

## **APPROVED**

### **CHIKAMING TOWNSHIP BOARD MEETING March 8, 2018**

The March 8, 2018 meeting of the Township Board was called to order at 6:30 PM. by Supervisor Bunte, with Dudiak, Rettig, Marske, and Sullivan present. Also present Attorney Charles Hilmer, John Gooch, of the Harbor Country News and Francesca Sagala of the New Buffalo Times along with several members of the community.

Supervisor Bunte led the Pledge of Allegiance.

Rettig moved, Marske supported to accept the minutes of the February 8, 2018 Township Board Meeting. All ayes, motion carried. Marske moved, Sullivan supported to accept the minutes of the February 6, 2018 Budget Workshop. All ayes, motion carried.

Dudiak moved, Sullivan supported to approve the Treasurer's report as presented. All ayes, motion carried.

Rettig reported that 97.26% of the summer taxes and 95.94% of the winter taxes have been collected as of March 1, 2018.

#### **CORRESPONDENCE:**

Letters and emails from the community were read and distributed to the board and will be put on file that they were received.

#### **PUBLIC COMMENT:**

Updates and positive feedback on the Cherry Beach acquisition were given by Deborah Hall Kayler, Mary Margol and Marcy Hamilton.

Gretchen Evans, Bridgman Public Library advised the library is updating with new digital technology. The library has completed their annual report, copies will be in the entrance way of the Chikaming Township Hall for anyone that would like one.

Supervisor Bunte ask to recess the regular meeting for the Public Hearing Appropriations portion of the meeting. Marske moved, Sullivan supported that the regular board meeting be recessed.

All ayes, motion carried.

Motion by Rettig, supported by Dudiak to Open the Public Meeting.

All ayes, motion carried.

The Chikaming Township Annual Budget Fiscal Year 2018-2019 was presented and reviewed by board

Public Comments: None

Motion by Marske, supported by Rettig to Adjourn the Public Hearing session.

All ayes, motion carried.

A motion was made by Marske, supported by Sullivan to reopen the regular meeting.

All ayes, motion carried.

#### **OLD BUSINESS:**

After research and follow-up after the February 8, 2018 meeting. The board has decided it is in the best interest of the township to discontinue the Recycling program for the 2018-2019 year.

## **NEW BUSINESS:**

A request from Chikaming Township Park Board to Chikaming Township Board on a resolution authorizing the Township Board to apply to the MDNR for the Michigan Natural Resources Trust Fund Grant for acquisition of parcel ID #11-07-0017-0003-03- 6, vacant land which is adjacent to Cherry Beach was approved, including a \$175,000.00 commitment to the project toward matching funds.

By roll call vote,

Ayes: Sullivan, Marske, Dudiak, Bunte, Rettig

Nays: None

All ayes, motion carried.

A request of Chikaming Township Park Board to pursue addition grant funding including, but not limited to -Frederick S. Upton Grant Application, Steven E. Upton - Love Your Community Grant Application, Frederick Upton - Big Idea Grant Application, Berrien Community Foundation - For Good Grant Application. A motion to approve was moved by Marske, supported by Sullivan.

All ayes, motion carried.

A motion was made by Sullivan, supported by Marske for approval of a Memorandum of Understanding between Harbor Country Hikers and Chikaming Township for additional support for the Michigan Natural Resources Trust Fund Grant application was approved for signature.

All ayes, motion carried.

A motion was made by Marske, supported by Dudiak to approve the Project Agreement For the DNR Recreation Passport Grant for Harbert Park.

All ayes, motion carried.

A Motion was made Marske, supported by Rettig to approve the resolution regarding the DNR Recreation Passport Grant for Harbert Park.

By roll call vote:

Ayes: Marske, Dudiak, Bunte, Rettig, Sullivan

Nays: None

All ayes, motion carried.

Chief Taylor presented Officer Brandon Jones with a bravery award for his selfless act in rescuing a dog on January 17, 2018.

A training request for Officer Agens to attend a class on Medicolegal Investigation of Death in Dearborn, Michigan, May 16-18 at a cost of \$495 was approved by Marske, supported by Sullivan.

All ayes, motion carried.

A training request for Officer Holtz to attend Patrol Rifle Instructor Training in Commerce twp., Michigan 5/7-5/11/2018 at a cost of \$899 and Officer Jones for Field training officer in Kalamazoo, Michigan on April 23,-27 at a cost of \$745 was approved by Marske, supported by Sullivan.

All ayes, motion carried.

A motion was made by Rettig, supported by Marske for a Resolution for Chief Taylor to perform Grant Writing for Township Camera System from Michigan Township Participating Plan was approved.

By roll call vote:

Ayes: Sullivan, Rettig, Bunte, Dudiak, Marske

Nays: None

All ayes, motion carried.

A motion to amend the 2017-18 Building Fund budget was made by Sullivan, supported by Marske for a total increase in expenditures of \$10,000.00.

All ayes, motion carried.

A motion was made by Rettig, supported by Dudiak to amend the 2017-18 Water budget to increase revenue by \$504,864.34 and increase expenditures of \$281,544.29 for a net total of \$233,320.05.

All ayes, motion carried.

A motion was made by Marske, supported by Sullivan to amend the 2017-18 Sewer budget to increase revenue by \$96,413.73 and increase expenditures by \$314,666.37 for a net total of \$218,252.64.

All ayes, motion carried.

The 2018-2019 Salary Resolutions, attached were presented,

The Supervisor salary was approved.

By roll call vote:

Ayes: Dudiak, Rettig, Marske, Sullivan

Abstain: Bunte

Nays: None

The Clerk's salary was approved.

By roll call vote:

Ayes: Bunte, Rettig, Marske, Sullivan

Abstain: Dudiak

Nays: None

The Treasurer's salary was approved.

By roll call vote:

Ayes: Marske, Dudiak, Bunte, Sullivan

Abstain: Rettig

Nays: None

Trustee, Marske salary was approved.

By roll call vote:

Ayes: Sullivan, Dudiak, Bunte, Rettig

Abstain: Marske

Nays: None

Trustee, Sullivan salary was approved.

By roll call vote:

Ayes: Marske, Dudiak, Bunte, Rettig

Abstain: Sullivan

Nays: None

A motion was made by Dudiak, supported by Marske to adopt the resolution on 2018-19 Annual Appropriations Act, which incorporated an increase of staff salaries by 2%. across the board, resolution attached.

By roll call vote:

Ayes: Sullivan, Rettig, Bunte, Dudiak, Marske

Nays: None

All ayes, motion carried.

A motion was made by Rettig, supported by Marske for Chief Davidson to attend the FDIC April 25-28 class at a cost of \$75.00, plus lodging and travel expense.

All ayes, motion carried.

### **REPORTS:**

Police, Fire, Building, Bridgman Library, Park Board, were all presented for approval. Motion was made by Rettig, supported by Marske to accept the reports as presented and place them on file.

All voted aye. Motion carried.

### **Additional comments from the public:**

Amber Schroeder thanked officer Jones for the rescue of her dog.

Mickey Stanovich had a complaint regarding the property at 6226 Elm, Red Arrow Cabins she believes an ordinance about seasonal residence is being violated. Supervisor Bunte requested that she call into the office to gather information on her complaint.

Janet Schrader updated the board and public on the upcoming events, Disc golf being considered at Chikaming Park and Preserve. March 24- 2018, New Buffalo Savings Bank will hold its annual Easter egg Hunt at Harbert Park. On March 31, 2018 the Lakeside Association will be holding their annual Easter Egg Hunt in Lakeside at the pavilion.

Jill Underhill advised the Chikaming Township Park Board has a new Face Book page, please like the page for support.

### **BILLS:**

Bills from the last board meeting were presented by Rettig for approval to be paid, Marske moved, supported by Sullivan, to accept the bills presented to be paid by Chikaming Township.

All voted aye. Motion carried.

### **ACKNOWLEDGMENTS:**

Supervisor Bunte was very pleased and thanked the River Valley students for sitting in on our meeting as part of a government class assignment.

Motion was made to adjourn the meeting at 7:40 PM, by Rettig, supported by Marske. All ayes, motion carried. Meeting Adjourned.

Respectfully submitted by,

Paula Dudiak  
Chikaming Township Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICIALS  
SALARIES 2018-2019 FISCAL YEAR**

**SUPERVISOR**

WHEREAS, MCLA 41.95(3) requires a township that does not hold an annual meeting to adopt a resolution stating the salary for each officer of the Township Board and,

WHEREAS, the salary for the officer composing the township board shall be determined by the Township Board,

THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary of the Township Supervisor be \$51,364.88

On roll call vote:

Ayes: Dudiak, Rettig, Marske, Sullivan  
Abstain: Bunte  
Nays: None cc--

The Clerk declared the resolution adopted.  
Paula Dudiak, Township Clerk

**CLERK**

WHEREAS, MCLA 41.95(3) requires a township board that does not hold an annual meeting, to adopt a resolution stating the salary for each officer of the Township Board and,

WHEREAS, the salary for the officer composing the Township Board be determined by the Township Board,

THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary to Township Clerk shall be \$40,800.00.

On roll call vote.:

Ayes: Bunte, Rettig, Marske, Sullivan  
Abstain: Dudiak  
Nays: None

The Supervisor declared the resolution adopted.  
David Bunte, Township Supervisor

## **TREASURER**

WHEREAS, MCLA 41.95(3) requires a township that does not hold an annual meeting, to adopt a resolution stating the salary for each officer of the Township Board and,

WHEREAS, the salary for officers composing the Township Board shall be determined by the Township Board,

THEREFORE BE IT RESOLVED, that as of April 1, 2018 the annual salary of Township Treasurer shall be \$27,902.10.

On roll call vote:

Ayes: Marske, Dudiak, Bunte, Sullivan  
Abstain: Rettig  
Nays: None

The Clerk declared the resolution adopted.  
Paula Dudiak, Township Clerk

## **TRUSTEE - MARSKE**

WHEREAS, MCLA 41.95(3) requires a township that does not hold an annual meeting, to adopt a resolution stating the salary for each officer of the Township Board,

WHEREAS, the salary for officers composing the Township Board shall be determined by the Township Board,

THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary of Township Trustee Marske shall be \$5,351.37.

On roll call vote:

Ayes: Sullivan, Dudiak, Bunte, Rettig  
Abstain: Marske  
Nays: None

The Clerk declared the resolution adopted  
Paula Dudiak, Township Clerk

**TRUSTEE-SULLIVAN**

WHEREAS, MCLA 41.95(3) requires a township that does not hold an annual meeting to adopt a resolution stating the salary for each officer of the Township Board and,

WHEREAS, the salary for the officers composing the Township Board shall be determined by the Township Board,

THEREFORE BE IT RESOLVED, that as of April 1, 2018, the annual salary of Township Trustee Sullivan shall be \$5,351.37

On Roll Call vote:

Ayes: Marske, Dudiak, Bunte, Rettig

Abstain: Sullivan

Nays: None

The Clerk declared the resolution adopted  
Paula Dudiak, Township Clerk

## **CHIKAMING TOWNSHIP GENERAL APPROPRIATIONS ACT**

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

### **Section 1: Title**

This resolution shall be known as the Chikaming Township 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**

For general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing was published in a newspaper of general circulation on February 28<sup>th</sup> 2018, and a public hearing on the proposed budget was held on March 8<sup>th</sup>, 2018.

### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2018-19, including an allocated millage of .3727 mills, including various miscellaneous revenues shall total \$897,380.00. Estimated township road maintenance fund revenues for fiscal year 2018-19, including a voter-authorized millage of 1.0 mills and miscellaneous revenues, shall total \$614,524.00; estimated public safety fund revenues for fiscal year 2018-19, including a voter authorized millage of 1.4 mills, and miscellaneous revenues, shall total \$863,800.00; estimated building fund revenues for fiscal year 2018-19 shall total \$174,000.00; estimated water fund revenues for fiscal year 2018-19 shall total \$1,378,577.50; estimated sewer fund revenues for fiscal year 2018-19 shall total \$640,650.00.

### **Section 6: Millage Levy**

The Chikaming 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 .3727mills as set forth by the Tax Allocation Board.

### **Section 7: Estimated Expenditures**

Estimated township general fund, road maintenance fund, public safety fund, building fund, water fund and sewer fund expenditures for fiscal year 2018-19 for the various township cost centers are as follows:



**See Appendix "A"**  
**Attached Cost Center Budget for 2018-19**

**Section 8: Adoption of Budget by Reference**

The general fund, road maintenance fund, public safety fund, building fund, water fund and sewer fund budgets of Chikaming Township are hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act

**Section 9: Adoption of Budget by Cost Center**

The Board of Trustees of Chikaming Township adopts the 2018-19 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 10: 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 11: 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 11: Bndget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fwld 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 proposals for reducing **appropriations, increasing revenues, or both.**

**Section 12: Violations of This Act**

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

**Section 14: Board Adoption**

Motion made by Dudiak seconded by Marske to adopt the foregoing ordinance (resolution).

Upon roll call vote, the following voted aye: Sullivan, Rettig, Bunte, Dudiak, Marske

The following voted nay: None .

The Supervisor declared the motion carried and the resolution duly adopted on the 8th Day of March, 2018.

## APPENDIX "A"

### CHIKAMING TOWNSHIP LIST OF ANNUAL APPOINTMENTS 2018-19

Township Attorney- Charles Hilmer

Police chief -Todd Taylor

Fire Chief- Michael Davidson

Safety Coordinator- Michael Davidson

Other Fire Department Officers -Assistant Chief- Mick Oldenburg

Captains- Jeff Hischke and Josh Knuth

Safety Officer - Michael Schuler

Assessor- McGrew Assessing Service, LLC - Dianna McGrew and Rich McGrew

Depositories:     Horizon Bank                     J.P. Morgan Chase Bank

                         Fifth Third Bank                     Edgewater Bank

                         Chemical Bank                     Wells Fargo Bank

                         New Buffalo Savings

Two signatures will be required on each voucher, one being the Treasurer or Deputy Treasurer and the other being the Clerk or Deputy Clerk.

Official Publication- Harbor Country News

Meeting dates and time as follows;\*

Township Board-6:30 p.m. the 2<sup>d</sup> Thursday of the Month

Planning commission -6:30 p.m the 1<sup>st</sup> Wednesday of the month

Utility Board 2<sup>d</sup> Thursday after Township Board Meeting

Public Safety Commission-10.00 a.m. May and September 3<sup>rd</sup> Tuesday of the month

Park Board - 6:30 p.m. the 4<sup>th</sup> Monday of the month

Zoning Board of Appeals-1:00 p.m. the 3<sup>rd</sup> Tuesday of the month

GRSD -10:00 a.m. the 4<sup>th</sup> Wednesday of the month

\*The meetings will be held on the stated date for the 2018-19 fiscal year, except where noted for holiday rescheduling.

LIST OF BOARD/COMMISSION  
APPOINTMENTS/REAPPOINTMENTS

Chikaming Township Board of Appeals (Three year term)

REAPPOINTMENT: Doreen Bartoni - Member at Large (Term of office, April 1, 2018 to March 31, 2021)

Chikaming Township Planning Commission (Three year term)

REAPPOINTMENTS: Richard Carlson - Member at Large (Term of Office, April 1, 2018 to March 31, 2021)

Gary Wood - Member at Large (Term of Office, April 1, 2018 - March 31, 2021)

Construction Board of Appeals (Two year term) until March 31, 2018

REAPPOINTMENT: All *five* members: Chris Brooks, Brooks Architectural; Rob Andrew, Merritt Engineering; Greg Kaiser, Dunes Development; John Olsen, Olsen Electric, Inc.; Kim Swartz (appointed to complete term of Pete Plikaitis)

Chikaming Township Board of Review (Two year term) until December 31<sup>st</sup>, 2018

APPENDIX "A"

**CHIKAMING TOWNSHIP  
FISCAL YEAR 2018-2019  
BUDGET SUMMARY OF ALL FUNDS  
(as of 2/21/2018)**

	<b>2017-18 AMMENDED BUDGET</b>	<b>2018-19 PROPOSED BUDGET</b>
<b>GENERAL FUND</b>		
<b>REVENUES:</b>		
Taxes	404,400.00	412,000.00
Licenses and Permits	1,580.00	1,580.00
State Shared Revenue	200,000.00	220,000.00
Charges for Services	14,000.00	17,000.00
Miscellaneous	221,600.00	246,800.00
<b>TOTAL REVENUES</b>	<b>841,580.00</b>	<b>897,380.00</b>
<b>EXPENDITURES BY DEPARTMENT:</b>		
General Administration - 103	156,092.00	154,550.00
Capital Expenditures -105	0	70,000.00
Supervisor's Office -175	85,858.00	91,350.00
Clerk's Office - 215	66,000.00	87,500.00
Board of Review - 247	4,800.00	3,830.00
Treasurer's Office - 253	58,855.00	65,750.00
Assessor's Office - 257	62,413.00	85,332.00
Elections Department - 262	15,500.00	16,200.00
Cemetery - 276	86,421.00	81,400.00
Highway Department - 447	157,000.00	0.00
Highway Lighting - 450	29,000.00	29,000.00
Drains - 526	44,000.00	0.00
Parks - 704	123,424.00	124,550.00
Zoning- 805	145,300.00	76,450.00
Insurance -900	11,500.00	6,000.00
Other Financing - 901	21,943.00	44,000.00
	<b>1,068,106.00</b>	<b>935,912.00</b>
<b>TRANSFER OUT TO PUBLIC SAFETY</b>	<b>-200,000.00</b>	<b>-175,000.00</b>
<b>TRANSFER OUT TO ROAD MAINT</b>	<b>0.00</b>	<b>-15,076.00</b>
<b>NET REVENUE (EXPENDITURES)</b>	<b>-226,526.00</b>	<b>-38,532.00</b>
<b>BEGINNING FUND BALANCE</b>	<b>2,565,029.00</b>	<b>2,138,503.00</b>
<b>ENDING FUND BALANCE</b>	<b>2,138,503.00</b>	<b>1,909,895.00</b>

	2017-18 AMMENDED BUDGET	2018-19 PROPOSED BUDGET
<b><u>ROAD MAINT FUND</u></b>		
REVENUES:	0.00	614,524.00
EXPENDITURES:	0.00	629,600.00
TRANSFER IN FROM GENERAL FUND	15,076.00	15,076.00
NET REVENUE (EXPENDITURES)	-15,076.00	-15,076.00
BEGINNING FUND BALANCE	0.00	0
ENDING FUND BALANCE	0.00	0

### **PUBLIC SAFETY FUND**

<b>REVENUES:</b>		
Taxes	825,000.00	845,000.00
District Court Fines	11,000.00	8,000.00
Fines	4,000.00	4,000.00
Misc Revenue	1,500.00	6,800.00
<b>TOTAL REVENUES:</b>	841,500.00	863,800.00
<b>EXPENDITURES:</b>		
First Responders - 303	204,800.00	227,000.00
Police - 305	571,330.00	550,488.00
Debt Repayment - 000		46,000.00
Fire - 340	263,542.00	202,100.00
<b>TOTAL EXPENDITURES:</b>	1,039,672.00	1,025,588.00
TRANSFER IN FROM GENERAL FUND	200,000.00	175,000.00
NET REVENUE (EXPENDITURES)	-198,172.00	-161,788.00
BEGINNING FUND BALANCE	1,307.00	3,135.00
ENDING FUND BALANCE	3,135.00	16,347.00

	2017-18 AMMENDED BUDGET	2018-19 PROPOSED BUDGET
<b><u>BUILDING FUND</u></b>		
REVENUES:	168,000.00	174,000.00
EXPENDITURES:	165,800.00	174,000.00
BEGINNING FUND BALANCE	156,426.00	158,626.00
ENDING FUND BALANCE	158,626.00	158,626.00

## ENTERPRISE FUNDS

### WATER FUND

REVENUES:	1,343,050.00	1,378,577.DO
EXPENDITURES:	1,600,861.00	1,878,250.00
NET REVENUE (EXPENDITURES)	-257,811.00	-499,673.00
BEGINNING FUND BALANCE	7,191,098.00	6,933,287.00
ENDING FUND BALANCE	6,933,287.00	6,433,614.00

### SEWER FUND

REVENUES:	700,950.00	640,650.00
EXPENDITURES:	663,000.00	1,009,730.00
NET REVENUE (EXPENDITURES}	37,950.00	-369,080.00
BEGINNING FUND BALANCE	6,045,521.00	6,083,471.00
ENDING FUND BALANCE	6,083,471.00	5,714,391.00