

**Bertrand Township Board
2019/2020 Budget Planning Workshop
Saturday, February 2, 2019**

Bertrand Township Hall
3835 Buffalo Rd., Buchanan, MI 49107

Supervisor Hicks called the workshop to order at 9:08 a.m.

Members Present: Hicks, Kuhn, Payton, Vite

Members Absent: Zelmer

Also present: Bill Knisely, Bertrand Township Fire Chief; Matt Remmo, Bertrand Township Assistant Fire Chief

Fire Department Budget Considerations

2019 Projected tax funds: \$202,775. Includes two large facilities that have come online: C&S Machine and AACOA expansion.

The tentative budget (attached) as presented by Chief Knisely is \$201,650 – down from the previous year of \$205,337.

Add line item in COA (income): Local Stabilization which was ~\$13,000 in 2018.

The board felt the Attorney line item (\$750) is low in light of possible future accident collections of out-of-township motorists.

Treasurer Kuhn said the best time to review the fund reserve is in October, just before the winter tax season.

Proposed Pay Scale

- 3% increase for Chief, Fire Chief and Officers
- \$16.00/hr – Fire Calls
- \$16.00/hr – Training
- \$15.00/hr – Work Detail
- \$15.00/hr – Meetings
- \$10.00/hr – non-certified all categories

Chief projects two lieutenants and two captains this FY. Currently there is one lieutenant and one captain.

Chief would like to purchase following in FY 2019/2020:

- Ice Water Rescue suit: \$850
- 3 sets turnout gear: \$2,500/set
- Currently receiving bids to patch Station #2 drive ~\$3,500
- Replace door lock on Station #2
- Holding on Station #1 updates. Board suggested he purchase a three basin sink as required by the Health Department.

- Vent saw
- Electric garage door openers: ~\$8,000 total project

Move forward with resolution for collecting on expenses for attending traffic accidents involving out-of-township motorists.

General Fund Budget Considerations

Commenced at

10:06 a.m.

Revenue sharing from State of MI will increase 2.6% from \$219,000 to \$225,268 for 2019/2020.

Tax revenue is projected to increase 5% from \$137,000 to \$143,875 for 2019/2020.

1. The board proposed a 3% across the board pay increase for hourly and regular employees, which include:
 - Administrative Assistant
 - Board Members
 - Deputies
 - Assessor – get a new signed contract
 - Zoning Administrator
2. PC, BOR, and other meeting rates (SMCAS, NATS, etc) remain the same.
3. Elections:
 - Election Inspectors - \$15/hr
 - Election Chairperson(s) - \$15.50/hr
4. Budget an additional \$3,600 for the drain per the forthcoming assessment for the Topinabee Drain upgrade.
5. Commitment to completing the Community Building:
 - Concrete (steps, sidewalks)
 - Flooring
 - Hiring a part-time Building Custodian for weekend in-between rental cleanings.
6. Roads – budget \$175,000. \$150,000 paid in 2018. Resurfacing Chicago Trail to the state line is on the schedule for this summer.
7. Fiber Optic has been approved to be installed by MEC (Midwest Energy & Communications) to the Industrial Park. By prior resolution in the Jun 14, 2018 board meeting, the township has committed \$25,000 to the project.
 - Treasurer Kuhn shared discussion with our attorney about having a user fee built into the tax bill for those having internet access from this line to help offset and fund future expansion costs. This is both legal and a best practice.
8. Don will call AEP re: costs to replace all street lights with LED.

9. Install snow fencing next year along drive to discourage snowmobilers. They are cutting across the drives and tearing them up.

10. SET Parcel Fee revenue for Treasurer Kuhn collecting summer taxes on LMC's behalf:
- 2019: \$2.75/parcel - \$4,400 additional revenue
 - 2020: \$3.00/parcel - \$5,000 additional revenue
11. Niles Library has "withdrawn" from their agreement with the township re: the township's annual contribution fee in return for a free library card for township residents. The township board has chosen to hold out as there are not many residents of the township who benefit anyway. Treasurer Kuhn pulled the numbers:
- Buchanan Library District – 1,002 residents
 - Niles Library District – 272 Niles school district residents and 352 Brandywine school district residents.
12. Berrien County Landfill – The landfill board recently voted down a Niles City proposal to have a limited feasibility study. Treasurer Kuhn and Trustee Zelmer (both SEBCLF board members) agree one needs to be done, but the scope needs to be on end-of-life issues, not what Niles was focusing on. Currently, there is 13 years left on the unrestricted land. There is additional land available on the eastern side that would have to be approved for use to continue operations.

SMCAS

Projected tax revenue is \$32,020, up from \$27,000.

WRT

Projected tax revenue stays the same at \$854.

With no further discussion, **motion** by Hicks to adjourn at 11:26 a.m.

Respectfully submitted,



Don Vite

Bertrand Township Clerk

February 4, 2019

Dated