

Preliminary Meeting Minutes

Otisco Township Board Meeting-2018/2019 Budget Meeting

February 20, 2018

- I.) **Call to Order. Roll Call** - Daller called meeting to order at 4:36 p.m. Johnson called roll in place of Sower. Daller, Johnson, Ziegler and Oatley were present. Sower was absent.
- II.) **Pledge of Allegiance to the Flag** – Was recited.
- III.) **Approval of the Agenda** - Johnson moved to approve the agenda and Ziegler supported. Passed 4-0.
- IV.) **New Business**
 - A.) **2018/2019 Budget – General Fund Revenues and Expenditures**

Joe began the meeting with everyone having a copy of the Revenue and expenditure report. He explained all items in pink were over line item budgeted and to be reviewed and all items in yellow were never used and may be items to delete. He stated that most the changes would reflect increases for school, meals and mileage that he wanted to make sure the budget reflected a fair amount for everyone to attend any trainings that would help with their job or position.

Township Board –Dept 102

Salary and wages- increased from 7000 to 7140

Convention- increased from 1500 to 3000

Meals- increased from 275 to 300

Mileage- increased from 100 to 500

MTA Dues- was over budget

***We had questions about how often MTA dues are paid and was there an increase in dues this past year? Is the Pension and 6000 a combined total for all employees? Will the pension go up with salary increases? Are we still paying for Paul Reeves fees?

Supervisor – Dept 171

Salary and Wages – increased from 14,000 to 16,000

School – increased from 500 to 1000

Convention – increased from 1500 to 3000

Elections – Dept 191

Salary and Wages – increased from 2000 to 6000

Meals – increased from 100 to 350

Mileage – increased from 100 to 200

Elections Schools – Dept 192

Meals – increased from 0.00 to 100

Equipment and Supplies – Over budget by 155.00 was increased
from 0.00 to 2400

*** We had a question about if there is a school election this year and how much new voting equipment will be costing.

Assessor – Dept 209

Equipment and Supplies – increased from 100 to 500

Software – increased from 300 to 400

Mileage – increased from 0.00 to 500

Dues – increased from 0.00 to 150

*** We had discussion the Assessors salary is still not yet finalized.

Professional Services – Dept 210

No Changes

*** We had discussion about Legal Counsel line item as to if that was paid as needed services or if we are paying a retainer?

Clerk – Dept 215

Salary and Wages – increased from 16,000 to 16,320

Deputy Wages – increased from 2400 to 3600

Mileage – increased from 400 to 600

*** We discussed to remove the telephone line item that is not used.

Board of Review – Dept 247

School – increased from 300 to 750
Meals – increased from 100 to 500
Mileage – increased from 100 to 400

General Service Admin – Dept 248

Tax Related Postage – was over budget. Increased from 1300 to 2000.
Newsletter Postage – was over budget. Increased from 700 to 1000.
Equipment and Supplies – was over budget. Left at 3000
Copy Machine & Repair – was over budget. Left at 500

*** We had questions regarding tax related postage if the assessor's tax assessments are included in this budget? The post office permit fee seems not be included in 700 and increased to 1000 for newsletter postage. Also where does Clerks voter related postage fall? The Web site shows no expenditures. Is this then included in just Addorio fee for year? Equipment and supplies we believe is over due to Marc's expense on customer complaint system that we split bill with Lowell for Zoning Administrator Office? Copy machine and repair we had questions regarding cost of annual maintenance? Software and Computer repair line item is under budget. Dues and subscriptions, we had question as to what else besides MTA?

Treasurer – Dept 253

Salary and Wages – increased from 16,000 to 16320
Deputy Wages – increased from 4816 to 6000
Meals – decreased from 600 to 300

*** We had a discussion about the deputies for the TWP having to be bonded before being hired.

Building and Grounds – Dept 265

Equipment and Supplies – was over budget. Increased from 500 to 6000.

*** We increased this to cover costs of Phase 1 of Rec Plan at TWP Hall grounds.

Cemetery – Dept 276

No Changes.

*** We had discussion as to why 521.85 under maintenance did not transfer to page 8 where cemetery is listed again and why to different cost centers? Can we delete utilities as they are paid with our other ones? What is capital outlay? What to do with Lawn Care? Lawn care shows 0.00 so where do we track lawn care now?

Fire Protection – Dept 336

No Changes

Planning Commission – Dept 400

School – increased from 500 to 1000

Mileage – increased from 100 to 500

Meals – Needs to be and added line item and increase from 0.00 500.

Zoning – Dept 410

Salary and Wages – decreased from 16,800 to 16,400

School – increased from 750 to 1000

Convention – increased from 800 to 1500

Meals – decreased from 200 to 150

Mileage – was over budget. Increased from 500 to 1000

Zoning Board of Appeals – Dept 411

Salary and Wages – increased from 3500 to 5460

School – increased from 500 to 750

Mileage – increased from 100 to 400

Meals – Needs to be added as a line item. Increased from 0.00 to 500.

*** We had discussion the salary for ZBA was increased to include alternates to be able to attend trainings, wages etc.

This is where we stopped meeting. We had some discussion on some things to think about for next budget meeting. Items to think about budget for were, office cleaning, building maintenance, sign, and cemetery with columbarium. We also had some questioned how to use the cemetery CD.

B.) Public Comment None

C.) Meeting Dates, Times & Agenda

- a. 3/6/2018 @ 4:00PM – 2018/2019 Budget – General Fund Revenues and Expenditures Board Meeting.
- b. 3/31/2018- Regular Schedule Board Meeting
- c. 3/13/2018 – Public Hearing for 2018-2019 Fiscal Year – General Fund Revenues and Expenditures during the regular scheduled board meeting.
- d. 3/22/2018- Joint Meeting – Board, Planning Commission & ZBA

D.) Adjournment - Johnson moved to adjourn with support from Ziegler.
Passed 4-0

Cara Johnson - Minutes for meeting

OTISCO TOWNSHIP BUDGET MEETING
MARCH 5, 2018 @ 4:30 P.M.
OTISCO TOWNSHIP HALL

The meeting was called to order by Supervisor, Joseph Daller.

Roll Call; Ben Oatley, Trustee; Dan Zeigler, Trustee; Joseph Daller, Supervisor;
Cara Johnson, Treasurer; Lynda Sower, Clerk

Pledge of Allegiance to the Flag was recited.

Approval of Agenda: Johnson moved to approve the agenda and Oatley supported.
5-0 approved

New Business:

Otisco Township Roads: Paul Spitzley from the Ionia County Road Commission gave a presentation to the board about the roads in the township. The board members ask questions about some of the roads on the list of recommendations. He would like to see the board put limestone on Dumon Rd. and the end of Montcalm Ave. This would be much more expensive than gravel. He was ask about the difference between the two gravel choices, he stated that the 22A had more stones than 23A. The Road Commission is going to do Fisk Rd. project this year, it has already been budgeted.

At 5:40 p.m. Mr Spitzley thanked us for taking the time to talk with him at a special meeting. The board took a recess.

The meeting was started back up at 5:47 p.m.

Daller presented the agreements that we needed to decide on and get them to the Road Commission.

Gravel Agreement: Zeigler moved that we use the 22A gravel from Carrick Trucking/Schafer & Wolthuis for the cost of \$10.23 per yard for 7,000 yards of Gravel, at a total of \$71,610. Daller supported the motion.

5-0 approved

Brine Agreement: Daller moved that we approve this agreement at the cost of \$35,000, and Johnson supported. 5-0 approved

Gradall Agreement: Zeigler moved that we approve this agreement and Johnson supported.
5-0 approved

The board had more discussion about where they wanted to spend money for improvements to our Township Roads. After looking over the list from the Road Commission Johnson moved that we do the following, and Daller supported. 5-0 approved

Whites Bridge Rd. – 5 mile to Button Rd.	\$ 41,600
Whites Bridge Rd. - M-44 to Ellis	\$ 6,400
Ingalls Rd. - Miriam Rd. to Zahm Rd.	\$140,430
Button Rd. Bridge over Flat River	<u>\$ 13,500</u>
	SUB TOTAL
	\$201,930
3 previous agreements	<u>\$108,110</u>
	TOTAL
	\$310,040

There is another meeting Wednesday night at 4:30 p.m.

At 6:40 Zeigler moved that we adjourn and Daller supported.

Minutes Submitted By:



Lynda Sower – Otisco Township Clerk

**OTISCO TOWNSHIP BUDGET MEETING
MARCH 6, 2018 @ 4:40 P.M.
OTISCO TOWNSHIP HALL**

The meeting was called to order by Supervisor, Joseph Daller

Roll Call: Joseph Daller, Supervisor; Cara Johnson, Treasurer; Ben Oatley, Trustee;
Dan Zeigler, Trustee; Lynda Sower, Clerk.

The Pledge of Allegiance was recited.

Old Business:

2018/2019 Budget – General Fund Revenues and Expenditures

Daller started the meeting with some questions about last year's spendings and if we need more or less this year. The board talked about all the difference categories in the budget. The numbers were agreed upon with the board members.

Other related Budget issues:

Daller would like Sower to call MTA about the paying of fees on retired pensions.

Sower will look up the invoices for the Attorney fees this past fiscal year.

Bonding of Deputies -- Sower stated that they were bonded.

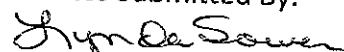
Office Cleaning: The board wanted to have someone clean, but wanted them to be bonded, because of all the information and etc. that the office holds. Sower will be in charge of getting someone. She suggested that maybe the Deputies in the department could do it. In the future the board does not want cleaning the Hall to be part of the job description for the deputies, so agreed it would be a separate job. Not affiliated to deputies.

Building Maintenance: It was agreed that we need to do some projects to make things look better. The discussion then went to an addition for the hall. The board agreed that idea was still on our table of things to do. But a lot of preparation needs to be done before we make a final decision. To be tabled until a later date.

Sign for Hall: Daller stated that the sign was probably going to be about \$7,500.

At 6:30 p.m. Johnson moved that we adjourn this meeting and Zeigler support.

Minutes Submitted By:


Lynda Sower – Otisco Township Clerk