	MILLAGE EMERGENCY SERVICE	\$ -
445	DRAINS AT LARGE	\$ 4,000.00
448	STREET LIGHTING	\$ 4,000.00
449	ROADS	\$ -
693	WEBPAGE	\$ 2,000.00
695	COMMUNITY SERVICE	\$ 1,500.00
721	PLANNING	\$ -
751	PARKS AND RECREATION DEPARTMENT	\$ 2,050.00
790	LIBRARY	\$ 1,500.00
851	INSURANCE AND BOND	\$ 8,000.00
862	TAXES WITHHELD	\$ 6,300.00
901	APPROPRIATE TO OTHER FUNDS	\$ -
941	CONTINGENCY	\$ 11,485.00
999	CD INVESTMENT FOR FISCAL YEAR	\$ 90,000.00
		\$ 294,920.00
	204-Road Fund Budget	
ESTIMATED REVENUES		
Dept 000		
TOTAL ESTIMATED REVENUES		\$ 181,050.00
APPROPRIATIONS		
755	BANK CHARGES	\$ -
970	ROADS	\$ 181,050.00
999.101	TRANSFER FROM GENERAL FUND	\$ -
Totals for dept 000 -		\$ 181,050.00
TOTAL APPROPRIATIONS		\$ 181,050.00
	205-Emergency Fund	

ESTIMATED REVENUES		
TOTAL ESTIMATED REVENUES		\$ 147,050.00
APPROPRIATIONS		
755	BANK CHARGES	\$ -
801.1	FIRE	\$ 141,050.00
801.101	AMBULANCE	\$ 6,000.00
Totals for dept 337 - MILLAGE EMERGENCY SERVICE		\$ 147,050.00
TOTAL APPROPRIATIONS		
150- Cemetery CD Fund		
ESTIMATED REVENUES		
665.001	INTEREST INCOME	\$ 100.00
TOTAL ESTIMATED REVENUES		\$ 100.00
APPROPRIATIONS		
999.101	TRANSFER TO OTHER FUNDS	\$ 100.00
TOTAL APPROPRIATIONS		\$ 100.00

Section 8: Adoption of Budget by Reference

The general fund budget of Middlebury Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Middlebury Township adopts the 20201-2022 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 13: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter (*month*);
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (*month*) and for the current fiscal year to the end of the previous quarter (*month*);
- c. a detailed list of:
 - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
 - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (*month*) for the current fiscal year and as compared with the same period in the prior

fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 14: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 15: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 17: Board Adoption

Motion made by Trustee Swan, seconded by Trustee Ruess to adopt the foregoing resolution.

Upon roll call vote, the following voted aye: Tomasek Swan, Stevens, Ruess, Swan, Herendeen

The following voted nay: None

Absent: None

The Supervisor declared the motion carried and the resolution duly adopted on the 9th day of March, 2021.

2. **BOR motion-** Clerk Tomasek Swan made a motion to approve paying the compensation for the Board of Review (BOR) before the April's meeting. Trustee Swan seconded the motion.
Roll Call Vote: Ayes: Swan, Tomasek-Swan, Ruess, Herendeen, Stevens Nays: None Carried
3. **Driveway** Trustee Ruess stated the MDOT representative is sending the drawing for the driveway. He also looked at Bennington Township driveway to see how it was constructed.
4. **Office Administrator-** The board discussed creating an Administrator Assistant position to take care of non-statuary duties and hold office hours. There was a discussion of hours per week and pay compensation. The amount of \$15.00 to \$16.00 per hour was discuss along with a maximum of 16 hours per week. The board will table this until April's meeting in order to create a proper resolution for this position.
5. **Cemetery-** Clerk Tomasek Swan made the motion to spend no more than \$500.00 (\$1,000.00 total) for each black dirt and crushed concrete to repair the landscaping and driveway for the Middlebury Township Cemetery. Treasurer Stevens Supported the motion.
Roll Call Ayes: Herendeen, Ruess, Stevens, Swan, Tomasek Swan Nays: None
6. **SEPD-** Trustee Ruess discussed the validity of contributing to the SEPD (Shiawassee Economic Partnership Development) It is questionable on the legality of the appropriation. Ruess stated it needs to directly benefit Middlebury Township. Herendeen expressed his opinion on contributing to SEPD and the legality of contributing.
7. **Deputies Rate of Compensation-** Trustee Ruess made a motion to raise the hourly rate for the deputies and Election workers to \$14.00 per hour. Treasurer Stevens seconded the motion.
Roll Call: Ayes: Ruess, Stevens, Swan, Tomasek Swan, Herendeen
Nays: None Carried

Final Comments: Opened at 8:19 pm Closed at 8:23 pm

Board of Review dates were reviewed. Meeting dates were reviewed by the Supervisor.

Treasurer Stevens brought up about the General account bank balance is increasing too high. Treasurer Stevens made a motion to move \$50,000.00 from the General Fund bank account to (Certificate of Deposit) CD. Trustee Swan second the motion.

Voice Vote: ayes all Nays None Carried

Motion to adjourn the meeting: Adjourned at 8:23pm

Without objection the supervisor adjourned the meeting at pm.

Next meeting April 13 2021 at 7:00 pm

X 

Susan K Tomasek Swan
Deputy Clerk

ACTIONS:

DRAFT