

CHARTER TOWNSHIP OF MONITOR
REGULAR TOWNSHIP BOARD MEETING

DECEMBER 14, 2020

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

Members present: Spencer, Ferguson, Pike, Arnold, Brandt, McCulloch, Walsh

Members absent: None

Each board member stated they were attending from Bay City, MI.

The Pledge of Allegiance was recited by all.

Public Input opened at 7:03 p.m. No public wished to speak and public input was closed.

Motion by Walsh supported by McCulloch to adopt the agenda with the addition of:

- Changes to Resolution 2020-014 - DWS as emailed to board members 12/14/2020
- Addition to bills list - emailed to board members dated 12/14/2020
- Board Appointments to include the Election Committee of Earl Arnold and Bob Walsh

Motion carried.

Motion by Brandt supported by Walsh to approve the minutes of the November 23, 2020 regular meeting as presented. Motion carried.

Motion by Pike supported by Walsh to approve the minutes of the November 30, 2020 special meeting as presented. Motion carried.

Motion by McCulloch supported by Walsh to approve the minutes of the December 3, 2020 special meeting as presented. Motion carried.

Motion by Pike supported by Walsh to approve the minutes of the December 10, 2020 special meeting as presented. Motion carried

Motion by Pike supported by Walsh to pay the bills in the amount of \$ 64,977.17 from General Fund.

Roll call vote:

Yes: Ferguson, Pike, Arnold, Brandt, McCulloch, Walsh, Spencer

No: None

Motion carried.

Motion by Brandt supported by Walsh to receive the Treasurer's Report for November 2020. Motion carried.

Unfinished business on the DWS Annual REU Recommendation

Motion by Brandt supported by Arnold to table this until next meeting because DWS could not be contacted for clarification on the recommendation.

Roll call vote:

Yes: Pike, Arnold, Brandt, McCulloch, Walsh, Spencer, Ferguson

No: None
Motion carried.

Motion by Pike supported by McCulloch to approve the Board appointments:

Zoning Board of Appeals: Gary Brandt

Board of Review: Robert Kienbaum, Paul Wenzloff, Darlene Trigg,
Wade Eckenrod (Alternate)

Planning Commission: Amy Shabluk, Eric Rosenbrock, Bob Walsh

Personnel Committee: Terry Spencer, Tina McCulloch, Bob Walsh

Road Committee: Terry Spencer, Earl Arnold, Gary Brandt

Election Committee: Earl Arnold, Bob Walsh

Roll call vote:

Yes: Arnold, McCulloch, Walsh, Spencer, Ferguson, Pike

No: Brandt

Motion carried.

R-2020-014 Resolution adopting water rate

Motion by Pike supported by Arnold to table this until next meeting until more information is available.

Roll call vote:

Yes: Brandt, McCulloch, Walsh, Spencer, Ferguson, Pike, Arnold

No: None

Motion carried.

Motion by Pike supported by McCulloch to adopt the 2021 meeting dates with corrections.

Roll call vote:

Yes: McCulloch, Walsh, Spencer, Ferguson, Pike, Arnold, Brandt

No: None

Motion carried.

Motion by Pike supported by McCulloch to adopt the 2021 Holiday dates.

Roll call vote:

Yes: Walsh, Spencer, Ferguson, Pike, Arnold, Brandt, McCulloch

No: None

Motion carried.

Public Hearing – 2021 General Fund Budget

The public hearing of the 2021 General Fund budget opened at 7:34 p.m.

No public present commented and the public hearing was closed.

Motion by Walsh supported by Ferguson to adopt an increase of 3% across the pay scales for the 2021 employee wages.

Roll call vote:

Yes: Walsh, Spencer, Ferguson, McCulloch

No: Pike, Arnold, Brandt

Motion carried.

Motion by Walsh supported by McCulloch to adopt an increase of 3% for the 2021 elected official wages.

Roll call vote:

Yes: Spencer, Ferguson, Pike, McCulloch, Walsh

No: Arnold, Brandt

Motion carried

R-2020-015 General Appropriations Act Resolution for 2021

Motion by Ferguson supported by Walsh to adopt Resolution R-2020-015, a resolution adopting the General Appropriations Act Resolution for 2021 with corrections for payroll rates as follows:

GENERAL APPROPRIATIONS ACT FOR 2021

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 2021.

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 December 6, 2020 a public hearing on the proposed budget was held on December 14, 2020.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2021 including an allocated millage of 1.2290 mills; and various miscellaneous revenues shall total **\$2,267,151.27**.

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 2021 for the various township cost centers are as follows:

<u>EXPENSES</u>	<u>2020 BUDGET</u>
(103) TOWNSHIP BOARD	\$ 58,072.71
(170) TOWNSHIP OFFICE	\$ 89,620.57
(171) SUPERVISOR	\$ 103,576.64
(202) AUDITOR	\$ 17,500.00
(210) ATTORNEYS	\$ 29,000.00
(215) CLERK	\$ 146,794.37
(249) BOARD OF REVIEW	\$ 3,473.27
(253) TREASURER	\$ 160,348.13
(257) ASSESSOR	\$ 127,215.19
(262) ELECTIONS	\$ 6,864.57
(265) BUILDINGS & GROUNDS	\$ 99,836.75
(301) POLICE SERVICES	\$ 58,000.00
(331) MARINE ASSESSMENT	\$ 2,346.61
(336) FIRE SERVICES	\$ 721,548.23
(400) PLANNING COMMISSION	\$ 8,654.91
(401) TOWNSHIP PLANNER	\$ 30,000.00
(410) ZONING/ORDINANCE DEPT.	\$ 15,822.04
(411) ZONING BOARD OF APPEALS	\$ 5,248.15
(445) DRAINS	\$ 14,859.89
(446) ROADS	\$ 300,000.00
(447) TOWNSHIP ENGINEER	\$ 20,000.00
(448) STREET LIGHTING	\$ 60,000.00
(530) WEED CONTROL	\$ 7,100.00
(751) PARKS AND RECREATION	\$ 176,797.38
TOTAL OPERATING EXPENSES	\$2,262,679.41

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 2021 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.

Section 16: Board Adoption

Motion made by Ferguson supported by Walsh to adopt the foregoing resolution.

Roll call vote:

Yes: Ferguson, Pike, Arnold, McCulloch, Walsh, Spencer

No: Brandt

Motion carried.

2021 Construction Code Enforcement Fund (Building Fund) Budget

Motion by Ferguson supported by Walsh to adopt the 2021 Construction Code Enforcement Fund budget as follows:

REVENUE	2021 Budget	Acct Number
Construction Permit Fees - Other	\$ 58,005.60	249-000-475
Building Permit Fees	\$ 72,576.81	249-000-475.001
Building Plan Review Fees	\$ 6,733.33	249-000-475.002
Plan Review Fees - Other	\$ 4,633.33	249-000-475.003
Zoning Plan Review	\$ 500.00	249-371-475.008
Investment Income	\$ 3,917.21	249-000-665
Total Revenue	\$ 146,366.28	
EXPENSES		Acct Number
Building Inspector Wage	\$ 41,675.07	249-371-704.001
Electrical Inspector Wages	\$ 30,305.09	249-371-704.002
Plumbing Inspector Wages	\$ 7,909.47	249-371-704.003
Mechanical Inspector Wages	\$ 13,375.89	249-371-704.004
Clerical	\$ 7,020.00	249-371-704.005
Ordinance Administrator Wage	\$ 16,789.50	249-371-704.006
Zoning & Code Assistant Wages	\$ 10,216.96	249-371-704.007
Custodian	\$ 2,534.22	249-371-704.008
Pension Benefits	\$ 1,053.00	249-371-716
Supplies	\$ 1,564.46	249-371-727
General Insurance	\$ 1,780.00	249-371-840
Workman's Compensation Ins.	\$ 550.00	249-371-840
Telephone	\$ 1,818.48	249-371-850

Automobile Mileage	\$ 1,000.00	249-371-860
Payroll Taxes	\$ 9,613.57	249-371-875
Utilities	\$ 2,300.00	249-371-920
Repairs and Maintenance	\$ 3,500.00	249-371-930
Conventions and Seminars	\$ 400.00	249-371-957
Dues and Subscriptions	\$ 1,000.00	249-371-960
Equipment	\$ 500.00	249-371-980
Leases	\$ 500.00	249-371-983
Maintenance Agreements	\$ 1,900.00	249-371-984
Total Expenses	\$ 157,188.62	
Less Total Revenue	\$ 146,366.28	
Operational Surplus	\$ (10,822.34)	

Roll call vote:

Yes: Pike, Arnold, Brandt, McCulloch, Walsh, Spencer, Ferguson

No: None

Absent: None

Motion carried.

2021 Liquor Fund Budget

Motion by Brandt supported by McCulloch to adopt the 2021 Liquor Fund budget as follows:

REVENUE	2021 Budget	Acct Number
Due from State of MI-Liq. License Fees	\$ 6,200.00	212-000-451
Total Revenue	\$ 6,200.00	
EXPENSES		Acct Number
Due to Gen. Fund for Road Patrol	\$ 6,200.00	212-301-214.101
Total Expenses	\$ 6,200.00	
Less Total Revenue	\$ 6,200.00	
Operational Surplus	\$ -	

Roll call vote:

Yes: Arnold, Brandt, McCulloch, Walsh, Spencer, Ferguson, Pike

No: None

Absent: None

Motion carried.

2021 Pond Fund Budgets (acct #273 Federal or State Projects Fund)

Motion by Brandt supported by McCulloch to adopt the 2021 Pond Fund budgets as follows:

REVENUE	2021 Budget	Acct Number
Pond Special Assessment	\$ 2,856.43	273-000-451
Investment Interest Revenue	\$ 1,000.00	273-000-665
Total Revenue	\$ 3,856.43	

EXPENSES		Acct Number
Total Expenses	\$ 0	
Less Total Revenue	\$ 3,856.43	
Operational Surplus	\$ 3,856.43	

Roll call vote:

Yes: Brandt, McCulloch, Walsh, Spencer, Ferguson, Pike, Arnold

No: None

Absent: None

Motion carried.

2021 Public Safety Fund Budget

Motion by Ferguson supported by Walsh to adopt the 2021 Public Safety Fund budget as follows:

REVENUE	<u>2020 Budget</u>	<u>Acct Number</u>
Public Safety Millage-Special Assessment	\$295,150.46	205-000-408
Grants/other income	\$ 150.00	205-000-501.000
Investment Interest Revenue	\$ 500.00	205-000-665
Total Revenue	\$ 295,800.46	
EXPENSES		<u>Acct Number</u>
Road Patrol	\$120,000.00	205-000-801
Equipment	\$ 35,000.00	205-336-980
Fire Department Vehicle Replacement	\$ 140,800.46	205-336-981
Total Expenses	\$ 295,800.46	
Less Total Revenue	\$ 295,800.46	
Designated Equity for Truck Purchase		
Operational Surplus	\$ -	

Roll call vote:

Yes: McCulloch, Walsh, Spencer, Ferguson, Pike, Arnold

No: Brandt

Absent: None

Motion carried.

2021 Sewer Fund Budget

Motion by Walsh supported by Ferguson to adopt the 2021 Sewer Fund Budget as follows:

REVENUE	<u>2020 Budget</u>	<u>Acct Number</u>
Tap Fees	\$ 20,000.00	590-000-475
Investment Interest Revenue	\$ 10,000.00	590-000-665
Total Revenue	\$ 30,000.00	
EXPENSES		<u>Acct Number</u>
Professional Services/Engineering	75,000.00	590-447-801
Publishing & Printing	100.00	590-539-900

DWS Expenditure / Reimbursement	30,000.00	590-536-973.001
SAW Capital Improvements	60,000.00	590-536-973.002
Total Expenses	\$ 165,100.00	
Less Total Revenue	\$ 30,000.00	
Operational Surplus	\$ (135,100.00)	

Roll call vote:

Yes: Walsh, Spencer, Ferguson, Pike, Arnold, Brandt, McCulloch

No: None

Absent: None

Motion carried.

2021 Solid Waste Fund Budget

Motion by Brandt supported by McCulloch to adopt the 2021 Solid Waste Fund budget as follows:

REVENUE	<u>2021 Budget</u>	<u>Acct Number</u>
Special Assessment Revenue	\$ 859,812.48	226-000-408
Recycle Bins	\$ 250.00	226-000-629
Investment Interest Revenue	\$ 369.47	226-000-665
Total Revenue	\$ 860,431.95	
EXPENSES		<u>Acct Number</u>
Waste Services	\$ 859,812.48	226-528-801
Tag /Recycle Bin Expense	\$ 1,402.67	226-528-804
Publishing and Printing	\$ 900.00	226-528-900
Total Expenses	\$862,115.15	
Less Total Revenue	\$860,431.95	
Operational Surplus	\$ (1,683.20)	

Roll call vote:

Yes: Walsh, Spencer, Ferguson, Pike, Arnold, Brandt, McCulloch

No: None

Absent: None

Motion carried.

2021 Waterline Expansion (Capital Projects) Fund Budget

Motion by Brandt supported by Walsh to adopt the 2021 Waterline Expansion (Capital Projects) Fund budget as follows:

REVENUE	<u>2021 Budget</u>	<u>Acct Number</u>
Tap Fees Received	\$ 25,000.00	401-000-475
Investment Interest Revenue	\$ 2,500.00	401-000-665
Total Revenue	\$ 27,500.00	

EXPENSES		Acct Number
Engineering Fees	\$ 2,000.00	401-447-801
Total Expenses	\$ 2,000.00	
Less Total Revenue	\$ 27,500.00	
Operational Surplus	\$ 25,500.00	

Roll call vote:

Yes: Ferguson, Pike, Arnold, Brandt, McCulloch, Walsh, Spencer

No: None

Absent: None

Motion carried.

REPORTS

Deputy Reports were received for October and November 2020.

Building permits were received for November 2020.

The Supervisor reported on the Christmas light contest in the township and that a blood drive will be held at the township hall on February 16th.

The Fire Chief reported on the current run status, the equipment repairs and the medical supply situation. He stated vaccines have been received by the County and will be available soon to the Fire Department. It will be optional for employees to take the 2 shots 3 weeks apart.

D. Scherzer – from Spicer reported as the owners' representative on the Fire Department building project – the project is on time and on budget as scheduled. He discussed the state revolving fund deadlines, and that the Grant for the site East of Fabiano's needs to be completed by March of 2021. He reported that Steih Park was not selected for DNR grant funding at this time.

V. Begick, Co. Commissioner reported on the deputies and that the County hopes to have 70% of the population vaccinated by June of 2021 with the 140,000 shots of 2 for each person.

The township newsletter is expected to go out soon with the approved dates from this meeting.

The meeting adjourned at 8:17 p.m.

Linda K. Ferguson, Clerk

Terry Spencer, Supervisor