

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

REGULAR BOARD MEETING AGENDA

TUESDAY March 26, 2024

6:30 PM

1. CALL TO ORDER/PLEDGE -- 6:35
2. ROLL CALL
 - Dan Wilhelm - Pre
 - Mike Romatz - Pre
 - Glenn Alexander - Pre
 - Sheri Levy - Abs.
 - Jaclyn Hall - Pre.
3. Approve Agenda - Motion: Dan 2nd: Mike All in favor
4. CONSENT AGENDA: Motion: Dan 2nd: Glenn All in favor
- A. PAYROLL-
- B. ACCOUNTS PAYABLE
- C. APPROVE MINUTES FROM: Feb 20, 2024. Reg. Board meetings
5. PRESENTATIONS
 - DAVE HOEFLING - Update on mmr meeting - they will be meeting every month dates to come.
 - Representative Tom Kunse -
6. PUBLIC COMMENT - Ken Lind -
7. TREASURER REPORT -
8. CLERK REPORT
 - A. FIRE/POLICE
9. OLD BUSINESS- TOWNSHIP RECEIVED A THANK LETTER FROM MICHEM FOR ALLOWING THEM TO USE OUR TOWNSHIP TO COLLECT DATA.
10. NEW BUSINESS -

A. Contract signed with Horvath Towers, waiting on start date.

11. BOARD & COMMISSION APPOINTMENTS N/A

12. BOARD & COMMISSION REPORTS N/A

13. PUBLIC COMMENTS. N/A

14. CLOSE REGULAR BOARD MEETING: 7:14 pm.

15. OPEN BUDGET HEARING: 7:14 pm

16. FINAL BUDGET AMENDMENT: MOTION Dan 2ND: Glenn

ROLL CALL: WILHELM Y ALEXANDER Y ROMATZ Y

LEVY Abs - HALL - Y

17. GENERAL APPROPRIATIONS ACT (RESOLUTION 2024-05): MOTION Dan 2ND: Sachyn.

ROLL CALL: WILHELM Y ALEXANDER Y ROMATZ Y

LEVY Abs HALL - Y.

18. CLOSE BUDGET HEARING- 7:16 pm.

19. PUBLIC COMMENT:

20. ADJOURN MEETING. 7:18 pm.

-NOTICE: PUBLIC COMMENTS ARE TO BE KEPT TO 3 MINUTES TO ALLOW ENOUGH AND ADQUETE TIME FOR OTHERS TO SPEAK. THERE ARE 2 SECTIONS IN WHICH COMMENTS CAN BE MADE. THANK YOU FOR YOUR COOPERATION.

SUMMERFIELD TOWNSHIP

9971 N. FINLEY LAKE AVE, HARRISON, MI 48625

UNAPPROVED REGULAR BOARD MEETING

FEBRUARY 20, 2024

6:30 PM

1. CALL TO ORDER/PLEDGE – 6:28PM

2. ROLL CALL

Dan Wilhelm – Present

Mike Romatz – Present

Glenn Alexander – Present

Sheri Levy - Present

Jaclyn Hall – Present

- 3. Approve Agenda – Motion: Dan Wilhelm 2nd: Sheri Levy all in favor**
4. CONSENT AGENDA: Motion: Dan Wilhelm 2nd: Mike Romatz all in favor

A. PAYROLL-

B. ACCOUNTS PAYABLE

C. APPROVE MINUTES FROM: January 30, 2024 Regular Board Meeting, February 7, 2024 Special Meeting and February 14, 2024 Special Meeting.

5. PRESENTATIONS

- DAVE HOEFLING -n/a
- BRIAN COON- Running for Clare County Drain Commission.

6. PUBLIC COMMENT –

7. TREASURER REPORT – on file, we have made over \$8000. In interest from investments.

8. CLERK REPORT

A. FIRE/POLICE- on file

9. OLD BUSINESS-Contract with Horvath Towers has been signed (cell tower)

10. NEW BUSINESS –

A. 2024 City of Harrison Fire Contract \$25,065. Motion: Dan Wilhelm

2nd: Glenn

Alexander all in favor

B. Weinlander Fitzhugh audit quote for \$7,750. Motion: Dan Wilhelm

2nd: Glenn

Alexander all in favor

11. BOARD & COMMISSION APPOINTMENTS-n/a

12. BOARD & COMMISSION REPORTS-n/a

13. PUBLIC COMMENTS. n/a

14. ADJOURN MEETING. 6:44PM

**-NOTICE: PUBLIC COMMENTS ARE TO BE KEPT TO 3 MINUTES TO ALLOW ENOUGH AND
ADEQUATE TIME FOR OTHERS TO SPEAK. THERE ARE 2 SECTIONS IN WHICH COMMENTS CAN
BE MADE. THANK YOU FOR YOUR COOPERATION.**

Check Date	Bank	Check Number	Name	Check Gross	Physical Check Amount	Direct Deposit	Status
02/29/2024	PR	2179	ADCOCK, JAMES D	25.00	23.94	0.00	Open
02/29/2024	PR	2180	ALEXANDER, GLENN	130.00	120.06	0.00	Open
02/29/2024	PR	2181	CORYELL, JOANNA G	170.50	163.25	0.00	Open
02/29/2024	PR	2182	CRAWFORD, JULIE L	195.00	186.71	0.00	Open
02/29/2024	PR	2183	HALL, JACLYN L	500.00	440.50	0.00	Open
02/29/2024	PR	2184	LEVY, SHERILENE H	770.63	693.46	0.00	Open
02/29/2024	PR	2185	MARTIN, TRISHA M	96.88	85.35	0.00	Open
02/29/2024	PR	2186	RHINEHART, SABRINA	170.50	170.50	0.00	Open
02/29/2024	PR	2187	RHINEHART, THOMAS	415.40	266.23	0.00	Open
02/29/2024	PR	2188	ROMATZ, MICHAEL	230.00	162.40	0.00	Open
02/29/2024	PR	2189	SEARIGHT, DENISE K	312.00	274.86	0.00	Open
02/29/2024	PR	2190	WILHELM, DANIEL M	500.00	440.50	0.00	Open
03/15/2024	PR	2191	ADCOCK, JAMES D	41.32	36.40	0.00	Open
03/15/2024	PR	2192	ALEXANDER, GLENN	130.00	120.05	0.00	Open
03/15/2024	PR	2193	BARTEL, LAURIE J	41.32	36.40	0.00	Open
03/15/2024	PR	2194	HALL, JACLYN L	500.00	440.50	0.00	Open
03/15/2024	PR	2195	HUNTER, JOANNE	40.00	35.24	0.00	Open
03/15/2024	PR	2196	HUNTER, MICHAEL	50.00	44.05	0.00	Open
03/15/2024	PR	2197	LEVY, SHERILENE H	621.95	547.95	0.00	Open
03/15/2024	PR	2198	MARTIN, TRISHA M	263.50	232.14	0.00	Open
03/15/2024	PR	2199	NICHOLS, SHERRY E	41.32	36.40	0.00	Open
03/15/2024	PR	2200	NIELSEN, VALERIE	50.00	44.05	0.00	Open
03/15/2024	PR	2201	RHINEHART, THOMAS	429.02	278.22	0.00	Open
03/15/2024	PR	2202	ROMATZ, MICHAEL	130.00	70.06	0.00	Open
03/15/2024	PR	2203	SEARIGHT, DENISE K	58.50	51.54	0.00	Open
03/15/2024	PR	2204	SHEEHAN, HERMAN	50.00	44.04	0.00	Open
03/15/2024	PR	2205	WILHELM, DANIEL M	541.32	476.90	0.00	Open

Totals:

Number of Checks: 027

6,504.16

5,521.70

0.00

Total Physical Checks:

27

Total Check Stubs:

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN GEN FUND						
02/29/2024	GEN	164(E)	00121	IRS	FEDERAL TAX PAYMENT FEB 2024	942.40
02/29/2024	GEN	12347	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	SOM - CHILD SUPPORT FEB 16-29 2024	99.75
03/06/2024	GEN	12348	00002	AT&T	TOWNSHIP PHONES FEB 2024	121.39
03/06/2024	GEN	12349	00018	CONSUMERS ENERGY	FEB 2024	208.59
03/06/2024	GEN	12350	00023	FAHEY SCHULTZ BURZYCH RHODES	FEB 2024	80.00
03/06/2024	GEN	12351	00032	HEINTZ PROPANE	FEB 2024 PROPANE HALL FILL	339.82
03/06/2024	GEN	12352	00124	MUNIWEB	FEB 2024	135.00
03/06/2024	GEN	12353	00068	MVW & ASSOCIATES INC.	ASSESSOR CONTRACT MARCH 2024	750.00
03/13/2024	GEN	12354	00010	CLARE COUNTY CLEAVER	LEGAL NOTICE IN PAPER FOR BOR	58.00
03/13/2024	GEN	12355	00140	GFL ENVIRONMENTAL	1 FRONT LOADER 5 REG. DUMPSTER	821.29
03/13/2024	GEN	12356	00164	ISABELLA BANK	NEW MAIL BOX FOR TOWNSHIP	126.14
03/20/2024	GEN	12357	00009	CITY OF HARRISON FIRE CONTRACT	CITY OF HARRISON - FIRE CONTRACT	25,065.00 V
03/20/2024	GEN	12358	00017	MTA	PRE-CONFERENCE: ASSESSING BASICS	50.00 V
03/20/2024	GEN	12359	00122	VC3, INC	MICROSOFT 365 APPS-5 COMPUTERS	41.50 V
03/20/2024	GEN	12360	00009	CITY OF HARRISON FIRE CONTRACT	CITY OF HARRISON - FIRE CONTRACT	25,065.00
03/20/2024	GEN	12361	00017	MTA	PRE-CONFERENCE: ASSESSING BASICS	50.00
03/20/2024	GEN	12362	00122	VC3, INC	MICROSOFT 365 APPS-5 COMPUTERS	41.50
03/20/2024	GEN	12363	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	SOM - CHILD SUPPORT SEPT 16-30 2023	99.75
03/20/2024	GEN	12364	00107	SOM DISBURSEMENT UNIT-CHILD SUPPORT	SOM - CHILD SUPPORT MARCH 1ST-15TH	99.75
03/26/2024	GEN	12365	00010	CLARE COUNTY CLEAVER	LEGAL NOTICE FOR BUDGET HEARING 3/21/24	28.00
03/26/2024	GEN	12366	00160	POINT & PAY/ACCT. RECEIVABLE	FEBRUARY 2024 SERVICE FEE	50.00

GEN TOTALS:						
Total of 21 Checks:						54,272.88
Less 3 Void Checks:						25,156.50
Total of 18 Disbursements:						29,116.38

**CLARE COUNTY SHERIFF DEPARTMENT**

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**INCIDENTS BY AREA
FEBRUARY 2024**

03/04/2024

AREA	NUMBER THIS AREA	INCIDENT TYPE	NUMBER THIS TYPE
0012	30	Traffic Stop	36
		Trespass - Other	1
		Valid Alarm Activation	1
		Vehicle/Object Road Hazard	1
		Accident, Fire	2
		Ambulance Run	6
		CSC 2 Sexual Contact - Forcible	1
		Car/ Deer Accident	1
		Damage to Property	2
		False Alarm Activation	1
		General Assistance	2
		Intimidation/ Stalking	1
		Liquor License - Establishment	1
		Non-Aggravated Assault	1
		Paper Service	3
		Property Check	4
		Traffic Stop	4
		Vehicle/Object Road Hazard	1
0013	20	Ambulance Run	5
		Car/ Deer Accident	1
		Conservation	1
		General Assistance	1
		Natural Death	1
		Property Check	3
		Suspicious Persons	1
		Traffic Accident	1
		Traffic Stop	6
0014	19	Ambulance Run	3
		Animal Control Complaint	1
		Burglary - Forced Entry	2
		Car/ Deer Accident	2
		False Alarm Activation	1
		Fraud - False Pretence/ Swindle/ Confidence Game	1
		GENERAL PATROL	2
		LINES DOWN	1
		Obstructing Justice	2
		Suicide	1
		TRAFFIC PATROL	1
		Traffic Stop	2
0015	152	Accident, Fire	2

TOWNSHIP CODES

Feb-24

ARTHUR	0001
FRANKLIN	0002
FREEMAN	0003
FROST	0004
GARFIELD	0005
GRANT	0006
GREENWOOD	0007
HAMILTON	0008
HATTON	0009
HAYES	0010
LINCOLN	0011
REDDING	0012
SHERIDAN	0013
SUMMERFIELD	0014
SURREY	0015
WINTERFIELD	0016
GLADWIN CO.	0026
FARWELL	0030
ISABELLA CO	0037
HARRISON	0039
CLARE	0046
MARION	0067

February 2024 Balanced

	Adjusted								Adjusted
	Beginning Bal.	Receipts	Interest/Fees	Disbursements	Trans	Trans	Sweep	Adj.	Ending Bal.
					IN	OUT			
GENERAL FUND	\$ 53,703.04	\$ 27,309.70		\$ (7,738.46)		\$ (5,304.13)			\$ 67,970.15
GENERAL FUND INVESTMENT	\$ 52,006.77	\$ 109.58	\$ 225.34						\$ 52,341.69
PAYROLL	\$ -				\$ 5,304.13		\$ (4,584.13)	\$ (720.00)	\$ -
FIRE FUND	\$ 30,135.07	\$ 8,826.49							\$ 38,961.56
ROAD FUND	\$ (6,171.70)	\$ 24,097.69							\$ 17,925.99
ROAD FUND INVESTMENT	\$ 104,013.39		\$ 450.35						\$ 104,463.74
TRANSFER STATION FUND	\$ 47,274.21	\$ 12,173.81		\$ (1,182.91)					\$ 58,265.11
TRANSFER STATION FUND INVESTMENT	\$ 52,006.77		\$ 225.15						\$ 52,231.92
TRANSFER STATION PAYROLL	\$ -				\$ 720.00	\$ (720.00)			\$ -
TAX DRAWER	\$ 200.00								\$ 200.00
TAXES	\$ 811.33	\$ 518,661.67		\$ (389,039.64)					\$ 130,433.36
ARPA Grant (285)	\$ 5,113.22			\$ (1,720.58)					\$ 3,392.64
TOTAL	\$ 339,092.10	\$ 591,178.94	\$ 900.84	\$ (399,681.59)	\$ 6,024.13	\$ (6,024.13)	\$ (4,584.13)	\$ (720.00)	\$ 526,186.16

[illegible]

'Adjusted' Bank Statement Balances	
As of 02/29/2024	
GENERAL	\$ 186,515.45
PAYROLL	\$ -
TAXES	\$ 130,433.36
Investments	\$ 209,037.35
TAX DRAWER	\$ 200.00
Cash on Hand	\$ 526,186.16
	\$ -



Jaclyn Hall <hallsummerfield@gmail.com>

Thank You from the MiChEM Team

1 message

MDHHS-michem <MDHHS-michem@michigan.gov>

Mon, Mar 18, 2024 at 1:20 PM

To: Jaclyn Hall <hallsummerfield@gmail.com>

Hello Jaclyn,

Thank you so much for all your help in planning and executing our MiChEM visit to Marion. We really enjoyed working with you to collect data to help improve the health of Michiganders. We would not have been successful without all of your support. Thank you again.

Sincerely,

The Michigan Chemical Exposure Monitoring (MiChEM) Project Team

Michigan Department of Health and Human Services

Phone: 844-464-7327



Resolution # 2024-06

Summerfield Township, Clare County, Michigan

Resolution of Budget Amendment by Summerfield Township Board:

On March 26, 2024 the Summerfield Township Board authorized the following Budget Amendments.

Please see the attached amended budget worksheets.

Motion by: _____ Supported by: _____

Roll Call Vote to adopt the foregoing resolution, the following voted:

Wilhelm: _____

Hall: _____

Levy: _____

Romatz: _____

Alexander: _____

The Clerk declared the resolution adopted on March 26, 2024.

I, Jaclyn Hall, Clerk of Summerfield Township, Clare County, Michigan, do hereby certify that the foregoing Resolution was adopted by the Board of Summerfield Township at a General Meeting here therein on March 26, 2024.

Jaclyn Hall, Clerk, Summerfield Township, Clare County, Michigan
Resolution # 2022-07

Note: copy of attached worksheet to stay with amendment.

ORIGINAL BUDGET FY 24-25

SUMMARY

Fund 101 - GENERAL FUND

Revenues	FY 21-22	FY 22-23	FY 23-24	FY 24-25
General	\$ 110,041.50	\$ 120,554.30	\$ 126,546.81	\$ 143,932.84
Expenses	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Dept 101 - TOWNSHIP BOARD	\$ 33,082.36	\$ 24,287.99	\$ 27,000.19	\$ 28,886.98
Dept 171 - SUPERVISOR	\$ 13,386.00	\$ 13,088.00	\$ 13,538.00	\$ 13,551.20
Dept 215 - CLERK	\$ 29,439.56	\$ 32,796.30	\$ 34,151.06	\$ 27,538.66
Dept 223 - AUDITOR	\$ -	\$ -	\$ -	\$ 7,750.00
Dept 247 - BOARD OF REVIEW	\$ 1,662.40	\$ 1,842.24	\$ 1,501.27	\$ 1,500.88
Dept 253 - TREASURER	\$ 41,856.33	\$ 23,379.44	\$ 27,751.53	\$ 29,768.20
Dept 257 - ASSESSOR	\$ 16,506.00	\$ 18,159.76	\$ 18,984.74	\$ 9,855.05
Dept 262 - ELECTIONS	\$ 283.75	\$ 3,785.07	\$ 4,030.86	\$ 3,966.41
Dept 265 - TOWNSHIP HALL & GROUNDS	\$ 11,750.58	\$ 10,815.43	\$ 23,168.37	\$ 24,620.95
Dept 266 - ATTORNEY			\$ 5,000.00	\$ 5,000.00
Dept 448 - UTILITIES -STREET LIGHTING	\$ 300.00	\$ 300.00	\$ 200.00	\$ 200.00
Dept 567 - CEMETERY	\$ 575.08	\$ 1,565.03	\$ 3,308.75	\$ 1,706.15
Dept 701 - PLANNING COMMISSION	\$ 743.36	\$ 915.92	\$ 5,018.21	\$ 2,984.94
Dept 702 - ZONING	\$ -	\$ 50.00	\$ 63.00	\$ 68.00
Dept 751 - PARK	\$ 325.03	\$ 747.60	\$ 620.85	\$ 2,644.21
	\$ 149,910.45	\$ 131,732.78	\$ 164,336.83	\$ 160,041.63
REVENUES	\$ 110,041.50	\$ 120,554.30	\$ 126,546.81	\$ 143,932.84
EXPENDITURES	\$ 149,910.45	\$ 131,732.78	\$ 164,336.83	\$ 160,041.63
	\$ (39,868.95)	\$ (11,178.48)	\$ (37,790.02)	\$ (16,108.79)

Revenues	FY 21-22	FY 22-23	FY 23-24	FY 24-25
ROAD FUND - 201	\$ 48,255.00	\$ 46,425.00	\$ 46,380.00	\$ 46,380.00
Expenses	FY 21-22	FY 22-23	FY 23-24	FY 24-25
ROAD FUND - 201	\$ 30,000.00	\$ 271,000.00	\$ 97,000.00	\$ 40,000.00

NET REVENUE (EXPENDITURES)	\$ 18,255.00	\$ (224,575.00)	\$ (50,620.00)	\$ 6,380.00
BEGINNING FUND BALANCE	\$ 349,083.82	\$ 349,666.55	\$ 159,809.64	\$ 159,809.64
ENDING FUND BALANCE	\$ 367,338.82	\$ 125,091.55	\$ 109,189.64	\$ 166,189.64

Revenues	FY 21-22	FY-22-23	FY 23-24	FY 24-25
FIRE FUND - 206	\$ 16,360.00	\$ 16,532.00	\$ 16,532.00	\$ 16,532.00

Expenses	FY 21-22	FY-22-23	FY 23-24	FY 24-25
FIRE FUND - 206	\$ 15,500.00	\$ 22,680.00	\$ 28,150.00	\$ 25,065.00

NET REVENUE (EXPENDITURES)	\$ 860.00	\$ (6,148.00)	\$ (11,618.00)	\$ (8,533.00)
BEGINNING FUND BALANCE	\$ 29,258.12	\$ 41,035.37	\$ 36,975.66	\$ 36,975.65
ENDING FUND BALANCE	\$ 30,118.12	\$ 34,887.37	\$ 25,357.66	\$ 28,442.65

Revenues	FY 21-22	FY-22-23	FY 23-24	FY 24-25
RUBBISH FUND - 226	\$ 22,050.00	\$ 24,200.00	\$ 40,755.00	\$ 40,755.00

Expenses	FY 21-22	FY-22-23	FY 23-24	FY 24-25
RUBBISH FUND - 226	\$ 34,428.40	\$ 36,100.00	\$ 36,853.53	\$ 38,378.18

NET REVENUE (EXPENDITURES)	\$ (12,378.40)	\$ (11,900.00)	\$ 3,901.47	\$ 2,376.82
BEGINNING FUND BALANCE	\$ 65,434.26	\$ 62,627.28	\$ 64,292.31	\$ 64,292.31
ENDING FUND BALANCE	\$ 53,055.86	\$ 50,727.28	\$ 68,193.78	\$ 66,669.13

Revenues	FY 21-22	FY-22-23	FY 23-24	FY 24-25
ARPA FUND - 285	\$ 24,328.32	\$ 24,231.00	\$ -	\$ -

Expenses	FY 21-22	FY-22-23	FY 23-24	FY 24-25
ARPA FUND - 285	\$ -	\$ 13,510.00	\$ 10,204.16	\$ 9,704.16

NET REVENUE (EXPENDITURES)	\$ 24,328.32	\$ 10,721.00	\$ (10,204.16)	\$ 10,204.16
BEGINNING FUND BALANCE	\$ 24,328.32	\$ 48,559.32	\$ 10,204.16	\$ 10,204.16
ENDING FUND BALANCE	\$ 24,328.32	\$ 35,049.32	\$ -	\$ -

Resolution #2024-05

General Appropriation Act Summerfield Township Clare County, Michigan

BUDGET RESOLUTION known as:

Summerfield Township General Appropriation Act (MCL 141.436)

A Resolution to establish a General Appropriation Act for Summerfield Township: to define the powers and duties of the Summerfield 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 Summerfield Township ordains (resolves):

Section 1: Title - This Resolution shall be known as the Summerfield Township General Appropriations Act.

Section 2: Chief Administration Officer - The **Supervisor** (or other designated Official) 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** (or other designated Official) 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 - Pursuant to MCLA 141.412; MCLA 141.413, Notice of a Public Hearing on the proposed Budget was published in a newspaper of General Circulation on **March 21, 2024**, and a Public Hearing on the Proposed Budget is being held on **March 26, 2024**.

Section 5: Estimated Revenues - Estimated Township General Fund Revenue for Fiscal Year **2024 - 2025**, including an Allocated millage (if applicable) of **.8408 (Twp) Mills & 1.9380 (roads) Mills**; Authorized millage (if applicable) of **.7099 (fire) Mills**; and various miscellaneous revenues shall total **\$247,599.84**

Section 6: Estimated Expenditures - Estimated Township General Fund Expenditures for Fiscal Year **2024-2025** for the various township activities (Cost Centers) are **\$152,291.63**. Estimated Township Road Fund Expenditures (Cost Centers) are **\$40,000.00**. Estimated Township Fire Fund Expenditures (Cost Centers) are **\$25065.00**. Estimated Township Rubbish Fund Expenditures (Cost Centers) are **\$38,378.18**. Estimated Township ARPA Fund Expenditures (Cost Centers) are **\$5,800.00**.

Section 7: Adoption of Budget by Reference - The General Fund Budget of Summerfield Township is hereby adopted by Reference, with Revenues and Activity Expenditures as indicated in Section 5 and 6 of this Act.

Section 8: Adoption of Budget by Cost Center - The Board of Trustees of Summerfield Township adopts the **2024-2025** 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 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 9: 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 10: Transfer Authority - The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior Board approval if the amount to be transferred does not exceed \$1000.00 of the appropriation item from which the transfer is to be made. The Board shall be notified at its next meeting of any such transfers made. Under no circumstances may the total General Budget be changed without prior Board approval.

Section 11: Allotment of Appropriations - No later than the first day of the Fiscal Year, each Department, Board of Commission of Summerfield Township shall submit to the Chief Administrative Officer a statement of proposed allotments of appropriations based on expected periodic requirements. The Chief Administrative Officer shall review, modify or approve the proposed allotment plan for any cost center.

Section 12: Periodic Fiscal Reports - The Fiscal Officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to: (A) a summary statement of the actual financial condition of the General Fund at the end of the previous Quarter (month). (B) a summary statement showing the receipts, expenditures and encumbrances for the previous Quarter (month) and for the current fiscal year to the end of the previous Quarter (month).

Section 13: 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 14: Budget Monitoring - Whenever it appears to the Chief Administrative Officer of the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from which fund 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 15: Millage Levy - The Summerfield 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 .8408 Mills as set forth by the tax allocation board (or as authorized under state law and approved by the electorate).

Section 16: Board Adoption - Introduced by: _____
and Supported by: _____ to Adopt
the foregoing Resolution #: 2024-05

Roll Call Vote: **Wilhelm:** _____ **Hall:** _____ **Levy:** _____
Romatz: _____ **Alexander:** _____

The Clerk declared the motion passed and the Resolution adopted on the **26th** of
March 2024.

CLERK'S CERTIFICATION:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Summerfield Township, Clare County, State of Michigan, at a Regular Board Meeting held on March 28th, 2023, and that said meeting was conducted, and public notice of said meeting was given, pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Jaclyn Hall, Summerfield Township Clerk