

OTSEGO TOWNSHIP

MARCH 31, 2024

**2024-2025
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 2024 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 February 29, 2024 and a public hearing on the proposed budget was held on March 30, 2024.

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 0.500 mills for fire protection, voter authorized millage of 2.000 for first responders, voter authorized millage of .2500 mills for trash collection, voter authorized millage of 0.500 for additional trash collection, and voter authorized millage of 1.500 mills for road maintenance and improvements.

SECTION 4: Adoption of budget is by Activity/Department

Otsego Township Board adopts the 2024-2025 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:	2023	2024
Supervisor	\$20,334.89	\$24,000.00
Clerk	\$50,000.00	\$52,500.00
Treasurer	\$31,290.01	\$32,854.51
Trustee	\$ 2615.85	\$ 2,746.64
Employee Positions:		
Public Works Manager	\$67,225.60	\$70,586.88
Public Works Employee	\$54,620.80	\$57,351.84
Public Works PT Employee	\$16.00 - \$18.00/hour	\$16.00 - \$22.00/hour
Assessor	\$12,000.00	\$12,000.00
Assessing Assistant	\$18,000.00	\$18,000.00
Administrative Assistant	\$17.00-\$22.00/hour	\$17.00-\$22.00 per hour
Contracted Positions:		
General Labor	\$25.00 per hour	\$27.50 per hour
Fill In Sexton	\$30.00 per hour	\$32.50 per hour
Fill In Operations For Public Utilities	\$35.00 per hour	\$37.50 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:

FUND	BEGINNING BALANCE	REVENUES	EXPENSES	ENDING BALANCE
General	\$2,976,843	\$2,105,589	\$2,105,589	\$2,976,843
Cemetery	\$158,876	\$196,820	\$196,820	\$158,876
Sewer	\$427,617	\$543,500	\$610,900	\$360,217
Water	\$576,528	\$983,550	\$942,700	\$617,378
ARPA	\$402,801	\$414,327	\$414,327	\$402,801

NOTE: SEE ATTACHED BUDGETS for General Information and Specifics.

SECTION 8: Specific Appropriations

There is appropriated in the General Fund line items to cover various road projects, gravel application and to apply dust control in the township. There is \$478,000 in the budget to cover these items, which is \$139,000 over what is to be collected from the road millage.

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 Winn, to adopt the foregoing resolution and General Appropriation Act.

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

No – None.

Absent – None.

The Supervisor declared the motion carried and the resolution adopted on the 30th day of March 2024.

Township Supervisor

Township Clerk