

SANDS TOWNSHIP REGULAR MEETING
SANDS TOWNSHIP OFFICE COMPLEX
March 11, 2014

A. CALL TO ORDER – 7:00 PM by Supervisor B. Yelle

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL: Ben Yelle, Lee Yelle, Cheryl Schram, Darlene Walch, Joe Wixtrom. **Absent:** None
Employees in Attendance: Rickey Wilson, Carolyn Kerkela, Bill Kapeller, Randy Yelle, Jim Noe, Jane Noe, Russell Card, Tom Redlon.

PUBLIC IN ATTENDANCE: Roni Yelle, Bob Kallio, Justin Yelle, Dani DeShambo, Jim Delmont, Kerry Sorensen.

D. AGENDA: L. Yelle motioned, D. Walch supported, to accept agenda with the addition of 5c – MTA Information. Ayes: 5 Nays: 0 Motion carried.

E. PUBLIC COMMENT: None

F. OPEN PUBLIC HEARING: B. Yelle declared the Public Hearing for the proposed Fiscal Year 2014-2015 budget open at 7:03 PM. L. Yelle reported the need to amend the proposed budget due to less State Shared Revenue than anticipated. After discussion it was proposed to take \$5,000 each from Ambulance expenses, Aquifer expenses, and Cemetery expenses, to take \$10,000 from Building & Grounds, and to take \$14,855 from Contingency to offset the lower income. B. Yelle presented the General Appropriations Act / (Budget) as follows: Anticipated General Operating revenue and expenses set at \$451,073.00 and, anticipated revenues and expenses for: Ambulance Fund - \$32,217.00, Fire Fund - \$64,471.00, Parks / Recreation Fund-\$34,798.00, Sanitation Fund - \$70,600.00, Library Fund - \$60,864.00, and Road Fund-\$128,978.00.

G. PUBLIC COMMENT- No comments from the public

H. CLOSE PUBLIC HEARING: B. Yelle declared Public Hearing closed at 7:24.

I. CONSENT AGENDA:

1. TREASURER'S REPORT – General Fund \$395,608.28 **Trust & Agency** \$0.00

Fire Fund \$81,631.53 **Ambulance Fund** \$104,409.94 **Parks/Rec** \$124,763.10 **Sanitation** \$80,485.60
Taxes \$1,051.56 **Road Repair Fund** \$247,018.37

C.D TOTALS: **Ambulance** \$205,014.96 **Roads** \$345,065.97 **Fire Dept** \$167,110.50

General Fund \$748,400.09

Money Markets: **Fire** \$44,403.15 **Cemetery Perpetual Care** \$2,516.50 **Road Repair Fund** \$125,475.72

2. APPROVE MINUTES: D. Walch motioned, C. Schram supported, to approve minutes of the 2/11/14 regular meeting as presented. Ayes: 5 Nays: 0 Motion carried.

3. BUDGET REPORT: L. Yelle explained that the Income from General Interest & Rentals being over budget, while Miscellaneous Income was below budget, was due to a change in reporting requirements with gym rentals, after the budget had already been set for 2013-2014.

4. APPROVE ACCOUNTS PAYABLE: L. Yelle motioned, B. Yelle supported, to approve accounts payable as presented; General Fund checks # 29559 - # 29630, including the electronic payment to Range Bank, totaling \$29,550.60 and Tax Collections checks #2841 - #2856 totaling \$426,992.93. Ayes: 5 Nays: 0 Motion carried.

J. COMMITTEE REPORTS:**1. FIRE DEPARTMENT**

- a. Chief Rickey Wilson read report.
- b. B. Yelle motioned, C. Schram supported, to approve the Fit Testing. Ayes: 5 Nays: 0 Motion carried.
- c. No bids were received for the 2001 Chevy brush truck.

2. AMBULANCE:

- a. R. Wilson gave report.

3. SUPERVISOR'S REPORT-

- a. B. Yelle motioned, D. Walch supported, to have Lee draft a letter to the Fair Board as requested by the Board of Review asking them to keep the Township informed of their 501c3 status from the IRS. Ayes: 5 Nays: 0 Motion carried.
- b. B. Yelle gave an update on the Blueberry Ridge warming hut and all is moving forward.

4. CLERK'S REPORT-

- a. C. Schram motioned, D. Walch supported, to accept the proposed wages and salaries for fiscal year 2014-15 with a 1.5% raise as presented, and changes to cemetery charges as discussed. Ayes: 5 Nays: 0 Motion carried.
- b. C. Schram motioned, B. Yelle supported, to pay the MCCA membership dues of \$20. Ayes: 5 Nays: 0 Motion carried.
- c. L. Yelle reported that the MCTA annual banquet is May 3 and anyone interested in attending should let the office know.
- d. L. Yelle reported that MTA online learning portals are 50% off, if any Board member is interested in some online training.

5. LANDFILL-R. Yelle gave report.**6. ZONING –R. Yelle gave report.**

- a. L. Yelle motioned, D. Walch supported, to approve the amendments to the Private Road Ordinance as presented. Roll call vote was unanimous.
- b. B. Yelle motioned, J. Wixtrom supported, to approve rezoning request ZM13-02 as recommended by the Planning Commission. Roll call vote was unanimous.
- c. L. Yelle motioned, B. Yelle supported, to deny Zoning Ordinance amendment 14-01-03. Ayes: 4 Nays: 1 Motion carried.
- d. B. Yelle motioned, D. Walch supported, to send Zoning Ordinance amendment 14-01-03 back to the Planning Commission for clarification and to maybe put additional stipulations on the commercial storage of flammable liquids. Ayes: 5 Nays: 0 Motion carried.

7. LIBRARY- C. Schram gave report.**8. GROUNDWATER AND WELL TESTING- Jim Noe gave an update on the County Water Committee.**

- a. D. Walch motioned, B. Yelle supported, to have Jim Noe continue to do well testing in May and November until the Board decides to no longer have testing done. Ayes: 5 Nays: 0 Motion carried.

9. COMMISSION ON AGING – No Report.

10. PARKS & RECREATION COMMITTEE- No Report

11. PERSONNEL COMMITTEE –

- a. B. Yelle motioned, C. Schram supported, to accept Ron Tervo as the Strawberry Lake caretaker and to have him do the mowing at the Cemetery through the 2014 season. Ayes: 5
Nays: 0 Motion carried.

12. CEMETERY – Tom Redlon gave report

K. OLD BUSINESS –

- a. B. Yelle gave an update on the Reyes Holdings issue; this is now finalized and can be removed from agenda.

L. NEW BUSINESS –

L. Yelle motioned, D. Walch supported, to accept the General Appropriations Act / Budget as amended in the Budget Hearing; which sets 2014-2015 General Fund estimated revenues at \$451,073.00 and other voter-authorized estimated revenues at \$391,930.00, totaling an estimated \$843,003.00 in revenues; equating to #101-General Fund at \$451,073.00 #210-Ambulance Fund at \$32,217.00, #203-Road Fund at \$128,978.00, #206-Fire Fund at \$64,471.00, #208-Park & Rec. Fund at \$34,798.00, #226-Sanitation Fund at \$70,600.00, #271-Library Fund at \$60,864.00 which will be collected from estimated mills of 7.5199 as set forth by the Tax Allocation Board; this includes an estimated allocated millage of 1.2039 mills; and additional voter-authorized millages of 6.3160. Roll call vote: Yes votes: D. Walch, C. Schram, B. Yelle, J. Wixtrom, L. Yelle. No votes: None

M. OTHER/ CORRESPONDENCE: None

N. PUBLIC COMMENT:

Jim Noe asked what happened with the Attorney when he went beyond what he had been authorized by the Board to do regarding the Reyes Holdings issue. An apology was received from the attorney, which was read.

Bob Kallio said from his 29 years of experience on the Fire Department, he feels propane storage as proposed along M-553 is a bad idea. He is also concerned how it could affect homeowners insurance.

O. ADJOURNMENT: B. Yelle adjourned meeting at 8:30 PM.

Lee Yelle, Clerk

Benjamin Yelle, Supervisor

SANDS TOWNSHIP PROPOSED GENERAL FUND BUDGET

FISCAL YEAR 2014-2015

| | | 2012-2013 | 2013-2014 | 2013-2014 | 2014-2015 |
|--|----------------------------|------------|------------|------------|------------|
| | 101 Income | ACTUAL | TO DATE | PROPOSED | PROPOSED |
| | GENERAL CFR | 1,082.64 | 572.82 | 1,500.00 | 1,200.00 |
| | GENERAL CHGS FOR SVCS | 20,504.09 | 27,905.98 | 32,000.00 | 20,500.00 |
| | GENERAL INTEREST & RENTALS | 12,796.37 | 10,001.07 | 4,500.00 | 12,700.00 |
| | GENERAL MISC | 25,474.39 | 8,984.42 | 34,500.00 | 9,100.00 |
| | GENERAL PEN, INT & FEES | 19,977.98 | 11,574.47 | 15,100.00 | 18,300.00 |
| | GENERAL TAXES | 145,297.65 | 119,323.43 | 142,222.00 | 147,173.00 |
| | LANDFILL TIPPING FEE | 79,040.28 | 55,329.26 | 56,000.00 | 50,200.00 |
| | LICENSES & PERMITS | 2,310.00 | 2,495.00 | 2,000.00 | 2,300.00 |
| | PYMNT IN LIEU OF TAXES | 9,645.92 | 8,368.50 | 5,700.00 | 11,900.00 |
| | STATE SHARED REVENUE | 165,967.00 | 141,253.00 | 164,000.00 | 177,400.00 |
| | TRLR FEES | 52.50 | 305.00 | 42.00 | 300.00 |
| | Total Income | 482,148.82 | 386,112.95 | 457,564.00 | 451,073.00 |
| | Gross Profit | 482,148.82 | 386,112.95 | 457,564.00 | 451,073.00 |
| | Expense | | | | |
| | | 2012-2013 | 2013-2014 | 2013-2014 | 2014-2015 |
| | | ACTUAL | TO DATE | PROPOSED | PROPOSED |
| | ACCOUNTING | 5,100.00 | 5,300.00 | 6,400.00 | 6,600.00 |
| | AMBULANCE | 23,384.18 | 17,337.04 | 32,500.00 | 33,500.00 |
| | ANIMAL CONTROL | | | 200.00 | 200.00 |
| | AQUIFER | 2,000.00 | 2,400.00 | 13,800.00 | 9,200.00 |
| | ASSESSOR | 17,025.67 | 25,465.00 | 22,300.00 | 27,300.00 |
| | ATTORNEY | 6,572.18 | 2,794.22 | 12,000.00 | 8,400.00 |
| | BOARD OF REVIEW | 5,922.69 | 658.05 | 5,700.00 | 6,200.00 |
| | BUILDING & GROUNDS | 50,678.89 | 25,395.62 | 51,600.00 | 41,800.00 |
| | CEMETERY | 13,199.32 | 1,754.17 | 10,200.00 | 10,800.00 |
| | CEMETERY FUND | -3,348.00 | | | |

SANDS TOWNSHIP PROPOSED GENERAL FUND BUDGET

FISCAL YEAR 2014-2015

| Expense | 2012-2013 ACTUAL | 2013-2014 TO DATE | 2013-2014 PROPOSED | 2014-2015 PROPOSED |
|------------------------------|---------------------|----------------------|-----------------------|-----------------------|
| CLERK | 25,233.62 | 21,399.99 | 26,000.00 | 26,900.00 |
| CONTINGENCY | 85.87 | 1,800.00 | 24,924.00 | 6,745.00 |
| ELECTIONS | 4,938.95 | 1,768.25 | 5,400.00 | 5,600.00 |
| FIRE DEPT #1 | 20,895.56 | 17,345.67 | 22,500.00 | 28,150.00 |
| FIRE DEPT #2 | 4,899.50 | 3,548.52 | 5,000.00 | 6,450.00 |
| LEGISLATIVE | 15,085.68 | 12,607.98 | 15,400.00 | 15,800.00 |
| LIBRARY | 120.00 | 80.00 | 380.00 | 380.00 |
| PARKS & RECREATION | 7,210.27 | 5,891.85 | 7,300.00 | 9,125.00 |
| SANITATION | 51,657.14 | 50,984.93 | 68,500.00 | 68,500.00 |
| STREET LIGHTING & SIGNS | 5,098.39 | 5,275.00 | 5,860.00 | 6,150.00 |
| SUPERVISOR | 23,208.80 | 20,206.54 | 23,300.00 | 26,900.00 |
| TOWNSHIP FICA | 13,943.97 | 11,865.73 | 15,400.00 | 19,273.00 |
| TRANSFER TO OTHER FUNDS | 100.00 | | | |
| TRANSFER STATION | 7,382.30 | 3,030.00 | 9,200.00 | 10,950.00 |
| TREASURER | 24,785.37 | 25,062.83 | 26,900.00 | 26,900.00 |
| TWP INSURANCE | 21,637.00 | 21,262.00 | 25,000.00 | 28,250.00 |
| ZONING | 12,406.12 | 11,028.89 | 16,800.00 | 21,000.00 |
| Total Expense | 359,222.47 | 294,262.28 | 457,564.00 | 451,073.00 |
| Net Income | 122,926.35 | 91,850.67 | 0.00 | 0.00 |
| Beginning Fund Balance | \$888,830.00 | \$1,011,757.00 | \$1,011,757.00 | \$1,011,757.00 |
| Adjusted Ending Fund Balance | \$1,011,756.35 | \$1,103,607.67 | \$1,011,757.00 | \$1,011,757.00 |

[illegible]

[illegible]

[illegible]

PROPOSED 2014-2015 WAGE / SALARIES

| <u>POSITION</u> | <u>Current Wages</u> | <u>Increase</u> <u>1.50%</u> | <u>WAGES/SALARIES</u> | <u>MONTHLY</u> |
|----------------------------|----------------------|---------------------------------|-----------------------|----------------|
| Deputy Supervisor | \$2,525.00 | \$37.88 | \$2,562.88 | \$213.57 |
| Deputy Clerk | \$2,525.00 | \$37.88 | \$2,562.88 | \$213.57 |
| Deputy Treasurer | \$2,525.00 | \$37.88 | \$2,562.88 | \$213.57 |
| Zoning Administrator | \$4,590.00 | \$68.85 | \$4,658.85 | \$388.24 |
| Committee Meetings | \$40.00 | \$0.60 | \$40.60 | |
| Planning & ZBA Meeting: | \$58.00 | \$0.87 | \$58.87 | |
| Admin. Assistant | \$12.25 | \$0.18 | \$12.43 | |
| Fire Chief | \$2,525.00 | \$37.88 | \$2,562.88 | \$213.57 |
| Assist. Fire Chief | \$1,040.00 | \$15.60 | \$1,055.60 | \$87.97 |
| Fire Clerk | \$760.00 | \$11.40 | \$771.40 | \$64.28 |
| Training Officer | \$495.00 | \$7.43 | \$502.43 | \$41.87 |
| Volunteer pay per hr | \$10.00 | \$0.15 | \$10.15 | |
| Ambulance Coord. | \$1,902.00 | \$28.53 | \$1,930.53 | \$160.88 |
| Assist Amb. Coord. | \$760.00 | \$11.40 | \$771.40 | \$64.28 |
| Ambulance Clerk | \$760.00 | \$11.40 | \$771.40 | \$64.28 |
| EMT Hours/ on scene | \$10.00 | \$0.15 | \$10.15 | |
| Transport | \$39.50 | \$0.59 | \$40.09 | |
| Non transport /flat rate | | | \$15.00 | |
| Sanit. Dept Head | \$15.05 | \$0.23 | \$15.28 | |
| Sanit. Dept. Driver | \$15.05 | \$0.23 | \$15.28 | |
| Sanit. Worker | \$14.55 | \$0.22 | \$14.77 | |
| Sanit. / Transfer Station | \$13.25 | \$0.20 | \$13.45 | |
| Laborer | \$13.25 | \$0.20 | \$13.45 | |
| <u>Board of Review</u> | | | | |
| Full day meeting | \$100.00 | | \$100.00 | |
| Special Meeting | \$55.00 | | \$55.00 | |
| Training full day | \$80.00 | | \$80.00 | |
| training half day | \$40.00 | | \$40.00 | |
| Board outside meetings | \$40.00 | | \$40.00 | |
| Bd Edu Training full day | \$80.00 | | \$80.00 | |
| Bd Edu Training half day | \$40.00 | | \$40.00 | |
| Election Chair | \$11.00 | | \$11.00 | |
| Election Inspector | \$10.00 | | \$10.00 | |
| Alternates | \$20.00 | | \$20.00 | |
| Setup / takedown | \$34.00 | | \$34.00 | |
| Election training full day | | | \$80.00 | |
| Election training half day | \$40.00 | | \$40.00 | |
| Stw Lk Caretaker | \$300 per month | | | \$300.00 |
| Rec Coordinator | \$12.25 | \$0.18 | \$12.43 | |

PROPOSED 2014-2015 WAGE / SALARIES

Mileage IRS rate currently .56 per mile

Cemetery Fees

| | |
|---------------------|-------------------------------|
| Grave open/close | \$350.00 Flat rate |
| Lots Residents | \$250.00 |
| Non Residents Lots | \$350.00 |
| Cremains burial | \$65.00 (if on Sunday \$100.) |
| Monument foundation | \$20.00 per square ft. |

**SANDS TOWNSHIP
GENERAL APPROPRIATIONS ACT
(BUDGET)**

A resolution to establish a general appropriations act for Sands Township to define the powers and duties of the Sands Township officers, in relation to the administration of the budget.

The Board of Trustees of Sands Township resolves:

Section 1: TITLE

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

Section 2: CHIEF ADMINISTRATIVE OFFICER

Pursuant to MCL 141.434 sec. 14 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 MCL 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **March 1, 2014** and the public hearing on the proposed budget was held on **March 11, 2014**.

Section 5: ESTIMATED REVENUES

Estimated township general fund revenues for fiscal year 2014-2015, is \$451,073.00 and other voter-authorized revenues \$391,930.00; totaling an estimated \$843,003.00 in revenues

Section 6: MILLAGE LEVY

The Sands 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 a total amount equal to 7.5199 mills as set forth by the Tax Allocation Board; this includes an estimated allocated millage of 1.2039 mills; and additional voter-authorized millages of 6.3160.

Section 7: ESTIMATED EXPENDITURES

Estimated Township general funds expenditures for fiscal year 2014 - 2015 for the various township activities are as follows:

| | |
|--|---|
| #101 General Fund <u>\$451,073.00</u> | #210 Ambulance Fund <u>\$32,217.00</u> |
| #203 Road Fund <u>\$128,978.00</u> | #206 Fire Fund <u>\$64,471.00</u> |
| #208 Park & Rec. Fund <u>\$34,798.00</u> | #226 Sanitation Fund <u>\$70,600.00</u> |
| #271 Library Fund <u>\$60,864.00</u> | |

Section 8: ADOPTION OF BUDGET BY REFERENCE

The general fund budget of Sands Township is hereby adopted by reference, with estimated revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

Section 9: ADOPTION OF BUDGET BY DEPARTMENTS

The Sands Township Board adopts the 2014-2015 fiscal year general fund budget by departments. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each department, and may make transfers among the various line items contained in the department appropriation.

Section 10: APPROPRIATION 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 order for expenditures that exceed appropriations.

Section 11: TRANSFER AUTHORITY

Under no circumstances may the total general fund budget be changed without prior board approval.

Section 12: PERIODIC FISCAL REPORTS

The fiscal officer shall transmit to the board at the end of each month a report of financial operations, including, but not limited to:

- a. A statement of the actual financial condition of the general fund at the end of the previous month, to include expected revenues by major source as estimated in the budget; actual expenditures to date for the current fiscal year compared with actual receipts.
- b. A statement showing the expenditures and encumbrances for the previous month.

Section 13: LIMIT 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 14: BUDGET MONITORING

Whenever it appears to the Chief Administrative Officer 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 expenditures shall exceed an appropriation, the Chief Administrative Officer 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 appropriation, increasing revenues, or both.

Section 15: 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 Public Act 621 of 1978 and the Sands Township personnel manual.

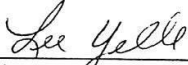
Section 16: BOARD ADOPTION

Motion made by *Lee Yelle*, seconded by *Darlene Walch* to adopt the foregoing resolution:

Upon roll call vote, the following voted YES: **Darlene Walch, Cheryl Schram, Ben Yelle, Joe Wixtrom, Lee Yelle**

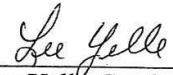
The following voted NO: None

The Supervisor declared the motion carried and the resolution duly adopted on the 11th day of March 2014.


Sands Township Clerk

CERTIFICATE:

I, Lee Yelle, The duly elected Clerk of Sands Township, hereby certify that the foregoing resolution was adopted by the Sands Township board of at the regular meeting of said board held on March 11, 2014 at which meeting a Quorum was present, by a roll call vote of said members hereinbefore set forth; that this Resolution was ordered to take immediate effect.

3/13/14 
Lee Yelle, Sands
Township Clerk