

BAY TOWNSHIP BOARD OF TRUSTEES

MARCH 14, 2025 PUBLIC HEARING AND SPECIAL MEETING REGARDING THE BAY TOWNSHIP GENERAL / ROAD FUND BUDGET MEETING MINUTES

APPROVED

CALL TO ORDER	Supervisor Gaudard called the meeting to order at 10:00 AM and led with the Pledge of Allegiance. Other Board members in attendance were, Trustee D. Beynon and Clerk W. Simmons, Trustee S. Van Dam, Treasurer D. Bonneville excused.
PUBLIC COMMENT	Public comment opened and closed at 10:01. There was no public comment.
SALARY INCREASE	<u>MOTION by Simmons, seconded by Gaudard, to approve a salary increase to \$4,000 annually, effective April 1, 2025 for Bay Township Trustee Deb Beynon passed upon a roll call vote of all board members present with Beynon abstaining.</u> <u>MOTION by Gaudard, seconded by Simmons, to approve a salary increase to \$4,000 annually, effective April 1, 2025 for Bay Township Trustee Steve Van Dam passed upon a roll call vote of all board members present with Van Dam abstaining.</u>
2025-2026 PROPOSED BUDGET	<u>MOTION by Simmon, seconded by Van Dam, to approve the Bay Township proposed budget for the year ending March 31, 2026 passed upon unanimous roll-call vote by the Board Members present.</u>
GENERAL APPROPRIATIONS ACT	<u>MOTION by Simmons, seconded by Van Dam, to approve the Bay Township General Appropriations Act Resolution 2025-03-01 for the year ending March 31, 2026 as presented, passed upon unanimous roll-call vote by the Board Members present.</u>

BAY TOWNSHIP GENERAL APPROPRIATIONS ACT

Year Ending March 31, 2026 Resolution Number 2025-03-01

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, 2026.

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

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Pursuant to MCLA 141.412, a notice of public hearing on the proposed budget was published in the Petoskey News Review and on the Bay Township Website on February 21, 2025 and a public hearing on the proposed budget was held on March 14, 2025 at 10:00 AM.

Section 5: Estimated Revenues

Estimated Township General Fund revenues for the fiscal year ending March 31, 2026 shall total **\$452,700**. Estimated Road Fund revenues for the fiscal year ending March 31, 2026 shall total **\$230,000** **for a combined revenue of \$682,700.**

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 2 mills (1 mill allocated for Operations & 1 mill allocated for Roads) as set forth by the Tax Allocation Board.

Section 7: Estimated Expenditures

Estimated Township General Fund account expenditures totaling **\$512,455** and estimated Road Fund account expenditures totaling **\$471,779** for a combined total of **\$984,234** for the fiscal year ending March 31, 2026 for the various Township cost centers are as reflected in the attached 2025-2026 Bay Township General Fund Budget document.

Section 8: Adoption of Budgets by Reference

The General Fund and the Road Fund account budgets of Bay Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this Act.

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-

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date compared to budgeted revenues and expenditures for the fiscal year.

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 Gaudard supported by Beynon, to adopt the foregoing resolution. Upon roll call vote, the following voted aye: Gaudard, Beynon, Van Dam, Simmons; (Bonneville excused absence).

The clerk declared the motion carried and the resolution duly adopted on **March 14, 2025**.



Wendy Simmons
Bay Township Clerk

PUBLIC COMMENT

Public comment was opened and closed at 10:20 AM. There was no public comment.

ADJOURN

MOTION by Simmons, seconded by Beynon to adjourn the Special Meeting at 10:37 AM, passed upon affirmative voice vote of the Board Members.

Respectfully submitted,



Wendy Simmons
Bay Township Clerk