

Mitchell Township Board
March 14, 2016
Annual Budget Meeting Minutes

The Annual Budget Meeting of the Mitchell Township Board was called to order on Monday, March 14, 2016 at 6:35 p.m. at the Mitchell Township Hall, 6849 W. Tower Road, Curran, Michigan.

Members present by Roll Call: Supervisor Gregory Murnock, Clerk Donita Charron, Treasurer Kevin Small, Trustee Carla Brimm and Trustee Aaron Welch

Members absent: None

Public presence: None

February 16, 2015 Special Budget Workshop Minutes

It was moved by Brimm, supported by Small to approve February 29th Special Budget Workshop Minutes with corrections.

Yes - 5 No - 0 Absent - 0 Motion Carried.

Public Comments

There were no public comments.

Mitchell Township 2015 General Appropriations Act
Resolution 2016-01

The Mitchell Township Board resolves:

SECTION 1: Title--This resolution shall be known as the Mitchell Township 2016 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 9, 2016, and a public hearing on the budget was held on March 14, 2016

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; and voter authorized millage of 0.8000 mills for the fire department operating.
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 2016-2017 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	\$35.00
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
Trustees/Officials	\$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	\$3,600 annually
Fire Chief	\$5,400 annually
Assistant Fire Chief	\$4,200 annually
Caretaker/Custodial	\$10.00/hour
Cemetery Sexton	\$50 per burial
Elections Chair	\$240 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	\$10.00/meeting
Fire Department Run	\$40.00 per run. After 4 hours, \$10.00/hour.
Personal Injury Accident	\$40.00 per run. After 4 hours, \$10.00/hour.
Medical Run	\$30.00 per run.
General Labor (building/equipment/vehicle maintenance)	\$10.00/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	\$ 129,970.00	\$ 132,260.00	\$ (2,290.00)
Fire	\$ 52,950.00	\$ 64,400.00	\$ (11,450.00)

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 appropriations, 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
2014-2015 Proposed Budget		
Revenues - Anticipated		
400 Taxes	\$	52,850.00
450 Licenses and Permits	\$	520.00
501 Federal Revenues	\$	18,500.00
539 State Revenues	\$	31,800.00
581 Local Unit Transfers (F.D.)	\$	2,400.00
645 Charges for Services	\$	1,000.00
664 Interest	\$	150.00
667 Rents and Royalties	\$	650.00
671 Other Revenue		
673 Property Sale	\$	100.00
101.000.699 Budgeted Transfer/Metro	\$	22,000.00
Total Revenues and Other Sources	\$	129,970.00
Expenditures - Proposed		
101 Township Board	\$	32,200.00
171 Supervisor	\$	6,700.00
215 Clerk	\$	14,100.00
216 Deputy Clerk	\$	600.00
247 Board of Review	\$	1,850.00
253 Treasurer	\$	18,450.00
254 Deputy Treasurer	\$	500.00
257 Assessor	\$	18,350.00
262 Elections	\$	4,325.00
265 Building and Grounds	\$	8,250.00
276 Cemetery	\$	3,350.00
446 Road Improvement	\$	10,000.00
448 Street Lighting	\$	1,600.00
721 Planning Commission	\$	960.00
722 Zoning Administration	\$	3,675.00
751 Park	\$	1,350.00
900 Capital Outlay	\$	6,000.00
000 Contingency	\$	-
Total Expenditures and Other Uses	\$	132,260.00
Net Revenues (Expenditures)		\$ (2,290.00)
Beginning Fund Balance 4/1/2016	\$	93,014.50
003 Fund Reserves	\$	37,103.37
010 Dedicated Road Fund	\$	20,640.48
Ending Fund Balance 3/31/2017	\$	90,724.50

Mitchell Township		Fire Department Fund
2015-2016 Proposed Budget		
Revenues - Anticipated		
400 Taxes	\$ 52,500.00	
500 Federal Revenue	\$ -	
539 State Revenue	\$ -	
600 Charges for Services	\$ 400.00	
664 Interest	\$ 50.00	
671 Other Revenue	\$ -	
673 Sale of Fixed Assets	\$ -	
Total Revenues and Other Sources		\$ 52,950.00
Expenditures		
001 Fire Department	\$ 35,300.00	
171 Chief	\$ 5,775.00	
172 Assistant Chief	\$ 4,300.00	
265 Building and Grounds	\$ 8,925.00	
336 Staff	\$ 10,100.00	
975 Capital Improvement	\$ -	
000 Contingency	\$ -	
Total Expenditures and Other Uses		\$ 64,400.00
Net Revenues (Expenditures)		\$ (11,450.00)
Beginning Fund Balance 4/1/2016		\$ 66,616.35
003 Fund Reserves	\$ 45,293.19	
Ending Fund Balance 3/31/2017		\$ 55,166.35

SECTION 11: Board Adoption as amended -- Motion by Brimm supported by Murnock,

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

“Aye”: Welch, Charron, Murnock, Small, Brimm

“Nay”: None

Absent: None

The Supervisor declared the motion carried and the resolution **adopted** on the 14th day of March 2016.



Donita Charron, Clerk



Gregory C. Murnock, Sr., Supervisor

Resolution 2016-2
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, 2016, the salary of the **Supervisor** shall be as follows:

\$6,600 annually

The foregoing resolution offered by board member Charron.
Supported by board member Brimm.

Upon a roll call vote, the following voted:

“Aye”: Welch, Charron, Murnock, Small, Brimm

“Nay”: None

Absent: None

The Supervisor declared the motion carried and the resolution **adopted** on the 14th day of March 2016.

Resolution 2016-3
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, 2016, the salary of the **Clerk** shall be as follows:

\$12,000 annually

The foregoing resolution offered by board member Brimm.
Supported by board member Murnock.

Upon a roll call vote, the following voted:

“Aye”: Welch, Charron, Murnock, Small, Brimm

“Nay”: None

Absent: None

The Supervisor declared the motion carried and the resolution **adopted** on the 14th day of March 2016.

Resolution 2016-4
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, 2016 the salary of the **Treasurer** shall be as follows:

\$12,000 annually

The foregoing resolution offered by board member Charron.
Supported by board member Murnock.

Upon a roll call vote, the following voted:

“Aye”: Welch, Charron, Murnock, Small, Brimm

“Nay”: None

Absent: None

The Supervisor declared the motion carried and the resolution **adopted** on the 14th day of March 2016.

Resolution 2016-5
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, 2016, the salary of the **Trustee** shall be as follows:

Trustee: \$110.00 per Township Board Meeting.

The foregoing resolution offered by board member Charron.
Supported by board member Murnock.

Upon a roll call vote, the following voted:

“Aye”: Welch, Charron, Murnock, Small, Brimm

“Nay”: None

Absent: None

The Supervisor declared the motion carried and the resolution **adopted** on the 14th day of March 2016.

Meeting was adjourned at 6:59 p.m



Donita Charron, Clerk



Gregory C. Murnock, Sr., Supervisor