

**OTSEGO TOWNSHIP**

**MARCH 31, 2023**

**2023-2024  
GENERAL APPROPRIATIONS ACT  
AND  
BUDGET**

## **OTSEGO TOWNSHIP**

### **RESOLUTION TO ESTABLISH TOWNSHIP GENERAL APPROPRIATIONS ACT**

The Otsego Township Board resolves:

#### **SECTION 1: Title**

This resolution shall be known as the Otsego Township 2023 General Appropriations Act.

#### **SECTIONS 2: Public Hearing on the Budget**

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 13, 2023 and a public hearing on the proposed budget was held on March 25, 2023.

#### **SECTION 3: Millage Levy**

The Otsego 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 allocated millage of 1.0643 mills for township operations; voter authorized millage of 0.4943 mills for fire protection, voter authorized millage of .2471 mills for trash collection and voter authorized millage of 1.4832 mills for road maintenance and improvements.

#### **SECTION 4: Adoption of budget is by Activity/Department**

Otsego Township Board adopts the 2023-2024 fiscal year budgets for the various funds by Activity/Department. Township officials responsible for the expenditures authorized for in the budget may expend township funds up to, but not to exceed, the total appropriation authorized to each Activity/Department.

#### **SECTION 5: Payment of Bills**

Pursuant to MCLA 41.75, the Otsego Township Board prior to being paid shall approve all claims (bills) against the Township. The Township Clerk and Treasurer may pay certain bills prior to approval by the Township Board to avoid late penalties; service charges and interest (primarily utilities) and payroll in accordance with approved salaried and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval at the next monthly Board meeting.

**SECTION 6: Authorized salary, hourly and per diem rates**

Included in the various Activities/Departments are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

Elected Positions:	2022	2023
Supervisor	\$18,828.60	\$20,334.89
Clerk	\$42,000.00	\$50,000.00
Treasurer	\$28,972.23	\$31,290.01
Trustee	\$ 2,422.99	\$ 2,615.85
Employee Positions:		
Public Works Manager	\$66,560.00	\$67,225.60
Public Works Employee	\$54,080.00	\$54,620.80
Public Works PT Employee		\$16.00 - \$18.00 per hour
Assessor	\$36,000.00	\$12,000.00
Assessing Assistant	\$15,000.00	\$18,000.00
Administrative Assistant	\$17.00-\$22.00/hour	\$17.00-\$22.00 per hour
Contracted Positions:		
General Labor	\$25.00 per hour	\$25.00 per hour
Fill In Sexton	\$30.00 per hour	\$30.00 per hour
Fill In Operations For Public Utilities	\$35.00 per hour	\$35.00 per hour
Assessing		\$26,000.00
Custodial	\$125.00 per cleaning	\$125.00 per cleaning
Appointed Positions:		
Zoning Board of Appeals:		
Chairman	\$150.00 per meeting	\$175.00 per meeting
Member	\$75.00 per meeting	\$100.00 per meeting
Planning Commission:		
Chairman	\$150.00 per meeting	\$175.00 per meeting
Member	\$75.00 per meeting	\$100.00 per meeting
Board of Review	\$20.00 per hour	\$20.00 per hour

Benefits: All elected officials and full-time employees receive 10% of their salary paid into a pension plan and payment for a \$10,000 life insurance policy from the Township. A payment of \$600.00 per month is offered to any full-time employee in lieu of health insurance benefits from the Township.

Approved contractors: Butch Bemis, Gale Dugan, Mike Bosch and Deb Otte.

**SECTION 7: Estimated Revenues and Expenditures**

Estimated total revenues and expenditures for the various fund of Otsego Township are:

<b>FUND</b>	<b>BEGINNING BALANCE</b>	<b>REVENUES</b>	<b>EXPENSES</b>	<b>ENDING BALANCE</b>
General	\$1,720,346	\$1,668,754	\$1,125,711	\$2,263,389
Cemetery	\$121,854	\$161,890	\$136,028	\$147,716
Sewer	\$400,747	\$499,081	\$486,982	\$439,730
Water	\$351,639	\$429,280	\$182,300	\$598,619
ARPA	\$612,939	\$0	\$48,258	\$564,680

**NOTE:** SEE ATTACHED BUDGETS for General Information and Specifics.

**SECTION 8: Specific Appropriations**

There is appropriated in the General Fund a line item to resurface Moon Drive and Jupiter Drive, Ashland Drive, Centennial Court, Walden Drive and Poplar Ridge, to replace box culvert on 19<sup>th</sup> Street, to replace gravel per the work order from ACRC and to apply dust control in the township. There is \$695,000 in the budget to cover these items.

**SECTION 9: Periodic Financial Reports**

The Township Clerk shall provide the Township Board at the Board meeting immediately following the end of each month and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

**SECTION 10: Budget Monitoring**

Whenever it appears to the Township Supervisor or the Township Board 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 the expenditures will exceed an appropriation, the Township Supervisor shall present to the Township Board recommendations to prevent expenditures and shall include proposals for reducing appropriations, increasing revenues or both.

**SECTION 11: Transfer Authority**

The Township Supervisor with the concurrence of the Township Clerk shall have the authority to make transfers among the various cost centers (or line items) without prior board approval, if the amount to be transferred does not exceed (\$5,000.00) or 10% of the appropriation item from which the transfer is to be made, whichever is less. The Board shall be notified at its next

meeting of any such transfers made, and reserves the right to modify, amend or nullify such transfers made. Under no circumstances may the total general fund budget be changed without prior Otsego Township Board approval.

**SECTION 12: Board Adoption**

Motion made by Moll with a second by Lunarde-Alexander, to adopt the foregoing resolution and General Appropriation Act.

Roll Call: Yes – Moll, Burns, Lunarde-Alexander, Bumgart, Colin, Winn.

No – None.

Absent – Gudith.

The Supervisor declared the motion carried and the resolution adopted on the 25th day of March 2023.

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Township Supervisor

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Township Clerk