

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, NOVEMBER 25, 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 November 11, 2019 Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$314,257.38 (*A/P checks of \$212,103.85 and payroll of \$102,153.53*)
 3. Approve FY2020 Dust Control Contract (\$36,255)
- VI. PUBLIC HEARING – "Truth-In-Budgeting" Hearing – 2020 Fiscal Year Budget
- VII. OLD BUSINESS
 1. Approve Resolution 19-11-08 - 2020 Budget Appropriation
 2. Approve Resolution 19-11-09 - Supervisor's Salary
 3. Approve Resolution 19-11-10 - Clerk's Salary
 4. Approve Resolution 19-11-11 - Treasurer's Salary
 5. Approve Resolution 19-11-12 - Trustee's Salary
- VIII. NEW BUSINESS
 1. Approve Stonewater Sub No. 2 – Tentative Preliminary Plat
 2. Approve Agreement to Provide Inspection Services to the City (*short-term*)
- IX. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager's Report
 - a. October DPW Report
 - b. October Legal Review
 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. Please complete Speaker Information Sheet. The supervisor will initiate comment time.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, NOVEMBER 11, 2019**

WORKSESSION – 6:30 p.m.

1. The Phase I Plan for Schmidt Heritage Park as developed by the Parks and Recreation Committee was discussed. No changes were recommended. It was noted that the cost for the improvements will likely require voter support of either a millage or bond debt.
2. The Pottawattomie Park Waterfront Redevelopment Plan as recommended by the Parks and Recreation Committee was discussed. It was noted that the matching monies for a grant could be drawn from designated fund balance of the General Fund.
3. An update was provided on the David Bos sanitary sewer extension agreement.

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, Fire/Rescue Chief Gerencer, Deputy Treasurer Larrison, and Human Resources Manager Dumbrell.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve October 28, 2019 Regular Board Minutes
2. Approve October 29, 2019 Special Board Minutes
3. Approve Payment of Invoices in the amount of \$647,521.38 (*A/P checks of*
4. *\$531,454.00 and payroll of \$116,067.38*)
5. Approve Reappointment of Lorie Kiebach (*regular member*) and Morgan Rescorla (*alternate member*) to the Board of Review for a term ending on December 31, 2020
6. Approve the Hire of Kyle Garlarger as a Part-Time Fire/Rescue staff
7. Approve the Hire of Jordon Donselar as a Part-Time Fire/Rescue staff

Motion by Treasurer Kieft and seconded by Trustee Behm to approve the items listed on

the Consent Agenda. **Which motion carried.**

VI. PUBLIC HEARING – Joint Special Assessment Public Hearing

Supervisor Reenders opened the 2019 Special Assessment Public Hearings at 7:02 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

Deputy Treasurer Larrison provided an overview of the proposed FY2020 special assessments that total **\$650,128.23** noting that the notice for the rolls had been provided in the Grand Haven Tribune and that copies of the rolls had been placed in the Township lobby for public review.

There being no public comments, Supervisor Reenders closed the public hearing at 7:03 p.m.

VIII. OLD BUSINESS

1. **Motion** by Clerk Larsen supported by Trustee Meeusen to approve and adopt Resolution 19-11-01 approving the special assessment roll for police services in the amount of \$447,586.83 for FY2020. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

2. **Motion** by Treasurer Kieft supported by Trustee Behm to approve and adopt Resolution 19-11-02 approving the special assessment roll for sewer services in the amount of \$33,164.51 for FY2020. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

3. **Motion** by Trustee Meeusen supported by Trustee Gignac to approve and adopt Resolution 19-11-03 approving the special assessment roll for storm sewer districts in the amount of \$20,022.26 for FY2020. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

4. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve and adopt Resolution 19-11-04 approving the special assessment roll for delinquent utility bills in the amount of \$7,664.35 for FY2020. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Gignac, Larsen, Kieft, Reenders, Behm, Meeusen, Redick
 Nays:
 Absent:
5. **Motion** by Trustee Meeusen supported by Trustee Behm to approve and adopt Resolution 19-11-05 approving the special assessment roll for street lighting in the amount of \$120,414.51 for FY2019. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders
 Nays:
 Absent:
6. **Motion** by Clerk Larsen supported by Trustee Redick to approve and adopt Resolution 19-11-06 approving the special assessment roll for road paving in the amount of \$21,275.77 for the FY2020. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac
 Nays:
 Absent:
7. **Motion** by Trustee Redick supported by Clerk Larsen to approve and adopt Resolution 19-11-07, which approves the Feasibility Plan Shoreline Stabilization Plan, Engineer's Cost Estimate, and its supporting documentation for Pottawattomie Park and commits a local match if the second phase of the project is funded. **Which motion carried** pursuant to the following roll call vote:
 Ayes: Redick, Meeusen, Kieft, Gignac, Larsen, Reenders, Behm
 Nays:
 Absent:
8. **Motion** by Trustee Gignac supported by Trustee Meeusen to approve the Phase I Development Plan dated October 11, 2019 for Schmidt Heritage Park, as recommended by the Parks & Recreation Committee. **Which motion carried.**

IX. NEW BUSINESS
 None.

- X. REPORTS AND CORESPONDENCE
- a. Committee Reports - None
 - b. Manager's Report
 - i. October Building Report
 - ii. October Ordinance Enforcement Report
 - iii. September Legal Review

c. Others

XI. PUBLIC COMMENTS

None

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Treasurer Kieft to adjourn the meeting at 7:10 p.m. **Which motion carried.**

Respectfully Submitted,



Laurie Larsen

Grand Haven Charter Township Clerk



Mark Reenders

Grand Haven Charter Township Supervisor

ASSESSING AND ACCOUNTING
DEPARTMENT ON CLAIMS AND
ACCOUNTS

GRAND HAVEN CHARTER
TOWNSHIP

DATED NOVEMBER 25TH, 2019

TO THE CLERK:

THE ASSESSING AND
ACCOUNTING DEPARTMENT
SUBMIT THE FOLLOWING AS THE
WARRANT REPORT AND DO
HEREBY RECOMMEND THAT
SEVERAL AMOUNTS SCHEDULED
HEREIN BE ALLOWED. ALSO, THAT
THE TREASURER OF THE GRAND
HAVEN TOWNSHIP BOARD, BY THE
SIGNATURE BELOW, DOES VERIFY
ALL CLAIMS ON THE ATTACHED
HAVE BEEN APPROVED BY THE
BOARD.

11/21/2019

INVOICE GL DISTRIBUTION REPORT FOR GRAND HAVEN CHARTER TOWNSHIP

EXP CHECK RUN DATES 11/13/2019 - 11/26/2019

JOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-124.000	PREPAID EXPENSE- LARSEN	MICHIGAN ASSOC OF MUNICIPAL	MEMBERSHIP FOR 2020/ L LARSEN & K DERVERNEY	60.00	308708
101-000-124.000	PREPAID EXPENSE-DEVERNEY	MICHIGAN ASSOC OF MUNICIPAL	MEMBERSHIP FOR 2020/ L LARSEN & K DERVERNEY	60.00	308708
101-000-224.100	DUE TO TAXPAYERS	POKORNY, ROBERT & DOROTHEA	ROAD SP. ASSESSMENT REFUND AS OVERPAID-70-C	128.91	308711
101-000-478.000	ELECTRICAL PERMIT FEES-P19EL0521	BRIAN'S ELECTRIC	BD Bond Refund	114.00	308700
		Total For Dept 000		362.91	
Dept 101 LEGISLATIVE					
101-101-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	41.62	1341
101-101-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	44.82	1341
101-101-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	38.16	1350
101-101-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	105.29	1350
101-101-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS,	PAPER PRODUCTS-TISSUE PAPER	73.99	1350
101-101-802.000	CONFERENCES, DUES, SUB'S	THE CHAMBER OF COMMERCE GH	NOVEMBER EARLY BIRD BREAKFAST- H BEHM@ AN	18.00	308714
101-101-802.000	CONFERENCES, DUES, SUB'S	THE CHAMBER OF COMMERCE GH	OCTOBER EARLY BIRD BREAKFAST-H BEHM @SPRI	18.00	308714
101-101-880.000	ECONOMIC DEVELOPMENT CONTRACT	THE CHAMBER OF COMMERCE GH	ECONOMIC DEVELOPMENT CONTRACT-REMAININC	34,000.00	308714
101-101-956.000	MISCELLANEOUS EXPENSE	CHARTER COMMUNICATIONS	8245 12 605 0100628 10/29 THRU 11/28/19	85.97	1346
		Total For Dept 101 LEGISLATIVE		34,425.85	
Dept 172 ADMIN,MGR,SUPERINTENDENT,CONTROLLER					
101-172-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	13.99	1341
101-172-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	58.60	1341
101-172-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	44.64	1341
101-172-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS,	OFFICE SUPPLIES	5.88	1350
		Total For Dept 172 ADMIN,MGR,SUPERINTENDENT,CONTROLLER		123.11	
Dept 191 FINANCE					
101-191-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	58.81	1341
101-191-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	0.38	1341
101-191-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	43.65	1341
		Total For Dept 191 FINANCE		102.84	
Dept 215 CLERK					
101-215-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	12.75	1341
		Total For Dept 215 CLERK		12.75	
Dept 253 TREASURER					
101-253-727.000	OFFICE SUPPLIES & POSTAGE	KENT COMMUNICATIONS	POSTAGE FOR WINTER TAX BILLS	2,617.81	308696

Total For Dept 253 TREASURER				2,617.81	
Dept 257 ASSESSOR/EQUALIZATION DEPARTMENT					
101-257-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	61.32	1341
101-257-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	0.52	1341
101-257-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	16.43	1341
101-257-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	34.75	1360
Total For Dept 257 ASSESSOR/EQUALIZATION DEPARTMENT				113.02	
Dept 262 ELECTIONS					
101-262-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	3.09	1341
Total For Dept 262 ELECTIONS				3.09	
Dept 265 BUILDING & GROUNDS					
101-265-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS, I	OFFICE SUPPLIES	12.66	1350
101-265-803.000	CONTRACTED SERVICES	CORPORATE CLEANING	OFFICE CLEANING FOR THE MONTH OF OCTOBER 2	743.70	308703
101-265-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	785841499-00001 PHONE EXPENSE 10/2 THRU 11/	304.33	1361
101-265-922.000	0506140646-00001 - 13300 168TH AVE	MICHIGAN GAS UTILITIES	0506140646-00001 GAS EXPENSE-10/8 THRU 11/5/	123.97	1352
101-265-930.000	MAINTENANCE AND REPAIR OF B&G	BEAVER RESEARCH CO	SIDEWALK SALT	166.40	1344
101-265-930.000	MAINTENANCE AND REPAIR OF B&G	RYCENGA ELECTRIC, INC.	INSTALLED LIGHT FIXTURE IN WOMAN;S RESTROOM	746.98	1359
101-265-930.000	GHT ADMIN & F/R	TRUGREEN	FERTILIZER EXPENSE	110.98	308716
101-265-936.000	EQUIPMENT MAINTENANCE	W.W.WILLIAMS	ANNUAL MAINT.FOR EMERGENCY GENERATOR -AC	370.00	1362
101-265-970.000-ADM 18-002	CAPITAL OUTLAY	CERTIFIED BUILDING SOLUTIONS	PARTIAL INVOICE FOR ROOF REPLACEMENT-ADMIN	35,000.00	308702
Total For Dept 265 BUILDING & GROUNDS				37,579.02	
Dept 276 CEMETERY					
101-276-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	9.35	1363
101-276-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	9.35	1363
101-276-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	45.61	1360
101-276-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	85.59	1360
101-276-922.000	0506140646-00002 - 17200 LINCOLN ST	MICHIGAN GAS UTILITIES	0506140646-00002 GAS EXPENSE-10/3 THRU 11/5/	64.67	1352
101-276-931.000	HISTORIC CEMETERY	TRUGREEN	FERTILIZER EXPENSE	343.76	308716
101-276-931.000	LAKESHORE CEMETERY	TRUGREEN	FERTILIZER EXPENSE	603.06	308716
101-276-936.300	AUTOMOTIVE MAINTENANCE	TRI-CITIES TRANSMISSION	2015 FORD F250 SUPER DUTYXL-PREPPING FOR PL	340.88	308715
101-276-970.250-CEM 19-001	CAPITAL OUTLAY-PROF FEES	PREIN & NEWHOF PC	2180556 HISTORIC CEMETERY-EAST SIDE EXPANSI	377.93	1356
Total For Dept 276 CEMETERY				1,880.20	
Dept 371 COMMUNITY DEVELOPMENT					
101-371-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	41.84	1341
101-371-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	41.10	1341
101-371-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	174.12	1341
101-371-727.000	OFFICE SUPPLIES & POSTAGE	INTEGRITY BUSINESS SOLUTIONS, I	OFFICE SUPPLIES	80.35	1350
101-371-862.000	VEHICLE MAINTENANCE & REPAIR	Z TIRE CENTER OF GRAND HAVEN,	2017 DODGE DURANGO/OIL&FILTER CHANGE & PR	62.49	308719
101-371-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	92.75	1360
Total For Dept 371 COMMUNITY DEVELOPMENT				492.65	

Dept 751 PARKS AND RECREATION DEPARTMENT

101-751-706.000	AREA WIDE RECREATION	NORTH OTTAWA RECREATION AU	2ND QUARTER ALLOCATION TO NORA 2019-2020	15,249.50	1353
101-751-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	93.50	1341
101-751-801.000	LEGAL AND PROFESSIONAL FEES	P.M. BLOUGH, INC.	2020 UPDATE OF COMM.PARKS & RECREATION PL/	5,020.00	1355
101-751-801.000	LEGAL AND PROFESSIONAL FEES	STATE OF MICHIGAN	WSSN 2015270/NONCOMMUNITY PUBLIC WTR SU	142.30	308713
101-751-801.000	LEGAL AND PROFESSIONAL FEES	STATE OF MICHIGAN	WSSN 2044770/NONCOMMUNITY WTR SUPPLY FE	142.30	308713
101-751-801.000	LEGAL AND PROFESSIONAL FEES	STATE OF MICHIGAN	WSSN 2004770/NONCOMMUNITY PUBLIC WTR SU	142.30	308713
101-751-861.000	TRAVEL & MILEAGE	VORGAS, JO	MILEAGE FOR OPENING/CLOSING PARKS THRU 11/	199.40	308718
101-751-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	19.55	1360
101-751-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	3.67	1360
101-751-930.000	MAINTENANCE AND REPAIR OF B&G	RYCENGA BUILDING CNTR	HOSE CLAP FOR POTT PARK -OK 2ND TIME AS ASSU	1.69	1358
101-751-930.000	MAINTENANCE AND REPAIR OF B&G	RYCENGA BUILDING CNTR	PLUMBING FITTING FOR MERCURY PARK-OK 2ND T	11.67	1358
101-751-930.000	MAINTENANCE AND REPAIR OF B&G	RYCENGA BUILDING CNTR	ANTI FREEZE TO WINTERIZE PARKS BATHROOMS-O	27.73	1358
101-751-931.000	MERCURY PARK	TRUGREEN	FERTILIZER EXPENSE	224.28	308716
101-751-931.000	POTTAWATTOMIE PARK	TRUGREEN	FERTILIZER EXPENSE	255.18	308716
101-751-931.000	HOFMA PARK	TRUGREEN	FERTILIZER EXPENSE	288.14	308716
101-751-931.000	HOFMA PRESERVE	TRUGREEN	FERTILIZER EXPENSE	58.45	308716
101-751-931.000	BOAT LAUNCH	TRUGREEN	FERTILIZER EXPENSE	43.00	308716
101-751-936.300	AUTOMOTIVE MAINTENANCE	ADVANCE AUTO PARTS	REPLACEMENT BATTERIES FOR TRUCK FRED	223.54	308697
101-751-936.300	AUTOMOTIVE MAINTENANCE	ADVANCE AUTO PARTS	RETURNED BATTERIES FOR TRUCK FRED	(44.00)	308697
101-751-970.000	CAPITAL OUTLAY	ELECTROMEDIA	PARKS CAMERA SYSTEM	1,534.50	1349
101-751-970.000	CAPITAL OUTLAY	RYCENGA ELECTRIC, INC.	INSTALLED LIGHT POLLS @ MERCURY PARK	2,100.00	1359
101-751-970.000	CAPITAL OUTLAY	RYCENGA ELECTRIC, INC.	INSTALLED LIGHT POLL @ HOFMA PARK	2,100.00	1359
101-751-970.000	CAPITAL OUTLAY	VALLIER FENCE COMPANY	FENCE @ SCHMIDT HERITAGE PARK	25,697.00	308717
Total For Dept 751 PARKS AND RECREATION DEPARTMENT				53,533.70	

Total For Fund 101 GENERAL FUND

131,246.95

Fund 206 FIRE DEPARTMENT

Dept 336 FIRE DEPT EXPENSES

206-336-716.000	MEDICAL CARE & PHYSICALS	MED-1 HOLLAND	PRE-EMPLOMENT PHYSICAL- J DONSELAR	52.00	1351
206-336-716.000	MEDICAL CARE & PHYSICALS	WORKPLACE HEALTH OF GRAND H	TB TEST - K GARLANGER	18.00	1364
206-336-726.000	MEDICAL SUPPLIES	ZOLL MEDICAL CORPORATION GPC	MEDICAL SUPPLIES-REPLACEMENT CABLE & BANDS	276.25	1366
206-336-726.000	MEDICAL SUPPLIES	ZOLL MEDICAL CORPORATION GPC	MEDICAL SUPPLIES -REPLACEMENT CABLE & BAND	356.25	1366
206-336-726.000	MEDICAL SUPPLIES	ZOLL MEDICAL CORPORATION GPC	ADULT DEFIB PADS	420.00	1366
206-336-726.000	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	GAUZE/GLOVES/BANDAGE/SYRINGE ETC....	272.11	308699
206-336-726.000	MEDICAL SUPPLIES	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	271.57	308699
206-336-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	37.38	1341
206-336-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 3554 10/1 THRU 10/30/2019	15.00	1341
206-336-741.000	UNIFORM EXPENSE	NYE UNIFORM CO	UNIFORM - D MARSHALL	83.50	308709
206-336-802.000	CONFERENCES, DUES, SUB'S	CROCKERY TOWNSHIP FIRE DEPAR	AGRICULTURAL RESCUE CLASS FOR M. HALL	100.00	308704
206-336-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	785841499-00001 PHONE EXPENSE 10/2 THRU 11/	422.78	1361
206-336-850.000	TELEPHONE EXPENSE	AT&T MOBILITY	9/ACCT # 287291166603 - WIRLESS TRUCK 1071 HC	55.28	308698
206-336-862.000	VEHICLE MAINTENANCE & REPAIR	AUTO VALUE GRAND HAVEN	REPLACED USED OIL DRY	34.17	1342
206-336-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	134.88	1360
206-336-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	363.39	1360

206-336-922.000	0507356017-00001 - 13250 168TH AVE	MICHIGAN GAS UTILITIES	0507356282-00001 GAS EXPENSE 10/8 THRU 11/7/	89.38	1352
206-336-922.000	0507356017-00001 - 13250 168TH AVE	MICHIGAN GAS UTILITIES	0507356017-00001 GAS EXPENSE 10/17 THRU 11/0	286.57	1352
206-336-930.000	MAINTENANCE AND REPAIR OF B&G	BUDGET BLINDS OF MUSKEGON	ALUMINUM BLINDS - FIRE & RESCUE	387.00	308701
206-336-956.000	MISCELLANEOUS EXPENSE	DOMINO - J A J INC	PIZZA FOR FIRE & RESCUE	59.55	1348
206-336-959.000	FIRE DEPT-PREVENTION & INSP	JONES & BARTLETT LEARNING, LLC	ELECTRONIC COURSE MANUAL-S SCHRADER	36.71	308706
		Total For Dept 336 FIRE DEPT EXPENSES		<u>3,771.77</u>	
		Total For Fund 206 FIRE DEPARTMENT		<u>3,771.77</u>	
Fund 408 PATHWAY FUND					
Dept 000					
408-000-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	11.35	1363
408-000-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	11.35	1363
408-000-801.000	LEGAL AND PROFESSIONAL FEES	PREIN & NEWHOF PC	2190247 2019 GEN ENGINEERING SERVICE	137.00	1356
408-000-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	67.33	1360
408-000-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	41.57	1360
408-000-970.000-PTH 18-001	CAPITAL OUTLAY	MATTSON LANDSCAPING INC	LANDSCAPING-NOT HYDRO SEEDED DUE TO WEATI	3,550.00	308707
408-000-970.250-PTH 18-001	CAPITAL OUTLAY-PROF FEES	PREIN & NEWHOF PC	2170399 2018 NON MOTORIZED PATH EXTENTION!	356.50	1356
408-000-970.250-PTH 19-001	CAPITAL OUTLAY-PROF FEES	PREIN & NEWHOF PC	2180515 2019 NON MOTORIZED PATH EXTENTION!	12,115.95	1356
		Total For Dept 000		<u>16,291.05</u>	
		Total For Fund 408 PATHWAY FUND		<u>16,291.05</u>	
Fund 590 SEWER					
Dept 000					
590-000-255.000-SWR 17-001	CUSTOMER DEPOSITS	ROBBINS CENTER POINTE	REFUND FOR SEWER ESCROW/PARCEL# 70-03-33-1	1,181.50	1367
590-000-255.000-SWR 19-001	CUSTOMER DEPOSITS	PREIN & NEWHOF PC	2180495 LINCOLN PINES SPR -PHASE II	471.25	1356
		Total For Dept 000		<u>1,652.75</u>	
Dept 537 SEWER EXPENSES					
590-537-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	0.46	1341
590-537-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	0.30	1341
590-537-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	9.35	1363
590-537-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	9.35	1363
590-537-801.000	LEGAL AND PROFESSIONAL FEES	PREIN & NEWHOF PC	2180492 MILLHOUSE BAYOU CONDO SPR	368.50	1356
590-537-801.000	LEGAL AND PROFESSIONAL FEES	PREIN & NEWHOF PC	2190570 SANITARY SWR CLEANING & TELEVISIONG	102.75	1356
590-537-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	785841499-00001 PHONE EXPENSE 10/2 THRU 11/	53.32	1361
590-537-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	28.61	1360
590-537-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	2.20	1360
590-537-922.000	0505090476-00001 - 14339 168TH AVE	MICHIGAN GAS UTILITIES	0505090476-00001 GAS EXPENSE 10/08 THRU 11/0	50.11	1352
590-537-930.000	MAINTENANCE AND REPAIR OF B&G	MATTSON LANDSCAPING INC	SUPPLY & PLANT SPRUCE@168TH AVE PUMP ST	415.00	308707
590-537-936.400	168TH ST LIFT STATION	TRUGREEN	FERTILIZER EXPENSE	43.00	308716
590-537-970.000-SWR 18-002	CAPITAL OUTLAY	OUTBOUND TECHNOLOGIES, INC	PROJ 16-1940 ALARM REWORK/ENGINEERING SER	585.00	1354
		Total For Dept 537 SEWER EXPENSES		<u>1,667.95</u>	
		Total For Fund 590 SEWER		<u>3,320.70</u>	

Fund 591 WATER

Dept 536 WATER EXPENSES

591-536-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 10/11 THRU 11/10/2019	14.10	1341
591-536-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 5235 10/ THRU 10/30/2019	2.53	1341
591-536-727.000	OFFICE SUPPLIES & POSTAGE	APPLIED IMAGING	BASE RATE/COPIES - 7270 10/1 THRU 10/31/2019	17.50	1341
591-536-729.000	MISC TOOLS AND EQUIPMENT	RYCENGA BUILDING CNTR	REPLACEMENT BATTERIES FOR TRUCK 17 MTR PRO	14.99	1358
591-536-729.000	MISC TOOLS AND EQUIPMENT	RYCENGA BUILDING CNTR	CUT OFF SAW BLADES FOR TRUCK 17 -OK 2ND TIMI	11.97	1358
591-536-741.000	UNIFORM EXPENSE	ACTION INDUSTRIAL SUPPLY	WINTER WORK WEAR	79.17	1340
591-536-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	28.05	1363
591-536-741.000	UNIFORM EXPENSE	WEST MICHIGAN UNIFORM	UNIFORM CLEANING EXPENSE	28.05	1363
591-536-745.000	WATER PURCHASES	OTTAWA COUNTY PUBLIC UTILITIE	WTR USE & SYSTEM MAINT FOR OCTOBER 2019	33,898.53	308710
591-536-801.000	LEGAL AND PROFESSIONAL FEES	PREIN & NEWHOF PC	2190247 2019 GEN ENGINEERING SERVICE	609.25	1356
591-536-801.000	LEGAL AND PROFESSIONAL FEES	PREIN & NEWHOF PC	2190457 WEST MTR STATION IMPROVEMENTS	267.21	1356
591-536-801.000	LEGAL AND PROFESSIONAL FEES	STATE OF MICHIGAN	EGLE WTR LICENSING FEE -WSSN 02760 GHT	5,859.31	308713
591-536-850.000	TELEPHONE EXPENSE	VERIZON WIRELESS	785841499-00001 PHONE EXPENSE 10/2 THRU 11/	159.97	1361
591-536-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	257.45	1360
591-536-863.000	FUEL EXPENSE	TRI-CITY OIL COMPANY, INC.	GASOLINE	19.81	1360
591-536-921.000	30505006 - 17674 ROBBINS RD.	BOARD OF LIGHT & POWER	ELECTRIC EXPENSE 10/2/19 THRU 11/4/2019	52.52	1345
591-536-921.000	30505004 - 15863 ROBBINS RD	BOARD OF LIGHT & POWER	ELECTRIC EXPENSE- 10/2 THRU 11/4/2019	52.52	1345
591-536-921.000	1000 2477 0271	CONSUMERS ENERGY	1000 2477 0271 10/7 THRU 11/4/2019	99.97	1347
591-536-922.000	0504543023-00001 - 13328 168TH AVE	MICHIGAN GAS UTILITIES	0506417414-00001 GAS EXPENSE 10/4 THRU 11/1/	46.34	1352
591-536-922.000	0505680415-00001 - 15863 ROBBINS RD	MICHIGAN GAS UTILITIES	0505680415-00001 GAS EXPENSE-10/9 THRU 11/11	71.24	1352
591-536-922.000	0504543023-00001 - 13328 168TH AVE	MICHIGAN GAS UTILITIES	0504543023-00001 GAS EXPENSE 08/08 THRU 11/0	360.28	1352
591-536-936.000	EQUIPMENT MAINTENANCE	BATTERIES PLUS BULBS	BATTERIES	12.60	1343
591-536-936.300	AUTOMOTIVE MAINTENANCE	AUTO VALUE GRAND HAVEN	WASHER FLUID & REPLACEMENT WIPER BLADES FC	63.52	1342
591-536-936.300	AUTOMOTIVE MAINTENANCE	Z TIRE CENTER OF GRAND HAVEN,	WHITE 2019 FORD F-250 MAINTENANCE	60.12	1365
591-536-936.330	ROBBINS RD - WEST	TRUGREEN	FERTILIZER EXPENSE	36.57	308716
591-536-936.330	ROBBINS RD - EAST	TRUGREEN	FERTILIZER EXPENSE	53.30	308716
591-536-936.340	SERVICE LINE MAINTENANCE	GEMPLER'S, INC.	MARKING SPRAY/PAINT/ROLLING APPLICATOR	103.96	308705
		Total For Dept 536 WATER EXPENSES		42,280.83	

Total For Fund 591 WATER

42,280.83

Fund 645 INFORMATION TECHNOLOGIES

Dept 000

645-000-124.000	PREPAID EXPENSE	REHMANN	3 YR SUPPORT RENEWAL /12/29/2019-12/28/2022	13,912.80	1357
645-000-804.000	COMPUTER SERVICES	CHARTER COMMUNICATIONS	8245 12 605 0155770 11/9 THRU 12/8/2019	126.84	1346
645-000-804.000	COMPUTER SERVICES	CHARTER COMMUNICATIONS	8245 12 605 0100628 10/29 THRU 11/28/19	269.20	1346
645-000-804.000	COMPUTER SERVICES	REHMANN	VMWARE WORKSTATION PRO - LICENSE	249.99	1357
		Total For Dept 000		14,558.83	

Total For Fund 645 INFORMATION TECHNOLOGIES

14,558.83

Fund 703 TAX COLLECTION FUND

Dept 000

703-000-214.120	DUE TO GENERAL FUND - ADMIN FEE	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	4.35	400573
703-000-214.120	DUE TO GENERAL FUND - ADMIN FEE	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	4.46	400573
703-000-214.120	DUE TO GENERAL FUND - ADMIN FEE	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	0.93	400574
703-000-214.120	DUE TO GENERAL FUND - ADMIN FEE	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	1.89	400574
703-000-222.000	DUE TO COUNTY	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	83.07	400573
703-000-222.000	DUE TO COUNTY	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	17.70	400574
703-000-222.100	DUE TO STATE	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	127.80	400573
703-000-222.100	DUE TO STATE	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	27.24	400574
703-000-224.100	DUE TO TAXPAYERS	AMROCK INC. - CHASE TWO	STAX REFUND- OVERPYMNT FOR 70-07-14-227-009	15.89	400572
703-000-225.012	DUE TO GRAND HAVEN SCHOOLS - DEBT	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	89.46	400573
703-000-225.012	DUE TO GRAND HAVEN SCHOOLS - DEBT	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	19.07	400574
703-000-225.100	DUE TO INTERMEDIATE SCHOOLS	RANT, SCOTT	MTT DECISION- REFUND OVERPYMNT FOR 70-07-2	135.07	400573
703-000-225.100	DUE TO INTERMEDIATE SCHOOLS	ROSASCO, JAMES	MTT DECISION-REFUND ON OVERPYMNT FOR 70-0	28.79	400574
		Total For Dept 000		555.72	

Total For Fund 703 TAX COLLECTION FUND 555.72

Fund 736 PUBLIC EMPLOYEE HEALTH CARE FUND

Dept 000

736-000-719.600	RETIREMENT HEALTH CARE	PRIORITY HEALTH	HEALTHCARE PREMIUM - BETTE BOOMGAARD 12/:	78.00	308712
		Total For Dept 000		78.00	

Total For Fund 736 PUBLIC EMPLOYEE HEALTH CARE FUND 78.00

Fund Totals:

Fund 101 GENERAL FUND	131,246.95
Fund 206 FIRE DEPARTMENT	3,771.77
Fund 408 PATHWAY FUND	16,291.05
Fund 590 SEWER	3,320.70
Fund 591 WATER	42,280.83
Fund 645 INFORMATION TECHNOLOGIES	14,558.83
Fund 703 TAX COLLECTION FUND	555.72
Fund 736 PUBLIC EMPLOYEE HEALTH CARE FUND	78.00

Total For All Funds:	212,103.85
PayRoll Date: 11/20/2019	102,153.53
GRAND TOTAL	314,257.38

SUPERINTENDENT'S MEMO

DATE: November 18, 2019
TO: Township Board
FROM: Cargo
SUBJECT: 2020 Dust Control

Attached, please find a proposed contract for the 2020 dust palliative and stabilization program in the amount of approximately \$36,255.

I am recommending that GHT proceed with a contract through Michigan Chloride Sales, LLC from St. Louis, Michigan, which is the same firm utilized since 2009, at the application rate of \$3,000 gallons per miles for all three treatments.

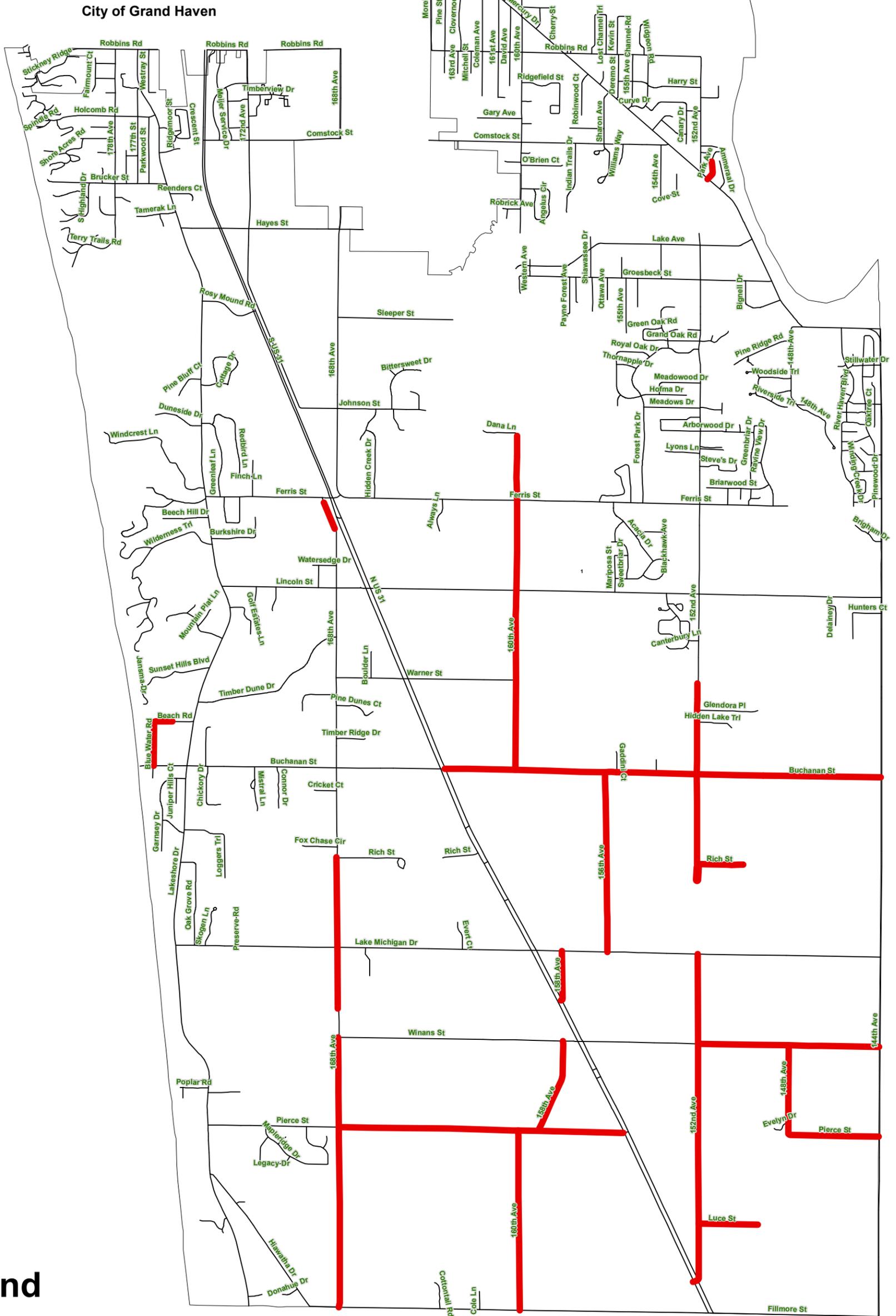
In brief, the proposed agreement is a continuation of what GHT did over the past nine years with the use of mineral well brine solution, which contains total chlorides of about 26%, for gravel road dust control. The mineral well brine would be applied with an 8' strip down each side of the road and an additional third 8' strip down the middle of the road with an application rate of 1,000 gallons per strip or 3,000 gallons per mile.

Further, this would be done three (3) times – late April, late June, and early September (*i.e.*, *about every 60 days*). GHT has received virtually no complaints regarding the level of dust control or the program's efficacy since GHT began to use this approach in 2009.

If the Board agrees with the recommendation, the following motion can be offered:

Move to authorize the Township Superintendent to execute an agreement with Michigan Chloride Sales, LLC for three applications of a mineral well brine solution for gravel road dust control at an application rate of 3,000 gallons per mile. The total cost of the program will be approximately \$36,255.

GRAND HAVEN CHARTER TOWNSHIP DUST CONTROL MAP



Legend

Gravel Roads

Sources:
Grand Haven Township Community Development Dept.
Ottawa County GIS - 2014
Revision Date: 11/20/2019 10:35:10 AM
Printed: 5/31/2016
FilePathName: G:\GH_GIS\Maps\Dust Control_Gravel Roads_B Size_11202019.mxd
Note: Data is subject to change. GHT does not guarantee the accuracy of this map.



0 1,500 3,000 6,000

Feet

1 inch = 3,000 feet





MICHIGAN CHLORIDE SALES, LLC

"The Dust Masters"
"The De-Ice Masters"

October 28, 2019

William Cargo
Grand Haven Charter Township
13300 168th Ave.
Grand Haven, MI 49417-9440

William,

Michigan Chloride Sales, LLC is pleased to offer you pricing for the 2020 dust control season.

MINERAL WELL BRINE delivered and applied in 9,500 gallon truckloads under the direct supervision and control of the purchaser.

Continuous Application.....\$0.22 per gallon

1000 gallons per mile 8 to 10ft wide	\$220.00 per mile
1650 gallons per mile 16 to 24ft wide	\$363.00 per mile
2000 gallons per mile 16 to 24ft wide	\$440.00 per mile
3000 gallons per mile 2 wide 1 down middle	\$660.00 per mile
4000 gallons per mile 4 passes 16 to 24ft wide	\$880.00 per mile

Terms: Net 30 Days

We have certainly appreciated your business and look forward to working with you in 2020 and future years to come. For additional information on our product, please visit our website at www.michiganchloride.com.

Best regards,

Karen VanDooren
President
Michigan Chloride Sales, LLC



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

SUPERINTENDENT'S MEMO

DATE: November 19, 2019
TO: Township Board, Department Directors
FROM: Cargo & Sandoval
SUBJECT: 2020 Budget

OVERVIEW:

Pursuant to state law, the superintendent must prepare and forward a budget to the full Board for consideration. **The “Truth in Budgeting” public hearing for the FY 2020 budget is scheduled for Monday, November 25th at 7:00 p.m.**

Previously, the Truth-in-Taxation hearing was held on Monday, September 23rd and the public hearing on the Special Assessments was held on Monday, November 11th.

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

1. The **2020 Budget Worksheet**, which provides line item detail and comparison with the previous two years.
2. The **2020 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 2020 Capital Improvement Summary (CIP)**.
4. The **FY 2020 Budget Resolution**.

2020 BUDGET SUMMARY:

The total budget revenue within all twelve (12) funds is projected at \$13,255,790 with total budget expenditures estimated at \$13,446,220.

The budget is “balanced” – especially considering that the total fund balances or cash reserves will be about **\$10.05 million** at the end of FY 2020.

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 most 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 \$3,965,770 and expenditures of \$4,011,780. The General fund’s fund balance will be an estimated **\$2.43 million** on December 31st of 2020. (*\$650k of this total is designated for future park improvements.*) This undesignated fund balance equates to about a five-month surplus, which is considered very healthy.

Property tax revenues raised from the 1.05 allocated millage (*which has been reduced↓ by about 0.66% to 1.0431 mills because of Headlee and Truth-in-Taxation*) will increase by about **\$150k** over FY 2019 mostly because of voter approval of the **Headlee Override Election** last November.

Taxable values in GHT increased↑ about 4.8% in 2019 over 2018. (*Remember that the property tax monies are collected in December of 2019 for the 2020 Fiscal Year are based upon 2019 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 2020.

Revenues associated with construction have continued their current trend with a total of about **\$430k** estimated in permit fees.

The State Shared Revenues are stable at about **\$1.39 million**. This includes about \$1.33 million for the constitutional portion of revenue sharing (*i.e., related to the State Sales Tax*) and about \$54k 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*”). For example, the Township did not receive any CVTRS monies for FY 2016.

The General Fund revenues include “Administrative & Supervision Fees” of about **\$375k** paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (*See the “2020 Administrative Fees and Overhead” spreadsheet.*)

An overview of the General Fund Accounts includes the following:

- 1) The Legislative Account is a continuation budget. However, expenditures are about \$18k higher↑ than previous mostly due to the higher contribution for economic development services from the Chamber of Commerce. This account contains monies for the following activities or projects:
 - a. \$34,000 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. \$2,000 for the Coast Guard Heros and Legends Dinner;
 - e. \$6,500 for annual Michigan Townships Association dues;
 - f. \$1,000 for conferences and seminars;
 - 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; but, expenditures are about \$37k lower↓ than previous because the Deputy Clerk will be spending more activity in the Elections budget due to the 2020 Presidential elections.
- 4) The Finance Department is a continuation budget.
- 5) The Clerk Account is a continuation budget.
- 6) The Board of Review Account is a continuation budget.
- 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 understanding that 2020 is a Presidential Election year. The budget is about \$116k higher than previous and will cover four (4) elections (*i.e.*, *Presidential Primary, Primary, General and Schools*).

Further the budget includes monies for the following equipment:

- a. \$8,000 for elections trailer to store and transport elections equipment; and
- b. \$1,000 for a ballot folding machine.

- 10) The Building and Grounds Account expenditures have been reduced↓ by about \$13k over previous. The major maintenance activities for this account include the following:
 - \$12,000 to sealcoat and re-stripe the parking lots;
 - \$34,000 to replace sections of carpeting in the Administrative building;
 - \$50,000 to repair the roof above the finance clerks work area;
 - \$ 3,000 to install heaters within the Board room restrooms;
 - \$ 7,000 to replace the chairs within the Conference room; and,
 - \$ 7,500 to move the ADA ramp from the front parking lot
- 11) The Cemetery Account is a continuation budget. *(It is noted that the expansion of the Historic Cemetery is expected to be moved from the current fiscal year into FY2020.)*
- 12) The Community Development Account is a continuation budget, except for the following items:
 - a. \$30,000 to replace 2008 Ford pickup truck through the state purchasing program; and,
 - b. \$1,500 for a laser height measuring kit (*i.e., TruPulse 300 Station*).
- 13) The Storm Drains Account is funding an estimated \$34,000 – \$30,00 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.
- 14) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$250k to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2020.

[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 will fund a 50% Special Assessment District (SAD) program for the so-called double chip and seal method of improving gravel roads.]

- 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 \$2k higher↑ than current.

- 16) The Waste Collection Account is a continuation budget.
- 17) The Planning Commission Account is a continuation budget, except that expenditures are about \$14k lower↓ than previous and \$5,000 is budgeted for a Design Toolkit for the new Zoning Ordinance.
- 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 2020, expenditures are about \$137k lower↓ than previous with the following maintenance and capital projects:
- a. \$ 8,000 – repaint shelters and restroom facilities
 - b. \$10,000 – parking lot repairs
 - c. \$ 7,500 – paint parking lots
 - d. \$ 5,500 – add sprinkling and hydroseed at Pottawattome Park
 - e. \$ 3,500 – replace five (5) trash containers;
 - f. \$10,000 – replace gates at Pottawattomie and Hofma Preserve
 - g. \$11,000 – front/rear plows

It should be noted that the Township may receive grant funds from outstanding applications that could increase these budget numbers. If so, these improvements could utilize monies from the General Fund fund balance monies designated for park improvements.

- 20) The Appropriations Transfers Account sends:
- a. \$128,760 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. \$161,050 for Information Technology Services. (*Please see the IT spreadsheet for a detailed review of costs and services.*)
 - c. \$250,000 for street maintenance activities. (*This is in addition to the \$264k used for the street maintenance from the Municipal Street Fund.*)
 - d. \$600,000 for pathway maintenance activities.
 - e. \$8,600 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 4% to 0.9145 mills.*)

The Municipal Street Fund budget will have revenues of about \$966,180 and expenditures of about \$965,830. 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 about \$451k during FY2020.

Second, a portion of the monies (*i.e., an amount equal to 0.3415 mills*) are utilized for road maintenance work, which is estimated to be about \$264k during FY 2020. In addition, \$250k will be contributed from the General Fund, which together will be utilized as follows:

- ✓ Dust Control - \$ 37,000
- ✓ Street Resurfacing - \$477,000

This fund is essentially a “break even” with revenues and expenditures being substantially. The fund balance of the Municipal Street Fund will be about \$6k at the end of FY 2020.

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 4% to 1.8292 mills.*)

The Fire/Rescue budget will have revenues of about \$1,503,350 and expenditures of about \$1,689,640. This will reduce the current fund balance from about \$467k to \$281k. This reduction of cash flow is because of the final payments related to the new fire truck that will be delivered 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 above projections at the end of FY 2021 – 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	\$116,070	\$467,243	-4.13%
2020	\$100,000		\$587,348	\$186,290	\$280,953	-52.17%
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:

- a. Purchase five sets of turnout gear at \$12,500.
- b. Medical equipment and fire supplies at about \$27k.
- c. Make two of four payments which will total \$327k towards a new pumper apparatus to replace truck 1021.
- d. \$12,900 OPEB costs (*i.e., retiree health care*) for the IAFF union members and two firefighters that retired.
- e. \$52,220 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 \$490k in revenues and expenditures at \$553k for FY 2020. (*This fund pays for five COPS deputies, who supplement the work of the Sheriff's department in GHT. The GHAPS District funds 67% of one of the deputies; and, the GHAPS District funds 33% of a second deputy with Ottawa County also contributing 33%.*)

It is noted that about \$42k is budgeted to renovate the restrooms and replace the carpeting in the COPS office.

Further, this budget includes an additional deputy to work the summer months and holidays at a cost of about \$41k.

Cash reserves in the Police Services SAD Fund are projected to decrease↓ by about \$62k to about **\$226k** at the end of FY 2020.

5 - Downtown Development Authority:

The DDA budget has projected revenues of about \$786k with estimated expenditures of \$1.17 million. This estimate is based upon a "captured" full value equivalent tax base of about \$62.03 million with a millage rate of 10.1641 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 three (3) construction project during FY2020. These projects include:

- a. \$903k for the installation of sidewalks, extension of water main, and replacement of storm sewers along Robbins Road;
- b. \$212k to replace a section of large diameter storm sewer along 172nd Avenue south of Comstock Street; and,
- c. \$25k to install a mid-block crossing of 172nd Avenue near Timberdunes Drive.

Because cash reserves for the DDA are estimated at about **\$1.99** million at the end of FY 2019, it is expected that even with these three capital projects that the DDA will have about **\$1.60** million in cash reserves for another major capital project(s) during FY 2021.

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 about \$518k** from these two funds.

Further, **a total of about \$518k in debt payments will be made during 2020** 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 **\$129k** of General Fund revenues to be used for other spending priorities.

8 – Pathway Fund:

The Pathway Fund will collect about \$953k in revenues and incur an estimated \$953k in expenditures.

The major costs for the Pathway Fund include:

- a. \$405k to re-construct the Lakeshore Avenue pathway from Hayes Street to Ferris Street; and,
- b. \$87k to replace a wooden retaining wall along Lakeshore Avenue north of Brucker Street with a block retaining wall.

The fund balance of the Pathway Fund will slightly increase↑ to a projected \$568k at the end of FY2020. These cash reserves will be used to create another connection between Lincoln Street and Ferris Street – likely during FY2021.

9 - Sewer Fund:

The Sewer Fund will collect about \$876k in revenues and incur an estimated \$797k in expenditures. (See the “Yearly Waste Water Totals & Projections” spreadsheet.)

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

- a. \$266k to process an estimated 113.6 million gallons of wastewater collected;
- b. \$110,560 in debt payments;
- c. \$11,550 for the sewer system's portion of the project to replace the automated meter reading system that was installed in 1999. This project will be completed in 2020;
- d. \$66,000 to install a standby generator for the Hofma Park lift station;

- e. \$22,500 for to evaluate the “manholes” and add data to the Township’s GIS system;
- f. \$40,000 to both camera and “jet” clean portions of sewer lines;
- g. \$6,800 for a 20% of a new utility truck;
- h. \$7,500 for a “Cost-of-Service” fee study; and,
- i. \$23,790 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 \$79k to a projected **\$2.08 million** at the end of FY 2020.

10 - Water Fund:

The Water Fund will collect about \$2.88 million in revenues and incur an estimated \$2.48 million in expenditures. *(See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”).*

The revenues are based on the sale of about 594.5 million gallons of potable water and 50 new residential connections.

The significant costs within the fund include the following:

- a. \$566,210 to purchase about 619.3 million gallons of water;
- b. \$242,000 to extend municipal water along Ferris Street in front of Schmidt and Wolf parcels;
- c. \$138,000 to install municipal water at three Township parks;
- d. \$85,000 for a valve maintenance trailer *(which includes a mini-vac excavator)*;
- e. \$27,200 for a service truck replacement *(80% of cost)*;
- f. \$43,250 for meter purchases;
- g. \$12,570 for hydrant purchases;
- h. \$26,750 for service line purchases;
- i. \$15,000 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.)*
- j. \$7,500 for a “Cost-of-Service” fee study;
- k. \$15,000 for the typical updates to the water’s portion of the GIS system;
- l. \$37,500 for contracted services associated with projected new water connections;
- m. \$27,400 for hydrant repair and maintenance;
- n. \$51,600 to repair 30 service line breaks *(associated with the plastic service lines still in the system)*;
- o. \$50,950 for Information Technology Services. *(Please see the IT spreadsheet for a detailed review of costs and services.)* and,
- p. \$388,240 for various debt payments.

The cash reserves of the Water Fund are projected to increase↑ by about \$404k to an estimated **\$2.69 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 \$23,960 while the OPEB costs for 2020 are budgeted at \$23,540. The projected fund balance for this Trust Fund will be about \$139,025 at the end of the 2020 fiscal year.

12 - Information Technology:

Information Technology (IT) costs for FY 2020 has revenues of **\$288,060** – with the following transfers into this Fund:

- General Fund Transfer = \$161,050 (*or 55.9%*)
- Fire/Rescue Fund Transfer = \$ 52,220 (*or 18.1%*)
- Sewer Fund Transfer = \$ 23,790 (*or 8.3%*)
- Water Fund Transfer = \$ 50,950 (*or 17.7%*)

The expenditures are **\$287,870** 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 **1.7%** cost-of-living allowance on the MML Wage Scale that was developed in 2014. (*The COLA for the previous year was 2.7%.*)
- ☑ The Township will remain with BlueCare network HMO and HSA ... which is an **ACA compatible plan**. Although the HSA contribution is unchanged, the actual cost for the Township will increase↑ by about 6% (*an aggregate increase of about \$16k*).
- ☑ Pursuant to Michigan’s Publicly Funded Health Insurance Contribution Act (*i.e., P.A. 152*), GHT will remain **below**↓ the “hardcap” rule. Because the Township will receive CVTRS monies (*i.e., about \$54,000 in statutory state shared revenues*) for FY 2020, it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs.
- ☑ The employee contribution payments for health insurance are as follows:
 - Single - \$ 30.46/month
 - Double - \$ 67.02/month
 - Family - \$ 83.76/month
- ☑ The 2020 premium for the Priority Medicare Individual Plan (*for retirees age 65 and above*) have not been released; but, for budget purposes, remains at about \$78 per month.
- ☑ 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 have increased by about 0.6%.
- ☑ 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 19-11-08, which is the 2020 Grand Haven Charter Township Appropriations Act.

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

**2020 Budget
Summary of Revenues/Expenditures**

FUNDS	Revenues	Expenditures	Difference	Projected Fund Balance or Cash Reserves on 12/31/19	Projected Undesignated Fund Balance or Cash Reserves on 12/31/20
General Fund	\$3,965,770	\$4,011,790	(\$46,020)	\$2,476,012	\$2,429,992
Municipal Street Fund	\$966,180	\$965,830	\$350	\$5,732	\$6,082
Fire/Rescue Fund	\$1,503,350	\$1,689,640	(\$186,290)	\$467,243	\$280,953
Police Services SAD	\$490,710	\$552,880	(\$62,170)	\$288,513	\$226,343
DDA Fund	\$785,780	\$1,166,440	(\$380,660)	\$1,987,735	\$1,607,075
Debt - Pathway	\$291,680	\$291,680	\$0	\$13	\$13
Refunded Building Debt	\$225,900	\$225,950	(\$50)	\$307	\$257
Pathway	\$953,620	\$953,430	\$190	\$568,032	\$568,222
Sewer Fund	\$875,780	\$797,020	\$78,760	\$2,001,978	\$2,080,738
Water Fund	\$2,885,000	\$2,480,160	\$404,840	\$2,285,867	\$2,690,707
IT Service Fund	\$288,060	\$287,870	\$190	\$19,528	\$19,718
Retiree Health Care Fund	\$23,960	\$23,540	\$420	\$138,605	\$139,025
TOTALS	\$13,255,790	\$13,446,230	(\$190,440)	\$10,239,565	\$10,049,125
Debt Funds - TOTAL	\$517,580	\$517,630	(\$50)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
403.000	PROPERTY TAXES	627,420	660,980	654,140	811,530	Based upon a general operating levy of 1.0431 Mills (Ad valorem, plus IFT/FTE less DDA recapture and Ren zone) See estimated tax revenue sheet	
403.200	PROPERTY TAX - TRAILER/LOT FEES	3,710	3,800	3,560	4,040	673 lots x .50 x 12	
403.300	PROPERTY TAX - DELINQUENT PERSONAL	330	400	400	400	Based on projected activity	
424.000	TAXES-LIGHT DISTRICTS	110,010	116,200	116,150	120,420	Based upon current light districts approved by the Board	
425.000	SPECIAL ROAD ASSESSMENTS	5,900	10,690	12,250	22,480	Groesbeck Paving	5,230
						Warner Street West Paving	6,320
						Warner Street East Paving	10,930
						Justification Items Total:	22,480
441.000	LOCAL COMMUNITY STABILIZATION SHARE	0	13,200	13,200	0	None anticipated	
445.000	INTEREST & PENALTIES-TAXES	2,860	4,000	2,750	4,000	Late fees on property taxes, based on previous year's experience.	
447.000	TAXES-ADMINISTRATION FEE	240,140	266,680	264,970	270,160	1% administrative fee on property taxes collected	
452.000	FRANCHISE FEES	267,370	269,000	263,860	264,500	Charter Communications	229,000
						AT&T	34,000
						Waste Haulers	1,500
						Justification Items Total:	264,500
477.000	BUILDING PERMIT FEES	240,950	310,000	312,740	260,000	Estimate Based on Projected Activity	
478.000	ELECTRICAL PERMIT FEES	72,240	75,000	71,260	60,000	Estimate Based on Projected Activity	
479.000	PLUMBING PERMIT FEES	29,060	44,000	44,050	40,000	Estimate Based on Projected Activity	
480.000	MECHANICAL PERMIT FEES	84,560	75,000	71,510	70,000	Estimate Based on Projected Activity	
481.000	ZONING PERMIT FEES	0	0	0	4,950	Zoning permits	4,500
						Sign permits	450
						Justification Items Total:	4,950
540.000	LIQUOR CONTROL FEES	6,440	6,600	6,720	6,980	Based upon projected activity	
545.000	ORDINANCE VIOLATION FINES	1,290	4,700	4,660	1,500	Based upon projected activity	
568.800	DNR GRANT - POTTAWATTOMIE PARK	0	25,000	13,040	0		
574.000	STATE SHARED REVENUES	1,340,890	1,339,310	904,500	1,387,260	Based on current State estimates - Constitutional Statutory	1,333,220
							54,040
						Justification Items Total:	1,387,260
609.000	PLANNING/BD OF APPEALS FEES	2,820	5,750	5,820	6,250	Estimate of 5 ZBA applications (\$250 fee)	1,250
						Estimate of 15 PC applications (fee range \$150-\$1,000)	5,000
						Justification Items Total:	6,250
609.100	CONSTRUCTION BOARD OF APPEALS	0	150	0	150	Based upon current level of activity	
610.000	VARIOUS FEES	26,490	46,300	44,950	41,650	Payment in lieu of taxes from BLP	9,540
						Payment in lieu of taxes from Health Pointe	16,800
						Payment in lieu of taxes from The Village at Rosy Mound	1,350
						Metro ROW fees	12,200

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Peddler's/Dog license fees	210
					Land division fees	400
					Ordinance book revenue	200
					Printed material sales	200
					NSF Fees (10 @ \$25)	250
					Facility rental fees (Bayou Point and other)	400
					Duplicate bill fees	100
					Justification Items Total:	41,650
612.000	PROPERTY INFORMATION FEE	30	50	0	50	Based upon current level of activity.
625.000	SUMMER TAX COLLECTION FEES	19,890	19,910	20,270	20,330	Paid by the school district at a rate of \$2.75/parcel for an estimated 7,390 parcels
626.000	CEMETERY GRAVE OPENING FEES	27,000	30,680	30,400	26,000	Based upon current level of activity
643.000	CEMETERY LOT SALES/TRANSFERS	19,250	19,180	17,400	18,000	Based upon current level of activity
651.000	BOAT LAUNCH FEES	28,740	31,500	32,480	29,000	Based on current level of activity
664.000	INTEREST INCOME	41,660	60,100	54,290	42,870	Interest earned on property tax collection account and general fund balance
667.000	PARKS RENTALS	10,120	9,500	9,610	10,000	Based on current level of activity
674.000	SALE OF FIXED ASSETS	0	15,000	4,890	5,000	Auction sale of Comm Dev Truck
677.000	REIMBURSEMENTS	5,610	5,000	5,420	5,000	Based on projected activity
677.100	REIMBURSEMENTS-ELECTIONS	14,560	16,200	16,190	44,000	March Presidential primary election
					May school election	19,000
					Justification Items Total:	44,000
677.500	REIMBURSEMENTS-EE HEALTH INS CONT	16,070	12,310	11,110	10,950	Employee Contribution
678.000	ADMINISTRATION & SUPERVISION	352,740	406,740	372,840	375,300	See spreadsheet for details
680.000	PRIVATE CONTRIBUTIONS AND DONATIONS	570	0	600	0	
694.000	MISCELLANEOUS INCOME	9,270	3,000	3,190	3,000	Based upon current level of activity
		3,607,990	3,905,930	3,389,220	3,965,770	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 101 LEGISLATIVE
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	17,600	18,080	16,570	18,400	Wage Established for four board members @ \$4,600/Trustee	
707.000 COMM MEETING & CONF PAY	2,310	1,500	1,080	1,500	Committee meetings	
708.000 INTERNET	2,400	2,400	2,200	2,400	\$50 per month per trustee	
715.000 FICA	1,710	1,690	1,520	1,710	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	80	80	80	4 @ \$20 each	
727.000 OFFICE SUPPLIES & POSTAGE	5,230	7,700	3,110	8,000	Newsletter	3,300
					Copies	1,500
					General postage	1,400
					Supplies	1,800
					Justification Items Total:	8,000
801.000 LEGAL AND PROFESSIONAL FEES	26,580	51,000	49,430	38,000	Fees paid to Dickinson & Wright	
802.000 CONFERENCES, DUES, SUB'S	7,430	8,950	8,360	9,150	Annual MTA dues	6,500
					Miscellaneous	500
					Mileage	500
					Conferences and seminars	1,000
					GH Chamber Annual membership	650
					Justification Items Total:	9,150
805.000 AUDIT SERVICES	5,100	5,200	5,100	5,300	40% of \$13,250	
861.000 TRAVEL & MILEAGE	50	50	50	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	21,320	21,630	0	34,000	Based upon contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	26,350	17,600	17,750	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	11,620	9,500	8,640	8,500	One Township newsletter - publishing costs	1,500
					Publishing & Posting	7,000
					Justification Items Total:	8,500
910.000 BUILDING, EQUIP & RADIO INS	14,880	16,910	14,580	17,540	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
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	9,760	13,500	3,230	14,000	Newspaper subscriptions, Miscellaneous Needs, etc	4,000
					Employee Recognition Luncheon (Meal, Certificates)	1,000
					Appreciation Dinner	9,000
					Justification Items Total:	14,000
	152,490	175,920	131,720	176,360		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 171 SUPERVISOR
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	19,120	19,650	18,000	19,980	Wage established at \$19,975	
707.000 COMM MEETING & CONF PAY	260	300	240	300		
708.000 INTERNET	600	600	550	600	\$50 per month	
715.000 FICA	1,530	1,570	1,440	1,600	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 employee @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	0	100		
910.100 WORKERS COMP ACCOUNT	30	30	20	30	Based on current rates	
	21,570	22,270	20,270	22,630		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	113,910	120,480	106,570	122,530	Annual salary - \$122,524	
702.000 SALARIES	115,870	134,760	119,280	102,300	HR Director - 1664 hrs @ \$39.00/hr Administrative Assistant - 1040 hrs @ \$23.16/hr (1040 hours to Comm. Development) Administrative Assistant - 460 hrs @ \$25.73/hr (60 hrs - Clerk duties, 1560 hrs - Election duties) Overtime - 20 Hrs Ea	64,900 24,090 11,840 1,470
					Justification Items Total:	102,300
715.000 FICA	18,320	19,520	17,870	17,200	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	27,270	30,200	27,960	27,240	10% of wages and salaries, excluding sick leave reimbursement & overtime 14% of wages and salaries for Manager	10,080 17,160
					Justification Items Total:	27,240
719.000 HEALTH INSURANCE	44,030	48,600	45,930	47,580	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	3,000	3,510	3,280	3,310	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	2,240	2,210	1,980	1,980	Short and Long term - 3% increase	
719.300 LIFE INSURANCE	470	520	440	470	\$30,000 for Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	100	80	60	80	4 Employees @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	3,160	3,500	2,700	3,500	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	4,510	10,850	9,470	9,900	ICMA dues MLGMA Dues Books, Publications Training for Admin Assts SHRM Local Chapter SHRM Membership SHRM Conference MMA Conference and MERS Conference Dumbrell Tuition Reimbursement	1,200 150 200 800 300 200 600 1,200 5,250
					Justification Items Total:	9,900
861.000 TRAVEL & MILEAGE	200	300	120	150	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	0	200	60	1,200	General vehicle maintenance and tires	
910.100 WORKERS COMP ACCOUNT	920	860	690	690	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	100	0	100	Repair of printers/IT	
956.000 MISCELLANEOUS EXPENSE	160	200	220	200	Based on Prior Years Activity	
976.000 EQUIPMENT PURCHASES	100	500	0	500		
	334,260	376,490	336,630	339,030		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 191 FINANCE
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	173,950	178,820	157,830	185,070	Finance Director - salary of \$81,110 plus ins opt out of \$4,000 Finance Clerk - \$23.22/hr Accounting Assistant - \$22.41/hr plus health & dental ins opt out of \$4,360 Overtime (10 hours each)	85,110 48,300 50,970 690
Justification Items Total:						185,070
715.000 FICA	13,200	13,680	11,950	14,160	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	100	100	0	100		
718.000 PENSION	14,310	16,980	15,670	17,610	10% of wages and salaries (Excluding overtime & insurance opt out)	
719.000 HEALTH INSURANCE	19,350	19,250	17,830	20,170	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,420	2,630	2,410	2,790	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	1,530	1,510	1,450	1,640	Short and long term - 3% increase	
719.300 LIFE INSURANCE	270	270	230	280	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	60	50	60	3 FTE's @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	3,920	3,000	2,960	3,300	Based upon current level of activity	
801.001 BANK CHARGES	1,610	1,720	1,980	3,250	Bank Fees Credit Card Processing Fees Operating Account Checks	1,500 1,000 750
Justification Items Total:						3,250
802.000 CONFERENCES, DUES, SUB'S	1,770	2,920	1,370	3,120	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 (\$300) & lodging (\$450) MGFOA spring conference Per diems Chamber meetings CPFO program materials (\$300) and exam (\$150)	300 150 200 300 500 100 750 220 100 50 450
Justification Items Total:						3,120
861.000 TRAVEL & MILEAGE	100	200	0	200	Based upon current level of activity	
900.000 PRINT & PUBLISHING	70	50	0	50		
910.100 WORKERS COMP ACCOUNT	530	580	430	580	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	150	150	0	150	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	370	200	250	200	Miscellaneous accounting expenses	
976.000 EQUIPMENT PURCHASES	2,480	550	540	0	None anticipated	
	236,220	242,670	214,950	252,730		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 215 CLERK
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	25,530	26,140	23,230	26,720	Wage established at \$21,350 Deputy Clerk - 60 hours @ \$25.73 Elections Assistant - 208 Hours @ \$14.60 (8 hrs bi-weekly) Overtime - 20 hours	21,350 1,550 3,040 780
Justification Items Total:						26,720
707.000 COMM MEETING & CONF PAY	170	290	100	300		
708.000 INTERNET	600	600	550	600	\$50/month	
715.000 FICA	2,010	2,070	1,830	2,120	7.65% of salaries and wages	
718.000 PENSION	200	180	80	160	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	200	240	70	360	3% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	20	20	10	30	3% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	10	20	10	20	3% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	10	0	10	3% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	One employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,370	5,000	4,950	5,500	New voter ID cards/Master cards, postage for voter ID cards, new voter ID file	
802.000 CONFERENCES, DUES, SUB'S	540	2,780	610	3,500	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 1,500 1,500 220 120 120
Justification Items Total:						3,500
861.000 TRAVEL & MILEAGE	450	400	70	400	Off-site conferences/meetings	
910.100 WORKERS COMP ACCOUNT	20	30	20	30	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	40	10	20	50		
976.000 EQUIPMENT PURCHASES	1,950	0	0	0	None anticipated	
	33,140	37,810	31,570	39,820		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,060	2,270	1,960	2,440	Approximately 80 hours for three members @ \$30.51/hour, includes March, July and December Meetings	
715.000 FICA	80	190	150	190	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	80	400	200	400	Continuing ed classes/webinars	
	1,220	2,860	2,310	3,030		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 253 TREASURER
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	25,040	22,110	20,020	22,490	Wage established - \$14,840	14,840
					Deputy Treasurer - 260 hours @ \$29.41/hr	7,650
					Justification Items Total:	22,490
707.000 COMM MEETING & CONF PAY	1,120	1,500	650	1,000	Based upon current level of activity	
708.000 INTERNET	600	600	550	600	\$50/mo.	
715.000 FICA	1,830	1,860	1,600	1,850	7.65% of salary	
718.000 PENSION	260	750	690	770	10% of Deputy Treasurer	
719.000 HEALTH INSURANCE	600	1,800	1,570	2,220	12% of Deputy Treasurer benefits	
719.100 DENTAL INSURANCE	70	200	180	220	12% of Deputy Treasurer benefits	
719.200 DISABILITY INSURANCE	20	60	60	70	12% of Deputy Treasurer benefits	
719.300 LIFE INSURANCE	0	0	10	20	12% of Deputy Treasurer benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 employee	
727.000 OFFICE SUPPLIES & POSTAGE	5,970	5,500	5,690	5,500	Postage expenses for tax bills. (Need to go out First class mail)	
802.000 CONFERENCES, DUES, SUB'S	940	4,420	460	3,650	MTA and MMTA dues (Deputy Treasurer & Acctg Director)	250
					MMTA Winter Workshop (2 attendees)	1,000
					MMTA Fall Conference (2 attendees)	1,800
					MTA Training/Webinars	200
					BS&A Tax Training	400
					Justification Items Total:	3,650
861.000 TRAVEL & MILEAGE	680	500	0	500	Based on current level of activity	
900.000 PRINT & PUBLISHING	4,590	4,100	1,590	4,700	Printing of summer & winter tax bills & delinquent tax notices and inserts	
910.100 WORKERS COMP ACCOUNT	20	30	20	20	Based on current rates	
	41,770	43,450	33,110	43,630		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	61,870	65,760	58,170	69,300	Assessor's salary - \$69,293	
702.400 STAFF SALARIES	74,000	79,700	69,280	83,980	Assistant Assessor \$28.45/hr	59,180
					Administrative Assistant Assessing - 1040 hours @ \$22.37/hr	23,270
					Overtime (20 hrs)	1,530
					Justification Items Total:	83,980
715.000 FICA	9,690	11,130	9,050	11,730	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	12,640	14,400	13,290	15,180	10% of full-time salary & wages, excluding insurance opt out & overtime.	
719.000 HEALTH INSURANCE	41,620	36,780	34,200	37,990	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,740	2,670	2,440	2,690	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	1,210	1,150	1,160	1,330	Short and long term - 3% increase	
719.300 LIFE INSURANCE	190	200	160	180	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	70	60	40	60	3 employees @ \$20	
727.000 OFFICE SUPPLIES & POSTAGE	4,900	6,500	5,060	6,500	Postage for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	40	400	40	400	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	5,830	4,770	1,860	3,770	Continuing education classes for renewal of certifications	1,200
					Dues IAAO, MAA, Ottawa County Assessors & Misc associations	540
					State Annual Certification fees - 3 employees @ \$175	530
					Annual assessor's conference, lodging and meals for 2 employees	1,500
					Justification Items Total:	3,770
861.000 TRAVEL & MILEAGE	310	700	40	400	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	400	1,750	0	1,000	General vehicle maintenance	
863.000 FUEL EXPENSE	320	400	90	400	Gasoline costs for assessing vehicle	
900.000 PRINT & PUBLISHING	3,520	3,250	2,020	3,250	Contract for printing assessing notices & notice insert	
910.100 WORKERS COMP ACCOUNT	1,570	1,700	1,260	1,700	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	0	300	0	100	Repairs of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	50	100	0	100		
976.000 EQUIPMENT PURCHASES	110	400	70	800	Replacement of broken equipment if needed	300
					Replace office chair (Larrison)	500
					Justification Items Total:	800
	221,080	232,220	198,230	240,960		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	59,300	20,320	16,030	94,310	Deputy Clerk 1560 Hrs @ \$25.73/hr Elections Assistant (8hrs./wk + 240 during elections) @ \$14.60/hr Election Inspectors - (\$6,500 Mar, \$6,500 May, \$12,500 Aug, \$16,000 Nov) Deputy Clerk Overtime - 80 hours	40,140 9,580 41,500 3,090
Justification Items Total:						94,310
707.000 COMM MEETING & CONF PAY	340	170	80	350	4 elections @ 2 trustees (4 X \$43.19 X 2) + extra mtg for combining precincts	
715.000 FICA	2,170	1,020	730	4,040	7.65% of compensation (Deputy Clerk and Elections Assistant only)	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	1,590	510	460	4,020	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	2,190	680	720	8,840	75% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	170	50	60	690	75% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	170	50	60	340	75% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	30	10	10	70	75% of Deputy Clerk's Benefits	
727.000 OFFICE SUPPLIES & POSTAGE	10,060	4,000	3,070	13,900	Postage for AV Apps/Ballots (4 elections) Election Inspector & Church mailings Plastic covering in case of rain for precincts AV envelopes, applications Voter ID cards/"I voted" stickers/pens Misc Copies	6,300 150 100 4,000 350 1,000 2,000
Justification Items Total:						13,900
800.000 BUILDING RENT	2,100	700	700	2,800	Hope Reformed Church (4 x \$300) Lakeshore Baptist Church (4 x \$200) Watermark Church (4 x \$200)	1,200 800 800
Justification Items Total:						2,800
861.000 TRAVEL & MILEAGE	1,360	400	210	1,400	Based on 4 Elections	
900.000 PRINT & PUBLISHING	510	550	0	600	Election Publishing - 4 elections	
910.100 WORKERS COMP ACCOUNT	50	50	40	200	Based on current rates	
936.000 EQUIPMENT MAINTENANCE	1,590	1,600	0	1,600	Testing and setup for election equipment (amt/yr from 2019-2027)	
940.000 EQUIPMENT RENTAL	140	50	90	0		
956.000 MISCELLANEOUS EXPENSE	2,240	1,210	1,130	6,970	Mark test ballots (4 x \$500) Shredding Election Inspectors lunches, dinner, beverage Cell phone use (\$15 x 7) X 4 AVCB Tabulator for absentee ballots (50% paid by County)	2,000 200 1,600 420 2,750
Justification Items Total:						6,970
970.000 CAPITAL OUTLAY	0	0	0	8,000	Election Trailer (Includes insurance, plates, logo and padlock)	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 262 ELECTIONS
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
976.000 EQUIPMENT PURCHASES	2,300	4,350	3,560	3,500	Ballot folding machine	1,000
					Mastercard filing cabinet	2,500
					Justification Items Total:	3,500
	86,310	35,820	26,950	151,730		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	62,010	66,750	57,560	67,860	Director - Salary of \$90,668 plus insurance opt out of \$4,000 (50%) Assistant Director - Salary of \$74,127 (13.13%) Admin. Coordinator - 104 hrs @ \$25.73/hr (5%) Summer Help - 600 hrs @ \$10.71/hr	47,640 9,880 2,710 7,630
Justification Items Total:						67,860
715.000 FICA	4,660	5,140	4,320	5,220	7.65% of all salaries	
718.000 PENSION	5,600	5,680	5,300	5,780	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	2,670	3,200	2,340	2,070	Blue Care Network (1 employee waiving insurance), includes HSA deposit	
719.100 DENTAL INSURANCE	550	590	610	580	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	590	530	550	550	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	60	70	50	70	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	100	0	None anticipated	
741.000 UNIFORM EXPENSE	380	400	0	400	Clothing allowance/replacement for 1 full-time employee	
801.000 LEGAL AND PROFESSIONAL FEES	0	2,700	1,800	0	None anticipated	
803.000 CONTRACTED SERVICES	11,740	12,530	9,810	13,550	Basic cleaning services Additional cleaning services (additional carpet, spot cleaning, windows, etc.) Republic Services (garbage service & office paper recycle) Pest control	9,100 1,250 2,450 750
Justification Items Total:						13,550
817.000 MISS DIG SERVICES	0	500	420	500	Fiber connection	
850.000 TELEPHONE EXPENSE	5,450	7,660	5,060	9,600	See telephone/internet worksheet (Includes all general fund expense)	
863.000 FUEL EXPENSE	930	1,000	770	1,000	Fuel for plow truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	880	1,470	1,060	1,470	Based on current rates	
921.000 ELECTRIC	32,760	30,000	26,580	30,000	Paid to Consumer's Power for electric usage	
922.000 GAS	4,200	6,200	4,180	6,000	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	3,630	3,700	2,950	3,500	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	160	150	150	150	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	19,160	43,550	23,810	55,250	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 Conversion of florescent lights to LED in Conference room Landscape replacement Replace conference room chairs Thermostat upgrade Sealcoat and restripe parking lots Wall heaters - Board room restrooms	11,500 6,000 500 500 1,000 1,500 7,000 4,000 12,000 3,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Create ADA ramp at Administrative building main entrance	7,500
					Lockers for women's bathroom	750
					Justification Items Total:	55,250
936.000 EQUIPMENT MAINTENANCE	19,790	22,010	15,280	7,700	Postage machine lease & maintenance - \$450/qtr & supplies - \$500	2,300
					Generator maintenance	1,200
					Maintenance of hoist, mowers, forklift and various equipment	4,000
					Shredder maintenance	200
					Justification Items Total:	7,700
936.300 AUTOMOTIVE MAINTENANCE	620	1,000	0	1,000	Maintenance of truck	
956.000 MISCELLANEOUS EXPENSE	0	250	210	250	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	85,010	69,900	0	84,000	Roof repair/improvement above finance office	50,000
					Replace carpet in certain sections of the Admin bldg	34,000
					Justification Items Total:	84,000
970.250 CAPITAL OUTLAY-PROF FEES	6,500	3,500	0	10,000	Professional fees for roof repair/improvement above finance office	
976.000 EQUIPMENT PURCHASES	3,690	300	210	300	Miscellaneous tools & equipment	
	271,070	288,900	163,140	306,820		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	78,620	81,560	72,090	82,930	Director - Salary of \$90,668 plus insurance opt out of \$4,000 (1.25%) Assistant Director - Salary of \$74,127 (8.11%) Admin. Coordinator - 728 hrs @ \$25.73/hr (35%) Public Services Worker - 2080 hrs @ \$25.73/hr	1,190 6,100 18,960 56,680
Justification Items Total:						82,930
715.000 FICA	5,740	6,240	5,310	6,380	7.65% of all salaries	
718.000 PENSION	7,520	7,810	7,170	7,940	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	21,670	20,760	19,150	24,190	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,230	1,320	1,130	660	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	700	720	660	740	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	130	130	110	140	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 full time employee	
727.000 OFFICE SUPPLIES & POSTAGE	30	200	30	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	870	860	670	1,290	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee Prescription safety glasses	490 400 400
Justification Items Total:						1,290
801.000 LEGAL AND PROFESSIONAL FEES	3,040	500	300	500	Professional services such as legal, engineering and consulting	
808.100 CEMETERY CONTRACTS EXPENSES	1,750	6,000	6,420	6,000	Vaults, memorials and urns owed to contract holders	
863.000 FUEL EXPENSE	1,740	1,400	1,280	1,400	Fuel for truck, lawn equipment, etc.	
910.100 WORKERS COMP ACCOUNT	1,280	1,260	980	1,260	Based on current rates	
921.000 ELECTRIC	2,310	2,500	1,510	2,500	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	810	1,000	690	1,000	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	5,280	5,000	3,850	5,000	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	13,970	18,690	15,620	6,400	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites Iron sequestration chemicals Tree Replacement - Historic & Lakeshore	4,000 1,400 1,000
Justification Items Total:						6,400
931.000 FERTILIZER EXPENSE	3,680	3,900	2,840	3,900	Historic Cemetery - 4 applications Lakeshore Cemetery - 4 applications	1,400 2,500
Justification Items Total:						3,900
936.000 EQUIPMENT MAINTENANCE	5,870	9,000	4,480	5,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc.	
936.300 AUTOMOTIVE MAINTENANCE	230	2,000	100	1,000	Maintenance of truck	
940.000 EQUIPMENT RENTAL	90	100	0	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000 MISCELLANEOUS EXPENSE	0	100	30	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	0	161,000	0	6,000	Equipment trailer	
970.250 CAPITAL OUTLAY-PROF FEES	0	17,500	7,740	0		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 276 CEMETERY
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
976.000 EQUIPMENT PURCHASES	270	1,500	1,040	1,000	Miscellaneous tools & equipment	
	<u>156,860</u>	<u>351,070</u>	<u>153,220</u>	<u>165,650</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	289,190	312,850	271,670	312,830	Community Development Director - Salary \$81,111 Building Official - Salary \$71,710 Building Inspector - Salary \$68,613 Sick Time Reimbursement (est 40 hrs) Overtime - 80 hrs (50 hrs - Official; 20 hrs - Inspector; 10 hrs - Asst. ZA) Ordinance Enforcement Officer - 1508 hrs @ \$25.73/hr Community Development Admin Assistant - 1040 hours @ \$23.16/hr Assistant Zoning Administrator - 1040 hours @ \$22.37/hr	81,120 71,710 68,620 1,310 3,910 38,800 24,090 23,270
Justification Items Total:						312,830
707.000 COMM MEETING & CONF PAY	230	220	350	230	Construction Board of Appeals (1 mtg: Chair @ \$55.53; 4 Members @ \$43.19 each)	
715.000 FICA	21,330	23,890	20,120	23,850	7.65% of Total Salaries and Wages (Including Overtime)	
716.000 MEDICAL CARE & PHYSICALS	0	100	150	100	Workplace Health	
718.000 PENSION	24,510	32,240	29,700	30,770	10% of Salaries & Wages (Excluding Sick Leave Rmbrsmnt for FTE's and Overtime)	
719.000 HEALTH INSURANCE	51,710	52,430	44,160	52,410	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	3,720	3,820	3,340	3,840	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	2,410	2,370	2,080	2,440	Long & Short Term Coverage - 3% increase	
719.300 LIFE INSURANCE	330	360	270	370	\$30,000 per FTE	
719.700 EMPLOYEE ASSISTANCE PROGRAM	150	540	540	100	4 @ \$20 2 @ \$10	80 20
Justification Items Total:						100
727.000 OFFICE SUPPLIES & POSTAGE	6,690	6,500	5,570	6,500	Copies, Office Supplies, Postage, Printer Cartridges, etc.	
741.000 UNIFORM EXPENSE	580	500	130	750	Replacement Clothing (extra \$250 for new employee)	
801.000 LEGAL AND PROFESSIONAL FEES	6,770	11,000	9,130	8,000	Legal Consultation (Dickinson Wright), Consulting for Planning/Zoning/Bldg/Code Enf	
802.000 CONFERENCES, DUES, SUB'S	8,450	9,180	4,700	7,880	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 Misc Planning Conferences/Meetings MCAD Membership Dues (Online Code Book Library) Misc Books (Commercial Code Changing April 2020)	1,500 250 200 80 120 730 1,500 750 750 2,000
Justification Items Total:						7,880
803.000 CONTRACTED SERVICES	0	4,300	4,280	0	None anticipated	
806.000 ELECTRICAL INSPECTIONS	63,550	46,400	35,050	43,200	About 72% of Projected Fees of \$60,000	
807.000 PLUMBING INSPECTIONS	28,600	25,200	20,320	28,800	About 72% of Projected Fees of \$40,000	
807.100 MECHANICAL INSPECTIONS	57,400	49,000	37,020	50,400	About 72% of Projected Fees of \$70,000	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 371 COMMUNITY DEVELOPMENT
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
861.000 TRAVEL & MILEAGE	200	500	50	200	Mileage for Travel with Personal Vehicles (Com Dev & Assess = 7 staff w/ 3 vehicles)	
862.000 VEHICLE MAINTENANCE & REPAIR	2,320	2,500	230	1,500	General Vehicle Maintenance (truck is aging & requires more repairs)	
863.000 FUEL EXPENSE	2,800	2,800	2,020	2,800	Based Upon Current Level of Activity	
900.000 PRINT & PUBLISHING	30	50	90	50		
910.000 BUILDING, EQUIP & RADIO INS	750	760	680	900	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	1,980	2,380	1,660	2,380	Based on current rates	
956.000 MISCELLANEOUS EXPENSE	710	600	530	600	Miscellaneous Expense	100
					Builders Forum (2)	500
					Justification Items Total:	600
970.000 CAPITAL OUTLAY	0	12,500	9,130	30,000	Replace '08 Ford Truck (2018 Replacement year per CIP)	
976.000 EQUIPMENT PURCHASES	500	1,650	1,140	2,950	Miscellaneous Equipment	250
					Replace Office Chairs (Hoisington & French)	1,000
					Replace Monitor (French)	200
					Laser Height Measuring (TruPulse 300 Station Kit)	1,500
					Justification Items Total:	2,950
	574,910	604,640	504,110	613,850		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	2,520	4,000	3,680	4,000	Orphan drain project	
890.000 DRAINS- AT LARGE	57,690	26,000	30,580	30,000	Township portion of at-large drain maintenance	
	60,210	30,000	34,260	34,000		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 446 ROAD CONSTRUCTION
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
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GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 448 STREET LIGHTING
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	125,010	124,520	106,010	126,640	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections	
921.000 ELECTRIC	570	720	510	700	School speed signs at Peach Plains & Rosy Mound	
	125,580	125,240	106,520	127,340		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 528 WASTE COLLECTION
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
882.000 YARD WASTE	8,310	9,500	4,840	9,900	Leaf collection contract	4,000
					Leaf collection - 6 weeks fall	4,900
					Leaf collection - 2 weeks spring	1,000
					Justification Items Total:	9,900
	<u>8,310</u>	<u>9,500</u>	<u>4,840</u>	<u>9,900</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 721 PLANNING COMMISSION
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	7,520	10,010	5,530	10,190	Chair: 15 Meetings @ \$86.36 8 Members: 15 Meetings @ \$74.02 each	1,300 8,890
					Justification Items Total:	10,190
707.000 COMM MEETING & CONF PAY	380	500	100	500	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	580	810	430	820	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	24,990	21,000	10,320	11,000	Legal Costs Design Toolkit for Zoning Ordinance (2019 carryover)	6,000 5,000
					Justification Items Total:	11,000
802.000 CONFERENCES, DUES, SUB'S	1,270	1,500	1,010	1,500	Various Subscriptions & Other Training	
861.000 TRAVEL & MILEAGE	60	150	120	150	Mileage for Travel with Personal Vehicles	
	34,800	33,970	17,510	24,160		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,280	1,580	960	1,610	Chair: 5 Meetings @ \$74.02 4 Members: 5 Meetings @ \$61.70 each	370 1,240
					Justification Items Total:	1,610
707.000 COMM MEETING & CONF PAY	520	250	0	250	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	160	140	70	150	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	490	500	610	500	Legal Costs (Escrows now required with application)	
802.000 CONFERENCES, DUES, SUB'S	630	750	400	750	Various Subscriptions and Other Training	
861.000 TRAVEL & MILEAGE	40	100	0	100	Mileage for Travel with Personal Vehicles	
	3,120	3,320	2,040	3,360		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	85,180	67,050	60,160	86,480	Director - Salary of \$90,668 plus a portion of insurance opt out of \$4,000 (6.25%) Assistant Director - Salary of \$74,127 (13.13%) Admin Coordinator - 104 hrs @ \$25.73/hr Public Services Worker - 1560 hrs @ \$22.37/hr Summer Help (2)- 600 hrs @ \$10.71/hr and (1)-600 hrs @ \$11.62/hr (est. 75 hrs OT per employee) Gatekeeper	5,960 9,870 2,710 36,580 23,540 7,820
					Justification Items Total:	86,480
706.000 AREA WIDE RECREATION	58,690	60,100	45,000	61,920	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	1,670	1,200	1,150	1,200	6 Parks & Recreation Committee Members for attendance at 6 meetings @ \$30.85/hr	
715.000 FICA	6,690	5,170	4,770	6,650	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	620	600	590	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	5,230	3,280	2,520	5,300	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	6,500	3,990	2,580	5,270	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	660	370	310	540	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	550	530	290	450	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	110	120	40	100	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	770	1,200	1,050	1,200	Miscellaneous office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	2,620	2,660	1,920	2,060	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$1200 Uniform cleaning for 1 full-time and 4 part-time employees	1,200 860
					Justification Items Total:	2,060
801.000 LEGAL AND PROFESSIONAL FEES	14,440	16,680	12,520	1,500	Professional services such as legal, engineering, and consulting	
802.000 CONFERENCES, DUES, SUB'S	0	100	0	100	Michigan Recreation & Park Association dues	
861.000 TRAVEL & MILEAGE	3,510	3,700	3,360	3,700	Mileage for Gate Keeper based on \$240 per pay period	
863.000 FUEL EXPENSE	5,830	6,100	3,560	5,000	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.	
874.000 ROAD SIGNS	0	750	0	750	Miscellaneous signs and posts & replacement for vandalism	
900.000 PRINT & PUBLISHING	100	200	110	200	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	3,120	3,000	2,730	4,000	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	2,490	4,580	2,560	3,710	Based on current rates	
921.000 ELECTRIC EXPENSE	9,750	9,600	6,980	9,600	Electrical usage for lights, pumps, etc.	
923.000 WATER EXPENSE	2,530	2,500	1,950	2,500	Water usage at Mercury Park & Odawa/Battle Point Launch	
930.000 MAINTENANCE AND REPAIR OF B&G	27,660	52,150	48,380	56,600	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism Paper products, cleaning supplies, garbage service, etc. Trail marker maintenance Pottawattomie dock removal/reinstall Add bark to all park play areas Painting of shelters & restrooms Parking lot hole repair - Mercury	12,000 2,500 500 1,000 1,500 8,000 5,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Parking lot hole repair - Pottawattomie	5,000
					Tree replacement - Pottawattomie	3,000
					Add sprinkling - Pottawattomie	3,500
					Hydroseed - Pottawattomie	2,000
					Parking space/directional arrow paint - all parks	7,500
					Trash cans (5)	3,500
					No wake bouy removal/install (2)	1,600
					Justification Items Total:	56,600
931.000	FERTILIZER EXPENSE	4,220	4,300	3,480	4,350	Fertilizer for softball diamonds, soccer fields, and general park areas
932.200	BUCHANAN ACCESS	2,100	2,700	2,330	3,580	Garbage containers, repair/replacement of sign, fencing, etc.
						Beach Attendant \$10.71/hr (100%), including workers comp and FICA
						Port-A-Potty
						Justification Items Total:
						3,580
936.000	EQUIPMENT MAINTENANCE	10,590	10,000	8,820	10,000	Maintenance of tractors, mowers, trimmers, chainsaws, etc.
936.300	AUTOMOTIVE MAINTENANCE	1,190	6,000	480	1,000	Maintenance/repair of trucks including tires, tune-ups, etc.
940.000	EQUIPMENT RENTAL	0	400	350	400	Rental of miscellaneous items for maintenance of the parks
956.000	MISCELLANEOUS EXPENSE	10	100	240	100	Miscellaneous expenditures not covered by other line items
970.000	CAPITAL OUTLAY	26,600	136,600	63,620	21,000	Front/rear plows for truck
						Gates - Pottawattomie and Hofma Preserve
						Justification Items Total:
						21,000
970.250	CAPITAL OUTLAY-PROF FEES	0	50,000	32,300	0	None anticipated
976.000	EQUIPMENT PURCHASES	8,320	2,000	240	8,500	Miscellaneous tools & equipment
						Cell phone - Johnson
						Post hole digger for Toolcat
						Tool box and light rack
						Justification Items Total:
						8,500
		291,780	457,750	314,410	308,380	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 101 GENERAL FUND
DEPARTMENT: 966 APPROPRIATION TRANSFERS
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
999.000 OPERATING TRANSFERS OUT - BLDG	124,450	125,230	125,220	128,760	2013 Township Bldg Refunding Bonds - 57% of project thru 2021	
999.200 OPERATING TRANSFERS OUT - IT	66,350	154,300	141,400	161,050	See software expense & computer services spreadsheet	
999.204 OPERATING TRANSFERS OUT - TRANSPOR	356,970	225,000	225,000	250,000	For Street Maintenance	
999.408 OPERATING TRANSFER OUT - PATHWAY	505,580	246,590	226,050	600,000	For bike path maintenance	
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	8,590	12,640	11,550	8,600	Current Retirees	
	1,061,940	763,760	729,220	1,148,410		
Totals for Fund: 101 GENERAL FUND						
Total Revenues:	3,607,990	3,905,930	3,389,220	3,965,770		
Total Expenditures:	3,716,640	3,837,660	3,025,010	4,011,790		
Net of Revenues/Expenditures:	(108,650)	68,270	364,210	(46,020)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 204 MUNICIPAL STREET FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	649,810	684,760	678,080	711,470	Based upon a levy .9145 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	340	400	410	400		
610.000 VARIOUS FEES	0	0	30	1,190	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	1,430	4,050	3,450	3,120		
699.000 APPROPRIATION TRANSFERS IN	356,970	225,000	225,000	250,000	General Fund monies	
	1,008,550	914,210	906,970	966,180		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	300	0	300		
803.300 CONTRACTED SERVICES - HARBOR TRANS	406,640	430,990	430,500	451,430	See estimated tax revenue sheet (Based on 0.58 mills)	
872.000 ROAD CONST DUST CONTROL	33,690	33,400	36,940	37,000		
873.400 STREET PAVING	567,780	450,000	406,000	477,000	Other street paving, prime & double chip	
956.000 MISCELLANEOUS EXPENSE	60	50	0	100		
	<u>1,008,170</u>	<u>914,740</u>	<u>873,440</u>	<u>965,830</u>		
Totals for Fund: 204 MUNICIPAL STREET FUND						
Total Revenues:	1,008,550	914,210	906,970	966,180		
Total Expenditures:	1,008,170	914,740	873,440	965,830		
Net of Revenues/Expenditures:	380	(530)	33,530	350		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 206 FIRE DEPARTMENT
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	1,299,700	1,369,600	1,355,760	1,423,100	Based upon a levy of 1.8292 mills (ad valorem, plus IFT/FTE less DDA recapture and REN zone) See estimate tax revenue sheet	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	680	800	830	800	Amount based on projected activity	
610.000 VARIOUS FEES	0	30,490	30,550	31,830	Payment in lieu of taxes - Health Pointe Payment in lieu of taxes - Village at Rosy Mound	29,460 2,370
Justification Items Total:						31,830
611.000 HOUSE NUMBERING FEES	950	1,600	1,570	1,000	71 addresses at \$14 per address	
611.100 ADDRESS SIGN INCOME	600	500	520	600	Based on current level of activity	
633.000 CHARGE FOR SERVICES	1,770	5,000	4,740	4,000	Blue card training for departments	
635.000 PUBLIC EDUCATION FEES	1,070	4,200	3,550	1,000	CPR Training	
664.000 INTEREST INCOME	15,180	24,000	21,180	17,200		
674.000 SALE OF FIXED ASSETS	0	11,900	9,090	18,000	Engine 1021	
675.400 GRANTS	5,000	0	0	0	None anticipated	
677.000 REIMBURSEMENTS	3,570	1,500	3,820	1,500		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	6,770	4,800	3,830	4,020	Employee Contribution	
694.000 MISCELLANEOUS INCOME	260	300	240	300	Open house donations, misc donations, sale of surplus equipment	
	1,335,550	1,454,690	1,435,680	1,503,350		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	480,300	489,630	435,820	494,770	Chief - \$90,668, Insurance Opt out \$4,000 Captain - \$73,610 ,Insurance Opt out \$4,615 Lt. One - \$66,720 Lt. Two - \$66,760 EO. One - \$59,000 EO. Two - \$61,360,Insurance Opt out \$4,615, EO. Three - \$61,260 Sick bank payout (50%) (Marshall & Schrader) NOTE: Department will be examining full-time personnel needs for FY 2020	94,670 78,230 66,720 66,760 59,000 65,980 61,260 2,150
					Justification Items Total:	494,770
702.100 OVERTIME	20,950	26,620	23,730	22,000	Monthly Training & Staff Meetings 410 hours Shift coverage 520 hours Emergency calls 600 hours Off site training 300 hours Blue Card Training 170 hours	4,510 5,720 6,600 3,300 1,870
					Justification Items Total:	22,000
702.300 STANDBY SALARIES-FIRE DEPT.	105,180	117,300	99,210	102,000	See spreadsheet (Part Time Firefighter Station standby)	
703.000 OVERHEAD & SUPERVISION	49,080	63,000	57,750	65,580	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	52,830	51,360	44,920	65,600	See spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	12,440	12,930	13,790	14,000	See spreadsheet (Annual Training Pay PT)	
715.000 FICA	49,380	53,520	45,640	53,430	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	340	1,800	2,050	1,000	New hire physicals	
717.000 DISABILITY INS-PART-TIME	3,850	4,100	3,550	3,380	Short & long term disability (Provident)	
718.000 PENSION	45,300	47,160	42,510	47,940	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	65,290	66,590	61,600	68,380	Blue Care Network (3 employees waiving health care) - Includes HSA deposit	
719.100 DENTAL INSURANCE	7,830	7,760	7,170	7,800	Delta Dental (2 employees waving insurance) - 3% increase	
719.200 DISABILITY INSURANCE	4,300	4,250	3,970	4,370	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	2,290	2,790	2,430	3,060	Full-time employees - \$30,000, Part-time - \$15,000	
719.700 EMPLOYEE ASSISTANCE PROGRAM	770	2,000	1,050	1,860	33 employees @ \$20 Additional EAP training	660 1,200
					Justification Items Total:	1,860
726.000 MEDICAL SUPPLIES	8,460	11,700	10,930	10,600	Gloves, oxygen and other supplies, CPR Life bands and defib pads Intubation equipment IV locks Three (3) New Zoll AEDs (Replacing 2005 models)	4,000 2,000 500 500 3,600
					Justification Items Total:	10,600

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
726.100 FIRE SUPPLIES	10,730	25,940	23,690	16,400	Gloves, boots, personal protective equipment, Class A foam, pager and radio batteries, etc. Steam Cleaner for SCBA's and trucks (Cancer prevention) Stokes Basket wheel attachment 4 SCBA Masks- To provide spare masks in case of malfunction or service needs	10,000 1,500 1,500 3,400
Justification Items Total:						16,400
726.200 ADDRESS SIGN EXPENSE	370	900	720	900	Supplies for making address signs, street signs	
727.000 OFFICE SUPPLIES & POSTAGE	990	1,100	760	1,000	Based on current level of activity	
741.000 UNIFORM EXPENSE	5,540	7,000	7,730	9,000	Replacement & new uniforms for current full & part-time personnel Replace 6 winter coats at \$500 each	6,000 3,000
Justification Items Total:						9,000
801.000 LEGAL AND PROFESSIONAL FEES	5,200	1,220	880	11,200	Non IAFF contract year Architect Services for future remodel	1,200 10,000
Justification Items Total:						11,200
801.001 BANK CHARGES	0	50	50	50		
802.000 CONFERENCES, DUES, SUB'S	32,360	26,160	20,250	42,700	New Hire Education (2 new hires) Firefighter I & Firefighter II, EMT Continuing Education BTLs, ACLS, PALS, Paramedic Training PT staff (Langworthy) Fire Investigators and Inspector CEs Blue Card Training (Command) DUES: a) Ottawa County Fire Chiefs b) Fire Inspectors c) Fire Instructors d) Ottawa Medical Control dues e) State of Michigan Paramedic EMT MFR Lic. EDUCATION REIMBURSEMENT: 1) Schweitzer 2) Marshall 3) DeDoes 4) Peterson Miscellaneous Fire Training (Water Rescue/Fire, Ice and Auto Extraction) On-line Fire and EMS training for the department Leadership/Promotional training on Department's Core Values (Contingent on Strategic Plan approval)	1,500 2,500 1,500 6,100 2,000 2,600 250 200 150 200 500 3,200 5,250 5,250 3,500 4,000 1,500 2,500
Justification Items Total:						42,700
803.000 CONTRACTED SERVICES	5,930	8,640	6,620	11,550	Generator Contract Fire Ext.	1,600 200

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Siren	1,100
					Canteen	50
					Hazmat team contract	2,200
					Ladder Testing	1,000
					Auto Paulse service contract	1,400
					Liberty Pest	500
					SCBA	3,500
					Justification Items Total:	11,550
805.000	AUDIT SERVICES	1,910	1,950	1,910	1,990	15% of audit costs \$13,250
812.000	IN-HOUSE TRAINING	0	2,400	1,750	1,400	Training tapes & aids, etc.
820.000	PUBLIC EDUCATION EXPENSE	720	900	410	600	CPR cards, books, testing materials
850.000	TELEPHONE EXPENSE	7,170	7,850	6,880	7,250	See telephone/internet spreadsheet
861.000	TRAVEL & MILEAGE	320	400	10	300	Personal vehicle use on Township business
862.000	VEHICLE MAINTENANCE & REPAIR	18,810	23,800	18,520	14,500	Normal maintenance, annual pump test, Tires for 1061 and 1041
						8,000
						6,500
						Justification Items Total:
						14,500
863.000	FUEL EXPENSE	7,450	7,500	6,650	7,500	Based on current level of activity DEF fuel for 1041 and 1061
						7,000
						500
						Justification Items Total:
						7,500
900.000	PRINT & PUBLISHING	190	500	0	200	Advertisement for part-time firefighters
910.000	BUILDING, EQUIP & RADIO INS	12,980	13,420	12,100	15,450	Property and Liability Insurance - 18% increase (Effective Nov 1st)
910.100	WORKERS COMP ACCOUNT	27,240	27,710	25,970	29,500	Based on current rates
921.000	ELECTRIC	9,090	9,000	8,130	9,000	Paid to Consumers Power for electric usage
922.000	GAS	4,660	7,500	4,890	7,500	Paid to Michigan Gas Utilities for natural gas usage
923.000	WATER EXPENSE	2,110	2,550	2,040	2,000	Paid to Grand Haven Township for water usage
930.000	MAINTENANCE AND REPAIR OF B&G	9,960	19,500	18,320	14,750	Equipment maintenance, furnace maintenance, cleaning supplies Gear rack for fire gear storage in station New kitchen stove (gas) Outdoor picnic table Snowblower (two stage)
						8,000
						2,000
						2,000
						1,500
						1,250
						Justification Items Total:
						14,750
936.000	EQUIPMENT MAINTENANCE	6,850	11,690	10,920	3,750	Radio and pager maintenance Printer maintenance Fitness equipment maintenance (including preventative maintenance) Annual Compressor service Service on Zoll cardiac monitors
						750
						200
						300
						500
						2,000
						Justification Items Total:
						3,750

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
956.000 MISCELLANEOUS EXPENSE	2,190	6,000	4,060	5,260	Food for training & runs Licenses & Fees Charter cable Various expenses not covered in another line item Awards and Retirement- recognition night for the staff for 2019 accomplishments.	800 700 1,160 600 2,000
					Justification Items Total:	5,260
959.000 FIRE DEPT-PREVENTION & INSP	7,420	6,800	7,340	7,300	Fire prevention open house Educational materials Inspection materials 911 Academy	5,000 300 500 1,500
					Justification Items Total:	7,300
970.000 CAPITAL OUTLAY	69,750	319,600	12,510	435,500	Final 2 payments for new fire truck Loose equipment for new truck- Hose, Nozzels, Valves, Thermal Camera, Battery Fan / tools, and Hand Tools Rescue Tools for New Engine - Battery powered auto extrication tools with training 5 sets of structural firefighting gear	327,000 60,000 36,000 12,500
					Justification Items Total:	435,500
976.000 EQUIPMENT PURCHASES	2,410	680	80	2,200	Two phones up for replacment Other small equipment	1,200 1,000
					Justification Items Total:	2,200
999.200 OPERATING TRANSFERS OUT - IT	16,690	48,530	44,440	52,220	See software expense & computer services spreadsheet	
999.736 OP TRANSFER OUT - RETIREE HEALTH CAF	20,050	18,960	17,380	12,900	Per actuarial study - current employees and retirees	
	1,197,680	1,570,760	1,121,130	1,689,640		

Totals for Fund: 206 FIRE DEPARTMENT

Total Revenues:	1,335,550	1,454,690	1,435,680	1,503,350
Total Expenditures:	1,197,680	1,570,760	1,121,130	1,689,640
Net of Revenues/Expenditures:	137,870	(116,070)	314,550	(186,290)

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 207 POLICE SERVICES SAD
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.500 SPECIAL ASSESSMENT LEVY	397,160	441,240	420,670	448,770	0.55 mil levy	
545.100 FINES	69,520	38,000	26,270	35,000		
610.000 VARIOUS FEES	0	0	20	720	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	5,300	8,950	8,300	6,120		
677.000 REIMBURSEMENTS	10	30,200	30,160	100	Drug kits	
	471,990	518,390	485,420	490,710		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	37,140	43,440	39,820	42,600	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	7,910	8,500	2,890	4,000	Legal fees for queries & court	
801.001 BANK CHARGES	0	50	50	50		
803.000 CONTRACTED SERVICES	368,070	385,960	342,920	461,980	NOTE: Starting October 2019 - changed to a cost of service contract Contract costs with Ottawa Sheriff for 3.3 deputies (2/3 of schools' COPS Deputy is paid by Ottawa County & GHAPS) Additional Deputy for the summer months	420,830 41,150
Justification Items Total:						461,980
850.000 TELEPHONE EXPENSE	200	250	150	250	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	610	1,000	400	0	Included in cost of service contract	
930.000 MAINTENANCE AND REPAIR OF B&G	0	500	0	500		
936.000 EQUIPMENT MAINTENANCE	340	500	440	500		
956.000 MISCELLANEOUS EXPENSE	0	2,100	790	1,000	Promotional Items, trophies, drug testing kits, Team 911 Academy	
970.000 CAPITAL OUTLAY	0	0	0	42,000	Replace carpeting in Sheriff's offices and hallway Renovate existing bathrooms	17,000 25,000
Justification Items Total:						42,000
976.000 EQUIPMENT PURCHASES	0	500	0	0	Included in cost of service contract	
	414,270	442,800	387,460	552,880		
Totals for Fund: 207 POLICE SERVICES SAD						
Total Revenues:	471,990	518,390	485,420	490,710		
Total Expenditures:	414,270	442,800	387,460	552,880		
Net of Revenues/Expenditures:	57,720	75,590	97,960	(62,170)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.100 TAX INCREMENT REVENUES	453,190	573,200	573,140	634,880	FTE capture w/ 10.1641 mils levy on a \$62.03 million tax base	
664.000 INTEREST INCOME	12,760	28,800	26,280	25,900		
677.000 REIMBURSEMENTS	127,550	125,000	124,330	125,000	State of MI for lost Personal Property Revenues	
	593,500	727,000	723,750	785,780		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	66,240	8,700	7,970	20,280	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	1,970	5,000	670	5,000	Easements	
805.000 AUDIT SERVICES	640	650	640	660	5% of \$13,250	
956.000 MISCELLANEOUS EXPENSE	180	500	110	500		
970.000 CAPITAL OUTLAY	0	0	0	1,108,000	Storm replacement, installation of water main, & sidewalk along Robbins Rd (Reimbursement to County)	903,000
					Replacement of 317 feet of storm drain along 172nd Ave	190,000
					172nd Ave Mid-block Crossing	15,000
					Justification Items Total:	1,108,000
970.250 CAPITAL OUTLAY-PROF FEES	57,770	26,000	14,110	32,000	Replacement of 317 feet of storm drain along 172nd Ave	22,000
					172nd Ave Mid-block Crossing	10,000
					Justification Items Total:	32,000
	126,800	40,850	23,500	1,166,440		

Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY

Total Revenues:	593,500	727,000	723,750	785,780
Total Expenditures:	126,800	40,850	23,500	1,166,440
Net of Revenues/Expenditures:	466,700	686,150	700,250	(380,660)

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	20	0	0	0		
699.000 APPROPRIATION TRANSFERS IN	279,420	285,680	285,660	291,680	100% from Pathway Fund	
	279,440	285,680	285,660	291,680		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 310 DEBT SERVICE-PATHWAY
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
991.200 BOND PRINCIPAL PAYMENTS	145,000	155,000	155,000	165,000	Pursuant to bond payment schedule - expires 2035	
995.000 INTEREST EXPENSE	133,920	130,180	130,170	126,180	Pursuant to bond payment schedule	
996.000 PAYING AGENT FEES	500	500	500	500		
	<u>279,420</u>	<u>285,680</u>	<u>285,670</u>	<u>291,680</u>		
Totals for Fund: 310 DEBT SERVICE-PATHWAY						
Total Revenues:	279,440	285,680	285,660	291,680		
Total Expenditures:	279,420	285,680	285,670	291,680		
Net of Revenues/Expenditures:	20	0	(10)	0		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	0	10	0		
699.000 APPROPRIATION TRANSFERS IN	218,340	219,700	219,670	225,900	General - 57%	128,760
					Water - 31%	70,030
					Sewer - 12%	27,110
					Justification Items Total:	225,900
	<u>218,340</u>	<u>219,700</u>	<u>219,680</u>	<u>225,900</u>		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 360 REFUNDED BUILDING DEBT
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
994.000 BOND PRINCIPAL PAYMENTS	205,000	210,000	210,000	220,000	Pursuant to bond payment schedule - expires 2021	
995.000 INTEREST EXPENSE	13,340	9,720	9,710	5,950	Pursuant to bond payment schedule	
	218,340	219,720	219,710	225,950		
Totals for Fund: 360 REFUNDED BUILDING DEBT						
Total Revenues:	218,340	219,700	219,680	225,900		
Total Expenditures:	218,340	219,720	219,710	225,950		
Net of Revenues/Expenditures:	0	(20)	(30)	(50)		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
403.000 PROPERTY TAXES	311,080	327,700	324,370	340,450	.4376 Mils	
403.300 PROPERTY TAX - DELINQUENT PERSONAL	160	200	200	200		
610.000 VARIOUS FEES	0	0	20	570	Payment in lieu of taxes - Village at Rosy Mound	
664.000 INTEREST INCOME	71,830	47,300	43,130	12,300		
677.000 REIMBURSEMENTS	0	19,900	20,000	0		
694.000 MISCELLANEOUS INCOME	0	100	0	100		
699.000 APPROPRIATION TRANSFERS IN	505,580	246,590	226,050	600,000	General Fund monies	
699.100 APPROP TRANS IN - WATER	37,760	0	0	0		
	926,410	641,790	613,770	953,620		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	57,970	61,740	53,650	62,780	Director - Salary of \$90,668 plus a portion of insurance opt out of \$4,000 (3.74%) Assistant Director - Salary of \$74,127 (5%) Public Services Worker - 2080 hours @ \$25.73/hr	3,570 3,760 55,450
					Justification Items Total:	62,780
715.000 FICA	4,300	4,730	4,010	4,820	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	5,760	5,960	5,520	6,070	10% of salaries for full-time employees, excludes sick leave reimbursement and overtime	
719.000 HEALTH INSURANCE	24,700	24,250	23,470	30,220	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,690	1,810	1,590	1,780	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	540	560	510	580	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	100	100	80	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	50	100	10	100	Miscellaneous office supplies	
741.000 UNIFORM EXPENSE	850	860	700	1,290	Uniform cleaning Clothing allowance/replacement - 1 full-time employee Prescription safety glasses	490 400 400
					Justification Items Total:	1,290
801.000 LEGAL AND PROFESSIONAL FEES	44,080	45,000	31,380	1,000	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	2,650	4,000	2,120	3,300	Fuel expense for maintenance	
874.000 ROAD SIGNS	0	5,500	3,930	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	2,200	1,840	1,900	2,430	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	1,520	950	1,020	950	Based on current rates	
930.000 MAINTENANCE AND REPAIR OF B&G	20,300	37,350	33,740	29,000	Repair of surface damage, retaining walls, etc. Paint crosswalks & approach markings & removal of cold plastic markings Bridge maintenance and repair	10,000 14,000 5,000
					Justification Items Total:	29,000
936.000 EQUIPMENT MAINTENANCE	10,300	14,000	1,880	12,500	Replacement brushes for sweepers, tractor maintenance by dealer, etc.	
936.300 AUTOMOTIVE MAINTENANCE	1,560	7,000	6,220	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	
956.000 MISCELLANEOUS EXPENSE	20	200	10	200	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	1,682,250	1,601,530	1,505,580	425,000	Resurfacing of Lakeshore from Hayes to Ferris Repairs to existing retaining wall on Lakeshore near Brucker	350,000 75,000
					Justification Items Total:	425,000
970.050 CAPITAL OUTLAY - EASEMENTS	71,750	30,000	29,070	0		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 408 PATHWAY FUND
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
970.250 CAPITAL OUTLAY-PROF FEES	331,020	342,500	206,750	67,000	Resurfacing of Lakeshore from Hayes to Ferris	55,000
					Repairs to existing retaining wall on Lakeshore near Brucker	12,000
					Justification Items Total:	67,000
976.000 EQUIPMENT PURCHASES	160	1,400	120	4,500	Miscellaneous tools & equipment	500
					Industrial shelving (1/3)	4,000
					Justification Items Total:	4,500
998.600 APPROP TRANS-DEBT SERV PATHWAY	279,420	285,680	285,660	291,680		
	<u>2,543,220</u>	<u>2,477,680</u>	<u>2,198,940</u>	<u>953,430</u>		
Totals for Fund: 408 PATHWAY FUND						
Total Revenues:	926,410	641,790	613,770	953,620		
Total Expenditures:	2,543,220	2,477,680	2,198,940	953,430		
Net of Revenues/Expenditures:	(1,616,810)	(1,835,890)	(1,585,170)	190		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 590 SEWER
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
600.000 WASTEWATER SALES	332,320	434,600	366,830	448,560	Based on 106.8 MG to be collected in 2020 - estimated wastewater collection sales @ \$4.20/1,000 gallons	
601.000 DEBT SERVICE CHARGE	249,160	276,260	260,550	284,380	868.00 residential and 723.64 non-residential trunkage units for 2019 (existing connections) - >1591.64 units X \$14.75 per month X 12 months Addition of 30 new trunkage units in 2020 (new connections) - 10 units X \$14.75 per month X 9 months & 10 units X \$14.75 per month X 6 months & 10 units X \$14.75 per month X 3 months	281,720 2,660
					Justification Items Total:	284,380
602.000 SPECIAL ASSESSMENT INCOME	107,840	26,730	29,370	21,330	SAD principal	
629.000 LATERAL CHARGES/INSPEC FEES	1,080	1,750	980	1,050	Inspection fees - 30 new connections X \$35 per inspection	
629.100 TRUNKAGE FEES	80,790	109,190	97,330	86,370	30 trunkage units X \$2,879 per unit - assuming that 0 connections will be paid over time as special assessment income	
631.000 LATE CHARGES	5,530	5,000	5,730	5,000	Late charges	
664.000 INTEREST INCOME	26,970	31,980	27,520	25,490	Special assessments Investments	11,840 13,650
					Justification Items Total:	25,490
674.000 SALE OF FIXED ASSETS	0	2,250	0	1,500	Auction sale of truck (20% of \$7,500)	
677.000 REIMBURSEMENTS	16,990	2,000	2,620	2,000	Sewer industrial surcharge reimbursement	
694.000 MISCELLANEOUS INCOME	0	97,600	92,580	100	Miscellaneous revenues not covered by other line items	
	820,680	987,360	883,510	875,780		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	39,050	37,020	34,100	37,630	Director - Salary of \$90,668 plus a portion of insurance opt out of \$4,000 (19.38%)	18,470
					Assistant Director - Salary of \$74,127 (21.88%)	16,450
					Admin Coordinator - 104 hrs @ \$25.73/hr (5%)	2,710
					Justification Items Total:	37,630
703.000 OVERHEAD & SUPERVISION	38,700	55,320	50,710	66,480	See spreadsheet	
715.000 FICA	2,910	2,840	2,520	2,930	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	3,540	3,590	3,340	3,650	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	3,050	3,470	3,070	2,940	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	400	340	340	340	Delta Dental- 3% increase	
719.200 DISABILITY INSURANCE	360	340	330	350	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	40	50	40	50	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	30	20	20	20	1 full-time employee	
727.000 OFFICE SUPPLIES & POSTAGE	1,180	2,000	1,030	2,000	Miscellaneous office supplies & postage for water bills (20%)	
729.000 MISC TOOLS AND EQUIPMENT	740	950	770	950	Gloves, masks, coveralls, etc.	
741.000 UNIFORM EXPENSE	1,060	860	930	1,290	Uniform cleaning for 1 full-time employee	490
					Clothing allowance/replacement for 1 full-time employee	400
					Prescription safety glasses	400
					Justification Items Total:	1,290
801.000 LEGAL AND PROFESSIONAL FEES	21,990	63,000	18,930	13,720	Engineering plan reviews / construction inspections	3,000
					Camera and jet/clean segments of sewers (172nd North of Hayes; Cross country line South of Rosy Mound/GHHS/168th-Ferris to Lincoln)	3,000
					Cost of service study (50%)	7,500
					MDNR water withdrawal monitoring fees for 1 well -Weyburn lift station well	220
					Justification Items Total:	13,720
801.001 BANK CHARGES	0	100	100	100	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	0	2,000	1,600	2,000	Confined space	
805.000 AUDIT SERVICES	1,910	1,950	1,910	1,990	15% of \$13,250	
810.000 WASTEWATER TREATMENT	207,410	305,230	225,440	266,040	Based on 113.6 mg in wastewater collection and treatment charges - O & M = \$1372/MG (est) includes UV and odor control - \$860/month for plant modification - \$1,360/month for 2013 debt - \$6,390/month for 2018 debt (use prior year's average for each cost, because it is calculated on usage)- includes 6% unmetered sewer	
817.000 MISS DIG SERVICES	480	500	420	600	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	3,590	4,660	4,320	3,540	See telephone/internet expense spreadsheet Includes pump station alarms, after hours call forwarding/voicemail, pagers, interconnect line, cell phones	
863.000 FUEL EXPENSE	960	1,000	870	1,000	Partial payment for fuel expense for service trucks and generators	
910.000 BUILDING, EQUIP & RADIO INS	3,280	3,120	3,060	3,910	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	450	410	(70)	410	Based on current rates	
921.000 ELECTRIC	13,570	13,200	9,930	13,000	Lift stations & partial payment for township electrical expense	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
922.000 GAS	610	700	530	700	Lift stations	
923.000 WATER EXPENSE	250	300	160	250	Water consumption at lift stations for cleaning, maintenance and sprinkling	
930.000 MAINTENANCE AND REPAIR OF B&G	0	2,720	2,430	1,280	Portion of miscellaneous maintenance (20%)	880
					Conversion of flourscent lights to LED in office and breakroom (20%)	400
					Justification Items Total:	1,280
936.000 EQUIPMENT MAINTENANCE	3,020	4,000	1,430	4,000	Gas detector maintenance, safety equipment, etc.	2,000
					Generator maintenance	2,000
					Justification Items Total:	4,000
936.400 LIFT STATION MAINTENANCE	29,560	31,520	33,770	27,750	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc.	10,000
					Fertilizer	250
					Wet well cleaning	3,500
					Calibration of cathodic protection - 4 pump stations	4,000
					Replace control panel enclosure at Bayou Point	10,000
					Justification Items Total:	27,750
936.410 WASTEWATER SYSTEM MAINTENANCE	930	2,200	120	49,700	Force main repair, maintenance hole repair, lateral repair	2,000
					Miss Dig location materials	200
					Camera and jet/clean segments of sewers (172nd north of Hayes; Cross country line south of Rosy Mound/GHHS/168th-Ferris to Lincoln)	40,000
					Add maintenance hole data to GIS system	7,500
					Justification Items Total:	49,700
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures	
970.000 CAPITAL OUTLAY	0	130,400	128,690	78,350	Standby generator for Hofma Park lift station	60,000
					MXU replacement project - final 220 replacements	11,550
					Truck purchase (20%)	6,000
					Tool boxes for new truck (20%)	800
					Justification Items Total:	78,350
970.250 CAPITAL OUTLAY-PROF FEES	0	0	0	71,000	Design, planning & permitting to change Hofma lift station to west side of US-31 (2021 project)	50,000
					Professional fees for standby generator for Hofma Park lift station	6,000
					Maintenance hole evaluation	15,000
					Justification Items Total:	71,000
976.000 EQUIPMENT PURCHASES	1,360	500	360	4,500	Miscellaneous small equipment as needed	500
					Industrial shelving (1/3)	4,000
					Justification Items Total:	4,500
992.200 SEWER EXPANSION PRINCIPAL - 2008	0	50,000	0	55,000	Based on bond schedule - expires 2028	
995.600 SEWER EXPANSION INTEREST - 2008	33,410	30,310	31,070	27,850	Based on bond schedule - expires 2028	
996.000 PAYING AGENT FEES	650	600	650	600	Paid to OCRC for handling of bonds	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	26,200	26,360	26,350	27,110	2013 Township Bldg Refunding Bonds- 12% of project - expires 2021	

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 590 SEWER
DEPARTMENT: 537 SEWER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
999.200 OPERATING TRANSFERS OUT - IT	5,200	20,660	18,920	23,790	See software expense & computer services spreadsheet	
	<u>445,890</u>	<u>802,440</u>	<u>608,190</u>	<u>797,020</u>		
Totals for Fund: 590 SEWER						
Total Revenues:	820,680	987,360	883,510	875,780		
Total Expenditures:	445,890	802,440	608,190	797,020		
Net of Revenues/Expenditures:	374,790	184,920	275,320	78,760		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 591 WATER
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
610.000 VARIOUS FEES	430	500	270	350	NSF Charges - 14 @ \$25	
627.000 WATER SALES	1,474,590	1,358,720	1,234,800	1,623,440	NOWS based on 565.8 MG in water sales @ \$2.71 per 1000 gallons Grand Rapids based on 28.7 MG in water sales @ \$3.14 per 1000 gallons	1,533,320 90,120
					Justification Items Total:	1,623,440
628.000 READINESS TO SERVE CHARGE	968,760	957,000	943,070	1,020,200	Increase RTS with 50 new connections - Assumes 10 - 1st qtr, 10 - 2nd qtr, 10 - 3rd qtr, and 20 - 4th qtr (\$14.23/month) remainder based on actual collection to date	
629.000 LATERAL CHARGES/INSPEC FEES	90,850	93,000	78,030	97,500	Based on 50 new connections in water system at \$1,950/tap. Commercial/industrial connections pay meter/material costs under account 649.	
629.100 TRUNKAGE FEES	92,730	67,140	47,170	34,240	Based on 50 new residential connections - 10 existing homes will connect leaving 40 new construction connections @ \$856/trunkage. Commercial/industrial connections will pay based on meter size under this account.	
630.000 FIRE LINE CHARGES	10,280	12,000	11,030	12,530	47 - up to 6" @ \$12.90/month 10 - 8" @ \$26.00/month 2 - 10" @ \$50.00/month 1 - 12" @ \$75.52/month	7,280 3,120 1,200 930
					Justification Items Total:	12,530
631.000 LATE CHARGES	34,900	32,000	30,340	32,000	Estimate of late payments	
632.000 RE-ESTABLISH SERVICE	5,740	5,100	4,560	5,500	Estimate of late payments	
649.000 SALE OF MATERIALS	8,320	10,000	9,890	5,000	Sale of meters, setters, angle valves, other materials, etc.	
664.000 INTEREST INCOME	16,940	27,300	24,720	17,650	CD interest	
669.000 HYDRANT RENTAL INCOME	950	1,650	280	1,500	Includes rental charges for hydrant usage by contractors, etc. Robinson Township hydrant rental	150 1,350
					Justification Items Total:	1,500
670.000 LEASE PAYMENTS	25,560	24,190	20,160	24,910	Wireless antenna lease on water tower (increases 3% per year)	
674.000 SALE OF FIXED ASSETS	0	5,250	0	6,000	Auction sale of truck (80% of \$7,500)	
677.000 REIMBURSEMENTS	115,240	33,400	33,790	2,000		
677.500 REIMBURSEMENTS-EE HEALTH INS CONT	4,050	2,600	2,090	2,180	Employee Contribution	
	2,849,340	2,629,850	2,440,200	2,885,000		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	238,250	244,000	222,390	251,590	Director - Salary of \$90,668 plus a portion of insurance opt out of \$4,000 (19.38%) Assistant Director - Salary of \$74,127 (38.75%) Admin. Coordinator - 1040 hrs @ \$25.73/hr (50%) Public Services Foreman - 2080 hrs @ \$29.41 plus insurance opt out of \$4,000 Public Services Worker (1) - 2080 hrs @ \$25.73 and (1) - 2080 hrs @ \$21.53 plus insurance and dental opt out of \$4,615	18,460 31,820 27,470 67,380 106,460
Justification Items Total:						251,590
702.900 SALARIES - SPECIAL PROJECTS	1,390	8,430	5,010	8,570	Summer Help - Hydrant Maintenance - 800 hrs @ \$10.71/hr	
703.000 OVERHEAD & SUPERVISION	161,580	236,280	216,590	180,360	See spreadsheet	
715.000 FICA	17,870	18,670	17,020	19,110	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	650	0	660	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	50	500	110	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	19,990	22,530	20,480	23,260	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime.	
719.000 HEALTH INSURANCE	33,800	26,990	25,340	27,750	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	4,890	3,540	3,920	3,470	Delta Dental - 3% increase	
719.200 DISABILITY INSURANCE	2,030	2,190	1,920	2,250	Short and long term disability - 3% increase	
719.300 LIFE INSURANCE	460	370	380	380	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	120	100	70	100	5 full- time employees	
727.000 OFFICE SUPPLIES & POSTAGE	9,420	17,020	14,130	14,590	Supplies such as paper, pens, folders, checks, postage for water bills (80%), mailings, etc. Shipping for UCMR4 samples Shipping for UCMR5 samples	9,920 1,070 3,600
Justification Items Total:						14,590
729.000 MISC TOOLS AND EQUIPMENT	920	1,500	1,310	2,000	Miscellaneous tools and equipment not covered under 976 account	
739.000 METER PURCHASES	63,300	54,900	47,650	43,250	30 new 3/4" meters @ \$135 each 20 new 1" meters @ \$210 each 50 new mxu's @ \$175 each 150 replacement meters @ \$175 each	4,050 4,200 8,750 26,250
Justification Items Total:						43,250
740.000 HYDRANT PURCHASES	0	11,200	12,650	12,570	Replacement of hydrants - 6 @ \$1,775/hydrant Extensions - 6 @ \$320	10,650 1,920
Justification Items Total:						12,570
741.000 UNIFORM EXPENSE	3,420	2,920	2,530	4,270	Uniform cleaning for 3 full-time employees & 1 part-time employee Clothing allowance for 3 full-time employees & 1 part-time employee Prescription safety glasses for 3 full-time employees	1,670 1,400 1,200
Justification Items Total:						4,270
742.000 SERVICE LINE PURCHASES	26,880	34,200	22,730	26,750	50 standard residential taps (copper, brass, curb boxes and rods) @ \$400 each 50 V-2 meter setters @ \$135 each	20,000 6,750

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Justification Items Total:	26,750
745.000 WATER PURCHASES	638,480	563,450	447,510	566,210	NOWS based on 589.4 MG in water purchased @ \$0.880/1,000 gallons	518,670
					Grand Rapids based on 29.9 MG in water purchased @ \$1.59/1,000 gallons	47,540
					Justification Items Total:	566,210
801.000 LEGAL AND PROFESSIONAL FEES	14,020	33,920	9,350	47,300	Required MDEQ Trihalomethanes/Haloacetic Acids (HAA5)	800
					Normal annual update of GIS system through Prein & Newhof	15,000
					Legal fees for easements, delinquent bill collection, etc.	3,000
					Required EPA Annual Unregulated Contaminant Monitoring UCMR4	7,500
					Required EPA Annual Unregulated Contaminant Monitoring UCMR5	7,500
					MDEQ licensing fee	6,000
					Cost of service study (50%)	7,500
					Justification Items Total:	47,300
801.001 BANK CHARGES	100	200	200	200	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	4,610	8,200	5,590	8,200	AWWA memberships, continuing education, magazine/publication subscriptions - 7 full-time employees to educate	
803.000 CONTRACTED SERVICES	29,280	37,500	23,020	35,000	Payment made to contractor for the installation of new water services - 50 new taps at \$700 each	
805.000 AUDIT SERVICES	3,190	3,250	3,190	3,320	25% of \$13,250	
817.000 MISS DIG SERVICES	480	500	420	600	Annual fee for water, sewer and fiber	
850.000 TELEPHONE EXPENSE	4,840	6,260	4,100	5,520	See telephone/internet worksheet	
861.000 TRAVEL & MILEAGE	0	300	0	300	Token amount for continuing education and training	
863.000 FUEL EXPENSE	8,600	8,850	7,860	8,850	Fuel expense for service trucks, compressor, etc.	
900.000 PRINT & PUBLISHING	230	250	0	250	Employment ads	
910.000 BUILDING, EQUIP & RADIO INS	8,650	8,210	8,060	10,300	Property and Liability Insurance - 18% increase (Effective Nov 1st)	
910.100 WORKERS COMP ACCOUNT	4,530	4,440	4,420	4,440	Based on current rates	
921.000 ELECTRIC	4,920	5,000	4,290	4,950	Payment for building electrical expenses, meter stations and meter pits	
922.000 GAS	5,970	7,100	5,500	6,800	Payment for building and meter station gas usage	
923.000 WATER EXPENSE	3,230	3,400	1,990	2,500	Water consumption for domestic usage and sprinkling at meter stations	
924.000 WASTEWATER EXPENSE	200	210	170	210	Waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	2,980	10,480	10,680	4,000	Miscellaneous maintenance (80%)	2,400
					Conversion of flourescent lights to LED in office and breakroom (80%)	1,600
					Justification Items Total:	4,000
936.000 EQUIPMENT MAINTENANCE	3,080	5,000	1,610	5,000	Calibration of meters, locators, hand-held meter readers, sampling equipment, etc.	3,870
					Generator maintenance	1,130
					Justification Items Total:	5,000
936.300 AUTOMOTIVE MAINTENANCE	3,610	5,000	1,940	5,000	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc.	
936.310 HYDRANT MAINTENANCE	12,240	25,000	18,750	27,400	Contracted services	9,900
					Signs, posts, nozzles, caps, miscellaneous parts, etc.	1,500
					Paint and materials	6,000

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Hydrant markers - 200 @ \$25 each (fiberglass rods)	5,000
					Add hydrant data to GIS system	5,000
					Justification Items Total:	27,400
936.320 METER MAINTENANCE	4,570	7,300	5,210	8,520	Testing of large meters. All 2" and larger meters are tested every 3 years (2020 - 2" meters = 24, 3" meters = 3, 4" meters = 1)	
936.330 METER STATION MAINTENANCE	6,080	18,450	4,320	6,450	Fertilizer	450
					Maintenance	5,000
					Generator maintenance (2)	1,000
					Justification Items Total:	6,450
936.340 SERVICE LINE MAINTENANCE	80,800	50,000	46,350	51,600	Materials and payment to contractor for service line breaks / replacements - 30 repairs @ \$1,700 each	51,000
					Miss Dig location materials	600
					Justification Items Total:	51,600
936.350 WATER MAIN MAINTENANCE	26,350	20,000	5,480	20,000	Payment to contractor for repair of water main breaks	
936.360 WATER TANK MAINTENANCE	11,470	23,000	7,130	6,000	Calibration of cathodic protection, altitude valve, various telemetry equipment	2,000
					Water tank maintenance	3,000
					Generator maintenance	1,000
					Justification Items Total:	6,000
936.370 RADIO MAINTENANCE	660	2,000	0	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	60	100	100	100	Miscellaneous expenditures not covered by other line items	
970.000 CAPITAL OUTLAY	0	267,040	263,300	542,650	Valve maintenance trailer (includes mini-vac excavator)	85,000
					Truck purchase (80%)	24,000
					Tool boxes for new truck (80%)	3,200
					MXU replacement project - final 220 replacements (70%)	26,950
					Add SCADA programming for generators	10,000
					Replace end-of-life PVR at US-31/M-45	18,000
					Replace (2) end-of-life PVR at Fillmore/Hiawatha	25,500
					Replace potable well water with municipal water - Hofma Park	36,000
					Replace potable well water with municipal water - Hofma Preserve	60,000
					Replace potable well water with municipal water - Pottawattomie	42,000
					Extend watermain on Ferris St from Hofma Park to 160th Ave	212,000
					Justification Items Total:	542,650
970.250 CAPITAL OUTLAY-PROF FEES	0	5,000	710	30,000	Extend watermain on Ferris St from Hofma Park to 160th Ave	
976.000 EQUIPMENT PURCHASES	10,550	5,500	4,800	5,670	Grinder (2)	300
					Sawzall (2)	500
					Dremell	150

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 591 WATER
DEPARTMENT: 536 WATER EXPENSES
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Drill	150
					Welding mask	400
					Socket set	170
					Industrial shelving (1/3)	4,000
					Justification Items Total:	5,670
993.100 TRANS MAIN #2 PRINCIPAL	0	295,000	0	0		
993.200 WATER INTAKE EXPAN.PRINCIPAL	0	113,900	0	120,730	Water plant expansion bonds principal for 2001 - expires 2021	
993.400 NOWS PLANT EXPANSION - '09 PRINCIPAL	0	39,610	0	16,310	NOWS plant expansion (2016 refunding bonds) - expires 2034	
995.500 TRANS MAIN #2 INTEREST	18,860	6,460	6,450	0	Annual water main interest payment for transmission main #2 - expires 2019	
995.800 WATER INTAKE EXPAN.-INTEREST	9,730	7,650	7,220	4,860	Water plant expansion bonds interest for 2001 - expires 2021	
996.000 PAYING AGENT FEES	1,530	1,550	1,290	1,500		
996.100 NOWS PLANT EXPANSION - '09 INTEREST	202,770	188,600	183,840	174,810	NOWS Plant expansion interest (2016 refunding bonds) - expires 2034	
999.000 OPERATING TRANSFERS OUT - BLDG DEBT	67,680	68,110	68,100	70,030	2013 Township Bldg Refunding bonds - 31% of project - expires 2021	
999.200 OPERATING TRANSFERS OUT - IT	16,080	43,640	39,980	50,950	See software expense & computer services spreadsheet	
999.408 OPERATING TRANSFER OUT - PATHWAY	37,760	0	0	0		
	1,832,560	2,585,620	1,817,160	2,480,160		
Totals for Fund: 591 WATER						
Total Revenues:	2,849,340	2,629,850	2,440,200	2,885,000		
Total Expenditures:	1,832,560	2,585,620	1,817,160	2,480,160		
Net of Revenues/Expenditures:	1,016,780	44,230	623,040	404,840		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Revenues

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	140	50	110	50		
674.000 SALE OF FIXED ASSETS	(500)	0	0	0		
696.000 GENERAL FUND CONTRIBUTION	66,350	154,300	141,400	161,050	See spreadsheet - 55.9%	
696.100 FIRE/RESCUE FUND CONTRIBUTION	16,690	48,530	44,440	52,220	See spreadsheet - 18.1%	
696.200 SEWER FUND CONTRIBUTION	5,200	20,660	18,920	23,790	See spreadsheet - 8.3%	
696.300 WATER FUND CONTRIBUTION	16,080	43,640	39,980	50,950	See spreadsheet - 17.7%	
	103,960	267,180	244,850	288,060		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

FUND: 645 INFORMATION TECHNOLOGIES
DEPARTMENT: 000
Expenditures

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	192,270	229,930	189,000	248,320	See spreadsheet	
970.000 CAPITAL OUTLAY	0	14,260	0	14,250	See spreadsheet	
976.000 EQUIPMENT PURCHASES	6,470	22,800	19,330	25,300	See spreadsheet	
	<u>198,740</u>	<u>266,990</u>	<u>208,330</u>	<u>287,870</u>		

Totals for Fund: 645 INFORMATION TECHNOLOGIES

Total Revenues:	103,960	267,180	244,850	288,060
Total Expenditures:	198,740	266,990	208,330	287,870
Net of Revenues/Expenditures:	(94,780)	190	36,520	190

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
664.000 INTEREST INCOME	0	0	10	0		
677.400 RETIREE CONTRIBUTIONS	4,710	3,160	600	2,460	Bette Boomgard Terry and Sylvia French Norma Van Oordt Bruce and Laurie Palm	100 310 250 1,800
					Justification Items Total:	2,460
696.000 GENERAL FUND CONTRIBUTION	8,590	12,640	11,550	8,600	Current Retirees	
696.100 FIRE/RESCUE FUND CONTRIBUTION	20,050	18,960	17,380	12,900	Current IAFF employees and retirees	
	33,350	34,760	29,540	23,960		

GRAND HAVEN CHARTER TOWNSHIP

REQUESTED BUDGET WORKSHEET FOR
FISCAL YEAR 2020

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

ACCOUNT	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 11/30/19	2020 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	24,610	24,870	20,730	23,180	Bette Boomgaard	940
					Terry and Sylvia French	1,880
					Norma Van Oordt	940
					Bruce and Laurie Palm (includes \$2,250 HSA deposit)	19,420
					Justification Items Total:	23,180
801.001 BANK CHARGES	290	350	210	360	MERS Trust fee	
	<u>24,900</u>	<u>25,220</u>	<u>20,940</u>	<u>23,540</u>		

Totals for Fund: 736 PUBLIC EMPLOYEE HEALTH CARE FUND

Total Revenues:	33,350	34,760	29,540	23,960
Total Expenditures:	24,900	25,220	20,940	23,540
Net of Revenues/Expenditures:	8,450	9,540	8,600	420

Total - All Funds

Total Revenues:	12,249,100	12,586,540	11,658,250	13,255,790
Total Expenditures:	12,006,630	13,470,160	10,789,480	13,446,230
Net of Revenues/Expenditures:	242,470	(883,620)	868,770	(190,440)

FY2020 - FY2024 - CAPITAL IMPROVEMENT PLAN SUMMARY (minimum \$25,000)

Project Description	Proposed Financing	Estimated Cost	Fiscal Year	Year Complete	Operating Source	Operating Costs				
						2020	2021	2022	2023	2024
Street Fund										
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$514,000	2020	2020	Street Fund		N/A	N/A	N/A	N/A
Pave 160th Avenue (Ferris to Comstock)	OCRC Bid - Street Fund	\$530,000	2021	2021	Street Fund			N/A	N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2022	2022	Street Fund				N/A	N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2023	2023	Street Fund					N/A
Subdivision Paving & Road Maintenance	OCRC Bid - Street Fund	\$400,000	2024	2024	Street Fund					
General Fund - Building & Grounds										
Repair roof above Finance	General Fund	\$50,000	2020	2020	General Fund		N/A	N/A	N/A	N/A
Renovation of public restroom near Sheriff office	COPS Fund	\$25,000	2020	2020	COPS Fund		N/A	N/A	N/A	N/A
General Fund - Parks and Recreation										
Install municipal water at three Parks	General Fund	\$138,000	2020	2020	General Fund		\$500	\$500	\$500	\$500
Pottawattomie Waterfront Improvements	General Fund / State	\$280,000	2020	2021	General + State			N/A	N/A	N/A
Hofma Vision - Witteveen Property Phase I	General Fund / MNTRF	\$875,000	2021	2021	General + State			N/A	N/A	N/A
Bethig Land Purchase	General Fund / MNTRF	\$270,000	2021	2021	General + State			N/A	N/A	N/A
Schmidt Heritgate Park - Phase I	General Fund +	\$3,840,000	2022	2023	General +					N/A
General Fund - Bike Path										
Lakeshore Pathway - Resurfacing Repairs	Bid - Pathway Fund	\$405,000	2020	2020	Pathway Fund		N/A	N/A	N/A	N/A
Replace Retaining Wall (near Brucker)	Bid - Pathway Fund	\$87,000	2020	2020	Pathway Fund		N/A	N/A	N/A	N/A
2nd Connector (Ferris to Lincoln at 168th)	Bid - Bike Path Debt	\$250,000	2021	2019	Bond Millage			N/A	N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$200,000	2021	2020	Pathway Fund			N/A	N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$200,000	2022	2021	Pathway Fund				N/A	N/A
Resurfacing Repairs	Bid - General Fund	\$200,000	2023	2022	Pathway Fund					N/A
Resurfacing Repairs	Bid - General Fund	\$200,000	2024	2023	Pathway Fund					
DDA Fund										
Robbins Road Sidewalk and Watermain	Bid - DDA Fund	\$903,000	2020	2020	DDA Fund		N/A	N/A	N/A	N/A
172nd Storm Sewer Replacement	Bid - DDA Fund	\$212,000	2020	2020	DDA Fund		N/A	N/A	N/A	N/A
Extend Sanitary Sewer Across US-31 (Comstock)	Bid - DDA Fund	\$1,450,000	2021	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	\$8,000	\$8,000
Replace ALS Vehicle (step down)	Bid - Fire Fund	\$55,000	2024	2024	Fire Fund					
Sewer Fund										
Generator Install at Hofma Park lift station	Bid- Sewer Fund	\$66,000	2020	2020	Sewer Fund		\$4,000	\$4,000	\$4,000	\$4,000
Generator Install at Ferris Street end lift station	Bid- Sewer Fund	\$66,000	2021	2021	Sewer Fund			\$4,000	\$4,000	\$4,000
Generator Install at Hidden Creek lift station	Bid- Sewer Fund	\$66,000	2022	2021	Sewer Fund			\$4,000	\$4,000	\$4,000
Extend Hofma Park PS FM	Bid - Sewer Fund	\$250,000	2021	2021	Sewer Fund			\$1,000	\$1,000	\$1,000
Water Fund										
Replace MXU's	Water Fund/Sewer	\$1,200,000	2016	2021	Water Fund	N/A	N/A	N/A	N/A	N/A
Extension of Ferris Watermain to Schmidt/Wolfe west border	Water Fund/Sewer	\$242,000	2020	2020	Water Fund					
Valve Maintenance Trailer	Bid - Water Fund	\$85,000	2020	2020	Water Fund					
Hiawatha Area Elevated Water Tank	Bid - Water Fund	\$1,000,000	2024	2025	Water Fund					

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	2021	\$27,000	General Fund	N/A			
2006 Suburban	State Bid - Fire/Rescue	2021	\$45,000	Fire/Rescue	Floating			
2008 Ford F250 w/ service body	State Bid - Water/Sewer Fund	2021	\$24,000	Parks	Part-Time Staff			
2008 Ford F150 Pick-up	State Bid - General Fund	2020	\$23,000	Community Development	Corbat			
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	French			
2017 Ford F-250 Pick-up	State Bid - Water/Sewer	2023	\$30,000	Water/Sewer	Meeuwsen			

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET RESOLUTION 19-11-08 FOR ADOPTION
BY THE GRAND HAVEN CHARTER TOWNSHIP BOARD
OF THE 2020 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Grand Haven for the Fiscal Year 2020, 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 2020 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 Finance 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 15, 2019 and a public hearing on the FY2020 proposed budget was held on November 25, 2019 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 1.0431 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2020 are as follows:

REVENUE		NOTES
General Fund Revenues	3,965,770	
Fund Balance on 01/01/20	2,476,012	
Total Available Funds	\$6,441,782	

That \$4,011,790 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	4,011,790	
Fund Balance on 12/31/20	\$2,430,002	

Note: Section 12 of this budget resolution will increase the “designated” fund balance of the General Fund from \$550,000 to \$650,000.

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 0.9145 mills, and various other revenues for the Fiscal Year 2020 is as follows:

REVENUES		NOTES
Municipal Street Fund Revenues	966,180	
Fund Balance on 01/01/20	5,732	
Total Available Funds	\$971,912	

That \$965,830 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	965,830	\$451,430 will be transferred to Harbor Transit; \$514,400 will be retained for street maintenance
Fund Balance on 12/31/20	\$6,082	

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 1.8292 mills for the Fiscal Year 2020 is as follows:

REVENUES		NOTES
Fire Fund Revenues	1,503,350	
Fund Balance on 01/01/20	467,243	
Total Available Funds	\$1,970,593	

That \$1,689,640 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	1,689,640	
Fund Balance on 12/31/20	\$280,953	

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 2020 is as follows:

REVENUES		NOTES
Police SAD Fund Revenues	490,710	
Fund Balance on 01/01/20	288,513	
Total Available Funds	\$779,223	

That \$552,880 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	552,880	Funds 3.67 Sheriff deputies
Fund Balance on 12/31/20	\$226,343	

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 2020 is as follows:

REVENUES		NOTES
DDA Fund Revenues	785,780	FTE capture of 10.1641 on \$62.03 million base
Fund Balance on 01/01/20	1,987,735	
Total Available Funds	\$2,773,515	

That \$1,166,440 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	1,166,440	
Fund Balance on 12/31/20	\$1,607,075	

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 2020 is as follows:

REVENUES		NOTES
Pathway Debt Fund Revenues	291,680	
Fund Balance on 01/01/20	13	
Total Available Funds	\$291,693	

That \$291,680 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	291,680	
Fund Balance on 12/31/20	\$13	

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 2020 is as follows:

REVENUES		NOTES
Building Debt Fund Revenues	225,900	57% from GF; 31% from Water; 12% from Sewer
Fund Balance on 01/01/20	307	
Total Available Funds	\$226,207	

That \$225,950 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	225,950	
Fund Balance on 12/31/20	\$257	

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 0.4376 mills, and various other revenues for the Fiscal Year 2020 is as follows:

REVENUES		NOTES
Pathway Fund Revenues	953,620	
Fund Balance on 01/01/20	568,032	
Total Available Funds	\$1,521,652	

That \$953,430 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	953,430	
Fund Balance on 12/31/20	\$568,222	

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 2020 is as follows:

REVENUES		NOTES
Wastewater Fund Revenues	875,780	
Cash Reserves on 01/01/20	2,001,978	
Total Available Funds	\$2,877,758	

That \$797,020 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	797,020	
Cash Reserves on 12/31/20	\$2,080,738	

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 2020 is as follows:

REVENUES		NOTES
Water Fund Revenues	2,885,000	
Cash Reserves on 01/01/20	2,285,867	
Total Available Revenues	\$5,170,867	

That \$2,480,160 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	2,480,160	
Cash Reserves on 12/31/20	\$2,690,707	

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 2020 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	288,060	
Fund Balance on 01/01/20	19,528	
Total Available Revenues	\$307,588	

That \$287,870 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	287,870	
Fund Balance on 12/31/20	\$19,718	

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 2020 is as follows:

REVENUES		NOTES
Transfer Fund Revenues	23,960	
Fund Balance on 01/01/20	138,605	
Total Available Revenues	\$162,565	

That \$23,540 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	23,540	
Fund Balance on 12/31/20	\$139,025	

SUBSECTION M: DESCRIPTIVE BUDGET AND CAPITAL IMPROVEMENT PLAN

A 2020 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 2020 Fiscal Year budget and serve as a basis for future fiscal year budgeting.

SECTION 6: ADOPTION OF BUDGET BY REFERENCE

The 2020 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 2020 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 about 6.6% 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 premium insurance contributions for the Blue Care HMO HSA Plan are as follows:

Single (3)	- \$ 30.46/month	(GHT portion = \$ 480.72)
Double (7)	- \$ 67.02/month	(GHT portion = \$1,057.57)
Family (10)	- \$ 83.76/month	(GHT portion = \$1,321.98)

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 Resources	1	1	0
Administrative Assistant – Community Development/Administration	1	1 (FT - shared)	0
Administrative Assistant – General Office and Elections (Deputy Clerk)	1	1 (FT - shared)	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

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
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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

Finance

Position Title	# Positions	# Filled	# Vacant
Director of Finance	1	1	0
Finance Clerk	1	1	0
Administrative Assistant - Finance	1	1	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)	26	26	0

Public Services

Position Title	# Positions	# Filled	# Vacant
Director of Public Services	1	1	0
Assistant Public Services Director	1	1	0
Public Services Administrative Coordinator	1	1	0
Public Services Foreman	1	1	0
Public Services Worker – Cemetery	1	1	0
Public Services Worker	4	4	0
Public Services Laborer (seasonal)	5	5	0
Beach Attendant (seasonal)	1	1	0
Gate Keeper (seasonal - contract)	1	1	0

Township Boards, Commissions, and Committees

Position Title	# Positions	# Filled	# Vacant
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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
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)
Ottawa County Sheriff's Department (3.67 FTEs or portion of 5)

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, Pathway Fund, and the General Fund's Building and Grounds Account, Cemetery 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: DESIGNATED FUND BALANCE OF THE GENERAL FUND

The designated fund balance of the General Fund is increased from \$550,000 to \$650,000, effective January 1, 2020.

SECTION 13: PERIODIC FISCAL REPORTS

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

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

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

SECTION 14: LIMIT OF OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against and no payment shall be made from any appropriation activity unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Department heads shall not consider appropriations contained in this resolution as a mandate to expend Township funds.

Prior to completing any single equipment or capital purchase exceeding \$25,000, which has been approved by this resolution, the Chief Administrative Officer shall inform the Board by written memorandum of the proposed expenditure. If the Board does not object to the proposed purchase at its next scheduled meeting, the Fiscal Officer shall have the authority to complete the transaction.

SECTION 15: BUDGET MONITORING

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

SECTION 16: VIOLATIONS OF THIS RESOLUTION

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

SECTION 17: BOARD ADOPTION

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

Upon roll call vote the following voted:

Ayes:

Nays:

Absent:

Township Clerk Laurie Larsen declared the motion carried and the resolution duly adopted on November 25th, 2019.

Laurie Larsen, Township Clerk
Date: November 25, 2019

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 25th day of November 2019. 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

Resolution 19-11-09

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 25th day of November 2019, 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 2020 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 #19-11-09
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, 2020, the salary of the office of supervisor shall be as follows:

1. The Supervisor's salary shall be increased by a 1.7% cost-of-living adjustment to \$19,975.
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 25, 2019

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 25th day of November 2019. 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 19-11-10

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 25th day of November 2019, 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 2020 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 #19-11-10
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, 2020, the salary of the office of Clerk shall be as follows:

1. The Clerk's salary shall be increased by a 1.7% cost-of-living adjustment to \$21,350.
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 25, 2019

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 25th day of November 2019. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 257 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 19-11-11

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 25th day of November 2019, 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 2020 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 #19-11-11
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, 2020, the salary of the office of Treasurer shall be as follows:

1. The Treasurer's salary shall be increased by a 1.7% cost-of-living adjustment to \$14,840.
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 25, 2019

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 25th day of November 2019. 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 19-11-12

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 25th day of November 2019, 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 2020 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 #19-11-12
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, 2020, the salary of the office of Trustee shall be as follows:

1. The Trustees' salary shall be increased by a 1.7% cost-of-living adjustment to \$4,600.
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 25, 2019

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 25th day of November 2019. 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



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: November 19, 2019
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Stonewater Subdivision No. 2 – Tentative Preliminary Plat

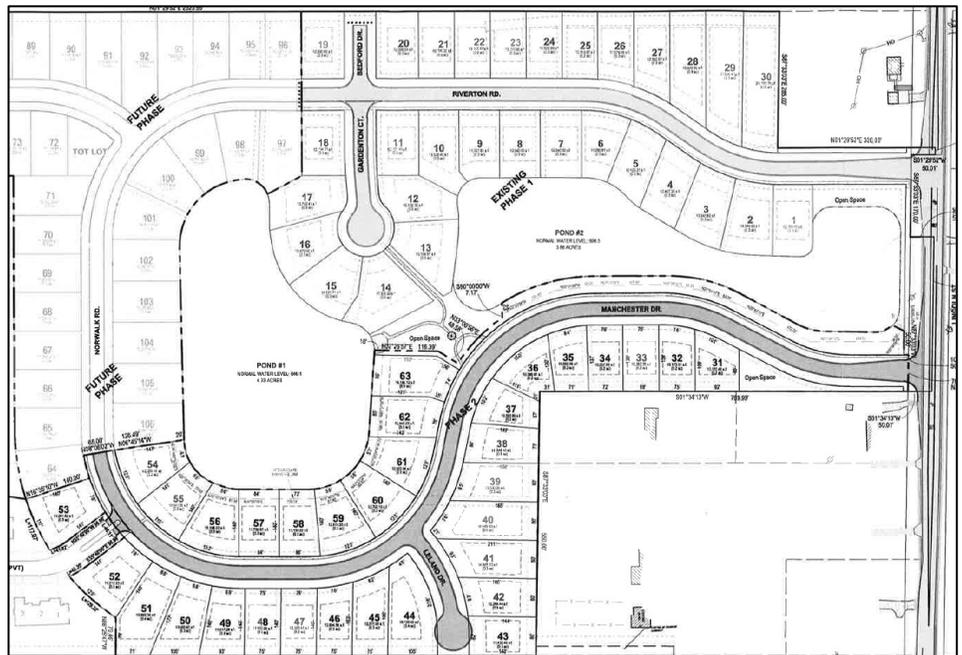
BACKGROUND

The Stonewater PUD was approved on September 12, 2016. Phase 1 of the mixed-residential development consisted of 30 single-family lots. The developer is now requesting to plat phase 2, which will consist of 33 lots and add the second entrance on Lincoln Street.

Pursuant to the Subdivision Control Ordinance, the **Planning Commission held a public hearing and adopted a motion recommending the Board approve the Tentative Preliminary Plat on November 4th.**

PLATTING PROCESS

Platting consists of a 4 step process, which is described below along with pertinent details. Generally, because the project was initially approved through a PUD the Township's obligation is just to ensure the proposed plat is consistent with the plans that were approved in Sept 2016, and staff has confirmed compliance.



1. Tentative Preliminary Plat Approval
 - ✓ Planning Commission must hold a public hearing and make a recommendation to approve or disapprove.
 - Township Board must tentatively approve or disapprove the Plat.
2. Construction Plan Approval
 - Staff reviews infrastructure plans and submits for permitting (*i.e., roads and underground utilities*).
3. Preliminary Plat for Final Approval
 - Township Board must approve or reject the Plat.
 - If approved, the developer can begin installing infrastructure.
4. Final Plat Approval
 - Township Board must approve if Final Plat substantially conforms to the Preliminary Plat.

The Planning Commission is only involved in the first step of the platting process, afterwards it is handled by staff and the Township Board.

The Planning Commission is required to take action, and make a recommendation, within 60 days of the filing date (*submitted on 9/12/19*), and the Board must take action within 90 days of receiving the Planning Commission's recommendation. The Township is compliant with the review period.

SAMPLE MOTIONS

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

Motion to approve the Tentative Preliminary Plat for Stonewater Subdivision No. 2 based on the application meeting the requirements of the Grand Haven Charter Township Subdivision Control Ordinance.

If the Board finds the application does not meet the standards, the following motion can be offered:

Motion to disapprove the Tentative Preliminary Plat for Stonewater Subdivision No. 2 because the application does not meet the requirements of the Grand Haven Charter Township Subdivision Control Ordinance.

Please contact me if this raises questions.

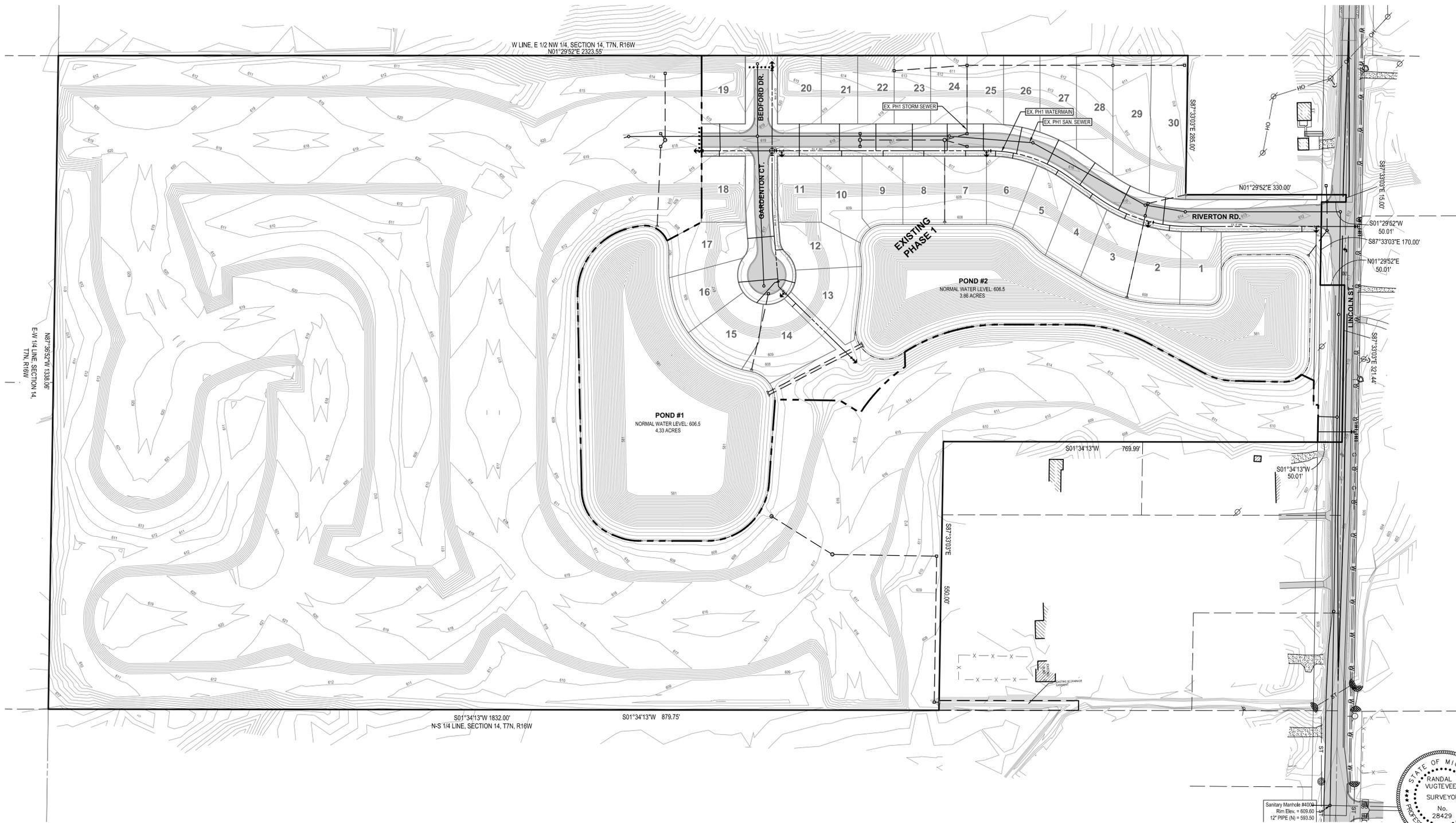
PREPARED FOR:

Lincoln Street Holdings, LLC.
Dale Kraker

3115 Railway Drive
Byron Center, MI 49315

REVISIONS:

Title: Ph2 Preliminary Plat Submittal	Drawn: JM	Checked: RP	Date: 08.09.19
Title: Ph2 Preliminary Plat Resubmittal	Drawn: JM	Checked: RP	Date: 09.26.19



E-W 1/4 LINE SECTION 14, T7N, R16W

W LINE, E 1/2 NW 1/4, SECTION 14, T7N, R16W
N01°29'52"E 2323.55'

S01°34'13"W 1832.00'
N-S 1/4 LINE, SECTION 14, T7N, R16W

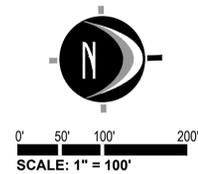
S01°34'13"W 879.75'



Randal J. Vugteveen

LEGEND

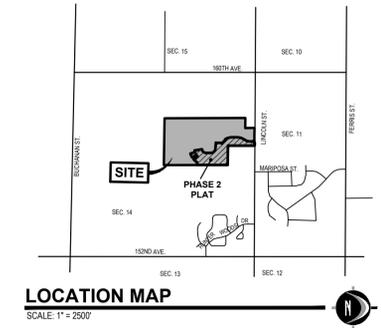
[Symbol]	EX BITUMINOUS
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BENCHMARKS

BENCHMARK #1 ELEV. = 613.77 (NGVD29)
Top of Northeast flange bolt under "E" of "EJW" on hydrant 4"± West of the edge of gravel drive to House #15775 & 20'± North of the edge of asphalt of Lincoln Avenue.

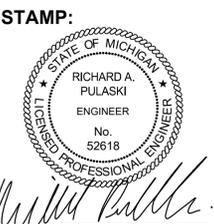
BENCHMARK #2 ELEV. = 611.05 (NGVD29)
Top of Northeast flange bolt under "E" of "EJW" on hydrant 110"± East of asphalt drive to House #15721 & 20'± North of the edge of asphalt of Lincoln Avenue.



STONEWATER
Phase 2 Preliminary Plat

Existing Site Conditions Plan

15730 & 14306 LINCOLN STREET
PART OF THE NORTHWEST 1/4 OF SECTION 14, T7N, R16W,
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN



PROJECT NO:
19200615

SHEET NO:
C-100

PREPARED FOR:
 Lincoln Street Holdings, LLC.
 Dale Kraker

3115 Railway Drive
 Byron Center, MI 49315

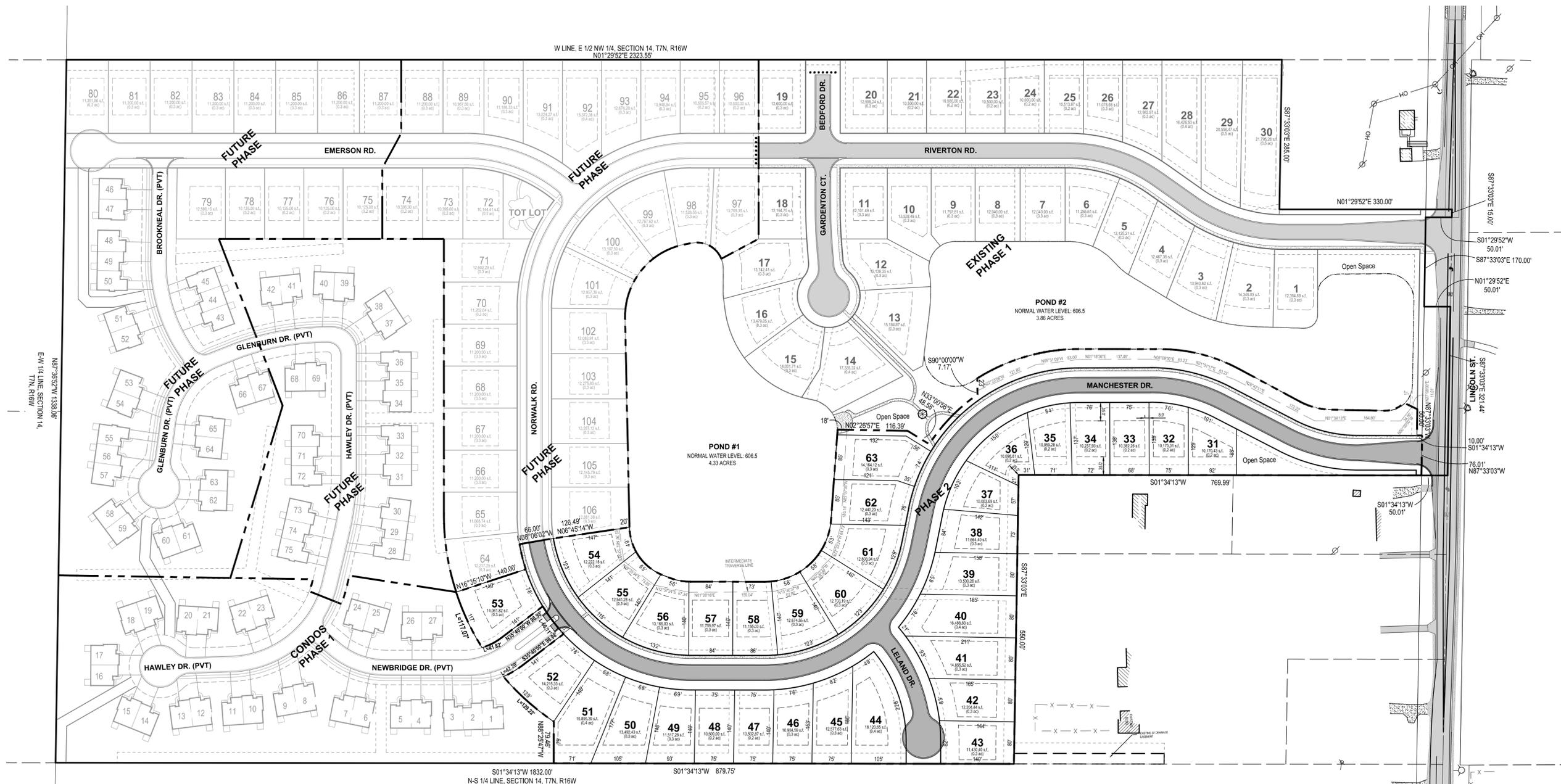
REVISIONS:
 Title: Ph2 Preliminary Plat Submittal
 Drawn: JM Checked: RP Date: 08.09.19
 Title: Ph2 Preliminary Plat Resubmittal
 Drawn: JM Checked: RP Date: 09.26.19

STONEWATER
 Phase 2 Preliminary Plat
Site Layout Plan
 15730 & 14306 LINCOLN STREET
 PART OF THE NORTHWEST 1/4 OF SECTION 14, T7N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:
 STATE OF MICHIGAN
 RICHARD A. PULASKI
 ENGINEER
 No. 52618
 LICENSED PROFESSIONAL ENGINEER

PROJECT NO:
 19200615

SHEET NO:
C-101

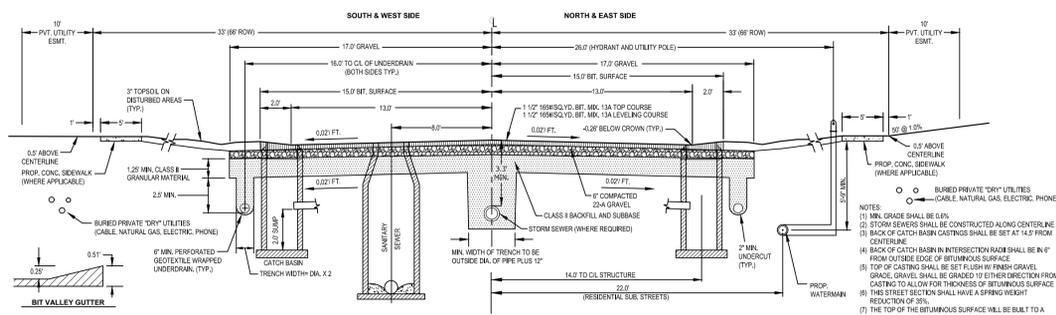


PHASE 2 PLAT LEGAL DESCRIPTION

Part of the Northwest 1/4, Section 14, Town 7 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, Described as: Commencing at the North 1/4 Corner of said Section; thence N87°33'03"W 550.00 feet along the North line of said Section; thence S01°34'13"W 50.01 feet to the Point of Beginning; thence S01°34'13"W 769.99 feet along the West line of the East 550 feet of the Northeast 1/4, Northwest 1/4 of said section; thence S87°33'03"E 550.00 feet along the South line of the North 820 feet of the Northeast 1/4, Northwest 1/4 of said section; thence S01°34'13"W 879.75 feet along the North - South 1/4 line of said section; thence N85°25'47"W 79.46 feet; thence Southwesterly 129.22 feet along a 473.00 foot radius curve to the right, said curve having a central angle of 15°39'11", and a chord bearing S43°03'39"W 128.82 feet; thence N07°42'20"E 42.20 feet along a 183.00 foot radius curve to the left, said curve having a central angle of 13°12'39", and a chord bearing N29°03'41"W 42.10 feet; thence N35°40'00"W 98.98 feet; thence Southwesterly 66.11 feet along a 333.00 foot radius curve to the right, said curve having a central angle of 11°22'29", and a chord bearing S54°20'00"W 66.00 feet; thence S35°40'00"E 98.98 feet; thence N01°20'16"E 159.04 feet; thence N13°46'37"W 67.86 feet; thence N43°23'32"W 68.93 feet; thence N27°33'24"W 64.73 feet; thence N85°07'35"W 180.16 feet; thence N02°26'57"E 116.39 feet; thence N33°00'56"E 48.58 feet; thence Northwesterly 133.05 feet along a 343.00 foot radius curve to the right, said curve having a central angle of 22°13'29", and a chord bearing N44°12'05"W 132.22 feet; thence S90°00'00"W 7.17 feet to Reference Point "C"; thence S90°00'00"W 23 feet to the waters edge of an unnamed pond; thence meandering Northerly along said waters edge to a point which bears S27°08'00"E from Reference Point "D" (Reference Point "D" is located along an Intermediate Traverse Line from aforesaid Reference Point "C" along the following 8 courses: N22°23'05"W 121.80 feet; thence N05°11'03"W 83.00 feet; thence N01°18'36"E 137.06 feet; thence N08°09'30"E 83.23 feet; thence N21°51'17"E 83.23 feet; thence N28°42'11"E 172.22 feet; thence N01°34'13"E 164.80 feet; thence N50°00'00"W 34.56 feet); thence N27°08'00"E 17 feet to Reference Point "D"; thence N27°08'00"E 110.11 feet; thence S87°33'03"E 50.00 feet; thence N01°34'13"E 10.00 feet; thence S87°33'03"E 76.01 to the Point of Beginning.
 Contains 14.1 Acres.

GENERAL NOTES

- ZONING OF PROPERTY: PUD
 PUD ZONING REQUIREMENTS
 SINGLE FAMILY LOT BULK DESIGN REQUIREMENTS
 A) MINIMUM LOT AREA = 10,000 SQ.FT.
 B) MINIMUM LOT WIDTH = 75 FT.
 SETBACKS
 A) FRONT YARD = 35 FT.
 B) SIDE YARD = 8 FT. / 16 FT. TOTAL
 C) REAR YARD = 35 FT. (LOT 36 TO HAVE REDUCED 25 FT. REAR YARD SETBACK)
 D) CORNER LOT SIDE YARD SETBACK MAY BE REDUCED TO 25 FT. AS DEPICTED ON PLAN.
 2) SUMMARY OF LAND USE:
 OVERALL
 A) TOTAL ACREAGE = 14.1 ACRES
 B) AVERAGE LOT SIZE = 12,385 SQ.FT.
 C) AREA OF PROP. BUILDINGS = 459,400 SQ.FT. (INCLUDING 1,800 SQ.FT. BLDG./LOT)
 D) AREA OF PROP. BITUMINOUS = 78,135 SQ.FT.
 E) TOTAL LENGTH OF STREET = 2,467 FT.
 F) TOTAL SINGLE FAMILY LOTS = 33 LOTS
 3) GENERAL REQUIREMENTS
 A) MANCHESTER ROAD AND LELAND DRIVE WILL BE DEDICATED TO THE PUBLIC AND WILL BE CONSTRUCTED PER OTTAWA COUNTY STANDARDS AND SPECIFICATIONS.
 B) THIS PROJECT WILL BE SERVICED BY UTILITY UTILITIES - SANITARY SEWER, STORM SEWER, WATER, BURIED ELECTRIC, TELEPHONE, CABLE TV, AND GAS.
 C) THIS PROJECT IS NOT LOCATED IN AN AREA OF THE 100 YEAR FLOODPLAIN BASED ON THE NATIONAL FLOOD INSURANCE RATE MAPS.
 D) THIS PROJECT SHALL CONFORM TO THE OTTAWA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE.
 E) ALL STORM SEWERS SHALL BE LOCATED WITHIN A MINIMUM 20 FT. DRAINAGE EASEMENT.
 F) ALL STORM SEWER WILL BE MAINTAINED BY A DRAINAGE DISTRICT ESTABLISHED BY A 433 AGREEMENT WITH THE OTTAWA COUNTY WATER RESOURCE COMMISSIONER.
 G) DRIVEWAYS PROVIDING ACCESS TO CORNER LOTS SHALL BE REQUIRED TO GAIN SOLE ACCESS FROM THE LESSER TRAVELED OF THE TWO (2) INTERSECTING STREETS (LOTS 11, 18, 44). THIS DOES NOT APPLY TO LOTS 40, 52, 53, 79, & 92. LOTS SHALL BE PROHIBITED FROM GAINING ANY DRIVEWAY ACCESS ON LINCOLN STREET.
 H) LOT 36 TO HAVE REDUCED 25 FT. REAR YARD SETBACK.



OTTAWA COUNTY ROAD COMMISSION TYPICAL RESIDENTIAL SECTION WITH BITUMINOUS CURB & INFRASTRUCTURE LOCATION PROFILE

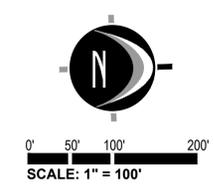
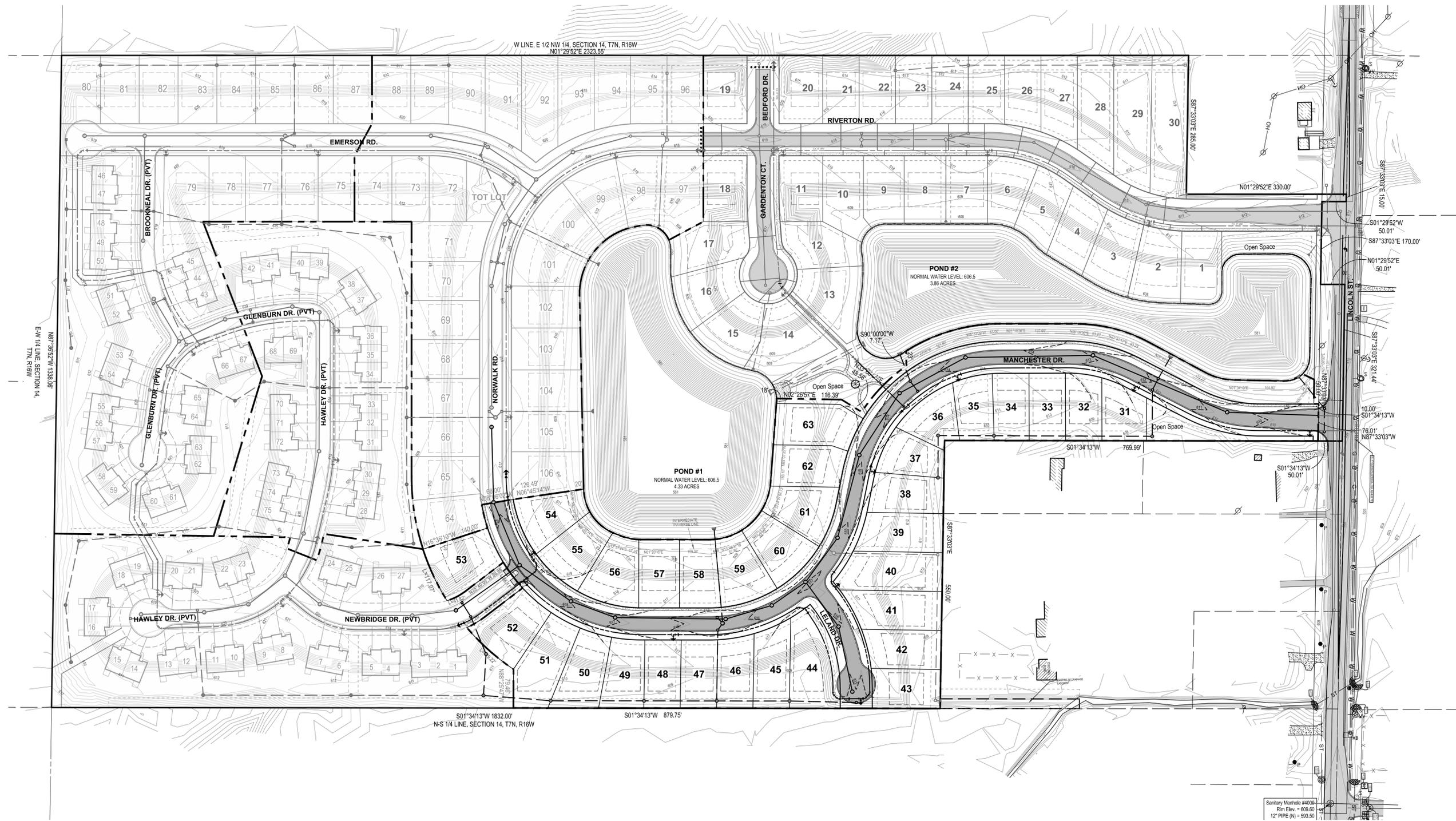
PREPARED FOR:

Lincoln Street Holdings, LLC.
Dale Kraker

3115 Railway Drive
Byron Center, MI 49315

REVISIONS:

Title: Ph2 Preliminary Plat Submittal
Drawn: JM Checked: RP Date: 08.09.19
Title: Ph2 Preliminary Plat Resubmittal
Drawn: JM Checked: RP Date: 09.26.19

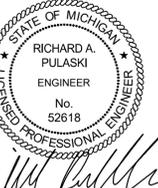


LEGEND

	EX. GRADE CONTOUR
	PROP. GRADE CONTOUR
	EX. BITUMINOUS
	EX. CONCRETE
	PROP. BITUMINOUS
	PROP. STORM SEWER
	PROP. SANITARY SEWER (8" TYP.)
	PROP. WATERMAN (8" TYP.)



STAMP:



PROJECT NO:
19200615

SHEET NO:
C-102

STONEWATER
Phase 2 Preliminary Plat
Grading & Utilities Plan
15730 & 14306 LINCOLN STREET
PART OF THE NORTHWEST 1/4 OF SECTION 14, T7N, R16W,
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

Clear Form

Print



GRAND HAVEN CHARTER TOWNSHIP

SUBDIVISION PLAT REVIEW APPLICATION

(Includes Tentative Preliminary Plat review, Final Preliminary Plat review, and Final Plat review)

Application Type	Fee	Escrow*
Plat Review	\$500	\$500

Utility Escrow**	
Main Extension	\$5,000
Lift Station	\$2,000

Applicant Information

Name Lincoln Street Holdings LLC
 Phone 616-633-8317 Fax _____
 Address 3115 Railway Drive, Byron Center, MI 49315
 Email Address jklaasen@jtbhomes.com

Owner Information (If different from applicant)

Name _____
 Phone _____ Fax _____
 Address _____

Property Information

Address/Location 14306 & 15730 Lincoln Street
 Parcel Number 70 - 07 - 14 - 100 - 005 & 008 Size (acres) 14.08
 Current Zoning PUD Master-Planned Zoning Medium Density Residential
 Adjacent Zoning North: AG South: AG & RP East: RR & RP West: AG

Other Information

Proposed Subdivision Name: Stonewater No. 2
 Proposed Number of Proposed Lots? 33
 Present Use of the Subject Property? vacant
 Number & Type of Existing Structures? none
 Does Property Abut Township Border? no
 Subject Property Located on a Paved Road? yes (15730) & no (14306)
 Municipal Water within 2,700 Feet of Subject Property? yes
 Municipal Sewer within 2,700 Feet of Subject Property? yes

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance Books and following the procedures and requirements set forth in Ordinance No. 310 (Subdivision Control Ordinance). Initially, submit five copies of the required information for staff review. Once staff has granted tentative approval, additional copies will be required as requested by staff.

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


 Signature of applicant

9/5/19
 Date

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

*** If approval of this application requires/includes the extension of a municipal utility, an additional \$5,000 escrow fee shall be required, and an additional \$2,000 escrow fee shall be required for the installation of a lift station.*

For Office Use Only

Date Received _____

Fee Paid? _____

Materials Received: Site Plans _____

Location Map _____

Survey _____

Legal Description _____

Dated copy of approved minutes sent to applicant? _____

Date Sent _____

PLANNING COMMISSION USE ONLY

Approval _____

Tabled _____

Denied _____

Conditional Approval _____

The following conditions shall be met for approval:

Signature of Planning Commission Chair

Date

**FIRST AMENDMENT TO
DECLARATION OF COVENANTS, RESTRICTIONS AND CONDITIONS
FOR STONEWATER
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN**

This First Amendment to Declaration of Covenants, Restrictions and Conditions for Stonewater (“**Amendment**”) is made this ____ day of _____, 2019, by LINCOLN STREET HOLDINGS, LLC, a Michigan limited liability company, of 3115 Railway Drive, Byron Center, Michigan 49315 (“**Developer**”).

RECITALS

A. Developer developed a portion of the platted residential subdivision known as Stonewater, which is located in Grand Haven Township, Ottawa County, Michigan. Stonewater was established on August 5, 2019 by the recording of the Stonewater plat at Instrument No. 2019-0026509, Ottawa County Records (hereinafter “**Stonewater No. 1**”).

B. Stonewater No. 1 consists of platted lots 1 through 30, inclusive, North Park (pvt), West Park (pvt), Stonewater Park (pvt), and Gardenton Court (pvt).

C. Developer is the owner of certain real property adjacent to Stonewater No. 1 located in Grand Haven Township, Ottawa County, Michigan, described on the attached **EXHIBIT “A”** and is developing such real property into Stonewater No. 2, a platted residential subdivision (“**Stonewater No. 2**”).

D. The plat for Stonewater No. 2 was recorded on _____, 2019 at Instrument No. _____, Ottawa County Records.

E. Stonewater No. 2 consists of platted Lots 31 through 63, inclusive, which lots are hereinafter collectively referred to as “**Phase II Lots**,” and East Park (pvt).

F. Developer established certain Declaration of Covenants, Restrictions and Conditions for Stonewater No. 1, which declaration was recorded at Instrument No. 2019-0029766, Ottawa County Records (the “**Declaration**”).

G. Developer desires to amend the Declaration in accordance with this Amendment so that the real property included in Stonewater No. 2 will be subject to the terms and provisions of the Declaration.

AMENDMENT

1. The term “**Property**” as used in the Declaration includes the real property described on EXHIBIT “A” attached to the Declaration and the real property described on **EXHIBIT “A”** attached to this Amendment. The term “**Stonewater**” as defined in the Declaration shall mean Stonewater No. 1 and Stonewater No. 2. The term “**Lot Owners**” as defined in the Declaration shall mean all owners of lots within Stonewater No. 1 and all owners of lots within Stonewater No. 2. The term “**Park Areas**” as defined in the Declaration shall mean North Park (pvt), West Park (pvt), Stonewater Park (pvt), and East Park (pvt), as depicted on the subdivision plats for Stonewater No. 1 and Stonewater No. 2.

2. The terms and provisions of the Declaration shall apply to all of the lots and park areas in Stonewater. The Stonewater PUD Contract by and between the Developer and the Charter Township of Grand Haven, recorded December 12, 2016 at Instrument No. 2016-0047558, Ottawa County Records, shall apply to all of the lots and park areas in Stonewater.

3. In accordance with Section 280.433 of the Michigan Drain Code (Act 40 of the Public Acts 1956, as amended) a special assessment drainage district has been created to provide for the maintenance of the Stonewater county drain. The drainage district consists of all lots and park areas within Stonewater. At some time in the future, the lots within the drainage district will be subject to a special assessment for the improvement or maintenance of the Stonewater county drain. Certain Ottawa County drain restrictions, including details associated with the boundary of the drainage district, the grading plan and block grading plan, and minimum building opening elevations for the Phase II Lots are contained in that certain Ottawa County Drain Restrictions for Stonewater No. 2 dated _____, 2019, and recorded at Instrument No. 2019-_____, Ottawa County Records (the “**Stonewater No. 2 OCDC Requirements**”). Private easements for the Stonewater county drain have been granted to the Stonewater drainage district, and the rights and obligations of said easements are contained in the Stonewater No. 2 OCDC Requirements.

4. Every owner, by acceptance of a deed or land contract therefore, of one or more lots within Stonewater shall automatically become a member of the Stonewater Property Owners Association, a Michigan nonprofit corporation comprised of owners of the lots within Stonewater.

5. East Park (pvt), as depicted on the plat for Stonewater No. 2, has been dedicated to the Stonewater Property Owners Association.

6. Capitalized terms not defined in this Amendment shall have the meanings assigned to such terms in the Declaration.

7. Except as specifically amended and modified by this Amendment, all provisions of the Declaration shall remain in full force and effect.

8. In the event of a conflict or inconsistency between the terms of this Amendment and the terms of the Declaration, the terms of this Amendment shall govern.

[the remainder of this page is intentionally blank]

IN WITNESS WHEREOF, this Amendment has been executed as of the date first above written.

Lincoln Street Holdings, LLC,
a Michigan limited liability company

By: Kensington Realty Group, Inc., a Michigan corporation, its Manager

By: _____
Dale H. Kraker
Its: President

Acknowledged before me by Dale H. Kraker, President of Kensington Realty Group, Inc., the Manager of Lincoln Street Holdings, LLC, a Michigan limited liability company, on behalf of the company, in Kent County, Michigan, on _____, 2019.

Notary Public, Kent County, Michigan
My Commission Expires: _____

Prepared by and Return to After Recording:

TODD A. HENDRICKS
Rhoades McKee PC
55 Campau Ave. NW, Suite 300
Grand Rapids, MI 49503-2793

EXHIBIT "A"

Lots 31 through 63, inclusive, and East Park (pvt), Stonewater No. 2, according to the recorded plat thereof, Ottawa County, Michigan, records.

DRAFT

EXHIBIT "B"

MORTGAGEE'S CONSENT TO FIRST AMENDMENT

WHEREAS, **LINCOLN STREET HOLDINGS, LLC**, a Michigan limited liability company, whose address is 3115 Railway Drive, Byron Center, Michigan 49315, as Developer of Stonewater, established certain Declaration of Covenants, Restrictions and Conditions for Stonewater, which declaration was recorded at Instrument No. 2019-0029766, Ottawa County Records (the "**Declaration**"), and

WHEREAS, **LINCOLN STREET HOLDINGS, LLC** desires to amend the Declaration to include the following real property as subject to the terms and provisions of the Declaration: Lots 31 through 63, inclusive, East Park (pvt), Stonewater No. 2, according to the recorded plat thereof, Ottawa County Records (the "**Property**").

WHEREAS, **MACATAWA BANK**, a banking corporation, whose address is 5271 Clyde Park Ave., SW, Wyoming, Michigan 49509 (the "**Bank**"), is the holder of record of a mortgage interest in the Property.

NOW, THEREFORE, The Bank hereby consents to the terms of the First Amendment to Declaration of Covenants, Restrictions and Conditions of Stonewater and consents to the recording of the same in the Office of the Register of Deeds for Ottawa County, Michigan.

MACATAWA BANK, a banking corporation

By: _____

Its: _____

STATE OF MICHIGAN)
)ss
COUNTY OF KENT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by _____ of Macatawa Bank, its _____, on behalf of the bank.

_____, Notary Public
_____, County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Prepared by:
Todd A. Hendricks
RHOADES McKEE PC
55 Campau Avenue NW, Suite 300
Grand Rapids, MI 49503

SUPERINTENDENT'S MEMO

DATE: November 21, 2019
TO: Township Board
FROM: Cargo
SUBJECT: Request for Township Assistance – Inspection Services

The City of Grand Haven's Building Official recently resigned and accepted a position with the City of Norton Shores. Unfortunately, because Grand Haven City will not have a Building Official after the close of business on Friday, November 22nd, the City will not be able to issue building permits.

As a result, the City of Grand Haven has requested help from the Township on a short-term basis. (*See attached email.*) A first draft of an agreement has been drafted by Dickinson Wright. (*See attached.*)

That said, the agreement is fairly simple wherein the City of Grand Haven will pay the Township the labor costs (*i.e., wages and benefits*) of the employees that assist plus a 15% overhead fee. The Township will act as an independent contractor for the City.

Township staff will be limited to completing the physical work necessary (*e.g., inspections, plan reviews, etc.*) and will forward the results to the City – who will be responsible for all record keeping and data entry into their BS&A Building software program.

This is a **short-term, temporary arrangement** and will cease in early 2020 when the City of Grand Haven hires a Building Official. Moreover, because the winter months are typically the slowest months for construction, the Township's building staff believe that the Building Department has sufficient capacity to assist the City for this short-term. (*It is expected that the number of inspections within the City will be about 20 per week.*)

If the Board agrees to assist our municipal neighbor, the following motion can be offered:

Move to approve the proposed Temporary Building Inspection agreement with the City of Grand Haven and authorize Manager Cargo to execute the agreement.

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

From: Jennifer Howland <jhowland@grandhaven.org>
Sent: Tuesday, November 19, 2019 12:46 PM
To: Stacey Fedewa <SFedewa@ght.org>
Subject: Interim Building Support

Stacey,

We are requesting that Grand Haven Charter Township provide interim building plan review and building inspections services, as well as have Scott Corbat serve as our building official of record, until we are able to hire a full-time building official. Based on recent experiences in our area with filling such a position, we do not expect to have the position filled until the first part of 2020. Once filled, I would appreciate having a transitional period of time to bring the new hire up to speed on projects in process before ending our contract with GHT.

I envision the following work flow:

- Applications get submitted to City
- City performs zoning review (mirror Twp "completeness" process whereby EGLE, etc permits are in place prior to building review)
- Township performs building plan review (including coordinating with mechanical, electrical, fire marshal, etc)
- Plan review comments get emailed to applicant with a copy to owner and City
- Revised plans get submitted directly to Township; Township notifies City if zoning items are affected
- When plans are code compliant, Township notifies City and confirms construction value is accurate; City issues building permit
- Inspection requests are made directly to the Township; Township has viewing rights to City BS&A system to ensure inspection sequence is accurate
- Inspection results are sent to the City to be entered into BS&A
- Once C of O is ready to be issued, Township notifies City and City issues C of O.

Given the nature of our building permitting, with fees being based on construction value, rather than by number of required inspections like mechanical and electrical, I think we could look at an arrangement where the Township would be paid a percentage of the City's permit revenue. I'm open to discussing this.

Timing wise, we are without a building official as of Friday at 5pm, so time is of the essence.

I'm looking forward to receiving a proposal from you soon. Please let me know if you have any questions.

Sincerely,

Jennifer Howland, AICP
Community Development Manager
City of Grand Haven
(616) 847-3490

BUILDING INSPECTION AGREEMENT

This Agreement is made as of the ____ day of _____, 2019, between **Grand Haven Charter Township**, a Michigan charter township (“Township”) and the **City of Grand Haven**, a Michigan home rule city (“City”).

RECITALS

A. The City and the Township are governmental subdivisions that have elected to administer and enforce the Stille-DeRossett-Hale Single State Construction Code Act (“Act” - MCL 125.1501, et seq.) and the Michigan Building Code, as adopted by the State of Michigan (the “Code”).

B. The City does not currently have a building official to enforce the Act and the Code.

C. The Township has at its disposal personnel properly licensed and certified to perform permitting, inspecting, and enforcing services under the Act and the Code.

D. The City desires to retain the Township to perform permitting, inspecting, and enforcing services under the Act and the Code for the City, and the Township is willing and able to provide those services for the City, upon the following terms and conditions.

IN CONSIDERATION OF the mutual promises, terms, and conditions set forth in this Agreement, the parties agree as follows.

1. Retention of the Township. The City retains the Township, as an independent contractor, to provide through its staff, permitting, inspecting, and enforcing services under the Act and the Code within the City geographical limits. The Township agrees to provide staff to perform those services for the City. The Township accepts this retention as an independent contractor.

2. General Procedure for Permit Process. The Township and the City shall follow the below general procedure for issuing permits under the Act and the Code. For the Township to perform its portion of the below duties, it must have access (preferably remote) to the City’s BS&A.Net Building Department program, and the City agrees to provide that access.

A. The City will accept building permit applications for property within its geographical limits.

B. The City will continue to issue permits for re-roofing and re-siding buildings on property within its limits. However, the Township shall be called for and shall perform inspections required for such work.

- C. The City will determine if a building permit application is ready for consideration, or if it first requires site plan approval. Any form of planning approval will be handled by the City.
- D. The City will perform zoning compliance review of all applications for property within its geographical limits.
 - (1) The City will identify any special conditions or requirements from the zoning review, and that information will be written on the application to be seen by the Township or sent to the Township via email.
 - (2) The City will identify if the subject property is located within a Sensitive Area, Floodplain, Wetland, Critical Dune Area, and/or High Risk Erosion Area. If so, the information will be written on the application to be seen by the Township or sent to the Township via email.
- E. The City will hand deliver applications and all associated documents to the Township on a daily basis, or more frequently if needed. The Township will consider the feasibility of Township staff retrieving from the City new applications that are ready for processing.
- F. The applicant shall provide five copies of construction drawings with the application to the City, with a copy to be provided by the City to each of the following:
 - (1) The City (to be kept at the Community Development Department's office);
 - (2) The City Fire Marshal;
 - (3) The City Department of Public Works ("DPW");
 - (4) The job site; and
 - (5) The Township.
- G. After the Township receives applications from the City, the Township's Permit Tech shall ensure the submittal is complete. If incomplete, the Permit Tech shall contact the applicant and identify the documents necessary to complete the application.
 - (1) A submittal must include required permits from the Michigan Department of Environment, Great Lakes, and Energy, if the City identifies regulated areas on the applicant's property.
 - (2) The Township will attempt to obtain staff review comments from the City Fire Marshal and the City DPW, but ultimately the City will be responsible for providing those review comments in a timely fashion.

- (3) If the City gives the Township written notice that its staff will handle the obligations in this subsection G, the requirements in subsection F regarding the distribution of copies shall be adjusted accordingly.
- H. Once a complete application is available, it shall be placed in line for plan review by the Township Building Official and/or Township Inspector.
- (1) Township staff shall work with the applicant on revisions until the drawings are ready to be permitted or are rejected.
 - (2) The Township shall email the City when a permit is ready to be issued, providing the City with the construction value and the plan review hours spent on the application.
 - (3) The City will enter that information into BS&A to generate an invoice.
 - (4) The City shall contact the applicant to advise that the permit is ready to be issued. The applicant shall report to the City to pay for and then obtain the permit.
 - (5) Three sets of the final stamped drawings shall be provided by the applicant to the Township, the City, and the job site (i.e. kept by the applicant at the job site).
- I. The applicant shall contact the Township to schedule building inspections.
- (1) This does not include trade inspections for the City.
 - (2) The City shall be responsible for delivering to the Township the files and plans for inspections called in for already active/open projects (*for which the Township did not perform the plan review*).
- J. Post-inspection, Township staff will compile inspection notes.
- (1) The Township will email the applicant and identify the deficiencies.
 - (2) The Township will email the City the same inspection results, so the City can enter the data into its BS&A.Net Building Department program.
- K. Based on reports provided to the Township by the City, it is anticipated that approximately four or five inspections will be needed per day.
- (1) The City currently averages 22 inspections per week. It had 1,158 inspections during the previous year (November 2018 to November 2019), and approximately 1/3 of those inspections were finals.
 - (2) The Township will be sensitive to providing inspections for concrete work.

- (3) The Township will provide inspection services from 9:30am to 11:30am, and again from 2:30pm to 4:30pm, on normal business days. Applicants will not be guaranteed a specific time, but rather will be informed if they will be inspected in the morning or afternoon of a particular day.
 - (4) The Township will strategically order the inspections to use time efficiently.
- L. Prior to scheduling a final inspection, the Building Official or Inspector will ensure all prerequisites are complete using the same process the Township uses for applications within its own geographical boundaries. Examples include:
- (1) Fire suppression/alarm, if needed;
 - (2) Stormwater, utilities, driveway, and road approval, if needed; and
 - (3) Zoning approval, if needed.
- M. When the Township has approved the final inspection and determined the property is ready for a Certificate of Occupancy (temporary or final), the Township shall notify the City. The City will email the Certificate of Occupancy to the Township. The Building Official or Inspector will sign the document and then email it back to the City.
- N. The City and the Township shall be mutually responsible, as time permits, to deliver the complete building permit file to the City.
3. Nonassignability. The City is relying on the qualifications and certifications of the Township's staff. This Agreement and the services to be provided under its terms shall not be assigned by the Township to any other person or entity, unless the City agrees.
4. Independent Contractor. In performance of all work and duties pursuant to the Agreement, the Township and its staff shall be at all times performing as independent contractors. Except for compliance with the provisions of this Agreement, the City shall neither have nor exercise any control or direction over the methods and means by which the Township and its staff perform their duties and work. The Township shall provide and maintain, at its sole expense, all equipment and supplies necessary to perform the duties required under this Agreement and to pay all ancillary expenses related to such performance. The Township and its staff shall provide for their own transportation for the performance of duties under this Agreement and shall be responsible for all expenses related to the operation of the motor vehicle(s), including without limitation, fuel, repair, maintenance, insurance, and other incidental expenses, unless otherwise provided in this Agreement.
5. Compensation. As compensation for the services to be performed under this Agreement, the City shall pay the Township the following, billing in a minimum of 12 minute intervals:

- A. For a Permit Technician - \$33.78 per hour;
- B. For a Building Inspector - \$53.63 per hour; and
- C. For the Building Official - \$58.96 per hour.
- D. These hourly rates may be adjusted from time to time by mutual consent of the City and the Township.

Except as provided above, the Township and its staff are not entitled to any other compensation for services provided under this Agreement. Specifically, the Township and its staff are not entitled to any fringe benefits from the City, including without limitation health insurance, retirement benefits, pension contributions, unemployment compensation, worker's compensation coverage, or matching Social Security contributions.

6. Payment of Compensation. On a monthly basis, the Township shall submit to the City an accounting of all inspections and other services performed and its statement/invoice for the compensation requested and the supporting details. The City shall pay the invoiced amount within 30 days of receipt.

7. Term; Termination. This Agreement shall commence as of November ____, 2019. This Agreement shall continue through January 31, 2020. This Agreement may be extended for 30 days at a time if the City requests the Township to extend the Agreement at least 15 days before it would otherwise expire, and the Township agrees.

Once the City hires its own Building Official, the Township will provide transitional training services and back up services per the Agreement as requested by the City and as agreed by the Township, for the time period agreed by the parties.

This Agreement may be terminated, during its initial term or any renewal term, in the following manner:

- A. At any time by mutual agreement of the parties;
- B. Immediately by either party upon giving written notice to the other party if the other party commits a material breach of any term of this Agreement; or
- C. Upon 20 days prior written notice given by a party to the other party.

8. Initiation of Legal Proceedings. The Township and its staff shall have no authority to initiate legal proceedings on behalf of the City against a third-party.

9. Insurance, Worker's Compensation, Indemnification.

- A. Vehicle Insurance. The Township, at its sole expense, shall maintain in force comprehensive motor vehicle liability insurance during the term of this Agreement and shall provide the City with a copy of the certificate of insurance upon request from the City. Such insurance shall include the City as an additional named

insured, and shall provide general liability coverage for property damage and personal injury (including death) arising from the ownership, maintenance, loading or unloading, or use of any motor vehicle used by the Township in the performance of this Agreement, including owned, leased, borrowed, or hired vehicles. The minimum coverage limits shall be the same as currently maintained by the Township.

- B. Comprehensive General Liability Insurance. The Township, at its sole expense, shall secure and maintain in force comprehensive general liability insurance during the term of this Agreement and shall provide the City with a copy of the certificate of insurance upon request from the City. Such insurance shall include the City as an additional named insured, and shall provide general liability coverage for property damage and personal injury (including death) arising from any act or omission of the Township. The minimum coverage limits shall be the same as currently maintained by the Township.
- C. Worker's Compensation Insurance. The Township, at its sole expense, shall secure and maintain in force worker's compensation insurance during the term of this Agreement, in compliance with applicable worker's compensation laws, for its staff.
- D. Indemnification. Each party agrees to indemnify and hold harmless the other party and its officers, employees, representatives, and agents from and against all claims, demands, actions, causes of action, losses, liability, and costs/expenses (including reasonable attorney fees) in any manner arising from or related to the indemnifying party's acts and omissions in matters involving its duties and responsibilities under this Agreement. Each party shall notify the other party of any knowledge and information which may result in a claim against either of them, and shall cooperate with the other party whenever any claim is filed against either party involving, in any manner, the performance of duties and services under this Agreement.

10. Governmental Function. The parties agree that the duties performed under this Agreement are governmental functions in accordance with the Act and the Code. No party shall waive or otherwise act to jeopardize any immunity available to the other party.

11. Effect of Termination. Upon termination of this Agreement, the parties shall have no further obligation to each other. However, the following obligations shall survive the termination of this Agreement until the matters are resolved:

- A. Obligations that accrue prior to the effective date of the termination; or
- B. Obligations of either party to indemnify and hold harmless the other party, and obligations of the parties to cooperate with each other in the event any claim is filed against either party, with respect to the duties and services under this Agreement.

12. Limitations. The City will continue to process, issue, and schedule inspections for electrical, mechanical, and plumbing permits, without the involvement of the Township.

Given the speed of the negotiations between the City and the Township and the drafting of this Agreement, the Township Community Development Director and the City Community Development Manager are authorized to nominally modify the terms of this Agreement in writing, in non-substantive and non-monetary ways, with written notice to both the Township Superintendent and the City Manager.

13. 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 their then current addresses, 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 the 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.

14. Reimbursement. The City will reimburse the Township for the cost of preparing, drafting, and revising this Agreement.

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

CITY OF GRAND HAVEN

CHARTER TOWNSHIP OF GRAND HAVEN

By: _____
Its: Mayor

By: _____
Its: Supervisor

By: _____
Its: Clerk

By: _____
Its: Clerk

Dated: _____, 2019

Dated: _____, 2019

**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	35.16	1.53	0.00
FEBRUARY	239	1	2	9	161	1	2	0	27.82	0.86	0.00
MARCH	314	2	2	8	232	0	1	0	29.80	1.35	0.00
APRIL	274	4	3	13	183	3	1	0	30.34	1.76	0.00
MAY	230	5	4	10	123	7	2	0	40.38	1.67	0.00
JUNE	185	1	2	7	81	0	1	4600	54.83	2.29	0.00
JULY	227	2	1	9	124	1	3	0	100.14	4.26	0.00
AUGUST	126	7	7	6	24	6	7	0	95.90	3.11	0.00
SEPTEMBER	111	2	0	7	9	5	6	0	59.54	1.90	0.00
OCTOBER	148	7	2	10	4	2	3	0	37.62	0.85	0.00
NOVEMBER									0.00	0.00	0.00
DECEMBER									0.00	0.00	0.00
TOTAL YTD	2041	34	26	92	1070	25	26	4600	511.55	19.58	0.00
TOTALS		60				51				19.58	
						5408			531.13		

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	9.81
OCTOBER	6		2586	8.77
NOVEMBER				0.00
DECEMBER				0.00
TOTAL YTD	18	22	4686	113.96
TOTALS		880		

NOTES: