

**GENERAL APPROPRIATIONS ACT
SILVER CREEK TOWNSHIP
CASS COUNTY, MICHIGAN
Resolution 25-07**

A resolution to establish a general appropriations act for Silver Creek Township; to define the powers and duties of the Silver Creek Township officers in relation to the administration of the budget; and to provide remedies for the refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Silver Creek Township resolves:

SECTION 1: Title: Resolution 25-07

This Resolution shall be known as the Silver Creek 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 Hearing on the Budget - Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published January 25, 2025 in the local paper; and a public hearing on the proposed budget was held on February 12, 2025.

SECTION 5: Estimated Revenues

Estimated township General Fund, Building Dept Fund, and Public Safety Fund Revenues for fiscal year 2025, including an allocated millage of .6695 mills subject to State Mandated rollback for 2025, and various miscellaneous revenues shall total \$948,490 plus usage of available fund balances in the amount of \$320,280.

SECTION 6: Millage Levy – The Silver Creek 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 up to .6695 mills, subject to state mandated rollback (MCL 211.34d), and as set forth by the Tax Allocation Board.

SECTION 7: Estimated Expenditures – Estimated township general, public safety, and building department fund expenditures for fiscal year ending 2026 for the various township activities (cost centers) are as follows:

<u>Cost Center #</u>	<u>Cost Center Name</u>	<u>Budget Request</u>
101	Township Board	16,408
171	Supervisor's Office	57,364
208	Parks and Rec	11,100
215	Clerk's Office	76,209
216	Elections	10,400
253	Treasurer's Office	66,058
257	Assessing	72,597

261	General Administration	83,190
265	Building & Grounds	17,800
266	Legal	35,933
302	Fire & Police	251,250
371	Building Department	190,094
446	Roads	240,000
567	Cemetery	0
651	Ambulance	TBD
703	Planning & Zoning	68,667
732	Blight/Code Enforcement	61,700
998	Contingencies & Service Charges	10,000
Totals:		1,268,770

SECTION 8: Adoption of Budget by Reference – The general, public safety, and building department budget of Silver Creek Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this Act.

SECTION 9: Adoption of Budget by Cost Center

The Board of Trustees of Silver Creek Township adopts the 2026 fiscal year general, public safety, and building dept 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 amount 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 of the 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, and shall not issue any town order for expenditures that exceed appropriations.

SECTION 11: Transfer Authority – The Fiscal Officer shall have the authority to make transfers among the various cost centers/reference without prior board approval, if the amount to be transferred does not exceed \$5,000 of the appropriation item from which the transfer is to be made. The Board shall be notified at the next meeting of any such transfers made. Any line-item transfers over \$5,000 shall require prior approval of the board.

SECTION 12: Payment of Bills – Pursuant to MCLA 41.74, all claims against the Township shall be approved by the Silver Creek Township Board prior to being paid. The Township Board shall receive a list of claims due for approval at the board meeting. The Township Clerk and Treasurer are authorized to pay certain claims (bills) prior to approval by the Township Board to avoid late penalties, service charges, interest, cancellation or an interruption in service. These claims will be included on the list of claims for approval at the next board meeting and noted as paid early.

SECTION 13: Periodic Fiscal Reports – The Fiscal Officer shall transmit to the board at the end 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: An Expenditures & Revenues Reports for each Fund.

SECTION 14: Limit on Obligations and Payments – No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

SECTION 15: Budget Monitoring – The Chief Administrative Officer shall report to the Township Board if 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 the 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 or request that the deficit be taken from the appropriate fund balance.

SECTION 16: Authorized salary, hourly and per diem rates – included in the various activities are amounts of the salary, hourly and per diem rates for the officials and employees of the Township as follows:

Supervisor	\$39,164.02 annually
Clerk	\$48,500 annually
Treasurer	\$40,083.92 annually
Trustees	\$7,564.74 each annually
Trustee Specials Meetings	\$75 per diem

Assessor	\$44,687.00 annually
Building Administrator	\$12,693.60 annually
Office Manager	\$6,000 annually
Zoning Administrator	\$15,867.00 annually

Code Enforcement Officer	Up to \$41.00 per hour
Deputy Clerk	Up to \$24.32 per hour
Deputy Treasurer	Up to \$20.75 per hour
Election Inspectors	\$15.00-\$20.00 per hour
Election Chairperson	\$20.00-\$25.00 per hour
PC/ZBA Coordinator	Up to \$24.32 per hour

Boards and Commissions:

Members and Recording Secretary	\$75.00 per diem
PC Chairman	\$150.00 per diem
ZBA Chairman	\$100.00 per diem
BOR half/ full day	\$75/\$150 per diem

PASSED AND ADOPTED by the Legislative Authority of the Political Subdivision on this 19th day of March, 2025

RESOLUTION 25-07 was offered by Stockwell, supported by Behnke at a meeting on march 19th, 2025. The members of the Township Board voted as follows:

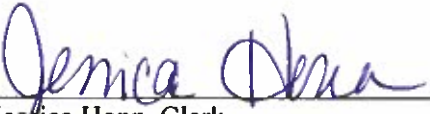
Yes: (5) Braman, Honn, Behnke, Barnes, Stockwell

No : (0) none

The TOWNSHIP SUPERVISOR declared the RESOLUTION adopted.

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of Resolution R25-0507⁹⁸ as adopted at a meeting of the Silver Creek Township Board held on March 19th, 2025; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be available as required by the Open Meetings Act.



Jessica Honn, Clerk
Township of Silver Creek
Cass County, Michigan

Attest:



Mick Braman, Supervisor
Township of Silver Creek
Cass County, Michigan

GL #	Description	25-26 APPROVED
Revenues		
101-000-402.000	CURRENT REAL PROPERTY TAXES	201,000.00
101-000-434.000	TRAILER TAX	264.00
101-000-445.000	PENALTY AND INTEREST ON TAXES	107,241.00
101-000-477.000	FRANCHISE FEES	19,600.00
101-000-478.000	STR LICENSE FEES	60,000.00
101-000-491.000	ZONING PERMITS	5,000.00
101-000-492.000	BUBBLER PERMITS	3,500.00
101-000-528.100	FEDERAL GRANTS - ARPA	76,021.75
101-000-569.000	STATE GRANTS - OTHER	5,400.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	1,000.00
101-000-574.000	STATE GRANTS - STATE REVENUE SHARING	325,885.00
101-000-606.000	LAND SPLITS	3,000.00
101-000-607.000	APPEAL PERMIT FEES	4,400.00
101-000-657.000	ORDINANCE FINES	1,000.00
101-000-665.000	INTEREST INCOME	24,000.00
101-000-667.000	RENTAL INCOME	6,000.00
101-000-676.200	SPECIAL ELECTION REIMBURSEMENT	500.00
101-000-684.000	SET 2.50 PER PARCEL	8,900.00
205-000-543.000	STATE GRANT-PUBLIC SAFETY	2,000.00
205-000-665.000	INTEREST INCOME	2,000.00
249-000-627.000	BUILDING PERMITS	110,000.00
249-000-628.000	MECHANICAL PERMITS	23,000.00
249-000-629.000	PLUMBING INSPECT FEES	10,000.00
249-000-630.000	ELECTRICAL INSPECT FEES	24,000.00
249-000-665.000	INTEREST INCOME	800.00
Expenditures		
101-101-702.000	WAGES AND SALARIES	15,507.72
101-101-703.000	SPECIAL MEETINGS	900.28
101-171-702.000	SALARIES AND WAGES	39,164.02
101-171-705.000	DEPUTY - EXTRA HELP	799.98
101-171-705.100	EXTRA DUTIES STIPEND	4,200.00
101-171-803.000	TAX ROLL PREPARATION	12,800.00
101-171-961.000	TAX ROLL ERRORS AND ADJUSTMENTS	400.00
101-208-880.000	COMMUNITY PROMOTION	7,500.00
101-208-930.000	REPAIRS AND MAINTENANCE	3,600.00
101-215-702.000	SALARIES AND WAGES	48,500.00
101-215-705.000	DEPUTY - EXTRA HELP	17,224.00
101-215-706.000	OFFICE MANAGEMENT	6,000.00
101-215-808.100	ACCOUNTING SERVICES	1,500.00
101-215-860.000	MILEAGE	300.00
101-215-957.000	SEMINARS AND TRAINING	2,685.00
101-216-702.000	SALARIES AND WAGES	3,000.00
101-216-729.000	ELECTION SUPPLIES	3,000.00
101-216-740.000	POSTAGE AND MAILINGS	2,000.00
101-216-804.000	ELECTION MAINTENANCE CONTRACTS	1,100.00
101-216-860.000	MILEAGE	800.00
101-216-900.000	PRINTING AND PUBLISHING	500.00
101-253-702.000	SALARIES AND WAGES	40,083.92
101-253-705.000	DEPUTY - EXTRA HELP	13,104.08
101-253-727.000	OFFICE SUPPLIES	1,500.00
101-253-740.000	POSTAGE AND MAILINGS	5,500.00
101-253-808.100	ACCOUNTING SERVICES	1,500.00
101-253-852.000	BS&A SOFTWARE	2,395.00
101-253-860.000	MILEAGE	300.00
101-253-900.000	PRINTING AND PUBLISHING	500.00
101-253-957.000	SEMINARS AND TRAINING	1,175.00
101-257-702.000	SALARIES AND WAGES	44,687.66
101-257-702.100	ASSESSOR - LAND DIVISIONS	2,400.00
101-257-702.200	DESIGNATED ASSESSOR	200.00
101-257-702.300	BOARD OF REVIEW	3,000.00
101-257-703.400	ASSESSMENT REVALUATION	15,000.00
101-257-740.000	POSTAGE AND MAILINGS	3,000.00
101-257-852.000	BS&A SOFTWARE	1,709.00
101-257-852.100	ASSESSOR - COMPUTER	1,600.34
101-257-962.000	COUNTY DRAIN ASSESSMENT	1,000.00
101-261-725.000	PAYROLL TAX EXPENSE	21,000.00
101-261-727.000	OFFICE SUPPLIES	2,000.00
101-261-728.000	OFFICE EQUIPMENT	4,000.00
101-261-740.000	POSTAGE AND MAILINGS	300.00
101-261-801.000	COMPUTER CONSULTANT	9,000.00
101-261-802.000	PAYROLL SERVICES	3,600.00

GL #	Description	25-26 APPROVED
101-261-808.000	AUDIT	9,500.00
101-261-850.000	TELEPHONE AND INTERNET	4,800.00
101-261-851.000	WEBSITE	1,000.00
101-261-852.000	BS&A SOFTWARE	7,790.00
101-261-900.000	PRINTING AND PUBLISHING	2,400.00
101-261-958.000	MEMBERSHIP DUES AND SUBSCRIPTIONS	6,300.00
101-261-969.000	INSURANCE	11,500.00
101-265-807.000	CLEANING AND SHREDDING SERVICES	4,000.00
101-265-921.000	UTILITIES	4,300.00
101-265-930.000	REPAIRS AND MAINTENANCE	9,500.00
101-266-740.000	POSTAGE AND MAILINGS	200.00
101-266-826.000	GENERAL LEGAL	23,000.00
101-266-826.100	PLANNING COMMISSION LEGAL	2,225.00
101-266-826.200	ZONING LEGAL	5,508.00
101-266-826.300	ENFORCEMENT LEGAL	5,000.00
101-446-822.000	ROAD CONTRACTS	200,000.00
101-446-931.000	CULVERT REPAIRS	40,000.00
101-703-704.000	PLAN.COMM COMPENSATION	9,000.00
101-703-704.100	ZBA COMPENSATION	4,000.00
101-703-704.200	ZONING ADMINISTRATOR	15,867.00
101-703-704.500	PC/ZBA COORDINATOR	3,000.00
101-703-704.600	PLAN. COMM & ZBA SEMINARS TRNG	2,000.00
101-703-708.000	CLERICAL	800.00
101-703-958.200	ZONING CODIFICATION	4,000.00
101-703-959.000	MASTER PLANNER COSTS	30,000.00
101-732-704.400	CODE ENFORCEMENT WAGES	20,000.00
101-732-727.000	OFFICE SUPPLIES	500.00
101-732-828.000	BUILDING INSPECTOR %	15,000.00
101-732-860.000	MILEAGE	200.00
101-732-957.000	SEMINARS AND TRAINING	1,000.00
101-732-960.000	TOWNSHIP CLEAN UP PROGRAM	5,000.00
101-732-960.100	BLIGHT ENFORCEMENT	20,000.00
101-998-963.000	CONTINGENCIES AND SERVICE CHARGES	10,000.00
205-302-702.000	SALARIES AND WAGES	50,000.00
205-302-808.000	AUDIT	250.00
205-302-824.000	INDIAN LAKE VFD-ALLOCATION	100,000.00
205-302-824.100	SISTER LAKES VFD-ALLOCATION	100,000.00
205-302-826.000	LEGAL	1,000.00
249-371-702.000	SALARIES AND WAGES	12,693.60
249-371-708.000	CLERICAL	4,000.00
249-371-725.000	PAYROLL TAX EXPENSE	1,500.00
249-371-727.000	OFFICE SUPPLIES	800.00
249-371-731.000	COMPUTER EQUIPMENT	500.00
249-371-740.000	POSTAGE AND MAILINGS	100.00
249-371-808.000	AUDIT	1,400.00
249-371-826.000	LEGAL	3,000.00
249-371-827.000	MECHANICAL INSPECT %	19,000.00
249-371-828.000	BUILDING INSPECTOR %	99,000.00
249-371-829.000	PLUMBING INSPECT %	9,000.00
249-371-830.000	ELECTRICAL INSPECT %	21,600.00
249-371-833.000	INTERNATIONAL PROPERTY CODE PAY	500.00
249-371-850.000	TELEPHONE AND INTERNET	1,000.00
249-371-852.000	BS&A SOFTWARE	6,700.00
249-371-852.100	TECHNICAL SUPPORT	200.00
249-371-940.000	RENT	6,000.00
249-371-957.000	SEMINARS AND TRAINING	500.00
249-371-958.000	MEMBERSHIP DUES AND SUBSCRIPTIONS	100.40
249-371-969.000	INSURANCE	2,500.00
	REVENUE TOTALS	1,024,511.75
	EXPENDITURE TOTALS	1,268,770.00