

**MINUTES  
PUBLIC HEARING ON BUDGET AND SPECIAL BOARD MEETING  
SILVER CREEK TOWNSHIP  
FEBRUARY 19, 2020**

**Public Hearing called to order – at 12 noon by Supervisor Saunders.**

Flag Ceremony

Roll Call:

Present: Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata.

Absent: none

Explanation of Proposed Budgets – the *2020/21* proposed budgets for the General Fund, Building Department, Indian Lake Sewer, Parks/Rec Fund; Public Improvement, Public Safety Fund and the 3 Lake/Weed SAD: Magician Lake Weed Control, Dewey Lake Weed Control and Indian Lake Weed Control Budgets are included in this meeting. A Budget workshop for the board was conducted on January 22, 2020 to discuss budgets, but no one from the public appeared. Notice of this meeting was published in the Dowagiac Daily News on February 12, 2020 and posted in the township lobby on February 10, 2020 as well as being posted on the electronic sign. A copy of the proposed budget has been available to the public for inspection at the clerk's office since January 21, 2020 and an updated proposed budget is available at this meeting for the public to review. The minutes of the Jan 22, 2020 Budget workshop were adopted at the regular board meeting on February 12, 2020

**Public comment** – Ellen Kummerl – supports clean up days as currently scheduled; projected cost increase expected for AV ballots and process to determine budget amount.

**Close of public hearing** – 12:13 pm.

**Special board meeting called to order** – 12:13 pm

**Roll Call**

Present: Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn.

Absent: none

**Approval of Agenda** – Motion by Clerk Behnke, seconded by Treasurer Kuriata, to accept the agenda as printed with the correction in the Explanation paragraph to *2020/2021*. Motion carried by voice vote.

**Public comment** – none.

**GENERAL FUND**

Estimated Revenue is \$615,179.00 with estimated expenditures of \$623,309.41. The allocated millage rate is 0.6907 mills and is subject to state mandated rollback and will not be known until June. Wages were increased by 1.5%. The biggest increases in expenses are expected to be: at least 2 elections (including workers and supplies), a fire proof file cabinet required to protect documents; the addition of a deputy supervisor position (paid hourly as needed); the recent increase for clean-up day; and the increasing expenses for roads and culverts. Fund balance as of February 12, 2020 is \$1,049,629.24. Correction on the income of 101-673 to \$11,149.00 (Inn-D-Inn Road SAD) – this does not change the budget. Change to Culvert Repair 446-805 to \$70,000; there is a \$10,000 CD that can be used if needed. This change reduces the budget expenditures to \$613,309.41; leaving a projected balance of \$1,869.59 not spent.

Motion to adopt the amended General Fund budget for 2020/2021 by Trustee Glynn, seconded by Supervisor Saunders.

Roll call vote: Yes (5) Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl.  
No (0)  
Abstain (0)

### **BUILDING DEPARTMENT**

Estimated Revenue is \$95,450.00; with estimated expenses \$111,482.00. Fund balance as of 2/12/2020 was \$70,0515.79. Biggest increase is for a server so all the of inspectors can begin entering their own permit information thus streamlining the permit process and providing for up to date shared data.

Motion to adopt the Building Department budget for 2020/2021 by Trustee Glynn, seconded by Supervisor Saunders.

Roll call vote: Yes (5) Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders.  
No (0)  
Abstain (0)

### **INDIAN LAKE SEWER**

Estimated Revenue \$214,000.00; with estimated expenditures of \$136,000.00. Fund balance of \$251,730.11 as of February 12, 2020. Treasurer Kuriata reported Wightman has recommended we purchase 6 generators for 6 specific lift stations and recommends payment as a capital outlay (from a cd) rather than a line item in the budget. The sewer board supports the necessary purchase of these generators but will shop around for pricing and to meet the required standards. Motion to purchase 6 generators for 6 specific lift stations as a capital outlay (using money from a cd); Motion to adopt the Indian Lake Sewer budget for 2020/2021 by Supervisor Saunders; seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke.  
No (0)  
Abstain (0)

### **PARKS & RECREATION**

Estimated Revenue is \$1300.00.; estimated expenses of \$64,894.00. Fund balance is \$308,144.82 as of February 12, 2020. Biggest expenditure could be to assist with a portion of the cost of a pavilion. Our portion of the pavilion has been erroneously listed twice in this budget – so 208-910 should be 0 as the cost is already listed on 208-806 under Russom Park. This reduces total expenses to \$26,597.00; with a difference of \$25,297.00 – however the fund balance is not listed on the budget report.

Motion to accept the amended Parks/Rec budget for 2020/2021 by Clerk Behnke; seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata.  
No (0)  
Abstain (0)

### **PUBLIC IMPROVEMENT FUND**

Estimated Revenue \$300.00; Estimated Expense is \$2,000.00 for security cameras. Fund Balance of \$126,350.00. Jean Rowe asked if the security camera would be at the township hall or Russom Park – they would be at the township hall and the process has not been started yet for bids, etc. Motion to adopt the Public Improvement Budget for 2020/2021 by Supervisor Saunders; seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn.  
No (0)  
Abstain (0)

### **PUBLIC SAFETY**

Estimated revenue is \$256,997.29; estimated expenditures: \$79,287.43 to Sister Lakes FD, Indian Lake FD and Silver Creek Township Police. The revenue is from the millage and is split evenly three ways. We contract with the fire departments, so their budgets/spending are not under our authority. Police department: salaries 1.5% COLA increase; police may choose to tap into the Building server to access a blight program. Motion to adopt the Public Safety budget for 2020/2021 by Treasurer Kuriata, seconded by Clerk Behnke.

Roll call vote: Yes (5) Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl.  
No (0)  
Abstain (0)

*Special Assessment District Budgets are prepared by their respective associations.*

### **DEWEY LAKE WEED CONTROL**

Chris Lauber of the Dewey Lake Improvement Association prepared this budget. Revenues estimated at \$22,000.00; estimated expenditures of \$20,200.00. Fund balance of \$29,293.83 on February 12, 2020. Motion adopt the Dewey Lake Weed Control budget 2020/2021 by Supervisor Saunders, seconded by Clerk Behnke.

Roll call vote: Yes (5) Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders.  
No (0)  
Abstain (0)

### **INDIAN LAKE WEED CONTROL**

Indian Lake Improvement Association prepared this budget. Estimated Revenue \$122,270.85; estimated expenditures \$119,700.00. Fund balance of \$42,892.62 as of February 12, 2020. Motion to adopt the Indian Lake Weed Budget 2020/2021 by Trustee Glynn; seconded by Clerk Behnke.

Roll call vote: Yes (5) Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke.  
No (0)  
Abstain (0)

### **MAGICIAN LAKE WEED CONTROL**

Expected revenue is \$17,248.00; with expenditures of \$24,700.00; with a fund balance of \$58,490.23. Magician Lake will have petitions for a new SAD by June 1, 2020 followed by the required public hearings to establish a new SAD. Motion to adopt the Magician Lake Weed Budget 2020/2021 by Clerk Behnke, seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata.  
No (0)  
Abstain (0)

**Change the name on the Budget Stabilization CD to Road Funds (K)** – discussion – Motion to change the name of the CD to Road Improvement; Motion by Treasurer Kuriata, seconded by Trustee Glynn.

Roll call vote: Yes (5) Trustee Zuhl, Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn,  
No (0)  
Abstain (0)

**Motion to hire a backup for ZBA/PC recording secretary with no change in cost. (B)** Motion by Clerk Behnke; seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Supervisor Saunders, Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl.

No (0)

Abstain (0)

**Motion to adopt R20-06 General Appropriations Budget 2020/2021 (S)**

Motion by Supervisor Saunders, seconded by Treasurer Kuriata.

Amendment: switch the ZBA Secretary pay to \$55/per diem and the Recording Secretary pay to \$75/per diem given the duties of each position. Motion to approve amendment by Treasurer Kuriata, seconded by Clerk Behnke.

Roll call vote on amendment: Yes (5) Clerk Behnke, Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders.

No (0)

Abstain (0)

Motion to adopt (amended) R20-06 General Appropriations Budget 2020/2021 – motion by Supervisor Saunders, seconded by Treasurer Kuriata.

Roll call vote: Yes (5) Treasurer Kuriata, Trustee Glynn, Trustee Zuhl, Supervisor Saunders, Clerk Behnke,

No (0)

Abstain (0)

**Motion to adopt R20-07 Salary for Supervisor (Z)**

Motion to adopt R20-07 Supervisor Salary for 2020/2021 by Trustee Zuhl, seconded by Treasurer Kuriata.

Roll call vote: Yes (4) Trustee Glynn, Trustee Zuhl, Clerk Behnke, Treasurer Kuriata

No (0)

Abstain (1) Supervisor Saunders

**Motion to adopt R20-08 Salary for Clerk (G)**

Motion to adopt R20-08 Clerk Salary for 2020/2021 by Trustee Glynn, seconded by Trustee Zuhl.

Roll call vote: Yes (4) Trustee Zuhl, Supervisor Saunders, Treasurer Kuriata, Trustee Glynn.

No (0)

Abstain (1) Clerk Behnke

**Motion to adopt R20-10 Salary for Trustees (K)**

Motion to adopt R20-10 Trustee Salary for 2020/2021 by Treasurer Kuriata, seconded by Clerk Behnke.

Roll call vote: Yes (3) Supervisor Saunders, Clerk Behnke, Treasurer Kuriata.

No (0)

Abstain (2) Trustee Glynn, Trustee Zuhl.

**Motion to adopt R20-09 Salary for Treasurer (B)**

Motion to adopt R20-09 Treasurer Salary for 2020/2021 by Clerk Behnke, seconded by Trustee Glynn.

Roll call vote: Yes (4) Clerk Behnke, Trustee Glynn, Trustee Zuhl, Supervisor Saunders.

No (0)

Abstain (1) Treasurer Kuriata.

**The supervisor declared all resolutions passed and budgets were adopted as listed above.**

**Public Comment** – Jean Rowe asked: will you get bids for the generators for the sewer lift station – yes; Public Safety budget is split evenly 3 ways (between the 2 fire departments and the police department). This is a millage, so we don't have any say over how the fire departments spend their portion of the money and they also have income from other sources. Ellen Kummerl noticed the added position of deputy supervisor and is it posted? Electable? – it is an appointed position, appointed by the Supervisor; are there job descriptions? And is there one for the recording secretary position and who will supervise the recording secretary? Clerk Behnke will supervise the recording secretary position. The deputy supervisor will not have a vote. She asks if there will be job descriptions for both positions to assist both the person taking the job and the public and coworkers in understanding the job responsibilities. A job description is somewhat available for a deputy supervisor and will be developed for a recording secretary before any other action will be taken. She expected the process to be simultaneous with the development of the job description and wage designation. The addition of the line item of deputy supervisor appears new this year, but we have had one in the past so this would put money back in to fill the position if needed.

**Adjourned – 2:01 pm**