

**Melrose Township Board of Trustees Approved Minutes
Special Meeting Public Hearing for Budget
March 26, 2013 7:00pm**

Call to order V. Goodwin called meeting to order at 7:00pm

Attendance: V. Goodwin, S. Burr, L. Meadows, P. Cotanche, R. Hissong Berry

New Business

- **Budget Amendment resolution 2013-03-26-02**
Board reviewed the final budget figures. Examined both the budgeted and actual for each fund and account. See attached resolution

- **Budget Adoption resolution 2013-03-26-03**
Discussion of the Proposed Budget for 2013-2014 and
The proposed millage rates to be levied .
The proposed revenue and expense budgets for each Fund were reviewed by the Board. Some discussion of the future budgets and debt retirement were held.

- **Resolution 2013-03-26-04 to adopt fee schedule. The proposed fee schedule for the fiscal year 2013/2014 was reviewed and discussed. See attached resolution.**

- **Resolution 2013-03-26-06 designating Chase Bank as the depository for Melrose Township Funds for fiscal year 2013/2014. See attached resolution.**

- **Resolution 2013-03-26-05 adopting the Melrose Township Investment Policy for fiscal year 2013/2014. See attached resolution**

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Public Comment- No public comments

Adjournment 9:32pm

Melrose Township Board of Trustees
Budget 2012 / 2013 Adjustments
2013-03-26-02

RESOLVED: To amend the 2012/2013 budget to incorporate the actual expenses and revenues.

Motion to adopt by L. Meadows and seconded by P. Cotanche

Ayes 5 Nays 0 by Roll Call Vote

L. Meadows –Y, S. Burr-Y, P. Cotanche- Y, V. Goodwin – Y, R. H. Berry - Y

Resolution adopted this date: 3/26/2013

Supervisor_____

Clerk _____

Melrose Township Board of Trustees
Operational Budget for 2013 / 2014
2013-03-26-03

RESOLVED: To adopt the proposed Operational Budget for all Melrose Township Funds for the 2013-2014 fiscal year to include the:

General Fund, Fire Sinking Fund, Fire Operating Fund, 2010 Road Fund,
Township Road Fund, Debt Retirement Fund and DDA Fund

and to Levy the proposed millage rates as presented in the Revenue Projections for township operations.

Motion to adopt by S. Burr and seconded by P. Cotanch
L. Meadows- Y, S. Burr – Y, V. Goodwin- Y, P. Contanche- Y, R. H. Berry- Y

Ayes -5 Nays -0 Roll Call Vote

Resolution adopted this date: 3/26/2013

Supervisor_____

Clerk _____

Melrose Township Board of Trustees
Schedule of Fees 2013 / 2014
2013-03-26-04

RESOLVED: To approve the proposed fee schedule as presented in the 2013/2014 budget

Motion to adopt by S. Burr and seconded by P. Cotanche
Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Meadows-Y, V. Goodwin-Y

Ayes 5 Nays 0

Resolution adopted this date: 3/26/2013

Supervisor_____

Clerk _____

**Melrose Township Board of Trustees
Bank Depository Resolution
2013-03-26-06**

RESOLVED: That the following banks be designated as depositories for Melrose Township Funds for the 2013-2014 fiscal year:

Chase Bank

Motion to adopt by L. Meadows and seconded by P. Cotanche
By roll call vote
S. Burr- Y, L. Meadows-Y, R.H. Berry-Y, P. Cotanche- Y, V. Goodwin_Y

Ayes 5 Nays 0

Resolution adopted this date: 3/26/2013

Supervisor_____

Clerk_____

**MELROSE TOWNSHIP BOARD OF TRUSTEES
INVESTMENT POLICY RESOLUTION
2013-03-26-05**

RESOLVED: To Adopt the Melrose Township Investment Policy:

Motion to adopt by R. H. Berry and seconded L. Meadows

By roll call vote:

V. Goodwin- Y, L. Meadows- Y, P. Cotanche- Y, S. Burr-Y, R.H. Berry- Y

Ayes 5 Nays 0

Resolution adopted this date: 3/26/2013

Supervisor _____

Clerk _____

MELROSE TOWNSHIP

INVESTMENT POLICY

PURPOSE:

It is the policy of Melrose Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the township and comply with all state statutes governing the investment of public funds.

SCOPE:

This investment policy applies to all financial assets of the township. These assets are accounted for in the various funds of the township and include the general fund, special revenue funds, capital project funds, trust and agency funds, and any new fund established by the township.

OBJECTIVES:

Safety, Diversification, Liquidity and Return on Investment. The primary objectives, in priority order shall be:

Safety – The safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio

Diversification – The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

DELEGATION of Authority to Make Investments:

Authority to manage the investment program is derived from the following:

Melrose Township Board of Trustees Bank Depository Resolution of March 29, 2011 adopting the Chase Bank as the designated depository of Melrose Township Funds for the 2011-2012 fiscal year and authorizing the Melrose Township Treasurer to use this designated bank.

Management responsibility for the investment program is hereby delegated to the Melrose Township Treasurer per MCL41.76, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction except as provided for under the terms of this policy and the procedures established by the Melrose Township Treasurer. The Melrose Township Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

LIST OF AUTHORIZED INVESTMENTS:

The Melrose Township Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

- a. U.S. Treasury Bills – obligations of the United States Government sold at a discount from par with a specific maturity date up to a maximum of one year.
- b. Certificate of Deposit -CD- is a receipt of funds deposited in a financial institution for a specified period at a specified rate of interest with non-negotiable terms.
- c. Savings Account – a deposit evidenced by a passbook or monthly statement. Entries are made for each deposit and withdrawal and interest is paid in accordance with the policy of the financial institution.
- d. Commercial Paper – Short term unsecured debt obligation issued by a bank holding company, finance company, utility or industrial company to raise short term cash.
- e. Investment Pools – Those investment pools organized under the authority of the urban cooperation act of 1967, 1967 (Ex Sess)PA7 (MCL 124.501 to 124.512), the surplus funds investment pool act, 182 PA 367 (129.111 to 129.118) and the local government investment pool act, 1985 PA 121, (MCL 129.141 to 129.150). Those pools are managed by contractual agreement contained in the inter-local agreement, banks and a township treasurer, respectively.

SAFEKEEPING AND CUSTODY:

All security transactions, including financial institution deposits, entered into by the Township of Melrose shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

PRUDENCE:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

MELROSE TOWNSHIP
Township Treasurer

INVESTMENT PROCEDURES

THE ESTABLISHED PROCEDURES USED AS A GUIDELINE WHEN
INVESTING TOWNSHIP FUNDS ARE AS OUTLINED.

Safekeeping:

All CD investments and Bank Agreements shall be held secure in the township's safe located at the Township Hall. Any investment securities held by a third party will be evidenced by receipts deposited in the same safe at the Township Hall.

Delivery vs. Payment:

All investments shall be purchased by cash or wire transfer. Likewise, delivery at maturity shall be in the same manner and documented.

Accounting:

Investment accounting shall be recorded in the Township Treasurer's cash ledger to the proper fund. Likewise, the investment shall be posted to the township's budgetary computer system in a timely manner and balanced by fund monthly.

Agreements:

All financial institution agreements shall bear the signature of the Township Treasurer or an authorized subordinate official and be held in safekeeping by the Township Treasurer on behalf of the township. Only subordinate officials authorized by the Township Treasurer may transact township investment on behalf of the township.

MELROSE TOWNSHIP
Township Treasurer

ANNUAL INVESTMENT REPORT

Institution	Maturity	Rate	Amount	Fund
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MELROSE TOWNSHIP
Township Treasurer

ACKNOWLEDGEMENT OF RECEIPT OF INVESTMENT POLICY
AND AGREEMENT TO COMPLY

I have read and fully understand Act 20 PA 1943, as amended, and the investment Policy of Melrose Township.

Any investment advice or recommendation given by _____,
representing _____, to the Township shall
comply with the requirements of Act 20 PA 1943, as amended, and the Investment
Policy of Melrose Township. Any existing investment not conforming to the statute
or the policy will be disclosed promptly.

By: _____

Title: _____

Date: _____