

## **Otisco Township Board**

### **Budget Meeting For 2019 Wages and Fees**

**February 5<sup>th</sup>, 2019 @ 5:30 PM**

**I. Call to Order. Roll Call**

Daller called the meeting to order at 5:30. Members present: Daller, Sower, Johnson, Zeigler, and Oatley.

**II. Pledge Of Allegiance to the Flag**

Daller led and all members recited the Pledge of Allegiance.

**III. Approval of Agenda**

Johnson made a motion to approve agenda with an addition of VII as heading Final Board comments and VIII as Adjournment, with a second from Zeigler. Passed 5-0.

**IV. Brief Public Comment (Agenda Topics – 3 minute time limit)**

None

**V. New Business**

**A. 2019/2020 – Wages**

**1. Dept 102 Township Board (Trustees)**

Zeigler and Oatley requested wages and budget stay the same. Trustee wages to remain at \$3750. Total dept budget would be \$25,540. Remove unused chart codes; Social Sec & Medicare, Pension Administration and Sheriff Support. Move Snow Removal to Grounds and Maintenance. Johnson made a motion to accept Township Board Trustee wages at \$3750 with a second from Daller. Passed 5-0.

**2. Dept 171 Supervisor**

Daller requested supervisor wage to remain the same at \$16,000 and his deputy supervisor to remain the same at \$14.00 hr/\$2000 cap with no other changes in the supervisor dept budget. Dept budget for the supervisor would be \$24,100. Remove unused chart of account code; Social Sec & Medicare. Johnson made a motion to accept supervisor wage of \$16,000 and deputy supervisor at \$14.00 hr/ \$2000 cap with a second from Daller. Passed 5-0.

**3. Dept 191 Elections Governmental**

Sower requested the election workers stay at \$14.00 hr for Chairman and \$12.00 for workers with a cap reduction of \$3000 for the year due to reduced elections for 2019. She also requested meals to be reduced to \$200 and equipment and supplies be reduced to \$1000. Total dept budget would be \$4400. Remove unused chart of account code; Social Sec & Medicare. Sower made a motion to accept election workers wage at \$14.00 hr for chairman and \$12.00 hr for workers with a /\$3000 cap for the year with a second from Oatley. Passed 5-0.

**4. Dept 192 Elections – Schools**

Sower requested the election workers stay at \$14.00 hr for the chairman and \$12.00 hr for the workers with a / \$1000 cap and reduce equipment and supplies to \$1000 for year, due to reduced elections for the year. Total dept budget would be \$2600.

Remove unused chart of account code; Social Sec & Medicare.

Sower made a motion to accept election workers wages at \$14.00 hr for the chairman and \$12.00 for the workers and a / \$1000 cap for the year, with a second from Daller. Passed 5-0.

**5. Dept 210 Assessor**

Daller stated the Assessor has requested a salary of \$22,320. This would be a decrease from the previous year budget but a slight increase from what she actually was paid for 2018. Difference in budget and salary was due to Assessor employment status as an employee rather than contracted. No other budget change was requested. Total dept budget would be \$22,870. Remove unused chart of account code; Social Sec and Medicare. Johnson made a motion to accept the Assessor wage at \$22,320 with a second from Daller. Passed 5-0.

**6. Dept 215 Clerk**

Sower requested the clerk wage to stay at \$16,320 with the deputy clerk to be paid at \$14.00 hr with a cap increase to \$4200. No other dept budget changes. Total Dept budget would be \$26,620. Remove unused chart of account codes; Social Sec & Medicare and Telephone. Johnson made a motion to accept the clerk wage at \$16,320 with the deputy clerk at \$14.00 hr / \$4200 cap with a second from Daller. Passed 5-0.

**7. Dept 247 Board of Review**

Daller requested no change for the Board of review members and wages to stay the same for Members and Alternates. Other Board members agreed. Total dept budget would be \$4,050. Remove unused chart of account code; Social Sec & Med. Zeigler made a motion that Members and Alternates wages stay at \$100 per meeting for cap of \$2400 for year with a second from Oatley. Passed 5-0.

**8. Dept 253 Treasurer**

Johnson requested the Treasurer's salary stay at \$16,320 and the Deputy Treasurer stay at \$14.00 hr / \$6000 cap, with no other changes to dept budget. Total dept budget would be \$29,320.

Remove unused chart of account code; Social Sec and Medicare.

Johnson made a motion to accept the Treasurer salary at \$16,320 and the Deputy Treasurer at \$14.00 hr/ \$6000 cap for year with a second from Daller. Passed 5-0.

**9. Dept 400 Planning Commission**

Daller stated he thought no change was needed for the Planning Commission Members or the budget dept. There was discussion in the budget as to what expense was charged under Equipment and Supplies for the dept budget. Daller asked Sower to look into what the purchase was. Total dept budget would be \$9,570.

Remove unused chart of account code; Social Sec & Medicare.

Daller made a motion to accept wages for Planning Commission Members remain at \$70 per meeting, Planning Commission Chairman to remain at \$80 per meeting and the Planning Commission Secretary to remain at \$100 per meeting with a second from Oatley. Passed 5-0.

**10. Dept 410 Zoning Administrator**

Daller stated the Zoning Administrator requested an increase of salary with all other dept budget staying the same. The Board discussed the Zoning Administrators job duties, Daller agreed to go back and discuss with him a job review form to go over each year and also come to Board Meetings for his report review. The board discussed a \$200 increase for his salary. The total dept budget would be \$20,500. Remove unused chart of account code; Social Sec and Medicare. Daller made a motion to accept the

Zoning Administrator wage at \$16,600 with a second from Sower.  
Passed 5-0.

### **11. Dept 411 Zoning Board of Appeals**

Daller stated he thought wages for members should stay the same. Other Board members agreed. Total dept budget would be \$7210. Remove unused chart of account code; Social Sec & Medicare. Daller made a motion to accept the Zoning Board of Appeals Members and Alternates wages at \$70 per meeting, Zoning Board of Appeals Chairman at \$80 per meeting and the Zoning Board of Appeals Secretary at \$100 per meeting with a second from Oatley. Passed 5-0.

### **B. 2019/2020 Budget – Fees**

#### **1. Cemetery**

Sower stated that the new sexton had lowered some fees on cremations. The new fees are as follows:

<b>Adult-</b>	<b>Summer \$450 -</b>	<b>Winter \$550</b>
<b>Baby Vault-</b>	<b>Summer \$200-</b>	<b>Winter \$300</b>
<b>Infant-</b>	<b>Summer \$175-</b>	<b>Winter \$275</b>
<b>Cremation Box-</b>	<b>Summer \$200-</b>	<b>Winter \$200</b>
<b>Cremation Vault-</b>	<b>Summer \$200-</b>	<b>Winter \$200</b>

Monument footing (**Sexton Only**) **\$0.20** per sq inch/top surface.

#### **2. Miscellaneous:**

Mileage reimbursement **\$.55** a mile

**3. All Other 2019/2020 Fiscal Year Fees:**

Zoning Compliance Application	\$25.00
Zoning Special Use/Variance Application	\$200.00
Zoning Special Use/Variance APP/With Special Mtg	\$500.00
Zoning Ordinance Text or Map Amendment APP	\$200.00
Zoning Ordinance Text or Map Amendment App With Special Meeting	\$500.00
Zoning Board of Appeals Application	\$250.00
Land Division Application Per Split	\$65.00
House/Structure Moving Application	\$100.00
Salvage Yard License Application Renewal	\$25.00
Zoning Ordinance Book	\$30.00
Demolition Application	\$0 w/\$500 Escrow
Rezoning Application	\$250.00
Outdoor Gathering Application	\$50 w/ \$500.00 Escrow
PUD Application	\$750 w/ \$2000 Escrow
Home Based Business – Level I	\$25.00
Home Based Business – Level II	\$200.00
FOIA (8- ½ “ x 11” one sided)	\$0.10 each
Voter Registration List	\$30.00

Daller made a motion to accept the changes for cemetery fees and keep all other fees as listed, the same for the 2019/2020 fiscal year, with a second from Zeigler. Passed 5-0.

**VI. Board Meeting Dates**

- A.) 2/12/2019 @ 7:00 PM – Regular Scheduled Board Meeting**  
(Public Hearing for 2019 -2020 Fiscal Year – Wages and Fees Resolutions during the Regular Scheduled Board Meeting)
- B.) 2/21/19 @ 5:30 PM– Budget Meeting for the 2019-2020 Fiscal Year**  
General Fund Revenues and Expenditures.

**VII. Final Board Comments**

Johnson stated she wanted everyone to know Belding School District is working to move the school tax collection to the summer. If this happens it will change everyone's taxes. She is currently working with MTA and the County Treasurer for a procedure and laws regarding this and will update when she has all the information.

**VIII. Adjournment**

Johnson made a motion to adjourn with a second from Zeigler. Passed 5-0.