

Resolution 2014-1

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

**WHEREAS**, Michigan Compiled Laws 41.95 authorizes the Township Board of Elk Rapids Township to determine the salaries for the offices of supervisor, clerk, and treasurer, for fiscal year 2014-2015 by adopting a resolution at least 30 days prior to the township annual meeting, and

**WHEREAS**, the Township Board deems that adjustments in the salaries of these elected township officials is warranted in consideration of the increase in the cost of living, now

**BE IT RESOLVED**, that as of April 1, 2014, the salary of the Supervisor shall be as follows:

Supervisor: \$20,600 base salary (not currently certified as assessor at proper level)

\$45,320 currently certified as assessor at proper level

**BE IT ALSO RESOLVED**, that this resolution shall be submitted to the electors at the annual meeting to be held on March 25, 2014, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 11, 2014 is properly adopted by the Elk Rapids Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Szymanski, supported by board member Boisvert.

Upon a roll call vote, the following voted:

"aye" Szymanski, White, Boisvert

"nay" 0

Absent: Amos, Isenhardt

The supervisor declared the resolution adopted.

Shelley Boisvert, Clerk

Resolution 2014-2

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

**WHEREAS**, Michigan Compiled Laws 41.95 authorizes the Township Board of Elk Rapids Township to determine the salaries for the offices of supervisor, clerk, and treasurer, for fiscal year 2014-2015 by adopting a resolution at least 30 days prior to the township annual meeting, and

**WHEREAS**, the Township Board deems that adjustments in the salaries of these elected township officials is warranted in consideration of the increase in the cost of living, now

**BE IT RESOLVED**, that as of April 1, 2014, the salary of the Treasurer shall be as follows:

Treasurer: \$20,600 base salary

**BE IT ALSO RESOLVED**, that this resolution shall be submitted to the electors at the annual meeting to be held on March 25, 2014, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 11, 2014 is properly adopted by the Elk Rapids Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Szymanski, supported by board member Boisvert.

Upon a roll call vote, the following voted:  
"aye" White, Boisvert, Szymanski

"nay" 0

Absent: Amos, Isenhardt

The supervisor declared the resolution adopted.

Shelley Boisvert, Clerk

Resolution 2014-3

RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY

WHEREAS, Michigan Compiled Laws 41.95 authorizes the Township Board of Elk Rapids Township to determine the salaries for the offices of supervisor, clerk, and treasurer, for fiscal year 2014-2015 by adopting a resolution at least 30 days prior to the township annual meeting, and

WHEREAS, the Township Board deems that adjustments in the salaries of these elected township officials is warranted in consideration of the increase in the cost of living, now

BE IT RESOLVED, that as of April 1, 2014, the salary of the Clerk shall be as follows:

Clerk: \$21,100 base salary

BE IT ALSO RESOLVED, that this resolution shall be submitted to the electors at the annual meeting to be held on March 25, 2014, at which time the electors may modify these amounts. Pursuant to MCL 41.95(7), such modification(s) that may be made by the electors cannot result in a reduction of salary during each official's term of office. In the event that the electors fail to act on this resolution, the officer shall be entitled to the salaries as established in this resolution, in accordance with state law.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 11, 2014 is properly adopted by the Elk Rapids Township Board at least 30 days prior to the annual meeting, as required by law.

The foregoing resolution offered by board member Szymanski, supported by board member Boisvert.

Upon a roll call vote, the following voted:  
"aye" Szymanski, White, Boisvert

"nay" 0

Absent: Amos, Isenhardt

The supervisor declared the resolution adopted.

Shelley Boisvert, Clerk

Resolution 2014-4

RESOLUTION TO ESTABLISH an Annual Meeting

WHEREAS, Public Act 187 of 1988 requires the Township Board to pass a resolution in order to have an annual meeting of the electors, and;

WHEREAS, the Township Board deems that there should be an annual meeting, therefore;

BE IT RESOLVED, that on March 25, 2014 at 7:00 PM. There will be an annual meeting of the electors of Elk Rapids Township.

BE IT FURTHER RESOLVED, that this resolution, adopted on February 11, 2014 is properly adopted by the Elk Rapids Township Board, as required by law.

The foregoing resolution offered by Board member Szymanski, supported by Board member Boisvert.

Upon a roll call vote, the following voted:

"Aye" White, Boisvert, Szymanski

"Nay" 0

Absent Amos, Isenhardt

The supervisor declared the resolution adopted.

Shelley Boisvert, Clerk

# Elk Rapids Township

# Resolution 2014-5

## Rates and the Annual Rate for Staff for Elk Rapids Township

Boards	Per Diem
Board of Review (1/2 day)	\$35.00
Board Member/non statutory meeting or training	\$50.00
Planning Commission	\$35.00
P.C. Secretary	\$35.00
P.C. Chairman	\$80.00
Trustee	\$100.00
ZBA	\$35.00
ZBA Secretary	\$35.00
ZBA Chairman	\$50.00

Staff	Hourly	Annual
Deputy / Clerical	\$12.00	
Election Chair	\$11.00	
Election Inspector	\$10.00	
Zoning Admin.		\$12,000.00
Cemetery Records Coord.	\$15.00	
Sexton		\$2,000.00

## Fire & Ambulance

Officers and Advisors	Monthly	Annual
Amb. Chief	\$3,664.17	\$43,970.00
Amb. Deputy Chief	\$200.00	\$2,400.00
HPPA Officer	\$50.00	\$600.00
QJ/QA Officer	\$150.00	\$1,800.00
Fire Chief	\$500.00	\$6,000.00
Fire Deputy Chief	\$250.00	\$3,000.00
Captain	\$125.00	\$1,500.00
Lieutenant	\$125.00	\$1,150.00

Resolution Adopted:

Ayes: 5

Nays: 0

**Motion Approved**

Shelley Boisvert, Elk Rapids Twp Clerk



	Rate	Licensed Experience			
		Less than 1 yr	More than 1 yr	1 - 4 Years	5 Years +
Ambulance EMT Basic Day / Hourly		\$10.00		\$11.00	\$12.00
Ambulance Specialist Day / Hourly		\$11.50		\$12.50	\$13.50
Amb. Basic & Spec. EMT Night / Hourly		\$10.10		\$10.10	\$10.10
Ambulance on call - Hourly	\$2.55				
Ambulance Training - Hourly	\$7.40				
Paramedics		\$14.00	\$15.50		
Short Notice Pay - \$15.50 Rate	\$31.00				
Short Notice Pay - \$14.00 Rate	\$28.00				
Fire Runs	\$15.50				
Fire Training	\$10.50				

Holiday Pay is double regular pay. Holidays include: Christmas, Christmas Eve, New Years Day, Thanksgiving, Easter, Memorial Day, July 4th, Labor Day

# Resolution 2014-6

## General Appropriations Act

A resolution to establish a general appropriations act for Elk Rapids Township; to define the powers and duties of the Elk Rapids 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 resolution.

The Board of Trustees of Elk Rapids Township resolves:

### **Section 1: Title**

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

### **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 Hearings on the Budget**

For general law townships: Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 20, 2014, and a public hearing on the proposed budget was held on March 25, 2014.

### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2014 - 2015, including an allocated millage of 1 Mill \$382,660; Fire and Ambulance revenue including voter-authorized millage of 2.50 mills \$ 923,243; Road Fund revenue including voter authorized millage of 0.35 mills \$ 79,049; and various miscellaneous revenues shall total \$ 38,745.

### **Section 6: Millage Levy**

The Elk Rapids 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 1 mill as set forth by the Tax Allocation Board, 0.35 mills for road purposes; and on all real property 2.50 mills for fire and ambulance.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2014 – 2015 for the various township activities are as follows:

**General Fund**

TOWNSHIP BOARD	\$71,900
SUPERVISOR	\$20,900
ELECTIONS	\$10,000
ASSESSOR	\$35,145
CLERK	\$27,800
BOARD OF REVIEW	\$900
TREASURER	\$32,200
TOWNSHIP HALL	\$5,200
ZONING	\$31,190
BRIDGE STREET TOWNHALL	\$26,600
CEMETERY	\$26,900
PHAGMITIES CONTROL	\$3,300
STREET LIGHTS	\$1,100
RETIREMENT	\$11,400
ECONOMIC DEVELOPMENT	\$0
RECREATION/PARKS	\$1,500
WILCOX PARK IMPROVEMENT	\$50,000
CONTINGENCY	\$12,000
SPRING CLEAN-UP	\$5,000
<b>TOTAL EXPENDITURES</b>	<b>\$373,035</b>

**Fire District**

FIRE DEPARTMENT	\$199,500
AMBULANCE	\$549,907
BUILDING & JOINT EXP.	\$29,850

**Various Funds**

AMBULANCE MEMORIAL	\$1,600
FIRE MEMORIAL	\$1,100
BIRCH LAKE SEWER O & M	\$60,000
BASS LAKE WEEK CONTROL	\$4,000
ROAD FUND	\$100,000

**Section 8: Adoption of Budget by Reference**

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

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Elk Rapids Township adopts the 2014 – 2015 fiscal year General fund budget, and Fire and Ambulance fund, by cost center. 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 cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

### **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: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board 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, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter (*month*);
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter (*month*) and for the current fiscal year to the end of the previous quarter (*month*);
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter (*month*) for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

### **Section 12: 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 13: 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 appropriations, increasing revenues, or both.

**Section 14: 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).

**Section 15: Board Adoption**

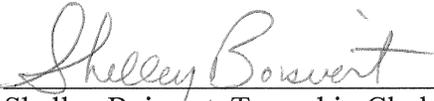
Motion made by **D. Amos**, seconded by **M. Szymanski** to adopt the foregoing resolution.  
Upon roll call vote,

the following voted aye: Amos, Isenhart, Szymanski, White, Boisvert

The following voted nay: 0

Absent: 0

The Supervisor declared the motion carried and the resolution duly adopted on the 25th day of March, 2014.



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Shelley Boisvert, Township Clerk