

**FRUITLAND TOWNSHIP
BUDGET WORK SESSION
WORKING MINUTES
FEBRUARY 4, 2009**

PRESENT Trustee Bard, Trustee Binns, Trustee Bole, Trustee Deur, Treasurer Boyer, Clerk Rillema, Supervisor St. Amour

ALSO PRESENT One (1) interested party.

CALL TO ORDER Supervisor St. Amour called the Wednesday, February 4, 2009, Budget Work Session of the Fruitland Township Board to order at 4:02 PM.

BUDGET

Supervisor St. Amour asked the Board to review the proposed schedule for upcoming Budget Work Sessions, Public Budget Review, 2009-10 Budget Approval and 2008-09 Budget Amendments Meeting dates.

Supervisor St. Amour announced that Treasurer Boyer, Clerk Rillema and himself would make themselves available to discuss or provide clarification of any item on the budget to the whole board.

Supervisor St. Amour explained to the Board that he would like to go through the proposed budget line item by line item and explain each department and account numbers to alleviate questions and explain the basis for each amount budgeted.

Supervisor St. Amour explained to the Board the salary allocations that were approved by the previous board and provided them with payroll figures for all employees, which included a possible increase of up to 3 % for office staff (1% cost of living, up to 2% merit increase), \$40.00 meeting pay increase from \$35.00, and realigning the ecology station attendant, seasonal help and ordinance enforcer salaries/wages.

Any questions or comments should be directed to Supervisor St. Amour and will be answered or researched for an upcoming meeting date with the Treasurer and Clerk.

REVENUE

Treasurer Boyer spoke about several items that are undetermined revenues due to tax collection, state shared revenue, and low interest rates. Supervisor St. Amour also stated that the fee revenues were based on this current year's income received thus far. Clerk Rillema stated that the May 2008 school

election was never billed, but she billed in the amount of \$2800.00 to both Whitehall District Schools and Reeths Puffer District Schools. Clerk Rillema also stated that there is a school election scheduled in May of 2009 and possibly a county election for a new jail late 2009. Supervisor St. Amour stated that the Ecology Station revenues are being reviewed and further discussion should take place at the next meeting. Clerk Rillema has billed the White Lake Fire Authority for the lease from July 08 – December 08 in the amount of \$4089.38 which was not billed. Many of the revenue item's budgeted amounts were taken from current year due to continuity of revenues received from year to year. Supervisor St. Amour stated that \$7000.00 has been placed in the Blueberry Festival revenue but will be renamed Park Improvements for park equipment to be purchased. The Parks and Recreation Board will be working on their budget for the Museum Revenues at their budget work session next week.

APPROPRIATIONS

Supervisor St. Amour stated that many new account numbers have been created under departments for continuity and clarification. Treasurer Boyer and Clerk Rillema have been working together to reclassify expenditures to appropriate departments. Supervisor St. Amour stated that the increased meeting pay along with possible increase in wages for the office staff has been taken into consideration in the appropriation amounts listed. Trustee Bard and Trustee Deur commented that they were not in agreement for raises for the Board at this time when the economy is hurting. Supervisor St. Amour asked each Board member to hold their comments and state their recommendations at their individual meetings with both the Treasurer and Clerk. Supervisor St. Amour stated that Treasurer Boyer has added additional information to each account that explains what makes up each account number in each department. There are a few additional account numbers that need to be changed which Treasurer Boyer will be making those corrections. The Ecology Station is under review for determining expenses and staffing as well as Ordinance Enforcer/Law Enforcement. The Board asked for job descriptions on both the Deputy Clerk and Deputy Treasurer and asked if they were mandatory positions. Both deputies are required by law. Treasurer Boyer received cost reductions on our computer services from both BS & A and I.T. Right. Treasurer Boyer and Clerk Rillema will be making allocations in the Postage Account to reflect associated costs to various departments. Treasurer Boyer mentioned that the copier lease is up for renewal in May 2009 and the postage meter lease isn't up until 2012. Trustee Bole would like the clerk to investigate doing payroll in house. Treasurer Boyer will be investigating if culvert repair can be authorized spending from the Metro Authority Fund. The Parks and Recreation will be working on their budget for the Museum and Parks & Recreation appropriations at their budget work session next week. Treasurer Boyer stated the amount of money in each fund as of today's date.

Supervisor St. Amour again thanked the Board for its patience and asked each to review all revenues and appropriations and forward comments as soon as they could so Treasurer Boyer can make appropriate additions/changes/deletions for our review at their individual meetings and next budget work session scheduled for March 4, 2009 at 1:00 PM.

ADJOURNMENT

Motion by Clerk Rillema, second from Trustee Bard, ***ADOPTED***, to adjourn the Wednesday, February 4, 2009, Budget Work Session of the Fruitland Township Board at 7:50 PM.

*Upon Voice Vote: **7 AYES***

Respectfully Submitted,

Karolyn Rillema, Clerk
Township of Fruitland