

Resolution #2023-001
Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village Employees and Appointed and Elected Officials

At an advertised special public hearing of the Elberta Village Council, Benzie County, Michigan, held at the Community Building at 401 First street on February 23, 2023, at 7pm.

The following resolution was offered by Trustee, Emily Votruba, and supported by Trustee, Ryan Fickling.

WHEREAS to maintain transparency and attract and maintain a quality workforce, the Council of the Village of Elberta will hereby be presenting a Resolution for Fiscal Year Budgeted Wage and Compensation Pay Scales for Village Employees and Appointed and Elected officials every year herein at the same time as the annual Resolution to Adopt the Fiscal Year Budget,

NOW THEREFORE BE IT RESOLVED by the Council of the Village of Elberta, Benzie County, Michigan, that the Fiscal Year 2023/2024 Wage and Compensation Pay Scale for Village Employees, Appointed and Elected Officials be adopted as follows:

	<u>Status</u>	<u>Salary</u>	<u>Health Insurance Stipend</u>	<u>Per Meeting</u>
DPW Superintendent	Full Time	\$45,760	\$500 a month	\$30
DPW Assistant	Full Time	\$35,360	\$500 a month	
Clerk/Treasurer	Full Time/Appointed	\$38,272	\$500 a month	\$35
Deputy Clerk	Part Time	\$15,808		\$35
Village President	Elected			\$80
President Pro Tempore	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40
Council Trustee	Elected			\$40

BE IT FURTHER RESOLVED that the terms of this Resolution shall be in effect from March 1, 2023, until the end of the 2023–2024 Fiscal Year, February 29, 2024.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED. By: Jennifer S. Wilkins
 Jennifer S. Wilkins, Village President

I, the undersigned, Clerk/Treasurer of the Village of Elberta, Benzie County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Benzie County at its public hearing held on February 23, 2023, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: 2/23/23
Norma Corwin
 Norma Corwin, Village Clerk/Treasurer

**RESOLUTION TO ADOPT THE
FY2023–2024 Village of Elberta Budget**

WHEREAS the Uniform Budgeting and Accounting Act (“UBAA”), Public Act 621 of 1978, as amended, requires that each local unit of government adopt a balanced budget for all required funds;

WHEREAS the Budget, Grant, Finance, and Audit Committee (BGFAC) has received input from officials responsible for providing mandated services to determine serviceable levels and the funds to sustain such levels, and has reported these requests to the Village Council along with recommended funding levels, now, therefore, be it

RESOLVED, by the Council of the Village of Elberta that

1. this budget reflects a reasonable allocation of available resources to the various Village of Elberta (“Village”) departments and functions and allows for all mandated services and activities to be performed at reasonable, necessary, and serviceable levels.
2. the appropriations for the General Fund and Special Revenue Funds are adopted at the Fund level, and that the amounts indicated in the accompanying detail are hereby appropriated from the appropriate funds of the Village of Elberta according to the activities and accounts contained in that detail, incorporated herein by reference, and that such appropriations shall be restricted in accordance with Village and Council policies to the purpose described in the title of the accounts specified in the detail and by the provisions of this Budget.
3. the following restrictions and obligations shall apply to these appropriations and anyone who accepts funds pursuant to this budget or otherwise incurs expenditures in expectation of Village funding shall be deemed to have agreed to these restrictions and obligations:
 - a) All terms in this Budget shall have the meaning assigned to them by the Uniform Budgeting and Accounting Act (UBAA)
 - b) The Village Council President shall serve as the Chief Administrative Officer and the Fiscal Officer, as defined in the UBAA.
 - c) All departments receiving funds herein shall abide by the UBAA and the Uniform Chart of Accounts referenced therein. Each department head shall promptly provide the Fiscal Officer with all information that the Fiscal Officer considers necessary and essential to the preparation of a Village budget for the ensuing fiscal period.
 - d) The amounts appropriated herein shall be paid from the Village bank accounts at the time and in the manner provided by law, in this Resolution, and other applicable policies or resolutions of the Village Council, whether enacted to date or subsequently adopted. No Village money is to be paid unless accompanied by an invoice, printed receipt, or approved timesheet along with supplemental documentation, as necessary, to detail the goods or services received and for what purpose.

- e) Expenditures and revenues shall be recorded and reported in the manner provided by law. Fees and other money received shall be forwarded promptly to the Village Clerk/Treasurer and credited to the appropriate Fund.
 - f) Each department shall limit expenditures within the appropriations authorized herein and shall not attempt to expend funds at a rate which will eventually result in a deficit in any account without prior approval of the Council, except as otherwise provided by law. All expenditures of Village funds shall be expended only for the purposes attached to the accounts and within the various policies of the Council, including personnel policies and Employee Handbook that are approved by the Village Council. The Village of Elberta shall only be responsible for the payment of purchases made in accordance with the provisions of MCLA 46.13b, Act 58 of 1909, the UBAA, and any policies or resolutions of the Council, whether enacted to date or subsequently adopted.
 - g) Only essential travel will be permitted. Conferences must be in the best interest of the Village. The Village will not reimburse employees for the expenses incurred by the employee's spouse or family members attending a conference.
 - h) All memberships and dues shall be paid out of the appropriate accounts.
 - i) The Village President shall be authorized to transfer appropriations between line items within a department under the following limitations:
 - A. Funds may not be transferred from supplies and services to wages and benefits for the purpose of creating permanent positions.
 - B. Such transfers shall be reported in writing to the BGFAC and Village Council.
 - j) The Village President shall be authorized to transfer appropriations among departments within a fund according to the following limitations:
 - A. Funds may not be transferred from supplies and services to wages and benefits for the purpose of creating permanent positions.
 - B. No account shall allocate or receive more than \$10,000 in any transfer.
 - C. Such transfers shall be reported in writing to the BGFAC and Village Council.
 - k) The Village Council shall be authorized to make year-end transfers among activities or funds or with such amounts that may be available in the remainder of the General Fund, as may be necessary to ensure that activities or funds do not end the fiscal year in a deficit condition. All such transfers shall be recorded in the official financial records of the Village through the normal accounting process.
4. the Village Council authorizes the following individuals or appointed boards to incur obligations and expend funds within the limits of the Budget and as stated herein.
- a) The Village Clerk/Treasurer may incur budgeted obligations for printing services, office equipment, supplies, and miscellaneous budgeted items under the General Fund up to a limit of \$5,000 per obligation. Budgeted

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obligations exceeding \$5,000 from the Village Clerk/Treasurer must be approved by the Village Council.

- b) The DPW Superintendent may incur budgeted obligations for the Streets, Garage, Parks, Water, and Sewer operations and maintenance up to a limit of \$5,000 per obligation. Budgeted obligations exceeding \$5,000 from the DPW Superintendent must be approved by the Village Council.
- c) All unbudgeted obligations shall be pre-approved by the Village Council in accordance with Village Ordinance 1124 and Village Policy 2014-006.

5. in event of conflict between this Resolution and any enacted Village, State, or Federal law, ordinance, or regulation, the enacted Village, State, or Federal law, ordinance, or regulation shall take precedence.

6. this Resolution shall become effective March 1, 2023. The Council may amend this Resolution at any time and any appropriation made hereunder may be increased or decreased at the Council's discretion.

Motion to adopt the resolution approving the proposed Fiscal Year 2023/2024 Budget made by

Emily Votruba

Motion seconded by Jennifer Wilkins

Vote:

Holmes	<u>Aye</u> /Nay/Abstain/Absent
Votruba	<u>Aye</u> /Nay/Abstain/Absent
Fiebing	<u>Aye</u> /Nay/Abstain/Absent
Wilkins	<u>Aye</u> /Nay/Abstain/Absent

Attested this 23rd day of February 2023.

Norma Corwin
Norma Corwin, Village Clerk/Treasurer

End of the Fiscal Year 2022/2023 Budget Amendments

A. General Fund (101) Budget Amendment

February 23, 2023 Village of Elberta Special Budget Hearing

101-215-70205 Deputy Clerk Wages. Take **\$3,052.00** Of the \$3401.00 and put **\$3,052.00** into **101-253-70200** Treasurer Wages

101-265- 92500 Computer Services. Take **\$2,068** of the remaining \$2,620.95 and put:

\$704.00 into **101-215-70200** Clerk Wages

\$65.00 into **101-215-71500** Social Security

\$15.00 into **101-215-71600** Medicare

\$704.00 into **101-253-70200** Treasurer Wages

\$65.00 into **101-253-71500** Social Security

\$15.00 into **101-253-71600** Medicare AND

\$500.00 into **101-765-70200** Wages (Elberta Beach)

This will cover wages for the remained of the fiscal year for DPW and Clerk/Treasurer.

B. Municipal Streets (204) Fund Budget Amendment

204-441-77500 Garage Maintenance/Material. Take **\$600** out of the remaining \$1,621.33 and put into **204-850-96500** Administration Fee (this will cover fees for the remainder of the fiscal year).

C. Water Fund (591) Budget Amendment

591-000-61000 Water Charges (Revenues). Current Budgeted Amount: **\$155,000.00**. Actual Amount Received to date: **\$185,684.63**. Raise to actual amount received in water charges to date in Revenues. Allocate **\$6000.00** from the extra \$30,684.63 in Water Charge Revenues to **591-536-81400** **Equipment Paybacks**.

This will cover use of equipment during the Emergency Water Tower Water Main Break and the rest of the fiscal year charges for Equipment paybacks in the Water Fund.