

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting/Budget Hearings
Wednesday, March 15, 2017
Vevay Township Hall - 6:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse.

Members Absent: None

Other Present: Scribe Brett Linsley, Ingham County Police Sergeant Josh Treat

The meeting was called to order by Supervisor Ramey at 6:01 p.m. and followed by the Pledge of Allegiance.

Public Comment. Sergeant Treat of the Ingham County Sheriff's Office was present. As part of a new program put together by Sheriff Wrigglesworth, community liaisons have been assigned to each jurisdiction in the County. As Vevay Township's liaison, Sergeant Treat expressed his intent to have a representative of the Sheriff's office attend monthly meetings to report on incidents in the Township. Sergeant Treat presented his report for this month. The written report will be shared with the Township.

Resident Brian VonGunten - stated that since becoming a resident, he has appreciated certain efforts the Township has made to act transparently. In lieu of these efforts, he is disappointed that the Board elected to have a closed meeting to discuss the issue of medical marijuana. Mr. VonGunten noted that, given the Open Meetings Act, the Board is not required but is certainly allowed to act transparently beyond the degree required by law. As residents pay for the Board's services and medical marijuana affects a wide range of interests, he encouraged the Board to publish the minutes from the closed session.

The Board - thanked Mr. VonGunten for his comments. Supervisor Ramey stressed that the meeting was strictly for educational, and not decision-making, purposes.

The meeting recessed to Public Hearings on 2017-18 Budgets at 6:17 p.m.

Presentation of Budgets. Since the Board's last meeting, research has been done to make revenue projections in the budget more accurate. Supervisor Ramey presented the 2017-18 Fiscal Year budgets. Supervisor Ramey presented the recommended budgets for the General Operating Fund, Downtown Development Authority, and the Special Operating Funds for Eden, Lone Oak, Bullen Estates and Mason Manor Street Light Funds.

Trustee Lazet - noted that while campaigning for Township Trustee, several residents voiced concerns about roads. He thanked the Supervisor, Clerk, and Treasurer for their work on both this and last year's budget that has allowed roads issue as well as other unfunded obligations to be addressed.

Secretaries will remain the same, along with the two previously approved additional per diems for the Planning Commission Secretary creating year end reports. As Secretary of the Planning Commission, Trustee Lazet requested that the year-end reports no longer be compensated.

MOTION Lazet, seconded Lacasse, to remove the previously approve two year-end per diems for the Planning Commission Secretary to compose year-end reports.

Roll Call Vote **Ayes: Lacasse, Lazet, Sherwood & Ramey**
Nay: Kean

Housekeeping Services at Township Hall. The per diem rate of \$65 per weekly cleaning of the Township Hall will remain the same.

2017 & 2018 Elected Official Salaries. Supervisor Ramey explained how the Compensation Commission makes their decisions regarding salaries for elected officials. Last year, the Compensation Commission proposed pay increases, but the elected officials chose not to accept for budgeting reasons. Because of last year’s decision, the Compensation Commission has recommended a 5% salary increase for the Supervisor and a 3% increase for all other Board members. In addition, the Commission has recommended lump sum payments for each official in the month of May. Finally, the Compensation Commission has recommended that the Clerk be paid a sum of \$500 per election. Trustee Lazet said he believes this is a well-deserved stipend for the many additional hours the Clerk devotes to elections. The elected officials’ salary rates for the 2017-18 Fiscal Year will be as follows:

<u>Official</u>	<u>Salary</u>	<u>Lump-Sum Payment</u>
Supervisor	\$33,304	\$500
Clerk	\$43,524	\$500
(As Election Administrator)		\$500 (per election)
Treasurer	\$39,929	\$500
Trustees	\$ 4,543	\$200

2017-18 Property Tax Millage Rate. The property tax rate will remain .9161 mills as it has for the past several years.

Adoption of General Appropriations Act Resolution. Supervisor Ramey noted section ten of the resolution and noted that, if desired, the Board may adjust the amount the Supervisor is allowed to transfer or nullify this portion of the resolution all-together.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION #17-02**

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 26, 2017, and a public hearing on the proposed budget was held on March 15, 2017.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2017-18, including an allocated millage of .9161 mills; and various miscellaneous revenues shall total \$613,409.

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 2017-18 for the various township cost centers shall total \$606,523.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2017-18 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

Workshop. *approve & file (to be distributed on Monday 3-13-17 via e-mail)
Financial Reports – February 2017: 1) Fund Balances 2) Balance Sheets and 3)
Revenue & Expenditure Report. *receive & file

Planning Commission Regular Meeting on 2-8-2017.*distribute
February 2017 AGS Building/Zoning Report. *receive & file

Correspondence from:

- 1.) Mason Fire Department re: January & February Response Reports. *file
- 2.) WOW! Cable Quarterly Fee Payment for Period Ending 12-31-16.*file
- 3.) MI Municipal Employees Retirement System re: Quarterly Report Ending 12-31-16 and Year End Report on 12-31-16. *file
- 4.) National Multiple Sclerosis Society bike event on 7/15&16/2017 through Vevay Township.*approve & file

Roll Call Vote **Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse**
Nays: None

Authorization Request for Contracted Refuse Service Agreement at the Township Hall.

Township has used Granger for several years. Clerk Kean asked them about having the pickup reduced from every week to every other week as the dumpster is seldom filled. *Granger* has provided a new contract that the Board can approve for the price of \$55 per pickup. *Waste Management* also submitted a proposal for bi-weekly services at the cost \$76 per pickup and an additional cost for providing a new waste bin.

MOTION Ramey, seconded Sherwood, to approve the three year contract from *Granger* for refuse pickup at the cost of \$55 on a biweekly basis, charged to *Town hall Grounds Repairs and Maintenance - Outside* (GL #101-265-932.000).

Roll Call Vote **Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**
Nays: None

Authorization Request for Tri-County Office on Aging *Meals on Wheels* Contribution.

Township has contributed to the *Meals on Wheels* program for several years to serve residents in the Township. The Tri-County Office on Aging estimates that the total cost of serving 56 residents in Vevay would be covered by an \$860 contribution. MTA has informed the Township that Michigan Law Act 39 of 1976 400.571 makes this a valid expenditure of public funds.

MOTION Kean, seconded Ramey, to approve expense and payment of an \$860 contribution to *Meals on Wheels* in compliance with Michigan Law Act 39 of 1976 400.571, charged to *Miscellaneous* (GL #101-101-956.000).

Roll Call Vote **Ayes: Kean, Ramey, Sherwood, Lazet & Lacasse**
Nays: None

(GL #101-215-900.000).

Treasurer Sherwood informed the Board that the Township recently received its personal property tax reimbursement in the amount of \$12,734.69. There is currently not a detailed explanation of how this amount was calculated, but a packet listing other jurisdictions' reimbursements was included in the meeting packet.

Public Comment. None

Adjournment. The meeting was adjourned at 7:26

JoAnne Kean, Clerk

Transcribed by Brett Linsley
March 15 2017 Budget Public Hearing/Regular Meeting.doc