

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, NOVEMBER 23, 2015**

WORK SESSION – 6:00 P.M.

1. Review Draft of “2016 Board Business Plan” that Identifies Priorities
2. Discussion and Decision Regarding the Ballot Renewal for Harbor Transit/Street Maintenance Millage
3. Verbal Update from Chief Gerencer Regarding Proposal from Ottawa County 911 Purchase a New \$13 million, 800 MHz Radio System and Replace Four-Year Old VHF Radio System

REGULAR MEETING – 7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve November 9, 2015 Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$245,288.25 (*A/P checks of \$139,481.18 and payroll of \$105,807.07*)
 3. Approve Six-Month Extension of Tentative Preliminary Plat Approval for Lincoln Pines, Phase I
 4. Re-Appointment Dave Fritz to Parks & Recreation Committee for a term ending 8/31/18.
- VI. PUBLIC HEARING - "Truth In Budgeting" 2015 Fiscal Year Budget
- VII. OLD BUSINESS
 1. Approve Resolution 15-11-08 - 2016 Budget Appropriation
- VIII. NEW BUSINESS
 1. Approve Resolution 15-11-09 – Opposing Speed Limit Legislation
 2. Approve Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority
 3. Approve “2016 Board Business Plan” that Identifies Priorities
- IX. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s Report
 - a. October DPW Report
 - b. October Community Oriented Police Services (COPS) Report
 - c. October Legal Report
 4. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)

XI. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, NOVEMBER 9, 2015**

WORKSESSION – 6:00 p.m.

1. The Board discussed priorities for the upcoming year and identified the following five priorities:
 - a. Walkability within the Community including improvements to the Robbins Road corridor and the proposed pathway extension millage;
 - b. Community Engagement for both parks and pathways;
 - c. Harbor Transit and Transportation millage renewal;
 - d. Monitoring health care costs and options as the Township transitions into the Affordable Health Care Act system;
 - e. Re-draft of the Zoning Ordinance, and specifically reviewing the rules and regulations related to Planned Unit Developments;The Board requested that Manager Cargo prepare the 2016 Business Plan with the aforementioned.

REGULAR MEETING

I. CALL TO ORDER

The regular meeting of the Grand Haven Charter Township Board was called to order at 7:02 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: French, Redick, Behm, Larsen, Hutchins, Meeusen, and Kieft.

Board members absent:

Also present was Manager Cargo and Assessing Director Chalifoux.

IV. APPROVAL OF MEETING AGENDA

Motion by Supervisor French and seconded by Trustee Meeusen to approve the meeting agenda. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve October 26, 2015 Regular Board Minutes
2. Approve October 27, 2015 Board Work Session Minutes
3. Approve Payment of Invoices in the amount of \$586,170.37 (A/P checks of \$493,453.41 and payroll of \$92,716.96)
4. Reappoint Mary Jane Belter to Parks & Recreation Committee for a term ending 8/31/18 and also NORA Committee for a term ending 08/31/19.
5. Reappoint Jacquelyn Thoroughman to Parks & Recreation Committee for a term

ending 08/31/18.

6. Reappoint Jim Loftis to the Zoning Board of Appeals for a term ending 08/31/18.

Motion by Treasurer Kieft and seconded by Trustee Hutchins to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. PRESENTATION – David Miller – Chamber Economic Development Report

VII. JOINT PUBLIC HEARING – Special Assessment Hearings

Supervisor French opened the joint public hearing on the special assessment rolls for the December winter taxes at 7:18 p.m., which included the following:

1. FY2015 Special Assessment Police Services Roll
2. FY2015 Special Assessment Sewer Roll
3. FY2015 Special Assessment Storm Drain Roll
4. FY2015 Special Assessment Delinquent Water and Sewer Payments
5. FY2015 Special Assessments Street Lighting Roll
6. FY2015 Special Assessments Street Paving Roll

Assessing Director Chalifoux noted that all of the SAD collections have been previously affirmed by the Board through the Special Assessment process or state statutes. Further, the actual assessment rolls were made available for public review and are also available at tonight’s Board meeting. The actual monies that will be collected for these services are as follows:

✓ Police Services SAD roll total	= \$367,012.00
✓ Sanitary Sewer SAD roll total	= \$ 43,528.35
✓ Storm Drains SAD roll total	= \$ 39,683.46
✓ Delinquent Water/Sewer SAD roll total	= \$ 1,103.16
✓ Street Lighting SAD roll total	= \$115,371.82
✓ Street Paving SAD roll total	= \$ 717.99
TOTAL	= \$567,416.78

There being no further comments, Supervisor French closed the joint public hearing at 7:20 p.m.

VIII. OLD BUSINESS

1. **Motion** by Trustee Meeusen and supported by Supervisor French to approve Resolution 15-11-01 that approves the \$367,012 estimated Special Assessment service charge for police services. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Larsen, Hutchins, Kieft, Meeusen, Redick, Behm, French

Nays:

Absent:

2. **Motion** by Treasurer Kieft and supported by Trustee Hutchins to approve Resolution 15-11-02 that approves the \$43,528.35 estimated Special Assessment sewer charge. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Behm, Hutchins, Meeusen, Redick, Kieft, French, Larsen
Nays:
Absent:

3. **Motion** by Clerk Larsen and supported by Supervisor French to approve Resolution 15-11-03 that approves the \$39,683.46 estimated Special Assessment service charge for storm water maintenance. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Kieft, French, Meeusen, Behm, Hutchins, Larsen, Redick
Nays:
Absent:

4. **Motion** by Trustee Hutchins and supported by Clerk Larsen to approve Resolution 15-11-04 that approves the \$1,103.16 estimated Special Assessment service charge for delinquent water and sewer bills. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Hutchins, Larsen, Kieft, French, Behm, Meeusen, Redick
Nays:
Absent:

5. **Motion** by Trustee Redick and supported by Trustee Behm to approve Resolution 15-11-05 that approves the \$115,371.82 estimated Special Assessment service charge for street lighting. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Hutchins, French
Nays:
Absent:

6. **Motion** by Trustee Meeusen and supported by Clerk Larsen to approve Resolution 15-11-06 that approves the \$717.99 estimated Special Assessment service charge for street paving. **Which motion carried**, as indicated by the following roll call vote:

Ayes: French, Kieft, Behm, Meeusen, Larsen, Redick, Hutchins
Nays:
Absent:

IX. NEW BUSINESS

1. **Motion** by Supervisor French and supported by Trustee Meeusen to approve Resolution 15-11-07 restating the Grand Haven Charter Township Governmental Retirement Plan. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Redick, Meeusen, Kieft, Hutchins, Larsen, French, Behm
Nays:
Absent:

X. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports – Clerk Larsen noted that the Personnel Committee is scheduled to meet on Tuesday, December 1st at 7:30 a.m.
- c. Manager’s Report

- i. September Legal Review
 - The Board requested additional information on the Law/Walters land division
 - The Board requested additional information on the NORGC using the rifle range to “sight” rifles for deer season.
- ii. October Ordinance Enforcement Report
- iii. October Building/Zoning Report
- d. Others - The Board requested that Manager Cargo provide costs and information on providing flags in the cemeteries for veterans and provide additional information on a program called “Wreaths Across America”.

XI. PUBLIC COMMENTS

Laird Schaefer (*12543 Wilderness Trail*) noted concern with providing flags since the Township would miss veterans without the identifying DT-214 form.

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Hutchins to adjourn the meeting at 7:40 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen

Grand Haven Charter Township Clerk

Karl French

Grand Haven Charter Township Supervisor



SUPERINTENDENT'S MEMO

DATE: November 18, 2015

TO: Township Board

FROM: Bill Cargo

SUBJECT: Renewal of Transportation Millage – Schedule an Election

As you are aware, the Grand Haven Charter Township's Transportation millage will be placed on a ballot for renewal in 2016. This 0.95 mill property tax funds the Township's portion of Harbor Transit service, street resurfacing projects, re-graveling rural roads, and dust control on the gravel roads.

With regard to selecting an election date, it is important to note that Townships are now allowed to place local ballot proposals on the March 8, 2016, presidential primary ballot. However, the ballot language must be approved by the Township Board and filed with the County Clerk by the 12th Tuesday before the election. For 2016, this date is December 15th.

I am recommending that the millage renewal be placed on the Presidential Primary ballot for the following reasons:

- Because the ballot measure will not be “lost” among a myriad of other ballot proposals or have to “compete” with other ballot initiatives.
- Because should the ballot renewal “fail”, the Township will have ample opportunity to re-schedule the renewal at another election;
- Because, if approved, it will remove this important project from the 2016 Project List at the earliest possible date and allow the Board to focus on other priorities..

The downside of placing the ballot on the presidential primary ballot is that staff are unsure what type of turn-out will occur and if the voters that decide to participate will be “representative” of the township electorate.

If the Board agrees to schedule the renewal of the Transportation millage on the next upcoming election, the following motion can be offered:

Move to instruct staff to draft the necessary ballot language and resolution in order to schedule renewal of the 0.95 Transportation millage for the March 8th presidential primary election.

Statistics Regarding the Transportation Millage

About **63%** of the monies collected (or about \$1.8 million) from the 0.95 mills Transportation millage have been used to support Harbor Transit service through the Township. Grand Haven City, Spring Lake Village, Ferrysburg City, Grand Haven Charter Township and Spring Lake Township are all partners that collaborate to provide this on-demand bus service.

Ridership with Harbor Transit has grown by about **45%** — increasing from 155,643 rides in 2011 to over 225,000 rides in 2015. And because voters recently approved the addition of Spring Lake Township to Harbor Transit, ridership numbers will continue to increase↑.

About **37%** of the monies were used to supplement the Township road maintenance program. When combined with General Fund monies and Tax Increment Finance funds, the Township has budgeted about **\$3.5** million since 2011 and accomplished the following:

- ✓ Re-surfaced about **18.3** miles of local or subdivision streets;
- ✓ Crack sealed about **49** miles of roadways;
- ✓ Re-graveled over **3.94** miles of rural roadways; and,
- ✓ Applied **15** dust palliative treatments to the Township's 19 miles of gravel roadways.

The above numbers are fairly impressive, especially when it is understood that the figures do not include road maintenance done by the Ottawa County Road Commission. (*During this same five-year period the OCRC re-surfaced or seal coated about **11.18** of roadways.*)



Community Development Memo

DATE: November 18, 2015

TO: Township Board

FROM: Stacey Fedewa, Planning & Zoning Official

RE: Lincoln Pines – Tentative Preliminary Plat Approval – Extension of Time

BACKGROUND

The 99-unit single family residential PUD received Tentative Preliminary Plat Approval from the Township Board on December 8, 2014. Section 3.1.17.B of the Township’s Subdivision Control Ordinance allows an approval period of 1 year, which may be extended if applied for by the proprietor and consented to in writing by the Township (*request enclosed*).



The Developer is requesting a six month extension of the Tentative Preliminary Plat Approval.

CURRENT STATUS

The Developer is nearing the end of construction plan review with the Department of Public Services. It is expected this approval will occur before year end. Therefore, a six month extension is more than enough time to accomplish this step in the platting process.

NEXT STEPS

To complete the platting process the steps below must occur in the following order:

1. Township must approve the construction plans.
2. Developer can submit a Preliminary Plat for Final Approval after construction plans are approved.

3. Construction can begin after the Township Board has provided final approval of the Preliminary Plat.
 - The Developer is required to install over-sized sanitary sewer, which will be located under a wetland. To facilitate this complex installation the Developer will perform the work during the winter (*much less dewatering and stable ground for the cranes*).
4. Final Plat approval can be submitted after “as builts” have been prepared (*identifies the exact location of underground utilities*).

RECOMMENDATION

Based on the information provided, staff recommends the Township Board approve the request for an extension of the Tentative Preliminary Plat Approval for Phase 1 of the Lincoln Pines Subdivision. If the Township Board agrees with the aforementioned recommendation, the following motion can be offered:

Motion to approve the requested six month extension (*i.e., June 7, 2016*) for the Tentative Preliminary Plat Approval for Phase 1 of the Lincoln Pines Subdivision based on the request meeting the applicable requirements of Section 3.1.17.B of the Grand Haven Charter Township Subdivision Control Ordinance.

Please contact me prior to the meeting with questions or concerns.

November 17, 2015

Ms. Stacey Fedewa
Grand Haven Charter Township
13300 168th Ave.
Grand Haven, MI 49417

**Re: Tentative Preliminary Plat of Lincoln Pines Phase 1: Section 112 Approval - Extension Request
Part of the SE ¼ and the SW ¼ of Section 12, T7N, R16W, Grand Haven Township, Ottawa County, MI**

Dear Ms. Fedewa:

On behalf of Signature Land Development Corporation, developer of the Lincoln Pines Phase 1 project, we are requesting a 6 month approval extension of the Tentative Preliminary Plat (Section 112), which was originally approved by the Township Board on December 8, 2014 and is set to expire. We are currently nearing construction plan approval and should conclude that effort in the next month. It is our intent to submit for Final Preliminary Plat (Section 120) upon obtaining construction plan review approvals from the various agencies with the intent to begin construction this winter. Upon your review of this information, we would appreciate being placed on the November 23rd Township Board's meeting agenda to address this request for extension.

Please let us know if you need any additional drawings provided to accompany this request.

If you have any questions or comments regarding this material, or require additional information, please feel free to contact me.

Sincerely,
Holland Engineering, Inc.



Arne Larsen, P.E.
Project Manager

Cc: Michael McGraw – Signature Land Development Corporation, 1188 East Paris Ave SE, suite 100,
Grand Rapids, MI 49546
File

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SUPERINTENDENT'S MEMO

DATE: November 17, 2015
TO: Township Board
FROM: Cargo
SUBJECT: Supervisor French's Re-Appointment

Dave Fritz is eligible for reappointment to the Parks and Recreation Committee. Pursuant to the requirements of Section 2.11 of the Administrative Policies and Procedures Manual, Supervisor French is re-appointing:

1. **Dave Fritz** (*an owner of Fritz Auto Body*) who is also a long-time participant in the Township's park and recreation program and has been directly involved in sport leagues that use the Township's facilities. Fritz has also been involved in drafting the Township's 5-year parks and recreation plans.

To implement the aforementioned, the following motions can be offered:

Move to re-appoint Dave Fritz to the Township's Parks and Recreation Committee for a term ending August 31, 2018.

If you have any questions or comments prior to the meeting, please contact Supervisor French.

SUPERINTENDENT'S MEMO

DATE: October 21, 2015

TO: Township Board, Department Directors

FROM: Cargo & Sandoval

SUBJECT: 2016 Budget

OVERVIEW:

Pursuant to state law, the superintendent must prepare and forward a budget to the full Board for consideration. A budget work session was held on **October 27th** to review and finalize the budget.

A public hearing on the FY 2015 budget is scheduled for **November 23rd at 7:00 p.m.** A copy of the proposed FY 2016 budget was made available for public review. (*Please note that the Truth-in-Taxation hearing was held on **October 26th** and the joint public hearing on the Special Assessments was held on **November 9th***).

In addition to this cover memorandum, please find the following:

1. Resolution 14-11-08, which is the 2016 Budget Appropriation Act;
2. The 2016 Budget Worksheet, which provides line item detail;
3. The 2016 Summary of Revenues and Expenditures; and,
4. The 2015-2018 Capital Improvement Plan Summary.

2016 BUDGET SUMMARY:

The total budget revenue within all eleven (11) funds is projected at \$9,898,710 with total budget expenditures estimated at \$9,479,200. It is interesting to note that the proposed FY 2016 budget is not substantially different from the three-year, line item budget provided in July other than the “carry forward” of a pathway project from FY 2015 to FY 2016 (*i.e., Mercury Drive pathway resurfacing*).

The budget as a whole shows revenues exceeding expenditures by about **\$419,510**. The major reason for revenues exceeding expenditures is that (1) the DDA Fund will be investing about

84% of revenues for future capital improvement projects; (2) the Fire/Rescue Fund will be investing about 9% of revenues for future capital spending; (3) the Sewer Fund will be investing 1% of revenues for future capital improvements or maintenance; and, (4) the Water Fund will be investing about 4% of revenues for future capital improvements or maintenance.

It is important to remember that although GHT adopts a single budget resolution each year, the total budget discussed in this overview is actually eleven (11) separate budgets ... one for each of the Township's funds. With few exceptions, monies from one fund cannot be transferred to other funds, unless there is a specific service received.

It is also noted that a large number of funds and accounts are referenced as a "continuation budget". By this I mean that the activities previously approved by the Board are being maintained and the cost for these services remain substantially similar.

The remainder of this cover memorandum will briefly review each of these eleven (11) separate budgets.

1 - General Fund:

The General Fund budget will have revenues of \$3,219,990 and expenditures of \$3,404,380. The General fund's fund balance will be decreased from an estimated \$1.9 million on December 31st of 2015 to a projected \$1.7 million the following year. *(This equates to about a six month surplus, which is considered very healthy.)*

Property tax revenues will increase slightly by about \$21,000 over previous. Property values in GHT increased about 3.94% in 2015 over 2014. *(Remember that the property tax monies collected in December of 2015 for the 2016 Fiscal Year are based upon 2015 Assessments.)*

It should be noted that most Personal Property Tax revenues (or PPT) are virtually eliminated. However, this only has a minor impact on the General Fund. The impact of the PPT legislation has a greater impact on the DDA Fund; but, the State of Michigan is expected to reimburse the Township for this revenue loss in the amount of \$14,000. *(Reimbursement monies for FY 2015 are estimated at about \$16,000.)*

Revenues associated with construction have continued their upward trend (i.e., \$312,000). *(Please note that these projections do not include building fees associated with the proposed Spectrum facility. However, if this project is approved, building fees will increase substantially.)*

The constitutional portion of State Shared Revenues are stable at just over \$1.2 million annually. But, the so-called "City, Village, and Township Revenue Sharing" (CVTRS) program is not expected to provide any monies to the Township in FY 2016. In brief, unlike the Constitutional portion of the State Shared Revenues, these CVTRS monies can be eliminated by the State Legislature. More specifically, the elected officials in Lansing decided not to fund this program for FY 2015/16 (i.e., "what the state giveth, the state can taketh away"). *(It is interesting to note that*

although the Township will not receive CVTRS monies during FY 2016, Sandoval is still required to complete the CVTRS reporting requirements prior to December 1st.)

The General Fund revenues include “Administrative Fees” of \$339,500 paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (See the “2016 Administrative Fees and Overhead” spreadsheet.)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget (*although expenditures are about \$4,880 less than previous*) and contains monies for the following activities or projects:
 - \$20,500 to support economic development activities through the Chamber of Commerce per the current contract;
 - \$7,500 for July 4th fireworks;
 - \$1,000 for conferences and seminars;
 - \$1,500 for an Employee Recognition Lunch; and,
 - \$ 8,000 for an Appreciation Dinner for committee members and staff.
- 2) The Supervisor Account is a continuation budget (*although expenditures are about \$380 less than previous*).
- 3) The Administrative Account is a continuation budget (*although expenditures are about \$13,640 less than previous mostly due to a greater portion of the Administrative Assistant’s time being allocated to Elections*).
- 4) The Accounting Department is a continuation budget, except that it contains monies for a new scanner and credit card readers at the pay windows.
- 5) The Clerk Account is a continuation budget, except that monies have been included for additional hours associated with maintaining voter files during a General Election year.
- 6) The Board of Review Account is a continuation budget.
- 7) The Treasurer Account is a continuation budget (*although expenditures are about \$1,530 less than previous*).
- 8) The Assessing Account is a continuation budget, except that a part-time, 30-hour per week position is added to assist with field work at a total cost of about \$33,000.
- 9) The Elections Account has been budgeted with the assumption that there will be four elections – including the March 8th Presidential Primary Election; the May 3rd School Elections; the August 2nd Primary Elections; and, the November 8th General Elections. As a result this Account has increased from the current \$20,640 to a projected \$103,290, an increase↑ of \$82,650.

10) The Building and Grounds Account is a continuation budget, except for the following projects:

- Security improvements to the Administrative building lobby and exterior lighting at an estimated cost \$55,000;
- Replacement of ten “training” tables at an estimated cost of \$1,800;
- Replacement/upgrade of thermostats and sensors at an estimated cost of \$4,000;
- Roof repair at the Administrative building at an estimated cost of \$5,000;
- Re-painting certain hallways, offices and rooms at an estimated cost of \$2,800;
- Parking lot repairs for the lot between the fire station and administrative building at an estimated cost of \$10,000;
- Replacement of compact lights in offices with LEDs at a cost of \$2,100; and,
- HVAC improvements at a cost of \$3,000.

11) The Cemetery Account is a continuation budget, except for the following projects:

- Platting an expanded area within the Historic Cemetery at an estimated cost of \$8,000; and,
- Installing “corner markers” for the new platted sections of the Historic Cemetery at an estimated cost of \$5,000.

12) The Community Development Account is a continuation budget. However, it is noted that building fees (*and the related plan reviews and inspection costs*) could increase substantially over current estimates depending upon commercial development – such as the proposed Spectrum project.

It is noted that the direct FY2016 revenues for the building inspection program are estimated at about \$312,150 while direct expenditures are about \$294,220, which essentially is “break-even”.

13) The Storm Drains Account is funding an estimated \$8,000 for at-large drain maintenance costs. This is based upon current projects completed by the office of Water Resources Commissioner.

In addition, it is noted that the proposed “Orphan Drain” project to identify and move all of these drains into the realm of the Ottawa County Water Resources Commission will be bid during FY 2016 and will add about \$40,000 to this Account. (*The Orphan Drain project will require about five-years to complete. However, the majority of the costs will be incurred during FY 2016.*)

I would also note that the design and construction for the Hiawatha Drain is pending. However, construction on this project could begin as early as 2016. Further, if the project moves forward, construction costs will likely be bonded.

14) The Road Construction Account is no longer utilized. Rather, the General Fund will

transfer \$125,000 to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2016.

[Because Act 51 monies (i.e., gas and weight taxes) are insufficient for the Ottawa County Road Commission to maintain the county roads, GHT has used General Fund monies to supplement the Road Commission's maintenance activities. Specifically, the following road maintenance activities are allotted to the Township:

- *all subdivision resurfacing;*
- *all dust control; and,*
- *most gravel road maintenance.]*

15) The Street Lighting Account is a continuation budget with SALD revenues covering about 95% of the cost. *(Recall that GHT pays for certain intersection lights as opposed to having these lights included in any SALD.)*

16) The Waste Collection Account is a continuation budget, but reflects the new leaf handling agreement with VerPlank Dock Company.

17) The Planning Commission Account is a continuation budget, except for the following items:

- \$10,000 is budgeted for the start of a re-codification or re-write of the Zoning Ordinance in response to the new Master Plan. *(This will likely be a two-year project and cost in excess of \$20,000 when completed.)*
- \$4,000 is budgeted for the Community Engagement project related to the pathways and parks.

18) The Zoning Board of Appeals Account is a continuation budget *(although expenditures are about \$600 less than previous).*

19) The Parks and Recreation Account is a continuation budget *(although expenditures are about \$394,550 less than previous because of the FY 2015 MNRTF land acquisition grant).* The maintenance and capital projects within this Account include the following:

- \$5,000 to add a barrier free walkway at Pottawattomie Park from the parking area to the a play area;
- \$10,000 to raze the structures on the Witteveen Trust property;
- \$20,000 to replace the boat launch ticket machine *(following the Ottawa County standard);*
- \$7,500 to stabilize/add a retaining wall west of the soccer field at Hofma Park;
- \$3,000 to replace the grills at Hofma Preserve;
- \$25,000 for trail maintenance at Hofma Preserve;
- \$7,500 to replace three camera poles at Pottawattomie Park;
- \$11,000 to replace blower used almost daily at the various parks and pathway;
- \$5,000 to replace “old growth” trees in the parks; and,
- \$1,000 to add “bark” to play areas.

- 20) The Bike Path Account is a continuation budget, except that the maintenance and capital projects within this Account total about \$362,100 and include the following:
- \$226,000 to overlay of Mercury Drive pathway from City border to Pottawattomie Bayou. (*This project is a “carry forward” from FY 2015.*)
 - \$60,000 to overlay a portion of Lakeshore pathway;
 - \$40,000 for “normal” repairs to pathway and appurtenances; and,
 - \$7,500 to repaint cross-walks. (*This will be an annual maintenance project; as opposed to every two years.*)
- 21) The Appropriations Transfers Account sends:
- \$119,820 for debt payments associated with the 2013 Township Building Refunding Bonds. (*This debt expires in 2021.*)
 - \$5,360 for OPEB costs.
 - \$153,430 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*)
 - \$125,000 for street maintenance activities. (*This is in addition to the \$229,380 used for the street maintenance from the Municipal Street Fund.*)

2 - Municipal Street Fund:

This budget accounts for monies related to the 0.95 millage approved by the voters in 2011. The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.6 mills*) are utilized to fund Harbor Transit service in the Township (*which is estimated to be \$393,090 during FY2016*).

Second, a portion of the monies (*i.e., \$229,380*) are utilized for road maintenance work, which is also supplemented by the General Fund (*i.e., an additional \$125,000*). A total of \$404,480 for road maintenance is included in the FY2016 budget.

This fund is essentially a “break even” fund with revenues and expenditures being equal (*although \$50,000 in fund balance will be utilized*). **The fund is projected to have \$748,070 in revenues and \$798,070 in expenditures.**

3 - Fire Fund:

The budget for the Fire/Rescue Department reflects the 2014 voter approved millage rate of 1.9 mills.

The Fire/Rescue budget will have revenues of about \$1,260,450 and expenditures of about \$1,148,280. This will create a surplus of \$112,170 that will be added to the existing fund balance of \$177,553.

The table below will be used to annually compare the projected fund balances that were

presented to the voters in 2014 to the actual/budgeted fund balance. Although the Township started with less than expected “*in the bank*”, the Township will be about 9% above projections at the end of the current fiscal year and about 25% above projections at the end of FY 2016. ☺

Fire/Rescue Millage - Projected Fund Balance vs. Actual/Budgeted						
Year	Projected Surplus	CIP Costs	Projected Fund Balance with CIP	Actual/Budgeted Surplus	Actual/Budgeted Fund Balance	% Difference Projected vs. Actual
2014			\$93,348		\$80,423	-13.85%
2015	\$100,000	\$30,000	\$163,348	\$97,130	\$177,553	8.70%
2016	\$100,000	\$31,000	\$232,348	\$112,170	\$289,723	24.69%
2017	\$100,000		\$332,348			
2018	\$100,000	\$45,000	\$387,348			
2019	\$100,000		\$487,348			
2020	\$100,000		\$587,348			
2021	\$100,000	\$680,000	\$7,348			
2022	\$100,000		\$107,348			
2023	\$100,000	\$18,000	\$189,348			
2024	\$100,000	\$52,000	\$237,348			
2025	\$100,000		\$337,348			

The Fire/Rescue budget is a continuation budget with the following equipment purchases and maintenance projects:

- \$31,000 to replace the all-terrain vehicle (ATV) pursuant to the Capital Improvement Plan (CIP). *(It is noted that a grant is pending that could contribute \$8,000 toward this cost.)*
- Purchase four sets of turnout gear at \$9,600.
- Replace an 18-year old “smoke machine” used in training at \$1,100.
- Replace 400 feet of 1.75 inch hose on 1021 at \$1,200.
- Replace 13-year old carpet in Fire/Rescue station at \$9,000.
- Replace appliances in Fire/Rescue station at \$4,000.
- Re-finish counter and cabinets in the kitchen at \$1,500. *(Work will be completed using “in-house” staff.)*
- Re-seal portion of 20-year old station roof at \$2,800.
- Replace 21-year old dining table and chairs at \$1,400.
- \$18,720 OPEB costs *(i.e., retiree health care)* for the IAFF union members. And,
- \$33,770 for Information Technology Services. *(Please see the IT spreadsheet for a detailed review of costs and services.)*

4 - Police Services SAD Fund:

This budget accounts for monies related to the Police Services Special Assessment District that is used to purchase police service contracts with the Ottawa County Sheriff’s Department. This fund is basically a “break even” fund with revenues and expenditures being about equal. **The fund is estimated to have \$418,210 in revenues and expenditures at \$419,600 for FY 2015.** *(This fund pays for four COPS deputies, who supplement the work of the Sheriff’s department in GHT. The GHAPS District funds 67% of one of the deputies.)*

Cash reserves in the Police Services SAD Fund are projected at about \$137,840 at the end of FY2016.

5 - Downtown Development Authority:

The DDA budget has projected revenues of \$557,330 with estimated expenditures of \$91,510. This estimate is based upon a "captured" full value equivalent tax base of about \$55.5 million with a millage rate of 10.4424 mills. *(Please see attached spreadsheet.)*

The DDA does not have any projects scheduled for FY 2016. But, a portion of the professional engineering and design fees for the 168th Avenue street reconstruction project will be spent in FY 2016 to ensure a winter FY 2017 bid of this project.

Cash reserves for the DDA are estimated at about \$1.3 million at the end of FY 2016.

6 & 7 - Debt Funds -- Water, Township Building complex:

The debt funds are a budgeting "no-brainer". GHT collects the revenues and pays the bonds pursuant to the bond repayment schedule. **The total debt revenue collected will be \$354,560** from these two funds.

Further, **a total of \$364,580 in debt payments will be made during 2016** from the Water Debt Fund and Refunded Building Debt Fund.

Additional debt payments are made under the Water Fund and Sewer Fund. However, these debt payments are funded from operational revenues.

It should be noted that GHT has very little general obligation debt. ☺ Further, the Water Debt will expire in **2017** while the Building debt will expire in **2021**. This means that the proposed Pathway Debt that will be voted on during the November General Elections of 2016 will not be collected until December of 2017 ... after the Water Debt expires.

8 - Sewer Fund:

The Sewer Fund will collect about \$764,420 in revenues and incur an estimated \$757,780 in expenditures. *(See the "Yearly Waste Water Totals & Projections" spreadsheet.)*

The significant costs within the Sewer Fund budget include the following:

- \$206,680 to process an estimated 113.9 million gallons of waste water collected;
- \$206,090 in debt payments;
- \$73,050 for the Sewer system's portion of the project to replace the automated meter reading system that was installed in 1999. This project will take a minimum of three years;

- \$10,000 to upgrade one of the four “canned” pump stations to the SCADA system;
- \$15,900 for chemical feed at the East Ferris Street lift station to control odors;
- \$18,430 for Information Technology Services. *(Please see the IT spreadsheet for a detailed review of costs and services.)*

The cash reserves of the Sewer Fund are estimated to increase by \$6,640 to a projected **\$1.33 million** at the end of FY 2016.

9 - Water Fund:

The Water Fund will collect about \$2,306,680 in revenues and incur an estimated \$2,209,960 in expenditures. *(See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”.)*

The revenues are based on the sale of 500 million gallons of potable water and 75 new residential connections and 4 new commercial connections to the system.

The significant costs within the fund include the following:

- \$506,820 to purchase 550 million gallons of water;
- \$36,460 for meter purchases;
- \$9,600 for hydrant purchases;
- \$42,750 for service line purchases;
- \$6,420 for contaminant testing, including monies for required EPA annual water quality testing of unregulated contaminant monitoring; *(Note: These tests will likely be used to establish thresholds for currently unregulated contaminants.)*
- \$12,000 for the typical updates to the water’s portion of the GIS system;
- \$33,380 for contracted services associated with a projected 75 new residential water connections;
- \$25,000 for hydrant repair and maintenance;
- \$39,000 to repair 30 service line breaks *(associated with the plastic service lines still in the system)*;
- \$170,450 for the Water system's portion of the project to replace the automated meter reading system that was installed in 1999. This project will take a minimum of three years and includes the hire of a full-time employee;
- \$22,500 to replaced an “aged” control valve at the west meter station;
- \$35,650 for Information Technology Services. *(Please see the IT spreadsheet for a detailed review of costs and services.)* and,
- \$715,780 for various debt payments.

The cash reserves of the Water Fund are projected to increase by about \$96,720 to an estimated **\$1.46 million**.

The final two funds are internal services funds for the Township.

10 - OPEB Fund:

OPEB is an accounting concept created by the Governmental Accounting Standards Board (GASB) that is designed to address expenses that entities may or may not be legally bound to pay, but pay as a moral obligation. For GHT, the only OPEB cost is a retiree medical benefits plan that provides health insurance for current retirees and IAFF union members between the ages of 60 and 65 and a Medicare “filler” insurance program after age 65.

Watkins Ross will be required to complete a new actuarial study to re-determine the OPEB liability for the Township during FY 2016 at an estimated cost of \$3,200. Recall that it is considered prudent (*although not legally required*) to pre-fund any OPEB cost.

OPEB contributions from the appropriate funds are projected at \$27,720 while the OPEB costs for 2016 are budgeted at \$23,760. The projected fund balance for the OPEB Fund will be about \$103,373 at the end of the 2016 fiscal year.

11 - Information Technology:

Information Technology (IT) costs for FY 2016 has revenues of \$241,280 with the following transfers funding this Fund:

- General Fund Transfer = \$153,430
- Fire/Rescue Fund Transfer = \$ 33,770
- Water Fund Transfer = \$ 35,650
- Sewer Fund Transfer = \$ 18,430

The \$261,280 IT budget can be divided into the following three major categories:

- Software & License fees = \$89,130 (*about 34.1%*)
- IT Professional fees = \$72,510 (*about 27.8%*)
 - ✓ \$53,832 for Worksighted agreement
 - ✓ \$10,400 for Webtec agreement
 - ✓ \$ 4,000 for Ottawa County GIS
 - ✓ \$ 600 for Ottawa County web hosting
 - ✓ \$ 1,270 for GHAPS DR hosting
 - ✓ \$ 2,400 for Charter internet services
- Computer Hardware costs, including: = \$99,640 (*about 38.1%*)
 - ✓ \$26,000 Dell PowerEdge R730 (migration to new server)
 - ✓ \$26,000 Dell PowerEdge R730 (disaster recover cluster)
 - ✓ \$ 5,400 Dell micro desk tops
 - ✓ \$ 8,000 Supplies for phones, computers, printers, etc.

Please see the “Software Expense and Computer Services” spreadsheet for a detailed cost breakdown.

Personnel Costs:

This final section highlights various aspects of the personnel costs contained in the budget, including the following:

- ☑ The budget did not apply any cost-of-living allowance on the 2014 MML Wage Scale. *(Recall that because of dropping energy costs, inflation is close to “zero” percent for the previous twelve months.)*
- ☑ The Township’s Priority Health HMO and HSA health care costs increased by 3.42%. *(Recall that because of late amendments to the Affordable Health Care Act, Priority Health is able to continue to provide the same health care plan to the Township, which limited the premium increase.)*
- ☑ GHT employees will be paying 10% of their health care premiums in 2016. These payments are as follows:
 - Single - \$ 45.36/month
 - Double - \$ 99.80/month
 - Family - \$124.75/month*(Please see the 2016 Insurance Listing for additional information.)*
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (*i.e.*, P.A. 152), GHT will be below↓ the “hardcap” rule by about **\$6,749**. Because the Township is now eligible for CVTRS monies (*i.e.*, statutory state shared revenues), it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs. *(Note that the Legislature did not fund the CVTRS portion of state revenue sharing for FY 2015/16.)*
- ☑ The premium for the Priority Medicare Individual Plan (*for retirees age 65 and above*) has remained at \$95.00 per month (*i.e.*, a “zero” percent increase) for 2016 with an additional dental option of \$15.00 that the retiree can pay.
- ☑ The health care waiver payments for full-time employees will remain at the following levels:
 - Single - \$166.67/month
 - Double - \$333.33/month
 - Family - \$333.33/month
- ☑ The dental care waiver payments for full-time employees will remain at the following levels:
 - Single - \$ 15.94/month
 - Double - \$ 29.56/month
 - Family - \$ 51.24/month
- ☑ Delta Dental insurance premiums decreased↓ by about 4%.

To approve the FY 2016 Budget Resolution, the following motion can be offered:

Motion to approve Resolution 15-11-08, which is Fiscal Year 2016 Grand Haven Charter Township Appropriations Act that appropriates a total of \$9,479,200 by activity.

Please contact either Cargo or Sandoval if you should have any questions or comments.

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET RESOLUTION 15-11-08 FOR ADOPTION
BY THE GRAND HAVEN CHARTER TOWNSHIP BOARD
OF THE 2016 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Grand Haven for the Fiscal Year 2016, a resolution to make appropriations; to provide for the expenditure of appropriations; to provide for the disposition of income received by the Township; to define the powers and duties of 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 Grand Haven Charter Township resolves:

SECTION 1: TITLE

This resolution shall be known as the 2016 Grand Haven Charter Township Appropriations Act.

SECTION 2: CHIEF ADMINISTRATIVE OFFICER

The Township Superintendent, pursuant to state law, shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this resolution.

SECTION 3: FISCAL OFFICER

The Township Accounting Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this resolution.

SECTION 4: PUBLIC HEARING ON THE BUDGET

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in the Grand Haven Tribune, a newspaper of general circulation on November 16, 2015 and a public hearing on the proposed budget was held on November 23, 2015 at 7:00 p.m. at the Township Hall.

SECTION 5: ESTIMATED REVENUES AND EXPENDITURES OF VARIOUS FUNDS

SUBSECTION A: GENERAL FUND

The total revenues and unreserved fund balance estimated to be available for appropriations in the **GENERAL FUND** of Grand Haven Charter Township, including an allocated millage of 0.9171 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2016 are as follows:

REVENUE		NOTES
General Fund Revenues	3,219,990	
Fund Balance on 01/01/16	1,872,154	
Total Available Funds	\$5,092,144	

That \$3,404,380 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURE		NOTES
General Fund Expenditures	3,404,380	
Fund Balance on 12/31/16	\$1,687,764	

SUBSECTION B: MUNICIPAL STREET FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **MUNICIPAL STREET FUND** of the Charter Township of Grand Haven, including a voter-authorized millage of 0.95 mills, and various other revenues for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Municipal Street Fund Revenues	748,070	
Fund Balance on 01/01/16	82,282	
Total Available Funds	\$830,352	

That \$798,070 of the total available to appropriate in the **MUNICIPAL STREET FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Municipal Street Fund Expenditures	798,070	\$393,090 will be transferred to Harbor Transit; \$394,480 will be retained for street maintenance
Fund Balance on 12/31/16	\$32,282	

SUBSECTION C: FIRE DEPARTMENT FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **FIRE DEPARTMENT FUND** of the Charter Township of Grand Haven, including a voter-authorized millage of 1.9000 mills for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Fire Fund Revenues	1,260,450	
Fund Balance on 01/01/16	177,553	
Total Available Funds	\$1,438,003	

That \$1,148,280 of the total available to appropriate in the **FIRE DEPARTMENT FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Fire Fund Expenditures	1,148,280	
Fund Balance on 12/31/16	\$289,723	

SUBSECTION D: POLICE SERVICES SAD FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **POLICE SERVICES SAD FUND** of the Charter Township of Grand Haven, including a township-wide special assessment levy equal to 0.5500 mills on the taxable value of real property, and various other revenues for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Police SAD Fund Revenues	418,210	
Fund Balance on 01/01/16	139,232	
Total Available Funds	\$557,442	

That \$419,600 of the total available to appropriate in the **POLICE SERVICES SAD FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Police SAD Fund Expenditures	419,600	Funds 3.34 Sheriff deputies
Fund Balance on 12/31/16	\$137,842	

SUBSECTION E: DOWNTOWN DEVELOPMENT AUTHORITY

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **DOWNTOWN DEVELOPMENT AUTHORITY FUND** of the Charter Township of Grand Haven for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
DDA Fund Revenues	557,330	
Fund Balance on 01/01/16	830,266	
Total Available Funds	\$1,387,596	

That \$91,510 of the total available to appropriate in the **DOWNTOWN DEVELOPMENT AUTHORITY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
DDA Fund Expenditures	91,510	
Fund Balance on 12/31/16	\$1,296,086	

SUBSECTION F: DEBT SERVICE FUND - WATER

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND - WATER** of the Charter Township of Grand

Haven, including a voter-authorized millage rate of 0.2200 mills, and various other revenues for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Water Debt Fund Revenues	144,360	
Fund Balance on 01/01/16	31,451	
Total Available Funds	\$175,811	

That \$154,360 of the total available to appropriate in the **DEBT SERVICE FUND - WATER** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Water Debt Fund Expenditures	154,360	
Fund Balance on 12/31/16	\$21,451	

SUBSECTION G: DEBT SERVICE FUND – REFUNDED BUILDING DEBT

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND – REFUNDED BUILDING DEBT** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.00 mills, and various other revenues for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Building Debt Fund Revenues	210,200	57% from GF; 31% from Water; 12% from Sewer
Fund Balance on 01/01/16	315	
Total Available Funds	\$210,515	

That \$210,220 total available to appropriate in the **DEBT SERVICE FUND – TOWNSHIP CAMPUS** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Campus Debt Expenditures	210,220	
Fund Balance on 12/31/16	\$295	

SUBSECTION H: SEWER DEPARTMENT

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **WASTEWATER FUND** of the Charter Township of Grand Haven for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Wastewater Fund Revenues	764,420	
Cash Reserves on 01/01/16	1,319,888	
Total Available Funds	\$2,084,308	

That \$757,780 of the total available to appropriate in the **WASTEWATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

EXPENDITURES		NOTES
Wastewater Fund Expenditures	757,780	
Cash Reserves on 12/31/16	\$1,326,528	

SUBSECTION I: WATER FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **WATER FUND** of the Charter Township of Grand Haven for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Water Fund Revenues	2,306,680	
Cash Reserves on 01/01/16	1,364,524	
Total Available Revenues	\$3,671,204	

That \$2,209,960 of the total available to appropriate in the **WATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

EXPENDITURES		NOTES
Water Fund Expenditures	2,209,960	
Cash Reserves on 12/31/16	\$1,461,244	

SUBSECTION J: OPEB FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **OPEB FUND** of the Charter Township of Grand Haven for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	27,720	
Fund Balance on 01/01/16	99,413	
Total Available Revenues	\$127,133	

That \$23,760 of the total available to appropriate in the **OPEB FUND** is hereby appropriated in the amount and for the purposes set forth below:

EXPENDITURES		NOTES
OPEB Fund Expenditures	23,760	
Fund Balance on 12/31/16	\$103,373	

SUBSECTION K: IT SERVICE FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **IT SERVICE FUND** of the Charter Township of Grand Haven for the Fiscal Year 2016 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	241,280	
Fund Balance on 01/01/16	22,081	
Total Available Revenues	\$263,361	

That \$261,280 of the total available to appropriate in the **IT SERVICE FUND** is hereby appropriated in the amount and for the purposes set forth below:

EXPENDITURES		NOTES
IT Service Fund Expenditures	261,280	
Fund Balance on 12/31/16	\$2,081	

SUBSECTION L: DESCRIPTIVE BUDGET AND CAPITAL IMPROVEMENT PLAN

A 2016 Budget Year Worksheet and a Capital Improvement Plan Summary are made part of this resolution, by reference, to provide for greater line item detail of the 2016 Fiscal Year budget and serve as a basis for future fiscal year budgeting.

SECTION 6: ADOPTION OF BUDGET BY REFERENCE

The 2016 Fiscal Year budget of Grand Haven Charter Township is hereby adopted by reference, with the revenues and activity expenditures as indicated in Section 5 of this resolution.

SECTION 7: ADOPTION OF BUDGET BY ACTIVITY

The Grand Haven Charter Township Board of Trustees adopts the 2016 Fiscal Year budget by activity. The Township Fiscal Officer, who is responsible for the expenditures authorized in the budget, may expend Township funds up to, but not to exceed, the total appropriation authorized in each activity.

SECTION 8: RTS CHARGES FOR TOWNSHIP FUNDS CONNECTION FEES

The General Fund, Sewer Fund, and Fire Fund are exempted from paying the Readiness to Serve (RTS) charge on the water bills.

SECTION 9: INSURANCE BENEFITS

Monies for the following insurances are included within the budget:

1. Health Insurance – Priority Health HMO HSA (*for full-time staff with 8 expected waivers and 10% of premium funded by staff*). The health care waiver payments for full-time employees will be funded at the following levels:
 - Single - \$166.67/month (GHT savings = \$335.35/month/waiver)
 - Double - \$333.33/month (GHT savings = \$752.36/month/waiver)
 - Family - \$333.33/month (GHT savings = \$976.91/month/waiver)
 Health care premium payments (10%) by employees are at the following levels:
 - Single - \$ 45.36/month (GHT portion = \$408.27)
 - Double - \$ 99.80/month (GHT portion = \$898.19)
 - Family - \$124.75/month (GHT portion = \$1,122.74)
2. Retiree Medicare Supplemental Health Insurance – Priority Medicare Individual Plan (for retirees above the age of 65).
3. Dental Insurance – Delta Dental PPO (*for full-time staff with 3 expected waivers*). The dental care waiver payments for full-time employees will remain at the following levels:
 - ✓ Single - \$ 15.94/month (GHT savings = \$28.12/month/waiver)
 - ✓ Double - \$ 29.56/month (GHT savings = \$52.16/month/waiver)
 - ✓ Family - \$ 51.24/month (GHT savings = \$90.42/month/waiver)
4. Short Term Disability – Mutual of Omaha (*for full-time staff*)
5. Long Term Disability - Mutual of Omaha (*for full-time staff*)
6. Workers Compensation - Michigan Municipal League (*for full-time and part-time staff*)
7. Life and AD&D Insurance – Mutual of Omaha
 - a. \$30,000 (*for full-time staff and part-time fire/rescue staff*)
 - b. \$60,000 (*for full-time staff who are also part-time fire/rescue staff*)
 - c. \$100,000 (*for Superintendent, per contract*)
8. Liability & Vehicle Insurance – Par Plan

SECTION 11: STAFFING

Monies for the following staffing levels are included within the budget:

Township Board

Position Title	# Positions	# Filled	# Vacant
Supervisor	1	1	0
Clerk	1	1	0
Treasurer	1	1	0
Trustees	4	4	0

Administration

Position Title	# Positions	# Filled	# Vacant
Township Manager/Superintendent	1	1	0
Director of Administrative Services	1	1	0
Administrative Assistant – Community Development/Administration	1	1	0
Administrative Assistant – General Office and Elections (Deputy Clerk)	1	1	0

Assessing

Position Title	# Positions	# Filled	# Vacant
Director of Assessing/Deputy Treasurer	1	1	0
Assistant Assessor	1	1 (part-time)	0
Administrative Assistant – Assessing	1	1	0

Accounting

Position Title	# Positions	# Filled	# Vacant
Director of Accounting	1	1	0
Finance Clerk	1	1	0
Administrative Assistant - Accounting	1	1	0

Community Development

Position Title	# Positions	# Filled	# Vacant
Director of Community Development	1	0	1
Planning & Zoning Official	1	1	0
Building Official/Plan Reviewer	1	1	0
Building Inspector/Plan Reviewer	1	1	0
Ordinance Enforcement Officer (part-time)	1	1	0
Mechanical & Plumbing Inspector (contract)	1	1	0
Electrical Inspector (contract)	1	1	0

Elections

Position Title	# Positions	# Filled	# Vacant
Elections Clerk (part-time)	1	0	1
Election Assistant (part-time & temporary)	2	2	0
Election Workers (7 precincts, AV Counting Board and Receiving Board)	54	54	0

Fire/Rescue

Position Title	# Positions	# Filled	# Vacant
Fire Chief	1	1	0
Fire Captain	1	0	1
Fire Lieutenant	3	3	0
Fire Fighter/Equipment Operator	3	3	0
Fire Fighter (part-time)	23	23	0

Public Services

Position Title	# Positions	# Filled	# Vacant
Director of Public Services	1	1	0
Assistant Public Services Director	1	1	0
Public Services Administrative Coordinator	1	1	0
Public Services Foreman	1	1	0

Public Services Worker – Cemetery	1	1	0
Public Services Worker	4	4	0
Public Services Laborer (seasonal)	5	5	0
Beach Attendant (seasonal)	1	1	0
Gate Keeper (seasonal - contract)	1	1	0

Township Boards, Commissions, and Committees

Position Title	# Positions	# Filled	# Vacant
Ambulance Oversight Committee	1	1	0
Board of Review	3	3	0
Construction Board of Appeals	5	5	0
Downtown Development Authority and Brownfield Redevelopment Authority Board (<i>one is an elected officials</i>)	9	9	0
Elections Commission (<i>all are elected officials</i>)	3	3	0
Grand Haven/Spring Lake Sewer Authority Board	1	1	0
Harbor Transit Authority Board	2	2	0
Hofma Parks Commission (<i>two are elected officials</i>)	3	3	0
Loutit District Library Authority Board	2	2	0
North Ottawa Recreation Authority Board (<i>one is an elected official</i>)	2	2	0
North Ottawa Community Hospital Board	1	1	0
North Ottawa Water System Administration Committee	1	1	0
Ordinance Review Committee (<i>all are elected officials</i>)	3	3	0
Parks and Recreation Committee (<i>one is an elected official</i>)	6	6	0
Personnel Committee (<i>all are elected officials</i>)	3 + alternate	3	0
Planning Commission (<i>one is an elected official</i>)	9	9	0
Public Safety Committee (<i>all are elected officials</i>)	3	3	0
Public Works and Transportation Committee (<i>all are elected officials</i>)	3	3	0
Tax Abatement Review Committee (<i>two are elected officials</i>)	4	4	0
Silent Observer Board	1	1	0
Zoning Board of Appeals (<i>one is an elected official and one is Planning Commission member</i>)	5 + alternate	5	0

Monies for the following professional service agreements are included within the budget:

Professional Service Provided
Legal Services (Scholten and Fant)
Engineering Services (Prein and Newhof, Inc.)
Financial Audit Services (Vredeveld Haefner LLC)
Plumbing and Mechanical Inspections (West Shore Inspections, LLC)
Electrical Inspections (Electrical Inspection Services, LLC)

SECTION 12: TRANSFER AUTHORITY

The Chief Administrative Officer shall have the authority to make transfers among various line items within an activity.

The line item amounts for salaries and wages, FICA, pension, and employee insurance within and between the Water Fund, Sewer Fund, and the General Fund's Building and Grounds Account, Cemetery Account, Bike Path Account, and Parks Account may be increased or reduced by the Chief Administrative Officer as necessary, if the net effect of the amendment will not exceed the amounts for salary and wages rates established by the Board (*as found in the Pay Rates spreadsheet*) for the staff positions these line items fund.

The line item amounts for salaries and wages, FICA, pension, and employee insurance within and between the General Fund's Administration Account, Clerk Account and Elections Account may be increased or reduced by the Chief Administrative Officer as necessary, if the net effect of the amendment will not exceed the amounts for salary and wages rates established by the Board (*as found in the Pay Rates spreadsheet*) for the staff positions these line items fund.

SECTION 13: PERIODIC FISCAL REPORTS

The Fiscal Officer shall transmit to the Board at the end of each month a report of financial operations for the previous month (*e.g., prior to the end of July, a report for the month of June shall be sent to the Board*), including, but not limited to:

- A. A summary statement of the actual financial condition of the various funds;
- B. A summary statement showing the revenues and expenditures for the previous month and for the current Fiscal Year;
- C. A detailed list:
 1. Of expected revenues by major source as estimated in the budget; actual receipts to date for the current Fiscal Year compared with actual receipts from the prior Fiscal Year, and any revisions in the revenue estimates resulting from collection experience to date.

2. For each activity, including the amount appropriated, the amount charged to each appropriation in the previous month and for the Fiscal Year and as compared with the prior Fiscal Year; the unencumbered balance of appropriations, and any revisions in the estimate of expenditures.

SECTION 14: LIMIT OF OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against and no payment shall be made from any appropriation activity unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Department heads shall not consider appropriations contained in this resolution as a mandate to expend Township funds. Prior to completing any single equipment or capital purchase exceeding \$25,000, which has been approved by this resolution, the Chief Administrative Officer shall inform the Board by written memorandum of the proposed expenditure. If the Board does not object to the proposed purchase at its next scheduled meeting, the Fiscal Officer shall have the authority to complete the transaction.

SECTION 15: 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 16: VIOLATIONS OF THIS RESOLUTION

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials or employees to disciplinary action as outlined in Act 621 of the Public Acts of 1978, as amended, and the Grand Haven Charter Township Personnel Manual.

SECTION 17: BOARD ADOPTION

Motion made by _____, supported by _____ to adopt the foregoing resolution.

Upon roll call vote the following voted:

Aye:

Nay:

Absent:

Township Clerk Laurie Larsen declared the motion carried and the resolution duly adopted on November 23, 2015.

Laurie Larsen, Township Clerk
Date: November 23, 2015

CERTIFICATE

I, the undersigned, the duly qualified and acting Temporary Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 23rd day of November, 2015. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

William Kieft, III, Temporary Township Clerk

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT	
403.000	PROPERTY TAXES	560,290	579,550	579,550	600,920	Based upon a general operating levy of 0.9171 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimated tax revenue sheet	
403.200	PROPERTY TAX - TRAILER/LOT FEES	2,860	2,890	2,890	3,040	507 lots x .50 x 12	
403.300	PROPERTY TAX - DELINQUENT PERSONAL	340	250	250	50	Based on projected activity	
424.000	TAXES-LIGHT DISTRICTS	113,350	114,120	114,120	115,370	Based upon current light districts approved by the Board	
425.000	SPECIAL ROAD ASSESSMENTS	4,570	650	650	650	Park Court Paving	
445.000	INTEREST & PENALTIES-TAXES	5,920	8,200	8,790	8,900	Late fees on property taxes, based on previous year's experience.	
447.000	TAXES-ADMINISTRATION FEE	198,150	203,250	203,250	213,330	1% administrative fee on property taxes collected	
452.000	FRANCHISE FEES	243,720	245,000	258,000	260,500	Charter Communications	215,000.00
					AT&T	44,000.00	
					Waste Haulers	1,500.00	
					Justification Items Total:	260,500	
477.000	BUILDING PERMIT FEES	179,750	186,000	200,000	200,000	Estimate based on projected activity (Could increase substantially with Spectrum construction)	
478.000	ELECTRICAL PERMIT FEES	37,200	39,000	41,000	41,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)	
479.000	PLUMBING PERMIT FEES	21,810	25,000	25,000	25,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)	
480.000	MECHANICAL PERMIT FEES	46,130	43,000	46,000	46,000	Estimate based on projected activity (Could substantially increase with Spectrum construction)	
540.000	LIQUOR CONTROL FEES	5,640	5,850	5,850	5,800	Based upon projected activity	
545.000	ORDINANCE VIOLATION FINES	1,650	1,200	3,700	3,000	Based upon projected activity	
568.600	FEMA GRANT - FLOOD REIMBURSEMENT	0	0	3,840	0		
568.700	MNRTF GRANT - HOFMA PARK	0	0	276,500	0		
574.000	STATE SHARED REVENUES	1,179,730	1,208,300	1,208,300	1,207,550	Based on current State estimates - Constitutional only: Statutory eliminated	
609.000	PLANNING/BD OF APPEALS FEES	250	1,400	1,400	3,030	Estimate of 5 ZBA applications (\$125 avg fee)	630.00
					Estimate of 16 PC applications (\$150 avg fee)	2,400.00	
					Justification Items Total:	3,030	
609.100	CONSTRUCTION BOARD OF APPEALS	0	150	150	150	Based upon current level of activity	
610.000	VARIOUS FEES	18,750	19,450	20,250	19,200	Payment in lieu of taxes from BLP	8,500.00
					Metro ROW fees,	8,600.00	
					Zoning/Peddler's/Dog license fees	500.00	
					Land division fees	600.00	
					Ordinance book revenue	200.00	
					Printed material sales	250.00	
					NSF Fees	250.00	
					Facility rental fees	150.00	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Duplicate bill fees	150.00
					Justification Items Total:	19,200
612.000 PROPERTY INFORMATION FEE	40	100	100	50	Based upon current level of activity.	
625.000 SUMMER TAX COLLECTION FEES	19,010	19,010	19,510	19,530	Paid by the school district at a rate of \$2.75/parcel for an estimated 7,100 parcels	
626.000 CEMETERY GRAVE OPENING FEES	27,470	23,000	33,000	30,000	Based upon current level of activity	
643.000 CEMETERY LOT SALES/TRANSFERS	20,870	10,000	10,000	10,000	Based upon current level of activity	
643.100 CEMETERY CONTRACT PAYMENTS	5,790	0	0	0	All contract payments received	
651.000 BOAT LAUNCH FEES	20,180	19,000	20,000	20,000	Based on current level of activity	
664.000 INTEREST INCOME	18,070	12,080	12,080	16,420	Interest earned on property tax collection account and general fund balance.	
667.000 PARKS RENTALS	8,110	8,000	8,000	8,000	Based on current level of activity	
677.000 REIMBURSEMENTS	30,920	5,000	5,000	500	Based on projected activity	
677.100 REIMBURSEMENTS-ELECTIONS	3,980	3,500	12,160	22,000	Reimbursement for March Presidential Primary election & May school election	
678.000 ADMINISTRATION & SUPERVISION	289,310	352,520	352,520	339,500	See spreadsheet for details	
694.000 MISCELLANEOUS INCOME	660	500	500	500	Based upon current level of activity	
	3,064,520	3,135,970	3,472,360	3,219,990		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	15,930	16,240	16,240	15,940	Wage Established for four board members @ \$3,983/Trustee	
707.000 COMM MEETING & CONF PAY	880	600	600	300	Committee meetings - Based on prior year (\$75 per quarter)	
708.000 INTERNET	2,400	2,400	2,400	2,400	\$50 per month per trustee	
715.000 FICA	1,470	1,530	1,530	1,450	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	120	120	140	4 @ \$35 each	
727.000 OFFICE SUPPLIES & POSTAGE	15,840	8,100	8,100	9,300	Postage for 2 newsletters (\$2,300 ea)	4,600.00
					Copies	1,500.00
					General postage	1,400.00
					Supplies	1,800.00
					Justification Items Total:	9,300
801.000 LEGAL AND PROFESSIONAL FEES	63,790	42,500	42,500	33,000	Fees paid to Scholten & Fant	
802.000 CONFERENCES, DUES, SUB'S	7,570	8,990	8,990	9,700	Annual MTA dues	6,100.00
					Miscellaneous	500.00
					Mileage	700.00
					Conferences and seminars	1,000.00
					TEA (Employers Association) Dues	800.00
					GH Chamber Annual membership	600.00
					Justification Items Total:	9,700
805.000 AUDIT SERVICES	4,800	5,000	5,000	5,200	40% of \$13,000	
861.000 TRAVEL & MILEAGE	90	50	50	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	19,970	19,870	19,870	20,500	Based upon current contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	7,500	7,500	7,750	7,750	July 4th fireworks	
900.000 PRINT & PUBLISHING	9,380	9,400	11,100	11,500	Two Township newsletters - publishing costs (\$2,500 ea)	5,000.00
					Publishing & Posting	6,500.00
					Justification Items Total:	11,500
910.000 BUILDING, EQUIP & RADIO INS	11,990	12,860	12,860	13,500	Property and Liability Insurance - Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	30	40	40	40	Based on current rates & 5% increase mid-year	
912.000 HEALTH & SAFETY	0	100	100	100	Training, materials, videos	
956.000 MISCELLANEOUS EXPENSE	11,120	11,500	11,500	13,000	Newspaper subscriptions, Miscellaneous Needs, etc	3,500.00
					Employee Recognition Luncheon (Meal, Certificates)	1,500.00
					Appreciation Dinner	8,000.00
					Justification Items Total:	13,000

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
	172,880	146,800	148,750	143,870		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 171 SUPERVISOR
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	18,840	19,200	19,200	18,850	Wage established at \$18,842	
707.000 COMM MEETING & CONF PAY	560	500	500	500		
708.000 INTERNET	600	600	600	600	\$50 per month	
715.000 FICA	1,530	1,570	1,570	1,530	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 employee @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	0	50	50	50		
802.000 CONFERENCES, DUES, SUB'S	0	500	500	500	One-day seminars	
910.100 WORKERS COMP ACCOUNT	30	40	40	40	Based on current rates	
	21,590	22,490	22,490	22,110		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 172 ADMIN,MGR,SUPERINTENDENT,CONTROLL
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	105,430	108,210	108,210	108,210	Annual salary - \$108,210	
702.000 SALARIES	132,600	132,920	132,920	122,360	Administrative Services Director	76,130.00
					Administrative Assistant - 1040 hrs @ \$20.32/Hr (1040 hours to Comm. Development)	21,130.00
					Administrative Assistant - 1080 @ \$21.74 (200 hrs - Clerk duties, 800 hrs - Election duties)	23,480.00
					Overtime - 20 Hrs Ea	960.00
					Front Desk Coverage for Absences - 48 @ \$13.70	660.00
					Justification Items Total:	122,360
715.000 FICA	19,020	18,450	18,450	17,640	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	100	100		
718.000 PENSION	28,920	28,220	28,220	27,230	10% of wages and salaries, excluding sick leave reimbursement & overtime	12,080.00
					14% of wages and salaries for Manager	15,150.00
					Justification Items Total:	27,230
719.000 HEALTH INSURANCE	28,590	30,500	30,500	28,510	Priority Health - Incl ACA and MI Claims Tax, HSA Deposit	
719.001 MI 1% CLAIMS TAX	360	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,400	2,420	2,420	2,070	Delta Dental incl MI Claims Tax	
719.200 DISABILITY INSURANCE	1,980	2,290	2,290	2,130	Short and Long term - 0% increase	
719.300 LIFE INSURANCE	330	490	490	450	\$30,000 for AS Director & Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	120	120	140	4 Employees @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	4,160	4,000	4,000	4,000	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	2,310	4,440	4,440	4,560	ICMA dues	985.00
					MLGMA Dues	150.00
					Books, Publications	300.00
					MLGMA Conference	950.00
					HR Seminars/Conferences	650.00
					SHRM (Society for Human Resource Management) Dues	200.00
					LHRMA (Lakeshore Human Resource Management Association) Dues	270.00
					TEA (Employers Association) Mtgs - 2 @ \$25	50.00
					MiSHRM Conference	500.00
					Training for Admin Assts	500.00
					Justification Items Total:	4,560
861.000 TRAVEL & MILEAGE	0	200	200	150	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	20	700	700	700	General vehicle maintenance	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 172 ADMIN,MGR,SUPERINTENDENT,CONTROLL
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
910.100 WORKERS COMP ACCOUNT	880	1,100	1,100	1,220	Based on current rates & increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	200	200	200	Repair of printers	
956.000 MISCELLANEOUS EXPENSE	30	100	100	100	Based on Prior Years Activity	
976.000 EQUIPMENT PURCHASES	200	0	0	1,050	Standing Desks (2) Phone Upgrade - Facebook	950.00 100.00
					Justification Items Total:	1,050
	327,350	334,460	334,460	320,820		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 191 ACCOUNTING
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	135,390	157,750	157,750	162,830	Accounting Director - salary of \$71,165 plus insurance opt out of \$4,000	75,170.00
					Finance Clerk	45,220.00
					Accounting Assistant - salary of \$37,835 plus insurance opt out of \$4,000	41,840.00
					Overtime (10 hours each)	600.00
					Justification Items Total:	162,830
715.000 FICA	10,280	12,100	12,100	12,460	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	70	100	100	100		
718.000 PENSION	10,680	15,800	15,800	15,430	10% of wages and salaries, excluding overtime & insurance opt out	
719.000 HEALTH INSURANCE	5,460	5,950	5,950	6,150	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	80	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,660	3,500	3,500	3,240	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	900	1,440	1,440	1,450	Short and long term	
719.300 LIFE INSURANCE	120	250	250	250	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	60	90	90	110	3 FTE's @ \$35	
727.000 OFFICE SUPPLIES & POSTAGE	3,800	5,000	5,000	5,000	Based upon current level of activity	
801.001 BANK CHARGES	370	1,500	1,500	500	Deposit slips and fees	
802.000 CONFERENCES, DUES, SUB'S	3,280	2,850	2,850	2,500	Dues for MGFOA and GFOA	300.00
					GFOA annual update	150.00
					BS&A training for Finance clerk	400.00
					Books & Publications - Payroll update	250.00
					BS&A training for Acctg Assistant	400.00
					Payroll class update	200.00
					Fall MGFOA conference (\$250) & lodging (\$300)	550.00
					MGFOA spring conference	200.00
					Per diems	50.00
					Justification Items Total:	2,500
803.000 CONTRACTED SERVICES	2,160	0	0	0	None anticipated	
861.000 TRAVEL & MILEAGE	390	300	300	300	Based upon current level of activity	
900.000 PRINT & PUBLISHING	420	0	0	0	None anticipated	
910.100 WORKERS COMP ACCOUNT	370	690	690	770	Based on current rates & 5% increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	300	300	300	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	70	900	900	1,500	Miscellaneous accounting expenses	100.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 191 ACCOUNTING
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Scanner for front office	400.00
					New chip card readers	1,000.00
					Justification Items Total:	1,500
	<u>176,560</u>	<u>208,520</u>	<u>208,520</u>	<u>212,890</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 215 CLERK
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	20,720	19,570	19,570	21,320	Clerk Wage Established	13,470.00
					Deputy Clerk - 200 hours @ \$21.74 + 20 hours overtime	5,000.00
					Elections Assistant - 208 Hours @ \$13.70	2,850.00
					Justification Items Total:	21,320
707.000 COMM MEETING & CONF PAY	280	800	800	600	Committee Pay - Personnel (\$23.50 x 12)	
708.000 INTERNET	600	600	600	600	\$50/month	
715.000 FICA	1,670	1,600	1,600	1,750	7.65% of salaries and wages	
718.000 PENSION	0	290	290	450	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	0	400	400	620	10% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	0	40	40	50	10% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	0	20	20	30	10% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	0	0	10	10% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	One employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,510	1,500	1,180	1,800	New voter ID cards/Master cards, postage for voter ID cards	
802.000 CONFERENCES, DUES, SUB'S	1,450	3,050	3,050	3,580	WMRCA Workshops (Clerk & Deputy Clerk) 2 @ \$10 x 2	40.00
					MAMC Annual Conference (Clerk & Deputy Clerk)	2,000.00
					MTA annual conference	300.00
					Miscellaneous Conferences (Clerk & Deputy Clerk)	1,000.00
					MAMC Dues (Clerk & Deputy Clerk) \$60 x2	120.00
					OCCA Dues (Clerk & Deputy Clerk) 6 mtgs @ \$10 x 2	120.00
					Justification Items Total:	3,580
861.000 TRAVEL & MILEAGE	570	500	820	1,500	Off-site conferences/meetings	
910.100 WORKERS COMP ACCOUNT	20	30	30	30	Based on expected 2015/2016 rates	
	26,850	28,430	28,430	32,380		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 247 BOARD OF REVIEW
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	640	2,240	2,240	2,240	Approximately 100 hours for three members @ \$22.33/hour, includes March, July and December Meetings	
715.000 FICA	50	180	180	180	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	110	250	250	250	Continuing education classes-webinar	
	800	2,670	2,670	2,670		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 253 TREASURER
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	9,440	9,620	9,620	9,440	Wage established @ \$9,440	
707.000 COMM MEETING & CONF PAY	1,270	1,000	1,000	1,000	Based upon current level of activity	
708.000 INTERNET	600	600	600	600	\$50/mo.	
715.000 FICA	870	860	860	850	7.65% of salary	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 employee	
727.000 OFFICE SUPPLIES & POSTAGE	8,050	6,350	6,350	6,400	Postage expenses for tax bills. (Need to go out First class mail)	
802.000 CONFERENCES, DUES, SUB'S	2,050	4,150	4,150	2,650	MTA and MMTA dues	150.00
					MMTA Conference (3 attendees)	1,500.00
					BS&A Tax/Special Assessment Training	1,000.00
					Justification Items Total:	2,650
861.000 TRAVEL & MILEAGE	40	300	300	300		
900.000 PRINT & PUBLISHING	3,910	3,700	3,700	3,800	Printing of summer & winter tax bills & delinquent tax notices and inserts	
910.100 WORKERS COMP ACCOUNT	30	30	30	30	Based on current rates & 5% increase mid-year	
	26,290	26,640	26,640	25,110		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 257 ASSESSOR/EQUALIZATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	85,350	85,100	85,100	85,100	Assessor's salary	
702.400 STAFF SALARIES	36,510	52,370	52,370	81,200	Administrative Assistant Assessor - includes insurance opt out of medical \$4,000 + dental waiver \$615 Assistant Assessor @ 30 hrs @ 50 weeks @ \$20.40/hr Overtime (20 hrs)	49,940.00 30,600.00 660.00
					Justification Items Total:	81,200
715.000 FICA	9,020	10,550	10,550	12,750	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	90	100	100	100		
718.000 PENSION	8,480	12,740	12,740	13,050	10% of full-time salary & wages, excluding insurance opt out & overtime.	
719.000 HEALTH INSURANCE	18,410	15,540	15,540	16,090	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	250	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	2,210	2,140	2,140	1,720	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	820	1,200	1,200	1,230	Short and long term	
719.300 LIFE INSURANCE	80	170	170	170	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	60	60	110	3 employees @ \$35	
720.000 MESC EXPENSE	0	2,180	2,180	0		
727.000 OFFICE SUPPLIES & POSTAGE	5,500	5,200	5,200	5,500	Centron postage - for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	260	300	300	300	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	3,370	4,900	4,900	3,100	Continuing education classes for renewal of certifications Dues IAAO, MAA, Ottawa County Assessors & Misc associations State Annual Certification fees - 2 employees @\$175	2,000.00 800.00 300.00
					Justification Items Total:	3,100
861.000 TRAVEL & MILEAGE	830	300	300	300	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	30	1,700	1,700	2,000	General vehicle maintenance	
863.000 FUEL EXPENSE	220	600	600	500	Gasoline costs for assessing vehicle	
900.000 PRINT & PUBLISHING	1,680	2,970	2,970	3,500	Centron contract for printing assessing notices & notice insert Ads for Assisstant Assessor	3,000.00 500.00
					Justification Items Total:	3,500
910.100 WORKERS COMP ACCOUNT	1,470	1,430	1,430	2,240	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	0	0	300	Reapirs of printers and other office machines	
976.000 EQUIPMENT PURCHASES	100	0	0	100		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 257 ASSESSOR/EQUALIZATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
	174,770	199,550	199,550	229,360		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	36,170	10,980	14,330	74,000	Deputy Clerk 800 Hrs @ \$21.74 + 80 hrs overtime Elections Assistant 736 Hours @ \$13.70 Election Inspectors (\$10,500 March, \$6,000 May, \$12,000 Aug, \$15,000 Nov) Elections Inspectors Training (2 yr certificate)	20,000.00 10,100.00 43,500.00 400.00
Justification Items Total:						74,000
707.000 COMM MEETING & CONF PAY	240	90	250	330	4 elections with 2 trustees (2 x \$41 x 4)	
715.000 FICA	1,340	850	450	2,300	7.65% of compensation (Deputy Clerk and Elections Assistant only)	
718.000 PENSION	0	320	350	1,740	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	0	430	370	2,300	38% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	0	40	50	200	38% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	0	30	30	160	38% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	10	10	30	38% of Deputy Clerk's Benefits	
727.000 OFFICE SUPPLIES & POSTAGE	9,720	4,570	1,440	9,340	Postage for AV Apps/Ballots (1,500 x .181 plus 1,500 x .70) x 4 elections Election Inspector & Church mailings (5 mailings x 50 x .50) Plastic covering in case of rain for precincts AV envelopes, applications Voter ID cards/"I voted" stickers/pens (50 x 4) Copies (Avg \$17/mo x 12) Misc	5,300.00 130.00 500.00 2,500.00 200.00 210.00 500.00
Justification Items Total:						9,340
800.000 BUILDING RENT	2,100	700	700	2,800	Rent for use of Lakeshore Baptist (\$800), Hope Reformed (\$1,200), Watermark (\$800) - 4 Elections	
861.000 TRAVEL & MILEAGE	930	100	100	2,400	Based on 4 Elections (\$600 x 4)	
900.000 PRINT & PUBLISHING	60	500	1,570	2,000	Election Publishing - 4 elections @ \$500	
910.100 WORKERS COMP ACCOUNT	50	30	50	70	Based on current rates & 5% increase mid-year	
936.000 EQUIPMENT MAINTENANCE	0	1,300	150	1,000	Testing and setup for election equipment	
940.000 EQUIPMENT RENTAL	0	100	0	200	Trailer rental in case of rain	
956.000 MISCELLANEOUS EXPENSE	2,260	590	790	3,420	Mark test ballots (\$200 x 4) Shredding Election Inspectors lunches, dinner, beverage (\$500 x 4) Cell phone use (\$15 x 7 x 4)	800.00 200.00 2,000.00 420.00
Justification Items Total:						3,420
976.000 EQUIPMENT PURCHASES	3,220	0	0	1,000	New election equipment (Depends on what Ottawa County purchases for Twp)	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
	56,090	20,640	20,640	103,290		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR 2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 265 BUILDING & GROUNDS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	71,240	90,230	67,230	63,400	Director - Salary of \$85,100 plus insurance opt out of \$4,000 (50%)	44,550.00
					Assistant Director - Salary of \$69,575 (13.13%)	9,140.00
					Admin. Coordinator - 104 hrs @ \$22.58/hr (5%)	2,350.00
					Summer Help - 600 hrs @ \$10.96/hr	6,580.00
					Sick Pay	780.00
					Justification Items Total:	63,400
715.000 FICA	5,410	6,900	5,050	4,880	7.65% of all salaries	
718.000 PENSION	6,430	8,510	6,010	5,410	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	5,520	0	2,500	1,480	Priority Health (1 employee waiving insurance)	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,320	1,030	740	620	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	540	800	610	510	Short and long term disability	
719.300 LIFE INSURANCE	70	90	90	60	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	140	0	0	0	None anticipated	
803.000 CONTRACTED SERVICES	9,120	9,520	9,520	10,070	Basic cleaning services	7,020.00
					Additional cleaning services (additional carpet, spot cleaning, windows, etc.)	1,250.00
					Republic Services (garbage service & office paper recycle)	1,800.00
					Justification Items Total:	10,070
850.000 TELEPHONE EXPENSE	7,810	9,320	9,320	9,560	See telephone/internet worksheet, includes all general fund expense	
863.000 FUEL EXPENSE	2,400	2,500	2,110	1,000	Fuel for plow truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,790	910	1,300	1,250	Based on current rates	
921.000 ELECTRIC	25,230	25,350	25,350	26,250	Paid to Consumer's Power for electric usage	
922.000 GAS	7,130	6,420	6,420	6,420	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	2,330	2,880	2,880	3,400	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	150	150	150	150	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	25,640	20,620	20,620	42,450	Restripe parking lot lines	1,000.00
					Maintenance and repair materials including light bulbs, cleaning supplies, replacement building materials, paint, etc.	11,550.00
					Heating and electrical contractors for misc. work as needed	6,000.00
					Fertilizer	500.00
					Mat cleaning	500.00
					Roof repair	5,000.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 265 BUILDING & GROUNDS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Paint various hallways, offices and rooms	2,800.00
					Parking lot upgrade/repair	10,000.00
					Replace compact florescent lights in offices	2,100.00
					HVAC Improvements	3,000.00
					Justification Items Total:	42,450
936.000 EQUIPMENT MAINTENANCE	5,130	14,960	14,960	18,290	Postage machine lease & maintenance - \$440/qtr and Supplies - \$300	2,060.00
					Copier machine lease & maintenance	11,100.00
					Generator maintenance	1,130.00
					Maintenance of hoist, mowers, forklift and various equipment	4,000.00
					Justification Items Total:	18,290
936.300 AUTOMOTIVE MAINTENANCE	500	1,000	1,000	700	Maintenance of truck	
956.000 MISCELLANEOUS EXPENSE	0	100	100	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	9,980	11,500	11,500	60,800	Security improvements to lobby and parking lot lights	55,000.00
					Upgrade thermostats and add sensors	4,000.00
					Replace training conference tables - 10	1,800.00
					Justification Items Total:	60,800
976.000 EQUIPMENT PURCHASES	580	200	200	200	Miscellaneous tools & equipment	
	188,690	213,020	187,690	257,040		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	75,320	53,200	76,200	76,790	Director - Salary of \$85,100 plus insurance opt out of \$4,000 (1.25%) Assistant Director - Salary of \$69,575 (8.11%) Admin. Coordinator - 728 hrs @ \$22.58/hr (35%) Public Services Worker - 2080 hrs @ \$24.15/hr Sick Pay Overtime - 50 hours	1,110.00 5,630.00 16,430.00 50,240.00 1,560.00 1,820.00
					Justification Items Total:	76,790
715.000 FICA	5,750	4,070	5,920	5,900	7.65% of all salaries	
718.000 PENSION	7,220	5,030	7,530	7,340	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	15,720	12,830	15,330	18,430	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	150	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,460	1,030	1,420	1,390	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	540	470	660	690	Short and long term disability	
719.300 LIFE INSURANCE	80	90	90	120	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full time employee	
727.000 OFFICE SUPPLIES & POSTAGE	40	200	200	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	660	1,060	1,060	860	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee	460.00 400.00
					Justification Items Total:	860
801.000 LEGAL AND PROFESSIONAL FEES	0	300	300	8,500	Professional services Historic Cemetery platting	500.00 8,000.00
					Justification Items Total:	8,500
803.000 CONTRACTED SERVICES	150	0	0	0	None anticipated	
808.100 CEMETERY CONTRACTS EXPENSES	8,620	6,000	6,000	6,500	Vaults, memorials and urns owed to contract holders	
850.000 TELEPHONE EXPENSE	0	0	420	0	Included in Building & Grounds	
863.000 FUEL EXPENSE	1,830	2,000	2,000	1,300	Fuel for truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,360	1,840	1,840	2,040	Based on current rates	
921.000 ELECTRIC	1,860	2,200	2,200	2,250	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	1,010	1,000	1,000	1,000	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	3,490	5,300	5,300	5,000	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	9,240	5,420	5,420	5,420	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites	4,000.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Iron sequestration chemicals	1,420.00
					Justification Items Total:	5,420
931.000 FERTILIZER EXPENSE	3,900	4,090	4,090	4,220	Historic Cemetery - 4 applications	1,300.00
					Lakeshore Cemetery - 4 applications	2,920.00
					Justification Items Total:	4,220
936.000 EQUIPMENT MAINTENANCE	2,210	2,000	2,000	2,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc.	
936.300 AUTOMOTIVE MAINTENANCE	2,250	700	700	700	Maintenance of truck	
940.000 EQUIPMENT RENTAL	0	100	100	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000 MISCELLANEOUS EXPENSE	0	100	100	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	17,080	0	14,250	5,000	Corner markers for new platted section at Historic Cemetery	
976.000 EQUIPMENT PURCHASES	750	500	500	1,200	Miscellaneous tools & equipment	300.00
					Backpack blower	600.00
					Weed whip	300.00
					Justification Items Total:	1,200
	160,720	109,560	154,660	157,090		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	168,620	248,510	248,510	258,090	Planning and Zoning Official - Salary \$62,770 Sr Building Official - Salary \$69,580 Building Inspector - Salary \$64,400 Sick Time Reimbursement Overtime - 50 Hrs Ea Ordinance Enforcement Officer - 1508 hrs @ \$22.58/hr Community Development Admin Assistant - 1040 hours @ \$20.32/hr	62,770.00 69,580.00 64,400.00 1,010.00 5,140.00 34,050.00 21,140.00
Justification Items Total:						258,090
707.000 COMM MEETING & CONF PAY	300	260	260	260	Construction Board of Appeals 2 Mtgs, 4 People	
715.000 FICA	12,680	19,020	19,020	19,750	7.65% of total salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	90	300	300	100	Workplace Health	
718.000 PENSION	8,160	21,250	21,250	21,790	10% of salaries and wages excluding sick leave reimbursement for FT employees and overtime	
719.000 HEALTH INSURANCE	23,990	40,210	40,210	41,570	Priority Health - Includes ACA/MI Claims Tax and HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	240	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,810	3,650	3,650	3,500	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	690	1,900	1,900	2,050	Long and short term coverage - 24% increase based on 2015 quote	
719.300 LIFE INSURANCE	80	380	380	380	\$30,000 per FT employee	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	120	120	110	4 @ \$35	
720.000 MESC EXPENSE	5,930	0	0	0	None anticipated	
727.000 OFFICE SUPPLIES & POSTAGE	4,250	4,200	5,700	6,000	Copies, office supplies and postage, printer cartridges	
741.000 UNIFORM EXPENSE	160	600	720	500	Replacement clothing	
801.000 LEGAL AND PROFESSIONAL FEES	3,920	6,000	5,000	5,000	Legal consultation (Scholten & Fant), consulting for planning/zoning	
802.000 CONFERENCES, DUES, SUB'S	4,280	5,730	5,730	6,620	Spring & fall Code Officials Conf. of MI - Lodging, travel, per diems Metro annual dues - \$125 ea. Metro Mid-Winter Conference - \$100 ea. Code books COCM (Code Officials Michigan) dues @ \$40 each International Code Council Membership Dues American Planning Association APA Membership APA Michigan Chapter Membership Planning Michigan Conference Misc Planning Conferences/Meetings	1,800.00 250.00 200.00 2,290.00 80.00 120.00 220.00 60.00 1,200.00 400.00
Justification Items Total:						6,620

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
806.000 ELECTRICAL INSPECTIONS	22,860	28,100	28,100	29,520	About 72% of projected fees of \$41,000	
807.000 PLUMBING INSPECTIONS	14,610	18,000	18,000	18,000	About 72% of projected fees of \$25,000	
807.100 MECHANICAL INSPECTIONS	28,590	30,960	30,960	33,120	About 72% of projected fees of \$46,000	
861.000 TRAVEL & MILEAGE	0	100	100	100	Mileage for travel with personal vehicles	
862.000 VEHICLE MAINTENANCE & REPAIR	3,750	1,700	1,700	1,500	General vehicle maintenance and Tire Replacement	
863.000 FUEL EXPENSE	2,950	3,000	3,000	2,600	Based upon current level of activity	
900.000 PRINT & PUBLISHING	360	300	300	300		
910.000 BUILDING, EQUIP & RADIO INS	610	700	700	710	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	1,220	2,540	2,540	2,810	Based on current rates and 5% increase mid-year	
956.000 MISCELLANEOUS EXPENSE	10	400	400	500	Miscellaneous Expense	100.00
					Builders Forum (2)	400.00
					Justification Items Total:	500
	310,250	437,930	438,550	454,880		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 445 DRAINS - PUBLIC BENEFIT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	0	0	40,000	Orphan drain project	
890.000 DRAINS- AT LARGE	111,470	2,500	5,600	8,000	Township portion of at-large drain maintenance	
	<u>111,470</u>	<u>2,500</u>	<u>5,600</u>	<u>48,000</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
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GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 448 STREET LIGHTING
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	120,660	120,500	120,500	121,500	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections	
	<u>120,660</u>	<u>120,500</u>	<u>120,500</u>	<u>121,500</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 528 WASTE COLLECTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
882.000 YARD WASTE	8,080	8,600	8,600	9,100	Leaf collection contract	3,600.00
					Leaf collection - 6 weeks fall	4,500.00
					Leaf collection - 2 weeks spring	1,000.00
					Justification Items Total:	9,100
	8,080	8,600	8,600	9,100		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 721 PLANNING COMMISSION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	7,640	9,800	9,800	11,000	Chair: 17 meetings @ \$82.28 8 members: 17 meetings @ \$70.52	1,400.00 9,600.00
					Justification Items Total:	11,000
707.000 COMM MEETING & CONF PAY	0	360	360	1,180	4 members; 5 meetings @ \$41.15 Conference pay (\$12/hr and \$96/day - structured fee schedule)	830.00 350.00
					Justification Items Total:	1,180
715.000 FICA	580	780	780	940	7.65% of total salaries	
801.000 LEGAL AND PROFESSIONAL FEES	27,970	12,000	12,000	20,000	Ordinance updates - based on Master Plan Legal costs Community Engagement	10,000.00 6,000.00 4,000.00
					Justification Items Total:	20,000
802.000 CONFERENCES, DUES, SUB'S	1,120	750	750	1,500	Various subscriptions & other training (plus 2 new members)	
861.000 TRAVEL & MILEAGE	50	100	100	100	Mileage for travel with personal vehicles	
	37,360	23,790	23,790	34,720		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 722 ZONING BOARD OF APPEALS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,080	1,840	2,440	1,840	Chair: 6 meetings @ \$70.52 4 members: 6 meetings @ \$58.78	430.00 1,410.00
					Justification Items Total:	1,840
715.000 FICA	80	140	200	200	7.65% of total salaries	
801.000 LEGAL AND PROFESSIONAL FEES	1,120	1,000	3,000	3,000	Legal costs (No escrow with permit. Attorney reviews-paid 100% by GHT)	
802.000 CONFERENCES, DUES, SUB'S	0	100	200	200	Various subscriptions and other training	
861.000 TRAVEL & MILEAGE	0	100	100	100	Mileage for travel with personal vehicles	
	2,280	3,180	5,940	5,340		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 751 PARKS AND RECREATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	69,770	82,410	82,410	95,050	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (6.25%) Assistant Director - Salary of \$69,575 (13.13%) Admin Coordinator - 104 hrs @ \$22.58/hr Public Services Worker-Parks Sup - 2080 hrs @ \$23.36/hr Sick Pay Summer Help (3)- 600 hrs @ \$10.96/hr Gatekeeper - \$7,596 Overtime - 50 hours	5,570.00 9,140.00 2,350.00 48,590.00 310.00 19,730.00 7,600.00 1,760.00
					Justification Items Total:	95,050
706.000 AREA WIDE RECREATION	52,100	53,180	53,180	54,220	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	360	500	500	500	6 Parks & Recreation Committee Members for attendance at 3 meetings @ \$29.39/hr	
715.000 FICA	5,730	6,350	6,350	7,340	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	580	500	500	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	4,470	4,700	4,700	6,540	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	9,590	15,530	13,030	17,560	Priority Health - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,240	1,790	1,690	1,900	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	310	440	440	620	Short and long term disability	
719.300 LIFE INSURANCE	70	90	90	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	860	1,000	1,000	1,000	Misc. office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	2,330	2,250	2,250	2,050	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$800 Uniform cleaning for 1 full-time and 4 part-time employees	1,200.00 850.00
					Justification Items Total:	2,050
801.000 LEGAL AND PROFESSIONAL FEES	1,730	3,900	3,900	5,500	Professional services such as legal, engineering, and consulting 3 Back flow tests MDNR water withdrawal monitoring fees for 9 wells C-990 - Construction Related Documents from National Society of Professional Engineers	1,500.00 600.00 1,800.00 1,600.00
					Justification Items Total:	5,500
802.000 CONFERENCES, DUES, SUB'S	0	100	100	100	Michigan Recreation & Park Association dues	
803.000 CONTRACTED SERVICES	1,270	0	0	0	None anticipated	
861.000 TRAVEL & MILEAGE	3,780	4,000	4,000	4,000	Mileage for Gate Keeper based on \$280 per pay period	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 751 PARKS AND RECREATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT	
863.000	FUEL EXPENSE	6,090	7,000	7,000	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.		
874.000	ROAD SIGNS	2,190	750	750	Miscellaneous signs and posts & replacement for vandalism		
900.000	PRINT & PUBLISHING	640	0	200	Employment ads		
910.000	BUILDING, EQUIP & RADIO INS	2,690	3,070	3,070	Based on 5% increase from prior year		
910.100	WORKERS COMP ACCOUNT	2,180	2,790	2,790	Based on current rates		
921.000	ELECTRIC EXPENSE	8,080	8,100	8,100	Electrical usage for lights, pumps, etc.		
923.000	WATER EXPENSE	1,410	1,600	1,600	Water usage at Mercury Park & Odawa/Battle Point Launch		
930.000	MAINTENANCE AND REPAIR OF B&G	21,040	52,980	68,410	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism	12,000.00	
					Paper products, cleaning supplies, garbage service, etc.	2,500.00	
					Trail marker maintenance	500.00	
					Pottawattomie dock removal/reinstall	1,000.00	
					Replacement of old growth trees in parks	5,000.00	
					Add bark to all park play areas	1,000.00	
					Justification Items Total:	22,000	
931.000	FERTILIZER EXPENSE	4,570	5,760	5,760	Fertilizer for softball diamonds, soccer fields, and general park areas		
932.200	BUCHANAN ACCESS	2,560	3,000	3,000	Garbage containers, repair/replacement of sign, fencing, etc.	2,000.00	
					Beach Attendant \$10.96/hr (100%), including workers comp and FICA	2,350.00	
					Justification Items Total:	4,350	
936.000	EQUIPMENT MAINTENANCE	11,210	6,000	6,000	Maintenance of tractors, mowers, trimmers, chain saws, etc.		
936.300	AUTOMOTIVE MAINTENANCE	620	3,200	3,200	Maintenance/repair of trucks including tires, tune-ups, etc.		
940.000	EQUIPMENT RENTAL	0	200	200	Rental of miscellaneous items for maintenance of the parks		
956.000	MISCELLANEOUS EXPENSE	0	100	100	Miscellaneous expenditures not covered by other line items		
970.000	CAPITAL OUTLAY	32,950	75,000	460,700	Add barrier free walkway at Pottawattomie from parking area to play area	5,000.00	
					Raze structures on Witteveen property	10,000.00	
					Replace ticket machine at boat launch	20,000.00	
					Stabalize/add retaining wall west of soccer parking @ Hofma Park	7,500.00	
					Update grills at Hofma Preserve includes adding 1 large grill	3,000.00	
					Create barrier free access trail loop in Hofma Park/Preserve and additional trailway maintenance	25,000.00	
					Replace 3 camera poles at Pottawattomie	7,500.00	
					Replace blower	11,000.00	
					Justification Items Total:	89,000	
970.250	CAPITAL OUTLAY-PROF FEES	4,890	10,500	3,500	1,000	Engineering assistance if necessary	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 751 PARKS AND RECREATION DEPARTMENT
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
976.000 EQUIPMENT PURCHASES	3,070	200	400	1,000	Miscellaneous tools & equipment	
	<u>258,610</u>	<u>357,020</u>	<u>748,950</u>	<u>354,400</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 757 BIKE PATH
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	44,370	50,340	50,340	59,000	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (3.74%)	3,340.00
					Assistant Director - Salary of \$69,575 (5%)	3,480.00
					Public Services Worker - 2080 hrs @ \$24.15/hr	50,240.00
					Overtime - 50 hours	1,820.00
					Sick Pay	120.00
					Justification Items Total:	59,000
715.000 FICA	3,410	3,850	3,850	4,530	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	200	200	200	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	4,410	4,860	4,860	5,690	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	12,380	15,640	15,640	16,480	Priority Health - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	200	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	1,660	1,790	1,790	1,750	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	360	460	460	540	Short and long term disability	
719.300 LIFE INSURANCE	50	90	90	100	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
741.000 UNIFORM EXPENSE	890	1,060	1,060	860	Uniform cleaning	460.00
					Clothing allowance/replacement - 1 full-time employee	400.00
					Justification Items Total:	860
801.000 LEGAL AND PROFESSIONAL FEES	44,870	1,000	1,000	1,000	Professional services such as legal and consulting	
803.000 CONTRACTED SERVICES	0	400	400	400	Services provided such as major tree trimming, pavement repair/replacement or other major repairs the DPW is not able to complete	
863.000 FUEL EXPENSE	3,900	5,540	5,540	3,500	Fuel expense for maintenance	
874.000 ROAD SIGNS	0	500	500	500	Replacement/new signs and posts either needed, damaged or removed along the path	
910.000 BUILDING, EQUIP & RADIO INS	1,630	1,860	1,860	1,880	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	760	1,490	1,490	2,130	Based on current rates	
930.000 MAINTENANCE AND REPAIR OF B&G	134,670	10,000	10,000	47,500	Repair of surface damage, retaining walls, etc.	10,000.00
					Paint cross walks	7,500.00
					Replacement of several sections of damaged pathway throughout system	30,000.00
					Justification Items Total:	47,500
936.000 EQUIPMENT MAINTENANCE	4,890	7,000	6,000	6,000	Replacement brushes for sweeper, tractor maintenance by dealer, etc.	4,000.00
					Maintain snow plow cutting edges	2,000.00
					Justification Items Total:	6,000

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 757 BIKE PATH
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
936.300	AUTOMOTIVE MAINTENANCE	1,110	1,000	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	
956.000	MISCELLANEOUS EXPENSE	0	100	100	Miscellaneous expenditures not covered by other line items	
970.000	CAPITAL OUTLAY	65,340	275,650	75,000	Crack seal and overlay of Mercury Drive pathway from City border to Groesbeck Street (14,400 linear feet)	226,000.00
					Overlay portion of Lakeshore Drive pathway	60,000.00
					Justification Items Total:	286,000
970.250	CAPITAL OUTLAY-PROF FEES	0	27,570	27,570	Crack seal and overlay of Mercury Drive pathway from City border to Groesbeck Street	19,500.00
					Overlay portion of Lakeshore Drive pathway	6,000.00
					Justification Items Total:	25,500
976.000	EQUIPMENT PURCHASES	1,350	1,100	1,100	Miscellaneous tools & equipment	500
		326,280	411,530	210,880		466,200

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 101 GENERAL FUND
DEPARTMENT: 966 APPROPRIATION TRANSFERS
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
999.000 OPERATING TRANSFERS OUT - BLDG	100,570	118,850	118,850	119,820	2013 Township Bldg Refunding Bonds - 57% of project thru 2021	
999.100 OPERATING TRANSFERS OUT - OPEB	40,620	42,550	245,150	5,360	Current retirees Watkins Ross - OPEB valuation	2,160.00 3,200.00
					Justification Items Total:	5,360
999.200 OPERATING TRANSFERS OUT - IT	131,930	106,170	106,170	153,430	See software expense & computer services spreadsheet	
999.204 OPERATING TRANSFERS OUT - TRANSPOR	300,440	200,000	200,000	125,000	For Street Maintenance	
999.206 OPERATING TRANSFER OUT - FIRE	74,680	0	0	0		
	648,240	467,570	670,170	403,610		

Totals for Fund: 101 GENERAL FUND

Total Revenues:	3,064,520	3,135,970	3,472,360	3,219,990
Total Expenditures:	3,155,820	3,145,400	3,567,480	3,404,380
Net of Revenues/Expenditures:	(91,300)	(9,430)	(95,120)	(184,390)

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000	PROPERTY TAXES	578,880	600,340	600,340	622,470	Based upon a levy of 0.9500 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet
403.300	PROPERTY TAX - DELINQUENT PERSONAL	410	250	250	100	
664.000	INTEREST INCOME	30	10	400	500	
699.000	APPROPRIATION TRANSFERS IN	300,440	200,000	200,000	125,000	General Fund monies
		879,760	800,600	800,990	748,070	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000	LEGAL AND PROFESSIONAL FEES	0	0	500	500	
803.300	CONTRACTED SERVICES - HARBOR TRANS	357,960	379,200	379,200	393,090	See estimated tax revenue sheet (Based on 0.6 mills)
872.000	ROAD CONST DUST CONTROL	30,150	32,000	32,000	31,000	
873.400	STREET PAVING	543,980	369,400	368,900	363,480	Groesbeck SAD Paving Other street paving
						85,000.00 278,480.00
					Justification Items Total:	363,480
873.500	PAVED ROAD MAINTENANCE	0	20,000	20,000	10,000	Crack Seal
		932,090	800,600	800,600	798,070	
Totals for Fund: 204 MUNICIPAL STREET FUND						
	Total Revenues:	879,760	800,600	800,990	748,070	
	Total Expenditures:	932,090	800,600	800,600	798,070	
	Net of Revenues/Expenditures:	(52,330)	0	390	(50,000)	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	905,750	1,200,680	1,200,680	1,244,950	Based upon a levy of 1.9000 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	680	100	100	100	Amount based on projected activity	
611.000 HOUSE NUMBERING FEES	780	500	500	800	57 addresses at \$14 per address	
611.100 ADDRESS SIGN INCOME	220	150	150	150	Based on current level of activity	
633.000 CHARGE FOR SERVICES	0	400	400	400	Rental of trailers, and other similar activities	
635.000 PUBLIC EDUCATION FEES	13,840	11,500	11,500	11,500	CPR Training	1,500.00
					EMT Training	10,000.00
					Justification Items Total:	11,500
664.000 INTEREST INCOME	30	50	550	1,200		
675.400 GRANTS	1,380	1,500	1,500	0	None anticipated	
677.000 REIMBURSEMENTS	4,330	0	0	0	None anticipated	
677.200 REIMBURSEMENTS-TRAINING	100	1,500	1,500	500	Reimbursements of Training Expenses, Books, Etc.	
694.000 MISCELLANEOUS INCOME	250	1,400	1,400	850	Fees from St of MI for fireworks inspection	500.00
					Open house donations, misc donations, sale of surplus equipment	350.00
					Justification Items Total:	850
699.000 APPROPRIATION TRANSFERS IN	74,680	0	0	0		
	1,002,040	1,217,780	1,218,280	1,260,450		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	419,760	439,100	439,100	446,390	Chief - \$85,100, Insurance Opt out \$4,000	89,100.00
					Lt. One - \$58,575, Insurance Opt out \$4,615, Paramedic premium \$2,301	65,490.00
					Lt. Two - \$58,575, Paramedic premium \$2,301	60,880.00
					Lt. Three - \$56,609, Paramedic premium \$2,367	58,980.00
					EO. One - \$55,374	55,370.00
					EO. Two - \$55,374, Insurance Opt out \$4,355, Paramedic premium \$2,470	62,200.00
					EO. Three - \$51,780, Paramedic premium \$2,527	54,370.00
					Justification Items Total:	446,390
702.100 OVERTIME	13,850	19,200	19,200	20,200	Monthly Training & Staff Meetings 167 hours	3,500.00
					Shift coverage 200 hours	6,000.00
					Emergency calls 183 hours	6,500.00
					Off site training 73 hours	2,200.00
					EMT Training 66 hours	2,000.00
					Justification Items Total:	20,200
702.300 STANDBY SALARIES-FIRE DEPT.	79,940	84,430	79,930	82,400	See spreadsheet (Part Time Firefighter Station standby)	
703.000 OVERHEAD & SUPERVISION	74,680	51,370	51,370	57,900	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	45,480	49,440	49,440	58,810	See spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	9,040	10,250	14,750	12,880	See spreadsheet (Annual Training Pay PT)	
715.000 FICA	42,470	46,130	46,130	48,300	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	7,550	7,500	7,500	7,500	30 employees \$250 yearly, new hire physicals	
717.000 DISABILITY INS-PART-TIME	3,650	3,900	3,900	3,900	Short & long term disability (Provident)	
718.000 PENSION	37,250	42,310	42,310	43,330	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	42,890	46,920	46,920	64,860	Priority Health (3 employees waiving health care) - Includes ACA and MI Claims Tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	680	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	8,690	10,310	10,310	7,830	Delta Dental (2 employees waving insurance) - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	3,030	3,850	3,850	4,000	Short and long term disability	
719.300 LIFE INSURANCE	1,290	2,490	2,490	2,500	Full-time employees - \$30,000, Part-time - \$15,000	
719.700 EMPLOYEE ASSISTANCE PROGRAM	840	900	900	1,050	30 employees @ \$35	
726.000 MEDICAL SUPPLIES	4,580	6,490	7,490	9,200	New King vision intubation kit \$1,300	1,300.00
					Gloves, oxygen supplies, backboards, and other ALS equipment supplies	4,500.00
					Replace 2 AEDs \$1,700 each	3,400.00
					Justification Items Total:	9,200

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
726.100 FIRE SUPPLIES	3,920	4,500	4,500	6,940	Gloves, Nomex hoods, boots, personal protective equipment, Class A foam, pager and radio batteries, etc.	4,000.00
					Replace 6 pagers \$490 each	2,940.00
					Justification Items Total:	6,940
726.200 ADDRESS SIGN EXPENSE	350	150	150	150	Supplies for making address signs, street signs	
727.000 OFFICE SUPPLIES & POSTAGE	1,770	1,700	1,700	1,500	Based on current level of activity	
741.000 UNIFORM EXPENSE	5,350	5,600	5,600	5,900	Replacement & new uniforms for current full & part-time personnel (replace 4 winter coats at \$300 each)	
801.000 LEGAL AND PROFESSIONAL FEES	4,120	2,200	1,800	1,800	Non IAFF contract year	
801.001 BANK CHARGES	50	50	50	50		
802.000 CONFERENCES, DUES, SUB'S	11,960	10,470	10,470	11,470	New Hire Education	1,900.00
					Firefighter I & Firefighter II, EMT	1,900.00
					Continuing Education BTLS, ACLS, PALS,	1,100.00
					Paramedic IC	2,200.00
					Fire Investigators and Inspector CEs	1,420.00
					FDIC Training	1,700.00
					Dues:	
					Ottawa County Fire Chiefs	250.00
					Fire Inspectors	200.00
					Fire Instructors	150.00
					Ottawa Medical Control dues	200.00
					State of Michigan Paramedic EMT MFR Lic.	450.00
					Justification Items Total:	11,470
803.000 CONTRACTED SERVICES	770	6,860	6,860	8,990	Generator Contract	1,130.00
					Fire Ext.	400.00
					Siren	2,300.00
					Canteen	40.00
					Hazmat team contract	2,600.00
					Ladder Testing	1,120.00
					Auto Pause service contract	1,400.00
					Justification Items Total:	8,990
805.000 AUDIT SERVICES	1,800	1,880	1,880	1,950	15% of audit costs \$13,000	
809.000 HYDRANT RENTAL	5,560	0	0	0	Accounted for in the water fund	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT	
812.000	IN-HOUSE TRAINING	580	500	1,200	1,200	Training tapes & aids, etc.	
820.000	PUBLIC EDUCATION EXPENSE	1,840	2,500	3,000	3,500	CPR cards, books, testing materials	
850.000	TELEPHONE EXPENSE	6,060	7,880	7,880	7,860	See telephone/internet spreadsheet	
861.000	TRAVEL & MILEAGE	420	200	200	200	Personal vehicle use on Township business	
862.000	VEHICLE MAINTENANCE & REPAIR	18,100	13,100	13,100	12,000	Normal maintenance, annual pump test, annual ladder test	12,000.00
863.000	FUEL EXPENSE	10,350	12,500	10,700	9,000	Based on current level of activity	
900.000	PRINT & PUBLISHING	560	550	550	550	Advertisement for part-time firefighters	
910.000	BUILDING, EQUIP & RADIO INS	10,370	11,850	11,850	11,940	Based on current quote plus 5%	
910.100	WORKERS COMP ACCOUNT	28,010	29,280	29,280	36,430	Based on current rates plus 5% increase mid year	
921.000	ELECTRIC	10,260	10,000	10,000	10,000	Paid to Consumers Power for electric usage	
922.000	GAS	9,100	7,800	7,800	8,400	Paid to Michigan Gas Utilities for natural gas usage	
923.000	WATER EXPENSE	1,390	1,800	1,800	1,800	Paid to Grand Haven Township for water usage	
930.000	MAINTENANCE AND REPAIR OF B&G	13,250	21,800	21,800	25,500	Garage door repair, Furnace maintenance, cleaning supplies	5,500.00
						Re-seal the 20 - year old station roof	2,800.00
						Outside station light replacment (old lights cannot be converted)	1,400.00
						Repllace 13 year old carpet in fire station	9,000.00
						Replace 21 year old dining room set in fire station	1,300.00
						Replace appliances in fire station	4,000.00
						Replace countertops and paint cabinents in fire station kitchen	1,500.00
						Justification Items Total:	25,500
936.000	EQUIPMENT MAINTENANCE	4,260	5,960	5,960	5,760	Copier contract	2,000.00
						Radio and pager maintenance	2,440.00
						Printer maintenance	120.00
						Fitness equipment maintenance (including preventative maintenance)	1,200.00
						Justification Items Total:	5,760
956.000	MISCELLANEOUS EXPENSE	2,440	2,410	2,410	2,550	Food for training & runs	770.00
						Licenses & Fees	200.00
						Charter cable	1,080.00
						Various expenses not covered in another line item	500.00
						Justification Items Total:	2,550
959.000	FIRE DEPT-PREVENTION & INSP	5,240	5,700	5,700	5,900	Fire prevention open house	3,800.00
						Educational materials	700.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 336 FIRE DEPT EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Inspection materials	500.00
					911 Academy	900.00
					Justification Items Total:	5,900
970.000 CAPITAL OUTLAY	24,700	23,600	23,600	42,900	Replace ATV and purchase a slide in unit for firefighting	31,000.00
					4 Sets of turnout gear at 2,400 per set	9,600.00
					Replace 18 year old smoke machine for training	1,100.00
					Replace 400 foot of 1.75 hose on Engine 1021	1,200.00
					Justification Items Total:	42,900
976.000 EQUIPMENT PURCHASES	4,370	500	500	500	Two phones up for replacment	
999.100 OPERATING TRANSFERS OUT - OPEB	17,900	18,750	62,380	18,720	Per actuarial study - current employees and retirees	
999.200 OPERATING TRANSFERS OUT - IT	41,410	42,840	42,840	33,770	See software expense & computer services spreadsheet	
	1,041,930	1,077,520	1,121,150	1,148,280		
Totals for Fund: 206 FIRE DEPARTMENT						
Total Revenues:	1,002,040	1,217,780	1,218,280	1,260,450		
Total Expenditures:	1,041,930	1,077,520	1,121,150	1,148,280		
Net of Revenues/Expenditures:	(39,890)	140,260	97,130	112,170		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.300	PROPERTY TAX - DELINQUENT PERSONAL	20	0	0		
403.500	SPECIAL ASSESSMENT LEVY	341,770	354,500	367,010	0.55 mil levy	
545.100	FINES	52,620	45,000	50,000		
664.000	INTEREST INCOME	0	20	220		
677.000	REIMBURSEMENTS	640	500	500	Drug kits	
		395,050	400,020	400,220		
				418,210		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 301 POLICE/SHERIFF
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	21,600	19,230	19,230	38,950	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	3,940	4,000	4,000	4,000	Legal fees for queries & court	
801.001 BANK CHARGES	50	50	50	50		
803.000 CONTRACTED SERVICES	370,500	379,960	379,960	371,000	Contract costs with Ottawa Sheriff for 3.3 deputies (2/3 of schools' COPS Deputy is paid by Ottawa County & GHAPS)	
850.000 TELEPHONE EXPENSE	590	1,040	1,040	370	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	330	500	500	500		
863.000 FUEL EXPENSE	0	250	250	250		
930.000 MAINTENANCE AND REPAIR OF B&G	0	250	250	250		
936.000 EQUIPMENT MAINTENANCE	190	200	200	200		
956.000 MISCELLANEOUS EXPENSE	750	500	1,000	1,800	Promotional Items	1,500.00
					Drug Testing kits	300.00
					Justification Items Total:	1,800
976.000 EQUIPMENT PURCHASES	0	1,000	500	2,230	Speed radar gun	1,600.00
					GORE-TEX rain jacket	350.00
					Light Meter	280.00
					Justification Items Total:	2,230
	397,950	406,980	406,980	419,600		
Totals for Fund: 207 POLICE SERVICES SAD						
Total Revenues:	395,050	400,020	400,220	418,210		
Total Expenditures:	397,950	406,980	406,980	419,600		
Net of Revenues/Expenditures:	(2,900)	(6,960)	(6,760)	(1,390)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	472,320	494,900	494,900	540,830	FTE capture w/10.4424 mils levy	
664.000 INTEREST INCOME	3,030	1,500	1,500	2,500		
677.000 REIMBURSEMENTS	23,820	0	0	14,000	State of MI for lost Personal Property Revenues	
699.000 APPROPRIATION TRANSFERS IN	5,490	0	0	0		
	504,660	496,400	496,400	557,330		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	140	120,600	120,600	20,490	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	29,490	5,000	5,000	70,000	168th Ave. bid documents	
805.000 AUDIT SERVICES	480	500	500	520	4% of \$13,000	
956.000 MISCELLANEOUS EXPENSE	100	500	500	500		
970.000 CAPITAL OUTLAY	1,682,900	187,000	187,000	0	None planned	
999.100 OPERATING TRANSFERS OUT - OPEB	0	0	3,780	0		
	1,713,110	313,600	317,380	91,510		

Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total Revenues:	504,660	496,400	496,400	557,330
Total Expenditures:	1,713,110	313,600	317,380	91,510
Net of Revenues/Expenditures:	(1,208,450)	182,800	179,020	465,820

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
699.000 APPROPRIATION TRANSFERS IN	176,430	208,510	208,510	210,200	General - 57%	119,820.00
					Water - 31%	65,160.00
					Sewer - 12%	25,220.00
					Justification Items Total:	210,200
	<u>176,430</u>	<u>208,510</u>	<u>208,510</u>	<u>210,200</u>		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	150,000	185,000	185,000	190,000	Pursuant to bond payment schedule - expires 2021	
995.000 INTEREST EXPENSE	26,420	23,510	23,510	20,220	Pursuant to bond payment schedule	
	<u>176,420</u>	<u>208,510</u>	<u>208,510</u>	<u>210,220</u>		
Totals for Fund: 360 REFUNDED BUILDING DEBT						
Total Revenues:	176,430	208,510	208,510	210,200		
Total Expenditures:	176,420	208,510	208,510	210,220		
Net of Revenues/Expenditures:	10	0	0	(20)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 365 DEBT SERVICE-WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000	PROPERTY TAXES	132,500	177,000	144,300	Based upon a levy of 0.22000 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimate tax revenue sheet	
403.300	PROPERTY TAX - DELINQUENT PERSONAL	100	10	10		
664.000	INTEREST INCOME	0	50	50	Interest received on Debt Service - Water fund balance	
		132,600	177,060	144,360		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 365 DEBT SERVICE-WATER
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	150,000	145,000	145,000	145,000	Pursuant to bond payment schedule - expires in 2017	
995.000 INTEREST EXPENSE	20,940	15,050	15,050	9,160	Pursuant to bond payment schedule	
996.000 PAYING AGENT FEES	100	200	200	200		
	171,040	160,250	160,250	154,360		
Totals for Fund: 365 DEBT SERVICE-WATER						
Total Revenues:	132,600	177,060	177,060	144,360		
Total Expenditures:	171,040	160,250	160,250	154,360		
Net of Revenues/Expenditures:	(38,440)	16,810	16,810	(10,000)		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: **590 SEWER**
DEPARTMENT: **000**
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
600.000 WASTEWATER SALES	249,020	304,580	304,580	334,630	Based on 103.6 MG to be collected in 2016 - estimated wastewater collection sales @ \$3.23/1,000 gallons	
601.000 DEBT SERVICE CHARGE	217,220	217,620	217,620	228,560	1010.6 residential and 425.07 non-residential trunkage units for 2015 (existing connections) - >1435.67 units X \$13.13 per month X 12 months Addition of 30 new trunkage units in 2016 (new connections) - 10 units X \$13.13 per month X 9 months & 10 units X \$13.13 per month X 6 months & 10 units X \$13.13 per month X 3 months	226,200.00 2,360.00
					Justification Items Total:	228,560
602.000 SPECIAL ASSESSMENT INCOME	19,510	46,770	46,770	36,870	SAD principal	
629.000 LATERAL CHARGES/INSPEC FEES	1,080	870	870	1,050	Inspection fees - 30 new connections X \$35 per inspection	
629.100 TRUNKAGE FEES	77,730	128,510	128,510	142,910	25 trunkage units X \$2,879 per unit - assuming that 5 connections will be paid over time as special assessment income 168th / Comstock apartment buildings - assuming 3 connections in 2016 with 2" meters; and 1 connection in 2016 with a 1 1/2" meter	71,980.00 70,930.00
					Justification Items Total:	142,910
631.000 LATE CHARGES	4,030	3,650	3,650	4,000	Late charges	
664.000 INTEREST INCOME	16,550	10,650	15,550	14,500	Special assessments Investments	6,700.00 7,800.00
					Justification Items Total:	14,500
677.000 REIMBURSEMENTS	5,820	1,800	1,800	1,800	Escrows received for engineering, plan reviews and construction inspections Sewer industrial surcharge reimbursement	1,000.00 800.00
					Justification Items Total:	1,800
694.000 MISCELLANEOUS INCOME	0	100	100	100	Miscellaneous revenues not covered by other line items	
	590,960	714,550	719,450	764,420		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	36,510	50,340	50,340	73,010	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$69,575 (21.88%) Admin Coordinator - 104 hrs @ \$22.58/hr (5%) Public Services Worker - 1040 hrs @ \$24.15/hr (50%) New Employee - 624 hrs @ \$17.85/hr (30%) Overtime - 40 hrs Sick Pay	17,270.00 15,230.00 2,350.00 25,120.00 11,140.00 1,310.00 590.00
Justification Items Total:						73,010
703.000 OVERHEAD & SUPERVISION	44,340	32,990	32,990	54,630	See spreadsheet	
703.100 COMPENSATED ABSENCES SALARY	1,020	0	0	0		
715.000 FICA	2,770	3,850	3,850	5,630	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	100	100	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	3,470	4,860	4,860	7,040	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	680	15,640	3,000	14,950	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	70	0	0	0	Included with health insurance expense	
719.100 DENTAL INSURANCE	460	1,790	1,790	1,730	Delta Dental- Includes MI claims tax	
719.200 DISABILITY INSURANCE	270	460	460	660	Short and long term disability	
719.300 LIFE INSURANCE	30	90	90	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	40	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	180	750	750	500	Miscellaneous office supplies & postage	
729.000 MISC TOOLS AND EQUIPMENT	770	750	750	750	Gloves, masks, coveralls, etc.	
741.000 UNIFORM EXPENSE	0	1,060	1,060	860	Uniform cleaning for 1 full-time employee Clothing allowance/replacement for 1 full-time employee	460.00 400.00
Justification Items Total:						860
801.000 LEGAL AND PROFESSIONAL FEES	7,760	19,700	19,700	18,200	Engineering plan reviews / construction inspections Back flow test SCADA programming	3,000.00 200.00 15,000.00
Justification Items Total:						18,200
801.001 BANK CHARGES	100	100	100	100	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	0	0	450	500	Confined space	
805.000 AUDIT SERVICES	1,800	1,880	1,880	1,950	Audit services - 15% of \$13,000	
810.000 WASTEWATER TREATMENT	200,010	153,400	153,400	206,280		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
817.000 MISS DIG SERVICES	500	500	500	500	addition, \$125/MG will be added for UV and odor control - includes 3% unmetered sewer Annual fee	
850.000 TELEPHONE EXPENSE	1,350	3,180	3,180	4,710	See telephone/internet expense spreadsheet Includes pump station alarms, after hours call forwarding/voicemail, pagers, interconnect line, cell phones	
863.000 FUEL EXPENSE	1,010	1,100	1,100	800	Partial payment for diesel fuel expense for service trucks and generators	
910.000 BUILDING, EQUIP & RADIO INS	2,620	3,000	3,000	3,020	Based on 5% increase from prior year	
910.100 WORKERS COMP ACCOUNT	90	1,840	1,840	2,590	Based on current rates	
921.000 ELECTRIC	14,290	14,500	14,500	14,500	Lift stations & partial payment for township electrical expense	
922.000 GAS	730	770	770	770	Lift stations	
923.000 WATER EXPENSE	290	600	600	500	Water consumption at lift stations for cleaning, maintenance and sprinkling	
936.000 EQUIPMENT MAINTENANCE	110	4,470	4,470	2,980	Gas detector maintenance, safety equipment, etc. Generator maintenance	1,000.00 1,980.00
					Justification Items Total:	2,980
936.400 LIFT STATION MAINTENANCE	16,450	111,800	111,800	30,200	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc. Fertilizer Wet well cleaning Maintenance for chemical feed system - East Ferris lift station Calibration of cathodic protection	10,000.00 200.00 1,600.00 15,900.00 2,500.00
					Justification Items Total:	30,200
936.410 WASTEWATER SYSTEM MAINTENANCE	370	2,000	2,000	2,000	Force main repair, manhole repair, lateral repair	
956.000 MISCELLANEOUS EXPENSE	0	100	100	100	Miscellaneous expenditures	
968.000 DEPRECIATION EXPENSE	168,050	0	0	0	As determined by the auditor	
970.000 CAPITAL OUTLAY	0	8,750	8,750	83,050	Upgrade 1 pump station to SCADA system MXU replacement project - 30% (70% paid by water fund) VGB radio read unit - 30% (70% paid by water fund) Upgrade hand held readers 30% (70% paid by water fund)	10,000.00 56,250.00 12,000.00 4,800.00
					Justification Items Total:	83,050
976.000 EQUIPMENT PURCHASES	1,030	1,000	550	500	Miscellaneous small equipment as needed	
992.100 SEWER EXPANSION PRINCIPAL-1996	0	90,000	90,000	95,000	Based on bond schedule - expires 2016	
992.200 SEWER EXPANSION PRINCIPAL - 2008	0	45,000	45,000	45,000	Based on bond schedule - expires 2028	
995.400 SEWER EXPANSION 1996 INTEREST	13,080	8,050	8,050	2,740	Based on bond schedule - expires 2016	
995.600 SEWER EXPANSION INTEREST - 2008	41,650	38,750	38,750	36,830	Based on bond schedule - expires 2028	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
996.000	PAYING AGENT FEES	1,300	1,200	1,300	Paid to OCRC for handling of bonds	
999.000	OPERATING TRANSFERS OUT - BLDG DEBT	21,170	25,020	25,220	2013 Township Bldg Refunding Bonds- 12% of project - expires 2021	
999.100	OPERATING TRANSFERS OUT - OPEB	2,750	2,890	51,040	0	
999.200	OPERATING TRANSFERS OUT - IT	16,920	17,330	17,330	18,430	See software expense & computer services spreadsheet
		604,030	669,640	705,150	757,780	
Totals for Fund: 590 SEWER						
	Total Revenues:	590,960	714,550	719,450	764,420	
	Total Expenditures:	604,030	669,640	705,150	757,780	
	Net of Revenues/Expenditures:	(13,070)	44,910	14,300	6,640	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000	VARIOUS FEES	670	500	500	NSF Charges - 20 @ \$25	
627.000	WATER SALES	1,069,790	1,356,330	1,223,560	NOWS based on 477.5 MG in water sales @ \$2.43 per 1000 gallons Grand Rapids based on 22.5 MG in water sales @ \$2.81 per 1000 gallons	1,160,330.00 63,230.00
					Justification Items Total:	1,223,560
628.000	READINESS TO SERVE CHARGE	837,520	820,000	826,460	Increase RTS with 75 new connections - Assumes 10 - 1st qtr, 20 - 2nd qtr, 25 - 3rd qtr, and 20 - 4th qtr (\$12.66/month) remainder based on actual collection to date	
629.000	LATERAL CHARGES/INSPEC FEES	111,600	100,750	116,250	Based on 75 new connections in water system - none in Riverhaven. 75 new construction or existing residential connections @ \$1,550/tap. Commercial/industrial connections pay meter/material costs under account 649.	
629.100	TRUNKAGE FEES	52,220	55,920	61,060	Based on 75 new residential connections - 25 existing homes will connect leaving 50 new construction connections @ \$856/trunkage. Commercial/industrial connections will pay based on meter size under this account. 4 connections for 168th/Comstock apartments (3-2" meters & 1-1 1/2" irrigation meter)	42,800.00 18,260.00
					Justification Items Total:	61,060
630.000	FIRE LINE CHARGES	9,020	8,400	8,790	30 - up to 6" @ \$11.48/month 10 - 8" @ \$23.12/month 2 - 10" @ \$44.44/month 1 - 12" @ \$68.90/month	4,130.00 2,770.00 1,060.00 820.00
					Justification Items Total:	8,790
631.000	LATE CHARGES	30,530	29,100	30,000	Estimate of late payments	
632.000	RE-ESTABLISH SERVICE	4,580	4,660	4,600	Estimate of late payments	
634.000	CHARGE FOR SYS REPAIR & MAINT	0	200	0		
649.000	SALE OF MATERIALS	3,630	5,560	6,230	Sale of meters, setters, angle valves, other materials, etc. 3 - 2" meters and materials & 1 - 1 1/2" meter and materials for 168th/Comstock apartments	200.00 6,030.00
					Justification Items Total:	6,230
664.000	INTEREST INCOME	5,090	4,500	5,500	CD interest	
669.000	HYDRANT RENTAL INCOME	5,730	1,500	1,500	Includes rental charges for hydrant usage by contractors, etc. Robinson Township hydrant rental	150.00 1,350.00
					Justification Items Total:	1,500
670.000	LEASE PAYMENTS	20,970	21,480	22,130	Wireless anntenna lease on water tower (increases 3% per year)	
677.000	REIMBURSEMENTS	12,790	0	7,200	None anticipated	
694.000	MISCELLANEOUS INCOME	1,500	100	100	Miscellaneous revenues not covered by other line items	
		2,165,640	2,409,000	2,166,200		2,306,680

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	190,920	183,250	183,250	188,180	Director - Salary of \$85,100 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$69,575 (38.75%) Admin. Coordinator - 1040 hrs @ \$22.58/hr (50%) Public Services Foreman - 2080 hrs @ \$27.60 plus insurance opt out of \$4,000 New Employee - 1456 hrs @ \$17.85/hr (70%) Public Services Worker - 1040 hrs @ \$24.15 (50%) Overtime - 170 hrs Sick Pay	17,270.00 26,960.00 23,490.00 61,410.00 25,990.00 25,120.00 6,760.00 1,180.00
					Justification Items Total:	188,180
702.900 SALARIES - SPECIAL PROJECTS	22,650	6,360	6,360	8,770	Summer Help - Hydrant Maintenance - 800 hrs @ \$10.96/hr	
703.000 OVERHEAD & SUPERVISION	148,550	128,330	128,330	167,530	See spreadsheet	
703.100 COMPENSATED ABSENCES SALARY	4,070	0	0	0		
715.000 FICA	16,310	14,020	14,020	14,270	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	490	490	680	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	100	500	500	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	17,110	17,220	17,220	17,550	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	27,530	18,780	28,920	28,430	Priority Health - Includes ACA and MI claims tax, HSA deposit	
719.001 MICHIGAN 1% CLAIMS TAX	160	0	0	0	Included with health insurance exepense	
719.100 DENTAL INSURANCE	5,260	3,370	3,370	4,660	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	1,380	1,620	1,620	1,650	Short and long term disability	
719.300 LIFE INSURANCE	270	250	250	280	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	90	90	150	4 full- time employees	
727.000 OFFICE SUPPLIES & POSTAGE	11,110	9,800	9,800	11,000	Supplies such as paper, pens, folders, checks, postage for water bills, mailings, etc.	
729.000 MISC TOOLS AND EQUIPMENT	1,550	1,500	1,500	1,500	Miscellaneous tools and equipment not covered under 977 account	
739.000 METER PURCHASES	60,430	33,210	33,210	36,460	New meters for new taps: 45 new 3/4" meters @ \$130 each 30 new 1" meters @ \$200 each 75 new mxu's @ \$150 each 25 replacement meters @ \$165 each 25 replacement mxu's @ \$150 each 3 - 2" meters and flanges & 1 - 1 1/2" meter and flanges with mxu's for 168th/Comstock apartments	5,850.00 6,000.00 11,250.00 4,130.00 3,750.00 5,480.00
					Justification Items Total:	36,460

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT	
740.000	HYDRANT PURCHASES	0	6,400	6,400	9,600	Replacement of hydrants - 6 @ \$1,600/hydrant	
741.000	UNIFORM EXPENSE	3,900	2,120	2,120	2,580	Uniform cleaning for 3 full-time employees Clothing allowance for 3 full-time employees	1,380.00 1,200.00
						Justification Items Total:	2,580
742.000	SERVICE LINE PURCHASES	30,940	39,000	39,000	42,750	75 standard residential taps (copper, brass, curb boxes and rods) @ \$440 each 75 V-2 meter setters @ \$130 each	33,000.00 9,750.00
						Justification Items Total:	42,750
745.000	WATER PURCHASES	558,700	525,910	525,910	506,820	NOWS based on 550 MG in water purchased @ \$0.840/1,000 gallons Grand Rapids based on 27 MG in water purchased @ \$1.66/1,000 gallons	462,000.00 44,820.00
						Justification Items Total:	506,820
801.000	LEGAL AND PROFESSIONAL FEES	23,960	49,520	49,520	24,220	Required MDEQ Trihalomethanes/Haloacetic Acids (HAA5) Normal annual update of GIS system through Prein & Newhof Legal fees for easements, delinquent bill collection, etc. Required EPA Annual Unregulated Contaminant Monitoring MDEQ licensing fee MDEA Annual Unregulated Contaminant Monitoring	720.00 12,000.00 3,000.00 5,000.00 2,800.00 700.00
						Justification Items Total:	24,220
801.001	BANK CHARGES	100	100	100	100	Bank charges	
802.000	CONFERENCES, DUES, SUB'S	10,370	12,000	12,000	12,000	AWWA memberships, WSSN license (increased from \$3,000 to \$5,000), continuing education, magazine/publication subscriptions - 7 full-time employees to educate	
803.000	CONTRACTED SERVICES	29,090	28,920	28,920	33,380	Payment made to contractor for the installation of new water services - 75 new taps at \$445 each	
805.000	AUDIT SERVICES	3,000	3,130	3,130	3,250	25% of \$13,000	
817.000	MISS DIG SERVICES	460	500	500	500	Annual fee	
850.000	TELEPHONE EXPENSE	73,280	3,530	3,530	4,920	See telephone/internet worksheet	
861.000	TRAVEL & MILEAGE	0	100	100	100	Token amount for continuing education and training	
863.000	FUEL EXPENSE	15,610	9,100	9,100	7,000	Fuel expense for service trucks, compressor, etc.	
910.000	BUILDING, EQUIP & RADIO INS	6,910	7,890	7,890	7,960	Based on 5% increase from prior year	
910.100	WORKERS COMP ACCOUNT	6,350	5,030	5,030	6,790	Based on current rates	
921.000	ELECTRIC	5,300	6,000	6,000	5,350	Payment for building electrical expenses, meter stations and meter pits	
922.000	GAS	8,090	9,000	9,000	9,130	Payment for building and meter station gas usage	
923.000	WATER EXPENSE	1,500	2,350	2,350	2,200	Water consumption for domestic usage and sprinkling at meter stations	
924.000	WASTEWATER EXPENSE	190	170	170	200	Waste water processing	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
930.000 MAINTENANCE AND REPAIR OF B&G	3,680	3,000	3,000	3,000	Miscellaneous maintenance	
936.000 EQUIPMENT MAINTENANCE	490	6,720	6,720	5,000	Calibration of meters, locators, sampling equipment, etc. Generator maintenance	3,870.00 1,130.00
Justification Items Total:						5,000
936.300 AUTOMOTIVE MAINTENANCE	14,770	5,000	5,000	5,000	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc.	
936.310 HYDRANT MAINTENANCE	10,530	12,000	14,000	25,000	Hydrant extensions Contracted services Signs, posts, nozzles, caps, miscellaneous parts, etc. Paint and materials Hydrant markers - 400 @ \$25 each	1,500.00 6,000.00 1,500.00 6,000.00 10,000.00
Justification Items Total:						25,000
936.320 METER MAINTENANCE	10,030	13,000	10,000	4,800	Testing of large meters. All 2" and larger meters are tested every 3 years 2016 - 2" meters = 16	4,800.00
Justification Items Total:						4,800
936.330 METER STATION MAINTENANCE	5,000	3,070	6,070	5,570	Fertilizer Maintenance	570.00 5,000.00
Justification Items Total:						5,570
936.340 SERVICE LINE MAINTENANCE	27,620	39,000	39,000	39,000	Materials and payment to contractor for service line breaks / replacements - 30 repairs @ \$1,300 each	
936.350 WATER MAIN MAINTENANCE	5,770	10,000	10,000	10,000	Payment to contractor for repair of water main breaks	
936.360 WATER TANK MAINTENANCE	24,210	5,000	5,000	5,000	Calibration of cathodic protection, altitude valve, various telemetry equipment Water tank maintenance	2,000.00 3,000.00
Justification Items Total:						5,000
936.370 RADIO MAINTENANCE	1,590	1,000	2,100	2,100	Yearly required calibration of repeater - Maintenance of mobile and portable radios as needed	
940.000 EQUIPMENT RENTAL	5,370	200	200	200	Rental of equipment as needed for water system maintenance such as leak detector, hammer drill & bits, etc.	
956.000 MISCELLANEOUS EXPENSE	70	100	100	100	Miscellaneous expenditures not covered by other line items	
968.000 DEPRECIATION EXPENSE	355,410	0	0	0	As determined by the auditor	
968.100 AMORTIZATION	290,230	0	0	0	As determined by the auditor	
970.000 CAPITAL OUTLAY	0	81,250	65,250	192,950	MXU replacement project - 70% (30% paid by sewer fund) VGB radio read unit - 70% (30% paid by sewer fund) Upgrade hand held readers - 70% (30% paid by sewer fund)	131,250.00 28,000.00 11,200.00

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
					Control valve for meter in West Meter Station	22,500.00
					Justification Items Total:	192,950
970.250	CAPITAL OUTLAY-PROF FEES	0	15,000	15,000	0	None anticipated
976.000	EQUIPMENT PURCHASES	2,200	0	0	350	Office chair
993.100	TRANS MAIN #2 PRINCIPAL	0	230,000	230,000	245,000	Annual water main principal payment for transmission main #2 - expires 2019
993.200	WATER INTAKE EXPAN.PRINCIPAL	0	88,840	88,840	95,680	Water plant expansion bonds principal for 2001 - expires 2021
993.400	NOWS PLANT EXPANSION - '09 PRINCIPAL	0	51,250	51,250	46,590	NOWS plant expansion - expires 2034
995.500	TRANS MAIN #2 INTEREST	59,670	50,780	50,780	41,130	Annual water main interest payment for transmission main #2 - expires 2019
995.800	WATER INTAKE EXPAN.-INTEREST	17,850	16,400	16,400	14,550	Water plant expansion bonds interest for 2001 - expires 2021
996.000	PAYING AGENT FEES	950	1,000	1,500	1,500	
996.100	NOWS PLANT EXPANSION - '09 INTEREST	210,370	200,840	200,840	206,170	NOWS Plant expansion interest - expires 2034
999.000	OPERATING TRANSFERS OUT - BLDG DEBT	54,690	64,640	64,640	65,160	2013 Township Bldg Refunding bonds - 31% of project - expires 2021
999.100	OPERATING TRANSFERS OUT - OPEB	7,580	7,940	106,310	0	
999.200	OPERATING TRANSFERS OUT - IT	29,370	30,950	30,950	35,650	See software expense & computer services spreadsheet
999.248	OPERATING TRANSFERS OUT - DDA	5,490	0	0	0	
		2,428,180	2,066,540	2,162,650	2,209,960	
	Totals for Fund: 591 WATER					
	Total Revenues:	2,165,640	2,409,000	2,166,200	2,306,680	
	Total Expenditures:	2,428,180	2,066,540	2,162,650	2,209,960	
	Net of Revenues/Expenditures:	(262,540)	342,460	3,550	96,720	

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 644 OPEB FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	10	10	10		
677.400 RETIREE CONTRIBUTIONS	2,970	3,330	3,330	3,630	Bette and Joe Boomgard	730.00
					Terry and Sylvia French	540.00
					Norma Van Oordt	300.00
					Bruce and Laurie Palm	2,060.00
					Justification Items Total:	3,630
696.000 GENERAL FUND CONTRIBUTION	40,620	42,550	245,150	5,360	Current retirees/OPEB valuation	
696.100 FIRE/RESCUE FUND CONTRIBUTION	17,900	18,750	62,380	18,720	Current IAFF employees and retiree	
696.200 SEWER FUND CONTRIBUTION	2,750	2,890	51,040	0		
696.300 WATER FUND CONTRIBUTION	7,580	7,940	106,310	0		
696.400 DDA FUND CONTRIBUTIONS	0	0	3,780	0		
	71,820	75,470	472,000	27,720		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 644 OPEB FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	71,700	19,410	529,580	20,430	Bette and Joe Boomgaard	2,280.00
					Terry and Sylvia French	2,280.00
					Norma Van Oordt	1,140.00
					Bruce and Laurie Palm (includes \$2,250 HSA deposit)	14,730.00
					Justification Items Total:	20,430
801.000 LEGAL AND PROFESSIONAL FEES	0	0	0	3,200	Watkins Ross - OPEB valuation	
805.000 AUDIT SERVICES	120	130	130	130	1% of audit costs - \$13,000	
	71,820	19,540	529,710	23,760		
Totals for Fund: 644 OPEB FUND						
Total Revenues:	71,820	75,470	472,000	27,720		
Total Expenditures:	71,820	19,540	529,710	23,760		
Net of Revenues/Expenditures:	0	55,930	(57,710)	3,960		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Revenues

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	20	20	0		
696.000 GENERAL FUND CONTRIBUTION	131,930	106,170	106,170	153,430	See spreadsheet - 63.6%	
696.100 FIRE/RESCUE FUND CONTRIBUTION	41,410	42,840	42,840	33,770	See spreadsheet - 14.0%	
696.200 SEWER FUND CONTRIBUTION	16,920	17,330	17,330	18,430	See spreadsheet - 7.6%	
696.300 WATER FUND CONTRIBUTION	29,370	30,950	30,950	35,650	See spreadsheet - 14.8%	
	219,630	197,310	197,310	241,280		

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	143,520	145,100	145,100	185,410	See spreadsheet	
968.000 DEPRECIATION EXPENSE	44,610	0	0	0		
970.000 CAPITAL OUTLAY	0	44,130	44,130	65,430	See spreadsheet	
976.000 EQUIPMENT PURCHASES	3,300	8,060	8,060	10,440	See spreadsheet	
	191,430	197,290	197,290	261,280		

Totals for Fund: 645 INFORMATION TECHNOLOGIES

Total Revenues:	219,630	197,310	197,310	241,280
Total Expenditures:	191,430	197,290	197,290	261,280
Net of Revenues/Expenditures:	28,200	20	20	(20,000)

GRAND HAVEN CHARTER TOWNSHIP

BUDGET WORKSHEET FOR
2016 FISCAL YEAR

FUND: 999 PAYROLL CLEARING FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2014 ACTIVITY	2015 ADOPTED BUDGET	2015 AMENDED BUDGET	2016 REQUESTED AMOUNT	JUSTIFICATION DETAIL	ITEM AMOUNT
<hr/>						
<i>Totals for Fund: 999 PAYROLL CLEARING FUND</i>						
Total Revenues:	0	0	0	0		
Total Expenditures:	0	0	0	0		
Net of Revenues/Expenditures:	0	0	0	0		
 <i>Total - All Funds</i>						
Total Revenues:	9,203,110	9,832,670	10,328,780	9,898,710		
Total Expenditures:	10,883,820	9,065,870	10,177,150	9,479,200		
Net of Revenues/Expenditures:	(1,680,710)	766,800	151,630	419,510		

**2016
Summary of Revenues/Expenditures**

FUNDS	Revenues	Expenditures	Difference	Estimated Fund Balance or Cash Reserves on 12/31/15	Projected Fund Balance or Cash Reserves on 12/31/16
General Fund	\$3,219,990	\$3,404,380	(\$184,390)	\$1,872,154	\$1,687,764
Municipal Street Fund	\$748,070	\$798,070	(\$50,000)	\$82,282	\$32,282
Fire/Rescue Fund	\$1,260,450	\$1,148,280	\$112,170	\$177,553	\$289,723
Police Services SAD	\$418,210	\$419,600	(\$1,390)	\$139,232	\$137,842
DDA Fund	\$557,330	\$91,510	\$465,820	\$830,266	\$1,296,086
Refunded Bldg Debt	\$210,200	\$210,220	(\$20)	\$315	\$295
Debt - Water	\$144,360	\$154,360	(\$10,000)	\$31,451	\$21,451
Sewer Fund	\$764,420	\$757,780	\$6,640	\$1,319,888	\$1,326,528
Water Fund	\$2,306,680	\$2,209,960	\$96,720	\$1,364,524	\$1,461,244
OPEB Fund	\$27,720	\$23,760	\$3,960	\$99,413	\$103,373
IT Service Fund	\$241,280	\$261,280	(\$20,000)	\$22,081	\$2,081
TOTALS	\$9,898,710	\$9,479,200	\$419,510	\$5,939,159	\$6,358,669
Debt Funds - TOTAL	\$354,560	\$364,580	(\$10,020)		

FY2016 - FY2020 - CAPITAL IMPROVEMENT PLAN SUMMARY (minimum \$10,000)

Project Description	Proposed Financing Method	Estimated Cost	Fiscal Year	Year Complete	Operating Source	Operating Costs				
						FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Street Fund and DDA - Road Construction										
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2016	2016	Street Fund		N/A	N/A	N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2017	2017	Street Fund			N/A	N/A	N/A
168th Reconstruction (Ferris - Johnson)	GHT Bid - DDA Fund	\$1,100,000	2017	2017	DDA Fund			N/A	N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2018	2018	Street Fund				N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2019	2019	Street Fund					N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2020	2020	Street Fund					
General Fund - Parks and Recreation										
Purchase 40 Acre "Wolfe" Parcel	MNTRF + General Fund	\$330,000	2015/16	2016	General Fund		N/A	N/A	N/A	N/A
Remove Structures from Witteveen Parcel	General Fund	\$10,000	2016	2016	General Fund		N/A	N/A	N/A	N/A
Replace Board Launch Ticket Machine	General Fund	\$20,000	2016	2016	General Fund		N/A	N/A	N/A	N/A
Replace Blower unit	General Fund	\$16,000	2016	2016	General Fund		N/A	N/A	N/A	N/A
Trail Maintenance in Hofma Preserve	General Fund	\$25,000	2016	2017	General Fund			N/A	N/A	N/A
General Fund - Bike Path										
Mercury Drive Path Re-surfacing	Bid - General Fund	\$200,000	2016	2016	General Fund		N/A	N/A	N/A	N/A
Lakeshore Path RE-surfacing	Bid - General Fund	\$60,000	2016	2016	General Fund		N/A	N/A	N/A	N/A
Pathway Extension (10 miles)	Bid - Bike Path Debt	\$4,200,000	2017	2018	Bond Millage				N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$100,000	2017	2017	General Fund		N/A	N/A	N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$145,000	2018	2018	General Fund			N/A	N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$159,000	2019	2019	General Fund				N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$102,000	2020	2020	General Fund					N/A
Resurfacing Repairs	Bid - General Fund	\$100,000	2021	2021	General Fund					
Fire Fund										
Replace ARGO unit	Bid - Fire Fund	\$30,000	2016	2016	Fire Fund		\$200	\$200	\$250	\$300
Replace Suburban ALS Unit	State Bid - Fire Fund	\$48,000	2017	2017	Fire Fund			\$1,000	\$1,250	\$1,500
Replace 1021 Engine	Bid - Fire Fund	\$700,000	2020	2021	Fire Fund					
Sewer Fund										
Upgrade "Canned" pump station (1 of 4)	Bid - Sewer Fund	\$10,000	2016	2016	Sewer Fund		\$1,000	\$1,000	\$1,000	\$1,000
Extend Hofma Park PS FM	Bid - Sewer Fund	\$225,000	2017	2015	Sewer Fund			\$1,000	\$1,000	\$1,000
Extend 168th Gravity Sewer to Johnson	GHT Bid - DDA Fund	\$150,000	2017	2017	DDA Fund			N/A	N/A	N/A
Water Fund										
Replace MXU's	Water Fund	\$1,200,000	2016	2020	Water Fund	N/A	N/A	N/A	N/A	N/A
Replace Aged Control Valve at West Meter	Bid - Water Fund	\$22,500	2016	2017	Water Fund				N/A	N/A
Water Main Loops	Bic - Water Fund	\$50,000	2017	2017	Water Fund					N/A
Water Main Loops	Bic - Water Fund	\$50,000	2019	2019	Water Fund					
Information Technology										
Connection to Fiber Network	Collaboration - IT Fund	\$70,000	2015	2016	IT Fund		\$1,000	\$1,000	\$1,000	\$1,000
Dell VTRX Server/Switch/SANS/DR	IT Fund	\$52,000	2016	2016	IT Fund		\$200	\$300	\$300	\$400

Per Direction of the GHT Board Diesel vehicles are normally replaced after seven years and gasoline vehicles are replaced after six years. However, general policy is reviewed on a case-by-case basis examining operating costs, maintenance and other factors. Fire/Rescue vehicles are not included in this policy.

A tentative replacement schedule of current vehicles follows:

Vehicle Description	Financing Method	Replacement			Person Assigned
		Year	Cost	Fund	
2002 Dodge Dump Body	State Bid - General Fund	2018	\$27,000	Bike Path	N/A
2002 Dodge Pick-up	State Bid - Water & Sewer	2016	\$22,000	Public Works	Floating
2003 Dodge Ram Pick-up	State Bid - General Fund	2016	\$22,000	Community Development	Lucas/Corbat
2004 Grand Caravan (replaced with 2012)	State Bid - General Fund	2017	\$-0-	Assessing	Chalifoux
2003 Dodge Ram Pick-up	State Bid - Water & Sewer	2016	\$22,000	Public Works	Tlachac
2006 Ford Pick-up	State Bid - General Fund	2018	\$22,000	Parks	Part-time Staff
2008 Ford F250 w/ service body	State Bid - General Fund	2018	\$22,000	Parks	Part-time Staff
2008 Ford F250 Pick-up	State Bid - General Fund	2018	\$22,000	Pathway	McKay
2008 Ford F250 w/ service body	State Bid - Water/Sewer Fund	2018	\$24,000	Water/Sewer	Santiago
2008 Ford F150 Pick-up	State Bid - General Fund	2018	\$23,000	Community Development	Heinz
2012 Dodge Grand Caravan	State Bid - General Fund	2017	\$21,000	Administration	Cargo
2015 Ford F250 Pick-up	State Bid - General Fund	2020	\$35,000	Cemetery	Glueck
2016 Ford Service Body	State Bid - Water & Sewer	2021	\$35,000	Water/Sewer	VanderBroek

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 23rd day of November, 2015 at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution regarding House Bills 4423 through 4427. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 15-11-09

WHEREAS, the Michigan House of Representatives is considering House Bills 4423 – 4427, legislation that would dramatically impact the ability of local units to set safe and context sensitive speed limits within their municipal boundaries; and,

WHEREAS, traffic safety is among the most significant services provided to citizens by local government; and,

WHEREAS, the 85th percentile approach to setting speed limits is a useful and rational tool to help understand speeds on local streets; but it is not an absolute dogma to be forced upon local jurisdictions; and,

WHEREAS, each community is best suited to understand local conditions that place children, disabled, senior, bikers and other vulnerable populations in harm's way, and any attempt to diminish safety is seen as a serious threat to local governments' ability to preserve local safety.

NOW, THEREFORE, BE IT RESOLVED:

That Grand Haven Charter Township Board implores our State Senator Arlan Meekhof, State Representative Amanda Price and all members of the House Committee on Transportation and Infrastructure to reject any erosion of local control of speed limits and maintain a reasonable capacity to set and monitor speed limits on local streets.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED: Adopted.

ADOPTED ON: November 23, 2015

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Temporary Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 23rd day of November, 2015. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen
Grand Haven Charter Township Clerk

SUPERINTENDENT'S MEMO

DATE: November 17, 2015

TO: Township Board

FROM: Bill

SUBJECT: Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority

Attached, please find a copy of the proposed Fourth Amendment to the Restated Articles of Incorporation for the Grand Haven Spring Lake Sewer Authority. The crux of the change is highlighted in yellow.

In brief, the change will allow an alternate to the Sewer Authority to be an employee of the member municipality; but not necessarily an electorate. For example, each municipality typically appoints their respective managers to the Sewer Authority and their public works director as the “alternate”.

However, in some instances, the public works directors do not live within the community (*i.e., are not electors.*) This is true for Grand Haven Charter Township, the Village of Spring Lake, and others.

Although I am rarely absent from a Sewer Authority meeting, if I am absent I would want someone that is very familiar with the Sewer Authority's operations to be my replacement (*i.e., VerBerkmoes*). Unfortunately, because VerBerkmoes is now a city resident, he would not be qualified to be an alternate unless this change were approved. (*This change was actually proposed by Spring Lake Village; but, was found to impact other member units – such as the Township.*)

If the Board agrees that this “fourth amendment” to the Articles of Incorporation to the Sewer Authority should be should be approved, the following motion can be offered:

Authorize the Township Supervisor and Clerk to execute the proposed Fourth Amendment to the Restated Sewer Authority Articles of Incorporation.

If you have any questions or comments prior to the meeting, please contact me at your convenience.

**FOURTH AMENDMENT TO THE
RESTATED ARTICLES OF INCORPORATION
OF THE GRAND HAVEN-SPRING LAKE
SEWER AUTHORITY**

This Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority is adopted by the City of Grand Haven, a municipal corporation of Ottawa County, Michigan; the Village of Spring Lake, a municipal corporation of Ottawa County, Michigan; the City of Ferrysburg, a municipal corporation of Ottawa County, Michigan; the Township of Spring Lake, a municipal corporation of Ottawa County, Michigan; and the Township of Grand Haven, a municipal corporation of Ottawa County, Michigan, for the purpose of amending the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority, previously adopted in August and September, 1982, and amended with a First Amendment adopted in July and August, 1986, a Second Amendment adopted in February and March, 1988, and a Third Amendment adopted in July and August, 1989.

1. Article VII, Governing Board, shall be amended to provide in its entirety as follows:

**"ARTICLE VII
GOVERNING BOARD**

The Authority shall be directed and governed by a Board of Trustees, hereinafter sometimes referred to as the "Board." The Board shall be composed of two (2) Trustees from the City of Grand Haven, two (2) Trustees from the Village of Spring Lake, one (1) Trustee from the Township of Spring Lake, one (1) Trustee from the City of Ferrysburg, one (1) Trustee from the Township of Grand Haven, one (1) Trustee designated by the Ottawa County Road Commission, and one (1) Trustee at large elected by majority vote of the Trustees from the five (5) constituent municipalities. Each municipality shall appoint an alternate Trustee for each of its appointed Trustee(s). The Ottawa County Road Commission shall also appoint an alternate Trustee for its appointed Trustee. An alternate Trustee at-large shall be elected by a majority vote of the Trustees from the five (5) constituent municipalities. An alternate Trustee shall serve in the temporary absence or disability of an appointed Trustee and shall have the same powers and authority while serving that are possessed by the appointed Trustee. The appointed Trustees of the constituent municipalities shall be electors of the respective appointing constituent municipalities and may, but need not, be members of the legislative bodies of the constituent municipalities. **Alternate Trustees shall be electors of the respective appointing constituent municipalities, or they shall either be employed by or be officers of the appointing constituent municipalities.** The at-large Trustee and the at-large alternate Trustee shall be electors of the area included in the Authority. The appointed Trustees of the constituent municipalities and their alternates shall serve at the pleasure of the legislative bodies of the respective appointing constituent municipalities. The appointed Trustee of the Ottawa County Road Commission and the alternate Road Commission Trustee shall serve at the pleasure of the Board of County Road Commissioners. The at-large Trustee and the at-large alternate Trustee shall serve for terms of two (2) years each, commencing on the date of appointment. Each Trustee shall qualify by

taking the constitutional oath of office and filing the same with the City Clerk for the City of Grand Haven, 519 Washington Street, Grand Haven, Michigan. The at-large Trustee or the at-large alternate Trustee can be removed from the Board of Trustees at any time for cause by action of each of the legislative bodies of the five (5) constituent municipalities. No appointment of a Trustee to the Board of Trustees shall be deemed to be invalid because it was not made within the time specified by these Articles of Incorporation.

The members of the Board of Trustees and such officers thereof who are also members of the Board of Trustees shall be paid no compensation or per diem fee for their services; provided, however, that the Board may authorize the payment of the actual expenditures of any member or officer incurred in connection with the business of the Authority."

2. All of the other Articles, sections, and provisions of the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority, as amended by the First, Second, and Third Amendments thereto referenced above, are hereby ratified and affirmed.

This Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority has been adopted by the City of Grand Haven, the Village of Spring Lake, the City of Ferrysburg, the Township of Spring Lake, and the Township of Grand Haven as hereinafter set forth in the following endorsements, and in witness thereof, the Mayor and Clerk of the City of Grand Haven, the President and Clerk of the Village of Spring Lake, the Mayor and Clerk of the City of Ferrysburg, the Supervisor and Clerk of the Township of Spring Lake, and the Supervisor and Clerk of the Township of Grand Haven have endorsed thereon the statement of such adoption.

The foregoing Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority was adopted by the City of Grand Haven of Ottawa County, Michigan, at a meeting duly held on the ___ day of _____, 2015.

Geri McCaleb,
Mayor of the City of Grand Haven

Linda Browand,
Clerk of the City of Grand Haven

The foregoing Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority was adopted by the Village of Spring Lake of Ottawa County, Michigan, at a meeting duly held on the ___ day of _____, 2015.

Jim MacLachlan,
President of the Village of Spring Lake

Marv Hinga,
Clerk of the Village of Spring Lake

The foregoing Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority was adopted by the City of Ferrysburg of Ottawa County, Michigan, at a meeting duly held on the ___ day of _____, 2015.

Dan Ruitter,
Mayor of the City of Ferrysburg

Debbie Wierenga,
Clerk of the City of Ferrysburg

The foregoing Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority was adopted by the Township of Spring Lake of Ottawa County, Michigan, at a meeting duly held on the ___ day of _____, 2015.

John Nash,
Supervisor of the Township of Spring Lake

H. Carolyn Boersma,
Clerk of the Township of Spring Lake

The foregoing Fourth Amendment to the Restated Articles of Incorporation of the Grand Haven-Spring Lake Sewer Authority was adopted by the Township of Grand Haven of Ottawa County, Michigan, at a meeting duly held on the ____ day of _____, 2015.

Karl French,
Supervisor of the Township of Grand Haven

Laurie Larsen,
Clerk of the Township of Grand Haven

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2015**

WATER														WASTEWATER							
MONTH	METER INSTALLS		REPLACED METERS		NEW TAPS		MAIN INSTALLED		MILLION GALLONS OF WATER		G.R. SUPPLEMENTAL WATER		WORK ORDERS		NEW TAPS		MAIN INSTALLED		MILLION GALLONS OF WASTE PUMPED		
	3/4"	1"	3/4"	1"	3/4"	1"	IN FEET	IN FEET	G.R. WATER	G.R. WATER	0.00	0.00	0.00	0.00	0	0	IN FEET	IN FEET	0	0	
JANUARY	66	1	2	1	1	1	0	0	28.43	0.91	0.00	0.00	1	0	0	0	0	0	0	0	8.37
FEBRUARY	87	6	1	6	1	0	0	0	27.70	0.85	0.00	0.00	0	0	0	0	0	0	0	0	9.59
MARCH	110	3	0	1	6	2	0	0	26.59	0.87	0.00	0.00	3	4	0	0	0	0	0	0	7.95
APRIL	142	7	0	0	3	0	0	0	35.18	1.31	0.00	0.00	3	6	0	0	0	0	0	0	9.43
MAY	143	3	4	0	2	2	0	0	63.06	3.11	0.00	0.00	3	2	0	0	0	0	0	0	7.73
JUNE	139	3	0	2	5	4	0	0	71.28	2.67	0.18	0.18	4	5	0	0	0	0	0	0	9.98
JULY	102	6	3	3	9	3	0	0	85.52	5.51	0.00	0.00	5	1	0	0	0	0	0	0	9.18
AUGUST	138	6	3	5	2	0	7055	0	77.10	3.21	0.00	0.00	3	8	0	6010	0	0	0	0	7.08
SEPTEMBER	110	5	4	1	10	5	0	0	51.60	2.84	0.00	0.00	5	6	0	0	0	0	0	0	9.27
OCTOBER	151	10	2	0	6	2	0	0	43.15	0.70	0.00	0.00	8	3	0	0	0	0	0	0	8.52
NOVEMBER									0.00												
DECEMBER									0.00												
TOTAL YTD	1188	50	19	19	45	18	7055	0	509.61	21.98	0.18	0.18	35	35	0	6010	0	0	0	0	87.09
TOTALS		69		63			5105		531.77	22.16			757								

NOTES:

1 1/2" irrigation meter installed @15235 Rachel Court 7/28/15



County of Ottawa

Sheriff's Office

Headquarters/Administration
12220 Fillmore Street
West Olive, Michigan 49460
(616) 738-4000 or (888) 731-1001
Fax: (616) 738-4062

Gary A. Rosema
Sheriff

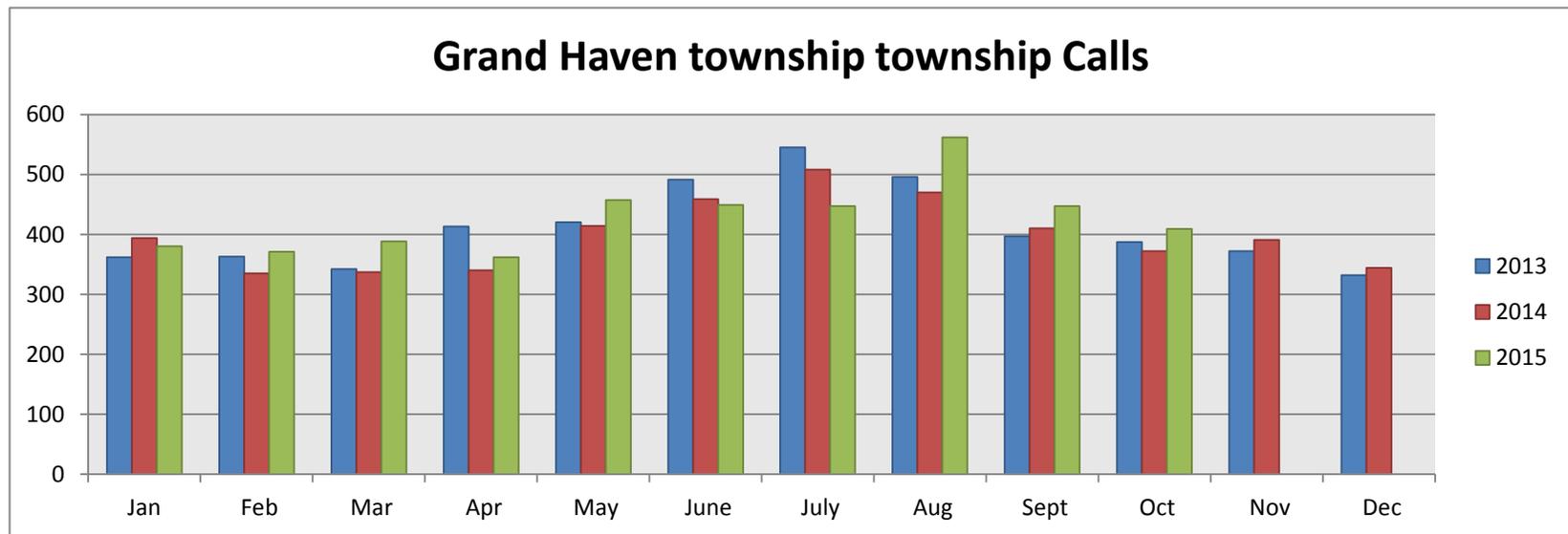
Steven A. Kempker
Under Sheriff



Correctional Facility
12130 Fillmore Street
West Olive, Michigan 49460
(616) 786-4140 or (888) 731-1001
Fax: (616) 738-4099

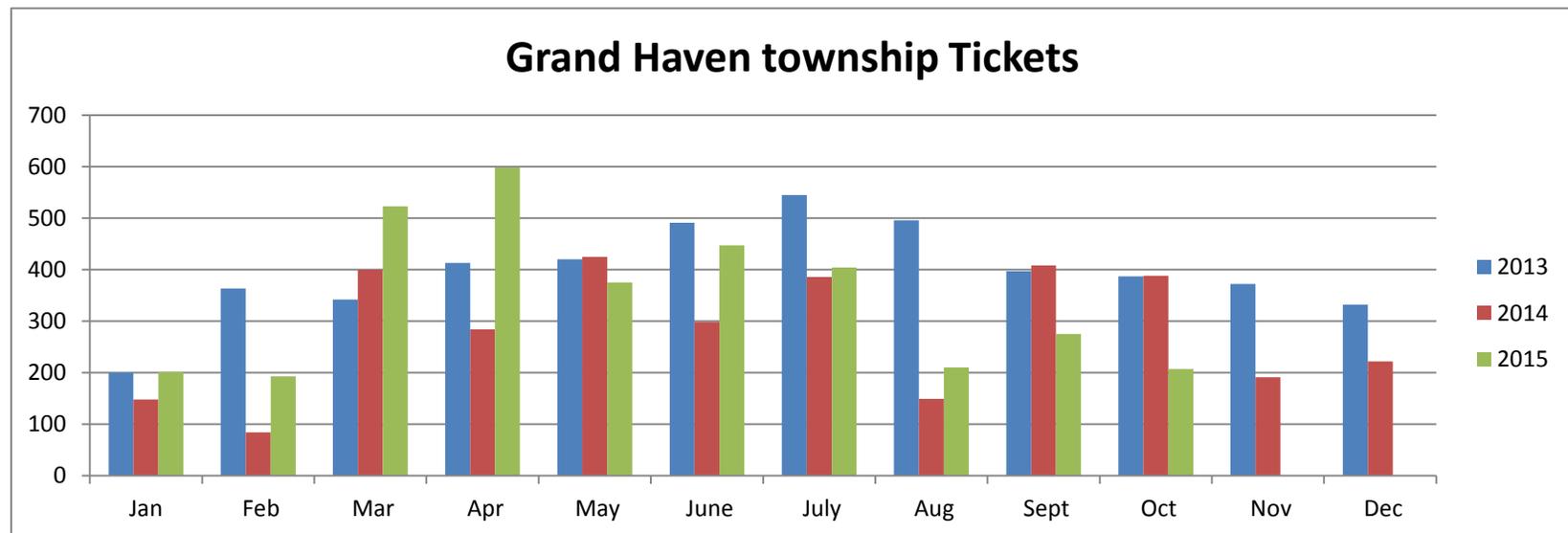
Total Number of Calls:

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	362	363	342	413	420	491	545	496	397	387	372	332	
2014	394	335	337	340	414	459	508	470	410	372	391	344	
2015	380	371	388	362	457	449	447	562	447	409			



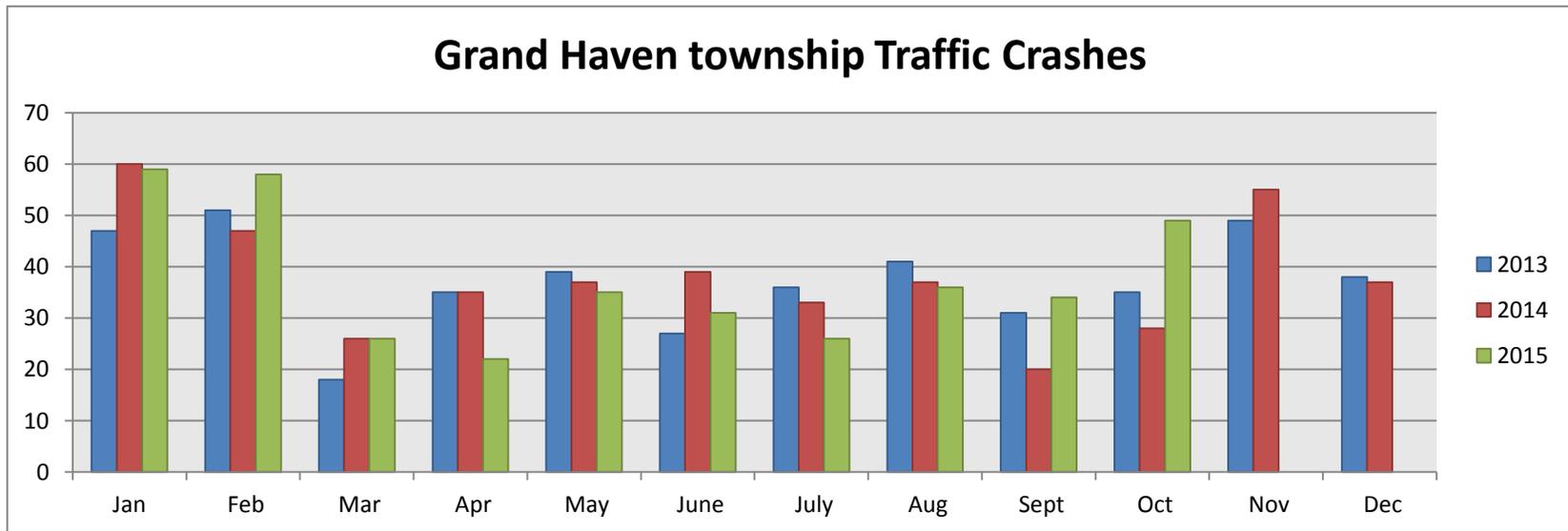
Total Tickets by Month

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	200	363	342	413	420	491	545	496	397	387	372	332	
2014	148	84	400	284	425	298	386	149	408	388	191	222	
2015	201	193	523	598	375	447	404	210	275	207			



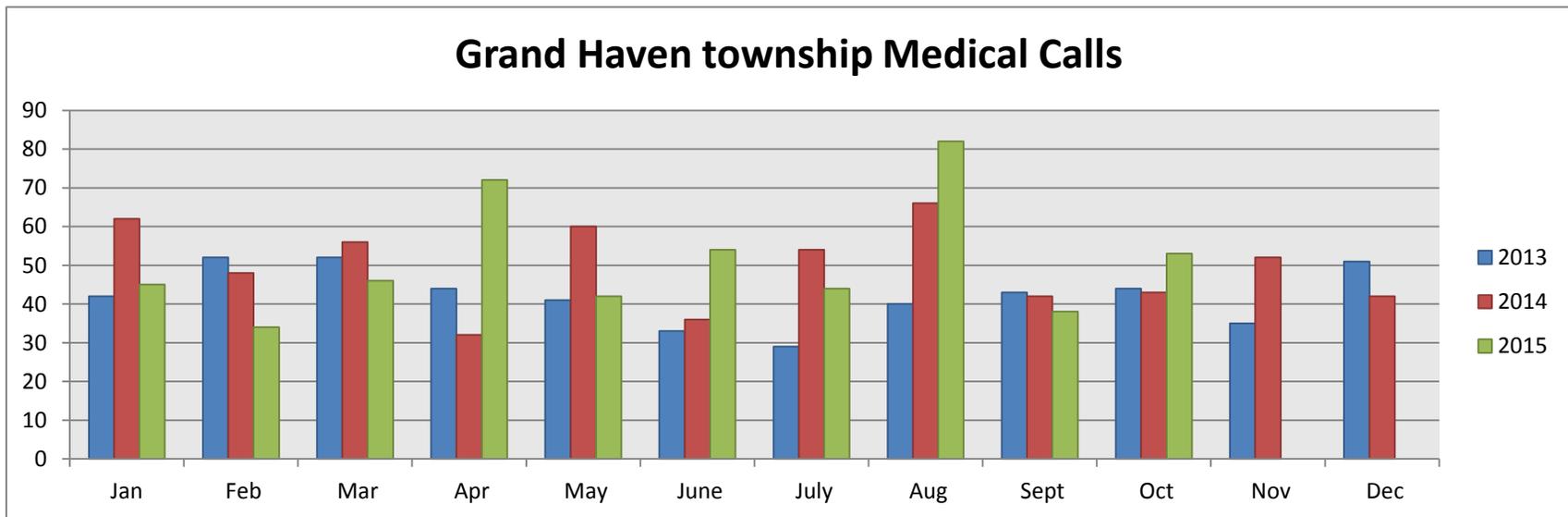
Traffic Crashes

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	47	51	18	35	39	27	36	41	31	35	49	38	
2014	60	47	26	35	37	39	33	37	20	28	55	37	
2015	59	58	26	22	35	31	26	36	34	49			



Medical Calls

	January	February	March	April	May	June	July	August	September	October	November	December	
2013	42	52	52	44	41	33	29	40	43	44	35	51	
2014	62	48	56	32	60	36	54	66	42	43	52	42	
2015	45	34	46	72	42	54	44	82	38	53			



Calls of Interest

	January	February	March	April	May	June	July	August	September	October	November	December
B & E's	0	2	2	3	2	3	5	3	10	0		
Larcenies	6	2	6	7	7	4	12	26	17	11		
Shoplifting	6	2	3	2	7	4	6	8	3	4		
FTP fuel	0	1	7	1	5	2	5	6	9	4		
Assist Other	2	5	10	6	15	5	5	5	7	2		
Assaults	1	3	3	1	2	5	0	3	4	3		
Domestic	6	4	7	7	9	7	13	18	9	12		
Animal	14	12	15	17	18	19	30	16	17	15		
Alarms	18	17	21	20	18	16	11	15	19	13		
SOR Check	1	0	1	0	0	0	0	29	13	0		
Traffic	43	40	43	41	55	60	64	53	51	47		
AGP	14	16	18	14	18	33	32	25	32	15		
Suspicious	19	13	31	25	30	35	34	36	32	27		

Comments:

The warm weather continued into October, which again contributed to a higher number of calls for service in 2015. Deputies are still seeing busier days through the end of this year in terms of calls for service. Just for information, in 2013 GHTWP had 4216 calls for service from Jan 1st-Oct 31st. In 2014 there were 4039 calls for service during that time frame. In 2015, we reached 4272 calls for service through Oct 31st. It is believed calls for service will continue to rise in the future with the addition of several new housing developments in Grand Haven Twp.

The higher number of calls for service along with the new training requirements Dep Todd is utilized for, has impacted the number of traffic citations for the month. Those numbers will continue to drop through the end of the year once the winter weather moves in as well. The snow fall will slow motorist down which will reflect in less speeding citations. And those motorist who don't slow down, will add to our number of motorist assists and vehicle accidents unfortunately. The deputies also have to meet so many training requirements each year per state guidelines. The Sheriff's Office holds these "Inservice" trainings during the spring and fall months. These trainings also take the deputies off the road, which reflects in less patrol time, and less tickets or traffic stops.

Upcoming events include the Black Friday Patrols and Shop with a Sheriff events. Again both Walmart and Meijer are holding shopping events this year for the holidays. Sgt Christensen is also working on a new community oriented program to help those in need this holiday. This could include the GHTWP COPS recognizing those in need during traffic stops. At which point the Deputy will offer to help the family and provided gift cards to the citizens in need. The