

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting/Budget Adoption
Monday, March 28, 2016
Vevay Township Hall – 6:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Doug Shaw and Bruce Walker

Members Absent: None

Staff Present: Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Ramey at 6:09 p.m. followed by the Pledge of Allegiance.

Public Comment. None.

Clerk Kean noted that no motion would be necessary for salaries that would be unchanged for the 2016-17 fiscal year

Assessor Salary. Assessor Jeff Mackenzie and Assessor Assistant Jill Schliep's combined wages will remain at \$31,000.

Trustee Shaw arrived at 6:12 p.m.

Office Secretary Wage. Office Secretary Shirley Harmon's hourly wage will remain at \$16.00 per hour for 30 hours per week. A motion would be necessary to approve personal leave hours. These hours would be used within the fiscal year. The position does not have sick leave.

MOTION Kean, seconded Walker, to approve 12 hours of personal leave for Office Secretary Shirley Harmon in the 2016-17 fiscal year.

Roll Call Vote

Ayes: Ramey, Sherwood, Shaw, Walker & Kean

Nays: None

Custodian Wage. Custodian Roger Shirey's hourly wage will remain at \$15.20 per hour with hours worked on an "as needed" basis.

Deputy Wages. Both Treasurer Sherwood and Clerk Kean have requested the same hourly wage increase. If approved, the raises would bring both deputies to a \$15 per hour wage.

Trustee Walker – commented that a 7% increase for deputies seems high, especially given the Board's attempts to tighten up the budget. He (Walker) suggested a 2% annual increase or a wage increase being given upon successful completion of accreditation training.

Treasurer Sherwood – explained that she has cut the proposed budget for the Deputy Treasurer’s wages and that the raise would be in line with the quality of work performed by Ms. Dockter.

Clerk Kean – said that after performing research, she found that many Deputy Clerks are compensated \$16.00 per hour and that she does not anticipate a dollar increase every year. She (Kean) also noted that all of the Deputy Clerk Linsley’s election hours will be reimbursed by the State and Schools for two out of the four elections in 2016.

Trustee Shaw – noted that the Deputy Clerk has had multiple raises. He (Shaw) also noted that Treasurer Sherwood made concessions when she first hired the Deputy Treasurer and also made concessions during this year’s budgeting process with regards to the Deputy Treasurer’s wages. He (Shaw) asked for an explanation of election reimbursements.

The Board discussed how many of the Deputy Clerk’s hours will be reimbursable. Clerk Kean expects approximately 111 hours to be reimbursed for each of the two elections.

Supervisor Ramey – suggested that there should be some incentive to keep quality Deputies at the Township in the case of an emergency where they would need to fulfill the elected officials’ duties. As both positions are part time, keeping quality deputies poses a problem that a wage increase could help to prevent.

Clerk Kean – shared her rationale for an increase in the Deputy Treasurer’s wage; mainly, that it would be very difficult for Treasurer Sherwood to find an experienced employee willing to work approximately ten hours per week.

MOTION Walker, seconded Ramey, that both Deputy Treasurer Kim Dockter and Deputy Clerk Brett Linsley’s hourly wages be increased to \$15.00 per hour, effective April 1st, 2016.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Walker& Shaw

Nays: None

Trustee Walker – reiterated that moderate annual raises or raises upon successful completion of training seem like the most fair and responsible option. He (Walker) encouraged the Board to consider implementing a policy with these recommendations for future Deputies.

Cemetery Sexton. The Cemetery Sexton’s salary will remain at \$4,000 for the 2016-17 Fiscal Year.

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).

Clerk Kean – noted Planning Commission Secretary John Lazet has performed additional uncompensated work to be in compliance with the Zoning Enabling Act which requires an annual report by the PC. Secretary Lazet also committed additional hours and effort during

adoption process of the new PC by-laws. Clerk Kean asked the Board to consider compensating Secretary Laset for two per diems (\$100) for these two reports. She (Kean) does expect this payment to set a precedent for compensating this work in future years.

MOTION Sherwood, seconded Ramey, to approve a \$50 per diem for two additional reports, for a total of \$100, paid in the 2015-16 Fiscal Year.

Roll Call Vote

**Ayes: Walker, Shaw, Sherwood, Ramey & Kean
Nays: None**

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 would remain the same in the 2016-17 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 2016-17 Fiscal Year. The group meal expense budget shall remain at \$300 per day for three meals.

Clerical Per Diem for Planning Commission and Zoning Board of Appeals. The current clerical per diem rate of \$50 would remain the same in the 2016-17 Fiscal Year.

Housekeeping Services. A memo from Brett Linsley was included in the evening's packet requesting a \$5 cost increase per cleaning at the Township Hall and Offices. The per cleaning cost would still be significantly less than it was under the previous cleaning service.

MOTION Sherwood, seconded Kean, that the housekeeping rate be increased to \$65 per cleaning, effective April 1st.

Roll Call Vote

**Ayes: Kean, Walker, Shaw, Sherwood & Ramey
Nays: None**

Elected Official Salaries. In 2015, the Compensation Commission recommended a 2% increase for the 2015-16 fiscal year, followed by another 2% increase in the 2016-17 fiscal year. At previous meetings the Board discussed the possibility of rejecting the increase for the upcoming fiscal year create a tighter budget. Supervisor Ramey recommended that a motion be made to reject the 2% increase.

MOTION Ramey, seconded Walker, that elected officials remain at their 2015-16 salary rates for the 2016-17 Fiscal Year as follows:

Supervisor	\$31,096
Clerk	\$41,428
Treasurer	\$38,006
Trustees	\$ 4,324

Roll Call Vote

Ayes: Ramey, Sherwood, Shaw, Walker & Kean
Nays: None

2016-17 Property Tax Millage Rate. The property tax rate will remain .91610 mills as it has for the past several years.

2016-17 Budget Enactments. The Board packet contained a handout with proposed changes to the last draft of the 2016-17 fiscal year budget labeled as 2016-17 Approved Budget (Budget Draft #4). Clerk Kean reviewed those changes with the Board.

**VEVAY TOWNSHIP
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION NO. 16 - 05**

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 February 28, 2016, and a public hearing on the proposed budget was held on March 16, 2016.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2016-17, including an allocated millage of .9161 mills; and various miscellaneous revenues shall total \$599,843.00.

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 .9161 mills as set forth by the Township Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2016-17 for the various township cost centers shall total \$594,242.00.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2016-17 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.

