

**Ross Township
12086 M-89
Richland, MI 49083
269-731-4888**

**Budget Meeting Minutes
February 08, 2021
6:00 P.M.**

The meeting was called to order at 6:05 pm by Supervisor Hutchings

Roll Call was as follows:

Present: Christina Hutchings Michael Bekes Cindy Genung
 Lynn Harmon Diana Langshaw Mike Sulka
 Linda Walters

Absent: None

Also Present: Jeff Rood, CPA/Siegfried Crandall and Deputy Clerk Greenwood

A motion to approve the agenda was presented by Trustee Bekes, supported by Trustee Langshaw and carried unanimously.

Public Comments - None

Budget Discussion - A discussion of our fund balance and how it affects Winter tax collections. This is the primary source of Township revenue.

The estimated revenue for Fiscal Year 2020/21 was \$379,257; the expenses were estimated at \$348,134 with an annual surplus/deficit of \$31,123. The estimated revenue for the Fiscal Year 2021/22 is \$350,000; the expenses were estimated at \$328,504 with an annual surplus/deficit of \$21,496.

Modifications to the proposed budget:

- Reduce the estimate for State Shared Revenues by approximately \$1,700 to reflect the most recent estimate provided by the state website
- Update budget numbers for the Planning Commission, which will result in just over a \$10,000 decrease in the requested budget.
- Hide the column for 2017/18 Actuals
- Add a column with the 2020/21 Budget to the left of the projected finish for year 2020.
- Add a column on the far right to show the Year-Over-Year (YOY) change of this year's projected finish versus the Budget for next year
- Incorporate a 3% salary increase assumption across Salary lines for the four full-time positions and Deputies.
- Reduce the Election department line items for Salaries (from \$5,000 to \$3,000) and Supplies (from \$3,500 to \$1,500) to be more in line with expected election activity

- Reduce Attorney Professional Services (Dept 211) by \$4,500 to reflect the Board's desire to not have the township's attorney present for all Board meetings
- Add \$4,000 to the Salaries line in Dept 265 (Hall) to reflect the additional 8 months of healthcare stipend Mary Carol Wilkins will receive next year
- Reduce the Professional Services within Roads (Dept 444) down to the estimate provided by Mark Worden minus the PAR funds received; and add \$3,000 to Contingency (Dept 900) for miscellaneous unexpected Road needs.
- Also added worksheet tabs to reflect budgets for the YMCA, Bio Station, etc. per Jeff Rood's input. It is easier for the Board to approve all necessary budgets within one document, which will also hopefully facilitate easier loading of the budget into BS&A.
- Township will set up a Zoom account and facilitate the meetings in the future.

Outstanding Issues:

- Get monthly cash flow data to provide the low-point information.
- Gather data to determine whether Permit charges cover the fully-loaded expense of issuing them via AGS.

The next budget meeting is scheduled for February 23, 2021 at 6:00 pm.

Adjournment: 7:55 adjourned.

Respectfully submitted,

Linda Walters

Linda Walters
Township Clerk
February 09, 2021