

**BOARD OF TRUSTEES**  
**Special Meeting/Budget Public Hearing**  
**Wednesday, March 25, 2014**  
**Vevay Township Hall - 7:00 p.m.**

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**MINUTES**

**Members present:** Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Douglas Shaw and Trustee Bruce Walker  
**Members absent:** None  
**Staff present:** Deputy Clerk Brett Linsley

The meeting was called to order at 7:01 p.m. by Supervisor Howe and the Pledge of Allegiance was recited.

**New Budget Line Item for General Fund (GF) Revenues.** Regarding the *Chart of Accounts*, Supervisor Howe related that he had called our Auditor to ask about a new line item for funds brought forward from previous years. The Auditor recommended a new line item, GL# 101-000-699.000 be added to the budget for said purpose.

**MOTION Kean, seconded Walker to authorize a new budget line item for GF Revenues to be GL# 101-000-699.000 - FROM prior years fund balance.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Howe, Sherwood, Shaw, Walker &amp; Kean</b>
	<b>Nays:</b>	<b>None</b>

***The meeting was recessed at 7:04 p.m. to hear public comment on the proposed 2014-15 budgets.***

Supervisor Howe distributed and reviewed the contents of the 2014-15 Budget Report. He (Howe) commented that it is a good budget in that reasonable income sources have been identified throughout the year to adequately meet expenses. Also, a new feature this year is footnotes which provide clarity on the purpose and/or any changes made to the specific line item. Clerk Kean commented that Hawley Cemetery's fund has successfully been merged into the GF which has streamlined its processing and is also a significant timesaver. Trustee Walker noted for the record that while this year's budget was the largest ever, it does *not* merely represent more money being spent, but reflects an effort on the Board's part to accomplish more for the Township (such as more road repairs, township building upgrades, etc.).

**Public Comment.** None.

***The budget public hearing adjourned at 7:09 p.m., and the Special Meeting resumed.***

**2014-15 Employee Salaries and Wages.** Supervisor Howe proposed mild increases in compensation for the coming fiscal year. The effective date for all changes to salaries and wages will be April 1, 2014.

**Assessor.** The assessor's salary will remain the same at \$30,000 per year.

**Office Secretary.** Office Secretary Shirley Harmon has been with the Township for about 6 months. Supervisor Howe commented that she has done a commendable job and shown a tremendous amount of initiative. He (Howe) proposed a 50 cent hourly increase in her salary. The fringe benefits package for this position will remain the same (Personal Leave = 12 hours per year, vacation accumulates 3 hours per month, single subscriber health insurance paid 80% by the Township, term life insurance, 13 paid holidays in 2014, and a pension plan with employee and employer contributions set by Fringe Benefits Ordinance #46.04).

**MOTION Howe, seconded Shaw that Office Secretary Shirley Harmon's hourly wage be increased to \$15.50 per hour.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Sherwood, Howe, Kean, Walker &amp; Shaw</b>
	<b>Nays:</b>	<b>None</b>

**Deputy Clerk.** Deputy Clerk Brett Linsley's wage will remain \$12.00 per hour as established by the Board earlier in the month. The Board authorized a \$1.00 hourly wage increase effective May 1, 2014, contingent upon successful completion of training and receipt of a positive job performance evaluation from Clerk Kean.

**Deputy Treasurer.** Treasurer Sherwood spoke highly of Deputy Treasurer Maj's dependability and hard work. She (Sherwood) proposed a 50 cent raise to the Deputy Treasurer's hourly wage.

**MOTION Sherwood, seconded Howe that Deputy Treasurer Tonya Maj's hourly wage be increased to \$14.00 an hour.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Shaw, Sherwood, Howe, Kean &amp; Walker</b>
	<b>Nays:</b>	<b>None</b>

**Custodian.** Supervisor Howe commented that Custodian Roger Shiery has several responsibilities included in his job. Furthermore, Shiery goes beyond the call of duty to meet the Township's needs. Howe proposed a 50 cent raise in Mr. Shiery's hourly wage.

**MOTION Howe, seconded Sherwood that Custodian Roger Shiery's hourly wage be increased to \$14.75 per hour.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Walker, Shaw, Sherwood, Howe &amp; Kean</b>
	<b>Nays:</b>	<b>None</b>

**Planning Commission/Zoning Board of Appeals/Building Board of Appeals.** Last year per diem was raised to \$70 per meeting for members and \$75 per meeting for Chairpersons. That amount will remain the same in the coming fiscal year.

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

**Election Inspectors/Per Diem & Meal Expense.** Current per diem rates are \$11/hour for Election Inspectors, \$12/hour for Election Poll Book Inspectors, and \$15/hour for Precinct Chairs. The current meal expense is \$200 per day. These rates will remain the same.

**Clerical Per Diem for Planning Commission and Zoning Board of Appeals.** The current per diem is \$40. Supervisor Howe recommended a \$10 increase.

**MOTION Kean, seconded Walker to authorize a clerical per diem increase to \$50 for the transcription of minutes for both the Planning Commission and Zoning Board of Appeal meetings.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Kean, Walker, Shaw, Sherwood &amp; Howe</b>
	<b>Nays:</b>	<b>None</b>

**Elected Official Salaries.** Supervisor Howe commented that the salaries of elected officials are set for two year periods by the Compensation Commission. On March 27, 2013 the Board approved the Compensation Commission's recommended salaries for the 2013-14 Fiscal Year, as well as the recommended 1.5% increase to follow for the 2014-15 Fiscal Year. No further action was taken. The following salaries will be effective April 1, 2014 as recommended by the Compensation Commission:

Supervisor	\$30,486.42 per year
Clerk	\$40,616.62 per year
Treasurer	\$37,261.18 per year
Trustees	\$ 4, 239.38 per year

**2014-15 Property Tax millage Rate.** The current property tax rate remains .91610 mills as it has for the past several years.

**2014-15 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 2014-15 revenues at \$710,600 and the estimated expenditures at \$709,700 (Sections 5 and 7).

**VEVAY TOWNSHIP  
RESOLUTION ADOPTING  
GENERAL APPROPRIATIONS ACT  
RESOLUTION NO. 14 - 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 9, 2014, and a public hearing on the proposed budget was held on March 25, 2014.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2014-15, including an allocated millage of .91610 mills; and various miscellaneous revenues shall total \$710,600.

**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 2014-15 for the various township cost centers shall total \$709,700.

**Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Vevay Township adopts the 2014-15 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 Kean, seconded by Walker, to adopt the foregoing resolution.**

<b>Roll call vote</b>	<b>Ayes:</b>	<b>Shaw, Walker, Kean, Howe &amp; Sherwood</b>
	<b>Nays:</b>	<b>None</b>
	<b>Absent:</b>	<b>None</b>

***RESOLUTION DECLARED ADOPTED.***

**Adoption of Special Revenue Fund Budgets.**

**MOTION Walker, seconded Sherwood that we enact the 2014-15 Budget as presented as follows:**

<b><u>Budget for:</u></b>	<b><u>Revenues:</u></b>	<b><u>Expenditures:</u></b>
<b>Downtown Development Authority</b>	<b>\$58,000</b>	<b>\$35,200</b>
<b>Eden Street Lighting Fund</b>	<b>\$800</b>	<b>\$800</b>
<b>Lone Oak Street Lighting Fund</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Bullen Estates Street Lighting Fund</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>Mason Manor Lighting Special Account</b>	<b>\$9,000</b>	<b>\$9,000</b>

<b>Roll call vote</b>	<b>Ayes:</b>	<b>Walker, Shaw, Kean, Sherwood &amp; Howe</b>
	<b>Nays:</b>	<b>None</b>

**Authorization Expense Request for Additional On-line Training from Michigan Townships**

**Association (MTA).** The on-line training by MTA seminars have had such a great response from staff and commission members that requests have exceeded the originally approved amount of \$500. Therefore, Supervisor Howe requested approval of additional monies to be allocated in the amount of \$350. (Note: Online training fees are 50% reduced if purchased in March.)

**MOTION Sherwood, Seconded Kean that \$250 be allocated for the Zoning Board of Appeals (GL# 101-815-960.000) and an additional \$100 from General Services (GL# 101-101-960.000) to purchase MTA on-line training.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Kean, Howe, Sherwood, Shaw &amp; Walker</b>
	<b>Nays:</b>	<b>None</b>

**Authorization Request for Equipment Purchases.** Treasurer Sherwood and Clerk Kean brought to the Board's attention the need for three new office printers. Two new *Cannon* printers/scanners (\$400 each) would replace outdated printers while one new *Brother* printer (\$150) would meet additional demands for printed receipts for transactions at the "counter" workstation.

**MOTION Shaw, seconded Walker to authorize the purchase of three new office printers at the approximate cost of \$950 and paid with monies budgeted for the 2014-15 Fiscal Year.**

<b>Roll Call Vote</b>	<b>Ayes:</b>	<b>Howe, Sherwood, Shaw, Walker &amp; Kean</b>
	<b>Nays:</b>	<b>None</b>

**Other Business.** None.

**Adjournment.** The meeting adjourned 7:47 p.m.

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JoAnne Kean, Clerk