

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 13th 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)
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Yeas - ~~Four~~

Nays - Zero

RESOLUTION DECLARED ADOPTED:

Lynda Sower, Township Clerk

TOWNSHIP BOARD OF OTISCO TOWNSHIP

DRAFT

Ionia County, Michigan

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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 13th 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)
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Yeas - ~~Four~~

Nays - ~~Zero~~

RESOLUTION DECLARED ADOPTED:

Lynda Sower, Township Clerk

TOWNSHIP BOARD OF OTISCO TOWNSHIP

DRAFT

Ionia County, Michigan

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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 13th 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)
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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 13th 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)
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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 13th 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

FEEES

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 13th 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:

Cemetary

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