

HOPKINS TOWNSHIP BOARD MINUTES  
BUDGET HEARING  
March 14, 2016

Meeting called to order by Evans at 7:39 p.m.

Board members present: Morris, Evans, Modreske, Wamhoff

Motion by Evans, supported by Modreske to have Morris take minutes. All Ayes

Public Comment – None (Open 7:40p.m. / Close 7:40p.m.)

Motion by Modreske, supported by Morris to approve General Appropriations Resolution 4-2016 for 2016/2017. All Ayes

Meeting closed 7:45 p.m.

**HOPKINS TOWNSHIP  
142 E. MAIN STREET  
HOPKINS, MI 49328**

**ADMINISTRATION RESOLUTION # 4-2016**

**SUBJECT: GENERAL APPROPRIATIONS ACT FOR THE FISCAL YEAR ENDING  
March 31, 2017**

**DATE: March 14, 2016**

**Public Hearing on the Budget**

Pursuant to MCLA 141.413, notice of a public hearing on the proposed budget as published in a newspaper of general circulation on February 28, 2016, and a public hearing on the proposed budget was held on March 14, 2016.

**Estimated Revenues**

Estimated township general fund revenues for the fiscal year ending March 31, 2016, including voter authorized millages, and various miscellaneous revenues and transfers of accumulated surplus is budgeted in the amount of \$549,742.

**Millage Levy**

The Hopkins 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 the number of mills authorized under state law and approved by the electorate.

**Estimated Expenditures**

Estimated township general fund expenditures for the fiscal year ending March 31, 2017, including transfers to other funds, are appropriated in the amount of \$976,152. Total appropriations will be deemed maximum authorizations to incur expenditures and are not a mandate to spend.

**Adoption of Budget by Reference**

The general fund budget of Hopkins Township is hereby adopted by reference, with revenues and activity expenditures as indicated above.

**Transfer Authority**

The Clerk shall have authority to make budget transfers among the various line items, without prior board approval, if the amount transferred does not exceed \$500.00. The board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

ADMINISTRATION RESOLUTION # 4-2016 (continued)

**Budget Monitoring and Reporting**

The board shall be notified, at least quarterly, of fiscal operations comparing actual revenues and expenditures to budgeted revenues and expenditures.

Whenever it appears to the Township Board that the actual and probable revenues in any fund shall be less the estimated revenues upon which appropriations from such fund were based, and when it appears the expenditures shall exceed total appropriation, a recommendation shall be presented to the township board to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, and/or reducing budget.

**Board Adoption**

Motion made by Bob Modreske, seconded by Sandy Morris to adopt the foregoing resolution. The following voted aye:

Wamhoff ✓   Modreske ✓   Battjes Abs   Evans ✓   Morris ✓

The following voted nay:

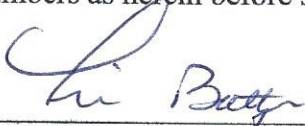
Wamhoff   Modreske   Battjes   Evans   Morris

The Supervisor declared the motion carried and the resolution duly adopted on the 14<sup>th</sup> day of March 2016.

Lisa Battjes  
Township Clerk

**CERTIFICATE OF AUTENTICITY**

I, Lisa Battjes, the duly elected and acting Clerk of Hopkins Township, hereby certify that the foregoing resolution as adopted by the Township Board for said Township at budget hearing of said Board held on March 14, 2016, at which meeting a quorum was present, by a vote of said members as herein before set forth; that said resolution was ordered to take immediate effect



\_\_\_\_\_  
Lisa Battjes, Hopkins Township Clerk

3-14-16  
Date



BUDGET REPORT FOR HOPKINS TOWNSHIP

Calculations as of 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 APPROVED BUDGET	2015-16 ACTIVITY THRU 03/31/16	2016-17 APPROVED BUDGET
101-000-402.000	REAL PROPERTY TAXES - OPERATING		3,348	56,000
101-000-403.000	REAL PROPERTY TAXES - ROADS	82,446	76,177	144,000
101-000-411.000	DELINQ REAL PROPERTY TAXES	8	8	10
101-000-420.000	DELINQ PERSONAL PROPERTY TAXES			25
101-000-434.000	MOBILE HOME TAXES			225
101-000-447.000	ADMINISTRATION FEES			23,000
101-000-480.000	PERMITS & INSPECTIONS	22,061	13,329	26,000
101-000-574.000	STATE SHARED REVENUE	126,192	124,445	148,000
101-000-577.000	RIGHT OF WAY REVENUE	3,231	2,585	3,622
101-000-607.000	BOARD FEES REVENUE			2,000
101-000-628.000	GRAVE OPENINGS	9,884	9,031	10,000
101-000-642.000	SALE OF CEMETERY LOTS	5,900	1,100	2,000
101-000-651.000	PARK REVENUES		200	500
101-000-665.001	INTEREST & PENALTIES	4,288	4,595	5,000
101-000-665.002	INTEREST - CEMETERY			
101-000-666.000	INTEREST FIRE	509	576	500
101-000-667.000	FIRE MILEAGE	41,088	38,822	72,000
101-000-671.000	RENT - CEMETERY LAND	2,380	600	1,000
101-000-671.001	OTHER REVENUES	26,569	1,309	5,000
101-000-671.002	TRIBE REV		28,286	28,000
101-000-672.001	RECYCLING REVENUES			19,600
101-000-672.002	NE LAKE ASSESSMENT	1,500	1,800	3,000
101-000-674.000	STREET LIGHT ASSESSMENT		30	260
101-000-676.000	CONTRIBUTIONS AND DONATIONS			
101-000-676.000	REIMBURSEMENT OF EXPENSES			
101-000-699.000	OPERATING TRANSFERS IN			
101-101-701.101	BOARD SALARIES	3,381	3,528	4,500
101-101-701.101	BOARD SUPPLIES			
101-171-701.171	SUPERVISOR SALARY	12,792	12,996	13,032
101-171-740.171	SUPERVISOR OPERATING	1,398	448	1,500
101-215-701.215	CLERK SALARY	13,320	13,524	13,560
101-215-740.215	CLERK OPERATING EXPENSES	3,987	2,283	4,000
101-223-801.000	AUDITING FEES	5,000		5,000
101-247-701.247	BOARD OF REVIEW SALARIES	1,335	945	1,600
101-253-701.253	TREASURER SALARY	14,712	14,940	14,748
101-253-740.253	TREASURER OPERATING EXPENSE	2,922	3,500	3,600
101-257-701.257	ASSESSOR SALARY	17,040	17,304	17,088
101-257-740.257	ASSESSOR OPERATING EXPENSE	2,246	1,178	2,600
101-262-701.262	ELECTION WAGES	2,100	2,400	3,000
101-262-726.262	ELECTION SUPPLIES	1,156	1,078	2,100
101-276-701.276	SEXTON SALARY	2,316	2,352	2,352
101-276-740.276	CEMETERY OPERATING EXPENSE	9,591	12,000	12,000
101-276-804.000	CEMETERY MOWING	10,525	10,550	11,500
101-276-970.276	CEMETERY CAPITAL OUTLAY			7,000
101-299-702.000	TOWNSHIP WAGES	570	500	2,000
101-299-726.299	TOWNSHIP SUPPLIES			
101-299-740.299	TOWNSHIP OPERATING EXPENSE	7,286	2,279	9,000
101-299-802.000	ATTORNEY FEES	2,494	1,682	9,000
101-299-803.000	OTHER PROFESSIONAL FEES	8,389	47,175	25,000
101-299-900.101	TWP NOTICES PUBLISHED		180	500
101-299-920.000	TWP UTILITIES	3,500	3,741	4,000
101-299-930.000	TWP BUILDING MAINTENANCE	180	180	500
101-299-956.101	DDA CAPTURE-GENERAL			
101-299-956.299	TWP MISCELLANEOUS			
101-299-957.000	MEMBERSHIP DUES	1,395	1,433	2,000
101-299-960.000	TRAINING AND SEMINARS	7,133	6,197	8,000
101-299-964.000	REFUNDS	6	18	500

BUDGET REPORT FOR HOPKINS TOWNSHIP

User: LISA  
DB: HOPKINS TWP

Calculations as of 03/31/2016

GL NUMBER	DESCRIPTION	2015-16 APPROVED BUDGET	2015-16 ACTIVITY THRU 03/31/16	2016-17 APPROVED BUDGET
101-299-965.000	SUBSIDIES	9,552	10,005	12,500
101-299-970.299	TOWNSHIP CAPITAL OUTLAY	5,465	283,239	200,000
101-336-806.000	FIRE CONTRACT	66,075	74,349	73,000
101-336-970.336	FIRE CAPITAL OUTLAY		66,175	72,000
101-371-805.000	PERMIT AND INSPECTION EXPENSE	18,298	15,235	23,400
101-445-931.000	DRAINS AT LARGE	8,507	8,600	9,000
101-446-958.000	NE LAKE EXPENSES	2,150	2,410	3,000
101-446-959.000	RIGHT OF WAY EXPENSES	3,622	3,622	3,622
101-446-967.000	ROAD COMMISSION EXPENSE	58,452	229,071	335,000
101-448-921.000	STREET LIGHT EXPENSE	2,169	2,093	2,500
101-528-740.000	RECYCLING OPERATING EXPENSE		3,223	32,000
101-721-701.721	PLANNING COMMISSION SALARIES	4,345	3,926	7,800
101-721-740.721	PLANNING COM OPERATING EXPENSE			1,200
101-722-701.722	BOARD OF APPEALS SALARIES	1,094		1,700
101-722-740.722	BOA OPERATING EXPENSE			250
101-751-961.000	PARK EXPENSES	3,206	5,000	5,000
101-850-714.000	EMPLOYER FICA/MED EXPENSE	5,781	5,382	6,500
101-850-825.000	INSURANCE	6,663	6,486	8,000
101-850-956.101	DDA CAPTURE-GENERAL			

Journal Number GL Number	Date Description	JNL	Description	User	DR	CR
100	03/14/2016	GJ		LISA		
POSTED BY LISA						
101-253-740.253	TREASURER OPERATING EXPENSE					138.61
101-299-803.000	OTHER PROFESSIONAL FEES			138.61		
101-276-740.276	CEMETERY OPERATING EXPENSE					4,968.03
101-299-803.000	OTHER PROFESSIONAL FEES			4,968.03		
101-751-961.000	PARKS					283,238.83
101-299-970.299	TOWNSHIP CAPITAL OUTLAY			283,238.83		
101-445-931.000	DRAINS AT LARGE					36,864.56
101-299-803.000	OTHER PROFESSIONAL FEES			36,864.56		
101-446-959.000	RIGHT OF WAY EXPENSES			1,644.70		
101-446-967.000	ROAD COMMISSION EXPENSE					1,644.70
					<hr/>	
					326,854.73	326,854.73
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Total:					326,854.73	326,854.73