

COVERT TOWNSHIP

SPECIAL BOARD MEETING

Thursday, June 27, 2024 at 6:00 PM

Covert Township Hall

73943 Lake St, Covert, MI 49043

Prepared By:

Daywi Cook, Covert Township Supervisor

COVERT TOWNSHIP REGULAR BOARD MEETING

Thursday, June 27 2024 at 6:00 PM
Covert Township Hall, 73943 Lake St, Covert, MI 49043

AS A COURTESY TO OTHERS PLEASE SILENCE ALL CELL PHONES.
THERE WILL BE TWO PERIODS FOR PUBLIC COMMENT – ONCE AT THE
BEGINNING AND AGAIN AT THE END OF THE MEETING.
PLEASE REFRAIN FROM QUESTIONS AND COMMENTS UNTIL THOSE
DESIGNATED TIMES.

AGENDA

1. Call to Order/Pledge of Allegiance

2. Roll Call

3. Approval of Agenda

Motion by _____, seconded by _____ to
approve/deny/table the agenda as presented.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

4. Public Comment – *please keep comments to three (3) minutes.*

5. Public Hearing on the proposed township budget for fiscal year 2024-2025

Motion by _____, seconded by _____ to
approve/deny/table opening the public hearing on the proposed township budget for fiscal
year 2024-2025.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

Public Comment – *please keep comments to three (3) minutes.*

Motion by _____, seconded by _____ to
approve/deny/table closing the public hearing on the proposed township budget for fiscal
year 2024-2025, and reopening the Special Meeting.

ROLL CALL VOTE: Hartmann: _____, Rendell: _____, Pritchard: _____,
Taylor: _____, Cook: _____

6. New Business

a. Set Maximum Allowable Millage Rates for the 2024 Tax Year

Treasurer Rendell to complete the L-4029 and provide to board.

Motion by _____, seconded by _____ to
approve/deny/table setting the maximum allowable millage rate for the 2024 tax
year to the following:

General Operating Fund	0.8198
Fire/Ambulance	1.7000
Police	1.9000
Roads	0.5000
Senior Services	1.0000

ROLL CALL VOTE: Rendell: _____, Pritchard: _____, Hartmann: _____,
Taylor: _____, Cook: _____

b. Resolution To Establish a General Appropriations Act

Motion by _____, seconded by _____ to
approve/deny/table the Covert Township Resolution to Establish a General
Appropriations Act 2024-2025, as presented.

ROLL CALL VOTE: Rendell: _____, Pritchard: _____, Hartmann: _____,
Taylor: _____, Cook: _____

c. 2023-2024 Budget Amendments

*Treasurer Rendell will review the projections for this fiscal year one more time to
recommend any amendments.*

Motion by _____, seconded by _____ to
approve/deny/table the budget amendments for the 2023-2024 fiscal year, as
presented by Treasurer Rendell.

ROLL CALL VOTE: Rendell: _____, Pritchard: _____, Hartmann: _____,
Taylor: _____, Cook: _____

d. Fiscal Year-End Payables through June 30, 2023

Motion by _____, seconded by _____ to approve/deny/table paying bills payable through June 30, 2024, not to exceed the amended budget for 2023-2024.

ROLL CALL VOTE: Rendell: _____, Pritchard: _____, Hartmann: _____, Taylor: _____, Cook: _____

e. DPW Manager Discussion

DPW Manager, George Piggee, has requested the board discuss concerns that have been raised by a board member.

14.Public Comment – *please keep comments to three (3) minutes.*

15.Any Other Business

16.Adjourn

Motion by _____, to adjourn at _____ PM.

Next Regular Township Board Meeting will be held Tuesday, July 9, 2024 at 6:00 PM at the Covert Township Hall, 73943 Lake Street.

NOTICE OF BUDGET PUBLIC HEARING COVERT TOWNSHIP BOARD OF TRUSTEES

The Covert Township Board will hold a public hearing on the proposed township budget for fiscal year 2024-2025 at:

Covert Township Hall, 73943 Lake St, Covert, MI 49043
Thursday, June 27, 2023 at 6:00 PM.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Proposed Tax Millage Rate:	
OPERATING	0.8198
FIRE/AMB.....	1.7000
POLICE.....	1.9000
ROADS.....	0.5000
SENIOR.....	1.0000

A copy of the budget is available for public inspection during normal business hours at the Covert Township Hall, 73943 Lake St, Covert, MI 49043

This notice is posted in compliance with the Open Meetings Act, Public Act 267 of 1976, as amended, (MCL 41.72a(2)(3)) and the Americans With Disabilities Act.

The Covert Township Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities at the meeting or public hearing upon 7 day notice to the Covert Township Board.
Individuals with disabilities requiring auxiliary aids or services should contact the Township Board by writing or calling the following: *Wednesday Pritchard, Township Clerk.* clerk@coverttwp.com. 269-764-8986 ext. 2

Township Clerk Signature: _____ Date Posted: _____

A copy of this notice is on file in the Clerk's Office,
located at: 73943 Lake St, Covert, MI 49043

**NOTICE OF SPECIAL MEETING
COVERT TOWNSHIP BOARD OF TRUSTEES**

Thursday, June 27, 2024 at 6:00 PM
Covert Township Hall, 73943 Lake St, Covert, MI 49043
(269) 764-8986

The purpose of this meeting is to discuss and consider the following items:

**Public Hearing on Proposed Budget for 2024-2025
Set Maximum Allowable Millage Rate for 2024 Tax Year
Resolution to Establish a General Appropriation Act
2023-2024 Budget Amendments
Fiscal Year-End Payables through June 30, 2024
DPW Manager Discussion**

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Township Clerk Signature: _____

Date Posted: _____

A copy of this notice is on file in the Clerk's Office, located at:
73943 Lake St, Covert, MI 49043

HEADLEE & MCL 211.34ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED or REDUCED NEWLY VOTED MILLAGE see MCL 211.34d(9)	CURRENT MILLAGE REDUCTION FRACTION	CURRENT PERM. REDUCED MILLAGE *	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION	CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
Post debt & specials to L-4029.	Last year's L-4029 col. (7)	L-4029 col. (6)	L-4029 col. (7)	L-4029 col. (8)	L-4029 col. (9)
ALLOCATED OPERATING	0.8198	X 1.0000	= 0.8198	X 1.0000	= 0.8198
Was the above millage approved since this May 31? Y = YES					
EXTRA VOTED FIRE/AMB	1.7000	X 1.0000	= 1.7000	X 1.0000	= 1.7000
Was the above millage approved since this May 31? Y = YES					
EXTRA VOTED POLICE	1.9000	X 1.0000	= 1.9000	X 1.0000	= 1.9000
Was the above millage approved since this May 31? Y = YES					
EXTRA VOTED ROADS	0.5000	X 1.0000	= 0.5000	X 1.0000	= 0.5000
Was the above millage approved since this May 31? Y = YES					
EXTRA VOTED SENIOR	1.0000	X 1.0000	= 1.0000	X 1.0000	= 1.0000
Was the above millage approved since this May 31? Y = YES					
		X 1.0000	= 0.0000	X 1.0000	= 0.0000
Was the above millage approved since this May 31? Y = YES					
Total of newly voted & last year's perm reduced millage.	5.9198			5.9198	5.9198
				2024 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER HEADLEE & MCL 211.34 =	5.9198

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

TRUTH IN TAXATION COMPUTATIONS

2024 BASE TAX RATE FRACTION:	(from L-4034)	0.9815	(1)
2023 OPERATING MILLAGE RATE:	(actually levied)	5.9198	(2)
2024 BASE TAX RATE:	(w/out hearing)	5.8102	(1) x (2) = (3)
2024 MAX. ALLOWABLE OPERATING MILLAGE RATE:		5.9198	(from above) = (4)
MINUS 2024 BASE TAX RATE:	(B.T.R.)	5.8102	(3) = (5)
MILLAGE INCREASE:	(with a hearing)	0.1096	(4) - (5) = (6) or
If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.			(7) - (5) = (6)

MILLAGE INCREASE	0.1096	-
2024 BASE TAX RATE	5.8102	= 1.89%
		MILLAGE INCREASE FROM HEARING*

2024 TV x .001 x MILLAGE INCREASE	= \$ 65,585
	REVENUE INCREASE FROM HEARING

(2024 TV x 2024 BASE RATE) -1	3,476,851
(2023 TV x 2023 ACTUAL OPER RATE) =	3,239,816 = 7.32%
	2024 REVENUE INCREASE WITHOUT HEARING

*Must be published in notice of public hearing on increasing property taxes. Your current year's millage cannot exceed your maximum under Truth in Taxation unless authorized by the governing body at the hearing. Your current year's millage cannot exceed your Headlee maximum without a millage election.

**COVERT TOWNSHIP
TRUTH IN TAXATION REVENUE GAIN CALCULATION**

<u>PURPOSE AND SOURCE OF MILLAGE</u>	<u>HEADLEE MAXIMUM AMOUNT</u>	<u>MILLAGE GAIN WITH TRUTH IN TAXATION</u>	<u>UNIT'S TAXABLE VALUE</u>	<u>TRUTH IN TAXATION REVENUE GAINED</u>
<u>ALLOCATED OPERATING</u>	<u>0.8198</u>	<u>0.0152</u> x	598,404,658	= <u>\$ 9,096</u>
<u>EXTRA VOTED FIRE/AMB</u>	<u>1.7000</u>	<u>0.0315</u> x	598,404,658	= <u>\$ 18,850</u>
<u>EXTRA VOTED POLICE</u>	<u>1.9000</u>	<u>0.0352</u> x	598,404,658	= <u>\$ 21,064</u>
<u>EXTRA VOTED ROADS</u>	<u>0.5000</u>	<u>0.0093</u> x	598,404,658	= <u>\$ 5,565</u>
<u>EXTRA VOTED SENIOR</u>	<u>1.0000</u>	<u>0.0185</u> x	598,404,658	= <u>\$ 11,070</u>
-	<u>0.0000</u>	<u>0.0000</u> x	-	= <u>\$ -</u>
	<u>5.9198</u>	<u>0.1097</u> BALANCES		<u>\$ 65,645</u> BALANCES
		0.1096		\$ 65,585

MAXIMUM ALLOWABLE MILLAGES WITHOUT TRUTH IN TAXATION HEARING

<u>PURPOSE AND SOURCE OF MILLAGE</u>	<u>HEADLEE MAXIMUM AMOUNT</u>	<u>MULTIPLIER WITHOUT TR. IN TAX.</u>	<u>MAXIMUM MILLAGE WITHOUT TR. IN TAX.</u>	<u>MAXIMUM REVENUE WITHOUT TR. IN TAX.</u>
<u>ALLOCATED OPERATING</u>	<u>0.8198</u>	x 0.9814859 =	<u>0.8046</u>	<u>\$ 481,476</u>
<u>EXTRA VOTED FIRE/AMB</u>	<u>1.7000</u>	x 0.9814859 =	<u>1.6685</u>	<u>\$ 998,438</u>
<u>EXTRA VOTED POLICE</u>	<u>1.9000</u>	x 0.9814859 =	<u>1.8648</u>	<u>\$ 1,115,905</u>
<u>EXTRA VOTED ROADS</u>	<u>0.5000</u>	x 0.9814859 =	<u>0.4907</u>	<u>\$ 293,637</u>
<u>EXTRA VOTED SENIOR</u>	<u>1.0000</u>	x 0.9814859 =	<u>0.9815</u>	<u>\$ 587,334</u>
-	<u>0.0000</u>	x 0.9814859 =	<u>0</u>	<u>\$ -</u>
<u>TOTALS</u>	<u>5.9198</u>		<u>5.8101</u> BALANCES	<u>\$ 3,476,791</u> TO CHECK
			5.8102	3,476,851

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the _____ COVERT TOWNSHIP
name of governing body name of taxing unit
 will hold a public hearing on a proposed increase of 0.1096 mills in the operating tax
 millage rate to be levied on property in year. 2024 _

The hearing will be held on _____, _____ at _____
day date time a.m./p.m.
 at _____,
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 1.89% over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 7.32% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

 COVERT TOWNSHIP
name of taxing unit

street address

city, state, zip

phone

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

This notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1968 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.

**2024 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County VAN BUREN	Taxable Value 598,404,658
Local Government Unit COVERT TOWNSHIP	

**PLEASE READ THE
INSTRUCTIONS ON
THE REVERSE SIDE
CAREFULLY.**

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119.
The following tax rates have been authorized for levy on the 2024 tax roll

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Source	Purpose of Millage	Date of Election	Millage Authorized by Election, Charter, etc.	2023 Millage Rate Permanently Reduced by MCL 211.34d	2024 Current Year Millage Reduction Fraction	2024 Millage Rate Permanently Reduced by MCL 211.34d	Sec. 211.34 Millage Rollback Fraction	Maximum Allowable Millage Rate*	Millage Requested to be Levied July 1	Millage Requested to be Levied Dec. 1 ****	Expiration Date of Millage Authorized
ALLOCATED	OPERATING	Nov-78	1.0000	0.8198	1.0000	0.8198	1.0000	0.8198			Unlimited
EXTRA VOTED	FIRE/AMB	May-23	1.7000	1.7000	1.0000	1.7000	1.0000	1.7000			Dec-28
EXTRA VOTED	POLICE	May-23	1.9000	1.9000	1.0000	1.9000	1.0000	1.9000			Dec-28
EXTRA VOTED	ROADS	May-23	0.5000	0.5000	1.0000	0.5000	1.0000	0.5000			Dec-28
EXTRA VOTED	SENIOR	Aug-22	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000			Dec-25
Total Mills											

BOND WATER Nov-01 OPEN N/A N/A N/A N/A OPEN Unlimited

Prepared by	Title	Date
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As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Type Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Type Name	Date
<input checked="" type="checkbox"/> Supervisor			

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

INSTRUCTIONS FOR 2024 TAX RATE REQUEST

Millage Request Report to County Board of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act no., etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOMESTEAD group of properties. (See State Tax Commission Bulletin No. 3 of 2017 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating Millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2023 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2023 permanently reduced rate can be found in column 7 of the 2023 form L-4029. For operating millage approved by the voters after April 30, 2024, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable".

Column 6: Current year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on form 2166(L-4034) 2023 Millage Reduction Fraction Calculations Worksheet. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2024 and future years. This prevents any increase or "roll up" of millage rates. Use 1.0000 for millages approved by the voters after April 30, 2024. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2024 form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable".

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2024 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin No. 2 of 2024. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2024 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin No. 2 of 2024. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.

To: Local City, Township, Village, Library and School Officials

Attached to this email you will find a .pdf file containing all of the required information to file your 2024 Tax Rate Request form (L-4029) with the County.

First, you will find your L-4034. This document will show your previous and current values along with any applicable rollback fractions.

Second, you will find your “Headlee & MCL 211.34 Rollback Computations” and “Truth in Taxation Computations”. The top portion of this form applies any applicable millage reduction fractions and truth in assessing or equalization fractions to your millage rates which would be carried over to your L-4029. The bottom portion of this form shows your truth in taxation computations. Please note: If you do **not** see bold red text stating that you are not subject to truth in taxation, then you must hold either a truth in taxation public hearing or you must comply with section 16 of the Uniform Budgeting and Accounting Act. This portion of the form will also show you how much revenue increase or decrease you will see by not complying with truth in taxation.

Third, you will find the Truth in Taxation Revenue Gain Calculation sheet. The top portion of this sheet shows how much additional revenue you will receive by complying with truth in taxation. The bottom portion of this sheet shows the maximum allowable millage rates if you were not to comply with truth in taxation along with the expected revenue dollars.

Fourth, you will find a sample Notice of Public Hearing to comply with truth in taxation. Please note: this is only a sample and if you are not subject to truth in taxation, you would not need to use it. Also, if you comply with section 16 of the Uniform Budgeting and Accounting Act you would not need to use it.

Fifth, you will find truth in taxation instructions to use if you choose to hold a public hearing.

Sixth, you will find an L-4029. You are free to use this L-4029 if you choose or you may continue to create your own. You will need to fill in column 10 and/or 11 showing how much of your maximum allowable millage rate you would like to levy. **Please understand that I have gone through your previous L-4029's and removed any expired millages and have added any new millages from elections that I could find, but this is a courtesy by the Equalization department and under no circumstances will the Van Buren County Equalization Department be held liable for any millages levied in error because they were or were not listed on your L-4029. By signing the attached L-4029, you are verifying that you have compared the supplied L-4029 to your records and that it is correct.** If you find that you need a millage removed or added to the form, I will be happy to do so. Simply contact me with the changes and I will get it back to you as soon as I possibly can.

Seventh, you will find the instruction sheet for completing the L-4029.

You will also see an additional attachment called "Truth in Taxation Checklist". Please note, this form must be filled out. Failure to fill out and return this form to the County Equalization Department may result in your millage rates not being approved by the Board of Commissioners for tax collection.

If you have any questions, please do not hesitate to contact me. My contact information is listed below.

Anthony Meyaard MMAO
Equalization Director
Van Buren County Equalization Office
219 E. Paw Paw St.
Suite 201
Paw Paw, MI 49079
Phone: 616-836-6720
Email: meyaarda@vanburencountymi.gov

!!ATTENTION!!

THIS FORM IS MANDATORY TO BE COMPLETED AND RETURNED TO THE EQUALIZATION DEPARTMENT. FAILURE TO RETURN THIS FORM COULD RESULT IN THE VAN BUREN COUNTY BOARD OF COMMISSIONERS NOT APPROVING YOUR MILLAGE RATES FOR TAX COLLECTION

VAN BUREN COUNTY

CHECK LIST FOR 2024 COUNTY APPORTIONMENT

** Form must be returned to the County Equalization Department signed and completed with L-4029 form*

Our Tax Authority has completed the following steps as required by M.C.L. 211.24e ((Truth-in-Taxation)):

A Separate Truth-in-Taxation hearing is NOT necessary. Our Tax Authority complies with Section 16 of the Uniform Budgeting and Accounting Act.
Enter date your public hearing to adopt your budget was held _____

Our Tax Authority is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding tax year for operating purposes

Our Board of Commission or Council or Authority has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date.
Enter date the said resolution was adopted _____

Our Board of Commission or Council or Authority has published a hearing notice containing the proposed additional millage rate and percentage increase in operating revenue which would be generated from permitted ad valorem tax levies at least 6 days before the hearing date.
Enter date hearing notice was published _____

Our Board of Commission or Council or Authority held a Truth in Taxation public hearing pursuant to the hearing notice.
Enter date of Truth in Taxation public hearing _____

Our Board of Commission or Council or Authority has adopted a resolution adopting additional operating millage which does not exceed that which appeared in the hearing notice published at least 10 days earlier.
Enter date the said resolution was adopted _____

Taxing Jurisdiction (city, township, etc.)

Clerk or Secretary

Chairperson, President or Supervisor

Dated this _____ day of _____ 2024

COVERT TOWNSHIP
VAN BUREN COUNTY, MICHIGAN

RESOLUTION # _____

DATE: _____

**Covert Township General Appropriations Act
2024-2025**

A resolution to establish a general appropriations act for Covert Township; to define the powers and duties of the Covert Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Covert Township resolves:

Section 1: Title

This resolution shall be known as the Covert Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor (*or other designated official*) shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Treasurer (*or other designated official*) shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 141.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on June 4, 2023, and a public hearing on the proposed budget was held on June 13, 2023.

Section 5: Estimated Revenues and Expenditures for Various Funds and Cost Centers of Covert Township

GENERAL FUND (101)

Revenues include an allocated millage of 0.8198 mills and various miscellaneous revenues.

000	Total Estimated Revenues	\$1,490,480
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EXPENDITURES

101	Township Board	\$200,468
171	Supervisors	\$58,273
191	Elections	\$11,919
209	Assessing	\$216,346
215	Clerk	\$79,895
247	Board of Review	\$2,374
253	Treasurer	\$75,250
265	Township Hall	\$44,597
276	Cemetery	\$16,376

390	Ordinance Enforcement	\$119,404
444	Streets/Sidewalks	\$399,588
445	Drains	\$3,500
526	Transfer Station	\$87,355
692	Parks	\$293,050
710	Water	\$4,196
738	Library	\$3,832
801	Planning	\$45,791
804	Museum	\$6,144
901	Appropriation	\$86,603
910	Insurance	\$26,685
Total Estimated Appropriations		\$1,781,646

MUNICIPAL STREET FUND (204)

Revenues include an allocated millage of 0.5000 mills and various miscellaneous revenues.

000	Total Estimated Revenues	\$277,876
000	Total Estimated Appropriations	\$626,345

POLICE FUND (207)

Revenues include an allocated millage of 1.9000 mills and various miscellaneous revenues.

000	Total Estimated Revenues	\$1,276,825
000	Total Estimated Appropriations	\$1,674,121

FIRE/AMBULANCE FUND (210)

Revenues include an allocated millage of 1.7000 mills and various miscellaneous revenues.

000	Total Estimated Revenues	\$1,650,297
000	Total Estimated Appropriations	\$2,135,884

BUILDING FUND (249)

Revenues include admin/permit fees and various miscellaneous revenues.

000	Total Estimated Revenues	\$49,077
000	Total Estimated Appropriations	\$43,964

COMMUNITY GARDEN (250)

Revenues include donations.

000	Total Estimated Revenues	\$0
000	Total Estimated Appropriations	\$1,000

MUSEUM (270)

Revenues include donations, subsidy from the General Fund, and various miscellaneous revenues.

REVENUES

000	Museum	\$633
265	Twp Hall	\$6,144

Total Estimated Revenues \$6,777

EXPENDITURES

000	Museum	\$575
265	Twp Hall	\$6,143

Total Estimate Appropriations \$6,718

COVERT PARK BEACH & CAMPGROUND (280)

Revenues include park entry fees, overnight camp fees, and various miscellaneous revenues.

Total Estimated Revenues \$1,143,828

Total Estimated Appropriations \$1,102,270

SENIOR SERVICES FUND (290)

Revenues include an allocated millage of 1.000, and various miscellaneous revenues.

Total Estimated Revenues \$604,294

Total Estimated Appropriations \$625,006

Section 6: Millage Levy

The Covert Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 0.8198 mills for township operations; and the following voter authorized millages as authorized under state law and approved by the electorate:

Allocated	General Operating Fund	0.8198
Extra Voted	Fire/Ambulance	1.7000
Extra Voted	Police	1.9000
Extra Voted	Roads	0.5000
Extra Voted	Senior Services	1.0000

Section 7: Adoption of Budget by Reference

The general fund budget of Covert Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 of this act.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Covert Township adopts the 2023 – 2024 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend

township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

Section 10: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of fiscal year to date revenues and expenditures compared to budgeted amounts.

Section 11: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 12: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 13: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978).

Section 17: Board Adoption

Motion made by _____, seconded by _____ to adopt the foregoing resolution. Upon roll call vote, the following voted aye: _____. The following voted nay: _____. The Supervisor declared the motion carried and the resolution duly adopted on the _____ day of _____, 20_____.

COVERT TOWNSHIP

Wednesday Pritchard, Clerk

P.O. Box 35
Covert, MI 49043-0035

CERTIFICATE

The undersigned Wednesday Pritchard, the duly elected Clerk of the Township of Covert, hereby certifies that the foregoing is a true copy of a Resolution adopted by the Covert Township Board at a public meeting held on _____ at which meeting a quorum was present; that the members of said Board voted upon the aforesaid Resolution as shown; and that said meeting was conducted in accordance with the Open Meetings Act of the State of Michigan.

Wednesday Pritchard, Clerk

Attest:

Daywi Cook, Supervisor