

MULLETT TOWNSHIP BOARD OF TRUSTEES MEETING MINUTES
MARCH 6, 2018 – MULLETT TOWNSHIP HALL – TOPINABEE, MICHIGAN

The Mullett Township Board of Trustees met at the Mullett Township Hall in Topinabee, Michigan at 7:00 p.m., on March 6, 2018. The following board members were present: Hobart Kirsch, Rachel Osborn, Kathy Flory, and Dennis Dombroski. John Brown was excused.

The Meeting was called to order at 7:00 p.m. with the recitation of the Pledge of Allegiance.

The public comment was opened and closed at 7:01 p.m. with no comments from the public.

Kathy Flory motioned to approve the minutes of the February 6, 2018 regular meeting with a second by Hobart Kirsch, motion carried.

Kathy Flory motioned to approve the minutes of the February 12, 2018 Budget Workshop meeting minutes with a second by Hobart Kirsch, motion passed.

The Treasurer's report is as follows:

General Fund 101	\$472,596.27
Fire Fund 206	\$454,095.76
Liquor Fund 212	\$237.80
Light Fund 219	\$23,075.86
Library Fund 271	\$42,836.44
Tax Accounts	\$423,914.64

Fire Chief John Parrott reported that C. S. I., will be flying him out to inspect the new fire truck for the East Mullett Fire Station at the end of March, the township will pick up his mileage expense to the Traverse City Airport.

Mike English, Chief of Topinabee Fire Department reported that the following firemen received special recognition at the Cheboygan County Fire Association Ball: Rich Kauffman, John Parrott, Carol Magnon, Brian Wallace, Brian Coffell, Paul Schoenith, Scott Wolpert, Duane Smith, Chip Holland and Mike English.

The BUDGET HEARING WAS OPENED AT 7:20 PM

On a motion to delete the first four pages of the Personnel Policy of June 3, 2013 which was adopted by the Mullett Township Board regarding employee policies by Kathy Flory, with a second by Hobart Kirsch. Motion carried.

Kathy Flory motioned to adopt the Holiday Pay structure as follows: full time and part time employees on an hourly rate basis shall be granted time off with pay for a holiday. Employees will receive compensation for the holiday based on the number of hours regularly scheduled to work on that day.

The designated holidays are Christmas, New Year's Day, Thanksgiving and 4th of July. The motion was seconded by Dennis Dombroski and the motion was passed.

Rachel Osborn made a motion to set an hourly rate for the Deputy Clerk at \$12.00 per hour with a second by Kathy Flory, motion passed.

Rachel Osborn motioned to set the hourly rate for the election manager at \$13.00 per hour and the election inspectors at \$12.00 per hour, with a second by Kathy Flory, motion passed.

RESOLUTION #2-2018 TO ESTABLISH TOWNSHIP OFFICERS SALARY FOR MULLETT TOWNSHIP TREASURER – MARCH 6, 2018

WHEREAS, pursuant to MCLA41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers compensation for this position remains equitable and commensurate with the duties of said elective office now,

THEREFORE, be it resolved that as of April 1, 2018, the salary for the following township office shall be: Treasurer yearly salary of \$19,500.

The foregoing resolution offered by Board Member Hobart Kirsch.

Supported by Rachel Osborn

Upon a roll call vote: Ayes: Hobart Kirsch, Dennis Dombroski, Kathy Flory, Rachel Osborn

Nays: None

Absent: John Brown

The Supervisor declared the resolution adopted.

Rachel Osborn
Mullett Township Clerk

\March 6, 2018

RESOLUTION #3-2018 TO ESTABLISH TOWNSHIP OFFICERS SALARY FOR MULLETT TOWNSHIP CLERK – MARCH 6, 2018

WHEREAS, pursuant to MCLA41.95(3), which provides that in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the board of Mullett Township deems it desirable to adjust the salary of the township clerk to ensure that compensation for this position remains equitable and commensurate with the duties of said elective office, now

THEREFORE, be it resolved that as of April 1, 2018, the salary for the following township office shall be: Clerk yearly salary of \$19,500.

The foregoing resolution offered by Board Member Kathy Flory

Supported by Board Member Hobart Kirsch

Upon a roll call vote: Ayes: Dennis Dombroski, Hobart Kirsch, Kathy Flory,
Rachel Osborn

Nays: None

Absent: John Brown

The Supervisor declared the resolution adopted.

Rachel Osborn
Mullett Township Clerk

March 6, 2018

MULLETT TOWNSHIP GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2018-2019
RESOLUTION #4-2018

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.

The Mullett Township Board of Trustees resolves

1. The resolution shall be known as the Mullett Township General Appropriations Act.
2. The Supervisor shall be the Chief Administration Officer and shall perform said duties.
3. The Clerk shall be the Fiscal Officer and shall perform said duties.
4. For general law township: Pursuant to MCLA141.142:MCLA141.143, a 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 6, 2018.

5. Estimated Township

Fund Balances	Revenues	Expenses 2018-2019	
General Fund 101	\$600,000.00	\$380,080.00	\$532,175.00

MULLETT TOWNSHIP
CHEBOYGAN COUNTY, MI • EST 1917

Fire Fund 206	\$650,000.00	\$215,500.00	\$296,552.00
Liquor Fund 212	\$800.00	\$1,501.00	\$1,290.00
Street Light Fund 219	\$35,000.00	.00	\$12,000.00
Library Fund 271	\$44,000.00	\$30,080.00	\$61,300.00

6. Mullett Township Board of Trustees adopted the 2018-2019 fiscal year budget by cost center.

Township officials responsible for expenditures may make transfers among the various line items the cost center. The board shall be notified of any transfers among various cost centers with a request for a budget adjustment to be approved.

7. The Fiscal Officer shall transmit to the board at the end of each quarter; a report of the expense for each one of the five funds in the Budget: 101, 206, 212, 219, 271.

Motion offered by Kathy Flory
Seconded by Dennis Dombroski

Roll Call Vote: Ayes: Dennis Dombroski, Hobart Kirsch, Kathy Flory, Rachel Osborn

Nayes: None
Absent: John Brown

The Clerk declared the motion carried and the resolution adopted on March 6, 2018.

Rachel Osborn, Clerk

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 thereof held on the 6th day of March, 2018.

Rachel Osborn, Clerk

Budget Hearing closed at 7:50 p.m.

A motion to adopt the Mullett Township Credit Card Use Policy by Kathy Flory and seconded by Dennis Dombroski was made. The motion was carried.

MULLETT TOWNSHIP CREDIT CARD USE POLICY:

The Mullett Township Clerk is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the township's credit card policy.

Township credit cards may be used only by an officer or employee of the township for the purchase of goods or services for the official business of the township.

The use of township credit cards is limited to the following circumstances: Purchases up to the limit prescribed by the board. For travel, meals and accommodations while on township business (excluding expenses incurred in operating a privately owned automobile) Gas, oil and other necessary expenses incurred in operating a township owned vehicle Township officers and employees who use a township credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Mullett Township Clerk. If no credit card slip/receipt was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and amount of the transaction, the official business that required the transaction, and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips/receipts shall include this information as well. Vouchers shall also include a statement why a credit card slip/receipt was not obtained.

A township official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Mullett Township Clerk shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.

A township officer or employee issued a credit card shall return the credit card to Mullett Township Clerk upon termination of his or her employment or service with the township.

The Mullett Township Clerk shall maintain a list of all credit cards owned by the township, along with the name of the township official and employee who has been issued the credit card, the credit limit established, the date issued, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy.

The Mullett Township Clerk shall review each credit card statement as soon as possible to ensure that transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the township board.

The township board shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

The balance, including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. Township officials and employees who use a township credit card in a manner contrary to this policy shall be subject to disciplinary action, including possible termination of employment, reimbursement to the township for unauthorized expenditures, legal action or criminal liability.

Adopted this 6th day of March 2018.

A discussion ensued regarding the Mullett Township Road End Parking Ordinance. It was determined a re-do was in order to clarify the ordinance before passing same. Board Comments: Dennis Dombroski expressed his displeasure with the board for reimbursement of internet for Board Members. Flory says she is finally able to clean-up the Liquor Fund address problem and will start receiving the State Aid checks again Rachel Osborn had talked to Paul Repasky about the storm sewer system and does MDOT want to pay to hook into our sewer system, if so the size of the pipe on the drawings would stay the same; however, if MDOT does not want to hook into our system and pay for it, we could down size our pipe system in the restroom parking lot and save the township money for the restroom parking lot up-grade.

Dennis Dombroski made a motion to pay all the bills except the internet reimbursements for the board members with a second by Hobart Kirsch, Kathy Flory and Rachel Osborn opposed, the motion died for lack of support.

Rachel Osborn made a motion to pay all the bills including the internet reimbursements for the board members with a second by Kathy Flory, motion passed.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Rachel Osborn

Mullett Township Clerk