

**Budget Workshop
Approved Meeting Minutes
ROSS TOWNSHIP
KALAMAZOO COUNTY, MICHIGAN
February 8, 2024 at 6:00 pm**

Attendee Name	Title	Roll Call Status
Christina Hutchings	Supervisor	Present
Mary Stage	Clerk	Absent with cause
Amanda Wiersma	Treasurer	Present
Diana Langshaw	Trustee	Present
Michael Bekes	Trustee	Present
Lynn Harmon	Trustee	Present
Mike Sulka	Trustee	Present
Rob Thall	Attorney	Not Required to Attend

Call to Order:

Supervisor Hutchings called the meeting to order at 6:00 pm with all rising for the Pledge Allegiance to the Flag.

Citizen Comment:

Supervisor Hutchings opened Citizen comment at 6:01 pm, no participators, Supervisor Hutchings closed public comment at 6:01 pm.

New Business:

- Supervisor Hutchings informed the Board that she was notified by EGLE that the Township was required to submit a Resolution to Refuse Ownership and Operational Responsibility for the public water supply serving the Bluffs at Gull Lake. Supporting document were provided from January 2023 on the previous vote take on this issue.

Resolution
Trustee Harmon resolved that the Board refuse Ownership and Operational Responsibility for the public water supply serving the Bluffs at Gull Lake. Trustee Sulka supported.

Mover	Trustee Harmon
Second	Trustee Sulka
Result	Resolution Adopted: 5 Ayes; 0 Nays; 1 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Abstained
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

- 2) Supervisor Hutchings completed a survey for Kalamazoo County Emergency Management. Upon completing the survey, the Township has an option to sign a contract with Kalamazoo County to assist Ross Township if we experience a natural or chemical disaster. This contract would allow the Township to seek reimbursement for monies spent on assisting with disaster clean up. Discussion on reviewing the County's migration plan took place and was agreed a review is warranted.

Motion
Trustee Bekes motioned to authorize Supervisor Hutchings and Clerk Stage to sign a contract with Kalamazoo County to assist Ross Township if we experience a natural or chemical disaster. This contract would allow the Township to seek reimbursement for monies spent on assisting with disaster clean up.

Mover	Trustee Bekes
Second	Trustee Langshaw
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

- 3) Supervisor Hutchings brought forth the new State Poverty Guidelines for the Board of Review for 2024.

Motion
Trustee Sulka motioned to accept the new State Poverty Guidelines for the 2024 Board of Review.

Mover	Trustee Sulka
Second	Trustee Harmon
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

- 4) Supervisor Hutchings updated the Board on the flood monitor for the boiler room. She was able to find a monitor for \$245.00, saving the Township \$755.00 on the purchase.

2023 – 2024 Budget Review

The Board walked through the current 2023 – 2024 budget, line by line and amended the budget categories as required to bring it in line with current Township activities.

Motion
Trustee Bekes motioned to accept the amended budget as defined in the budget spreadsheet

Mover	Trustee Bekes
Second	Trustee Langshaw
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion
Trustee Bekes motion: I move the salary increase for 2024 effective April 1, 2024 is 3.2% to match the rate of inflation as measured by the 2023 Social Security COLA calculation. In addition, a 5% bonus payable to Township employees that are still active as of April 1 st , 2024 based on each's respective income earned between April 1, 2023 and March 31, 2024. For clarity, earned income would not include pension fund contributions, HSA contributions, medical supplement pay, etc. Employees eligible include Supervisor, Office Manager, Treasurer/Deputy Treasurer, Clerk/Deputy Clerk, Maintenance Supervisor, Police Chief, Trustees, PC members, ZBA members and Board of Review members. For further clarity, the bonus would not apply to Township employees during said period who are not active employees as of March 31, 2024. The bonus would be payable in April 2024. And the final piece to this motion would be to increase the salary of the Clerk to match the current salary of the Supervisor and Treasurer.

Mover	Trustee Bekes
Second	Trustee Langshaw
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion

Trustee Bekes motion: to include the Assessor to receive the bonus and raise

Mover Trustee Bekes
Second Treasurer Wiersma
Result **Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent**

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion

Trustee Langshaw motion: to increase the pay of the Board of Review to the pay of the Planning Commission and ZBA which will be \$100 effective immediately. This will include training sessions.

Mover Trustee Langshaw
Second Trustee Bekes
Result **Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent**

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion

Trustee Sulka motion: to increase the Planning Commission, ZBA and Zoning Board of Review, Fire Board meeting pay to \$110.00 starting April 1, 2024.

Mover Trustee Sulka
Second Trustee Bekes
Result **Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent**

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion

Treasurer Wiersma motion: to amend current budget to rearrange Treasurer Current Budget Overage to update Treasurer office technology. This will include a new printer for check preparation purposes. Jason has stated a new one that will work for treasury needs is around \$100. I also will be needing the appropriate equipment for Zoom/Teams meetings. No microphone/camera on current computer. I would also like to ask for the Receipting program from BS&A to streamline the current office receipting process for efficiency. Will reduce long-term storage costs, and work seamlessly to get revenue into GL in a timely manner. Average BS&A program cost appears to be around \$1,100 annually.

Mover Treasurer Wiersma
Second Trustee Sulka
Result **Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent**

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion

Trustee Bekes motion: to amend the above motion to include a trifold machine and a zoom camera. This will come out of the Hall Budget.

Mover Trustee Bekes
Second Supervisor Hutching
Result **Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent**

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion	
Trustee Bekes motion: to grant Supervisor Hutchings authority to sign contract with the Kalamazoo Road Commission for road improvement throughout the Township. The contract cost is \$115,000.00.	

Mover	Trustee Bekes
Second	Trustee Harmon
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye

Motion	
Trustee Bekes motion: to Adjourn	

Mover	Trustee Bekes
Second	Trustee Harmon
Result	Motioned Carried: 6 Ayes; 0 Nays; 0 Abstained; 1 Absent

Name	Vote	Name	Vote
Supervisor Hutchings	Aye	Trustee Bekes	Aye
Clerk Stage	Absent	Trustee Harmon	Aye
Treasure Wiersma	Aye	Trustee Langshaw	Aye
		Trustee Sulka	Aye