

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, OCTOBER 28, 2019**

**WORK SESSION – CANCELLED**

**REGULAR MEETING – 7:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
  - 1. Approve October 14, 2019 Regular Board Minutes
  - 2. Approve Payment of Invoices in the amount of \$298,505.86 (*A/P checks of \$190,683.04 and payroll of \$107,822.82*)
  - 3. Approve
- VI. PRESENTATIONS
  - 1. Rhonda Kleyn (*Neighborhood Housing Services*)
  - 2. Elizabeth Butler (*Chamber of Commerce*)
- VII. PUBLIC HEARING – DON LUIS, INC. #2 LIQUOR LICENSE
- VIII. OLD BUSINESS
  - 1. Approve 2020 Memorandum of Understanding for Housing Services
  - 2. Approve Chamber of Commerce Economic Development Services Agreement
  - 3. Approve Resolution 19-10-05 – Don Luis, Inc. #2 Liquor License
  - 4. Approve Resolution 19-10-06 – Approve 3<sup>rd</sup> Quarter Budget Amendments
- IX. NEW BUSINESS
  - None
- X. REPORTS AND CORRESPONDENCE
  - 1. Committee Reports
  - 2. Manager’s Report
    - a. September DPW Report
  - 3. Others
- XI. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY  
(*LIMITED TO THREE MINUTES, PLEASE.*)
- XII. ADJOURNMENT

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

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, OCTOBER 14, 2019**

**WORK SESSION – 6:00 P.M.**

1. Manager Cargo provided an updated Short-Term Rental Regulation Ordinance; Short-Term Rental Zoning Text Ordinance; and, reviewed two options with Short-Term Rental Maps.

After reviewing the material and information, the Board instructed staff to make the following changes/additions:

- Provide an “absolute prohibition” on short-term rentals of less than six days;
- Allow short-term rentals to occur for a maximum of 16 weeks (*which is an increase from 12 weeks listed in the current draft*);
- Amend the medium restrictive map to include all private roads with eight or more lots (*i.e., these developments are substantially similar to subdivisions, which have an expectation of ownership or long-term rentals*).

Further, the Board instructed staff to utilize the Map with the medium level of restriction, as amended (*i.e., the prohibitions will be based upon types of residential developments as opposed to zoning classification*).

Public comments included:

- a. Laird Schaefer (*12543 Wilderness Trail*) believes the short-term rental ordinance as presented will address the narrow set of concerns of the Wilderness Association.
2. Human Resources Director Dumbrell provided a PowerPoint presentation on discussions with Third Party Inspection services and interviews with Building Inspector candidates. A recommendation was offered to the full Board.

**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:** Reenders, Kieft, Larsen, Redick, Behm, Meeusen, Gignac  
**Board members absent:**

Also, present was Manager Cargo, Human Resources Director Dumbrell, Community Development Director Fedewa, and Building Official Corbat.

IV. **APPROVAL OF MEETING AGENDA**

**Motion** by Trustee Redick and seconded by Clerk Larsen to approve the meeting agenda.

**Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve September 23, 2019 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$1,030,296.65 (A/P checks of \$807,249.55 and payroll of \$223,047.10)
3. Approve Updated Sheriff COPS Contract
4. Approve 4-Year Leaf Processing Services Contract with VerPlank Dock Company
5. Approve proposed bid documents for West Meter Station Improvements
6. Schedule Public Hearing for Don Luis, Inc. #2 Liquor License for October 28th.

**Motion** by Treasurer Kieft and seconded by Trustee Meeusen to approve the items on the Consent Agenda, with the Economic Development Contract with the Chamber of Commerce placed under New Business, Item 6. **Which motion carried.**

VI. OLD BUSINESS

1. **Motion** by Clerk Larsen supported by Trustee Meeusen to approve and adopt the addition of the Northwest Quadrant Parking Exemption Permit to the Road Right-of-Way Ordinance. This is a second reading. **Which motion carried**, as indicated by the following roll call vote:

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

Nays:

Absent:

2. **Motion** by Trustee Meeusen supported by Treasurer Kieft to approve and adopt the proposed Sidewalk Maintenance Ordinance. This is a second reading. **Which motion carried**, as indicated by the following roll call vote:

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

Nays:

Absent:

3. Human Resources Director Dumbrell provided a PowerPoint presentation for the second time on discussions with Third Party Inspection services and interviews with Building Inspector candidates. A recommendation was offered to the full Board.

- a. Former Allendale Township Supervisor Jerry Alkema (*10657 92<sup>nd</sup> Avenue, Allendale*) encouraged the Board to hire a Third-Party contractor for inspection services opining that it provides a greater support for the Township and better service for the builders.

**Motion** by Treasurer Kieft supported by Trustee Meeusen to approve the hire of Jeffrey Legard as the Building Inspector/Plan Reviewer, effective immediately. **Which motion carried**, as indicated by the following roll call vote:

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

Nays: Gignac

Absent:

VII. NEW BUSINESS

1. **Motion** by Trustee Redick supported by Clerk Larsen to approve Resolution 19-10-01 authorizing the installation and operation of street lights and said operational and installation costs billed to the property owner and authorize the Supervisor to sign the Special Assessment Lighting District agreement for Lincoln Pines Subdivision No. 2. **Which motion carried**, as indicated by the following roll call vote:  
Ayes: Kieft, Reenders, Meeusen, Behm, Gignac, Larsen, Redick  
Nays:  
Absent:
2. **Motion** by Clerk Larsen supported by Trustee Meeusen to approve Resolution 19-10-02 that authorizes the filing of a petition for the establishment of the proposed Mercury Drive Drain District, which currently consists of six “orphan” drainage subdistricts. **Which motion carried**, as indicated by the following roll call vote:  
Ayes: Gignac, Larsen, Kieft, Reenders, Behm, Meeusen, Redick  
Nays:  
Absent:
3. **Motion** by Trustee Meeusen supported by Trustee Redick to approve Resolution 19-10-03, authorizing the Mobile Device Policy, limiting mobile device use while driving, as submitted, effective immediately. **Which motion carried**, as indicated by the following roll call vote:  
Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders  
Nays:  
Absent:
4. **Motion** by Trustee Redick supported by Clerk Larsen to approve Resolution 19-10-04 establishing a fee schedule for the Northeast Quadrant Parking Exemption Permit. **Which motion carried**, as indicated by the following roll call vote:  
Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac  
Nays:  
Absent:
5. **Motion** by Trustee Redick supported by Clerk Larsen to approve an increase in the part-time firefighter numbers from twenty-four (24) to twenty-six (26), effective immediately. It is understood that the department will be reviewing and making further recommendations on the appropriate number of full-time and part-time staff for the Fire/Rescue Department. **Which motion carried.**
6. The Board discussed the proposed three-year contract with the Chamber of Commerce. Manager Cargo noted that the costs for the contract increased by about \$40k due to the loss of SBA 504 loan revenues.

Manager Cargo further noted that the formula was based on Population, Taxable Value, Residential Value and Commercial (*i.e.*, *business*) Value. Within the population, residential value and taxable value, the Township is by far the largest and is the second

largest in terms of commercial value.

Trustee Meeusen noted that he was not convinced that the Township was receiving value for the proposed annual contribution of about \$34,000. Also, he is not supportive of a three-year contract.

Elizabeth Butler (*Chamber Economic Development Director*) noted that the Chamber provides a wide variety of service to members. Butler will provide a listing of all businesses within the Township cross referenced to the Chamber membership list.

**Motion** by Trustee Gignac, supported by Trustee Meeusen to table consideration of the Chamber Economic Development agreement to the October 28<sup>th</sup> Board meeting. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, Reenders, Gignac, Larsen, Behm

Nays: Kieft, Redick

Absent:

VIII. REPORTS AND CORESPONDENCE

1. Committee Reports

a. Trustee Redick updated the Board on the status of the Schmidt Heritage Park Phase I planning and the renovation of the Pottawattomie Park waterfront.

2. Manager's Report

- a. September Building Report
- b. September Enforcement Report
- c. Chamber Economic Development Report
- d. August Legal Review

3. Others

X. PUBLIC COMMENTS

a. Human Resources Director Dumbrell thanked the Board, staff and Mike Winkler (*who has filled the Building Inspector vacancy*) for their work to hire a building inspector.

XI. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Trustee Redick to adjourn the meeting at 7:55 p.m. **Which motion carried.**

Respectfully Submitted,



Laurie Larsen  
Grand Haven Charter Township Clerk



Mark Reenders  
Grand Haven Charter Township Supervisor

# SUPERINTENDENT'S MEMO

DATE: October 21, 2019

TO: Township Board

FROM: Cargo

SUBJECT: Request for Township Support for Housing Program

As you may recall, The Township contributes to the City of Grand Haven's Neighborhood Housing Services program to cover an annually deficit that is estimated at about \$60,000 annually. In return, these city housing services are extended to Township residents. *(Please see attached agreement and cover letter.)*

It is noted that the both Ottawa County and Spring Lake Village have declined to financially support the program. However, the City of Ferrysburg has agreed to contribute \$2,400 and Spring Lake Township has agreed to fund \$8,100.

The director of the program will be making a presentation at Monday's Board meeting. If the Board agrees to continue to support this program, the following motion can be offered:

**Move to approve the proposed Housing Services agreement with the City of Grand Haven at a cost not to exceed \$8,100 and authorize Manager Cargo to execute the agreement.**

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

City of Grand Haven  
Neighborhood Housing Services  
11 N. 6<sup>th</sup> Street  
Grand Haven MI 49417  
616-935-3270  
[www.grandhaven.org](http://www.grandhaven.org)



TO: William Cargo, GH Charter Township  
Manager

FROM: Rhonda Kleyn, Neighborhood Development Coordinator

RE: MOU Renewal

DATE: September 24, 2019

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For three years Grand Haven Township has generously supported the Neighborhood Housing Services office. Each year the deficit has been lower than anticipated, thereby lowering the funds needed.

The 2018/19 projected shortfall was \$60,000. The actual shortfall was \$36,000. Our client served numbers remain consistent with previous years. One positive change in clients served is an increase in home buyer education clients and a decrease in foreclosure clients.

The reduction in the shortfall is due to increased revenue from a new MSHDA grant and a reduction in expenses. We operate a lean budget with reductions whenever possible.

We continually work to find new funding sources and create new relationships with funders. NHS staff became HUD certified housing counselors in 2018 and has recently become a certified HUD local housing counseling agency. This allows us to continue to receive state and federal housing education funds. We were very successful awarding the \$160,000 in home repair grant funds to local home owners /buyers in a short amount of time which is allowing us to apply for an additional home repair grant through MSHDA. One of the four properties is in Grand Haven Township and was purchased by a couple in their early sixties who have never been homeowners. We have been successful adding the Neighborhood Impact Program to Grand Haven Township.

Rhonda Kleyn continues to meet with City Manager Pat McGinnis, Community Development Department Manager, Jennifer Howland and Housing Next leader, Ryan Kilpatrick building momentum on the affordable housing task force recommendations. From the task force recommendations, Rhonda is tasked with developing a regional housing authority/commission and creating a public, sustainable funding source.

NHS has demonstrated the ability to find new revenue sources each year as well as demonstrating a reduction in annual expenses.

NHS would like to renew the current MOU with Grand Haven Township for one more year. We would ask that we keep the amount at \$8,100 based on the client served percentage of 27%. The renewal would begin on July 1, 2019 through June 30, 2020.



**Memorandum of Understanding**  
Between  
**City of Grand Haven's Neighborhood Housing Services**  
And  
**Grand Haven Township**

This Memorandum of Understanding sets forth the terms and understanding between Neighborhood Housing Services (NHS) a department of the City of Grand Haven located at 11 N 6<sup>th</sup> Street, Grand Haven, MI 49417 and Grand Haven Charter Township (GHT) a Michigan municipal corporation, located at 13300 168<sup>th</sup> Avenue, Grand Haven MI 49417 to provide financial support to NHS for the services their office provides to residents located within Grand Haven Township.

NHS has provided services to Ottawa county residents since 2007. Since its inception the department has been able to operate on various grant funds. Major shifts in funding at the state level have resulted in an almost 100% reduction in the funds made available for single family homeownership programs. The rising costs of housing and the cost of home improvements in Ottawa County is making the demand for our services continue to rise and the reduction in state funding results in a substantial shortfall for NHS. A financial partnership with neighboring municipalities will allow NHS to continue to provide valuable services to all areas of Ottawa County.

For FY 19/20 contributions are calculated as follows:

An average percentage of clients served over the previous 3 calendar years will determine the Grand Haven Township's contribution.

The amount billed will be the agreed upon percentage of any **actual** shortfall with a **maximum of \$8,100.**

\$60,000 is the projected budget shortfall for FY19/20, which represents the maximum contribution that will be requested from participating municipalities.

See charts below:

97 = Average number of clients in 5 municipalities

<b>Municipality</b>	<b>Average # of Clients Served per Year in 5 Areas</b>	<b>Percentage of NHS Clients</b>	<b>Contribution Request</b>
City of Grand Haven	41	42%	\$25,200
Grand Haven Township	26	27%	\$16,200 \$8,100
City of Ferrysburg	4	4%	\$2,400
Spring Lake Township	13	13.5%	\$8,100
<del>Village of Spring Lake</del>	<del>13</del>	<del>13.5%</del>	<del>\$8,100</del>

	<b>C of GH</b>	<b>GHT</b>	<b>COF</b>	<b>VSL</b>	<b>SLT</b>
<b>2015</b>	29	23	4	13	12
<b>2016</b>	44	20	4	12	13
<b>2017</b>	50	36	4	13	15
<b>Total</b>	123	79	12	38	40
<b>Average</b>	41	26	4	13	13
<b>%</b>	42%	27%	4%	13.5%	13.5%

The goals of this partnership are to provide enough funding support to NHS to allow for current services to continue. This will be accomplished through the roles and responsibilities of each partner as detailed below.

**Neighborhood Housing Services will:**

- Provide Education services, which are foreclosure prevention, homebuyer education which includes group, one on one and online, group financial capability workshops and pre purchase counseling to GHT residents through funds from the HEP and HUD grants.
- Continue strong bank relationships with area banks for the home owner repair, NIP, program.
- Provide one on one financial coaching through the Financial Empowerment Center.

- Provide a mid-year and end of year report showing the number of Grand Haven Township residents served in the current year.
- Provide an updated budget mid-year and at the end of the year that shows budget shortfall.
- Provide an invoice to GHT in June of 2020 based on the agreed upon percentage of clients served for Grand Haven Township.

**Grand Haven Township and its authorized officials will:**

- Respond to requests for payment in a timely manner.
- Respond to requests for municipality data to assist with any and all potential grant writing.
- Provide feedback to NHS staff and allow for adjustments to partnership before ending this arrangement.
- Agree to a partnership that lasts 1 year.
- Agree to a partnership that begins on July 1, 2019 and ends on June 30, 2020.

This MOU is at-will and may be modified by mutual consent of authorized officials from the City of Grand Haven and Grand Haven Township. Any modifications or amendments must be in writing and signed by all parties after the approval of their respective boards and councils. This MOU shall become effective upon signature by the authorized officials from the City of Grand Haven and Grand Haven Township and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the City of Grand Haven and Grand Haven Township this MOU shall end on June 30, 2020 with the anticipation of another MOU to be immediately signed for the following year.

City of Grand Haven Neighborhood Housing Services  
 Rhonda Kleyn, Neighborhood Development Coordinator  
 11 N. 6<sup>th</sup> Street, Grand Haven MI 49417  
 616-935-3275

Grand Haven Township  
 William Cargo, Grand Haven Charter Township Manager  
 13300 168<sup>th</sup> Avenue, Grand Haven MI 49417  
 616-604-6324

**NEIGHBORHOOD HOUSING SERVICES:**

PRINTED NAME \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Grand Haven Township:

PRINTED NAME: WILLIAM D. CARGO DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

# SUPERINTENDENT'S MEMO

DATE: October 21, 2019

TO: Township Board

FROM: Bill

SUBJECT: Economic Development Services Contract

The Board tabled this item to the October 28<sup>th</sup> Board meeting and requested that the Chamber provide information on the number of businesses located within the Township that are members of the Chamber (*i.e., penetration of the Chamber membership*).

Attached, please find a copy of the proposed Economic Development Services contract with the Chamber of Commerce. The contract is for a three-year economic development services from October 1, 2019 through September 30, 2022.

As you may recall, the Northwest Ottawa communities collaborate with the Chamber of Commerce to provide economic development services to area businesses. Under the proposed contract, Grand Haven Township, Grand Haven City, Spring Lake Township, Spring Lake Village and Ferrysburg City will provide about \$100,000 annually to the Chamber, which is about ten percent (10%) of the total revenues for the Grand Haven Chamber of Commerce.

These monies are used for economic development purposes. The breakdown for the contribution toward these services is as follows:

- Grand Haven Charter Township - 34%
- Spring Lake Township - 27%
- Grand Haven City - 26%
- Ferrysburg City - 7%
- Spring Lake Village - 6%

If the Board agrees that the contract should be extended, the following motion can be offered:

**Authorize the Township Superintendent to execute the proposed three-year contract with the Chamber of Commerce for Economic Development Services.**

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

## GRAND HAVEN CHARTER TOWNSHIP ECONOMIC DEVELOPMENT SERVICES CONTRACT

THIS CONTRACT, dated for reference purposes as of October 1, 2019 is by and among the **Chamber of Commerce of Grand Haven, Spring Lake and Ferrysburg** (The Chamber) , a Michigan nonprofit corporation, whose address is One South Harbor, P.O. Box 509, Grand Haven, Michigan 49417-0509, and **GRAND HAVEN CHARTER TOWNSHIP**, a Michigan municipal corporation, whose address is 13300 168<sup>TH</sup> Avenue, Grand Haven, MI 49417 (referred to individually as a "Governmental Unit"), and is made with reference to the following facts and circumstances:

A. The Governmental Unit is authorized by Michigan law to undertake economic development activities; and

B. The Chamber is a nonprofit corporation that is able to provide economic development services to the Governmental Unit.

In consideration of the mutual covenants and agreements contained in this Contract, IT IS AGREED AS FOLLOWS:

1. General Agreement. The Governmental Unit hereby contract with The Chamber to provide general economic development services to the Governmental Unit and the geographical region in which they are located, including projects and activities in tourism, agriculture, commercial, retail, financial and industrial.
2. Scope of Service Priorities. In addition to general economic development services, the Chamber shall focus it s efforts towards the following activities:
  - a. Business Retention Calls: The Chamber shall complete a business retention call upon each industry within the Township. A written report regarding these calls shall be shared with the Township, excluding any confidential information.
  - b. The Chamber shall annually review with the Township Superintendent available economic development grant programs through the State of Michigan and jointly determine whether any grants should be pursued during the coming year.

- c. The Chamber shall provide grant writing service and/or assistance for any economic development grant application that the Township determines should be pursued.
- d. The Chamber shall appear before the Township Board twice each calendar year as desired by the Township and provide an update of its economic development services.

3. Payment for Services. In payment of the services to be provided pursuant to this Contract, the governmental Unit shall pay such amount as shall be determined annually by The Chamber board provided, however, that in no event shall this annual amount exceed the amounts mutually agreed upon between The Chamber and the Governmental Unit. The maximum amount for the first year will be \$100,000.00 The amount for the second year and third years will be determined by the State Tax Commissions “Inflation Rate Multiplier” applied to the previous year contract amount.

All charges of The Chamber for services pursuant to this Contract shall be allocated between the Governmental Unit as follows:

City of Ferrysburg	7%
City of Grand Haven	26%
Grand Haven Charter Township	34% *
Spring Lake Township	27%
Village of Spring Lake	6%

Amounts due the Chamber from the Governmental Unit pursuant to this Contract shall be invoiced annually in advance. All invoices shall be paid within thirty (30) days of their date.

4. Reporting. The Governmental Unit shall receive the same quarterly reports, i.e. activity reports, minutes, committee reports and other pieces of information, as are presently provided to members of The Chamber Board of Directors.

5. Term. This Contract shall have a three (3) year term. This contract may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such agreement.

6. Termination. This Contract may be terminated at any time by mutual agreement

or by either party after ninety (90) days prior written notice to the other. Reason for a unilateral termination may include any of the following:

- a. **Failure to Perform:** If the Chamber fails to complete or make good faith efforts to complete the tasks specified in the Scope of Economic Development Services or its reporting requirements under Subsection three (3), the contract may be terminated by the governmental unit. However, the Chamber may seek to remedy any failure to perform during the ninety (90) days notice period and, if governmental unit determines that the remedy is sufficient, the notice shall be null and void.
- b. **Budget Constraints:** The Chamber acknowledges that the governmental unit's revenues are subject to sharp fluctuations and that should the governmental unit experience a significant revenue drop in any of its General Fund revenue sources that the governmental unit shall have, at its sole discretion, the ability to terminate the contract upon ninety (90) days notice. During the ninety (90) days notice period the parties shall make good faith efforts to review alternatives to termination including continuing or modifying the contract at a rate less than that specified in Subsection Two (2). If the parties mutually agree to an alternative to termination, the notice shall be null and void.
- c. **Political or Developmental Issues:** If the Chamber adopts political position or acts upon a development issue that the governmental unit Board believes is contrary to or in opposition of a decision by the governmental unit, the contract may be terminated by the governmental unit. During the ninety (90) day notice period the parties shall make good faith efforts to resolve the conflict. If the parties mutually agree to actions that resolve the conflict, the termination shall be null and void.

7. **Independent Contractor.** In the performance of the services to be provided pursuant to this Contract, it is mutually agreed that The Chamber shall be and at all times is acting and performing as an independent contractor.

8. **Effective Date.** This Contract shall be effective on October 1, 2019.

9. **Miscellaneous.** This Contract and all rights and obligations hereunder shall not be assignable unless all parties agree in writing to such assignment. This Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. All notices and other documents to be serviced or transmitted hereunder

shall be in writing and addressed to the respective parties hereto at the addresses stated on page 1 of this Contract or such other address or addresses as shall be specified by the parties hereto from time to time and may be served or transmitted in person or by ordinary mail properly addressed 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 hereto of a breach violation of any provision of this Contract shall not be a waiver of any subsequent breach of the same or any other provision of the Contract. It is contemplated that this Contract will be executed in multiple counterparts, all of which together shall be deemed to be one contract.

This Contract represents the entire understanding and agreement between the parties hereto. All prior oral or written understandings and agreements are specifically merged herein. The 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 the terms and provisions hereof. This Contract shall be enforceable only by the parties hereto and their successors in interest by virtue of an assignment which is not prohibited under the terms of this contract and no other person shall have the right to enforce any of the provisions contained herein. All amendments to this Contract shall be in writing and signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

Signed in presence of:

**CHAMBER OF COMMERCE,  
A Michigan nonprofit corporation**

\_\_\_\_\_  
*Witness*

By: \_\_\_\_\_

Its: Chamber Board Chair

\_\_\_\_\_  
*Witness*

By: \_\_\_\_\_

Its: Chamber Board President

Dated: \_\_\_\_\_, 2019

**GRAND HAVEN CHARTER TOWNSHIP  
Michigan Municipal Corporation**

\_\_\_\_\_  
*Witness*

By: \_\_\_\_\_

Its: Grand Haven Township Superintendent

\_\_\_\_\_  
*Witness*

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2019

\* 2019-20 = \$34,000.00



# SUPERINTENDENT'S MEMO

DATE: October 22, 2019

TO: Township Board

FROM: Cargo

SUBJECT: Liquor On-Premises Sales Application

As you may recall, the State of Michigan will allow the Township up to ten (10) licenses for the sale and consumption of alcohol on-premise (*e.g., restaurants, etc.*). Currently, the Township only has three (3) on-premise licenses, meaning that up to seven (7) additional licenses could be granted by the Township.

Attached, please find an application for a liquor license from Don Luis, Inc. #2, pursuant to GHT's Liquor License Regulation Ordinance (*i.e., Ordinance No. 69, as amended or Compilation No. 20.050 et. seq.*).

A public hearing will be held on Monday, October 28<sup>th</sup> at the regularly scheduled Board meeting.

The proposed liquor license will be used in conjunction with a restaurant that will be constructed within the Robbins Centre Pointe development. The name of the restaurant will be "Don Luis" and will be an "*authentic Mexican restaurant*".

The Township's authority for the Liquor License Regulation Ordinance is found under the Michigan Liquor Control Code of 1998. In fact, an application for a state-issued license to sell alcohol for consumption on the premises, except in a city having a population of 750,000 or more, must be approved by the local legislative body in which the applicant's place of business is located before the license is granted.

If the Township does not recommend approval of a license, the state will not grant one – regardless of any other factors. Local governments commonly cite information regarding the applicant failing to meet certain defined standards. However, no justification is required by the state.

If the GHT Board recommends issuance of a liquor license, the Township shall forward a letter and resolution (*i.e., see attached resolution*) to the Liquor Control Commission. The resolution is required to have the Township seal.

The process local governments use to evaluate the license applicant varies greatly across the state. There is no required formal process. GHT relies on the application information required by Ordinance No. 69.

The Township may exercise discretion in the issuance of approval of an on-premise liquor license, but this discretion must be exercised in a reasonable manner. Although judicial review is extremely limited, the Township's decision to deny approval could be overturned where its actions are considered by the Court to be "arbitrary and capricious".

A license, once bestowed by the Township, becomes a protected property interest that may not be revoked without appropriate due process protection. The Ordinance has sufficient standards and notification processes to comply for due process purposes.

Staff believes that Don Luis, Inc. #2 application meets all the requirements of the Township's Liquor License Regulation Ordinance and recommends that the application be approved.

If after the public hearing the Board agrees that a liquor license should be granted, the following motion can be offered:

**Move to approve and adopt Resolution 19-10-05, which recommends issuance of a liquor license for Don Luis, Inc. #2 based upon an application that meets all requirements of the Township's Liquor Control License Ordinance and based upon the Board's determination that the applicant complies with the restrictions set forth in paragraph 2.A through 2.M of said ordinance.**

If you have any questions or comments, please contact Cargo prior to the Board meeting.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, called to order by Supervisor Reenders on the 25<sup>th</sup> day of October 2019 at 7:00 p.m.

PRESENT:

ABSENT: .

After certain matters of business had been discussed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to approve an on-premise liquor license for Don Luis, Inc. #2 with a registered address of located at 17222 Robbins Road, Suite 110, Grand Haven, Michigan 49417, Grand Haven Township, Ottawa County. After discussion had been completed, the following resolution was offered:

**RESOLUTION NO. 19-10-05**

**Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the request for a Class C liquor license, to be located at located at 17222 Robbins Road, Suite 110, Grand Haven, MI 49417, Grand Haven Township, Ottawa County, Michigan, by Don Luis, Inc. #2 be considered for approval.**

AYES:

NAYS:

ABSENT AND NOT VOTING:

It is the consensus of this Legislative body that the application be recommended for issuance.

STATE OF MICHIGAN )

SS.

COUNTY OF OTTAWA )

I, Laurie Larsen, the duly qualified Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan (the "Township") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township at a regular meeting on the 28<sup>th</sup> day of October 2019, the original of which is on file in my office. Public notice of the meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my official signature on this 28<sup>th</sup> day of October 2019.

\_\_\_\_\_  
Laurie Larsen, Township Clerk

SEAL

**APPLICATION FOR NEW LIQUOR LICENSE**  
Grand Haven Township

- A. Applicant - Don Luis, Inc. #2 d/b/a Taco Jalisco, a Michigan corporation
  - a. Sole Shareholder, Director, and Officer: Jesus Cuellar, 2712 Killarney Dr., Springfield, Illinois 62711.
- B. N/A as applicant is an entity and not a natural person.
- C. The applicant was organized to operate an authentic Mexican restaurant.
- D. The applicant was incorporated in the state of Michigan on June 20, 2019.
- E. The premises which is to be operated under the requested license will be located at 17222 Robbins Road, Suite 110, Grand Haven, Michigan consisting of approximately 2,552 square feet.
- F. The applicant itself has not made a similar application, but the shareholder has an interest in other entities which are Class C licensees with the Michigan Liquor Control Commission.
- G. The shareholder of the applicant **has not** been convicted of a felony within the preceding ten (10) years and neither the applicant, nor its shareholders, are disqualified to receive a license by reason of any matter or thing contained in the relevant Ordinances of the Township of Grand Haven or the laws of the State of Michigan.
- H. The applicant will not violate any laws of the State of Michigan or of the United States or any Ordinances of the Township in the conduct of its business.
- I. The building and plat plans showing the entire structure and premises and in particular the specific areas where the license is to be utilized are attached hereto as **Exhibit A**. The plans shall demonstrate adequate off-street parking, lighting, refuse disposal facilities, and where appropriate, adequate plans for screening and noise control.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

Dated: October 23, 2019

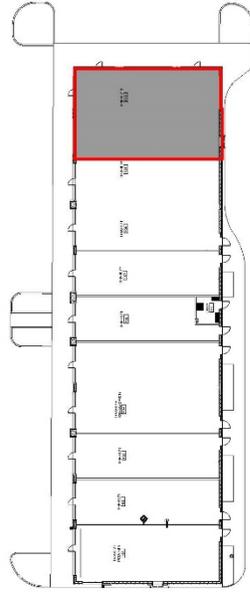
APPLICANT:  
Don Luis, Inc. #2, a Michigan corporation

By: 

William H. Franks  
Its: Authorized Agent and Attorney-in-Fact



# Building Floor Plan



**OVERALL BUILDING PLAN**  
NO SCALE



**LEASE AREA PLAN**  
3/32" = 1'-0"



**GHAFARI**  
CONCEPT DESIGN

#160411



**ROBBINS CENTRE POINTE LEASE AREA**

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Restaurant Floor Plan

[See Attached]

# SUPERINTENDENT'S MEMO

DATE: October 21, 2019  
TO: Township Board  
FROM: Cargo and Sandoval  
SUBJECT: Third Quarter Budget Amendments

Attached, please find the proposed budget amendments for the third quarter and the resolution necessary to adopt the changes.

In brief, the changes are mainly positive and either reflect **higher**↑ **than anticipated economic activities** for the current fiscal year or project costs being **under**↓ **budget** or delayed.

- 1) The General Fund revenues are increased↑ by **\$83,260**, which reflect higher than anticipated building construction, interest income, PILOT payments, cemetery fees, boat launch fees, and tax collection fees.

The General Fund expenditures are decreased↓ by **\$39,050**, which includes the following noteworthy items:

- a. Legislative expenditures are increased↑ by \$17,500 mostly due to higher than anticipated legal fees;
- b. Election expenditures are increased↑ by \$3,000 due to the purchase of 8 additional laptops;
- c. Building and Grounds expenditures are decreased↓ by \$33,000 mostly due to a decision to not repaint the red metal at the administrative complex;
- d. Community Development expenditures are decreased↓ by \$19,290 mostly due to the Mid-block Crosswalk program being carried into FY2020;
- e. Planning Commission expenditures are decreased↓ by \$5,000 due to the design kit for the new zoning ordinance being carried into FY2020; and,
- f. Parks and Recreation expenditures are increased↑ by \$12,540 mostly due to the new fence installation at the Schmidt Heritage Park.

The designated fund balance of the General Fund remains at **\$550,000**. These monies are set aside for future park improvement projects. (*Cargo plans to recommend this be increased during the final FY2019 budget amendments in December.*)

The undesignated fund balance of the General Fund is expected to be about **\$1.94 million** after the budget amendments are adopted. This is considered a very robust and healthy fund balance.

- 2) The Fire/Rescue Fund revenues are increased↑ by **\$33,190**, mainly due the Health Pointe PILOT payment.

At the same time, expenditures are increased↑ by **\$8,680**, which is mostly related to increased monies to pay for part-time fire/rescue staff and unanticipated maintenance costs.

The undesignated fund balance of the Fire/Rescue Fund is expected to be about **\$467k** after the budget amendments are adopted. This is slightly lower↓ than anticipated and reflects a higher than planned level of emergency responses.

- 3) The Police Services Fund revenues are decreased↓ by **\$10,100**, which reflect lower than anticipated income from fines.

The undesignated fund balance of the Police Services Fund is expected to be about **\$288k** after the budget amendments are adopted.

- 4) The DDA Fund revenues are increased↑ by **\$41,220**, which reflects the tax refund related to Health Pointe.

At the same time, expenditures are decreased↓ by **\$264,980** due to the delay of the 172<sup>nd</sup> Avenue storm drain replacement program.

The undesignated fund balance of the DDA Fund is expected to be about **\$1.98 million** after the budget amendments are adopted. This will allow for three (3) capital projects to be completed in 2020.

- 5) The Pathway Fund revenues are increased↑ by **\$4,300**, which reflect higher than anticipated interest income.

At the same time, expenditures are decreased↓ by **\$95,000**, which reflects the capital construction costs and professional fees for the 2019 phase of the pathway construction being less than anticipated.

The undesignated fund balance of the Pathway Fund is expected to be about **\$568k** after the budget amendments are adopted.

- 6) Sewer Fund expenditures are decreased↓ by **\$37,800** mostly due to fewer than anticipated connections to the system (*i.e., trunkage fees*).

At the same time, expenditures are decreased↓ by **\$38,380**, mostly due to the camera and “jet clean” project being divided into a three-year project.

The undesignated fund balance of the Sewer Fund will be an estimated **\$2.00 million** after the budget amendments are adopted.

- 7) The Water Fund revenues are decreased↓ by **\$248,000**, which reflect lower water sales due to the wet Spring and Fall.

Further, the Water Fund expenditures are increased↑ by **\$6,200** mostly due to the MXU meter replacement project moving forward more rapidly than anticipated. (*This project will be completed in FY2020 ... months earlier than originally scheduled.*)

The undesignated fund balance of the Water Fund will be an estimated **\$2.28 million** after the budget amendments are adopted.

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

**Move to adopt Resolution 19-10-06 that adopts the 3rd quarter budget amendments for fiscal year 2019.**

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

**RESOLUTION NO. 19-10-06**

**WHEREAS**, Grand Haven Charter Township has formally adopted the 2019 fiscal year budget;

**WHEREAS**, the Grand Haven Charter Township Board of Trustees have determined that the proposed attached amendments to this budget are necessary to comply with the requirements of the State of Michigan and to respond to changes that have occurred since the budget was adopted in November of 2018;

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

**SECTION 1:**

This resolution shall be known as the Grand Haven Charter Township 2019 3rd Quarter Budget Amendments.

**SECTION 2:**

The list of attached amendments to the 2019 fiscal year budget are found to be acceptable and are adopted by the Board.

**SECTION 3:**

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

**AYES:**

**NAYS:**

**ABSENT:**

**ABSENT AND NOT VOTING:**

**RESOLUTION DECLARED:      ADOPTED.**

The **motion** carried and the resolution was duly adopted on October 28, 2019.

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Laurie Larsen, Township Clerk

Dated: October 28, 2019

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS**

**GENERAL FUND  
October 28, 2019**

		From	To	+ or (-)
<b>General Fund Revenues</b>				
425.000	Special Road Assessments (Warner St)	5,690	10,690	5,000
447.000	Taxes - Admin Fee	249,980	266,680	16,700
477.000	Building Permit Fees	305,000	310,000	5,000
478.000	Electrical Permit Fees	70,000	75,000	5,000
479.000	Plumbing Permit Fees	40,000	44,000	4,000
545.000	Ordinance Violation Fines	1,500	4,700	3,200
610.000	Various Fees (Health Pointe PILOT)	26,300	46,300	20,000
626.000	Cemetey Grave Opening Fees	24,000	30,680	6,680
643.000	Cemetery Lot Sales/Transfers	15,000	19,180	4,180
651.000	Boat Launch Fees	28,000	31,500	3,500
664.000	Interest Income	50,100	60,100	10,000
<b>TOTAL GENERAL FUND REVENUE</b>		<b>3,822,670</b>	<b>3,905,930</b>	<b>83,260</b>
<b>Dept. Group 101 - Legislative</b>				
801.000	Legal & Professional Fees	36,000	51,000	15,000
910.000	Bulding, Equipment & Radio Insurance	14,410	16,910	2,500
	<b>Total</b>	<b>158,420</b>	<b>175,920</b>	<b>17,500</b>
<b>Dept. Group 262 - Elections</b>				
976.000	Equipment Purchases (8 laptops)	1,350	4,350	3,000
	<b>Total</b>	<b>32,820</b>	<b>35,820</b>	<b>3,000</b>
<b>Dept. Group 265 - Building &amp; Grounds</b>				
801.000	Legal & Professional Fees	0	2,700	2,700
930.000	Maint & Repair - B&G (Paintinig of Red façade/Dryvit) (Sealcoat/restripe parking lot)	76,550	43,550	(33,000)
	<b>Total</b>	<b>319,200</b>	<b>288,900</b>	<b>(30,300)</b>
<b>Dept. Group 371 - Community Development</b>				
718.000	Pension (Add'l French contribution)	30,470	32,240	1,770
719.700	Employee Assistance Program (Bereavement Counseling)	100	540	440
806.000	Electrical Inspections	50,400	46,400	(4,000)
807.100	Mechanical Inspections	54,000	49,000	(5,000)
970.000	Capital Outlay (Mid-block Crosswalks to 2020)	25,000	12,500	(12,500)
	<b>Total</b>	<b>623,930</b>	<b>604,640</b>	<b>(19,290)</b>
<b>Dept. Group 721 - Planning Commission</b>				
801.000	Legal & Prof Fees (Design kit for zoning ordinance 2020)	26,000	21,000	(5,000)
	<b>Total</b>	<b>38,970</b>	<b>33,970</b>	<b>(5,000)</b>

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
GENERAL FUND  
October 28, 2019**

		From	To	+ or (-)
Dept. Group 751 - Parks and Recreation				
702.000	Salaries (summer help did not stay through fall)	77,050	67,050	(10,000)
715.000	FICA	5,930	5,170	(760)
718.000	Pension	4,280	3,280	(1,000)
801.000	Legal & Professional Fees (Closing costs on SHP)	13,980	16,680	2,700
930.000	Maint & Repair - B&G (Roof painting/staining of shelters) (Sprinkling at Hofma Park/Preserve, Landscaping at boat launch)	70,650	52,150	(18,500)
932.200	Buchanan Access	4,200	2,700	(1,500)
970.000	Capital Outlay - (Fence at Schmidt Heritage Park) (Lighting/security cameras at Hofma Park & Preserve)	95,000	136,600	41,600
	<b>Total</b>	445,210	457,750	12,540
<b>TOTAL GENERAL FUND EXPENDITURES</b>		3,859,210	3,820,160	(39,050)
<b>GENERAL FUND - FUND BALANCE:</b>				
	Fund Balance (from 2018 Financial Audit)			2,407,742
	2019 Revenue			3,822,670
	Total Revenue budget amendments			83,260
	2019 Amended Revenue			3,905,930
	2019 Expenditures			3,859,210
	Total Expense budget amendments			(39,050)
	2019 Amended Expenditures			3,820,160
	<b>Net Budget Amendments</b>			<b>122,310</b>
	Projected Total Fund Balance - 12/31/19			2,493,512
	Projected Undesignated Fund Balance - 12/31/19			1,943,512
	Projected Designated Fund Balance - 12/31/19			550,000

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
FIRE/RESCUE FUND  
October 28, 2019**

	From	To	+ or (-)
Fire Fund Revenues			
610.000 Various Fees (Health Pointe PILOT)	0	30,490	30,490
611.000 House Number Fees	600	1,600	1,000
633.000 Charge for Services	3,300	5,000	1,700
<b>TOTAL FIRE/RESCUE FUND REVENUE</b>	<b>1,421,500</b>	<b>1,454,690</b>	<b>33,190</b>
Dept. Group 336 - Fire/Rescue Department			
702.100 Overtime	19,620	26,620	7,000
702.300 Standby Salaries	99,300	117,300	18,000
705.000 Part-time Salaries	62,360	51,360	(11,000)
715.000 FICA	52,440	53,520	1,080
716.000 Medical Care & Physicals	5,800	1,800	(4,000)
719.000 Health Insurance	65,590	66,590	1,000
802.000 Conferences, Dues & Subs	36,160	26,160	(10,000)
812.000 In-House Training	1,400	2,400	1,000
910.000 Building, Equipment & Radio Insurance	12,320	13,420	1,100
910.100 Workers Comp Insurance	29,210	27,710	(1,500)
930.000 Maint & Repairs of B&G	16,500	19,500	3,000
936.000 Equipment Maintenance	8,690	11,690	3,000
<b>TOTAL FIRE DEPT. EXPENDITURES</b>	<b>1,562,080</b>	<b>1,570,760</b>	<b>8,680</b>
<b>FIRE DEPARTMENT FUND BALANCE:</b>			
Fund Balance (from 2018 Financial Audit)			583,313
2019 Revenue			1,421,500
Total revenue budget amendments			33,190
2019 Amended Revenue			1,454,690
2019 Expenditures			1,562,080
Total expense budget amendments			8,680
2019 Amended Expenditures			1,570,760
<b>Net Budget Amendments</b>			<b>24,510</b>
Projected Total Fund Balance - 12/31/19			467,243

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
POLICE SERVICES  
October 28, 2019**

	From	To	+ or (-)
Police Services Revenues			
545.100 Fines	78,000	38,000	(40,000)
677.000 Reimbursements	300	30,200	29,900
<b>TOTAL FUND REVENUE</b>	<b>528,490</b>	<b>518,390</b>	<b>(10,100)</b>

Department Expenditures (No changes)

<b>TOTAL EXPENDITURES</b>	<b>442,800</b>	<b>442,800</b>	<b>0</b>
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**POLICE SERVICES FUND BALANCE:**

Fund Balance (from 2018 Financial Audit)	212,923
2019 Revenue	528,490
Total revenue budget amendments	(10,100)
2019 Amended Revenue	518,390
2019 Expenditures	442,800
Total expense budget amendments	0
2019 Amended Expenditures	442,800
<b>Net Budget Amendments</b>	<b>(10,100)</b>
Projected Total Fund Balance - 12/31/19	288,513

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
DOWNTOWN DEVELOPMENT AUTHORITY  
October 28, 2019**

	From	To	+ or (-)
DDA Revenues			
403.100 Tax Incr Revenues (Health Point refund)	531,980	573,200	41,220
<b>TOTAL FUND REVENUE</b>	<b>685,780</b>	<b>727,000</b>	<b>41,220</b>
Dept. Group 000 - DDA Department			
970.000 Capital Outlay (Project delayed to 2020)	149,000	0	(149,000)
970.250 Capital Outlay - Prof Fees	141,980	26,000	(115,980)
<b>TOTAL EXPENDITURES</b>	<b>305,830</b>	<b>40,850</b>	<b>(264,980)</b>
<b>DDA FUND BALANCE:</b>			
Fund Balance (from 2018 Financial Audit)			1,301,585
2019 Revenue			685,780
Total revenue budget amendments			41,220
2019 Amended Revenue			727,000
2019 Expenditures			305,830
Total expense budget amendments			(264,980)
2019 Amended Expenditures			40,850
<b>Net Budget Amendments</b>			<b>306,200</b>
Projected Total Fund Balance - 12/31/19			1,987,735

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
PATHWAY FUND  
October 28, 2019**

	From	To	+ or (-)
Pathway Revenues			
664.000 Interest Income	43,000	47,300	4,300
<b>TOTAL FUND REVENUE</b>	<b>637,490</b>	<b>641,790</b>	<b>4,300</b>
Dept. Group 000 - Pathway Department			
801.000 Legal & Professional Fees	25,000	45,000	20,000
970.000 Capital Outlay - (based on contract with Al's Excavating)	1,651,530	1,601,530	(50,000)
970.050 Capital Outlay - Easements	50,000	30,000	(20,000)
970.250 Capital Outlay - Prof Fees	387,500	342,500	(45,000)
<b>TOTAL EXPENDITURES</b>	<b>2,572,680</b>	<b>2,477,680</b>	<b>(95,000)</b>

**PATHWAY FUND BALANCE:**

Fund Balance (from 2018 Financial Audit)	2,403,922
2019 Revenue	637,490
Total revenue budget amendments	4,300
2019 Amended Revenue	641,790
2019 Expenditures	2,572,680
Total expense budget amendments	(95,000)
2019 Amended Expenditures	2,477,680
<b>Net Budget Amendments</b>	<b>99,300</b>
Projected Total Fund Balance - 12/31/19	568,032

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
SEWER FUND  
October 28, 2019**

	From	To	+ or (-)
Sewer Fund Revenues			
629.100 Trunkage Fees	209,190	109,190	(100,000)
694.000 Miscellaneous Income (LG Dewatering)	35,400	97,600	62,200
<b>TOTAL SEWER FUND REVENUE</b>	<b>1,025,160</b>	<b>987,360</b>	<b>(37,800)</b>
Dept. Group 590.537 - Sewer Fund			
719.000 Health Insurance	2,570	3,470	900
801.000 Legal & Prof Fees (Camera/Clean swr sys)	98,000	63,000	(35,000)
936.400 Lift Station Maintenance	25,800	31,520	5,720
936.410 Wastewater System Maint (Clean dead ends)	12,200	2,200	(10,000)
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>840,820</b>	<b>802,440</b>	<b>(38,380)</b>
<b>SEWER FUND CASH RESERVES:</b>			
Cash Reserves (From 2018 Financial Audit)			1,817,058
2019 Revenue			1,025,160
Total Revenue budget amendments			(37,800)
2019 Amended Revenue			987,360
2019 Expenditures			840,820
Total Expense budget amendments			(38,380)
2019 Amended Expenditures			802,440
<b>Net Budget Amendments</b>			<b>580</b>
Projected Unassigned Cash Reserves - 12/31/19			2,001,978

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
WATER FUND  
October 28, 2019**

	From	To	+ or (-)
Water Fund Revenues			
627.000    Water Sales	1,608,720	1,358,720	(250,000)
649.000    Sale of Materials	8,000	10,000	2,000
<b>TOTAL WATER FUND REVENUE</b>	<b>2,877,850</b>	<b>2,629,850</b>	<b>(248,000)</b>
Dept. Group 591.536 - Water Department			
719.000    Health Insurance	23,490	26,990	3,500
727.000    Office Supplies & Postage (Water samples)	9,920	17,020	7,100
936.330    Meter Station Maintenance (Roof @ W Meter St)	33,450	18,450	(15,000)
970.000    Capital Outlay (Truck/MXU's)	256,440	267,040	10,600
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,579,420</b>	<b>2,585,620</b>	<b>6,200</b>
<b>WATER FUND CASH RESERVES:</b>			
Cash Reserves (From 2018 Financial Audit)			2,241,637
2019 Revenue			2,877,850
Total Revenue budget amendments			(248,000)
2019 Amended Revenue			2,629,850
2019 Expenditures			2,579,420
Total Expense budget amendments			6,200
2019 Amended Expenditures			2,585,620
<b>Net Budget Amendments</b>			<b>(254,200)</b>
Projected Unassigned Cash Reserves - 12/31/19			2,285,867

**PUBLIC SERVICES DEPARTMENT  
END OF THE MONTH REPORT  
2019**

**WATER**

MONTH	WORK ORDERS	METER		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	187	3	3	13	129	0	0	0	40.08	1.53	0.00
FEBRUARY	239	1	2	9	161	1	2	0	33.97	0.86	0.00
MARCH	314	2	2	8	232	0	1	0	41.38	1.35	0.00
APRIL	274	4	3	13	183	3	1	0	30.74	1.76	0.00
MAY	230	5	4	10	123	7	2	0	24.46	1.67	0.00
JUNE	185	1	2	7	81	0	1	4600	92.78	2.29	0.00
JULY	227	2	1	9	124	1	3	0	121.24	4.26	0.00
AUGUST	126	7	7	6	24	6	7	0	117.06	3.11	0.00
SEPTEMBER	111	2	0	7	9	5	6	0	72.69	1.89	0.00
OCTOBER									0.00	0.00	0.00
NOVEMBER									0.00	0.00	0.00
DECEMBER									0.00	0.00	0.00
TOTAL YTD	1893	27	24	82	1066	23	23	4600	574.39	18.72	0.00
TOTALS		51				46				18.72	
						5403			593.11		

NOTES:

**WASTEWATER**

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	0	0	0	11.14
FEBRUARY	0	1	0	7.80
MARCH	1	1	0	16.51
APRIL	1	4	0	15.68
MAY	3	2	0	10.55
JUNE	1	0	2100	11.13
JULY	1	5	0	12.92
AUGUST	2	2	0	9.65
SEPTEMBER	3	7	0	0.00
OCTOBER				0.00
NOVEMBER				0.00
DECEMBER				0.00
TOTAL YTD	12	22	2100	95.39
TOTALS		880		

NOTES: