

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, NOVEMBER 26, 2018

WORK SESSION – WORK SESSION IS CANCELED

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 12, 2018 Board Minutes
 2. Approve Payment of Invoices in the amount of \$394,570.82 (*A/P checks of \$279,461.06 and payroll of \$115,109.76*).
 3. Approve Purchase of 40 lb. Washing Machine/Extractor for Fire/Rescue from Detergent Solutions of Sterling Heights (*\$9,450*)
 4. Approve and Execute the Lakeshore Gardens Apartments PUD Contract
 5. Approve and Execute the Bosgraaf Conditional Zoning Agreement
- VI. PUBLIC HEARING – "Truth-In-Budgeting" Hearing – 2019 Fiscal Year Budget
- VII. OLD BUSINESS
 1. Approve Resolution 18-11-09 – 2019 Budget Appropriation
 2. Approve Resolution 18-11-10 – Supervisor's Salary
 3. Approve Resolution 18-11-11 – Clerk's Salary
 4. Approve Resolution 18-11-12 – Treasurer's Salary
 5. Approve Resolution 18-11-13 – Trustee's Salary
 6. Second Reading – Water System Ordinance – Work in the ROW
 7. Second Reading – Sewer System Ordinance – Work in the ROW
- VIII. NEW BUSINESS
 1. First Reading – Marijuana "Opt-Out" Ordinance
 2. First Reading – Rezoning – Crossroads Acres – RR to AG
 3. First Reading – Zoning Text Amendment – Accessory Buildings & Miscellaneous
 4. Approve – Second Amendment to North Ottawa Community Hospital Systems Ambulance Agreement
- IX. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager's Report
 3. 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 12, 2018**

WORKSESSION – 6:30 p.m.

1. The Board discussed the 2015 through 2018 Strategic Plan and instructed staff to update the current plan with new facts and figures and with the addition of certain objectives – such as the addition of park land for sports fields. Manager Cargo noted that he expected a draft could be returned to the Board in January. Clerk Larsen requested a minimum of two weeks to review the plan before any Board action is scheduled.
2. The Board discussed the passage of Proposal 1 and possible responses by the Township. The Board instructed staff to (a) direct legal staff to prepare the necessary “opt-out” ordinance for a first reading at the November 26th Board meeting; (b) direct Township staff to schedule a public hearing by the Planning Commission on the related “opt-out” Zoning ordinance amendments.
3. Community Development Fedewa will provide an update on the Schultz Landscaping ordinance enforcement issue.
4. Manager Cargo noted that the Chamber of Commerce will be contacting the current investment firm that owns the Zelenka property to ascertain their support for a change to the Master Plan (*i.e.*, *AG to I*).

REGULAR MEETING

I. CALL TO ORDER

Supervisor Reenders called the regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent:

Also present were Manager Cargo, Community Development Director Fedewa, and Public Services Director VerBerkmoes.

IV. APPROVAL OF MEETING AGENDA

Motion by Clerk Larsen and seconded by Treasurer Kieft to approve the meeting agenda with Public Services Truck Purchase being moved from the Consent Agenda to New Business. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve October 22, 2018 Board Minutes
2. Approve October 30, 2018 Budget Work Session Special Meeting
3. Approve Payment of Invoices in the amount of \$918,614.47 (*A/P checks of \$690,605.47 and payroll of \$228,009.00*)
4. Renew IT Services Contract with EGL Tech (\$77,460 annual)
5. Approve Bid Package - Replace Portion of Administrative Building Roof

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

VI. PRESENTATION – Affordable Housing Task Force

City Manager McGinnis provided PowerPoint presentation on the City of Grand Haven's Affordable Housing Task Force recommendations and actions.

VII. PUBLIC HEARING – Joint Special Assessment Public Hearing

Supervisor Reenders opened the 2018 Special Assessment Public Hearings at 7:13 p.m. on the following special assessment rolls:

- i. FY2019 Special Assessment Police Services Roll
- ii. FY2019 Special Assessment Sewer Roll
- iii. FY2019 Special Assessment Storm Drain Roll
- iv. FY2019 Special Assessment Delinquent Water and Sewer Payments
- v. FY2019 Special Assessment Street Lighting Roll
- vi. FY2019 Special Assessment Street Paving Roll
- vii. FY2019 Special Assessment Delinquent Rubbish Cleanup

Manager Cargo provided an overview of the proposed FY2019 special assessments that total \$649,393.81 noting that the notice for the rolls had been provided in the Grand Haven Tribune of Friday, November 2nd and that copies of the rolls had been placed in the Township lobby for public review.

There being no further comments, Supervisor Reenders closed the public hearing at 7:15 p.m.

VIII. OLD BUSINESS

1. **Motion** by Trustee Redick supported by Clerk Larsen to approve and adopt the Right-of-Way work amendment to the Water System Ordinance. This is a second reading. **Which motion carried** pursuant to the following roll call vote:
Ayes: Larsen, Gignac, Kieft, Meeusen, Redick, Behm, Reenders
Nays:
Absent:
2. **Motion** Treasurer Kieft supported by Trustee Meeusen to approve and adopt the Right-of-Way work amendment to the Sewer Usage and Administration Ordinance. This is a second reading. **Which motion carried** pursuant to the following roll call

vote:

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

Nays:

Absent:

3. **Motion** by Trustee Redick supported by Trustee Gignac to conditionally approve the Millhouse Bayou Condos PUD application and rezoning of 70-07-01-151-056, -011, and part of -008 from Rural Residential (RR) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Private Road Ordinance. This motion is subject to and incorporates the following conditions and report. This is the second reading. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

Millhouse Bayou Condos PUD Report

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Mike Bosgraaf of T Bosgraaf Homes LLC (the “Developer”) for approval of a Millhouse Bayou Condos Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of single-family attached condominiums. This 9.1-acre Project will consist of eleven two-unit attached condos and one four-unit attached condo. It will also include 3.93-acres of designated open space. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 9/21/2018, including landscaping (the “Final Landscape Plan”); collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s recommendation, and the Board’s decision that the Millhouse Gardens PUD be approved as outlined in this motion. The Developer shall comply with all the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:
 - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
 - B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.

- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.
 - D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
 - E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
 - F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
 - G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
 - H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate. In addition, an internal sidewalk system has been included along the south side of the private road.
 - I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate stormwater, prevent erosion and the formation of dust.
 - J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.
 - K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
 - L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
 - M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
 - N. As appropriate, fencing will be required by the Township, and installed by the Developer, around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
 - O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.
2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
 3. Section 17.01.5, Section 17.02.1.B.1-4 of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these

provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developer requested two departures. The Board makes the following findings.

- A. Section 21.02 – allow an 8-foot side yard setback, totaling a 16-foot building separation.
 - i. The Board finds it acceptable to allow a reduced side yard setback based on past practices of other residential PUDs, particularly those that include condominiums; and based on the preservation of open space.
4. The Grand Haven Charter Township Private Roads and Driveways Ordinance provides the standards for private road construction. Section 7 of this Ordinance permits the Board to grant exceptions when the strict application of the literal terms would impose an undue hardship, or when it results in practical difficulties. However, it is the general purpose of that Ordinance to protect the public health, safety, and welfare, and it is therefore anticipated that such exceptions should be rarely granted. The Board makes the following findings:
 - A. Section 4.1 – allow 26 premises on a private road with only one entrance.
 - i. The Board finds it acceptable to allow the additional two premises because the Grand Haven Charter Township Fire/Rescue Department is supportive of the request. Furthermore, Section D107.1 of the 2012 International Fire Code allows up to 30 dwellings utilizing one approved fire apparatus access road (*i.e., one entrance*).
 - ii. That the strict application of the literal terms of the Private Road Ordinance would impose an undue and substantial hardship on the Developer and adjacent residents, and the benefits would be limited, pursuant to the findings described below.
 - iii. That the aforementioned improvements to the road system would ensure adequate access for emergency vehicles.
 - iv. That granting the exception would not alter the essential character of the surrounding neighborhood.
 - v. That the residential units to be constructed can meet the requirements of all other applicable state and Township regulations.
 - vi. Further conditions are described in Section 9 of the Report.
 - B. Section 4.3.C.3 – allow a reduced roadway width of 24-feet.
 - i. The Board does not find this acceptable because the minimum requirements of the Ottawa County Road Commission call for a 26-foot width.
5. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
 - A. The Project will encourage the use of land in accordance with its natural character and adaptability;

- B. The Project will promote the conservation of natural features and resources;
 - C. The Project will promote innovation in land use planning and development;
 - D. The Project will promote the enhancement of housing for the residents of the Township;
 - E. The Project will promote greater compatibility of design and better use between neighboring properties;
 - F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices and community facilities in the form of a clubhouse; and
 - G. The Project will promote the preservation of open space.
6. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
- A. The Project meets the minimum size of five acres of contiguous land.
 - B. The Project site exhibits significant natural features encompassing more than 25% of the land area of the PUD which will be preserved as a result of the PUD plan. The features include wetland and floodplain.
 - C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.
7. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
- A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township's groundwater protection strategies.
 - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
 - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
 - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
 - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
 - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
 - G. Street lighting will be installed in the same manner as required under the Township's Subdivision Control Ordinance.
 - H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.

- I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
 - J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
 - K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
 - L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
 - M. Outside storage of materials shall be screened from view.
 - N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
 - O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
 - P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.
 - Q. The Project satisfies the minimum open space of 20 percent required by the Zoning Ordinance.
 - R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
 - S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
 - T. The open space in the Project will remain under common ownership or control.
 - U. The open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.
 - V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
8. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.1.C of the Zoning Ordinance—Multiple Family Dwellings.
9. The Board also finds the Project shall comply with the below additional conditions as well.
- A. The exception to the Private Road Ordinance shall be conditioned upon the following:
 - i. The private road must have a 66-foot right-of-way for the entire length of the road.
 - ii. The private road must have a subbase of granular material (MDOT Class II), which is at least 12” in depth for the entire length of the road.
 - iii. The private road must have an aggregate base course of compacted gravel, crushed concrete, slag, or similar material which is at least 6” in depth for the entire length of the road.

- iv. The private road must have a bituminous paving overlay of the base course which is at least 2½” in depth for the entire length of the road; and the bituminous mixture or content must also meet or exceed the current standards of the Ottawa County Road Commission.
 - v. The minimum width of the subbase, aggregate base course, and bituminous paving overlay shall be at least 26-feet for the entire length of the road.
 - vi. The private road shall have a vertical clearance of at least 13-feet for the entire length of the road.
 - vii. The private road must be “clear and passable” for an additional two-feet on each side of the road, which means it shall be free of brush, shrubs, trees, obstructions, or any other debris.
 - viii. The private road shall end in a cul-de-sac with a minimum 40-foot radius.
 - ix. No occupancy permit for any building accessed by the private road shall be issued until the owner’s engineer has certified to the Township that the private road has been constructed in compliance with all of the aforementioned requirements.
 - x. The owner(s) of the property adjacent to the private road shall execute a Private Road Maintenance Agreement, which will be drafted by the Township Attorney and recorded with the Ottawa County Register of Deeds. A copy of which shall be provided to any purchase of property served by the private road. The maintenance provisions (*e.g., snow removal, tree trimming, tree removal, and reconstruction*) shall apportion the maintenance responsibilities among the appropriate property owners. The special assessment portion of the agreement must be signed by all owners of record of all the property to be served by the private road at the time of application. The agreement shall provide that if the private road is not maintained in accordance exception, the Township shall have the option but not the obligation to establish a special assessment district to fund the required improvements. The agreement shall provide that all of the signatories and their successors shall be deemed in favor of the special assessment district, and all their property shall be included within said district.
 - xi. The name of a private road shall be established only with the approval of the Township’s Fire/Rescue Department in order to avoid confusion or duplication of names.
 - xii. The property shall not be divided or split inasmuch as an additional split would increase the private road non-conformity.
 - xiii. The property shall meet all other environmental, building, and zoning requirements that may arise during the course of the home construction.
 - xiv. The property owner and Township shall enter into an agreement based upon this motion, which agreement shall be recorded with the Ottawa County Register of Deeds.
- B. All dwellings shall be constructed a minimum of 3-feet above the Base Flood Elevation as determined by the FEMA NFIP Map with a 12/16/2011 effective date.
- C. The Condominium Master Deed, Bylaws, and Exhibit B documents must be submitted to the Township for review and approval prior to obtaining a building permit.

- D. The open space must be set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance. Said conveyance shall be submitted to the Township for review and approval prior to obtaining an occupancy permit.
 - E. Must obtain permits from all applicable agencies including, the Ottawa County Road Commission and Ottawa County Water Resources Commissioner. Permits shall be obtained before building permits are issued.
 - F. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and executed by the Township Board prior to receiving an occupancy permit.
 - G. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.
 - H. The Developer shall comply with all the requirements of the Documentation, specifically including all the notes contained thereon, and all the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - I. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
4. **Motion** by Treasurer Kieft supported by Trustee Meeusen to approve the Zoning Map Amendment Ordinance and Conditional Zoning Agreement concerning the rezoning of 0.55-acres from part of parcel 70-07-01-151-008 from Rural Residential (RR) to Single Family Residential (R-2). This is the second reading. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Gignac, Larsen, Kieft, Reenders, Behm, Meeusen, Redick
 Nays:
 Absent:
5. **Motion** by Clerk Larsen supported by Trustee Behm to conditionally approve the Lincoln Pines Expansion PUD application and rezoning of 70-07-12-400-007 from Rural Residential (RR) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance, Master Plan, and Private Road Ordinance. This motion is subject to and incorporates the following conditions and report. This is the second reading. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders
 Nays:
 Absent:

Lincoln Pines Expansion PUD Report

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Signature Land Development Corporation (the “Developer”) for approval of the Lincoln Pines Planned Unit Development expansion (the “Project” or the “PUD”).

The Project will consist of the existing 38 platted lots in phase 1, and in phases 2 and 3 will have an additional 76 platted lots and 48 condominium units. The Project as recommended for approval is shown

on a final site plan (the “Final Site Plan”), last revised 11/2/2018 and is referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s recommendation, and the Board’s decision that the amended Lincoln Pines PUD be approved as outlined in this motion. The Developer shall comply with all of the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

10. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:

- A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.
- B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.
- D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
- G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
- H. All streets and driveways are developed in accordance with the OCRC specifications, as appropriate.
- I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate stormwater, prevent erosion and the formation of dust.
- J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.

- K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
 - L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
 - M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
 - N. As appropriate, fencing will be required by the Township, and installed by the Developer, around the boundaries of the development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
 - O. The general purposes and spirit of this Ordinance and the Master Plan of the Township are maintained.
11. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
12. Section 17.01.5, Section 17.02.1.B.1-4 of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developer requested two departures. The Board makes the following findings.
- A. Section 21.02 – allow an 8-foot side yard setback, totaling a 16-foot building separation.
 - i. The Board finds it acceptable to allow a reduced side yard setback based on past practices of other residential PUDs, particularly those that include condominiums; and based on the preservation of open space.
13. The Grand Haven Charter Township Private Roads and Driveways Ordinance provides the standards for private road construction. Section 7 of this Ordinance permits the Township Board of Trustees to grant exceptions when the strict application of the literal terms would impose an undue hardship, or when it results in practical difficulties. However, it is the general purpose of that Ordinance to protect the public health, safety, and welfare, and it is therefore anticipated that such exceptions should be rarely granted. In doing so, the Board makes the following findings:
- A. Section 4.3.C.3 – allow a reduced roadway width of 24-feet.
 - i. The Board does not find this acceptable because the minimum requirements of the Ottawa County Road Commission call for a 26-foot width.
14. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
- A. The Project will encourage the use of land in accordance with its natural character and adaptability;
 - B. The Project will promote the conservation of natural features and resources;

- C. The Project will promote innovation in land use planning and development;
 - D. The Project will promote the enhancement of housing for the residents of the Township;
 - E. The Project will promote greater compatibility of design and better use between neighboring properties;
 - F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices; and
 - G. The Project will promote the preservation of open space.
15. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
- A. The Project meets the minimum size of five acres of contiguous land.
 - B. The Project contains two separate and distinct residential uses—single family and attached condominiums.
 - C. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the ordinance impractical.
 - D. The PUD design includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01 and permits an improved layout of land uses that could not otherwise be achieved under normal zoning.
16. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
- A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater on the site, will prevent runoff to adjacent properties, and are consistent with the Township’s groundwater protection strategies.
 - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
 - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
 - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
 - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
 - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).
 - G. Street lighting will be installed in the same manner as required under the Township’s Subdivision Control Ordinance.
 - H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.

- I. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
 - J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
 - K. The Project will not unduly interfere with the provision of adequate light or air, nor will it overcrowd land or cause an unreasonably severe concentration of population.
 - L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
 - M. Outside storage of materials shall be screened from view.
 - N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
 - O. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
 - P. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.
 - Q. The Project satisfies the minimum open space of 20-percent required by the Zoning Ordinance.
 - R. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
 - S. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
 - T. The open space in the Project will remain under common ownership or control.
 - U. The Open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.
 - V. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
17. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Sections 17.07.1.A and 17.07.1.C of the Zoning Ordinance—Single Family Dwellings and Multiple Family Dwellings.
18. The Board also finds the Project shall comply with the below additional conditions as well.
- A. The Developer shall coordinate efforts with the Township to grant necessary easements for the construction of a non-motorized pathway on 144th Avenue and Lincoln Street in 2019.
 - B. The Developer shall rezone the outlot to comply with minimum zoning requirements.
 - C. The open space must be set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance. Said conveyance shall be submitted to the Township for review and approval prior to obtaining an occupancy permit.

- D. Must obtain permits from all applicable agencies including, the Ottawa County Road Commission and Ottawa County Water Resources Commissioner. Permits shall be obtained before building permits are issued.
 - E. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and executed by the Township Board prior to receiving an occupancy permit.
 - F. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.
 - G. The Developer shall comply with all the requirements of the Documentation, specifically including all the notes contained thereon, and all the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - H. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
6. **Motion** by Treasurer Kieft supported by Trustee Redick to approve the Zoning Text Amendment (*draft date 10/22/18*) to increase the minimum square footage allowance for accessory buildings in the Grand Haven Charter Township Zoning Ordinance. This is the second reading. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac
 Nays:
 Absent:
7. **Motion** by Clerk Larsen supported by Trustee Behm to approve and adopt Resolution 18-11-01 approving the special assessment roll for police services in the amount of \$426,635.74 for FY2018. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Redick, Meeusen, Kieft, Gignac, Larsen, Reenders, Behm
 Nays:
 Absent:
8. **Motion** by Trustee Meeusen supported by Trustee Redick to approve and adopt Resolution 18-11-02 approving the special assessment roll for sewer services in the amount of \$40,326.62 for FY2019. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Meeusen, Reenders, Gignac, Larsen, Behm, Kieft, Redick
 Nays:
 Absent:
9. **Motion** by Clerk Larsen supported by Trustee Redick to approve and adopt Resolution 18-11-03 approving the special assessment roll for storm sewer districts in the amount of \$56,121.21 for FY2019. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Larsen, Gignac, Kieft, Meeusen, Redick, Behm, Reenders
 Nays:
 Absent:

10. **Motion** by Trustee Meeusen supported by Trustee Larsen to approve and adopt Resolution 18-11-04 approving the special assessment roll for delinquent utility bills in the amount of \$1,488.20 for FY2019. **Which motion carried** pursuant to the following roll call vote:
Ayes: Behm, Gignac, Meeusen, Redick, Kieft, Reenders, Larsen
Nays:
Absent:
11. **Motion** by Trustee Meeusen supported by Trustee Redick to approve and adopt Resolution 18-11-05 approving the special assessment roll for street lighting in the amount of \$116,193.41 for FY2019. **Which motion carried** pursuant to the following roll call vote:
Ayes: Kieft, Reenders, Meeusen, Behm, Gignac, Larsen, Redick
Nays:
Absent:
12. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve and adopt Resolution 18-11-06 approving the special assessment roll for road paving in the amount of \$6,328.63 for the FY2019. **Which motion carried** pursuant to the following roll call vote:
Ayes: Gignac, Larsen, Kieft, Reenders, Behm, Meeusen, Redick
Nays:
Absent:
13. **Motion** by Trustee Redick supported by Trustee Behm to approve and adopt Resolution 18-11-07 approving the special assessment roll for Delinquent Rubbish Cleanup in the amount of \$300 for the FY2019. **Which motion carried** pursuant to the following roll call vote:
Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders
Nays:
Absent:

IX. NEW BUSINESS

1. **Motion** by Trustee Gignac supported by Trustee Redick to approve the Tentative Preliminary Plat for Lincoln Pines Subdivision No. 2 based on the application meeting applicable requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance. **Which motion carried.**
2. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve and adopt Resolution 18-11-08, which approves a donation policy for the Township. **Which motion carried** pursuant to the following roll call vote:
Ayes: Reenders, Kieft, Behm, Meeusen, Redick, Gignac
Nays:
Absent:

3. **Motion** by Trustee Meeusen supported by Trustee Redick to approve the purchase the purchase of a 2019 Ford F250 Service Truck from Preferred Ford of Grand Haven for 30,183, plus document and license fees. It is noted that this is \$93 higher than the bid from a Muskegon Ford dealer; but the Board determined that the positive economic benefit from buying local exceeded the price difference. **Which motion carried.**

X. REPORTS AND CORESPONDENCE

- a. Committee Reports
 - i. Personnel Committee will meet on Wednesday, November 14th at 7:00 a.m.
- b. Manager's Report
 - i. October Building Report
 - ii. October Ordinance Enforcement Report
 - iii. October Public Services Report
 - iv. September Legal Review
- c. Others

XI. PUBLIC COMMENTS

- a. Craig Yoas (*16620 Pine Dunes Court*) criticized the removal of leaves from the paths and the crosswalk markings, asserting that the crosswalk markings were not in compliance with the standards of the Uniform Traffic Code.

XII. ADJOURNMENT

- Motion** by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:46 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor



Fire/Rescue Memo

DATE: November 20, 2018

TO: Grand Haven Charter Township Board of Trustees

FROM: Tom Gerencer

RE: Budget Amendment request for a Washer/Extractor

The Fire/Rescue department's 24-year-old washing machine/extractor has failed and cannot be repaired.

The department's Capital Improvement Plan had the machine scheduled for replacement in 2021. However, since this is a critical piece of equipment, the machine will need to be replaced immediately. *(Staff are currently working with Robinson Township to use their washing machine/extractor, as needed.)*

Therefore, the department will be requesting a budget amendment during the scheduled budget amendment process on December 10, 2018 and requesting approval for an immediate purchase of a Speed Queen 40 lb. washer/extractor for **\$9,450**.

If the Board agrees with this purchase request, the following motion may be offered:

Move to approve the purchase of a Speed Queen 40 lb. washing machine/extractor from Detergent Solutions of Sterling Heights at a cost not to exceed \$9,450. It is noted that this may require a budget amendment at the December 10th Board meeting.

If you have any questions regarding this information, please feel free to contact me any time.



Community Development Memo

DATE: November 20, 2018
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Lakeshore Gardens Apartments – PUD Contract

BACKGROUND

On August 27th the Township Board approved the Lakeshore Gardens Apartments PUD. One condition of that approval was the execution of a PUD Contract. The Contract has been executed by the developer, and are ready for Township signatures.

MOTION

To approve the Contract, the following motion can be offered:

Motion to authorize Supervisor Reenders and Clerk Larsen to execute the Lakeshore Gardens Apartments PUD Contract.

If you have questions or comments, please contact me at your convenience.

COPY

LAKESHORE GARDENS APARTMENTS PUD CONTRACT

THIS LAKESHORE GARDENS APARTMENTS PUD CONTRACT (the “Contract”) is made between the Charter Township of Grand Haven, a Michigan charter township, whose address is 13300 - 168th Avenue, Grand Haven, Michigan 49417 (the “Township”), and Lakeshore Gardens Apartments, LLC, a Michigan limited liability company, with offices at 18000 Cove Street, Suite 201, Spring Lake, Michigan 49456 (the “Developer”), with reference to the following facts and circumstances.

A. The Developer has applied to the Township for planned unit development approval (the “PUD”) under the Township’s Zoning Ordinance (the “Ordinance”).

B. The PUD will be constructed on property (the “Property”) in the Township legally described in Exhibit A, attached to and made a part of this Contract.

C. The Township has given the Developer approval of the PUD, contingent upon an appropriate written agreement approved by the Township’s attorney and executed by the Township and the Developer.

THEREFORE, in consideration of the Township’s approval of the PUD, and pursuant to the condition of approval that the Township and the Developer enter into this Contract, the parties agree as follows.

1. The Developer shall comply with all of the documentation (the “Documentation”) submitted by the Developer and its representatives to the Township for this PUD, to the extent that the documentation is consistent with any other conditions placed upon the PUD. The Documentation is incorporated by reference into this Contract. The Documentation includes the minutes of the Grand Haven Charter Township Board dated August 27, 2018; final site plan and landscape plan dated August 1, 2018; architectural drawings for the apartments and club house dated May 15, 2018; and architectural drawings for the garages dated June 5, 2018.

2. The PUD shall comply with all of the conditions set forth in the Township Board Motions adopted by the Township Board at its meeting on August 27, 2018, which incorporated the Board Report. The Board Report sets forth all of the conditions of approval attached to this PUD.

3. If the Developer fails to comply with all of the conditions established for the PUD, or if the Developer otherwise defaults in the construction of the PUD, the Township shall have the option to withdraw its PUD approval, to withdraw any building or other permits issued for the PUD or any buildings or structures within the PUD, to pursue all of its legal remedies provided under the Ordinance, and to pursue all other legal options available to the Township under the laws of the State of Michigan.

4. This Contract shall inure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents to be served or transmitted shall be in writing and addressed to the parties at the addresses stated on page 1 of this Contract, or such other address or addresses as shall be specified by the parties from time to time and may be served or transmitted in person or by ordinary mail properly addressed and with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party of a breach or violation of any provision of this Contract shall not be a waiver of any subsequent breach of the same or any other provision of this Contract. If any section or provision of this Contract is unenforceable for any reason, the unenforceability shall not impair the remainder of this Contract, which shall remain in full force and effect. It is contemplated that this Contract will be executed in multiple counterparts, all of which together shall be deemed to be one contract. Any captions in this Contract are for convenience only and shall not be considered as part of this Contract or in any way to amplify or modify its terms and provisions. All attached exhibits are incorporated by reference as though fully stated in the Contract. This Contract may not be amended other than by a written document signed by both parties.

The parties have executed this Contract as of the dates noted below.

**GRAND HAVEN CHARTER
TOWNSHIP**, a Michigan charter township

**LAKESHORE GARDENS
APARTMENTS, LLC**, a Michigan
limited liability company

By: _____
Mark Reenders, Supervisor

By:  _____
Chad D. Bush
Its: Member

By: _____
Laurie Larsen, Clerk

Dated: 11/15, 2018

Dated: _____, 2018

STATE OF MICHIGAN)

COUNTY OF OTTAWA)
)ss.

The foregoing Contract was acknowledged before me this _____ day of _____, 2018, by Mark Reenders and Laurie Larsen, the Supervisor and the Clerk respectively of Grand Haven Charter Township, a Michigan charter township, on behalf of the Township.

Notary Public
Ottawa County, Michigan
Acting in Ottawa County, Michigan
My Commission expires: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF OTTAWA)

The foregoing Contract was acknowledged before me this 15th day of November, 2018, by Chad D. Bush, who, being duly sworn says that he is a member of Lakeshore Gardens Apartments, LLC, a Michigan limited liability company, and that he has executed the Contract on its behalf.

Prepared by and return to:
Ronald A. Bultje (P29851)
Dickinson Wright PLLC
200 Ottawa Avenue, N.W.
Suite 1000
Grand Rapids, MI 49503
(616) 336-1007

Victoria R. Tolan
Victoria R. Tolan
Notary Public
Ottawa County, Muskegon County, Michigan
Acting in Ottawa County, Michigan
My commission expires: 8/21/2021

GHCT 237 Lakeshore Gardens Apartments PUD Contract 09182018

VICTORIA R. TOLAN
Notary Public, State of Michigan
County of Muskegon
My Commission Expires 08-21-2021
Acting in the County of Ottawa

EXHIBIT A

DESCRIPTION OF PUD PARCEL (PARCELS B & C):

PART OF THE NE 1/4 OF SECTION 33, T8N, R16W, GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 33; THENCE N90°00'E 594.80 FEET ALONG THE NORTH LINE OF SAID NE 1/4; THENCE S01°58'00"W 283.17 FEET TO THE PLACE OF BEGINNING OF THIS DESCRIPTION; THENCE N90°00'E 375.99 FEET; THENCE S01°58'00"W 73.66 FEET; THENCE N90°00'E 193.44 FEET; THENCE N00°26'43"E 76.63 FEET; THENCE N90°00'E 224.99 FEET; THENCE S00°26'43"W 706.91 FEET; THENCE N89°44'13"W 811.14 FEET; THENCE N01°58'00"E 52.00 FEET; THENCE S89°44'13"E 250.00 FEET; THENCE N01°58'00"E 200.00 FEET; THENCE N89°44'13"W 250.00 FEET; THENCE N01°58'00"E 448.57 FEET TO THE PLACE OF BEGINNING.
THIS PARCEL CONTAINS 11.47 ACRES.



Community Development Memo

DATE: November 20, 2018
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Millhouse Bayou (Bosgraaf) – Conditional Zoning Agreement

BACKGROUND

On November 12th the Township Board approved the Millhouse Bayou (Bosgraaf) Conditional Zoning Agreement. The Agreement has been executed by the developer, and is ready for Township signatures.

MOTION

To approve the Agreement, the following motion can be offered:

Motion to authorize Supervisor Reenders and Clerk Larsen to execute the Conditional Zoning Agreement.

If you have questions or comments, please contact me at your convenience.

COPY

Draft Date
10/15/18

CONDITIONAL ZONING AGREEMENT

This Agreement is between Grand Haven Charter Township, a Michigan charter township, at 13300 – 168th Avenue, Grand Haven, Michigan 49417 (the “Township”) and T Bosgraaf Homes LLC, 148 South River Suite 100, Holland, Michigan 49423 (the “Owners”).

This Agreement is based upon the following facts.

A. The Township has adopted the Grand Haven Charter Township Zoning Ordinance (the “Zoning Ordinance”), which includes the Grand Haven Charter Township Zoning Map (the “Zoning Map”).

B. The Owners have an interest in certain property in the Township, which property is located at 14100 152nd Avenue, part of Parcel Number 70-07-01-151-008 (the “Property”), the legal description of which is attached as Exhibit A.

C. The Property is included in the RR Rural Residential District of the Zoning Map.

D. The Township’s Planning Commission recommended that the Property be rezoned to the R-2 Single Family Residential District.

E. The Township’s Community Development Director, by memorandum dated October 10, 2018, discussed the proposed rezoning to the R-2 Single Family Residential District with the Planning Commission.

F. The Township Board is reluctant to rezone the Property to the R-2 Single Family Residential District, because the Property does not connect to the municipal water system, which is a minimum requirement of the District.

G. Under Section 405 of Public Act 110 of the Public Acts of 2006, as amended, a landowner may voluntarily offer in writing, and a township may approve, certain conditions which attach to a rezoning of property in that township.

H. The Owners have submitted a voluntary offer to engage in zoning under Section 405.

THEREFORE, the parties agree as follows.

Section 1. Rezoning of the Property. The Township has adopted a Zoning Map Amendment Ordinance (the "Amendment Ordinance"), rezoning the Property to the R-2 Single Family Residential District, contingent on this Agreement taking effect. This Agreement is contingent upon the Amendment Ordinance taking effect and remaining valid.

Section 2. Condition of Rezoning. Rezoning the Property to the R-2 Single Family Residential District shall be conditioned upon the Owner, and any subsequent owner of the Property, complying with the condition that the Property shall be connected to the municipal water system.

Section 3. Township Findings. The Township finds that the Property should be rezoned to the R-2 Single Family Residential District. That rezoning would be compatible with surrounding property, it would be appropriate given that municipal water is available to the Property, the Property is already connected to municipal sanitary sewer, and it would fit the purpose of the R-2 Single Family Residential district as stated in Section 9.01 of the Zoning Ordinance.

Section 4. Compliance. The development of the Property pursuant to this Agreement shall be subject to compliance with all Federal, State, County, and Township laws and ordinances.

Section 5. Binding Nature of This Agreement. The Owners acknowledge that this Agreement will run with the Property and will be binding upon successor owners of the Property.

Section 6. Recording of This Agreement. The Township and the Owners acknowledge that this Agreement shall be recorded by the Township with the Ottawa County Register of Deeds.

Section 7. Violation of This Agreement by the Owners. If the Owners violate any provision of this Agreement, that violation shall constitute a violation of the Zoning Ordinance and shall be subject to legal enforcement action and judicial abatement action as provided by law.

Section 8. Acknowledgment by the Owners. The Owners acknowledge that no permit or approval shall be granted under the Zoning Ordinance for any use or development that is contrary to this Agreement.

Section 9. Time Period. The obligation of the Owners to connect the Property to municipal water shall be effective immediately and shall remain in effect throughout the term of this Agreement, as long as the Property is maintained in the R-2 Single Family Residential District.

Section 10. Reversion of Zoning. If the condition in Section 2 is not satisfied during the term of this Agreement, then the Property shall be reconsidered for rezoning to the RR Rural Residential District. The reconsideration of rezoning shall be initiated by the Township Board, which shall request that the Planning Commission hold a public hearing on the rezoning of the Property and make a recommendation to the Township Board. The procedure for considering and accomplishing this rezoning shall be the same as applies to all other rezoning requests.

Section 11. Subsequent Rezoning of the Property. If the Property is subsequently rezoned to a different zoning classification or to the R-2 Single Family Residential District but subject to the terms of a different agreement or no agreement at all, the terms of this Agreement shall cease to be in effect. Upon the request of the owner of the Property at the time, the Township shall record with the Ottawa County Register of Deeds a notice that this Agreement is no longer in effect.

Section 12. Amendment of this Agreement. This Agreement may be amended in the same manner that the Property was rezoned to the R-2 Single Family Residential District pursuant to the terms of this Agreement.

Section 13. Township's Right to Rezone: Nothing in this Agreement shall prohibit the Township from rezoning all or any portion of the Property to another zoning classification. Any such rezoning shall be conducted in compliance with the Zoning Ordinance and applicable law.

Section 14. Miscellaneous. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors. All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage. This Agreement has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by any party of a breach or violation of any provision of this Agreement shall not be a waiver of any subsequent breach or violation of the same or any other provision of this Agreement. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect. This Agreement represents the entire understanding and agreement between parties, and all prior understandings and agreements are specifically merged in this Agreement. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WITNESSES:

T. BOSGRAAF HOMES, LLC, a Michigan limited liability company


Hannah Wilkerson

By: 
Michael L. Bosgraaf
Its: Member

GRAND HAVEN CHARTER TOWNSHIP

Stacey Fedewa

By: _____
Mark Reenders, Supervisor

By: _____
Laurie Larsen, Clerk

STATE OF MICHIGAN)
)ss.
COUNTY OF OTTAWA)

The foregoing Agreement was acknowledged before me this 14th day of November 2018, by Michael L. Bosgraaf, who, being duly sworn says that he is a member of T. Bosgraaf Homes, LLC, a Michigan limited liability company, and that he has executed the Agreement on its behalf.

TONI K. VANSINGEL
Notary Public, State of Michigan
County of Kent
My Commission Expires Dec. 22, 2019
Acting in the County of Ottawa

Toni K. Vansingel

Notary Public, Ottawa County, Michigan
My Commission Expires: 12-22-19
Acting on Ottawa County, Michigan

STATE OF MICHIGAN)
)ss.
COUNTY OF OTTAWA)

The foregoing Agreement was acknowledged before me this _____ day of _____, 2018, by Mark Reenders and Laurie Larsen, respectively the Supervisor and the Clerk of Grand Haven Charter Township, a Michigan charter township, on behalf of the Township.

Notary Public, Ottawa County, Michigan
My Commission Expires: _____
Acting on Ottawa County, Michigan

Prepared by:
Stacey Fedewa, AICP
Community Development Director
Grand Haven Charter Township
13300 168th Avenue
Grand Haven, Michigan 49417
Telephone: (616) 842-5988

EXHIBIT A

LEGAL DESCRIPTION

14100 152nd Avenue

14100 152ND AVENUE

70-07-01-151-008

PART OF LOT 8, BLOCK 23, BORCK'S SUPERVISOR'S PLAT NO. 1 AS RECORDED IN LIBER 8 OF PLATS, PAGES 68-70, OTTAWA COUNTY RECORDS, GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF LOT 7 OF SAID PLAT; THENCE N00°00'00"E 500.46 FEET ALONG THE WEST LINE OF SAID BLOCK 23 TO THE POINT OF BEGINNING; THENCE CONTINUING N00°00'00"E 160.00 FEET ALONG SAID WEST LINE; THENCE S88°33'47"E 150.00 FEET ALONG THE NORTH LINE OF SAID LOT 8; THENCE S00°00'00"W 160.00 FEET; THENCE N88°33'47"W 150.00 FEET TO THE POINT OF BEGINNING. CONTAINS 0.55 ACRES. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD.



GRAND HAVEN CHARTER TOWNSHIP
13300 168th Avenue • Grand Haven, Michigan 49417 • Phone: 616.842.5988 • Fax: 616.842.9419

SUPERINTENDENT'S MEMO

DATE: November 16, 2018
TO: Township Board, Department Directors
FROM: Cargo & Sandoval
SUBJECT: 2019 Budget

OVERVIEW:

Pursuant to state law, the superintendent must prepare and forward a budget to the full Board for consideration.

The Truth-in-Taxation hearing was held on Monday, October 9th. The public hearing on the Special Assessments was held on Monday, November 12th. The public hearing for the FY 2019 budget is scheduled for **Monday, November 26th at 7:00 p.m.**

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

1. The 2019 Budget Worksheet, which provides line item detail and comparison with the previous two years.
2. The 2019 Summary of Revenues/Expenditures spreadsheet. (*This is one of the most important budget documents providing a one-page overview of revenues and expenditures and projecting the fund balance or cash reserves of each of the eleven funds. All the Township's Funds are "balanced" and have sufficient fund balances or cash reserves.*)
3. The FY 2019 Capital Improvement Summary.
4. The FY 2019 Budget Resolution

2019 BUDGET SUMMARY:

The total budget revenue within all twelve (12) funds is projected at \$12,490,870 with total budget expenditures estimated at \$14,182,300. (*Recall that the monies for the pathway expansion were received in FY 2017 – but, construction will not be completed until FY 2019, which*

is the main reason for this difference of revenues and expenditures.)

The budget is “balanced” – especially considering that the total fund balances or cash reserves will **exceed**↑ **\$8.79 million** at the end of FY 2019.

It is important to remember that although GHT adopts a single budget resolution each year, the total budget discussed in this overview is actually twelve (12) 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”. This means that the activities previously approved by the Board are being maintained and the cost for these services are substantially similar.

The remainder of this cover memorandum will briefly review each of these twelve (12) separate budgets.

1 - General Fund:

The General Fund budget will have revenues of \$3,693,270 and expenditures of \$3,728,020. The General fund’s fund balance will be an estimated **\$2.25 million** on December 31st of 2019. *(Remember that \$550k of this total is designated for future park improvements.)* This equates to about a six-month surplus, which is considered very healthy.

Property tax revenues raised from the 1.0 allocated millage (*which has been reduced*↓ *by about 11% to 0.8895 mills because of Headlee and Truth-in-Taxation*) will increase slightly from about \$630k in FY 2018 to by about \$661k for FY 2019. *(Ottawa County is holding a **Headlee Override Election** on November 6th to return the General Fund millage rate to 1.051 mills – which, if approved, will raise an additional \$120k starting in FY 2020.)*

Taxable values in GHT increased↑ about 7.18% in 2018 over 2017. *(Remember that the property tax monies are collected in December of 2018 for the 2019 Fiscal Year are based upon 2018 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 about \$125k for FY 2019.

Revenues associated with construction have continued their current trend with a total of about \$420k estimated in permit fees.

The State Shared Revenues are stable at about \$1.34 million. This includes about \$1.29 million for the constitutional portion of revenue sharing (*i.e., related to the State Sales Tax*) and about \$52k from the statutory portion (*i.e., the so-called “City, Village, and Township Revenue*

Sharing” or CVTRS program). To qualify for the CVTRS monies, the Township must meet all of the requirements of 2016 PA 268 (e.g., *complete a F-65 Citizen’s Guide, maintain on-line Performance Dashboard, Debt Service Report, Projected Budget Report, signed certification form, etc.*).

In brief, unlike the Constitutional portion of the State Shared Revenues, these CVTRS monies can be eliminated by the State Legislature (i.e., “*what the state giveth, the state can taketh away*”). It is interesting to note that the Township did not receive any CVTRS monies for FY 2016.

The General Fund revenues include “Administrative & Supervision Fees” of about \$407k paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (See the “*2019 Administrative Fees and Overhead*” spreadsheet.)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget. Expenditures are about \$20k lower↓ than previous (*because one-time contributions in 2018 to the Reimagination Station project*) and contains monies for the following activities or projects:
 - a. \$21,630 to support economic development activities through the Chamber of Commerce per the current contract;
 - b. \$7,500 for July 4th fireworks;
 - c. \$8,100 to support the Grand Haven City Neighborhood Housing Program;
 - d. \$6,300 for annual Michigan Townships Association dues;
 - e. \$1,000 for conferences and seminars;
 - f. \$2,000 for the Coast Guard “Heroes and Legends Dinner”;
 - g. \$1,000 for an Employee Recognition Lunch; and,
 - h. \$9,000 for an Appreciation Dinner for committee members and staff.
- 2) The Supervisor Account is a continuation budget.
- 3) The Administrative Account is a continuation budget. However, expenditures are about \$53k higher↑ because (a) there is only a single school election and the majority of the Deputy Clerk’s time will be within this account Administration (*as opposed to the Clerk Account or Elections Account*); and (b) this will be first full year with the HR Director working 32 hours per week.
- 4) The Accounting Department is a continuation budget.
- 5) The Clerk Account is a continuation budget, except that expenditures will be about \$7k lower↓ due to less time within this cost center by the Deputy Clerk.
- 6) The Board of Review Account is a continuation budget. It is noted that the Committee pay for the members is proposed to be changed to allow for a minimum of 2 hours payment per meeting.

- 7) The Treasurer Account is a continuation budget.
- 8) The Assessing Account is a continuation budget.
- 9) The Elections Account has been budgeted with the assumption that there will only be one election – the May School election. As a result, this account is about \$63k lower↓ than previous.
- 10) The Building and Grounds Account expenditures have been reduced↓ by about \$57k over previous. The major maintenance activities for this account include the following:
 - \$12,000 to sealcoat and re-stripe the front and rear parking lots;
 - \$10,000 to replace sections of carpeting in the Administrative building;
 - \$1,500 to replace landscaping “lost” since the building was constructed (*in order to comply with the approved landscaping plan*);
 - \$5,000 to re-caulk the base of the Administrative building;
 - \$10,000 for improvements to the DPW floor drain with this account funding 54% of the total;
 - \$15,000 to re-paint the red metal façade of the buildings and signs;
 - for improvements to the roof drain system on the DPW building (*54% will be funded by the General Fund*); and,
 - \$7,500 for Dryvit repairs.;
- 11) The Cemetery Account is a continuation budget, except that monies are budgeted for the expansion of the Historic Cemetery to the east. Total cost of the expansion is expected to be about \$167,500.
- 12) The Community Development Account is a continuation budget, except that expenditures are increased↑ by about \$32k, which is mainly to complete traffic studies for pedestrian crossings at two locations (*e.g., 172nd and Timberview and Lakeshore and Rosy Mound Park*); monies for pedestrian safety improvements at these same locations; and construction plan scanning of about 100 commercial, industrial, and multi-family residential construction plans (*i.e., about 2,500 sheets*).
- 13) The Storm Drains Account is funding an estimated \$30,000 – \$26,00 for at-large drain maintenance costs and \$4,000 for the so-called “Orphan Drain” project, which will take about 4 more years to complete. This account is \$9k less↓ than current.
- 14) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$225k to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2019.

[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,*
- *some gravel road maintenance.*

In addition, the Township has budgeted \$100k to fund a 50% Special Assessment District (SAD) program for the so-called double chip and seal method of improving gravel roads. Residents along certain gravel roads that are deemed appropriate for this process – that is low traffic, low volume gravel roads – will be informed of this new program.]

15) The Street Lighting Account is a continuation budget with Special Assessment Lighting District (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.)* That said, the costs are about \$9k higher↑ than current.

16) The Waste Collection Account is a continuation budget.

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

- \$10,000 is budgeted for completing the re-codification or re-write of the Zoning Ordinance *(which is a carry-forward from 2018)*;
- \$5,000 is budgeted for the re-draft of Private Road Ordinance;
- \$5,000 is budgeted for a “Design Toolkit” to assist developers and residents comply with the new Zoning Ordinance; and,
- \$20,000 is budgeted as a match for the expected approval of a Coastal Zone Management grant related to the Pottawattomie Park shoreline.

That said, the Planning Commission budget is about \$21k higher↑ than current.

18) The Zoning Board of Appeals Account is a continuation budget.

19) The Parks and Recreation Account is a continuation budget – however maintenance and capital projects will change from year-to-year. For FY 2019, expenditures are about \$55k higher↑ than previous with the following maintenance and capital projects:

- a. \$5,000 – replace landscaping at Boat Launch
- b. \$5,000 – replace bathroom partitions at Hofma Park
- c. \$2,000 – retrofit lights to LED
- d. \$5,000 – replace dugout benches at Hofma & Mercury ballfields
- e. \$2,000 – add stone dust to ball fields
- f. \$2,500 – add sprinkling behind bathrooms at Hofma Preserve
- g. \$3,000 – extend sprinkling near sign at Hofma Park
- h. \$3,250 – replace five trash cans
- i. \$4,500 – repaint metal on shelters at Pottawattomie
- j. \$3,500 – replace/restain wood on shelters at Pottawattomie

- k. \$1,800 – pump septic tanks at all parks and boat launch
- l. \$4,000 – add concrete in front of dumpster enclosure at Pottawattomie
- m. \$8,500 – replace Pottawattomie Park sign
- n. \$9,000 – purchase dump trailer
- o. \$8,000 – replace/repair stationary deck to floating dock at Pottawattomie
- p. \$8,000 – replace three gates at Hofma Park
- q. \$9,000 – add street lights to front parking area at Hofma Park
- r. \$9,000 – add parking lot lights at Hofma Preserve
- s. \$9,500 – update security cameras at Hofma Preserve
- t. \$6,000 – update security cameras at Hofma Park
- u. \$28,000 – replace 2002 Dodge pick-up truck through state purchasing program

It should be noted that the Parks and Recreation Committee may recommend improvements (*e.g., pickleball courts, etc.*) to either the Mercury Park property or the “Wolf” addition to Hofma Park and Preserve. If so, these improvements would utilize monies from the \$550k of General Fund fund balance monies designated for park improvements.

20) The Bike Path Account is no longer utilized. Rather, the General Fund will transfer \$246,590 to the Pathway Fund to provide maintenance on the Township’s pathway system. (*A breakdown of these monies will be delineated in the Pathway Fund portion of this memorandum.*)

21) The Appropriations Transfers Account sends:

- a. \$125,230 for debt payments associated with the 2013 Township Building Refunding Bonds. (*The General Fund pays for 57% of this bond, which will expire in 2021.*)
- b. \$154,300 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*)
- c. \$225,000 for street maintenance activities. (*This is in addition to the \$258,400 used for the street maintenance from the Municipal Street Fund.*)
- d. \$246,590 for pathway maintenance activities.
- e. \$12,640 for Retiree Health costs related to retiree health care for current retirees.

2 - Municipal Street Fund:

This Fund accounts for monies related to the .95 millage approved by the voters in 2011. (*Because of Headlee and Truth-in-Taxation, this millage has been reduced↓ by about 3% to 0.9216 mills.*)

The Municipal Street Fund budget will have revenues of about \$911,710 and expenditures of about \$914,740. The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.58 mills*) are utilized to fund Harbor Transit service in the Township, which is estimated to be \$431k during FY2019.

Second, a portion of the monies (*i.e., an amount equal to 0.3416 mills*) are utilized for road maintenance work, which is estimated to be \$254k during FY 2019. In addition, \$225k will be contributed from the General Fund, which together will be utilized as follows:

- ✓ Dust Control - \$ 33,400
- ✓ Street Resurfacing - \$450,000

This fund is essentially a “break even” with revenues and expenditures being substantially. The fund balance of the Municipal Street Fund will be about \$5k at the end of FY 2018.

3 - Fire Fund:

The budget for the Fire/Rescue Department reflects the 2014 voter approved millage rate of 1.9 mills. (*Because of Headlee and Truth-in-Taxation, this millage has been reduced by about 3% to 1.8431 mills.*)

The Fire/Rescue budget will have revenues of about \$1,396,100 and expenditures of about \$1, 525,980. This will reduce the current fund balance from about \$616k to \$486k. Because the 1994 pumper is experiencing additional maintenance costs and because this apparatus’ reliability has declined, the Township will begin the process of replacing the fire truck in 2019 and complete the purchase in 2020 – which is one-year earlier than projected.

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 remain near projections at the end of FY 2019 – even with accelerating the purchase of a new pumper truck.

Fire/Rescue Millage - Projected Fund Balance vs. Actual/Budgeted						
Year	Original 2014 Projected Surplus	Original 2014 Projected CIP Costs	Original 2014 Projected Fund Balance	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	\$78,130	\$158,553	-2.94%
2016	\$100,000	\$31,000	\$232,348	\$118,570	\$284,854	22.60%
2017	\$100,000		\$332,348	\$141,490	\$445,671	34.10%
2018	\$100,000	\$52,700	\$387,348	\$170,150	\$615,821	58.98%
2019	\$100,000		\$487,348	-\$129,880	\$485,941	-0.29%
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:

- Purchase four sets of turnout gear at \$9,600.

- Medical equipment and fire supplies at about \$30k.
- Make two of four payments which will total \$310k towards a new pumper apparatus to replace truck 1021.
- \$18,960 OPEB costs (*i.e., retiree health care*) for the IAFF union members and two firefighters that retired.
- \$48,530 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 Special Assessment District (SAD) monies (*equal to 0.55 mills*) that are used to provide police services through contracts with the Ottawa County Sheriff's Department.

The fund is estimated to have \$525k in revenues and expenditures at \$443k for FY 2019. (*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 to increase by about \$83k to about **\$258k** at the end of FY 2019.

5 - Downtown Development Authority:

The DDA budget has projected revenues of about \$735k with estimated expenditures of \$620k. This estimate is based upon a "captured" full value equivalent tax base of about \$61.57 million with a millage rate of 9.7386 mills. (*Please see attached spreadsheet.*)

It should be noted that because of legislation approved by the Governor, the DDA can no longer capture any TIF monies from the Loutit District Library.

The DDA will have one major construction project during FY2019 – the installation of sidewalks and extension of water main along Robbins Road at a cost of about \$605k.

Because cash reserves for the DDA are estimated at about **\$1.41** million at the end of FY 2019, it is expected that there will be another major capital project(s) for FY 2020.

6 & 7 - Debt Funds – Pathway, 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 \$505k** from these two funds.

Further, **a total of about \$505k in debt payments will be made during 2019** from the Pathway 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 the Refunded Building Debt will expire in 2021, which will allow an additional \$125k of General Fund revenues to be used for other priorities.

8 – Pathway Fund:

The Pathway Fund will collect about \$597k in revenues and incur an estimated \$2.87 million in expenditures.

The major costs for the Pathway Fund include:

- \$2.25 million to construct the 144th and Lincoln pathway extensions (*including a connector to Ferris Street*);
- \$76k to purchase a second Toolcat for pathway maintenance; and,
- \$28 to replace a 2005 Ford F-250 pick-up truck through the State Purchasing program.

The fund balance of the Pathway Fund will decrease by about \$2.28 million to a projected about \$10k at the end of FY 2019. This is a planned decrease and is not a problem or issue.

9 - Sewer Fund:

The Sewer Fund will collect about \$990k in revenues and incur an estimated \$803k in expenditures. (*See the “Yearly Waste Water Totals & Projections” spreadsheet.*)

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

- \$305,230 to process an estimated 112.8 million gallons of waste water collected;
- \$107,270 in debt payments;
- \$61,000 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 two more years to complete;
- \$15,000 to upgrade the remaining “canned” pump stations to the SCADA system;
- \$20,000 for safety equipment installation at certain pump stations (*i.e., fall arrest equipment*);
- \$10,000 to “jet” and clean dead-end portions of sewer lines;
- \$75,000 to camera sewer lines for leak detection;
- \$20,000 for a state required “Asset Management Plan”; and,
- f. \$20,660 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 about \$186k to a projected **\$1.99 million** at the end of FY 2019.

10 - Water Fund:

The Water Fund will collect about \$2.83 million in revenues and incur an estimated \$2.47 million in expenditures. (See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”.)

The revenues are based on the sale of about 563.5 million gallons of potable water and 60 new residential connections and 4 new commercial connections to the system.

The significant costs within the fund include the following:

- \$563,450 to purchase about 586.9 million gallons of water;
- \$54,900 for meter purchases;
- \$11,200 for hydrant purchases;
- \$43,200 for service line purchases;
- \$8,220 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;
- \$5,000 for study on “peak” water distribution concerns (*i.e., the need for a third tank or similar solution*);
- \$37,500 for contracted services associated with projected new 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*);
- \$10,400 to replace plastic service lines located under the new pathway;
- \$15,000 to repair ice damage at west tank and replace cathodic protection;
- \$8,000 to clean the exterior of the east tank;
- \$140,00 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 two more years to complete;
- \$8,000 to replace gates at the east and west tanks;
- \$8,000 to purchase new hand-held meter reader and programmer;
- \$43,640 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*) and,
- \$764,520 for various debt payments.

Because of certain capital improvements to the water system, the cash reserves of the Water Fund are projected to increase↑ by about \$360k to an estimated **\$2.24 million**.

11 – Employee Retiree Health Care Trust Fund:

Other Post-Employment Benefits (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 (*i.e., full-time fire fighters*) between the ages of 60 and 65 and a Medicare “filler” insurance program after age 65.

Recall that the Township transferred the OPEB Fund monies into a Trust Fund in 2016 in order that contributions for retiree health care on behalf of current retirees and full-time fire fighters could be counted toward any OPEB liability – which will allow this obligation to be fully funded pursuant to an amortization schedule prepared by Watkins Ross.

OPEB contributions from the appropriate funds are projected at \$34,760 while the OPEB costs for 2019 are budgeted at \$25,220. The projected fund balance for this Trust Fund will be about \$139,324 at the end of the 2019 fiscal year.

Recall that the Township completed an actuarial study for retiree health care through Watkins Ross during 2018. This study will determine the contributions that will be made by the General Fund and Fire Fund over the next three years.

12 - Information Technology:

Information Technology (IT) costs for FY 2019 has revenues of \$267,180 – with the following transfers into this Fund:

- General Fund Transfer = \$154,300
- Fire/Rescue Fund Transfer = \$ 48,530
- Sewer Fund Transfer = \$ 20,660
- Water Fund Transfer = \$ 43,640

The expenditures are \$266,990 for the IT budget and can be divided into the following four major categories:

- Software & License fees = \$130,235 (*about 48.8%*)
- Internet connections = \$ 7,140 (*about 2.7%*)
- IT professional fees = \$ 106,815 (*about 40.0%*)
 - ✓ \$77,000 for EGL Tech annual support
 - ✓ \$ 5,600 for Webtech website maintenance
 - ✓ \$ 1,715 for GHAPS lease of DR equipment
 - ✓ \$25,500 for special projects (*e.g., SQL Enterprise installation, etc.*)
- Computer hardware costs = \$ 22,800 (*about 8.5%*)
 - ✓ \$12,800 computer equipment
 - ✓ \$10,000 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 applied a 2.7% cost-of-living allowance on the MML Wage Scale that was developed in 2014. (*The COLA for the previous year was 1.5%.*)
- ☑ The Township will remain with BlueCare network HMO and HSA ... which is an **ACA compatible plan**. Employees will pay **7.2%** of the aggregate premium cost. Because the HSA contribution is unchanged, the actual cost for the Township will decrease↓ by about **-3.0%** (*for a savings of about \$10,000*).
- ☑ The employee contribution payments for health insurance are as follows:
 - Single - \$ 34.91/month
 - Double - \$ 76.80/month
 - Family - \$ 96.00/month(*Please see the 2019 Insurance Listing for additional information.*)
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (*i.e., P.A. 152*), GHT will be just **below**↓ the “hardcap” rule. Because the Township will be provided CVTRS monies (*i.e., statutory state shared revenues*) for FY 2019, 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 most townships for FY 2016; but, did appropriate these monies for FY2017 and FY2018.*)
- ☑ The 2019 premium for the Priority Medicare Individual Plan (*for retirees age 65 and above*) have not been released and, for budget purposes, remains at \$95.00 per month for 2019 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 rates of employees are unchanged.
- ☑ Life Insurance premium rates for employees (*i.e., \$30,000*) are unchanged.
- ☑ Short Term Disability premium rates for employees are unchanged.
- ☑ Long Term Disability premium rates for employees are unchanged.

If the Board supports the budget as presented, the following motion can be offered:

Motion to approve and adopt Resolution 11-08-09, which is the 2019 Grand Haven Charter Township Appropriations Act.

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

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET RESOLUTION 18-11-09 FOR ADOPTION
BY THE GRAND HAVEN CHARTER TOWNSHIP BOARD
OF THE 2019 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Grand Haven for the Fiscal Year 2019, 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 2019 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, 2018 and a public hearing on the FY2019 proposed budget was held on November 26, 2018 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 0.8895 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2019 are as follows:

REVENUE		NOTES
General Fund Revenues	3,693,270	
Fund Balance on 01/01/19	2,283,769	
Total Available Funds	5,977,039	

That \$3,730,020 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	3,730,020	
Fund Balance on 12/31/19	\$2,247,019	

Note: \$550,000 of the fund balance is "Designated" for park improvements.

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 0.9215 mills, and various other revenues for the Fiscal Year 2019 is as follows:

REVENUES		NOTES
Municipal Street Fund Revenues	911,710	
Fund Balance on 01/01/19	8,301	
Total Available Funds	\$920,011	

That \$914,740 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	914,740	\$430,990 will be transferred to Harbor Transit; \$483,750 will be retained for street maintenance
Fund Balance on 12/31/19	\$5,271	

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 1.8431 mills for the Fiscal Year 2019 is as follows:

REVENUES		NOTES
Fire Fund Revenues	1,396,100	
Fund Balance on 01/01/19	615,821	
Total Available Funds	\$2,011,921	

That \$1,525,980 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	1,525,980	
Fund Balance on 12/31/19	\$485,941	

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 2019 is as follows:

REVENUES		NOTES
Police SAD Fund Revenues	525,540	
Fund Balance on 01/01/19	176,678	
Total Available Funds	\$702,218	

That \$442,800 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	442,800	Funds 3.34 Sheriff deputies
Fund Balance on 12/31/19	\$258,418	

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 2019 is as follows:

REVENUES		NOTES
DDA Fund Revenues	735,430	FTE capture of 9.7386 on \$61.57 million base
Fund Balance on 01/01/19	1,297,739	
Total Available Funds	\$2,033,169	

That \$619,860 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	619,860	
Fund Balance on 12/31/19	\$1,413,309	

SUBSECTION F: DEBT SERVICE FUND - PATHWAY

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND - PATHWAY** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.0 mills, and various other revenues for the Fiscal Year 2019 is as follows:

REVENUES		NOTES
Pathway Debt Fund Revenues	285,680	
Fund Balance on 01/01/19	1	
Total Available Funds	\$285,681	

That \$285,680 of the total available to appropriate in the **DEBT SERVICE FUND - PATHWAY** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Pathway Debt Fund Expenditures	285,680	
Fund Balance on 12/31/19	\$1	

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 2019 is as follows:

REVENUES		NOTES
Building Debt Fund Revenues	219,700	57% from GF; 31% from Water; 12% from Sewer
Fund Balance on 01/01/19	330	
Total Available Funds	\$220,030	

That \$219,720 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	219,720	
Fund Balance on 12/31/19	\$310	

SUBSECTION H: PATHWAY FUND

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **PATHWAY FUND** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.4410 mills, and various other revenues for the Fiscal Year 2019 is as follows:

REVENUES		NOTES
Pathway Fund Revenues	597,590	
Fund Balance on 01/01/19	2,286,765	
Total Available Funds	\$2,884,355	

That \$2,874,330 total available to appropriate in the **PATHWAY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES		NOTES
Pathway Expenditures	2,874,330	
Fund Balance on 12/31/19	\$10,025	

SUBSECTION I: 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 2019 is as follows:

REVENUES		NOTES
Wastewater Fund Revenues	989,860	
Cash Reserves on 01/01/19	1,802,806	
Total Available Funds	\$2,792,666	

That \$802,980 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	802,980	
Cash Reserves on 12/31/19	\$1,989,686	

SUBSECTION J: 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 2019 is as follows:

REVENUES		NOTES
Water Fund Revenues	2,834,050	
Cash Reserves on 01/01/19	1,883,767	
Total Available Revenues	4,717,817	

That \$2,473,980 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	2,473,980	
Cash Reserves on 12/31/19	\$2,243,837	

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 2019 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	267,180	
Fund Balance on 01/01/19	3,955	
Total Available Revenues	\$271,135	

That \$266,990 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	266,990	
Fund Balance on 12/31/19	\$4,145	

SUBSECTION L: RETIREE HEALTH CARE TRUST FUND

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **RETIREE HEALTH CARE TRUST FUND** of the Charter Township of Grand Haven for the Fiscal Year 2019 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	34,760	
Fund Balance on 01/01/19	129,684	
Total Available Revenues	\$164,444	

That \$25,220 of the total available to appropriate in the **RETIREE HEALTH CARE TRUST FUND** is hereby appropriated in the amount and for the purposes set forth below:

EXPENDITURES		NOTES
Retiree Health Fund Expenditures	25,220	
Fund Balance on 12/31/19	\$139,224	

SUBSECTION M: DESCRIPTIVE BUDGET AND CAPITAL IMPROVEMENT PLAN

A *2019 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 2019 Fiscal Year budget and serve as a basis for future fiscal year budgeting.

SECTION 6: ADOPTION OF BUDGET BY REFERENCE

The 2019 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 2019 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 – Blue Care Network HMO HSA (*for full-time staff with 7.2% of premium funded by staff and 8 expected waivers*)
 - HSA Payment Single = \$1,125
 - HSA Payment Double = \$2,250
 - HSA Payment Family = \$2,250

Employee 7.2% premium insurance contributions for the Blue Care HMO HSA Plan are as follows:

Single (6)	- \$ 34.91/month	(GHT portion = \$ 471.73)
Double (5)	- \$ 76.80/month	(GHT portion = \$1,037.81)
Family (10)	- \$ 96.00/month	(GHT portion = \$1,297.27)

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 4 expected waivers*)
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 – Accident Fund (*for full-time and part-time staff*)
7. Life and AD&D Insurance – Mutual of Omaha
 - \$30,000 (*for full-time staff and part-time fire/rescue staff*)

- \$60,000 (for full-time staff who are also part-time fire/rescue staff)
 - \$100,000 (for superintendent position)
8. Liability & Vehicle Insurance – Par Plan

SECTION 10: 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 Superintendent	1	1	0
Director of Human Relations	1	1 (part-time)	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	1	1	0
Assistant Assessor/Deputy Treasurer	1	1	0
Administrative Assistant – Assessing / Assistant Zoning Administrator	1	1 (FT - shared)	0

Accounting

Position Title	# Positions	# Filled	# Vacant
Accounting Director	1	1	0
Staff Accountant	1	0	1 & unfunded
Accounting Clerk	1	1	0
Administrative Assistant - Accounting	1	1	0

Community Development

Position Title	# Positions	# Filled	# Vacant
Director of Community Development	1	1	0
Administrative Assistant – Assessing / Assistant Zoning Administrator	1	1 (FT - shared)	0
Building Official/Plan Reviewer	1	1	0
Building Inspector/Plan Reviewer	1	1	0
Ordinance Enforcement Officer	1	1 (part-time)	0
Mechanical & Plumbing Inspector (contract)	1	1 (independent contractor)	0
Electrical Inspector (contract)	1	1 (independent contractor)	0

Elections

Position Title	# Positions	# Filled	# Vacant
Election Assistant (temporary & part-time)	2	2	0
Election Workers (7 precincts, AV Counting Board and Receiving Board)	60	60	0

Fire/Rescue

Position Title	# Positions	# Filled	# Vacant
Fire Chief	1	1	0
Fire Captain	1	1	0
Fire Lieutenant	2	2	0
Fire Fighter/Equipment Operator	3	3	0
Fire Fighter (part-time)	24	23	1

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 (one is Township staff)	1	1	0
Board of Review	3 (+ 1 alternate)	4	0
Construction Board of Appeals	5	5	0
Downtown Development Authority / Brownfield Redevelopment Authority (one is elected official)	9	9	0
Elections Commission (all are elected officials)	3	3	0
Grand Haven Spring Lake Sewer Authority Board (one is the superintendent)	1 (+ alternate)	2	0
Harbor Transit Authority Board (one is the superintendent)	1 (+ alternate)	2	0
Hofma Park Commission	3	3	0
Loutit District Library Authority Board	3	3	0
North Ottawa Community Hospital Board	1	1	0
North Ottawa Recreation Authority Board (one is an elected official)	2 (+ alternate)	3	0
North Ottawa Water System Administration Committee (one is the superintendent)	1 (+ alternate)	2	0
Ordinance Review Committee (all are elected officials)	3	3	0
Parks and Recreation Committee (one is an elected official)	6	6	0
Personnel Committee (all are elected officials)	3 (+ alternate)	4	0
Planning Commission (one is an elected official)	9	9	0
Public Safety Committee (all are elected officials)	3	3	0
Public Works and Transportation (all are elected officials)	3	3	0
Silent Observer Board	1	1	0
Tax Abatement Review Committee (three are elected officials)	4	4	0
Zoning Board of Appeals (one is an elected official and one is Planning Commission member)	5 (+ alternate)	6	0

Contracted Professional Service Agreements

Professional Service Provided
Legal Services (Dickinson Wright)
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)
Water Service Connections & Emergency Repairs (Northern Plumbing, LLC)

SECTION 11: 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 12: 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 13: 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 14: 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 15: 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 26th, 2018.

Laurie Larsen, Township Clerk
Date: November 26, 2018

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 26th day of November 2018. 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, Township Clerk

**2019 Budget
Summary of Revenues/Expenditures**

FUNDS	Revenues	Expenditures	Difference	Projected Fund Balance or Cash Reserves on 12/31/18	Projected Undesignated Fund Balance or Cash Reserves on 12/31/19
General Fund	\$3,693,270	\$3,730,020	(\$36,750)	\$2,283,769	\$2,247,019
Municipal Street Fund	\$911,710	\$914,740	(\$3,030)	\$8,301	\$5,271
Fire/Rescue Fund	\$1,396,100	\$1,525,980	(\$129,880)	\$615,821	\$485,941
Police Services SAD	\$525,540	\$442,800	\$82,740	\$175,678	\$258,418
DDA Fund	\$735,430	\$619,860	\$115,570	\$1,297,739	\$1,413,309
Debt - Pathway	\$285,680	\$285,680	\$0	\$1	\$1
Refunded Building Debt	\$219,700	\$219,720	(\$20)	\$330	\$310
Pathway	\$597,590	\$2,874,330	(\$2,276,740)	\$2,286,765	\$10,025
Sewer Fund	\$989,860	\$802,980	\$186,880	\$1,802,806	\$1,989,686
Water Fund	\$2,834,050	\$2,473,980	\$360,070	\$1,883,767	\$2,243,837
IT Service Fund	\$267,180	\$266,990	\$190	\$3,955	\$4,145
Retiree Health Care Fund	\$34,760	\$25,220	\$9,540	\$129,684	\$139,224
TOTALS	\$12,490,870	\$14,182,300	(\$1,691,430)	\$10,488,616	\$8,797,186
Debt Funds - TOTAL	\$505,380	\$505,400	(\$20)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000	PROPERTY TAXES	609,040	630,150	627,420	660,980	Based upon a general operating levy of 0.8895 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimated tax revenue sheet
403.200	PROPERTY TAX - TRAILER/LOT FEES	3,360	3,300	3,080	3,800	633 lots x .50 x 12
403.300	PROPERTY TAX - DELINQUENT PERSONAL	230	500	310	400	Based on projected activity
424.000	TAXES-LIGHT DISTRICTS	110,720	109,990	110,010	116,200	Based upon current light districts approved by the Board
425.000	SPECIAL ROAD ASSESSMENTS	5,920	5,860	5,900	5,690	Park Court Paving Groesbeck Paving
						Justification Items Total:
						5,690
445.000	INTEREST & PENALTIES-TAXES	4,080	4,500	2,770	4,000	Late fees on property taxes, based on previous year's experience.
447.000	TAXES-ADMINISTRATION FEE	230,160	230,900	237,510	249,980	1% administrative fee on property taxes collected
452.000	FRANCHISE FEES	265,110	265,500	199,450	269,000	Charter Communications AT&T Waste Haulers
						Justification Items Total:
						269,000
477.000	BUILDING PERMIT FEES	399,290	255,000	201,260	240,000	Estimate Based on Projected Activity
478.000	ELECTRICAL PERMIT FEES	93,810	62,000	60,120	70,000	Estimate Based on Projected Activity
479.000	PLUMBING PERMIT FEES	46,750	29,000	25,200	35,000	Estimate Based on Projected Activity
480.000	MECHANICAL PERMIT FEES	80,390	80,000	77,780	75,000	Estimate Based on Projected Activity
540.000	LIQUOR CONTROL FEES	6,140	6,150	6,440	6,600	Based upon projected activity
545.000	ORDINANCE VIOLATION FINES	1,980	2,100	1,070	1,500	Based upon projected activity
574.000	STATE SHARED REVENUES	1,301,820	1,280,000	876,670	1,339,310	Based on current State estimates - Constitutional Statutory
						Justification Items Total:
						1,339,310
609.000	PLANNING/BD OF APPEALS FEES	3,660	4,000	2,550	5,750	Estimate of 5 ZBA applications (\$250 avg fee, based on assumption of fee increase) Estimate of 15 PC applications (\$300 avg fee, based on assumption of fee increase)
						Justification Items Total:
						5,750
609.100	CONSTRUCTION BOARD OF APPEALS	0	150	0	150	Based upon current level of activity
610.000	VARIOUS FEES	27,880	26,000	25,340	26,300	Payment in lieu of taxes from BLP Metro ROW fees Peddler's/Dog license fees Land division fees Ordinance book revenue Printed material sales NSF Fees (10 @ \$25) Facility rental fees (Bayou Point and other) Duplicate bill fees Zoning Permits Sign Permits

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	26,300
612.000	PROPERTY INFORMATION FEE	20	50	30	50	Based upon current level of activity.
625.000	SUMMER TAX COLLECTION FEES	19,870	20,080	19,890	19,910	Paid by the school district at a rate of \$2.75/parcel for an estimated 7,240 parcels
626.000	CEMETERY GRAVE OPENING FEES	34,890	30,000	21,600	24,000	Based upon current level of activity
643.000	CEMETERY LOT SALES/TRANSFERS	13,470	17,500	15,550	15,000	Based upon current level of activity
651.000	BOAT LAUNCH FEES	32,180	30,000	28,730	28,000	Based on current level of activity
664.000	INTEREST INCOME	26,850	32,800	26,170	31,100	Interest earned on property tax collection account and general fund balance.
667.000	PARKS RENTALS	8,820	9,400	9,780	9,500	Based on current level of activity
674.000	SALE OF FIXED ASSETS	10,660	0	0	15,000	3 Trucks: Parks, Bike Path and Community Development
677.000	REIMBURSEMENTS	21,450	7,000	2,420	5,000	Based on projected activity
677.100	REIMBURSEMENTS-ELECTIONS	11,360	22,000	14,560	15,000	Reimbursement for May school election
677.500	REIMBURSEMENTS-EE HEALTH INS CONT	19,260	14,480	13,420	12,310	7.03% Contribution
678.000	ADMINISTRATION & SUPERVISION	304,800	352,850	293,950	406,740	See spreadsheet for details
694.000	MISCELLANEOUS INCOME	3,750	2,100	1,970	2,000	Based upon current level of activity
		3,697,720	3,533,360	2,910,950	3,693,270	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	15,930	17,600	14,670	18,080	Wage Established for four board members @ \$4,519/Trustee	
707.000 COMM MEETING & CONF PAY	520	1,700	1,810	1,500	Committee meetings	
708.000 INTERNET	2,400	2,400	2,000	2,400	\$50 per month per trustee	
715.000 FICA	1,440	1,660	1,410	1,690	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	140	120	80	4 @ \$20 each	
727.000 OFFICE SUPPLIES & POSTAGE	7,230	7,700	2,760	7,700	Newsletter	3,000
					Copies	1,500
					General postage	1,400
					Supplies	1,800
					Justification Items Total:	7,700
801.000 LEGAL AND PROFESSIONAL FEES	36,990	41,170	27,000	36,000	Fees paid to Dickinson & Wright	
802.000 CONFERENCES, DUES, SUB'S	22,840	10,600	1,450	8,950	Annual MTA dues	6,300
					Miscellaneous	500
					Mileage	500
					Conferences and seminars	1,000
					GH Chamber Annual membership	650
					Justification Items Total:	8,950
803.000 CONTRACTED SERVICES	38,610	0	0	0	None anticipated	
805.000 AUDIT SERVICES	5,100	5,100	5,100	5,200	40% of \$13,000	
861.000 TRAVEL & MILEAGE	70	50	40	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	20,880	21,100	0	21,630	Based upon current contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	27,200	29,700	26,350	17,600	July 4th fireworks	7,500
					Grand Haven City Neighborhood Housing Program	8,100
					Coast Guard Heros and Legends Dinner	2,000
					Justification Items Total:	17,600
900.000 PRINT & PUBLISHING	12,260	9,500	7,220	9,500	One Township newsletter - publishing costs	1,500
					Publishing & Posting	8,000
					Justification Items Total:	9,500
910.000 BUILDING, EQUIP & RADIO INS	14,160	15,160	12,570	14,410	Property and Liability Insurance - Based on current rates	
910.100 WORKERS COMP ACCOUNT	30	30	20	30	Based on current rates	
912.000 HEALTH & SAFETY	0	100	0	100	Training, materials, videos	
956.000 MISCELLANEOUS EXPENSE	9,670	13,500	2,240	13,500	Newspaper subscriptions, Miscellaneous Needs, etc	3,500
					Employee Recognition Luncheon (Meal, Certificates)	1,000
					Appreciation Dinner	9,000
					Justification Items Total:	13,500
	215,450	177,210	104,760	158,420		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 171 SUPERVISOR
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	18,840	19,130	15,940	19,650	Wage established at \$19,641	
707.000 COMM MEETING & CONF PAY	140	200	170	300		
708.000 INTERNET	600	600	500	600	\$50 per month	
715.000 FICA	1,500	1,540	1,270	1,570	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	30	30	20	1 employee @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	40	100	0	100		
802.000 CONFERENCES, DUES, SUB'S	0	400	0	0	None anticipated	
910.100 WORKERS COMP ACCOUNT	30	30	20	30	Based on current rates	
	21,180	22,030	17,930	22,270		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	112,180	113,490	91,820	120,480	Annual salary - \$120,476	
702.000 SALARIES	94,450	110,410	91,990	134,760	HR Director - 1664 hrs Administrative Assistant - 1040 hrs @ \$22.78/hr (1040 hours to Comm. Development) Administrative Assistant - 1810 hrs @ \$25.30/hr (70 hrs - Clerk duties, 200 hrs - Election duties) Overtime - 20 Hrs Ea	63,810 23,700 45,800 1,450
Justification Items Total:						134,760
715.000 FICA	16,710	17,170	14,680	19,520	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	100	100	0	100		
718.000 PENSION	22,310	26,510	23,000	30,200	10% of wages and salaries, excluding sick leave reimbursement & overtime 14% of wages and salaries for Manager	13,330 16,870
Justification Items Total:						30,200
719.000 HEALTH INSURANCE	29,790	34,410	36,820	48,600	Blue Care Network - Incl ACA and MI Claims Tax, HSA Deposit	
719.100 DENTAL INSURANCE	1,610	2,660	2,440	3,510	Delta Dental incl MI Claims Tax	
719.200 DISABILITY INSURANCE	1,710	2,030	1,900	2,210	Short and Long term - 0% increase	
719.300 LIFE INSURANCE	430	480	390	520	\$30,000 for Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	110	100	80	4 Employees @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	4,020	3,000	2,770	3,500	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	2,590	5,730	4,390	5,480	ICMA dues MLGMA Dues Books, Publications Training for Admin Assts SHRM Local Chapter SHRM Membership IPM Membership SHRM Conference MMA Conference	1,150 150 200 800 280 200 400 1,300 1,000
Justification Items Total:						5,480
861.000 TRAVEL & MILEAGE	40	300	200	300	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	0	200	0	200	General vehicle maintenance (new vehicle)	
910.100 WORKERS COMP ACCOUNT	1,340	970	770	860	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	200	0	200	Repair of printers/IT	
956.000 MISCELLANEOUS EXPENSE	40	100	20	100	Based on Prior Years Activity	
970.000 CAPITAL OUTLAY	12,010	0	0	0	None anticipated	
976.000 EQUIPMENT PURCHASES	880	200	100	500		
	300,300	318,070	271,390	371,120		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 191 ACCOUNTING
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	168,030	174,400	141,400	178,820	Accounting Director - salary of \$79,755 plus insurance opt out of \$4,000 Finance Clerk - \$22.00/hr Accounting Assistant - \$21.29/hr plus health ins opt out of \$4,000 + dental of \$360 Overtime (10 hours each)	83,760 45,760 48,650 650
					Justification Items Total:	178,820
715.000 FICA	12,680	13,340	10,650	13,680	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	100	100		
718.000 PENSION	15,900	13,540	11,850	16,980	10% of wages and salaries, excluding overtime & insurance opt out	
719.000 HEALTH INSURANCE	7,460	18,650	16,230	19,250	Blue Care Network - Includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	2,170	2,670	1,980	2,630	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	1,500	1,510	1,270	1,510	Short and long term	
719.300 LIFE INSURANCE	270	270	220	270	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	100	90	60	3 FTE's @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	2,980	3,000	3,140	3,000	Based upon current level of activity	
801.001 BANK CHARGES	770	1,900	1,270	1,720	Deposit slips and bank fees Credit Card Processing fees	600 1,120
					Justification Items Total:	1,720
802.000 CONFERENCES, DUES, SUB'S	1,220	2,120	1,740	2,920	Dues for MGFOA and GFOA GFOA annual update BS&A training for Finance clerk Books & Publications - Payroll update BS&A training for Acctg Assistant Payroll class update Fall MGFOA conference (\$250) & lodging (\$400) MGFOA spring conference Per diems Chamber meetings MTA training CPFO program materials (\$120) and exam (\$300)	300 150 200 300 200 200 650 200 50 50 200 420
					Justification Items Total:	2,920
861.000 TRAVEL & MILEAGE	160	200	100	200	Based upon current level of activity	
900.000 PRINT & PUBLISHING	0	80	70	50		
910.100 WORKERS COMP ACCOUNT	630	570	450	580	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	400	150	400	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	20	400	370	200	Miscellaneous accounting expenses	
976.000 EQUIPMENT PURCHASES	0	2,500	2,480	300	Chair for accounting director	300
	213,880	235,750	193,560	242,670		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 215 CLERK
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	17,040	28,480	21,630	26,140	Clerk Wage Established - \$20,992 Deputy Clerk - 70 hours @ \$25.30 Elections Assistant - 208 Hours @ \$14.35 (8hrs bi-weekly) Overtime - 10 hours	21,000 1,770 2,990 380
Justification Items Total:						26,140
707.000 COMM MEETING & CONF PAY	140	290	120	290		
708.000 INTERNET	600	600	500	600	\$50/month	
715.000 FICA	1,360	2,250	1,700	2,070	7.65% of salaries and wages	
718.000 PENSION	110	480	190	180	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	100	680	200	240	3% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	10	50	20	20	3% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	10	10	10	20	3% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	50	0	10	3% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	40	30	20	One employee	
727.000 OFFICE SUPPLIES & POSTAGE	930	1,800	1,080	1,000	New voter ID cards/Master cards, postage for voter ID cards, new voter ID file	
802.000 CONFERENCES, DUES, SUB'S	960	3,380	530	2,780	WMRCA Workshops (Clerk & Deputy Clerk) 2 @ \$10 x 2 MAMC Annual Conference (Clerk & Deputy Clerk) MTA annual conference Miscellaneous Conferences (Clerk & Deputy Clerk) MAMC Dues (Clerk & Deputy Clerk) \$60 x 2 OCCA Dues (Clerk & Deputy Clerk) 6 mtgs @ \$10 x 2	40 1,000 1,000 500 120 120
Justification Items Total:						2,780
861.000 TRAVEL & MILEAGE	240	600	350	400	Off-site conferences/meetings	
910.100 WORKERS COMP ACCOUNT	20	30	20	30	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	0	0	10	10		
976.000 EQUIPMENT PURCHASES	0	1,950	1,950	0	None anticipated	
	21,550	40,690	28,340	33,810		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,140	2,050	1,020	2,070	Approximately 90 hours for three members @ \$23.05/hour, includes March, July and December Meetings	
715.000 FICA	90	160	80	160	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	400	400	80	400	continuing ed classes-webinar	
	1,630	2,610	1,180	2,630		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 253 TREASURER
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	15,750	25,280	21,260	22,110	Wage established - \$14,583	14,590
					Deputy Treasurer - 260 hours @ \$28.91/hr	7,520
					Justification Items Total:	22,110
707.000 COMM MEETING & CONF PAY	1,260	1,520	800	1,500	Based upon current level of activity	
708.000 INTERNET	600	600	500	600	\$50/mo.	
715.000 FICA	1,220	2,100	1,510	1,860	7.65% of salary	
718.000 PENSION	0	200	150	750	10% of Deputy Treasurer	
719.000 HEALTH INSURANCE	0	0	290	1,800		
719.100 DENTAL INSURANCE	0	0	30	200		
719.200 DISABILITY INSURANCE	0	0	10	60		
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	60	30	20		
727.000 OFFICE SUPPLIES & POSTAGE	5,630	6,500	3,220	5,500	Postage expenses for tax bills. (Need to go out First class mail)	
802.000 CONFERENCES, DUES, SUB'S	1,740	3,200	910	4,420	MTA and MMTA dues-2 people	200
					MMTA Basic Institute (2 attendees)	2,300
					BS&A Tax Training-2 classes	480
					Conference- (2 attendees)	1,440
					Justification Items Total:	4,420
861.000 TRAVEL & MILEAGE	900	700	680	500	based on current level of activity	
900.000 PRINT & PUBLISHING	6,150	4,500	2,850	4,100	Printing of summer & winter tax bills & delinquent tax notices and inserts	
910.100 WORKERS COMP ACCOUNT	20	30	20	30	Based on current rates	
	33,300	44,690	32,260	43,450		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	73,430	61,720	49,850	65,760	Assessor's salary - \$65,758	
702.400 STAFF SALARIES	80,630	77,430	59,610	79,700	Assistant Assessor \$27.03/hr	56,230
					Administrative Assistant Assessing - 1040 hours @ \$21.17/hr	22,020
					Overtime (20 hrs)	1,450
					Justification Items Total:	79,700
715.000 FICA	10,760	10,720	7,800	11,130	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	110	100	0	100		
718.000 PENSION	13,790	11,460	10,560	14,400	10% of full-time salary & wages, excluding insurance opt out & overtime.	
719.000 HEALTH INSURANCE	41,450	46,990	35,900	36,780	Blue Care Network - Includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	2,750	3,520	2,300	2,670	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	1,240	1,210	1,000	1,150	Short and long term	
719.300 LIFE INSURANCE	160	190	160	200	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	90	70	60	3 employees @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	4,200	6,500	4,490	6,500	Centron postage - for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	190	500	40	400	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	4,330	5,500	5,830	4,770	Continuing education classes for renewal of certifications	3,450
					Dues IAAO, MAA, Ottawa County Assessors & Misc associations	800
					State Annual Certification fees - 3 employees @ \$175	520
					Justification Items Total:	4,770
861.000 TRAVEL & MILEAGE	1,030	1,000	310	700	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	1,760	1,750	350	1,750	General vehicle maintenance	
863.000 FUEL EXPENSE	200	400	320	400	Gasoline costs for assessing vehicle	
900.000 PRINT & PUBLISHING	2,980	3,250	3,240	3,250	Centron contract for printing assessing notices & notice insert	
910.100 WORKERS COMP ACCOUNT	1,830	1,700	1,320	1,700	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	300	0	300	Repairs of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	0	100	50	100		
970.000 CAPITAL OUTLAY	12,010	0	0	0	None anticipated	
976.000 EQUIPMENT PURCHASES	90	400	110	400	Replacement of broken equipment if needed	
	253,030	234,830	183,310	232,220		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	9,980	67,120	42,710	20,320	Deputy Clerk 200 Hrs @ \$25.30/hr Elections Assistant (8hrs./wk + 80 during elections) @ \$14.35 Election Inspectors - (\$7,000 May) Deputy Clerk Overtime - 30 hours	5,060 7,120 7,000 1,140
Justification Items Total:						20,320
707.000 COMM MEETING & CONF PAY	120	340	250	170	1 election @ 2 trustees(1 X 42.47 X 2) + extra mtg for combining precincts	
715.000 FICA	340	2,070	1,810	1,020	7.65% of compensation (Deputy Clerk and Elections Assistant only)	
716.000 MEDICAL CARE & PHYSICALS	100	100	0	100		
718.000 PENSION	150	1,430	1,340	510	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	220	2,040	1,760	680	10% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	30	150	140	50	10% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	20	140	140	50	10% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	30	20	10	10% of Deputy Clerk's Benefits	
727.000 OFFICE SUPPLIES & POSTAGE	3,790	10,870	6,810	4,000	Postage for AV Apps/Ballots (1 election) Election Inspector & Church mailings Plastic covering in case of rain for precincts AV envelopes, applications Voter ID cards/"I voted" stickers/pens Misc Copies	2,240 60 50 100 50 500 1,000
Justification Items Total:						4,000
800.000 BUILDING RENT	700	2,100	1,400	700	Hope Reformed Church (1 x \$300) Lakeshore Baptist Church (1 x \$200) Watermark Church (1 x \$200)	300 200 200
Justification Items Total:						700
861.000 TRAVEL & MILEAGE	180	1,200	1,080	400	Based on 1 Election	
900.000 PRINT & PUBLISHING	540	1,200	270	550	Election Publishing - 1 election	
910.100 WORKERS COMP ACCOUNT	60	50	40	50	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	960	1,000	0	1,600	Testing and setup for election equipment (amt/yr from 2019-2027)	
940.000 EQUIPMENT RENTAL	0	100	50	50	Trailer rental in case of rain	
956.000 MISCELLANEOUS EXPENSE	760	2,760	1,680	1,210	Mark test ballots (1 x \$500) Shredding Election Inspectors lunches, dinner, beverage Cell phone use (\$15 x 7) X 1	500 200 400 110
Justification Items Total:						1,210
976.000 EQUIPMENT PURCHASES	2,370	2,750	2,270	1,350	300 secrecy sleeves	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	20,320	95,450	61,770	32,820		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	64,530	63,900	49,180	66,750	Director - Salary of \$89,152 plus insurance opt out of \$4,000 (50%) Assistant Director - Salary of \$72,888 (13.13%) Admin. Coordinator - 104 hrs @ \$25.30/hr (5%) Summer Help - 600 hrs @ \$10.53/hr	46,880 9,710 2,670 6,320
Justification Items Total:						65,580
715.000 FICA	4,860	4,920	3,690	5,140	7.65% of all salaries	
718.000 PENSION	5,880	5,580	4,750	5,680	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	2,750	2,330	1,980	1,800	Blue Care Network (1 employee waiving insurance)	
719.100 DENTAL INSURANCE	770	620	520	590	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	580	530	470	530	Short and long term disability	
719.300 LIFE INSURANCE	80	70	50	70	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	40	30	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	10	0	0	0	None anticipated	
741.000 UNIFORM EXPENSE	180	400	0	400	Clothing allowance/replacement for 1 full-time employee	
803.000 CONTRACTED SERVICES	11,950	16,530	8,470	12,530	Basic cleaning services Additional cleaning services (additional carpet, spot cleaning, windows, etc.) Republic Services (garbage service & office paper recycle) Pest control	8,680 1,250 1,850 750
Justification Items Total:						12,530
817.000 MISS DIG SERVICES	0	500	0	500	Fiber connection	
850.000 TELEPHONE EXPENSE	7,410	7,190	4,310	7,660	See telephone/internet worksheet (Includes all general fund expense)	
863.000 FUEL EXPENSE	900	1,000	710	1,000	Fuel for plow truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,020	950	740	1,470	Based on current rates	
921.000 ELECTRIC	26,280	32,200	27,960	30,000	Paid to Consumer's Power for electric usage	
922.000 GAS	4,580	4,270	3,290	5,000	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	3,020	4,350	3,330	3,700	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	150	150	110	150	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	18,900	33,050	17,040	76,900	Maintenance and repair materials including light bulbs, cleaning supplies, replacement building materials, paint, etc. Heating and electrical contractors for misc. work as needed Fertilizer Mat cleaning Replace compact florescent lights in offices Landscape replacement Sealcoat and restripe parking lots Carpet certain areas of Admin. building Recalk base of Admin. building Improvements to DPW floor drain (54%) Repaint red facade and signs (Fire/Rescue, Admin & DPW buildings)	11,500 6,000 500 500 2,000 1,500 12,000 10,000 5,000 5,400 15,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Dryvit repair	7,500
					Justification Items Total:	76,900
936.000 EQUIPMENT MAINTENANCE	19,940	22,970	17,020	22,010	Postage machine lease & maintenance - \$450/qtr & supplies - \$500	2,300
					Copier machine lease & maintenance (\$1,192/month)	14,310
					Generator maintenance	1,200
					Maintenance of hoist, mowers, forklift and various equipment	4,000
					Shredder maintenance	200
					Justification Items Total:	22,010
936.300 AUTOMOTIVE MAINTENANCE	30	1,000	590	1,000	Maintenance of truck	
956.000 MISCELLANEOUS EXPENSE	60	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	101,500	93,800	79,190	0	None anticipated	
976.000 EQUIPMENT PURCHASES	2,810	3,500	3,690	200	Miscellaneous tools & equipment	
	278,220	299,950	227,120	243,200		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	79,900	79,390	63,700	81,560	Director - Salary of \$89,152 plus insurance opt out of \$4,000 (1.25%) Assistant Director - Salary of \$72,888 (8.11%) Admin. Coordinator - 728 hrs @ \$25.30/hr (35%) Public Services Worker - 2080 hrs @ \$25.30/hr	1,180 6,000 18,640 55,740
					Justification Items Total:	81,560
715.000 FICA	5,850	6,110	4,650	6,240	7.65% of all salaries	
718.000 PENSION	7,610	7,630	6,350	7,810	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	20,600	21,950	18,290	20,760	Blue Care Network - Includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	1,330	1,270	1,020	1,320	Delta Dental - Includes MI claims tax	
719.200 DISABILITY INSURANCE	710	720	580	720	Short and long term disability	
719.300 LIFE INSURANCE	130	130	110	130	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	40	30	20	1 full time employee	
727.000 OFFICE SUPPLIES & POSTAGE	80	200	20	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	800	860	540	860	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee	460 400
					Justification Items Total:	860
801.000 LEGAL AND PROFESSIONAL FEES	110	3,000	0	500	Professional services such as legal, engineering and consulting	
808.100 CEMETERY CONTRACTS EXPENSES	4,580	6,500	2,310	6,000	Vaults, memorials and urns owed to contract holders	
863.000 FUEL EXPENSE	1,460	1,370	1,290	1,400	Fuel for truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,600	1,350	1,080	1,260	Based on current rates	
921.000 ELECTRIC	2,240	2,320	2,100	2,500	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	900	1,000	680	1,000	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	5,390	4,430	5,150	5,000	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	7,400	15,900	12,550	8,150	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites Iron sequestration chemicals Pump septic tank - Lakeshore Tree Replacement - Historic & Lakeshore Landscape around chapel - Lakeshore	4,000 1,400 250 1,000 1,500
					Justification Items Total:	8,150
931.000 FERTILIZER EXPENSE	4,260	4,340	3,680	3,900	Historic Cemetery - 4 applications Lakeshore Cemetery - 4 applications	1,400 2,500
					Justification Items Total:	3,900
936.000 EQUIPMENT MAINTENANCE	3,650	5,000	5,650	9,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc. Tractor pins Mower deck replacement	5,000 1,500 2,500
					Justification Items Total:	9,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
936.300	AUTOMOTIVE MAINTENANCE	580	2,000	170	2,000	Maintenance of truck	
940.000	EQUIPMENT RENTAL	0	100	90	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000	MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures not covered by other line items	
970.000	CAPITAL OUTLAY	0	0	0	150,000	Platting / clearing / construction for new sections to the Historic Cemetery	125,000
						Irrigation for new sections to the Historic Cemetery	25,000
						Justification Items Total:	150,000
970.250	CAPITAL OUTLAY-PROF FEES	0	0	0	17,500	Professional fees for Historic Cemetery expansion	
976.000	EQUIPMENT PURCHASES	0	400	170	1,500	Miscellaneous tools & equipment	400
						Frost cut-off saw	1,100
						Justification Items Total:	1,500
		<u>149,210</u>	<u>166,110</u>	<u>130,210</u>	<u>329,530</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	276,260	308,970	234,400	312,850	Community Development Director - Salary \$79,755 Sr Building Official - Salary \$72,888 Building Official - Salary \$68,135 Sick Time Reimbursement Overtime - 160 hrs (100 hrs - Official; 50 hrs - Sr. Official; 10 hrs - Asst. ZA) Ordinance Enforcement Officer - 1508 hrs @ \$25.30/hr Community Development Admin Assistant - 1040 hours @ \$22.78/hr Assistant Zoning Administrator - 1040 hours @ \$21.17/hr	79,755 72,890 68,130 650 7,550 38,150 23,700 22,020
Justification Items Total:						312,850
707.000 COMM MEETING & CONF PAY	0	220	0	220	Construction Board of Appeals (1 mtg: Chair @ \$54.60; 4 Members @ \$42.47 each)	
715.000 FICA	20,450	23,730	17,290	23,890	7.65% of Total Salaries and Wages (Including Overtime)	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100	Workplace Health	
718.000 PENSION	22,950	25,880	20,730	30,470	10% of Salaries & Wages (Excluding Sick Leave Rmbrsmnt for FTE's and Overtime)	
719.000 HEALTH INSURANCE	47,450	51,530	43,590	52,430	Blue Care Network - Includes ACA/MI Claims Tax and HSA Deposit	
719.100 DENTAL INSURANCE	3,530	4,010	3,080	3,820	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	2,150	2,370	1,990	2,370	Long & Short Term Coverage (Based on Current Rates)	
719.300 LIFE INSURANCE	320	360	270	360	\$30,000 per FTE	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	170	150	100	4 @ \$20 2 @ \$10	80 20
Justification Items Total:						100
727.000 OFFICE SUPPLIES & POSTAGE	8,140	6,500	5,170	6,500	Copies, Office Supplies, Postage, Printer Cartridges, etc.	
741.000 UNIFORM EXPENSE	150	600	580	500	Replacement Clothing	
801.000 LEGAL AND PROFESSIONAL FEES	6,640	5,000	4,640	6,000	Legal Consultation (Dickinson Wright), Consulting for Planning/Zoning/Bldg/Code Enf	
802.000 CONFERENCES, DUES, SUB'S	6,350	6,130	8,000	9,180	Spring & Fall Code Officials Conference (Lodging, Travel, Per Diems) Metro Annual Dues @ \$125 each Metro Mid-Winter Conference @ \$100 each Code Officials Conference of Michigan (COCM) Membership Dues @ \$40 each International Code Council (ICC) Membership Dues APA & MAP Membership Dues (Fedewa @ \$600; Hoisington @ \$125) Planning Michigan Conference x2 (2019 - location unknown, which impacts price est.) Misc Planning Conferences/Meetings MCAD Membership Dues (Online Code Book Library) Misc Books Zoning Training for Hoisington Zoning Administrator Certificate Program @ \$750 each	1,500 250 200 80 120 730 1,750 750 750 1,250 300 1,500
Justification Items Total:						9,180
803.000 CONTRACTED SERVICES	0	0	0	3,900	Construction plan scanning & organization (avg of 3 estimates)	
806.000 ELECTRICAL INSPECTIONS	53,750	58,450	48,200	50,400	About 72% of Projected Fees of \$70,000	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
807.000 PLUMBING INSPECTIONS	37,470	31,350	23,800	25,200	About 72% of Projected Fees of \$35,000	
807.100 MECHANICAL INSPECTIONS	52,420	50,920	41,550	54,000	About 72% of Projected Fees of \$75,000	
861.000 TRAVEL & MILEAGE	570	600	200	500	Mileage for Travel with Personal Vehicles (Com Dev & Assess = 7 staff w/ 3 vehicles)	
862.000 VEHICLE MAINTENANCE & REPAIR	1,170	2,650	2,200	2,500	General Vehicle Maintenance (truck is aging & requires more repairs)	
863.000 FUEL EXPENSE	2,830	2,600	2,330	2,800	Based Upon Current Level of Activity	
900.000 PRINT & PUBLISHING	40	50	30	50		
910.000 BUILDING, EQUIP & RADIO INS	700	760	620	760	Based on current rates	
910.100 WORKERS COMP ACCOUNT	2,300	2,140	1,660	2,380	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	530	600	550	600	Miscellaneous Expense	100
					Builders Forum (2)	500
					Justification Items Total:	600
970.000 CAPITAL OUTLAY	27,390	0	0	25,000	Traffic study and additional 2 new crosswalks due to increased activity (1 @ Timberview + 1 @ Rosy Mound Park)	
976.000 EQUIPMENT PURCHASES	1,630	500	500	1,650	Miscellaneous Equipment	250
					24" monitors for bldg officials (2 @ \$200 each)	400
					Prescription Safety Glasses (2 @ \$500 each)	1,000
					Justification Items Total:	1,650
	575,310	586,190	461,530	618,530		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	12,110	10,000	1,910	4,000	Orphan drain project	
890.000 DRAINS- AT LARGE	227,060	29,100	57,690	26,000	Township portion of at-large drain maintenance	
	239,170	39,100	59,600	30,000		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
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GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 448 STREET LIGHTING
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	117,600	116,150	93,740	124,520	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections	
921.000 ELECTRIC	80	500	470	720	School speed signs at Peach Plains & Rosy Mound	
	117,680	116,650	94,210	125,240		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 528 WASTE COLLECTION
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
882.000 YARD WASTE	9,120	9,500	4,820	9,500	Leaf collection contract	3,600
					Leaf collection - 6 weeks fall	4,900
					Leaf collection - 2 weeks spring	1,000
					Justification Items Total:	9,500
	<u>9,120</u>	<u>9,500</u>	<u>4,820</u>	<u>9,500</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 721 PLANNING COMMISSION
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	6,590	8,570	5,450	10,010	Chair: 15 Meetings @ \$84.92 8 Members: 15 Meetings @ \$72.78 each	1,270 8,740
					Justification Items Total:	10,010
707.000 COMM MEETING & CONF PAY	720	930	380	500	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	560	750	430	810	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	27,680	26,000	21,250	46,000	Legal Costs Complete Zoning Ordinance Update (2018 carry over) Create Design Toolkit for New Zoning Ordinance Update Private Roads & Driveways Ordinance Coastal Zone Management Grant (50% Match)	6,000 10,000 5,000 5,000 20,000
					Justification Items Total:	46,000
802.000 CONFERENCES, DUES, SUB'S	1,610	1,050	1,270	1,500	Various Subscriptions & Other Training	
861.000 TRAVEL & MILEAGE	150	150	60	150	Mileage for Travel with Personal Vehicles	
	37,310	37,450	28,840	58,970		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,110	1,550	1,280	1,580	Chair: 5 Meetings @ \$72.78 4 Members: 5 Meetings @ \$60.67 each	370 1,210
					Justification Items Total:	1,580
707.000 COMM MEETING & CONF PAY	690	1,290	520	250	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	140	230	160	140	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	290	870	450	500	Legal Costs (No Escrow with Application. Attorney Reviews Paid 100% by GHT)	
802.000 CONFERENCES, DUES, SUB'S	240	700	630	750	Various Subscriptions and Other Training	
861.000 TRAVEL & MILEAGE	70	100	40	100	Mileage for Travel with Personal Vehicles	
	2,540	4,740	3,080	3,320		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	90,410	87,610	73,210	96,050	Director - Salary of \$8,152 plus a portion of insurance opt out of \$4,000 (6.25%) Assistant Director - Salary of \$72,888 (13.13%) Admin Coordinator - 104 hrs @ \$25.30/hr Public Services Worker - 2080 hrs @ \$21.17/hr Summer Help (2)- 600 hrs @ \$11.42/hr and (1)-600 hrs @ \$10.53/hr (est. 75 hrs OT per employee) Gatekeeper	5,860 9,710 2,670 45,630 23,780 8,400
Justification Items Total:						96,050
706.000 AREA WIDE RECREATION	57,420	58,460	43,810	60,100	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	1,100	1,540	1,210	1,200	6 Parks & Recreation Committee Members for attendance at 3 meetings @ \$30.33/hr	
715.000 FICA	7,060	6,740	5,770	7,380	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	380	600	620	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	5,430	5,880	4,400	6,180	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	9,070	8,470	5,670	5,390	Blue Care Network - Includes ACA and MI Claims Tax, HSA deposit	
719.100 DENTAL INSURANCE	770	660	560	670	Delta Dental - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	540	530	460	530	Short and long term disability	
719.300 LIFE INSURANCE	120	100	90	120	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	40	30	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,040	1,100	760	1,200	Misc. office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	1,630	2,660	2,530	2,660	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$1200 Uniform cleaning for 1 full-time and 4 part-time employees Park Permit worker clothing	1,600 860 200
Justification Items Total:						2,660
801.000 LEGAL AND PROFESSIONAL FEES	27,980	5,480	7,990	3,480	Professional services such as legal, engineering, and consulting MDNR water withdrawal monitoring fees for 9 wells	1,500 1,980
Justification Items Total:						3,480
802.000 CONFERENCES, DUES, SUB'S	30	100	0	100	Michigan Recreation & Park Association dues	
803.000 CONTRACTED SERVICES	3,780	0	0	0	None anticipated	
861.000 TRAVEL & MILEAGE	4,070	4,400	3,020	3,700	Mileage for Gate Keeper based on \$280 per pay period	
863.000 FUEL EXPENSE	5,210	5,700	4,960	6,100	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.	
874.000 ROAD SIGNS	310	750	0	750	Miscellaneous signs and posts & replacement for vandalism	
900.000 PRINT & PUBLISHING	80	200	100	200	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	2,930	3,160	2,610	3,000	Based on current rates	
910.100 WORKERS COMP ACCOUNT	3,040	2,690	2,080	4,580	Based on current rates	
921.000 ELECTRIC EXPENSE	8,770	9,100	7,800	9,600	Electrical usage for lights, pumps, etc.	
923.000 WATER EXPENSE	3,010	2,500	2,460	2,500	Water usage at Mercury Park & Odawa/Battle Point Launch	
930.000 MAINTENANCE AND REPAIR OF B&G	42,310	25,500	17,580	70,650	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism Paper products, cleaning supplies, garbage service, etc.	12,000 2,500

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Trail marker maintenance	500
					Pottawattomie dock removal/reinstall	1,000
					Add bark to all park play areas	1,500
					Landscaping at boat launch	5,000
					Bathroom partitions - Hofma Park	5,000
					Large toilet paper dispensers - 3 parks and boat launch (12)	600
					Retrofit lights to LED	2,000
					Dugout benches - Hofma & Mercury Parks	5,000
					Sprinkling - Mercury Park	6,500
					Hydro mulch and fine grade - Mercury Park	4,500
					Add stonedust to ball fields	2,000
					Add sprinkling behind bathrooms - Hofma Preserve	2,500
					Extend sprinkling near sign - Hofma Park	3,000
					Trash cans (5)	3,250
					Paint metal on shelters - Pottawattomie	4,500
					Replace / restrain wood on shelters - Pottawattomie	3,500
					Pump septic tanks - all parks and boat launch	1,800
					Add concrete in front of dumpster enclosure - Pottawattomie	4,000
					Justification Items Total:	70,650
931.000	FERTILIZER EXPENSE	3,960	5,210	3,320	4,300	Fertilizer for softball diamonds, soccer fields, and general park areas
932.200	BUCHANAN ACCESS	2,000	5,170	2,100	4,200	Garbage containers, repair/replacement of sign, fencing, etc.
						Beach Attendant \$11.42/hr (100%), including workers comp and FICA
						Justification Items Total:
						4,200
936.000	EQUIPMENT MAINTENANCE	11,980	14,000	10,040	10,000	Maintenance of tractors, mowers, trimmers, chainsaws, etc.
936.300	AUTOMOTIVE MAINTENANCE	3,020	3,200	1,190	6,000	Maintenance/repair of trucks including tires, tune-ups, etc.
						Dump truck repairs
						Justification Items Total:
						6,000
940.000	EQUIPMENT RENTAL	90	200	0	200	Rental of miscellaneous items for maintenance of the parks
956.000	MISCELLANEOUS EXPENSE	20	100	10	100	Miscellaneous expenditures not covered by other line items
970.000	CAPITAL OUTLAY	277,330	72,000	15,430	95,000	Replace Pottawattomie Park sign and posts
						Dump trailer
						Replace / repair stationary deck to floating dock- Pottawattomie
						Replace gates (3) - Hofma Park
						Beach erosion control - Pottawattomie (grant dependent)
						Add street lights to front parking area - Hofma Park
						Add parking lot lights - Hofma Preserve
						Update security cameras - Hofma Preserve
						Update security cameras - Hofma Park

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Replace truck (state purchasing program)	28,000
					Justification Items Total:	95,000
970.250 CAPITAL OUTLAY-PROF FEES	0	10,000	5,570	0	None anticipated	
976.000 EQUIPMENT PURCHASES	1,370	10,000	8,320	2,000	Miscellaneous tools & equipment	1,500
					Cell phone - Johnson	500
					Justification Items Total:	2,000
	576,290	353,850	233,700	408,560		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 101 GENERAL FUND
DEPARTMENT: 966 APPROPRIATION TRANSFERS
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
999.000 OPERATING TRANSFERS OUT - BLDG	120,750	124,460	124,450	125,230	2013 Township Bldg Refunding Bonds - 57% of project thru 2021	
999.200 OPERATING TRANSFERS OUT - IT	220,320	62,280	51,900	154,300	See software expense & computer services spreadsheet	
999.204 OPERATING TRANSFERS OUT - TRANSPOR	90,000	445,000	370,810	225,000	For Street Maintenance	
999.408 OPERATING TRANSFER OUT - PATHWAY	0	352,460	293,700	246,590	For bike path maintenance	
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	11,220	8,590	6,800	12,640	Current Retirees	
	442,290	992,790	847,660	763,760		
Totals for Fund: 101 GENERAL FUND						
Total Revenues:	3,697,720	3,533,360	2,910,950	3,693,270		
Total Expenditures:	3,507,780	3,777,660	2,985,270	3,730,020		
Net of Revenues/Expenditures:	189,940	(244,300)	(74,320)	(36,750)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	630,890	652,760	649,810	684,760	Based upon a levy .9215 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	240	400	320	400		
664.000 INTEREST INCOME	80	2,350	1,290	1,550		
699.000 APPROPRIATION TRANSFERS IN	90,000	445,000	370,810	225,000	General Fund monies	
	721,210	1,100,510	1,022,230	911,710		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	20	300	0	300		
803.300 CONTRACTED SERVICES - HARBOR TRANS	385,280	408,600	406,640	430,990	See estimated tax revenue sheet (Based on 0.58 mills)	
872.000 ROAD CONST DUST CONTROL	33,490	33,200	33,690	33,400		
873.400 STREET PAVING	349,420	655,950	522,820	450,000	Other street paving, prime & double chip	
956.000 MISCELLANEOUS EXPENSE	20	50	40	50		
	768,230	1,098,100	963,190	914,740		
Totals for Fund: 204 MUNICIPAL STREET FUND						
Total Revenues:	721,210	1,100,510	1,022,230	911,710		
Total Expenditures:	768,230	1,098,100	963,190	914,740		
Net of Revenues/Expenditures:	(47,020)	2,410	59,040	(3,030)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	1,261,810	1,305,590	1,299,700	1,369,600	Based upon a levy of 1.8431 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	480	800	640	800	Amount based on projected activity	
611.000 HOUSE NUMBERING FEES	1,300	1,000	550	600	42 addresses at \$14 per address	
611.100 ADDRESS SIGN INCOME	640	500	460	500	Based on current level of activity	
633.000 CHARGE FOR SERVICES	20	300	1,770	300	Rental of trailers, and other similar activities	
635.000 PUBLIC EDUCATION FEES	400	1,200	1,070	1,200	CPR Training	
664.000 INTEREST INCOME	3,000	15,140	11,650	16,500		
674.000 SALE OF FIXED ASSETS	0	8,000	0	0	None anticipated	
675.400 GRANTS	0	4,500	0	0	None anticipated	
677.000 REIMBURSEMENTS	5,730	1,600	2,600	1,500		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	8,480	6,790	5,720	4,800	7.03% Contribution	
694.000 MISCELLANEOUS INCOME	180	300	260	300	Open house donations, misc donations, sale of surplus equipment	
	1,282,040	1,345,720	1,324,420	1,396,100		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	467,090	468,460	386,180	489,630	Chief - \$89,152, Insurance Opt out \$4,000 Captain - \$72,501 Insurance Opt out \$4,615 Lt. One - \$68,600 Lt. Two - \$68,734 EO. One - \$58,013 EO. Two - \$60,314, Insurance Opt out \$4,615, EO. Three - \$60,182 Sick bank payout (50%)	93,152 77,120 65,900 65,730 58,010 64,930 60,180 4,600
					Justification Items Total:	489,630
702.100 OVERTIME	13,800	15,180	14,880	19,620	Monthly Training & Staff Meetings 110 hours Shift coverage 130 hours Emergency calls 130 hours Off site training 60 hours Blue Card Training 70 hours	4,320 5,100 5,100 2,350 2,750
					Justification Items Total:	19,620
702.300 STANDBY SALARIES-FIRE DEPT.	81,930	76,390	74,470	99,300	See spreadsheet (Part Time Firefighter Station standby)	
703.000 OVERHEAD & SUPERVISION	53,400	49,110	40,900	63,000	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	56,140	55,430	42,820	62,360	See spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	10,920	12,730	10,760	12,930	See spreadsheet (Annual Training Pay PT)	
715.000 FICA	46,150	47,090	38,860	52,440	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	630	600	340	5,800	New hire physicals	
717.000 DISABILITY INS-PART-TIME	3,830	4,000	3,190	4,100	Short & long term disability (Provident)	
718.000 PENSION	44,360	46,840	38,320	47,160	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	76,150	77,020	55,300	65,590	Blue Care Network (3 employees waiving health care) - Includes ACA and MI Claims Tax, HSA deposit	
719.100 DENTAL INSURANCE	9,370	7,830	6,520	7,760	Delta Dental (2 employees waving insurance) - Includes MI Claims Tax	
719.200 DISABILITY INSURANCE	4,280	4,320	3,580	4,250	Short and long term disability	
719.300 LIFE INSURANCE	2,450	2,450	1,920	2,790	Full-time employees - \$30,000, Part-time - \$15,000	
719.700 EMPLOYEE ASSISTANCE PROGRAM	810	1,050	770	620	31 employees @ \$20	
726.000 MEDICAL SUPPLIES	10,690	9,300	6,980	9,700	Gloves, oxygen and other supplies, CPR Life bands Intubation equipment Stair Chair CPR Mannequins 6 at \$150 each	4,000 1,000 400 3,400 900
					Justification Items Total:	9,700
726.100 FIRE SUPPLIES	10,330	10,500	9,450	19,940	Gloves, boots, personal protective equipment, Class A foam, pager and radio batteries, etc. 4 pagers \$490 each New Helmets 15 @ \$260 each	5,560 2,940 3,900

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Lined Nomex hoods 30 @ \$100 each	3,000
					SCBA facepiece 1 @ 800	800
					Life Jackets 4 @ \$110 each	440
					Helmets 2 and Plate carriers	2,200
					Rescue Randy	1,100
					Justification Items Total:	19,940
726.200 ADDRESS SIGN EXPENSE	620	300	170	300	Supplies for making address signs, street signs	
727.000 OFFICE SUPPLIES & POSTAGE	770	1,100	900	1,100	Based on current level of activity	
741.000 UNIFORM EXPENSE	5,490	7,000	4,210	7,000	Replacement & new uniforms for current full & part-time personnel	5,800
					Replace 4 winter coats at \$300 each	1,200
					Justification Items Total:	7,000
801.000 LEGAL AND PROFESSIONAL FEES	270	5,730	3,620	500	Non IAFF contract year	
801.001 BANK CHARGES	0	50	0	50		
802.000 CONFERENCES, DUES, SUB'S	10,360	31,510	29,340	27,660	New Hire Education	1,900
					Firefighter I & Firefighter II, EMT	1,900
					Continuing Education BTLS, ACLS, PALS,	1,200
					Paramedic IC	2,200
					Fire Investigators and Inspector CEs	1,500
					Blue Card Training (Command)	1,500
					Dues:	
					Ottawa County Fire Chiefs	250
					Fire Inspectors	200
					Fire Instructors	150
					Ottawa Medical Control dues	200
					State of Michigan Paramedic EMT MFR Lic.	500
					Education Reimbursement:	
					Matt Schweitzer	2,760
					David Marshall	3,200
					Blake DeDoes	3,200
					David Peterson	2,000
					Shawn Schrader	5,000
					Justification Items Total:	27,660
803.000 CONTRACTED SERVICES	5,430	8,160	2,710	7,240	Generator Contract	1,300
					Fire Ext.	300
					Siren	2,000
					Canteen	40
					Hazmat team contract	2,000
					Ladder Testing	1,120

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Auto Pause service contract	
					Liberty Pest	480
					Justification Items Total:	7,240
805.000	AUDIT SERVICES	1,910	1,920	1,910	1,950	15% of audit costs \$13,000
812.000	IN-HOUSE TRAINING	1,340	1,400	0	1,400	Training tapes & aids, etc.
820.000	PUBLIC EDUCATION EXPENSE	240	900	720	900	CPR cards, books, testing materials
850.000	TELEPHONE EXPENSE	6,840	7,110	5,770	7,850	See telephone/internet spreadsheet
861.000	TRAVEL & MILEAGE	110	400	320	400	Personal vehicle use on Township business
862.000	VEHICLE MAINTENANCE & REPAIR	27,240	27,000	14,970	23,800	Normal maintenance, annual pump test,
					Tools, Steam cleaner	21,000
					3 Knox Key Holders	1,500
					Justification Items Total:	23,800
863.000	FUEL EXPENSE	6,570	7,000	6,100	7,500	Based on current level of activity
					DEF fuel for 1041 and 1061	7,000
					Justification Items Total:	7,500
900.000	PRINT & PUBLISHING	70	500	190	500	Advertisement for part-time firefighters
910.000	BUILDING, EQUIP & RADIO INS	12,080	12,970	10,810	12,320	Based on current rates
910.100	WORKERS COMP ACCOUNT	32,750	29,210	22,800	29,210	Based on current rates
921.000	ELECTRIC	8,180	9,000	7,680	9,000	Paid to Consumers Power for electric usage
922.000	GAS	6,120	7,500	3,630	7,500	Paid to Michigan Gas Utilities for natural gas usage
923.000	WATER EXPENSE	2,760	2,550	1,840	2,550	Paid to Grand Haven Township for water usage
930.000	MAINTENANCE AND REPAIR OF B&G	10,470	6,500	7,990	6,500	Garage door repair, Furnace maintenance, cleaning supplies
					Excercise equipment replacement	5,600
					Justification Items Total:	900
936.000	EQUIPMENT MAINTENANCE	5,410	7,320	6,020	6,190	Copier contract
					Radio and pager maintenance	1,740
					Printer maintenance	1,500
					Fitness equipment maintenance (including preventative maintenance)	200
					Annual Compressor service	300
					Other Equipment Maintenance	450
					Justification Items Total:	2,000
956.000	MISCELLANEOUS EXPENSE	2,630	2,930	1,730	3,000	Food for training & runs
					Licenses & Fees	800
					Charter cable	700
					Various expenses not covered in another line item	900
					Justification Items Total:	600
					Justification Items Total:	3,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
959.000 FIRE DEPT-PREVENTION & INSP	6,720	6,800	5,660	6,800	Fire prevention open house	4,200
					Educational materials	700
					Inspection materials	500
					911 Academy	1,400
					Justification Items Total:	6,800
970.000 CAPITAL OUTLAY	13,770	62,300	55,760	319,600	4 sets of turnout gear \$2,400 per set	9,600
					Two payments of four (155,000) New Rescue Engine	310,000
					Justification Items Total:	319,600
976.000 EQUIPMENT PURCHASES	1,100	4,380	1,070	680	Two phones up for replacment	
999.200 OPERATING TRANSFERS OUT - IT	43,920	15,680	13,060	48,530	See software expense & computer services spreadsheet	
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	14,820	20,050	15,900	18,960	Per actuarial study - current employees and retirees	
	1,120,320	1,175,570	960,120	1,525,980		

Totals for Fund: 206 FIRE DEPARTMENT

Total Revenues:	1,282,040	1,345,720	1,324,420	1,396,100
Total Expenditures:	1,120,320	1,175,570	960,120	1,525,980
Net of Revenues/Expenditures:	161,720	170,150	364,300	(129,880)

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.500 SPECIAL ASSESSMENT LEVY	379,200	397,500	397,160	441,240	0.55 mil levy	
545.100 FINES	49,710	72,000	53,410	78,000		
664.000 INTEREST INCOME	1,410	5,260	3,840	6,000		
677.000 REIMBURSEMENTS	180	300	0	300	Drug kits	
	430,500	475,060	454,410	525,540		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

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

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	37,260	37,160	30,950	43,440	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	5,360	8,750	6,250	8,500	Legal fees for queries & court	
801.001 BANK CHARGES	0	50	0	50		
802.000 CONFERENCES, DUES, SUB'S	0	500	0	0		
803.000 CONTRACTED SERVICES	400,770	403,260	252,350	385,960	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	180	260	150	250	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	460	500	610	1,000		
930.000 MAINTENANCE AND REPAIR OF B&G	0	500	0	500		
936.000 EQUIPMENT MAINTENANCE	0	500	340	500		
956.000 MISCELLANEOUS EXPENSE	370	2,100	0	2,100	Promotional Items, trophies, drup testing kits	
976.000 EQUIPMENT PURCHASES	20	1,000	0	500		
	444,420	454,580	290,650	442,800		

Totals for Fund: 207 POLICE SERVICES SAD

Total Revenues:	430,500	475,060	454,410	525,540
Total Expenditures:	444,420	454,580	290,650	442,800
Net of Revenues/Expenditures:	(13,920)	20,480	163,760	82,740

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	585,040	453,620	453,190	599,630	FTE capture w/9.7386 mils levy on a \$61.57 million tax base	
664.000 INTEREST INCOME	6,980	8,400	7,570	10,800		
677.000 REIMBURSEMENTS	246,000	125,000	127,550	125,000	State of MI for lost Personal Property Revenues	
	838,020	587,020	588,310	735,430		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	5,340	66,280	55,200	8,700	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	130,280	5,000	0	5,000	Easements	
801.001 BANK CHARGES	10	0	0	0		
805.000 AUDIT SERVICES	640	640	640	650	5% of \$13,000	
956.000 MISCELLANEOUS EXPENSE	440	500	60	500		
970.000 CAPITAL OUTLAY	663,370	0	0	484,030	Sidewalk - Robbins Road	270,600
					Watermain - Robbins Road	213,430
					Justification Items Total:	484,030
970.250 CAPITAL OUTLAY-PROF FEES	0	57,800	57,770	120,980		
999.590 OPERATING TRANSFERS OUT - SEWER	384,380	0	0	0		
	1,184,460	130,220	113,670	619,860		

Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total Revenues:	838,020	587,020	588,310	735,430
Total Expenditures:	1,184,460	130,220	113,670	619,860
Net of Revenues/Expenditures:	(346,440)	456,800	474,640	115,570

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	0	10	0		
699.000 APPROPRIATION TRANSFERS IN	35,470	279,430	279,420	285,680	100% from Pathway Fund	
	<u>35,470</u>	<u>279,430</u>	<u>279,430</u>	<u>285,680</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
991.200 BOND PRINCIPAL PAYMENTS	0	145,000	145,000	155,000	Pursuant to bond payment schedule - expires 2035	
995.000 INTEREST EXPENSE	35,470	133,930	133,920	130,180	Pursuant to bond payment schedule	
996.000 PAYING AGENT FEES	0	500	500	500		
	<u>35,470</u>	<u>279,430</u>	<u>279,420</u>	<u>285,680</u>		
Totals for Fund: 310 DEBT SERVICE-PATHWAY						
Total Revenues:	35,470	279,430	279,430	285,680		
Total Expenditures:	35,470	279,430	279,420	285,680		
Net of Revenues/Expenditures:	0	0	10	0		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
699.000 APPROPRIATION TRANSFERS IN	211,850	218,350	218,340	219,700	General - 57%	125,230
					Water - 31%	68,110
					Sewer - 12%	26,360
					Justification Items Total:	219,700
	211,850	218,350	218,340	219,700		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	195,000	205,000	205,000	210,000	Pursuant to bond payment schedule - expires 2021	
995.000 INTEREST EXPENSE	16,840	13,350	13,340	9,720	Pursuant to bond payment schedule	
	<u>211,840</u>	<u>218,350</u>	<u>218,340</u>	<u>219,720</u>		
Totals for Fund: 360 REFUNDED BUILDING DEBT						
Total Revenues:	211,850	218,350	218,340	219,700		
Total Expenditures:	211,840	218,350	218,340	219,720		
Net of Revenues/Expenditures:	10	0	0	(20)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	301,970	311,120	311,080	327,700	.4410 Mils	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	120	200	150	200		
569.100 BOND REVENUES	4,500,000	0	0	0		
664.000 INTEREST INCOME	33,880	69,120	56,930	23,000		
694.000 MISCELLANEOUS INCOME	0	100	0	100		
699.000 APPROPRIATION TRANSFERS IN	0	352,460	293,700	246,590	General Fund monies	
	4,835,970	733,000	661,860	597,590		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	0	60,100	46,650	61,740	Director - Salary of \$89,152 plus a portion of insurance opt out of \$4,000 (3.74%) Assistant Director - Salary of \$72,888 (5%) Public Services Worker - 2080 hours @ \$25.30/hr	3,510 3,700 54,530
Justification Items Total:						61,740
715.000 FICA	0	4,610	3,460	4,730	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	200	0	200	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	0	5,810	4,860	5,960	10% of salaries for full-time employees, excludes sick leave reimbursement and overtime	
719.000 HEALTH INSURANCE	0	24,200	20,490	24,250	Blue Care Network - includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	0	1,630	1,390	1,810	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	0	560	440	560	Short and long term disability	
719.300 LIFE INSURANCE	0	100	80	100	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	0	40	30	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	50	100	Miscellaneous office supplies	
741.000 UNIFORM EXPENSE	0	860	530	860	Uniform cleaning Clothing allowance/replacement - 1 full-time employee	460 400
Justification Items Total:						860
801.000 LEGAL AND PROFESSIONAL FEES	54,570	24,800	22,970	25,000	Professional services such as legal, consulting, and easement acquisition	
803.000 CONTRACTED SERVICES	0	400	0	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	0	2,600	2,190	4,000	Fuel expense for maintenance	
874.000 ROAD SIGNS	0	500	0	5,500	New or replacement of signs and posts as needed due to damage or removed along the pathway Signage for newly constructed pathways	500 5,000
Justification Items Total:						5,500
910.000 BUILDING, EQUIP & RADIO INS	0	1,940	1,690	1,840	Based on current rates	
910.100 WORKERS COMP ACCOUNT	0	1,480	1,180	950	Based on current rates	
930.000 MAINTENANCE AND REPAIR OF B&G	0	21,900	17,480	19,000	Repair of surface damage, retaining walls, etc. Paint crosswalks & approach markings	10,000 9,000
Justification Items Total:						19,000
936.000 EQUIPMENT MAINTENANCE	0	9,000	6,190	14,000	Replacement brushes for sweeper, tractor maintenance by dealer, etc. Maintaining snow plow cutting edges	10,000 4,000
Justification Items Total:						14,000
936.300 AUTOMOTIVE MAINTENANCE	0	3,500	150	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	
956.000 MISCELLANEOUS EXPENSE	0	200	20	200	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	524,510	1,765,000	1,197,540	1,976,530	Toolcat for pathway maintenance/back-up vehicle Repairs to existing retaining walls Pathway extension of Lincoln (East of U.S. 31), 144th Avenue (Mercury to Lincoln) and connector along U.S.31 (Lincoln to Ferris) Replace truck (state purchasing program)	76,000 40,000 1,832,530 28,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
						Justification Items Total: 1,976,530
970.050 CAPITAL OUTLAY - EASEMENTS	10,120	72,000	71,750	50,000	Easements	
970.250 CAPITAL OUTLAY-PROF FEES	190,580	185,500	235,200	387,500	Engineering for Lincoln and 144th extensions and U.S. 31 connector Engineer for repairs to existing retaining walls	375,000 12,500
						Justification Items Total: 387,500
976.000 EQUIPMENT PURCHASES	0	500	160	1,400	Miscellaneous tools & equipment Battery drill Cell phone - McKay	500 400 500
						Justification Items Total: 1,400
998.600 APPROP TRANS-DEBT SERV PATHWAY	35,470	279,430	279,420	285,680		
	<u>815,250</u>	<u>2,466,960</u>	<u>1,913,920</u>	<u>2,874,330</u>		
Totals for Fund: 408 PATHWAY FUND						
Total Revenues:	4,835,970	733,000	661,860	597,590		
Total Expenditures:	815,250	2,466,960	1,913,920	2,874,330		
Net of Revenues/Expenditures:	4,020,720	(1,733,960)	(1,252,060)	(2,276,740)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 590 SEWER
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
600.000 WASTEWATER SALES	287,910	338,610	251,620	434,600	Based on 106.0 MG to be collected in 2019 - estimated wastewater collection sales @ \$4.10/1,000 gallons	
601.000 DEBT SERVICE CHARGE	246,910	265,720	211,460	276,260	1125.04 residential and 459.07 non-residential trunkage units for 2018 (existing connections) - >1584.11 units X \$14.33 per month X 12 months Addition of 50 new trunkage units in 2019 (new connections) - 10 units X \$14.33 per month X 9 months & 20 units X \$14.33 per month X 6 months & 20 units X \$14.33 per month X 3 months	272,400 3,860
					Justification Items Total:	276,260
602.000 SPECIAL ASSESSMENT INCOME	91,430	26,500	26,750	26,730	SAD principal	
629.000 LATERAL CHARGES/INSPEC FEES	2,510	1,750	910	1,750	Inspection fees - 50 new connections X \$35 per inspection	
629.100 TRUNKAGE FEES	171,290	253,990	69,270	209,190	45 trunkage units X \$2,879 per unit - assuming that 5 connections will be paid over time as special assessment income Lakeshore Gardens - assuming 3 connections with 2" meters Dentist building on 172nd - assuming a 2" meter	129,550 59,730 19,910
					Justification Items Total:	209,190
631.000 LATE CHARGES	4,000	4,300	4,530	5,000	Late charges	
664.000 INTEREST INCOME	12,710	26,700	24,760	31,980	Special assessments Investments	13,600 18,380
					Justification Items Total:	31,980
674.000 SALE OF FIXED ASSETS	2,480	2,250	0	2,250	Auction sale of 2008 Ford F250 Pickup (30% of \$7500)	
677.000 REIMBURSEMENTS	2,000	10,200	11,680	2,000	Sewer industrial surcharge reimbursement	
694.000 MISCELLANEOUS INCOME	0	100	0	100	Miscellaneous revenues not covered by other line items	
699.000 APPROPRIATION TRANSFERS IN	384,380	0	0	0		
	1,205,620	930,120	600,980	989,860		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	38,350	36,060	32,020	37,020	Director - Salary of \$89,152 plus a portion of insurance opt out of \$4,000 (19.38%)	18,170
					Assistant Director - Salary of \$72,888 (21.88%)	16,180
					Admin Coordinator - 104 hrs @ \$25.30/hr (5%)	2,670
					Justification Items Total:	37,020
703.000 OVERHEAD & SUPERVISION	53,100	38,720	32,250	55,320	See spreadsheet	
715.000 FICA	2,870	2,810	2,380	2,840	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	3,630	3,530	3,010	3,590	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	2,510	3,010	2,570	2,570	Blue Care Network - Includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	410	330	340	340	Delta Dental- Includes MI claims tax	
719.200 DISABILITY INSURANCE	350	340	300	340	Short and long term disability	
719.300 LIFE INSURANCE	50	50	40	50	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	40	30	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	30	1,080	1,100	2,000	Miscellaneous office supplies & postage for water bills (20%)	
729.000 MISC TOOLS AND EQUIPMENT	490	950	740	950	Gloves, masks, coveralls, etc.	
741.000 UNIFORM EXPENSE	930	860	860	860	Uniform cleaning for 1 full-time employee	460
					Clothing allowance/replacement for 1 full-time employee	400
					Justification Items Total:	860
801.000 LEGAL AND PROFESSIONAL FEES	5,560	43,000	12,970	98,000	Engineering plan reviews / construction inspections	3,000
					Complete Asset Management Plan for sanitary sewer collection system	20,000
					Camera various older sections of the collection system	75,000
					Justification Items Total:	98,000
801.001 BANK CHARGES	0	200	0	100	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	0	500	0	500	Confined space	
805.000 AUDIT SERVICES	1,910	1,920	1,910	1,950	Audit services - 15% of \$13,000	
810.000 WASTEWATER TREATMENT	170,430	219,990	136,240	305,230	Based on 112.8 mg in wastewater collection and treatment charges - O & M = \$1691/MG (est) includes UV and odor control - \$1,000/month for plant modification - \$1,140/month for 2013 debt - \$7,400/month for 2018 debt - includes 6% unmetered sewer	
817.000 MISS DIG SERVICES	480	500	480	500	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	2,960	3,500	2,870	2,720	See telephone/internet expense spreadsheet Includes pump station alarms, after hours call forwarding/voicemail, pagers, interconnect line, cell phones	
863.000 FUEL EXPENSE	910	800	790	1,000	Partial payment for fuel expense for service trucks and generators	
910.000 BUILDING, EQUIP & RADIO INS	3,050	3,280	2,730	3,120	Based on current rates	
910.100 WORKERS COMP ACCOUNT	280	490	380	410	Based on current rates	
921.000 ELECTRIC	13,120	15,500	11,600	13,200	Lift stations & partial payment for township electrical expense	
922.000 GAS	640	700	490	700	Lift stations	
923.000 WATER EXPENSE	250	400	240	300	Water consumption at lift stations for cleaning, maintenance and sprinkling	
930.000 MAINTENANCE AND REPAIR OF B&G	0	1,630	0	2,720	Portion of miscellaneous maintenance (20%)	600

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Portion of replacing entry door (2) (20%)	1,000
					Portion of improvements to DPW floor drain (10%)	1,000
					Portion of dishwasher replacement (20%)	120
					Justification Items Total:	2,720
936.000 EQUIPMENT MAINTENANCE	0	3,980	2,280	4,000	Gas detector maintenance, safety equipment, etc.	2,000
					Generator maintenance	2,000
					Justification Items Total:	4,000
936.400 LIFT STATION MAINTENANCE	36,410	16,800	8,750	25,800	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc.	10,000
					Fertilizer	200
					Wet well cleaning	1,600
					Calibration of cathodic protection - 4 pump stations	4,000
					Wet well fall protection - 3 pump stations	10,000
					Justification Items Total:	25,800
936.410 WASTEWATER SYSTEM MAINTENANCE	0	2,200	0	12,200	Force main repair, manhole repair, lateral repair	2,000
					Miss Dig location materials	200
					Jet / clean dead end sewers	10,000
					Justification Items Total:	12,200
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures	
970.000 CAPITAL OUTLAY	0	161,000	126,460	96,000	Upgrade Weburn lift station to utilize SCADA system (last lift station to be updated)	15,000
					MXU replacement project - 30% (70% paid by water fund)	61,000
					Fall arrest cable - 4 pump stations	20,000
					Justification Items Total:	96,000
970.250 CAPITAL OUTLAY-PROF FEES	0	7,500	0	0		
976.000 EQUIPMENT PURCHASES	0	1,600	1,110	500	Miscellaneous small equipment as needed	
992.200 SEWER EXPANSION PRINCIPAL - 2008	0	50,000	50,000	50,000	Based on bond schedule - expires 2028	
995.600 SEWER EXPANSION INTEREST - 2008	35,660	32,600	16,860	30,310	Based on bond schedule - expires 2028	
996.000 PAYING AGENT FEES	650	700	550	600	Paid to OCRC for handling of bonds	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	25,420	26,200	26,200	26,360	2013 Township Bldg Refunding Bonds- 12% of project - expires 2021	
999.200 OPERATING TRANSFERS OUT - IT	11,400	4,880	4,060	20,660	See software expense & computer services spreadsheet	
	411,880	687,850	482,610	802,980		
Totals for Fund: 590 SEWER						
Total Revenues:	1,205,620	930,120	600,980	989,860		
Total Expenditures:	411,880	687,850	482,610	802,980		
Net of Revenues/Expenditures:	793,740	242,270	118,370	186,880		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 591 WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000 VARIOUS FEES	560	500	330	500	NSF Charges - 20 @ \$25	
627.000 WATER SALES	1,438,970	1,440,110	1,193,160	1,608,720	NOWS based on 563.5 MG in water sales @ \$2.64 per 1000 gallons Grand Rapids based on 39.7 MG in water sales @ \$3.05 per 1000 gallons	1,487,640 121,080
					Justification Items Total:	1,608,720
628.000 READINESS TO SERVE CHARGE	931,200	922,800	796,590	957,000	Increase RTS with 60 new connections - Assumes 10 - 1st qtr, 10 - 2nd qtr, 20 - 3rd qtr, and 20 - 4th qtr (\$13.82/month) remainder based on actual collection to date	
629.000 LATERAL CHARGES/INSPEC FEES	118,090	116,250	77,650	93,000	Based on 60 new connections in water system at \$1,550/tap. Commercial/industrial connections pay meter/material costs under account 649.	
629.100 TRUNKAGE FEES	105,640	105,180	84,170	67,140	Based on 60 new residential connections - 10 existing homes will connect leaving 50 new construction connections @ \$856/trunkage. Commercial/industrial connections will pay based on meter size under this account. 3 connections for Lakeshore Gardens (3-2" meters) Dentist buiding on 172nd Avenue (1-2" meter)	42,800 18,250 6,080
					Justification Items Total:	67,140
630.000 FIRE LINE CHARGES	10,000	10,780	8,330	12,000	46 - up to 6" @ \$12.53/month 10 - 8" @ \$25.25/month 2 - 10" @ \$48.55/month 1 - 12" @ \$75.27/month	6,910 3,030 1,160 900
					Justification Items Total:	12,000
631.000 LATE CHARGES	32,490	30,000	27,350	32,000	Estimate of late payments	
632.000 RE-ESTABLISH SERVICE	5,080	4,600	4,640	5,100	Estimate of late payments	
649.000 SALE OF MATERIALS	16,140	13,150	4,350	8,000	Sale of meters, setters, angle valves, other materials, etc. Lakeshore Gardens - 3-2" meters with flanges and 3 mxu's Dentist building on 172nd - 1-2" meter with flanges and 1 mxu	200 5,850 1,950
					Justification Items Total:	8,000
664.000 INTEREST INCOME	7,670	15,100	11,920	16,800	CD interest	
669.000 HYDRANT RENTAL INCOME	430	1,550	950	1,650	Includes rental charges for hydrant usage by contractors, etc. Robinson Township hydrant rental	300 1,350
					Justification Items Total:	1,650
670.000 LEASE PAYMENTS	22,860	23,470	21,530	24,190	Wireless antenna lease on water tower (increases 3% per year)	
674.000 SALE OF FIXED ASSETS	5,790	5,250	0	5,250	Auction sale of 2008 Ford F250 Pickup (70% of \$7500)	
677.000 REIMBURSEMENTS	50	0	180	100		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	6,640	5,320	3,490	2,600	7.03% Contribution	
699.000 APPROPRIATION TRANSFERS IN	2,270	0	0	0	None anticipated	
	2,703,880	2,694,060	2,234,640	2,834,050		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	243,550	245,640	192,940	244,000	Director - Salary of \$89,152 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$72,888 (38.75%) Admin. Coordinator - 1040 hrs @ \$25,30/hr (50%) Public Services Foreman - 2080 hrs @ \$28.91 plus insurance opt out of \$4,000 Public Services Worker (1) - 2080 hrs @ \$25.30 and (1) - 2080 hrs @19.53 plus insurance and dental opt out of \$4615	18,170 31,280 27,010 66,310 101,230
Justification Items Total:						244,000
702.900 SALARIES - SPECIAL PROJECTS	0	8,200	1,390	8,430	Summer Help - Hydrant Maintenance - 800 hrs @ \$10.25/hr	
703.000 OVERHEAD & SUPERVISION	155,700	161,580	134,650	236,280	See spreadsheet	
715.000 FICA	18,140	18,790	14,480	18,670	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	630	0	650	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	130	500	50	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	21,850	23,180	17,230	22,530	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	45,500	43,120	30,480	23,490	Blue Care Network - Includes ACA and MI claims tax, HSA deposit	
719.100 DENTAL INSURANCE	5,330	4,860	4,160	3,540	Delta Dental - includes MI claims tax	
719.200 DISABILITY INSURANCE	2,040	2,190	1,710	2,190	Short and long term disability	
719.300 LIFE INSURANCE	500	370	390	370	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	200	120	100	5 full- time employees	
727.000 OFFICE SUPPLIES & POSTAGE	10,360	9,920	7,400	9,920	Supplies such as paper, pens, folders, checks, postage for water bills (80%), mailings, etc.	
729.000 MISC TOOLS AND EQUIPMENT	1,620	1,500	780	1,500	Miscellaneous tools and equipment not covered under 977 account	
739.000 METER PURCHASES	73,460	71,880	57,230	54,900	New meters for new taps: 30 new 3/4" meters @ \$135 each 30 new 1" meters @ \$210.00 each 60 new mxu's @ \$175 each 150 replacement meters @ \$175 each 3-2" meters with flanges and mxu's for Lakeshore Gardens 1-2" meter with flanges and mxu for Dentist building	4,050 6,300 10,500 26,250 5,850 1,950
Justification Items Total:						54,900
740.000 HYDRANT PURCHASES	0	11,200	0	11,200	Replacement of hydrants - 6 @ \$1,600/hydrant Extensions - 5 @ \$320	9,600 1,600
Justification Items Total:						11,200
741.000 UNIFORM EXPENSE	2,850	2,920	2,870	2,920	Uniform cleaning for 3 full-time employees & 1 part-time employee Clothing allowance for 3 full-time employees & 1 part-time employee	1,520 1,400
Justification Items Total:						2,920
742.000 SERVICE LINE PURCHASES	40,320	42,750	24,540	34,200	60 standard residential taps (copper, brass, curb boxes and rods) @ \$440 each 60 V-2 meter setters @ \$130 each	26,400 7,800
Justification Items Total:						34,200

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
745.000 WATER PURCHASES	688,260	585,000	382,750	563,450	NOWS based on 586.9 MG in water purchased @ \$0.850/1,000 gallons Grand Rapids based on 41.4 MG in water purchased @ \$1.56/1,000 gallons	498,860 64,590
					Justification Items Total:	563,450
801.000 LEGAL AND PROFESSIONAL FEES	27,990	36,420	5,880	33,920	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 Peak hourly water use analysis	720 12,000 3,000 7,500 5,700 5,000
					Justification Items Total:	33,920
801.001 BANK CHARGES	0	400	0	200	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	8,050	12,000	4,220	8,200	AWWA memberships, continuing education, magazine/publication subscriptions - 7 full-time employees to educate Rate study workshop - Sandoval and Walsh	7,000 1,200
					Justification Items Total:	8,200
803.000 CONTRACTED SERVICES	38,190	37,500	17,410	37,500	Payment made to contractor for the installation of new water services - 75 new taps at \$500 each	
805.000 AUDIT SERVICES	3,190	3,190	3,190	3,250	25% of \$13,000	
817.000 MISS DIG SERVICES	480	500	480	500	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	4,110	4,280	3,830	6,260	See telephone/internet worksheet	
861.000 TRAVEL & MILEAGE	230	300	0	300	Token amount for continuing education and training	
863.000 FUEL EXPENSE	8,180	7,600	7,120	8,850	Fuel expense for service trucks, compressor, etc.	
900.000 PRINT & PUBLISHING	0	250	230	250	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	8,050	8,650	7,200	8,210	Based on current rates	
910.100 WORKERS COMP ACCOUNT	6,690	4,870	3,830	4,440	Based on current rates	
921.000 ELECTRIC	4,800	5,500	4,090	5,000	Payment for building electrical expenses, meter stations and meter pits	
922.000 GAS	7,310	7,500	4,670	7,100	Payment for building and meter station gas usage	
923.000 WATER EXPENSE	2,950	3,300	3,100	3,400	Water consumption for domestic usage and sprinkling at meter stations	
924.000 WASTEWATER EXPENSE	200	200	150	210	Waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	2,110	5,470	2,930	10,480	Miscellaneous maintenance (80%) Replace entry door (2) (80%) Improvements to DPW floor drain (36%) Dishwasher replacement (80%)	2,400 4,000 3,600 480
					Justification Items Total:	10,480
936.000 EQUIPMENT MAINTENANCE	1,640	5,000	2,710	5,000	Calibration of meters, locators, sampling equipment, etc. Generator maintenance	3,870 1,130
					Justification Items Total:	5,000
936.300 AUTOMOTIVE MAINTENANCE	3,870	5,000	2,330	5,000	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc.	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
936.310 HYDRANT MAINTENANCE	11,180	15,000	5,370	25,000	Hydrant extensions Contracted services Signs, posts, nozzles, caps, miscellaneous parts, etc. Paint and materials Hydrant markers - 400 @ \$25 each (fiberglass rods)	1,500 6,000 1,500 6,000 10,000
					Justification Items Total:	25,000
936.320 METER MAINTENANCE	6,890	6,000	1,360	7,300	Testing of large meters. All 2" and larger meters are tested every 3 years 2019 - 2" meters = 23; 3" meters = 1; 4" meter - 0	7,300
					Justification Items Total:	7,300
936.330 METER STATION MAINTENANCE	4,270	19,570	2,610	33,450	Fertilizer Maintenance Add AC to West meter station Brick repair & Roof Replacement - West Meter Station	450 5,000 3,000 25,000
					Justification Items Total:	33,450
936.340 SERVICE LINE MAINTENANCE	42,740	75,600	66,780	50,000	Materials and payment to contractor for service line breaks / replacements - 30 repairs @ \$1,300 each Service line replacements for new pathway Miss Dig location materials	39,000 10,400 600
					Justification Items Total:	50,000
936.350 WATER MAIN MAINTENANCE	3,240	20,000	20,030	20,000	Payment to contractor for repair of water main breaks	
936.360 WATER TANK MAINTENANCE	3,680	28,000	6,670	23,000	Calibration of cathodic protection, altitude valve, various telemetry equipment Water tank maintenance Repair ice damage at West tank Clean exterior of East tank	2,000 3,000 10,000 8,000
					Justification Items Total:	23,000
936.370 RADIO MAINTENANCE	460	2,000	540	2,000	Yearly required calibration of repeater - Maintenance of mobile and portable radios as needed	
940.000 EQUIPMENT RENTAL	0	200	0	200	Rental of equipment as needed for water system maintenance such as leak detector, hammer drill & bits, etc.	
956.000 MISCELLANEOUS EXPENSE	0	100	60	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	0	579,500	393,450	156,000	MXU replacement project - 70% (30% paid by sewer fund) Replace gates at East & West water tanks (3) Purchase hand-held meter reader / programmer	140,000 8,000 8,000
					Justification Items Total:	156,000
970.250 CAPITAL OUTLAY-PROF FEES	0	57,500	40,660	0	None anticipated	
976.000 EQUIPMENT PURCHASES	6,220	8,600	8,230	5,500	Impact wrench Locator wand Pipe wrenches Battery drill	400 900 300 400

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Inverter for service trucks (3)	1,500
					Side steps	1,000
					Cell phones - Santiago & Meeuwsen	1,000
					Justification Items Total:	5,500
993.100 TRANS MAIN #2 PRINCIPAL	0	280,000	280,000	295,000	Annual water main principal payment for transmission main #2 - expires 2019	
993.200 WATER INTAKE EXPAN.PRINCIPAL	0	107,070	107,060	113,900	Water plant expansion bonds principal for 2001 - expires 2021	
993.400 NOWS PLANT EXPANSION - '09 PRINCIPAL	0	41,940	41,930	39,610	NOWS plant expansion - expires 2034 (Bond will be refunded - amounts may change)	
995.500 TRANS MAIN #2 INTEREST	30,440	18,860	12,400	6,460	Annual water main interest payment for transmission main #2 - expires 2019	
995.800 WATER INTAKE EXPAN.-INTEREST	12,090	10,140	10,130	7,650	Water plant expansion bonds interest for 2001 - expires 2021	
996.000 PAYING AGENT FEES	1,290	1,500	1,430	1,550		
996.100 NOWS PLANT EXPANSION - '09 INTEREST	203,850	203,210	203,050	188,600	NOWS Plant expansion interest - expires 2034 (Bonds will be refunded - amounts may change)	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	65,670	67,690	67,680	68,110	2013 Township Bldg Refunding bonds - 31% of project - expires 2021	
999.200 OPERATING TRANSFERS OUT - IT	38,640	15,100	12,580	43,640	See software expense & computer services spreadsheet	
	1,868,430	2,939,940	2,228,560	2,473,980		
Totals for Fund: 591 WATER						
Total Revenues:	2,703,880	2,694,060	2,234,640	2,834,050		
Total Expenditures:	1,868,430	2,939,940	2,228,560	2,473,980		
Net of Revenues/Expenditures:	835,450	(245,880)	6,080	360,070		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	0	40	50		
696.000 GENERAL FUND CONTRIBUTION	220,320	62,280	51,900	154,300	See spreadsheet - 57.8%	
696.100 FIRE/RESCUE FUND CONTRIBUTION	43,920	15,680	13,060	48,530	See spreadsheet - 18.2%	
696.200 SEWER FUND CONTRIBUTION	11,400	4,880	4,060	20,660	See spreadsheet - 7.7%	
696.300 WATER FUND CONTRIBUTION	38,640	15,100	12,580	43,640	See spreadsheet - 16.3%	
	314,280	97,940	81,640	267,180		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	170,220	172,200	161,440	229,930	See spreadsheet	
970.000 CAPITAL OUTLAY	0	65,650	0	14,260	See spreadsheet	
976.000 EQUIPMENT PURCHASES	7,480	10,000	4,820	22,800	See spreadsheet	
	<u>177,700</u>	<u>247,850</u>	<u>166,260</u>	<u>266,990</u>		
Totals for Fund: 645 INFORMATION TECHNOLOGIES						
Total Revenues:	314,280	97,940	81,640	267,180		
Total Expenditures:	177,700	247,850	166,260	266,990		
Net of Revenues/Expenditures:	136,580	(149,910)	(84,620)	190		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 736 PUBLIC EMPLOYEE HEALTH CARE FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
677.400 RETIREE CONTRIBUTIONS	3,950	4,440	2,750	3,160	Bette and Joe Boomgard	660
					Terry and Sylvia French	480
					Norma Van Oordt	220
					Bruce and Laurie Palm	1,800
					Justification Items Total:	3,160
696.000 GENERAL FUND CONTRIBUTION	11,220	8,590	6,800	12,640	Current Retirees	
696.100 FIRE/RESCUE FUND CONTRIBUTION	14,820	20,050	15,900	18,960	Current IAFF employees and retirees	
	29,990	33,080	25,450	34,760		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2019

FUND: 736 PUBLIC EMPLOYEE HEALTH CARE FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2017 ACTIVITY	2018 AMENDED BUDGET	2018 ACTIVITY THRU 10/31/18	2019 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	21,230	24,960	21,280	24,870	Bette and Joe Boomgaard	2,280
					Terry and Sylvia French	2,280
					Norma Van Oordt	1,140
					Bruce and Laurie Palm (includes \$2,250 HSA deposit)	19,170
					Justification Items Total:	24,870
801.001 BANK CHARGES	270	350	220	350	MERS Trust fee	
	<u>21,500</u>	<u>25,310</u>	<u>21,500</u>	<u>25,220</u>		

Totals for Fund: 736 PUBLIC EMPLOYEE HEALTH CARE FUND

Total Revenues:	29,990	33,080	25,450	34,760
Total Expenditures:	21,500	25,310	21,500	25,220
Net of Revenues/Expenditures:	8,490	7,770	3,950	9,540

Total - All Funds

Total Revenues:	16,306,550	12,027,650	10,402,660	12,490,870
Total Expenditures:	10,567,280	13,501,820	10,623,510	14,182,300
Net of Revenues/Expenditures:	5,739,270	(1,474,170)	(220,850)	(1,691,430)

FY2019 - FY2023 - CAPITAL IMPROVEMENT PLAN SUMMARY (minimum \$25,000)

Project Description	Proposed Financing Method	Estimated Cost	Fiscal Year	Year Complete	Operating Source	Operating Costs				
						FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Street Fund and DDA - Road Construction										
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$483,000	2019	2019	Street Fund		N/A	N/A	N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2020	2020	Street Fund			N/A	N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2021	2021	Street Fund				N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2022	2022	Street Fund					N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2023	2023	Street Fund					N/A
General Fund - Parks and Recreation										
Pickleball Courts (if approved by Board)	General Fund	\$150,000	2019	2019	General Fund		N/A	N/A	N/A	N/A
Pottawattomie Waterfront	General Fund / State	\$100,000	2020	2020	General Fund			N/A	N/A	N/A
Hofma Vision - Witteveen Property	General Fund / MNTRF	\$200,000	2020	2021	General Fund			N/A	N/A	N/A
General Fund - Bike Path										
Pathway Extension (10 miles)	Bid - Bike Path Debt	\$4,200,000	2017	2019	Bond Millage		N/A	N/A	N/A	N/A
Purchase Second Toolcat	Bid - Pathway Fund	\$76,000	2019	2019	Pathway Fund		2,500	2,500	\$2,500	\$3,000
Resurfacing Repairs	Bid - General Fund	\$159,000	2020	2020	Pathway Fund			N/A	N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$102,000	2021	2021	Pathway Fund				N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$100,000	2022	2022	Pathway Fund					N/A
Resurfacing Repairs	Bid - General Fund	\$100,000	2023	2023	Pathway Fund					N/A
DDA Fund										
Robbins Road Sidewalk and Watermain	Bid - DDA Fund	\$620,000	2019	2019	DDA Fund		N/A	N/A	N/A	N/A
Extend Sanitary Sewer Across US-31 (Comstock)	Bid - DDA Fund	\$1,409,000	2020	2020	DDA Fund			N/A	N/A	N/A
Fire Fund										
Replace 1021 Engine	Bid - Fire Fund	\$700,000	2019	2020	Fire Fund			\$4,000	\$5,000	\$5,000
Sewer Fund										
Extend Hofma Park PS FM	Bid - Sewer Fund	\$250,000	2020	2020	Sewer Fund			\$1,000	\$1,000	\$1,000
Water Fund										
Replace MXU's	Water Fund/Sewer	\$1,200,000	2016	2020	Water Fund	N/A	N/A	N/A	N/A	N/A
Water Main Buchanan Street (upgrade size)	Bid - Water Fund	\$180,000	2018	2018	Water Fund					
Replace/Install Altitude Valves	Bid - Water Fund	\$215,000	2018	2018	Water Fund					
Water Main Loop - Close	Bid - Water Fund	\$50,000	2019	2019	Water Fund					
Water Main Loop - Close	Bid - Water Fund	\$50,000	2021	2019	Water Fund					
Information Technology										

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

A tentative replacement schedule of current vehicles follows:

Vehicle Description	Financing Method	Replacement		Fund	Person Assigned			
		Year	Cost					
2001 Dodge Dump Body	State Bid - General Fund	2019	\$27,000	General Fund	N/A			
2008 Dodge 2500 Pick-up	State Bid - General Fund	2019	\$30,000	General Fund	McKay			
2019 Ford F250 Service Truck	State Bid - General Fund	2025	\$30,000	General Fund	Johnson			
2006 Suburban	State Bid - Fire/Rescue	2018	\$45,000	Fire/Rescue	Floating			
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	2019	\$24,000	Water/Sewer	Santigo			
2008 Ford F150 Pick-up	State Bid - General Fund	2018	\$23,000	Community Development	Lucas			
2012 Dodge Grand Caravan	State Bid - General Fund	2021	\$25,000	Assessing	Schmidt			
2018 Ford F- 250 XL Crew Cab 4X4	State Bid - Fire/Rescue	2024	\$52,000	Fire/Rescue	Floating			
2015 Ford F250 Pick-up	State Bid - General Fund	2020	\$35,000	Cemetery	Glueck			
2016 Ford F-250 Service Body	State Bid - Water & Sewer	2021	\$35,000	Water/Sewer	VanderBroek			
2017 Ford F-250 Pick-up	State Bid - General Fund	2022	\$35,000	General Fund	Tlachac			
2017 Grand Caravan	State Bid - General Fund	2022	\$25,000	Administration	Cargo			
2017 Dodge Durango	State Bid - General Fund	2023	\$25,000	Community Development	Kieft			
2017 Ford F-250 Pick-up	State Bid - Water/Sewer	2023	\$30,000	Water/Sewer	Meeuwssen			

Resolution 18-11-10

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 26th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Supervisor during the 2019 Fiscal Year.

Discussion followed with respect to the proposed cost-of-living adjustment on the Supervisor's salary. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

**RESOLUTION #18-11-10
Establish Supervisor's Salary**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

WHEREAS, the township board deems that an adjustment in the salary of the office of supervisor is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of January 1st, 2019, the salary of the office of supervisor shall be as follows:

1. The Supervisor's salary shall be increased by a 2.7% cost-of-living adjustment to \$19,641.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.
Dated: November 26, 2018

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting 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 26th day of November 2018. 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.

Township Clerk
Laurie Larsen

Resolution 18-11-11

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 26th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Clerk during the 2019 Fiscal Year.

Discussion followed with respect to the proposed cost-of-living adjustment on the Clerk's salary. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #18-11-11
Establish Clerk's Salary

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Clerk is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of January 1st, 2019, the salary of the office of Clerk shall be as follows:

1. The Clerk's salary shall be increased by a 2.7% cost-of-living adjustment to \$20,992.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.
Dated: November 26, 2018

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting 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 26th day of November 2018. 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.

Township Clerk
Laurie Larsen

Resolution 18-11-12

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 26th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Treasurer during the 2019 Fiscal Year.

Discussion followed with respect to the proposed cost-of-living adjustment on the Treasurer's salary. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #18-11-12
Establish Treasurer's Salary

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Treasurer is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of January 1st, 2019, the salary of the office of Treasurer shall be as follows:

1. The Treasurer's salary shall be increased by a 2.7% cost-of-living adjustment to \$14,583.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 26, 2018

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting 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 26th day of November 2018. 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.

Township Clerk
Laurie Larsen

Resolution 18-11-13

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 26th day of November 2018, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to determine the salary for the elected Trustees during the 2019 Fiscal Year.

Discussion followed with respect to the proposed cost-of-living adjustment on the Trustees' salary. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

**RESOLUTION #18-11-13
Establish Trustees' Salary**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, Michigan Attorney General Opinion 6422 opines that the Township Board should adopt a separate resolution for each elected official, and

WHEREAS, the township board deems that an adjustment in the salary of the office of Trustee is warranted in consideration of the increase in the cost of living since township board members' salaries were last adjusted, now

BE IT RESOLVED, that as of January 1st, 2019, the salary of the office of Trustee shall be as follows:

1. The Trustees' salary shall be increased by a 2.7% cost-of-living adjustment to \$4,519.
2. The position shall include a monthly stipend of \$50 per month for at-home Internet access.
3. All resolutions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: November 26, 2018

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting 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 26th day of November 2018. 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.

Township Clerk
Laurie Larsen



Public Services Memo

DATE: November 19, 2018

TO: Township Board

FROM: Mark VerBerkmoes

RE: Construction within Public Right-of-Way

Important Note:

Because staff was focused upon the 2018 Mid-term Elections, the first reading for these two ordinances was not posted. The ordinances have now been properly posted; but, another second reading of these ordinances must occur.

Construction of the deep sanitary sewer to the Stonewater Development on Lincoln Street initially closed the road, but then damage to a large culvert along the route significantly prolonged the closure. Moreover, the ride quality of the pavement replacement required an overlay to smooth the ride. To date, even after the overlay, that project within the Right-of-Way (ROW) remains incomplete inasmuch as the ride quality in Lincoln Street remains “poor”.

This is not the first time the Township and its residents have experienced less than acceptable construction activities for a new development. Several years ago, a contractor attempted to construct the sanitary sewer in 152nd Avenue to the Bayou Pointe Development. Due to the contractor’s inexperience with dewatering, after several days attempting to make progress, the contractor chose to walk off the job. This forced the Township to hire a different contractor to complete the work. Because the project bond was held by the Ottawa Road Commission (OCRC), the OCRC was required to collect from the bonding company on behalf of the Township in order for us to collect our costs, which eventually occurred.

Because of the recent issues described above, the Township Board directed staff to explore the possibility of the Township completing construction or extension of any water and sanitary sewer improvements within the ROW.

After reviewing ordinances proposed by staff, the Public Works and Streets Committee recommended approval of the attached amendments to the Sewer and Water Ordinance, that require the Township to complete the water or sewer utility improvements or extension on behalf of the developer whenever there is a possibility that the Township residents would be negatively impacted.

Attached to this memo are recommended revisions for the water and sewer ordinances. In brief, they afford the Township the ability to either complete the improvement on behalf of the developer or require a form of security for its completion if completed by the developer's contractor.

If the Board continues to support these revisions to the Township's existing water and sewer ordinances, the following motions (*which require a roll call vote*) can be offered:

Move to approve and adopt the Right-of-Way work amendment to the Water System Ordinance. This is a second reading.

Move to approve and adopt the Right-of-Way work amendment to the Sewer Usage and Administration Ordinance. This is a second reading.

Please contact if there are any questions or comments prior to the meeting.

**WATER SYSTEM AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. _____**

**AN ORDINANCE TO AMEND THE WATER SYSTEM ORDINANCE
REGARDING WORK IN THE STREET RIGHT-OF-WAY OR IN PUBLIC
EASEMENTS.**

GRAND HAVEN CHARTER TOWNSHIP, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS

Section 1. Work in Right-of-Way. Section 13 of the Grand Haven Charter Township Water System Ordinance, Ordinance No. 442, as amended, is amended in its entirety to state as follows.

Sec. 13 WORK IN RIGHT-OF-WAY

All water system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors.

The Township may waive this requirement if the party doing the work or contracting for the work deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (*e.g., performance bond, irrevocable bank letter of credit, etc.*).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on November 26th, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Mark Reenders, Supervisor

Laurie Larsen, Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on November 26, 2018. The following members of the Township Board were present at that meeting: _____

_____.

The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in

favor and members of the board _____ voting in opposition.

The Ordinance was published as required after adoption on _____, 2018.

Laurie Larsen, Township Clerk

**SEWER USAGE AND ADMINISTRATION AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. _____**

**AN ORDINANCE TO AMEND THE SEWER USAGE AND
ADMINISTRATION ORDINANCE REGARDING WORK IN THE
STREET RIGHT-OF-WAY OR IN PUBLIC EASEMENTS.**

GRAND HAVEN CHARTER TOWNSHIP, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS

Section 1. Building Sewers and Connections. Section 4.1.2 of the Grand Haven Charter Township Sewer Usage and Administration Ordinance, Ordinance No. 180, as amended, is amended in its entirety to state as follows.

2. The owner shall be responsible, at the owner's cost and expense, for the installation, connection, and maintenance of the building sewer to its connection with the public sewer.

Although the work shall be done at the owner's expense, all sewer system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors. The Township may waive this requirement if the owner deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (e.g., performance bond, irrevocable bank letter of credit, etc.).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on November 26th, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Mark Reenders, Supervisor

Laurie Larsen, Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on November 26, 2018. The following members of the Township Board were present at that meeting:

_____.

The following members of the Township Board were absent:

_____. The Ordinance was adopted by the Township Board with

members of the Board _____

_____ voting in

favor and members of the board _____ voting in

opposition. The Ordinance was published as required after adoption on

_____, 2018.

Laurie Larsen, Township Clerk

SUPERINTENDENT'S MEMO

DATE: November 15, 2018

TO: Township Board

FROM: Cargo

SUBJECT: Opt-Out Ordinance Regarding Commercialization of Recreational Marijuana

Proposal 1 – or what is now known as the Michigan Regulation and Taxation of Marihuana Act (MRTMA) – was approved by voters within the State of Michigan with about 57% of the vote. However, it is noted that the ballot measure failed in both Ottawa County (*with 57.6% voting “No”*) and in Grand Haven Charter Township (*with 51.2% voting “No”*).

Pursuant to direction from the Township Board, attached please find an ordinance from the Township's legal firm (*i.e., Dickinson Wright*) that will allow the Township to “opt out” of the commercialization of marijuana by prohibiting marihuana establishments as defined under the Michigan Regulation and Taxation of Marihuana Act. (*A second zoning ordinance amendment that repeats the prohibition of marihuana facilities will have a public hearing by the Planning Commission on Monday, December 3rd.*)

It is important to understand both what the “Opt-Out” ordinance prohibits and, also, what it does not prohibit. Specifically, the “Opt-Out” ordinance DOES NOT:

1. Prohibit Individual Cultivation or Possession of Marihuana. The ordinance does not prohibit individual cultivation (*up to 12 plants within their home*) or possession (*up to 2.5 ounces outside of home and 10 ounces within their home*) of marihuana by people 21 years of age and older.
2. Prohibit Sale of Marihuana Accessories.
3. Prohibit Individual Use on Private Property. The Township cannot prohibit use by a person 21 years of age and older within that person’s property and cannot prohibit use of marihuana on private property where the owner, occupier or manager has not prohibited its use – and that is not accessible to people under 21 years of age. For example, a hookah lounge that sells marihuana accessories, as noted above in 2, but is not licensed to sell marihuana, would, as long as the business is restricted to people 21 years of age and older, be able to allow people to bring and use personal supplies of marihuana.

4. Prevent the Transfer of Marihuana. Residents may transfer marihuana – without remuneration – up to 2.5 ounces of marihuana and not more than 15 grams of marihuana concentrate to a person 21 years of age or older as long as the transfer is not advertised or promoted to the public (*e.g., friend to friend*).
5. Prohibit Transportation of Marihuana. The Township cannot prohibit the transport of marihuana through the Township – regardless of whether the Township completely prohibits recreational marihuana establishments from locating in the Township.

The “Opt-Out” Ordinance DOES:

1. Completely Prohibit the Commercialization of Marihuana within the Township. By adopting the “Opt-Out” ordinance, the Board is completely prohibiting **commercial** establishments that produce or transport or sell marihuana within the Township’s municipal boundaries.
2. Disqualify the Township from any Marihuana Revenues Distributed by the State. Approximately 15% of the 10% excise tax on marihuana sales will be distributed to local units that allow commercial marijuana establishments. For example, if a retail marihuana store had \$5 million of sales, the Township would qualify for about \$75,000 of revenues and a licensing fee of not more than \$5,000. The \$80,000 maximum revenues in this example represents about **6/10ths of 1%** of current gross Township revenues.

And finally, petition signatures of qualified electors of the Township in an amount greater than 5% of votes cast for governor in the most recent gubernatorial election could initiate a referendum to over-ride this “Opt-Out” ordinance and provide for marihuana establishments within the Township.

To proceed with the adoption of the “Opt-Out” ordinance, the following motion can be offered:

Move to postpone further action on the “Opt-Out” ordinance that prohibits commercial establishments that produce or transport or sell marihuana within the Township’s municipal boundaries until the December 10th Board meeting. This is the first reading.

Please contact me if you have any questions or comments prior to the meeting.

35.0650

**DRUG PARAPHERNALIA AMENDMENT
AND MARIHUANA REGULATION ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**

An Ordinance to amend the Drug Paraphernalia Ordinance; to prohibit marihuana establishments; to prohibit the sale and consumption of marihuana in public places; to prescribe penalties for the violation of this Ordinance; and to provide for an effective date of this Ordinance.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY,
MICHIGAN ORDAINS:

35.0651

Sec. 1 DRUG PARAPHERNALIA ORDINANCE AMENDMENT

The Township's Drug Paraphernalia Ordinance is repealed to the extent it is preempted by the Michigan Regulation and Taxation of Marihuana Act (the "MRTMA").

35.0652

Sec. 2 PROHIBITION OF MARIHUANA ESTABLISHMENTS

1. Pursuant to the provisions of Section 6.1 of the MRTMA, marihuana establishments, as defined by the MRTMA, are completely prohibited within the boundaries of the Township.
2. Any applicant for a state or local license to establish a marihuana establishment, as defined by the MRTMA, within the boundaries of the Township shall be deemed to be not in compliance with this Ordinance.
3. This Section does not supersede rights and obligations with respect to the transportation of marihuana through the Township to the extent provided by the MRTMA and does not supersede rights and obligations under Michigan law.

35.0653

**Sec. 3 PROHIBITION ON SALE AND CONSUMPTION OF
MARIHUANA IN PUBLIC PLACES**

1. In conformance with Sections 4.1(e) and 6.2(b) of the MRTMA, the sale or consumption of marihuana in any form and the sale or display of marihuana accessories, as defined by the MRTMA, is prohibited in any public places within the boundaries of the Township.
2. Any person who violates any of the provisions of this Section shall be responsible for a municipal civil infraction punishable by a civil fine of \$500, plus court-imposed costs.

3. This Section does not supersede rights and obligations with respect to the transfer and consumption of marihuana on private property to the extent authorized by the person who owns, occupies, or operates such property, as provided in and authorized by the MRTMA, and does not supersede rights and obligations with respect to the use of marihuana for medical purposes as provided by any law of the State of Michigan allowing for or regulating marihuana for medical use.

35.0654 Sec. 4 SEVERABILITY

This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are declared to be severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected. The captions included at the beginning of each section are for convenience only and shall not be considered a part of this Ordinance.

35.0655 Sec. 5 REPEAL

All resolutions, ordinances, orders, or parts of any of them in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, repealed.

35.0656 Sec. 6 ADMINISTRATIVE LIABILITY

No officer, agent, or employee of the Township or member of the Township Board shall be personally liable for any damage which may occur to any person or entity as a result of any act or decision performed in the discharge of duties and responsibilities pursuant to this Ordinance.

35.0657 Sec. 7 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on December 10, 2018, after introduction and a first reading on November 26, 2018, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 201__.

Mark Reenders,
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Drug Paraphernalia Amendment and Marihuana

Regulation Ordinance was adopted at a regular meeting of the Township Board held on December 10, 2018. The following members of the Township Board were present at that meeting: _____ . The following members of the Township Board were absent: _____ . The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and _____ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 201__.

Laurie Larsen, Clerk
Grand Haven Charter Township



Community Development Memo

DATE: November 20, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Crossroads Acres – Rezoning Application – RR to AG

BACKGROUND

The applicant, Dave Reenders, of Crossroads Acres LLC, requests to rezone his 40-acre parcel, 11101 144th Avenue (70-07-25-200-017), from Rural Residential (RR) to Agricultural (AG). The property has been an active blueberry farm for many years, and the applicant needs to construct additional buildings, some for migrant housing, and that is only permissible within the AG district. **The Planning Commission recommended the Board approve the application on November 19th.**

The rezoning application was tested against the “Three C’s” evaluation method.

COMPATIBILITY

*Is the proposed rezoning **compatible** with the existing developments or zoning in the surrounding area?*

The adjacent zoning is:

Direction	Current Zoning	Existing Use
North	R-2	Single Family
South	AG	Agriculture
East*	A-1	Single Family & Vacant
West	AG	Agriculture

* Robinson Township Zoning

The 2016 Future Land Use Map has master-planned the subject parcel for Agricultural Preservation (AP), which aligns with the applicant’s proposal.



CONSISTENCY

*Is the proposed rezoning **consistent** with the goals and objectives of the Master Plan and does it coincide with the Future Land Use Map in terms of an appropriate use of the land?*

The Statement of Purpose for the AG district:

- The AG Agricultural District is designed for those open areas of the Township where farming, dairying, forestry operations and other rural type activities exist and should be preserved or encouraged. Large vacant areas, fallow land and wooded areas may also be included. Although the demand for other uses in these districts may ultimately outweigh their use as zoned, any such zoning changes should be made cautiously with the realization that adequate food supply is essential to the health and welfare of the Township, County, State, and Nation. This district is not intended to be used for residential housing; although some residential housing is allowed, it is permitted when subordinate to some other agricultural use which is being conducted on the parcel or lot.



CAPABILITY

*Does the proposed rezoning require an extension of public sewer and water, roadway improvements, or enhanced fire and police protection, and if so, is it in an area **capable** of being provided with such services?*

Parcels in AG are not intended to have public utilities or paved roads. The north property line does abut a paved trunkline, but the main entrance for the farm operation is on 144th Avenue, which is unpaved.

SAMPLE MOTIONS

If the Board finds the rezoning application meets the standards, the following motion can be offered:

Motion to present and postpone the Zoning Map Amendment Ordinance concerning the rezoning of 11101 144th Avenue from Rural Residential (RR) to Agricultural (AG). Further action will be postponed until December 10th when the ordinance will be considered for adoption. **This is the first reading.**

Please contact me if this raises questions.

Clear Form

Print



GRAND HAVEN CHARTER TOWNSHIP

REZONING APPLICATION

Application Type	Fee	Escrow*
Rezoning	\$150	\$500

Applicant Information

Name David Reenders

Phone 616.638.5590 Fax 616.842.1165

Address 16697 Johnson St. Grand Haven Mi. 49417

Email Address dave@crossroadsblueberryfarm.com

Owner Information (If different from applicant)

Name _____

Phone _____ Fax _____

Address _____

Property Information

Address/Location 11101 144th West Olive Mi. 49460

Parcel Number 70 - 07 - 25 - 200 - 017 Size (acres) 40

Current Zoning RR Zoning Requested Ag

Adjacent Zoning North: Ag South: RR East: Ag West: Ag

Master-Planned Zoning Ag Consistent with Master Plan? yes

Other Information

Does Property Abut Township Border? yes

Present Use of the Subject Property? Ag

Number & Type of Existing Structures? 10. Ag

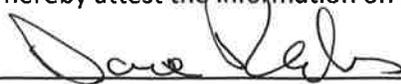
Subject Property Located on a Paved Road? No on west. Yes on south

Municipal Water within 2,700 Feet of Subject Property? no

Municipal Sewer within 2,700 Feet of Subject Property? no

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance books and following requirements for zoning amendments and procedures as stated in Section 27.08. Please submit fourteen (14) copies of the required information with the application.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.


Signature of applicant

10/4/18
Date

* To cover cost of legal and consulting fees, may be increased as necessary



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: November 20, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Text Amendment – Accessory Buildings & Miscellaneous

BACKGROUND

On October 22nd the Board held a first reading concerning several text amendments recommended for approval by the Planning Commission, Zoning Ordinance Update Committee, and staff. However, the Board requested the Planning Commission review the proposal again based on feedback that was provided.

On November 19th the Planning Commission met, discussed the matters again, and have adopted another motion recommending the Board approve the enclosed text amendment.

TEXT AMENDMENT

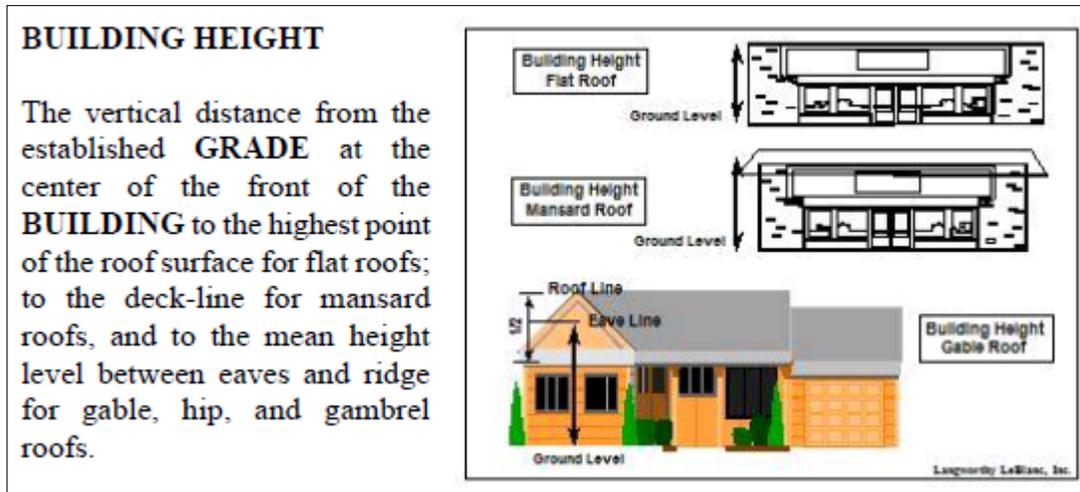
4 subjects related to accessory buildings were reviewed, and 6 options were provided for each topic.

Setbacks

Accessory Building or Structure Area (interior sqft)	SETBACKS			
	Principal Building	Side Lot Line	Rear Lot Line	Other Accessory Structure(s)
200 or less	5 feet	5 feet	5 feet	5 feet
201 – 600	10 feet	10 feet	10 feet	10 feet
601 – 2,000	15 feet	15 feet	15 feet	15 feet
2,001 or more	25 feet	25 feet	25 feet	25 feet
Shall be setback at least twenty-five (25) feet from any road right-of-way				

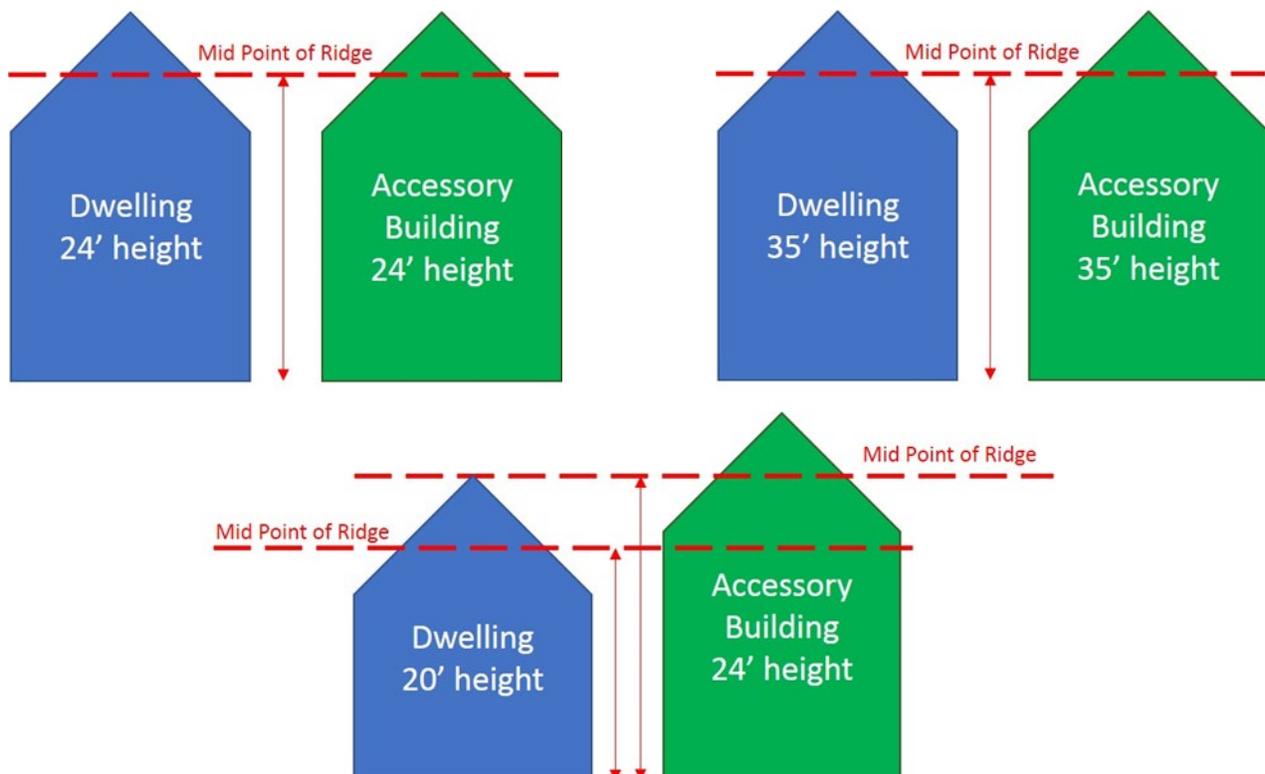
Height

It was discovered that GHT was the only NW Ottawa community that had two different forms of measuring height—one for main buildings and another for accessory buildings. The Commission recommends the following be used as the standard measurement of height for all buildings within the Township:



Regarding the permitted height for accessory buildings, the following is recommended, and 3 illustrations are provided to give more clarity.

Lot Size	Height Restriction
All	24 ft, or the height of the principal building, whichever is greater (see 3 blue/green illustrations)



Maximum Number of Buildings

Lot Area in Acres	Maximum Number
Less than one (1) acre	2
One (1) acre, but less than ten (10) acres	3
Ten (10) acres, but less than twenty (20) acres	4
Every additional ten (10) acres	1 per 10 acres

Exemptions & Prohibitions

The only minor changes included adding semi-trailer to the list of prohibited structures and clarifying these were only related to residential lots.

PROCESS TO EXPAND LEGALLY NON-CONFORMING USES

The Board was supportive of the concept, but not the method. This was discussed at length by the Planning Commission, staff, and Attorney Bultje. The following is recommended:

1. Address via a Special Land Use.
2. Amend the existing “Enlargement or Increase or Extension of a Non-Conforming Use.
3. Add 5 caveat restrictions to severely limit the number of possible applicants:
 - a. Use was lawfully approved under a prior ordinance.
 - b. Ownership has been retained since the original application was approved.
 - c. Use must be in existence, and still present, on the original parcel of land.
 - d. Must demonstrate that no other feasible alternatives exist to obtain the highest and best use.
 - e. Planning Commission has discretion to allow more than a 25% enlargement, increase, or expansion after carefully considering if it will:
 - i. Substantially interfere with the use of other properties in the surrounding neighborhood;
 - ii. Significantly compromise the ability of the Township to effectuate the goals and purposes of the Master Plan;
 - iii. Extent of the incompatibility of the expansion with the Master Plan; and
 - iv. Extent of cohesiveness with the adjacent land uses.

This method intentionally does not contain a time limit. The few cases that may be eligible for this special land use will be quite a few years old. Other projects, that may not meet the criteria above,

and were stalled within the last handful of years already have avenues in place to complete their projects within the non-conforming chapter.

SAMPLE MOTIONS

If the Board supports the proposed text amendment, the following motion can be offered:

Motion to present and postpone the Zoning Text Amendment Ordinance (*draft date 11/20/18*) to replace the Accessory Buildings and Structure section of the General Provisions Chapter, and the Enlargement or Increase or Extension of a Non-Conforming Use in the Special Land Use Chapter. Further action will be postponed until December 10th when it will be considered for adoption. **This is the first reading.**

If the Board opposes the proposed text amendment, the following motion can be offered:

Motion to deny the proposed Zoning Text Amendment Ordinance to replace the Accessory Buildings and Structure section of the General Provisions Chapter and the Enlargement or Increase or Extension of a non-Conforming Use in the Special Land Use Chapter.

If the Board does not have enough information to make a determination, the following motion can be offered:

Motion to table the proposed Zoning Text Amendment Ordinance, and direct staff to make the following revisions:

1. *List the revisions.*

Please contact me if this raises questions.

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, CONCERNING ACCESSORY BUILDINGS AND STRUCTURES STANDARDS IN THE GENERAL PROVISIONS CHAPTER; AMENDING THE ENLARGEMENT OR INCREASE OR EXTENSION OF A NON-CONFORMING USE IN THE SPECIAL LAND USE CHAPTER; AND BY PROVIDING FOR AN EFFECTIVE DATE.

GRAND HAVEN CHARTER TOWNSHIP, COUNTY OF OTTAWA, AND STATE OF MICHIGAN, ORDAINS:

Section 1. General Provisions Chapter – Accessory Buildings and Structures. Section 20.03 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

SECTION 20.03 ACCESSORY BUILDINGS AND STRUCTURES

1. **Prohibited Accessory Buildings and Structures.** The following shall not be used as an accessory structure on any residential lot:
 - A. Shipping containers, include semi-trailers;
 - B. Manufactured mobile homes;
 - C. Inoperable vehicles;
 - D. Boats or other watercraft; and
 - E. Recreational Vehicles (RVs)/motor homes/travel trailers.

2. **Exempt Accessory Buildings and Structures.** The following accessory structures shall be exempt from the regulations of this section, except for the regulations listed below.
 - A. **Childhood Amenities.** Playground equipment, treehouses, lemonade stands, playhouses, and other similar amenities shall be exempt from this section, except they must be setback at least three (3) feet from all side and rear lot lines.

- B. **Structures without Walls.** Gazebos, pergolas, and other permanent structures without walls shall be exempt from this section, except they must maintain the required setbacks for accessory structures.
- C. **Elevated Walkways.** Elevated walkways that meet the standards of the Michigan Department of Environmental Quality to be constructed in a Critical Dune Area, High Risk Erosion Area, regulated Wetland, or regulated Floodplain shall be exempt from this section.

3. **Accessory Buildings and Structures.**

- A. **Zoning Districts.** Accessory buildings and structures may be erected in any zoning district only as an accessory to an existing principal building (which includes being built simultaneously with the construction of the principal building).
- B. **Principal Building Requirement.** Accessory buildings and structures may not be constructed, or if constructed may not remain, on a lot without a principal building. The Zoning Administrator shall have the authority to grant a temporary exception to this prohibition, subject to reasonable conditions, if the Zoning Administrator finds the temporary exception is consistent with the purposes of this Ordinance, as described in Section 1.02.
- C. **Elements of the Principal Buildings.** All buildings and portions of buildings connected to the principal building shall be considered an element of the principal building (e.g., an attached garage), and shall therefore comply in all respects with the requirements of this Ordinance that apply to the permitted principal building, including but not limited to setback requirements, unless specifically stated to the contrary herein. The term “connected” shall mean the space shares a common wall with the principal building, or is connected by an enclosed breezeway.
- D. **Permitted Uses.** Permitted uses of residential accessory buildings include storage of utility trailers, personal vehicles, recreation vehicles or equipment, yard maintenance equipment and machinery; or greenhouses or workshops for personal use, enjoyment, and pleasure of the residents of the dwelling unit.
- E. **Residential Purposes.** All uses for residential accessory buildings and structures must be accessory to the use of the dwelling unit.
- F. **Number of Accessory Buildings and Structures.** The number of accessory buildings shall comply with the table below.

Lot Area in Acres	Maximum Number
Less than one (1) acre	2
One (1) acre, but less than ten (10) acres	3
Ten (10) acres, but less than twenty (20) acres	4
Every additional ten (10) acres	1 per 10 acres

- G. **Size Requirements.** The total floor area (defined below) of the allowed residential accessory building(s) shall be dependent on the lot area, as outlined in the table below.

Lot Area in Acres	Maximum Total Floor Area of the Allowed Accessory Building
Less than one-half (½) acre	600 square feet
One-half (½) acre, but less than one (1) acre	1,000 square feet
One (1) acre, but less than two (2) acres	1,500 square feet
Two (2) acres, but less than five (5) acres	2,000 square feet
Five (5) acres, but less than ten (10) acres	2,500 square feet
Ten (10) acres, but less than fifteen (15) acres	3,000 square feet
Fifteen (15) acres, but less than twenty (20) acres	3,500 square feet
Twenty (20) acres or more	4,000 square feet
Every additional five acres:	2,000 additional square feet

The term “total floor area” as used in this subsection means the sum total useable floor area of the ground floor of all residential accessory buildings situated or permitted on a lot. Total floor area also includes the area under an attached lean-to structure, or roof overhang greater than three (3) feet, or other similar sheltered area.

- H. **Height Restrictions.** An accessory building can be up to twenty-four (24) feet in height, or the height of the principal building, whichever is greater. See Section 2.03 – Building Height, for measurement method.

I. Setbacks.

- 1) Setbacks shall be measured from the foundation of the accessory building or structure. A cantilever or overhang may extend no more than three (3) feet into the required setback.
- 2) Accessory buildings and structures shall be setback in accordance with the following table:

Accessory Building or Structure Area (interior sqft)	SETBACKS			
	Principal Building	Side Lot Line	Rear Lot Line	Other Accessory Structure(s)
200 or less	5 feet	5 feet	5 feet	5 feet
201 – 600	10 feet	10 feet	10 feet	10 feet
601 – 2,000	15 feet	15 feet	15 feet	15 feet
2,001 or more	25 feet	25 feet	25 feet	25 feet
Shall be setback at least twenty-five (25) feet from any road right-of-way				

J. Location Requirements.

- a. Accessory buildings and structures are not permitted in the front yard, or any required side yard.
- b. Accessory buildings and structures shall not occupy more than twenty-five (25%) percent of the rear yard.

2. Non-residential Accessory Buildings and Structures.

- A. **Zoning Districts.** Non-residential accessory buildings and structures may be erected in any non-residential zoning district only as an accessory to an existing principal building (which includes being built simultaneously with the construction of the principal building).
- B. **Principal Building Requirement.** Accessory buildings and structures may not be constructed, or if constructed may not remain, on a lot without a principal building.
- C. **Elements of the Principal Building.** If the function of an accessory building is integrated into the permitted principal building, the space

shall comply in all respects with the requirements of this ordinance that apply to the permitted principal building, including but not limited to setback requirements, unless specifically stated to the contrary herein.

D. Size Requirements.

- 1) The term “total floor area” as used in this subsection, means the total useable floor area of the ground floor of all accessory buildings situated or permitted on a lot.
- 2) The total floor area occupied by the accessory buildings may exceed the gross floor area of the principal building on the lot.

E. Height Restrictions. No accessory building or structure shall exceed the building height for principal buildings in the district in which it is located.

F. Location Requirements.

- 1) Except for canopy roofs, as defined in this Ordinance, accessory buildings or structures are not allowed in any front yard or any required side yard.
- 2) Accessory buildings and structures shall not occupy more than twenty-five percent (25%) of the rear yard.

G. Setbacks.

- 1) Setbacks shall be measured from the foundation of the accessory building or structure. A cantilever or overhang may extend no more than three (3) feet into the required setback.
- 2) Accessory buildings shall comply with the setbacks of the underlying zoning district.
- 3) An accessory building shall be setback at least:
 - a) Twenty-five (25) feet from the principal building.
 - b) Eighteen (18) feet from another accessory building.

H. Canopy roofs.

- 1) Canopy roofs such as those for gas pump islands accessory to automobile service stations and other uses, drive-in restaurants, banks, and other similar uses shall be permitted to encroach into any required yard, provided that a minimum setback of fifteen (15) feet is maintained from any property line.
- 2) The height of the canopy roof shall not exceed fourteen (14) feet and shall be open on all sides.
- 3) The colors and design of the canopy shall be compatible with the principal building on the lot.
- 4) Lighting on, or within, the canopy shall comply with the requirements of Chapter 20A of this Ordinance.
- 5) Signs on the canopy shall comply with the wall sign provisions of Chapter 24 of this Ordinance. (amend. by ord. no. 514 eff. November 4, 2012)

Section 2. Special Land Uses Chapter – Enlargement or Increase or Extension of a Non-Conforming Use. Section 19.07.46 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

SECTION 19.07 SPECIAL LAND USE SPECIFIC REQUIREMENTS

46. Enlargement or Increase or Extension of a Non-Conforming Use.
- A. The enlargement or increase or extension is reasonable based upon a consideration of the area of the original non-conforming use.
 - B. The enlargement or increase or extension shall not substantially interfere with the use of other properties in the surrounding neighborhood for the uses for which they have been zoned, or with the use of such other properties in compliance with the provisions of this Ordinance.
 - C. The enlargement, increase or extension shall not significantly compromise the ability of the Township to effectuate the goals and purposes of its Master Plan. The Planning Commission shall consider the extent of the incompatibility of the enlargement, increase or extension with the Master Plan and shall, if it grants an enlargement, increase or extension at all, use the extent of the incompatibility for determining the percentage of allowable

enlargement, increase or extension. A correspondingly lesser percentage of enlargement, increase or extension may be granted when the extent of incompatibility is greater. A correspondingly greater percentage of enlargement, increase or extension may be granted (but no more than 25 percent) when the extent of incompatibility is less. (amend. by ord. no. 377 eff. June 21, 2003)

D. Non-Conforming Uses Lawfully Approved Under Previous Ordinance.

- 1) Applicant shall demonstrate the proposed enlargement, increase, or extension was lawfully approved under a prior ordinance.
- 2) Applicant shall demonstrate that ownership in the real property has been retained since the original application was approved.
- 3) The non-conforming use made part of the application shall be in existence and still present on the original parcel of land.
- 4) Applicant shall demonstrate that no other feasible alternatives exist on the subject property to obtain the highest and best use.
- 5) Planning Commission shall consider the cohesiveness with the surrounding area, subsections B and C above, and shall have discretion to increase the percentage allowed to enlarge, increase, or extend the non-conforming use, beyond twenty-five (25%) percent, notwithstanding the limits in Section 25.01.1.A of this Ordinance.

Section 3. Effective Date. This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2018, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2018, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2018, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the *Grand Haven Tribune*, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on _____, 2018. The following members of the Township Board were present at that meeting: _____. The following members of the Township Board were absent: _____. The Ordinance was adopted by the Township Board with members of the Board _____ voting in favor and _____ members of the Board voting in opposition. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2018.

Laurie Larsen, Clerk
Grand Haven Charter Township



Fire/Rescue Memo

DATE: November 16, 2018

TO: Grand Haven Charter Township Board of Trustees

FROM: Tom Gerencer

RE: Ambulance Second Amendment to Emergency Medical Services Agreement

Please see the attached document that is referred to as the Second Amendment to Emergency Medical Services Agreement date of January 01, 2019.

As you may recall, the First Amendment to the Emergency Medical Services Agreement dated November 14, 2017 will expire on December 31, 2018. Therefore, the Ambulance Oversight Committee have recommended the municipalities and North Ottawa Community Health Systems agree to a Second Amendment for three years expiring on December 31, 2021.

Over all the Committee members are pleased with the addition of a third ambulance during peak hours. The additional ambulance staffing has reduced the call turnover and response times for NOCHS. Therefore, the Committee felt comfortable with approving a three-year agreement.

If you have any questions, please feel free to contact me.

If the Board supports the Ambulance Oversight Committee's recommendation, the following motion could be offered:

Move to authorize the Township Supervisor and Clerk to sign the Second Amendment to Emergency Medical Services Agreement.

SECOND AMENDMENT TO EMERGENCY MEDICAL SERVICES AGREEMENT

This SECOND AMENDMENT TO EMERGENCY MEDICAL SERVICES AGREEMENT (**this “Amendment”**) is effective as of the last dated signature contained below (**the “Amendment Effective Date”**) by and between North Ottawa Community Hospital (**“the Hospital”**); and the City of Ferrysburg, City of Grand Haven, Village of Spring Lake, Grand Haven Charter Township, Spring Lake Township, Robinson Township, and Crockery Township (**“Municipalities”**).

RECITALS

WHEREAS, the Hospital and Municipalities previously entered into a five year Emergency Medical Services Agreement effective January 1, 2013 (**the “Agreement”**);

WHEREAS, this Agreement had a scheduled termination date of December 31, 2017;

WHEREAS, the Hospital and Municipalities engaged in negotiations to amend the Agreement to provide for an additional one year term, through December 31, 2018 (**the “First Amendment”**);

WHEREAS, the Hospital and Municipalities are now desirous of again amending and extending the Agreement (**the “Second Amendment”**);

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy, of which is mutually acknowledged, the parties agree as follows.

1. **Unaffected Terms.** All terms and conditions of the Agreement as amended by the First Amendment and not otherwise revised by this Second Amendment shall be extended and remain in full force and effect. Where there exists a conflict between the Second Amendment and the Agreement as amended by the First Agreement, the Second Amendment shall control.
2. **Section 2.3 (Primary Term and Renewal) is amended, as follows:**

Section 2.3. Primary Terms and Renewal. The latest term of this Agreement shall begin on the Effective Date of this Second Amendment, January 1, 2019, and will terminate on December 31, 2021. During this latest term of this Agreement per the Second Amendment, the Hospital and Municipalities may mutually agree to re-open negotiations to address any other issues they wish to discuss. However, any one or more of the Municipalities or the Hospital may provide written notice to all of the other parties to the Agreement of a desire to terminate the Agreement during its term; in that event, the Agreement shall terminate one year (i.e. 365 days) after the written notice has been sent by the terminating party to all of the other parties to this Agreement.

IN WITNESS HEREOF, the parties have executed this Amendment as of the date(s) set forth below:

Township of Crockery

By: _____
Leon Stille
Its: Supervisor

By: _____
Kathy Buchanan
Its: Clerk

Township of Robinson

By: _____
Kathryn L. Kuck
Its: Supervisor

By: _____
Christine Saddler
Its: Clerk

Village of Spring Lake

By: _____
Mark Powers
Its: President

By: _____
Marv Hinga
Its: Clerk/Treasurer

City of Grand Haven

By: _____
Geri McCaleb
Its: Mayor

By: _____
Linda Browand
Its: Clerk

Township of Spring Lake

By: _____
John H. Nash
Its: Supervisor

By: _____
H. Carolyn Boersma
Its: Clerk

Charter Township of Grand Haven

By: _____
Mark Reenders
Its: Supervisor

By: _____
Laurie Larsen
Its: Clerk

City of Ferrysburg

By: _____
Rebecca Hopp
Its: Mayor

By: _____
Debra Wierenga
Its: Clerk

North Ottawa Community Hospital

By: _____
Shellee Yaklin
Its: President and CEO