

Irving Township 2020/2021

General Appropriations Act

Resolution: 2020 – 7

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

Section 1: Title

This resolution shall be known as the Irving Township 2020/2021 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

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation, *The Sun and News*, on February 1, 2020, and a public hearing on the proposed budget was held on February 12, 2020 at 6:00 p.m.

Section 5: Payment of Bills

Pursuant to MCLA 41.75, all claims (bills) against the Township shall be approved by the Irving Township Board prior to being paid. The Township Clerk and Treasurer may pay certain bills up to \$500 prior to approval by the Township Board to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The Township Board shall receive a list of claims (bills) paid prior to approval for approval at the next board meeting.

Section 6: Authorized Salary, Hourly and Per Diem Rates

Included in the various activities/departments are amounts of the salary and hourly rates for the officials and employees of Irving Township as follows:

Supervisor Salary:	\$14,400	
Clerk:	\$20,500	Deputy Clerk: \$17 Per hour
Treasurer:	\$19,018	Deputy Treasurer: \$15 Per hour
Trustees (2):	\$ 2,611	Each Annually

Section 7: Estimated Revenues and Expenditures

General Fund Revenue	
Tax Collection	\$92,474.37
Delinquent Real Property Tax	\$7,000.00
Delinquent Personal Property Tax	
Tax Administration Fee	\$40,500.00
State Revenue Sharing	\$237,178.00
Interest on Investments	\$5,000.00
Other Revenue (Money Market Accounts/CD)	
Right of Way (Metro Act)	\$3,500.00
Total Revenue and Other Sources	\$385,652.37
Expenditures	\$509,962.81
Net Revenues (Expenditures)	(\$124,310.44)

Fire & Safety Fund revenues and expenditures:

Fire & Safety Fund Revenue	
Tax Collection	\$174,357.91
Investment Interest	\$ 500.00
Total Revenue and Other Sources	\$174,857.91
Expenditures	\$152,466.50
Net Revenues (Expenditures)	\$ 22,391.41

Section 8: Millage Levy

- A. *General Fund:* The Irving 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 the allocated 1 mill (subject to rollback). The board approves a levy of the maximum amount allowed to support the budget.
- B. *Fire & Safety Fund:* The Irving 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 the special voted millage of 1.47 mills (subject to rollback). The board approves a levy of the maximum amount allowed to support the budget.

Section 9: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2020/2021 for the various township activities (cost centers) are detailed as follows:

<i>General Fund Cost Centers:</i>	<i>Amount</i>
101-101 Trustees	\$ 5,322.24
101-103 Township Board	\$24,400.00
101-171 Supervisor	\$14,400.00
101-195 Elections	\$17,000.00
101-209 Assessor	\$27,066.75
101-215 Clerk	\$27,500.00
101-247 Board of Review	\$2,050.00
101-253 Treasurer	\$29,018.00
101-265 Township Hall	\$39,900.00
101-276 Cemetery	\$18,477.82
101-715 Payroll Expenses	\$7,000.00
101-299 Miscellaneous	\$10,000.00
101-445 Drains at Large	\$5,000.00
101-446 Roads	\$263,688.00
101-980 Streets	\$1,700.00
<i>Total General Fund</i>	<i>\$492,522.81</i>

Note that the Barry County Road Commission performs gravel and overlay projects on odd years, and seal projects on even years. The “Roads” cost center number will typically be lower on “odd” fiscal years.

Refer to Long Range Road Plan Worksheet

Barry County Road Commission

2020 Anticipated Repairs (Slag Seal Year)

Kaiser Road & Fighter Road (Kaiser to Ryan Road) Slag Seal	\$ 2,800	Approved 2019 Done 2020
Stanton, Dewberry & Rozell Slag Seal Hidden Hollow #1 Slag Seal	\$ 18,785	Approved 2019 Done 2020
Wood School Road - W. State Road to Eckert Road Crack Seal	\$ 19,145	Approved 2020
Pavement Marking	\$ 240	Approved 2020
Chloride/Dust Control Two Applications	\$ 17,000	Approved 2020
#607 Freeport Middleville W. State Road to Wood School Road Slag Seal	\$ 100,200	Approved 2020 Done 2020
#607 Eckert Rd & Buehler Wood School Rd to Kent County Line Slag Seal	\$ 25,527	Approved 2020 Done 2020
West State Road (Woodruff Road to Robertson Road) Slag Seal	\$ 79,991	Approved 2020 Done 2020
2020 Road Costs	\$ 263,688	

2021 Anticipated Repairs (Gravel Year/Crack Seal)

Autumn Ridge Off Barnum Road Crack Seal	\$ 3,640	
Daisey Lane Plat of Daisey Acres off E. State Road Crack Seal	\$ 560	
Thornbird Road Plat of Prairie Acres Solomon to Grange Road Crack Seal	\$ 1,750	
Wildflower & Foxglove N. of State Road Plat of Prairie Acres Crack Seal	\$ 3,010	
2021 Road Costs	\$ 8,960	

2022 Anticipated Repairs (Gravel Year/Crack Seal)

2023 Anticipated Repairs (Slag Seal Year)

Fighter Road Sisson Road to Village Limits Slag Seal	\$ 8,182
Grange Road W. State to Wood School Road Slag Seal	\$ 38,550
Harris Creak Road Parmalee to 108th Street Slag Seal	\$ 15,150
McCann Road & Irving Road McCann Road - Primary to W. State Road Slag	\$ 12,450
McCann Road & Irving Road Rutland Twp. Line N & W to Thornapple Line Slag	\$ 17,550
Solomon Road W. State Road to Grange Road Slag Seal	\$ 4,950
Willitts Road & Hammond Road Woodruff Rd. N & E to Carlton Twp. Line Slag	\$ 11,250
Wood School Road Eckert to Kent County Line Slag Seal	\$ 7,800
Woodruff Road W. State Rd. to Township Line Slag Seal	\$ 4,275
2023 Road Costs	\$ 120,157

2024 Anticipated Repairs (Slag Seal Year)

Buehler Road Sisson Road to Eckert Road Slag Seal	\$ 24,300
Irving Road McCann Local to Rutland Twp. Line Slag Seal	\$ 22,050
Robertson Road North of Parmalee Road to Pvt. Road Slag Seal	\$ 4,091
Sisson Road Buehler Road to Fighter Road Slag Seal	\$ 22,800
Sisson Road Wood School Road to Buehler Road Slag Seal	\$ 15,000
Wood School Road W. State Road to Eckert Road Slag Seal	\$ 82,050
Woodruff Road W. State Road to Hammond Road Slag Seal	\$ 16,650
Ethel Drive Off 607 - Barnum Road Slag Seal	\$ 13,473
2024 Road Costs	\$ 200,414

*Gravel, dust control, & paint dollar amounts based on year-to-year needs

\$ 593,219

*Refer to road commission report for more details on repairs

Fire & Safety fund expenditures for fiscal year 2020 for the various township activities (cost centers) are detailed as follows:

<i>Fire & Safety Fund</i>	<i>Amount</i>
Thornapple Contract	\$ 54,840.00
Birch Contract	\$ 36,978.50
Freeport Contract	\$ 56,648.00
Misc. Expenses	\$ 4,000.00
<i>All Fire Contracts</i>	<i>\$ 152,466.50</i>

Section 10: Adoption of Budget by Cost Reference

The general fund budget of Irving Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 7 and 9 of this act.

Section 11: Adoption of Budget by Cost Center

The board of Trustees of Irving Township adopts the 2020 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 12: 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 town order for expenditures that exceed appropriations.

Section 13: Periodic Fiscal Reports

The fiscal officer shall provide to the board each month's expenditures at the regularly scheduled board meeting, and requests the treasurer to provide a financial report, including but not limited to:

- A. Summary statement of the actual financial condition of all Irving Township accounts;
- B. Summary statement showing the monthly receipts;
- C. Summary of all investment accounts.

In addition, the fiscal officer (clerk) shall provide a quarterly report showing the year-to-date budget cost comparison.

Section 14: 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 15: Budget Monitoring

Whenever it appears to the Chief Administrative Officer of 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 proposal for reducing the appropriations, increasing revenues, or both.

Section 16: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible office(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

Section 17: Board Adoption

Motion made by Sharon Olson seconded by Jamie Knight to adopt the foregoing resolution.

Upon roll call vote, the following voted aye:

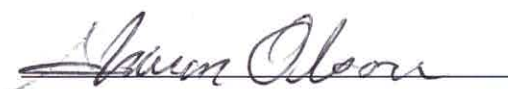
- Mike Buehler
- Sharon Olson
- Jamie Knight
- Dean Olson
- Lynnette Wingeier

The following voted nay:

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Absent:

The Supervisor declared the motion carried and the resolution duly adopted on the 12th day of February, 2020.

 Sharon Olson, Township Clerk



Mission Statement

To serve the best interests of all our residents by providing and maintaining a safe, healthy, and enjoyable place to live. We recognize the dignity and worth of public service and are dedicated to the highest standards of integrity. We pledge to be a self-motivated and responsive municipality that continually strives to provide the most efficient, effective, and fiscally responsible level of service for Irving Township.