

OTISCO TOWNSHIP BOARD REGULAR MEETING
Otisco Township Hall, 9663 W. Button Road, Belding, MI 48809
July 9, 2024 @ 7:00PM
AGENDA

- I. Call to Order. Roll Call. Opening prayer.
- II. Pledge of Allegiance to the Flag
- III. Approval of Agenda
- IV. Brief Public Comment (agenda topics only - 3-minute time limit)
- V. Approval of Minutes –
 - a. June 11, 2024 Board Meeting
- VI. Approval of Payables & Payroll (if applicable)
- VII. Treasurer's Report
- VIII. Communications
- IX. Reports
 - a. Township Deputy
 - b. Assessor
 - c. Cemetery Secretary
 - d. County Commissioner
 - e. Planning Commission
 - f. ZBA
 - g. Zoning Administrator
 - h. Hall Expansion Committee
- X. Unfinished Business
 - a. 300 Parcel Assessments (possible Budget Amendment)
 - b. Palmer Road Repair/Paving
 - c. Tree maintenance along road sides
- XI. New Business:
 - a. Bulk Postal Renewal Notice
 - b. Renewal of Fire Protection and Emergency Rescue Services Millage
 - c. Renewal of Road Maintenance and Improvement Millage
 - d. Renewal Ionia County Sheriff Services
 - e. Annual Audit Update
 - f. Spending COVID Money/Approve using ARPA funds for revenue loss
- XII. Extended Public Comment (any topic - 5-minute time limit)
- XIII. Final Board Comments
- XIV. Adjournment

Posting Date: 7/2/2024

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Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2024-25 ORIGINAL BUDGET	2024-25 REQUESTED BUDGET	2023-24 ACTIVITY THRU 03/31/24
Fund: 101 GENERAL FUND					
Dept 000 - ACCRUED PAYROLL					
101-000-402.000	TAX LEVY			87,000	74,000
101-000-410.000	PERSONAL PROPERTY TAX				7,446
101-000-411.000	DELQ. REAL TAX				
101-000-412.000	DELQ. PERSONAL TAX				
101-000-425.000	425 AGREEMENT REVENUE			11,157	12,545
101-000-432.000	STATE OWNED LAND TAX			200	44,762
101-000-434.000	TRAILER PARK FEE	180		720	720
101-000-445.000	PENALTIES AND INTEREST ON TAXES				
101-000-445.002	PENALTY & INTERES PERSONAL PROPER				
101-000-447.000	ADMINISTR. FEE- TAXLEVY			20,000	32,094
101-000-447.001	ADMINISTR. FEE ON DELQ.				
101-000-447.002	PENALTY & INTEREST PERSONAL PROPE				
101-000-448.000	SUMMER TAX STATE REIM				
101-000-477.000	CABLE FRANCHISE	1,347		6,000	5,473
101-000-479.000	JUNKYARD FEE			50	
101-000-490.000	ZONING PERMIT	1,170		3,000	1,685
101-000-567.000	CONSUMERS IND. SERVICES				
101-000-571.000	STCOMBINED STATUTORYTX				
101-000-573.000	PERSONAL PROPERTY TAX REIMBURSEME	6,376		7,737	3,412
101-000-574.000	STATE REVENUE SHARING	43,181		243,485	201,367
101-000-575.000	STATE METRO ANNUAL MAINTANCE				
101-000-628.000	GRAVEOPEN/CLOSE FEE	1,550		2,000	3,825
101-000-629.000	LAND DIV. APPLICATION FEE	65		910	650
101-000-642.000	CEMETERY LOT SALES	900		1,500	2,400
101-000-647.000	SALE ZBOOK & COPIES				
101-000-647.001	NFC				
101-000-655.000	FINES AND FORFEITURES				
101-000-656.000	DEMOLISH OF BUILDING			250	5,180
101-000-665.000	INTEREST - CHECKING	320		150	2,176
101-000-665.001	INTEREST - SAVING	293		300	749
101-000-665.005	INTEREST - MERCANTILE CD			5,500	
101-000-665.009	BUILDING INTEREST	186		150	1,588
101-000-665.013	CD.MERCANTILE-ROADS			2,500	
101-000-665.014	CD FROM SAV. ACCT.				26,444
101-000-665.015	INTEREST ON CD CEM				
101-000-665.017	NEW ACCT. FROM GEN CKING INTERSST				176
101-000-665.018	BIKE RACE 2022 INT. (ESCROW)				
101-000-669.703	TRANSFER FROM TAX				
101-000-672.000	MISC. REVENUE	289		50	771
101-000-676.000	REIMBURSE EMSERVICE				
101-000-677.000	REIMBURSE SCHOOL ELEC				1,200
101-000-678.005	BUILDING ACCT INDEP.BANK				
101-000-687.000	REIMBURSE & REFUNDS				3,281
101-000-689.000	CASH OVER & SHORT				
101-000-699.001	TRANSFER FROM TAX COL INT				
101-000-699.002	PENSION TRANSFER				
101-000-699.003	TRANSFER FROM ESCROW FD				
101-000-699.101	TRANSFER FROM GENERAL FUND			700,000	
101-000-699.209	TRANSFER FROM CEM FUND				
101-000-699.230	TRANSFER FROM ROAD FUND				
101-000-699.500	TRANSFER FROM FIRE FUND				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		55,857		1,092,659	431,944
Dept 101 - TOWNSHIP BOARD					
101-101-702.000	SALARY & WAGES	1,165		8,600	8,667
101-101-707.000	SCHOOL			400	
101-101-710.000	CONVENTION			3,000	
101-101-712.000	MEALS			300	
101-101-716.000	PENSION	1,130		6,500	7,820
101-101-716.002	PENSION PARTICIPATIONFEE	38		200	195
101-101-802.000	SNOW REMOVAL				
101-101-860.000	MILEAGE	183		500	116
101-101-950.000	IONIA CO. ASS'N DUES				
101-101-958.000	MI TWP ASS'N DUES				
101-101-959.000	SHERIFF SUPPORT				
101-101-967.000	GRANT PROJECT				
NET OF REVENUES/APPROPRIATIONS - 101 - TOWNSHIP BO		(2,516)		(19,500)	(16,798)
Dept 171 - SUPERVISOR					
101-171-702.000	SALARY & WAGES	3,167		19,000	19,000
101-171-703.000	DEPUTY SALARY & WAGES			12,000	
101-171-707.000	SCHOOL			1,000	
101-171-710.000	CONVENTION			3,000	
101-171-712.000	MEALS			300	
101-171-740.000	EQUIPMENT & SUPPLIES			1,000	

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2024-25 ORIGINAL BUDGET	2024-25 REQUESTED BUDGET	2023-24 ACTIVITY THRU 03/31/24
Fund: 101 GENERAL FUND					
Dept 171 - SUPERVISOR					
101-171-750.000	SOFTWARE			400	
101-171-860.000	MILEAGE			450	
NET OF REVENUES/APPROPRIATIONS - 171 - SUPERVISOR		(3,167)		(37,150)	(19,000)
Dept 215 - CLERK					
101-215-702.000	SALARY & WAGES	3,350		20,100	20,085
101-215-703.000	SALARY & WAGES - DEPUTY	478		12,000	7,316
101-215-707.000	SCHOOL			800	170
101-215-710.000	CONVENTION			3,000	
101-215-712.000	MEALS			300	
101-215-740.000	EQUIPMENT & SUPPLIES			1,000	573
101-215-750.000	SOFTWARE			500	
101-215-860.000	MILEAGE			500	162
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(3,828)		(38,200)	(28,306)
Dept 223 - PROFESSIONAL SERVICES					
101-223-801.000	AUDIT			12,500	2,963
101-223-802.000	CPA MANER COSTSERISAN			12,500	13,224
101-223-803.000	LEGAL COUNSEL	525		25,000	15,763
101-223-805.000	LEGAL PROJECTS			200	
101-223-810.000	CONSULTING ENGINEER			10,000	
101-223-812.000	CONSULTING PLANNER	1,875		5,000	3,750
NET OF REVENUES/APPROPRIATIONS - 223 - PROFESSIONA		(2,400)		(65,200)	(35,700)
Dept 233 - GENERAL SERVICE ADMIN					
101-233-730.000	OFFICE POSTAGE	1,718		3,000	2,039
101-233-731.000	TAX RELATED POSTAGE	920		3,500	2,557
101-233-732.000	NEWSLETTER POSTAGE			750	310
101-233-733.000	VOTER POSTAGE				
101-233-740.000	EQUIPMENT & SUPPLIES	2,355		10,000	5,818
101-233-880.000	COMMUNITY CLEAN UP	675		6,000	5,125
101-233-880.002	RECYCLING			7,000	1,100
101-233-881.000	WEB SITE			1,000	20,159
101-233-900.000	PRINTING			2,000	2,007
101-233-901.000	PUBLISHING	229		4,000	2,439
101-233-910.000	INSURANCE	8,914		12,000	10,992
101-233-921.000	INTERNET & PHONE	879		3,500	1,822
101-233-933.000	SOFTWARE-COMPUTER REPAIR			12,000	8,316
101-233-958.000	DUES & SUBSCRIPTIONS	3,900		2,500	2,235
101-233-967.000	COPY MACHINE & PAPER			1,000	(82)
NET OF REVENUES/APPROPRIATIONS - 233 - GENERAL SER		(19,590)		(68,250)	(64,837)
Dept 247 - BOARD OF REVIEW					
101-247-702.000	SALARY & WAGES	330		3,800	2,920
101-247-707.000	SCHOOL			750	
101-247-712.000	MEALS			500	103
101-247-860.000	MILEAGE			400	
NET OF REVENUES/APPROPRIATIONS - 247 - BOARD OF RE		(330)		(5,450)	(3,023)
Dept 253 - TREASURER					
101-253-702.000	SALARY & WAGES	3,350		20,100	20,101
101-253-703.000	SALARY & WAGES -DEPUTY	1,409		12,000	8,973
101-253-707.000	SCHOOL			2,500	
101-253-710.000	CONVENTION			3,000	
101-253-712.000	MEALS			300	
101-253-740.000	EQUIPMENT & SUPPLIES	50		1,000	68
101-253-750.000	SOFTWARE	50		5,000	787
101-253-860.000	MILEAGE			800	105
NET OF REVENUES/APPROPRIATIONS - 253 - TREASURER		(4,859)		(44,700)	(30,034)
Dept 257 - ASSESSOR					
101-257-702.000	SALARY & WAGES	3,833		23,400	23,411
101-257-703.000	DEPUTY SALARY & WAGES	540		5,000	3,860
101-257-740.000	EQUIPMENT & SUPPLIES			1,000	
101-257-750.000	SOFTWARE	500		1,000	760
101-257-860.000	MILEAGE	79		1,000	484
101-257-958.000	DUES & SUBSCRIPTIONS			150	
NET OF REVENUES/APPROPRIATIONS - 257 - ASSESSOR		(4,952)		(31,550)	(28,515)
Dept 262 - ELECTIONS - GOVERNMENTAL					
101-262-702.000	SALARY & WAGES			20,000	4,179
101-262-712.000	MEALS			500	
101-262-740.000	EQUIPMENT & SUPPLIES			3,000	2,451
101-262-860.000	MILEAGE			200	

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Fund: 101 GENERAL FUND					
Dept 262 - ELECTIONS - GOVERNMENTAL					
NET OF REVENUES/APPROPRIATIONS - 262 - ELECTIONS -				(23,700)	(6,630)
Dept 263 - ELECTIONS - SCHOOLS					
101-263-702.000	SALARY & WAGES			1,000	
101-263-712.000	MEALS			200	
101-263-740.000	EQUIPMENT & SUPPLIES			1,000	371
101-263-860.000	MILEAGE			100	
NET OF REVENUES/APPROPRIATIONS - 263 - ELECTIONS -				(2,300)	(371)
Dept 265 - BUILDING AND GROUNDS					
101-265-702.000	SALARY & WAGES HANDYMAN			2,500	1,755
101-265-740.000	EQUIPMENT & SUPPLIES	2,697		10,000	3,488
101-265-810.000	MAINTENANCE	286		25,000	2,827
101-265-920.000	UTILITIES	322		5,200	4,030
101-265-921.000	MINUTE WRITER			1,000	320
101-265-922.000	LAWN CARE	3,374		15,000	13,230
101-265-923.000	SNOW REMOVAL			2,000	1,220
101-265-924.000	HALL CLEANING	290		2,000	1,070
NET OF REVENUES/APPROPRIATIONS - 265 - BUILDING AN				(6,969)	(27,940)
Dept 272 - ACCRUED PAYROLL					
101-272-955.000	MISCELLANEOUS EXPENDITURE	1,500		23,000	7,861
NET OF REVENUES/APPROPRIATIONS - 272 - ACCRUED PAY				(1,500)	(7,861)
Dept 336 - FIRE PROTECTION					
101-336-766.000	BELDING FIRE DEPT. UTV				
101-336-970.000	FIRE CAPITAL OUTLAY				
101-336-995.206	TRANSFER TO FIRE FUND			100,000	
NET OF REVENUES/APPROPRIATIONS - 336 - FIRE PROTEC				(100,000)	
Dept 445 - DRAINS					
101-445-930.000	DRAINS			5,000	2,993
NET OF REVENUES/APPROPRIATIONS - 445 - DRAINS				(5,000)	(2,993)
Dept 448 - STREET LIGHTING					
101-448-920.000	STREET LIGHTS	434		2,800	1,158
NET OF REVENUES/APPROPRIATIONS - 448 - STREET LIGH				(434)	(1,158)
Dept 450 - ROADS					
101-450-802.000	ROADS OTHER MOWING SIDE OF ROADS	3,372		5,000	3,161
101-450-995.204	TRANSFER TO ROAD FUND				
NET OF REVENUES/APPROPRIATIONS - 450 - ROADS				(3,372)	(3,161)
Dept 567 - CEMETERY					
101-567-678.005	BUILDING INDEP.BANK				
101-567-702.000	SALARY & WAGES CEMETERY	667		5,000	4,150
101-567-702.002	CEMETERY COMM.IMPROVEMENTS			5,000	150
101-567-702.003	MAINTANACE CEMETERY			50,000	29,549
NET OF REVENUES/APPROPRIATIONS - 567 - CEMETERY				(667)	(33,849)
Dept 651 - AMBULANCE					
101-651-836.000	LIFE EMS	3,708		16,000	14,301
NET OF REVENUES/APPROPRIATIONS - 651 - AMBULANCE				(3,708)	(14,301)
Dept 701 - PLANNING COMMISSION					
101-701-702.000	SALARY & WAGES	930		8,000	4,290
101-701-707.000	SCHOOL			1,000	
101-701-712.000	MEALS			500	
101-701-740.000	EQUIPMENT & SUPPLIES			150	
101-701-860.000	MILEAGE			500	
NET OF REVENUES/APPROPRIATIONS - 701 - PLANNING CO				(930)	(4,290)
Dept 702 - ZONING					
101-702-702.000	SALARY & WAGES	2,781		17,360	17,295
101-702-707.000	SCHOOL			1,000	476
101-702-710.000	CONVENTION			500	
101-702-712.000	MEALS			150	84
101-702-740.000	EQUIPMENT & SUPPLIES	30		2,000	102
101-702-860.000	MILEAGE	377		2,000	1,519
NET OF REVENUES/APPROPRIATIONS - 702 - ZONING				(3,188)	(19,476)
Dept 703 - ZONING BOARD OF APPEALS					
101-703-702.000	SALARY & WAGES			3,000	960
101-703-707.000	SCHOOL			750	300
101-703-712.000	MEALS			500	

Calculations as of 03/31/2024

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Fund: 101 GENERAL FUND					
Dept 703 - ZONING BOARD OF APPEALS					
101-703-740.000	EQUIPMENT & SUPPLIES			100	
101-703-860.000	MILEAGE			400	
NET OF REVENUES/APPROPRIATIONS - 703 - ZONING BOAR				(4,750)	(1,260)
Dept 858 - PAYROLL EXPENSE					
101-858-720.000	SOCIAL SEC & MEDICARE	2,673		15,000	11,132
NET OF REVENUES/APPROPRIATIONS - 858 - PAYROLL EXP				(2,673)	(15,000)
Dept 872 - MISCELLANEOUS					
101-872-699.002	PENSION TRANSFER				
101-872-964.000	REFUNDS	18,712		200	
101-872-995.001	TRANSFER TO ESCROW FD				
101-872-995.002	TRAILERPARKFEE TO COUNTY			700	600
NET OF REVENUES/APPROPRIATIONS - 872 - MISCELLANEO				(18,712)	(900)
Dept 890 - CONTINGENCY					
101-890-806.000	EMERGENCIES			26,490	
NET OF REVENUES/APPROPRIATIONS - 890 - CONTINGENCY				(26,490)	
ESTIMATED REVENUES - FUND 101		55,857		1,092,659	431,944
APPROPRIATIONS - FUND 101		83,795		690,800	361,235
NET OF REVENUES/APPROPRIATIONS - FUND 101		(27,938)		401,859	70,709
BEGINNING FUND BALANCE				1,274,120	1,203,411
ENDING FUND BALANCE		(27,938)		1,675,979	1,274,120
Fund: 204 MUNICIPAL ROAD FUND					
Dept 000 - ACCRUED PAYROLL					
204-000-400.000	STATE ROAD RIGHT AWAYS	4,864			7,229
204-000-402.000	TAX LEVY	10,261		181,504	171,557
204-000-409.000	SPECIAL DELQ.				
204-000-546.000	TELECOM REVENUE SHARE				
204-000-573.000	LOCAL COMMUNITY STABILIZATION	7,909			34,522
204-000-665.000	INTEREST - CHECKING	186		180	1,072
204-000-665.001	INTEREST IND. BANK ROADS				179
204-000-699.101	TRANSFER FROM GENERAL FUND				
204-000-699.209	TRANSFER FROM CEM FUND				
204-000-995.101	TRANSFER TO GEN FUND				
204-000-995.204	TRANSFER TO NEW FUND LK MI CU				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY				23,220	181,684
Dept 450 - ROADS					
204-450-805.000	MAINTENANCE			100,000	35,408
204-450-807.000	NEW PROJECTS				
204-450-808.000	BRINE			70,000	57,839
204-450-809.000	GRADALL - ROADS			20,000	17,278
204-450-809.001	GRAVEL			130,000	123,964
204-450-809.002	BRIDGES			100,000	
204-450-809.003	LIMESTONE			150,000	
NET OF REVENUES/APPROPRIATIONS - 450 - ROADS				(570,000)	(234,489)
ESTIMATED REVENUES - FUND 204		23,220		181,684	214,559
APPROPRIATIONS - FUND 204				570,000	234,489
NET OF REVENUES/APPROPRIATIONS - FUND 204		23,220		(388,316)	(19,930)
BEGINNING FUND BALANCE				646,224	666,154
ENDING FUND BALANCE		23,220		257,908	646,224
Fund: 206 FIRE FUND					
Dept 000 - ACCRUED PAYROLL					
206-000-402.000	TAX LEVY	5,129		90,748	85,775
206-000-409.000	SPECIAL DELQ.				
206-000-573.000	LOCAL COMMUNITY STABILIZATION	4,066			
206-000-665.000	INTEREST - CHECKING	31			203
206-000-669.703	TRANSFER FROM TAX				
206-000-699.101	TRANSFER FROM GEN FUND			100,000	
206-000-836.000	BELEDING CONTRACT			120,000	104,717
206-000-959.000	CAPITAL OUTLAY				
206-000-995.101	TRANSFER TO GEN FUND				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY				9,226	70,748
ESTIMATED REVENUES - FUND 206		9,226		190,748	85,978
APPROPRIATIONS - FUND 206				120,000	104,717
NET OF REVENUES/APPROPRIATIONS - FUND 206		9,226		70,748	(18,739)
BEGINNING FUND BALANCE				42,299	61,038
ENDING FUND BALANCE		9,226		113,047	42,299

User: DESMOND

DB: Otisco

Calculations as of 03/31/2024

GL NUMBER	DESCRIPTION	2024-25 ACTIVITY	2024-25 ORIGINAL BUDGET	2024-25 REQUESTED BUDGET	2023-24 ACTIVITY THRU 03/31/24
Fund: 207 POLICE FUND					
Dept 000 - ACCRUED PAYROLL					
207-000-402.000	TAX LEVY	2,565		48,000	(19,029)
207-000-409.000	SPECIAL DELQ.				
207-000-573.000	LOCAL COMMUNITY STABILIZATION	2,033			
207-000-665.000	INTEREST - CHECKING	18		20	106
207-000-669.703	TRANSFER FROM TAX				5
207-000-673.001	INTEREST INDEP. BANK SHERIFF				13
207-000-699.101	TRANSFER FROM GENERAL FUND				
207-000-959.000	SHERIFF SUPPORT	10,989		44,000	43,467
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY		(6,373)		4,020	(62,372)
ESTIMATED REVENUES - FUND 207		4,616		48,020	(18,905)
APPROPRIATIONS - FUND 207		10,989		44,000	43,467
NET OF REVENUES/APPROPRIATIONS - FUND 207		(6,373)		4,020	(62,372)
BEGINNING FUND BALANCE				(13,593)	48,779
ENDING FUND BALANCE		(6,373)		(9,573)	(13,593)
Fund: 209 CEMETERY FUND					
Dept 000 - ACCRUED PAYROLL					
209-000-699.101	TRANSFER FROM GENERAL FUND				
209-000-740.000	EQUIPMENT & SUPPLIES				
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY					
Dept 200					
209-200-665.002	INTEREST- CD CEM				81
209-200-813.000	GRAVE OPENING& CLOSING				525
209-200-995.101	TRANSFER TO GENERAL FUND				
NET OF REVENUES/APPROPRIATIONS - 200 -					(444)
ESTIMATED REVENUES - FUND 209					81
APPROPRIATIONS - FUND 209					525
NET OF REVENUES/APPROPRIATIONS - FUND 209					(444)
BEGINNING FUND BALANCE				(2,505)	(2,061)
ENDING FUND BALANCE				(2,505)	(2,505)
Fund: 401 ASSET					
Dept 000 - ACCRUED PAYROLL					
401-000-699.101	TRANSFER FROM GEN FUND			700,000	
401-000-970.000	CAPITAL OUTLAY			700,000	
NET OF REVENUES/APPROPRIATIONS - 000 - ACCRUED PAY					
ESTIMATED REVENUES - FUND 401				700,000	
APPROPRIATIONS - FUND 401				700,000	
NET OF REVENUES/APPROPRIATIONS - FUND 401					
BEGINNING FUND BALANCE					
ENDING FUND BALANCE					
ESTIMATED REVENUES - ALL FUNDS		92,919		2,213,111	713,657
APPROPRIATIONS - ALL FUNDS		94,784		2,124,800	744,433
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(1,865)		88,311	(30,776)
BEGINNING FUND BALANCE - ALL FUNDS				1,946,545	1,977,321
ENDING FUND BALANCE - ALL FUNDS		(1,865)		2,034,856	1,946,545