

# Crystal Lake Township

## Public Budget Hearing

1651 Frankfort Highway, Frankfort MI 49635

March 21, 2023

**Meeting was called to order** by Supervisor Amy Ferris at 6:30 p.m.

**Pledge of Allegiance** was recited.

**Roll Call:** Ferris, Nielsen, Northway, Popp, and VanMeter were present, constituting a quorum. **Guests present:** Jill Marble, Karen Cunningham

### Agenda:

Ferris moved to accept the agenda as presented. Popp supported. All ayes. Agenda accepted as presented.

**Conflicts of Interest:** There were no conflicts of interest declared.

**Public Comments:** There were no public comments.

### Job Descriptions:

- Ferris shared the job description for the support staff person.

Ferris moved to accept the job description for the Support Staff person. Northway supported. All ayes. Job description was accepted as presented.

### Wage and Salary Resolutions:

- Ferris moved to accept the salary of \$33,783.46 annually for the Assessor and the wage of \$23.57 per hour for Board of Review members beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.

Nielsen noted the Assessor and Board of Review members deserve a salary increase because they do a great deal of work. He stated a 9% increase for CLT elected officials was too high, even though cost of living rate was set at 8.5%. Ferris shared CLT is still not in line, regarding salaries, with neighboring townships.

- Ferris moved to accept the salary of \$27,339.38 annually for the Clerk beginning April 1, 2023. Popp seconded. Roll was called. Ferris, yes; Popp, yes; VanMeter, yes; Nielsen, no; Northway, yes. Motion was approved.
- Ferris moved to accept the wage of \$21.78 per hour for the Deputy Clerk beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.

- Ferris moved to accept the wage of \$19.62 per hour for the Deputy Supervisor and Deputy Treasurer beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.
- Ferris moved to accept the wage of \$18.53 per hour for the Election Workers and \$23.98 per hour for the Election Chair beginning April 1, 2023. VanMeter seconded. Roll was called. All ayes. Motion was approved.
- Ferris moved to accept the wage of \$33.79 per hour for the Enforcement Officer beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.
- Ferris moved to accept the salary of \$24,437.80 annually for the Supervisor beginning April 1, 2023. Popp seconded. Roll call: Ferris, yes; Nielsen, no; Northway, yes; Popp, yes; VanMeter, yes. Motion was approved.
- Ferris moved to accept the wage of \$19.62 per hour for the Support Staffer beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.
- Ferris moved to accept the salary of \$24,437.80 annually for the Treasurer beginning April 1, 2023. Popp seconded. Roll call: VanMeter, yes; Northway, yes; Ferris, yes; Popp, yes; Nielsen, no. Motion was approved.
- Ferris moved to accept the salary of \$3,323.41 annually for the Trustees beginning April 1, 2023. VanMeter seconded. Roll call: Northway, yes; Ferris, yes; Popp, yes; VanMeter, yes; Nielsen, no. Motion was approved.
- Ferris moved to accept the wage of \$70.85 per meeting for Planning Commission and Zoning Board of Appeals Chairs; the wage of \$58.86 per meeting for Planning Commission and Zoning Board of Appeals Secretaries; the wage of \$53.41 per meeting for Planning Commission and Zoning Board of Appeals Members; and the wage of \$86.11 per meeting for Planning Commission Recording Secretary, all beginning April 1, 2023. Popp seconded. Roll was called. All ayes. Motion was approved.

Ferris checked zoning administrator salaries in other municipalities, noted CLT pays less, and suggested a 20% increase in the CLT zoning administrator salary.

- Ferris moved to accept the salary of \$17,514.00 annually for the Zoning Administrator beginning April 1, 2023. Northway seconded. Roll call: Nielsen, no; Northway, yes; Popp, no; VanMeter, yes; Ferris, yes. Motion was approved.

### **Presentation of Budgets:**

Ferris presented the Fiscal Year 2023-24 Crystal Lake Township Budget.

Ferris amended the General Fund Budget to include adjusted Zoning Administrator salary and increased the Community and Economic Development activity center to \$34,000.

Ferris noted a \$15 wire fee charge was expensed to the supplies line item of the Cemetery Fund 2022-23 budget.

Ferris shared the Fire and Road Fund Budgets. Nielsen confirmed the numbers looked fine.

Ferris moved to approve 2023-24 budgets for the General Fund, Cemetery Fund, Fire/First Responders Fund, and the Road Fund as amended and presented. Popp seconded. Roll was called. All ayes. Motion was approved.

### **2023-24 General Appropriations Act and Budget Resolution presentation**

Ferris presented the 2023-24 General Appropriations Act and Budget Resolution. She noted there was a typo in Section 4—"MCL" not "MCLA." Figures had to be adjusted in Section 7 to reflect the adjustments made to the General Fund Budget—100-253-000 Treasurer changed from \$35,500 to \$36,500; 100-700-000 Community and Economic Development from \$32,000 to \$34,000.

Popp shared information from a 2021-2022 General Fund report, noting the net income under the PTAF Revenue & Applicable Expenditures section and year-end surplus. Revenues in this section cover expenses for the Board of Review, Treasurer, and Assessing costs.

Popp discussed general fund revenues, specifically the millage rate for township operations and felt it could be reduced, easily adjusting it as long as it doesn't exceed the recommended Headlee Millage Reduction Fraction. Budgeted expenditures would still be covered with the lowered rate. Nielsen said it would be reasonable to consider a token decrease in the millage. Ferris noted this to be a great idea but wanted to wait until the Board members had a chance to go over the millage figures, possibly implementing new rate in 2024-25 General Appropriations Act and Budget Resolution instead.

Popp noted with a new millage for township operations of 0.5000 and a possible taxable value of \$205,000,000, our tax revenue would still be over \$100,000. General Fund balance is currently nearing \$1,000,000 as shown in the General Fund Statement of Assets.

Ferris moved to accept the 2023-24 General Appropriations Act and Budget Resolution including amendments to Sections 4 and 7. Popp seconded. Roll call: Popp, no; Ferris, yes; VanMeter, no; Nielsen, no; Northway, yes. Motion failed.

With further discussion of Section 5—Estimated Revenues, a suggested change to the millage rate for township operations was made, lowering it from 0.6795 to 0.5000.

Popp moved to approve the 2023-24 General Appropriations Act and Budget Resolution including amendments to Sections 4, 5, and 7, with the maintenance of the Fire/First Responders millage rate of 0.6500, Road Maintenance rate of 0.9694 minus Headlee, and General Fund rate of 0.5000. Nielsen supported. Roll call: Northway, yes; Nielsen, yes; Ferris, no; Popp, yes; VanMeter, yes. Motion was approved.

**Public Comment:** There were no public comments.

**Board Comments:** There were no Board Comments.

**Meeting adjourned at 7:09 p.m.**

Judy VanMeter, Clerk, and Sondra Halliday, Deputy Clerk, reporting.

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Amy Ferris, Supervisor

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Date

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Judy VanMeter, Clerk

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Date