

OTISCO TOWNSHIP BOARD SPECIAL MEETING  
Budget and General Appropriation Act for 2024-2025  
Otisco Township Hall, 9663 W. Button Road, Belding, MI 48809  
January 29, 2024 @ 6:00PM  
AGENDA

- I. Call to Order. Roll Call. Opening prayer.
- II. Pledge of Allegiance to the Flag
- III. Approval of Agenda
- IV. Brief Public Comment (agenda topics only - 3-minute time limit)
- V. Old Business:
  - a. Cemetery Committee Wages
- VI. New Business:
  - a. Budget
  - b. General Appropriations Act
- VII. Extended Public Comment (any topic - 5-minute time limit)
- VIII. Final Board Comments
- IX. Adjournment

Posting Date: 1/24/2024

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User: DESMOND

DB: Otisco

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 03/31/24	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund: 101 GENERAL FUND					
Dept 000 - ACCRUED PAYROLL					
101-000-402.000	TAX LEVY	77,790	43,879	87,000	87,000
101-000-410.000	PERSONAL PROPERTY TAX		7,446		
101-000-411.000	DELQ. REAL TAX	776			
101-000-412.000	DELQ. PERSONAL TAX	4,847			
101-000-425.000	425 AGREEMENT REVENUE	11,157	12,545	11,157	11,157
101-000-432.000	STATE OWNED LAND TAX	235	44,762	200	200
101-000-434.000	TRAILER PARK FEE	120	600	720	720
101-000-445.000	PENALTIES AND INTEREST ON TAXES				
101-000-445.002	PENALTY & INTERES PERSONAL PROPER				
101-000-447.000	ADMINISTR. FEE- TAXLEVY	23,423	20,316	20,000	20,000
101-000-447.001	ADMINISTR. FEE ON DELQ.				
101-000-447.002	PENALTY & INTEREST PERSONAL PROPE				
101-000-448.000	SUMMER TAX STATE REIM				
101-000-477.000	CABLE FRANCHISE	6,208	4,135	6,000	6,000
101-000-479.000	JUNKYARD FEE	25		50	50
101-000-490.000	ZONING PERMIT	2,915	1,560	3,000	3,000
101-000-567.000	CONSUMERS IND. SERVICES				
101-000-571.000	STCOMBINED STATUTORYTX				
101-000-573.000	PERSONAL PROPERTY TAX REIMBURSEME	3,391		7,737	7,737
101-000-574.000	STATE REVENUE SHARING	252,437	160,017	243,485	243,485
101-000-575.000	STATE METRO ANNUAL MAINTANCE				
101-000-628.000	GRAVEOPEN/CLOSE FEE	2,400	2,625	2,000	2,000
101-000-629.000	LAND DIV. APPLICATION FEE	2,015	520	910	910
101-000-642.000	CEMETERY LOT SALES	2,550	1,950	1,500	1,500
101-000-647.000	SALE ZBOOK & COPIES				
101-000-647.001	NFC				
101-000-655.000	FINES AND FORFEITURES				
101-000-656.000	DEMOLISH OF BUILDING	115	5,180	250	250
101-000-665.000	INTEREST - CHECKING	996	1,524	150	150
101-000-665.001	INTEREST - SAVING	250	356	300	300
101-000-665.005	INTEREST - MERCANTILE CD			5,500	5,500
101-000-665.009	BUILDING INTEREST		193	150	150
101-000-665.013	CD.MERCANTILE-ROADS			2,500	2,500
101-000-665.014	CD FROM SAV. ACCT.	241,299			
101-000-665.015	INTEREST ON CD CEM				
101-000-665.017	NEW ACCT. FROM GEN CKING INTERSS	137	176		
101-000-665.018	BIKE RACE 2022 INT. (ESCROW)	(1,000)			
101-000-669.703	TRANSFER FROM TAX	28,215			
101-000-672.000	MISC. REVENUE	861	221	50	50
101-000-676.000	REIMBURSE EMSERVICE				
101-000-677.000	REIMBURSE SCHOOL ELEC	5,084	1,200		
101-000-678.005	BUILDING ACCT INDEP.BANK				
101-000-687.000	REIMBURSE & REFUNDS	181	3,281		
101-000-689.000	CASH OVER & SHORT				
101-000-699.001	TRANSFER FROM TAX COL INT				
101-000-699.002	PENSION TRANSFER				
101-000-699.003	TRANSFER FROM ESCROW FD				
101-000-699.101	TRANSFER FROM GENERAL FUND	(1,000)			
101-000-699.209	TRANSFER FROM CEM FUND				
101-000-699.230	TRANSFER FROM ROAD FUND				
101-000-699.500	TRANSFER FROM FIRE FUND				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		665,427	312,486	392,659	392,659
Dept 101 - TOWNSHIP BOARD					
101-101-702.000	SALARY & WAGES	6,898	7,050	8,600	8,600
101-101-707.000	SCHOOL	298		400	400
101-101-710.000	CONVENTION			3,000	3,000
101-101-712.000	MEALS			300	300
101-101-716.000	PENSION	5,697	5,560	650	6,500
101-101-716.002	PENSION PARTICIPATIONFEE	190	158	200	200
101-101-802.000	SNOW REMOVAL				
101-101-860.000	MILEAGE	127	116	500	500
101-101-950.000	IONIA CO. ASS'N DUES				
101-101-958.000	MI TWP ASS'N DUES				
101-101-959.000	SHERIFF SUPPORT				
101-101-967.000	GRANT PROJECT				
NET OF REVENUES/APPROPRIATIONS - 101 - TOWNSHIP BO		(13,210)	(12,884)	(13,650)	(19,500)
Dept 171 - SUPERVISOR					
101-171-702.000	SALARY & WAGES	16,000	15,583	19,000	19,000
101-171-703.000	DEPUTY SALARY & WAGES			12,000	12,000
101-171-707.000	SCHOOL	97		1,000	1,000
101-171-710.000	CONVENTION			3,000	3,000
101-171-712.000	MEALS			300	300
101-171-740.000	EQUIPMENT & SUPPLIES			1,000	1,000

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 03/31/24	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund: 101 GENERAL FUND					
Dept 171 - SUPERVISOR					
101-171-750.000	SOFTWARE			400	400
101-171-860.000	MILEAGE			450	450
NET OF REVENUES/APPROPRIATIONS - 171 - SUPERVISOR		(16,097)	(15,583)	(37,150)	(37,150)
Dept 215 - CLERK					
101-215-702.000	SALARY & WAGES	16,890	16,483	20,100	20,100
101-215-703.000	SALARY & WAGES - DEPUTY	6,102	5,268	12,000	12,000
101-215-707.000	SCHOOL		170	800	800
101-215-710.000	CONVENTION	1,576		3,000	3,000
101-215-712.000	MEALS	45		300	300
101-215-740.000	EQUIPMENT & SUPPLIES	1,394	573	1,000	1,000
101-215-750.000	SOFTWARE			500	500
101-215-860.000	MILEAGE	156	121	500	500
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(26,163)	(22,615)	(38,200)	(38,200)
Dept 223 - PROFESSIONAL SERVICES					
101-223-801.000	AUDIT	20,880	2,963	25,000	12,500
101-223-802.000	CPA MANER COSTSERISAN		10,311		12,500
101-223-803.000	LEGAL COUNSEL	14,376	15,472	25,000	25,000
101-223-805.000	LEGAL PROJECTS			200	200
101-223-810.000	CONSULTING ENGINEER			10,000	10,000
101-223-812.000	CONSULTING PLANNER	4,092	4,047	5,000	5,000
NET OF REVENUES/APPROPRIATIONS - 223 - PROFESSIONA		(39,348)	(32,793)	(65,200)	(65,200)
Dept 233 - GENERAL SERVICE ADMIN					
101-233-730.000	OFFICE POSTAGE	1,964	1,535	3,000	3,000
101-233-731.000	TAX RELATED POSTAGE	1,522	2,557	2,600	3,500
101-233-732.000	NEWSLETTER POSTAGE	590	310	750	750
101-233-733.000	VOTER POSTAGE				
101-233-740.000	EQUIPMENT & SUPPLIES	4,920	3,325	10,000	10,000
101-233-880.000	COMMUNITY CLEAN UP	4,750	4,875	6,000	6,000
101-233-880.002	RECYCLING	6,600	1,100	7,000	7,000
101-233-881.000	WEB SITE		5,059	10,000	10,000
101-233-900.000	PRINTING	694	1,099	1,000	2,000
101-233-901.000	PUBLISHING	3,297	1,753	4,000	4,000
101-233-910.000	INSURANCE	11,379	553	12,000	12,000
101-233-921.000	INTERNET & PHONE	3,272	1,163	3,500	3,500
101-233-933.000	SOFTWARE-COMPUTER REPAIR	4,231	5,191	6,000	12,000
101-233-958.000	DUES & SUBSCRIPTIONS	2,027	2,136	2,500	2,500
101-233-967.000	COPY MACHINE & PAPER	616	(82)	1,000	1,000
NET OF REVENUES/APPROPRIATIONS - 233 - GENERAL SER		(45,862)	(30,574)	(69,350)	(77,250)
Dept 247 - BOARD OF REVIEW					
101-247-702.000	SALARY & WAGES	1,800	1,930	3,800	3,800
101-247-707.000	SCHOOL			750	750
101-247-712.000	MEALS			500	500
101-247-860.000	MILEAGE			400	400
NET OF REVENUES/APPROPRIATIONS - 247 - BOARD OF RE		(1,800)	(1,930)	(5,450)	(5,450)
Dept 253 - TREASURER					
101-253-702.000	SALARY & WAGES	16,890	16,484	20,100	20,100
101-253-703.000	SALARY & WAGES -DEPUTY	7,471	7,092	12,000	12,000
101-253-707.000	SCHOOL	500		2,500	2,500
101-253-710.000	CONVENTION			3,000	3,000
101-253-712.000	MEALS			300	300
101-253-740.000	EQUIPMENT & SUPPLIES	1,038		1,000	1,000
101-253-750.000	SOFTWARE		237	5,000	5,000
101-253-860.000	MILEAGE	96	105	800	800
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(25,995)	(23,918)	(44,700)	(44,700)
Dept 257 - ASSESSOR					
101-257-702.000	SALARY & WAGES	21,522	23,212	23,400	23,400
101-257-703.000	DEPUTY SALARY & WAGES				5,000
101-257-740.000	EQUIPMENT & SUPPLIES	350		1,000	1,000
101-257-750.000	SOFTWARE	878	760	1,000	1,000
101-257-860.000	MILEAGE		346	500	1,000
101-257-958.000	DUES & SUBSCRIPTIONS	33		150	150
NET OF REVENUES/APPROPRIATIONS - 257 - ASSESSOR		(22,783)	(24,318)	(26,050)	(31,550)
Dept 262 - ELECTIONS - GOVERNMENTAL					
101-262-702.000	SALARY & WAGES	11,162	2,447	20,000	20,000
101-262-712.000	MEALS	366		500	500
101-262-740.000	EQUIPMENT & SUPPLIES	2,923	1,818	3,000	3,000
101-262-860.000	MILEAGE			200	200

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Fund: 101 GENERAL FUND					
Dept 262 - ELECTIONS - GOVERNMENTAL					
	NET OF REVENUES/APPROPRIATIONS - 262 - ELECTIONS -	(14,451)	(4,265)	(23,700)	(23,700)
Dept 263 - ELECTIONS - SCHOOLS					
101-263-702.000	SALARY & WAGES			1,000	1,000
101-263-712.000	MEALS	203		200	200
101-263-740.000	EQUIPMENT & SUPPLIES	246	175	1,000	1,000
101-263-860.000	MILEAGE			100	100
	NET OF REVENUES/APPROPRIATIONS - 263 - ELECTIONS -	(449)	(175)	(2,300)	(2,300)
Dept 265 - BUILDING AND GROUNDS					
101-265-702.000	SALARY & WAGES HANDYMAN		1,755		
101-265-740.000	EQUIPMENT & SUPPLIES	5,664	2,705	10,000	10,000
101-265-810.000	MAINTENANCE	3,840	2,027	25,000	25,000
101-265-920.000	UTILITIES	3,333	3,415	5,200	5,200
101-265-921.000	MINUTE WRITER		320		
101-265-922.000	LAWN CARE	12,150	13,230	14,000	15,000
101-265-923.000	SNOW REMOVAL	1,340	280	2,000	2,000
101-265-924.000	HALL CLEANING	1,140	910	2,000	2,000
	NET OF REVENUES/APPROPRIATIONS - 265 - BUILDING AN	(27,467)	(24,642)	(58,200)	(59,200)
Dept 272 - ACCRUED PAYROLL					
101-272-955.000	MISCELLANEOUS EXPENDITURE	16,467	5,402	23,000	23,000
	NET OF REVENUES/APPROPRIATIONS - 272 - ACCRUED PAY	(16,467)	(5,402)	(23,000)	(23,000)
Dept 336 - FIRE PROTECTION					
101-336-766.000	BELEDING FIRE DEPT. UTV				
101-336-970.000	FIRE CAPITAL OUTLAY				
101-336-995.206	TRANSFER TO FIRE FUND			50,000	100,000
	NET OF REVENUES/APPROPRIATIONS - 336 - FIRE PROTEC			(50,000)	(100,000)
Dept 445 - DRAINS					
101-445-930.000	DRAINS	1,613	2,993	2,500	4,000
	NET OF REVENUES/APPROPRIATIONS - 445 - DRAINS	(1,613)	(2,993)	(2,500)	(4,000)
Dept 448 - STREET LIGHTING					
101-448-920.000	STREET LIGHTS	594	643	2,800	2,800
	NET OF REVENUES/APPROPRIATIONS - 448 - STREET LIGH	(594)	(643)	(2,800)	(2,800)
Dept 450 - ROADS					
101-450-802.000	ROADS OTHER MOWING SIDE OF ROADS	3,161	3,161	5,000	5,000
101-450-995.204	TRANSFER TO ROAD FUND				
	NET OF REVENUES/APPROPRIATIONS - 450 - ROADS	(3,161)	(3,161)	(5,000)	(5,000)
Dept 567 - CEMETERY					
101-567-678.005	BUILDING INDEP.BANK				
101-567-702.000	SALARY & WAGES CEMETERY	4,088	3,483	5,000	5,000
101-567-702.002	CEMETERY COMM.IMPROVEMENTS	952	150	5,000	5,000
101-567-702.003	MAINTANACE CEMETERY	6,650	29,549	50,000	50,000
	NET OF REVENUES/APPROPRIATIONS - 567 - CEMETERY	(11,690)	(33,182)	(60,000)	(60,000)
Dept 651 - AMBULANCE					
101-651-836.000	LIFE EMS	13,428	10,726	16,000	16,000
	NET OF REVENUES/APPROPRIATIONS - 651 - AMBULANCE	(13,428)	(10,726)	(16,000)	(16,000)
Dept 701 - PLANNING COMMISSION					
101-701-702.000	SALARY & WAGES	5,755	3,335	8,000	8,000
101-701-707.000	SCHOOL			1,000	1,000
101-701-712.000	MEALS			500	500
101-701-740.000	EQUIPMENT & SUPPLIES			150	150
101-701-860.000	MILEAGE			500	500
	NET OF REVENUES/APPROPRIATIONS - 701 - PLANNING CO	(5,755)	(3,335)	(10,150)	(10,150)
Dept 702 - ZONING					
101-702-702.000	SALARY & WAGES	16,000	14,353	17,360	17,360
101-702-707.000	SCHOOL	323	326	500	1,000
101-702-710.000	CONVENTION			500	500
101-702-712.000	MEALS	121	84	150	150
101-702-740.000	EQUIPMENT & SUPPLIES	410	76	2,000	2,000
101-702-860.000	MILEAGE	1,210	1,339	1,250	2,000
	NET OF REVENUES/APPROPRIATIONS - 702 - ZONING	(18,064)	(16,178)	(21,760)	(23,010)
Dept 703 - ZONING BOARD OF APPEALS					
101-703-702.000	SALARY & WAGES	1,440	765	3,000	3,000
101-703-707.000	SCHOOL		300	750	750
101-703-712.000	MEALS			500	500

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Fund: 101 GENERAL FUND					
Dept 703 - ZONING BOARD OF APPEALS					
101-703-740.000	EQUIPMENT & SUPPLIES			100	100
101-703-860.000	MILEAGE			400	400
NET OF REVENUES/APPROPRIATIONS - 703 - ZONING BOAR		(1,440)	(1,065)	(4,750)	(4,750)
Dept 858 - PAYROLL EXPENSE					
101-858-720.000	SOCIAL SEC & MEDICARE	9,424	9,029	15,000	15,000
NET OF REVENUES/APPROPRIATIONS - 858 - PAYROLL EXP		(9,424)	(9,029)	(15,000)	(15,000)
Dept 872 - MISCELLANEOUS					
101-872-699.002	PENSION TRANSFER				
101-872-964.000	REFUNDS	35		200	200
101-872-995.001	TRANSFER TO ESCROW FD				
101-872-995.002	TRAILERPARKFEE TO COUNTY		600	700	700
NET OF REVENUES/APPROPRIATIONS - 872 - MISCELLANEO		(35)	(600)	(900)	(900)
Dept 890 - CONTINGENCY					
101-890-806.000	EMERGENCIES			26,490	26,490
NET OF REVENUES/APPROPRIATIONS - 890 - CONTINGENCY				(26,490)	(26,490)
ESTIMATED REVENUES - FUND 101		665,427	312,486	392,659	392,659
APPROPRIATIONS - FUND 101		315,296	280,011	622,300	695,300
NET OF REVENUES/APPROPRIATIONS - FUND 101		350,131	32,475	(229,641)	(302,641)
BEGINNING FUND BALANCE		1,081,103	1,431,234	1,431,234	1,463,709
ENDING FUND BALANCE		1,431,234	1,463,709	1,201,593	1,161,068

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Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 03/31/24	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund: 204 MUNICIPAL ROAD FUND					
Dept 000 - ACCRUED PAYROLL					
204-000-400.000	STATE ROAD RIGHT AWAYS	5,500	7,229		
204-000-402.000	TAX LEVY	170,821	101,728	181,504	181,504
204-000-409.000	SPECIAL DELQ.				
204-000-546.000	TELECOM REVENUE SHARE				
204-000-573.000	LOCAL COMMUNITY STABILIZATION		17,261		
204-000-665.000	INTEREST - CHECKING	409	714	180	180
204-000-665.001	INTEREST IND. BANK ROADS	600	179		
204-000-699.101	TRANSFER FROM GENERAL FUND				
204-000-699.209	TRANSFER FROM CEM FUND				
204-000-995.101	TRANSFER TO GEN FUND				
204-000-995.204	TRANSFER TO NEW FUND LK MI CU				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		177,330	127,111	181,684	181,684
Dept 450 - ROADS					
204-450-805.000	MAINTENANCE		35,408	100,000	100,000
204-450-807.000	NEW PROJECTS				
204-450-808.000	BRINE	25,407	56,491	50,000	70,000
204-450-809.000	GRADALL - ROADS	4,898	17,278	6,000	20,000
204-450-809.001	GRAVEL	97,906	123,964	50,000	130,000
204-450-809.002	BRIDGES			100,000	100,000
204-450-809.003	LIMESTONE			150,000	150,000
NET OF REVENUES/APPROPRIATIONS - 450 - ROADS		(128,211)	(233,141)	(456,000)	(570,000)
ESTIMATED REVENUES - FUND 204		177,330	127,111	181,684	181,684
APPROPRIATIONS - FUND 204		128,211	233,141	456,000	570,000
NET OF REVENUES/APPROPRIATIONS - FUND 204		49,119	(106,030)	(274,316)	(388,316)
BEGINNING FUND BALANCE		617,035	666,154	666,154	560,124
ENDING FUND BALANCE		666,154	560,124	391,838	171,808

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Fund: 206 FIRE FUND					
Dept 000 - ACCRUED PAYROLL					
206-000-402.000	TAX LEVY	89,534	50,861	90,748	90,748
206-000-409.000	SPECIAL DELQ.				
206-000-573.000	LOCAL COMMUNITY STABILIZATION				
206-000-665.000	INTEREST - CHECKING	52	155		
206-000-669.703	TRANSFER FROM TAX	1			
206-000-699.101	TRANSFER FROM GEN FUND	1,000		50,000	50,000
206-000-836.000	BELDING CONTRACT	109,040	90,517	116,649	120,000
206-000-959.000	CAPITAL OUTLAY				
206-000-995.101	TRANSFER TO GEN FUND				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		(18,453)	(39,501)	24,099	20,748
ESTIMATED REVENUES - FUND 206		90,587	51,016	140,748	140,748
APPROPRIATIONS - FUND 206		109,040	90,517	116,649	120,000
NET OF REVENUES/APPROPRIATIONS - FUND 206		(18,453)	(39,501)	24,099	20,748
BEGINNING FUND BALANCE		79,491	61,038	61,038	21,537
ENDING FUND BALANCE		61,038	21,537	85,137	42,285

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Fund: 207 POLICE FUND					
Dept 000 - ACCRUED PAYROLL					
207-000-402.000	TAX LEVY	84,696	22,760	45,121	48,000
207-000-409.000	SPECIAL DELQ.				
207-000-573.000	LOCAL COMMUNITY STABILIZATION				
207-000-665.000	INTEREST - CHECKING	39	54	20	20
207-000-669.703	TRANSFER FROM TAX	2,064	5		
207-000-673.001	INTEREST INDEP. BANK SHERIFF	1			
207-000-699.101	TRANSFER FROM GENERAL FUND				
207-000-959.000	SHERIFF SUPPORT	42,269	32,550	44,000	44,000
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		44,531	(9,731)	1,141	4,020
ESTIMATED REVENUES - FUND 207		86,800	22,819	45,141	48,020
APPROPRIATIONS - FUND 207		42,269	32,550	44,000	44,000
NET OF REVENUES/APPROPRIATIONS - FUND 207		44,531	(9,731)	1,141	4,020
BEGINNING FUND BALANCE		46,256	90,788	90,788	81,057
ENDING FUND BALANCE		90,787	81,057	91,929	85,077



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DB: Otisco

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 03/31/24	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund: 209 CEMETERY FUND					
Dept 000 - ACCRUED PAYROLL					
209-000-699.101	TRANSFER FROM GENERAL FUND				
209-000-740.000	EQUIPMENT & SUPPLIES	257			
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		(257)			
Dept 200					
209-200-665.002	INTEREST- CD CEM				
209-200-813.000	GRAVE OPENING& CLOSING		525		
209-200-995.101	TRANSFER TO GENERAL FUND				
NET OF REVENUES/APPROPRIATIONS - 200 -			(525)		
ESTIMATED REVENUES - FUND 209					
APPROPRIATIONS - FUND 209		257	525		
NET OF REVENUES/APPROPRIATIONS - FUND 209		(257)	(525)		
BEGINNING FUND BALANCE		(1,852)	(2,109)	(2,109)	(2,634)
ENDING FUND BALANCE		(2,109)	(2,634)	(2,109)	(2,634)

401

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2022-23 ACTIVITY	2023-24 ACTIVITY THRU 03/31/24	2023-24 AMENDED BUDGET	2024-25 REQUESTED BUDGET
Fund: 401 ASSET					
Dept 000 - ACCRUED PAYROLL					
401-000-699.101	TRANSFER FROM GEN FUND				700,000
401-000-970.000	CAPITAL OUTLAY				700,000
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY					
ESTIMATED REVENUES - FUND 401					
APPROPRIATIONS - FUND 401					
NET OF REVENUES/APPROPRIATIONS - FUND 401					
BEGINNING FUND BALANCE					
ENDING FUND BALANCE					

**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~John Feuerstein, Trustee~~ moved and was supported by ~~Joe Borek, Trustee~~ to adopt the following resolution.

RESOLUTION NO. 2024-02

WAGES OF BOARD OFFICIALS

SUPERVISOR

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, wages need to be reviewed and established and

Whereas, the Township of Otisco presented the wages on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the salary of the Township Supervisor shall be as follows:

Supervisor	\$19,000 per fiscal year (equal to the prior year)
------------	--

Yeas - ~~Four~~

Nays - Zero

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Lynda Sower, Township Clerk

**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~Desmond Pike, Supervisor~~ moved and was supported by ~~John Feuerstein, Trustee~~ to adopt the following resolution.

RESOLUTION NO. 2024-03

WAGES OF BOARD OFFICIALS

CLERK

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, wages need to be reviewed and established and

Whereas, the Township of Otisco presented the wages on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the salary of the Township Clerk shall be as follows:

Clerk	\$20,100 per fiscal year (equal to the prior year)
-------	--

Yeas - ~~Four~~

Nays - Zero

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Lynda Sower, Township Clerk

**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~John Feuerstein, Trustee~~ moved and was supported by ~~Joseph Borek, Trustee~~ to adopt the following resolution.

RESOLUTION NO. 2024-04

WAGES OF BOARD OFFICIALS

TREASURER

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, wages need to be reviewed and established and

Whereas, the Township of Otisco presented the wages on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the salary of the Township Treasurer shall be as follows:

Treasurer	\$20,100 per fiscal year (equal to the prior year)
-----------	--

Yeas - ~~Four~~

Nays - ~~Zero~~

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Lynda Sower, Township Clerk

**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~Desmond Pike, Supervisor~~ moved and was supported by ~~Lynda Sower, Clerk~~ to adopt the following resolution.

RESOLUTION NO. 2024-05

WAGES OF BOARD OFFICIALS

TRUSTEES

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, wages need to be reviewed and established and

Whereas, the Township of Otisco presented the wages on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the salary of the Township Trustees shall be as follows:

Trustees	\$4,300 per fiscal year per trustee (equal to the prior year)
----------	---

Yeas - ~~Four~~

Nays - ~~Zero~~

**RESOLUTION DECLARED ADOPTED:**

\_\_\_\_\_  
Lynda Sower, Township Clerk

**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~Joseph Borek, Trustee~~ moved and was supported by ~~John Feuerstein, Trustee~~ to adopt the following resolution.

**RESOLUTION NO. 2024-06**

**WAGES**

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, wages need to be reviewed and established and

Whereas, the Township of Otisco presented the wages on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the wages shall be as follows:

Deputy Supervisor	\$18 hourly (same as \$18 hourly prior year) – cap of \$12,000 per fiscal year (same as \$12,000 prior year)
Deputy Clerk	\$18 hourly (same as \$18 hourly prior year) – cap of \$12,000 per fiscal year ((same as \$12,000 prior year)
Deputy Treasurer	\$18 hourly (same as \$18 hourly prior year) – cap of \$12,000 per fiscal year (same as \$12,000 prior year)
Assessor	\$23,400 per fiscal year (same as \$23,400 prior year)
Zoning Administrator	\$17,360 per fiscal year (same as \$17,360 prior year)
Cemetery Record Keeper	\$4,000 per fiscal year (same as \$4,000 prior year)
Janitorial Staff	\$20 hourly (same as \$20 hourly prior year) – cap of \$6,000 (same as \$6,000 prior year)

PLANNING COMMISSION:      Members      \$85 per meeting (same as \$85 prior year)  
   Alternates      \$85 per meeting (same as \$85 prior year)  
   Chairman      \$95 per meeting (same as \$95 prior year)  
   Secretary      \$110 per meeting (same as \$110 prior year)

ZONING BOARD OF APPEALS:      Members      \$85 per meeting (same as \$85 prior year)  
   Alternates      \$85 per meeting (same as \$85 prior year)  
   Chairman      \$95 per meeting (same as \$95 prior year)  
   Secretary      \$110 per meeting (same as \$110 prior year)

BOARD OF REVIEW:      Members      \$110 per meeting (same as \$110 prior year)  
   Alternates      \$110 per meeting (same as \$110 prior year)

ELECTION WORKERS:      Chairman      \$18 hourly (same as \$18 prior year)  
   Workers      \$16 hourly (same as \$16 prior year)

CEMETERY COMMITTEE:      Chairman and Secretary  
   \$50 per meeting (same as \$50 prior year)  
   Pay a maximum of four meetings per year

Yeas - ~~Four~~  
Nays - ~~Zero~~

**RESOLUTION DECLARED ADOPTED:** \_\_\_\_\_  
Lynda Sower, Township Clerk



**TOWNSHIP BOARD OF OTISCO TOWNSHIP**

**DRAFT**

**Ionia County, Michigan**

At a regular meeting of the Otisco Township Board held at the Otisco Township Hall, 9663 Button Road., Belding, MI, on February 13, 2024 at 7:00 p.m.

Present: ~~Desmond Pike, Supervisor; Lynda Sower, Clerk; John Feuerstein, Trustee; Joseph Borek, Trustee~~

Absent: ~~Paula Byrne, Treasurer~~

Board Member ~~Joseph Borek, Trustee~~ moved and was supported by ~~John Feuerstein, Trustee~~ to adopt the following resolution.

**RESOLUTION NO. 2024-07**

**FEES**

Whereas, the Township of Otisco is required to establish a financial budget for the fiscal year, and

Whereas, fees need to be reviewed and established and

Whereas, the Township of Otisco presented the fees on the 13<sup>th</sup> day of February, 2024 at 7:00 pm.

NOW, THEREFORE, BE IT HEREBY RESOLVED: that as of April 1, 2024 the fees shall be as follows which are the same amounts as 2023 except IRS Mileage which was \$0.655 and is now \$0.67:

Cemetery

One grave space: Residents \$150

(May purchase a maximum of two ahead of need)

One grave space: Non-Residents \$450

(May purchase a maximum of two at time of need ONLY)

Opening/Closing of Grave

	Summer	Winter
Adult	\$450	\$550
Baby Vault	\$200	\$300
Infant	\$175	\$275
Cremation Box	\$200	\$200
Cremation Vault	\$200	\$200

Monument footing (Sexton only) \$0.20 per square inch/top surface)

Miscellaneous:

Mileage reimbursement      \$0.67 per mile

Otisco Township Fee Schedule

Item	Fee	Escrow
COPIER COPIES	\$0.10 per page	***
FAX – REGULAR	\$1.00 per page	***
F.O.I.A REQUEST	\$0.10 per sheet	Plus hourly rate
LAND DIVISION APPLICATION – PER PARCEL	\$65.00	***
HOME BASED BUSINESS – LEVEL I	\$25.00	***
HOME BASED BUSINESS – SPECIAL USE PERMIT – LEVEL II	\$260.00	***
HOUSE/STRUCTURE MOVE	\$100.00	\$1,000.00
MASTER PLAN BOOK	\$0.10 per page	***
PRIVATE ROADS OR STREETS	\$200.00	\$1,000.00
PUD'S & SITE CONDOMINIUMS	\$750.00	\$2,000.00
REZONING	\$250.00	***
SALVAGE YARD LICENSE	\$25.00	***
SIGN PERMIT	\$65.00	***
SITE PLAN REVIEW	\$300.00	\$1,000.00
SPECIAL LAND USE PERMIT	\$260.00	\$1,000.00
SPECIAL LAND USE PERMIT / ZBA / MAP AMEND With special meeting	\$790.00	\$1,000.00
VOTER REGISTRATION LIST	\$35.00	***
ZONING BOARD OF APPEALS HEARING	\$250.00	***
ZONING COMPLIANCE APPLICATION	\$25.00	***
ZONING DEMOLITION PERMIT	\$50.00	***
ZONING MAP	\$15.00	***
ZONING ORDINANCE BOOK	\$0.10 per page	***
ZONING ORDINANCE TEXT OR MAP AMENDMENT APPLICATION	\$260.00	***
ZONING ORDINANCE TEXT OR MAP AMENDMENT APPLICATION WITH SPECIAL MEETING	\$700.00	***
ZONING OUTDOOR GATHERING PERMIT APPLICATION	\$50.00	\$500.00

REVISED FEBRUARY 2024

Yeas - ~~Four~~

Nays - ~~Zero~~

RESOLUTION DECLARED ADOPTED:

\_\_\_\_\_  
Lynda Sower, Township Clerk

**RESOLUTION NO. 2024-08 DRAFT**  
**OTISCO TOWNSHIP, COUNTY OF IONIA, STATE OF MICHIGAN**  
**2024-2025 GENERAL APPROPRIATIONS ACT**

A resolution to establish a 2024-2025 General Appropriations Act for Otisco Township, and to define the powers and duties of Otisco Township officers in relation to the administration of the budget.

The Board of Trustees of Otisco Township ordains (resolves):

**Section 1: Title**

This resolution shall be known as the OTISCO TOWNSHIP, COUNTY OF IONIA, STATE OF MICHIGAN, 2024-2025 GENERAL APPROPRIATIONS ACT.

**Section 2: Chief Administration 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 Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published on the Otisco Township Website ~~March 7~~, 2024, and a public hearing on the proposed budget was held on ~~March 14~~, 2024.

**Section 5: Estimated Revenues**

The Otisco 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 0.8528 mills as set forth by the Board, 1.9770 mills for the Road Fund set forth by the voters, 0.9885 mills for the Fire Fund set forth by the voters, and 0.4942 mills for the Police Fund set forth by the voters. Estimated revenues for fiscal year 2024-2025, including millage and various miscellaneous revenues for the various township cost centers are as follows:

- Fund 101      General Fund                      \$392,659
- Fund 204      Municipal Road Fund              \$181,684
- Fund 206      Fire Fund                              \$140,748
- Fund 207      Police Fund                            \$48,020
- Fund 209      Cemetery Fund                      \$0
- Fund 401      Assest                                 \$700,000

**Section 6: Appropriations**

Appropriations for fiscal year 2024-2025 for the various township cost centers are as follows:

- Fund 101      General Fund                      \$695,300 + \$700,000 Transfer to Fund 401
- Fund 204      Municipal Road Fund                      \$570,000
- Fund 206      Fire Fund                                      \$120,000
- Fund 207      Police Fund                                    \$44,020
- Fund 209      Cemetery Fund                                \$0
- Fund 401      Assest    \$700,000

**Section 7: 2024-2025 Fiscal Year Budget Summary**

The 2024-2025 Fiscal Year Budget of Otisco Township estimated revenues, appropriations and fund balance is summarized as follows (see attached table for line-item budget and multi-year comparison):

- Estimated Revenues — All Funds                      \$ 1,463,111
- Appropriations — All Funds                              \$ 2,829,320
- Net of Revenues/Appropriations                      \$-1,366,209
  
- Beginning Balance — All Funds                      \$2,123,792
- Ending Balance —All Funds                              \$ 757,583

**Section 8: Adoption of Budget by Reference**

The 2024-2025 Fiscal Year Budget of Otisco Township is hereby adopted by reference, with estimated revenues and appropriations as indicated in Sections 5 and 6 of this act.

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Otisco Township adopts the 2024-2025 fiscal year budget by cost center. Those persons 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. Additionally, those persons may ask for transfers among the various line items contained in the cost center appropriation as allowed for in Section 11. However, no transfers 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 township order for expenditures that exceed appropriations. Any expenditures (excluding monthly bills paid by the Fiscal Officer and reported to the Board at the next monthly meeting) exceeding \$1000.00 require prior board approval. See attached table showing fiscal responsibility by department.

**Section 11: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior Board approval, only if the amount to be transferred does not

exceed \$2,500.00 or 50% of the appropriation line 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 12: Monthly Fiscal Reports**

The Fiscal Officer shall transmit to the Board at each of the regular scheduled monthly Board meetings, a detailed fiscal report showing revenues received, expenditures, encumbrances and balances of each cost center as of the last day of the previous month. In addition, the Chief Administrative Officer shall direct the Treasurer to transmit to the Board on a quarterly basis, a detailed report showing the current balances of all Otisco Township escrow, savings, checking and CD accounts.

**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 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 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 15: Board Adoption**

Motion made by ~~Joseph Borek, seconded by John Feuerstein~~ adopt the foregoing ordinance (resolution).

Upon roll call vote, the following voted aye: ~~Joseph Borek, John Feuerstein, Desmond Pike, Lynda Sower, and Paula Byrne.~~

The following voted nay: ~~None~~

The Supervisor declared the motion carried and the resolution duly adopted on the ~~14th day of March 2023.~~

Lynda K. Sower, Otisco Township Clerk