

**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 10th of March, 2022

Present Board Members: Supervisor Housler, Clerk LaFave, Treasurer Lackie, Trustees Barnett & Sable.

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

PUBLIC HEARING FOR THE 2022-2023 BUDGET

Called to Order. Roll Call was taken with all members present.

The Budget was out for public inspection on February 17, 2022.

Supervisor Housler opened the hearing with a brief outline of the budget. One of the concerns with the budget is the Garbage fund. We are very close with the funds coming in and budgeted and the current pricing according to the contract. With rising fuel prices, he wouldn't be surprised to see a surcharge added and that point we may have to increase that rate. The Road fund is on track with the planned road projects. The Fire fund is in line with our contract at Lincoln Township. The General operating fund is fine with the allocated funding, but a point of concern is elections and the rising cost of running them each year in order to comply with the ever changing state requirements. The ARPA funding cash on hand is \$60,801 and expecting another \$60,000 additional. We are open to ideas on how to appropriately spend it.

Supervisor Housler informed the public that he will be making a motion for an adjustment to the budget to give the Board a 6.5% raise, it has not been adjusted since 2013.

Supervisor Housler opened the floor to the public for discussion –

There was no suggestions or comments for adjustments to the budget.

Supervisor Housler called a close the 2022-2023 Budget Hearing.

Regular Board Meeting

A motion was made by Trustee Barnett, seconded by Treasurer Lackie to approve the regular board meeting minutes from February 10, 2022. Ayes 5, Nays 0.

GUEST SPEAKERS

Dale Majewski, Clare County Commissioner, was present) to give his update on County business. The Sherriff is asking for a substantial salary increase for the Sherriff and Under Sherriff. The County Commissioners formed a committee to review and compare salaries with other counties. The Sherriff's proposal was an increase of 39% the committee

recommended 10% salary increase. The committee will take their findings to the Board of Commissioners for a review.

The Board of Commissioners also signed a resolution to State Legislature urging reform to the Michigan Auto Insurance, as we have one of the highest in the nation.

All three schools in Clare County will have some kind of mil proposal on the ballot this August. And there is still a push for a Road Patrol mileage.

CLARE COUNTY ROAD COMMISSION PRESENTATION

Scheduled for tonight but needed to be re-scheduled for the April 14th meeting

TREASURERS REPORT

A motion was made by Trustee Sable, seconded by Trustee Barnett to approve early checks 015799-015804 and regular check numbers 016114-06129. Ayes 5, Nays 0.

SUPERVISOR'S COMMENTS

Supervisor Housler made a motion to adopt the proposed 2022-2023 Budget with the amendment of the salary adjustment of 6.5% for the Board effective April 1, 2022. Seconded by Trustee Sable. Roll call vote called, Ayes- 5 Nays- 0

Trustee Sable made a motion to approve the adoption of the 2022-2023 General Appropriation Act for Freeman Township with the salary adjustment previously approved. Seconded by Trustee Barnett. Call for Roll call vote, Ayes-5 Nays-0

Gypsy Moth updated name to Spongy Moth and the new map published appears to have several areas in Freeman Township scheduled to be sprayed this year, with credit given to several of our residents by continuing to bring attention to our area.

Supervisor Housler has followed up and formalized the contracts with the Clare County Road Commission for our road improvements this year. As soon as the millings are available, they will start to lay them down.

Supervisor Housler gave an update on the cemetery storm damage and improvements. We have begun the tree removal and will be getting estimates for replacing the fence. And we have received the insurance settlement from last September wind storm allowing us \$4,500 for tree removal and \$750 for fence damage.

Supervisor Housler made a motion to appoint Don Mann to the Planning Commission, effective immediately, seconded by Treasurer Lackie. Ayes-5 Nays-0

Supervisor Housler announced the Budget Adjustment Meeting will be held on March 31, 2022 10:00am at the Township Hall.

CLERK'S COMMENTS

None.

COMMITTEE REPORTS

Planning – Robert Eckardt: The Planning Commissions first meeting was March 7, 2022. They are reviewing the bylaws and also discussing a revision to the mobile home ordinance to require a safety inspection on older mobile homes being sold or moved in to the township. Next meeting is May 2, 2022 10:00 am

Zoning & Blight – Harold Logan: absent

COMMENTS/CONCERNS FROM CITIZENS

Don Kowalski stated that several people in his neighborhood will be circulating a petition to try to get the county to address their concerns about blight.

Adjourn: Motion by Treasurer Lackie, seconded by Trustee Sable to adjourn the regular meeting.

TIME: 7:43 p.m.

Alan Housler, Supervisor

Lacinda LaFave, Township Clerk

AMMENDED AND ADOPTED
2022/2023 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 (Lacinda LaFave) 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

The Public Hearing for the proposed budget was held on Thursday, March 10, 2022, at 7:00 p.m.

Section 5: Estimated Revenues

Estimated township revenues for Fiscal Year 2022/2023, including all allocated millage, voter-authorized millage and various miscellaneous revenues shall total \$568,642 including: Rubbish= \$147,900 ; Fire = \$81,579 ; Roads = \$160,449 ; General Fund = \$178,714.

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 2022-2023 Budget Year, an allocated mill of 0.81060 Mill for township operations; and voter authorized Mill of .60780 for fire protection; 1.00 Mill for special millage Fire; 2.9509 Mill for special road construction and maintenance, for a total Mill of 5.3693

Section 7: Estimated Expenditures

Estimated township general fund expenditures for Fiscal Year 2022/2023 for the various township activities (cost centers) are as follows: General Fund=\$178,714 (Those Funds not included in the General Fund include: Rubbish=\$147,900; Fire=\$81,579 and Roads=\$160,449 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 2022/2023 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-\$1137.00; Treasurer-\$1668.00; Clerk-\$1668.00; Trustees-\$538.10. Township Hall/Cemetery Work-\$15.00/hr. 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 – Co-Chairs- \$10.50/hour; Election Inspectors - \$10/hour, except Alternates/Standby-\$25.00 flat rate. Assessor \$590/year. Deputy Clerk/Treasurer-\$20.00/hour.

All officials and employee rates for the 2021-2022 FY are the same as the 2020-2021 FY with the following exceptions: Rate for Deputy Clerk and Treasurer.

There are specific appropriations of \$114,449 for the improvement of roads. The roads will be brined three times over the summer months at an approximate cost of \$46,000. 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 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 Sable, seconded by Trustee Barnett to adopt the foregoing ordinance (resolution). Upon Roll Call Vote, the following voted aye: Housler, Lackie, Sable, Barnett, LaFave. The following voted Nay: None. The Supervisor declared the motion carried and the resolution duly adopted on the 10th day of March, 2022.

Lacinda LaFave, Township Clerk