

ANNUAL BUDGET MEETING

June 21, 2022

2022-2023 BUDGET
Resolution 2022-(10)

Supervisor Hass presented the following **General Appropriations Act**

A resolution to establish a general appropriations act for Jefferson Township; to define the powers and duties of Jefferson 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 ordinance.

The Board of Trustees of Jefferson Township resolves:

Section 1: TITLE

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

Section 2: CHIEF ADMINISTRATIVE OFFICER

The 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 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

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published as required, and a public hearing on the proposed budget was held on June 21, 2022.

Section 5: ESTIMATED REVENUES

Estimated township general fund revenues for fiscal year 2022-2023 including an allocated millage of .7798 mill; and various miscellaneous revenues shall total as follows:

Jefferson Township General Fund Revenue

Revenue Source:	2021-2022 Adopted	2021-2022 Actual	2022-2023 Proposed	2022-2023 Adopted
Property Taxes	\$106,501.00	\$103,643.10	\$106,171.56	\$106,171.56
Administrative Fees	\$25,000.00	\$26,926.93	\$41,242.80	\$41,242.80
License & Permits	\$25,000.00	\$23,772.00	\$24,000.00	\$24,000.00
State Revenue Sharing	\$200,000.00	\$225,630.82	\$220,000.00	\$220,000.00
LCSA Revenue		\$5,868.69	\$5,800.00	\$5,800.00
Metro/Comcast		\$3,151.00	\$3,000.00	\$3,000.00
Interest on Bank Accts.	\$200.00	\$30.44	\$30.00	\$30.00
Hall/Seasonal Rentals	\$2,500.00	\$4,975.00	\$4,800.00	\$4,800.00
Miscellaneous		\$402.50	\$250.00	\$250.00
ARPA Funds	Unplanned income	\$133,923.50	\$133,923.50	\$133,923.50
Total:		\$528,323.98	\$539,217.86	\$539,217.86
Emergency Services	\$185,187.00	\$180,616.40	\$185,037.28	\$185,037.28
Roads	\$136,383.00	\$132,300.22	\$136,156.27	\$136,156.27
Grand Total:	\$680,771.00	\$841,240.60	\$860,411.41	\$860,411.41

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Section 6: MILLAGE LEVY

The Jefferson 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 .7798.

Section 7: ESTIMATED EXPENDITURES

Estimated township general fund expenditures for fiscal year (2022-2023) for the various township activities are as follows:

Jefferson Township Annual Budget Expenditures				
Account:	2021-2022 Adopted	2021-2022 Actual	2022-2023 Proposed	2022-2023 Adopted
Payroll/Taxes/Fees	\$130,000.00	\$130,612.87	\$130,630.00	\$134,350.00
Township Payroll Tax Liability			\$10,000.00	\$10,000.00
Payroll Service Fees			\$2,400.00	\$2,400.00
Board of Review (excludes payroll)	\$2,000.00	\$703.92	\$1,000.00	\$1,000.00
Board of Appeals (excludes payroll)	\$1,000.00	\$0.00	\$200.00	\$200.00
Capitol Expenses	\$5,000.00	\$0.00	\$0.00	\$0.00
Supervisor Expenses		\$807.86	\$2,000.00	\$2,000.00
Treasurer Expenses		\$11,954.23	\$13,000.00	\$13,000.00
Clerk Expenses		\$236.10	\$2,000.00	\$2,000.00
Election Expenses (excludes payroll)	\$5,000.00	\$905.33	\$7,000.00	\$7,000.00
Assessor Expenses		\$3,300.64	\$3,500.00	\$3,500.00
Township Board (excludes payroll)		\$8,542.06	\$12,000.00	\$12,000.00
Mileage Reimbursement			\$3,000.00	\$3,000.00
Cemetery	\$6,000.00	\$4,947.00	\$5,500.00	\$5,500.00
Township Hall and Grounds	\$65,000.00	\$45,217.16	\$60,000.00	\$60,000.00
Sanitation (Township Clean Up Day)	\$10,000.00		\$10,000.00	\$10,000.00
Planning & Zoning	\$20,000.00	\$8,865.04	\$12,000.00	\$12,000.00
Building, Electrical, Plumbing/Mech Inspector	\$25,000.00	\$23,750.95	\$20,400.00	\$20,400.00
Code Enforcement (can be used for officer's fee)			\$10,000.00	\$56,280.00
Roads-Tax Revenue	\$135,000.00	\$132,300.22	\$136,156.27	\$136,156.27
Roads-Township Allocation	\$100,000.00	\$66,970.71	\$100,000.00	\$400,000.00
Emergency Services	\$172,000.00	\$155,339.00	\$185,037.28	\$185,037.28
ARPA Township Improvements		\$62,500.00	\$133,923.50	\$133,923.50
Township Building Improvements				\$250,000.00
Total:	\$676,000.00	\$656,953.09	\$859,747.05	\$1,109,747.05

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Section 8: ADOPTION OF BUDGET BY REFERENCE

The general fund budget of Jefferson Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: ADOPTION OF 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 transfer of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 10: 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 town order for expenditures that exceed appropriations.

Section 11: DELETED

Section 12: 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. Y.T.D. summary statement showing receipts and expenditures – actual versus budget.
- 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. Y.T.D. summary statement showing receipts and expenditures – actual versus budget.

Section 13: 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 14: BUDGET MONITORING

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual 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.

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Section 15: VIOLATIONS

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 (1978) and the Jefferson Township personnel manual.

Section 16: BOARD ADOPTION

Motion made by (**Mr. Hass**), seconded by (**Ms. Glaze**) to adopt the foregoing:

Resolution 2022-(10), 2022-2023 General Appropriations Act: Revenue and General Fund Budget as attached.

Upon a roll call vote, the following voted:

	Yea:	Nay:	Absent:
Hass	X		
Brunner	X		
Glaze	X		
Gillam			A
Bundle	X		

Supervisor Hass declared the motion carried and the resolution duly adopted on the 21st day of June, 2022.

RESOLUTION DECLARED ADOPTED,

I, Jennifer Brunner, Jefferson Township Clerk, do hereby certify that I am the duly elected Clerk of Jefferson Township, Cass County, Michigan, and I further certify that the foregoing is a true and accurate copy of the Resolution adopted by the Jefferson Township Board at its June 21, 2022 meeting, and that the Notice of said meeting was given in accordance with the provisions of the Michigan Open Meetings Act.

Jennifer Brunner, Jefferson Township Clerk

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Salary & Position Schedule
Resolution 2022-(11)

Jefferson Township Salary & Position Schedule					
Position	2021-22 Pay Type	2021-22 Adopted	2022-23 Pay Type/Hours	2022-23 Proposed	2022-23 Adopted
Supervisor	Salary	\$18,000.00	Salary	\$21,000.00	\$22,000.00
Deputy Supervisor	Hourly	\$16.00	\$18 - 5 hrs/mo	\$1,080.00	\$1,080.00
Clerk	Salary	\$21,000.00	Salary	\$24,000.00	\$25,000.00
Deputy Clerk	Hourly	\$18.00	\$18 - 15 hrs/mo	\$3,240.00	\$3,240.00
Treasurer	Salary	\$21,000.00	Salary	\$24,000.00	\$25,000.00
Deputy Treasurer	Hourly	\$16.00	\$18 - 15 hrs/mo	\$3,240.00	\$3,240.00
Assessor	Salary	\$22,000.00	Salary	\$22,000.00	\$22,000.00
Trustee	Salary	\$6,500.00	Salary	\$6,500.00	\$6,500.00
Zoning Administrator	Set Fee	\$6,500.00	\$200 per month	\$2,400.00	\$2,400.00
Administrative Assistant	Hourly	\$22.00	\$20 - 30 hrs/mo	\$7,200.00	\$7,920.00
Custodial	Hourly	\$16.00	\$18 - 15 hrs/mo	\$3,240.00	\$3,240.00
Election Workers	Per Election	\$250.00	\$250- Election (26)	\$6,500.00	\$6,500.00
Planning Commission	Per Meeting	\$75.00	\$75 Per Mtg (9)	\$3,375.00	\$3,375.00
Planning Commission/Secretary	Per Meeting	\$95.00	\$95 Per Mtg (9)	\$855.00	\$855.00
ZBA	Per Meeting	\$60.00	\$60 Per Meeting	\$500.00	\$500.00
Board of Review: Hearing	Per Hearing	\$150.00	\$150 Per Hearing (3)	\$900.00	\$900.00
Board of Review: Meeting	Per Meeting	\$75.00	\$75 Per Meeting (4)	\$600.00	\$600.00
Total:				\$130,630.00	\$130,630.00
Building Inspector	Split	85/15% split	Split	85/15% split	85/15% split
Electrical Inspector	Split	85/15% split	Split	85/15% split	85/15% split
Plumbing/Mechanical Inspector	Split	85/15% split	Split	85/15% split	85/15% split
Total:				\$130,630.00	\$134,350.00

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Motion made by (**Ms. Brunner**), seconded by (**Ms. Bundle**) to adopt the foregoing:

Resolution 2022-(11), 2022-2023 Salary & Position Schedule:

Upon a roll call vote, the following voted:

	Yea:	Nay:	Absent:
Hass	X		
Brunner	X		
Glaze	X		
Gillam			A
Bundle	X		

Supervisor Hass declared the motion carried and the resolution duly adopted on the 21st day of June, 2022.

RESOLUTION DECLARED ADOPTED,

I, Jennifer Brunner, Jefferson Township Clerk, do hereby certify that I am the duly elected Clerk of Jefferson Township, Cass County, Michigan, and I further certify that the foregoing is a true and accurate copy of the Resolution adopted by the Jefferson Township Board at its June 21, 2022 meeting, and that the Notice of said meeting was given in accordance with the provisions of the Michigan Open Meetings Act.

Jennifer Brunner, Jefferson Township Clerk

ANNUAL BUDGET MEETING
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Resolution for Emergency Services Special Assessment
Resolution 2022-(**12**)

WHEREAS, the Michigan Public Health Code, being MCL 333020948, authorizes municipalities to provide fire protection and emergency ambulance services to their citizens, and to defray the cost thereof by special assessment of 1.75 mils; and

WHEREAS, the Township has determined that fire protection and emergency ambulance services are to be provided to Jefferson Township for the public health, safety, and welfare of of the Township citizens, an

WHEREAS, the Township has provided that the special assessment of 1.75 mils will be levied against all real property in the Township to defray the cost of providing fire protection and ambulance services.

NOW THEREFORE BE IT RESOLVED that the Township of Jefferson hereby levies 1.75 mils against the taxable value of all real property situated within the Township not otherwise exempt from taxation under Michigan General Property Tax Act, as a special assessment for emergency services pursuant to MCL 333.20948.

BE IT FURTHER RESOLVED that the Township Treasurer is hereby directed to cause the special assessment of 1.75 mils to be collected as part of the December 2022 real property tax bills.

Motion made by (**Ms. Brunner**), seconded by (**Mr. Hass**) to adopt the foregoing:

Resolution 2022-(12), 2022-2023 Emergency Services Assessment:

Upon a roll call vote, the following voted:

	Yea:	Nay:	Absent:
Hass	X		
Brunner	X		
Glaze	X		
Gillam			A
Bundle	X		

Supervisor Hass declared the motion carried and the resolution duly adopted on the 21st day of June, 2022.

RESOLUTION DECLARED ADOPTED,

I, Jennifer Brunner, Jefferson Township Clerk, do hereby certify that I am the duly elected Clerk of Jefferson Township, Cass County, Michigan, and I further certify that the foregoing is a true and accurate copy of the Resolution adopted by the Jefferson Township Board at its June 21, 2022 meeting, and that the Notice of said meeting was given in accordance with the provisions of the Michigan Open Meetings Act.

Jennifer Brunner, Jefferson Township Clerk

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Minutes

The meeting was called to order by Supervisor Hass at 6:36 p.m.

Roll Call:

Mr. Hass-present; Mrs. Brunner-present; Ms. Glaze-present; Mr. Gillam-absent; Mrs. Bundle-present

Pledge to the Flag: led by Mr. Hass

Public Comments: None

New Business:

Review and Approval of Fiscal Year 2022-2023 Budget Resolution. Discussion had about using funds from the township investment savings for roads, township building improvements and starting a code enforcement fund. Approval to use \$300,000 for roads, \$50,000 for code enforcement and \$250,000 for township building improvements. Leaving a balance just over \$270,000 in savings.

Review and Approval of Salaries and Wages Resolution.

Review and Approval of Emergency Services Resolution.

Discussion of adding proposal to May 2023 ballot to restore Operating Millage to 1 Mil. Will discuss again at next meeting for motion and approval.

Reviewed Hall Rental Fee. We are finding many non-residents using a resident's name to get the discounted rate for rental. Could cause issues as the resident is not really the responsible party. Will discuss again at next meeting for motion and approval.

Motion by Mrs. Bundle to adjourn meeting at 7:30 p.m., supported by Ms. Glaze. Motion Approved.