



**GRAND HAVEN CHARTER TOWNSHIP  
BOARD AGENDA  
Monday, November 22, 2021**

**WORK SESSION – CANCELLED**

**REGULAR MEETING – 7:00 P.M.**

Persons wishing to speak at public hearings, on agenda items, or extended comments, must fill out a “Speakers Form” located on the counter. Completed forms must be submitted to Township Staff prior to the meeting.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
  1. Approve November 8, 2021, Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$465,385.97 (*A/P checks of \$356,756.88 and payroll of \$108,629.09*)
- VI. PUBLIC HEARING – FY 2022 Truth-in Budgeting
- VII. OLD BUSINESS
  1. Approve Resolution 21-11-08 - 2022 Budget Appropriation
  2. Approve Resolution 21-11-09 - Supervisor's Salary
  3. Approve Resolution 21-11-10 - Clerk's Salary
  4. Approve Resolution 21-11-11 - Treasurer's Salary
  5. Approve Resolution 21-11-12 - Trustee's Salary
- VIII. NEW BUSINESS
  1. Approve Extension of Superintendent's Employment Agreement
  2. Approve Resolution 21-11-13 – Accepting Partial Property Tax Payments
  3. First Reading – Zoning Text Amendment - Two-Family Dwelling SLU Standards
- IX. REPORTS & CORRESPONDENCE
  1. Committee Reports
  2. Manager's Report
    - i. October Public Services Report
  3. Other
- X. PUBLIC COMMENTS – (*Non-Agenda Items*)
- 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 8, 2021**

**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. ROLL CALL

**Board members present:** Behm, Reenders, Kieft, Redick, Meeusen, Larsen, Wagenmaker

**Board members absent:**

Also, present were Manager Cargo, Community Development Director Fedewa, Human Resources Director Dumbrell, and Deputy Treasurer Larrison.

III. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve October 25, 2021, Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$517,889.21 (*A/P checks of \$387,597.74 and payroll of \$130,291.47*)
3. Approve Low Bid for Schmidt Heritage Park Water/Sewer Project (*\$335,339.50*)

**Motion** by Treasurer Kieft supported by Trustee Wagenmaker to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. PUBLIC HEARING

Supervisor Reenders opened the Joint Special Assessment Public Hearing on Special Assessment rolls for Police Services, Sewer, Storm Drains, Delinquent Water and/or Sewer Payments, Street Lighting, Street Paving, Sidewalk Maintenance at 7:02 p.m.

Deputy Treasurer Larrison provided an overview of the seven (7) proposed Special Assessment Rolls noting that total estimated collection is \$665,613.65.

There being no public comments, Supervisor Reenders closed the public hearing at 7:05 p.m.

VII OLD BUSINESS

1. **Motion** by Trustee Redick supported by Clerk Larsen to approve and adopt Resolution 21-11-01 approving the special assessment roll for police services in the amount of \$485,603.39 for FY2022. **Which motion carried** pursuant to the following roll call

vote:

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

Nays:

Absent:

2. **Motion** by Trustee Meeusen supported by Trustee Wagenmaker to approve and adopt Resolution 21-11-02 approving the special assessment roll for sewer services in the amount of \$1,470.83 for FY2022. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

3. **Motion** by Treasurer Kieft supported by Trustee Redick to approve and adopt Resolution 21-11-03 approving the special assessment roll for storm sewer districts in the amount of \$33,669.24 for FY2022. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

4. **Motion** by Clerk Larsen supported by Trustee Redick to approve and adopt Resolution 21-11-04 approving the special assessment roll for delinquent utility bills in the amount of \$3,167.06 for FY2022. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

5. **Motion** by Trustee Meeusen supported by Trustee Behm to approve and adopt Resolution 21-11-05 approving the special assessment roll for street lighting in the amount of \$123,554.11 for FY202. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

6. **Motion** by Trustee Redick supported by Trustee Wagenmaker to approve and adopt Resolution 21-11-06 approving the special assessment roll for road paving in the amount of \$16,349.02 for the FY2021. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

7. **Motion** by Clerk Larsen supported by Trustee Redick to approve and adopt Resolution 21-11-07 approving the special assessment roll for sidewalk repair in the amount of

\$1,800.00 for the FY2021. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

8. **Motion** by Treasurer Kieft supported by Trustee Redick to approve the Zoning Text Amendment Ordinance with a draft date of August 12, 2021 concerning Outdoor Storage. **This is a second reading. Which motion carried** pursuant to the following roll call vote:

Ayes: Meeusen, Larsen, Kieft, Redick

Nays: Reenders, Wagenmaker, Behm

Absent:

#### VIII. NEW BUSINESS

1. **Motion** by Trustee Wagenmaker supported by Clerk Larsen to approve the Tentative Preliminary Plat for Lincoln Pines Subdivision No. 3 based upon the application meeting the standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance. **Which Motion Carried.**
2. The Township Board discussed whether the PUD amendment from the American Dunes Golf Club was a minor PUD amendment and whether it should be approved.

Doug Bell (528 Lake Avenue) and Attorney Brian Lang represented American Dunes Golf Club.

The Board instructed staff to prepare a zoning text amendment that would address the cumulative impacts of multiple minor PUD amendment approvals on both the numerical limits, appearance, and the base concepts of a Planned Unit Development.

Staff noted noise complaints prior to 7:00 a.m. which typically were blowers in the parking lot area and parking on grass areas for overflows.

**Motion** by Clerk Larsen supported by Trustee Redick to that the proposed American Dunes Golf Club PUD amendment (is) or (is not) considered minor. **Which motion carried** pursuant to the following roll call vote:

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

Nays: Reenders

Absent:

#### IX. REPORTS AND CORESPONDENCE

- a. Committee Reports
  - ✓ The Personnel Committee will be meeting on November 10<sup>th</sup> at 7:00 a.m.
  - ✓ The Public Safety Committee will be meeting on November 17<sup>th</sup> at 2:00 p.m.
- b. Manager's Report, which included:
  - ✓ Manager Cargo noted that a FY2021 Budget Work Session is scheduled for Wednesday, November 17<sup>th</sup> at 6:00 p.m.

- ✓ October Building Report
- ✓ October Ordinance Enforcement Report
- ✓ Chamber of Commerce Economic Development Report – Third Quarter
- ✓ Manager Cargo noted that the Township is proceeding with the adoption of a Short-Term Rental (STR) Zoning Overlay ordinance and a separate STR Regulatory Ordinance. The Planning Commission will hold a public hearing on November 23<sup>rd</sup>.

IX. PUBLIC COMMENTS

- a. Laird Schaefer (*12543 Wilderness Trail*) discussed the upcoming Planning Commission STR public hearing asking questions regarding the schedule.
- b. Marcie Barber (*384 Burgess Drive, Galesburg, Michigan*) is concerned that the timeline for the STR regulations is rushed.
- c. Richard Barber (*384 Burgess Drive, Galesburg, Michigan*) is concerned that the schedule for the STR regulations is being rushed and that the regulations represent too much government involvement.
- d. Michelle Hornstrand (*1752 Brogen Drive, New Lenox, Illinois*) stated that the property at 17954 Brucker Street is well-screened and that the STR has not created any issues with the neighbors and would want to be included in the STR Overlay Zone.
- e. Susan Heine (*14520 178<sup>th</sup> Avenue*) stated that there have been no complaints regarding the STR at this location and would want to be included in the STR Overlay Zone.

The Township Board affirmed that it wants to move forward with the proposed STR zoning and regulatory ordinance regardless of the activity occurring at the State legislative level.

X. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 8:04 p.m. **Which motion carried.**

Respectfully Submitted,



Laurie Larsen  
Grand Haven Charter Township Clerk



Mark Reenders  
Grand Haven Charter Township Supervisor



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# SUPERINTENDENT'S MEMO

DATE: November 18, 2021  
TO: Township Board, Department Directors  
FROM: Cargo & Sandoval  
SUBJECT: 2022 Budget

## ***OVERVIEW:***

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

The Truth-in-Taxation hearing was held on Monday, September 13<sup>th</sup>. The public hearing on the Special Assessments was held on Monday, November 8<sup>th</sup>. A budget work session was held on Wednesday, November 17<sup>th</sup>. The public hearing for the FY 2022 budget is scheduled for **Monday, November 22<sup>nd</sup> at 7:00 p.m.**

The attached documents are the result of dedicated work by the department directors and staff (*i.e., Sandoval, Larrison, Dumbrell, Fedewa, Chappell, Schmidt, Sipe, DeVerney and Walsh*).

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

1. The 2022 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" inasmuch as they are projected to maintain healthy fund balances or cash reserves at the end of FY2022.*)
2. The 2022 Budget Worksheet, which provides line-item detail and comparison with the previous two years
3. The FY2022 Budget Resolution #21-11-08, which, when approved, formally adopts the FY2022 budget, as presented.

## **2022 BUDGET SUMMARY:**

The Township's FY2022 budget – which begins on January 1st – is **LARGER** than typical due to the number of capital projects being constructed. **The total budget revenue within all fourteen (14) funds is projected at \$16.33 million with total budget expenditures estimated at \$22.42 million.**

Although expenditures exceed revenues, the budget is “balanced” inasmuch as the difference is taken from the existing fund balances, cash reserves and bonds for these planned capital improvement projects. Moreover, the budget is balanced since the fund balances or cash reserves will remain positive in each of the funds – totaling about **\$10.97 million at the end of FY2022.**

It is important to remember that although GHT adopts a single budget resolution each year, the total budget discussed in this overview is actually fourteen (14) 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 Fourteen (14) separate budgets.

### **1 - General Fund:**

**The General Fund budget will have revenues of \$4.63 million and expenditures of \$5.10 million.** The General fund's fund balance will be an estimated **\$2.33 million** on December 31<sup>st</sup> of 2021. This undesignated fund balance equates to about a six-month surplus, which is considered very healthy and above the minimum \$1.6 million fund balance instituted by the Township Board. *(The \$750k designated fund balance that currently exists will be used for the Parks capital projects in FY2022.)*

Property tax revenues raised from the 1.0397 allocated millage (*which has been reduced↓ to 1.0179 mills because of Headlee and Truth-in-Taxation*) will drop↓ by about **\$51k** over FY 2021 because the DDA will, again, begin collecting Tax Increment Revenues.

Taxable values in GHT increased↑ about 4.5% in 2021 over 2020. *(Remember that the property tax monies are collected in December of 2021 for the 2022 Fiscal Year are based upon 2020 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 **\$153k** for FY 2022.

Revenues associated with construction are expected to decline with permit revenues estimated at **\$398k**. Housing starts are expected to remain high through, at a minimum, the start of the 2022 fourth quarter.

The State Shared Revenues are increased to about **\$1.96 million**. This includes about \$1.4 million for the constitutional portion of revenue sharing (*i.e., related to the State Sales Tax*) and about \$55k 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.*). However, it is noted that, 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.

In addition, the 2020 Census population count is expected to provide both a retroactive State Shared Revenue payment for FY2021 of about \$244k and an increase in the FY2022 payments of about \$261k. (*The State Legislature is required to make these adjustments under state law; but, although the legislation has been introduced, there has been no action.*)

The General Fund revenues include “Administrative & Supervision Fees” of about **\$474k** paid from other Funds to cover the cost of services provided by the Finance and Administrative departments. (*See the “2022 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 \$10k less than previous mostly due a decline in legal and professional fees (*i.e., the “Wage Study” was included for FY2021*). This account contains monies for the following activities or projects:
  - a. \$37k to support economic development activities through the Chamber of Commerce per the current contract
  - b. \$ 8k for July 4<sup>th</sup> fireworks
  - c. \$ 8k to support the Grand Haven City Neighborhood Housing Program
  - d. \$ 3k for the Coast Guard Heroes and Legends Dinner
  - e. \$ 7k for annual Michigan Townships Association dues
  - f. \$ 3k for holiday lighting
  - g. \$ 2k for conferences and seminars
  - h. \$ 1k for an Employee Recognition Lunch
  - i. \$ 9k for an Appreciation Dinner for committee members and staff
- 2) The Supervisor Account is a continuation budget.

- 3) The Administrative Account is a continuation budget. However, Human Resources Director Dumbrell will be promoted to a combination Assistant Manager/Human Resources Director position on January 1<sup>st</sup>.

Further, there is \$20k budgeted to cover 50% of the cost for replacing the 2012 Assessing Van and about \$1,600 to replace some office furniture.

- 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 although the expenditures are about \$17k less↓ due to the hire of a new Director and moving one position from a 40 hour per week position to 32 hours per week.
- 9) The Elections Account has been budgeted with the understanding that 2022 will have three elections – the May school election, the August primary election, and the November mid-term election. Because of increased↑ activity, the Elections account is about \$97k higher↑ than FY2021.
- 10) The Building and Grounds Account expenditures have been reduced↓ by about \$150k over previous. The major capital costs for this account include the following:
  - \$10k for a “Chipper Box” for a new dump truck
  - \$20k for one-third (1/3) the cost of a new dump truck
  - \$ 1k to replace the drinking fountain in the lobby with a combination fountain/water bottle filling station
- 11) The Community Development Account is a continuation budget; but, monies have been budgeted for replacement of some office furniture and increased maintenance on the 2017 Durango and 2020 Durango.
- 12) The Storm Drains Account is funding an estimated \$78,000 – \$74k for at-large drain maintenance costs and \$4k for the so-called “Orphan Drain” project, which will take about 4 more years to complete.
- 13) The Road Construction Account is no longer utilized. Rather, the General Fund will transfer \$500k to the Municipal Street Fund to supplement the maintenance monies that this Fund will expend on street maintenance during FY 2022.

*[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 either the so-called double chip and seal method of improving gravel roads or for paving the roads.]*

- 14) 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, because of new light districts, the costs have increased↑ by about \$3k.
- 15) The Waste Collection Account is a continuation budget; but, leaf disposal costs have increased↑ by about \$3k.
- 16) The Cemetery Account is a continuation budget; but, is about \$14k higher↑ than previous due to high costs and about \$11k in minor improvements.
- 17) The Planning Commission Account is a continuation budget with no special projects.
- 18) The Zoning Board of Appeals Account is a continuation budget.
- 19) The Parks and Recreation Account will decrease↓ by about \$503k with the completion of the Pottawattomie Park improvements. For FY 2022, the following maintenance and capital projects are noted:
  - a. \$72k – to replace the Hofma Park basketball court
  - b. \$20k – to add sidewalks to the ADA picnic areas
  - c. \$20k – for one-third ( $\frac{1}{3}$ ) the cost of a new dump truck
  - d. \$20k – for materials to re-build the Pottawattomie Park floating dock
  - e. \$16k – to replace twenty (20) trash cans at parks

All other maintenance projects are less expensive; but, listed in the line-item budget.

Also, per the recommendation of the Parks Committee, because the park shelter rental fees do not cover the labor and equipment costs related to these rentals, the FY2022 budget resolution will increase the fees from \$40 for a shelter to \$80 per shelter.

- 20) The Appropriations Transfers Account sends:
  - a. \$500k for street maintenance activities. *(This is in addition to the \$807k used for the street maintenance from the Municipal Street Fund.)*

- b. \$525k for pathway maintenance activities in the Pathway Fund. (*This is in addition to the \$367k being used from the Pathway Fund.*)
- c. \$750k for capital projects in the Parks. (*This is the designated General Fund fund balance that has been set aside for these parks projects.*)
- d. \$193k for information technology.
- e. \$ 17k for Retiree Health costs related to retiree health care for certain covered retiree. (*Retiree health care costs have been abolished for all employees – except the full-time union Fire/Rescue staff.*)

**2 - Municipal Street Fund:**

This Fund accounts for monies related to the .95 millage approved by the voters in 2011 and renewed in 2021.

**The Municipal Street Fund budget will have revenues of about \$1.30 million and expenditures of about \$1.84 million.** The monies are used for two purposes. First, a portion of the monies (*i.e., an amount equal to 0.60 mills*) are utilized to fund Harbor Transit service in the Township, which is estimated to be about \$497k during FY2022.

Second, a portion of the monies (*i.e., an amount equal to 0.35 mills*) are utilized for road maintenance work, which is estimated to be about \$1.3 million during FY 2022, which includes as follows:

- ✓ Dust Control - \$ 36k
- ✓ Ferris Street improvements related to Schmidt Heritage Park - \$340k
- ✓ Paving 160<sup>th</sup> between Ferris and Lincoln - \$390k
- ✓ Subdivision Resurfacing - \$550k

The fund balance of the Municipal Street Fund will be about \$17k at the end of FY 2022.

**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 5% to 1.8099 mills.*) It is noted that the Fire/Rescue operating millage expires this year. A millage election on a renewal (*or new*) Fire Operating millage is recommended by staff for the May school election – and the ballot wording must be provided to the County by **February 8<sup>th</sup> at 4:00 p.m.** (*The scheduling of this millage election will be discussed by the full Board in January of 2022.*)

**The Fire/Rescue budget will have revenues of about \$1.56 million and expenditures of about \$1.56 million,** which is essentially a breakeven budget. The Fire/Rescue fund balance is projected to be \$705k at the end of FY2022.

The table below is used to annually compare the projected fund balances that were presented to the voters in 2014 to the actual/budgeted fund balance. The Township will be **far above**↑ projections at the end of FY 2022 – about \$597k higher↑.

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 (A) / Budgeted (B) CIP Costs		Actual (A) / Budgeted (B) Surplus (Deficit)		Actual (A) / Budgeted (B) Fund Balance	% Difference Projected vs. Actual	
2014			\$93,348					\$80,423	A	-13.85%
2015	\$100,000	\$30,000	\$163,348	\$24,160	A	\$78,129	A	\$158,552	A	-2.94%
2016	\$100,000	\$31,000	\$232,348	\$47,729	A	\$126,302	A	\$284,854	A	22.60%
2017	\$100,000		\$332,348	\$13,775	A	\$160,815	A	\$445,669	A	34.10%
2018	\$100,000	\$52,700	\$387,348	\$69,747	A	\$137,644	A	\$583,313	A	50.59%
2019	\$100,000		\$487,348	\$174,977	A	\$18,379	A	\$601,692	A	23.46%
2020	\$100,000	\$712,000	\$587,348	\$597,970	A	(\$257,520)	A	\$344,172	A	-41.40%
2021	\$100,000	\$139,000	\$7,348	\$139,000	B	\$357,320	B	\$701,494	B	9446.73%
2022	\$100,000		\$107,348	\$220,000	B	(\$6,600)	B	\$704,794	B	556.55%
2023	\$100,000	\$18,000	\$189,348							
2024	\$100,000	\$52,000	\$237,348							
2025	\$100,000		\$337,348							

That said, the Fire/Rescue department will be examining adding staff during FY2022 – which would require a budget amendment and reduce the projected fund balance.

The Fire/Rescue budget contains the following highlights:

- a. Replace all SCBA Equipment \$180k. (*Staff will be seeking a federal grant for this expenditure.*)
- b. Purchase four sets of turnout gear at \$21k.
- c. Medical and fire supplies at about \$28k.
- d. Equipment for the new brush truck \$40k.
- e. \$25k in OPEB costs (*i.e., retiree health care*) for the IAFF union members.
- f. \$56k for Information Technology 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 \$527k in revenues and expenditures at \$576k for FY 2022.** (*This fund pays for 3.3 COPS deputies, who supplement the work of the Sheriff's department in GHT. A portion of the costs for the high school officer is funded by the GHAPS. An additional officer is added for the Summer months.*)

It is noted the FY2021 renovation of the restroom (*i.e., \$17k*) carried into FY 2022.

Cash reserves in the Police Services SAD Fund are projected to decrease↓ by about \$50k to about **\$247k** at the end of FY 2022.

### **5 - Downtown Development Authority:**

The Grand Haven Charter Township Downtown Development Authority (DDA) has been expanded and extended. The next step is to amend the original Tax Increment Finance (TIF) and Development Plan.

That said, **the DDA budget has projected revenues of about \$908k with estimated expenditures of \$162k.** The DDA will have one (1) minor construction project during FY2022 and the TIF Development Plan. These costs include:

- a. \$120k to extend sidewalks on a portion of 172<sup>nd</sup> Avenue – from the D&W complex to Dune View Drive – and install a mid-block sidewalk crossing.
- b. \$20k to develop the TIF Development Plan.

The DDA Fund fund balance at the end of FY 2022 is projected at **\$2.29 million** – which will allow for significant capital projects in FY2023 in the expanded portion of the DDA district.

### **6 – American Rescue Plan Act (ARPA) Fund**

Although the ARPA Fund has received monies during FY2021 (*i.e., the first tranche of \$922k was received in September*) and will receive additional ARPA monies in FY2022 (*i.e., the second tranche of \$922k will be received in September of 2022*), these monies are not considered revenues.

Rather until the monies are spent (*or used to fund revenue losses*) these monies are considered to be liabilities. Once a project(s) is decided upon and begun, the ARPA monies will become revenues and can be expended. Therefore, the only revenues for this fund are the interest monies earned on these monies.

Discussion will occur during FY2022 on “how” these monies should be spent. (*Proposed projects are expected to include broadband in rural areas of the Township and water projects.*)

The ARPA monies must be spent or obligated before December 31st of 2024.

### **7 & 8 - Debt Funds – Parks Debt Service & Pathways Debt Service:**

The debt funds are a budgeting “no-brainer”. GHT collects the revenues and pays the bonds pursuant to the bonds’ repayment schedule. **The total debt revenue collected will be about \$632k** from these two funds.

Further, **a total of about \$609k in debt payments will be made during 2022** from the Parks Debt Fund and the Pathway Debt Fund.

### **8 – Pathway Fund:**

**The Pathway Fund will collect about \$893k in revenues and incur an estimated \$1.44**

## **million in expenditures.**

The major costs for the Pathway Fund include:

- a. \$720k to re-surface the Lakeshore pathway between Ferris Street and Buchanan Street
- b. \$115k to add a pathway along 160<sup>th</sup> Avenue between Ferris Street and Lincoln Street
- c. \$ 20k for one-third ( $\frac{1}{3}$ ) the cost of a new dump truck
- d. \$ 25k to repair pathway along 168<sup>th</sup> Avenue south of Comstock Street
- e. \$ 12k to re-stripe pathway crossings
- f. \$ 75k for a study (*with soil borings*) for the Pottawattomie causeway pathway

The fund balance of the Pathway Fund will fall to an estimated **\$22k** at the end of FY2022.

## **9 – Parks Construction Fund**

The Parks Construction Fund will have about **\$1.3 million** in revenues – which includes \$750k from the General Fund and \$546 in grants from the State of Michigan.

Expenditures within this Fund will be about **\$6.69 million** – with the difference in revenues coming from Parks bonds sold in FY2021.

The three major capital projects include:

- ✓ \$5.55 million – Schmidt Heritage Park Phase I
- ✓ \$776k – Hofma Park Improvements
- ✓ \$364k – Groesbeck land acquisition

The cash reserves of this Fund are expected to be about \$371k at the end of the fiscal year.

## **11 – Sewer Fund:**

**The Sewer Fund will collect about \$911k in revenues and incur an estimated \$1.13 million in expenditures.** The larger than normal expenditures are planned capital projects – that will still leave a healthy cash reserve in the Sewer Fund. (*See the “Yearly Waste Water Totals & Projections” spreadsheet.*)

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

- a. \$277k to extend sanitary sewer into the Schmidt Heritage Park
- b. \$ 67k for a standby generator at the East Ferris lift station
- c. \$247k to process an estimated 111.3 million gallons of wastewater collected
- d. \$118k in debt payments
- e. \$ 60k for two studies – an evaluation of the Ferris Street force main and an evaluation of the US-31 force main;
- f. \$ 66k to camera and clean certain segments of sewer main
- g. \$ 25k for other routine maintenance of the system
- h. \$ 31k for Information Technology Services.

The cash reserves of the Sewer Fund are estimated to decrease↓ by about \$219k to a projected **\$782k** at the end of FY 2022.

**12 - Water Fund:**

**The Water Fund will collect about \$3.22 million in revenues and incur an estimated \$2.87 million in expenditures.** (See the spreadsheet entitled “NOWS/Grand Rapids Water Totals & Projections”.)

The revenues are based on the sale of about 679.1 million gallons of potable water and 50 new residential connections.

The significant costs within the Water fund include the following:

- a. \$785k to purchase about 761 million gallons of water;
- b. \$450k to extend municipal water along Ferris Street and 160<sup>th</sup> Avenue between Ferris and Lincoln – simultaneous with the paving of 160<sup>th</sup> Avenue;
- c. \$ 39k for meter purchases;
- d. \$ 13k for hydrant purchases;
- e. \$ 29k for service line purchases;
- f. \$ 35k for contracted services associated with projected new water connections;
- g. \$ 17k for hydrant repair and maintenance;
- h. \$ 62k to repair 30 service line breaks (*associated with the plastic service lines still in the system*);
- i. \$ 58k for Information Technology Services; and,
- j. \$383k for various debt payments.

The budget resolution will increase↑ fees for two (2) water related matters. First, the water tap fee deposit for the 1" service line and 1" meter will be increased↑ from \$2,000 to \$3,000 to ensure that there are sufficient monies to cover the costs of the longer connections (*i.e., under the roadway*) – as opposed to having to invoice property owner for the costs not covered by the deposit.

Second, the hydrant rental fee for businesses that need to draw large amounts of water (*e.g., pool contractors*) will increase the fee deposit from \$75 to \$500. That said, the Township will return \$400 of the deposit if the hydrant connector/meter is returned. (*The contractors will continue to pay for the metered water that they use.*)

The cash reserves of the Water Fund are projected to increase↑ by about \$353k to an estimated **\$3.98 million**.

**13 - Information Technology:**

Information Technology (IT) costs for FY 2022 has revenues of \$338k – with the following transfers into this Fund:

- General Fund Transfer = \$193k (*or 57.2%*)
- Fire/Rescue Fund Transfer = \$ 56k (*or 16.5%*)

- Sewer Fund Transfer = \$ 31k (or 9.1%)
- Water Fund Transfer = \$ 58k (or 17.1%)

The expenditures are \$398k for the IT budget and can be divided into the following four major categories:

- Software & License fees = **\$169k** (about 42.4%)
- IT professional fees = **\$ 99k** (about 24.8%)
  - ✓ \$83k for Rehmann annual support
  - ✓ \$ 2k for GHAPS lease of DR equipment (*which will be replaced by cloud based backup and Disaster Recovery*)
  - ✓ \$14k for special projects and safety programs(*e.g., 2-factor authorization, CyberResponsive, KnowBe4, etc.*)
- Computer hardware costs = **\$ 13k** (about 3.3%)
- Replace Backup EX1 Grid = **\$ 33k** (about 8.3%)
- Replace Dell Power Edge Server R630 = **\$ 72k** (about 18.1%)
- Cloud Based Backup and Disaster Recovery = **\$ 12k** (about 3.0%)

It is noted that the Township may join a Fiber Optic Government Network (*i.e., FOGNet*) with other municipal and school districts in Ottawa County and has received special pricing through Spectrum for a 500 Mbps connection – both up and down. (*As a comparison, for normal home usage Internet activity – i.e., checking email, browsing, access of social media, etc. – one would typically use 2 to 4 Mbps.*)

This higher bandwidth is necessary for cloud-based backup/DR. Also, it will allow the Township the option to move the Township’s servers and SAN into the cloud to reduce↓ costs and increase security.

The fund balance will be at about \$13k at the end of the FY2022.

**14 – 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 \$43k while the OPEB costs for 2022 are budgeted at \$40k.** The projected fund balance for this Trust Fund will

be about \$181k at the end of the 2022 fiscal year.

**Personnel Costs – Wage Study:**

This final section highlights various aspects of the personnel costs contained in the budget, including the following:

- ☑ The budget applied a **5.3%** cost-of-living allowance on the Wage Scale that was finalized earlier this month. (*The COLA for the previous year was 0.7%.*) The aggregate increase↑ when compared to the wage scale that has been used since 2014 is under \$30k. (***Please note that the “Classification and Compensation” study is included as part of this budget work session package. The study was recommended for approval by the Personnel Committee and Human Resources Director Dumbrell will provide an overview and explanation of the study to the full board at the end of the work session.***)
- ☑ The Township is planning to stay with Blue Care Network’s HMO HSA. Although the HSA contribution is unchanged, the most this medical insurance will increase↑ by is about 7.92% (*an aggregate under \$25k*).
- ☑ 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 \$55k in statutory state shared revenues*) for FY 2022, it is required that GHT stay below the “hardcap” or require employees to pay 20% of health care costs.
- ☑ The employee contribution payments, not including their high deductible amount, for health insurance are as follows:
  - Single - \$ 20.00/month
  - Double - \$ 43.00/month
  - Family - \$ 54.00/month
- ☑ The 2022 premium for the Priority Medicare Individual Plan (*for retirees age 65 and above*) have not been released; but, for budget purposes, remains at \$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 premium rates of employees are **unchanged**. Premium rates are locked in through December of 2022.
- ☑ Vision insurance premium rates are fully funded by employees.
- ☑ Life Insurance premium rates for employees are **unchanged**. Premium rates are locked in through December of 2022.
- ☑ Short Term Disability premium rates for employees are **unchanged**. Premium rates are locked in through December of 2022.

- Long Term Disability premium rates for employees are unchanged. Premium rates are locked in through December of 2022.

That's it ... a brief summary of the proposed **\$22.42** million FY2022 budget.

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

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
402.000	PROPERTY TAXES - REAL	812,160	901,430	900,460	850,200	Based upon a general operating levy of 1.0179 Mills (Ad valorem, plus IFT/FTE less DDA & Brownfield Capture) See estimated tax revenue sheet	
412.000	PROPERTY TAXES-DELINQT PERS	600	500	580	500	Based on projected activity	
434.000	PROPERTY TAXES-TRAILER FEES	4,120	4,100	3,910	4,280	712 lots x .50 x 12	
445.000	PROPERTY TAXES-INT & PENALTIES	5,330	5,200	5,560	5,400	Late fees on property taxes, based on previous year's experience.	
447.000	PROPERTY TAXES-ADMIN FEE	275,200	278,900	278,390	293,890	1% administrative fee on property taxes collected	
451.000	SPECIAL ASSESSMENTS - LIGHTS	120,380	121,410	121,410	123,560	Based upon current light districts approved by the Board	
452.000	SPECIAL ASSESSMENTS - ROADS	23,480	16,880	17,380	15,750	Groesbeck Paving	5,380
					Warner Street West Paving	2,140	
					Warner Street East Paving	8,230	
					<b>Justification Items Total:</b>	<b>15,750</b>	
477.000	FRANCHISE FEES	256,560	257,500	238,020	234,700	Charter Communications	212,000
					AT&T	21,200	
					Waste Haulers	1,500	
					<b>Justification Items Total:</b>	<b>234,700</b>	
528.000	FEDERAL GRANTS - OTHER	13,910	80,320	80,310	0	None anticipated for 2022	
540.000	LIQUOR CONTROL FEES	7,180	8,560	8,560	8,800	Based upon projected activity	
566.300	DNR GRANT - POTTAWATTOMIE PARK	17,710	117,110	104,070	10,000		
574.000	STATE REVENUE SHARING	1,388,250	1,367,310	1,057,600	1,965,190	Based on current State estimates - Constitutional (As of May 2021)	1,405,010
					Statutory	54,770	
					Retroactive Constitutional for FY 2021 (18.6% increase)	244,080	
					Estimated Increase in Constitution Revenue sharing for FY2022 (18.6%)	261,330	
					<b>Justification Items Total:</b>	<b>1,965,190</b>	
613.000	PLANNING/BOARD OF APPEALS FEES	4,520	5,500	6,270	6,000	Estimate of 4 ZBA applications (\$250 fee)	1,000
					Estimate of 10 PC applications (fee range \$150-\$1,000)	5,000	
					<b>Justification Items Total:</b>	<b>6,000</b>	
613.100	CONSTRUCTION BOARD OF APPEALS	0	150	0	150	Based upon current level of activity	
614.000	VARIOUS FEES	72,780	93,900	87,060	60,950	Payment in lieu of taxes from BLP	9,000
					Payment in lieu of taxes from Health Pointe	16,920	
					Payment in lieu of taxes from The Village at Rosy Mound	1,530	
					Planning Services Contract with Village of Spring Lake	18,000	
					Metro ROW fees	13,500	
					Peddler's/Dog license fees	300	
					Land division fees	400	
					Property information fees	50	
					Ordinance book revenue	200	
					Printed material sales	200	
					NSF Fees (10 @ \$25)	250	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Facility rental fees (Bayou Point and other)	500
					Duplicate bill fees	100
					<b>Justification Items Total:</b>	<b>60,950</b>
614.500	PROPERTY INFORMATION FEES	0	50	0	0	Included in Various Fees line item for 2022
614.600	SUMMER TAX COLLECTION FEES	18,840	18,980	18,690	18,810	Paid by the school district at a rate of \$2.75/parcel for an estimated 6,840 parcels
615.000	CEMETERY GRAVE OPENING FEES	32,220	31,000	30,300	28,000	Based upon current level of activity
616.000	CEMETERY LOT SALES/TRANSFERS	28,900	40,000	36,270	30,000	Based upon current level of activity
627.000	BUILDING PERMIT FEES	245,790	300,000	278,460	270,000	Estimate Based on Projected Activity
628.000	ELECTRICAL PERMIT FEES	52,700	50,000	48,800	48,000	Estimate Based on Projected Activity
629.000	PLUMBING PERMIT FEES	24,820	28,000	27,080	24,000	Estimate Based on Projected Activity
630.000	MECHANICAL PERMIT FEES	57,270	60,000	57,100	56,000	Estimate Based on Projected Activity
631.000	ZONING PERMIT FEES	7,570	8,400	8,850	8,500	Fences 100 @ \$40 each
						Sheds 60 @ \$40 each
						Other 8 @ \$75 each
						Signs 20 @ \$2/sqft
					<b>Justification Items Total:</b>	<b>8,500</b>
651.000	BOAT LAUNCH FEES	43,790	37,000	37,870	33,000	Based on current level of activity
651.500	PARKS RENTALS	5,470	11,500	11,270	21,760	Based on current level of activity (Fee increase for 2022)
657.000	ORDINANCE VIOLATION FINES	1,910	1,500	700	750	Based upon projected activity
665.000	INTEREST INCOME	39,900	16,110	14,770	16,210	Interest earned on property tax collection account and general fund balance
						Interest on Road Assessments
					<b>Justification Items Total:</b>	<b>16,210</b>
673.000	SALE OF FIXED ASSETS	7,000	0	0	5,500	Sale of 2012 Assessing Van/ Sale of 2001 Dump Truck (Donation)
676.000	REIMBURSEMENTS	120,470	5,000	2,210	5,000	Based on projected activity
676.100	REIMBURSEMENTS - ELECTIONS	44,560	0	0	0	May school election
676.500	REIMBURSEMENTS - EE HEALTH INS CONT	10,930	11,280	6,430	10,000	Employee Contribution
680.000	ADMINISTRATION & SUPERVISION	375,300	418,200	383,350	474,060	See spreadsheet for details
684.000	MISCELLANEOUS INCOME	6,170	5,000	2,040	2,500	Based upon current level of activity
		<b>4,125,790</b>	<b>4,300,790</b>	<b>3,873,770</b>	<b>4,631,460</b>	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 101 LEGISLATIVE  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	18,590	18,530	16,980	20,510	Wage Established for four board members @ \$5,126/Trustee	
707.000 COMM MEETING & CONF PAY	2,060	1,800	660	1,800	Committee meetings	
708.000 INTERNET	2,420	2,400	2,200	2,400	\$50 per month per trustee	
715.000 FICA	1,770	1,740	1,520	1,890	Based upon 7.65% of all compensation (salary, committee pay, internet)	
719.700 EMPLOYEE ASSISTANCE PROGRAM	170	240	170	240	4 @ \$35 each plus \$100 admin fee	
721.000 WORKERS COMP INSURANCE	20	1,140	280	820	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	3,750	8,000	4,360	4,000	Copies	1,500
					General postage	1,500
					Supplies	1,000
					<b>Justification Items Total:</b>	<b>4,000</b>
801.000 LEGAL AND PROFESSIONAL FEES	44,290	57,000	38,030	40,000	Fees paid to Dickinson & Wright	
802.000 CONFERENCES, DUES, SUB'S	7,130	9,150	8,110	9,700	Annual MTA dues	6,500
					Miscellaneous	500
					Mileage	500
					Conferences and seminars	1,500
					GH Chamber Annual membership	700
					<b>Justification Items Total:</b>	<b>9,700</b>
805.000 AUDIT SERVICES	5,200	5,300	5,300	5,300	40% of \$13,250	
826.000 PROPERTY & LIABILITY INSURANCE	17,440	19,650	16,930	20,890	Property and Liability Insurance (Effective Nov 1st)	
861.000 TRAVEL & MILEAGE	30	50	0	50	Based on anticipated level of activity	
880.000 ECONOMIC DEVELOPMENT CONTRACT	34,650	35,640	35,630	36,540	Based upon contract with the Chamber of Commerce	
885.000 COMMUNITY PROMOTION	8,100	13,600	10,700	21,600	July 4th fireworks	7,500
					Grand Haven City Neighborhood Housing Program	8,100
					Coast Guard Heros and Legends Dinner	3,000
					Holiday Lighting	3,000
					<b>Justification Items Total:</b>	<b>21,600</b>
900.000 PRINTING & PUBLISHING	7,990	8,500	7,340	8,000	Publishing & Posting	
955.000 HEALTH & SAFETY	1,190	1,000	120	120	Training, materials, videos	
956.000 MISCELLANEOUS EXPENSE	3,400	14,000	2,450	14,000	Newspaper subscriptions, Miscellaneous Needs, etc	4,000
					Employee Recognition Luncheon (Meal, Certificates, Gifts)	1,000
					Appreciation Dinner	9,000
					<b>Justification Items Total:</b>	<b>14,000</b>
	<b>158,200</b>	<b>197,740</b>	<b>150,780</b>	<b>187,860</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 171 SUPERVISOR  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	19,970	20,120	18,440	25,560	Wage established at \$25,558	
707.000 COMM MEETING & CONF PAY	170	300	200	300		
708.000 INTERNET	600	600	550	600	\$50 per month	
715.000 FICA	1,590	1,610	1,470	2,030	7.65% of total compensation	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	40	20	40	1 employee @ \$35	
721.000 WORKERS COMP INSURANCE	20	380	100	280	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	40	100		
	<u>22,370</u>	<u>23,150</u>	<u>20,820</u>	<u>28,910</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
701.000 MANAGERS SALARY	123,210	123,390	107,790	130,460	Annual salary - \$130,457	
702.000 SALARIES	130,550	157,640	136,800	140,530	Assistant Manager/HR Director - Salary of \$96,158	96,160
					Administrative Assistant - 1040 hrs @ \$24.76/hr (1040 hours to Comm. Development)	25,750
					Administrative Assistant - 624 hrs @ \$27.31/hr (102 hrs - Clerk duties, 1354 hrs - Election duties)	17,050
					Overtime - 20 Hrs Ea	1,570
					<b>Justification Items Total:</b>	<b>140,530</b>
715.000 FICA	20,090	21,980	19,140	20,730	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	150	100	0	100		
718.000 PENSION	29,880	32,750	28,960	32,170	10% of wages and salaries, excluding sick leave reimbursement & overtime	13,900
					14% of wages and salaries for Manager	18,270
					<b>Justification Items Total:</b>	<b>32,170</b>
719.000 HEALTH INSURANCE	45,970	54,870	50,750	50,630	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	2,720	3,910	3,190	3,190	Delta Dental - 0% increase	
719.200 DISABILITY INSURANCE	1,950	2,180	2,010	2,710	Short and Long term - 0% increase	
719.300 LIFE INSURANCE	440	480	440	240	\$30,000 for Administrative Assistants, \$100,000 Manager	
719.700 EMPLOYEE ASSISTANCE PROGRAM	60	120	60	100	4 Employees @ \$35	
721.000 WORKERS COMP INSURANCE	550	1,240	590	1,070	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	4,310	3,500	1,950	3,000	Based upon current activity	
802.000 CONFERENCES, DUES, SUB'S	7,540	6,470	3,310	11,500	ICMA dues	1,350
					MLGMA Dues	200
					Books, Publications	200
					Training for Admin Assts	800
					SHRM Local Chapter	230
					SHRM State Dues	220
					SHRM Conference & Training	2,300
					MMA Conference and MERS Conference	1,200
					Training for department heads and supervisors	5,000
					<b>Justification Items Total:</b>	<b>11,500</b>
861.000 TRAVEL & MILEAGE	0	150	250	150	Mileage to Classes/Misc	
862.000 VEHICLE MAINTENANCE & REPAIR	0	1,000	0	500	General vehicle maintenance and tires	
900.000 PRINTING & PUBLISHING	160	3,000	3,150	2,000		
936.000 EQUIPMENT MAINTENANCE	0	100	0	100	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	1,160	750	770	750	Based on prior years activity	
965.000 EQUIPMENT PURCHASES	2,280	2,150	1,200	2,130	Standing desk for Dumbrell	1,030
					Office chair for DeVerney	600
					Miscellaneous small equipment	500
					<b>Justification Items Total:</b>	<b>2,130</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
971.000 CAPTIAL OUTLAY	0	0	0	20,000	Replacement of 2012 van (50% with assessing department)	
	<u>371,020</u>	<u>415,780</u>	<u>360,360</u>	<u>422,060</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 191 FINANCE  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	185,300	181,660	158,940	206,030	Finance Director - salary of \$90,480 plus ins opt out of \$4,000 Finance Clerk - \$26.40/hr Accounting Assistant - \$24.76/hr plus health & dental ins opt out of \$4,360 Overtime (10 hours each)	94,480 54,920 55,860 770
					<b>Justification Items Total:</b>	<b>206,030</b>
715.000 FICA	14,020	14,010	12,370	15,760	7.65% of salaries and wages	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	17,580	18,060	15,300	19,690	10% of wages and salaries (Excluding overtime & insurance opt out)	
719.000 HEALTH INSURANCE	19,710	21,120	19,390	22,450	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,450	2,870	2,450	2,670	Delta Dental - 0% increase	
719.200 DISABILITY INSURANCE	1,590	1,640	1,480	1,750	Short and long term - 0% increase	
719.300 LIFE INSURANCE	250	260	230	250	\$30,000 coverage for 3 employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	50	110	50	100	3 FTE's @ \$35	
721.000 WORKERS COMP INSURANCE	410	1,140	520	1,140	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	2,800	3,300	2,200	3,000	Based upon current level of activity	
801.001 BANK FEES	8,720	8,500	5,560	7,000	Bank Fees Less Credit Card Rebate Credit Card Processing Fees for Boat Launch Ticket Machine	5,800 1,200
					<b>Justification Items Total:</b>	<b>7,000</b>
802.000 CONFERENCES, DUES, SUB'S	1,050	3,820	610	3,570	Dues for MGFOA and GFOA GFOA annual update Books & Publications - Payroll update Training for Finance Clerk 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)	300 200 300 500 500 200 750 220 100 50 450
					<b>Justification Items Total:</b>	<b>3,570</b>
803.000 CONTRACTED SERVICES	0	0	0	300	Monthly shredding service	
861.000 TRAVEL & MILEAGE	0	200	0	200	Based upon current level of activity	
900.000 PRINTING & PUBLISHING	0	50	0	50		
936.000 EQUIPMENT MAINTENANCE	0	150	0	150	Repair of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	0	200	0	200	Miscellaneous accounting expenses	
965.000 EQUIPMENT PURCHASES	90	1,120	930	100		
	<b>254,020</b>	<b>258,310</b>	<b>220,030</b>	<b>284,510</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 215 CLERK  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	24,100	27,420	21,730	29,980	Clerk - Wage established at \$22,638 Deputy Clerk - 102 hours @ \$27.31/hr Elections Assistant - 208 Hours @ \$17.90/hr (8 hrs bi-weekly) Overtime - 20 hours	22,640 2,790 3,730 820
					<b>Justification Items Total:</b>	<b>29,980</b>
707.000 COMM MEETING & CONF PAY	150	300	220	300		
708.000 INTERNET	600	600	550	600	\$50/month	
715.000 FICA	1,900	2,170	1,720	2,370	7.65% of salaries and wages	
718.000 PENSION	50	210	20	280	10% of Deputy Clerk's Wages	
719.000 HEALTH INSURANCE	110	460	0	650	4.9% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	10	40	0	50	4.9% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	10	20	0	30	4.9% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	0	10	0	10	4.9% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	30	20	30	One employee	
721.000 WORKERS COMP INSURANCE	20	380	100	280	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	1,950	1,000	1,310	2,220	New voter ID cards/Master cards, postage for voter ID cards, new voter ID file	
802.000 CONFERENCES, DUES, SUB'S	180	500	280	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
					<b>Justification Items Total:</b>	<b>3,500</b>
861.000 TRAVEL & MILEAGE	70	100	0	100	Off-site conferences/meetings	
956.000 MISCELLANEOUS EXPENSE	50	50	0	50		
965.000 EQUIPMENT PURCHASES	40	0	0	100	None anticipated	
	<b>29,260</b>	<b>33,290</b>	<b>25,950</b>	<b>40,550</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	2,570	3,000	2,190	2,590	Approximately 80 hours for three members @ \$32.35/hour - minimum of \$60 per meeting (Includes March, July and December Meetings)	
715.000 FICA	200	230	170	200	7.65% of all wages	
802.000 CONFERENCES, DUES, SUB'S	300	400	10	300	Continuing Ed classes/webinars	
	<b>3,070</b>	<b>3,630</b>	<b>2,370</b>	<b>3,090</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 253 TREASURER  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	22,530	22,650	20,420	29,770	Treasurer - Wage established @ \$21,831 Deputy Treasurer - 260 hours @ \$ 30.48/hr	21,840 7,930
<b>Justification Items Total:</b>						<b>29,770</b>
707.000 COMM MEETING & CONF PAY	730	1,000	530	800	Based upon current level of activity	
708.000 INTERNET	600	600	550	600	\$50/mo.	
715.000 FICA	1,810	1,860	1,620	2,390	7.65% of salary	
718.000 PENSION	760	770	680	800	10% of Deputy Treasurer	
719.000 HEALTH INSURANCE	1,730	2,270	1,620	2,430	12% of Deputy Treasurer benefits	
719.100 DENTAL INSURANCE	200	230	180	220	12% of Deputy Treasurer benefits	
719.200 DISABILITY INSURANCE	60	70	50	70	12% of Deputy Treasurer benefits	
719.300 LIFE INSURANCE	10	20	10	10	12% of Deputy Treasurer benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	30	20	40	1 employee	
721.000 WORKERS COMP INSURANCE	20	380	100	280	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	5,570	5,500	5,940	5,600	Postage expenses for tax bills. (Need to go out First class mail)	
801.000 LEGAL AND PROFESSIONAL FEES	0	0	290	500		
802.000 CONFERENCES, DUES, SUB'S	1,030	3,650	910	2,500	MTA and MMTA dues (Deputy Treasurer & Finance Director) MMTA Winter Workshop (2 attendees) MMTA Fall Conference (2 attendees) MTA Training/Webinars BS&A Tax Training	250 750 1,000 100 400
<b>Justification Items Total:</b>						<b>2,500</b>
861.000 TRAVEL & MILEAGE	0	250	0	250	Based on current level of activity	
900.000 PRINTING & PUBLISHING	3,760	4,500	1,430	3,500	Printing of summer & winter tax bills & delinquent tax notices and inserts	
	<b>38,830</b>	<b>43,780</b>	<b>34,350</b>	<b>49,760</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	69,710	72,220	63,090	77,880	Assessor's salary - \$77,875	
702.400 STAFF SALARIES	83,520	62,480	53,810	37,830	Appraiser - \$22.73/hr @1664 hours	
715.000 FICA	11,050	10,310	8,490	8,850	7.65% of wages and salaries	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	15,220	13,380	11,840	11,570	10% of full-time salary & wages, excluding insurance opt out & overtime	
719.000 HEALTH INSURANCE	37,540	37,540	34,990	29,970	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	2,490	2,520	2,270	3,270	Delta Dental - 0% increase	
719.200 DISABILITY INSURANCE	1,260	1,090	970	1,090	Short and long term - 0% increase	
719.300 LIFE INSURANCE	170	130	120	160	\$30,000 coverage for 2 full time employees	
719.700 EMPLOYEE ASSISTANCE PROGRAM	40	70	40	80	2 employees @ \$35	
721.000 WORKERS COMP INSURANCE	1,210	760	900	760	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	4,800	6,500	4,210	5,500	Postage for mailing assessment notices, copy costs and other supplies	
741.000 UNIFORM EXPENSE	0	300	0	300	Clothing for field work	
802.000 CONFERENCES, DUES, SUB'S	1,860	3,270	960	3,640	Continuing education classes for renewal of certifications	1,200
					Dues IAAO, MAA, Ottawa County Assessors & Misc associations	540
					State Annual Certification fees - 2 employees @ \$175, and 1 employee @ \$50	400
					Annual assessor's conference, lodging and meals for 1 employee	1,000
					BS&A training for appraiser	500
					<b>Justification Items Total:</b>	<b>3,640</b>
861.000 TRAVEL & MILEAGE	0	400	220	400	Miscellaneous travel expenses when Township vehicle is not available	
862.000 VEHICLE MAINTENANCE & REPAIR	80	1,000	300	500	General vehicle maintenance for one van	
863.000 FUEL EXPENSE	50	300	20	300	Gasoline costs for one van	
900.000 PRINTING & PUBLISHING	2,250	3,250	2,230	3,000	Contract for printing assessing notices & notice insert	
936.000 EQUIPMENT MAINTENANCE	0	100	0	100	Repairs of printers and other office machines	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100		
965.000 EQUIPMENT PURCHASES	680	300	200	4,170	New office furniture for assessor's office	3,270
					New chair for appraiser	600
					Replacement of broken equipment if needed	300
					<b>Justification Items Total:</b>	<b>4,170</b>
971.000 CAPTIAL OUTLAY	0	0	0	20,000	Replacement of 2012 van (50% with administrative department)	20,000
	<b>231,930</b>	<b>216,120</b>	<b>184,660</b>	<b>209,570</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 262 ELECTIONS  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	107,220	24,180	16,200	95,010	Deputy Clerk 1354 Hrs @ \$27.31/hr Elections Assistants (8hrs/wk + 480 during elections) @ \$17.90/hr Election Inspectors - (\$7,000 May, \$13,000 August, \$16,000 November) Deputy Clerk Overtime - 80 hours Election Inspectors (2 yr cert) training hrs (3 hrs x 60 x \$15.02/hr)	36,980 16,040 36,000 3,280 2,710
<b>Justification Items Total:</b>						<b>95,010</b>
707.000 COMM MEETING & CONF PAY	390	290	170	400	3 elections @ 2 trustees (1 X \$45.79 X 2) + extra mtg for combining precincts	
715.000 FICA	5,350	1,120	710	4,340	7.65% of compensation (Deputy Clerk and Elections Assistants only)	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100		
718.000 PENSION	2,540	1,140	420	3,700	10% of Deputy clerk's wages, excluding overtime	
719.000 HEALTH INSURANCE	5,430	1,500	690	8,570	65.1% of Deputy Clerk's Benefits	
719.100 DENTAL INSURANCE	300	200	30	610	65.1% of Deputy Clerk's Benefits	
719.200 DISABILITY INSURANCE	280	100	30	310	65.1% of Deputy Clerk's Benefits	
719.300 LIFE INSURANCE	40	20	10	60	65.1% of Deputy Clerk's Benefits	
719.700 EMPLOYEE ASSISTANCE PROGRAM	0	0	0	30		
721.000 WORKERS COMP INSURANCE	90	60	100	60	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	16,230	9,800	5,410	19,850	Postage for AV Ballots (7500 x \$.53 x 3 elections) Election Inspector & Church mailings Plastic covering in case of rain for precincts AV Postcards - thru PSI - (7500 x \$.02/ea x 3 elections) "I voted" stickers/pens (7500 x \$.01/ea x 3 elections) Misc Copies	11,925 100 100 4,500 220 1,000 2,000
<b>Justification Items Total:</b>						<b>19,850</b>
803.000 CONTRACTED SERVICES	0	0	0	1,800	Mark test ballots (3 x \$500) Monthly shredding service	1,500 300
<b>Justification Items Total:</b>						<b>1,800</b>
861.000 TRAVEL & MILEAGE	250	250	0	250	Based on 3 Elections	
900.000 PRINTING & PUBLISHING	640	3,300	3,290	3,300	Election Publishing - 3 elections	
936.000 EQUIPMENT MAINTENANCE	30	3,840	1,820	1,820	Testing and setup for election equipment (amt/yr from 2019-2027 per County)	
941.000 BUILDING RENTAL	1,400	700	700	2,100	Hope Reformed Church (3 x \$300) Lakeshore Baptist Church (3 x \$200) Watermark Church (3 x \$200)	900 600 600
<b>Justification Items Total:</b>						<b>2,100</b>
956.000 MISCELLANEOUS EXPENSE	6,910	1,210	470	1,520	Election Inspectors lunches, dinner, beverage (400 x 3 elections) Cell phone use (\$15 x 7) X 3	1,200 320
<b>Justification Items Total:</b>						<b>1,520</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 262 ELECTIONS  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
965.000 EQUIPMENT PURCHASES	5,660	0	0	0	None anticipated	
971.000 CAPTIAL OUTLAY	6,420	0	0	0	None anticipated	
	<b>159,180</b>	<b>47,810</b>	<b>30,050</b>	<b>143,830</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	63,660	48,230	33,300	31,370	Director - Salary of \$96,158 (10%) Assistant Director - Salary of \$80,662 (10%) Coordinator - 104 hrs @ \$28.52/hr (5%) Summer Help - 600 hrs @ \$14.74/hr	9,610 8,220 3,030 10,510
					<b>Justification Items Total:</b>	<b>31,370</b>
715.000 FICA	4,770	3,750	2,490	2,430	7.65% of all salaries	
718.000 PENSION	5,860	4,820	2,890	2,070	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	2,430	2,760	2,570	1,980	Blue Care Network, includes HSA deposit	
719.100 DENTAL INSURANCE	600	590	210	270	Delta Dental	
719.200 DISABILITY INSURANCE	550	560	210	180	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	60	60	20	20	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	40	20	40	1 full-time employee	
721.000 WORKERS COMP INSURANCE	1,050	1,070	880	680	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	40	100	20	100	Office supplies	
741.000 UNIFORM EXPENSE	0	400	0	400	Clothing allowance/replacement for 1 full-time employee	
801.000 LEGAL AND PROFESSIONAL FEES	0	1,000	0	1,000	Professional services such as legal and consulting	
803.000 CONTRACTED SERVICES	21,660	20,710	12,030	14,900	Basic cleaning services Additional cleaning services (additional carpet, spot cleaning, windows, etc.) Republic Services (garbage service & office paper recycle) Pest control	9,100 1,500 3,550 750
					<b>Justification Items Total:</b>	<b>14,900</b>
817.000 MISS DIG SERVICES	680	700	820	900	Fiber connection	
850.000 TELEPHONE EXPENSE	6,810	8,380	5,910	8,260	See telephone/internet worksheet (Includes all general fund expense)	
863.000 FUEL EXPENSE	770	2,000	1,090	2,000	Fuel for plow truck, lawn equipment, etc.	
921.000 ELECTRIC	32,300	35,000	31,740	33,700	Paid to Consumer's Power for electric usage	
922.000 GAS	3,770	6,000	3,480	3,800	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	3,700	5,500	4,770	5,600	Paid to Grand Haven Township for water usage	
924.000 WASTEWATER EXPENSE	160	150	200	220	Paid to Grand Haven Township for waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	47,220	44,200	27,550	21,570	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 Landscape replacement Replace drinking fountain in lobby with bottle filling station	11,500 6,000 500 700 1,500 1,370
					<b>Justification Items Total:</b>	<b>21,570</b>
936.000 EQUIPMENT MAINTENANCE	7,200	7,700	4,240	7,700	Postage machine lease & maintenance - \$450/qtr & supplies - \$500 Generator maintenance	2,300 1,200

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Maintenance of hoist, mowers, forklift and various equipment	4,000
					Shredder maintenance	200
					<b>Justification Items Total:</b>	<b>7,700</b>
936.300	AUTOMOTIVE MAINTENANCE	190	2,000	550	2,000	Maintenance of truck
956.000	MISCELLANEOUS EXPENSE	90	250	0	250	Miscellaneous expenditures not covered by other line items
965.000	EQUIPMENT PURCHASES	100	300	120	300	Miscellaneous tools & equipment
971.000	CAPTIAL OUTLAY	63,440	123,000	94,000	30,070	11' Chipper body top for dump truck
						1/3 Replacement of 2001 Dump Truck
						<b>Justification Items Total:</b>
						<b>30,070</b>
971.250	CAPITAL OUTLY - PROF FEES	17,050	3,200	1,040	0	
		<b>284,180</b>	<b>322,470</b>	<b>230,150</b>	<b>171,810</b>	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 371 COMMUNITY DEVELOPMENT  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	311,950	343,750	292,920	359,960	Senior Planner @ \$34.65/hr Building Official @ \$38.78/hr Building Inspector @ \$35.90/hr Associate Planner @ \$26.34/hr Sick Time Reimbursement (est 85 hrs) Overtime - 160 hrs (20 hrs - Senior Planner; 50 hrs - Official; 20 hrs - Inspector; 50 hrs - Assoc Planner; 20 hrs - Admin Asst) Ordinance Enforcement Officer - 1508 hrs @ \$27.31/hr Community Development Admin Asst - 1040 @ \$24.76/hr	72,080 80,670 74,680 54,790 3,050 7,750 41,190 25,750
<b>Justification Items Total:</b>						<b>359,960</b>
707.000 COMM MEETING & CONF PAY	0	230	0	250	Construction Board of Appeals (1 mtg: Chair @ \$58.87; 4 Members @ \$45.79 each)	242
715.000 FICA	23,040	26,190	21,880	27,560	7.65% of Total Salaries and Wages (Including Overtime)	
716.000 MEDICAL CARE & PHYSICALS	0	100	0	100	Workplace Health	
718.000 PENSION	28,080	34,030	29,040	34,920	10% of Salaries & Wages (Excluding Sick Leave Reimbursement and Overtime for FTE's)	
719.000 HEALTH INSURANCE	42,300	48,160	44,730	62,350	Blue Care Network - Includes HSA Deposit	
719.100 DENTAL INSURANCE	4,050	4,700	4,310	5,960	Delta Dental - 0% increase	
719.200 DISABILITY INSURANCE	2,440	2,730	2,470	2,810	Long & Short Term Coverage - 0% increase	
719.300 LIFE INSURANCE	330	390	340	380	\$30,000 per FTE	
719.700 EMPLOYEE ASSISTANCE PROGRAM	90	1,000	770	200		
721.000 WORKERS COMP INSURANCE	1,680	1,700	1,550	1,650	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	6,040	6,500	4,560	6,500	Copies, Office Supplies, Postage, Printer Cartridges, etc.	
741.000 UNIFORM EXPENSE	150	500	290	750	Replacement Clothing (add'l funds for new Senior Planner)	
801.000 LEGAL AND PROFESSIONAL FEES	4,330	6,000	2,080	8,000	Legal Consultation (Dickinson Wright), Consulting for Planning/Zoning/Bldg/Code Enf Extra Legal Consults for new Senior Planner	6,000 2,000
<b>Justification Items Total:</b>						<b>8,000</b>
802.000 CONFERENCES, DUES, SUB'S	3,440	7,770	4,220	7,850	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) Dues @ \$40 each International Code Council (ICC) Membership Dues APA & MAP Membership Dues (Senior Planner @ \$600; Assoc Planner @ \$350) Planning Michigan Conference x2 Misc Planning Conferences/Meetings MCAD Membership Dues (Online Code Book Library) Misc Books (uncertain if/when State will adopt new codes)	1,500 250 200 80 120 950 1,500 500 750 2,000
<b>Justification Items Total:</b>						<b>7,850</b>
806.000 ELECTRICAL INSPECTIONS	48,510	36,800	30,450	34,560	About 72% of Projected Fees of \$48,000	
807.000 PLUMBING INSPECTIONS	26,870	21,050	17,400	17,280	About 72% of Projected Fees of \$24,000	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 371 COMMUNITY DEVELOPMENT  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
807.100 MECHANICAL INSPECTIONS	49,500	45,000	36,700	40,320	About 72% of Projected Fees of \$56,000	
826.000 PROPERTY & LIABILITY INSURANCE	860	1,010	840	1,090	Property and Liability Insurance (Effective Nov 1st)	
861.000 TRAVEL & MILEAGE	170	350	220	200	Mileage for Travel with Personal Vehicles (Com Dev & Assess = 7 staff w/ 3 vehicles)	100
					Mileage for Travel to/from Spring Lake Village per Contract	100
					<b>Justification Items Total:</b>	<b>200</b>
862.000 VEHICLE MAINTENANCE & REPAIR	190	750	210	3,750	General Vehicle Maintenance (2017 & 2020 Durgano's)	750
					Tire Replacement 2 @ \$1,500 each	3,000
					<b>Justification Items Total:</b>	<b>3,750</b>
863.000 FUEL EXPENSE	1,510	2,800	1,730	2,800	Based Upon Current Level of Activity	
900.000 PRINTING & PUBLISHING	0	50	400	50		
956.000 MISCELLANEOUS EXPENSE	70	500	220	500	Miscellaneous Expense	200
					Builders Forum (2)	300
					<b>Justification Items Total:</b>	<b>500</b>
965.000 EQUIPMENT PURCHASES	3,070	500	390	1,500	Miscellaneous Equipment	500
					Office furniture for senior planner	1,000
					<b>Justification Items Total:</b>	<b>1,500</b>
971.000 CAPTIAL OUTLAY	28,580	0	0	0	None anticipated	
	<b>587,250</b>	<b>592,560</b>	<b>497,720</b>	<b>621,290</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	4,000	0	4,000	Orphan drain project	
939.000 REPAIRS & MAINT - DRAINS AT LARGE	36,580	40,000	0	74,000	Van Doorne	2,500
					Walters	500
					Herry	2,000
					Hlidden Creek	250
					Pigeon Creek	750
					Berg	3,000
					Vincent	1,500
					Beechtree	54,000
					Miscellaneous Maintenance	9,500
					<b>Justification Items Total:</b>	<b>74,000</b>
	<u>36,580</u>	<u>44,000</u>	<u>0</u>	<u>78,000</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 446 ROAD CONSTRUCTION  
Expenditures

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ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
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**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 448 STREET LIGHTING  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
920.000 LIGHT DISTRICTS	128,080	132,730	110,720	135,610	This line item is not totally covered by SAD revenues since the General Fund pays for the lights at major intersections Shared Street Lights with Robinson Township	135,360 250
					<b>Justification Items Total:</b>	<b>135,610</b>
921.000 ELECTRIC	650	720	650	720	School speed signs at Peach Plains & Rosy Mound	
930.000 MAINTENANCE AND REPAIR	7,170	1,500	0	1,500	Repairs to school speed signs	
	<b>135,900</b>	<b>134,950</b>	<b>111,370</b>	<b>137,830</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 528 WASTE COLLECTION  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
831.000 YARD WASTE	16,180	10,700	5,400	13,700	Leaf collection contract (Valid thru 2024)	4,400
					Leaf collection - 6 weeks fall	6,900
					Leaf collection - 2 weeks spring	2,400
					<b>Justification Items Total:</b>	<b>13,700</b>
	<b>16,180</b>	<b>10,700</b>	<b>5,400</b>	<b>13,700</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 567 CEMETERY  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	83,890	86,510	75,380	88,450	Director - Salary of \$96,158 (2%) Assistant Director - Salary of \$80,662 (10%) Coordinator - 624 hrs @ \$28.52/hr (30%) Public Services Worker - 2080 hrs @ \$27.31/hr	1,930 8,220 18,140 60,160
					<b>Justification Items Total:</b>	<b>88,450</b>
715.000 FICA	6,190	6,420	5,600	6,840	7.65% of all salaries	
718.000 PENSION	7,910	8,500	7,200	8,460	10% of base salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	22,340	25,300	21,980	26,760	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,190	1,340	1,140	1,290	Delta Dental	
719.200 DISABILITY INSURANCE	730	770	650	770	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	120	130	110	120	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	40	20	40	1 full time employee	
721.000 WORKERS COMP INSURANCE	900	790	720	770	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	50	200	100	200	Supplies for O & M of the cemeteries	
741.000 UNIFORM EXPENSE	1,510	1,510	850	1,510	Uniform cleaning for 1 full time employee Clothing allowance/replacement for 1 full-time employee Prescription safety glasses	710 400 400
					<b>Justification Items Total:</b>	<b>1,510</b>
801.000 LEGAL AND PROFESSIONAL FEES	350	500	0	500	Professional services such as legal, engineering and consulting	
808.100 CEMETERY CONTRACT EXPENSES	1,760	6,000	8,900	6,000	Vaults, memorials and urns owed to contract holders	
863.000 FUEL EXPENSE	1,290	1,400	1,580	1,400	Fuel for truck, lawn equipment, etc.	
921.000 ELECTRIC	2,100	2,500	2,120	2,450	Paid to Consumers Energy for electric usage - sprinkling and lights	
922.000 GAS	770	1,000	680	750	Paid to Michigan Gas Utilities for gas usage	
923.000 WATER EXPENSE	5,060	6,500	6,570	6,500	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	10,270	5,400	4,110	16,700	Materials for maintenance and up keep of physical structures such as buildings, water system, roadways and grave sites Iron sequestration chemicals Replace trash cans (6) Add apron to driveway at Historic Cemetery Crack seal and paint parking lot at Lakeshore Cemetery	4,000 2,000 4,200 3,000 3,500
					<b>Justification Items Total:</b>	<b>16,700</b>
931.000 FERTILIZER EXPENSE	3,900	3,900	4,380	4,550	Historic Cemetery - 4 applications Lakeshore Cemetery - 4 applications	1,640 2,910
					<b>Justification Items Total:</b>	<b>4,550</b>
936.000 EQUIPMENT MAINTENANCE	1,850	6,000	5,730	6,000	Maintenance of lawn mowers, trimmers, misc. wheels, grease, blades, etc.	
936.300 AUTOMOTIVE MAINTENANCE	1,610	1,000	380	1,000	Maintenance of truck	
940.000 EQUIPMENT RENTAL	0	100	0	100	Rental of miscellaneous items for maintenance in the cemeteries	
956.000 MISCELLANEOUS EXPENSE	40	100	0	100	Miscellaneous expenditures not covered by other line items	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 567 CEMETERY  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
965.000 EQUIPMENT PURCHASES	140	1,000	50	500	Miscellaneous tools & equipment	
971.000 CAPTIAL OUTLAY	92,520	0	0	0	None anticipated	
971.250 CAPITAL OUTLY - PROF FEES	11,640	0	0	0	None anticipated	
	<b>258,150</b>	<b>166,910</b>	<b>148,250</b>	<b>181,760</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 701 PLANNING COMMISSION  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	5,010	9,210	8,300	10,800	Chair: 15 Meetings @ \$91.58 each 8 Members: 15 Meetings @ \$78.49 each	1,374 9,420
					<b>Justification Items Total:</b>	<b>10,790</b>
707.000 COMM MEETING & CONF PAY	0	500	500	500	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	380	750	670	870	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	5,170	10,000	10,330	10,000	Legal Costs	
802.000 CONFERENCES, DUES, SUB'S	1,160	2,000	1,960	2,000	Various Subscriptions & Other Training	
861.000 TRAVEL & MILEAGE	0	150	0	150	Mileage for Travel with Personal Vehicles	
	<b>11,720</b>	<b>22,610</b>	<b>21,760</b>	<b>24,320</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 702 ZONING BOARD OF APPEALS  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	1,020	1,980	1,520	1,650	Chair: 4 Meetings @ \$78.49 each 5 Members: 4 Meetings @ \$65.42 each	314 1,310
					<b>Justification Items Total:</b>	<b>1,620</b>
707.000 COMM MEETING & CONF PAY	0	250	80	250	Conference Pay (\$12/hr, \$48/half-day, and \$96/day - Structured Fee Schedule)	
715.000 FICA	80	180	120	150	7.65% of Total Salaries	
801.000 LEGAL AND PROFESSIONAL FEES	600	500	310	500	Legal Costs (Escrows now required with application)	
802.000 CONFERENCES, DUES, SUB'S	320	750	300	750	Various Subscriptions and Other Training	
861.000 TRAVEL & MILEAGE	0	100	0	100	Mileage for Travel with Personal Vehicles	
	<b>2,020</b>	<b>3,760</b>	<b>2,330</b>	<b>3,400</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	103,430	104,030	92,380	131,580	Director - Salary of \$96,158 (20%) Assistant Director - Salary of \$80,662 (15%) Coordinator - 208 hrs @ \$28.52/hr (10%) Public Services Worker - 2080 hrs @ \$25.48/hr Summer Help - 600 hrs @ \$13.69/hr Summer Help - 600 hrs @ \$14.74/hr Summer Help - 600 hrs @ \$14.74/hr Overtime - 75 hrs for each summer employee Gatekeeper	19,230 12,340 6,040 54,910 8,210 8,850 8,850 4,860 8,290
<b>Justification Items Total:</b>						<b>131,580</b>
706.000 AREA WIDE RECREATION	57,460	52,600	52,590	52,000	Anticipated contract amount contributed to NORA for recreation activities	
707.000 COMM MEETING & CONF PAY	570	1,120	760	1,180	6 Parks & Recreation Committee Members for attendance at 6 meetings @ \$32.71/hr	
715.000 FICA	7,820	8,160	7,050	10,210	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	500	600	600	600	Pre-employment physicals & med-center treatment as necessary	
718.000 PENSION	5,430	6,690	4,840	9,030	10% of salaries for full-time employees (Excludes sick leave reimbursement & overtime)	
719.000 HEALTH INSURANCE	6,040	6,190	6,770	7,800	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	520	560	600	1,010	Delta Dental - 0% increase	
719.200 DISABILITY INSURANCE	420	590	450	760	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	90	110	90	120	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	0	40	130	40	1 full-time employee	
721.000 WORKERS COMP INSURANCE	2,940	2,680	2,200	2,960	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	1,050	1,200	740	1,200	Miscellaneous office supplies including boat launch passes	
741.000 UNIFORM EXPENSE	2,640	2,900	2,850	4,550	Clothing allowance/replacement - 1 full-time = \$400 & 4 part-time = \$1200 Uniform cleaning for 1 full-time employee T-shirts for 4 part time employees Safety gear such as vests, gloves, glasses	1,600 710 240 2,000
<b>Justification Items Total:</b>						<b>4,550</b>
801.000 LEGAL AND PROFESSIONAL FEES	5,630	11,300	6,030	2,000	Professional services such as legal, engineering, and consulting	2,000
802.000 CONFERENCES, DUES, SUB'S	0	100	0	0		
826.000 PROPERTY & LIABILITY INSURANCE	4,710	4,480	3,710	4,800	Property and Liability Insurance (Effective Nov 1st)	
861.000 TRAVEL & MILEAGE	3,470	3,600	3,260	3,600	Mileage for Gate Keeper based on \$200 per pay period	
863.000 FUEL EXPENSE	4,230	7,230	6,320	6,000	Fuel for trucks, tractors, mowers, trimmers, chain saws, etc.	
870.000 ROAD SIGNS	1,320	750	100	500	Miscellaneous signs and posts & replacement for vandalism	
900.000 PRINTING & PUBLISHING	330	500	580	500	Employment ads	
921.000 ELECTRIC EXPENSE	9,280	10,200	8,650	9,800	Electrical usage for lights, pumps, etc.	
923.000 WATER EXPENSE	2,760	4,200	3,650	4,550	Water usage in parks	
930.000 MAINTENANCE AND REPAIR OF B&G	59,730	101,160	88,990	89,500	Maintenance and upkeep of buildings, playground equipments, picnic tables, etc. - including vandalism Paper products, cleaning supplies, garbage service, etc.	12,000 5,500

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Trail marker maintenance	500
					Pottawattomie dock removal/reinstall (annual)	2,500
					Add bark to all park play areas	2,500
					No wake bouy removal/install (3)	2,400
					Tree removal at Pottawattomie Park	4,000
					Tree removal at Hofma Park	3,000
					Materials for Pottawattomie Park dock repair/replacement	20,000
					Stone dust for Mercury & Hofma ball fields	2,500
					Replace cigarette butt containers at 4 shelters	1,000
					Grills - 1 large at Hofma Park and 2 small at Pottawattomie Park	1,500
					Repair outfield fence at Mercury Park	4,000
					Paint bathroom interiors at Pottawattomie Park and Hofma Park	2,500
					Replaced deck and wood upright on docks at boat launch	4,500
					Replace trash cans (20)	16,000
					Repair/replace dumpster doors at Pottawattomie Park	600
					Replace chains on swings	1,000
					Add beach grass near shelters at Pottawattomie Park	500
					Serving table at Hofma Park	1,000
					Replace picnic table at Bignell Park	2,000
					<b>Justification Items Total:</b>	<b>89,500</b>
931.000	FERTILIZER EXPENSE	4,480	4,350	4,990	5,000	Fertilizer for softball diamonds, soccer fields, and general park areas
932.200	BUCHANAN ACCESS	0	0	0	4,380	Garbage containers, repair/replacement of sign, fencing, etc.
						Beach Attendant \$13.69/hr (100%), including workers comp and FICA
						Port-A-Potty
						<b>Justification Items Total:</b>
						<b>4,380</b>
936.000	EQUIPMENT MAINTENANCE	6,570	13,000	12,820	17,500	Maintenance of tractors, mowers, trimmers, chainsaws, etc.
						Trailer repair (2) - new fenders and decks
						<b>Justification Items Total:</b>
						<b>17,500</b>
936.300	AUTOMOTIVE MAINTENANCE	2,720	1,000	610	1,000	Maintenance/repair of trucks including tires, tune-ups, etc.
940.000	EQUIPMENT RENTAL	0	400	0	400	Rental of miscellaneous items for maintenance of the parks
956.000	MISCELLANEOUS EXPENSE	80	100	0	100	Miscellaneous expenditures not covered by other line items
965.000	EQUIPMENT PURCHASES	8,820	2,000	1,030	7,950	Miscellaneous tools & equipment
						Scarifier and drag for ball fields
						Weed trimmer replacement
						Storage cabinets for mower parts
						Kayak launch repair parts
						Mulching kit for lawn mower
						<b>Justification Items Total:</b>
						<b>7,950</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
971.000 CAPTIAL OUTLAY	23,520	602,600	534,950	116,570	Add ADA Sidewalk to 2 ADA picnic areas at Pottawattomie Park	20,000
					Tree carving into artwork at Pottawattomie shoreline	4,000
					1/3 Replacement of 2001 Dump Truck	20,070
					Replace Hofma Park Basketball Court (Concrete, goals, striping (no color))	72,500
					<b>Justification Items Total:</b>	<b>116,570</b>
971.250 CAPITAL OUTLY - PROF FEES	48,890	65,000	36,820	19,000	Engineering to add ADA Sidewalk to 2 ADA picnic areas at Pottawattomie Park	5,000
					Engineering to replace Hofma Park Basketball Court	14,000
					<b>Justification Items Total:</b>	<b>19,000</b>
	<u>375,450</u>	<u>1,019,440</u>	<u>884,560</u>	<u>516,190</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 101 GENERAL FUND  
DEPARTMENT: 966 APPROPRIATION TRANSFERS  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
995.204 OP TRANSFER OUT - TRANSP FUND	199,980	565,000	517,880	500,000	For Street Maintenance	
995.370 OP TRANSFER OUT - TWP BLDG DEBT	128,790	132,240	132,070	0	Expired in 2021	
995.408 OP TRANSFER OUT - PATHWAY FUND	600,000	0	0	525,000		
995.410 OP TRANSFER OUT - PARKS CONSTRUCTIC	0	0	0	750,000	Designated monies for parks construction	
995.645 OP TRANSFER OUT - IT FUND	195,000	142,430	130,570	193,150	See software expense & computer services spreadsheet	
995.737 OP TRANSFER OUT - OPEB FUND	14,000	15,720	14,410	16,800		
	<b>1,137,770</b>	<b>855,390</b>	<b>794,930</b>	<b>1,984,950</b>		

**Totals for Fund: 101 GENERAL FUND**

<b>Total Revenues:</b>	<b>4,125,790</b>	<b>4,300,790</b>	<b>3,873,770</b>	<b>4,631,460</b>
<b>Total Expenditures:</b>	<b>4,113,080</b>	<b>4,412,400</b>	<b>3,725,840</b>	<b>5,103,390</b>
<b>Net of Revenues/Expenditures:</b>	<b>12,710</b>	<b>(111,610)</b>	<b>147,930</b>	<b>(471,930)</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 204 MUNICIPAL STREET FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
402.000 PROPERTY TAXES - REAL	709,550	790,540	789,520	793,490	Based upon a levy of .9500 mills (ad valorem, plus IFT/FTE less DDA & Brownfield Capture) See estimate tax revenue sheet	
412.000 PROPERTY TAXES-DELINQT PERS	540	500	530	500		
528.000 FEDERAL GRANTS - OTHER	0	72,600	72,590	0		
614.000 VARIOUS FEES	970	990	1,590	1,430	Payment in lieu of taxes - Village at Rosy Mound	
665.000 INTEREST INCOME	50	1,000	0	200		
699.000 OPERATING TRANSFERS IN	199,980	565,000	517,880	500,000	General Fund monies	
	<b>911,090</b>	<b>1,430,630</b>	<b>1,382,110</b>	<b>1,295,620</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	7,000	880	27,000	160th Ave paving - Engineering fees	
803.300 CONTRACTED SERVICES - HARBOR TRANS	451,080	523,880	521,010	497,180	See estimated tax revenue sheet (Based on 0.60 mills)	
872.000 ROAD CONST DUST CONTROL	36,490	37,000	36,240	36,000		
873.400 STREET PAVING	386,020	345,000	219,350	1,280,000	Pave 160th Ave between Ferris and Lincoln St	390,000
					Ferris Street improvements associated with Schmidt Heritage Park	340,000
					Subdivision resurfacing, double chip & seal, etc...	550,000
					<b>Justification Items Total:</b>	<b>1,280,000</b>
956.000 MISCELLANEOUS EXPENSE	0	100	0	500	Signs not covered by the OCRC	
	<b>873,590</b>	<b>912,980</b>	<b>777,480</b>	<b>1,840,680</b>		
<b>Totals for Fund: 204 MUNICIPAL STREET FUND</b>						
Total Revenues:	911,090	1,430,630	1,382,110	1,295,620		
Total Expenditures:	873,590	912,980	777,480	1,840,680		
Net of Revenues/Expenditures:	37,500	517,650	604,630	(545,060)		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 206 FIRE FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
402.000	PROPERTY TAXES - REAL	1,417,860	1,580,340	1,579,330	1,511,720	Based upon a levy of 1.8099 mills (ad valorem, plus IFT/FTE less DDA & Brownfield Capture) See estimate tax revenue sheet	
412.000	PROPERTY TAXES-DELINQT PERS	1,070	1,000	1,060	1,000	Amount based on projected activity	
528.000	FEDERAL GRANTS - OTHER	97,150	167,530	167,520	0	None anticipated for 2022	
614.000	VARIOUS FEES	31,230	31,980	32,820	32,810	Payment in lieu of taxes - Health Pointe Payment in lieu of taxes - Village at Rosy Mound	30,090 2,720
<b>Justification Items Total:</b>						<b>32,810</b>	
614.100	HOUSE NUMBERING FEES	1,230	1,000	630	760	\$20 per address	
614.300	ADDRESS SIGN INCOME	660	600	170	500	Based on current level of activity	
635.000	PUBLIC EDUCATION FEES	30	500	0	500	CPR Training	
636.000	CHARGES FOR SERVICES	550	4,000	3,650	3,500	Blue card training for departments	
665.000	INTEREST INCOME	8,240	1,600	1,280	900		
673.000	SALE OF FIXED ASSETS	14,800	5,000	500	5,000	Sale of 1081 (Brush Truck)	
674.000	PRIVATE CONTRIBUTIONS & DONATIONS	100	500	600	500	Open house and misc donations	
676.000	REIMBURSEMENTS	6,130	3,000	3,340	1,000		
676.500	REIMBURSEMENTS - EE HEALTH INS CONT	3,480	4,140	2,040	2,400	Employee Contribution	
684.000	MISCELLANEOUS INCOME	430	100	0	100		
		<b>1,582,960</b>	<b>1,801,290</b>	<b>1,792,940</b>	<b>1,560,690</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	479,170	492,130	430,950	514,710	Chief Sipe Captain Schrader (Plus Insurance Opt out \$4,615) Lt. Schweitzer Lt. Marshall EO. Peterson (Plus Insurance Opt out \$4,615) EO. Whitaker EO. Heuer Sick bank payout (50%) (Marshall & Schrader)	96,160 85,280 73,870 73,820 68,910 64,720 49,790 2,160
					<b>Justification Items Total:</b>	<b>514,710</b>
702.100 OVERTIME	15,720	38,650	34,240	25,050	Schrader Schweitzer Marshall Peterson Whitaker Heuer	6,070 6,740 4,920 2,350 3,090 1,880
					<b>Justification Items Total:</b>	<b>25,050</b>
702.150 HAZARD PAY PREMIUM	30,000	0	0	0	One time grant in 2020	
702.300 STANDBY SALARIES-FIRE DEPT.	112,110	84,100	68,950	104,420	See wage spreadsheet (Part Time Firefighter Station hours)	
703.000 OVERHEAD & SUPERVISION	65,580	63,420	58,130	67,740	See spreadsheet	
705.000 PART-TIME SALARIES - FIRE DEPT	59,590	45,760	36,120	68,760	See wage spreadsheet (Annual Run Pay)	
705.100 PART-TIME TRAINING	13,010	14,050	6,400	25,030	See Wage Spreadsheet	
715.000 FICA	52,860	53,210	42,980	56,460	7.65% of total salaries & wages	
716.000 MEDICAL CARE & PHYSICALS	2,790	10,580	4,210	11,280	New hire physicals (\$460 x3) Department Physicals for the whole department (\$300 x33)	1,380 9,900
					<b>Justification Items Total:</b>	<b>11,280</b>
717.000 DISABILITY INS-PART-TIME	3,950	4,420	3,550	3,910	Short & long term disability (Berends, Hendricks, Stuit)	
718.000 PENSION	40,310	47,620	36,960	50,330	10% of FT salaries & wages, excluding overtime and insurance opt outs	
719.000 HEALTH INSURANCE	62,540	68,030	63,350	67,120	Blue Care Network (3 employees waiving health care) - Includes HSA deposit Sipe Schweitzer Marshall Heuer	19,940 15,950 21,720 9,510
					<b>Justification Items Total:</b>	<b>67,120</b>
719.100 DENTAL INSURANCE	6,770	8,340	7,680	6,180	Sipe Schweitzer Marshall Heuer	1,750 1,750 1,750 930

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT	
					<b>Justification Items Total:</b>	<b>6,180</b>	
719.200	DISABILITY INSURANCE	3,900	4,270	3,690	4,300	Short and long term disability - 0% increase	
719.300	LIFE INSURANCE	2,410	2,820	1,960	2,160	Full-time employees - \$30,000, Part-time - \$15,000	
719.700	EMPLOYEE ASSISTANCE PROGRAM	560	1,490	580	1,490	EAC	1,190
					Additional EAP training (2) trainings @ \$150 hr.		300
					<b>Justification Items Total:</b>	<b>1,490</b>	
721.000	WORKERS COMP INSURANCE	23,480	19,660	17,540	20,660	Based on current rates	
727.000	OFFICE SUPPLIES & POSTAGE	1,260	1,250	980	1,250	Based on current level of activity	
730.000	MEDICAL SUPPLIES	16,890	12,500	8,080	11,300	Gloves, oxygen and other supplies,	6,300
					CPR Life bands and defib pads		2,000
					ALS Supplies		3,000
					<b>Justification Items Total:</b>	<b>11,300</b>	
731.000	FIRE SUPPLIES	14,580	17,250	8,420	16,800	Boots, Gloves, and Hoods	6,600
					Class A Foam		3,400
					Fire Hose		1,800
					Radio mics and Pagers		5,000
					<b>Justification Items Total:</b>	<b>16,800</b>	
732.000	ADDRESS SIGN SUPPLIES	820	900	180	800	Supplies for making address signs, street signs	800
741.000	UNIFORM EXPENSE	0	10,000	6,130	9,000	Station Duty Uniforms/Boots/Coats (Replacement for FT & PT)	7,200
					Replacement T Shirts (For full-time and part-time staff)		1,000
					Hats		800
					<b>Justification Items Total:</b>	<b>9,000</b>	
801.000	LEGAL AND PROFESSIONAL FEES	3,900	34,500	36,790	3,000	Non IAFF contract year	
801.001	BANK FEES	50	500	0	200		
802.000	CONFERENCES, DUES, SUB'S	23,870	26,750	17,390	21,670	Fire Academy	1,400
					EMT		4,500
					Class x2		
					Continuing Education BTLs, ACLS, PALS,		1,000
					Fire Investigators, EMS I/C, and Inspector CEs		4,000
					Blue Card Training (Command)		2,800
					DUES:		
					a) Ottawa County Fire Chiefs		150
					b) Fire Inspectors		200
					c) Fire Instructors		150
					d) Ottawa Medical Control		350
					e) State of Michigan Paramedic and EMT Lic.		500
					f) MI Fire Chief's Assoc.		120
					FDIC/Specialized Training Classes		4,000

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					Fire Chief Conference	1,000
					Leadership/Promotional training on Department's Core Values	1,500
					<b>Justification Items Total:</b>	<b>21,670</b>
802.500 EMPLOYEE TUITION REIMBURSEMENT	0	9,500	6,980	4,800	Nathan Heuer	
					Dave Marshall	4,800
					David Peterson	
					Shawn Schrader	
					Matt Schweitzer	
					Rob Whitaker	
					<b>Justification Items Total:</b>	<b>4,800</b>
803.000 CONTRACTED SERVICES	10,340	15,750	6,400	16,000	Generator Contract	1,500
					Fire Extinguishers	500
					Emergency Sirens	1,500
					Hazmat team contract	3,000
					Ladder Testing	1,000
					Auto Pulse service contract	1,400
					Liberty Pest	400
					SCBA Annual Maintenance	3,500
					Hose Testing	3,200
					<b>Justification Items Total:</b>	<b>16,000</b>
805.000 AUDIT SERVICES	1,950	1,990	1,990	1,990	15% of audit costs \$13,250	
812.000 IN-HOUSE TRAINING	1,490	1,250	600	1,200	Training props, materials, cars for extrication	
820.000 PUBLIC EDUCATION EXPENSE	740	1,000	0	1,000	CPR cards, books, testing materials	
826.000 PROPERTY & LIABILITY INSURANCE	16,780	17,300	14,810	18,530	Property and Liability Insurance (Effective Nov 1st)	
850.000 TELEPHONE EXPENSE	7,740	7,850	6,410	6,790	See telephone/internet spreadsheet	
861.000 TRAVEL & MILEAGE	0	300	30	250	Personal vehicle use on Township business	
862.000 VEHICLE MAINTENANCE & REPAIR	22,550	27,800	23,980	22,600	Annual maintenance, pump tests, PM	22,000
					1082 remove/install tracks seasonally	600
					<b>Justification Items Total:</b>	<b>22,600</b>
863.000 FUEL EXPENSE	5,610	7,500	7,230	8,200	Based on current level of activity	
900.000 PRINTING & PUBLISHING	320	650	630	600	Advertisement for FT or PT firefighters	
921.000 ELECTRIC	9,890	12,500	11,310	14,000	Paid to Consumers Power for electric usage	
922.000 GAS	5,280	7,500	4,350	6,000	Paid to Michigan Gas Utilities for natural gas usage	
923.000 WATER EXPENSE	2,570	2,800	2,710	3,200	Paid to Grand Haven Township for water usage	
930.000 MAINTENANCE AND REPAIR OF B&G	17,980	16,000	6,670	15,100	Cleaning supplies, Household Supplies	4,600
					HVAC Maintenance, building repairs	8,000
					Gear rack x2	2,500

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
					<b>Justification Items Total:</b>	<b>15,100</b>
936.000 EQUIPMENT MAINTENANCE	3,590	4,750	4,580	5,850	Radio and pager maintenance	850
					Copier lease and maintenance	1,200
					Fitness equipment maintenance (including preventative maintenance)	300
					Breathing air compressor service/testing	1,500
					Service on Zoll cardiac monitors	2,000
					<b>Justification Items Total:</b>	<b>5,850</b>
956.000 MISCELLANEOUS EXPENSE	5,780	6,950	4,250	6,200	Food for training & runs	1,000
					Licenses & Fees	1,000
					Charter cable	1,450
					Various expenses not covered in another line item	750
					Awards and Retirement- recognition night for the staff for 2021 accomplishments.	2,000
					<b>Justification Items Total:</b>	<b>6,200</b>
960.000 FIRE DEPT-PREVENTION & INSP	30	7,300	4,390	7,300	Fire prevention open house	5,000
					Educational materials	500
					Inspection materials	300
					911 Academy	1,500
					<b>Justification Items Total:</b>	<b>7,300</b>
965.000 EQUIPMENT PURCHASES	2,290	29,400	4,880	23,300	Two phones up for replacment	800
					4 sets of firefighting gear	21,000
					Misc Fire Tools	1,500
					<b>Justification Items Total:</b>	<b>23,300</b>
971.000 CAPTIAL OUTLAY	595,440	139,000	87,110	220,000	Skid, pump, lights & equipment for brush truck	40,000
					Replace all SCBA's. Will apply for FY2021 FEMA AFG w/ Summer 2022 award.	180,000
					<b>Justification Items Total:</b>	<b>220,000</b>
995.645 OP TRANSFER OUT - IT FUND	61,440	41,080	37,620	55,660	See software expense & computer services spreadsheet	
995.737 OP TRANSFER OUT - OPEB FUND	21,000	23,600	21,610	25,200	Per actuarial study - current employees and retirees	
	<b>1,828,930</b>	<b>1,443,970</b>	<b>1,153,800</b>	<b>1,557,390</b>		
<b>Totals for Fund: 206 FIRE FUND</b>						
Total Revenues:	1,582,960	1,801,290	1,792,940	1,560,690		
Total Expenditures:	1,828,930	1,443,970	1,153,800	1,557,390		
Net of Revenues/Expenditures:	(245,970)	357,320	639,140	3,300		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 207 POLICE SERVICES SAD  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
427.000 COMMUNITY WIDE SPECIAL ASSESSMENT	445,770	463,250	462,590	485,570	0.55 mill levy (See estimated tax revenue sheet)	
614.000 VARIOUS FEES	580	600	960	830	Payment in lieu of taxes - Village at Rosy Mound	
657.100 COUNTY FINES & COSTS	51,600	40,000	35,920	40,000		
665.000 INTEREST INCOME	1,690	360	110	200		
676.000 REIMBURSEMENTS	62,080	100	0	100	Drug kits	
	<b>561,720</b>	<b>504,310</b>	<b>499,580</b>	<b>526,700</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

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

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	42,600	47,160	43,230	49,080	Rent, accounting, etc.	
801.000 LEGAL AND PROFESSIONAL FEES	5,520	4,000	1,850	4,000	Legal fees for queries & court	
801.001 BANK FEES	50	50	0	50		
803.000 CONTRACTED SERVICES	433,040	495,700	397,440	502,350	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	457,970 44,380
					<b>Justification Items Total:</b>	<b>502,350</b>
850.000 TELEPHONE EXPENSE	200	250	150	250	See telephone/internet spreadsheet	
862.000 VEHICLE MAINTENANCE & REPAIR	600	0	170	600		
930.000 MAINTENANCE AND REPAIR OF B&G	690	500	850	1,000		
936.000 EQUIPMENT MAINTENANCE	0	500	60	500		
956.000 MISCELLANEOUS EXPENSE	60	1,300	50	1,500	Promotional Items/Trophies Drug testing kits Team 911 Academy	500 500 500
					<b>Justification Items Total:</b>	<b>1,500</b>
971.000 CAPTIAL OUTLAY	17,000	0	0	17,000	Bathroom remodel	
971.250 CAPITAL OUTLY - PROF FEES	0	0	500	0		
	<b>499,760</b>	<b>549,460</b>	<b>444,300</b>	<b>576,330</b>		
<b>Totals for Fund: 207 POLICE SERVICES SAD</b>						
Total Revenues:	561,720	504,310	499,580	526,700		
Total Expenditures:	499,760	549,460	444,300	576,330		
Net of Revenues/Expenditures:	61,960	(45,150)	55,280	(49,630)		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
402.100 TAX INCREMENT REVENUES	612,140	0	0	745,140	FTE capture with 10.5359 mill levy on a \$70.56 million tax base (see estimated tax revenue worksheet)	
665.000 INTEREST INCOME	16,600	9,360	7,470	9,310		
676.000 REIMBURSEMENTS	140,590	30,800	30,200	154,000	State of MI for lost Personal Property Revenues	
	<b>769,330</b>	<b>40,160</b>	<b>37,670</b>	<b>908,450</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 248 DOWNTOWN DEVELOPMENT AUTHORITY  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
703.000 OVERHEAD & SUPERVISION	20,280	66,120	60,610	15,660	See spreadsheet - Based upon previous year's activity	
801.000 LEGAL AND PROFESSIONAL FEES	3,800	5,000	11,120	25,000	Legal Fees	5,000
					Development/TIF Plan	20,000
					<b>Justification Items Total:</b>	<b>25,000</b>
805.000 AUDIT SERVICES	650	660	660	660	5% of \$13,250	
956.000 MISCELLANEOUS EXPENSE	110	500	100	500		
971.000 CAPTIAL OUTLAY	694,220	109,000	108,600	100,000	172nd Ave Mid-block Crossing	20,000
					Install sidewalks on East side of 172nd Ave North of Comstock St	80,000
					<b>Justification Items Total:</b>	<b>100,000</b>
971.250 CAPITAL OUTLY - PROF FEES	15,050	60,400	49,690	20,500	172nd Ave Mid-block Crossing	10,000
					Install sidewalks on East side of 172nd Ave North of Comstock	10,500
					<b>Justification Items Total:</b>	<b>20,500</b>
995.590 OP TRANSFER OUT - SEWER FUND	16,490	0	0	0		
995.591 OP TRANSFER OUT - WATER FUND	309,640	0	0	0		
	<b>1,060,240</b>	<b>241,680</b>	<b>230,780</b>	<b>162,320</b>		

**Totals for Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY**

Total Revenues:	769,330	40,160	37,670	908,450
Total Expenditures:	1,060,240	241,680	230,780	162,320
Net of Revenues/Expenditures:	(290,910)	(201,520)	(193,110)	746,130

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 285 AMERICAN RESCUE PLAN ACT FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
665.000 INTEREST INCOME	0	250	80	1,500		
	<u>0</u>	<u>250</u>	<u>80</u>	<u>1,500</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 308 DEBT SERVICE - PARK SYSTEM  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
402.000 PROPERTY TAXES - REAL	0	0	0	334,100	Based upon a levy of .4000 mills (ad valorem, plus IFT/FTE less DDA & Brownfield Capture) See estimate tax revenue sheet	
665.000 INTEREST INCOME	0	0	0	50		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>334,150</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 308 DEBT SERVICE - PARK SYSTEM  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
991.250 BOND PRINCIPAL PAYMENTS	0	0	0	160,000	Pursuant to bond payment schedule - expires 2041	
993.000 INTEREST EXPENSE	0	0	0	150,030	Pursuant to bond payment schedule	
994.999 PAYING AGENT FEES	0	0	0	500		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>310,530</u>		
<b>Totals for Fund: 308 DEBT SERVICE - PARK SYSTEM</b>						
Total Revenues:	0	0	0	334,150		
Total Expenditures:	0	0	0	310,530		
Net of Revenues/Expenditures:	0	0	0	23,620		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 310 DEBT SERVICE - PATHWAY  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
699.000 OPERATING TRANSFERS IN	291,760	292,490	292,410	298,120	100% from Pathway Fund	
	<u>291,760</u>	<u>292,490</u>	<u>292,410</u>	<u>298,120</u>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 310 DEBT SERVICE - PATHWAY  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
991.250 BOND PRINCIPAL PAYMENTS	165,000	170,000	170,000	180,000	Pursuant to bond payment schedule - expires 2035	
993.000 INTEREST EXPENSE	126,170	121,990	121,990	117,620	Pursuant to bond payment schedule	
994.999 PAYING AGENT FEES	500	500	500	500		
	<u>291,670</u>	<u>292,490</u>	<u>292,490</u>	<u>298,120</u>		
<b>Totals for Fund: 310 DEBT SERVICE - PATHWAY</b>						
Total Revenues:	291,760	292,490	292,410	298,120		
Total Expenditures:	291,670	292,490	292,490	298,120		
Net of Revenues/Expenditures:	90	0	(80)	0		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 408 PATHWAY FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
402.000	PROPERTY TAXES - REAL	339,170	380,620	377,720	361,580	Based upon a levy of .4329 mills (Ad valorem, plus IFT/FTE less DDA & Brownfield Capture) See estimated tax spreadsheet
412.000	PROPERTY TAXES-DELINQT PERS	260	200	250	200	
528.000	FEDERAL GRANTS - OTHER	0	34,390	34,390	0	
614.000	VARIOUS FEES	460	470	760	650	Payment in lieu of taxes - Village at Rosy Mound
665.000	INTEREST INCOME	4,390	1,000	200	250	
676.000	REIMBURSEMENTS	6,200	47,500	47,650	5,000	
684.000	MISCELLANEOUS INCOME	0	100	0	100	
699.000	OPERATING TRANSFERS IN	600,000	0	0	0	
699.101	OP TRANSFER IN - GENERAL FUND	0	0	0	525,000	
		<b>950,480</b>	<b>464,280</b>	<b>460,970</b>	<b>892,780</b>	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 408 PATHWAY FUND  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	61,650	61,180	51,100	83,300	Director - Salary of \$96,158 (%) Assistant Director - Salary of \$80,662 (5%) Coordinator - 104 hrs @ \$28.52/hr (5%) Public Services Worker - 2080 hours @ \$27.31/hr	17,310 4,110 3,020 58,860
<b>Justification Items Total:</b>						<b>83,300</b>
715.000 FICA	4,620	4,850	3,850	6,390	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	6,060	6,110	5,070	8,120	10% of salaries for full-time employees, excludes sick leave reimbursement and overtime	
719.000 HEALTH INSURANCE	26,370	26,700	24,780	31,550	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	1,640	1,840	1,520	2,130	Delta Dental	
719.200 DISABILITY INSURANCE	560	590	470	750	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	90	100	80	110	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	40	20	40	1 full-time employee	
721.000 WORKERS COMP INSURANCE	1,340	1,150	1,040	700	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	0	100	30	100	Miscellaneous office supplies	
741.000 UNIFORM EXPENSE	0	1,510	890	1,510	Uniform cleaning Clothing allowance/replacement - 1 full-time employee Prescription safety glasses	710 400 400
<b>Justification Items Total:</b>						<b>1,510</b>
801.000 LEGAL AND PROFESSIONAL FEES	2,400	2,500	2,900	80,000	Professional services such as legal, consulting, and easement acquisition Pottawattomie Causeway Study with soil borings	5,000 75,000
<b>Justification Items Total:</b>						<b>80,000</b>
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	
826.000 PROPERTY & LIABILITY INSURANCE	2,390	2,720	2,320	2,910	Property and Liability Insurance (Effective Nov 1st)	
863.000 FUEL EXPENSE	1,670	3,000	2,190	3,000	Fuel expense for maintenance	
870.000 ROAD SIGNS	140	500	140	500	New or replacement of signs and posts as needed due to damage or removed along the pathway	
900.000 PRINTING & PUBLISHING	0	0	230	0	None anticipated	
930.000 MAINTENANCE AND REPAIR OF B&G	29,590	74,000	56,770	23,600	Repair of surface damage, retaining walls, etc. Paint crosswalks & approach markings Bridge maintenance and repair Replace trash cans (2)	6,000 12,000 4,000 1,600
<b>Justification Items Total:</b>						<b>23,600</b>
936.000 EQUIPMENT MAINTENANCE	7,220	12,500	4,700	11,000	Replacement brushes for sweepers, tractor maintenance by dealer, etc. Tires for Polaris	10,000 1,000
<b>Justification Items Total:</b>						<b>11,000</b>
936.300 AUTOMOTIVE MAINTENANCE	1,190	2,000	1,460	2,000	Maintenance/repair of trucks including tires, tune-ups, etc.	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 408 PATHWAY FUND  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
956.000 MISCELLANEOUS EXPENSE	0	200	0	200	Miscellaneous expenditures not covered by other line items	
965.000 EQUIPMENT PURCHASES	780	4,500	170	2,800	Miscellaneous tools & equipment	500
					Forks for Toolcat	1,500
					Backpack blower	450
					Brush trimmer	350
					<b>Justification Items Total:</b>	<b>2,800</b>
971.000 CAPTIAL OUTLAY	457,370	65,400	29,190	720,070	Lincoln Street to Ferris Street connector along 160th Avenue	80,000
					Resurface Lakeshore pathway from Ferris St to Buchanan St	600,000
					Repair 168th Ave pathway near Comstock	20,000
					1/3 Replacement of 2001 Dump Truck	20,070
					<b>Justification Items Total:</b>	<b>720,070</b>
971.050 CAPITAL OUTLAY - EASEMENTS	0	11,000	3,480	0		
971.250 CAPITAL OUTLY - PROF FEES	67,120	33,000	32,940	160,000	Lincoln St to Ferris St connector along 160th Ave	35,000
					Resurface Lakeshore pathway from Ferris St to Buchanan St	120,000
					Repair 168th Ave pathway near Comstock	5,000
					<b>Justification Items Total:</b>	<b>160,000</b>
995.310 OP TRANSFER OUT - PATHWAY DEBT	291,760	292,490	292,410	298,120		
	<b>963,980</b>	<b>608,580</b>	<b>517,750</b>	<b>1,439,500</b>		
<b>Totals for Fund: 408 PATHWAY FUND</b>						
Total Revenues:	950,480	464,280	460,970	892,780		
Total Expenditures:	963,980	608,580	517,750	1,439,500		
Net of Revenues/Expenditures:	(13,500)	(144,300)	(56,780)	(546,720)		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 410 PARKS CONSTRUCTION FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
566.200 MNRTF GRANT - HOFMA PARK	0	0	0	546,300	Acquisition Development	246,300 300,000
						<b>Justification Items Total:</b>
						<b>546,300</b>
665.000 INTEREST INCOME	0	1,000	530	3,000		
696.000 BOND REVENUES	0	6,138,240	6,138,240	0	One time only in 2021	
699.101 OP TRANSFER IN - GENERAL FUND	0	0	0	750,000	Designated monies for parks construction	
	<b>0</b>	<b>6,139,240</b>	<b>6,138,770</b>	<b>1,299,300</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 410 PARKS CONSTRUCTION FUND  
DEPARTMENT: 000  
Expenditures

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ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
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**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 410 PARKS CONSTRUCTION FUND  
DEPARTMENT: 751 PARKS AND RECREATION  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
801.000 LEGAL AND PROFESSIONAL FEES	0	63,560	65,260	0		
801.001 BANK FEES	0	40	20	100		
971.000 CAPTIAL OUTLAY	0	0	0	6,549,000	Schmidt Heritage Park Phase I	5,447,000
					MNRTF Hofma Park Improvements (Wolfe & Witteveen properties)	750,000
					Groesbeck Land Acquisition	352,000
					<b>Justification Items Total:</b>	<b>6,549,000</b>
971.250 CAPITAL OUTLY - PROF FEES	0	310,200	132,160	144,800	Schmidt Heritage Park Phase I	107,100
					MNRTF Hofma Park Improvements (Wolfe & Witteveen Properties)	25,700
					Groesbeck Land Acquisition	12,000
					<b>Justification Items Total:</b>	<b>144,800</b>
	<u>0</u>	<u>373,800</u>	<u>197,440</u>	<u>6,693,900</u>		

**Totals for Fund: 410 PARKS CONSTRUCTION FUND**

Total Revenues:	0	6,139,240	6,138,770	1,299,300
Total Expenditures:	0	373,800	197,440	6,693,900
Net of Revenues/Expenditures:	0	5,765,440	5,941,330	(5,394,600)

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 590 SEWER FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
460.000 SPECIAL ASSESSMENT INCOME	14,330	5,730	8,410	1,160	Sewer Assessment Principal	
634.000 LATERAL CHARGES/INSP FEES	1,750	6,550	6,130	1,050	Inspection fees - 30 new connections x \$35 per inspection	
634.100 TRUNKAGE FEES	216,150	166,370	124,970	86,370	30 trunkage units x \$2,879 per unit - assuming that 0 connections will be paid over time as special assessment income	
642.000 UTILITY SALES	406,540	451,960	384,160	443,500	Based on 104.6 MG to be collected in 2022 - estimated wastewater collection sales @ \$4.24/1,000 gallons	
642.100 DEBT SERVICE CHARGE	295,310	307,020	293,750	354,620	2022 Existing connections:	
					(a) 964.19 Residential trunkage units x \$15.95 per month x 12 months	184,540
					(b) 873.74 Non-residential trunkage units x \$15.95 per month x 12 months	167,230
					2022 New connections (addition of 30 new trunkage units):	
					(a) 10 units x \$15.95 per month x 9 months	1,430
					(b) 10 units x \$15.95 per month x 6 months	950
					(c) 10 units x \$15.95 per month x 3 months	470
					<b>Justification Items Total:</b>	<b>354,620</b>
658.000 LATE CHARGES	1,710	8,500	8,160	8,500	Late charges	
665.000 INTEREST INCOME	46,700	12,850	8,670	14,020	Special assessments	320
					Investments	13,700
					<b>Justification Items Total:</b>	<b>14,020</b>
676.000 REIMBURSEMENTS	5,050	2,000	2,160	2,000	Sewer industrial surcharge reimbursement	
684.000 MISCELLANEOUS INCOME	23,730	100	0	100	Miscellaneous revenues not covered by other line items	
699.000 OPERATING TRANSFERS IN	16,490	0	0	0		
	<b>1,027,760</b>	<b>961,080</b>	<b>836,410</b>	<b>911,320</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 590 SEWER FUND  
DEPARTMENT: 537 SEWER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	40,500	43,770	38,450	46,530	Director - Salary of \$96,158 (25%) Assistant Director - Salary of \$80,662 (20%) Coordinator - 208 hrs @ \$28.52/hr (10%)	24,040 16,450 6,040
<b>Justification Items Total:</b>						<b>46,530</b>
703.000 OVERHEAD & SUPERVISION	66,480	61,800	56,650	160,920	See spreadsheet	
715.000 FICA	3,000	3,440	2,860	3,620	7.65% of all salaries	
716.000 MEDICAL CARE & PHYSICALS	0	300	0	300	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	3,680	3,680	2,520	4,610	10% of salaries for full-time employees, excudes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	3,340	4,670	4,370	3,950	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	380	350	320	630	Delta Dental	
719.200 DISABILITY INSURANCE	360	360	300	400	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	40	40	40	50	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	20	40	20	40	1 full-time employee	
721.000 WORKERS COMP INSURANCE	320	250	260	300	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	1,110	2,000	1,540	2,400	Miscellaneous office supplies & postage for water bills (20%)	
741.000 UNIFORM EXPENSE	0	1,510	1,030	1,510	Uniform cleaning for 1 full-time employee Clothing allowance/replacement for 1 full-time employee Prescription safety glasses	710 400 400
<b>Justification Items Total:</b>						<b>1,510</b>
801.000 LEGAL AND PROFESSIONAL FEES	43,460	13,000	9,380	66,000	Engineering plan reviews / construction inspections Engineering camera and jet/clean segments of sewer Forcemain evaluation - U.S. 31 from M-45 to Lincoln Forcemain evaluation - Ferris St	3,000 3,000 20,000 40,000
<b>Justification Items Total:</b>						<b>66,000</b>
801.001 BANK FEES	100	500	0	250	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	0	2,000	0	2,000	Confined space	
805.000 AUDIT SERVICES	1,950	1,990	1,990	1,990	15% of \$13,250	
810.000 WASTEWATER TREATMENT	275,010	268,920	195,820	246,960	Estimate of 111.3 mg in wastewater collection and treatment charges in 2022 - includes 6% unmetered sewer Operating costs - \$13,220 per month 2013 Debt - \$440 per month (Not being charged for FY 2022) Local Lift Station Debt - \$2,370 per month (Not being charged for FY 2022) 2018 Debt - \$2,050 per month (Not being charged for FY 2022) Plant modification - \$1,440 per month Pump station costs - \$870 per month Administrative charge - \$190 per month NOTE: Prior year's average used for each cost because it is calculated on usage	
<b>Justification Items Total:</b>						<b>0</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 590 SEWER FUND  
DEPARTMENT: 537 SEWER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
817.000 MISS DIG SERVICES	680	700	820	900	Annual fee for water, sewer and fiber	
826.000 PROPERTY & LIABILITY INSURANCE	3,840	4,380	3,740	4,690	Property and Liability Insurance (Effective Nov 1st)	
850.000 TELEPHONE EXPENSE	3,700	4,020	3,050	730	See telephone/internet expense spreadsheet	
863.000 FUEL EXPENSE	640	1,000	690	1,000	Partial payment for fuel expense for service trucks and generators	
921.000 ELECTRIC	11,150	13,000	10,970	12,000	Lift stations & partial payment for township electrical expense	
922.000 GAS	610	700	950	900	Lift stations	
923.000 WATER EXPENSE	280	250	260	250	Water consumption at lift stations for cleaning, maintenance and sprinkling	
930.000 MAINTENANCE AND REPAIR OF B&G	310	1,000	460	1,000	Portion of miscellaneous maintenance (20%)	
936.000 EQUIPMENT MAINTENANCE	2,490	4,000	730	4,000	Gas detector maintenance, safety equipment, etc. Generator maintenance	2,000 2,000
<b>Justification Items Total:</b>						<b>4,000</b>
936.300 AUTOMOTIVE MAINTENANCE	0	0	0	1,200	Tires for crane truck	
936.400 LIFT STATION MAINTENANCE	40,460	27,750	25,560	17,700	Routine maintenance of pump stations including pump seals, gaskets, electrical components, etc. Fertilizer Wet well cleaning Calibration of cathodic protection - 4 pump stations	10,000 200 3,500 4,000
<b>Justification Items Total:</b>						<b>17,700</b>
936.410 WASTEWATER SYSTEM MAINTENANCE	37,170	62,200	58,770	67,200	Force main repair, maintenance hole repair, lateral repair Miss Dig location materials Camera and jet/clean segments of gravity sewers	2,000 200 65,000
<b>Justification Items Total:</b>						<b>67,200</b>
956.000 MISCELLANEOUS EXPENSE	1,000	100	0	100	Miscellaneous expenditures	
965.000 EQUIPMENT PURCHASES	500	4,500	850	1,000	Miscellaneous small equipment as needed	
965.600 MISC TOOLS & EQUIPMENT	500	950	780	950	Gloves, masks, coveralls, etc.	
971.000 CAPTIAL OUTLAY	0	1,185,550	736,880	350,840	Install radar on 4 lift stations Standby generator for East Ferris l.s. - project completion Water/Sewer extension for Schmidt Heritage Park	12,000 62,340 276,500
<b>Justification Items Total:</b>						<b>350,840</b>
971.250 CAPITAL OUTLY - PROF FEES	0	211,500	126,950	5,000	Engineering for standby generator for East Ferris l.s. - project completion	5,000
991.600 SEWER EXPANSION PRINCIPAL-2008	0	55,000	55,000	60,000	Based on bond schedule - expires 2028	
993.600 SEWER EXPANSION INTEREST-2008	28,540	25,160	25,160	22,290	Based on bond schedule - expires 2028	
994.999 PAYING AGENT FEES	650	600	650	600	Paid to OCRC for handling of bonds	
995.370 OP TRANSFER OUT - TWP BLDG DEBT	27,110	27,840	27,800	0	Expired in 2021	
995.645 OP TRANSFER OUT - IT FUND	26,880	27,490	25,190	30,890	See software expense & computer services spreadsheet	
	<b>626,260</b>	<b>2,066,310</b>	<b>1,420,810</b>	<b>1,125,700</b>		

**Totals for Fund: 590 SEWER FUND**

<b>Total Revenues:</b>	<b>1,027,760</b>	<b>961,080</b>	<b>836,410</b>	<b>911,320</b>
<b>Total Expenditures:</b>	<b>626,260</b>	<b>2,066,310</b>	<b>1,420,810</b>	<b>1,125,700</b>
<b>Net of Revenues/Expenditures:</b>	<b>401,500</b>	<b>(1,105,230)</b>	<b>(584,400)</b>	<b>(214,380)</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 591 WATER FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
590.000 GHACF COMMUNITY CHOICE GRANT	0	0	0	7,140	Water fountain and benches along pathway on Lincoln Ave	
614.000 VARIOUS FEES	250	350	430	350	NSF Charges - 14 @ \$25	
632.000 SALE OF MATERIALS	7,940	8,000	7,360	7,000	Sale of meters, setters, angle valves, other materials, etc.	
634.000 LATERAL CHARGES/INSP FEES	100,040	97,500	95,100	85,500	Based on 50 new connections in water system. 40 connections at \$1,950/tap, and 10 connectons at \$750/tap (pretapped). Commercial/industrial connections pay meter/material costs under account 632.	
634.100 TRUNKAGE FEES	83,590	66,590	55,210	36,200	Based on 50 new residential connections - 10 existing homes will connect leaving 40 new construction connections @ \$905/trunkage. Commercial/industrial connections will pay based on meter size under this account.	
642.000 UTILITY SALES	1,697,130	1,620,780	1,625,490	1,918,280	NOWS based on 655.8 MG in water sales @ \$2.81 per 1000 gallons Grand Rapids based on 23.3 MG in water sales @ \$3.24 per 1000 gallons	1,842,790 75,490
					<b>Justification Items Total:</b>	<b>1,918,280</b>
642.200 READINESS TO SERVE CHARGE	1,071,630	1,024,300	988,540	1,081,080	Increase RTS with 50 new connections - Assumes 15 connection x 9 months, 15 connections x 6 months and 20 connections x 3 months (\$14.23/month) remainder based on actual collection to date	
642.300 FIRE LINE CHARGES	12,840	13,650	11,440	14,150	52 - up to 6" @ \$13.40/month 10 - 8" @ \$29.50/month 2 - 10" @ \$51.00/month 1 - 12" @ \$86.00/month	8,360 3,540 1,220 1,030
					<b>Justification Items Total:</b>	<b>14,150</b>
658.000 LATE CHARGES	7,950	32,000	39,530	32,000	Estimate of late payments	
658.100 RE-ESTABLISH SERVICE CHARGE	1,190	5,500	3,270	5,500	Estimate of late payments	
665.000 INTEREST INCOME	14,190	4,500	2,420	4,100	CD interest	
667.000 HYDRANT RENTAL INCOME	1,680	1,570	1,540	1,870	Includes rental charges for hydrant usage by contractors Robinson Township hydrant rental	500 1,370
					<b>Justification Items Total:</b>	<b>1,870</b>
671.000 LEASE PAYMENTS	25,040	25,650	21,390	26,410	Wireless antenna lease on water tower (increases 3% per year)	
676.000 REIMBURSEMENTS	990	12,000	10,570	1,000		
676.500 REIMBURSEMENTS - EE HEALTH INS CONT	2,450	2,250	1,630	2,250	Employee Contribution	
684.000 MISCELLANEOUS INCOME	490	1,000	0	1,000	Miscellaneous revenues not covered by other line items	
696.000 BOND REVENUES	0	0	0	1,000		
699.000 OPERATING TRANSFERS IN	309,640	0	0	0	None anticipated	
	<b>3,337,040</b>	<b>2,915,640</b>	<b>2,863,920</b>	<b>3,224,830</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 591 WATER FUND  
DEPARTMENT: 536 WATER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
702.000 SALARIES	250,930	281,700	239,990	316,300	Director - Salary of \$96,158 (25%) Assistant Director - Salary of \$80,662 (40%) Coordinator - 832 hrs @ \$28.52/hr (40%) Public Services Foreman - 2080 hrs @ \$30.95/hr Public Services Worker - 2080 hrs @ \$27.31/hr Public Services Worker - 2080 hrs @ \$24.57/hr (includes health & dental opt out) Public Services Worker - 2080 hrs @ \$21.82/hr (new)	24,030 35,800 26,320 66,700 58,860 57,570 47,020
					<b>Justification Items Total:</b>	<b>316,300</b>
702.900 SALARIES - SPECIAL PROJECTS	0	3,010	3,000	10,960	Summer help - hydrant maintenance - 800 hrs @ \$13.69/hr	
703.000 OVERHEAD & SUPERVISION	180,360	179,700	164,720	180,660	See spreadsheet	
715.000 FICA	18,800	21,440	18,020	23,970	7.65% of salaries	
715.900 FICA - SPECIAL PROJECTS	0	0	0	840	7.65% of salaries	
716.000 MEDICAL CARE & PHYSICALS	0	500	630	500	Pre-employment physicals, med-center treatment during the year as necessary	
718.000 PENSION	23,120	18,550	14,580	29,770	10% of salaries for full-time employees, excludes sick leave reimbursement & overtime	
719.000 HEALTH INSURANCE	33,640	48,650	44,310	58,090	Blue Care Network - Includes HSA deposit	
719.100 DENTAL INSURANCE	4,570	4,500	3,940	5,410	Delta Dental	
719.200 DISABILITY INSURANCE	2,100	2,780	2,480	2,970	Short and long term disability - 0% increase	
719.300 LIFE INSURANCE	410	440	370	420	Life insurance	
719.700 EMPLOYEE ASSISTANCE PROGRAM	70	200	70	200	5 full- time employees	
721.000 WORKERS COMP INSURANCE	2,950	2,760	2,290	3,380	Based on current rates	
727.000 OFFICE SUPPLIES & POSTAGE	11,000	10,590	9,050	10,000	Supplies such as paper, pens, folders, checks, postage for water bills (80%), mailings, etc.	
741.000 UNIFORM EXPENSE	0	6,240	4,180	8,650	Uniform cleaning for 5 full-time employees & 1 part-time employee Clothing allowance for 5 full-time employees & 1 part-time employee Prescription safety glasses for 5 full-time employees Safety gear for 1 new employee & replacements for existing employees	3,550 2,400 2,000 700
					<b>Justification Items Total:</b>	<b>8,650</b>
801.000 LEGAL AND PROFESSIONAL FEES	41,730	72,200	30,870	30,300	Required MDEQ Trihalomethanes/Haloacetic Acids (HAA5) Normal annual update of GIS system through Prein & Newhof (Including As-Builts) Legal fees for easements, delinquent bill collection, etc. EGLE licensing fee Inspect East tank - Dixon Engineering	800 15,000 3,000 6,000 5,500
					<b>Justification Items Total:</b>	<b>30,300</b>
801.001 BANK FEES	200	1,000	530	500	Bank charges	
802.000 CONFERENCES, DUES, SUB'S	6,470	9,200	6,530	10,000	AWWA memberships, continuing education, magazine/publication subscriptions - 10 full-time employees to educate	
803.000 CONTRACTED SERVICES	27,220	35,000	20,190	30,000	Payment made to contractor for the installation of new water services - 40 new taps at \$750 each	
805.000 AUDIT SERVICES	3,250	3,320	3,310	3,320	25% of \$13,250	
817.000 MISS DIG SERVICES	680	700	820	900	Annual fee for water, sewer and fiber	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 591 WATER FUND  
DEPARTMENT: 536 WATER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
825.000 WATER PURCHASES	761,970	627,640	746,900	784,820	NOWS based on 736.8 MG in water purchased @ \$1.01/1,000 gallons Grand Rapids based on 24.2 MG in water purchased @ \$1.68/1,000 gallons	744,160 40,660
					<b>Justification Items Total:</b>	<b>784,820</b>
826.000 PROPERTY & LIABILITY INSURANCE	10,140	11,540	9,870	12,350	Property and Liability Insurance (Effective Nov 1st)	
850.000 TELEPHONE EXPENSE	4,030	5,050	3,930	4,590	See telephone/internet worksheet	
861.000 TRAVEL & MILEAGE	0	300	30	300	Token amount for continuing education and training	
863.000 FUEL EXPENSE	5,720	8,850	6,200	8,000	Fuel expense for service trucks, compressor, etc.	
900.000 PRINTING & PUBLISHING	770	5,000	5,040	1,000	Employment ads	
921.000 ELECTRIC	5,350	6,250	5,460	6,150	Payment for building electrical expenses, meter stations and meter pits	
922.000 GAS	6,170	7,000	6,230	6,730	Payment for building and meter station gas usage	
923.000 WATER EXPENSE	2,420	3,550	3,660	3,500	Water consumption for domestic usage and sprinkling at meter stations	
924.000 WASTEWATER EXPENSE	250	240	140	240	Waste water processing	
930.000 MAINTENANCE AND REPAIR OF B&G	3,850	4,000	2,220	5,550	Miscellaneous maintenance (80%) Replace drinking fountain with bottle filling station	4,000 1,550
					<b>Justification Items Total:</b>	<b>5,550</b>
936.000 EQUIPMENT MAINTENANCE	2,370	5,000	800	4,130	Calibration of meters, locators, hand-held meter readers, sampling equipment, etc. Generator maintenance	3,000 1,130
					<b>Justification Items Total:</b>	<b>4,130</b>
936.300 AUTOMOTIVE MAINTENANCE	1,020	5,000	5,670	7,400	Maintenance of trucks including oil changes, grease, filters, brakes, tires, truck washes, etc. Tires for 2 trucks	5,000 2,400
					<b>Justification Items Total:</b>	<b>7,400</b>
936.310 HYDRANT MAINTENANCE	6,680	17,400	12,670	25,500	Contracted services Signs, posts, nozzles, caps, miscellaneous parts, etc. Paint and materials Relocate fire hydrant near Ferris St. entrance of Fire/Rescue	10,000 500 5,000 10,000
					<b>Justification Items Total:</b>	<b>25,500</b>
936.320 METER MAINTENANCE	6,700	7,000	0	8,800	Testing of large meters. All 2" and larger meters are tested every 3 years (2022 - 2" meters = 27, 3" meters = 2, 4' meters = 0)	
936.330 METER STATION MAINTENANCE	2,470	6,450	3,500	6,550	Fertilizer Maintenance Generator maintenance (2)	550 5,000 1,000
					<b>Justification Items Total:</b>	<b>6,550</b>
936.340 SERVICE LINE MAINTENANCE	45,630	56,600	50,920	61,600	Payment to contractor for service line breaks / replacements - 30 repairs @ \$1,700 each Material for service line repairs including pits, copper, etc. Miss Dig location materials	51,000 10,000 600
					<b>Justification Items Total:</b>	<b>61,600</b>
936.350 WATER MAIN MAINTENANCE	9,930	20,000	13,410	20,000	Payment to contractor for repair of water main breaks	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 591 WATER FUND  
DEPARTMENT: 536 WATER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
936.360 WATER TANK MAINTENANCE	1,360	6,000	1,660	11,500	Calibration of cathodic protection, altitude valve, various telemetry equipment Water tank maintenance Generator maintenance (2) Clean East tank	2,000 3,000 1,000 5,500
<b>Justification Items Total:</b>						<b>11,500</b>
936.370 RADIO MAINTENANCE	0	2,000	0	500	Maintenance of mobile and portable radios as needed	
940.000 EQUIPMENT RENTAL	0	200	0	200	Rental of equipment as needed for water system maintenance such as leak detector, hammer drill & bits, etc.	
956.000 MISCELLANEOUS EXPENSE	0	100	0	100	Miscellaneous expenditures not covered by other line items	
961.000 METER PURCHASES	42,250	34,500	29,690	38,750	30 new 3/4" meters @ \$160 each 20 new 1" meters @ \$245 each 50 new mxu's @ \$175 each 100 replacement meters @ \$203 each	4,800 4,900 8,750 20,300
<b>Justification Items Total:</b>						<b>38,750</b>
962.000 HYDRANT PURCHASES	0	12,570	4,170	12,570	Replacement of hydrants - 6 @ \$1,775/hydrant Extensions - 6 @ \$320	10,650 1,920
<b>Justification Items Total:</b>						<b>12,570</b>
963.000 SERVICE LINE PURCHASES	33,830	27,350	25,690	28,750	50 standard residential taps (copper, brass, curb boxes and rods) @ \$400 each 50 V-2 meter setters @ \$175 each	20,000 8,750
<b>Justification Items Total:</b>						<b>28,750</b>
965.000 EQUIPMENT PURCHASES	2,900	7,600	4,670	7,820	Pipe locator Tools for new employee Chlorine tester replacement	4,000 3,500 320
<b>Justification Items Total:</b>						<b>7,820</b>
965.600 MISC TOOLS & EQUIPMENT	1,330	2,000	2,000	2,000	Miscellaneous tools and equipment not covered under 965 account	
971.000 CAPTIAL OUTLAY	0	141,750	122,700	633,320	Construction of Ferris Street/160th Avenue watermain loop Water/Sewer Extension for Schmidt Heritage Park Water fountain and bench along pathway on Lincoln Ave	450,000 168,500 14,820
<b>Justification Items Total:</b>						<b>633,320</b>
971.250 CAPITAL OUTLY - PROF FEES	0	103,500	50,750	0		
992.200 WATER INTAKE EXPAN PRINCIPAL	0	127,570	127,560	0	Expired in 2021	
992.400 NOWS PLANT EXPAN 2009 PRINCIPAL	0	67,560	67,560	214,320	NOWS plant expansion (2016 refunding bonds) - expires 2034	
994.200 WATER INTAKE EXPAN INTEREST	4,350	1,680	1,670	0	Expired in 2021	
994.400 NOWS PLANT EXPAN 2009 INTEREST	174,700	173,130	173,130	167,500	NOWS Plant expansion interest (2016 refunding bonds) - expires 2034	
994.999 PAYING AGENT FEES	740	1,400	640	750		
995.370 OP TRANSFER OUT - TWP BLDG DEBT	70,040	71,920	71,830	0	Expired in 2021	
995.645 OP TRANSFER OUT - IT FUND	57,120	40,000	36,630	57,860	See software expense & computer services spreadsheet	

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 591 WATER FUND  
DEPARTMENT: 536 WATER EXPENSES  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
	1,871,590	2,320,180	2,166,880	2,870,290		
<b>Totals for Fund: 591 WATER FUND</b>						
Total Revenues:	3,337,040	2,915,640	2,863,920	3,224,830		
Total Expenditures:	1,871,590	2,320,180	2,166,880	2,870,290		
Net of Revenues/Expenditures:	1,465,450	595,460	697,040	354,540		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 645 INFORMATION TECHNOLOGIES FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
699.101 OP TRANSFER IN - GENERAL FUND	195,000	142,430	130,570	193,150	See spreadsheet - 57.2%	
699.206 OP TRANSFER IN - FIRE FUND	61,440	41,080	37,620	55,660	See spreadsheet - 16.5%	
699.590 OP TRANSFER IN - SEWER FUND	26,880	27,490	25,190	30,890	See spreadsheet - 9.1%	
699.591 OP TRANSFER IN - WATER FUND	57,120	40,000	36,630	57,860	See spreadsheet - 17.1%	
	<b>340,440</b>	<b>251,000</b>	<b>230,010</b>	<b>337,560</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 645 INFORMATION TECHNOLOGIES FUND  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
804.000 COMPUTER SERVICES	259,980	230,880	198,030	267,040	See spreadsheet	
965.000 EQUIPMENT PURCHASES	40,920	20,000	8,900	12,960	See spreadsheet	
971.000 CAPTIAL OUTLAY	0	0	0	117,560	Replace Backup EX1 Grid	33,500
					Replace Dell Power Edge R630	72,000
					Cloud-based Backup and Disaster Recovery	12,000
					<b>Justification Items Total:</b>	<b>117,500</b>
	<u>300,900</u>	<u>250,880</u>	<u>206,930</u>	<u>397,560</u>		

**Totals for Fund: 645 INFORMATION TECHNOLOGIES FUND**

<b>Total Revenues:</b>	<b>340,440</b>	<b>251,000</b>	<b>230,010</b>	<b>337,560</b>
<b>Total Expenditures:</b>	<b>300,900</b>	<b>250,880</b>	<b>206,930</b>	<b>397,560</b>
<b>Net of Revenues/Expenditures:</b>	<b>39,540</b>	<b>120</b>	<b>23,080</b>	<b>(60,000)</b>

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 737 OPEB FUND  
DEPARTMENT: 000  
Revenues

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
676.700 REIMBURSEMENTS-RETIREE CONTRIBUTIC	5,950	3,460	700	3,750	Bette Boomgard	110
					Terry and Sylvia French	340
					Norma VanOordt	270
					Bruce and Laurie Palm	1,950
					Jeff and Kara Kriger	1,080
					<b>Justification Items Total:</b>	<b>3,750</b>
699.101 OP TRANSFER IN - GENERAL FUND	14,000	15,720	14,410	16,800	Current Retirees	
699.206 OP TRANSFER IN - FIRE FUND	21,000	23,600	21,610	25,200	Current IAFF employees and retirees	
	<b>40,950</b>	<b>42,780</b>	<b>36,720</b>	<b>45,750</b>		

**GRAND HAVEN CHARTER TOWNSHIP**

REQUESTED BUDGET WORKSHEET FOR  
FISCAL YEAR 2022

FUND: 737 OPEB FUND  
DEPARTMENT: 000  
Expenditures

ACCOUNT	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 11/30/21	2022 REQUESTED BUDGET	JUSTIFICATION DETAIL	ITEM AMOUNT
719.600 RETIREMENT HEALTH CARE	29,450	35,880	33,820	39,250	Bette Boomgard	1,120
					Norma Van Oordt	1,120
					Terry and Sylvia French	2,240
					Bruce Palm (Plus \$2,250 HSA deposit)	21,980
					Jeff Kriger (Plus \$2,250 HSA deposit)	12,790
					<b>Justification Items Total:</b>	<b>39,250</b>
801.001 BANK FEES	280	360	250	360		
	<u>29,730</u>	<u>36,240</u>	<u>34,070</u>	<u>39,610</u>		
<b>Totals for Fund: 737 OPEB FUND</b>						
Total Revenues:	40,950	42,780	36,720	45,750		
Total Expenditures:	29,730	36,240	34,070	39,610		
Net of Revenues/Expenditures:	11,220	6,540	2,650	6,140		
<b>Total - All Funds</b>						
Total Revenues:	13,939,320	19,143,940	18,445,360	16,268,230		
Total Expenditures:	12,459,730	13,508,970	11,168,570	22,415,320		
Net of Revenues/Expenditures:	1,479,590	5,634,970	7,276,790	(6,147,090)		

2022

Budget

FUNDS	Revenues	Expenditures	Difference	Projected Fund Balance or Cash Reserves on 12/31/21	Projected Undesignated Fund Balance or Cash Reserves on 12/31/22
General Fund	\$4,631,460	\$5,103,390	(\$471,930)	\$2,803,243	\$2,331,313
Municipal Street Fund	\$1,295,620	\$1,840,680	(\$545,060)	\$561,786	\$16,726
Fire/Rescue Fund	\$1,560,690	\$1,557,390	\$3,300	\$701,494	\$704,794
Police Services SAD	\$526,700	\$576,330	(\$49,630)	\$296,245	\$246,615
DDA Fund	\$908,450	\$162,320	\$746,130	\$1,541,473	\$2,287,603
ARPA Fund	\$1,500	\$0	\$1,500	\$250	\$1,750
Debt - Parks	\$334,150	\$310,530	\$23,620	\$0	\$23,620
Debt - Pathway	\$298,120	\$298,120	\$0	\$84	\$84
Pathway	\$892,780	\$1,439,500	(\$546,720)	\$569,090	\$22,370
Parks Construction	\$1,299,300	\$6,693,900	(\$5,394,600)	\$5,765,440	\$370,840
Sewer Fund	\$911,320	\$1,125,700	(\$214,380)	\$1,002,134	\$787,754
Water Fund	\$3,224,830	\$2,870,290	\$354,540	\$3,626,708	\$3,981,248
IT Service Fund	\$337,560	\$397,560	(\$60,000)	\$72,861	\$12,861
Retiree Health Care Fund	\$45,750	\$39,610	\$6,140	\$174,753	\$180,893
<b>TOTALS</b>	<b>\$16,268,230</b>	<b>\$22,415,320</b>	<b>(\$6,147,090)</b>	<b>\$17,115,561</b>	<b>\$10,968,471</b>
Debt Funds - TOTAL	\$632,270	\$608,650	\$23,620		

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET RESOLUTION 21-11-08 FOR ADOPTION  
BY THE GRAND HAVEN CHARTER TOWNSHIP BOARD  
OF THE 2022 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Grand Haven for the Fiscal Year 2022, 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 2022 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 12, 2021 and a public hearing on the proposed budget was held on November 22, 2021 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 1.0179 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2022 are as follows:

<b>REVENUE</b>		<b>NOTES</b>
<b>General Fund Revenues</b>	<b>4,631,460</b>	
<b>Fund Balance on 01/01/22</b>	<b>2,803,243</b>	
<b>Total Available Funds</b>	<b>\$7,434,703</b>	

That \$5,103,390 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURE</b>		<b>NOTES</b>
<b>General Fund Expenditures</b>	<b>5,103,390</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$2,331,313</b>	

#### **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 0.95 mills, and various other revenues for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Municipal Street Fund Revenues</b>	<b>1,295,620</b>	
<b>Fund Balance on 01/01/22</b>	<b>561,786</b>	
<b>Total Available Funds</b>	<b>\$1,857,406</b>	

That \$1,840,680 of the total available to appropriate in the **MUNICIPAL STREET FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Municipal Street Fund Expenditures</b>	<b>1,840,680</b>	\$497k will be transferred to Harbor Transit; \$1.34 million will be retained for street maintenance
<b>Fund Balance on 12/31/22</b>	<b>\$16,726</b>	

#### **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 1.8099 mills for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Fire Fund Revenues</b>	<b>1,560,690</b>	
<b>Fund Balance on 01/01/22</b>	<b>701,494</b>	
<b>Total Available Funds</b>	<b>\$2,262,184</b>	

That \$1,557,390 of the total available to appropriate in the **FIRE DEPARTMENT FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Fire Fund Expenditures</b>	<b>1,557,390</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$704,794</b>	

**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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Police SAD Fund Revenues</b>	<b>526,700</b>	
<b>Fund Balance on 01/01/22</b>	<b>296,245</b>	
<b>Total Available Funds</b>	<b>\$822,945</b>	

That \$576,330 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:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Police SAD Fund Expenditures</b>	<b>576,330</b>	<b>Funds portion of 5 Sheriff deputies</b>
<b>Fund Balance on 12/31/22</b>	<b>\$246,615</b>	

**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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>DDA Fund Revenues</b>	<b>908,450</b>	
<b>Fund Balance on 01/01/22</b>	<b>1,541,473</b>	
<b>Total Available Funds</b>	<b>\$2,449,923</b>	

That \$162,320 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:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>DDA Fund Expenditures</b>	<b>162,320</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$2,287,603</b>	

**SUBSECTION F: AMERICAN RESCUE PLAN ACT (ARPA) FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **ARPA FUND** of the Charter Township of Grand Haven, including various other revenues for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>ARPA Fund Revenues</b>	<b>1,500</b>	
<b>Fund Balance on 01/01/22</b>	<b>250</b>	
<b>Total Available Funds</b>	<b>\$1,750</b>	

That \$0 of the total available to appropriate in the **ARPA FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>ARPA Fund Expenditures</b>	<b>0</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$1,750</b>	

### **SUBSECTION G: DEBT SERVICE FUND - PARKS**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND - PARKS** of the Charter Township of Grand Haven, including a voter-authorized millage rate of 0.4 mills, and various other revenues for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Park Debt Fund Revenues</b>	<b>334,150</b>	
<b>Fund Balance on 01/01/22</b>	<b>0</b>	
<b>Total Available Funds</b>	<b>\$334,150</b>	

That \$310,530 of the total available to appropriate in the **DEBT SERVICE FUND - PARKS** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Park Debt Fund Expenditures</b>	<b>310,530</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$23,620</b>	

### **SUBSECTION H: DEBT SERVICE FUND – PATHWAYS**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DEBT SERVICE FUND – PATHWAYS** 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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Pathways Debt Fund Revenues</b>	<b>298,120</b>	100% from Pathway Fund
<b>Fund Balance on 01/01/22</b>	<b>84</b>	
<b>Total Available Funds</b>	<b>\$298,204</b>	

That \$298,120 total available to appropriate in the **DEBT SERVICE FUND – PATHWAYS** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Pathways Debt Expenditures</b>	<b>298,120</b>	Bond Expires in 2035
<b>Fund Balance on 12/31/22</b>	<b>\$84</b>	

**SUBSECTION I: 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 0.4329 mills, and various other revenues for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Pathway Fund Revenues</b>	<b>892,780</b>	
<b>Fund Balance on 01/01/22</b>	<b>569,090</b>	
<b>Total Available Funds</b>	<b>\$1,461,870</b>	

That \$1,439,500 total available to appropriate in the **PATHWAY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Pathway Expenditures</b>	<b>1,439,500</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$22,370</b>	

**SUBSECTION J: PARKS CONSTRUCTION FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **PARKS CONSTRUCTION FUND** of the Charter Township of Grand Haven, including various grants and other revenues for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Parks Construction Fund Revenues</b>	<b>1,299,300</b>	
<b>Fund Balance on 01/01/22</b>	<b>5,765,440</b>	
<b>Total Available Funds</b>	<b>\$7,064,740</b>	

That \$6,693,900 total available to appropriate in the **PATHWAY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Pathway Expenditures</b>	<b>6,693,900</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$370,840</b>	

**SUBSECTION K: 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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Wastewater Fund Revenues	<b>911,320</b>	
Cash Reserves on 01/01/22	<b>1,002,134</b>	
<b>Total Available Funds</b>	<b>\$1,913,454</b>	

That \$1,125,700 of the total available to appropriate in the **WASTEWATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Wastewater Fund Expenditures	<b>1,125,700</b>	
Cash Reserves on 12/31/22	<b>\$787,754</b>	

#### **SUBSECTION L: 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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Water Fund Revenues	<b>3,224,830</b>	
Cash Reserves on 01/01/22	<b>3,626,708</b>	
<b>Total Available Revenues</b>	<b>\$6,851,538</b>	

That \$2,870,290 of the total available to appropriate in the **WATER FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
Water Fund Expenditures	<b>2,870,290</b>	
Cash Reserves on 12/31/22	<b>\$3,981,248</b>	

#### **SUBSECTION M: 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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
Transfer Fund Revenues	<b>337,560</b>	
Fund Balance on 01/01/22	<b>72,861</b>	
<b>Total Available Revenues</b>	<b>\$410,421</b>	

That \$397,560 of the total available to appropriate in the **IT SERVICE FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>IT Service Fund Expenditures</b>	<b>397,560</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$12,861</b>	

**SUBSECTION N: 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 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Transfer Fund Revenues</b>	<b>45,750</b>	
<b>Fund Balance on 01/01/22</b>	<b>174,753</b>	
<b>Total Available Revenues</b>	<b>\$220,503</b>	

That \$39,610 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:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Retiree Health Fund Expenditures</b>	<b>39,610</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$180,893</b>	

**SECTION 6: ADOPTION BY REFERENCE**

1. The 2022 Budget Year Worksheet of Grand Haven Charter Township is hereby adopted by reference, with the revenues and activity expenditures as indicated in Section 5 of this resolution.
2. The 2022 GHT Wage Scale is hereby adopted by reference and shall be utilized for offers of employment throughout FY2022.

**SECTION 7: ADOPTION OF BUDGET BY ACTIVITY**

The Grand Haven Charter Township Board of Trustees adopts the 2022 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: FEES & CHARGES**

1. The General Fund, Sewer Fund, and Fire Fund are exempted from paying the Readiness to Serve (RTS) charge on the water bills.
2. The Park Shelter Rental Fees are established, as follows:
  - ✓ 1 Shelter: \$ 80 Fee \$ 50 Refundable Deposit
  - ✓ 2 Shelters: \$160 Fee \$100 Refundable Deposit

✓ 3 Shelters: \$240 Fee \$150 Refundable Deposit

3. The Hydrant Rental Fee is \$100 with a \$400 deposit that will be refunded after the return of the undamaged hydrant meter, backflow preventer and hydrant wrench.
4. Water Taps for any service line that is larger than 1" and/or larger than a 1" meter is \$3,000.

## SECTION 9: INSURANCE BENEFITS

Monies for the following insurances are included within the budget:

1. Health Insurance – Blue Care Network High Deductible Health Plan - HMO HSA (*for full-time staff with about 3.75% of premium funded by staff and 6 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 Network HMO HSA Plan are as follows:

Single (4)	- \$ 20/month
Double (7)	- \$ 43/month
Family (10)	- \$ 54/month

2. 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
3. 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
4. Retiree Medicare Supplemental Health Insurance - Priority Medicare Individual Plan (*for retirees above the age of 65*)
5. Dental Insurance – Delta Dental PPO (*for full-time staff with 4 expected waivers*)
6. Short Term Disability – Mutual of Omaha (*for all staff*)
7. Long Term Disability - Mutual of Omaha (*for all staff*)
8. Workers Compensation – Manufacturing Technology Mutual Insurance (*for full-time and part-time staff*)

9. 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)

10. Liability & Vehicle Insurance – Par Plan

**SECTION 10: STAFFING**

Monies for the following staffing levels are included within the budget:

**Township Board**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Supervisor	1	1	0
Clerk	1	1	0
Treasurer	1	1	0
Trustees	4	4	0

**Administration**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Township Superintendent	1	1	0
Assistant Manager/Human Resources Director	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**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Director of Assessing/Deputy Treasurer	1	1	0
Appraiser	1	1 (PT-32 hours)	0

**Community Development**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Senior Planner	1	0	1
Associate Planner	1	1	0
Building Official/Plan Reviewer	1	1	0
Building Inspector/Plan Reviewer	1	1	0
Ordinance Enforcement Officer	1	1 (PT-24 hours)	0

Mechanical & Plumbing Inspector (contract)	1	1 (independent contractor)	0
Electrical Inspector (contract)	1	1 (independent contractor)	0

### Elections

Position Title	# Positions	# Filled	# Vacant
Election Assistant (temporary & part-time)	4	4	0
Election Workers (7 precincts, AV Counting Board and Receiving Board)	69	0	69

### 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	25	1

### Public Services

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

## Township Boards, Commissions, and Committees

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
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)	5	1

## 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 (4.0 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 FY2021 General Fund of \$750,000 is transferred to the Parks Construction Fund for FY2022.

### 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:

RESOLUTION DECLARED ADOPTED.

Dated: November 22, 2021

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Township Clerk  
Laurie Larsen

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 22<sup>nd</sup> day of November 2021. 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 21-11-09

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 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of November 2021, 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 2022 Fiscal Year.

Discussion followed with respect to the salary adjustment on the Supervisor's salary. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #21-11-09  
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 recommendation of the recently completed Municipal Consulting Services Classification and Compensation Study, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2022, the salary of the office of supervisor shall be as follows:

1. The Supervisor's salary shall be established at \$25,558.
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 22, 2021

---

Township Clerk  
Laurie Larsen

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 22<sup>nd</sup> day of November 2020. 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 21-11-10

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 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of November 2021, 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 2022 Fiscal Year.

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

**RESOLUTION #21-11-10**  
**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 recommendation of the recently completed Municipal Consulting Services Classification and Compensation Study, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2022, the salary of the office of Clerk shall be as follows:

1. The Clerk's salary shall be established at \$22,638.
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 22, 2021

---

Township Clerk  
Laurie Larsen

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 22<sup>nd</sup> day of November 2021. 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 21-11-11

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 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of November 2021, 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 2022 Fiscal Year.

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

**RESOLUTION #21-11-11  
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 the recommendation of the recently completed Municipal Consulting Services Classification and Compensation Study, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2021, the salary of the office of Treasurer shall be as follows:

1. The Treasurer's salary shall be established at \$21,831.
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 22, 2021

---

Township Clerk  
Laurie Larsen

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 22<sup>nd</sup> day of November 2021. 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 21-11-12

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 22<sup>nd</sup> day of November 2021, 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 2022 Fiscal Year.

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

**RESOLUTION #21-11-12  
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 recommendation of the recently completed Municipal Consulting Services Classification and Compensation Study, now

**BE IT RESOLVED**, that as of January 1<sup>st</sup>, 2022, the salary of the office of Trustee shall be as follows:

1. The Trustees' salary shall be established at \$5,126.
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 22, 2021

---

Township Clerk  
Laurie Larsen

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 22<sup>nd</sup> day of November 2021. 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



TO: Township Board  
FROM: Andrea Dumbrell, Human Resources Director  
DATE: November 18, 2021  
RE: Township Superintendent/Manager Employment Agreement

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Per the direction of the Personnel Committee, attached please find a copy of the proposed Township Superintendent/Manager's Employment Agreement that was reviewed and discussed during the November 10, 2021, Personnel Committee Meeting.

Cargo has announced that the proposed employment agreement – if approved by the Board – will be his final employment agreement with the Township. Although this “evergreen” employment agreement has no term, Cargo may be dismissed “*for cause*” at any time with no employment protections. Further, Cargo may be dismissed “*without cause*” at any time, subject to the protections afforded under the severance package. The severance package remains the same as the previous contracts. The dates listed in the contract, as asked by the Personnel Committee, are made specifically for addressing compensation and timing of evaluations.

Following discussion, if the Board would like to extend Superintendent Cargo's employment agreement with the Township, the following motion can be offered:

**Move to approve the proposed 2021 Employment Agreement with Superintendent Cargo and authorize the contract be executed by Supervisor Reenders and Clerk Larsen.**

If you have any questions or comments, please contact Attorney Bultje, Superintendent Cargo, or me at your convenience.

## EMPLOYMENT AGREEMENT

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**WITNESS** this Employment Agreement dated November 22, 2021. The parties to this agreement are the CHARTER TOWNSHIP OF GRAND HAVEN, a Municipal Corporation, whose address is 13300 168<sup>th</sup> Avenue, Township of Grand Haven, Ottawa County, Michigan 49417 (“Township”), and WILLIAM D. CARGO, of 13387 Hidden Creek Drive, Grand Haven, Michigan 49417 (“Cargo”). The purpose of this contract is to establish a fair and equitable working relationship between the Township and Cargo for the mutual benefit of each party.

**DEFINITIONS:** “Contract Year” shall mean a twelve (12) month period commencing January 1 and ending December 31 of the same calendar year. The Contract Year shall be the calendar year.

**IN CONSIDERATION** of the mutual promises, agreements, and established duties contained within the document which follows, the parties agree that:

### 1) EMPLOYMENT.

The Township hereby employs Cargo as its Township Superintendent, pursuant to MCLA 42.10 to serve and perform such duties as may be legally assigned to him by the Township Board including, but not limited to, those listed or described on the attached “Exhibit A”. Exhibit A is incorporated herein by reference. In order to avoid confusion with the elected Township Supervisor, the official job title of Cargo shall be “Township Superintendent/Manager”. Cargo agrees to perform such duties in such manner and at such times and places as the Township Board may direct.

### 2) CARGO’S OBLIGATIONS.

- a) Cargo agrees to faithfully perform all duties legally assigned to him by the Township Board and to perform said duties to the best of his abilities.
- b) Cargo agrees to adhere at all times to applicable federal and state laws or regulations, and to the rules, regulations and policies of the Township.
- c) Cargo agrees that he will devote his full attention to the business of the Township during the working hours that are assigned to him by the Township Board.
- d) Cargo and the Township Board acknowledge that Cargo will be called upon to work more than forty (40) hours per week, including time worked at non-business hours. As a salaried employee, Cargo acknowledges that he is exempt from the overtime provisions of the Fair Labor Standards Act, as amended, or any similar provision of state or federal law or the Township Personnel Policies and Procedures Manual, as that manual is revised from time to time.
- e) Cargo agrees to draft an “Annual Business Plan” for Board review and adoption no later than the second Monday of each December. Further, after the Plan is adopted by the Township Board, Cargo agrees to review progress on the plan with the Board on a quarterly basis (*i.e., March, June, September, and December*), or more frequently if requested by the Board.

### 3) COMPENSATION.

- a) The Township Board agrees to pay Cargo for rendering the services herein described above, a salary of one hundred twenty-three thousand three hundred and eighty-two dollars (\$123,382.00) per year payable in bi-weekly installments (26 pay periods) during the term of this Agreement. In the event the Township Board changes the timing of the payment of employee compensation to its other employees, then the timing of the payment of Cargo’s compensation shall change to coincide with that of the other employees of the Township. Provided, the salary due to Cargo for the remaining term of this Agreement can be modified at any time during the annual budget process if the parties mutually agree. If the parties do not agree on a salary for the remaining term of the Agreement, then the salary for the last Contract Year shall continue.

The Township Board shall evaluate Cargo’s performance at least annually during the term of this

Agreement, commencing in October 2022 and in October of each year of the term of this Agreement thereafter. The performance evaluation and salary recommendation, if any, should be completed prior to the adoption by the Township Board of its budget for the succeeding year. The performance evaluation shall be reviewed by Cargo and the Township Board and may be used by the parties in the negotiations for compensation during the remaining term of this Agreement.

- b) The Township Board further agrees to provide health care insurance for Cargo on the same basis as it is authorized by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.
- c) The Township Board further agrees to provide disability insurance coverage on the same basis as it is authorized for other full-time Township employees, and as may be revised from time to time.
- d) The Township Board further agrees to provide term life insurance coverage on the life of Cargo, payable in the event of his death to the beneficiary he designates, in the amount of One Hundred Thousand and no/100 (\$100,000.00) Dollars.
- e) The Township Board further agrees that holidays, vacation, and sick leave for Cargo shall be disbursed on the same basis as it is authorized by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.
- f) Further, the Township Board agrees to reimburse Cargo for all reasonably incurred business expenses within the budgeted amounts established by the Township. Such expenses shall include, but not be limited to, annual membership dues in one civic organization in the Grand Haven City/Township area, (*e.g.*, *Grand Haven Rotary Club*), books, subscriptions, and business meeting meals, etc.
- g) Lastly, the Township Board agrees to make contributions to a Section 457 deferred compensation account, established or to be established by Cargo with the ICMA, or any other Section 457 account established by Cargo with the consent of the Township. Each year during the term of this Agreement, the total amount of the contributions shall be equal to fourteen percent (14%) of Cargo's annual salary. The contributions shall be made in equal monthly installments during the term of Cargo's service. In the event that this Agreement is terminated early for any reason, then the amount of this contribution shall be pro-rated based on the number of days since the beginning of the current Contract Year divided by 365.

#### 4) **PROFESSIONAL TRAINING AND EDUCATION.**

The parties acknowledge that it is in the best interest of the Township that Cargo maintain his professional education and training. Therefore, the Township Board agrees to pay for the cost of such seminars or other education as Cargo may request to attend, including the cost of any texts. However, Cargo agrees that the number of seminars that he attends and the costs therefore shall be subject to prior authorization by the Township Board or its designated representative. The intent of this paragraph is to encourage Cargo to maintain and improve his training and education, yet keep the costs thereof at a reasonable expense for the Township. Further, the Township Board agrees to pay the cost of Cargo's membership in the International City/County Managers Association (ICMA), Michigan Municipal Managers Association, and the American Planning Association.

#### 5) **VEHICLE.**

The Township Board agrees to provide a vehicle for Cargo's use during the term of this Agreement. Cargo shall submit monthly records of his personal use of the vehicle to the Township financial staff so that the Township can make such reports as are required by the IRS, with regard to vehicle use. Cargo acknowledges that there may be income tax liability for his personal use of the vehicle. Cargo shall pay for fuel, oil changes, and washer fluids associated with the operation of the vehicle.

Further, the Township Board, at its sole discretion, may modify this section and instead provide a monthly

vehicle stipend that is similar to the value of the vehicle above.

6) **TERM.**

- a) Basic Term. The term of this Agreement shall be for a period commencing on the effective date of this Agreement (*i.e., January 1, 2022*) and shall continue until terminated pursuant to this Agreement.
- b) Termination For Cause. In addition to the expiration of the aforementioned period, this Agreement shall also terminate upon the occurrence of any of the following events:
  - i) Cargo's resignation, properly accepted by the Township;
  - ii) Cargo's death;
  - iii) Cargo's mental incompetence, as may be determined by two (2) licensed physicians;
  - iv) Cargo's disability for a period of more than ninety (90) consecutive days due to physical impairment that renders him unable to perform the services contemplated by this Agreement (*however, this event shall not terminate the Agreement unless, after ninety [90] days and while the disability continues, the Township Board votes in its discretion to terminate this Agreement*);
  - v) The merger or consolidation of the Township with any other municipal corporation; or
  - vi) The commission of any felony by Cargo, which results in conviction, or any misappropriation of money or property of the Township by Cargo.
  - vii) In the event that Cargo is charged with any crime, either misdemeanor or felony, the Township Board may, by majority vote, place Cargo on administrative leave without pay until his guilt or innocence is determined. A plea of "no contest" (*nolo contendere*) shall be considered a determination of guilt. A determination of guilt of any crime other than a felony or misappropriation of money or property of the Township may be grounds for dismissal if the Township Board determines the crime and Cargo's conduct will interfere with the effective discharge of Cargo's duties as Township Superintendent.

Termination for cause under any of the above circumstances provided for in paragraphs b)i) through b)vii) shall be complete and shall not include any provisions for severance benefits, unless the Township Board shall otherwise determine.

- c) Termination Without Cause. In addition to termination of this Agreement pursuant to Section 6)b) above, the Township Board may terminate this Agreement at any other time, according to its own discretion. However, if the Township Board terminates this Agreement pursuant to this Section 6)c), the Township Board shall pay Cargo a severance package which is identical to the following severance package.

The severance package which would consist of the following.

- i) Immediate termination/resignation of Cargo as Township Superintendent.
- ii) The lump sum payment to Cargo of a sum equal to one (1) year's salary. For one (1) year, and for no additional sums paid, Cargo shall consult with the Township as an independent contractor, if requested by the Township, in order to assist in the transition of matters, which consultation shall not exceed five (5) hours per week.
- iii) For a period of up to nine (9) months, or until reemployment, whichever shall first occur, the fringe benefit package then in place shall be continued at the Township expense; except that the vehicle utilized by Cargo shall be surrendered at termination of the Agreement. In lieu thereof,

the value of the fringe benefit package, minus the vehicle, shall be paid to Cargo in cash.

- iv) The benefits accorded Cargo shall not include secretarial, staff, mailing, or office supply privileges.
- v) Deferred compensation contributions shall be made on all sums actually paid to Cargo during the calendar year as provided for consistent with the provisions of Section 3)g) above.
- vi) Cargo shall be compensated for unused vacation and sick leave time accrued pursuant to the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.

Upon termination, the Township Board shall provide Cargo with a favorable recommendation unless his last two (2) job performance evaluations have been average or less than average; in which case the Board's recommendation shall be neutral. If Cargo shall have been found guilty of misconduct in any court or tribunal of record, the public record of those proceedings shall speak for themselves and shall not require comment on the part of the Township.

**7) MISCELLANEOUS.**

This Agreement is governed by and is to be construed and enforced in accordance with the laws of the State of Michigan. Any matter not specifically covered by the terms of this Agreement is to be governed by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.

**8) PRIOR CONTRACT.**

This Agreement shall supercede and replace the remaining term of the contract dated October 9, 2017.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement effective as of the date set forth above.

**GRAND HAVEN CHARTER TOWNSHIP**

By: \_\_\_\_\_  
Mark Reenders, Supervisor

By: \_\_\_\_\_  
Laurie Larsen, Clerk

**SUPERINTENDENT/MANAGER**

By: \_\_\_\_\_  
William D. Cargo

## EXHIBIT "A"

The following functions and duties are the responsibility of the Township Superintendent/Manager:

1. To see that all laws and Township ordinances are enforced;
2. To manage and supervise all public improvements, works, and undertakings of the Township;
3. To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and all of the public buildings or other property belonging to the Township;
4. To manage and supervise the operation of all Township utilities;
5. To be responsible for the preservation of property, tools, and appliances of the Township;
6. To see that the terms and conditions imposed in favor of the Township or its inhabitants in any public utility, franchise, or in any contract, are faithfully kept and performed;
7. To attend all meetings of the Township board, with a right to participate in discussions, but without the right to vote;
8. To be a member, ex officio, of all committees of the Township board and planning commission;
9. To prepare and administer the annual budget under the policies formulated by the Township board and keep the board fully advised at all times as to the financial condition of the Township;
10. To recommend to the Township board for adoption such measures as he deems necessary or expedient;
11. To be responsible to the Township board for the efficient administration of all departments of the Township;
12. To act as the purchasing agent for the Township or, under his responsibility, delegate such duties to some other employee;
13. To conduct all sales of personal property which the Township board may authorize to be sold;
14. To assume all duties and responsibilities as personnel director of all Township employees or, under his responsibility, delegate such duties to some other employee; and,
15. To perform such other duties as may be prescribed by the laws of the State of Michigan, by Township ordinance, or by direction of the Township Board, or which are not assigned to some other official in conformity with the laws of the State of Michigan.
16. To on a quarterly basis both provide to the Board and review with the Board the "Task List" (*i.e., a listings of staff work assignments*) maintained by the Superintendent/Manager.



## Deputy Treasurer

DATE: November 22, 2021  
TO: Township Board  
FROM: Ashley Larrison  
RE: Accepting Partial Property Tax Payments

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The General Property Tax Act P.A. 206 of 1893 (as amended) requires the Treasurer of Grand Haven Charter Township to collect Real and Personal Property Taxes. According to MCL 211.53, a person may pay any one tax or special assessment. If authorized by township ordinance or resolution a person can pay a portion of the taxes or assessments in specified installments.

Many taxpayers in Grand Haven Township pay a portion of their taxes when making property tax payments, and on several occasions, we have received partial payment for property taxes in attempt to pay the balance due. Accepting partial payments provides a way for taxpayers to pay down their total balance due or split the balances between several entities or individuals.

Attached, you will find the resolution to adopt which allows the acceptance of partial property tax payments.

If approved, the following motion can be offered:

**Move to Adopt Resolution No. 21-11-13 approving accepting partial property tax payments.**

If there are any questions or comments regarding the above, please contact me.

Resolution 21-11-13

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168<sup>th</sup> Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 22<sup>nd</sup> day of November, 2021, 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 approve the accepting of partial property tax payments.

Discussion followed with respect to this policy. After completion of this discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_:

**RESOLUTION #21-11-13  
Accepting Partial Property Tax Payments**

**WHEREAS**, the General Property Tax Act P.A. 206 of 1893 (as amended) requires the Treasurer of Grand Haven Charter Township to collect Real and Personal Property Taxes; and

**WHEREAS**, according to MCL 211.53 A person may pay any one tax or special assessment. If authorized by township ordinance or resolution a person can pay a portion of the taxes or assessments in specified installments; and

**WHEREAS**, many taxpayers pay a portion of their taxes when making property tax payments, and on several occasions, the Treasurer has received partial payment for property taxes in attempt to pay the balance due; and

**WHEREAS**, this provides a way for taxpayers to pay down their total balance due or split the balances between several entities or individuals.

**THEREFORE BE IT RESOLVED**, that the Grand Haven Charter Township Treasurer will accept partial payment for property taxes, and provide a signed receipt certifying that “the application was made to pay all taxes and special assessments due and payable at this office on the description shown on this receipt, except the remaining balance indicated.”

**BE IT ALSO RESOLVED**, that the Board of Trustees approves the acceptance of partial payments of property taxes.

**BE IT FURTHER RESOLVED**, that when partial payments of property taxes are received, a receipt indicating the remaining balance due will be available.

**BE IT FURTHER RESOLVED**, that all resolutions or motions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated:

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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 22<sup>nd</sup> day of November, 2021. 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 17, 2021  
TO: Township Board  
FROM: Cassandra Hoisington – Associate Planner  
RE: Zoning Text Amendment Ordinance – Two-Family SLU Requirements

### BACKGROUND

In July, the Planning Commission began to discuss incorporating special land use criteria for two-family dwellings.

On October 18<sup>th</sup> the Planning Commission discussed and considered various options for new special land use standards for two-family dwellings.

On November 1<sup>st</sup> the Planning Commission reviewed the draft and affirmed the text amendment language (*with an amendment to be more specific on screening refuse containers*) and directed staff to schedule the public hearing.

On November 15<sup>th</sup> the public hearing was held, and the Planning Commission recommended the Township Board approve the draft text amendment.

Enclosed, is the proposed Zoning Text Amendment Ordinance for your review.

### SAMPLE MOTIONS

If the Board finds the text amendment acceptable, the following motion can be offered:

**Motion** to present and postpone the proposed Zoning Text Amendment Ordinance with draft date 11/04/2021, concerning Special Land Use regulations for Two-Family Dwellings.

Please contact me if this raises questions.

**ORDINANCE NO. \_\_\_\_\_**

**ZONING TEXT AMENDMENT ORDINANCE**

**AN ORDINANCE TO AMEND THE GRAND HAVEN  
CHARTER TOWNSHIP ZONING ORDINANCE (THE  
“ZONING ORDINANCE”) TO ADDRESS SPECIAL LAND  
USE STANDARDS FOR TWO-FAMILY DWELLINGS.**

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

Section 1. Special Land Use – Two-Family Dwellings. Section 12.50 of the Zoning Ordinance shall be established and stated as follows.

Section 12.50 TWO-FAMILY DWELLINGS.

- (A) Two-family dwellings shall only be permitted on paved public roads. Must be located so traffic generated will not tend to infiltrate and use streets running through any single-family areas.
- (B) The minimum side yard setback shall be 35-feet each, for a combined total of at least 75-feet.
- (C) Two-family dwellings shall be connected to municipal water, and if available, sanitary sewer.
- (D) Two-family dwellings shall be designed to look like a single-family dwelling and shall include architectural details found on the majority of dwellings in the neighborhood, so the two-family dwelling is consistent with the aesthetic character of existing buildings. Scaled elevations depicting the features shall be provided.
- (E) Any garage(s) serving a two-family dwelling shall be (1) placed to the rear of the dwelling with side or rear entry, or (2) recessed at least  $\frac{1}{4}$  of the depth of the garage.
  - (1) For example, a 24' wide x 30' deep garage must be recessed at least 7½-feet from the front plane of the dwelling.
- (F) Site plan shall include a screened area for outdoor refuse container storage which uses quality building materials similar to the dwelling. Refer to Codified Ordinance No. 334, Section 40.0403.5 – Outside Storage of Trash Receptacles, for the specific regulations.

Section 2. Effective Date. The foregoing amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on \_\_\_\_\_, 2021, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended, and after a first reading of the amendment by the Township Board on \_\_\_\_\_, 2021. This Ordinance shall be effective on \_\_\_\_\_, 2021, which date is eight days after publication of the Ordinance as is required by Section 401 of Act 110, as amended, provided that this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

\_\_\_\_\_  
Mark Reenders, Township Supervisor

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

**CERTIFICATE**

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on \_\_\_\_\_, 2021. The following members of the Township Board were present at that meeting: \_\_\_\_\_  
\_\_\_\_\_. The following members of the Township Board were absent: \_\_\_\_\_  
\_\_\_\_\_. The Ordinance was adopted by the Township Board with members of the Board \_\_\_\_\_ voting in favor and members of the Board \_\_\_\_\_ voting in opposition. The Ordinance or a summary of the Ordinance was published in the *Grand Haven Tribune* on \_\_\_\_\_, 2021.

\_\_\_\_\_  
Laurie Larsen, Clerk  
Grand Haven Charter Township

**PUBLIC SERVICES DEPARTMENT  
END OF THE MONTH REPORT  
2021**

**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	46	2	1	5	0	2	5	0	39.17	0.72	0.00
FEBRUARY	78	3	5	2	1	0	0	0	34.30	1.00	0.00
MARCH	74	3	3	4	0	7	3	0	33.80	0.65	0.00
APRIL	81	4	2	2	0	2	4	2724	38.92	2.74	0.00
MAY	83	4	3	12	1	2	4	918	86.03	3.16	0.00
JUNE	107	11	2	7	2	5	3	0	108.64	3.78	0.00
JULY	88	1	2	8	2	0	3	0	90.75	3.16	0.00
AUGUST	79	1	2	13	4	3	3	0	104.67	3.50	0.00
SEPTEMBER	135	4	1	8	0	6	3	0	105.16	3.56	0.00
OCTOBER	100	5	1	5	0	3	1	0	37.84	1.29	0.00
NOVEMBER								0	0.00	0.00	0.00
DECEMBER								0	0.00	0.00	0.00
TOTAL YTD	871	38	22	66	10	30	29	3642	679.27	23.57	0.00
TOTALS			60				59			23.57	
							5551		702.84		

**NOTES:**

1 1/2" Meter installed - 10333 Lakeshore Drive

**WASTEWATER**

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	3	6	0	6.61
FEBRUARY	3	2	0	8.86
MARCH	3	6	0	9.42
APRIL	2	8	3400	9.29
MAY	6	5	0	10.06
JUNE	4	5	0	10.32
JULY	1	1	0	8.77
AUGUST	5	6	0	9.10
SEPTEMBER	3	5	0	11.24
OCTOBER	5	4	0	8.53
NOVEMBER			0	0.00
DECEMBER			0	0.00
TOTAL YTD	35	48	3400	92.20
TOTALS		952		

**NOTES:**