

**MINUTES SILVER CREEK TOWNSHIP
SPECIAL BOARD MEETING HELD ON MARCH 7, 2015
BUDGET WORKSHOP**

The Special meeting was called to order by Supervisor Bill Saunders at 12:00 p.m. on Saturday, March 7, 2015. The Pledge of Allegiance to the Flag of the United States of America was recited.

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

APPROVAL OF AGENDA

Trustee Moore moved, seconded by Treasurer Kuriata, to approve the March 7, 2015 Silver Creek Township Special Meeting Agenda. Motion carried by voice vote.

PUBLIC COMMENT

Walter Lehmann asked if the public could make comments on line-items as we go through the budgets. The board had no objection to comments.

**BUDGET WORKSHOP
GENERAL FUND**

The 2015/201 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 the 2015 taxable value has increased to \$218,896,195. The millage rate is currently 0.6963 and the budget has been calculated at that rate. The millage may be amended due to Headlee Rollback, but the township will not know if the it will be changed until approximately July.

She reported that she included a 1.7 percent cost-of-living increase for elected officials and employees. Discussion followed.

Discussion was held as to the township cleanup program, the deputy supervisor position and car allowance versus mileage versus leasing.

The supervisor called for a brief recess at 1:15 p.m. and resumed again at 1:21 p.m.

Discussion was held regarding cemetery funding.

Supervisor Saunders reported on the road funding and made recommendations. Discussion and questions followed.

Discussion was held as to whether we should approve ordinance codification at a cost of approximately \$7,500, paid at the rate of \$2,500 per year for three years. It will be added into the budget for further discussion at the next budget workshop.

BUILDING DEPARTMENT

Clerk Runyon presented the building department budget. She recommended that a line item be established for a deputy clerk to work three hours per week as clerical support for the Zoning/Building Inspector, with the building department reimbursing the general fund. Discussion and questions followed.

Clerk Runyon reported that she had included meeting attendance for the Building/Zoning Administrator. Discussion followed. The board concluded that it be eliminated since he agreed on a salary.

PUBLIC SAFETY BUDGET

Chief Mike Grice presented the police department budget. He reported that the liquor inspector position should be held by either a code officer or police officer.

He requested that Patrolman Clint Roach be promoted to a sergeant position and compensated accordingly.

He also explained his request for new uniforms. Discussion and questions followed.

PARKS AND RECREATION BUDGET

Clerk Runyon presented the Parks and Recreation Budget, discussing revenue and expenditures. Discussion followed.

INDIAN LAKE SEWER BUDGET

Treasurer Kuriata reviewed the Indian lake Sewer Budget, discussing revenue and expenditures. She indicated that the budget may have to be amended at a later date. The City of Dowagiac is considering upgrading the sewage disposal plan which would be a cost to the township. Questions and discussion followed.

OTHER BUSINESS

None.


PUBLIC COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 3:18 p.m. by call of the Supervisor.

Date: March 12, 2015



Barbara Runyon, Clerk

**MINUTES SILVER CREEK TOWNSHIP
SPECIAL BOARD MEETING HELD ON MARCH 18, 2015
BUDGET WORKSHOP**

The Special meeting was called to order by Supervisor Bill Saunders at 5:00 p.m. on Wednesday, March 18, 2015. The Pledge of Allegiance to the Flag of the United States of America was recited.

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

APPROVAL OF AGENDA

Trustee Moore moved, seconded by Trustee Glynn, to approve the March 18, 2015 Silver Creek Township Special Meeting Agenda. Motion carried by voice vote.

PUBLIC COMMENT

There was no public comment.

**BUDGET WORKSHOP
GENERAL FUND**

Clerk Runyon noted that she made the recommended changes to the general fund as discussed at the March 7, 2015 workshop. Those changes were: amending road contracts and adding zoning codification. Discussion was held at the March 7th meeting regarding the supervisor, clerk and treasurer's car allowance. Clerk Runyon recommended eliminating the car allowance line item and rolling it into the salary line item with those elected officials receiving no additional compensation. There were no objections. She reported it was a balanced budget with an estimated excess of \$3,296.93

Tom Lehrer questioned if property taxes could be lowered. Supervisor Saunders stated that they are set by the state. Discussion followed.

BUILDING DEPARTMENT

Clerk Runyon noted the changes recommended at the March 7th meeting was to eliminate meeting attendance which was reflected in the amended budget. She indicated a balanced budget and a probable excess of \$1078.00.

PUBLIC SAFETY BUDGET

Clerk Runyon noted the changes recommended at the March 7th meeting were to combine liquor control inspections with the police department. She noted a balanced budget and a probable excess of \$5,477.00.

PARKS AND RECREATION

Clerk Runyon noted that she received \$51,528.37 from the Department of Natural Resources for the balance of the Russom Parks Grant. There were no recommended changes to the budget. It is not a balanced budget. Revenue is estimated at \$4,350.00 and expenditures at \$22,238.00. The difference will be taken out of the parks and recreation fund balance which has an estimated fund balance of \$298,674.99.

INDIAN LAKE SEWER

Treasurer Kuriata noted that there were no recommended changes at the March 7th meeting. She stated that the budget may have to be amended when the City of Dowagiac upgrades the sewage disposal plant.

OTHER BUSINESS

None.

PUBLIC COMMENT

Tom Lehrer questioned why weed control district budgets were not included. Treasurer Kuriata noted that weed control district budgets begin in October of each year. Discussion followed.

Chief Grice noted that he had spoken with Sheriff Underwood regarding Patrolman Clint Roach becoming Sergeant, and Sheriff Underwood had no objection to it.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m. by call of the Supervisor.

Date: March 24, 2015
To be approved at 4-8-15
Board Meeting



Barbara Runyon, Clerk

**MINUTES SILVER CREEK TOWNSHIP
PUBLIC HEARING AND
SPECIAL BOARD MEETING HELD ON MARCH 21, 2015**

The public hearing was called to order by Supervisor Bill Saunders at 12:00 p.m. on Saturday, March 21, 2015.

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

APPROVAL OF AGENDA

Trustee Glynn moved, seconded by Trustee Moore, to approve the March 21, 2015 Silver Creek Township Public Hearing and Special Meeting Agenda. Motion carried by voice vote.

PUBLIC HEARING

Supervisor Saunders opened the floor for public comment. There was no public present and no public comments.

CLOSE PUBLIC HEARING

Supervisor Saunders closed the public hearing at 12:03 p.m.

OPEN SPECIAL MEETING

Supervisor Saunders opened the special meeting at 12:03 p.m.

**RESOLUTION R15-05
SILVER CREEK TOWNSHIP FISCAL YEAR 2015/2016
GENERAL APPROPRIATIONS RESOLUTION**

Clerk Runyon moved, seconded by Treasurer Kuriata, to approve Resolution R15-05 as follows:

The Silver Creek Township Board resolves:

SECTION 1: **Title** – This resolution shall be known as the Silver Creek Township 2015-2016 General Appropriations Act.

SECTION 2: **Chief Administrative 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 Hearing on the Budget** – Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in the Dowagiac Daily News on March 13, 2015 and a public hearing on the proposed budget was held on March 21, 2015.

SECTION 5: **Estimated Revenues for Fiscal year 2015/2016** – Estimated township **General Fund Revenues**, including an allocated millage of 0.6963 of mills, subject to State mandated rollback for 2015, and various miscellaneous revenues shall total approximately \$520,476.00; estimated township **Public Safety Revenues** for fiscal year 2015/2016, including up to 1 mill voter authorized millage, is \$218,050.00 estimated township **Building Department Revenues** for 2015/2016 is \$67,620.00; estimated township **Indian Lake Sewer Revenue** for fiscal year 2015/2016 is \$142,700.00; estimated township **Parks and Recreation Fund** for fiscal year 2015/2016 is \$4,350.00.

SECTION 6: **Millage Levy** – The Silver Creek Township Board shall cause to be levied and collected the general property tax on all real and personal property within the Township upon the current tax roll an amount equal to 0.6963 mills, subject to state mandated rollback, and as set forth by the Tax Allocation Board. The Silver Creek Township Board shall cause to be levied and collected the Fire and Safety Millage on all real and personal property within the township upon the current tax roll an amount equal to 1 mill as authorized and approved by the electorate.

SECTION 7: **Estimated Expenditures for 2015/2016 Fiscal Year** – Estimated township **General Fund Expenditures** is \$517,179.07; estimated township **Public Safety Expenditures** is \$212,573.00; estimated township **Building Department Expenditures** is \$66,542.00 estimated township **Indian Lake Sewer Expenditure** is \$142,700.00; and estimated township **Parks and Recreation Fund Expenditure** is \$22,238.00.

SECTION 8: **Adoption of Budget by Reference** – The general fund budget of Silver Creek Township is hereby adopted by reference, with revenues and activities as indicated in Section 5 and 7 of this Act.

SECTION 9: **Adoption of Budget by Line Item** – The Board of Trustees of Silver Creek Township adopts the 2015/16 fiscal year general fund budget by line item.

SECTION 10: **Transfer Authority** – The Clerk, shall have the authority to make transfers among the various line items without prior board approval, if the amount to be transferred does not exceed \$750. The Board shall be notified at the next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers. Any line item transfers over \$750 shall require prior approval of the board.

SECTION 11: **Limit on Obligations and Payments** – No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation, unless the Supervisor, upon recommendation of the Clerk, deems a line item transfer not to exceed \$750 is appropriate, wherein the board will be notified of such transfer at the next board meeting (see Section 9. **Transfer of Authority**).

SECTION 12: **Payment of Bills** – Pursuant to MCLA 41.74, all claims against the Township shall be approved by the Silver Creek Township Board prior to being paid. The Township Board shall receive a list of claims due for approval at the board meeting. The Township Clerk and Treasurer are authorized to pay certain claims (bills) prior to approval by the Township Board to

avoid late penalties, service charges, interest or cancellation. These claims will be included on the list of claims for approval at the next board meeting.

SECTION 13: Periodic Fiscal Reports – The fiscal officer shall transmit to the board at the end of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to: A profit and loss statement for each Fund.

SECTION 14: Budget Monitoring – The Clerk shall report to the Township Board if the actual and probable revenue in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that the expenditures shall exceed an appropriation, the Clerk shall present to the Township 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: Authorized salary, hourly and per diem rates – included in the various activities are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

All Boards and Commissions:	<u>Annual</u>
Member	\$55.00 per diem
Secretary	\$75.00 per diem
Chairman	\$75.00 per diem
Supervisor	\$29,137.31 annually
Deputy Supervisor	\$1,367.52 annually
Clerk	\$29,813.39 annually
Chief Deputy Clerk	Up to \$16.77 per hour
Deputy Clerk	Up to \$13.50 per hour
Treasurer	\$29,813.39 annually
Deputy Treasurer	Up to \$13.51 per hour
Trustees	\$5,755.73 annually
Election Inspectors	\$12.00 per hour
Election Chairperson	\$25.00 additional per day
Assessor	\$34,561.00 annually
Building/Zoning Administrator	\$31,000.00 annually
Asst. Police Chief	\$17.29 per hour
Sergeant	\$16.77 per hour
Patrolmen	\$16.27 per hour
Board of Review Members	\$131.00 full day 65.50 ½ day
Mileage Reimbursement	57.5 per mile

The Supervisor requested the Clerk to take roll:

Yes (5): Treasurer Kuriata, Trustee Glynn, Trustee Moore, Supervisor Saunders and Clerk Runyon.

No (0): None.

Absent (0): None.

Resolution R15-05 carries by roll call vote.

RESOLUTION R15-06

Treasurer Kuriata moved, seconded by Clerk Runyon, to approve Resolution R15-06 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R15-06
2015/2016 SUPERVISOR SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

FURTHER, car allowance is eliminated and rolled into annual salaries;

THEREFORE BE IT RESOLVED, that as of April 1, 2015, the salary of the office of Supervisor, shall be \$29,137.31 annually.

The Supervisor requested the Clerk to take roll:

Yes (4): Clerk Runyon, Treasurer Kuriata, Trustee Glynn and Trustee Moore.

No (0): None.

Abstain (1): Supervisor Saunders.

Absent (0): None.

Resolution R15-06 carries by roll call vote.

RESOLUTION R15-07

Trustee Glynn moved, seconded by Supervisor Saunders, to approve Resolution R15-07 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R15-07
2015/2016 CLERK SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

FURTHER, car allowance is eliminated and rolled into annual salaries;

THEREFORE BE IT RESOLVED, that as of April 1, 2015, the salary of the office of Clerk, shall be \$29,813.39 annually.

The Supervisor requested the Clerk to take roll:

Yes (4): Treasurer Kuriata, Trustee Glynn, Trustee Moore and Supervisor Saunders.

No (0): None.

Abstain (1): Clerk Runyon.

Absent (0): None.

Resolution R15-07 carries by roll call vote.

RESOLUTION R15-08

Trustee Moore moved, seconded by Clerk Runyon, to approve Resolution R15-08 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R15-08
2015/2016 TREASURER SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

FURTHER, car allowance is eliminated and rolled into annual salaries;

THEREFORE BE IT RESOLVED, that as of April 1, 2015, the salary of the office of Treasurer, shall be \$29,813.39 annually.

The Supervisor requested the Clerk to take roll:

Yes (4): Trustee Glynn, Trustee Moore, Supervisor Saunders and Clerk Runyon.

No (0): None.

Abstain (1): Treasurer Kuriata.

Absent (0): None.

Resolution R15-08 carries by roll call vote.

RESOLUTION R15-09

Supervisor Saunders moved, seconded by Treasurer Kuriata, to approve Resolution R15-09 as follows:

**TOWNSHIP OF SILVER CREEK
COUNTY OF CASS
STATE OF MICHIGAN
RESOLUTION NO. R15-09
2015/2016 TRUSTEE SALARY**

WHEREAS, according to MCL 49.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

THEREFORE BE IT RESOLVED, that as of April 1, 2015, the salary of the office of Trustee shall be \$5,755.73 annually.

The Supervisor requested the Clerk to take roll:

Yes (3): Supervisor Saunders, Clerk Runyon and Treasurer Kuriata.

No (0): None.

Abstain (2): Trustee Glynn and Trustee Moore.

Absent (0): None.

Resolution R15-09 carries by roll call vote.

OTHER BUSINESS

Trustee Glynn remarked it didn't seem right that by statute elected officials can take pay increases but not pay decreases during their term of office. Discussion followed.

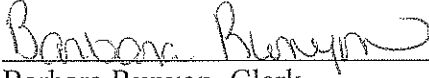
PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 12:15 p.m. by call of the Supervisor.

Date: March 24, 2015
To be approved at 4-8-15
Board Meeting



Barbara Runyon, Clerk