

BAY TOWNSHIP BOARD OF TRUSTEES

MARCH 24, 2022 SPECIAL MEETING AND PUBLIC HEARING REGARDING THE BAY TOWNSHIP GENERAL FUND BUDGET MEETING MINUTES

APPROVED

CALL TO ORDER	Supervisor Gaudard called the meeting to order at 6:30 PM, and led with the Pledge of Allegiance. Also, in attendance were Treasurer S.L. Ritter, Clerk W. Simmons, and Trustees S. Van Dam and D. Beynon.
PUBLIC COMMENT	Public Comment was opened and closed at 6:30 PM. There was no public comment.
ANNUAL MEETING 2022	Gaudard explained that it is not a requirement to hold an Annual Meeting of Electors and as such, an annual meeting will not be held. It is required to hold a special meeting and public hearing to review and accept the budgets.
PRIOR MEETING MINUTES	<p><u>MOTION by Simmons, seconded by Van Dam, to approve the amended March 25, 2021 Bay Township Annual Meeting of the Electors minutes as presented, passed upon unanimous affirmative vote of the Board.</u></p> <p><u>MOTION by Gaudard, seconded by Beynon, to approve the March 25, 2021 Special Meeting minutes as presented, passed upon unanimous affirmative vote of the Board.</u></p>
VIDEO EQUIPMENT OVERVIEW	Gaudard demonstrated the use of the new video equipment currently installed at the Township Hall. Additional Microsoft Word software will be requested as well as adding the special folder to be used for presentations on to other Board member's computers.
BALANCE 2021—2022 BUDGET	<u>MOTION by Beynon, seconded by Van Dam to balance the 2021–2022 budget passed upon unanimous roll-call vote of the board members present.</u>
OPENING OF PUBLIC HEARING	Gaudard open the Public Hearing at 7:02 PM
PUBLIC COMMENT	Public comment was opened and closed at 7:02 PM. There was no public comment.
ADJUSTMENTS TO THE PROPOSED BUDGET	There were no adjustments to the proposed budget as presented.
GENERAL APPROPRIATIONS ACT RESOLUTION	

GENERAL APPROPRIATIONS ACT Year Ending March 31, 2023 Resolution Number 2022-03-01

A resolution to establish a General Appropriations Act for Bay Township, Charlevoix County, Michigan; to define the powers and duties of the Bay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this Act.

The Board of Trustees of Bay Township, Charlevoix County, Michigan resolves:

Section 1: Title

This resolution shall be known as the Bay Township General Appropriations Act for the year ending March 31, 2023.

Section 2: Chief Administrative Officer

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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, a notice of public hearing on the proposed budget was published on the Bay Township Website on March 12, 2022 and a public hearing on the proposed budget was held on March 24, 2022 at 6:30 PM.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for the fiscal year ending March 31, 2023 shall total **\$489,620**

Section 6: Millage Levy

The Bay Township Board shall cause to be levied and collected the maximum general and special property tax on all real and personal property within the Township upon the current tax roll as authorized under State law and approved by the electorate, if so required.

The Bay 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 1 mill allocated for Operations as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated Township General Fund expenditures totaling **\$490,153** for the fiscal year ending March 31, 2023 for the various Township cost centers are as reflected in the attached 2022-2023 Bay Township General Fund Budget document.

Section 8: Adoption of Budgets by Reference

The General Fund budget of Bay Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

Section 9: Appropriations 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 Township warrant for expenditures that exceed appropriations.

Section 10: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the Board of Trustees at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations detailing revenues and expenditures to-date compared to budgeted revenues and expenditures for the fiscal year.

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Section 11: Limits 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 12: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board of Trustees 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 Township Board of Trustees 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 13: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P. A. 621 of 1978.

Section 14: Board Adoption

Motion made by Simmons supported by Gaudard, to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Gaudard, Beynon, Ritter, Van Dam and Simmons. There were no votes in opposition to the resolution.

The supervisor declared the motion carried and the resolution duly adopted on March 24, 2022

SALARY RESOLUTION NUMBER 2022-03-03

Resolution Number 2022-03-03

Bay Township Resolution to Establish Clerk Salary

WHEREAS, Michigan Compiled Law 41.95 authorizes the Bay Township Board to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year 2022-2023 by adopting a resolution for each office at per MCL 41.95 (3), and

WHEREAS, the Bay Township Board deems the salary of Clerk shall be \$_18,384__ annually, and

WHEREAS, the Bay Township Board deems that an adjustment in the salary of Clerk is warranted,

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2022, the salary of the Clerk shall increase as follows:

\$_18,384__ per year (\$_1,532__ per month)

BE IT ALSO RESOLVED, Pursuant to MCL 41.95(7), such modification(s) that may be made by the Board cannot result in a reduction of salary during the Clerk's term of office unless the responsibilities and requirements of that office are diminished, and

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the Clerk agrees in writing to that reduction.

BE IT FURTHER RESOLVED, that this resolution, adopted on March 24, 2022, is properly adopted by the Bay Township Board, as required by law.

The foregoing resolution offered by Board Member Gaudard and supported by Board Member Beynon

Upon roll call vote, the following voted: AYE NAY
Gaudard
Ritter
Beynon
Van Dam
Simmons

Chairperson declared the resolution adopted.

SALARY RESOLUTION NUMBER 2022-03-04

Resolution No. 2022-03-04 Bay Township Resolution to Establish Treasurer Salary

WHEREAS, Michigan Compiled Law 41.95 authorizes the Bay Township Board to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year 2022-2023 by adopting a resolution for each office at per MCL 41.95 (3), and

WHEREAS, the Bay Township Board deems the salary of Treasurer shall be \$ 18,384 annually, and

WHEREAS, the Bay Township Board deems that an adjustment in the salary of Treasurer is warranted,

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2022, the salary of the Treasurer shall increase as follows:

\$18,384 per year (\$1,532 per month)

BE IT ALSO RESOLVED, Pursuant to MCL 41.95(7), such modification(s) that may be made by the Board cannot result in a reduction of salary during the Treasurer's term of office unless the responsibilities and requirements of that office are diminished, and the Treasurer agrees in writing to that reduction.

BE IT FURTHER RESOLVED, that this resolution, adopted on March 24, 2022, is properly adopted by the Bay Township Board, as required by law.

The foregoing resolution offered by Board Member Simmons and supported by Board Member Gaudard

Upon roll call vote, the following voted: AYE NAY Abstain
Gaudard
Simmons Ritter
Beynon
Van Dam

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Chairperson declared the resolution adopted.

**SALARY RESOLUTION
NUMBER 2022-03-05**

**Resolution No. 2022-03-05
Bay Township Resolution to Establish Trustee Salary**

WHEREAS, Michigan Compiled Law 41.95 authorizes the Bay Township Board to determine the salaries for the offices of supervisor, clerk, treasurer and trustee for fiscal year 2022-2023 by adopting a resolution for each office at per MCL 41.95 (3), and

WHEREAS, the Bay Township Board deems the salary of Trustee shall be \$_3,465__ annually, and

WHEREAS, the Bay Township Board deems that an adjustment in the salary of the Trustee is warranted,

NOW, THEREFORE, BE IT RESOLVED, that as of April 1, 2022, the salary of the Trustee shall increase as follows:

\$_3,465__ per year (\$_288.75__ per month)

BE IT ALSO RESOLVED, Pursuant to MCL 41.95(7), such modification(s) that may be made by the Board cannot result in a reduction of salary during the Trustee term of office unless the responsibilities and requirements of that office are diminished, and the Trustee agrees in writing to that reduction.

BE IT FURTHER RESOLVED, that this resolution, adopted on March 24, 2022, is properly adopted by the Bay Township Board, as required by law.

The foregoing resolution offered by Board Member Gaudard and supported by Board Member Ritter

Upon roll call vote, the following voted:	<u>AYE</u>	<u>NAY</u>	<u>Abstain</u>
	Gaudard		
	Ritter		
	Beynon		
			Van Dam
	Simmons		

Chairperson declared the resolution adopted.

**NORTHERN MI EQUINE
THERAPY RESOLUTION
2022-03-02**

**Resolution No. 2022-03-02
Bay Township Resolution for Charitable Gaming Licenses
for Northern Michigan Equine Therapy**

WHEREAS, required by MCL.432.103(K)(ii) at a special Bay Township Board meeting on March 24, 2022, called to order by Supervisor Gaudard at 6:30 PM and

WHEREAS, the Bay Township Board of Trustees reviewed the request to recognize Northern Michigan Equine Therapy, located at 05025 Church Road, Boyne City, MI.

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as a Non-Profit 501C (3) organization operating in the community for the purpose of obtaining charitable gaming licenses and

WHEREAS, the State of Michigan Charitable Gaming Division requires a resolution from the Bay Township, as the local government where the principal activities take place.

BE IT FURTHER RESOLVED, the foregoing resolution was offered by Board Member Simmons and supported by Board Member Van Dam for approval.

Upon roll call vote, the following voted:

Yeas: Gaudard, Beynon, Ritter, Van Dam, and Simmons

Nays: None

Abstain: None

Absent and Excused: None

The Chairman declared the motion carried, and Resolution 2022-03-02 duly adopted this 24th day of March, 2022.

OLD BUSINESS

Final FOIA Policy will be presented at the April Board meeting for approval.

OTHER

On March 14, 2022 Ritter settled with the Charlevoix County Treasurer all Real and Personal Property taxes due.

Simmons has requested to review the decision to not renew the 1 mil Road Fund Tax at the April meeting.

PUBLIC COMMENT

Opened and closed at 7:49 PM. One comment received commending the Board for all their efforts.

ADJOURN

MOTION by Van Dam, seconded by Ritter to adjourn the Special Meeting at 7:49 PM, passed upon affirmative voice vote of the Board Members.

Respectfully submitted,



Wendy Simmons
Bay Township Clerk