

CHARTER TOWNSHIP OF MONITOR  
REGULAR TOWNSHIP BOARD MEETING  
DECEMBER 8, 2014

The Supervisor called the meeting to order at 7:00 p.m.

Members present: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller  
Members absent: None

The Pledge of Allegiance was recited by all present.

Public Input opened at 7:01 p.m. No public present wished to speak and public input was closed.

Motion by Kowalski supported by Miller to adopt the agenda as presented.  
Motion carried.

Motion by Miller supported by Kochany to approve the minutes of the November 24, 2014 regular meeting as presented.  
Motion carried.

Motion by Kochany supported by Malkin to pay the bills in the amount of \$31,771.99 from General Fund.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

Second Reading and Adoption of Ordinance 52-W, An Ordinance to Provide Residential Use in C Districts

Motion by Kowalski supported by Malkin to have this meeting serve as Second Reading and Adoption of Ordinance 52-W, an ordinance to provide residential use in C districts by Planning Commission special use permit as follows:

ORDINANCE 52-W

**AN ORDINANCE AMENDING ZONING ORDINANCE NO. 52, AS AMENDED, TO PROVIDE FOR RESIDENTIAL USE IN COMMERCIAL ZONED DISTRICTS BY SPECIAL USE PERMIT AND TO PROVIDE PENALTIES FOR THE VIOLATION THEREOF**

THE CHARTER TOWNSHIP OF MONITOR ORDAINS:

**SECTION I**

Section 9.02 of Chapter IX, of the Monitor Township Ordinance 52, designated "Monitor Township Zoning Ordinance" effective December 14, 2003, as previously amended is hereby amended to read as follows:

**SECTION 9.02 USE REGULATIONS:**

In the C District, no land or building shall be used, and no buildings or structures shall be erected or converted for any use or under any condition other than the following:

- (a) Those nonresidential uses which are permitted in the Residential Zoning Districts, subject to the same conditions, restrictions, and requirements as are provided in the Residential Zoning Districts, except as specifically provided otherwise in this Section.
- (b) Adult foster care congregate facilities, and other similar residential hospitals, infirmaries, and institutions
- (c) Animal hospitals
- (d) Antique sales and service but excluding commercial vat dipping and stripping.
- (e-1) Automobile repair shop or garage limited to minor repairs as defined in Section 2.12
- (e-2) Automobile repair shop or garage including major repair operations as defined in Section 2.11 when authorized as a special use by the Planning Commission.
- (f) Automobile, truck and tractor sales, service and rentals
- (g) Bakery goods store
- (h) Bank, land and finance offices including drive-in branches
- (i) Barber or beauty shop
- (j) Bars, cocktail lounges and taverns
- (k) Bicycle and motorcycle sales, service and rentals
- (l) Blueprinting shops
- (m) Book, stationary or gift store
- (n) Bowling alley, including bars and restaurant
- (o) Bus station
- (p) Business or trade school
- (q) Campgrounds and travel trailer parks in accordance with the provisions of Section 5.02(L)
- (r) Candy store, soda fountain and/or ice cream store
- (s) Car wash
- (t) Catering service, delicatessen and confectionery store
- (u) Clinics - dental and medical, including laboratory
- (v) Clothing and dry goods store
- (w) Contractor (plumbing, heating, electrical, etc.) provided operations and storage are completely enclosed in a building
- (x) Crating and packing service
- (y) Department stores
- (z) Diaper, linen and towel supply service
- (aa) Dress shop
- (bb) Dry cleaning and laundry - custom and self-serve - including laundry pick-up stations
- (cc) Eating place - bar, grill, and cocktail lounge including "drive-in"
- (dd) Electrical appliances and supplies including retail sales and service, wholesale outlets and storage
- (ee) Exterminator service

- (ff) Factory and mill supplies and sales but excluding bulk chemical supplies
- (gg) Florist and gift shop, including nursery stock for retail sale
- (hh) Frozen food locker
- (ii) Fruit and vegetable stores when enclosed within a building
- (jj) Funeral home, mortuaries and ambulance service
- (kk) Furniture and household wares, new and used, including repair and reupholstering
- (ll) Greenhouses
- (mm) Grocery store and meat market
- (nn) Hardware store
- (oo) Hospitals, veterans' facilities and similar uses
- (pp) Hotels, motels and motor courts
- (qq) Household appliance stores
- (rr) Ice pick-up stations
- (ss) Jewelry store
- (tt) Juke box and vending machine service and distribution
- (uu) Laboratory - medical or dental
- (vv) Laundromats
- (ww) Liquor store
- (xx) Locksmiths
- (yy) Lodge hall, private clubs, veterans' clubs, fraternal organization
- (zz) Malt beverage, liquor and wine distribution
- (aaa) Meat market
- (bbb) Mobile home and travel trailer sales and service
- (ccc) Monument sales
- (ddd) Music studios and the sale and servicing of musical instruments
- (eee) Novelty shops
- (fff) Nursery school and day nurseries
- (ggg) Office machines, sales and service
- (hhh) Office supply store
- (iii) Offices - professional and business including sample rooms but not warehouses
- (jjj) Optical goods, retail sales
- (kkk) Ornamental iron works and fence service
- (lll) Paint and wallpaper store
- (mmm) Parcel delivery station
- (nnn) Pet shop
- (ooo) Pharmacy
- (ppp) Photographic studios and dance studios
- (qqq) Photographic supplies, sales, servicing and rentals
- (rrr) Plumbing and heating shop (retail), provided all operations and storage are completely enclosed in a building
- (sss) Printing and publishing, including processes related thereto
- (ttt) Professional studio
- (uuu) Radio and television stores - sales and service
- (vvv) Radio and TV sales and repair and broadcasting studios but not including towers
- (www) Resale shops, including "auction houses"

- (xxx) Residences and mixed use buildings, when authorized as a special use by the Planning Commission. In considering such authorization, the Planning Commission shall consider the provisions of Section 3.31. In order to receive special use approval under the provision of this Section the applicant shall meet the following requirements:
- (1) All dimensional requirements as set forth in this and other Township codes, including, but not limited to, parking, loading, height, setbacks and lot coverage are met.
  - (2) All landscape, screening, site lighting and other ordinance requirements are met.
  - (3) Compatible businesses in C General Business District may be permitted. Such uses shall be located on the grade level. Uses shall be determined by the Planning Commission to pose no health or safety risk to residents in that structure.
  - (4) Certain uses by the nature of their operation, have a pronounced tendency to be incompatible with residential uses. Therefore, the following uses shall not be permitted with residential uses: Automobile, truck, tractor sales, service or rentals; automobile repair shops (major and minor); motorcycle sales, service or rentals; car wash; dry cleaning and laundry; exterminator services; laboratory, medical or dental; Laundromats; paint and wallpaper store; service stations; sign painting shops; and other similar uses deemed incompatible by Planning Commission.
  - (5) Residential apartments meet the minimum space requirements as established by Zoning and Building Codes.
  - (6) The use will not depress the value of nearby properties or adversely impact planned development patterns.
  - (7) Residential uses without a commercial component must be located in a structure originally designed and constructed to be used as a residence.
  - (8) Mixed residential and commercial uses must be designated to safely accommodate mixed residential and commercial uses. Floor plans and a use statement will be required for Planning Commission review.
  - (9) Sites with multiple units shall obtain a legal address for each unit on the property.
  - (10) A statement indicating that trash collection will be handled in the same manner as all commercial properties is included on the site plan.
- (yyy) Service stations
- (zzz) Shoe repair shop
- (aaaa) Sign painting and servicing shops, provided all operations and storage are completely enclosed in a building
- (bbbb) Signs as regulated in Chapter 15
- (cccc) Special tools and gauges - checking and service
- (dddd) Sporting goods, retail sales
- (eeee) Tailor and/or dressmaker
- (ffff) Taxi cab stations
- (gggg) Taxidermist
- (hhhh) Theater
- (iiii) Theater, drive-in, when authorized as a special use by the Planning Commission.

In considering such authorization, the Planning Commission shall consider the provisions of Section 3.31. Drive-in theaters granted a special use permit under the provision of this Section shall meet the following requirements:

- (1) The site shall be at least ten (10) acres in area.
- (2) The area of public assembly shall be enclosed with height (8) foot uniformly painted solid fence or wall.
- (3) Any structure shall be at least one hundred (100) feet from all property lines and the required one hundred (100) foot area landscaped with lawn, trees and shrubs, unless enclosed inside the required fence.
- (4) In order to provide reasonable traffic access, the ticket booth shall be at least two hundred (200) feet from the street right-of-way from which access is gained.
- (5) The Planning Commission may attach other reasonable requirements and conditions which it deems are necessary for the protection of the public health, safety and welfare.

(jjjj) Trade schools

(kkkk) Travel agencies

(llll) Used car lots

(mmmm) Variety store, including notions and "five and ten" stores

(nnnn) Video movie rentals

(oooo) Warehousing and storage structures, when authorized as a special use by the Planning Commission

(pppp) Any other retail business and service establishment when authorized as a special use by the Planning Commission to be of the same general character as the above permitted uses or which supply services or conveniences or perform services when authorized by the Planning Commission which shall consider the following standards:

- (1) The size, nature and character of the proposed area;
- (2) The proximity of the proposed use to the adjoining properties;
- (3) The parking facilities provided for the proposed use;
- (4) Any traffic congestion or hazard which will be created by the proposed use;
- (5) How well the proposed use harmonizes, blends with, and enhances adjoining properties in the surrounding neighborhoods.
- (6) The need or necessity for the proposed use to serve the needs of the surrounding neighborhood;
- (7) The effect of the proposed use on adjoining properties in the surrounding neighborhoods; and
- (8) The probability that the proposed use will be objectionable by reason of emission or odors, soot, dust, noise, gas, fumes, vibration, or glare.

## **SECTION II PENALTY**

Any person who shall violate any provision of this Ordinance shall be deemed responsible for the violation of a municipal civil infraction and shall be subject to all of the allowable fines, costs and penalties which shall be applicable for such violation in accordance with Ordinance No. 53, as amended.

**SECTION III**

This Ordinance shall be published in a newspaper circulated within the Charter Township of Monitor, Bay County, Michigan, and shall take effect on the 31st day after the date of such publication.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

The Public Hearings for Holly Springs Special Assessment Roll ó Streetlights, and Water Detention Area opened at 7:08 p.m. No public were present and the public hearings closed at 7:09 p.m.

The Public Hearing for the 2015 General Fund Budget opened at 7:09 p.m.

**R-2014-021 Resolution Confirming Special Assessment Roll ó Holly Springs Streetlights**

Motion by Miller supported by Pike to adopt Resolution R-2014-021, a resolution confirming the special assessment roll for Holly Springs streetlights as follows:

**RESOLUTION CONFIRMING  
SPECIAL ASSESSMENT ROLL FOR STREET LIGHTS  
HOLLY SPRINGS SUBDIVISION**

**WHEREAS**, at its regularly scheduled meeting held October 27, 2014, this Township Board adopted a Resolution of Intent to Proceed with the installation of six (6) street lights in Holly Springs Subdivision and to create a special assessment district to pay for this improvement, which Resolution provided for two public hearings to be held this date; and

**WHEREAS**, pursuant to proper notice as provided in Section 4(a) of Act 188 of 1954, a public hearing was held at a regular meeting of the Township Board held on the 24<sup>th</sup> day of November, 2014 at 7:00 p.m. at which time and place the Township Board did adopt a Resolution Creating Special Assessment District after public hearing, and

**WHEREAS**, the Assessor has prepared a special assessment roll of all parcels to be included in the special assessment district and filed said roll with the Clerk; and

**WHEREAS**, pursuant to proper notice as provided in Section 4(a) of Act 188 if 1954, a public hearing was held at a regular meeting of the Township Board held on the 8th day of December, 2014 at 7:00 p.m. to review the roll and to hear any objections to said roll; and

**WHEREAS**, no written objections to the roll having been filed with the Clerk;

**NOW THEREFORE BE IT RESOLVED**, that the special assessment roll as prepared by the Assessor as it relates to the installation and

maintenance of the six (6) street lights in Holly Springs Subdivision is hereby confirmed.

**NOW THEREFORE BE IT RESOLVED** that the Township shall recoup its out-of-pocket expenses including professional fees, publication and recordation expenses associated with, and directly attributable to, the creation of the special assessment.

**NOW THEREFORE BE IT RESOLVED** that the total assessment be set at \$1,091.50 or \$34.11 per lot for the first year, and \$378.00 or \$11.81 per lot per year thereafter until modified by this board and that this assessment shall be spread on a per lot basis over land legally described as:

SEE LEGAL DESCRIPTION ATTACHED

**IT IS FURTHER RESOLVED**, that the Clerk shall endorse the assessment roll with the date of the confirmation.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

R-2014-022 Resolution Confirming Special Assessment Roll ó Holly Springs Water Detention

Motion by Kowalski supported by Kochany to adopt Resolution R-2014-022, a resolution confirming the special assessment roll for Holly Springs water detention as follows:

**RESOLUTION CONFIRMING  
SPECIAL ASSESSMENT ROLL FOR A STORM WATER DETENTION AREA  
FOR HOLLY SPRINGS SUBDIVISION**

**WHEREAS**, at its regularly scheduled meeting held October 27, 2014, this Township Board adopted a Resolution of Intent to Proceed with the creation of a special assessment district to provide funding for future maintenance of a water detention area in the Holly Springs Subdivision; and

**WHEREAS**, after proper notice a public hearing was held at 7:00 p.m. on the 24th day of November, 2014 and the Monitor Township Board did thereafter adopt a Resolution Creating Special Assessment District After Public Hearing for Holly Springs Subdivision; and

**WHEREAS**, the Assessor has prepared a special assessment roll of all parcels to be included in the special assessment district and filed said roll with the Clerk; and

**WHEREAS**, pursuant to proper notice as provided in Section 4(a) of Act 188 of 1954, a public hearing was held at a regular meeting of the Township Board held on the 8th day of December, 2014 at 7:00 p.m. to review the roll and to hear any objections to said roll; and

**WHEREAS**, no written objections to the roll having been timely filed with the Clerk;

**NOW THEREFORE BE IT RESOLVED** that the special assessment roll as prepared by the Assessor as it relates to this project is hereby confirmed.

**NOW THEREFORE BE IT RESOLVED** that the Township shall recoup its out-of-pocket expenses including professional fees, publication and recordation expenses associated with, and directly attributable to, the creation of the special assessment.

**BE IT FURTHER RESOLVED** that the total assessment be set at \$5,317.20 over a three (3) year period, with the initial first year assessment to be set at \$1,983.87 or \$62.00 per lot for the first year, and \$1,666.67.00 or \$52.08 per lot for the next two consecutive years and that this assessment shall be spread on a per lot basis over land legally described as:

SEE ATTACHED LEGAL DESCRIPTION

For the tax years 2015, 2016, 2017.

**BE IT FURTHER RESOLVED**, in the event that the Township shall incur no maintenance expenses for the first three (3) years of the existence of the detention area as a result of maintenance being performed by the Holly Springs Home Owners Association, or otherwise, the annual assessment shall be reduced to One Hundred Dollars (\$100.00) per year in the fourth year and thereafter until modified by this Board.

**BE IT FURTHER RESOLVED** that in the event that, as a result of neglect or failure to properly maintain the above referenced improvements, it is anticipated that the total assessment levied against all of the property within the district boundaries would be increased by any amount in excess of \$100.00 per year, then and in that event, Monitor Township shall provide written notice to the record owners of the land within the district by regular first class mail at least ten (10) days prior to the meeting where such redetermination could be considered. Such interested owners would then be provided an opportunity to address the Board regarding the necessity of the increase in the total assessment to be levied.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

No public were present to speak regarding the 2015 General Fund budget and the public hearing closed at 7:15 p.m.



R-2014-023 Resolution Adopting 2015 Wages for Elected Officials

Motion by Malkin supported by Miller to adopt Resolution R-2014-023, a resolution adopting 2015 wages for elected officials as follows:

**RESOLUTION ADOPTING WAGES FOR ELECTED TOWNSHIP OFFICIALS**

**NOW THEREFORE BE IT RESOLVED**, that as of January 1, 2015, the wage salary of full time Township elected officials shall be adopted as follows:

Supervisor	\$ 50,534.97
Clerk	\$ 50,534.97
Treasurer	\$ 50,534.97

**BE IT RESOLVED**, that as of January 1, 2015, the salaries of elected Township Trustee's shall be adopted at a wage of \$5,732.09 per Trustee, (making a combined total of \$22,928.36 for this office).

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Malkin, Miller

No: Kochany

Absent: None

Motion carried.

R-2014-024 Resolution Adopting 2015 Wages for Non-Elected Township Personnel

Motion by Kowalski supported by Malkin to adopt Resolution R-2014-024, a resolution adopting 2015 wages for non-elected township personnel as follows:

**RESOLUTION ADOPTING WAGES FOR NON-ELECTED TOWNSHIP PERSONNEL**

**NOW THEREFORE BE IT RESOLVED**, that as of January 1, 2015, the wage rates of full-time hourly township employees shall be as follows:

Administrative Secretary	\$ 12.29 per hour
Deputy Clerk	\$ 14.55 per hour
Deputy Treasurer	\$ 12.01 per hour
Fire Chief	\$ 19.82 per hour
Assistant Fire Chief	\$ 18.65 per hour
Fire Captain	\$ 17.80 per hour
Fire Lieutenant	\$ 17.12 per hour

**BE IT RESOLVED**, that as of January 1, 2015, the wage rates of part-time township hourly employees shall be as follows:

Building Official & Inspector	
50% of Building Permit Fees	
80% of Plan Review Fees	
Meeting/Training Wage	\$ 27.31 per hour

Electrical, Plumbing, & Mechanical Inspectors  
80% of Building Permit Fees & Plan Review Fees

Zoning Administrator \$ 21.42 per hour  
Zoning & Code Enforcement Assistant \$ 10.17 per hour

Part-Time Fill-In Receptionist \$ 9.83 per hour  
Part-Time Fill-In Receptionist-  
Zoning & Code Enforcement Assistant \$ 10.17 per hour

Township Custodian \$ 8.89 per hour  
Weekend Hall Custodian \$ 8.89 per hour  
Park Maintenance Custodian \$ 8.89 per hour  
Park Custodian - \$550/Month for the Park Season

**BE IT RESOLVED**, that as of January 1, 2015, the hourly wage rates of Regular On-call Fire Fighters shall be as follows:

First Hour \$18.96 per hour  
Second Hour \$11.36 per hour  
Training Wage \$ 8.58 per hour

**BE IT RESOLVED**, that as of January 1, 2015, the hourly wage rates of Probationary On-call Fire Fighters shall be as follows:

First Hour \$17.05 per hour  
Second Hour \$10.23 per hour  
Training Wage \$ 8.58 per hour

**BE IT RESOLVED**, that as of January 1, 2015, the salaries of full time township salaried employees shall be as follows:

Assessor \$51,640.20 per year

**BE IT RESOLVED**, that as of January 1, 2015, Planning Commission and ZBA Members shall be paid the following for each meeting:

Chairman \$50.00 per meeting  
Vice-Chairman \$45.00 per meeting  
Secretary \$50.00 per meeting  
Members \$45.00 per meeting

**BE IT RESOLVED**, that as of January 1, 2015, Board of Review Members shall be paid at a rate of \$11.00 per hour for each meeting.

Roll call vote:

Yes: Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: Brandt

Absent: None  
Motion carried.

R-2014-025 General Appropriations Act Resolution for 2015

Motion by Kowalski supported by Miller to adopt Resolution R-2014-025, the Township General Appropriations Act for 2015 as follows:

**GENERAL APPROPRIATIONS ACT FOR 2015**

**A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR THE CHARTER TOWNSHIP OF MONITOR; TO DEFINE THE POWERS AND DUTIES OF THE MONITOR TOWNSHIP OFFICERS IN RELATION TO THE ADMINISTRATION OF THE BUDGET; AND TO PROVIDE REMEDIES FOR REFUSAL OR NEGLIGENCE TO COMPLY WITH THE REQUIREMENTS OF THIS RESOLUTION.**

**The Board of Trustees of the Charter Township of Monitor resolves:**

**Section 1: Title**

This resolution shall be known as the Charter Township of Monitor General Appropriations Act of 2015.

**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 charter townships: Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on November 13, 2014, and November 20, 2014 and a public hearing on the proposed budget was held on December 8, 2014.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2015 including an allocated millage of 1.2290 mills; an allocated road millage of 1.9500 mills; and various miscellaneous revenues shall total \$2,181,046.68.

**Section 6: Millage Levy**

The Monitor 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 1.2290 mills as set forth by the Tax Allocation Board (or as authorized under state law and approved by the electorate).

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2015 for the various township cost centers are as follows:

<b>EXPENSES</b>	<b><u>2015 BUDGET</u></b>
(103) TOWNSHIP BOARD	\$ 40,960.50
(170) TOWNSHIP OFFICE	\$ 74,160.92
(171) SUPERVISOR	\$ 66,811.27
(191) ELECTIONS	\$ 7,848.50
(202) AUDITOR	\$ 13,500.00
(209) ASSESSOR	\$ 99,906.60
(210) ATTORNEYS	\$ 25,000.00
(215) CLERK	\$ 139,762.89
(249) BOARD OF REVIEW	\$ 2,444.64
(253) TREASURER	\$ 129,820.96
(265) BUILDINGS & GROUNDS	\$ 70,591.60
(301) POLICE SERVICES	\$ 21,300.00
(331) MARINE ASSESSMENT	\$ 2,400.00
(336) FIRE SERVICES	\$ 576,280.40
(400) PLANNING COMMISSION	\$ 4,841.41
(401) TOWNSHIP PLANNER	\$ 15,000.00
(410) ZONING/ORDINANCE DEPT.	\$ 9,422.43
(411) ZONING BOARD OF APPEALS	\$ 3,129.78
(445) DRAINS	\$ 15,685.37
(446) ROADS	\$ 730,000.00
(447) TOWNSHIP ENGINEER	\$ 4,000.00
(448) STREET LIGHTING	\$ 60,000.00
(530) WEED CONTROL	\$ 6,700.00
(536) WATER SERVICE:	\$ 0.00
(751) PARKS AND RECREATION	\$ 25,067.50
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,144,634.77</b>

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

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

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

The Board of Trustees of the Charter Township of Monitor adopts the 2015 fiscal year General Fund Budget 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: Emergency Expenditure**

Each elected official may in emergency situations expend up to \$7,500.00 from unallocated funds without prior approval of the Township Board. The official must make a detailed report of these expenditures at the next regular or special meeting of the Board.

#### **Section 12: 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 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 appropriations, 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 P.A. 621 (1978) and the Charter Township of Monitor Personnel Policy Section 10.1-10.3.

**Section 16: Board Adoption**

Motion made by Kowalski supported by Miller to adopt the foregoing resolution.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

2015 Construction (Bldg) Fund Budget

Motion by Kowalski supported by Kochany to adopt the 2015 Construction fund budget as follows:

**2015 Construction (Bldg) Fund Budget**

REVENUE	2015 Budget	Acct Number
<i>Due from General Fund</i>		249-000-080
<i>Construction Permit Fees - Other</i>	\$ 40,000.00	249-000-476
<i>Building Permit Fees</i>	\$ 47,000.00	249-000-478
<i>Building Plan Review Fees</i>	\$ 1,500.00	249-000-608
<i>Plan Review Fees - Other</i>	\$ 1,400.00	249-000-609
<i>Zoning Plan Review</i>	\$ -	249-000-610
<i>Special Hearing Fees</i>	\$ -	249-000-620
<i>Investment Income</i>	\$ 1,800.00	249-000-665
<i>Miscellaneous Income</i>		249-000-695

*Total Revenue* \$ 91,700.00

EXPENSES		<u>Acct</u> <u>Number</u>
<i>Administrator Wage</i>	\$ -	249-371-702
Building Inspector Wage	\$ 24,700.00	249-371-702
Clerical	\$ 6,972.20	249-371-703
Electrical Inspector Wages	\$ 17,000.00	249-371-704
Plumbing Inspector Wages	\$ 6,400.00	249-371-705
Mechanical Inspector Wages	\$ 12,000.00	249-371-706
On-Call Building Inspector Wages	\$ -	249-371-707
Const. Board of Appeals Wages	\$ -	249-371-708
Custodian	\$ 2,200.00	249-371-709
Ordinance Administrator Wage	\$ 5,569.20	249-371-712
Zoning & Code Assistant Wages	\$ 8,461.44	249-371-713
Supplies	\$ 2,000.00	249-371-727
Professional Services	\$ 100.00	249-371-801
Medical Insurance	\$ -	249-371-834
Telephone	\$ 1,600.00	249-371-850
General Insurance	\$ 1,417.67	249-371-851
Life & Disability Insurance	\$ -	249-371-855
Automobile Mileage	\$ 2,000.00	249-371-860
Workman's Compensation Ins.	\$ 486.18	249-371-871
Pension Benefits	\$ -	249-371-874
Payroll Taxes	\$ 6,372.67	249-371-875
Bank Charges	\$ -	249-371-890
Publishing-Postage and Printing	\$ -	249-371-900
Utilities	\$ 1,000.00	249-371-920
Repairs and Maintenance	\$ 1,800.00	249-371-930
Miscellaneous Expenses	\$ 50.00	249-371-956
Conventions and Seminars	\$ 1,000.00	249-371-957
Dues and Subscriptions	\$ 1,700.00	249-371-960
Equipment and Furniture	\$ 1,800.00	249-371-980
Leases	\$ 500.00	249-371-983
Maintenance Agreements	\$ 1,200.00	249-371-984

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*Total Expenses* \$ 106,329.36

*Less Total Revenue* \$ 91,700.00

\$

*Operational Surplus* (14,629.36)

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

### 2015 Liquor Fund Budget

Motion by Brandt supported by Miller to adopt the 2015 Liquor fund budget as follows:

### **2015 Liquor Fund Budget**

REVENUE	<u>2015 Budget</u>	<u>Acct Number</u>
<i>Due from General Fund</i>	\$ -	212-000-080

<i>Due from State of MI-Liq. License Fees</i>	\$ 5,500.00	212-000-451
<i>Investment Interest Revenue</i>	\$ -	212-000-665
<i>Total Revenue</i>	\$ 5,500.00	

<b>EXPENSES</b>		<u><i>Acct Number</i></u>
<i>Due to Gen. Fund for Road Patrol</i>	\$ 5,500.00	212-301-801
<i>Bank Charges</i>	\$ -	212-000-890
<i>Total Expenses</i>	\$ 5,500.00	
<i>Less Total Revenue</i>	\$ 5,500.00	
<i>Operational Surplus</i>	\$ -	

<i>Beginning Fund Balance</i>	\$ 100.00
<i>Ending Fund Surplus</i>	\$ 100.00

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

### 2015 Public Safety Fund Budget

Motion by Miller supported by Malkin to adopt the 2015 Public Safety fund budget as follows:

### **2015 Public Safety Fund Budget**

<u>REVENUE</u>	<u>2015 Budget</u>	<u>Acct Number</u>
<i>Public Safety Millage-Special Assessment</i>	\$ 255,000.00	205-000-408
<i>Grants/other income</i>	\$ -	205-000-501.000
<i>Intergovernmental Revenue</i>	\$ -	205-000-582.000
<i>Proceeds from Note Issuance</i>	\$ -	205-000-698
<i>Investment Interest Revenue</i>	\$ 700.00	205-000-665
<i>Grant/Misc Revenue</i>	\$ -	205-000-695
<i>Total Revenue</i>	\$ 255,700.00	

<u>EXPENSES</u>		<u>Acct Number</u>
<i>Road Patrol</i>	\$ 120,000.00	205-000-801
<i>Bank Charges</i>	\$ -	205-000-890
<i>Fire Vehicles/Replacement</i>	\$ -	205-000-980
<i>Fire Department Equipment/Expense</i>	\$ 87,300.00	205-000-980-001
<i>Interest on Note</i>	\$ -	205-905-876-000
<i>Principal on Note Payable</i>	\$ -	205-905-876-001
<i>Transfers Out-Control</i>	\$ -	205-965-000.000
<i>Total Expenses</i>	\$ 207,300.00	
<i>Less Total Revenue</i>	\$ 255,700.00	
<i>Operational Surplus</i>	\$ 48,400.00	
<i>Beginning Fund Balance</i>		
<i>Ending Fund Surplus</i>	\$ 48,400.00	

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None



Absent: None  
Motion carried.

### 2015 Sewer Fund Budget

Motion by Brandt supported by Arnold to adopt the 2015 Sewer fund budget as follows:

#### **2015 Sewer Fund Budget**

REVENUE	<u>2015 Budget</u>	<u>Acct Number</u>
<i>Special Assessment-Sewer</i>	\$ 33,718.14	590-000-408
<i>Interest on Tap Fees</i>	\$ -	590-000-446
<i>Tap Fees</i>	\$ 37,000.00	590-000-477
<i>SAW Grant Revenue</i>	\$ 80,000.00	590-000-539
<i>Investment Interest Revenue</i>	\$ 10,000.00	590-000-665
<hr/> <i>Total Revenue</i>	<hr/> \$ 160,718.14	

EXPENSES		<u>Acct Number</u>
<i>Engineering Fees</i>	\$ 80,000.00	590-447-801
<i>Bank Charges</i>	\$ -	590-536-890
<i>DWS Capital SAW Reimbursement</i>	\$ 40,000.00	590-536-973
<hr/> <i>Total Expenses</i>	<hr/> \$ 120,000.00	
<i>Less Total Revenue</i>	\$ 160,718.14	
<i>Operational Surplus</i>	\$ 40,718.14	

*Beginning Fund Balance*  
*Ending Fund Surplus* \$ 40,718.14

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

### 2015 Solid Waste Fund Budget

Motion by Kowalski supported by Malkin to adopt the 2015 Solid Waste fund budget as follows:

#### **2015 Solid Waste Fund Budget**

REVENUE	<u>2015 Budget</u>	<u>Acct Number</u>
<i>Due from General Fund</i>		226-000-080
<i>Special Assessment Revenue</i>	\$506,095.37	226-000-408
<i>Tag Sales Revenue</i>	\$ -	226-000-628
<i>Recycle Bins</i>	\$ 200.00	226-000-629
<i>Investment Interest Revenue</i>	\$ 200.00	226-000-665
<hr/> <i>Total Revenue</i>	<hr/> \$ 506,495.37	

EXPENSES		<u>Acct Number</u>
<i>Due to General Fund</i>	\$ -	226-000-214
<i>Supplies</i>	\$ -	226-528-727
<i>Waste Services</i>	\$ 520,095.37	226-528-801
<i>Other Attorney Fees</i>	\$ -	226-528-803
<i>Tag /Recycle Bin Expense</i>	\$ 750.00	226-528-804

<i>Bank Charges</i>	\$ -	226-528-890
<i>Publishing and Printing</i>	\$ 600.00	226-528-900
<hr/>		
<i>Total Expenses</i>	\$ 521,445.37	
<i>Less Total Revenue</i>	\$ 506,495.37	
<i>Operational Surplus</i>	\$ (14,950.00)	
Due to General Fund		
<i>Beginning Fund Balance</i>	\$ 68,743.30	
<i>Ending Fund Surplus</i>	\$ 53,793.30	

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller  
 No: None  
 Absent: None  
 Motion carried.

2015 Waterline Expansion (Capital Projects) Fund Budget

Motion by Kowalski supported by Kochany to adopt the 2015 Waterline Expansion (Capital Projects) fund budget as follows:

**2015 Waterline Expansion (Capital Projects) Fund Budget**

REVENUE	<u>2015 Budget</u>	<u>Acct Number</u>
<i>Tap Fees Received</i>	\$ 14,000.00	401-000-477
<i>Interest &amp; Penalties on Tax</i>		401-000-445
<i>Investment Interest Revenue</i>	\$ 1,800.00	401-000-665
<i>Proceeds from sale of Bonds</i>		401-000-698
<i>DWS to reimburse</i>	\$ -	401-000-699
<hr/>		
<i>Total Revenue</i>	\$ 15,800.00	

EXPENSES		<u>Acct Number</u>
<i>Bank Charges</i>	\$ -	401-000-890
<i>Attorney Fees</i>	\$ -	401-210-802
<i>Other Attorney Fees</i>	\$ -	401-210-803
<i>Engineering Fees</i>	\$ 2,000.00	401-447-801
<i>Publishing &amp; Printing</i>	\$ -	401-536-900
<i>Repairs &amp; Maintenance</i>	\$ -	401-536-930
<i>Waterline Expansion</i>	\$ -	401-536-972
<hr/>		
<i>Total Expenses</i>	\$ 2,000.00	
<i>Less Total Revenue</i>	\$ 15,800.00	
<i>Operational Surplus</i>	\$ 13,800.00	

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller  
 No: None  
 Absent: None  
 Motion carried.

2014 Budget Adjustments ó General Fund, Solid Waste Fund, Capital Improvement & Sewer Fund

Motion by Miller supported by Pike to adjust the 2014 General Fund, 2014 Solid Waste Fund, 2014 Capital Improvement Fund & 2014 Sewer Fund as outlined in the Clerk's memo to the Board dated 12/5/2014.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

#### Planning Commission & ZBA Appointments

Motion by Malkin supported by Miller to reappoint Dan Darland and Jim Bellor to the Planning Commission for the terms of office commencing on January 1, 2015 and ending on December 31, 2017.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

Motion by Miller supported by Malkin to reappoint Dan Darland to the Zoning Board of Appeals for the term of office commencing January 1, 2015 and ending on December 31, 2017.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

#### BASWA Appointments

Motion by Pike supported by Kochany to reappoint Gary A. Brandt as Trustee and Earl Arnold as Alternate Trustee to the Bay Area Storm Water Authority Board for a four (4) year term commencing on January 1, 2015.

Roll call vote:

Yes: Brandt, Kowalski, Pike, Arnold, Kochany, Malkin, Miller

No: None

Absent: None

Motion carried.

#### REPORTS

Pike stated replacing the curb stops for the parking lot were discussed earlier this year and not completed. Pike would like this added to the next agenda.

The meeting adjourned at 7:40 p.m.

Cindy L. Kowalski, Clerk

Gary A. Brandt, Supervisor