

OTISCO TOWNSHIP PUBLIC HEARING  
2019-2020 BUDGET  
MARCH 21, 2019 @ 7:00 P.M.

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

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

Pledge of Allegiance was recited.

Approval of Agenda: Daller wanted to add Special to the title of the meeting and wanted to put in approval of minutes of Mar. 14, 2019 budget meeting, so all the budget things would be done. Ben moved that we approve the agenda with the correction added and Zeigler supported. 5-0 approved

Approval of Minutes: March 14, 2019 – Johnson moved that the minutes be approved and Sower supported. 5-0 approved

Close of meeting to open Public Hearing – 7:04 p.m.

Daller opened the meeting with a short summary of the reason for the meeting. Sower was asked to read the Notice from the paper on March 13, 2019.

Daller reported on the Revenue compared to last fiscal year.

Public hearing was closed at 7:15 p.m. and special meeting was reopened.

Unfinished Business: Daller read Resolution No. 2019-06. (see attached)

There was a roll call vote for the approval of this resolution. Oatley-aye; Zeigler-aye; Sower-aye; Johnson-aye; Daller-aye. Approved 5-0

The meeting schedule was discussed and a meeting time for the joint meeting is set for April 10, 2019 (after the pc meeting)

Meeting adjourned at 7:32 p.m.

Minutes Submitted by:

Lynda Sower – Otisco Township Clerk

## **GENERAL STATEMENT BY THE HEARING CHAIRMAN**

This is a public hearing to consider the proposed Otisco Township 2019-2020 Fiscal Year General Fund Revenues and Expenditures budget. This public hearing is part of the legal procedure that Otisco Township is required to follow.

A final decision on the proposed budget has yet to be made. That decision will ultimately be made by the Otisco Township Board, and will take into account what is said during this hearing.

The Clerk will now read; for the record, the notice of this public hearing.

Following the Clerk's reading of the notice of this public hearing; I the Chair will read aloud department's or fund's applicable estimated revenue total and appropriation total, allowing time for public comment on each portion prior to moving on to the next.

**OTISCO TOWNSHIP RESIDENTS**  
**ANNUAL BUDGET PUBLIC HEARING NOTICE**

The Otisco Township Board will hold a public hearing on the proposed township budget for the fiscal year 2019-2020 at the Otisco Township Hall, 9663 W. Button Rd., Belding Michigan on Thursday March 21, 2019 at 7:00 P.M. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.** A copy of the proposed budget is available for inspection at the Otisco Township Hall 9663 W. Button Rd., Belding, Michigan 48809. Call 616-794-3506

The Otisco Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials will be available at the meeting to individuals with disabilities. A three day notice will be required if these services are needed.

**Note: Individuals with disabilities requiring aids or services should contact the Otisco Township Board by writing or call the following: Joseph Daller, Supervisor or Lynda Sower, Clerk, 9663 W. Button Rd., Belding MI 48809 ---616-794-3506**

Lynda Sower  
Otisco Township Clerk

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Please publish in the sentinel on March 13, 2019

Please print the sentence in the first paragraph above ( **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**) in 11 point boldfaced type.

Posted at Otisco Township Hall – March11, 2019

**RESOLUTION NO. 2019-06**  
**OTISCO TOWNSHIP, COUNTY OF IONIA, STATE OF MICHIGAN**  
**2019–2020 GENERAL APPROPRIATIONS ACT**

A resolution to establish a 2019–2020 General Appropriations Act for Otisco Township, and to define the powers and duties of Otisco Township officers in relation to the administration of the budget.

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

**Section 1: Title**

This resolution shall be known as the OTISCO TOWNSHIP, COUNTY OF IONIA, STATE OF MICHIGAN, 2019–2020 GENERAL APPROPRIATIONS ACT.

**Section 2: Chief Administration officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 13, 2019, and a public hearing on the proposed budget was held on March 21, 2019.

**Section 5: Estimated Revenues**

Estimated revenues for fiscal year 2019–2020, including millage and various miscellaneous revenues for the various township cost centers are as follows:

• Fund 101	General Fund	\$321,762.03
• Fund 207	Sheriff Support	\$40,317.00
• Fund 209	Cemetery Fund	\$0.00
• Fund 230	Road Fund	\$263,755.00
• Fund 500	Fire Protection Services	\$110,060.00

**Section 6: Appropriations**

Appropriations for fiscal year 2019–2020 for the various township cost centers are as follows:

• Fund 101	General Fund	\$295,820.00
• Fund 207	Sheriff Support	\$40,297.00
• Fund 209	Cemetery Fund	\$4,000.00
• Fund 230	Road Fund	\$263,575.00
• Fund 500	Fire Protection Services	\$110,000.00

**Section 7: 2019–2020 Fiscal Year Budget Summary**

The 2019–2020 Fiscal Year Budget of Otisco Township estimated revenues, appropriations and fund balance is summarized as follows:

• Estimated Revenues – All Funds	\$739,894.03
• Appropriations – All Funds	\$709,692.00
• Net of Revenues/Appropriations	\$30,202.03
Beginning Balance – All Funds	\$1,374,781.05
Ending Balance – All Funds	\$1,404,983.08

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

The 2019–2020 Fiscal Year Budget of Otisco Township is hereby adopted by reference, with estimated revenues and appropriations as indicated in Sections 5 and 6 of this act.

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Otisco Township adopts the 2019–2020 fiscal year budget by cost center. Those persons 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. Additionally; those persons may ask for transfers among the various line items contained in the cost center appropriation as allowed for in Section 11. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Board approval by budget amendment.

**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 Fiscal Officer shall have the authority to make transfers among the various cost centers without prior Board approval, only if the amount to be transferred does not exceed \$2,500.00 or 50% of the appropriation line 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: Monthly Fiscal Reports**

The Fiscal Officer shall transmit to the Board at each of the regular scheduled monthly Board meetings, a detailed fiscal report showing revenues received, expenditures, encumbrances and balances of each cost center as of the last day of the previous month. In addition; the Chief Administrative Officer shall transmit to the Board on a quarterly basis, a detailed report showing the current balances of all Otisco Township escrow, savings, checking and cd accounts.

**Section 13: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from 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 14: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the 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 15: Board Adoption**

Motion made by Johnson, seconded by Zeigler to adopt the foregoing ordinance (resolution).

Upon roll call vote, the following voted aye: 5

The following voted nay: 0

The Supervisor declared the motion carried and the resolution duly adopted on the 21<sup>st</sup> day of March, 2019.

Lynda K. Sower  
Lynda K. Sower, Otisco Township Clerk