

Sherwood – asked if the secretary’s vacation hours carry into a new fiscal year if unused. Kean – explained that unused vacation hours would carry, but personal leave hours would not. She (Kean) also noted that the secretary receives 13 paid holidays, single-subscriber health insurance 80% subsidized by the Township, and a term life insurance policy. This position also receives a pension plan benefit with employee and employer contributions set by Fringe Benefits Ordinance #46.06.

Deputy Clerk Wage. MOTION Kean, seconded Walker, that Deputy Clerk Brett Linsley’s hourly wage be increased to \$14.00 per hour.

Roll Call Vote

Ayes: Walker, Sherwood, Howe & Kean

Nays: None

Absent: Shaw

Deputy Treasurer Wage. As the Deputy Treasurer will soon be retiring, Treasurer Sherwood did not ask for a wage increase. The Board will discuss wages for this position when a new Deputy Treasurer has been hired.

Custodian Wage. MOTION Sherwood, seconded Howe, that Custodian Roger Shiery’s hourly wage be increased to \$15.20 per hour.

Roll Call Vote

Ayes: Kean, Walker, Sherwood & Howe

Nays: None

Absent: Shaw

Planning Commission/Zoning Board of Appeals/Building Board of Appeals Per Diem. The Board has recommended no changes and the Per Diem remains \$70 per meeting for members and an extra five dollars for the chairperson (\$75).

Board of Review/Per Diem & Meal Expense. The current per diem rate of \$95 for Board of Review members and \$100 for the group meal expenses will remain the same in the coming fiscal year.

Election Inspectors Wages & Meal Expense. The current per diem rates of \$11/hour for Election Inspectors, \$12/hour for Election Poll Book Inspectors, and \$15/hour for Precinct Chairs will remain the same in the coming fiscal year. The Board conceded that the group meal expense budget be increased by \$100, totaling \$300 per day.

Clerical Per Diem for Planning Commission and Zoning Board of Appeals. The current clerical per diem rate of \$50 will remain the same in the coming fiscal year.

Elected Official Salaries. The Board can accept or reject the Compensation Commission’s recommendations, but they cannot alter them. The Commission recommended a 2% increase for the 2015-16 fiscal year and the same for the next fiscal year. The Commission also discussed the addition of the Cemetery Sexton salary for the Supervisor. The Commission unanimously approved a motion to review the Supervisor’s salary in 2017 to address parity with the other Vevay Township elected officials.

MOTION Kean, seconded Walker, that the Board accept the Compensation Commission's salary recommendation of a 2% increase for all Board members effective April 1, 2015 and a 2% increase effective April 1, 2016 as follows:

	<u>Current</u>	<u>4-1-2015</u>	<u>4-1-2016</u>
Supervisor	\$30,486	\$31,096	\$31,718
Clerk	\$40,616	\$41,428	\$42,257
Treasurer	\$37,261	\$38,006	\$38,766
Trustees	\$ 4,239	\$ 4,324	\$ 4,410

Roll Call Vote

Ayes: Howe, Kean, Walker & Sherwood

Nays: None

Absent: Shaw

2015-16 Property Tax Millage Rate. The current property tax rate remains .91610 mills as it has for the past several years.

2015-16 Budget Enactments. Supervisor Howe noted that the budget will be monitored and adjusted throughout the year. He (Howe) highlighted several parts of the General Appropriations Act Resolution. One highlight of the resolution was the *Adoption of Budget by Cost Center* (Section 8). In addition, the resolution dictates that the amount of monies that may be transferred without prior Board approval is now set at \$4,000 (Section 10). The final highlight was with regard to the estimated 2015-16 revenues at \$720,700 and the estimated expenditures at \$678,327 (Sections 5 and 7).

**VEVAY TOWNSHIP
 RESOLUTION ADOPTING
 GENERAL APPROPRIATIONS ACT
 RESOLUTION NO. 15 - 01**

A resolution to establish a general appropriations act for Vevay Township; to define the powers and duties of the Vevay 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 Vevay Township resolves:

Section 1: Title

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

Section 2: Chief Administrative Officer

The Township 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 Township 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 general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 15, 2015, and a public hearing on the proposed budget was held on March 26, 2015.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2015-16, including an allocated millage of .91610 mills; and various miscellaneous revenues shall total \$720,700.00.

Section 6: Millage Levy

The Vevay 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 .91610 mills as set forth by the Township Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2015-16 for the various township cost centers shall total \$678,327.00.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2015-16 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 may be made without prior board approval by budget amendment.

Section 9: 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 10: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$4,000 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 11: 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;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter 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 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 12: 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 13: 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 14: 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 of 1978 and the Vevay Township personnel manual (if applicable).

Section 15: Board Adoption

Motion made by Sherwood, seconded by Walker, to adopt the foregoing resolution.

Roll Call Vote	AYES:	Sherwood, Walker, Kean, Howe
	NAYS:	None
	ABSENT:	Shaw

RESOLUTION DECLARED ADOPTED.

Supervisor Howe – noted that once the closing of the 2014-15 fiscal year has been completed, the total amount of funds carried over into the 2015-16 fiscal year will be known. The closing process requires two to three months.

Adoption of Special Revenue Fund Budgets.

MOTION Kean, seconded Sherwood, that we enact the 2015-16 Budget as follows:

<u>Budget for:</u>	<u>Revenues:</u>	<u>Expenditures:</u>
Downtown Development Authority	\$63,800	\$40,700
Eden Street Lighting Fund	\$800	\$800
Lone Oak Street Lighting Fund	\$1,000	\$1,000
Bullen Estates Street Lighting Fund	\$1,500	\$1,500
Mason Manor Lighting Special Account	\$9,000	\$9,000

Roll Call Vote

Ayes: Walker, Sherwood, Howe & Kean
Nays: None **Absent: Shaw**

Howe – noted that the DDA will actively be considering two or three projects during the fiscal year. As those projects move forward, the DDA will contact the Board with new information.

Review of the Master Plan Draft Survey. Planner Eidelson asked the Board to review and comment on the draft of the Master Plan Survey before the April 8th Planning Commission meeting. Mr. Eidelson and Supervisor Howe recently had a discussion via email in which they discussed several potential revisions. That email thread will be shared with all Board and Commission Members.

The Board discussed in detail various potential adjustments to the survey. Those suggestions will be forwarded to the Planning Commission. The Board also discussed potential incentives that would increase response rates of the survey.

MOTION Kean, seconded Walker, that we establish an incentive for returning the Master Plan survey by issuing the first one hundred returns their choice of a Township mug or cookbook, while supplies last.

Roll Call Vote

Ayes: Kean, Howe, Sherwood & Walker
Nays: None **Absent: Shaw**

Authorization Request for Fire Proof Cabinet for the Supervisor's Office. In addition to the new fire proof cabinet for the Treasurer's Office that will be charged to the 2014-15 fiscal year the Supervisor's Office also requires a fire proof cabinet to be expensed to the 2015-16 fiscal year. The cost is \$5,053.

MOTION Kean, seconded Walker, to authorize the purchase of a new fire proof cabinet for the Supervisor's Office in the amount of \$5,100 to be charged to Capital Outlay (GL #101-210-970.000) in the 2015-16 fiscal year.

Roll Call Vote

**Ayes: Howe, Kean, Walker & Sherwood
Nays: None Absent: Shaw**

Authorization Request for Michigan Townships Association (MTA) Online Training Expenses for the New Supervisor. MTA offers online training at a 50% discounted price if purchased in the month of March. New Supervisor Jesse Ramey has chosen some courses that would be relevant to his duties.

MOTION Walker, seconded Sherwood, to authorize the purchase of MTA online training courses at the 50% discounted rate for an amount not to exceed \$350 and expensed to Supervisor Educational Meetings (GL #101-171-960.000).

Roll Call Vote

**Ayes: Sherwood, Howe, Kean & Walker
Nays: None Absent: Shaw**

Authorization Request to Increase Grave Opening Fees. The Board approved adjustments to the fee schedule earlier in the month. Following conversations with a representative of *Gorsline Runciman*, Supervisor Howe recommended that Vevay Township's grave opening fees be increased to more adequately compensate the contractor who digs the grave openings.

MOTION Howe, seconded Kean, that the fee schedule be adjusted as follows:

Grave Openings, Monday-Friday	\$500
Grave Openings, Saturday	\$600

Roll Call Vote

**Ayes: Walker, Sherwood, Howe & Kean
Nays: None Absent: Shaw**

Authorization Request for Final Payment for Video Surveillance System. The initial bid for purchase and installation of the Township's new security camera system was approximately \$2,300. Since approving the bid, new technology has become available that has increased the cost of the final invoice for the project by about \$300.

MOTION Sherwood, seconded Kean, to authorize payment of the final invoice to *Al Conn Video Consultants, LLC* in the amount of \$1,364 and expensed to Capital Outlay (GL #101-210-970.000).

Roll Call Vote

**Ayes: Kean, Walker, Sherwood & Howe
Nays: None Absent: Shaw**

2014-15 Budget Amendments as of 3-26-15. At this time, the Board reviewed the budget amendment report and found the need for three adjustments as follows:

