

**MINUTES SILVER CREEK TOWNSHIP
SPECIAL BOARD MEETING HELD ON JANUARY 24, 2017
BUDGET WORKSHOP**

The Special meeting was called to order by Supervisor Bill Saunders at 5 PM on Tuesday, January 24, 2017. The Pledge of Allegiance to the Flag of the United States of America was led by Supervisor Saunders.

MEMBERS PRESENT: Supervisor Bill Saunders, Treasurer Maureen Kuriata, Clerk Barbara Runyon, Trustee Mike Glynn and Trustee Bill Zuhl.

ABSENT: None.

APPROVAL OF AGENDA

Treasurer Kuriata moved, seconded by Trustee Zuhl, to approve the Agenda. Motion carried by voice vote.

PUBLIC COMMENT

There was no public comment.

**BUDGET WORKSHOP
GENERAL FUND**

The 2017/18 Proposed General Fund Budget was presented by Clerk Runyon, revenue and expenditures were reviewed and discussed by the board. Questions and comments followed.

Clerk Runyon reported that taxable value has increased to approximately 227,644,118 dollars. The millage rate is currently 0.6963 and the budget has been calculated at that rate, although due to the Headlee Rollback, it may be amended once the state determines actual the rate.

Revenue increases were also discussed for rental income by increasing building department rent. Trustee Glynn questioned if the same could be done with the police department. Clerk Runyon will check with the auditor and report back.

Clerk Runyon recommended increasing the administration charges for the weed control districts from \$300 to \$500 annually. The administration of the contract has been more time consuming and this would also offset their cost of the audit. Discussion and no objections were made.

Discussion was held regarding salaries. Clerk Runyon questioned if commission secretaries should continue making \$75.00 per meeting since they now have a recording secretary. Discussion was held, and it was agreed to continue with \$75.00 per meeting. Chairpersons and commission member salaries will remain the same.

Salary discussion was held for elected officials, building/zoning administrator and assessor. Clerk Runyon requested an extra \$100 per month for her non-clerk functions, such as weed control, FOIA administrator, website administrator and other office management functions. She

asked that a separate line item be set up rather than from the clerk's salary. She noted that other employees receive extra compensation for their additional duties.

Treasurer Kuriata suggested taking it out of the weed control administration. Trustee Glynn questioned whether the functions should be listed separately and possibly the deputy supervisor or an office manager may want to take over some of the responsibilities in the future. Discussion was held and no objections were made to the addition.

Discussion was then held as to salary increases. It was determined that a 1.5 percent increase would be added to the elected officials, building/zoning administrator and assessor. Deputy Clerk will scale will be from \$15.50 to \$16.77; Deputy Treasurer up to \$15.50 per hour; election workers will remain the same; cleaning service will be increased to \$80 per cleaning.

Discussion was also made regarding supervisor, treasurer and clerk and employee millage. It was determined that all employees and elected officials should be given mileage when performing township business.

Clerk Runyon requested additional money in the office equipment account to purchase two fire proof file cabinets. Supervisor Saunders reported that the assessor and the clerk both require fire proof file cabinets, and that the cost was approximately \$2,500 per cabinet. It was decided that \$5,500 in the office equipment line item.

It was decided to eliminate shred day this year and possibly try it every few years.

Supervisor Saunders does not plan to appoint a deputy supervisor. No monies will be placed into that account.

Treasurer Kuriata reported that the \$13,000 budgeted last year for the printing of tax rolls will be significantly reduced. She is eliminating a second copy of tax bills.

Clerk Runyon advised that the State of Michigan is requiring new election equipment be purchased and running by August of 2018. They have not provided a cost of the new equipment. There are state funds available to assist, but the township will have to come up with matching funds. She suggested adding \$10,000 for the purchase of the equipment.

Additional monies were put into tax tribunal account, due to the golf course appeal.

Supervisor Saunders reported on the road contracts. He has been provided a 2017 project list from the Road Commission, which he has reviewed and makes the following recommendations: \$153,784.92 on road improvements and \$54,693.00 for culvert repairs. The county has recommended repaving two of the roads, but after a close review, Supervisor Saunders recommends double seal coat and fog for a substantial savings. Discussion was held regarding Swisher Street overlay vs. chip and seal.

Supervisor Saunders reported that three culverts are scheduled to be repaired for a total cost of \$109,385 and the township is responsible for ½ the cost. He also recommended an additional \$10,000 for crack sealing Carl Street and Lakeshore Drive.

PUBLIC IMPROVEMENT FUND

Clerk Runyon reported that she had not yet prepared a budget for Public Improvement Fund reporting a balance of \$142,105.13 in the account. She questioned whether board members wanted to spend monies out of this account for anything per the Capital Improvement Plan.

Treasurer Kuriata stated that she believes monies should be spent for a township generator. She said that the electric was out again last week during tax collection and the office had to be closed. There are certain times when the township offices have to be open like tax season and elections. Discussion was held. It was concluded that \$25,000 be placed in the Public Improvement Budget for a generator. After the budget is approved, the township will go out to bid for this project.

PARKS AND RECREATION FUND

Clerk Runyon reported that the only money generated in the Parks and Recreation Fund account is interest which is up slightly this year. The fund currently has a balance of approximately \$308,208.00. The only expenditures that were placed so far in the budget are for liability insurance, maintenance for mowing and \$5,000 for contingencies. She questioned whether there were any other projects that were being discussed by the parks board that should be included.

Supervisor Saunders suggested putting money in the budget for Capital Improvement to possibly assist Little League or AYSO. He suggested getting Wayne and Pokagon Township and the City of Dowagiac to also set a budget according to the percentage of participants in Little League or AYSO; and that each jurisdiction contributes.

Trustee Glynn questioned how it would be administered. Clerk Runyon questioned whether we should be contributing monies to the leagues and whether it is a legal expenditure. Discussion followed.

Trustee Glynn said that a "Russom Park" sign will be erected this year. It was decided that \$5,000 would be placed in capital improvement.

BUILDING DEPARTMENT FUND

Clerk Runyon presented the Building Department Budget. She noted that the new mechanical and plumbing inspector is giving the township 20% of the fee rather than 10% and that revenue will be up due to that. Discussion.

INDIAN LAKE SEWER FUND

Treasurer Kuriata presented the Indian Lake Sewer Fund Budget. Discussion was held as to Repair/Maintenance Fund. It was agreed to place \$60,000.00 in the account to assist in the township's share of the SAW grant.

PUBLIC SAFETY FUND

Clerk Runyon presented the Public Safety Fund Budget. She noted a possible surplus in this year's budget. Supervisor Saunders met with Chief Grice and the Chief indicated that he will be hiring three to four additional deputies.

A lengthy discussion was held on the contracting with the Cass County Sheriff's Department rather than funding our own department. Discussion was also held regarding increasing wages. It was decided that Patrolmen would increase to \$17.00 per hour; Sergeant \$17.50 and Chief \$18.00.

It was agreed to review the police department's budget again in late summer.

PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 7:50 p.m. by the call of the Supervisor.

Date: January 31, 2017

Barbara Runyon, Clerk

To be approved: February 8, 2017