

Melrose Township Board of Trustees Minutes  
Special Meeting Public Hearing for Budget  
March 29, 2016 7:00pm

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

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

II. New Business - Budget Public Hearing

All details/ reports were reviewed.

- Current-Year Budget Amendment resolution 2016-03-29-01.  
Board reviewed the final budget figures and examined both the budgeted and actual for each fund and account. See attached resolution  
Offered by: V. Goodwin 2<sup>nd</sup> P. Cotanche Roll call vote 5/0
- Budget Adoption resolution 2016-03-29-02. Discussed the Proposed Revenue and Expense Budget for 2016-2017 and the proposed millage rates to be levied for each fund. See attached resolution  
Offered by: S. Burr 2<sup>nd</sup> L. Stephens Roll call vote 5/0
- Resolution 2016-03-29-03 to adopt the fee schedule. The proposed fee schedule for the fiscal year 2016/2017 was reviewed and discussed. See attached resolution.  
Offered by: L. Stephens 2<sup>nd</sup> P. Cotanche Roll call vote 5/0
- Resolution 2016-03-29-04 designating Chase Bank as the depository for Melrose Township Funds for fiscal year 2016/2017. See attached resolution.  
Offered by: P. Cotanche 2<sup>nd</sup> V. Goodwin Roll call vote 5/0

- Resolution 2016-03-29-05 adopting the Melrose Township Investment Policy for fiscal year 2016/2017. See attached resolution  
Offered by: L. Stephens 2<sup>nd</sup> S. Burr Roll call vote 5/0

### III. Road Projects

Motion to allow the approved road projects to go out to bid.

Motion: S. Burr 2<sup>nd</sup> L. Stephens

Approved 5/0

Public Comment- No public comments

Adjournment at: 8:13pm

**Melrose Township Board of Trustees**  
**2015 / 2016 Budget Adjustments**  
**Resolution Number: 2016-03-29-01**

**WHEREAS**, the Melrose Township budget for fiscal year 2015/2016 was approved on the 31st day of March, 2015;  
and

**WHEREAS**, a public hearing on said budget amendment has been held as advertised; and

**WHEREAS**, it is desired to amend said approved budget;

**NOW, THEREFORE, BE IT RESOLVED** that the Melrose Township Board of Trustees adopt the proposed final amendments to the 2015/2016 budget.

Offered by   V. Goodwin   and seconded by   P. Cotanche  

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,  
R.H. Berry- Y

Ayes 5      Nays 0

Resolution adopted this date:  3/29/2016

Supervisor\_\_\_\_\_

Clerk \_\_\_\_\_

**Melrose Township Board of Trustees  
Operational Budget for 2016 / 2017  
Resolution Number: 2016-03-29-02**

**WHEREAS:** the Melrose Township Board of Trustees has carefully reviewed the Township's current and projected financial needs, and

**WHEREAS:** the Melrose Township Board of Trustees recognizes its responsibility to the citizens of Melrose Township to carefully monitor Township funds and provide for the financial needs of the Township, and

**WHEREAS:** the Melrose Township Board of Trustees has carefully considered the projected revenues and expenditures for the coming year.

**THEREFORE, BE IT RESOLVED** that the Melrose Township Board of Trustees adopt the proposed budget for fiscal year 2016/2017: General Fund, Fire Operating Fund, Fire Sinking Fund, Local Road Fund, 2010 Road Fund, DDA Fund, and Debt Retirement Fund.

**BE IT ALSO RESOLVED** to levy the maximum millage rates allowed by law for each of the above named funds, with the exception of the Debt Retirement Fund, whose millage rate will be levied at .40 mills for the 2016/2017 fiscal year.

Offered by S. Burr\_ and seconded by \_L. Stephens\_\_

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,  
R.H. Berry- Y

Ayes 5      Nays 0

Resolution adopted this date: 3/29/2016

Supervisor\_\_\_\_\_

Clerk \_\_\_\_\_

**Melrose Township Board of Trustees**  
**Schedule of Fees 2014 / 2015**  
**Resolution Number: 2016-03-29-03**

**WHEREAS**, various ordinances of the Township of Melrose allow for the establishment of fees to defer the cost of administration; and

**WHEREAS**, the Melrose Township Board of Trustees desire to establish and maintain a schedule of fees as a single document; and

**WHEREAS**, the Melrose Township Board of Trustees has determined that certain revisions are necessary and in the best interest of the Township;

**THEREFORE, BE IT RESOLVED** the Melrose Township Board of Trustees adopts the proposed fee schedule included in the 2016/2017 budget and that this resolution shall replace all previous fee schedule resolutions.

Offered by   L. Stephens   and seconded by   P. Cotanche  

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,  
R.H. Berry- Y

Ayes 5      Nays 0

Resolution adopted this date:  3/29/2016

Supervisor\_\_\_\_\_

Clerk \_\_\_\_\_

**Melrose Township Board of Trustees**  
**Bank Depository Resolution**  
**Resolution Number: 2016-03-29-04**

**WHEREAS**, MCL 129.12 requires the Township Board of Trustees to provide by resolution for the designation and deposit of all public monies, including tax money, that comes into the possession of the Township Treasurer, in one or more financial institutions; and

**WHEREAS**, the Board of Melrose Township, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time,

**THEREFORE, BE IT RESOLVED:** That the following banks be designated as depositories for Melrose Township Funds for the 2016-2017 fiscal year:

**Chase Bank**

Offered by   P. Cotanche   and seconded by   V. Goodwin  

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,  
R.H. Berry- Y

Ayes 5      Nays 0

Resolution adopted this date:  3/29/2016

Supervisor\_\_\_\_\_

Clerk \_\_\_\_\_

**MELROSE TOWNSHIP BOARD OF TRUSTEES  
INVESTMENT POLICY RESOLUTION  
Resolution Number: 2016-03-29-05**

**WHEREAS**, the Melrose Township Board of Trustees, in exercising its fiduciary responsibilities, desires to safeguard the funds of the Township that may be invested from time to time; and

**WHEREAS**, Public Act 196 of 1997, MCL 129.91, requires Township Boards, in consultation with the Township Treasurer, to adopt an investment policy, now

**THEREFORE BE IT RESOLVED**, that Melrose Township adopts the attached Investment Policy for fiscal year 2016/2017 and declares it applicable to all public funds belonging to Melrose Township and in the custody of the Township Treasurer.

**BE IT FURTHER RESOLVED**, that the Melrose Township Treasurer is authorized to manage funds belonging to the township, including depositing funds in approved financial institutions and administration of investments in conformance with MCL 41.77.

Offered by   L. Stephens   and seconded by   S. Burr  

Roll call vote : P. Cotanche-Y, S. Burr-Y, L. Stephens-Y, V. Goodwin-Y,  
R.H. Berry- Y

Ayes 5      Nays 0

Resolution adopted this date:  3/29/2016

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, 2016 adopting the Chase Bank as the designated depository of Melrose Township Funds for the 2015-2016 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: \_\_\_\_\_