

CHARTER TOWNSHIP OF MONITOR  
REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 12, 2016

The Supervisor called the meeting to order at 7:00 p.m.

Members present: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh  
Members absent: None

The Pledge of Allegiance was recited by all present.

Public Input opened at 7:01 p.m.

County Commissioner V. Begick informed the board the County has made the last bond payment for the Ice Arena.

Public Input closed at 7:04 p.m.

Motion by Kowalski supported by Reder to adopt the agenda as presented.  
Motion carried.

Motion by Reder supported by Pike to approve the minutes of the November 28, 2016 regular meeting with the correction to page 4 to reference the Sewer Ordinance not the Water Ordinance.  
Motion carried.

Motion by Brandt supported by Pike to pay the bills in the amount of \$35,253.35 from General Fund.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

Farmland Preservation PA116 Applications (3) ó Kernstock

Motion by Brandt supported by Reder to approve the three PA116 Applications for Farmland Agreement submitted by Arlene H. Kernstock as follows: 23.23 acres of parcel 09-100-030-300-010-00 with an initial term of 10 yrs; 21.85 acres of parcel 09-100-030-300-020-00 with an initial term of 10 yrs; and 8.10 acres of parcel 09-100-030-110-00 with an initial term of 10 yrs.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

Second Reading & Adoption of Ordinance 56-D Amending Article IV, Section 1, B

Motion by Reder supported by Kochany to have this meeting serve as Second Reading and adoption of Ordinance 56-D, an Ordinance amending Article IV, Section 1,B of the Township Sewer Ordinance.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

ECT Proposal for Kawkawlin River US Forestry Grant

Tanya Lewandowski from ECT and J. Roszatycki from the Kawkawlin River Watershed were present and gave an overview of the grant and project for the new board members.

The tasks included in the proposal will be paid 100% from the grant and would require no cash outlay from the township.

Motion by Reder supported by Brandt to approve the proposal submitted by ECT for engineering services related to the US Forestry Kawkawlin River Grant in the amount of \$59,700, and authorize the Treasurer to sign the proposal.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

2017 General Fund Public Hearing

The Public Hearing for the 2017 General Fund Budget opened at 7:26 p.m.

No public were present to speak regarding the 2017 General Fund budget and the public hearing closed at 7:28 p.m.

R-2016-023 General Appropriations Act Resolution for 2017

Motion by Kowalski supported by Pike to adopt Resolution R-2016-023, the General Appropriations Act Resolution for 2017 as follows:

**GENERAL APPROPRIATIONS ACT FOR 2017**

**A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR THE CHARTER TOWNSHIP OF MONITOR; TO DEFINE THE POWERS AND DUTIES OF THE MONITOR 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 the Charter Township of Monitor resolves:**

**Section 1: Title**

This resolution shall be known as the Charter Township of Monitor General Appropriations Act of 2017.

**Section 2: Chief Administrative Officer**

The Supervisor 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 charter townships: Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 24, 2016, and December 1, 2016 and a public hearing on the proposed budget was held on December 12, 2016.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2017 including an allocated millage of 1.2290 mills; and various miscellaneous revenues shall total \$1,799,621.27.

**Section 6: Millage Levy**

The Monitor 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 1.2290 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 2017 for the various township cost centers are as follows:

<b>EXPENSES</b>	<b><u>2017 BUDGET</u></b>
(103) TOWNSHIP BOARD	\$ 44,090.22
(170) TOWNSHIP OFFICE	\$ 75,636.08
(171) SUPERVISOR	\$ 71,930.26
(191) ELECTIONS	\$ 27,498.50
(202) AUDITOR	\$ 15,000.00
(209) ASSESSOR	\$ 101,363.95
(210) ATTORNEYS	\$ 25,000.00
(215) CLERK	\$ 142,091.69
(249) BOARD OF REVIEW	\$ 2,789.12
(253) TREASURER	\$ 135,475.84
(265) BUILDINGS & GROUNDS	\$ 65,533.12
(301) POLICE SERVICES	\$ 22,800.00
(331) MARINE ASSESSMENT	\$ 2,800.00
(336) FIRE SERVICES	\$ 625,345.50
(400) PLANNING COMMISSION	\$ 5,693.54

(401) TOWNSHIP PLANNER	\$ 15,000.00
(410) ZONING/ORDINANCE DEPT.	\$ 10,014.12
(411) ZONING BOARD OF APPEALS	\$ 3,973.90
(445) DRAINS	\$ 20,678.44
(446) ROADS	\$ 300,000.00
(447) TOWNSHIP ENGINEER	\$ 8,000.00
(448) STREET LIGHTING	\$ 66,000.00
(530) WEED CONTROL	\$ 7,200.00
(751) PARKS AND RECREATION	\$ 26,631.15
<b>TOTAL OPERATING EXPENSES</b>	<b>\$1,820,545.43</b>

### **Section 8: Adoption of Budget by Reference**

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

### **Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of the Charter Township of Monitor adopts the 2017 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 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

### **Section 11: Emergency Expenditure**

Each elected official may in emergency situations expend up to \$7,500.00 from unallocated funds without prior approval of the Township Board. The official must make a detailed report of these expenditures at the next regular or special meeting of the Board.

### **Section 12: 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 13: 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 14: 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 15: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Charter Township of Monitor Personnel Policy Section 10.1-10.3.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh  
 No: None  
 Absent: None  
 Motion carried.

**2017 Construction (Bldg) Fund Budget**

Motion by Kowalski supported by Kochany to adopt the 2017 Construction (Bldg) Fund Budget as follows:

<b>REVENUE</b>	<i>2017 Budget</i>	<i>Acct Number</i>
<i>Due from General Fund</i>		249-000-080
<i>Construction Permit Fees - Other</i>	\$ 49,375.25	249-000-476
Building Permit Fees	\$ 65,300.00	249-000-478
Building Plan Review Fees	\$ 4,467.00	249-000-608
Plan Review Fees - Other	\$ 1,867.00	249-000-609
Zoning Plan Review	\$ -	249-000-610
<i>Special Hearing Fees</i>	\$ -	249-000-620
<i>Investment Income</i>	\$ 2,470.00	249-000-665
<i>Miscellaneous Income</i>		249-000-695
<b>Total Revenue</b>	<b>\$ 123,479.25</b>	
	\$ -	
<b>EXPENSES</b>		<i>Acct Number</i>
<i>Administrator Wage</i>	\$ -	249-371-702
Building Inspector Wage	\$ 36,223.60	249-371-702
Clerical	\$ 6,631.60	249-371-703
Electrical Inspector Wages	\$ 18,000.00	249-371-704
Plumbing Inspector Wages	\$ 10,000.00	249-371-705
Mechanical Inspector Wages	\$ 12,000.00	249-371-706
On-Call Building Inspector Wages	\$ -	249-371-707
Const. Board of Appeals Wages	\$ -	249-371-708
Custodian	\$ 2,200.00	249-371-709
Ordinance Administrator Wage	\$ 10,740.60	249-371-712
Zoning & Code Assistant Wages	\$ 9,068.80	249-371-713
Supplies	\$ 1,800.00	249-371-727
Professional Services	\$ 100.00	249-371-801
Medical Insurance	\$ -	249-371-834
Telephone	\$ 1,600.00	249-371-850
General Insurance	\$ 1,417.67	249-371-851
Life & Disability Insurance	\$ -	249-371-855
Automobile Mileage	\$ 1,400.00	249-371-860
Workman's Compensation Ins.	\$ 425.74	249-371-871
Pension Benefits	\$ 955.50	249-371-874
Payroll Taxes	\$ 7,610.98	249-371-875
Bank Charges	\$ -	249-371-890
Publishing-Postage and Printing	\$ -	249-371-900
Utilities	\$ 1,500.00	249-371-920
Repairs and Maintenance	\$ 1,800.00	249-371-930
Miscellaneous Expenses	\$ 50.00	249-371-956
Conventions and Seminars	\$ 1,000.00	249-371-957
Dues and Subscriptions	\$ 1,900.00	249-371-960
Equipment and Furniture	\$ 1,000.00	249-371-980
Leases	\$ 500.00	249-371-983

Maintenance Agreements \$ 1,500.00 249-371-984

<b>Total Expenses</b>	\$ 129,424.49
<b>Less Total Revenue</b>	\$ 123,479.25
<b>Operational Surplus</b>	\$ (5,945.24)

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

2017 Liquor Fund Budget

Motion by Brandt supported by Kowalski to adopt the 2017 Liquor Fund Budget as follows:

<b>REVENUE</b>	<b><u>2017 Budget</u></b>	<b><u>Acct Number</u></b>
<i>Due from General Fund</i>	\$ -	<b>212-000-080</b>
<i>Due from State of MI-Liq. License Fees</i>	\$ 5,600.00	<b>212-000-451</b>
<i>Investment Interest Revenue</i>	\$ -	<b>212-000-665</b>
<b>Total Revenue</b>	<b>\$ 5,600.00</b>	

<b>EXPENSES</b>		<b><u>Acct Number</u></b>
<i>Due to Gen. Fund for Road Patrol</i>	\$ 5,600.00	<b>212-301-801</b>
<i>Bank Charges</i>	\$ -	<b>212-000-890</b>
<b>Total Expenses</b>	<b>\$ 5,600.00</b>	
<b>Less Total Revenue</b>	<b>\$ 5,600.00</b>	
<b>Operational Surplus</b>	<b>\$ -</b>	

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

2017 Public Safety Fund Budget

Motion by Kowalski supported by Kochany to adopt the 2017 Public Safety Fund Budget as follows:

<b>REVENUE</b>	<b><u>2017 Budget</u></b>	<b><u>Acct Number</u></b>
<i>Public Safety Millage-Special Assessment</i>	\$ 264,229.55	<b>205-000-408</b>
<i>Grants/other income</i>	\$ -	<b>205-000-501.000</b>
<i>Intergovernmental Revenue</i>	\$ -	<b>205-000-582.000</b>
<i>Proceeds from Note Issuance</i>	\$ -	<b>205-000-698</b>
<i>Investment Interest Revenue</i>	\$ 500.00	<b>205-000-665</b>
<i>Grant/Misc Revenue</i>	\$ 17,600.75	<b>205-000-695</b>
<b>Total Revenue</b>	<b>\$ 282,330.30</b>	

<b>EXPENSES</b>		<b><u>Acct Number</u></b>
<i>Road Patrol</i>	\$ 120,000.00	<b>205-000-801</b>
<i>Bank Charges</i>	\$ -	<b>205-000-890</b>

<i>Fire Vehicles/Replacement</i>	\$ 61,215.30	205-000-980
<i>Fire Department Equipment/Expense</i>	\$ 101,115.00	205-000-980-001
<i>Interest on Note</i>	\$ -	205-905-876-000
<i>Principal on Note Payable</i>	\$ -	205-905-876-001
<i>Transfers Out-Control</i>	\$ -	205-965-000.000
<b>Total Expenses</b>	<b>\$ 282,330.30</b>	
<b>Less Total Revenue</b>	<b>\$ 282,330.30</b>	
<b>Designated Equity for Truck Purchase</b>		
<b>Operational Surplus</b>	<b>\$ -</b>	

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

### 2017 Sewer Fund Budget

Motion by Brandt supported by Pike to adopt the 2017 Sewer Fund Budget as follows:

<b>REVENUE</b>	<b><u>2017 Budget</u></b>	<b><u>Acct Number</u></b>
<i>Special Assessment-Sewer</i>	\$ 20,721.21	590-000-408
<i>Interest on Tap Fees</i>	\$ -	590-000-446
<i>Tap Fees</i>	\$ 48,982.21	590-000-477
<i>SAW Grant Revenue</i>	\$ 100,000.00	590-000-539
<i>MDOT</i>		590-000-540
<i>Investment Interest Revenue</i>	\$ 10,000.00	590-000-665
<b>Total Revenue</b>	<b>\$ 179,703.42</b>	

<b>EXPENSES</b>		<b><u>Acct Number</u></b>
<i>Engineering Fees</i>	\$ 100,000.00	590-447-801
<i>SAW Asset Management Advisors</i>	\$ 40,000.00	590-447-801
<i>MDOT M-84 Sewer Repair</i>		
<i>Supplies - (checks)</i>		590-536-727
<i>Bank Charges</i>	\$ -	590-536-890
<i>DWS Capital SAW Reimbursement</i>		590-536-973
<b>Total Expenses</b>	<b>\$ 140,000.00</b>	
<b>Less Total Revenue</b>	<b>\$ 179,703.42</b>	
<b>Operational Surplus</b>	<b>\$ 39,703.42</b>	

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

### 2017 Solid Waste Fund Budget

Motion by Kowalski supported by Reder to adopt the 2017 Solid Waste Fund Budget as follows:

<b>REVENUE</b>	<b><u>2017 Budget</u></b>	<b><u>Acct Number</u></b>
<i>Due from General Fund</i>		226-000-080
<i>Special Assessment Revenue</i>	\$554,367.00	226-000-408



Tag Sales Revenue	\$ -	226-000-628
Recycle Bins	\$ 160.00	226-000-629
Investment Interest Revenue	\$ 340.00	226-000-665
<b>Total Revenue</b>	<b>\$ 554,867.00</b>	

<b>EXPENSES</b>		<u>Acct Number</u>
Due to General Fund		226-000-214
Supplies	\$ -	226-528-727
Waste Services	\$554,367.00	226-528-801
Other Attorney Fees	\$ -	226-528-803
Tag /Recycle Bin Expense	\$ 750.00	226-528-804
Bank Charges	\$ -	226-528-890
Publishing and Printing	\$ 800.00	226-528-900
<b>Total Expenses</b>	<b>\$ 555,917.00</b>	
<b>Less Total Revenue</b>	<b>\$ 554,867.00</b>	
<b>Operational Surplus</b>	<b>\$ (1,050.00)</b>	

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

2017 Waterline Expansion (Capital Projects) Fund Budget

Motion by Kowalski supported by Reder to adopt the 2017 Waterline Expansion (Capital Projects) Fund Budget as follows:

<b>REVENUE</b>	<u>2017 Budget</u>	<u>Acct Number</u>
Tap Fees Received	\$ 19,000.00	401-000-477
Interest & Penalties on Tax		401-000-445
Investment Interest Revenue	\$ 2,000.00	401-000-665
Proceeds from sale of Bonds		401-000-698
DWS to reimburse	\$ -	401-000-699
<b>Total Revenue</b>	<b>\$ 21,000.00</b>	

<b>EXPENSES</b>		<u>Acct Number</u>
Bank Charges	\$ -	401-000-890
Attorney Fees	\$ -	401-210-802
Other Attorney Fees	\$ -	401-210-803
Engineering Fees	\$ 2,000.00	401-447-801
Publishing & Printing	\$ -	401-536-900
Repairs & Maintenance	\$ -	401-536-930
Waterline Expansion	\$ -	401-536-972
<b>Total Expenses</b>	<b>\$ 2,000.00</b>	
<b>Less Total Revenue</b>	<b>\$ 21,000.00</b>	
<b>Operational Surplus</b>	<b>\$ 19,000.00</b>	

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None  
Motion carried.

Reconsideration and Amendment to 2017 Township Board Meeting Dates

The MTA Annual Conference is April 10-13, 2017. It was suggested to remove April 10, 2017 from the list of 2017 township board meeting dates.

Motion by Brandt supported by Reder to remove April 10, 2017 from the list of township meeting dates for 2017 previously adopted at the November 28, 2016 board meeting, due to it conflicting with the MTA Annual Conference.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

2016 Budget Adjustments

Motion by Reder supported by Malkin to approve the 2016 budget adjustments as submitted in the December 8, 2016 Clerk's office memo to the board.

Roll call vote:

Yes: Malkin, Kowalski, Pike, Brandt, Kochany, Reder, Walsh

No: None

Absent: None

Motion carried.

The meeting adjourned at 7:46 p.m.

Cindy L. Kowalski, Clerk

Ken Malkin, Supervisor