

Mitchell Township Board
~~February 8, 2021~~
Meeting Minutes

The Regular Meeting of the Mitchell Township Board was called to order by Supervisor Brimm, on Monday, March 8, 2021 at 6:00 p.m. at the Mitchell Township Hall, 6849 W. Tower Road, Curran, Michigan.

Members present: Supervisor Carla Brimm, Treasurer Kevin Small, Clerk Donita Charron, Trustee Paula Taylor, Trustee Douglas (Mike) Lay

Members absent: None

Others present: 1 member of the community

February 8, 2021 Regular Meeting Minutes

*It was moved by Taylor, supported by Small, to approve the August Regular Minutes as corrected.
Yes – 5 No – 0 Absent – 0 Motion Carried.*

February Financial Report

*It was moved by Small, supported by Lay, to file the February Financial Report.
Yes – 5 No – 0 Absent – 0 Motion Carried.*

Public Comment:

Gary, a member of the community was wondering when the Township Hall would be open for public rental. It was the consensus of the Board to wait until there are less restrictions on public gatherings.

Departmental Reports

Assessing

- BOR March 8th and March 10th

Fire Department

- 2 medical and 1 Personal Injury for February
- Fire Dept passed DNR Inspection
- Bid for Ambulance are due April 9th

Planning Commission

- *Next meeting March 10th*

Zoning Administrator

- February report accepted
- Zoning Administrator can have access to BS&A Software

Cemetery

- *New flags are to be purchased*

Roads

- None

Building

- It was the consensus of the Board not to rent out the hall until a less restrictive time.

Park

*It was moved by Small, supported by Charron to amend the motion on the removal the downed trees and brush for firewood on a first come first served basis, but for personal use only and not for sale.
Yes – 5 No – 0 Absent – 0 Motion Carried.*

Election

- None

Correspondence

- None

Old Business

- None

New Business

- Budget Hearing date is March 24, 2021 at 6:00 p.m.
- Lawn bid to be returned by Friday, April 9, 2021 Lawn mowing will be for a 2 year contract

It was moved by Small, supported by Lay to pay the County of Alcona \$3,718.62 for the Annual Unit Processing. Upon a roll call vote:

Aye: Taylor, Small, Brimm, Lay, Charron

Nay: None

Absent: None

Next meeting April 12, 2021 at 6:00 p.m.



Donita Charron, Clerk

Meeting adjourned 7:22 p.m.



Carla Brimm, Supervisor

Mitchell Township Board
March 11, 2019
Annual Budget Meeting Minutes

The Annual Budget Meeting of the Mitchell Township Board was called to order on Wednesday, March 24, 2021 at 6:00 p.m. at the Mitchell Township Hall, 6849 W. Tower Road, Curran, Michigan.

Members present: Supervisor Carla Brimm, Clerk Donita Charron, Treasurer Kevin Small, Trustee Paula Taylor, Trustee Douglas (Mike) Lay

Members absent: None

Public presence: One member of the community

Motioned by Charron, supported by Small to close the Fire Department Checking Account of \$9,871.79 and the Township Checking Account of 668.38 from Huron Community Bank and transfer to Alpena Alcona Area Credit Union checking accounts,

Upon a roll call vote:

Aye: Taylor, Small, Brimm, Charron and Lay

Nay: None

Meeting Adjourned: 6:37 p.m.

Mitchell Township 2021 -2022 General Appropriations Act
Resolution 2021-04

The Mitchell Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Mitchell Township 2021 General Appropriations Act.

SECTION 2: Public Hearing on the Budget --Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Wednesday, March 17, 2021, and a public hearing on the budget was held on March 24, 2021

SECTION 3: Millage Levy --The Mitchell 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 allocated millage of 0.5237 mills for township operations, voter authorized millage of 0.8000 mills for the fire department operating and voter authorized .5 mills for road maintenance and improvement. **The millage levied represents the maximum amounts the township may levy by law.**

SECTION 4: Adoption of budget by Activity/Department--Mitchell Township adopts the 2021-2021 fiscal year budgets for the various funds by Activity/Department. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized by each Activity/Department, and may make transfers among the various line items contained in the Activity/Department accounts. 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 5: The Supervisor shall have the authority to make transfers among the various Activity/Department accounts without prior board approval, if the amount to be transferred does not exceed \$500 or 50% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

SECTION 6: Payment of Bills--Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Mitchell Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges, and interest, primary utilities, and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval, for approval, at the next Board meeting.

SECTION 7: Authorized salary, hour, and per diem rates--Included in the various Activities/Departments are amounts of the salary, hourly, and per diem rates for the officials and employees of the Township as follows:

	<u>½ Day</u>	<u>Full Day</u>
Planning Commission Chair	\$40.00	\$80.00
Planning Commission Member	\$20.00	\$40.00
Board of Review Chair	\$50.00	\$100.00
Board of Review Member	\$40.00	\$80.00
Zoning Board Appeals Chair	\$35.00	\$70.00
Zoning Board Appeals Member	\$15.00	\$25.00

Compensation

Trustees	\$110.00/meeting
Supervisor	\$6,600 annually
Clerk	\$12,000 annually
Deputy Clerk	\$10.00/hr. to \$600 annually
Treasurer	\$12,000 annually
Deputy Treasurer	\$10.00/hr. to \$500 annually
Zoning Administrator	\$4,800 annually
Fire Chief	\$6,000 annually
Assistant Fire Chief	\$4,500 annually
Caretaker/Custodial	\$1200 annually
Cemetery Sexton	\$1200 annually
Elections Chair	\$265 per Election Day
Elections Worker	\$180 per Election Day
Elections Chair	\$75 Training
Elections Worker	\$50 Training
Mileage	\$0.40 per mile
Fire Department Meeting	\$20.00/meeting
Fire Department Run	\$60.00 per run. After 3 hours, \$15.00/hour.
Personal Injury Accident	\$60.00 per run. After 3 hours, \$15.00/hour.
Medical Run	\$40.00 per run.
General Labor (building/equipment/vehicle maintenance)	\$15.00/hour

SECTION 8: Estimated Revenues and Expenditures - Estimated total revenues and expenditures for the various funds of Mitchell Township are:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>SURPLUS (DEFICIT)</u>
General	\$ 176,400.00	\$ 161,275.00	\$ 15,125.00
Fire	\$ 54,550.00	\$ 87,405.00	\$ (32,855.00)

Section 9: Periodic Financial Reports—The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each fiscal quarter and the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the township.

SECTION 10: Budget Monitoring--Whenever it appears to the Township Supervisor or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which the appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Mitchell Township	General Fund
2021 - 2022 Proposed Budget	

Revenues - Anticipated		
400 Taxes	\$ 88,000.00	
450 Licenses and Permits	\$ 500.00	
501 Federal Revenues	\$ 5,000.00	
539 State Revenues	\$ 36,000.00	
581 Local Unit Transfers (F.D.)	\$ 3,900.00	
645 Charges for Services	\$ 900.00	
664 Interest	\$ 300.00	
667 Rents and Royalties	\$ 300.00	
671 Other Revenue	\$ 200.00	
673 Property Sale	\$ 100.00	
101.000.699 Budgeted Transfer/Metro	\$ 41,000.00	
Total Revenues and Other Sources		\$ 176,200.00

Expenditures - Proposed		
101 Township Board	\$ 26,200.00	
171 Supervisor	\$ 6,800.00	
215 Clerk	\$ 13,865.00	
216 Deputy Clerk	\$ 600.00	
247 Board of Review	\$ 2,160.00	
253 Treasurer	\$ 20,250.00	
254 Deputy Treasurer	\$ 500.00	
257 Assessor	\$ 19,800.00	
262 Elections	\$ 1,200.00	
265 Building and Grounds	\$ 16,500.00	
276 Cemetery	\$ 9,400.00	
446 Road Improvement	\$ 30,000.00	
448 Street Lighting	\$ 1,600.00	
721 Planning Commission	\$ 1,000.00	
722 Zoning Administration	\$ 5,100.00	
751 Park	\$ 6,300.00	
900 Capital Outlay	\$ -	
000 Contingency	\$ -	
Total Expenditures and Other Uses		\$ 161,275.00

Net Revenues (Expenditures)		\$ 15,125.00
------------------------------------	--	---------------------

Beginning Fund Balance 4/1/2021		\$ 124,600.00
003 Fund Reserves	\$ 37,131.61	
010 Dedicated Road Fund	\$ 31,631.34	

Ending Fund Balance 3/31/2022		\$ 139,725.00
--------------------------------------	--	----------------------

Mitchell Township		Fire Department Fund	
2021-2022 Proposed Budget			
Revenues - Anticipated			
400 Taxes		\$ 52,000.00	
500 Federal Revenue		\$ -	
539 State Revenue		\$ -	
600 Charges for Services		\$ 400.00	
664 Interest		\$ 150.00	
671 Other Revenue		\$ 2,000.00	
673 Sale of Fixed Assets		\$ -	
Total Revenues and Other Sources			\$ 54,550.00
Expenditures			
001 Fire Department		\$ 45,905.00	
171 Chief		\$ 6,450.00	
172 Assistant Chief		\$ 4,600.00	
265 Building and Grounds		\$ 8,200.00	
336 Staff		\$ 21,800.00	
975 Capital Improvement		\$ 450.00	
000 Contingency		\$ -	
Total Expenditures and Other Uses			\$ 87,405.00
Net Revenues (Expenditures)			\$ (32,855.00)
Beginning Fund Balance 4/1/2021			\$ 81,530.00
003 Fund Reserves		\$ 45,305.78	
Ending Fund Balance 3/31/2022			\$ 48,675.78

SECTION 11: Board Adoption -- Motion by Paula Taylor supported by Douglas (Mike) Lay,

to adopt the forgoing resolution and General Appropriations Act. Upon roll call vote, the following voted:

"Aye": Paula Taylor, Kevin Small, Carla Brimm, Douglas (Mike) Lay, Donita Charron

"Nay": None

Absent: None

The Supervisor Carla Brimm declared the motion carried and the resolution **adopted** on the 24th day of March 2021.

Resolution 2021-5
RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED, that this resolution is subject to MCL 41.95(3). In a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of April 1 2021, the salary of the **Supervisor** shall be as follows:

\$6,600 annually

The foregoing resolution offered by board member Donita Charron.
Supported by board member Paula Taylor.

Upon a roll call vote, the following voted:

“Aye”: Paula Taylor, Kevin Small, Carla Brimm, Douglas (Mike) Lay, Donita Charron

“Nay”: None

Absent: None

The Supervisor Carla Brimm declared the motion carried and the resolution **adopted** on the 24th day of March 2021.

Resolution 2021-6
RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED, that this resolution is subject to MCL 41.95(3). In a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of April 1, 2021, the salary of the **Clerk** shall be as follows:

\$12,000 annually

The foregoing resolution offered by board member Kevin Small,
Supported by board member Paula Taylor.

Upon a roll call vote, the following voted:

“Aye”: Paula Taylor, Kevin Small, Carla Brimm, Douglas (Mike) Lay, Donita Charron

“Nay”: None

Absent: None

The Supervisor Carla Brimm declared the motion carried and the resolution **adopted** on the 24th day of March 2021.

Resolution 2021-7
RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED, that this resolution is subject to MCL 41.95(3). In a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of April 1, 2021 the salary of the **Treasurer** shall be as follows:

\$12,000 annually

The foregoing resolution offered by board member Donita Charron.
Supported by board member Douglas (Mike) Lay.

Upon a roll call vote, the following voted:

"Aye": Paula Taylor, Kevin Small, Carla Brimm, Douglas (Mike) Lay, Donita Charron

"Nay": None

Absent: None

The Supervisor Carla Brimm declared the motion carried and the resolution **adopted** on the 24th day of March 2021.

Resolution 2021-8
RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

BE IT RESOLVED, that this resolution is subject to MCL 41.95(3). In a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board.

BE IT RESOLVED, that as of April 1, 2021, the salary of the **Trustee** shall be as follows:

Trustee: \$110.00 per Township Meeting.

The foregoing resolution offered by board member Donita Charron.
Supported by board member Kevin Small.

Upon a roll call vote, the following voted:

"Aye": Paula Taylor, Kevin Small, Carla Brimm, Douglas (Mike) Lay, Donita Charron

"Nay": None

Absent: None

The Supervisor Carla Brimm declared the motion carried and the resolution **adopted** on the 24th day of March 2021.



Donita Charron, Clerk



Carla Brimm, Supervisor

Mitchell Township

4/11/2021 11:27 AM

Register: 101.000.000 Cash on Hand:002.000 · AAACU Checking General Fund

From 03/01/2021 through 03/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/01/2021	1183	Conner, Sarah D	-split-		70.48	X		10,940.28
03/01/2021	1184	Lay, Douglas M	-split-		96.90	X		10,843.38
03/01/2021	1185	Reynolds, Rose Marie	-split-		163.10	X		10,680.28
03/01/2021	1186	Small, Kevin	-split-		865.71	X		9,814.57
03/01/2021	1188	Alcona County Treas...	-split-	Tax Processing	3,718.62	X		6,095.95
03/01/2021	1189	Alcona County Review	-split-		249.33	X		5,846.62
03/01/2021	1190	Consumers Energy	-split-		448.36	X		5,398.26
03/01/2021	1191	McCardel Water Co...	101.265.000 Building ...		90.00	X		5,308.26
03/01/2021	1192	Gary Oil Co. Inc.	101.265.000 Building ...		340.00	X		4,968.26
03/01/2021		QuickBooks Payroll ...	-split-	Created by Pay...	3,039.99	X		1,928.27
03/02/2021	DD1480	Brimm, Carla S	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1481	Charron, Donita L.	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1482	Poellet, Laura L	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1483	Sanford, Michael R	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1484	Taylor, Paula F	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1485	Thompson, Randy	-split-	Direct Deposit		X		1,928.27
03/02/2021	DD1486	Trader, Herb	-split-	Direct Deposit		X		1,928.27
03/16/2021		AllBand Multimedia	101.265.000 Building ...		113.05	X		1,815.22
03/31/2021			-split-	Deposit		X	5,375.61	7,190.83
03/31/2021	E-pay	VISA	-split-		1,815.52	X		5,375.31
03/31/2021	1193	Conner, Sarah D	-split-		70.48			5,304.83
03/31/2021	1194	Fletcher, Alan J	-split-		73.88			5,230.95
03/31/2021	1195	Rate, Frank	-split-		36.94	X		5,194.01
03/31/2021	1196	Reynolds, Rose Marie	-split-		176.20			5,017.81
03/31/2021	1197	Trader, Herb	-split-		17.62			5,000.19
03/31/2021	1201	Patti Palmer	101.247.000 Board of ...		240.00			4,760.19
03/31/2021	1202	Keegan Small	101.721.000 Planning ...		20.00			4,740.19
03/31/2021			101.000.000 Cash on ...	Funds Transfer		X	4,687.16	9,427.35
03/31/2021			101.000.000 Cash on ...	Funds Transfer		X	668.38	10,095.73