

OTSEGO TOWNSHIP

MARCH 31, 2020

**2020-2021
GENERAL APPROPRIATIONS ACT
AND
BUDGET**

OTSEGO TOWNSHIP

RESOLUTION TO ESTABLISH TOWNSHIP GENERAL APPROPRIATIONS ACT

The Otsego Township Board resolves:

SECTION 1: Title

This resolution shall be known as the Otsego Township 2020 General Appropriations Act.

SECTIONS 2: Public Hearing on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 19, 2020 and a public hearing on the proposed budget was held on March 28, 2020.

SECTION 3: Millage Levy

The Otsego 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 allocated millage of 0.8652 mills for township operations; voter authorized millage of 0.4980 mills for fire protection, voter authorized millage of .2490 mills for trash collection and voter authorized millage of 1.4941 mills for road maintenance and improvements.

SECTION 4: Adoption of budget is by Activity/Department

Otsego Township Board adopts the 2020-2021 fiscal year budgets for the various funds by Activity/Department. Township officials responsible for the expenditures authorized for in the budget may expend township funds up to, but not to exceed, the total appropriation authorized to each Activity/Department.

SECTION 5: Payment of Bills

Pursuant to MCLA 41.75, the Otsego Township Board prior to being paid shall approve all claims (bills) against the Township. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties; service charges and interest (primarily utilities) and payroll in accordance with approved salaried and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval at the next monthly Board meeting.

SECTION 6: Authorized salary, hourly 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:

Elected Positions:	2019	2020
Supervisor	\$18,828.60	\$18,828.60
Clerk	\$28,972.23	\$28,972.23
Treasurer	\$28,972.23	\$28,972.23
Trustee	\$ 2,422.99	\$ 2,422.99
Employee Positions:		
Public Works Manager	\$50,600	\$51,830.00
Public Works Employee		\$39,520.00
Assessor	\$36,000.00	\$36,000.00
Assessing Assistant	\$13,000.00	\$13,000.00
Office Support - Lead	\$14.50 per hour	\$15.00 per hour
Office Support	\$12.00	\$12.50 per hour
Contracted Positions:		
General Labor	\$25.00 per hour	\$25.00 per hour
Fill In Sexton	\$30.00 per hour	\$30.00 per hour
Fill In Operations		
For Public Utilities	\$35.00 per hour	\$35.00 per hour
Custodial	\$100.00 per cleaning	\$100.00 per cleaning
Appointed Positions:		
Zoning Board of Appeals:		
Chairman	\$150.00 per meeting	\$150.00 per meeting
Member	\$75.00 per meeting	\$75.00 per meeting
Planning Commission:		
Chairman	\$150.00 per meeting	\$150.00 per meeting
Member	\$75.00 per meeting	\$75.00 per meeting
Board of Review	\$20.00 per hour	\$20.00 per hour

Benefits: All elected officials and full time employees receive 10% of their salary paid into a pension plan and payment for a \$10,000 life insurance policy from the Township. A payment of \$600.00 per month is offered to any full time employee if they elect to not receive health insurance benefits from the Township.

Approved contractors: Butch Bemis, Gale Dugan, Mike Bosch, Jarrod Austin and Deb Otte.

SECTION 7: Estimated Revenues and Expenditures

Estimated total revenues and expenditures for the various fund of Otsego Township are:

FUND	BEGINNING BALANCE	REVENUES	EXPENSES	ENDING BALANCE
General	\$1,234,143	\$1,340,742	\$1,340,650	\$1,234,235
Cemetery	\$ 122,999	\$ 146,210	\$ 146,025	\$ 123,184
Public Utilities	\$ 672,098	\$ 778,550	\$ 830,550	\$ 620,098

NOTE: SEE ATTACHED BUDGETS for General Information and Specifics.

SECTION 8: Specific Appropriations

There is appropriated in the General Fund a line item to repair and rehabilitate 110th Avenue from the eastern Township line to 15th Street and 15th Street between 110th and 111th Avenues for approximately \$340,000.

There is appropriated in the General Fund a line item to begin replacement of the asphalt bike path along M89 in the amount of \$10,000.

There is appropriated in the Cemetery Fund a line item for salaries which includes a share in the cost of a new employee in the Public Works Department in the amount of \$50,000.

There is appropriated in the Public Utilities Fund a line item for engineering costs to begin a water and sewer expansion project in the amount of \$80,000.

There is appropriated in the Public Utilities Fund a line item for salaries which includes a share in the cost of a new employee in the Public Works Department in the amount \$41,350.

SECTION 9: Periodic Financial Reports

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each month and at 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 appropriations from such fund were based, and when it appears that the expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures and shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 11: Transfer Authority

The Township Supervisor with the concurrence of the Township Clerk shall have the authority to make transfers among the various cost centers (or line items) without prior board approval,

if the amount to be transferred does not exceed (\$5,000.00) or 10% 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 such transfers made. Under no circumstances may the total general fund budget be changed without prior Otsego Township Board approval.

SECTION 12: Board Adoption

Motion made by Joan Squibbs with a second by Carrie Lunarde-Alexander, to adopt the foregoing resolution and General Appropriation Act.

Roll Call: Yes – McPherson, Burns, Moll, Lunarde-Alexander, Squibbs, Winn

No – None.

Absent – Bumgart.

The Supervisor declared the motion carried and the resolution adopted on the 28th day of March 2020.

Township Supervisor

Township Clerk