



**ACME TOWNSHIP SPECIAL BOARD MEETING
ACME TOWNSHIP HALL
6042 Acme Road, Williamsburg MI 49690
7:00 p.m. Tuesday, June 22, 2004**

Meeting called to order at 7:02 p.m.

Members present: R. Agruda, D. Amon, D. Hoxsie, N. Knopf, C. Walter
Members excused: None

The purpose of the meeting was to discuss the proposed budget for 2004-05. Amon asked everyone to start in Section 7 of the 3-ring binders previously distributed, which covers information from Metro Fire regarding the fire protection millages in place. It appears that the township will collect approximately \$5,000 more in fire taxes than we will be paying to Metro Fire in the coming fiscal year. Amon asked what the current balance in the Fund is; Hoxsie replied that we have \$182,159 on hand as of 06/21/04. Liquor Fund: \$27,845 (plus perhaps \$16 in accrued interest.) Farmland Trust Fund \$562 of accrued interest; Policing: \$21,595; Sewer Fund: \$609,935. Amon met with Chief Pat Parker yesterday. Knopf is concerned about whether or not the fire millage is subject to Headlee Amendment rollbacks; Amon doesn't believe it is but Knopf will check with Dawn Plude, the Assessor.

Amon directed attention to expected revenues next. The first page in Section 8 of the notebook provides information about expected taxable land values (\$255,432,732). 2003 millage rates are shown; 2004 figures will not be available in July. Knopf observed that we are up \$24,000 over the current year's operating budget. Estimated property tax revenue for 2004 is \$209,412; estimated personal property tax revenue is \$9,851 for a total of \$219,263. Discussion then turned to the General Fund revenue page of the budget worksheets. Line item 447, Administrative Fee of 1% on collected taxes shows that we have collected almost \$4,000 more than anticipated this year. We need to know what the gross tax collections will be for 2004 before we can project a new figure. Walter suggested budgeting \$74,000 in 2004.

Amon reported that the contract for Cable TV fees is being renegotiated. Revenue Sharing for the year came in at about \$16,000 below budget. Based on the formula for sharing (Section 2 of notebook), Amon projects receipt of \$297,833 in the coming fiscal year, an actual figure provided by the State. Knopf asked why our revenue sharing this year came in below the formula value provided last year; Hoxsie replied that it's because statutory revenues were eliminated; also the revenue sharing fiscal year is different than our own.

Knopf asked what "Charges for Services includes." Corpe stated that miscellaneous payments for things like Zoning Ordinances and copies go in there; Hoxsie added that this is where the fees for collecting school taxes ends up. Charges for Services estimates will be lowered to \$13,000, Business Licenses and Permits will be increased to \$14,000 to account for the true deposit location of fees for land use permits and special use permits.

The "Act 48" line takes in revenues from the Metro Act, which distributes

payments from telecommunications services providers to townships where their infrastructure shares the right-of-way. Knopf asked that a descriptive label be added. Few Zoning Ordinances are sold in paper form anymore; most people look them up on-line or purchase a diskette for \$1.

Amon asked Hoxsie what year-to-date interest on investments has been. It hasn't been totaled yet, but he believes that \$18,000 is a good estimate. Walter asked why a solid projection can't be performed so that the budget figure has a more realistic basis. Amon agreed that it would be a good idea to implement such a projection. Knopf and Hoxsie noted that our investment policy is conservative by state statute. Park Revenues from Saylor Park shelter rentals to non-residents is estimated at \$1,000. We don't expect to sell any fixed assets this year. There are generally not predictable reimbursements or refunds and rebates. Expected revenues for 2004-05 prior to adjustments for a fee increase are \$705,546.

Turning to Other Expenditures, we deferred payment of this year's TC-TALUS contribution of \$869 to the new fiscal year. Senior Center contributions were \$4,000 this year and are estimated at \$4,500 next year. We have not received a bill for May's Gypsy Moth Spraying yet.

Township Board of Trustees:

The salary estimate is at \$24,000 for the coming year, up from \$12,000 this year because the number of trustees will double. \$1,500 was added for recording secretary services, based on 12 regular meetings per month plus 3 special budget meetings next June. The year-to-date figure for township clean-up day was increased by the \$15,110 amount paid out, which was previously attributed to the wrong cost center. A new line item was added to separate trustee non-regular board meeting per diems and estimated at \$7,000.

The budget currently contains a line item for "Secretary-Manpower." Current year figures contain wages paid to both Nancy Edwardson, who is a Manpower contract worker at this time and to John Hull, who was a Manpower employee before he came on board full time as the Zoning Administrator. Corpe provided a worksheet demonstrating how the current overall costs for Nancy's services and the wage she receives from that total figure compare to the costs the township would incur by hiring her as our own employee. The worksheet demonstrated that even with a modest increase in pay from \$8.00/hr to \$8.50/hr, the township would save money in the first year by hiring her. After reviewing this information and the accompanying narrative the Board elected to convert the contract position to a 32 hour/week full-time position at \$8.50/hour.

Amon inserted \$20,000 for DDA Consulting Services (replacing Wireless Tower.) Walter recommended an increase to \$26,000; the rest of the Board concurred. For publications, including legal notices in the Record Eagle and four newsletters the estimate is \$7,000. Overages in the postage/supplies department for this year may be partially due to some of the Treasurer's postage being placed in this line item accidentally, so we should be about on track with our budgeted supplies and postage for the Board in reality. \$12,000 will be budgeted again this.

Last year \$12,000 was budgeted for "Miscellaneous" but \$26,987 was

attributed to this category. Knopf discovered that the spring clean-up day costs had been placed here and must be moved back up to the appropriate line item. \$12,000 will be budgeted again this year.

Education/Training/Convention shows that only \$53 was spent which is incorrect because Agruda's fees for attendance at the MTA Convention this year should be in this account. Since this is an election year and perhaps 4 trustees will wish to attend next January, \$4,000 was budgeted.

The new proposed total for Board of Trustees Expenses is: \$159,000.

Supervisor:

The only proposed increase over last year that Amon has projected is \$500 for miscellaneous items. Total is \$40,758.

Elections:

Projected costs are up because there will be both a primary and general election this year, plus a possible special election for a parks millage. Total \$13,750.

Assessing:

Plude submitted information to Amon. Total \$34,600.

Clerk:

Knopf left her salary the same as current year, but is asking for an increase for Sharma Zollinger from \$14.00/hour to \$15.00/hour. She also increased supplies costs but decreased software costs now that the GASB software has been purchased. Total \$60,908, down about \$3,000 from last year. Walter objected to a full \$1.00/hour increase for the Deputy. Hoxsie understood the concern, worrying that either we will become unable to afford staff quickly or will have to stop providing periodic raises because salaries are too far out of local market ranges. The Board settled on \$14.50 per hour for 20 hours/week. \$1,000 was added to Contingency/Education. New Total \$61,288.

Board of Review:

Plude provided figures for this cost center at \$1,500.

Treasurer:

Hoxsie kept wages constant for himself and his deputy. He dropped his postage expenses by \$100, added \$300 to software support and kept the remainder the same as this year. Total \$48,910. Agruda recommending adding to the Education line so that the new Treasurer can attend MTA; \$1,000 was budgeted. New Total \$49,710.

Townhall Expenses:

Overly high expenses year-to-date for sewage service are due to two payments coming from this line that should have come from the Sewer Fund. The year-to-date should be \$462; \$500 budgeted. Repairs & Maintenance will be budgeted at \$10,000. Skating Rink was reduced to \$1,000. New Total \$37,493.

Cemetery:

Proposed budget is \$3,500, down from last year's \$5,500. This cost center

includes purchase of the fencing sections being purchased to enclosed Acme Cemetery.

Planning & Zoning:

Amon stated that as we look at the budget, it seems that each individual looks particularly after their own areas of practice. Herb Smith is presenting the Planning & Zoning request. Starting with a Planner Salary, Smith stated that he is recommending that Corpe be designated as the Planner. He has spoken of her with Russ Clark and Brad Kaye, both of whom think of her highly. She has done a fair share of the planning work in the past, even when Sherrin Hood was here. He is asking for a salary increase slightly over COLA to \$41,000 as well.

Smith is also recommending a salary increase for John Hull as well, from \$13.00 to \$13.50/hour.

Knopf stated that there has been discussion about hiring a Planner, but she wanted to know who had chosen to appoint her as Planner. Smith stated that nobody has; he is making a recommendation only. She is concerned because the budget also contains a recommendation for \$50,000 for planning consulting. Currently, Corpe is the Office & Planning Coordinator; if a Planner is hired, that would leave an Office Management role for her. Amon recommended that Smith be allowed to finish his proposal regarding the cost center budget and come back to this.

Smith placed \$50,000 in the attorney services/litigation line, anticipating possible ongoing lawsuit activity regarding the Village at Grand Traverse, possible litigation about the Hedden Open Space Development and ongoing appeal of the previous CCAT lawsuit. He also recommends \$10,000 for more mundane legal services.

He has suggested \$50,000 for a planning consultant. He feels that regardless of whether Corpe becomes the Planner or a different individual is hired, the number and scope of some upcoming projects such as a new master plan from the GT Resort, creation of a future land use map for the revised Master Plan, and total revision of the Zoning Ordinance. Amon agreed with Smith's feelings, but Knopf still felt that this would be a duplication of expenses if a Planner is on staff. Amon stated that his research indicates that it could cost up to \$50,000 for a complete zoning ordinance rewrite alone. That cost could probably be divided up over two years, as this project may not begin until January 2005. He stated that Corpe is already performing a wide variety of planning functions. Knopf asked why, if this is true, we have still been hiring outside assistance. Smith and Amon noted that even if Hood were still here, and she is an AICP, some projects would still be hired out. Amon listed the special use permit application review projects handled in-house during 2002-2003. He noted that is was primarily the \$42,000 spent for Russ Clark's services on one project alone during the current fiscal year that has caused the new discussion about hiring again for an in-house position. Amon spoke to Clark regarding how these expenses were broken out, and both felt that much of the work that Clark performed could have been accomplished in-house instead. He believes there are also other factors involved. Performing a search for another plan may entail a substantial increase in salary expenses over and above the \$41,000 being paid to Corpe at the current time. Hoxsie stated that he is confused because he felt

that this discussion should be about the budget, not whether or not to hire a planner. He would like to stick to the question of the line items in the planning budget. Walter stated that he's thinking of the budget tonight and not of hiring.

Smith briefly covered mileage estimates and the publications line item, which includes both information subscriptions and legal notice publications in the Record Eagle. Total \$215,580.

Maintenance & Parks:

Amon and Henkel discussed the nature of Henkel's role, which includes maintenance, parks and fire service duties. They also discussed the somewhat seasonal nature of some of his roles and how they have lead to comp time in the past. Henkel has indicated that his favorite task involves taking care of the parks. One possibility they discussed began with the fact that the current fire millage expires next June. We will have to take action before that time to ensure that there are sufficient funds to meet our fire protection obligations. One possibility would be to do what East Bay and Garfield Townships, our partners in Metro Fire, are already doing: to bring in a part-time individual to staff the fire hall under Henkel's direction. Agruda and Amon have discussed the fact that it's becoming harder and harder to find volunteer fire personnel. Henkel would not have to leave his other duties at random times to respond to fires as much. Henkel noted that he has been a fireman for 34 years and has worked in the parks for 16 years. At first, Amon had suggested a summer parks intern for him, but Henkel would have to supervise that individual. Instead a certified EMT/First Responder position with full firefighting qualifications could be created with 40 hours a week for 6 months of the year as a trial program from July-October. This also ensures that someone will always be available for fire runs, and can be performing maintenance in the meantime. They propose to pay \$10.50/hour salary plus overhead costs. They would like to budget \$11,520 to give the program a try. Amon noted that this should improve emergency response time as well, since someone would be centrally-located when Henkel might be at one end of the township or another or on vacation. Walter recommended that \$12,000 be put into a line item, probably in the Fire Fund (investigation will be done as to the most appropriate place to insert it.)

A COLA increase in Henkel's salary was proposed. Park maintenance wages have been put under the Deputy/Secretary/Part Time line. Henkel mentioned that he did not receive a merit increase last year; the Board may review this later. Hoxsie noted that this year we budgeted \$9,000 for repairs and maintenance but only \$2,726 has been spent. For next year, Henkel is asking for \$5,650. The Board discussed the concept that choosing whether certain items should be treated as maintenance or capital improvements is sometimes challenging.

Smith asked if he could go back to the Planning Budget for a moment. He apologized if he was presumptuous. He stated that perhaps an additional \$40,000 should be added for a Planner, moving Corpe's salary to a separate line item. He stated that he still hopes that if the Planner position is advertised that Corpe will apply, and as a side effect the township could save significant funds. Hoxsie stated that he didn't mean to sound negative about the idea; he was just somewhat surprised and there are procedures that ought to be followed. Knopf agreed. Amon stated that in some ways the discussion isn't so different from

the discussion about the new fire hall position. The subject will be addressed again at a later time. The new Planning & Zoning total would be \$255,580.

Parks Total \$61,697.

Retirement/Pension:

Contributions to employee retirement plans is projected at \$20,500.

FICA:

Knopf stated that FICA should be moved into each cost center as part of salary expenses. Total \$28,500.

Motion by Knopf, support by Hoxsie to extend meeting to 10:15 P.M. Motion carried unanimously.

Insurance:

Health insurance estimated at \$30,000/year for 6 employees who accept it.

Transfers to Other Funds:

Zero

Capital Improvements:

Information has come from various sources. Amon stated that supporting documentation was handed out at the beginning of the meeting that itemizes the requests. An additional \$5,000 was added for the township hall to cover purchase of two new laptop computers, two new printers, a digital projector and perhaps better recording equipment. Henkel noted that the \$44,750 requested for Parks includes requests from the YCNA steering committee and the Garden Club.

Summary:

The current Fund Balance Forward is \$944, 383. Expected Revenues are \$705,546. Expenditures are estimated at \$913,541, leaving a projected deficit of \$207,995, which clearly must be reduced.

Meeting adjourned at 10:22 p.m