## PENTWATER TOWNSHIP BOARD

## PENTWATER COMMUNITY HALL

500 N. HANCOCK STREET, PENTWATER, MI 49449

### **Approved Minutes**

SPECIAL MEETING: FY2023/24 Budget Review Tuesday, May 23, 2023

Supervisor Cavazos called the meeting to order at 10:00 a.m. for the purpose of estimating needed FY2023/24 1<sup>st</sup> quarter budget adjustments for the General, Road, Fire, Cemetery, ARPA, and Sewer funds, as well as to review proposals advanced by the clerk and treasurer for compensation of non-statutory duties.

**CALL TO ORDER** 

**Board Members Present:** Cavazos, Murphy, Douglas, Holub and Flynn

Staff Present – Beavis, Eaton, and Edwards Others Present - None **ROLL CALL** 

**Board Members Absent:** None

None

Discussion ensued and proposed changes were made to several revenue and appropriation line items in the approved FY2023/24 budgets. Notable proposed changes are summarized below but were not approved at the meeting. Additional FY2023/24 Q1 amendments that may be required are TBD pending results of the June financial reports. Proposed Q1 budget amendments are scheduled for review at the July Regular Board Meeting.

PUBLIC COMMENTS ON AGENDA ITEMS

FY 2023/2024 Budget Review & Proposed Compensation Increases for Clerk (Cemetery) and Treasurer (Sewer)

### General Fund:

- Expected revenue increased by \$87,856 & expected appropriations increased by \$55,382.
- The above appropriations include a \$50,000 "seed money" loan to the new Sewer fund. Specifics on a payback schedule is currently TBD.

#### Road Fund:

• Expected revenue increased by \$8,455. No changes were made to appropriations.

# Fire Fund: Not reviewed. No changes made. Cemetery Fund: Expected revenue increased by \$5,780 & expected appropriations decreased by \$4,048. • The above appropriations include a proposed \$3,000 clerk's salary for performing non-statutory cemetery duties which is more than offset by a \$6,760 reduction in Administrative Fees. Sewer Fund: Expected revenue increased by \$50,000 to reflect an Interfund Transfer In of \$50,000 "seed money" from the General Fund. Expected appropriations increased by \$83,000 to reflect the \$50,000 "seed money" noted above, \$33,000 of sewer related expenditures that were paid for out of the General Fund prior to establishing the Sewer Fund, and a proposed \$3,000 treasurer's salary for performing the new task of billing and collecting payments for the Township's sewer systems. The full \$83,000 is expected to be paid back to the General Fund, but likely will not be paid back fully during the current fiscal year. A workable payback schedule will be developed at which point the current fiscal year appropriation will be adjusted accordingly. ARPA Fund: Expected revenue increased by \$600. No changes were made to appropriations. The Budget Review was adjourned at 1:10 p.m. **ADJOURNMENT** Minutes Prepared by Glenn Beavis, Deputy

Date

Clerk

Maureen Murphy, Township Clerk