CHARTER TOWNSHIP OF EMMETT

Regular Board Meeting

July 11, 2019

Supervisor Tim Hill called the Board Meeting to order at 5:30 p.m. on Thursday July 11, 2019. The Meeting was held at the Township Hall located at 621 Cliff Street, Battle Creek, MI 49014.
The pledge of allegiance followed the opening.

BOARD MEETING ATTENDANCE-

Brown, Buller, Gunning, Myers, Myers-Malone, Dougherty, & Hill **QUORUM PRESENT**

APPROVAL OF AGENDA-

Add: ICC Machine Purchase, Certified Letter from Bob Coward Reading Answers, Scheduling Road Project Discussion, Agendas Discussion, FOIA Alternate, Resolution T19-05: Intent to reimburse expenditures from Bonds and Budget Adjustments.

Motion 19-07-01 by Brown/Myers to approve Agenda.

Voice Vote: Gunning, Myers, Myers-Malone, Dougherty, & Brown **FIVE YES**

Buller & Hill **TWO NOS**

Qualified:

Hill (NO)- Agree with Buller, could have brought to the attention of the Board before the meeting, it would be nice to know ahead of time. Trying to crunch the agenda down a bit.

Buller (NO)- Every month everyone wants to add to the agenda, please forward requests to the Supervisor so there's not such a mess. Doesn't have room to write all over his agenda to add items, wants to be prepared. This is not acceptable to him.

MOTION CARRIED

APPROVAL OF CONSENT AGENDA-

Motion 19-07-02 by Gunning/Myers to approve the minutes from the regular meeting, 6/13/19; Consent Agenda.

Roll Call Vote: Gunning, Myers, Myers-Malone, Dougherty, Hill, Brown, and Buller **ALL YES**

MOTION CARRIED

Receive and file the monthly Treasurer's report with balances on hand:

General fund	$ 2,176,583.10
SW Emmett Sewer/Water	$ 679,752.02
Sanitation fund	$ 1,535,369.69
Project V Sewer fund	($ 225,605.23)
Drug forfeiture Fund	$ 36,359.33
Public Safety fund	$ 575,789.19
Public Safety Extra	$ 728,289.28
Beadle Lake weed	$ 3,554.33
Econ Dev. Corp.	$ 2,885.54

MONTHLY CHECK REGISTER-

Motion 19-07-03 by Hill/Gunning to accept the Check Register as printed.

Roll Call Vote: Brown, Gunning, Buller, Myers, Myers-Malone, Dougherty, and Hill **ALL YES**

MOTION CARRIED

DEPARTMENTAL VERBAL REPORTS-

Supervisor, Tim Hill- There's a lot of construction going, on 6-1/2 Mile Road where the new hotel is being built so please be aware. There's also a lot of development going on throughout the Township so please be mindful. Many (10) Medical Marihuana people here for the meeting tonight will try and push through. Tim answered the Certified Letter Questions from Bob Coward via the CPA (letter attached). He's frustrated with job duties, as they are spelled out in State Law. The Supervisor is responsible for all departments besides the Clerks and Treasurers and wants certain people to not get involved in his departments. He tries to stay in his office and go out to bring businesses into the Township. He may take legal action himself against the Board, as you can see all of the dismay on the access vision tapes.

Clerk, Tracy Myers- Malone- Cemetery flags are all tidied up and ready for next year. My deputy and I had a wonderful time at the MAMC conference in Kalamazoo and can't wait to implement ideas. I began working on my CMC (certified municipal clerk) educational classes. Excited to attend MTA Clerks retreat next week to gain more knowledge and skills back to our Township; Specifically, a class on becoming an acceptable agent for passport processing, which could generate revenue for the Township.

Treasurer, Rachelle Myers- Summer Tax Bills 2019 have been mailed and residents should have received their notice by now. If not please call the Township Office so we can get that straightened out. When using the drop box please use the envelopes provided, remember to place checks only, no cash. Recycling cards are still available; please stop by the office to pick up yours. Dog Licenses are available online, visit Calhoun County's website (a list of vet's offices county wide is available via the Township Facebook site). Go like and share the Emmett Township Facebook page; Thank you for sharing posts as it helps to spread Township happenings.

PLANNING & ZONING-

Motion 19-07-04 by Gunning/Hill to approve Suhansons Investments LLC located at 11280 & 11300 East MI Avenue for site plan review and conditional use permit for a provisioning center including conditions; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.

Roll Call Vote: Brown, Dougherty, Myers, Myers-Malone, Gunning, Hill & Buller **ALL YES**

MOTION CARRIED

Motion 19-07-05 by Gunning/Hill to approve District BC LLC at 709 East Columbia Avenue for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.

Roll Call Vote: Myers, Dougherty, Brown, Gunning, Myers-Malone, Buller, & Hill **ALL YES**

<u>Qualified:</u>

Buller (YES)- Asked to remind everyone that these are all the same, there are none different. All businesses require permits, building review, site plan review, handicap parking, and dumpsters/enclosures, they must go through the proper permitting before opening. Actually, received a call asking for an occupancy permit, but it's not that easy.

MOTION CARRIED

Motion 19-07-06 by Gunning/Brown to approve Seneca River LLC at 1193 East MI Avenue for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Hill, Myers, Dougherty, Brown, Gunning, Myers-Malone, & Buller **ALL YES**
MOTION CARRIED

Motion 19-07-07 by Gunning/Hill to approve Ludwig Haven Holdings LLC at 14280 Beadle Lake Road for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Buller, Hill, Myers, Dougherty, Brown, Gunning, & Myers-Malone **ALL YES**
MOTION CARRIED

Motion 19-07-08 by Brown/Dougherty to approve GR Vending MI LLC at 14501 Beadle Lake Road for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Myers-Malone, Buller, Hill, Myers, Dougherty, Brown, & Gunning **ALL YES**
MOTION CARRIED

Motion 19-07-09 by Myers-Malone/Dougherty to approve 1020 Columbia LLC at 1018/1022 Columbia Avenue for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Gunning, Myers-Malone, Buller, Hill, Myers, Dougherty, & Brown **ALL YES**
MOTION CARRIED

Motion 19-07-10 by Brown/Myers to approve BRT Capital LLC at 963 East MI Avenue for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
*Contingency to have the old house behind the store torn down before starting remodels.
Roll Call Vote: Brown, Gunning, Myers-Malone, Buller, Hill, Myers, & Dougherty **ALL YES**
MOTION CARRIED

Motion 19-07-11 by Brown/Dougherty to approve Great Lakes Natural Remedies, Inc. at 1270 East Columbia Avenue for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms

all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Dougherty, Brown, Gunning, Myers-Malone, Buller, Hill, & Myers **ALL YES**

Qualified:
Buller (YES)- Echo Dougherty's earlier comment about not receiving negative comments, except letter that was read tonight. We have only approved medical marihuana facilities, we have not approved any recreational marihuana facilities, but he's sure the approval process will be tougher. Township is not sure if we are opting in yet to allow recreational marihuana even though the state does allow recreational marihuana. The Township has to decide whether to opt-in or opt-out, which very well may happen.

MOTION CARRIED

Motion 19-07-12 by Gunning/Dougherty to approve Great Lakes Natural Remedies, Inc. at 914 East Emmett Street for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Myers, Dougherty, Brown, Gunning, Myers-Malone, Buller, & Hill **ALL YES**
MOTION CARRIED

Motion 19-07-13 by Dougherty/Myers to approve NOBO Michigan LLC at 725 Main street for a site plan review and conditional use permit including conditions placed by the planning commission for a provisioning center and grow facility; pending a complete site plan review by township officials that confirms all township ordinance requirements have been met and shown on the site plan. Before the business can open, they must have all licensing requirements met by the state and the township. Public safety has the right to do local checks and visit home areas to talk with neighbors and associates.
Roll Call Vote: Dougherty, Brown, Gunning, Myers-Malone, Buller, Hill, & Myers **ALL YES**
MOTION CARRIED

ASSESSING- Been busy helping the Treasurer with tax bills ready to go out and working on land divisions.

PUBLIC SAFETY-

Calls for Service

		June:	*May:*
Complaints/ Calls for Service		**795**	819
Criminal Complaints		**174**	182
	Total	**969**	1001
Citations		**91**	93
Motor Carrier		**29**	40
Traffic Crashes		**26**	28

Arrests	**43**	27
Fire Calls	**140**	130

As you can see, we continue to be busy with investigations with almost 1000 complaints. We still have one of our detectives off work right now, so everyone is trying to do a little extra work to keep caught up.

Fire continues to be busy and with the warmer weather, grass fires continue to be an issue, but the Polaris has been a great addition. We anticipate more people on the river and lakes so we are prepared for action with the water rescue boat.

I hope everyone has a great month and enjoys the warmer weather and I apologize for missing this month's meeting, Kenneth Cunningham.

LT. Tony Geigle gave the report in Cunningham's absence. Burn permit call-in line phone number 269-248-3108.

UNFINISHED BUSINESS-

Amendments to the Township Ordinance by Limiting Medical Marihuana Licenses, much Board Member discussion and Public discussion.

Dougherty- Been caught off guard with the interest, point where we need to take a look at what's best for the Township. We're not getting a lot of feedback from the public. We want your feedback. These people are taking derelict buildings and refurbishing them and doing a good job. Huge impact on Public Safety for these twenty-three licenses.

Buller- Supports the residents in efforts for medical marihuana. Buildings are selling at double the price so it's hard to attain real estate for other developments. Doesn't want this subject dropped. Wanted to put a cap on until we can have the public forum.

Myers- Her concern is the same as Mr. Buller's. Now that we are discussing capping the limit of licenses there's a large influx of applications. Can our community support this? Public safety will need to be involved also.

Hill- Wants to hold a public forum to discuss medical marihuana facilities cap/ recreational marihuana and have attorney present.

Leslie- Assessing at the old value, even though not assessed on price buying from. Not in the stage yet to assess.

Gunning- Hears what Steve says but doesn't agree. 90% of the buildings that have been approved are dilapidated and empty and they are going to be beautified.

Motion 19-07-14 by Myers/Hill to set-up a Special Meeting with the Township Attorney and Marihuana Counsel to discuss limiting medical marihuana licenses and discussion about recreational marihuana on Jul 25th at 6:30pm. At the Township Hall located at 621 Cliff Street.

Motion 19-07-15 by Myers/Dougherty to purchase ICC Machine (High Speed Scanner) from Dominion Voting for $35,350.00.

Roll Call Vote: Dougherty, Brown, Gunning, Myers-Malone, Buller, Hill, & Myers **ALL YES**

Qualified:

Hill (YES)- Possible State Funding, Speed up the process.

MOTION CARRIED

RESOLUTIONS & PROCLAMATIONS-

Motion 19-07-16 by Myers/Brown to approve Resolution T19-05; Intent to reimburse expenditures from Bonds.
Roll Call Vote: Gunning, Buller, Myers, Hill, Myers-Malone, Dougherty, & Brown **ALL YES**

MOTION CARRIED

NEW BUSINESS-

Property Appraiser:

Jacob has been here for 2-1/2 years; Level I & II are combined now, which makes it twice as hard. Jacob took the test and failed but will be taking the class again. MCAT test is close to Level I. Leslie stated the State has been restructuring. Leslie believes that Jacob has the knowledge to receive $18/ hour. Jacob has taken a home study course paid for by the Township. Brown stated that we previously motioned to give Jacob a raise to 17.25 when he passed his test. Leslie stated that he's been here with the experience and he was passed over when everyone else received a raise. Buller stated that the Township has had trouble retaining entry level workers because of low pay that they receive. Same goes for Police Officers that are starting out, would like to look at that also. Leslie has done a salary survey as well as the survey from the wage commission.

Zoning Administrator:

Buller stated Brandi's position has been paid a lot more, wouldn't be surprised if we revisit in the next year to bring it up to par.
Gunning stated that the zoning administrator salary was $85,000 twelve years ago.
Dougherty asked what qualifications that Brandi has for the planning and zoning administrator.
Brown stated that Brandi hasn't gone to any classes.

Myers would consider raising Jacob to $16 without passing the test, because he's been putting in the work and has been here for 2-1/2 years. Three different conversations, three different motions, and even possibly closed session with the position stated not names. Should be tabled.

Motion 19-07-17 by Gunning/Buller to approve pay increases for Teresa Myers & Jacob Hill to $18/ hour and increase Brandi DeShon's salary to $55,000.

Roll Call Vote: Gunning & Buller	**TWO YES**
Myers, Dougherty, Brown, and Myers-Malone	**FOUR NOS**
Hill	**OBSTAIN**

<u>Qualified:</u>

Hill (ABSTAINED)- Related to Jacob (Son). Brandi has not had a raise. Zoning Administrator and Property Appraiser have not gotten raises when everyone else did.
Myers (NO)- These three positions should be discussed separately in their own motion in closed session.
Dougherty (NO)- There's a lot of people here that deserve pay raises, not selectively choose. Brandi has had a couple pay raises. Need to take a look at everybody.
Myers-Malone (NO)- Wish the Board would go through and do evaluations in closed session.

MOTION FAILED

Clerk would like to do the Agendas again, Resolution T16-30 stated it's the Clerk's duty as well as Roberts rules of order states that the secretary creates the Agenda.

Motion 19-07-18 by Myers/Hill to table Agendas Coordinator Authority until the next meeting in August.
Roll Call Vote: Dougherty, Myers-Malone, Hill, Myers, Buller, Gunning, and Brown **ALL YES**

Qualified:
Hill (YES)- Former Clerk has been doing the Agenda. New information that are not being posted online. Thought he was doing a good job and that the Board directed the Supervisor to the Agendas.

MOTION CARRIED

Motion 19-07-19 by Brown/Myers to assign Morgyn Case as the alternate FOIA coordinator on the Administrative side in the Clerk's absence.
Roll Call Vote: Myers, Dougherty, Brown, Gunning, & Myers-Malone **FIVE YESES**
Hill & Buller **TWO NOS**

Qualified:
Buller (NO)- Dumped on our laps, wished he would have gotten letter from attorney. Pretty positive about duties and that the deputy is in charge
Hill (NO)- The Clerks department has quite a bit of staff. Retiring member sticking around until end of the year. Brandis department buried in work. Mike only has one assistant. With the water and sewer department with Steve. Administrative assistant hasn't been sworn in, she floats and helps everyone.
Myers-Malone and Myers stated that Teresa has asked if she can help Brandi and Brandi says no, I'm good. We have willing people who are willing to help and they aren't getting delegated appropriately.

MOTION CARRIED

Discussion on roles and job duties.

Motion 19-07-20 by Brown/Myers-Malone to accept the Budget Adjustments from the July 10 Budget workshop. (see attached worksheet)
Roll Call Vote: Hill, Myers, Dougherty, Brown, Gunning, Myers-Malone, & Buller **ALL YES**

MOTION CARRIED

Road Project Scheduling: Dougherty asked Deb Belles about the scheduling change. Hill stated that this is news to him. Hill is the project manager, will send out RFP for company that is bonded for project manager. Deb stated that all she knew was that the bridge was going to be fixed not the road, the road was in Phase III, but now there's talk about changing the schedule. Hill called for a pre planning meeting. Hill stated that the County is looking at bumping up D Drive North, C Drive North, and possibly E Drive North. Hopefully we can have a meeting soon. Dougherty wants to know why the phases are changing? Belles answered that the County has received calls and emails asking for phase changes. Hill stated that we have to go into closed session if the Board wants to know why the phases are moved. The Board cannot answer for the County.

PUBLIC COMMENTS-
Do something with this library tax, medical care facilities. When they start making money then we need to decrease mileages. Money from school should go to the roads.

Great Lakes Natural Remedies, Inc. thanked the Board; acknowledged the special meeting on the 25th. Stated that the Board should contact Bangor Township/Bay City- call and talk to the City manager and Supervisor to see what they are dealing with (see the effects) for the medical marihuana. They will hire armed security. The biggest concern is the impact on the community.
Do we have a Blight Officer?

BOARD COMMENTS-
Brown- None.

Dougherty- We've asked the Supervisor to have staff meeting with the administrative Staff. Mainly the lack of communications claim by the Supervisor are self-inflicted problems. We need to deal with Public Safety.

Myers-Malone- None.

Hill- Every Board Member up here has signed an agreement not to bash other Board Members. The Supervisors job is to manage all departments except the Clerks and Treasurers. Hard to get people together. Address to Dougherty: You need to come to me to talk; Dougherty stated he tried. Hill stated Dougherty threw a fit. Tired of Dougherty saying stuff about him. Hill stated he would bring Board members up on charge. Members will be removed by the sergeant of arms if they are called out of order and continue.

Myers- Disappointed and personally upset by the Supervisors comment in the department verbal reports. She's a team player. Her intentions were to help and not take over. There's no conspiracy. She is here to do her job to the best of her ability if she has free time she will help. Personally, upset by Supervisors comments. Stated that Hill signed that piece of paper also (the agreement Hill spoke of in his comment). Doesn't want the Supervisors position, but stated she is an Executive Member of the Board.

Buller- Encourage everyone to attend Marihuana Forum. It's a very important issue for the Township. Needs your guidance, representing the residents. Has his own opinion and not sure he wants anymore, but will do your bidding. What the residents want is what he'll vote for.

Gunning- Agrees with Buller.

ADJOURNMENT
Motion 19-07-21 by Hill/Gunning to adjourn at 8:16 p.m.
Voice Vote

ALL YES
MOTION CARRIED

Timothy Hill, Supervisor
Emmett Charter Township

Tracy Myers-Malone, Clerk
Emmett Charter Township

Revenue Changes	Description	Original	Activity to Date	Increase in Revenue
101-000-575.01	METRO FRANCHISE FEE	7,000	9,397	2397.00
101-000-576.00	PPT REIMBURSEMENTS		1,955	1955.32
246-000-671.00	ECONOMIC DEVELOPMENT CORP REVENUE		7,000	7000.00
592-000-085.17	SOUTH SHORE ASSESSMENTS		15,965	15965.00
592-000-085.18	SOUTH SHORE CONNECTIONS		6,395	6395.00
592-000-635.00	TAP FEES		770	770.00
				34482.32

Expenditure changes	Description	Original	Activity to Date	Changes in Expense
101-101-732.00	OFFICE SUPPLIES	90	231	410
246-000-699.00	OPERATING TRANSFERS - IN	25,000		-25000.00
				(24,590)

Make a motion to Discuss Budget Amendment at Budget Meeting 7/10/19 to reflect an increase in Revenue of the amount of $34,482.32 and decrease in Expense of the amount of $24,590.00

Charter Township of Emmett
Response to Supervisor's Questions
June 12, 2019

1 The **checking account book balance** in the General Fund, Account 101-000-002 was $2,775,589.73 at 3/31/19

2 The Township holds 2 CD's at 3/31/19 in the Sewer Fund (Both are maintained in the Sewer Fund)

CD #1	467,012.81
CD #2	309,918.87
Total Township CD's - all in Fund 592	776,931.68

3 The board approved a budget that has revenues of: 2,226,662.00
And appropriations/expenditures of: (2,546,159.00)
Estimated decrease in fund balance: (319,497.00)
The General Fund - fund balance at 3/31/19 is: 2,974,921.00 *
Estimated General Fund - fund balance at 3/31/2020 is: 2,655,424.00

The budget approved by the board does not create a deficit. It reduces the fund balance by $319,497, which is in compliance with accounting standards and state guidelines

The board cannot adopt a budget that creates a deficit; it can however adopt a budget that has expenditures that are higher than revenues if the fund balance in the particular fund is sufficient to cover the budgeted decrease in fund balance. That is how the FY 2019-2020 budget was adopted.

4 The 2018-2019 amended budget estimates a decrease in fund balance of $43,605 for the General Fund
This does not result in a deficit, but rather a healthy fund balance at 3/31/19

Fund balance at 3/31/18 was:	2,629,857.00
Estimated decrease in fund balance through 3/31/19	(43,605.00)
Estimated ending fund balance at 3/31/19	2,586,252.00

Actual changes in fund balance for the General Fund:

Fund balance at 3/31/18	2,629,857.00	(z)
Actual change in fund balance through 3/31/19	345,064.00	
Actual fund balance at 3/31/19	2,974,921.00	*

5 The 2017-2018 amended budget estimated a decrease in fund balance of $29,353 for the General Fund

Fund balance at 3/31/17 was:	2,377,468.00	
Estimated decrease in fund balance through 3/31/18	(29,353.00)	
Estimated ending fund balance at 3/31/18	2,348,115.00	
Actual changes in fund balance for the General Fund:		
Fund balance at 3/31/17	2,377,468.00	(x)
Actual change in fund balance through 3/31/18	252,389.00	
Actual fund balance at 3/31/18	2,629,857.00	(z)

The 2016-2017 amended budget estimated a decrease in fund balance of $98,011 for the General Fund

Fund balance at 3/31/16 was:	2,034,697.00	
Estimated decrease in fund balance through 3/31/17	(98,011.00)	
Estimated ending fund balance at 3/31/17	1,936,686.00	
Actual changes in fund balance for the General Fund:		
Fund balance at 3/31/16	2,034,697.00	
Actual change in fund balance through 3/31/17	342,771.00	
Actual fund balance at 3/31/17	2,377,468.00	(x)

6 Fund balances have increased in the General Fund over the years as follows:

2016-2017	342,771.00	FY 2017 Audit - Page 36
2017-2018	252,389.00	FY 2018 Audit - Page 36

2018-2019	345,064.00	FY 2019 Audit is in progress
	940,224.00	

Budgets have been conservative and projected decreases in the General Fund as follows:

2016-2017	(98,011.00)	FY 2017 Audit - Page 36
2017-2018	(29,353.00)	FY 2018 Audit - Page 36
2018-2019	(43,605.00)	FY 2019 Audit is in progress
	(170,969.00)	

Positive overall budget variances for the General Fund over the years:

2016-2017	440,782.00	FY 2017 Audit - Page 36
2017-2018	281,742.00	FY 2018 Audit - Page 36
2018-2019	388,669.00	FY 2019 Audit is in progress
	1,111,193.00	

7 No comment, but the fund balance is healthy at the end of each fiscal year based on guidance issued by the Government Finance Officer's Association (GFOA)
The GFOA recommends, at a minimum, that a government maintain unrestricted fund balance in the General Fund of no less than two months of operating expenditures. (See PDF)

Unrestricted fund balances in the General Fund as a percentage of operating expenditures over the years were as follows:

	Expenditures	Unrestricted General Fund Fund Balance	Unrestricted Fund Balance as a % of the fiscal year expenditures	2 of 12 months- **Minimum** GFOA Recommended Percentage

2016-2017	1,645,631.00	2,377,468.00	144%	17%
2017-2018	1,219,397.00	2,629,857.00	216%	17%
2018-2019	1,264,188.00	2,957,492.00	234%	17%

Note - in 2018-2019, the General Fund reports	
restricted fund balance of:	17,429.00
unrestricted fund balance of:	2,957,492.00
Total Fund Balance	2,974,921.00

8

Based on analysis above - #7 and #6, the finances of the Township's General Fund are improving each year from 2016-2017 through 2018-2019.