

CHARTER TOWNSHIP OF MONITOR
REGULAR TOWNSHIP BOARD MEETING

DECEMBER 13, 2021

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

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

The Pledge of Allegiance was recited by all.

:

Public Input opened at 7:02 p.m.

J. Meier, 2354 E. North Union, a member of the Planning Commission, expressed his endorsement of Bob Campbell and Connie Schweitzer for reappointment on the Planning Commission. Mr. Campbell has served for years and is polite and professional – he knows this township. Mrs. Schweitzer has been the Planning Commission Secretary and is serving on the Zoning board as well as the DDA board. She is an administrative professional at S.V.S U. She is knowledgeable and a valuable asset to the planning commission. Together they represent the diversity of this township. It appears there is a faction here now to create a one-sided group of this commission.

T. Schweitzer, husband of C. Schweitzer, said no interviews were done, she wasn't even called to let her know she was going to be replaced.

J. Krueger, 2450 Salzburg, a Zoning Board of Appeals member, stated she has had the privilege of working with C. Schweitzer since she took T. Millers appointment. Connie is excellent to work with and very professional.

V. Begick, Co. Commissioner, said the budget has passed and A.R.P.A. money will be going to Pinconning and Essexville Boys & Girls Clubs, the Bay Veterans and Health Department. Bangor Monitor Metro Water wants to extend water lines to the west.

7:08 Public input was closed.

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

- 1) Hall Security for Alcohol rentals
- 2) Wireless application fee lowered to \$1,000
- 3) Lion's Club request for hall use on March 9th

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

Motion by McCulloch supported by Pike to approve the minutes of the December 6, 2021 special meeting.

Roll call vote:

Yes: McCulloch, Walsh, Spencer, Ferguson, Pike

No: Brandt

Absent: Arnold

Motion carried.

Motion by Walsh supported by McCulloch to pay the bills in the amount of \$16,153.14 from General Fund.
Roll call vote:
Yes: Walsh, Spencer, Ferguson, Pike, Brandt, McCulloch
No: None
Absent: Arnold
Motion carried.

Motion by Ferguson supported by Walsh to receive the Monthly Account Balance and Cost Recovery Report for November 2021.
Roll call vote:
Yes: Spencer, Ferguson, Pike, McCulloch, Walsh
No: Brandt
Absent: Arnold
Motion carried.

Unfinished business

Motion by Ferguson supported by McCulloch to approve the American Tower application based on the Spicer approval letter.
Roll call vote:
Yes: Ferguson, Pike, Brandt, McCulloch, Walsh, Spencer
No: None
Absent: Arnold
Motion carried.

Motion by Pike supported by McCulloch to authorize the Supervisor and Clerk to sign and return the revised Road Patrol contract for 2 daytime patrols in 2022 with no opportunity to change the shift scheduling during the year 2022.
Roll call vote:
Yes: Pike, Brandt, McCulloch, Walsh, Spencer, Ferguson
No: None
Absent: Arnold
Motion carried.

New Business

Open Public Hearing for Harvest View I & II Storm Water Detention at 7:10

R. Rosinski asked for clarification of

- 1) the maintenance costs
- 2) what are the limits on annual expenditures
- 3) do you get feedback from the public on the expenditures
- 4) if it is public land can the public use it

Public input closed at 7:16 p.m.

Motion by Pike supported by Brandt to approve the resolution R-2021-016 to create Harvest View I & II Storm Water Detention Special Assessment District.

Roll call vote:
Yes: Brandt, McCulloch, Walsh, Spencer, Ferguson, Pike
No: None
Absent: Arnold
Motion carried.

Motion by Brandt supported by McCulloch to approve the Resolution R-2021-015 The SRF rates for 2022.

Roll call vote:

Yes: McCulloch, Walsh, Spencer, Ferguson, Pike, Brandt
No: None
Absent: Arnold
Motion carried.

Motion by Brandt supported by Pike to reappoint J. Horen to the Zoning Board of Appeals.
Roll call vote:
Yes: Walsh, Spencer, Ferguson, Pike, Brandt, McCulloch
No: None
Absent: Arnold
Motion carried.

Motion by Walsh supported by McCulloch to appoint J. Mulders to the Planning Commission.
Roll call vote:
Yes: Spencer, McCulloch, Walsh
No: Ferguson, Brandt, Pike
Absent: Arnold
Motion denied.

Motion by Walsh supported by McCulloch to appoint B. Rivet to the Planning Commission.
Roll call vote:
Yes: McCulloch, Walsh, Spencer
No: Ferguson, Pike, Brandt
Absent: Arnold
Motion denied.

Motion by Pike supported by McCulloch to increase the cost of hall cleanup to \$125.
Roll call vote:
Yes: Pike, McCulloch, Walsh, Spencer
No: Brandt, Ferguson
Absent: Arnold
Motion carried.

Motion by Pike supported by Brandt to decrease the cost recovery bill for M. Kaczynski by 50% per his request.
Roll call vote:
Yes: Brandt, McCulloch, Walsh, Spencer, Ferguson, Pike
No: None
Absent: Arnold
Motion carried.

Public Hearing – 2022 General Fund Budget - General Appropriations Act Resolution for 2022
Open Public Hearing for General Fund Budget 2022 at 7:39 p.m. No one spoke. Public input closed at 7:40 p.m.

Motion by McCulloch supported by Pike to continue to pay the health insurance premium for full-time employees for 2022.
Roll call vote:
Yes: McCulloch, Walsh, Spencer, Ferguson, Pike, Brandt
No: None
Absent: Arnold
Motion carried.

Motion by Walsh supported by McCulloch to adopt R-2021-012 Wages for Employees for 2022.

Roll call vote:
Yes: Walsh, Spencer, Ferguson, McCulloch
No: Pike, Brandt
Absent: Arnold
Motion carried.

Motion by Walsh supported by McCulloch to adopt R-2021-013 Wages for Elected officials for 2022.
Roll call vote:
Yes: Walsh, Spencer, Ferguson, McCulloch
No: Pike, Brandt
Absent: Arnold
Motion carried.

Motion by Walsh supported by Ferguson to adopt R-2021-014, a Resolution adopting the General Appropriations Act for 2022.
Roll call vote:
Yes: Spencer, Ferguson, Pike, McCulloch, Walsh
No: Brandt
Absent: Arnold
Motion carried.

CHARTER TOWNSHIP OF MONITOR
BAY COUNTY, MICHIGAN

GENERAL APPROPRIATIONS ACT FOR 2022

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 2022.

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 2, 2021, and a public hearing on the proposed budget was held on December 13, 2021.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022 including an allocated millage of 1.2290 mills; and various miscellaneous revenues shall total **\$2,248,684.64**.

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 2022 for the various township cost centers are as follows:

<u>EXPENSES</u>	<u>2022 BUDGET</u>
(103) TOWNSHIP BOARD	\$ 65,389.30
(170) TOWNSHIP OFFICE	\$ 95,012.12
(171) SUPERVISOR	\$ 107,990.13
(202) AUDITOR	\$ 18,375.00
(210) ATTORNEYS	\$ 30,000.00
(215) CLERK	\$ 182,142.25
(249) BOARD OF REVIEW	\$ 1,967.87
(253) TREASURER	\$ 175,778.03
(257) ASSESSOR	\$ 134,953.60
(262) ELECTIONS	\$ 48,702.94
(265) BUILDINGS & GROUNDS	\$ 360,166.54
(301) POLICE SERVICES	\$ 60,900.00
(331) MARINE ASSESSMENT	\$ 2,463.94
(336) FIRE SERVICES	\$ 881,092.84
(400) PLANNING COMMISSION	\$ 10,566.06
(401) TOWNSHIP PLANNER	\$ 26,000.00
(410) ZONING/ORDINANCE DEPT.	\$ 13,716.29
(411) ZONING BOARD OF APPEALS	\$ 4,041.62
(445) DRAINS	\$ 15,602.88
(446) ROADS	\$ 477,000.00
(447) TOWNSHIP ENGINEER	\$ 45,000.00
(448) STREET LIGHTING	\$ 40,000.00
(530) WEED CONTROL	\$ 7,455.00
(751) PARKS AND RECREATION	\$ 48,938.41
TOTAL OPERATING EXPENSES	\$2,853,254.82

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 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 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 Walsh supported by Ferguson to adopt the foregoing resolution.

AYES: McCulloch, Walsh, Spencer, Ferguson, Pike
Nays: Brandt
ABSENT: Arnold

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

The above Resolution was duly adopted by the Monitor Township Board at the regular meeting of the Board held on the 13th day of December, 2021 at the Monitor Township Hall, Bay County, Michigan.

LINDA K. FERGUSON, Clerk
Charter Township of Monitor

2022 Public Safety Fund Budget

Motion by Pike supported by McCulloch to adopt the 2022 Public Safety Fund budget as follows:

REVENUE	<u>2022 Budget</u>	<u>Acct Number</u>
Public Safety Millage-Special Assessment	306,657.41	205-000-408
Investment Interest Revenue	50.00	205-000-665
Total Revenue	\$ 306,707.41	
EXPENSES		<u>Acct Number</u>
Road Patrol	120,000.00	205-000-801
Equipment	50,000.00	205-336-980
Fire Department Vehicle Replacement	136,657.41	205-336-981
Total Expenses	\$ 306,657.41	

Roll call vote:

Yes: Ferguson, Pike, McCulloch, Walsh, Spencer

No: Brandt

Absent: Arnold

Motion carried.

2022 Liquor Fund Budget

Motion by Brandt supported by Pike to adopt the 2022 Liquor Fund budget as follows:

REVENUE	<u>2022 Budget</u>	<u>Acct Number</u>
Due from State of MI-Liq. License Fees	6,432.00	212-000-451
Total Revenue	\$ 6,432.00	
EXPENSES		<u>Acct Number</u>
Due to Gen. Fund for Road Patrol	6,432.00	212-301-214.101
Total Expenses	\$ 6,432.00	

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

2022 Solid Waste Fund Budget

Motion by Brandt supported by McCulloch to adopt the 2022 Solid Waste Fund budget as follows:

REVENUE	<u>2022 Budget</u>	<u>Acct Number</u>
Special Assessment Revenue	777,792.00	226-000-408
Investment Interest Revenue	45.00	226-000-665
Total Revenue	\$777,837.00	
EXPENSES		<u>Acct Number</u>
Waste Services	777,792.00	226-528-801
Publishing and Printing	600.00	226-528-900
Total Expenses	\$ 778,392.00	

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

2022 Construction Code Enforcement Fund (Building Fund) Budget

Motion by Ferguson supported by Walsh to adopt the 2022 Construction Code Enforcement Fund budget as follows:

REVENUE	2022 Budget	Acct Number
Construction Permit Fees - Other	73,000.00	249-000-475
Building Permit Fees	87,000.00	249-000-475.001
Building Plan Review Fees	4,500.00	249-000-475.002
Plan Review Fees - Other	3,000.00	249-000-475.003
Zoning Plan Review	500.00	249-371-475.008
Investment Income	1,700.00	249-000-665
Total Revenue	\$ 169,700.00	
EXPENSES		Acct Number
Building Inspector Wage	50,000.00	249-371-704.001
Electrical Inspector Wages	30,000.00	249-371-704.002
Plumbing Inspector Wages	8,000.00	249-371-704.003
Mechanical Inspector Wages	20,000.00	249-371-704.004
Clerical	9,282.00	249-371-704.005
Ordinance Administrator Wage	13,500.00	249-371-704.006
Zoning & Code Assistant Wages	6,500.00	249-371-704.007
Custodian	1,804.24	249-371-704.008
Pension Benefits	1,392.30	249-371-716
Supplies	1,000.00	249-371-727
General Insurance	1,700.00	249-371-840
Workman's Compensation Ins.	500.00	249-371-840
Telephone	1,200.00	249-371-850
Automobile Mileage	1,000.00	249-371-860
Payroll Taxes	13,893.97	249-371-875
Utilities	4,000.00	249-371-920
Repairs and Maintenance	1,000.00	249-371-930
Conventions and Seminars	1,527.49	249-371-957
Dues and Subscriptions	1,000.00	249-371-960
Equipment	500.00	249-371-980
Leases	200.00	249-371-983
Maintenance Agreements	1,700.00	249-371-984
Total Expenses	\$ 169,700.00	

Roll call vote:

Yes: McCulloch, Walsh, Spencer, Ferguson

No: Brandt, Pike

Absent: Arnold

Motion carried.

2022 Pond Fund Budgets

Motion by Pike supported by Walsh to adopt the 2022 Pond Fund budgets as follows:

Fund 273- Pond Funds		2022
FUND ACCOUNT	DESCRIPTION	BUDGET
REVENUES		
273-000-451.000		
273-000-451.804	SP ASMT PEPPERBERRY	100.50
273-000-451.806	SP ASMT HARVESTVIEW	100.05
273-000-451.807	SP ASMT BRIAR	100.00
273-000-451.808	SP ASMT RUEGER 1	100.19
273-000-451.809	SP ASMT CROSSROADS	100.04
273-000-451.810	SP ASMT REUGER 2	405.00
273-000-451.811	SP ASMT PINES	100.05
273-000-451.812	SP ASMT WILLOW	2549.88
273-000-451.814	SP ASMT WILLOW 2	100.04
273-000-451.815	SP ASMT HOLLY SPRINGS	100.32
273-000-665.000	INVESTMENT INCOME EARNED	
273-000-665.804	INTEREST EARNED PEPPERBERRY	196.38
273-000-665.805	INTEREST EARNED VALLEY CENTER	173.36
273-000-665.806	INTEREST EARNED HARVESTVIEW	57.22
273-000-665.807	INTEREST EARNED BRIAR	98.22
273-000-665.808	INTEREST EARNED REUGER 1	96.15
273-000-665.809	INTEREST EARNED CROSSROADS	124.93
273-000-665.810	INTEREST EARNED REUGER 2	123.30
273-000-665.811	INTEREST EARNED PINES	84.67
273-000-665.812	INTEREST EARNED WILLOW	84.98
273-000-665.814	INTEREST EARNED WILLOW 2	79.07
273-000-665.815	INTEREST EARNED HOLLY SPRINGS	94.79
TOTAL REVENUES		4969.14
Expenditures		
273-000-930.812	REPAIRS/MAINTENANCE WILLOW	2549.88
	TOTAL	2549.88

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

2022 Waterline Expansion (Capital Projects) Fund Budget

Motion by Pike supported by Ferguson to adopt the 2022 Waterline Expansion (Capital Projects) Fund budget as follows:

REVENUE	2022 Budget	Acct Number
---------	-------------	-------------

Tap Fees Received	12,000.00	401-000-475
Investment Interest Revenue	1,200.00	401-000-665
Total Revenue	\$ 13,200.00	
EXPENSES		<u>Acct Number</u>
Engineering Fees	2,000.00	401-447-801
Total Expenses	\$2,000.00	

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

2022 Sewer Fund Budget

Motion by Brandt supported by Walsh to adopt the 2022 Sewer Fund Budget as follows:

REVENUE	<u>2022 Budget</u>	<u>Acct Number</u>
Tap Fees	43,000.00	590-000-475
Investment Interest Revenue	7,000.00	590-000-665
Total Revenue	\$ 50,000.00	
EXPENSES		<u>Acct Number</u>
Professional Services/Engineering	50,000.00	590-447-801
Total Expenses	\$ 50,000.00	

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

Motion by Brandt supported by Pike to table the decision to have the lessee provide the security for hall rentals that include alcohol until more information can be gathered.

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

Motion by McCulloch supported by Walsh to change the Cell Tower co-location application fee from the recently approved \$5,000 to \$1,000 per the 2012 Zoning Enabling Act.

Roll call vote:

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

No: None

Absent: Arnold

Motion carried.

Motion by Brandt supported by Pike to grant the Lions Club the use of the hall on March 9th, 2022 providing they have security for serving alcohol.

Roll call vote:

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

No: None

Absent: Arnold

Motion carried

REPORTS

D. Scherzer, from Spicer, reported that the Steih Park grant was funded with \$269,400. In 2023 bids for work will be taken and the project is expected to be completed in December of 2023. The Fire Dept. is expected to close out the building project next week.

B. Walsh, reported for the Planning Commission.

T. Spencer, stated his disappointment that his appointments to the Planning Commission were not approved. He added both applicants are good people, professionals, and lifetime residents of the Township. He added that Mulders is a successful businessman in Monitor Township and Rivet is a working family man involved in the community. He advised he reviewed the applications and held interviews with the persons he felt best for the positions. Adding of the 2 planning Commission members he looked to replace was not personal, adding 1 person currently sits on 3 Township Boards and the other will be serving their sixth term and he would like to see more diversity on our boards instead of just re-appointing the same people just because.

He reported that he attended and thanked the Fraternal of Police (Lodge 103) who held their annual Shop with a Cop at the Bay City Meijer Store with area kids. Each child received \$100 for Christmas shopping with Uniformed Police Officers from the area.

The Toys for Tots drop off box at the township was filled with gifts from the community - much appreciated.

The office holiday party was last Friday and many were recognized for their years of service. Chief Kramer 25 years, Beth Patterson 5 years, Scott Becker 5 years, Paul Guzdial 35 years, Pat Christensen 24 years, Larry Neetz 25 years, Keith Killey 20 years, Tyler Shorkey 5 years, and Derron Suchodolski 5 years.

The newsletter is set to go out in next week. December 30th is the next blood drive at the township hall and our community is making a difference in the much-needed blood demand.

He put out a reminder that the township master plan will need to be updated soon and has not been updated since 2013.

The A.R.P.A. money has not yet been received, but he had confirmation from the Dept of Treasury it would be here soon.

Lastly, he expressed his satisfaction on what a great year the township has had with the completion of the new fire department building, the growth of businesses both new and established, and investments that are continuing in our township. He stated we need to keep up this momentum moving into the next year. He sincerely wished a Merry Christmas and Happy New Year to all.

Motion to adjourn by Walsh and supported by McCulloch. The meeting adjourned at 8:17 p.m.

Linda K. Ferguson, Clerk