

**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 14th of March, 2019

Present Board Members: Supervisor Housler, Clerk Lightfoot, & Trustee Sable; Treasurer Lackie & Trustee Barnett were absent and excused.

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

Roll Call was taken with 3 members present, along with 4 citizens.

Supervisor Housler brought the Public Hearing for the 2019-2020 Township Budget to order. He asked whether anyone had any questions or concerns about the upcoming budget. There being no further business, Supervisor Housler moved to close the Public Hearing, seconded by Trustee Sable. Ayes 3 Nays 0.

Roll Call (Regular Meeting) was taken with 3 members present.

A motion was made by Trustee Sable, seconded by Supervisor Housler to approve the regular board meeting minutes from February 14, 2019. Ayes 3, Nays 0.

GUEST SPEAKERS

Dale Majewski, Clare County Commissioner, was present to give his update on County business. Highlights included: Gypsy Moth spraying will be done again this year; however, Freeman Township is not one of the areas this time. Animal Control was authorized to buy two new trucks as the old ones were in need of way too many repairs and it wouldn't be cost effective to do so. The lights and boxes from the old trucks will be used on the new ones. He also noted that we will be having a May election. (Farwell School Bond Proposal).

TREASURERS REPORT

A motion was made by Trustee Sable, seconded by Supervisor Housler to approve check numbers 15176 (Early Check), 15177-15190. Ayes 3, Nays 0.

SUPERVISOR'S COMMENTS

Supervisor Housler moved to approve the 2019-2020 budget, seconded by Trustee Sable. Ayes 3 (Housler, Sable, Lightfoot), Nays 0.

2019/2020 GENERAL APPROPRIATIONS ACT

FREEMAN TOWNSHIP

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 County Cleaver (general circulation) on February 14 & 21, 2019. The Public Hearing was posted on the Township Website (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 14, 2019, at 7:00 p.m.

Section 5: Estimated Revenues

Estimated township revenues for Fiscal Year 2019/2020, including all allocated millage, voter-authorized millage and various miscellaneous revenues shall total \$634,382 including: Rubbish = \$83,449; Fire = \$76,000; Roads = \$304,500; General Fund = \$170,433.

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, as will be adjusted according to the Headley Amendment for the 2019-2020 Budget Year, an allocated mill of 0.8169 Mill for township operations; and voter authorized Mill of .6126 for fire protection; 1.00 Mill for special millage Fire; 2.9736 Mill for special road construction and maintenance, for a total Mill of 5.4031.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for Fiscal Year 2019/2020 for the various township activities (cost centers) are as follows: General Fund=\$170,433 (Those Funds not included in the General Fund include: Rubbish=\$83,449; Fire=\$76,000 and Roads=\$304,500

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 2019/2020 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: Supervisor-\$1068.00; Treasurer-\$1566.00; Clerk-\$1566.00; Trustees-\$505.10. Transfer Site Supervisor-\$13.35/hr.; 2nd in Command-\$10.70/hr; Employees-\$10.00/hr. Township Hall/Cemetery Work-\$10.00/hr. Building Inspector-Paid from fees. Zoning-\$100/month & \$35 for permits; Blight-\$300/month; \$35 for Planning Commission Meeting. Planning Commission Chair & Secretary-\$110/meeting; Members-\$65.00. Board of Review-\$75 for full day & \$40 for ½ day; Additional \$40 for secretary. Board of Appeals-\$35.00. All Election responsibilities - \$10/hour, except Alternates/Standby-\$25.00 flat rate. Assessor \$590/year. Deputy Clerk/Treasurer-\$10.00/hour.

All officials and employee rates for the 2019-2020 FY are the same as the 2018-2019 FY with the following exceptions: Elections responsibilities have changed from different rates for each responsibility to \$10/hour for any responsibility except Alternates which will remain at \$25 flat standby pay.

There are specific appropriations of \$260,000 for the improvement of roads. The roads will be brined three times over the summer months at an approximate cost of \$44,500. 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 1st 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 probably 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 Supervisor Housler, seconded by Trustee Sable to adopt the foregoing ordinance (resolution). Upon Roll Call Vote, the following voted aye: Housler, Sable, Lightfoot.

The following voted Nay: none. The Supervisor declared the motion carried and the resolution duly adopted on the 14th day of March, 2019.

Supervisor Housler discussed the brine pricing for the 2019 dust control season. He noted the price for this year is .1725 gallon which is an increase of 1 cent from last year. Trustee Sable moved to approve the brine pricing for the 2019 dust control season, seconded by Supervisor Housler. Ayes 3 (Housler, Sable, Lightfoot), Nays 0.

Supervisor Housler discussed the contract with Mid-Michigan Pest Control. He noted that we have added the words "Mid. Mich. Pest Control must notify Freeman Twp. of the price before applying pest control" at the bottom of the signature sheet/contract. Supervisor Housler moved to approve the Mid. Michigan Pest Control contract, seconded by Trustee Sable. Ayes 3 Nays 0.

Supervisor Housler noted that we will also have to look at the garbage rates come August or September.

Supervisor Housler also noted that the generator came out of the building maintenance fund that was set up when the building was built. We only have about \$7000 left in the fund. We may need a new roof down the road, so if we have a Fund Balance left, we may redirect the excess to the building maintenance fund.

CLERK'S COMMENTS

Clerk Lightfoot discussed the 2019 Wage Rate Schedule for Employees. She noted that the only items that have changed are the Election Wages. There were so many different wage rates for the different items performed that we decided to just pay everything at an hourly rate (with the exception of the Election Day Standby Person). Supervisor Housler moved to approve the 2019 Wage Rate Schedule for Employees, seconded by Trustee Sable. Ayes 3 (Housler, Sable, Lightfoot), Nays 0.

Supervisor Housler noted that we will also have to look at the garbage rates come August or September.

Clerk Lightfoot noted it's that time of year where we need to amend the budget. Since we will want to do that as close as we can to the end of the fiscal year, she recommended setting a special board meeting date of March 28th, 2019 at 10:00 a.m. Motion made by Supervisor Housler, seconded by Clerk Lightfoot to set a special board meeting date of March 28th, 2019 at 10:00 a.m. Ayes 3 Nays 0.

COMMITTEE REPORTS

Planning – John Phillips: - Absent

Building – Werner Mantei: - Absent

Zoning & Blight – Harold Logan; 1 zoning permit; monitoring 7 blight properties. He will be adding W. Ashard as the person brought in 2 more unlicensed vehicles. He will be making a court appearance on Georgia Zion, 2731 Ashard. Donald Kowalske noted that at Lake Station/M-115 the car place must have around 300 vehicles just sitting around now. – Harold will talk to them and take appropriate action if needed.

COMMENTS/CONCERNS FROM CITIZENS

Donald Kowalske asked who he should talk to about getting prices for paving a road. He would like to know what it would cost for Larch Road from Hemlock to Ridgeway. Supervisor Housler noted he would talk with the Road Commission team about getting us an estimate. Supervisor Housler noted that for these types of special assessments, one side of the road pays 1/3, the other side of the road pays 1/3, and the Township would pay 1/3.

Adjourn: Motion by Trustee Sable, seconded by Supervisor Housler to adjourn the regular meeting. **TIME: 7:29 p.m.**

Alan Housler, Supervisor

Julie Lightfoot, Township Clerk

Freeman Township
Preliminary Budget Report
 2019-20 Revenues

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: General Fund		
General Revenues		
Taxes		
101-000-402.000	CURRENT YEAR TAX	39,655.00
101-000-434.000	TWP. SHARE TRAILER TAX	600.00
101-000-447.000	ADMINISTRATION FEES	17,211.00
101-000-447.001	2.50 SET PARCEL FEE	6,182.00
Total Taxes		63,648.00
Total General Revenues		63,648.00
Program Revenues		
State Grants		
101-000-571.000	STATE MET GRANT/METRO AUTHORITY	3,150.00
101-000-574.000	STATE SHARED REV	92,000.00
101-000-575.000	STATE LIQUOR RETURNS	385.00
Total State Grants		95,535.00
Charges for Services		
101-000-627.000	BUILDING PERMIT FEES	7,500.00
101-000-628.000	ZONING PERMITS	1,200.00
101-000-630.000	CEMETERYSALES/TWP SHARE OF BURIAL FEE	1,075.00
101-000-631.000	SEXTON SHARE OF BURIAL FEE/FOUNDATION CHARGES	675.00
Total Charges for Services		10,450.00
Fines and Forfeits		
101-000-657.000	Ordinance Fines & Costs	150.00
Total Fines and Forfeits		150.00
Interest and Rents		
101-000-664.000	INTEREST INCOME	450.00
Total Interest and Rents		450.00
Total Program Revenues		106,585.00
Special Items		
Other Revenue		
101-000-671.000	Misc. Revenue	200.00
Total Other Revenue		200.00
Total Special Items		200.00
Total Revenues		170,433.00

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: General Fund		
General Government		
Governing Body		
101-101-702.000	SALARIES	12,362.00
101-101-715.000	FICAMED	180.00
101-101-727.000	OPER SUPPLIES	600.00
101-101-801.000	PROFESSIONAL SERVICES	675.00
101-101-900.000	PRINTING & PUBLICATIONS	150.00
101-101-910.000	INSURANCE/LIABILITY/WKCOM	11,739.00
101-101-951.000	RETIREMENT/PENSION	1,100.00
101-101-958.000	DUES/MTA/PAC/MAP	900.00
Total Governing Body		27,706.00
TOWNSHIP SUPERVISOR		
101-171-702.000	SALARIES	12,936.00
101-171-715.000	Fica medicare expense	188.00
101-171-951.000	RETIREMENT	1,000.00
Total TOWNSHIP SUPERVISOR		14,124.00
ELECTIONS		
101-191-702.000	SALARIES	2,500.00
101-191-727.000	OPER SUPPLIES	1,000.00
101-191-730.000	POSTAGE	800.00
101-191-860.000	MILEAGE PER ELECTIONS	330.00
101-191-960.000	ED & TRAINING	260.00
Total ELECTIONS		4,890.00
ASSESSING UNIT		
101-209-702.000	Assessor wage	590.00
101-209-727.000	OPERATING SUPPLIES	900.00
101-209-728.000	FICA Medicare	46.00
101-209-801.000	CONTRACTED SERVICES	34,200.00
101-209-960.000	ED & TRAINING	1,100.00
Total ASSESSING UNIT		36,836.00
Clerk		
101-215-702.000	SALARY	18,912.00
101-215-702.001	DEPUTY CLERK SALARY	300.00
101-215-715.000	Fica medicare expense	315.00
101-215-727.000	OPER SUPPLIES	380.00
101-215-860.000	MILEAGE	200.00
101-215-951.000	RETIREMENT	1,450.00
101-215-960.000	ED-TRAINING-SOFTWARE SUP	1,400.00
Total Clerk		22,957.00
Board of Review		
101-247-702.000	SALARY	950.00
101-247-715.000	Fica medicare expense	73.00
101-247-727.000	OPER SUPPLIES	150.00
101-247-860.000	MILEAGE	20.00
101-247-960.000	ED & TRAINING	250.00
Total Board of Review		1,443.00

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: General Fund		
General Government		
Treasurer		
101-253-702.000	SALARY	18,912.00
101-253-702.001	DEPUTY TREASURER SALARY	100.00
101-253-715.000	Fica medicare expense	282.00
101-253-727.000	OPER & TAX SUPPLIES	7,600.00
101-253-850.000	INTERNET COST & SUPPORT	700.00
101-253-860.000	MILEAGE	1,100.00
101-253-951.000	RETIREMENT	1,450.00
Total Treasurer		30,144.00
Building and Grounds		
101-265-702.001	Grounds Maintenance for Hall	500.00
101-265-715.000	Fica medicare expense	34.00
101-265-740.000	OPER SUPPLIES	300.00
101-265-770.000	Repairs/Maint.	1,150.00
101-265-801.000	CONTRACTED SERVICES	800.00
101-265-850.000	TELEPHONE/INTERNET	2,150.00
101-265-920.000	UTILITIES	1,700.00
Total Building and Grounds		6,634.00
Cemetery		
101-276-702.000	Wages for Grounds Maintenance	500.00
101-276-715.000	Fica medicare expense	39.00
101-276-727.000	SUPPLIES	150.00
101-276-801.000	CONTRACTED SERVICES	1,200.00
101-276-962.000	Miscellaneous	2,257.00
Total Cemetery		4,146.00
Library		
101-294-801.000	LIBRARY CONTRACT	1,157.00
Total Library		1,157.00
Total General Government		150,037.00
Public Safety		
Police/Sheriff/Constable		
101-301-801.000	CONTRACT SERVICES	385.00
Total Police/Sheriff/Constable		385.00
Building Inspection Department		
101-371-702.000	Building Insp. Permit Wage	7,200.00
101-371-715.000	Fica medicare expense	550.00
Total Building Inspection Department		7,750.00
Planning Commission		
101-410-702.000	WAGES	3,120.00
101-410-715.000	Fica medicare expense	239.00
101-410-727.000	SUPPLIES	50.00
Total Planning Commission		3,409.00

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: General Fund		
Public Safety		
Zoning Board of Appeals		
101-411-702.000	Wages	220.00
101-411-715.000	Fica medicare expense	17.00
Total Zoning Board of Appeals		237.00
Zoning Administration		
101-412-702.000	WAGES	2,350.00
101-412-715.000	Fica medicare expense	180.00
101-412-727.000	SUPPLIES	10.00
Total Zoning Administration		2,540.00
Blight		
101-414-702.000	WAGES	3,600.00
101-414-715.000	Fica medicare expense	275.00
101-414-860.000	MILEAGE	400.00
Total Blight		4,275.00
Total Public Safety		18,596.00
Public Works		
State Met Grant		
101-440-801.001	STREET LIGHTING	1,600.00
Total State Met Grant		1,600.00
Total Public Works		1,600.00
Recreation and Culture		
Community Promotions		
101-800-801.000	WEBSITE/Broadband	200.00
Total Community Promotions		200.00
Total Recreation and Culture		200.00
Total Expenditures		170,433.00
BUDGETED CHANGE IN FUND BALANCE		0.00

Freeman Township
Preliminary Budget Report
 2019-20 Revenues

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Municipal Street Fund		
General Revenues		
Taxes		
204-000-402.000	CURRECT LEVY	144,385.00
204-000-420.000	Fund Balance Carryover	80,000.00
Total Taxes		<u>224,385.00</u>
	Total General Revenues	<u>224,385.00</u>
Program Revenues		
Contribution From Local Units		
204-000-580.000	Contributions From Local Units	80,000.00
Total Contribution From Local Units		<u>80,000.00</u>
Interest and Rents		
204-000-664.000	INTEREST INCOME	115.00
Total Interest and Rents		<u>115.00</u>
	Total Program Revenues	<u>80,115.00</u>
Total Revenues		<u>304,500.00</u>

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Municipal Street Fund		
General Government		
Road Construction		
204-200-801.000	CONTRACT SERVICES	260,000.00
204-200-801.001	ROAD BRINING	44,500.00
Total Road Construction		<u>304,500.00</u>
Total General Government		<u>304,500.00</u>
Total Expenditures		<u>304,500.00</u>
BUDGETED CHANGE IN FUND BALANCE		0.00

Freeman Township
Preliminary Budget Report
 2019-20 Revenues

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Fire Fund		
General Revenues		
Taxes		
206-000-402.000	CURRECT LEVY	75,233.00
Total Taxes		<u>75,233.00</u>
Total General Revenues		<u>75,233.00</u>
Program Revenues		
Interest and Rents		
206-000-664.000	INTEREST INCOME	20.00
Total Interest and Rents		<u>20.00</u>
Total Program Revenues		<u>20.00</u>
Special Items		
Other Revenue		
206-000-699.000	TRANSFERS IN	747.00
Total Other Revenue		<u>747.00</u>
Total Special Items		<u>747.00</u>
Total Revenues		<u>76,000.00</u>

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Fire Fund		
	Public Safety	
	Fire Department	
206-336-801.000	CONTRACT SERVICES	76,000.00
	Total Fire Department	76,000.00
	Total Public Safety	76,000.00
	Total Expenditures	76,000.00
	BUDGETED CHANGE IN FUND BALANCE	0.00

Freeman Township
Preliminary Budget Report
 2019-20 Revenues

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Garbage and Rubbish Collection Fund		
General Revenues		
Taxes		
226-000-402.000	CURRECT LEVY	83,160.00
OTHER		
226-130-404.000	OTHER INCOME	25.00
226-130-404.001	SCRAP INCOME	225.00
Total OTHER		<u>250.00</u>
Total Taxes		<u>83,410.00</u>
Total General Revenues		<u>83,410.00</u>
Program Revenues		
Interest and Rents		
226-000-664.000	INTEREST INCOME	39.00
Total Interest and Rents		<u>39.00</u>
Total Program Revenues		<u>39.00</u>
Total Revenues		<u>83,449.00</u>

Freeman Township
Preliminary Budget Report
 2019-20 Expenditures

Account Nbr	Account Title	Preliminary 2019-20 Budget
Fund: Garbage and Rubbish Collection Fund		
Public Works		
Sanitary Land Fill		
226-526-702.000	WAGES	11,000.00
226-526-715.000	Fica medicare expense	841.50
226-526-741.000	OPERATING SUPPLIES	607.50
226-526-801.000	CONTRACTED SERV. HAULING	68,000.00
226-526-818.000	CONTRACT SERVICES	1,000.00
226-526-920.000	ELECTRIC	600.00
226-526-974.000	REPAIRS AND MAINTENANCE	1,200.00
226-526-977.000	EQUIPMENT	200.00
Total Sanitary Land Fill		83,449.00
Total Public Works		83,449.00
Total Expenditures		83,449.00
BUDGETED CHANGE IN FUND BALANCE		0.00

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