

MULLETT TOWNSHIP BOARD OF TRUSTEES MINUTES
MARCH 3, 2015 – 7:00PM – TOPINABEE, MICHIGAN

The Mullett Township Board of Trustees met at the Mullett Township Hall in Topinabee, Michigan on March 3, 2015 at 7:00p.m. All Board Members were present: Mary Anne Gale, Rachel Osborn, Kathy Flory, Dennis Dombroski and John Brown.

The meeting was called to order at 7:00 p.m., by the supervisor with trustee Dombroski leading the Pledge of Allegiance.

Mr. Paul Respasky of Wade Trim, Inc., Gaylord, Michigan presented the plans for the Topinabee Beach Park Improvements for which the Mullett Township Board has applied to the Department of Natural Resources Trust Fund for a grant. The plan will call for improvement in a storm water system, more parking for those coming to the new beach area, a rain garden, a place where kayaks and canoes can park their boats while enjoying other aspects of the park, ADA additional sidewalk and parking spots, native plantings, and informational signage. There were questions of clarification answered by Mr. Repasky from the board as well as the audience.

A public comment was opened at 7:15 p.m., and was closed at 7:30 p.m.

The following resolution was approved by the Mullett Township Board of Trustees:

MULLETT TOWNSHIP RESOLUTION 2015-#2

RESOLUTION TO SEEK, MICHIGAN NATURAL RESOURCES TRUST FUND AND GRANT
PROGRAM ASSISTANCE

WHEREAS, Mullett Township has a five year Parks and Recreation Plan on file with the Michigan Department of Natural Resources, which describes the physical and social features, existing recreation facilities and desired action to be taken for recreation in the Township and,

WHEREAS, a public meeting was held on March 3, 2015 to provide public comment and solicit additional input for the proposed Topinabee Beach Park Improvements Project Grant Application and,

WHEREAS, Mullett Township has identified the need to expand and improve the park facilities at the Topinabee Beach Park property to better serve the needs of the community and,

WHEREAS, Mullett Township acknowledges that the Township will be required to provide a 25% local match from the Township General Fund Balance upon acceptance of this application seeking Michigan Natural Resources Trust Funds, Michigan.

THEREFORE, BE IT RESOLVED the Mullett Township Board hereby agrees to undertake the development and enhancement of the Topinabee Beach Park Improvements Project and provide the necessary matching funds of \$59,900 (25%) of a total \$239,600 project cost if awarded a Michigan Natural Resources Trust Fund Grant.

AYES: John Brown, Dennis Dombroski, Mary Anne Gale, Kathy Flory, Rachel Osborn

Nayes: none

Absent: none

Date adopted: 3-3-2015

I, Rachel Osborn, Mullett Township Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Mullett Township Board at a Regular Meeting held on the 3rd day of March, 2015.

Rachel Osborn
Mullett Township Clerk

The Public Hearing for the Budget for Fiscal Year 2015-2016 was opened at 7:30 p.m., and was closed at 8:00 p.m.

MULLETT TOWNSHIP GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2015-2016
RESOLUTION 2015-#1

A resolution to establish a general appropriations act for Mullett Township; to define the powers and duties of the Mullett 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 Mullett Township Board of Trustees resolves:

Section 1. This resolution shall be known as the Mullett Township General Appropriations Act.

Section 2. The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Office enumerated in this act.

Section 3. The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4. For general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of public

hearing on the proposed budget was published in the Straitsland Resorter. A public hearing on the proposed budget was held on March 3, 2015.

Section 5, Estimated township general fund revenues for fiscal year 2015-2016 are as follows:

General Fund 101	\$331,170.00
Fire Fund 206	\$183,500.00
Liquor Fund 212	\$1,451.00
Street Light Fund 219	\$20,012.00
Library Fund 271	\$43,620.00

Section 6. Estimated township Fund Balances at the beginning of the fiscal year 2015-2016 are as follows:

General Fund 101	\$623,000.00
Fire Fund 206	\$495,000.00

Liquor Fund 212	\$450.00
Street Light Fund 219	\$38,000.00
Library Fund 271	\$53,000.00

Section 7. Estimated Mullett Township Expenditures for General Fund 101, Fire Fund 206, Liquor Fund 212, Street Light Fund 219 and Library Fund 271 are listed on the next page:

MULLETT TOWNSHIP GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2015-2016

GENERAL FUND BALANCE ESTIMATE 101	\$623,000.00
GENERAL FUND REVENUE 101	\$331,170.00

GENERAL FUND EXPENSES 101

Township expense 101	\$52,950.00
Trustees 101-170 (2)	\$11,000.00
Supervisor 101-171	\$9,500.00
Clerk and deputy 101-215 & 101-216	\$22,960.00
Professional Services 101-223-242-266-447	\$27,000.00
Board of Review 101-247	\$4,975.00
Treasurer and deputy 101-253-254	\$22,040.00
Assessor 101-257	\$23,650.00
Computer services for taxes 101-258	\$4,000.00
Election 101-262	\$7,050.00
East Mullett and Mullett Township Halls 101-164-265	\$37,500.00
Topinabee Road Sign 101-272	\$600.00
Cemeteries 101-276	\$11,600.00
Roads 101-446	\$88,000.00
Landfill 101-526	\$800.00
Clean up days 101-528	\$4,250.00
Parks 101-751	\$65,500.00
Old School House 101-801	\$10,000.00
Capital Outlay 101-901-903-904	\$40,000.00
Transfer to other fund & library 101-935-271790581.2	\$35,750.00

MULLETT TOWNSHIP
CHEBOYGAN COUNTY, MI • EST 1917

Expense Credit 101-999	\$10.00
TOTAL	\$479,135.00
FIRE FUND BALANCE ESTIMATED 206	\$495,000.00
Fire fund revenue 206	\$183,500.00
Fire Fund Expense 206	\$216,200.00
LIQUOR FUND BALANCE ESTIMATED 212	\$450.00
Liquor fund revenue 212	\$1,451.00
Liquor fund expense 212	\$1,060.00
STREET LIGHT FUND BALANCE ESTIMATED 219	\$38,000.00
Street light fund revenue 219	\$20,012.00
Street light fund expenses 219	\$20,000.00
LIBRARY FUND BALANCE 271	\$55,000.00
Library fund revenue 271	\$43,620.00
Library fund expense 271	\$77,350.00

Section 8. The general fund budget of Mullett Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5, 6 and 7

Section 9. Mullett Township Board of Trustees adopts the 2015-2016 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 appropriations. 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. The Mullett Township Board of Trustees shall be notified of any transfer among various cost centers and the board reserves the right to

modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed with out prior board approval.

Section 11. 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 month.
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month.

Section 12. 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 appropriations and sufficient funds are or will be available to the obligations.

Section 13. Any obligations incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officer to disciplinary action as outlined in P. A 621 (1978)

Section 14. Motion made by Dennis Dombroski, seconded by Kathy Flory to adopt the foregoing resolution. Upon a roll call vote, the following voted:

AYES: John Brown
Dennis Dombroski
Mary Anne Gale
Kathy Flory
Rachel Osborn

The supervisor declared the motion carried and the resolution duly adopted on March 3, 2015

Rachel Osborn, Clerk

Motion to approve the minutes of the regular meeting for February 3, 2015 was offered by John Brown and seconded by Dennis Dombroski, motion passed.

Motion to approve the minutes of the Budget Workshop of February 9, 2015 was offered by Kathy Flory and was seconded by Dennis Dombroski, motion passed.

Treasurers report as of 2-28-15 is as follows:

General fund 101	\$379,038.97
Fire Fund 206	445,609.13
Liquor Fund 212	699.05
Light Fund 219	32,397.03
Library Fund 271	66,081.53
Tax accounts	734,065.20

Expense report for the month of February 2015 is as follows:

General Fund 101	\$13,244.47
Fire Fund 206	1,748.07
Liquor Fund 212	86.12
Light Fund 219	.00
Library Fund 271	2,968.58
TOTAL	\$18,047.24

Motion to give the Library Director a raise from \$11.50 per hour to \$14.00 per hour and the Assistant Librarian a raise from \$10.00 per hour to \$11.00 per hour was offered by Kathy Flory and was seconded by Dennis Dombroski, motion carried.

Motion by Dennis Dombroski to participate in a reciprocal agreement with the Otsego Library in Gaylord to borrow books there for our library patrons (Topinabee) and vice a versa. Each patron would be responsible for returning the book to the library where it was borrowed. Seconded by Kathy Flory, motion passed.

Kathy Flory made a motion to raise the credit card limit to \$1,000.00 for the Library Director, seconded by John Brown, motion passed.

Mary Anne Gale made a motion to appoint John Brown to the Oak Hill Cemetery Board and Dennis Dombroski and Mary Anne Gale to the Burt-Mullett Cemetery Board for the next three years, seconded by Kathy Flory, motion passed.

Motion to table the new Street Light District Resolution until such time as the Mullett Township Board of Trustees needs funds to pay the street light bill, offered by Kathy Flory and seconded by Dennis Dombroski, motion passed.

Motion by John Brown to accept a bid for the spring flower planting at the library and town hall from Patty King and Ann Klebba to not exceed \$375.00, seconded by Dennis Dombroski, motion passed.

Mike English and John Parrott submitted their activity report for the month of February.

A resolution supporting the Port of Cheboygan Economic Development Project for the City of Cheboygan was approved by consensus. Copy attached.

A resolution was offered to put in a street light on Giauque Beach; however, the board thought perhaps the street where the light would be placed was a private drive. Therefore, the resolution was tabled until that information can be obtained from the Road Commission.

Motion by John Brown to pay the bills, seconded by Dennis Dombroski, motion passed.

Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Rachel Osborn
Mullett Township Clerk