

**CLEARWATER TOWNSHIP  
CAPITAL IMPROVEMENT FUND  
RESOLUTION 7-2021**

**A resolution to establish a Capital Improvement Fund for Clearwater Township, Kalkaska County, to define the administration of the fund.**

**The Board of Trustees of Clearwater Township resolves:**

**Section 1: Title.** This resolution shall be known as the Clearwater Township Capital Improvement Fund Act.

**Section 2: Chief Administrative Officer.** The Supervisor 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 Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on expenditures.** Pursuant to MCLA 141.412, notice of a public hearing on expenditures from this fund will be published in a newspaper of general circulation a minimum of 15 days prior to a public hearing on the proposed expenditure.

**Section 5: Fiscal Responsibility.** Township officials responsible for the expenditures authorized may expend funds up to, but not to exceed, the total appropriation authorized for each expense, no transfers of appropriations for line items related to capital outlays may be made without prior board approval.

**Section 6: 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 7: 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 8: Budget Monitoring.** Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in the 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, supplementing the fund balance, or both.

**Section 9: 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) and the Clearwater Township personnel manual.

**Section 10: Board Adoption.**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution.

Upon roll call vote, the following voted:

“Aye”:

\_\_\_\_\_

“Nay”:

\_\_\_\_\_

The Township Supervisor declared the motion carried and the resolution duly adopted on September 16th, 2021.

\_\_\_\_\_, Clerk  
Melinda Booy