

**FREEMAN TOWNSHIP BOARD  
CLARE COUNTY, MICHIGAN**

At a meeting of the Freeman Township Board of Clare County, Michigan, held at 7280 Mannsiding Road, Lake, Michigan on

**Regular Meeting, Thursday, the 9<sup>th</sup> of March, 2017**

Present Board Members: Supervisor Housler, Clerk Lightfoot, Treasurer Lackie, and Trustee Barnett. Trustee Wells was absent.

**TIME: 7:00 p.m.** Call to Order and Pledge to the Flag

Roll Call was taken with all members present, along with 11 citizens.

The Public Hearing on the 2017-2018 Budget was called to order.

Supervisor Housler informed the public about the 2017-2018 budget, noting no increases in millages or assessments; all salaries the same, with the exception of the Board of Review that increased \$5 per ½ day and Assessor having employee salary of \$590, and board members not receiving any extra pay for attending meetings.

A motion was made by Treasurer Lackie, seconded by Trustee Barnett to adjourn the Public Hearing and return to the Regular Order of Business. Ayes 4, Nays 0.

**7:19 p.m.** Regular Order of Business – Call to Order

A motion was made by Trustee Barnett, seconded by Treasurer Lackie, to approve the regular board meeting minutes from February 9, 2017. Ayes 4, Nays 0.

**GUEST SPEAKERS**

Dale Majewski, Clare County Commissioner, was present and noted he did not have a presentation tonight, but did note that the Fire Department had lots of runs due to the high winds.

**TREASURERS REPORT**

A motion was made by Supervisor Housler, seconded by Trustee Barnett, to approve check numbers 14656 through 14687, (voids - none). Ayes 4, Nays 0.

**SUPERVISORS COMMENTS**

Supervisor Housler noted that a Public Hearing has been held concerning the 2017-2018 Budget and now asked for approval of such.

A resolution to establish a General Appropriations Act for Freeman Township; to define the powers and duties of the Freeman 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 resolution.

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

**Section 1: Title**

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

**Section 2: Chief Administrative Officer**

The Supervisor (Alan Housler) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act. The Supervisor shall have final responsibility for the budget preparation, presentation of the budget to the Township Board and the control of expenditures under the budget and the general appropriations act, unless the Township Board designates some other individual.

**Section 3: Fiscal Officer**

The Clerk (Julie Lightfoot) and the Treasurer (Janet Lackie) shall be the Fiscal Officers and shall perform the duties of the of the Fiscal officers enumerated in this act.

**Section 4: Public Hearing on the Budget**

For General Law Townships: Pursuant to MCLA 141.412; MCLA 141,413, notice of public hearing on the proposed budget was published in the Clare Review (general circulation) on February 17, 2017. The Public Hearing was posted on the Township Website ([www.freemantownship.com](http://www.freemantownship.com)) and on the sign board located at the Freeman Township Hall, 7280 Mannsiding Rd., Lake, MI 48632. The Public Hearing for the proposed budget was held on Thursday, March 9, 2017, at 7:00 p.m.

**Section 5: Estimated Revenues**

Estimated township revenues for Fiscal Year 2017/2018, including all allocated millage, voter-authorized millage and various miscellaneous revenues shall total \$456,931 including: Rubbish = \$61,131; Fire = \$72,984; Roads = \$159,792; General Fund = \$163,024.

**Section 6: Millage Levy**

The 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 allocated mill of 0.81850 Mill for township operations; and voter authorized Mill of .61380 for fire protection; 1.00 Mill for special millage Fire; 2.97960 Mill for special road construction and maintenance, for a total Mill of 5.4119.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for Fiscal Year 2017/2018 for the various township activities (cost centers) are as follows: General Fund=\$163,024 (Those Funds not included in the General Fund include: Rubbish=\$61,131; Fire=\$72,983 and Roads=\$159,172 and are not included in the General Fund number above.) A complete list of expenditures is attached to this resolution.

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

The general fund budget of Freeman 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**

The Freeman Township Board of Trustees adopts the 2017/2018 Fiscal Year Budget by cost centers. 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 transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Pursuant to MCLA 41.75 all claims (bills) against the Township shall be approved by the Freeman Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in the appropriations act. The Township Board shall receive a list of claims paid prior to approval at the next meeting (early checks) as noted on the monthly check registers.

Included in the various Activities/Departments are amounts of salary hourly, and per diem rates for the officials and employees of the Township as follows.

All officials and employee rates for the 2017-2018 FY are the same as the 2016-2017 FY with the following exceptions: Board of Review was increased by \$5 for ½ day and \$10 for full day; and Frank Gentz salary as employee is \$590 paid in December per contract.

There are specific appropriations of \$159,792 for the improvement of roads. The roads will be brined three times over the summer months at an approximate cost of \$39,172. The township is in discussion with the road commission regarding road improvements. Cost for these improvements has not been determined at this writing.

#### **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: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed \$1000 or 25% of the appropriation 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: Allotment of Appropriations**

No later than February 1<sup>st</sup> of the Fiscal Year, each department, board or commission of Freeman Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

#### **Section 13: Periodic Fiscal Reports**

The Township Clerk and the Treasurer will periodically provide to the Township Board a report of fiscal year to date revenues and expenditures as compared to budget amounts in the various funds of the Township. Quarterly reports and summary statements of condition will further be provided. A detailed list of expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior year, the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

For each cost center; the amount appropriated, the amount charged to each appropriation in the previous quarter (month) for the current fiscal year as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

#### **Section 14: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made for 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 15: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer (Supervisor) or to the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer (Supervisor) 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.

#### **Section 16: Violations of this Act**

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).

#### **Section 17: Board Adoption**

Motion made by Trustee Barnett, seconded by Supervisor Housler to adopt the foregoing ordinance (resolution). Upon Roll Call Vote, the following voted aye: Housler, Lackie, Lightfoot, Barnett. The following voted Nay: None. The Supervisor declared the motion carried and the resolution duly adopted on the 9<sup>th</sup> day of March, 2017.

Supervisor Housler discussed Pest Control services at the hall. He noted we have this done each year in order to keep the Hall free of bugs. The cost is \$125 for the Spring spray and \$125 for the Fall spray.

Motion by Treasurer Lackie, seconded by Clerk Lightfoot to approve the Pest Control services for both the Spring and Fall. Ayes 4, Nays 0.

Supervisor Housler reminded the public of the upcoming Board of Review meetings that are available.

#### **COMMITTEE REPORTS**

Planning (Leo Stevens) – Presently working on the Master Plan. Also noted that they are no longer going to be members of the Michigan Association of Planning. They basically received a magazine that wasn't very informative and the Township was charged \$650 a year to be a member.

Building (Werner Mantei) – Nothing to present.

Zoning & Blight (H. Logan) – Two zoning permits this month and monitoring 4 blight properties. One will get a citation soon.

**COMMENTS/CONCERNS FROM CITIZENS**

Marilyn Woolsey asked whether the Verizon Tower is up yet. Werner Mantei noted that it isn't up yet, but he did renew their permit.

Fire Chief Majewski noted that the Smart Meters would start sometime this Spring or Summer.

Clerk Lightfoot noted that she printed out a map from MDOT depicting all the construction that will happen throughout the State on MDOT roads. If you are traveling this summer, you might want to check it out.

**Adjourn:** Motion by Treasurer, Lackie, seconded by Trustee Barnett to adjourn the regular meeting. Motion carried. **TIME: 7:35 p.m.**

\_\_\_\_\_  
Alan Housler, Supervisor

\_\_\_\_\_  
Julie Lightfoot, Township Clerk

(BUDGET FIGURES UNDER SEPARATE COVER)