

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, OCTOBER 23, 2017

WORK SESSION – CANCELLED

Please note that there is not a “Work Session”.

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 October 9, 2017 Board Minutes
 2. Approve Payment of Invoices in the amount of \$688,700.73 (*A/P checks of \$571,855.74 and payroll of \$116,844.99*)
- VI. PRESENTATIONS
 1. Community Housing Program (*Rhoda Kleyn*)
- VII. OLD BUSINESS
 1. FY 2017 Third Quarter Budget Amendments
- VIII. NEW BUSINESS
 1. Minor PUD Amendment Consideration – Speedway Dormer Material
- IX. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s 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, OCTOBER 10, 2017**

WORKSESSION – 6:00 p.m.

1. Human Resources Director Dumbrell reviewed Superintendent Cargo’s proposed employment agreement and took comments from the elected officials.
2. Human Resources Director Dumbrell reviewed the Elected Officials wage survey information. The material showed that the Clerk and Treasurer positions were paid below average and the Trustees were paid slightly below average.

The Board will forward comments and ideas on compensation to Dumbrell and the matter will be placed on an upcoming Board work session.

3. Manager Cargo noted that the “Correspondence File” has continued unchanged since the mid-1980’s; although communications have changed dramatically. The Board agreed to discontinue the use of the file; but, requested that staff forward pertinent/important communications through the manager who will forward the same to the elected officials.
4. Manager Cargo and the Department Directors reviewed the 2017 Project List with the elected officials.

REGULAR MEETING

I. CALL TO ORDER

Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:04 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: Meeusen, Gignac, Larsen, Kieft, Reenders, Behm

Board members absent: Redick

Also present was Manager Cargo, Community Development Director Fedewa, and Human Resource Director Dumbrell.

IV. APPROVAL OF MEETING AGENDA

Motion by Clerk Larsen and seconded by Trustee Behm to approve the meeting agenda.
Which motion carried.

V. APPROVAL OF CONSENT AGENDA

1. Approve September 25, 2017 Board Minutes
2. Approve Payment of Invoices in the amount of \$490,997.85 (*A/P checks of*

\$398,167.95 and payroll of \$92,829.90)

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

VI. PRESENTATIONS

Joy Gaasch (*i.e., the Chamber President*) introduced Dana Kollwehr (*i.e., the Chamber Director of Community and Economic Development*), who provided a PowerPoint presentation regarding Chamber activities and programs.

VII. OLD BUSINESS

1. **Motion** by Trustee Gignac supported by Trustee Meeusen to approve the proposed 2017 Employment Agreement with Superintendent Cargo and to authorize the contract be executed by Clerk Larsen. **Which motion carried**, pursuant to the following roll call vote:

Ayes: Kieft, Meeusen, Gignac, Behm, Larsen
Nays: Reenders
Absent: Redick

VIII. NEW BUSINESS

1. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve the Data Sharing Agreement between the Michigan State Police and Grand Haven Charter Township, which will allow Grand Haven Charter Township to participate in the Asset Management Pilot Study. **Which motion carried.**

2. **Motion** by Clerk Larsen supported by Trustee Gignac to approve and adopt Resolution 17-10-01 that increases the Manufactured Home setup permit fee to \$300 beginning October 10, 2017 to cover the increased costs to comply with HUD regulations. **Which motion carried** pursuant to the following roll call vote:

Ayes: Behm, Reenders, Meeusen, Gignac, Kieft, Larsen
Nays:
Absent: Redick.

VIII. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager's Report, which included:
 - i. September Building Report
 - ii. September Ordinance Enforcement Report
 - iii. September DPW Report
 - iv. Manager Cargo noted there would be a special Board meeting on the FY2018 budget on October 30th at 6:00 p.m.
- d. Others

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:38 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

SUPERINTENDENT'S MEMO

DATE: October 18, 2017

TO: Township Board

FROM: Cargo and Sandoval

SUBJECT: October Budget Amendments – Third Quarter

Attached, please find the last budget amendments prior to adopting the FY 2018 Budget. These amendments will establish the projected fund balance or cash reserves for each of the Township's Funds.

These amendments reflect certain additions and changes to FY 2017 Budget that occurred since the budget was adopted by the Board in October of 2016. The news is mostly "good" and there are no significant issues that will negatively impact the fiscal position of the Township. Specifically, the following amendments are proposed:

- 1) The **General Fund** revenues are increased↑ by **\$161,750**, the majority of which is related to higher than anticipated activity in construction.

Further, expenditures are increased↑ by **\$182,710**, which is mostly due to significantly higher costs of Ottawa County Storm Drain projects and the decision of the Board to pay for the Township's portion of the Hiawatha Drain from the undesignated fund balance of the General Fund – as opposed to using bond monies.

The undesignated fund balance of the General Fund is expected to be about **\$1.73 million** at the end of the current fiscal year; while the designated fund balance is at **\$370k** for future park projects. This is a very robust and healthy fund balance.

- 2) **Municipal Street Fund** revenues are decreased↓ by **\$120,000**, which reflects the fact that the General Fund transfer to this fund is reduced due to lower than anticipated street paving bid prices. Expenditures are also decreased↓ by the same amount.

The fund balance of the Municipal Street Fund is expected to be about **\$2k** at the end of the current fiscal year.

- 3) The **Police Services Fund** revenues are increased↑ by **\$8,720**, which is mostly due to higher than anticipated fines. Expenditures are unchanged.

The fund balance of the Police Services Fund is expected to be about **\$146k** at the end of the current fiscal year.

- 4) The **Downtown Development Authority (DDA) Fund** revenues are increased↑ by **\$86,000**, which is entirely due to a higher than anticipated reimbursement from the State of Michigan for PPT loss within the district boundaries.

Expenditures are increased↑ by \$20,000 to account for some “field engineering” related to the 168th Avenue reconstruction project.

The fund balance of the DDA Fund is expected to be about **\$797k** at the end of the current fiscal year.

- 5) The **Water Debt Fund** is being closed out with the remaining monies (*i.e., about \$2,250*) being transferred to the Water Fund.

- 6) The **Pathway Fund** revenues are increased↑ by **\$8,000** due to higher than projected interest income.

Expenditures are increased↑ by **\$169,000** due to (1) higher than anticipated easement costs (*i.e., a \$6,120 increase*); (2) paying certain 2018 engineering fees within FY 2017 to allow an earlier bid date of the 2018 pathway expansion (*i.e., an \$85,000 increase*); and, (3) monies for the initial interest payment on the bonds (*i.e., \$78,000*).

The fund balance of the Pathway Fund is expected to be at about **\$3.89 million** at the end of the fiscal year. (*The projected construction costs for the 2018 and 2019 pathway extensions are estimated at \$3.77 million.*)

- 7) The **Sewer Fund** revenues are decreased↓ by **\$61,000** due to lower than estimated sales and trunkage fee reimbursements for oversized sewer mains. Expenditures remain unchanged; but, remain well below revenues.

The unassigned cash reserves of the Sewer Fund are projected to be about **\$1.48 million** at the end of the current fiscal year. This closely tracks with the Cost of Service Utility Rate study.

- 8) The **Water Fund** revenues are decreased↓ by **\$15,600** due to lower than estimated sales.

The expenditures are increased↑ by \$117,050 mostly due to the final payment for the plant expansion (*2011 through 2016*). The portion of the plant expansion project associated with the growth communities – such as Grand Haven Charter Township – were higher than initial

construction estimates and were not covered by bond revenues.

The unassigned cash reserves of the Water Fund are projected to be about **\$1.38 million** at the end of the current fiscal year. This is tracking below the Cost of Service Utility Rate study; but, the cash reserves remain sufficient.

If the Board supports the proposed budget amendments, the following motion may be offered:

Move to adopt Resolution 17-10-02 that adopts the October budget amendments for fiscal year 2017.

If you have any questions or comments, please contact Cargo or Sandoval at your convenience.

RESOLUTION NO. 17-10-02

WHEREAS, Grand Haven Charter Township has formally adopted the 2017 fiscal year budget;

WHEREAS, the Grand Haven Charter Township Board of Trustees have determined that the proposed attached amendments to this budget are necessary to comply with the requirements of the State of Michigan and to respond to changes that have occurred since the budget was adopted in November of 2016;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Grand Haven Charter Township determines:

SECTION 1:

This resolution shall be known as the Grand Haven Charter Township 2017 October Budget Amendments.

SECTION 2:

The list of attached amendments to the 2017 fiscal year budget are found to be acceptable and are adopted by the Board.

SECTION 3:

Motion made by _____ and seconded by _____ to adopt the foregoing resolution upon the following roll call vote:

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED: ADOPTED.

The **motion** carried and the resolution was duly adopted on October 23, 2017.

Laurie Larsen, Township Clerk
Dated: October 23, 2017

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
October 23, 2017

		From	To	+ or (-)
General Fund Revenues				
447.000	Taxes - Administration Fee	218,610	228,610	10,000
477.000	Building Permit Fees	250,000	350,000	100,000
478.000	Electrical Permit Fees	57,500	67,500	10,000
479.000	Plumbing Permit Fees	32,000	37,000	5,000
480.000	Mechanical Permit Fees	67,500	77,500	10,000
610.000	Various Fees	26,900	27,900	1,000
626.000	Cemetery Grave Openings	30,000	35,000	5,000
643.000	Cemetery Lot Sales/Transfers	10,000	13,000	3,000
651.000	Boat Launch Fees	23,000	31,910	8,910
664.000	Interest Income	18,840	21,840	3,000
667.000	Park Rentals	8,000	8,500	500
677.000	Reimbursements - (Insurance check - storm damage)	17,000	22,340	5,340
TOTAL GENERAL FUND REVENUE		3,341,800	3,503,550	161,750
Dept. Group 101 - Legislative				
803.000	Contracted Services - (Storm Debris pickup)	0	38,610	38,610
	Total	199,480	238,090	38,610
Dept. Group 172 - Administrative				
702.000	Salaries (Deputy Clerk & HR director)	75,790	92,890	17,100
715.000		14,360	15,930	1,570
718.000	Pension	21,210	22,210	1,000
719.000	Health Insurance	23,820	26,820	3,000
727.000	Office Supplies & Postage	3,000	3,500	500
976.000	Equipment Purchases (Desk chair/phone)	200	900	700
	Total	272,760	296,630	23,870
Dept. Group 215 - Clerk				
702.000	Salaries (Deputy Clerk)	23,210	18,710	(4,500)
802.000	Conferences, Dues & Subs	3,080	2,080	(1,000)
	Total	34,800	29,300	(5,500)
Dept. Group 253 - Treasurer				
802.000	Conferences, Dues & Subs	2,800	2,100	(700)
861.000	Travel & Mileage (MTA conference)	300	1,000	700
	Total	32,380	32,380	0
Dept. Group 257 - Assessing				
702.000	Salaries	85,530	75,530	(10,000)
702.400	Staff Salaries	99,720	79,720	(20,000)

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
October 23, 2017

		From	To	+ or (-)
715.000	FICA	14,180	11,180	(3,000)
718.000	Pension	16,210	14,710	(1,500)
719.000	Health Insurance	49,380	43,380	(6,000)
719.100	Dental Insurance	3,730	3,050	(680)
719.200	Disability Insurance	1,590	1,290	(300)
719.300	Life Insurance	260	180	(80)
861.000	Travel & Mileage - (Larrison training)	540	1,340	800
862.000	Vehicle Maint & Repair	1,000	2,000	1,000
910.100	Workers Comp	2,350	1,850	(500)
970.000	Capital Outlay	12,500	12,020	(480)
	Total	301,650	260,910	(40,740)
Dept. Group 262 - Elections				
702.000	Salaries (Deputy Clerk)	20,300	15,800	(4,500)
707.000	Comm Meeting & Conference Pay	90	250	160
715.000	FICA	1,020	560	(460)
716.000	Medical & Physicals	0	100	100
718.000	Pension	680	180	(500)
719.000	Health Insurance	940	240	(700)
727.000	Office Supplies & Postage	4,040	3,790	(250)
861.000	Travel & mileage	700	300	(400)
900.000	Printing & Publishing	500	550	50
940.000	Equipment Rental	200	0	(200)
956.000	Miscellaneous Expense	1,010	810	(200)
976.000	Equipment Purchases (Shelving for back room)	0	2,400	2,400
	Total	31,400	26,900	(4,500)
Dept. Group 265 - Building & Grounds				
702.000	Salaries	62,930	62,430	(500)
718.000	Pension	4,850	5,450	600
719.100	Dental Insurance	600	700	100
719.200	Disability Insurance	510	570	60
719.300	Life Insurance	60	80	20
850.000	Telephone Expense	13,730	8,730	(5,000)
910.100	Workers Comp Account	1,310	1,110	(200)
921.000	Electric	26,250	31,750	5,500
922.000	Gas	3,700	4,500	800
923.000	Water Expense	3,400	2,900	(500)
976.000	Equipment Purchases	2,600	2,900	300
	Total	371,650	372,830	1,180

Dept. Group 276 - Cemetery

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
October 23, 2017

		From	To	+ or (-)
702.000	Salaries	77,670	80,270	2,600
718.000	Pension	7,580	7,930	350
863.000	Fuel Expense	1,100	1,350	250
923.000	Water Expense	4,000	4,500	500
910.100	Worker's Comp Account	1,960	1,660	(300)
930.000	Maintenance & Repairs - (Storm Damage)	4,420	10,260	5,840
936.300	Automotive Maintenance	200	500	300
940.000	Equipment Rental	100	0	(100)
976.000	Equipment Purchases	400	50	(350)
	Total	146,300	155,390	9,090
 Dept. Group 371 - Community Development				
719.000	Health Insurance	42,120	45,620	3,500
727.000	Office Supplies & Postage	6,000	7,500	1,500
801.000	Legal & Professional Fees	5,000	6,000	1,000
806.000	Electrical Inspections	41,400	55,400	14,000
807.000	Plumbing Inspections	30,160	33,660	3,500
807.100	Mechanical Inspections	48,600	51,600	3,000
861.000	Travel & Mileage	500	600	100
910.100	Workers Comp Account	2,960	2,360	(600)
	Total	546,330	572,330	26,000
 Dept. Group 445 - Drains - Public Benefit				
890.000	Drains-At-Large (Hiawatha Drain & all other)	10,000	227,100	217,100
	Total	30,000	247,100	217,100
 Dept. Group 751 - Parks and Recreation				
702.000	Salaries (Storm damage/repairs)	85,090	92,890	7,800
715.000	FICA	6,540	7,240	700
719.000	Health Insurance	8,840	9,440	600
719.100	Dental Insurance	720	780	60
719.200	Disability Insurance	500	540	40
719.300	Life Insurance	100	120	20
727.000	Office Supplies & Postage	1,000	1,100	100
910.100	Workers Comp Account	3,720	3,120	(600)
923.000	Water Expense	2,000	3,000	1,000
930.000	Repairs & Maintenance of B&G (Storm damage)	27,500	35,810	8,310
932.200	Buchanan Access	4,160	2,160	(2,000)
936.000	Equipment Maintenance	10,000	11,500	1,500
936.300	Automotive Maintenance - (Injection pump truck #11)	3,200	3,700	500
	Total	587,480	605,510	18,030

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
October 23, 2017**

		From	To	+ or (-)
Dept. Group 757 - Bike Path				
702.000	Salaries	59,260	57,260	(2,000)
715.000	FICA	4,540	4,240	(300)
930.000	Repairs & Maintenance - (Storm damage)	48,000	58,370	10,370
970.000	Capital Outlay - (School Signs)	36,500	39,000	2,500
970.250	Capital Outlay - Professional Fees (Engineering fees)	0	9,000	9,000
	Total	201,620	221,190	19,570
Dept. Group 966 - Appropriation Transfers				
999.204	Operating Transfer Out - Transportation	210,000	90,000	(120,000)
	Total	562,300	442,300	(120,000)
TOTAL GENERAL FUND EXPENDITURES		3,749,410	3,932,120	182,710
GENERAL FUND - FUND BALANCE:				
	Fund Balance (from 2016 Financial Audit)			2,529,911
	2017 Revenue			3,341,800
	Total Revenue budget amendments			161,750
	2017 Amended Revenue			3,503,550
	2017 Expenditures			3,749,410
	Total Expense budget amendments			182,710
	2017 Amended Expenditures			3,932,120
	Net Budget Amendments			(20,960)
	Projected Total Fund Balance - 12/31/17			2,101,341
	Projected Undesignated Fund Balance - 12/31/17			1,731,341
	Projected Designated Fund Balance - 12/31/17			370,000

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
MUNICIPAL STREET FUND
October 23, 2017**

	From	To	+ or (-)
Municipal Street Fund Revenues			
699.000 Appropriation Transfers In	210,000	90,000	(120,000)
TOTAL FUND REVENUE	840,910	720,910	(120,000)
Dept. Group 446 - Road Construction			
873.400 Street Paving	473,000	353,000	(120,000)
TOTAL EXPENDITURES	891,820	771,820	(120,000)
MUNICIPAL STREET FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			52,912
2017 Revenue			840,910
Total revenue budget amendments			(120,000)
2017 Amended Revenue			720,910
2017 Expenditures			891,820
Total expense budget amendments			(120,000)
2017 Amended Expenditures			771,820
Net Budget Amendments			0
Projected Total Fund Balance - 12/31/17			2,002

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
FIRE/RESCUE FUND
October 23, 2017

	From	To	+ or (-)
Fire Fund Revenues (No Changes)			
TOTAL FIRE/RESCUE FUND REVENUE	1,281,680	1,281,680	0
Dept. Group 336 - Fire/Rescue Department			
716.000 Medical Care & Physicals	7,500	5,500	(2,000)
719.100 Dental Insurance	8,000	9,370	1,370
719.200 Disability Insurance	4,000	4,260	260
719.300 Life Insurance	2,500	2,400	(100)
719.700 Employee Assistance Program	1,050	820	(230)
726.000 Medical Supplies	6,300	7,800	1,500
726.100 Fire Supplies	8,240	10,240	2,000
727.000 Office Supplies & Postage	1,500	1,000	(500)
741.000 Uniform Expense	7,000	6,000	(1,000)
801.000 Legal & Professional fees	800	300	(500)
803.000 Contracted Services	8,990	6,940	(2,050)
850.000 Telephone Expense	8,200	6,700	(1,500)
862.000 Vehicle Maintenance & Repair	22,000	27,500	5,500
910.100 Workers Comp Account	38,220	33,220	(5,000)
923.000 Water Expense	1,800	2,650	850
930.000 Maintenance & Repairs- B&G	6,500	7,600	1,100
976.000 Equipment Purchases	600	900	300
TOTAL FIRE DEPT. EXPENDITURES	1,139,740	1,139,740	0
FIRE DEPARTMENT FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			284,854
2017 Revenue			1,281,680
Total revenue budget amendments			0
2017 Amended Revenue			1,281,680
2017 Expenditures			1,139,740
Total expense budget amendments			0
2017 Amended Expenditures			1,139,740
Net Budget Amendments			0
Projected Total Fund Balance - 12/31/17			426,794

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
POLICE SERVICES
October 23, 2017**

	From	To	+ or (-)
Police Services Revenues			
545.100 Fines	36,000	44,000	8,000
664.000 Interest Income	730	1,450	720
TOTAL FUND REVENUE	416,550	425,270	8,720
 Department Expenditures (No Changes)			
TOTAL EXPENDITURES	448,180	448,180	0
POLICE SERVICES FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			169,110
2017 Revenue			416,550
Total revenue budget amendments			8,720
2017 Amended Revenue			425,270
2017 Expenditures			448,180
Total expense budget amendments			0
2017 Amended Expenditures			448,180
Net Budget Amendments			8,720
Projected Total Fund Balance - 12/31/17			146,200

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
DOWNTOWN DEVELOPMENT AUTHORITY
October 23, 2017**

	From	To	+ or (-)
DDA Revenues			
677.000 Reimbursements - St of MI (PPT loss)	160,000	246,000	86,000
TOTAL FUND REVENUE	751,680	837,680	86,000
Dept. Group 000 - DDA Department			
970.000 Capital Outlay (168th Ave Project)	1,020,000	1,040,000	20,000
TOTAL EXPENDITURES	1,210,510	1,230,510	20,000
DDA FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			1,189,837
2017 Revenue			751,680
Total revenue budget amendments			86,000
2017 Amended Revenue			837,680
2017 Expenditures			1,210,510
Total expense budget amendments			20,000
2017 Amended Expenditures			1,230,510
Net Budget Amendments			66,000
Projected Total Fund Balance - 12/31/17			797,007

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
WATER DEBT SERVICE FUND
October 23, 2017**

	From	To	+ or (-)
Water Debt Service Revenues			
403.000 Property Taxes	129,220	129,860	640
403.300 Prop Taxes - Delinquent Personal	20	40	20
TOTAL FUND REVENUE	129,260	129,920	660
Dept. Group 000 - Water Debt Department			
999.591 Operating Transfers Out - Water	0	2,250	2,250
TOTAL EXPENDITURES	148,190	150,440	2,250
PATHWAY FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			20,520
2017 Revenue			129,260
Total revenue budget amendments			660
2017 Amended Revenue			129,920
2017 Expenditures			148,190
Total expense budget amendments			2,250
2017 Amended Expenditures			150,440
Net Budget Amendments			(1,590)
Projected Total Fund Balance - 12/31/17			0

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
PATHWAY FUND
October 23, 2017**

	From	To	+ or (-)
Pathway Revenues			
664.000 Interest Income	25,000	33,000	8,000
TOTAL FUND REVENUE	4,869,760	4,877,760	8,000
Dept. Group 000 - Pathway Department			
970.050 Capital Outlay - Easements	4,000	10,120	6,120
970.250 Capital Outlay - Prof Fees ('18 Expansion)	109,390	194,390	85,000
998.600 Approp Transfer - Debt Service	0	78,050	78,050
TOTAL EXPENDITURES	815,480	984,650	169,170
PATHWAY FUND BALANCE:			
Fund Balance (from 2016 Financial Audit)			0
2017 Revenue			4,869,760
Total revenue budget amendments			8,000
2017 Amended Revenue			4,877,760
2017 Expenditures			815,480
Total expense budget amendments			169,170
2017 Amended Expenditures			984,650
Net Budget Amendments			(161,170)
Projected Total Fund Balance - 12/31/17			3,893,110

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
SEWER FUND
October 23, 2017**

		From	To	+ or (-)
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Sewer Fund Revenues				
600.000	Wastewater Sales	327,680	287,680	(40,000)
629.000	Lateral Charges	1,750	2,750	1,000
629.100	Trunkage Fees (Reimburse Lincoln Pines)	225,370	203,370	(22,000)
TOTAL SEWER FUND REVENUE		844,000	783,000	(61,000)
Dept. Group 590.537 - Sewer Fund				
715.000	FICA	2,760	2,860	100
716.000	Medical Care & Physicals	100	0	(100)
718.000	Pension	3,480	3,750	270
719.000	Health Insurance	2,330	2,500	170
719.100	Dental Insurance	360	420	60
719.200	Disability Insurance	320	350	30
727.000	Office Supplies & Postage	500	200	(300)
802.000	Conferences, Dues & Subs	500	200	(300)
810.000	Wastewater Treatment	217,360	212,730	(4,630)
850.000	Telephone	3,700	3,200	(500)
910.100	Workers Comp Account	90	290	200
936.400	Lift Station Maintenance	22,300	27,300	5,000
TOTAL SEWER FUND EXPENDITURES		599,020	599,020	0
SEWER FUND CASH RESERVES:				
Projected Cash Reserves (From 2016 Financial Audit)				1,298,562
2017 Revenue				844,000
Total Revenue budget amendments				(61,000)
2017 Amended Revenue				783,000
2017 Expenditures				599,020
Total Expense budget amendments				0
2017 Amended Expenditures				599,020
Net Budget Amendments				(61,000)
Projected Unassigned Cash Reserves - 12/31/17				1,482,542

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
WATER FUND
October 23, 2017

	From	To	+ or (-)
Water Fund Revenues			
629.100 Readiness to Serve Charge	950,000	930,000	(20,000)
649.000 Sale of Materials (Meters)	13,820	16,620	2,800
664.000 Interest Income	6,140	7,740	1,600
TOTAL WATER FUND REVENUE	2,628,010	2,612,410	(15,600)
 Dept. Group 591.536 - Water Department			
702.900 Salaries - Special Projects	8,080	0	(8,080)
715.900 FICA - Special Projects	620	0	(620)
719.000 Health Insurance	46,910	46,410	(500)
719.100 Dental Insurance	5,920	5,420	(500)
719.300 Life Insurance	340	520	180
719.700 Employee Assistance Program	150	120	(30)
739.000 Meter Purchases	48,980	73,980	25,000
850.000 Telephone Expense	2,790	3,690	900
910.000 Building, Equip & Radio Insurance	8,520	8,020	(500)
910.100 Workers Comp Account	8,790	6,790	(2,000)
921.000 Electric	5,800	5,300	(500)
923.000 Water Expense	2,200	2,900	700
936.310 Hydrant Maintenance	25,000	20,000	(5,000)
970.000 Capital Outlay (Plant Expansion)	208,000	315,500	107,500
976.000 Equipment Purchases	2,000	2,500	500
TOTAL WATER FUND EXPENDITURES	2,382,880	2,499,930	117,050
 WATER FUND CASH RESERVES:			
Projected Cash Reserves (From 2016 Financial Audit)			1,226,324
2017 Revenue			2,628,010
Total Revenue budget amendments			(15,600)
2017 Amended Revenue			2,612,410
2017 Expenditures			2,382,880
Total Expense budget amendments			117,050
2017 Amended Expenditures			2,499,930

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
WATER FUND
October 23, 2017**

	<u>From</u>	<u>To</u>	<u>+ or (-)</u>
Net Budget Amendments			(132,650)
Projected Unassigned Cash Reserves - 12/31/17			1,338,804



Community Development Memo

DATE: October 19, 2017

TO: Township Board

FROM: Stacey Fedewa, Community Development Director

RE: Minor PUD Amendment – Speedway – Dormer Material

BACKGROUND

Upon final inspection staff noticed the roof dormers have a white siding material rather than quik-brick as shown on the approved renderings. Speedway requested a Minor PUD Amendment to change the material to white siding.

The request was sent to the Supervisor and Planning Commission Chair. The Supervisor voted to approve the request, while the PC Chair voted to deny. Per Section 17.11.1.C, if one or both, object to the request then it shall be forwarded to the Township Board for a review and determination.

REQUEST

The request is simple—approve a revision to the renderings to allow white siding on the dormers rather than quik-brick, which is simply a brick-like veneer. Speedway believes the white siding is complementary to the white accents on the building and canopy. Below are images showing the current white siding material and the approved renderings.





SAMPLE MOTIONS

If the Board finds the white siding material acceptable the following motion can be offered:

Motion to approve the Minor PUD Amendment request to allow the white siding material to be used on the dormers of the Speedway Gas Station.

If the Board finds the siding must be replaced with the approved quik-brick material, the following motion can be offered:

Motion to deny the Minor PUD Amendment request and direct the Speedway Gas Station to comply with the approved renderings by using a quik-brick type of material.

Please contact me if this raises questions.