

GRAND HAVEN CHARTER TOWNSHIP BOARD
THURSDAY, APRIL 27, 2017

SPECIAL MEETING – 5:45 P.M.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. INTRODUCTION OF FACILITATORS -- Joy Gaasch and Dana Kolleweher
- V. OLD BUSINESS
 - 1. Discussion/decision on target for General Fund undesignated fund balance
 - 2. Discussion/decisions on options for “excess” General Fund undesignated fund balance
- VI. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(LIMITED TO THREE MINUTES, PLEASE.)
- VII. 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.

QUESTION #1

What should be the target for the General Fund undesignated fund balance?

- 1. Six Months (or about \$1.6 million)** This will allow about **\$570k** for appropriation or designation.
- 2. Five Months (or about \$1.3 million)** This will allow about **\$870k** for appropriation or designation.
- 3. Four Months (or about \$1.0 million)** This will allow about **\$1.17** million for appropriation or designation.

The Township has a minimum requirement for three months (**or about \$800k**). This amount is considered necessary for cash flow purposes — being able to “pay the bills”.

A larger undesignated fund balance:

- allows the Township to pay for expensive projects with cash “on hand” — such as road paving SADs — without having to borrow monies (*bonding*)
- allows the Township to be better prepared for emergency expenditures that could arise due to man made or natural disasters (*e.g., major hazardous material spill, tornado, etc.*)
- can act as a “Rainy Day Fund” during a recession or economic downturn

A smaller undesignated fund balance:

- ensures that revenues collected benefit the tax payers that contributed the monies
- Allows additional service or infrastructure needs to be addressed in a more rapid fashion.

QUESTION #2

**How should the Township spend the “excess”
General Fund undesignated fund balance?**

(The following options total about \$3.66 million.)

1. **Gravel Road Maintenance** — OCRC will provide a 50% match to re-gravel eight miles of gravel roads
(about \$144k).
2. **Hiawatha Drain Assessment** — Rather than bond for this project, pay the storm drain assessment “up-front” to avoid interest and bond costs
(about \$120k).
3. **Future Park Improvements** — Designate monies for the future improvement of the Witteveen and Wolfe park properties — monies could be used for matching recreation grant funds
(about \$100k to \$500k).
4. **Pickleball Courts at Mercury Park** — Design and construct 8 pickleball courts with lighting
(about \$115k).

5. **Pave portion of 168th Avenue** — Pave 2,450' of gravel roadway north of Lake Michigan Drive to end of pavement
(about \$470k)
6. **Pave portion of 152nd Avenue** — Pave 2,700' of gravel roadway north of Buchanan Street to end of pavement
(about \$445k)
7. **Pave portion of Buchanan Street** — Pave 2,000' of gravel roadway east of the US-31 highway to 160th Avenue
(about \$386k)
8. **Reduce General Fund tax millage** — Reduce the millage rate by 0.1 mills (*an 11.5% decrease* ↓) from 0.9075 mills to 0.8000 mills, which would save a homeowner of a \$200,000 home about \$10.75
(about \$68k annually)

8. **Park Informational Signage** — Provide signs within the parks to identify flora, fauna, ecology, history, etc.
(about \$75k)
9. **Entrance Signs for Township** — Install six large entrance signs at key intersections into the Township
(about \$48k)
10. **Directional Signs (similar to City)** — Install a series of signs directing public to certain areas within the Township (*e.g., high school, Rosy Mound, Hofma Preserve, boat launch, etc.*)
(about \$100k)
11. **Enhanced Use of Surveys** — Utilize formal community surveys for “hot” topics, community input, etc.
(about \$20k annually)

12. Electronic Record Keeping — purchase a software program that will allow all Township records to be maintained and stored electronically
(about \$120k + based upon transfer of current documents)

13. Asset Management Software with GIS component — software that will assist with the maintenance and recording keeps for all of the various infrastructure components (e.g., meters, hydrants, lift station components, etc.)
(about \$50k± depending upon modules selected)

14. Street Maintenance — About \$3 million in street re-surfacing is needed over the next few years. General Fund monies could be designated for this project.
(\$100k to \$1 million)

15. Other Ideas? — This list is not inclusive and other thoughts can be added and discussed.