

AGENDA

BLISSFIELD TOWNSHIP SPECIAL BOARD MEETING  
PUBLIC HEARING  
2023-2024 BUDGET HEARING  
Blissfield, MI 49228  
MARCH 23, 2023  
7:00 PM

MEETING CALLED TO ORDER

APPROVAL OF AGENDA

NEW BUSINESS

Amendments to 2022-2023 Budget

2023-2024 Budget--Public Hearing

ADJOURN

# GENERAL APPROPRIATIONS ACT

## BLISSFIELD TOWNSHIP

**WHEREAS**, Blissfield Township desires to establish a resolution for a General Appropriations Act for Blissfield Township; to define the powers and duties of the Blissfield 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.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Blissfield Township ordains (resolves):

**Section 1: Title**

This resolution shall be know as the Blissfield Township General Appropriation 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 Treasurer 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 MCLA 141.412; MCLA 141.413, Notice of a Public Hearing was published in a newspaper (Blissfield Advance) of general circulation, on March 14, 2023, and a Public Hearing on the proposed budget was held on March 23, 2023.

**Section 5: Estimated Revenues**

Estimated Blissfield Township general fund revenues for fiscal year 2023-2024 to be levied and collected on all real and personal property within the Township upon the current tax roll in an amount equal to 1 mil; voter-authorized millage of 5.0 mills; and various miscellaneous revenues shall total \$1,288,530.99

**Section 6: Millage Levy**

The Blissfield 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 amount equal to 1 mill as set forth by the Tax Allocation Board.

**Section 7: Estimated Expenditures**

Estimated Township general fund expenditures for fiscal year 2023-2024 for the various Township activities (line item) shall total \$1,049,425.81

**Section 8: Adoption of Budget by Line Item**

The Board of Trustees of Blissfield Township adopts the 2023-2024 fiscal year general fund budget by line item. Township Officials responsible for the expenditures authorized in the budget may expend funds up to, but not exceed, the total appropriation authorized for each line item. No transfers of line appropriations shall be made without prior Board approval.

**Section 9: 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 order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among various line items without prior Board approval if the amount to be transferred does not exceed \$1000.00 of the appropriation item from which the transfer is 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 any such transfers made. Under no circumstances may the total general fund budget be changed without prior Board approval.

**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, 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:
  1. Expected revenues by the 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 revision in revenue estimates resulting from collection experience to date
  2. For each line item: 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 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 was based, and when it appears that expenditures shall exceed 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 P.A. 621(1978) and the Blissfield township Personnel Manual.

**Section 15: Board Adoption**

The foregoing resolution offered by Board Member:

Second offered by Board Member:

Upon roll call vote, the following voted:

AYE: *Wynn, Dickerson, Warner, Wilson, Navarro*

NAY: *-0-*

The Supervisor, Adolio Q. Navarro, Jr, declared the resolution adopted.

*Diann Paul Warner*

Diann Paul-Warner, Clerk

Date: *3-23-2023*

**BLISSFIELD TOWNSHIP GENERAL BUDGET**

**2023-2024 ANNUAL BUDGET**

**INCOME**

PROPERTY TAXES	\$139,282.87
DELINQUENT TAXES	\$15,240.67
INT/PENALTY	\$61.25
DOG LICENSE	\$591.00
VARIANCE HEARING	
BUILDING PERMIT FEES	\$2,000.00
STATE REVENUE SHARING	\$72,510.00
INTEREST EARNED	\$771.44
MISC/RENTAL	\$35.00
REFUNDS/REBATES	
OPEN/CLOSE CEMETERY LOTS	\$18,625.00
SALE CEMETERY LOTS	\$7,275.00
ADMINISTRATION FEE	\$43,516.90
FRANCHISE FEE	\$4,791.62
STABILIZATION LCSS	\$33,673.41
FOIA	\$3,819.00
PA116	\$150.00
LAND SPLITS	\$585.00
OTHER	
REIMBURSEMENTS-INSURANCE	\$2,920.35
<b>TOTAL GENERAL INCOME</b>	<b>\$345,848.51</b>

EXPENSES

TRUSTEE SALARY	\$2,500.00
SUPERVISOR SALARY	\$15,000.00
CLERK SALARY	\$32,000.00
DEPUTY CLERK SALARY	\$3,000.00
TREASURER SALARY	\$32,000.00
DEPUTY TREASURER SALARY	\$3,000.00
ASSESSOR	\$48,686.00
BOARD OF REVIEW	\$1,500.00
BUILDING INSPECTOR	\$1,271.91
CEMETARY KEEPER	\$26,375.00
CEMETARY SEXTON	\$12,275.00
CRANE-SPIEGEL CEMETERY	\$4,227.50
CEMETARY MISC	\$2,535.20
CEMETARY UTILITIES	\$1,618.05
CEMETARY REPAIR/MAIN	\$8,179.00
CEMETARY LAND/EQUIP	
BSA TAX SOFTWARE	\$16,839.00
OFFICE UTILITIES	\$4,080.43
TELEPHONES	\$3,720.31
OFFICE SUPPLIES	\$4,178.60
PRINTING/PUBLICATION	\$2,998.84
MISCELLANEOUS	\$828.92
MILEAGE/MTG/CONVENTION	\$143.51
REPAIR/MAINTENANCE	\$139.11
INSURANCE/BONDS	\$10,310.00
PURCHASE EQUIPMENT	
PLANNING COMMISSION	\$7,455.09
ELECTION EXPENSE	\$28,000.00
ATTORNEY FEES	\$1,800.00
DDA	\$3,139.52
SOCIAL SEC/MED	\$8,103.19
PENSION PREMIUM	\$13,910.14

DRAIN AT LARGE	\$3,444.97
TAX STMT PREPARATION	\$2,370.83
AUDITOR	\$3,400.00
MTT REFUND	
ZONING BOARD OF APPEALS	\$120.00
BUILDING MAINTANANCE	
TRANSFER TO OTHER FUND	
ASSESSOR EXPENSES	\$4,171.60
PAYROLL EXPENSE FEE	\$3,109.41
TRAVELER'S INSURANCE	\$2,919.00
COMPUTER & WEB HOSTING	\$805.88
TRAINING/PROFESSIONAL SERVICES	\$2,080.00
DUES & MEMBERSHIP	\$2,563.28
SUPERVISOR OFFICE SUPPLIES	\$1,000.00
TREASURER OFFICE SUPPLIES	\$1,000.00
CLERK OFFICE SUPPLIES	\$1,000.00
<b><u>TOTAL GENERAL EXPENSE</u></b>	<b>\$327,799.29</b>
<b>TOTAL INCOME vs TOTAL EXPENSES</b>	<b>\$18,049.22</b>

**BLISSFIELD TOWNSHIP FIRE OPERATING BUDGET**

**2023-2024 ANNUAL BUDGET**

**INCOME**

ACCUMED	\$79,961.02
Property Tax	\$139,084.82
NEW MILLAGE	\$139,084.02
Delinquent Tax	\$11,925.92
Interest	\$558.37
Miscellaneous	\$4,013.00
Donations	\$0.00
Contribution	\$9,391.54
Stabilization LCSS	\$153.92
Stabilization LCSS--Fire 2	\$33,019.22
RESERVE FUND	

**TOTAL FIRE INCOME**

**\$417,191.83**

**EXPENSES**

Auditor	\$200.00
Firemen/Ambulance Wage	\$45,000.00
Firemen/Ambulance Day Shift Wage	\$96,000.00
Social Sec./Medical	\$2,000.00
Insurance--Fire	\$26,300.00
Insurance--EMS	\$15,000.00
Operating Supplies-Ambulance	\$3,800.00
Repair/Maintenance-Ambulance	\$2,000.00
EMS Operating License	\$500.00



Miscellaneous	\$100.00
License/Education EMT	\$2,000.00
Operating Supplies/Inspections-Fire	\$11,400.00
License/Training--Fire	\$1,500.00
Telephone /Internet	\$1,500.00
Utilities	\$21,000.00
Repair/Maintenance-Fire	\$10,000.00
Drain at Large	
Equipment-Ambulance	\$500.00
Equipment-Fire	\$14,500.00
Madison/Ann Arbor Credit	\$50,000.00
Accumed	\$6,500.00
Office Supplies/Computers	\$16,000.00
Building Maintenance	\$500.00
Roof Repair	
Fuel-Ambulance	\$4,000.00
Fuel-Fire Truck	\$2,000.00
DDA-EMS	
DDA-Fire	\$3,139.00
Traveler's Insurance	\$1,500.00
Cellular Phone (Truck Ipads)	\$3,400.00
Grant Funding	\$1,000.00
<b>TOTAL FIRE EXPENSES</b>	<b>\$341,339.00</b>

**\$75,852.83**

**TOTAL INCOME VS EXPENSES**

**BLISSFIELD TOWNSHIP EQUIPMENT BUDGET**

**2023-2024 Annual Budget**

<b>INCOME</b>	
PROPERTY TAX	\$69,838.60
DELINQUENT TAX	\$1,179.41
INTEREST	\$346.95
Stabilization LCSS	\$4,772.73
Contributions	\$0.00
<b>TOTAL EQUIPMENT INCOME</b>	<b>\$76,137.69</b>
<b>EXPENSES</b>	
REFUND MTT	
DRAINS	
AUDITOR	\$100.00
MISCELLANEOUS	\$0.00
<b>TOTAL EQUIPMENT EXPENSES</b>	<b>\$100.00</b>
<b>TOTAL INCOME VS EXPENSES</b>	<b>\$76,037.69</b>

**BLISSFIELD TOWNSHIP ROAD BUDGET**

**2023-2024 ANNUAL BUDGET**

<b>INCOME</b>	
PROPERTY TAX	\$204,971.33
DELINQUENT TAX	\$13,115.85
INTEREST	\$1,022.47
Stabilization LCSS RESERVE FUND	\$34,811.42 \$130,000.00
<b>TOTAL ROAD INCOME</b>	<b>\$383,921.07</b>
<b>EXPENSES</b>	
AUDITOR	\$150.00
DDA	\$4,659.06
DRAINS	
DELINQUENT TAX	
CULVERTS	\$50,000.00
EXPENSES-ROAD MAINTENANCE	\$325,378.46
<b>TOTAL ROAD EXPENSES</b>	<b>\$380,187.52</b>
<b>TOTAL INCOME VS EXPENSES</b>	<b>\$3,733.55</b>

**CARES ACT**

**2023-2024 ANNUAL BUDGET**

**INCOME**

**\$65,431.89**

**TOTAL CARES ACT INCOME**

**\$65,431.89**

**EXPENSES**

**TOTAL CARES ACT EXPENSES**

**\$0.00**

**TOTAL INCOME VS EXPENSES**

**\$65,431.89**