

MARSHALL TOWNSHIP GENERAL FUND BUDGET, AUTHORIZATION TO LEVY AND GENERAL APPROPRIATIONS ACT – Fiscal Year 2024-25
Proposed 3-8-24

<u>ITEM</u>	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Adopted</u> <u>2023-24</u>	<u>Proposed</u> <u>2024-25</u>
<u>REVENUE</u>					
Delinquent Taxes	14,936	0	4,955	0	0
Taxes (current)	106,898	116,179	127,448	129,000	142,062
Fire Millage (current)	203,527	216,245	232,251	240,677	264,378
Special Assessments	1,164	1,164	1,164	1,164	1,164
Summer Tax Fee	31,012	33,619	34,796	37,000	38,480
Winter Tax Fee	22,077	23,948	24,746	26,800	27,872
PA 425 Payment	50,314	50,741	53,625	53,040	90,325
Permits/License	53,309	49,910	40,179	382,000	55,000
Revenue Sharing	271,312	333,997	348,601	335,000	347,500
Essential Services-O	861	131	120	500	150
Essential Service-	1,599	0	1,375	1,500	1,375
Service Charges	3,895	16,409	2,350	4,000	2,500
Streetlights	13,900	14,812	13,639	14,688	14,500
Fire Run Charges	12,959	2,396	5,888	2,000	2,000
Investment/Interest	3,283	666	7,890	3,000	20,000
Other/Grants	28,478	23,879	232,480	0	302,630
Metro Act	5,078	5,308	5,416	5,000	5,000
Cable Franchise Fee	20,903	22,588	18,866	22,000	20,000
Convis Fire Contract	38,435	37,411	34,398	35,000	35,000
Casino Rev Shari	168,836	178,985	133,637	165,000	165,000
Refunds, Misc.	11,388	18,205	4,071	5,000	5,000
Ordinance Fine	0	0	266	0	0
Park Millage Sharing	0	15,993	8,759	9,250	10,052
TOTAL	\$ 1,064,163	1,162,586	1,336,920	1,471,619	1,549,988

EXPENDITURES

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Supervisor	22,459	22,712	23,905	24,900	24,900
Clerk	29,033	31,275	40,146	50,000	50,000
Treasurer	25,469	26,873	24,369	31,750	31,750
Twp. Board	88,734	108,064	112,735	101,750	138,000
Twp. Hall	82,509	98,857	88,464	104,000	94,000
Elections	25,609	16,639	33,206	35,000	52,000
Zoning Appeals Bd	(125)	600	240	1,200	1,200
Board of Review	1,480	1,071	2,386	2,500	2,500
Cemetery	4,236	3,365	6,648	6,500	6,500
Assessor	24,602	26,273	27,914	30,000	31,300
Fire Department	229,257	232,551	219,512	242,492	258,915
Fire Board	600	700	1,440	1,250	1,200
Debt Service	22,687	0	0	0	0
Fire Millage Use	0	0	296,571	240,677	264,378
Warning Siren	5,214	5,542	3,619	6,000	6,500
Inspections/Permits	34,374	31,768	35,424	378,350	66,063
Ordinance Enforce	1,477	2,381	0	3,500	3,500
Streets/Drains	53,986	37,173	37,417	57,500	289,337
Street Light Districts	20,421	16,848	18,376	26,000	26,000
Planning/Zoning	28,031	44,579	28,063	49,000	49,000
Capital Outlay	27,330	87,826	31,522	35,000	35,000
Park Project	0	0	0	9,250	10,052
Dispatch Authority	27,838	25,323	35,386	35,000	9,000
Covid Response	2,165	0	0	0	0
Sheriff Contract-ARPA	0	0	0	0	20,000
ARPA Projects	0	24,699	0	0	282,630
TOTAL	\$ 757,386	820,420	1,067,613	1,471,619	1,753,725

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Revenue(expense)	306,777	342,166	269,307	0	(203,737)
Beg. Fund Balance	1,390,879	1,697,656	2,039,822	2,309,129	2,309,129
End Fund Balance	1,697,656	2,039,822	2,309,129	2,309,129	2,105,392

* An amount approximately 1% of the winter total tax levy is budgeted and then added to the fire equipment and facilities assigned fund balance annually for this reserve when it has a balance at the end of the prior fiscal year of less than \$300,000.

GENERAL APPROPRIATION ACT AND AUTHORIZATION TO LEVY PROPERTY TAXES:

BE IT RESOLVED BY THE MARSHALL TOWNSHIP BOARD that the fiscal year 2024-25 budget as set forth above is adopted and appropriated for township government purposes subject to the following provisions and that the property tax rates set forth in provision four (4) below are to be levied on the winter 2024 property tax bills in support thereof:

- 1) Purchasing and expenditures within this budget shall be in accordance with adopted township policies and procedures.
- 2) The budget is adopted on a budget activity (departmental) basis. The Budget Officer may refer any requested line-item adjustment and shall, except as may be otherwise provided herein, refer all between activity adjustments to the Board for prior approval.
- 3) The Budget Officer assists the Supervisor in the performance of duties as Chief Administrative Officer under the Local Government Uniform Budget and Accounting Act.
- 4) A property tax rate for general township operations in the amount of 0.7928 of the voter approved allocated 1.0 mill and 1.4754 mills of the voter approved 1.5 mills for fire department operations, vehicles, and equipment (both subject to adjustment based upon

the final approved taxable value and Headlee mandatory capped rate) on all taxable value for 2024-2025 is approved. The general operational tax yield is estimated at \$142,062. The fire department voted millage yield is estimated at \$264,378.

- 5) A tax administration fee of 1%, as permitted by state law, is continued until further resolution of the Board. This fee assists in offsetting the expenses of tax collection and assessment. The 1% monthly interest penalty for late payment of summer taxes shall continue as provided by law. A statutory 3% late fee for payment of property taxes after the 2-14-25 due date but prior to returning any taxes unpaid to the County Treasurer as delinquent on March 1, 2025. A 1% monthly interest penalty for late payment after the due date on real and personal property taxes and a onetime 3% delinquent fee shall be assessed on unpaid personal property taxes as of March 1 following the statutory due date.
- 6) Salaries shall be paid elected township officials as per the adopted salary resolutions. Effective April 1, 2024, the pay rates for township employees and members of Boards and Commissions shall be paid at the rates established in the annual salary/compensation resolutions. All employees of the township are at-will employees.
- 7) The Building, Electrical, Plumbing and Mechanical Inspectors salaries shall be increased from the current level of 87% of the authorized permit fee to 90% effective with services performed on and after April 1, 2024. The remaining 10% as well as the administrative fee shall be retained by the township to offset the cost of the permit officer and other inspection/permit administration expenses.
- 8) The per meeting pay for members of Township Boards and Commissions attending meetings of the board or commission they are appointed to for which compensation is authorized or permitted by law shall be \$60 per meeting for all meetings occurring on and after April 1, 2022. Township Trustees are paid \$60 for attending each special meeting of the Township Board. Township Board members shall be paid \$60 for attendance at any meetings or events representing the township when assigned by the Board or Supervisor. When performing assignments that are not otherwise the statutory duty of the official as may be assigned by the Board or Township Supervisor, Township Board members will be paid at the rate of \$60 per day for performing such assignments unless the Board has established compensation specifically for that additional assignment or duty. Unless the Township Clerk is designated by law as the Clerk or Secretary of a township Board or Commission, the Secretary of the Board or Commission shall be paid an additional \$60 for each meeting for which he or she prepares the official proceedings and/or determinations.
- 9) The mileage reimbursement rate for official approved township business shall be the federal Internal Revenue Service determined rate for business miles in effect at the time of the travel.

- 10) The appropriation for streets/drains is comprised of \$7,000, for the annual township at-large county drain assessments and \$282,337, for road projects to preserve prior township general fund road investments or for joint projects with border townships as may be specifically approved in advance by the township Board.
- 11) The state METRO Act funds included in this budget and any remaining METRO balance designated in the general fund balance are used for the township at-large share of public street lighting of roads and rights of way and lighting at the Michigan Avenue at I-69 Park 'n Ride lot as well as intersections of public roads within the township.
- 12) Various fees for permits, licenses and applications shall remain at their currently approved levels pending receipt of the annual audit at which time the Board may determine whether adjustments are needed to assure that the aggregate of fees received, as nearly as is practical, covers allowable expenses.
- 13) As of March 31, 2023, the restricted fire department millage balance within the general fund balance was \$1,002,942, as verified by the township audit. The anticipated balance as of 3/31/24 is \$1,243,619, after adding the annual authorized tax levy and deducting Board authorized expenses. The appropriation in the 2024-25 budget estimates a tax levy of \$264,378, which is the 9th annual levy of the renewed 1.5 mills authorized in 2016 by township electors for 10 years for replacement of fire trucks, construction of new facilities and purchase of major equipment. The annual fire millage levy for 2024-25 will be added to the reserve in anticipation of the Fire Board approving the purchase of a replacement brush truck and pumper truck during the fiscal year.
- 14) As of March 31, 2023, the fire equipment and facilities improvement assigned balance within the general fund balance was \$300,838, as verified by the township audit. The anticipated assigned balance for this purpose as of March 31, 2024, is \$300,838 and is designated for fire department equipment purchases and facility improvements not paid for through the voted fire millage levy. The 2024-25 budget does not allocate funds to this reserved balance as it is above a level of \$300,000, which the Board determines to be sufficient. No expenditures are contemplated from this reserve for the 2024-25 budget year.
- 15) The \$35,000, appropriated for capital outlay shall be utilized as may be specifically approved by the Township Board. Up to \$10,000, of this amount may be used for replacing and upgrading information technology equipment as may be determined by the Clerk and Treasurer.

- 16) The fire department operations budget includes \$26,000 for insurance coverages attributed to fire department operations and \$42,300, for department operational equipment replacement and updating as recommended by the Fire Chief and approved by the Fire Board in the submitted budget.
- 17) The budget includes \$9,000, for the service charge assessed the township for 911 calls by the County Dispatch Authority. This amount is a significant decrease from prior years because of approval in 2022 of a county wide operational millage for the 911 Dispatch Authority.
- 18) Within the assigned fund balance as of 3/31/23 as verified by the township audit was the amount of \$23,000, for township development purposes; \$115,130, for facility improvements; and \$400,000, for a budget stabilization fund. These reserves were maintained in the 2023-24 budget and will be reviewed by the Board after receipt of the 2023-24 audit to determine sufficiency.
- 19) The unassigned general fund balance as verified by the auditors as of 3/31/23 was \$460,893. The 2023-24 budget did not anticipate utilizing any of this balance; however, the Board approved (and the county approved) two (2) road projects for which the township committed to utilize up to an estimated \$282,337 of surplus township funds in the 2024 construction season. The projects include repaving and conduit replacement/enlargement for H Drive North from Verona Road to the Emmett Township line and repaving of 15 ½ Mile Road from Tau Road to Division Drive. Both projects were recommended by the County Road Department.
- 20) The Planning and Zoning appropriation includes \$5,000 for consultant services as may be determined necessary by the Planning Commission or Zoning Administrator to evaluate specific zoning requests and site plans.
- 21) Casino revenue sharing is estimated at \$165,000, and is utilized and appropriated within this budget as follows: \$74,700, for general operational expenses; \$9,000, to cover the service assessment by the County Dispatch Authority; \$7,500, for the township county drain at large assessments; \$20,000, for salaries paid to firefighters for monthly training and also for assisting with medical emergency responses; \$42,300, for fire department operational equipment; \$5,000, for public street lighting not otherwise covered by METRO and special assessment funding (including for upgrading existing lighting); \$6,500, for maintenance and operation of the warning siren system.
- 22) The essential services tax is a payment received from the State of Michigan to offset losses to personal property tax collections resulting from state laws exempting most personal property from property taxes. The amounts received are appropriated herein to assist in financing township general operational and fire department expenses.

- 23) The Township Board appropriation includes \$2,000 for maintenance of the Township's official website by the website developer to be coordinated by the Office Manager.
- 24) The 2024-25 budget is based on the township offices being open to the public, subject to any lawful restrictions, Monday, Tuesday, and Wednesday of each week, except observed public holidays and election days, from 9:00 a.m. until 3:30 p.m. The offices of the Clerk and Treasurer may each maintain additional public hours as they each may determine to serve the public and to comply with any requirements of the law. Township offices will continue to be closed to the public from the observance of the Christmas Eve holiday through the observance of the New Year's Day holiday except for required tax collections.
- 25) Within the Clerk's budget activity, the amount of \$4,000 is authorized for the Clerk to continue the services of a third-party payroll service to assist with performance of township payroll functions and \$10,000, for clerical assistance for conversion of township records to an electronic system.
- 26) The sum of \$10,052 is expected to be received as the township's 4th annual allocation from the County Parks Millage sharing program. The township intends to use its allocation in partnership with Marshall Public Schools for improvements and maintenance of the Grever's Nature Sanctuary on Verona Road. The Board has designated the Clerk to coordinate the park program.
- 27) The Township has received \$327,328.31 from federal ARPA-SLFRP funding. The township must obligate these funds by 12/31/24 and expend them by 12/31/26. The township spent \$24,698.73 for various projects in the 2021-22 budget year leaving a balance of \$302,629.58 to obligate. The 2024-25 budget includes \$20,000, for contracting additional law enforcement services from the Calhoun County Sheriff for increased traffic law enforcement on Verona Road, 17 ½ Mile Road, and G Drive North, and such other locations in the township as may be determined by the Sheriff and Supervisor. This is a pilot project, and its continuance will be based on effectiveness and affordability. The remainder of the funds will be utilized in the 2024-25 fiscal year to update the township hall and offices to improve the efficiency of the HVAC system, replace the roof on the meeting hall, better utilize office space, and improve security. Other projects to be funded from the federal allocation include digitizing township records to provide better staff and public access, acquiring an electronic public notification system to improve communications with citizens and installing a permanent sound system for the meeting hall with ability to record and live stream meetings. The Budget Officer shall recommend, by not later than 7-1-24, specific proposals to implement this provision utilizing, to the extent possible, the recently approved MiDeal program.

28) This act is effective April 1, 2024.

Prepared by: Jeffrey Albaugh, Budget Officer
Proposed 3-8-24