

OTISCO TOWNSHIP BOARD REGULAR MEETING
Otisco Township Hall, 9663 W. Button Road, Belding, MI 48809
December 12, 2023 @ 7:00PM
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. Approval of Minutes –
 - a. November 11, 2023 Board Meeting
- VI. Approval of Payables & Payroll (if applicable)
- VII. Treasurer's Report
- VIII. Communications
- IX. Reports
 - a. Township Deputy
 - b. Assessor
 - c. Cemetery Committee
 - d. County Commissioner
 - e. Planning Commission
 - f. ZBA
 - g. Zoning Administrator
 - h. Hall Expansion Committee
- X. Unfinished Business
 - a. Old Drop Box Disposal
 - b. Goals for 2024
 - c.
- XI. New Business:
 - a. Otisco Township Counting Board for Elections Resolution
 - b.
- XII. Extended Public Comment (any topic - 5-minute time limit)
- XIII. Final Board Comments
- XIV. Adjournment

Posting Date:
12/4/2023

A handwritten signature in black ink, appearing to be 'D. H. P.', is written below the posting date.

User: DESMOND

DB: Otisco

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 03/31/24	2023-24 ORIGINAL BUDGET
Fund: 101 GENERAL FUND			
Dept 000 - ACCRUED PAYROLL			
101-000-402.000	TAX LEVY		87,000
101-000-410.000	PERSONAL PROPERTY TAX	4,609	
101-000-411.000	DELQ. REAL TAX	7,446	
101-000-412.000	DELQ. PERSONAL TAX		
101-000-425.000	425 AGREEMENT REVENUE	12,545	11,157
101-000-432.000	STATE OWNED LAND TAX		200
101-000-434.000	TRAILER PARK FEE	480	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	10,166	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	4,135	6,000
101-000-479.000	JUNKYARD FEE		50
101-000-490.000	ZONING PERMIT	1,460	3,000
101-000-567.000	CONSUMERS IND. SERVICES		
101-000-571.000	STCOMBINED STATUTORYTX		
101-000-573.000	PERSONAL PROPERTY TAX REIMBURSEME		7,737
101-000-574.000	STATE REVENUE SHARING	160,017	243,485
101-000-575.000	STATE METRO ANNUAL MAINTANCE		
101-000-628.000	GRAVEOPEN/CLOSE FEE	2,625	2,000
101-000-629.000	LAND DIV. APPLICATION FEE	520	910
101-000-642.000	CEMETERY LOT SALES	1,800	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	5,180	250
101-000-665.000	INTEREST - CHECKING	1,229	150
101-000-665.001	INTEREST - SAVING	2,935	300
101-000-665.005	INTEREST - MERCANTILE CD		5,500
101-000-665.009	BUILDING INTEREST	193	150
101-000-665.013	CD.MERCANTILE-ROADS		2,500
101-000-665.014	CD FROM SAV. ACCT.		
101-000-665.015	INTEREST ON CD CEM	16	
101-000-665.017	NEW ACCT. FROM GEN CKING INTERSST	176	
101-000-665.018	BIKE RACE 2022 INT. (ESCROW)		
101-000-669.703	TRANSFER FROM TAX		
101-000-672.000	MISC. REVENUE	221	50
101-000-676.000	REIMBURSE EMSERVICE		
101-000-677.000	REIMBURSE SCHOOL ELEC	1,200	
101-000-678.005	BUILDING ACCT INDEP.BANK		
101-000-687.000	REIMBURSE & REFUNDS	2,281	
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		
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		219,234	392,659
Dept 101 - TOWNSHIP BOARD			
101-101-702.000	SALARY & WAGES	5,617	8,600
101-101-707.000	SCHOOL		400
101-101-710.000	CONVENTION		3,000
101-101-712.000	MEALS		300
101-101-716.000	PENSION	4,995	650
101-101-716.002	PENSION PARTICIPATIONFEE	145	200
101-101-802.000	SNOW REMOVAL		
101-101-860.000	MILEAGE	116	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		(10,873)	(13,650)
Dept 171 - SUPERVISOR			
101-171-702.000	SALARY & WAGES	12,417	19,000
101-171-703.000	DEPUTY SALARY & WAGES		12,000
101-171-707.000	SCHOOL		1,000
101-171-710.000	CONVENTION		3,000
101-171-712.000	MEALS		300
101-171-740.000	EQUIPMENT & SUPPLIES		1,000

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Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 03/31/24	2023-24 ORIGINAL BUDGET
Fund: 101 GENERAL FUND			
Dept 171 - SUPERVISOR			
101-171-750.000	SOFTWARE		400
101-171-860.000	MILEAGE		450
NET OF REVENUES/APPROPRIATIONS - 171 - SUPERVISOR		(12,417)	(37,150)
Dept 215 - CLERK			
101-215-702.000	SALARY & WAGES	13,133	20,100
101-215-703.000	SALARY & WAGES - DEPUTY	4,224	12,000
101-215-707.000	SCHOOL		800
101-215-710.000	CONVENTION		3,000
101-215-712.000	MEALS		300
101-215-740.000	EQUIPMENT & SUPPLIES	573	1,000
101-215-750.000	SOFTWARE		500
101-215-860.000	MILEAGE	121	500
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(18,051)	(38,200)
Dept 223 - PROFESSIONAL SERVICES			
101-223-801.000	AUDIT	2,963	25,000
101-223-802.000	CPA MANER COSTSERISAN	1,713	
101-223-803.000	LEGAL COUNSEL	15,472	25,000
101-223-805.000	LEGAL PROJECTS		200
101-223-810.000	CONSULTING ENGINEER		10,000
101-223-812.000	CONSULTING PLANNER	4,047	5,000
NET OF REVENUES/APPROPRIATIONS - 223 - PROFESSIONA		(24,195)	(65,200)
Dept 233 - GENERAL SERVICE ADMIN			
101-233-730.000	OFFICE POSTAGE	1,062	3,000
101-233-731.000	TAX RELATED POSTAGE	2,557	2,600
101-233-732.000	NEWSLETTER POSTAGE	310	750
101-233-733.000	VOTER POSTAGE		
101-233-740.000	EQUIPMENT & SUPPLIES	2,215	10,000
101-233-880.000	COMMUNITY CLEAN UP	4,300	6,000
101-233-880.002	RECYCLING	1,100	7,000
101-233-881.000	WEB SITE	5,059	10,000
101-233-900.000	PRINTING		1,000
101-233-901.000	PUBLISHING	1,427	4,000
101-233-910.000	INSURANCE	653	12,000
101-233-921.000	INTERNET & PHONE	1,163	3,500
101-233-933.000	SOFTWARE-COMPUTER REPAIR	5,191	6,000
101-233-958.000	DUES & SUBSCRIPTIONS	2,136	2,500
101-233-967.000	COPY MACHINE & PAPER	(82)	1,000
NET OF REVENUES/APPROPRIATIONS - 233 - GENERAL SER		(27,091)	(69,350)
Dept 247 - BOARD OF REVIEW			
101-247-702.000	SALARY & WAGES	1,930	3,800
101-247-707.000	SCHOOL		750
101-247-712.000	MEALS		500
101-247-860.000	MILEAGE		400
NET OF REVENUES/APPROPRIATIONS - 247 - BOARD OF RE		(1,930)	(5,450)
Dept 253 - TREASURER			
101-253-702.000	SALARY & WAGES	13,134	20,100
101-253-703.000	SALARY & WAGES -DEPUTY	5,621	12,000
101-253-707.000	SCHOOL		2,500
101-253-710.000	CONVENTION		3,000
101-253-712.000	MEALS		300
101-253-740.000	EQUIPMENT & SUPPLIES		1,000
101-253-750.000	SOFTWARE	237	5,000
101-253-860.000	MILEAGE	41	800
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(19,033)	(44,700)
Dept 257 - ASSESSOR			
101-257-702.000	SALARY & WAGES	19,112	23,400
101-257-703.000	DEPUTY SALARY & WAGES		
101-257-740.000	EQUIPMENT & SUPPLIES		1,000
101-257-750.000	SOFTWARE	760	1,000
101-257-860.000	MILEAGE	321	500
101-257-958.000	DUES & SUBSCRIPTIONS		150
NET OF REVENUES/APPROPRIATIONS - 257 - ASSESSOR		(20,193)	(26,050)
Dept 262 - ELECTIONS - GOVERNMENTAL			
101-262-702.000	SALARY & WAGES	2,447	20,000
101-262-712.000	MEALS		500
101-262-740.000	EQUIPMENT & SUPPLIES	1,796	3,000
101-262-860.000	MILEAGE		200

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GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 03/31/24	2023-24 ORIGINAL BUDGET
Fund: 101 GENERAL FUND			
Dept 262 - ELECTIONS - GOVERNMENTAL			
	NET OF REVENUES/APPROPRIATIONS - 262 - ELECTIONS -	(4,243)	(23,700)
Dept 263 - ELECTIONS - SCHOOLS			
101-263-702.000	SALARY & WAGES		1,000
101-263-712.000	MEALS		200
101-263-740.000	EQUIPMENT & SUPPLIES	175	1,000
101-263-860.000	MILEAGE		100
	NET OF REVENUES/APPROPRIATIONS - 263 - ELECTIONS -	(175)	(2,300)
Dept 265 - BUILDING AND GROUNDS			
101-265-702.000	SALARY & WAGES HANDYMAN	1,368	
101-265-740.000	EQUIPMENT & SUPPLIES	2,437	10,000
101-265-810.000	MAINTENANCE	1,719	25,000
101-265-920.000	UTILITIES	2,228	5,200
101-265-921.000	MINUTE WRITER	240	
101-265-922.000	LAWN CARE	13,230	14,000
101-265-923.000	SNOW REMOVAL	280	2,000
101-265-924.000	HALL CLEANING	720	2,000
	NET OF REVENUES/APPROPRIATIONS - 265 - BUILDING AN	(22,222)	(58,200)
Dept 272 - ACCRUED PAYROLL			
101-272-955.000	MISCELLANEOUS EXPENDITURE	3,797	23,000
	NET OF REVENUES/APPROPRIATIONS - 272 - ACCRUED PAY	(3,797)	(23,000)
Dept 336 - FIRE PROTECTION			
101-336-766.000	BELDING FIRE DEPT. UTV		
101-336-970.000	FIRE CAPITAL OUTLAY		
101-336-995.206	TRANSFER TO FIRE FUND		50,000
	NET OF REVENUES/APPROPRIATIONS - 336 - FIRE PROTEC		(50,000)
Dept 445 - DRAINS			
101-445-930.000	DRAINS	2,920	2,500
	NET OF REVENUES/APPROPRIATIONS - 445 - DRAINS	(2,920)	(2,500)
Dept 448 - STREET LIGHTING			
101-448-920.000	STREET LIGHTS	408	2,800
	NET OF REVENUES/APPROPRIATIONS - 448 - STREET LIGH	(408)	(2,800)
Dept 450 - ROADS			
101-450-802.000	ROADS OTHER MOWING SIDE OF ROADS	3,161	5,000
101-450-995.204	TRANSFER TO ROAD FUND		
	NET OF REVENUES/APPROPRIATIONS - 450 - ROADS	(3,161)	(5,000)
Dept 567 - CEMETERY			
101-567-678.005	BUIILDING INDEP.BANK		
101-567-702.000	SALARY & WAGES CEMETERY	2,817	5,000
101-567-702.002	CEMETERY COMM.IMPROVEMENTS	150	5,000
101-567-702.003	MAINTANACE CEMETERY	29,549	50,000
	NET OF REVENUES/APPROPRIATIONS - 567 - CEMETERY	(32,516)	(60,000)
Dept 651 - AMBULANCE			
101-651-836.000	LIFE EMS	10,726	16,000
	NET OF REVENUES/APPROPRIATIONS - 651 - AMBULANCE	(10,726)	(16,000)
Dept 701 - PLANNING COMMISSION			
101-701-702.000	SALARY & WAGES	3,335	8,000
101-701-707.000	SCHOOL		1,000
101-701-712.000	MEALS		500
101-701-740.000	EQUIPMENT & SUPPLIES		150
101-701-860.000	MILEAGE		500
	NET OF REVENUES/APPROPRIATIONS - 701 - PLANNING CO	(3,335)	(10,150)
Dept 702 - ZONING			
101-702-702.000	SALARY & WAGES	11,460	17,360
101-702-707.000	SCHOOL	150	500
101-702-710.000	CONVENTION		500
101-702-712.000	MEALS		150
101-702-740.000	EQUIPMENT & SUPPLIES	38	2,000
101-702-860.000	MILEAGE	1,165	1,250
	NET OF REVENUES/APPROPRIATIONS - 702 - ZONING	(12,813)	(21,760)
Dept 703 - ZONING BOARD OF APPEALS			
101-703-702.000	SALARY & WAGES	485	3,000
101-703-707.000	SCHOOL	300	750
101-703-712.000	MEALS		500

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Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 03/31/24	2023-24 ORIGINAL BUDGET
Fund: 101 GENERAL FUND			
Dept 703 - ZONING BOARD OF APPEALS			
101-703-740.000	EQUIPMENT & SUPPLIES		100
101-703-860.000	MILEAGE		400
NET OF REVENUES/APPROPRIATIONS - 703 - ZONING BOAR		(785)	(4,750)
Dept 858 - PAYROLL EXPENSE			
101-858-720.000	SOCIAL SEC & MEDICARE	7,314	15,000
NET OF REVENUES/APPROPRIATIONS - 858 - PAYROLL EXP		(7,314)	(15,000)
Dept 872 - MISCELLANEOUS			
101-872-699.002	PENSION TRANSFER		
101-872-964.000	REFUNDS		200
101-872-995.001	TRANSFER TO ESCROW FD		
101-872-995.002	TRAILERPARKFEE TO COUNTY	600	700
NET OF REVENUES/APPROPRIATIONS - 872 - MISCELLANEO		(600)	(900)
Dept 890 - CONTINGENCY			
101-890-806.000	EMERGENCIES		26,490
NET OF REVENUES/APPROPRIATIONS - 890 - CONTINGENCY			(26,490)
ESTIMATED REVENUES - FUND 101		219,234	392,659
APPROPRIATIONS - FUND 101		238,798	622,300
NET OF REVENUES/APPROPRIATIONS - FUND 101		(19,564)	(229,641)
BEGINNING FUND BALANCE		1,431,234	1,431,234
ENDING FUND BALANCE		1,411,670	1,201,593
Fund: 204 MUNICIPAL ROAD FUND			
Dept 000 - ACCRUED PAYROLL			
204-000-400.000	STATE ROAD RIGHT AWAYS	7,229	
204-000-402.000	TAX LEVY	10,685	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	654	180
204-000-665.001	INTEREST IND. BANK ROADS	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		36,008	181,684
Dept 450 - ROADS			
204-450-805.000	MAINTENANCE	35,408	100,000
204-450-807.000	NEW PROJECTS		
204-450-808.000	BRINE	56,491	50,000
204-450-809.000	GRADALL - ROADS	17,278	6,000
204-450-809.001	GRAVEL	123,964	50,000
204-450-809.002	BRIDGES		100,000
204-450-809.003	LIMESTONE		150,000
NET OF REVENUES/APPROPRIATIONS - 450 - ROADS		(233,141)	(456,000)
ESTIMATED REVENUES - FUND 204		36,008	181,684
APPROPRIATIONS - FUND 204		233,141	456,000
NET OF REVENUES/APPROPRIATIONS - FUND 204		(197,133)	(274,316)
BEGINNING FUND BALANCE		666,154	666,154
ENDING FUND BALANCE		469,021	391,838
Fund: 206 FIRE FUND			
Dept 000 - ACCRUED PAYROLL			
206-000-402.000	TAX LEVY	5,341	90,748
206-000-409.000	SPECIAL DELQ.		
206-000-573.000	LOCAL COMMUNITY STABILIZATION		
206-000-665.000	INTEREST - CHECKING	113	
206-000-669.703	TRANSFER FROM TAX		
206-000-699.101	TRANSFER FROM GEN FUND		50,000
206-000-836.000	BELDING CONTRACT	37,676	116,649
206-000-959.000	CAPITAL OUTLAY		
206-000-995.101	TRANSFER TO GEN FUND		
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		(32,222)	24,099
ESTIMATED REVENUES - FUND 206		5,454	140,748
APPROPRIATIONS - FUND 206		37,676	116,649
NET OF REVENUES/APPROPRIATIONS - FUND 206		(32,222)	24,099
BEGINNING FUND BALANCE		61,038	61,038
ENDING FUND BALANCE		28,816	85,137

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Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY THRU 03/31/24	2023-24 ORIGINAL BUDGET
Fund: 207 POLICE FUND			
Dept 000 - ACCRUED PAYROLL			
207-000-402.000	TAX LEVY	5	45,121
207-000-409.000	SPECIAL DELQ.		
207-000-573.000	LOCAL COMMUNITY STABILIZATION		
207-000-665.000	INTEREST - CHECKING	47	20
207-000-669.703	TRANSFER FROM TAX	5	
207-000-673.001	INTEREST INDEP. BANK SHERIFF		
207-000-699.101	TRANSFER FROM GENERAL FUND		
207-000-959.000	SHERIFF SUPPORT	28,911	44,000
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		(28,854)	1,141
ESTIMATED REVENUES - FUND 207			
		57	45,141
APPROPRIATIONS - FUND 207			
		28,911	44,000
NET OF REVENUES/APPROPRIATIONS - FUND 207		(28,854)	1,141
BEGINNING FUND BALANCE			
		90,788	90,788
ENDING FUND BALANCE			
		61,934	91,929
Fund: 209 CEMETERY FUND			
Dept 000 - ACCRUED PAYROLL			
209-000-699.101	TRANSFER FROM GENERAL FUND		
209-000-740.000	EQUIPMENT & SUPPLIES		
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY			
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			
		525	
APPROPRIATIONS - FUND 209			
		(525)	
NET OF REVENUES/APPROPRIATIONS - FUND 209			
BEGINNING FUND BALANCE		(2,109)	(2,109)
ENDING FUND BALANCE		(2,634)	(2,109)
ESTIMATED REVENUES - ALL FUNDS			
		260,753	760,232
APPROPRIATIONS - ALL FUNDS			
		539,051	1,238,949
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(278,298)	(478,717)
BEGINNING FUND BALANCE - ALL FUNDS			
		2,247,104	2,247,104
ENDING FUND BALANCE - ALL FUNDS			
		1,968,806	1,768,387

TOWNSHIP BOARD OF OTISCO TOWNSHIP

Ionia County, Michigan

At the regular meeting of the Otisco Township Board held at the Otisco Hall, 9663 Button Rd., Belding MI, on December 12,2023 at 7:00 p.m.

Present:

Absent:

Board Member _____, moved and was supported by _____ to adopt the following resolution.

Resolution NO. 2023-10
Otisco Township Counting Board
For Elections

Whereas, the Township of Otisco has made the decision to having a counting Board at the elections starting in February 2024 and

Whereas, the Clerk, Lynda Sower has found equipment to help run this operation, at no extra expenses to the Township, a vote was conducted

Nay _____

Yay _____

Resolution Declared Adopted:

Lynda Sower, township Clerk