

# **Irving Township 2021/2022**

## **General Appropriations Act**

### **Resolution: 2021 – 9**

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 2021/2022 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 27, 2021, and a public hearing on the proposed budget was held on March 10, 2021 at 6:30 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:	\$14,781.70	
Clerk:	\$20,766.50	Deputy Clerk: \$17.67 Per hour
Treasurer:	\$19,265.23	Deputy Treasurer: \$15 Per hour
Trustees (2):	\$ 2,611	Each Annually

### ***Section 7: Estimated Revenues and Expenditures***

<b>General Fund Revenue</b>	
Tax Collection	\$107,098.58
Delinquent Real Property Tax	\$6,700.00
Delinquent Personal Property Tax	
Tax Administration Fee	\$43,355.94
State Revenue Sharing	\$233,302.00
Interest on Investments	\$5,000.00
Other Revenue (Money Market Accounts/CD)	
Right of Way (Metro Act)	\$3,500.00
<b>Total Revenue and Other Sources</b>	<b>\$398,956.52</b>
<b>Expenditures</b>	<b>\$334,730.62</b>
<b>Net Revenues (Expenditures)</b>	<b>\$64,225.90</b>

Fire & Safety Fund revenues and expenditures:

<b>Fire &amp; Safety Fund Revenue</b>	
Tax Collection	\$182,446.46
Investment Interest	\$ 500.00
<b>Total Revenue and Other Sources</b>	<b>\$182,946.46</b>
<b>Expenditures</b>	<b>\$160,026.23</b>
<b>Net Revenues (Expenditures)</b>	<b>\$ 22,920.23</b>

### ***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 2021/2022 for the various township activities (cost centers) are detailed as follows:

<b><i>General Fund Cost Centers:</i></b>	<b><i>Amount</i></b>
101-101 Trustees	\$ 5,322.24
101-103 Township Board	\$24,400.00
101-171 Supervisor	\$16,281.70
101-195 Elections	\$21,000.00
101-209 Assessor	\$27,392.62
101-215 Clerk	\$29,844.50
101-247 Board of Review	\$2,050.00
101-253 Treasurer	\$27,765.23
101-265 Township Hall	\$39,900.00
101-276 Cemetery	\$20,754.33
101-715 Payroll Expenses	\$7,000.00
101-299 Miscellaneous	\$10,000.00
101-445 Drains at Large	\$5,000.00
101-446 Roads	\$96,320.00
101-980 Streets	\$1,700.00
<b><i>Total General Fund</i></b>	<b><i>\$332,730.62</i></b>

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

### ***2021 Anticipated Repairs (Gravel Year/Crack Seal)***

Thornbird Road Plat of Prairie Acres Solomon to Grange Road Crack Seal	\$ 2,000
Ethel Drive Off 607 Barnum Road Crack Seal	\$ 2,080
Pavement Marking	\$ 240
Chloride/Dust Control Two Applications	\$ 17,000
<b>2021 Road Costs</b>	<b>\$ 21,320</b>

### ***2022 Anticipated Repairs (Gravel Year/Crack Seal)***

Solomon Road West State Road to Grange Road Slag Seal	\$ 4,950
Pavement Marking	\$ 240
Chloride/Dust Control Two Applications	\$ 17,000
<b>2022 Road Costs</b>	<b>\$ 22,190</b>

### ***2023 Anticipated Repairs (Slag Seal Year)***

Buehler Road Sisson Road to Eckert Road Slag Seal	\$ 24,300
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
Irving Road McCann Local to Rutland Twp. Line Slag Seal	\$ 22,050
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
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
Ethel Drive Off 607 - Barnum Road Slag Seal	\$ 13,473
Pavement Marking	\$ 240
Chloride/Dust Control Two Applications	\$ 17,000
<b>2023 Road Costs</b>	<b>\$ 187,995</b>

### ***2024 Anticipated Repairs (Slag Seal Year)***

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
W. State Road Woodruff Rd to Robertson Rd Edge an Full Slag Seal	\$ 102,617
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
Woodruff Road W. State Rd. to Township Line Slag Seal	\$ 4,275
Autumn Ridge Off Barnum Rd Slag Seal	\$ 26,945
Daisey Lane Slag Seal	\$ 4,145
Thornbird Rd Solomon Rd to Grange Rd Slag Seal	\$ 12,955
Wildflower and Foxglove N of State Road	\$ 22,282
Pavement Marking	\$ 240
Chloride/Dust Control Two Applications	\$ 17,000
<b>2024 Road Costs</b>	<b>\$ 331,050</b>

### ***2025 Anticipated Repairs (Gravel Year/Crack Seal)***

#607 Freeport Middleville W. State Rd to Wood School Rd	\$ 100,200
#607 Eckert Rd and Buehler Rd Slag Seal	\$ 25,527

Kaiser Rd and Fighter Rd Slag Seal	\$ 3,000
Stanton, Dewberry, & Rozell Slag Seal	\$ 19,829
Pavement Marking	\$ 240
Chloride/Dust Control Two Applications	\$ 17,000
<b>2025 Road Costs</b>	<b>\$ 165,796</b>

*\*Refer to road commission report for more details on repairs*

Fire & Safety fund expenditures for fiscal year 2021/2022 for the various township activities (cost centers) are detailed as follows:

<b><i>Fire &amp; Safety Fund</i></b>	<b><i>Amount</i></b>
Thornapple Contract	\$ 59,270.00
Birch Contract	\$ 37,947.00
Freeport Contract	\$ 58,809.23
Misc. Expenses	\$ 4,000.00
<b><i>All Fire Contracts</i></b>	<b><i>\$ 160,026.23</i></b>

#### ***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 2021/2022 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 Mike Buehler to adopt the foregoing resolution.

Upon roll call vote, the following voted aye:

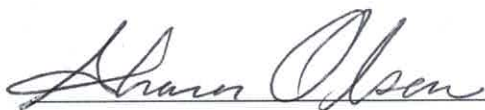
- Sharon Olson
- Alesse Cross
- Jamie Knight
- Mike Buehler
- Dean Bass

The following voted nay:

- none

Absent: none

The Supervisor declared the motion carried and the resolution duly adopted on the 10th day of March, 2021.



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.