

# Gourley Township

## Menominee County Michigan

### DRAFT Minutes of March 11, 2024 Budget Hearing Meeting

Supervisor Stephen Wery called the meeting to order at the Gourley Township Hall at 6:00 p.m. Stephen Wery led the Pledge of Allegiance.

**Roll Call:** Present: Stephen Wery, Supervisor  
Ivy Netzel, Clerk  
Stephanie Walechka, Treasurer  
Jesse Wery, Trustee  
Dan Cordy, Trustee

Absent:

**Also Present:** Bonnie and Dennis Hahn

**Agenda:** Agenda presented. Stephanie moved to accept the agenda and Ivy supported the motion. It was carried.

**Minutes:** The minutes of the March 13, 2023, Budget Hearing were presented. Dan made a motion to accept the minutes and to place them on file. Jesse supported the motion and the motion carried.

**Budget Hearing:** Stephen Wery presented the Preliminary Budget for 2024-2025. The Township's total taxable value is \$19,840,085.00. The Township is allocated 1.5 mills from the taxpayers and with the headlee rollback it is 1.2992. To calculate the amount of funds the taxes will bring in for the General Fund, you take the Total taxable value and multiply it by 1.2992 like this  $\$19,840,085.00 \times 0.0012992 = \$25,776.00$ ). The majority of the Township funding is supported by State Revenue Sharing at approximately \$48,700.00. The Fire Fund is allocated 3.0 mills and with the headlee rollback it is 2.2992 so you would calculate it like this  $\$19,840,085.00 \times 0.0022992 = \$45,616.00$ ). The 2024-2025 Budget predicts the following revenues and expenditures:

**General Fund**  
Total Revenue of \$90,526.00  
Total Expenditures \$90,482.93  
Projected Balance of \$43.07

**Fire Fund**  
Total Revenue \$46,216.00  
Total Expenditures \$46,194.10  
Projected Balance of \$21.90

Swamp tax is DNR Land (PILT). The DNR gets 18 mills (School Operating) off of their taxes, and they set their own assessments.

**Public Comment:** Dennis Hahn asked, because the fire department millage is twice the size of the township millage, if some of the fire department's millage could be shifted over to the township side to pay for things like road repairs. Steve responded that the fire department has long term needs, like the future purchase of a replacement fire truck, and other equipment needs. Steve mentioned that the township board could raise the millage by 1 mill without going to the voters for a millage, but the board has resisted doing that in the past. Steve and Dennis discussed the plan for road repairs in Gourley this upcoming summer.

**Adjourn:** Moved by Stephanie and supported by Ivy to adjourn the meeting at 6:27 p.m. The motion carried. The next Regular Board Meeting will immediately follow after a short intermission.

Respectfully submitted,

Ivy Netzel, Clerk

Date Approved: \_\_\_\_\_

## **General Appropriations Act**

### **Gourley Township**

A resolution to establish a General Appropriations Act for Gourley Township; to define the powers and duties of the Gourley 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 Gourley Township ordains:

#### **Section 1: Title**

This resolution shall be known as the Gourley Township General Appropriations Act.

#### **Section 2: Chief Administrative Officer**

The Supervisor 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 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**

For general law townships: Public Hearings on the proposed budget were held on March 11, 2024.

#### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2024-25, including an allocated millage of 1.5 mills; voter-authorized millage of 1.5 mills; and various miscellaneous revenues shall total \$90,526.00.

Estimated township fire fund revenues for fiscal year 2024-25, including an allocated millage of 3.0 mills; voter-authorized millage of 3.0 mills; and various miscellaneous revenues shall total \$46,216.00.

#### **Section 6: Millage Levy**

The Gourley 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 1.2992 mills for General Fund and 2.2992 mills for Fire Fund as set forth by the Tax Allocation Board.

#### **Section 7: Estimated Expenditures**

Estimated township General Fund expenditures for fiscal year 2024-25 for the various township activities shall total \$90,482.93 and \$46,194.10 for the Fire Fund.

**Section 8: Adoption of Budget by Reference**

The General Fund and Fire Fund budget of Gourley Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

**Section 9: Adoption of Budget by Cost Centers**

The Board of Trustees of Gourley Township adopts the 2024-25 fiscal year General Fund budget by line item. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each line item. No transfers of line item appropriations shall be made without prior board approval by budget amendment.

**Section 10: 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.

**Section 11: Transfer Authority**

Under no circumstances may the total general fund or fire fund budget be changed without prior board approval.

**Section 12: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at each board meeting the actual financial condition of the General Fund and Fire Fund, and showing the receipts and expenditures and encumbrances for the current 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 or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such 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: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials or employees to disciplinary action by the Gourley Township Board.

**Section 16: Board Adoption**

Motion made by Stephanie, seconded by Ivy to adopt the foregoing ordinance.

Upon roll call vote, the following voted aye: 5. The following voted nay: 0. The supervisor declared the motion carried and the resolution duly adopted on the 11<sup>th</sup> day of March, 2024.

  
Gourley Township Clerk

<b>101 - General Fund</b>	<b>2024 Proposed</b>	<b>Notes</b>
<b>Operating Revenue</b>		
101-000-401-0 Taxes	25,776.00	Total taxables \$19,840,085
101-000-401-1 Swamp Taxes	9,700.00	
101-000-528-0 Federal Grants - Other	0.00	
101-000-573-0 Local Comm. Stabilization-	2,950.00	
101-000-574-0 State Revenue Sharing	48,700.00	
101-000-665-0 Interest	1000.00	
101-000-667-0 Hall Rental	0.00	
101-000-671-0 Other Revenue	0.00	
101-000-674-0 Private Contributions and	0.00	
101-000-674-1 Private Contributions &	0.00	
101-000-676-0 Reimbursements	0.00	
101-000-676-1 Summer Tax	1,400.00	
101-000-676-2 Election Reimbursement	1000.00	
101-000-676-3 WIFI Reimbursement	0.00	
101-000-677-0 Road & Fire Sign	0.00	
101-000-698-0 Bond or Insurance	0.00	
101-931-699-0 Transfers In	0.00	
<b>Total Operating Revenue</b>	<b>\$90,526.00</b>	
<b>Total Revenue</b>	<b>\$90,526.00</b>	
<b>Operating Expense</b>		
101-101-800-0 Other Services and Charges	0.00	
101-101-861-0 Transportation-Mileage	1,000.00	
101-101-881-0 Rescue Squad	0.00	
101-101-882-0 Flags	0.00	
101-101-883-0 UPSET	300.00	
101-101-900-0 Printing and Publishing	2,400.00	added \$300
101-101-955-0 Miscellaneous	1,000.00	
101-265-801-0 Lawn Care	600.00	
101-265-801-1 Snow Removal	700.00	
101-265-802-0 Garbage Removal	100.00	
101-265-934-0 Hall Maintenance	1,000.00	
101-265-934-1 Hall Maintenance - Grant	0.00	
101-446-884-0 Fire & Road Signs	200.00	
101-446-934-0 Road Repairs	5,000.00	
101-446-934-1 Road Repairs - Grant Money	0.00	
101-448-920-0 Street Lights	0.00	
101-901-975-0 Buildings, Building	7,500.00	
101-901-975-1 Buildings, Building	0.00	
101-901-980-0 Office Equipment and	3,000.00	
101-901-980-1 Office Equipment & Furn-	0.00	
101-901-985-1 New Equipment - Grant	0.00	
<b>Total Operating Expense</b>	<b>\$22,800.00</b>	

	2024 Proposed	Notes
<b>101 - General Fund</b>		
101-101-703-0 Trustee's Salary	3,896.72	
101-101-708-0 Michigan Unemployment	0.00	
101-101-709-0 FICA	2,000.00	
101-101-711-0 Medicare	475.00	
101-101-725-0 Trustee's Per Diem	240.00	
101-101-752-0 Supplies	100.00	
101-101-752-1 Office Supplies	100.00	
101-101-752-2 Trustee's Supplies	100.00	
101-101-752-3 Supplies - Grant Money	0.00	
101-101-791-0 Dues	700.00	
101-101-805-0 Continuing Education	500.00	
101-101-840-0 Insurance Premium	4,000.00	
101-101-850-0 Communications	500.00	
101-101-852-0 Webpage	425.00	
101-101-924-0 Utilities	5,000.00	
101-101-933-0 Software Maintenance	3,285.00	
101-171-703-0 Supervisor's Salary	7,793.45	
101-171-703-1 Deputy Supervisor's Salary	200.00	
101-171-725-0 Supervisor's Per Diem	300.00	
101-171-752-2 Supervisor's Supplies	300.00	
101-215-703-0 Clerk's Salary	7,793.45	
101-215-703-1 Deputy Clerk's Salary	200.00	
101-215-725-0 Clerk's Per Diem	120.00	
101-215-725-1 Deputy Clerk's Per Diem	0.00	
101-215-752-2 Clerk's Supplies	600.00	
101-223-804-0 Audit	3725.00	F-65 report + Audit
101-247-704-0 Board of Review Workers	1,500.00	
101-253-703-0 Treasurer's Salary	7,793.45	
101-253-703-1 Deputy Treasurer's Salary	200.00	
101-253-725-0 Treasurer's Per Diem	120.00	
101-253-752-2 Treasurer's Supplies	500.00	
101-257-704-0 Assessor's Wages	300.00	
101-257-752-1 Assessor's Supplies	575.00	
101-257-801-0 Assessor's Fees	8,242.50	
101-262-704-0 Election Workers	2,150.00	
101-262-752-1 Election Supplies	1,800.00	
101-265-703-0 Custodian's Salary	1,948.36	
101-265-725-0 Custodian's Per Diem	200.00	
<b>Total Administrative Expenses (Expense)</b>	<b>\$67,682.93</b>	
<b>Total Expense</b>	<b>\$90,482.93</b>	
<b>Excess Revenue Over Expenses</b>	<b>\$ 43.07</b>	

<b>206 - Fire Fund</b>	<b>2024 PROPOSED</b>	<b>NOTES</b>
<b>Operating Revenue</b>		
206-000-401-0 Taxes	45,616.00	Total taxables \$19,840,085
206-000-528-0 Federal Grants - Other	0.00	
206-000-539-0 State Grants	0.00	
206-000-665-0 Interest	600.00	
206-000-674-0 Private Contributions and	0.00	
206-000-676-0 Reimbursements	0.00	
<b>Total Operating Revenue</b>	<b>\$46,216.00</b>	
<b>Total Revenue</b>	<b>\$46,216.00</b>	
<b>Operating Expense</b>		
206-265-801-0 Lawn Care	600.00	
206-265-801-1 Snow Removal	700.00	
206-265-802-0 Garbage Removal	100.00	
206-265-934-0 Hall Maintenance	1,000.00	
206-265-934-1 Hall Maintenance - Grant	0.00	
206-336-758-0 Diesel Fuel	750.00	
206-336-800-0 Other Services and	0.00	
206-336-806-0 Grant Writing	300.00	
206-336-861-0 Transportation-Mileage	400.00	
206-336-934-0 Repairs	2,500.00	
206-336-934-1 Emergency Repairs	2,500.00	
206-336-940-0 Rentals	400.00	
206-336-955-0 Miscellaneous	1,000.00	
206-448-920-0 Street Lights	250.00	
206-901-975-0 Building, Building	500.00	
206-901-981-0 Vehicles	0.00	
206-901-985-0 New Equipment	9,500.00	\$4,500 budgeted for gear annually
206-901-985-1 New Equipment - Grant	0.00	
<b>Total Operating Expense</b>	<b>\$20,500.00</b>	
<b>Administrative Expenses (Expense)</b>		
206-223-804-0 Audit	3000.00	
206-336-108-0 Michigan Unemployment	0.00	
206-336-703-0 Fire Chief's Salary	2,597.82	
206-336-703-1 Deputy Fire Chief's Salary	800.00	
206-336-707-0 Firemen Incentive Program	3,251.28	\$3,500 total. Remainder in payroll taxes.
206-336-709-0 FICA	450.00	
206-336-711-0 Medicare	125.00	
206-336-725-0 Fire Chief Per Diem	120.00	
206-336-752-0 Supplies	600.00	
206-336-752-1 Office Supplies	100.00	
206-336-752-2 Fire Chief's Supplies	400.00	
206-336-752-3 Office Supplies - Grant	0.00	
206-336-791-0 Dues	450.00	
206-336-835-0 Health Services	300.00	

206-336-840-0 Insurance Premium	6,000.00	
206-336-924-0 Utilities	5,000.00	
206-342-807-0 Training	2,000.00	
206-343-850-0 Communications	500.00	
<b>Total Administrative Expenses (Expense)</b>	<b>\$25,694.10</b>	
<b>Total Expense</b>	<b>\$46,194.10</b>	
<b>Excess Revenue Over Expenses</b>	<b>\$21.90</b>	



# PAYROLL LIST 2024-2025

Position	Last Name	First Name	Annual	Monthly	Hourly	Other
Supervisor	Wery	Stephen	\$ 7,793.45	\$ 649.45		
Dept Sup	Wery	Deb	\$ 200.00			
Clerk	Netzel	Ivy	\$ 7,793.45	\$ 649.45		
Dept Clerk	Netzel	Ken	\$ 200.00			
Treasurer	Walechka	Stephanie	\$ 7,793.45	\$ 649.45		
Dept Treas	Walechka	Jeff	\$ 200.00			
Trustee	Cordy	Dan	\$ 1,948.36	\$ 162.36		
Trustee	Wery	Jesse	\$ 1,948.36	\$ 162.36		
Custodian	Mack	Jacqueline	\$ 1,948.36	\$ 162.36		
Fire Chief	Mack	Brian	\$ 2,597.82	\$ 216.48		
Asst Fire Chief	Berger	Russ Jr	\$ 400.00			
Asst Fire Chief	Robinson	Brad	\$ 400.00			
Board of Review	Chair				\$ 15.25	
Board of Review	Member				\$ 15.00	
Election Worker	Chair				\$ 15.25	Ref: March 13, 2023 Minutes and Resolution 2023-3
Election Worker	Member				\$ 15.00	
PerDiem						\$ 60.00 per day
Mileage						\$ 0.51 per mile
Custodia PerDiem						\$20.00 per rental
Firemen Incentive	Training		\$ 150.00			Ref: March 12, 2018
Firement Incentive	Attendance		\$ 150.00			Minutes
hall rental transfer						
						\$120 - \$20 - \$20 x (0.062 + 0.0145) + \$75 for any additional consecutive days
						1 day \$98.47
						2 days \$173.47
						4 days \$323.47