



# Saugatuck Township

Presented: June 14, 2023

Adopted Budget  
Fiscal Year 2023-2024

**Saugatuck Township**  
3461 Blue Star Highway P.O Box 100  
Saugatuck, MI 49453

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## Saugatuck Township Officials

### The Township Board

Abby Bigford  
**Supervisor**

Rebecca Israels  
**Clerk**

Jon Helmrich  
**Treasurer**

Stacey Aldrich  
**Trustee**

Brenda Marcy  
**Trustee**

### The Township Staff

Daniel DeFranco  
**Township Manager**

Cindy Osman  
**Building Official/Zoning Admin**

Dana Burd  
**Engineer**

Lynne Wells  
**Township Planner**

Chad Warner  
**Building Inspector**

Lori Babinski  
**Deputy Clerk/Sexton**

Morgan Arens  
**Administrative Support**

Kelly Jellison  
**Assistant Assessor**

Nick Curcio  
**Township Attorney**

Ronald Bultje  
**Township Attorney**

## **Mission Statement**

*“Saugatuck Township is dedicated to providing visionary leadership to enhance the quality of life for all our diverse residents, providing the highest quality of service within the constraints of a fiscally responsible government, and fostering sound economic development while maintaining the highest level of stewardship of our precious natural resources.”*

## **Board of Trustees Mission**

*“It shall be the Mission of the Board of Trustees to provide visionary leadership in policy making that respects the Township’s values and provides quality services within its financial abilities.”*

# Table of Contents



|  |                       |
|--|-----------------------|
| <b><u>Budget Transmittal &amp; Policy</u></b>        | <b><u>Page 7</u></b>  |
| Managers & Transmittal Letter                        | Page 9                |
| Budget Policy  | Page 10               |
| <b><u>General Fund (101)</u></b>                     | <b><u>Page 14</u></b> |
| General Fund Overview Township                       | Page 16               |
| Board (Dept. 101) Supervisor/<br>Manager (Dept. 171) | Page 20<br>Page 21    |
| Clerk (Dept. 215)                                    | Page 22               |
| Professional Services (Dept. 223)                    | Page 23               |
| Board of Review (Dept. 247)                          | Page 24               |
| Treasurer (Dept. 253)                                | Page 25               |
| Technology (Dept. 256)                               | Page 26               |
| Assessor (Dept. 257)                                 | Page 27               |
| Other Functions (Dept. 261)                          | Page 28               |
| Elections (Dept. 262)                                | Page 29               |
| Building & Grounds (Dept. 265)                       | Page 30               |
| Professional Services (Dept. 266)                    | Page 31               |
| Inspections (Dept. 371)                              | Page 32               |
| Public Works (Dept. 441)                             | Page 33               |
| Recycling (Dept. 530)                                | Page 34               |
| Harbor Commission (Dept. 597)                        | Page 35               |
| Planning & Zoning (Dept. 701)                        | Page 36               |
| Line-Item Detail                                     | Page 37-41            |

**Other Funds** **Page 43**

---

|                               |         |
|-------------------------------|---------|
| Road Fund (204)               | Page 45 |
| Park & Recreation Fund (208)  | Page 49 |
| Cemetery Fund (209)           | Page 53 |
| Ambulance Fund (210)          | Page 56 |
| ARPA Fund (285)               | Page 59 |
| Construction 66 St Fund (303) | Page 62 |
| Capital Project Fund (403)    | Page 65 |
| Park Project Fund (408)       | Page 68 |
| Water Project Fund (465)      | Page 71 |
| Sewer Project Fund (490)      | Page 74 |

**Fund Balance Estimation** **Page 77**

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**Appendices** **Page 81**

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|   |          |
|---|----------|
| Appendix A: Fee Schedule                | Page 84  |
| Appendix B: Priority List               | Page 99  |
| Appendix C: Budget Resolution           | Page 104 |
| Appendix D: Organizational Chart        | Page 109 |
| Appendix E: Area & Form of Government   | Page 114 |
| Appendix F: Salaries, Wages, & Per Diem | Page 116 |
| Appendix G: Budget Minutes & Notes      | Page 120 |

# Budget Transmittal & Policy



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Saugatuck Township  
Board of Trustees  
3461 Blue Star Highway  
Saugatuck Township, MI 49453

Dear Saugatuck Township Board of Trustees,

It is my pleasure to present a proposal for the Saugatuck Township 2023-2024 Fiscal Year Budget. The enclosed budget proposal is the product of a careful review of previous fiscal year expense trends, discussions with department heads, Commissioners, Board members, examination of the Township's Strategic Action Plan, and a Budget Workshop session with the Board of Trustees. These steps were taken to ensure that the proposed budget accounts for the funding necessary for the successful operation of the Township while supporting the Board's long-term goals for better serving and protecting the community.

As a supplement to the proposed Fiscal Year 2023-2024 Budget, the report includes the following: (1) an overview of the General Fund, including narratives for each department, (2) narratives for all other Township funds, (3) a graph summarizing current and projected fund balances for fiscal years 2022-2023 and 2023-2024, and (5) various appendices.

Upon careful review of the proposed Budget for Fiscal Year 2023-2024, the Board of Trustees should consider advancing the Budget, as written or with amendments, for formal adoption at a budget hearing to be scheduled by the Board no later than June 30<sup>th</sup>, 2023.

Sincerely,

A handwritten signature in blue ink that reads "Daniel DeFranco". The signature is written in a cursive, flowing style.

Daniel J. DeFranco  
Saugatuck Township Manager

## Budget Policy & Timeline *(via Financial Policy Handbook)*

### Development

The Township shall use the following approaches to develop the budget, as recommended by the Government Finance Officers Association:

- The budget shall be based on expected revenues, including base revenues, any new revenue sources and the potential use of fund balance.
- The results or outcomes that matter most to citizens will be identified, and based on that, the Township Board shall determine what programs are most important to their constituents.
- The budget allocations shall be made in fair and objective manner.
- The Township Board shall budget available dollars to the most significant programs and activities to maximize the benefit of the available resources.

### Timeline

The proposed budget shall be developed by the Township Manager, with input from the Supervisor, according to the following schedule:

|                  |  |
|------------------|--|
| <i>Jan/Feb</i>   | Township Board establishes fiscal year goals & priorities  |
| <i>Feb/March</i> | Township Manager prepares proposed budget  |
| <i>April</i>     | Township Manager presents first draft of proposed budget/Township Board provides feedback                |
| <i>May</i>       | Township Manager presents updated proposed budget/Township Board adopts tentative budget                 |
| <i>May/June</i>  | Township Board holds public hearing on tentative budget/Township Board adopts General Appropriations Act |

### Methods

The Township Manager shall use a line-item approach when developing the proposed budget. The budget shall be adopted by the Township Board at the revenue by source and expenditures by activity (i.e. department) level.

## **Format**

The proposed and adopted budgets shall:

- Provide financial data on revenues, other resources and expenditures for at least a three-year period, including prior year actual, current year budget and/or estimated current year actual, and proposed budget

The proposed and adopted budgets shall also include a narrative that:

- Summarizes the major changes in priorities or service levels from the current year and the factors leading to those changes
- Identifies the priorities and key issues for the new budget period
- Identifies and summarizes major financial factors and trends affecting the budget, such as economic factors; long-range outlook; significant changes in revenue collections; tax rates or other changes; current and future debt obligations; and significant use of or increase in fund balance or retained earning

## **Adoption**

Prior to the beginning of each fiscal year, the Township Board shall annually adopt a budget using a department level method of adoption unless otherwise directed in the General Appropriation Act. The Township Board shall monitor and amend the budget as needed to approve and control all expenditures.

## **Designation of Budget Officer**

The Township Manager shall be Saugatuck Township's budget officer and shall be responsible for the development and administration of the annual budget.

## **Transfer Authority**

The Township Manager shall have the authority to make transfers between line items within departments without prior Township Board approval, if the amount to be transferred does not exceed the total amount appropriated for that department.

## **Budget Monitoring**

The Township shall use the following approaches to monitor the budget, as recommended by the Government Finance Officers Association:

- The Township Board shall establish measures of annual progress. These measures should spell out the expected results and outcomes and how they will be measured.
- The Township Board shall use periodic financial reporting and performance measures to compare actual versus budgeted results.
- The Township Board shall communicate performance results so that staff and the public will be informed of the results in an understandable format.

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# General Fund



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## GENERAL FUND (101)

### Fund Overview

The General Fund provides for Saugatuck Township's statutorily required services and limited discretionary services. We expect General Fund Revenues for FY 2023-2024 to be \$1,524,275.00 and General Fund expenses to be \$1,472,130.00, with a fund balance of \$52,145.00. To meet the Priority Area of Financial Stability the millage rate for general operations will remain at 1.0281 mills. This millage rate represents the maximum allowable millage the Township can levy with respect to the original millage rate approved by the majority of voters subject to the Headlee Rollback.

The FY 2023-2024 budget proposes the following projects that would be included to meet our strategic action plan and capital improvements.

**Funding for engineering, construction, and design work to update the facade of the Hall and create a master plan for the site to support Priority Areas of Community Investment and Growth & Development.** This is shown as an appropriations to the Capital Project Fund (403) in the amount of \$200,000. At this time, funding of an update to the Township Hall exterior and site design will require no transfers from the Fund Balance, rather the Township will be able to fund this work through prior capital project planning .

**Funding for completion of a comprehensive revision of Zoning Ordinance to support Priority Areas of Growth & Development, Conservation, and Commitment to Excellence.** The Township has contractor with a Zoning Consultant to complete a comprehensive update of its current Zoning Ordinance. Much of the work has been completed with the hopes that the new ordinance will be ready for adoption by the Board in September 2023. The \$20,000 cost to complete this project is supported by ARPA funds.

**Funding for the renewal of a one-year retainer for consulting services with the Outdoor Discovery Center.** Partnering with the ODC has provided the Township with expert support in furthering our goals in the areas of Commitment to Excellence, Conservation, Growth & Development, Community Investment, and Collaboration and Communication. The ODC retainer allows the Township to increase its capacity for tackling specialized projects in a way that does not involve the long-term financial commitments involved in taking on a new staff member. This year the ODC will assist with strategic planning for environmental initiatives, continued support for Single Hauler, and a phased public educated program around a prairie restoration project at the Douglas Cemetery. The ODC retainer is included in Professional Services (Dept 266) in the General Fund.

In addition to the items listed above, there are the remaining proposed projects for FY 2023-2024, which satisfy additional priority goals within the Multi-Year Strategic Action Plan. For example, the FY 2023-2024 budget includes funding for the Annual HHW Drop Event, the Blue Star Bridge Navigation Light Project, the Township's Parks and Recreation program, and completion of the Township's new Website, a project initiated in fiscal year 2022-2023.



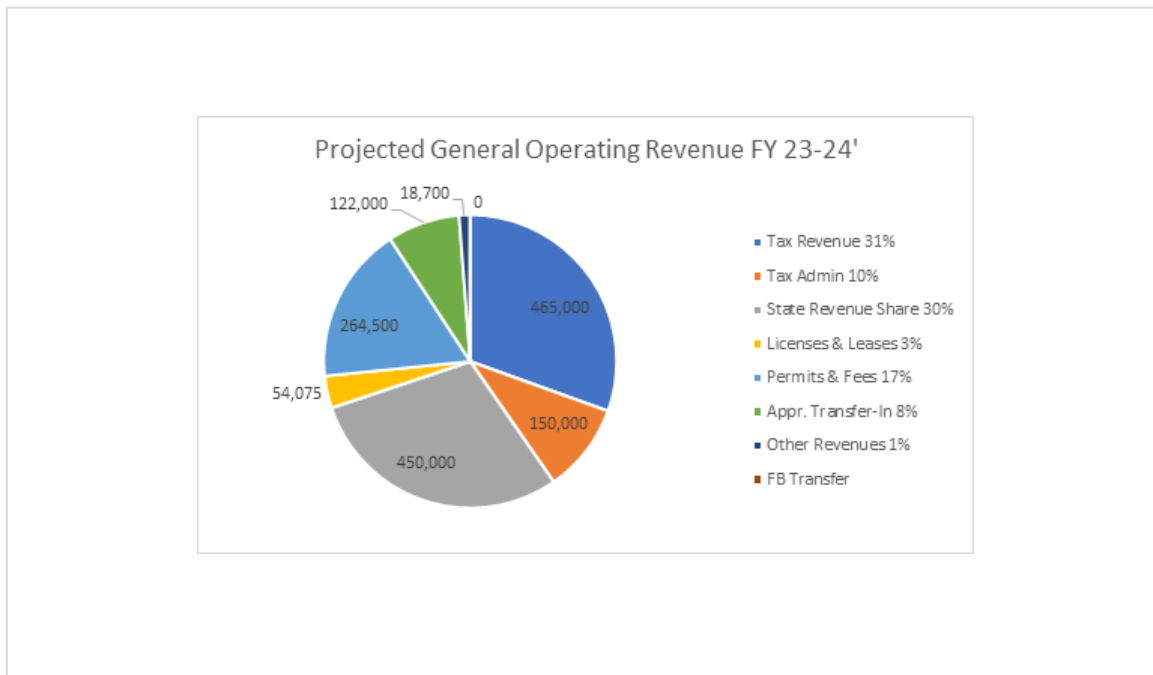
The Township Board budget requests were reviewed and influenced the proposed FY 2023-2024 budget. In preparation for changes associated with the passage of Proposal 2, Promote the Vote Petition, the budget includes funds for the purchase of a new tabulator and wages for additional election inspectors needed to accommodate added early voting days. The consensus from the Board was that staff wages see a traditional cost of living adjustment (COLA) with wage adjustments made for the Deputy Clerk and Building Official to reflect additional responsibilities assumed by these positions. The Board recommended a per diem increase to \$150 for all appointed officials and \$175 for Chairs, compensation for the elected positions of Supervisor, Treasurer and Clerk be increased to \$17,000 per year, and Trustees be compensated an annual wage of \$5,000. The FY 2023-2024 Budget continues to fund Board, Commission and Staff training as well as funds to support continued Strategic Action Planning efforts.

With this additional policy guidance information, you will see that a 5% COLA was implemented for staff wages along with a wage adjustment for the Deputy Clerk and Building Official. The funding of the pension system (MERS) was also listed within the budget requests as the Reduction of Pension Liability has been a long term goal for the Township. The FY 2023-2024 Budget includes an additional \$50,000.00 contribution to MERS to meet this goal.

## Fund Overview

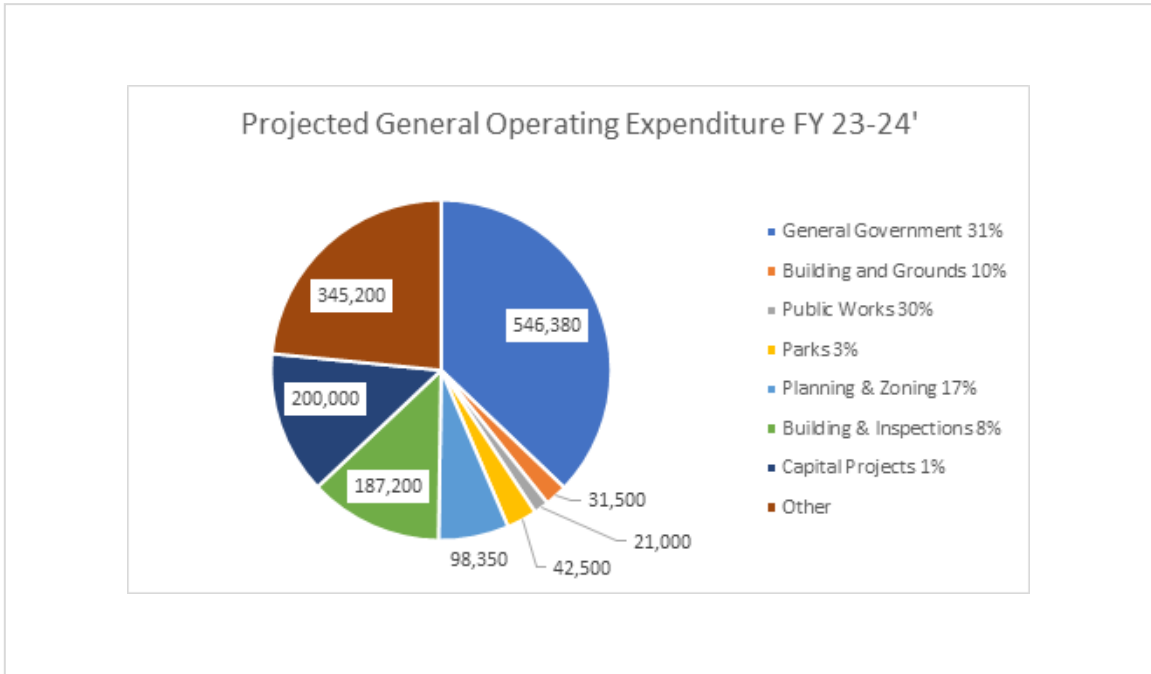
The General Fund for Saugatuck Townships statutorily required services (i.e., assessing, tax collection, record keeping, election administration, etc.); planning and zoning, permitting, and code enforcement services; administrative services; limited discretionary services (i.e., Clean-Up Day, park activities, etc.); and more. This is supported by an operating millage, state revenue sharing (CVTRS), permit and fees, and other miscellaneous revenue. We expect General Fund Revenues to be \$1,524,275 and expenses to be \$1,472,130, with an operating surplus of \$52,145. For FY 2023-24, \$0 will be transferred from the Fund Balance for the purpose of balancing the budget.

## Revenue Summary



|                        |                    |
|------------------------|--------------------|
| Property Taxes         | \$465,000          |
| Tax Administrative Fee | \$150,000          |
| CVTRS                  | \$450,000          |
| Permits & Fees         | \$264,500          |
| Licenses & Leases      | \$ 54,075          |
| Other                  | \$18,700           |
| Appropriations In      | \$122,000          |
| Use of Fund_Balance    | \$ 0               |
| <b>Total</b>           | <b>\$1,524,275</b> |

Expenditure Summary



|                      |                    |
|----------------------|--------------------|
| General Government   | \$546,380          |
| Building & Grounds   | \$31,500           |
| Public Works         | \$21,000           |
| Parks                | \$42,500           |
| Planning & Zoning    | \$ 98,350          |
| Building/Inspections | \$187,200          |
| Capital Projects     | \$200,000          |
| Other                | \$345,200          |
| <b>Total</b>         | <b>\$1,472,130</b> |

## Township Board (Department 101)

### Department Description

Saugatuck Township is a general law township as defined by state statute. The Township Board consists of five (5) elected members who serve as the legislative and policy-making body for the Township. The Township Board is empowered by the Michigan Constitution and state law to govern Saugatuck Township. The Township Board has the exclusive authority, subject to applicable laws, to determine the scope, quality, and quantity of township programs and services, to establish parameters and expectations of employee performance and conduct, to establish its own style of governance, and to require information from township personnel necessary and convenient to monitor township operations and compliance with board policies and directives. Personnel Costs in this department cover the Trustee wage for attending Regular and Special meetings and representing the Township on various committees and commissions. A flat wage of \$5,000 will be introduced this year to replace the previous Trustee Per Diem.

### Budget Summary

|                           |                 |  |
|---------------------------|-----------------|--|
| <i>Personnel Costs</i>    | \$10,000        | <i>Trustee Per Diem</i>                                |
| <i>Operating Costs</i>    | \$10,600        | <i>Annual MTA Membership, Training/Seminar Stipend</i> |
| <i>Outside Services</i>   | \$0             |  |
| <i>Capital Items</i>      | \$0             |  |
| <i>Other Expenditures</i> | \$600           | <i>Mileage Reimbursements, Meeting Expenses</i>        |
| <b>Total</b>              | <b>\$20,600</b> |  |

## Supervisor/Manager (Department 171)

### Department Description

The Supervisor is the Chief Elected Official (CEO) of the Township and chairs the Township Board's meetings. To promote efficient & effective administration, the Township Board authorizes the Township Manager to be the Chief Administrative Officer (CAO), to provide direction and control over all Township activities and functions that are not assigned by state law to another official, and to serve as a liaison between the Township Board and various organizations within parameters established by the Township Board.

### Budget Summary

|                           |                  |  |
|---------------------------|------------------|--|
| <i>Personnel Costs</i>    | \$111,500        | <i>Supervisor &amp; Township Manager wages</i>                 |
| <i>Operating Costs</i>    | \$ 5,000         | <i>Membership Dues, Training/Seminar<br/>Stipend, Supplies</i> |
| <i>Outside Services</i>   | \$ 0             |  |
| <i>Capital Items</i>      | \$ 0             |  |
| <i>Other Expenditures</i> | \$ 750           | <i>Mileage Reimbursements, Meeting Expenses</i>                |
| <b>Total</b>              | <b>\$117,250</b> |  |

## Clerk (Department 215)

### Department Description

The elected Township Clerk heads this department with responsibilities largely set by state statute. These responsibilities include custodian of records, preparation of meeting minutes, annual codification of Township ordinances, oversight of legal notices, and more. This department also conducts payroll, accounts payable, and other administrative services.

### Budget Summary

|                           |                 |   |
|---------------------------|-----------------|---|
| <i>Personnel Costs</i>    | \$86,825        | <i>Clerk, Deputy Clerk, and Cemetery Sexton wages</i>       |
| <i>Operating Costs</i>    | \$ 7,200        | <i>Newspaper Notices, Postage, Training/Seminar Stipend</i> |
| <i>Outside Services</i>   | \$ 200          | <i>Dues and Subscriptions</i>                               |
| <i>Capital Items</i>      | \$ 0            |   |
| <i>Other Expenditures</i> | <u>\$ 1,500</u> |   |
| <b>Total</b>              | <b>\$95,725</b> |   |

## Professional Services (Department 223)

### Department Description

This department provides for the services of specialized professionals including the annual audit.

### Budget Summary

|                           |    |                 |                |
|---------------------------|----|-----------------|----------------|
| <i>Personnel Costs</i>    | \$ | 0               |                |
| <i>Operating Costs</i>    | \$ | 0               |                |
| <i>Outside Services</i>   | \$ | 12,000          | <i>Auditor</i> |
| <i>Capital Items</i>      | \$ | 0               |                |
| <i>Other Expenditures</i> | \$ | 0               |                |
| <b>Total</b>              |    | <b>\$12,000</b> |                |

## Board of Review (Department 247)

### Department Description

The Board of Review is a three-member board appointed by the Township Board. It is the final assessment authority for all property taxing purposes at the township-level. It is supported by the Assessing Department. The Per Diem will be increased to \$150 per meeting and \$175 for the chair. The increase in per diem acknowledges the significant contributions made by Board of Review members to the Township.

### Budget Summary

|                           |                |   |
|---------------------------|----------------|---|
| <i>Personnel Costs</i>    | \$2,000        | <i>Board of Review Per Diem</i>                               |
| <i>Operating Costs</i>    | \$2,200        | <i>Office supplies, newspaper notices, food, and training</i> |
| <i>Outside Services</i>   | \$0            |   |
| <i>Capital Items</i>      | \$0            |   |
| <i>Other Expenditures</i> | \$0            |   |
| <b>Total</b>              | <b>\$4,200</b> |   |



## Treasurer (Department 253)

### Department Description

The elected Township Treasurer heads this department with responsibilities largely set by state statute. These responsibilities include taking charge of all monies collected by the Township and accounting for said monies according to state law and the Township's financial policies. This department provides for the preparation, printing, and postage of tax bills and collection of taxes. The increase in Personnel Costs this fiscal year anticipates the possible retirement of the Elected Treasurer from his working duties only, and the hiring of a Deputy Treasurer.

### Budget Summary

|                           |                 |  |
|---------------------------|-----------------|--|
| <i>Personnel Costs</i>    | \$80,655        | <i>Treasurer &amp; Deputy Treasurer Salary</i>                   |
| <i>Operating Costs</i>    | \$ 9,000        | <i>Tax Bill Printing &amp; Postage, Training/Seminar Stipend</i> |
| <i>Outside Services</i>   | \$ 0            |  |
| <i>Capital Items</i>      | \$ 0            |  |
| <i>Other Expenditures</i> | \$ 1,000        | <i>Mileage Reimbursements, Meeting Expenses</i>                  |
| <b>Total</b>              | <b>\$90,655</b> |  |

**Technology (Department 256)**

Department Description

This department provides for the procurement, support, and maintenance of the computers and technology used by the Township. This includes funding hardware and software upgrades, support services from BS&A and VC3, the hosting of the Township’s website, and more. This year’s Budget also includes costs associated with the redesign of the Township’s website, a project which began in fiscal year 21-22, and the purchase of a new multi-function printer.

Budget Summary

|                           |          |   |
|---------------------------|----------|---|
| <i>Personnel Costs</i>    | \$0      |   |
| <i>Operating Costs</i>    | \$6,000  | <i>Website Hosting Costs, Exchange License Fees</i> |
| <i>Outside Services</i>   | \$20,300 | <i>VC3 &amp; BS&amp;A Service Agreements</i>        |
| <i>Capital Items</i>      | \$12,600 | <i>Hardware Replacements</i>                        |
| <i>Other Expenditures</i> | \$15,000 | <i>Website Redesign</i>                             |
| <i>Total</i>              | \$53,900 |   |

## Assessor (Department 257)

### Department Description

The Assessor is responsible for determining the value of all taxable real and personal property in the Township. They also assist the Board of Review in its deliberations, process land divisions, and defend the Township in cases before the Michigan Tax Tribunal, the Michigan Court of Appeals, and the Michigan Supreme Court. The Township contracts with Assessing Solutions, Inc. for assessing services. Kelly Jellison, the Township's Assessor, holds office hours two Thursdays a month (8AM- 4PM) and works remotely the rest of the week.

### Budget Summary

|                           |                 |  |
|---------------------------|-----------------|--|
| <i>Personnel Costs</i>    | \$ 0            | <i>Assessor wages</i>  |
| <i>Operating Costs</i>    | \$ 6,800        | <i>Arial Mapping, Assessment Notice Printing &amp; Postage</i> |
| <i>Outside Services</i>   | \$58,000        | <i>Assessing Services</i>                                      |
| <i>Capital Items</i>      | \$ 0            |  |
| <i>Other Expenditures</i> | \$ 0            |  |
| <b>Total</b>              | <b>\$64,800</b> |  |

**Other Functions (Department 261)**

Department Description

This department provides for general administrative expenses that are not allocated by department, such as insurance premiums, employee benefits, and payroll taxes. The FY 2023- 2024 budget includes funding above the minimum required MERS contribution to continue to advance the Township Board’s goal of paying down the Township’s pension liability. Also included is a transfer to the Capital Projects Fund (as per the capital plan for the Township Hall renovation), the Park Fund (208), and the Parks Project Fund(408).

Budget Summary

|                           |                  |   |
|---------------------------|------------------|---|
| <i>Personnel Costs</i>    | \$ 0             |   |
| <i>Operating Costs</i>    | \$ 2,300         | <i>Dog License Fees &amp; Tax Charge Back</i>               |
| <i>Outside Services</i>   | \$ 0             |   |
| <i>Capital Items</i>      | \$321,250        | <i>Transfer to Capital, Parks, and Parks Project Funds</i>  |
| <i>Other Expenditures</i> | \$242,750        | <i>Insurance Premiums, Employee Benefits, Payroll Taxes</i> |
| <b>Total</b>              | <b>\$566,300</b> |   |

## Elections (Department 262)

### Department Description

This department is responsible for all voter registration and election activities. The Clerk and Deputy Clerk perform voter registration activities through the State Qualified Voter File as well as administer federal, state, county, and local elections. The department pays for election workers, ballots, absentee ballot postage, and other election equipment.

### Budget Summary

|                           |                 |   |
|---------------------------|-----------------|---|
| <i>Personnel Costs</i>    | \$12,000        | <i>Election Worker wages</i>                          |
| <i>Operating Costs</i>    | \$12,250        | <i>Ballot Printing &amp; Postage, Office Supplies</i> |
| <i>Outside Services</i>   | \$ 0            |   |
| <i>Capital Items</i>      | \$ 0            |   |
| <i>Other Expenditures</i> | <u>\$ 1,000</u> | <i>Food for Election Workers</i>                      |
| <b>Total</b>              | <b>\$25,250</b> |   |

## Building & Grounds (Department 265)

### Department Description

This department provides for the operations and maintenance of the Township Hall and surrounding property. This includes snow removal, grass cutting, custodial services, and office equipment. This department also pays for general utilities (i.e. water, electric, internet, heat, etc.) associated with operating the Township Hall.

### Budget Summary

|                           |                 |   |
|---------------------------|-----------------|---|
| <i>Personnel Costs</i>    | \$ 0            |   |
| <i>Operating Costs</i>    | \$24,500        | <i>General Office Equipment, Utilities</i>      |
| <i>Outside Services</i>   | \$ 5,000        | <i>Groundskeeping, Custodial, and Equipment</i> |
|                           |                 | <i>Services</i>                                 |
| <i>Capital Items</i>      | \$ 2,000        |   |
| <i>Other Expenditures</i> | \$ 0            |   |
| <b>Total</b>              | <b>\$31,500</b> |   |

## Professional Services (Department 266)

### Department Description

This department provides for the services of specialized professionals including general legal work, and other consulting services. The FY 23-24' Budget includes \$14,000 to support an archaeological study of the Amalanchier Park area in preparation for construction of the Blue Star Trail.

### Budget Summary

|                           |                 |   |
|---------------------------|-----------------|---|
| <i>Personnel Costs</i>    | \$0             |   |
| <i>Operating Costs</i>    | \$0             |   |
| <i>Outside Services</i>   | \$58,000        | <i>Attorney fees, Consulting Services</i> |
| <i>Capital Items</i>      | \$0             |   |
| <i>Other Expenditures</i> | \$ 4,000        |   |
| <b>Total</b>              | <b>\$62,000</b> |   |

## Inspections (Department 371)

### Department Description

This department provides for the services of the Township's administrative assistant, Building/Zoning Official, and building, plumbing & mechanical, and electrical inspectors. They are responsible for regulatory activities including reviewing building plans, conducting on-site inspections, and issuing permits.

### Budget Summary

|                           |                  |  |
|---------------------------|------------------|--|
| <i>Personnel Costs</i>    | \$127,300        | <i>Building Official and Administrative Assistant</i>        |
| <i>Operating Costs</i>    | \$ 4,900         | <i>Miss Dig Annual Subscription, General Office Supplies</i> |
| <i>Outside Services</i>   | \$ 55,000        | <i>Miscellaneous Inspections</i>                             |
| <i>Capital Items</i>      | \$ 0             |  |
| <i>Other Expenditures</i> | \$ 0             |  |
| <b>Total</b>              | <b>\$187,200</b> |  |



## Public Works (Department 441)

### Department Description

This department provides for the Township's general engineering support. It also pays for costs related to streetlights in the Township; however, a significant portion of these expenses are reimbursed via special assessments. Additionally, the majority of the Township's public works operations (i.e. roads, water and sewer system, etc.) are paid for via special revenue funds.

### Budget Summary

|                           |                 |                             |
|---------------------------|-----------------|-----------------------------|
| <i>Personnel Costs</i>    | \$ 0            |                             |
| <i>Operating Costs</i>    | \$15,000        | <i>Street Light Payment</i> |
| <i>Outside Services</i>   | \$ 6,000        | <i>General Engineering</i>  |
|                           |                 | <i>Services</i>             |
| <i>Capital Items</i>      | \$ 0            |                             |
| <i>Other Expenditures</i> | \$ 0            |                             |
| <b>Total</b>              | <b>\$21,000</b> |                             |

## Recycling (Department 530)

### Department Description

This department provides for discretionary activities and services related to recycling. Specifically, it funds the rental of dumpsters for the Township's annual "Clean-Up Day," which traditionally takes place twice- a-year, the weekends after Memorial Day and Labor Day and the Township's contribution to the annual, Tri-Community HHW Drop-Off Event.

### Budget Summary

|                           |                |                          |
|---------------------------|----------------|--------------------------|
| <i>Personnel Costs</i>    | \$ 0           |                          |
| <i>Operating Costs</i>    | \$ 500         | <i>Newspaper Notices</i> |
| <i>Outside Services</i>   | \$7,500        | <i>Dumpster Rental</i>   |
|                           |                | <i>Fees. HHW Event</i>   |
|                           |                | <i>Contribution</i>      |
| <i>Capital Items</i>      | \$ 0           |                          |
| <i>Other Expenditures</i> | \$ 0           |                          |
| <b>Total</b>              | <b>\$8,000</b> |                          |

**Harbor Commission  
(Department 597)**

Department Description

This department provides for discretionary activities associated with the Kalamazoo Harbor. It also funds the maintenance and replacement of the of the Township's "no-wake" buoys that are positioned in the Kalamazoo River. This year the Budget proposes to give Harbor Authority members a \$150 Per Diem. The Budget also includes funds for a contribution to the Harbor Authority to install marine lights on the Blue Star Highway Brigde.

Budget Summary

|                           |                 |   |
|---------------------------|-----------------|---|
| <i>Personnel Costs</i>    | \$ 2,400        | <i>Per Diem</i>                                 |
| <i>Operating Costs</i>    | \$ 0            |   |
| <i>Outside Services</i>   | \$11,000        | <i>Maintenance of Buoys &amp; Marine Lights</i> |
| <i>Capital Items</i>      | \$ 0            |   |
| <i>Other Expenditures</i> | \$ 0            |   |
| <b>Total</b>              | <b>\$13,400</b> |   |

## Planning & Zoning (Department 701)

### Department Description

This department provides staff support to the Planning Commission and Zoning Board of Appeals. It also conducts code enforcement activities, zoning administration, and develops planning solutions to improve the quality of life in the community. The department pays Aligned Planning for zoning administration and planning services. Lynee Wells, the Township's Zoning Administrator, holds office hours on Tuesdays (9AM-1PM) and works remotely the rest of the week. This year, the budget for the Planning and Zoning Department includes a comprehensive update to the Zoning Ordinance, which will be funded through ARPA funds, and a \$10,000 line item for enforcement related costs. The Planning Commission and ZBA Per Diem will be increased to \$150 per meeting, with the Chair Per Diem increased to \$175. The increase in per diem acknowledges the significant contributions made by Planning Commissioners and ZBA members to the Township.

### Budget Summary

|                           |                  |  |
|---------------------------|------------------|--|
| <i>Personnel Costs</i>    | \$12,900         | <i>Planning Commission &amp; ZBA Per Diem</i>      |
| <i>Operating Costs</i>    | \$ 6,950         | <i>Postage, Printing Maps, and Muncide Updates</i> |
| <i>Outside Services</i>   | \$57,000         | <i>Legal, Zoning Admin Services, Enforcement</i>   |
| <i>Capital Items</i>      | \$20,000         | <i>Comprehensive Update of Zoning Ordinance</i>    |
| <i>Other Expenditures</i> | \$ 1,500         |  |
| <b>Total</b>              | <b>\$ 98,350</b> |  |

Calculations as of 06/30/2023

| GL NUMBER                       | DESCRIPTION                            | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------|--|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>ESTIMATED REVENUES</b>       |  |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS      |  |                     |                     |                              |                                      |                                |                               |
| 101-000-402.000                 | CURRENT PROP TAX                       | 141,637             | 361,679             | 407,824                      | 381,722                              | 449,000                        |                               |
| 101-000-434.000                 | TRAILER TAX                            | 677                 | 342                 | 500                          | 343                                  | 300                            |                               |
| 101-000-439.000                 | STATE MARIJUANA REVENUE SHARE          |                     | 56,453              | 103,725                      | 103,725                              | 95,000                         |                               |
| 101-000-440.000                 | HOMESTEAD DENIALS                      |                     | 2,999               |                              | 121                                  |                                |                               |
| 101-000-445.000                 | PENALTIES & INTEREST ON TAXES          | 3,726               | 4,378               | 3,500                        | 692                                  | 3,500                          |                               |
| 101-000-447.000                 | TAX ADMINISTRATIVE FEE                 | 121,777             | 132,225             | 138,000                      | 140,971                              | 150,000                        |                               |
| 101-000-453.000                 | STREET LIGHT DISTRICT TAX              | 9,099               | 9,144               | 9,362                        | 9,362                                | 9,000                          |                               |
| 101-000-476.000                 | BUSINESS LICENSES & PERMITS            | 400                 | (300)               |                              |                                      |                                |                               |
| 101-000-477.000                 | CABLE TV FEE                           | 58,272              | 62,660              | 52,000                       | 64,676                               | 64,000                         |                               |
| 101-000-479.000                 | MARIJUANA ANNUAL LICENSES              | 366                 | 45,048              | 45,000                       | 45,000                               | 45,000                         |                               |
| 101-000-480.000                 | RENTAL DWELLING PERMITS                | 17,075              | 20,485              | 12,000                       | 15,450                               | 15,000                         |                               |
| 101-000-481.000                 | BUILDING PERMITS                       | 74,418              | 103,294             | 125,000                      | 153,540                              | 110,000                        |                               |
| 101-000-482.000                 | ELECTRICAL PERMITS                     | 19,940              | 21,240              | 24,000                       | 31,145                               | 22,000                         |                               |
| 101-000-483.000                 | PLUMBING PERMITS                       | 12,900              | 15,000              | 12,000                       | 13,770                               | 12,000                         |                               |
| 101-000-484.000                 | MECHANICAL PERMITS                     | 17,345              | 21,560              | 22,000                       | 26,860                               | 22,000                         |                               |
| 101-000-489.000                 | ZONING PERMITS                         | 4,150               | 10,237              | 7,000                        | 6,188                                | 5,000                          |                               |
| 101-000-490.000                 | OTHER PERMITS                          | 27,400              | 5,488               | 3,000                        | 2,840                                | 2,500                          |                               |
| 101-000-548.000                 | METRO ACT, RIGHT OF WAYS               | 10,826              | 9,988               | 4,200                        | 2,262                                | 4,200                          |                               |
| 101-000-574.000                 | STATE SHARED REVENUE                   | 288,145             | 407,129             | 355,168                      | 317,524                              | 355,000                        |                               |
| 101-000-607.000                 | PLANNING COMM FEES                     | 5,450               | 9,290               | 12,000                       | 9,900                                | 12,000                         |                               |
| 101-000-607.100                 | ZBA FEES                               | 2,000               |                     | 1,000                        |                                      |                                |                               |
| 101-000-620.000                 | SUMMER SCHOOL TAX COLLECTION           | 6,593               | 6,616               | 6,600                        | 6,708                                | 6,700                          |                               |
| 101-000-658.000                 | FINES & FEES                           | 63                  | 35                  |                              |                                      |                                |                               |
| 101-000-665.000                 | INTEREST EARNED                        | 1,407               | (11,604)            | 3,300                        | 13,860                               | 10,000                         |                               |
| 101-000-671.000                 | LEASES                                 | 10,555              | 10,649              | 9,075                        | 9,081                                | 9,075                          |                               |
| 101-000-671.001                 | LEASES INTEREST                        |                     | 162                 |                              |                                      |                                |                               |
| 101-000-674.000                 | DONATIONS                              | 2,925               | 2,700               | 1,500                        | 69                                   | 1,000                          |                               |
| 101-000-674.100                 | DOG PARK DONATIONS                     | 816                 | 2,270               |                              | 553                                  |                                |                               |
| 101-000-675.000                 | MISCELLANEOUS                          | 148                 | 8,556               | 500                          | (1,816)                              |                                |                               |
| 101-000-676.000                 | EXPENSE REIMBURSEMENTS                 | 1,591               | (1,658)             | 5,200                        | 5,495                                |                                |                               |
| 101-000-699.000                 | APPROPRIATION TRANSFERS IN             | 12,000              | 21,800              | 394,478                      |                                      | 122,000                        |                               |
|                                 | FOOTNOTE AMOUNTS:                      |                     |                     |                              |                                      | 30,000                         |                               |
|                                 | Road Fund Administrative Fee           |                     |                     |                              |                                      |                                |                               |
|                                 | FOOTNOTE AMOUNTS:                      |                     |                     |                              |                                      | 5,000                          |                               |
|                                 | Park Fund Administrative Fee           |                     |                     |                              |                                      |                                |                               |
|                                 | FOOTNOTE AMOUNTS:                      |                     |                     |                              |                                      | 80,000                         |                               |
|                                 | Park Contribution to Park Project Fund |                     |                     |                              |                                      |                                |                               |
|                                 | FOOTNOTE AMOUNTS:                      |                     |                     |                              |                                      | 7,000                          |                               |
|                                 | Cemetery Administrative Fee            |                     |                     |                              |                                      |                                |                               |
|                                 | <b>GL # FOOTNOTE TOTAL:</b>            |                     |                     |                              |                                      | <b>122,000</b>                 |                               |
| 101-000-699.100                 | TRANSFER FROM FUND BALANCE             |                     |                     | 250,000                      |                                      |                                |                               |
|                                 | Totals for dept 000 - OTHER FUNCTIONS  | 851,701             | 1,337,865           | 2,007,932                    | 1,360,041                            | 1,524,275                      |                               |
| <b>TOTAL ESTIMATED REVENUES</b> |  | <b>851,701</b>      | <b>1,337,865</b>    | <b>2,007,932</b>             | <b>1,360,041</b>                     | <b>1,524,275</b>               |                               |

Calculations as of 06/30/2023

| GL NUMBER                                   | DESCRIPTION                 | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                       |                             |                     |                     |                              |                                      |                                |                               |
| Dept 101 - TOWNSHIP BOARD                   |                             |                     |                     |                              |                                      |                                |                               |
| 101-101-701.000                             | ELECTED OFFICIAL SALARIES   | 2,775               | 2,000               | 5,200                        | 3,200                                | 10,000                         |                               |
| 101-101-955.000                             | MISCELLANEOUS               | 89                  | 727                 | 600                          | 87                                   | 600                            |                               |
| 101-101-960.000                             | DUES & SUBSCRIPTIONS        | 5,990               | 6,747               | 7,800                        | 6,853                                | 8,000                          |                               |
| 101-101-961.000                             | TRAINING & SEMINARS         | 1,444               | 1,361               | 1,500                        |                                      | 2,000                          |                               |
| Totals for dept 101 - TOWNSHIP BOARD        |                             | 10,298              | 10,835              | 15,100                       | 10,140                               | 20,600                         |                               |
| Dept 171 - SUPERVISOR/MANAGER               |                             |                     |                     |                              |                                      |                                |                               |
| 101-171-701.000                             | ELECTED OFFICIAL SALARIES   | 12,548              | 12,548              | 12,500                       | 11,539                               | 17,000                         |                               |
| 101-171-703.000                             | ADMINISTRATIVE SALARY       | 70,254              | 86,615              | 78,125                       | 70,831                               | 94,500                         |                               |
| 101-171-727.000                             | SUPPLIES                    | 481                 | 1,035               | 1,000                        | 755                                  | 1,000                          |                               |
| 101-171-955.000                             | MISCELLANEOUS               | 181                 | 975                 | 750                          | 204                                  | 750                            |                               |
| 101-171-960.000                             | DUES & SUBSCRIPTIONS        | 712                 |                     | 1,000                        | 1,398                                | 1,000                          |                               |
| 101-171-961.000                             | TRAINING & SEMINARS         | 244                 | 1,039               | 2,000                        | 2,145                                | 3,000                          |                               |
| Totals for dept 171 - SUPERVISOR/MANAGER    |                             | 84,420              | 102,212             | 95,375                       | 86,872                               | 117,250                        |                               |
| Dept 215 - CLERK                            |                             |                     |                     |                              |                                      |                                |                               |
| 101-215-701.000                             | ELECTED OFFICIAL SALARIES   | 12,548              | 12,548              | 12,500                       | 11,539                               | 17,000                         |                               |
| 101-215-704.000                             | ADMINISTRATIVE ASSISTANT    | 9,524               | (235)               |                              |                                      |                                |                               |
| 101-215-705.000                             | DEPUTY SALARY               | 47,207              | 58,110              | 61,739                       | 56,848                               | 69,825                         |                               |
| 101-215-727.000                             | SUPPLIES                    | 736                 | 3,866               | 2,400                        | 1,725                                | 2,600                          |                               |
| 101-215-901.000                             | PRINTING & PUBLISHING       | 3,372               | 3,403               | 3,400                        | 3,566                                | 3,600                          |                               |
| 101-215-955.000                             | MISCELLANEOUS               | 1,372               | 468                 | 800                          | 905                                  | 1,500                          |                               |
| 101-215-960.000                             | DUES & SUBSCRIPTIONS        | 50                  | 199                 |                              | 30                                   | 200                            |                               |
| 101-215-961.000                             | TRAINING & SEMINARS         |                     | 170                 | 1,000                        | 1,449                                | 1,000                          |                               |
| Totals for dept 215 - CLERK                 |                             | 74,809              | 78,529              | 81,839                       | 76,062                               | 95,725                         |                               |
| Dept 223 - PROFESSIONAL SERVICES            |                             |                     |                     |                              |                                      |                                |                               |
| 101-223-803.000                             | AUDITOR                     | 9,500               | 13,550              | 14,000                       | 10,500                               | 12,000                         |                               |
| Totals for dept 223 - PROFESSIONAL SERVICES |                             | 9,500               | 13,550              | 14,000                       | 10,500                               | 12,000                         |                               |
| Dept 247 - BOARD OF REVIEW                  |                             |                     |                     |                              |                                      |                                |                               |
| 101-247-702.000                             | APPOINTED OFFICIAL SALARIES | 1,050               | 450                 | 1,550                        | 1,725                                | 2,000                          |                               |
| 101-247-727.000                             | SUPPLIES                    |                     |                     |                              | 106                                  | 100                            |                               |
| 101-247-901.000                             | PRINTING & PUBLISHING       | 357                 | 518                 | 450                          | 644                                  | 1,000                          |                               |
| 101-247-955.000                             | MISCELLANEOUS               | 55                  | 95                  |                              | 158                                  | 100                            |                               |
| 101-247-961.000                             | TRAINING & SEMINARS         | 274                 |                     | 1,000                        | 150                                  | 1,000                          |                               |
| Totals for dept 247 - BOARD OF REVIEW       |                             | 1,736               | 1,063               | 3,000                        | 2,783                                | 4,200                          |                               |
| Dept 253 - TREASURER                        |                             |                     |                     |                              |                                      |                                |                               |
| 101-253-701.000                             | ELECTED OFFICIAL SALARIES   | 12,842              | 61,568              | 63,600                       | 58,535                               | 17,000                         |                               |
| 101-253-704.000                             | ADMINISTRATIVE ASSISTANT    | 46,852              | (1,156)             |                              |                                      |                                |                               |
| 101-253-705.000                             | DEPUTY SALARY               | 846                 | 1,278               | 20,000                       | 8,014                                | 63,655                         |                               |
|   | FOOTNOTE AMOUNTS:           |                     |                     |                              |                                      | 53,655                         |                               |
|   | 5% COLA                     |                     |                     |                              |                                      |                                |                               |
|   | FOOTNOTE AMOUNTS:           |                     |                     |                              |                                      | 10,000                         |                               |
|   | Transition                  |                     |                     |                              |                                      |                                |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b> |                     |                     |                              |                                      | <b>63,655</b>                  |                               |
| 101-253-727.000                             | SUPPLIES                    | 5,039               | 2,726               | 3,200                        | 482                                  | 4,000                          |                               |
| 101-253-806.000                             | TAX ROLL                    | 50                  | 2,029               | 2,000                        | 2,948                                | 2,500                          |                               |
| 101-253-955.000                             | MISCELLANEOUS               | 1,488               | 773                 | 1,000                        | 745                                  | 1,000                          |                               |
| 101-253-960.000                             | DUES & SUBSCRIPTIONS        | 75                  | 75                  | 200                          | 123                                  | 500                            |                               |
| 101-253-961.000                             | TRAINING & SEMINARS         | 807                 | 1,497               | 1,600                        | 430                                  | 2,000                          |                               |
| Totals for dept 253 - TREASURER             |                             | 67,999              | 68,790              | 91,600                       | 71,277                               | 90,655                         |                               |

Calculations as of 06/30/2023

| GL NUMBER   | DESCRIPTION                   | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>   |                               |                     |                     |                              |                                      |                                |                               |
| <b>Dept 256 - TECHNOLOGY</b>  |                               |                     |                     |                              |                                      |                                |                               |
| 101-256-709.010   | SUBCONTRACT LABOR             | 4,201               | 4,519               | 5,300                        | 4,201                                | 5,300                          |                               |
| 101-256-727.000   | COMPUTER SOFTWARE             | 4,168               | 3,106               | 4,000                        | 4,661                                | 6,000                          |                               |
| 101-256-801.000   | NETWORK SYSTEMS LICENSE FEES  | 11,375              | 11,768              | 12,000                       | 14,069                               | 15,000                         |                               |
| 101-256-807.000   | CONSULTING SERVICES           |                     | 13,500              | 15,000                       | 4,018                                | 7,500                          |                               |
| 101-256-808.000   | MARKETING AND COMMUNICATION   |                     |                     |                              |                                      | 7,500                          |                               |
| 101-256-971.000   | CAPITAL OUTLAY                | 55                  | 3,321               | 4,200                        | 1,748                                | 12,600                         |                               |
| Totals for dept 256 - TECHNOLOGY  |                               | 19,799              | 36,214              | 40,500                       | 28,697                               | 53,900                         |                               |
| <b>Dept 257 - ASSESSOR</b>  |                               |                     |                     |                              |                                      |                                |                               |
| 101-257-702.000   | APPOINTED OFFICIAL SALARIES   | 9,035               | 8,481               |                              |                                      |                                |                               |
| 101-257-709.000   | SUBCONTRACTED LABOR           | 250                 |                     |                              |                                      |                                |                               |
| 101-257-727.000   | SUPPLIES                      |                     | 21                  | 1,750                        | 1,113                                | 1,000                          |                               |
| 101-257-805.000   | PROPERTY RECORDS              | 355                 | 355                 | 500                          | 355                                  | 500                            |                               |
| 101-257-809.000   | PROFESSIONAL SERVICES         | 30,000              | 31,944              | 53,329                       | 48,885                               | 58,000                         |                               |
| 101-257-901.000   | PRINTING & PUBLISHING         | 3,446               | 1,772               | 2,500                        | 2,636                                | 3,000                          |                               |
| 101-257-960.000   | DUES & SUBSCRIPTIONS          |                     |                     | 1,800                        | 1,054                                | 1,800                          |                               |
| 101-257-961.000   | TRAINING & SEMINARS           |                     |                     |                              |                                      | 500                            |                               |
| Totals for dept 257 - ASSESSOR  |                               | 43,086              | 42,573              | 59,879                       | 54,043                               | 64,800                         |                               |
| <b>Dept 261 - OTHER FUNCTIONS</b>                                       |                               |                     |                     |                              |                                      |                                |                               |
| 101-261-717.000   | EMPLOYEE BENEFITS, LIFE INS   | 424                 | 582                 | 600                          | 651                                  | 800                            |                               |
| 101-261-718.000   | EMPLOYEE BENEFITS, DENTAL     | 1,202               | 3,199               | 3,200                        | 2,919                                | 3,200                          |                               |
| 101-261-719.000   | EMPLOYEE BENEFITS, HEALTH     | 55,352              | 72,673              | 90,000                       | 81,723                               | 85,000                         |                               |
| 101-261-723.000   | EMPLOYEE BENEFITS, FICA       | 19,971              | 23,822              | 25,000                       | 24,606                               | 25,000                         |                               |
| 101-261-725.000   | EMPLOYEE BENEFITS, MERS (RET) | 99,103              | 93,739              | 120,000                      | 49,130                               | 110,000                        |                               |
| FOOTNOTE AMOUNTS:   |                               |                     |                     |                              |                                      | 50,000                         |                               |
| Extra Pension Contribution  |                               |                     |                     |                              |                                      |                                |                               |
| 101-261-880.000   | COMMUNITY PROMOTION           |                     | 1,500               | 1,500                        |                                      |                                |                               |
| 101-261-881.000   | DOG LICENSES ALLEGAN CO       | 30                  | 79                  | 100                          | 45                                   | 100                            |                               |
| 101-261-915.000   | TOWNSHIP INSURANCE            | 11,546              | 13,578              | 15,140                       | 14,684                               | 17,000                         |                               |
| 101-261-916.000   | WORKERS COMP INSURANCE        | 742                 | 1,358               | 1,500                        | 1,215                                | 1,750                          |                               |
| 101-261-960.000   | DUES & SUBSCRIPTIONS          | 90                  | 210                 |                              |                                      |                                |                               |
| 101-261-964.000   | TAX CHARGE BACK               | 1,450               | 1,496               | 1,500                        | 2,388                                | 2,200                          |                               |
| 101-261-995.000   | APPROPRIATION TRANSFER OUT    |                     | 240,000             | 863,478                      |                                      | 321,250                        |                               |
| FOOTNOTE AMOUNTS:   |                               |                     |                     |                              |                                      | 200,000                        |                               |
| Appropriations to Capital Project Fund                                  |                               |                     |                     |                              |                                      |                                |                               |
| FOOTNOTE AMOUNTS:   |                               |                     |                     |                              |                                      | 41,250                         |                               |
| Appropriations to Park Fund 208   |                               |                     |                     |                              |                                      |                                |                               |
| FOOTNOTE AMOUNTS:   |                               |                     |                     |                              |                                      | 80,000                         |                               |
| Appropriations to Park Project Fund 408 (Funds Originating in 208 Fund) |                               |                     |                     |                              |                                      |                                |                               |
| <b>GL # FOOTNOTE TOTAL:</b>   |                               |                     |                     |                              |                                      | <b>321,250</b>                 |                               |
| Totals for dept 261 - OTHER FUNCTIONS                                   |                               | 189,910             | 452,236             | 1,122,018                    | 177,361                              | 566,300                        |                               |
| <b>Dept 262 - ELECTIONS</b>   |                               |                     |                     |                              |                                      |                                |                               |
| 101-262-702.000   | APPOINTED OFFICIAL SALARIES   | 2,820               | 569                 | 9,000                        | 6,337                                | 12,000                         |                               |
| 101-262-709.010   | SUBCONTRACT LABOR             |                     |                     |                              | 615                                  | 750                            |                               |
| 101-262-727.000   | SUPPLIES                      | 1,992               | 5,197               | 3,800                        | 3,490                                | 10,000                         |                               |
| 101-262-901.000   | PRINTING & PUBLISHING         | 2,172               | (365)               | 1,500                        | 275                                  | 1,500                          |                               |
| 101-262-955.000   | MISCELLANEOUS                 | 403                 | 216                 | 1,200                        | 831                                  | 1,000                          |                               |
| Totals for dept 262 - ELECTIONS   |                               | 7,387               | 5,617               | 15,500                       | 11,548                               | 25,250                         |                               |
| <b>Dept 265 - BUILDING &amp; GROUNDS</b>                                |                               |                     |                     |                              |                                      |                                |                               |
| 101-265-709.000   | SUBCONTRACTED LABOR           | 1,086               | 2,110               | 2,600                        | 6,644                                | 5,000                          |                               |
| 101-265-727.000   | SUPPLIES                      | 2,521               | 8,562               | 5,000                        | 2,888                                | 5,000                          |                               |

Calculations as of 06/30/2023

| GL NUMBER                                   | DESCRIPTION  | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|--|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                       |  |                     |                     |                              |                                      |                                |                               |
| Dept 265 - BUILDING & GROUNDS               |  |                     |                     |                              |                                      |                                |                               |
| 101-265-920.000                             | GAS & ELECTRIC & INTERNET                                    | 8,924               | 10,116              | 10,000                       | 9,685                                | 12,000                         |                               |
| 101-265-930.000                             | REPAIRS & MAINTENANCE  | 4,005               | 3,696               | 5,000                        | 2,117                                | 4,000                          |                               |
| 101-265-935.000                             | EQUIPMENT SERVICES   | 2,744               | 2,605               | 2,600                        | 3,480                                | 3,500                          |                               |
| 101-265-971.000                             | CAPITAL OUTLAY   | 750                 | 2,500               | 2,000                        |                                      | 2,000                          |                               |
| Totals for dept 265 - BUILDING & GROUNDS    |  | 20,030              | 29,589              | 27,200                       | 24,814                               | 31,500                         |                               |
| Dept 266 - PROFESSIONAL SERVICES            |  |                     |                     |                              |                                      |                                |                               |
| 101-266-802.000                             | ATTORNEY FEES  | 25,963              | 18,930              | 24,000                       | 13,550                               | 24,000                         |                               |
| 101-266-807.000                             | CONSULTING SERVICES  |                     |                     | 34,000                       | 10,703                               | 34,000                         |                               |
|   | FOOTNOTE AMOUNTS:<br>Strategic Planning                      |                     |                     |                              |                                      | 10,000                         |                               |
|   | FOOTNOTE AMOUNTS:<br>ODC Contract                            |                     |                     |                              |                                      | 10,000                         |                               |
|   | FOOTNOTE AMOUNTS:<br>Archaeological Survey                   |                     |                     |                              |                                      | 14,000                         |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                                  |                     |                     |                              |                                      | <b>34,000</b>                  |                               |
| 101-266-955.000                             | MISCELLANEOUS  |                     | 15,525              | 4,000                        | 4,000                                | 4,000                          |                               |
| Totals for dept 266 - PROFESSIONAL SERVICES |  | 25,963              | 34,455              | 62,000                       | 28,253                               | 62,000                         |                               |
| Dept 371 - INSPECTIONS                      |  |                     |                     |                              |                                      |                                |                               |
| 101-371-704.000                             | ADMINISTRATIVE ASSISTANT                                     | 16,972              | 39,304              | 47,000                       | 40,297                               | 53,000                         |                               |
| 101-371-709.006                             | BUILDING INSPECTOR   | 37,054              | 22,164              | 66,000                       | 63,502                               | 74,300                         |                               |
| 101-371-709.007                             | ELECTRICAL INSPECTOR   | 12,300              | 17,025              | 15,000                       | 18,520                               | 18,000                         |                               |
| 101-371-709.008                             | PLUMBING INSPECTOR   | 8,735               | 12,005              | 11,000                       | 8,305                                | 12,000                         |                               |
| 101-371-709.009                             | MECHANICAL INSPECTOR   | 11,400              | 17,370              | 15,500                       | 15,328                               | 18,000                         |                               |
| 101-371-727.000                             | SUPPLIES   | 3,179               | 2,621               | 2,800                        | 2,481                                | 2,800                          |                               |
| 101-371-808.000                             | FIRE INSPECTOR   | 7,950               | 9,675               | 7,000                        | 6,225                                | 7,000                          |                               |
| 101-371-960.000                             | DUES & SUBSCRIPTIONS   | 1,346               | 1,572               | 1,600                        | 1,105                                | 1,600                          |                               |
| 101-371-961.000                             | TRAINING & SEMINARS  |                     | 225                 | 400                          | 176                                  | 500                            |                               |
| Totals for dept 371 - INSPECTIONS           |  | 98,936              | 121,961             | 166,300                      | 155,939                              | 187,200                        |                               |
| Dept 441 - PUBLIC WORKS                     |  |                     |                     |                              |                                      |                                |                               |
| 101-441-801.000                             | ENGINEERING  | 9,919               | 5,207               | 6,400                        | 1,417                                | 6,000                          |                               |
| 101-441-925.000                             | STREET LIGHTS  | 15,925              | 14,757              | 15,200                       | 12,427                               | 15,000                         |                               |
| 101-441-958.000                             | DRAINS AT LARGE  | 21,203              | 21,496              |                              |                                      |                                |                               |
| Totals for dept 441 - PUBLIC WORKS          |  | 47,047              | 41,460              | 21,600                       | 13,844                               | 21,000                         |                               |
| Dept 530 - RECYCLING                        |  |                     |                     |                              |                                      |                                |                               |
| 101-530-901.000                             | PRINTING & PUBLISHING  | 238                 | 420                 | 400                          | 357                                  | 500                            |                               |
| 101-530-962.000                             | SERVICE FEES   | 4,975               | 5,420               | 4,500                        | 1,320                                | 7,500                          |                               |
| Totals for dept 530 - RECYCLING             |  | 5,213               | 5,840               | 4,900                        | 1,677                                | 8,000                          |                               |
| Dept 597 - HARBOR COMMISSION                |  |                     |                     |                              |                                      |                                |                               |
| 101-597-702.000                             | APPOINTED OFFICIAL SALARIES                                  |                     |                     | 600                          |                                      | 2,400                          |                               |
| 101-597-880.000                             | COMMUNITY PROMOTION  |                     | 250                 | 600                          | 400                                  | 10,000                         |                               |
|   | FOOTNOTE AMOUNTS:<br>BS Bridge Navigation Light Contribution |                     |                     |                              |                                      | 10,000                         |                               |
| 101-597-890.000                             | BUOYS  |                     | 727                 | 5,000                        |                                      | 1,000                          |                               |
| Totals for dept 597 - HARBOR COMMISSION     |  |                     | 977                 | 6,200                        | 400                                  | 13,400                         |                               |
| Dept 701 - PLANNING & ZONING                |  |                     |                     |                              |                                      |                                |                               |
| 101-701-702.000                             | APPOINTED OFFICIALS SALARY                                   | 6,375               | 4,300               | 8,700                        | 6,725                                | 12,900                         |                               |
| 101-701-703.000                             | ADMINISTRATIVE SALARY  | 3,690               | 2,390               | 300                          | 300                                  | 400                            |                               |
| 101-701-704.000                             | ADMINISTRATIVE ASSISTANT                                     | 500                 |                     |                              |                                      |                                |                               |



Calculations as of 06/30/2023

| GL NUMBER  | DESCRIPTION                           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|--|---------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                            |                                       |                     |                     |                              |                                      |                                |                               |
| <b>Dept 701 - PLANNING &amp; ZONING</b>          |                                       |                     |                     |                              |                                      |                                |                               |
| 101-701-709.000                                  | SUBCONTRACTED LABOR                   |                     |                     | 5,000                        | 250                                  | 10,000                         |                               |
|  | FOOTNOTE AMOUNTS:                     |                     |                     |                              |                                      | 10,000                         |                               |
|  | Enforcement                           |                     |                     |                              |                                      |                                |                               |
| 101-701-727.000                                  | SUPPLIES                              | 8                   | 1,160               | 1,200                        | 46                                   | 1,200                          |                               |
| 101-701-802.000                                  | ATTORNEY FEES PLAN & ZON              | 10,239              | 6,191               | 12,000                       | 6,209                                | 12,000                         |                               |
| 101-701-804.000                                  | PLANNER FEES                          | 33,215              | 30,670              | 35,000                       | 27,545                               | 35,000                         |                               |
| 101-701-807.000                                  | CONSULTING SERVICES                   |                     |                     | 60,000                       | 25,177                               | 20,000                         |                               |
|  | FOOTNOTE AMOUNTS:                     |                     |                     |                              |                                      | 20,000                         |                               |
|  | Zoning Reveiw and Update              |                     |                     |                              |                                      |                                |                               |
| 101-701-901.000                                  | PRINTING & PUBLISHING                 | 1,922               | 3,026               | 1,600                        | 1,221                                | 1,600                          |                               |
| 101-701-955.000                                  | MISCELLANEOUS                         | 352                 | 7,769               | 1,000                        | 233                                  | 1,500                          |                               |
| 101-701-960.000                                  | DUES & SUBSCRIPTIONS                  | 430                 | 675                 | 675                          |                                      | 750                            |                               |
| 101-701-961.000                                  | TRAINING & SEMINARS                   | 788                 | 816                 | 2,000                        | 123                                  | 3,000                          |                               |
| Totals for dept 701 - PLANNING & ZONING          |                                       | 57,519              | 56,997              | 127,475                      | 67,829                               | 98,350                         |                               |
| <b>Dept 751 - PARKS</b>                          |                                       |                     |                     |                              |                                      |                                |                               |
| 101-751-701.000                                  | ELECTED OFFICIAL SALARIES             | 2,350               | 1,980               | 4,800                        | 5,825                                |                                |                               |
| 101-751-709.000                                  | SUBCONTRACTED LABOR                   |                     |                     | 7,500                        | 1,000                                |                                |                               |
| 101-751-709.001                                  | SUBCONTRACTED LABOR-RIVER BLUFF       | 2,605               | 3,465               |                              | 2,665                                |                                |                               |
| 101-751-709.002                                  | SUBCONTRACTED LABOR-DOG PARK          | 1,791               | 2,146               |                              | 7,244                                |                                |                               |
| 101-751-709.003                                  | SUBCONTRACTED LABOR-SUNDOWN PARK      | 370                 | 330                 |                              | 880                                  |                                |                               |
| 101-751-709.004                                  | SUBCONTRACTED LABOR-VETERANS PARK     | 370                 | 330                 |                              | 1,055                                |                                |                               |
| 101-751-709.005                                  | SUBCONTRACTED LABOR-BIKE TRAIL        | 2,385               | 2,994               |                              | 3,225                                |                                |                               |
| 101-751-801.000                                  | ENGINEERING                           |                     | 5,176               | 2,500                        | (5,000)                              |                                |                               |
| 101-751-920.000                                  | GAS & ELECTRIC & INTERNET             | 782                 | 950                 | 900                          | 1,173                                |                                |                               |
| 101-751-930.000                                  | REPAIRS & MAINTENANCE                 |                     |                     | 10,500                       |                                      |                                |                               |
| 101-751-930.001                                  | Repairs & Maintenance - River Bluff   | 18                  | 1,266               | 2,100                        | 2,764                                |                                |                               |
| 101-751-930.002                                  | Repairs & Maintenance - Dog Park      | 156                 | 685                 | 3,050                        | 3,055                                |                                |                               |
| 101-751-930.003                                  | Repairs & Maintenance - Sundown Park  | 190                 | 35                  |                              | 334                                  |                                |                               |
| 101-751-930.004                                  | Repairs & Maintenance - Veterans Park |                     |                     |                              | 121                                  |                                |                               |
| 101-751-930.005                                  | Repairs & Maintenance - Bike Trail    | 4,395               | 438                 | 2,000                        | 2,339                                |                                |                               |
| 101-751-955.000                                  | MISCELLANEOUS                         | 80                  | 235                 | 1,500                        | 2,286                                |                                |                               |
| 101-751-971.002                                  | Capital Outlay - Dog Park             |                     | 871                 |                              |                                      |                                |                               |
| Totals for dept 751 - PARKS                      |                                       | 15,492              | 20,901              | 34,850                       | 28,966                               |                                |                               |
| <b>TOTAL APPROPRIATIONS</b>                      |                                       | <b>779,144</b>      | <b>1,123,799</b>    | <b>1,989,336</b>             | <b>851,005</b>                       | <b>1,472,130</b>               |                               |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 101</b> |                                       | <b>72,557</b>       | <b>214,066</b>      | <b>18,596</b>                | <b>509,036</b>                       | <b>52,145</b>                  |                               |
| BEGINNING FUND BALANCE                           |                                       | 878,652             | 951,211             | 1,165,275                    | 1,165,275                            | 1,674,311                      | 1,674,311                     |
| ENDING FUND BALANCE                              |                                       | 951,209             | 1,165,277           | 1,183,871                    | 1,674,311                            | 1,726,456                      | 1,674,311                     |



## Other Funds



Intentionally Left

## Road Fund (204)

### Fund Overview

The Road Fund maintains Saugatuck Township's local roads (as opposed to County Primary Roads). It is supported by two special-voted millages last renewed in November 2021 and November 2022 for five (5) year periods. Accounting for the Headlee rollback, the two road millage rates for FY 2023-2024 are set at 0.9748 and 0.9665, respectively. With the renewal of the second road millage in November 2022, expenditures assignable to this fund expanded to include creation of non-motorized trails, sidewalks, and pedestrian safety improvements. The Township's road projects are planned in conjunction with the Allegan County Road Commission and included in the *Saugatuck Township Road Plan*, which is annually reviewed by the Township Board.

We expect revenue in FY 2023-2024 to be \$879,500; \$850,000 from current road millages and \$29,500 transfer from the Fund Balance. Expenses are expected to be \$879,500. In addition to the work outlined below, the proposed budget requests funding for: (1) bike trail repairs, and (2) improvements to the Blue Star Roundabout, (3) a new multi-year road plan, (4) master planning for shared use pathways, and (5) engineering design for new sections of bike path. The Township will continue work on short- and long-term solutions for Lakeshore Drive.

### **Road Projects 2023-2024**

- Chip and Fog Seal on:
  - 63rd St from 130th/Riverside to M-89/124th- 2.75 miles
  - 65<sup>th</sup> from 130<sup>th</sup> to 128<sup>th</sup>- 1.00 miles
  - 129<sup>th</sup> Ave from 66<sup>th</sup> to Dead End- 0.50 miles
- Crack Seal
  - *North of River (Various)*- 10.00 miles
- Roadside mowing of local & primary road right of way and dust control.

### Budget Summary

- Revenue

|                              |                  |
|------------------------------|------------------|
| <i>Tax Revenue</i>           | \$850,000        |
| <i>Other Revenue Sources</i> | \$ 29,500        |
| <b>Total</b>                 | <b>\$879,500</b> |

- Expenditure

|                    |                  |
|--------------------|------------------|
| Personnel Costs    | \$ 30,000        |
| Operating Costs    | \$ 15,500        |
| Outside Services   | \$236,000        |
| Capital Items      | \$598,000        |
| Other Expenditures | \$ 0             |
| <b>Total</b>       | <b>\$879,250</b> |

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION                | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |                            |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |                            |                     |                     |                              |                                      |                                |                               |
| 204-000-403.000                       | CURRENT PROP TAX           | 653,521             | 670,522             | 730,000                      | 696,029                              | 850,000                        |                               |
| 204-000-665.000                       | INTEREST EARNED            | 709                 | (34,418)            |                              |                                      |                                |                               |
| 204-000-676.000                       | EXPENSE REIMBURSEMENTS     | 1,540               | 3,080               |                              |                                      |                                |                               |
| 204-000-699.100                       | TRANSFER FROM FUND BALANCE |                     |                     | 105,500                      |                                      | 29,500                         |                               |
| Totals for dept 000 - OTHER FUNCTIONS |                            | 655,770             | 639,184             | 835,500                      | 696,029                              | 879,500                        |                               |
| TOTAL ESTIMATED REVENUES              |                            | 655,770             | 639,184             | 835,500                      | 696,029                              | 879,500                        |                               |

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION                                | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|--|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                 |  |                     |                     |                              |                                      |                                |                               |
| <b>Dept 446 - ROAD ACTIVITIES</b>     |  |                     |                     |                              |                                      |                                |                               |
| 204-446-801.000                       | ENGINEERING                                | 17,324              | 3,616               | 20,000                       | 2,838                                | 232,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 15,000                         |                               |
|                                       | Road Plan 2024-2027                        |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 44,000                         |                               |
|                                       | Old Allegan Shared Use Path Design         |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 10,000                         |                               |
|                                       | BST Engineer Design                        |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 10,000                         |                               |
|                                       | Lakeshore Drive Support                    |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 10,000                         |                               |
|                                       | BSH Traffic Study                          |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 50,000                         |                               |
|                                       | BSH Master Plan                            |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 15,000                         |                               |
|                                       | Share Use Pathway and Sidewalk Master Plan |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 20,000                         |                               |
|                                       | General Engineering Support                |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 58,000                         |                               |
|                                       | Wiley Path Design                          |                     |                     |                              |                                      |                                |                               |
|                                       | <b>GL # FOOTNOTE TOTAL:</b>                |                     |                     |                              |                                      | <b>232,000</b>                 |                               |
| 204-446-802.000                       | ATTORNEY FEES                              | 1,462               | 144                 | 4,000                        | 306                                  | 4,000                          |                               |
| 204-446-860.000                       | ROAD IMPROVEMENTS                          | 336,662             | 166,679             | 747,500                      | 61,596                               | 280,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 280,000                        |                               |
|                                       | Chip, Fog and Crack Seal                   |                     |                     |                              |                                      |                                |                               |
| 204-446-865.000                       | DUST CONTROL & MOWING                      | 10,567              | 8,956               | 10,000                       | 5,562                                | 15,000                         |                               |
| 204-446-901.000                       | PRINTING & PUBLISHING                      |                     |                     |                              |                                      | 500                            |                               |
| 204-446-930.005                       | Repairs & Maintenance - Bike Trail         |                     |                     |                              |                                      | 108,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 100,000                        |                               |
|                                       | Bike Trail Repair                          |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 8,000                          |                               |
|                                       | General Maintenance                        |                     |                     |                              |                                      |                                |                               |
|                                       | <b>GL # FOOTNOTE TOTAL:</b>                |                     |                     |                              |                                      | <b>108,000</b>                 |                               |
| 204-446-931.000                       | CONSTRUCTION-BIKE TRAIL                    |                     |                     |                              |                                      | 105,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 105,000                        |                               |
|                                       | Bike Trail/Roundabout                      |                     |                     |                              |                                      |                                |                               |
| 204-446-932.000                       | SIDEWALK REPAIRS                           |                     |                     |                              |                                      | 25,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 25,000                         |                               |
|                                       | Roundabout Sidewalk Improvments            |                     |                     |                              |                                      |                                |                               |
| 204-446-955.000                       | MISCELLANEOUS                              |                     | 1,640               | 44,000                       | 19,002                               |                                |                               |
| 204-446-958.000                       | DRAINS AT LARGE                            |                     |                     |                              |                                      | 60,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 40,000                         |                               |
|                                       | Lakeshore and Gudith Drain Repair          |                     |                     |                              |                                      |                                |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 20,000                         |                               |
|                                       | Drain Assessment                           |                     |                     |                              |                                      |                                |                               |
|                                       | <b>GL # FOOTNOTE TOTAL:</b>                |                     |                     |                              |                                      | <b>60,000</b>                  |                               |
| 204-446-979.000                       | PEDESTRIAN SAFETY IMPROVEMENTS             |                     |                     |                              | 5,728                                | 20,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 20,000                         |                               |
|                                       | Roundabout Pedestrian Improvements         |                     |                     |                              |                                      |                                |                               |
| Totals for dept 446 - ROAD ACTIVITIES |  | 366,015             | 181,035             | 825,500                      | 95,032                               | 849,500                        |                               |
| <b>Dept 966 - ROAD ACTIVITIES</b>     |  |                     |                     |                              |                                      |                                |                               |
| 204-966-995.000                       | APPROPRIATION TRANSFER OUT                 |                     |                     | 10,000                       |                                      | 30,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:                          |                     |                     |                              |                                      | 30,000                         |                               |
|                                       | Road/Shared Use Path Administration        |                     |                     |                              |                                      |                                |                               |

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                            |             |                     |                     |                              |                                      |                                |                               |
| Dept 966 - ROAD ACTIVITIES                |             |                     |                     |                              |                                      |                                |                               |
| Totals for dept 966 - ROAD ACTIVITIES     |             |                     |                     | 10,000                       |                                      | 30,000                         |                               |
| TOTAL APPROPRIATIONS                      |             | 366,015             | 181,035             | 835,500                      | 95,032                               | 879,500                        |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 204 |             | 289,755             | 458,149             |                              | 600,997                              |                                |                               |
| BEGINNING FUND BALANCE                    |             | 1,670,690           | 1,960,446           | 2,418,595                    | 2,418,595                            | 3,019,592                      | 3,019,592                     |
| ENDING FUND BALANCE                       |             | 1,960,445           | 2,418,595           | 2,418,595                    | 3,019,592                            | 3,019,592                      | 3,019,592                     |



**Park & Recreation (Fund 208)**

**Fund Description**

This fund provides for the general operations and maintenance of the Township’s parks and trails system, creation of new parks and trails, and the acquisition, preservation, improvement, and conservation of park property and park property rights and natural areas. This fund is supported by a 10-year millage approved by the voters in November 2022. This year's millage rate for the Parks and Rec fund is .500. Large-scale repairs, infrastructure upgrades, and property acquisition is paid for via special project funds. Additionally, this fund pays for the activities of the elected Township Parks Commission. The Parks Commissioner per diem will be increased to \$150 for commissioners and \$175 for the chair. The increase acknowledges the significant contributions of the Parks Commission to the Township.

**Notable Projects:**

- Master Plan for Township Parks
- Universal Park Sign Design and Installation
- 5-Year Joint Parks and Recreation Plan
- Creation of Land Acquisition and Conservation Program
- River Bluff Park Shoreline Restoration Feasibility Study
- Amelanchier Park Ecological Valuation Study
- Trail development at Tails 'n Trails Park

**Budget Summary**

• Revenue

|                       |           |
|-----------------------|-----------|
| Tax Revenue           | \$218,000 |
| Grants                | \$ 75,500 |
| Appropriations In     | \$ 41,250 |
| Fund Balance Transfer | \$ 0      |
| Other                 | \$ 0      |

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**Total** **\$329,750**

• Expenditure

|                 |           |
|-----------------|-----------|
| Personnel Costs | \$ 15,850 |
| Operating Costs | \$ 35,700 |
| Outside Costs   | \$169,250 |
| Capital Items   | \$ 25,000 |
| Other           | \$ 83,000 |

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**Total** **\$328,800**

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION                     | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|---------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |                                 |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |                                 |                     |                     |                              |                                      |                                |                               |
| 208-000-403.000                       | CURRENT PROP TAX                |                     |                     |                              |                                      | 218,000                        |                               |
| 208-000-523.000                       | STATE GRANT                     |                     |                     |                              |                                      | 15,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:               |                     |                     |                              |                                      | 15,000                         |                               |
|                                       | Coastal Management Grant        |                     |                     |                              |                                      |                                |                               |
| 208-000-524.000                       | FEDERAL GRANT                   |                     |                     |                              |                                      | 55,500                         |                               |
| 208-000-699.000                       | APPROPRIATION TRANSFERS IN      |                     |                     |                              |                                      | 41,250                         |                               |
|                                       | FOOTNOTE AMOUNTS:               |                     |                     |                              |                                      | 41,250                         |                               |
|                                       | Appropriation from General Fund |                     |                     |                              |                                      |                                |                               |
| Totals for dept 000 - OTHER FUNCTIONS |                                 |                     |                     |                              |                                      | 329,750                        |                               |
| TOTAL ESTIMATED REVENUES              |                                 |                     |                     |                              |                                      | 329,750                        |                               |

| GL NUMBER                   | DESCRIPTION   | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|-----------------------------|---|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>       |   |                     |                     |                              |                                      |                                |                               |
| Dept 751 - PARKS            |   |                     |                     |                              |                                      |                                |                               |
| 208-751-701.000             | ELECTED OFFICIAL SALARIES                                 |                     |                     |                              |                                      | 10,850                         |                               |
| 208-751-709.000             | SUBCONTRACTED LABOR                                       |                     |                     |                              |                                      | 8,250                          |                               |
| 208-751-801.000             | ENGINEERING   |                     |                     |                              |                                      | 3,000                          |                               |
| 208-751-802.000             | ATTORNEY FEES   |                     |                     |                              |                                      | 3,000                          |                               |
| 208-751-807.000             | CONSULTING SERVICES                                       |                     |                     |                              |                                      | 155,000                        |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 25,000                         |                               |
|                             | Master Plan for Parks                                     |                     |                     |                              |                                      | 25,000                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 8,000                          |                               |
|                             | Park Sign Design  |                     |                     |                              |                                      | 8,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 30,000                         |                               |
|                             | Joint Park Plan   |                     |                     |                              |                                      | 30,000                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 4,000                          |                               |
|                             | Conservation Land Study                                   |                     |                     |                              |                                      | 4,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 4,000                          |                               |
|                             | Invasive Species Management Plan                          |                     |                     |                              |                                      | 4,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 3,500                          |                               |
|                             | Strategic Planning Session                                |                     |                     |                              |                                      | 3,500                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 55,500                         |                               |
|                             | Amelanchier Park Ecological Valuation                     |                     |                     |                              |                                      | 55,500                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      |                                |                               |
|                             | River Bluff Shoreline Feasibility Study                   |                     |                     |                              |                                      |                                |                               |
|                             | <b>GL # FOOTNOTE TOTAL:</b>                               |                     |                     |                              |                                      | <b>155,000</b>                 |                               |
| 208-751-920.000             | GAS & ELECTRIC & INTERNET                                 |                     |                     |                              |                                      | 1,200                          |                               |
| 208-751-930.000             | REPAIRS & MAINTENANCE                                     |                     |                     |                              |                                      | 32,500                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 12,000                         |                               |
|                             | General Repairs and Maintenance                           |                     |                     |                              |                                      | 3,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 2,000                          |                               |
|                             | Picnic Bench Rive Bluff                                   |                     |                     |                              |                                      | 2,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 3,000                          |                               |
|                             | Clearing of Ash Trees River Bluff                         |                     |                     |                              |                                      | 3,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 5,000                          |                               |
|                             | Fence Removal River Bluff                                 |                     |                     |                              |                                      | 5,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 4,500                          |                               |
|                             | Landscaping Sundown Park                                  |                     |                     |                              |                                      | 4,500                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 3,000                          |                               |
|                             | Invasive Species Removal                                  |                     |                     |                              |                                      | 3,000                          |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      |                                |                               |
|                             | Portable Restrooms  |                     |                     |                              |                                      |                                |                               |
|                             | <b>GL # FOOTNOTE TOTAL:</b>                               |                     |                     |                              |                                      | <b>32,500</b>                  |                               |
| 208-751-955.000             | MISCELLANEOUS   |                     |                     |                              |                                      | 3,000                          |                               |
| 208-751-961.000             | TRAINING & SEMINARS                                       |                     |                     |                              |                                      | 2,000                          |                               |
| 208-751-971.000             | CAPITAL OUTLAY  |                     |                     |                              |                                      | 25,000                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 25,000                         |                               |
|                             | Dog Park Master Plan Phase 1                              |                     |                     |                              |                                      |                                |                               |
| 208-751-995.000             | APPROPRIATION TRANSFER OUT                                |                     |                     |                              |                                      | 85,000                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      | 5,000                          |                               |
|                             | Appropriation to General Fund for Adminitstrative Support |                     |                     |                              |                                      | 80,000                         |                               |
|                             | FOOTNOTE AMOUNTS:   |                     |                     |                              |                                      |                                |                               |
|                             | Appropriation to Park Project Fund                        |                     |                     |                              |                                      |                                |                               |
|                             | <b>GL # FOOTNOTE TOTAL:</b>                               |                     |                     |                              |                                      | <b>85,000</b>                  |                               |
| Totals for dept 751 - PARKS |   |                     |                     |                              |                                      | 328,800                        |                               |
| <b>TOTAL APPROPRIATIONS</b> |   |                     |                     |                              |                                      | <b>328,800</b>                 |                               |

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
Fund: 208 PARK/RECREATION FUND  
Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| NET OF REVENUES/APPROPRIATIONS - FUND 208 |             |                     |                     |                              |                                      | 950                            |                               |
| BEGINNING FUND BALANCE                    |             |                     |                     |                              |                                      |                                |                               |
| ENDING FUND BALANCE                       |             |                     |                     |                              |                                      | 950                            |                               |

## Cemetery Fund (209)

### Fund Overview

The Cemetery Fund manages the operations and maintenance of Saugatuck Township's Riverside Cemetery and Douglas Cemetery. It is supported by a special-voted millage, which was renewed in August 2021 and expires December 2025. Accounting for the Headlee rollback, the Cemetery Millage rate for FY 2023-2024 is set at 0.2190. Expected revenue in FY 2023-2024 is \$118,600, utilizing \$0 from the fund balance, and expenses to be \$118,100.

Major projects proposed for FY 2023-2024 include: master planning for Riverside and Douglas, prairie restoration project at Douglas, tree trimming, landscaping added to historic out-building in Riverside.

### Fee Schedule

#### Standard Burial Spaces

- In-District
  - 1-2 spaces: \$120/space
  - 3-6 spaces: \$480/space
  - 6+ spaces:  
\$1,500/space
- Out-of-District
  - \$2,000/space

#### Cremation Burial Spaces

- In-District
  - 1-2 spaces: \$80/space
  - 3-6 spaces: \$240/space
  - 6+ spaces: \$1,000/space
- Out-of-District
  - \$1,500/space

### Budget Summary

|  |                  |
|--|------------------|
| • Revenue                                  |                  |
| <i>Tax Revenue</i>                         | \$ 95,000        |
| <i>Contribution from Other Local Units</i> | \$ 13,600        |
| <i>Burial Space Sales</i>                  | \$ 10,000        |
| <i>Other Revenue Sources</i>               | \$0              |
| <b>Total</b>                               | <b>\$118,600</b> |
| • Expenditures                             |                  |
| <i>Personnel Costs</i>                     | \$ 7,000         |
| <i>Operating Costs</i>                     | \$ 15,900        |
| <i>Outside Services</i>                    | \$ 45,000        |
| <i>Capital Items</i>                       | \$ 47,800        |
| <i>Other Expenditures</i>                  | \$ 1,500         |
| <b>Total</b>                               | <b>\$118,100</b> |

Calculations as of 06/30/2023

| GL NUMBER                  | DESCRIPTION                           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|----------------------------|---------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES         |                                       |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS |                                       |                     |                     |                              |                                      |                                |                               |
| 209-000-403.000            | CURRENT PROP TAX                      | 73,928              | 81,004              | 85,000                       | 81,301                               | 95,000                         |                               |
| 209-000-581.000            | CNTRBTN FROM OTHER LOCAL UNIT         | 13,639              | 14,017              | 13,600                       | 6,431                                | 13,600                         |                               |
| 209-000-643.000            | IN-DISTRICT SPACE LOT SALES           | 5,600               | 4,640               | 2,800                        | 2,760                                | 3,000                          |                               |
| 209-000-644.000            | OUT-OF-DISTRICT BURIAL SPACE SALE     | 10,000              | 7,000               | 7,000                        | 6,000                                | 7,000                          |                               |
| 209-000-665.000            | INTEREST EARNED                       | 388                 | (5,736)             |                              |                                      |                                |                               |
|                            | Totals for dept 000 - OTHER FUNCTIONS | <u>103,555</u>      | <u>100,925</u>      | <u>108,400</u>               | <u>96,492</u>                        | <u>118,600</u>                 |                               |
| TOTAL ESTIMATED REVENUES   |                                       | 103,555             | 100,925             | 108,400                      | 96,492                               | 118,600                        |                               |

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION                             | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|---|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                     |   |                     |                     |                              |                                      |                                |                               |
| Dept 567 - BUILDING & GROUNDS             |   |                     |                     |                              |                                      |                                |                               |
| 209-567-709.000                           | SUBCONTRACTED LABOR                     | 40,064              | 39,849              | 40,000                       | 30,202                               | 45,000                         |                               |
| 209-567-727.000                           | SUPPLIES                                | 2,514               | 1,639               | 2,000                        | 1,446                                | 2,000                          |                               |
| 209-567-740.000                           | SOIL & FLOWERS                          | 286                 | 434                 | 5,000                        | 200                                  | 500                            |                               |
| 209-567-802.000                           | ATTORNEY FEES                           | 1,665               | 116                 |                              |                                      |                                |                               |
| 209-567-920.000                           | GAS & ELECTRIC & INTERNET               | 2,741               | 2,916               | 3,000                        | 1,848                                | 3,000                          |                               |
| 209-567-930.000                           | REPAIRS & MAINTENANCE                   | 503                 | 1,093               | 1,000                        | 1,889                                | 8,000                          |                               |
|   | FOOTNOTE AMOUNTS:                       |                     |                     |                              |                                      | 5,000                          |                               |
|   | Sign Repair and Painting                |                     |                     |                              |                                      |                                |                               |
|   | FOOTNOTE AMOUNTS:                       |                     |                     |                              |                                      | 3,000                          |                               |
|   | General Repair and Maintenance          |                     |                     |                              |                                      |                                |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>             |                     |                     |                              |                                      | <b>8,000</b>                   |                               |
| 209-567-938.000                           | TREE REMOVAL                            | 15,669              | 1,650               | 2,400                        | 325                                  | 2,400                          |                               |
| 209-567-955.000                           | MISCELLANEOUS                           | 1,303               | 1,272               | 1,000                        | 84                                   | 1,500                          |                               |
| 209-567-971.000                           | CAPITAL OUTLAY                          | 448                 |                     | 20,000                       | 196                                  | 48,700                         |                               |
|   | FOOTNOTE AMOUNTS:                       |                     |                     |                              |                                      | 15,000                         |                               |
|   | Cemetery Master Plan                    |                     |                     |                              |                                      |                                |                               |
|   | FOOTNOTE AMOUNTS:                       |                     |                     |                              |                                      | 30,000                         |                               |
|   | Prairie Restoration/Master Plan Project |                     |                     |                              |                                      |                                |                               |
|   | FOOTNOTE AMOUNTS:                       |                     |                     |                              |                                      | 3,700                          |                               |
|   | Riverside Outbuilding/Sign Landscape    |                     |                     |                              |                                      |                                |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>             |                     |                     |                              |                                      | <b>48,700</b>                  |                               |
| Totals for dept 567 - BUILDING & GROUNDS  |   | 65,193              | 48,969              | 74,400                       | 36,190                               | 111,100                        |                               |
| Dept 966 - ROAD ACTIVITIES                |   |                     |                     |                              |                                      |                                |                               |
| 209-966-995.000                           | APPROPRIATION TRANSFER OUT              | 12,000              | 21,800              | 22,500                       |                                      | 7,000                          |                               |
| Totals for dept 966 - ROAD ACTIVITIES     |   | 12,000              | 21,800              | 22,500                       |                                      | 7,000                          |                               |
| <b>TOTAL APPROPRIATIONS</b>               |   | <b>77,193</b>       | <b>70,769</b>       | <b>96,900</b>                | <b>36,190</b>                        | <b>118,100</b>                 |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 209 |   | 26,362              | 30,156              | 11,500                       | 60,302                               | 500                            |                               |
| BEGINNING FUND BALANCE                    |   | 212,441             | 238,803             | 268,960                      | 268,960                              | 329,262                        | 329,262                       |
| ENDING FUND BALANCE                       |   | 238,803             | 268,959             | 280,460                      | 329,262                              | 329,762                        | 329,262                       |

## Ambulance Fund (210)

### Fund Overview

This fund accounts for the special assessment revenue collected to provide ambulance service to a special assessment district established by a special election on July 7, 1980. The Township has an ambulance service agreement with LIFE EMS through July 31, 2023. The Township is awaiting an updated contract.

We expect revenues in FY 2023-2024 to be \$23,300 and expenses to be \$23,300.

### Budget Summary

|                |                                   |                 |
|----------------|-----------------------------------|-----------------|
| • Revenue      |                                   |                 |
|                | <i>Special Assessment Revenue</i> | \$23,300        |
|                | <i>Other Revenue Sources</i>      | <u>\$0</u>      |
|                | <b>Total</b>                      | <b>\$23,300</b> |
| • Expenditures |                                   |                 |
|                | <i>Personnel Costs</i>            | \$150           |
|                | <i>Operating Costs</i>            | \$0             |
|                | <i>Outside Services</i>           | \$23,150        |
|                | <i>Capital Items</i>              | \$0             |
|                | <i>Other Expenditures</i>         | <u>\$0</u>      |
|                | <b>Total</b>                      | <b>\$23,300</b> |



Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION                 | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|-----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |                             |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |                             |                     |                     |                              |                                      |                                |                               |
| 210-000-403.000                       | CURRENT PROP TAX            | 18,890              |                     |                              |                                      |                                |                               |
| 210-000-451.000                       | SPECIAL ASSESSMENTS REVENUE |                     | 21,186              | 22,000                       | 21,321                               | 23,300                         |                               |
| Totals for dept 000 - OTHER FUNCTIONS |                             | 18,890              | 21,186              | 22,000                       | 21,321                               | 23,300                         |                               |
| TOTAL ESTIMATED REVENUES              |                             | 18,890              | 21,186              | 22,000                       | 21,321                               | 23,300                         |                               |

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION                 | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                            |                             |                     |                     |                              |                                      |                                |                               |
| Dept 261 - OTHER FUNCTIONS                |                             |                     |                     |                              |                                      |                                |                               |
| 210-261-723.000                           | EMPLOYEE BENEFITS, FICA     |                     |                     |                              | 4                                    |                                |                               |
| Totals for dept 261 - OTHER FUNCTIONS     |                             |                     |                     |                              | 4                                    |                                |                               |
| Dept 651 - OTHER FUNCTIONS                |                             |                     |                     |                              |                                      |                                |                               |
| 210-651-702.000                           | APPOINTED OFFICIAL SALARIES |                     | 50                  | 200                          | 50                                   | 150                            |                               |
| 210-651-709.000                           | SUBCONTRACTED LABOR         | 18,495              | 21,092              | 21,800                       | 18,079                               | 23,150                         |                               |
| Totals for dept 651 - OTHER FUNCTIONS     |                             | 18,495              | 21,142              | 22,000                       | 18,129                               | 23,300                         |                               |
| TOTAL APPROPRIATIONS                      |                             | 18,495              | 21,142              | 22,000                       | 18,133                               | 23,300                         |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 210 |                             | 395                 | 44                  |                              | 3,188                                |                                |                               |
| BEGINNING FUND BALANCE                    |                             | 153                 | 547                 | 591                          | 591                                  | 3,779                          | 3,779                         |
| ENDING FUND BALANCE                       |                             | 548                 | 591                 | 591                          | 3,779                                | 3,779                          | 3,779                         |

## ARPA Fund (285)

### Fund Overview

This Fund accounts for revenue received through the American Rescue Plan Act of 2021 (ARPA). ARPA provides \$350 billion in additional funding for state and local governments. The Township received \$350,000 in ARPA funding, of which \$175,000 was received in FY 2021-2022 and \$175,000 received in FY 2022-2023. The Township is required to use these funds by end of calendar year 2026. If the funds are not expensed by that time, the fund balance must be forfeited to the federal government. The Township used \$60,000 of ARPA to fund the Comprehensive Zoning Ordinance Update and the remainder was appropriated to the Capital Project Fund to support the Township Hall Renovation.

### Budget Summary

|                |                              |            |
|----------------|------------------------------|------------|
| • Revenue      |                              |            |
|                | <i>Federal Grant</i>         | \$0        |
|                | <i>Interest</i>              | \$0        |
|                | <i>Other Revenue Sources</i> | \$0        |
|                | <b>Total</b>                 | <b>\$0</b> |
| • Expenditures |                              |            |
|                | <i>Personnel Costs</i>       | \$0        |
|                | <i>Other Expenditures</i>    | \$0        |
|                | <b>Total</b>                 | <b>\$0</b> |

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
 Fund: 285 ARPA Federal Funds

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION          | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|----------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |                      |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |                      |                     |                     |                              |                                      |                                |                               |
| 285-000-528.000                       | Federal Grant (ARPA) |                     |                     | 352,390                      | 361,978                              |                                |                               |
| 285-000-665.000                       | INTEREST EARNED      |                     |                     | 9,588                        |                                      |                                |                               |
| Totals for dept 000 - OTHER FUNCTIONS |                      |                     |                     | 361,978                      | 361,978                              |                                |                               |
| TOTAL ESTIMATED REVENUES              |                      |                     |                     | 361,978                      | 361,978                              |                                |                               |

BUDGET REPORT FOR SAUGATUCK TOWNSHIP  
 Fund: 285 ARPA Federal Funds

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION                | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                            |                            |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS                |                            |                     |                     |                              |                                      |                                |                               |
| 285-000-995.000                           | APPROPRIATION TRANSFER OUT |                     |                     | 361,978                      |                                      |                                |                               |
| Totals for dept 000 - OTHER FUNCTIONS     |                            |                     |                     | 361,978                      |                                      |                                |                               |
| TOTAL APPROPRIATIONS                      |                            |                     |                     | 361,978                      |                                      |                                |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 285 |                            |                     |                     |                              | 361,978                              |                                |                               |
| BEGINNING FUND BALANCE                    |                            |                     |                     |                              |                                      | 361,978                        | 361,978                       |
| ENDING FUND BALANCE                       |                            |                     |                     |                              | 361,978                              | 361,978                        | 361,978                       |

**Construction-66<sup>th</sup> Street SAD**

**Fund Overview**

This fund serves to fund the construction of a water-main extension on 66th St in the Township, with revenues generated from a \$478,000 bond. This fund also collects special assessments and connection fees, that are used to make debt service payments on a bond that will finance the construction of the water system on 66th Street. Construction of the new water main was completed in Spring 2023. The debt schedule for this bond is 10 years. In FY 2023-2024 we expect revenues to be \$64,525 in special assessment revenue. In FY 2022-2024 we expect expenditures to be \$64,525; \$51,000 in principal payments and \$13,525 in interest for debt payment of the bond. It is anticipated that the current debt service payments will conclude in 2032.

**Budget Summary**

|                |                                   |                 |
|----------------|-----------------------------------|-----------------|
| • Revenue      |                                   |                 |
|                | <i>Special Assessment Revenue</i> | \$64,525        |
|                | <i>Charges for Service</i>        | \$ 0            |
|                | <i>Other Revenue Sources</i>      | \$ 0            |
|                | <b>Total</b>                      | <b>\$64,525</b> |
| • Expenditures |                                   |                 |
|                | <i>Personnel Costs</i>            | \$ 0            |
|                | <i>Operating Costs</i>            | \$ 0            |
|                | <i>Outside Services</i>           | \$ 0            |
|                | <i>Capital Items</i>              | \$ 0            |
|                | <i>Other Expenditures</i>         | \$64,525        |
|                | <b>Total</b>                      | <b>\$64,525</b> |

Calculations as of 06/30/2023

| GL NUMBER                  | DESCRIPTION                           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|----------------------------|---------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES         |                                       |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS |                                       |                     |                     |                              |                                      |                                |                               |
| 303-000-451.000            | SPECIAL ASSESSMENTS REVENUE           |                     |                     | 25,695                       | 55,163                               | 64,525                         |                               |
| 303-000-698.000            | BOND OR INSURANCE RECOVERIES          |                     | 478,000             | 431,375                      |                                      |                                |                               |
|                            | Totals for dept 000 - OTHER FUNCTIONS |                     | 478,000             | 457,070                      | 55,163                               | 64,525                         |                               |
| TOTAL ESTIMATED REVENUES   |                                       |                     | 478,000             | 457,070                      | 55,163                               | 64,525                         |                               |

Calculations as of 06/30/2023

| GL NUMBER                                   | DESCRIPTION        | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|--------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                              |                    |                     |                     |                              |                                      |                                |                               |
| Dept 266 - PROFESSIONAL SERVICES            |                    |                     |                     |                              |                                      |                                |                               |
| 303-266-802.000                             | ATTORNEY FEES      |                     | 22,705              |                              |                                      |                                |                               |
| Totals for dept 266 - PROFESSIONAL SERVICES |                    |                     | 22,705              |                              |                                      |                                |                               |
| Dept 441 - PUBLIC WORKS                     |                    |                     |                     |                              |                                      |                                |                               |
| 303-441-801.000                             | ENGINEERING        |                     | 27,740              | 431,375                      | 313,557                              |                                |                               |
| Totals for dept 441 - PUBLIC WORKS          |                    |                     | 27,740              | 431,375                      | 313,557                              |                                |                               |
| Dept 906 - DEBT SERVICE                     |                    |                     |                     |                              |                                      |                                |                               |
| 303-906-991.000                             | PRINCIPAL PAYMENTS |                     |                     | 25,695                       | 25,000                               | 51,000                         |                               |
| 303-906-994.000                             | INTEREST PAYMENTS  |                     |                     |                              | 13,064                               | 13,525                         |                               |
| Totals for dept 906 - DEBT SERVICE          |                    |                     |                     | 25,695                       | 38,064                               | 64,525                         |                               |
| TOTAL APPROPRIATIONS                        |                    |                     | 50,445              | 457,070                      | 351,621                              | 64,525                         |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 303   |                    |                     | 427,555             |                              | (296,458)                            |                                |                               |
| BEGINNING FUND BALANCE                      |                    |                     |                     | 427,555                      | 427,555                              | 131,097                        | 131,097                       |
| ENDING FUND BALANCE                         |                    |                     | 427,555             | 427,555                      | 131,097                              | 131,097                        | 131,097                       |



## Capital Project Fund (403)

### Fund Overview

This fund is used to record receipts and expenditures related to major capital improvement projects and asset replacements of critical infrastructure, construction, and the acquisition of major equipment. It is funded via appropriations from the General Fund (101).

We expect revenues in FY 2023-2024 to be \$650,000; \$200,000 from an Appropriations-In from the General Fund (101) and a \$450,000 Fund Balance Transfer (403). Expenses are expected to be \$650,000, which will cover the remaining cost of the Township Hall Renovation and the design, engineering, and construction costs related to Township Hall Exterior update.

### Budget Summary

|                |                                     |                  |
|----------------|-------------------------------------|------------------|
| • Revenue      |                                     |                  |
|                | Appropriation-In from GF (101)      | \$200,000        |
|                | Transfer-In from General Fund (403) | \$450,000        |
|                | <u>Other Revenue Sources</u>        | <u>\$ 0</u>      |
|                | <b>Total</b>                        | <b>\$650,000</b> |
| • Expenditures |                                     |                  |
|                | Personnel Costs                     | \$0              |
|                | Operating Costs                     | \$0              |
|                | Outside Services                    | \$0              |
|                | Capital Items                       | \$650,000        |
|                | <u>Other Expenditures</u>           | <u>\$0</u>       |
|                | <b>Total</b>                        | <b>\$650,000</b> |

Calculations as of 06/30/2023

| GL NUMBER                  | DESCRIPTION                           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|----------------------------|---------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES         |                                       |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS |                                       |                     |                     |                              |                                      |                                |                               |
| 403-000-699.000            | APPROP. TRANSFERS IN FROM GEN FD      |                     | 240,000             | 813,478                      |                                      | 200,000                        |                               |
| 403-000-699.100            | TRANSFER FROM FUND BALANCE            |                     |                     | 279,185                      |                                      | 450,000                        |                               |
|                            | Totals for dept 000 - OTHER FUNCTIONS |                     | 240,000             | 1,092,663                    |                                      | 650,000                        |                               |
| TOTAL ESTIMATED REVENUES   |                                       |                     | 240,000             | 1,092,663                    |                                      | 650,000                        |                               |

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION                 | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-----------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                            |                             |                     |                     |                              |                                      |                                |                               |
| Dept 901 - CAPITAL OUTLAY                 |                             |                     |                     |                              |                                      |                                |                               |
| 403-901-709.000                           | SUBCONTRACTED LABOR         |                     | 9,907               |                              |                                      |                                |                               |
| 403-901-971.000                           | CAPITAL OUTLAY              |                     |                     | 1,092,663                    | 285,087                              | 650,000                        |                               |
|   | FOOTNOTE AMOUNTS:           |                     |                     |                              |                                      | 200,000                        |                               |
|   | Hall Exterior Upgrade       |                     |                     |                              |                                      |                                |                               |
|   | FOOTNOTE AMOUNTS:           |                     |                     |                              |                                      | 450,000                        |                               |
|   | Hall Renovation             |                     |                     |                              |                                      |                                |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b> |                     |                     |                              |                                      | <b>650,000</b>                 |                               |
| Totals for dept 901 - CAPITAL OUTLAY      |                             |                     | 9,907               | 1,092,663                    | 285,087                              | 650,000                        |                               |
| TOTAL APPROPRIATIONS                      |                             |                     | 9,907               | 1,092,663                    | 285,087                              | 650,000                        |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 403 |                             |                     | 230,093             |                              | (285,087)                            |                                |                               |
|   | BEGINNING FUND BALANCE      | 49,093              | 49,093              | 279,185                      | 279,185                              | (5,902)                        | (5,902)                       |
|   | ENDING FUND BALANCE         | 49,093              | 279,186             | 279,185                      | (5,902)                              | (5,902)                        | (5,902)                       |

## Park Project Fund (408)

### Fund Overview

This fund operates as a capital improvement fund for the Parks and Recreation and is used to record revenues and expenditures related to major development projects, improvements, construction, and/or the acquisition of property related to the Township's Park system. It is funded via appropriations from the General Fund (101) and or the Park and Recreation Fund (208). Donations of the Township's Parks Program are also tracked in this fund.

We expect revenues in FY 2023-2024 to be \$83,000; \$80,000 appropriation from Park and Recreation (208) and \$3,000 in donations. Expenses will be \$0 as no major capital improvement projects are planned for this fiscal year.

### Budget Summary

- Revenue

|                                       |                 |
|---------------------------------------|-----------------|
| Appropriation-In from Park Fund (208) | \$80,000        |
| Federal & State Grants                | \$ 0            |
| Donations                             | \$ 3,000        |
| Other Revenue Sources                 | \$ 0            |
| <b>Total</b>                          | <b>\$83,000</b> |

- Expenditures

|                    |            |
|--------------------|------------|
| Personnel Costs    | \$0        |
| Operating Costs    | \$0        |
| Outside Services   | \$0        |
| Capital Items      | \$0        |
| Other Expenditures | \$0        |
| <b>Total</b>       | <b>\$0</b> |

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION                      | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|----------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |                                  |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |                                  |                     |                     |                              |                                      |                                |                               |
| 408-000-674.000                       | DONATIONS                        |                     | 1,658               |                              | 3,384                                | 3,000                          |                               |
| 408-000-675.000                       | MISCELLANEOUS                    | 27,750              |                     |                              |                                      |                                |                               |
| 408-000-699.000                       | APPROP. TRANSFERS IN FROM GEN FD |                     |                     | 50,000                       |                                      | 80,000                         |                               |
|                                       | FOOTNOTE AMOUNTS:                |                     |                     |                              |                                      | 80,000                         |                               |
|                                       | Appropriation from Park Fund     |                     |                     |                              |                                      |                                |                               |
| Totals for dept 000 - OTHER FUNCTIONS |                                  | 27,750              | 1,658               | 50,000                       | 3,384                                | 83,000                         |                               |
| TOTAL ESTIMATED REVENUES              |                                  | 27,750              | 1,658               | 50,000                       | 3,384                                | 83,000                         |                               |

Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|-----------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| APPROPRIATIONS                            |                       |                     |                     |                              |                                      |                                |                               |
| Dept 751 - PARKS                          |                       |                     |                     |                              |                                      |                                |                               |
| 408-751-709.000                           | SUBCONTRACTED LABOR   |                     |                     |                              | 5,899                                |                                |                               |
| 408-751-801.000                           | ENGINEERING           |                     | 5,209               |                              |                                      |                                |                               |
| 408-751-930.000                           | REPAIRS & MAINTENANCE | 36,355              | 29,049              |                              |                                      |                                |                               |
| 408-751-955.000                           | MISCELLANEOUS         |                     |                     |                              | 3,018                                |                                |                               |
| 408-751-971.000                           | CAPITAL OUTLAY        | 28                  | 27                  | 50,000                       | 26                                   |                                |                               |
| Totals for dept 751 - PARKS               |                       | 36,383              | 34,285              | 50,000                       | 8,943                                |                                |                               |
| TOTAL APPROPRIATIONS                      |                       |                     |                     |                              |                                      |                                |                               |
|   |                       | 36,383              | 34,285              | 50,000                       | 8,943                                |                                |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 408 |                       |                     |                     |                              |                                      |                                |                               |
|   |                       | (8,633)             | (32,627)            |                              | (5,559)                              | 83,000                         |                               |
| BEGINNING FUND BALANCE                    |                       | 56,418              | 47,785              | 15,159                       | 15,159                               | 9,600                          | 9,600                         |
| ENDING FUND BALANCE                       |                       | 47,785              | 15,158              | 15,159                       | 9,600                                | 92,600                         | 9,600                         |

## Water Project Fund (465)

### Fund Overview

This fund is used to record the receipt of connection fees and expenditures related to major capital improvement projects and asset replacements of critical infrastructure as related to the Township's water system. As a reminder, these fees are not established based on actual or expected water use. Rather, they are part of the overall funding structure for the public water system. As the Township's ordinance states, "Connection fees ... are established to impose on users the proportionate share of system costs, including capacity costs." Saugatuck Township has an REU schedule for connection fees per ordinance.

FY 2023-2024 revenues are expected to be \$1,168,000 and expenses to be \$1,168,000, with the need to utilize \$90,768 from the fund balance. Notable budgeted expenses in FY 2023-2024 include next steps in regard to the water service line inventory and material verification, legal work related to the water agreements, funding for a rate study and capital asset management plan, replacement of water main at Blue Star and Old Allegan, Wiley Rd water main extension, and Riverside Drive water main replacement.

### Budget Summary

- Revenue

|                                      |                    |
|--------------------------------------|--------------------|
| Contributions from Other Local Units | \$ 350,000         |
| Charges for Service                  | \$ 100,000         |
| Connection Fees                      | \$ 300,000         |
| Other Revenue Sources                | \$ 418,000         |
| <b>Total</b>                         | <b>\$1,168,000</b> |

- Expenditures

|                    |                    |
|--------------------|--------------------|
| Personnel Costs    | \$ 0               |
| Operating Costs    | \$ 110,000         |
| Outside Services   | \$ 217,000         |
| Capital Items      | \$ 841,000         |
| Other Expenditures | \$ 0               |
| <b>Total</b>       | <b>\$1,168,000</b> |

Calculations as of 06/30/2023

| GL NUMBER                             | DESCRIPTION  | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---------------------------------------|--|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES                    |  |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS            |  |                     |                     |                              |                                      |                                |                               |
| 465-000-451.000                       | SPECIAL ASSESSMENTS REVENUE                                |                     |                     |                              |                                      | 120,275                        |                               |
| 465-000-452.000                       | SPECIAL ASSMNT INTEREST                                    |                     |                     |                              |                                      | 1,957                          |                               |
| 465-000-581.000                       | CNTRBTN FROM OTHER LOCAL UNIT                              | 83,909              | 90,706              |                              |                                      | 350,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:  |                     |                     |                              |                                      | 350,000                        |                               |
|                                       | Allegan County ARPA Contribution                           |                     |                     |                              |                                      |                                |                               |
| 465-000-602.000                       | CHARGES FOR SERVICE  | 51,980              | 1,906               | 102,000                      | 82,746                               | 100,000                        |                               |
| 465-000-602.100                       | CONNECTION CHARGES   | 80,684              | 63,160              | 60,000                       | 66,002                               | 300,000                        |                               |
| 465-000-665.000                       | INTEREST EARNED  | 6,624               |                     | 4,600                        | 3,064                                | 5,000                          |                               |
| 465-000-698.000                       | BONDS AND INSURANCE  |                     |                     |                              |                                      | 200,000                        |                               |
|                                       | FOOTNOTE AMOUNTS:  |                     |                     |                              |                                      | 200,000                        |                               |
|                                       | Installment Purchase Agreement for Riverside Dr Water Main |                     |                     |                              |                                      |                                |                               |
| 465-000-699.100                       | TRANSFER FROM FUND BALANCE                                 |                     |                     |                              |                                      | 90,768                         |                               |
| Totals for dept 000 - OTHER FUNCTIONS |  | 223,197             | 155,772             | 166,600                      | 151,812                              | 1,168,000                      |                               |
| TOTAL ESTIMATED REVENUES              |  | 223,197             | 155,772             | 166,600                      | 151,812                              | 1,168,000                      |                               |



Calculations as of 06/30/2023

| GL NUMBER                                 | DESCRIPTION                                  | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|---|--|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                     |  |                     |                     |                              |                                      |                                |                               |
| Dept 441 - PUBLIC WORKS                   |  |                     |                     |                              |                                      |                                |                               |
| 465-441-801.000                           | ENGINEERING                                  | 15,817              | 27,051              | 94,000                       | 82,252                               | 157,000                        |                               |
|   | General Engineer Support                     |                     |                     |                              |                                      | 14,000                         |                               |
|   | Rate Study/AMP                               |                     |                     |                              |                                      | 15,000                         |                               |
|   | Proposal for Water Service Line Inventory    |                     |                     |                              |                                      | 26,000                         |                               |
|   | Water Service Line Verification Construction |                     |                     |                              |                                      | 100,000                        |                               |
|   | Well Site Acquisition                        |                     |                     |                              |                                      | 2,000                          |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                  |                     |                     |                              |                                      | <b>157,000</b>                 |                               |
| 465-441-802.000                           | ATTORNEY FEES                                | 810                 | 37                  | 10,000                       | 5,348                                | 25,000                         |                               |
|   | Rate Study/AMP                               |                     |                     |                              |                                      | 15,000                         |                               |
|   | General                                      |                     |                     |                              |                                      | 10,000                         |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                  |                     |                     |                              |                                      | <b>25,000</b>                  |                               |
| 465-441-809.000                           | PROFESSIONAL SERVICES                        |                     |                     | 10,000                       | 2,934                                | 35,000                         |                               |
|   | Rate Study/AMP                               |                     |                     |                              |                                      | 15,000                         |                               |
|   | KLSWA Water Agreement                        |                     |                     |                              |                                      | 10,000                         |                               |
|   | General                                      |                     |                     |                              |                                      | 10,000                         |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                  |                     |                     |                              |                                      | <b>35,000</b>                  |                               |
| 465-441-930.000                           | REPAIRS & MAINTENANCE                        |                     | 990                 | 5,000                        |                                      | 110,000                        |                               |
|   | Blue Star/Old Allegan Main Replacement       |                     |                     |                              |                                      | 100,000                        |                               |
|   | General                                      |                     |                     |                              |                                      | 10,000                         |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                  |                     |                     |                              |                                      | <b>110,000</b>                 |                               |
| 465-441-972.000                           | WATER SYSTEM                                 |                     |                     |                              |                                      | 841,000                        |                               |
|   | Wiley Rd Water Main Extension                |                     |                     |                              |                                      | 141,000                        |                               |
|   | Riverside Dugout Water Main Replacement      |                     |                     |                              |                                      | 700,000                        |                               |
|   | <b>GL # FOOTNOTE TOTAL:</b>                  |                     |                     |                              |                                      | <b>841,000</b>                 |                               |
| Totals for dept 441 - PUBLIC WORKS        |  | 16,627              | 28,078              | 119,000                      | 90,534                               | 1,168,000                      |                               |
| <b>TOTAL APPROPRIATIONS</b>               |  | <b>16,627</b>       | <b>28,078</b>       | <b>119,000</b>               | <b>90,534</b>                        | <b>1,168,000</b>               |                               |
| NET OF REVENUES/APPROPRIATIONS - FUND 465 |  | 206,570             | 127,694             | 47,600                       | 61,278                               |                                |                               |
| BEGINNING FUND BALANCE                    |  | 388,911             | 595,481             | 723,175                      | 723,175                              | 784,453                        | 784,453                       |
| ENDING FUND BALANCE                       |  | 595,481             | 723,175             | 770,775                      | 784,453                              | 784,453                        | 784,453                       |

## Sewer Project Fund (490)

### Fund Overview

This fund is used to record the receipt of connection fees and expenditures related to major capital improvement projects and asset replacements of critical infrastructure as related to the Township's sewer system. As a reminder, these fees are not established based on actual or expected utility use. Rather, they are part of the overall funding structure for the public sewer system. As the Township's ordinance states, "Connection fees ... are established to impose on users the proportionate share of system costs, including capacity costs." Saugatuck Township has an REU schedule for connection fees per ordinance.

We expect revenue in FY 2023-2024 to be \$520,000, generated from connection and service fees. We expect expenditures in FY 2023-2024 to be \$310,000, leaving a fund balance of \$210,000. Notable budgeted expenses include legal work related to the sewer agreements, funding for a rate study and asset management plan, and acquisition of additional sewer capacity in the treatment plant.

### Budget Summary

|                                      |    |                  |
|--------------------------------------|----|------------------|
| • Revenue                            |    |                  |
| Contributions from Other Local Units | \$ | 0                |
| Connection/Service Fees              | \$ | 520,000          |
| Other Revenue Sources                | \$ | 0                |
| <b>Total</b>                         |    | <b>\$520,000</b> |
| • Expenditures                       |    |                  |
| Personnel Costs                      | \$ | 0                |
| Operating Costs                      | \$ | 0                |
| Outside Services                     | \$ | 110,000          |
| Capital Items                        | \$ | 200,000          |
| Other Expenditures                   | \$ | 0                |
| <b>Total</b>                         |    | <b>\$310,000</b> |

Calculations as of 06/30/2023

| GL NUMBER                  | DESCRIPTION                           | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|----------------------------|---------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| ESTIMATED REVENUES         |                                       |                     |                     |                              |                                      |                                |                               |
| Dept 000 - OTHER FUNCTIONS |                                       |                     |                     |                              |                                      |                                |                               |
| 490-000-581.000            | CNTRBTN FROM OTHER LOCAL UNITS        | 15,234              | 16,125              |                              |                                      |                                |                               |
| 490-000-602.000            | CHARGES FOR SERVICE                   | 64,819              | 30,229              | 40,000                       | 23,859                               | 50,000                         |                               |
| 490-000-602.100            | CONNECTION CHARGES                    |                     |                     |                              | 81,617                               | 470,000                        |                               |
| 490-000-665.000            | INTEREST EARNED                       | 8,072               |                     |                              | 3,597                                |                                |                               |
|                            | Totals for dept 000 - OTHER FUNCTIONS | 88,125              | 46,354              | 40,000                       | 109,073                              | 520,000                        |                               |
| TOTAL ESTIMATED REVENUES   |                                       | 88,125              | 46,354              | 40,000                       | 109,073                              | 520,000                        |                               |

Calculations as of 06/30/2023

| GL NUMBER  | DESCRIPTION                          | 2020-21<br>ACTIVITY | 2021-22<br>ACTIVITY | 2022-23<br>AMENDED<br>BUDGET | 2022-23<br>ACTIVITY<br>THRU 06/30/23 | 2023-24<br>REQUESTED<br>BUDGET | 2023-24<br>APPROVED<br>BUDGET |
|--|--------------------------------------|---------------------|---------------------|------------------------------|--------------------------------------|--------------------------------|-------------------------------|
| <b>APPROPRIATIONS</b>                            |                                      |                     |                     |                              |                                      |                                |                               |
| Dept 441 - PUBLIC WORKS                          |                                      |                     |                     |                              |                                      |                                |                               |
| 490-441-801.000                                  | ENGINEERING                          | 6,037               | 11,095              | 15,000                       | 7,733                                | 45,000                         |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 10,000                         |                               |
|  | General Engineering Support          |                     |                     |                              |                                      |                                |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 20,000                         |                               |
|  | Sewer Capacity Acquisition           |                     |                     |                              |                                      |                                |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 15,000                         |                               |
|  | Rate Study/AMP                       |                     |                     |                              |                                      |                                |                               |
|  | <b>GL # FOOTNOTE TOTAL:</b>          |                     |                     |                              |                                      | <b>45,000</b>                  |                               |
| 490-441-802.000                                  | ATTORNEY FEES                        | 56                  | 914                 | 10,000                       | 2,011                                | 35,000                         |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 10,000                         |                               |
|  | Sewer Capacity Acquisition Agreement |                     |                     |                              |                                      |                                |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 10,000                         |                               |
|  | General                              |                     |                     |                              |                                      |                                |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 15,000                         |                               |
|  | Rate Study/AMP                       |                     |                     |                              |                                      |                                |                               |
|  | <b>GL # FOOTNOTE TOTAL:</b>          |                     |                     |                              |                                      | <b>35,000</b>                  |                               |
| 490-441-809.000                                  | PROFESSIONAL SERVICES                |                     |                     | 5,000                        |                                      | 30,000                         |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 15,000                         |                               |
|  | Sewer Capacity Acquisition           |                     |                     |                              |                                      |                                |                               |
|  | FOOTNOTE AMOUNTS:                    |                     |                     |                              |                                      | 15,000                         |                               |
|  | Rate Study/AMP                       |                     |                     |                              |                                      |                                |                               |
|  | <b>GL # FOOTNOTE TOTAL:</b>          |                     |                     |                              |                                      | <b>30,000</b>                  |                               |
| 490-441-973.000                                  | SEWER SYSTEM                         |                     |                     |                              |                                      | 200,000                        |                               |
| 490-441-995.000                                  | APPROPRIATION TRANSFER OUT           | 55,000              |                     |                              |                                      |                                |                               |
|  | Totals for dept 441 - PUBLIC WORKS   | 61,093              | 12,009              | 30,000                       | 9,744                                | 310,000                        |                               |
| <b>TOTAL APPROPRIATIONS</b>                      |                                      | <b>61,093</b>       | <b>12,009</b>       | <b>30,000</b>                | <b>9,744</b>                         | <b>310,000</b>                 |                               |
| <b>NET OF REVENUES/APPROPRIATIONS - FUND 490</b> |                                      | <b>27,032</b>       | <b>34,345</b>       | <b>10,000</b>                | <b>99,329</b>                        | <b>210,000</b>                 |                               |
|  | BEGINNING FUND BALANCE               | 67,070              | 94,104              | 128,450                      | 128,450                              | 227,779                        | 227,779                       |
|  | ENDING FUND BALANCE                  | 94,102              | 128,449             | 138,450                      | 227,779                              | 437,779                        | 227,779                       |

# Fund Balance Estimation



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# Fund Balance Estimator

## Fiscal Year 2023-2024

| <b>Fund</b>                  | <b>FY 2020-2021</b> | <b>FY 2021-2022</b> | <b>FY 2022-2023</b> | <b>Est. 1st of Year<br/>Fund Balance</b> | <b>Projected<br/>Revenues</b> | <b>Proposed<br/>Budget<br/>Expenditures</b> | <b>Projected End-<br/>Of-Year Fund<br/>Balance</b> | <b>% of FB</b> | <b>Projected<br/>Surplus/Deficit</b> |
|------------------------------|---------------------|---------------------|---------------------|--|-------------------------------|---|--|----------------|--------------------------------------|
| <b>General Fund (101)</b>    | \$878,091.93        | \$950,651.11        | \$1,164,715.32      | \$933,311.32                             | \$1,524,275.00                | \$1,472,130.00                              | 985,456.32   | 20%            | \$52,145.00                          |
| <b>Road Fund (204)</b>       | \$1,670,690.57      | \$1,960,445.59      | \$2,418,594.59      | \$2,313,094.59                           | \$879,500.00                  | \$879,500.00                                | \$2,283,594.59                                     | 49%            | (\$29,500.00)                        |
| <b>Park/Recreation (208)</b> | -                   | -                   | -                   | 0  | \$329,750                     | \$328,800                                   | \$950  | 0%             | \$950                                |
| <b>Cemetery (209)</b>        | \$212,440.63        | \$238,803.34        | \$268,960.25        | \$280,460.25                             | \$118,600                     | \$118,100.00                                | \$280,960.25                                       | 6%             | \$500.00                             |
| <b>Ambulance (210)</b>       | \$152.65            | \$547.28            | \$591.01            | \$591.01                                 | \$23,300                      | \$23,300.00                                 | \$591.01   | 0%             | \$0                                  |
| <b>ARPA (285)</b>            | -                   | -                   | \$352,390.03        | \$0                                      | \$0                           | \$0   | \$0  | 0%             | \$0                                  |
| <b>66th SAD (303)</b>        | -                   | -                   | \$427,555.27        | \$0                                      | \$64,525.00                   | \$64,525.00                                 | \$0  | 0%             | \$0                                  |
| <b>Capital Project (403)</b> | \$49,092.59         | \$49,092.59         | \$279,185.34        | \$450,000                                | \$650,000.00                  | \$650,000.00                                | \$0  | 0%             | \$0                                  |
| <b>Parks Project (408)</b>   | \$56,417.67         | \$47,785.14         | \$15,159.26         | \$15,159.26                              | \$83,000.00                   | \$0   | \$98,159.26  | 2%             | \$83,000.00                          |
| <b>Water Fund (465)</b>      | \$388,910.96        | \$595,480.99        | \$723,174.65        | \$770,774.65                             | 1,168,000.00                  | \$1,168,000.00                              | \$680,006.65                                       | 15%            | (\$90,768.00)                        |
| <b>Sewer Fund (490)</b>      | \$67,070.43         | \$94,104.35         | \$128,449.54        | \$138,449.54                             | \$520,000.00                  | \$310,000.00                                | \$348,449.54                                       | 8%             | \$210,000.00                         |
| <b>Totals</b>                | \$3,322,867.43      | \$3,936,910.39      | \$5,778,775.26      | \$4,901,840.62                           | \$5,360,950.00                | \$5,014,355.00                              | 4,678,167.62                                       | 100%           | \$226,327.00                         |

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# Appendices



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**SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE  
December 01, 2022**

**Article I – General Provisions**

Purpose. This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

Definition. For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

Applicant. Any person who requests, or is required by law to receive from the township any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established.

Fees. Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

Inspection/Review Escrow. Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

**Article II – Fee and Escrow Regulations**

Time of Payment. Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.

Non-Payments. No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

Duplicate of Escrow. Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection

and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost or providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

- A. Fees may be waived or reduced by the township board if any of the following conditions exist:
1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.
  2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
  3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
  4. Any other reason as determined by the township board in its sole discretion.

### **Article III – Interpretation and Effective Date**

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.



Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule takes effect on December 1, 2022.

**Schedule I**

- A. Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)*  
\$2,500  

\*Flat Escrow Fee Applies
- B. \*Rezoning ..... \$1,300  
*\$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.*
- C. Zoning Board of Appeals ..... \$1,300
- D. Fire Board of Appeals
  - 1. The application fee for a homeowner appealing the IFC for his/her primary residence shall be \$400.
  - 2. The application fee for a builder, developer, or any other person or entity not appealing a primary residence shall be \$1000. In addition to the standard fee of \$1000 for a building, developer, or any other person or entity not appealing a primary resident, the applicant shall be required to pay the amount of \$1000 as an escrow fee to be held by the Saugatuck Township Fire District. The Fire Board may use the escrow funds to retain a planning consultant, experts, attorneys, and/or similar professional consultants. In the event the escrow drops to \$250, the applicant shall replenish it to the original amount of \$1000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.
- E. Land Divisions ..... \$125  
*+ \$85 per parcel created*
- F. Boundary Line Adjustments or Combination .....\$85 per parcel effected  
*Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.*
- G. Special Meeting Request – *(other than a regularly scheduled meeting)* ..... \$1,300
- H. Signs – as required by Sign Ordinance as amended .....\$1.50/sq. ft per number of sides  
*+ \$85 Zoning Permit Fee*  
Temporary Sign.....\$1.50/sq. ft per number of sides
- I. Home Occupation Permit ..... \$85  
*(one-time fee)*

|    |   |  |
|----|---|--|
| J. | *Pond Permit.....   | \$500  |
| K. | *Private Road Permit .....  | \$500  |
| L. | *Site Condominium, PUD, Multiple or Mobile .....  | \$350<br><i>(one time issue)</i>   |
| M. | Temporary Mobile Home Location Permit .....   | \$100<br><i>(one time issue for 1 year)</i>  |
| N. | Temporary/Seasonal Use Permit   |  |
|    | 6 month duration .....  | \$300  |
|    | 2 month duration.....   | \$100  |
| O. | Building Permit Fees – see Schedule of Building Permit Fees   |  |
| P. | Zoning Permit .....   | \$85   |
| Q. | Rental Inspection ( <i>valid for three (3) years</i> )  |  |
|    | Initial/Three (3) year interval.....  | \$350  |
|    | Per Re-Inspection.....  | \$100  |
|    | Rental Investigation Fee after 2 <sup>nd</sup> Notice.....  | \$250  |
|    | <i>2<sup>nd</sup> Notice issued 30 days after First Notification and due upon registration/renewal</i>                |  |
|    | Rental Investigation Fee after 3 <sup>rd</sup> Notice.....  | \$300  |
|    | <i>3<sup>rd</sup> Notice issued 30 days after issuance of 2<sup>nd</sup> Notice and due upon registration/renewal</i> |  |
| R. | Mechanical, Electrical and/or Plumbing Permit .....   | \$85 ( <i>per inspection</i> )   |
|    | Plan reviews, as necessary .....  | \$85/hour<br><i>(1 hour minimum)</i>   |
| S. | Water Service Connections   |  |
|    | 1. Water Service Connection Permit .....  | \$4,000 ( <i>per R.E.U.</i> )<br>\$85 ( <i>per inspection</i> )  |
|    | 2. Water Service Fire Suppression Connection .....  | Additional ½ R.E.U.<br><i>at \$4,000 per Water Service Connection R.E.</i>   |
|    | Irrigation Service Connection Permit.....   | \$1,000 ( <i>per connection</i> )<br>\$85 ( <i>per inspection</i> )<br><i>Only applicable if not in conjunction with a domestic water service line</i> |
| T. | Sewer Service Connection Permit .....   | \$7,069.57 ( <i>per R.E.U.</i> )<br>\$85 ( <i>per inspection</i> )   |
| U. | Water Service Readiness to Serve Charge.....  | \$8.00<br><i>(per R.E.U. per month)</i>  |



V. Sewer Component Replacement Charge ..... \$3.50  
*(per M.E.U. per month KLSWA unit)*

**Schedule II**

Flat Escrow Deposit – *(held to three (3) months after Certificate of Occupancy issued)* ..... \$2500  
 \* Flat Escrow Fee Applies

Site Plan Review

Added to all the fees below will be the **actual cost** of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

- A. \*Site Plan Review..... \$1,300
- B. \*Condominium *(site condo not included)*.....\$1,300
- C. \*Site Condominium Plan Review.....\$1,300
- D. Administrative Site Plan Review *(for minor projects under 1,000 sq. ft.)*..... \$600  
 (Flat Escrow Fee of \$500)
- E. \*Plat Review.....\$1,300

Planned Unit Development

- A. \*Planned Unit Development .....\$1,300

Special Approval Use

- A. \*Special Approval Use- plus appropriate fees from Schedule II.....\$1,300

Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage. All review fees will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. Applicants are encouraged to provide the most complete application possible to avoid subsequent review costs.

Construction Inspection .....\$85/inspection



Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.



### Building Permit Fees

This fee schedule applies to all construction types including residential /commercial, new/improved, and additions. Up to 5 inspections and plan review are included. Additional inspections are \$85 each. Permit fees are capped at \$10,500 for a single residential structure of up to four units only. This does not include additional inspections or professional services deemed necessary.

\$85 base fee plus  
\$3.50 per thousand dollars of project value  
\$10,500 cap for a residential structure up to four units  
Demolition and moving of a building ..... \$85

All project values declared on the permit application will be compared to the “Bureau of Construction Codes Square Foot Construction Cost Table” and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a \$100 investigation fee will be added to the permit fee. If additional inspections are necessary, they will be billed to the permit holder at \$85 per inspection. The Certificate of Occupancy will not be issued until all fees are paid.

Building permits are valid for 1 (one) year from the issue date. If an extension is needed the fee will be 50% of the original permit cost. The permit is then valid for 2 years from the original issue date. **Permit fees are due prior to the issuance of the permit.** A permit may only be cancelled if no inspections have been performed. In the event you wish to cancel a permit, only 50% of the permit fees are refundable, the other 50% is kept as a processing fee.

### Schedule III

#### Administration Fees:

|   |                  |
|---|------------------|
| Photocopies B/W                                   | \$.25 per side   |
| Photocopies Color                                 | \$.35 per side   |
| Envelope Labels                                   | \$.75 per sheet  |
| USB loaded (not provided)                         | \$5.00 per drive |
| Non-Sufficient Funds or<br>Returned check Payment | \$20/per check   |
| F.O.I.A. photocopies                              | \$0.10 per side  |
| F.O.I.A. USB loaded (not provided)                | \$5/ 15 minutes  |
| F.O.I.A. Copy Service                             | \$5/ 15 minutes  |

#### Donation/Advertisement/Memorial Fees:

|  |  |
|--|--|
| Memorial Park Bench                              | \$1,500.00 each ( <i>plus cost of installation</i> )                 |
| Memorial Picnic Table                            | \$3,000.00 each ( <i>plus cost of installation</i> )                 |
| Memorial Litter Receptacle                       | \$1,500.00 each ( <i>plus cost of installation</i> )                 |
| Memorial Recognition Plaque                      | To be determined by<br>contracted time and materials<br>of Township. |
| Small Memorial Space on Dog Park Pavilion(s)     | \$150.00 per space (sign not<br>included)                            |
| Small Sign Advertisement Space on Dog Park Fence | \$150.00 per space annual fee<br>(sign not included)                 |
| Large Sign Advertisement Space on Dog Park Fence | \$250.00 per sign annual fee<br>(sign not included)                  |

**CEMETERY STANDARDS, RULES AND REGULATIONS  
& FEE SCHEDULE**

**Section 1. PURPOSE**

In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes of the Cemetery Ordinance.

**Section 2. CARE OF LOTS**

(a) No trees, shrubs or flowers shall be planted on any burial space or in any part of the cemetery grounds except by and with the permission of cemetery personnel.

(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and, will be disposed of when determined necessary by cemetery personnel. Wreaths and winter holiday associated trees may be placed on the gravesite during the winter holiday season and shall be removed during the first week of January.

(1) Glass containers are not permitted for use.

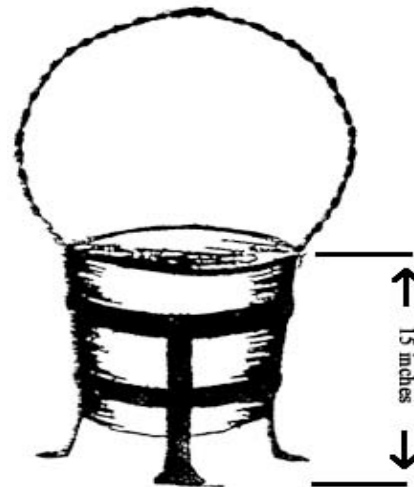
(2) Flowerpots, upright vases and urns are prohibited in all areas of the cemeteries. Stone or concrete urns that were existent prior to May 1<sup>st</sup> 1995 are permitted to remain only as long as they continue to be in reasonable condition as determined by cemetery personnel. Damaged or deteriorated urns will be removed, without notice, by cemetery personnel and may not be replaced.

(3) Flower and plant containers that are movable are allowed on individual or group lots in the cemeteries provided the height of such containers does not exceed 15 inches. The illustrated type of basket (see below) is recommended because it is visually attractive and is so constructed that it can be moved and will not readily fall over. All such containers

shall be green in color. The location of such containers will be subject to determination by cemetery personnel, and for purposes of reasonable grounds maintenance procedures, all such containers should be removed in the fall (for the winter months). Cemetery personnel, without notice, will remove containers not removed after October 1<sup>st</sup> annually, as time and weather conditions dictate.

### **Section 3. MONUMENT FOUNDATIONS**

All cemetery monuments and markers shall be on a foundation of a depth and size and of a material deemed adequate by cemetery personnel. All foundations shall be installed by cemetery personnel only.



Markers and monuments will not be permitted to be delivered to cemetery grounds until a proper order for a foundation installation has been issued to cemetery personnel. All orders must be made through the Saugatuck Township Office.

### **Section 4. CREMATION INTERMENTS**

Cremation interments are permitted in all useable burial spaces in the Cemeteries. Interments involving multiple cremations are permitted but must be authorized by the Cemetery Sexton.

### **Section 5. OPENING AND CLOSING OF BURIAL SPACE**

All burial space shall be open and closed by cemetery personnel only. Funeral Service agents are not permitted to open or close burial space in the cemeteries except with the permission of cemetery personnel.

\* Burial in any cemetery burial space is restricted to the certificate holder for such lot or space and the certificate holder's spouse, child or stepchild, parent or stepparent, or grandchild or step grandchild. In the event of unforeseen circumstances or questions of identity, the township sexton shall reach a determination for the right of usage taking into consideration any and all available evidence either written or oral. The determination of the township sexton is considered to be final unless appealed to the township board within 30 calendar days. Upon appeal the township board decision is conclusive and binding on all parties.

**Schedule IV**

**Cemetery Fees**

\*Foundation \$ .25 per sq. in.

|                            |       |
|----------------------------|-------|
| <b>A. Standard Burial</b>  |       |
| *Weekday Non-Holiday.....  | \$550 |
| *Saturday.....             | \$600 |
| *Sunday/Holiday.....       | \$650 |
| <b>B. Cremation Burial</b> |       |
| *Weekday Non-Holiday.....  | \$150 |
| * Saturday.....            | \$175 |
| * Sunday / Holiday .....   | \$200 |

**Standard Burial Plot Fees**

|   |               |
|---|---------------|
| <b>A. Resident or Taxpayer</b>            |               |
| a. Standard Plot 1-2 spaces .....         | \$120/space   |
| b. Standard Plot 3-6 spaces .....         | \$480/space   |
| c. Standard Plot more than 6 spaces ..... | \$1,500/space |
| <b>B. Non Resident / Non Tax Payer</b>    |               |
| a. Standard Plot.....                     | \$2,000/space |

**Cremation Burial Plot Fees**

|   |               |
|---|---------------|
| <b>A. Resident or Taxpayer</b>            |               |
| a. Cremation Plot 1-2 spaces .....        | \$80/space    |
| b. Cremation Plot 3-6 spaces .....        | \$240/space   |
| c. Cremation Plot more than 6 spaces..... | \$1,000/space |
| <b>B. Non Resident / Non Tax Payer</b>    |               |
| a. Cremation Plot .....                   | \$1,500/space |

The fees and charges for burial rights are for the use of cemetery grounds and lots and the purpose of recovering the costs for acquisition, construction, reconstruction, maintenance and operation, and shall be established, adopted and amended from time to time by the Township Board. Such fees and charges may be established for but are not limited to the sale of lots and perpetual care of such lots, burials, removals, foundations, certificate issuance, certificate transfer, and operational and maintenance services as may be determined.



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Appendix B  
Priority List

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# Township Priority Areas

- Commitment to Excellence
- Financial Stability
- Parks & Nature
- Collaboration & Engagement
- Growth & Development

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## FY21-22 Focus Goals

- 1.1: Increase Professional Staff at Township Hall
- 1.2: Township Hall Renovations
- 4.1: Operating Millage Provides Growth & Stability

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## Priority Goals

- |  |  |
|--|--|
| 1.3: Increase Safety in Township                       | 4.2: Sewer & Water Rates & Development                           |
| 1.4: Beautify Interchanges                             | 4.3: Reduction of Pension Liability                              |
| 1.5: Online & Social Media Presence                    | 4.4: Cemetery Operations   |
| 1.6: Improve & Coordinate Waste Removal Services       | 4.5: Road Operations   |
| 2.1: Increase Citizen Knowledge of Taxes & Finances    | 4.6: Diligence with Service Agreements                           |
| 2.2: Collaborations are Strengthened & Maintained      | 4.7: Long-Term Funding for Items related to other Priority Areas |
| 2.3: Open House, Town Hall, Meet & Greet Opportunities | 5.1: Master Plan Adherence                                       |
| 3.1: Funding Parks & Trails                            | 5.2: Encourage Affordable Housing Development & Senior Housing   |
| 3.2: Parks & Trail Development                         | 5.3: Expand High-Speed Broadband Internet throughout Township    |
|  | 5.4: Economic & Business Development                             |

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# Appendix C Budget

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SAUGATUCK TOWNSHIP  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN

RESOLUTION NO. 2023-11

**A RESOLUTION TO ESTABLISH A GENERAL APPROPRIATIONS ACT FOR SAUGATUCK TOWNSHIP; TO DEFINE THE POWERS AND DUTIES OF THE SAUGATUCK 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 Saugatuck Township resolves:

**Section 1: Title**

This resolution shall be known as the Saugatuck Township FY 2023-2024 General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Township Manager shall be the Chief Administrative Officer (CAO) and shall perform the duties of the Chief Administrative Officer as enumerated in this act.

**Section 3: Public Hearings on the Budget**

Pursuant to MCLA 141.412 and MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on June 8, 2023 and a public hearing on the proposed budget was held on June 14, 2023.

**Section 4: Estimated Revenues**

Estimated township general fund revenues for FY 2023-2024, including an allocated millage of 1.0281 mills and various miscellaneous revenues, shall total \$1,524,275.00.

**Section 5: Millage Levy**

The Saugatuck Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.0281 mills for general operations as set forth by the Tax Allocation Board; and voter authorized millages of 0.9665 and 0.9748 for road purposes, 0.5000 for parks and trail purposes, and 0.2910 for cemetery purposes as authorized under state law and approved by the electorate.

**Section 6: Estimated Expenditures**

Estimated township general fund expenditures for FY 2023-2024 for various township activities shall total \$1,472,130.00

**Section 7: Adoption of Budget by Reference**

The general fund budget (i.e. FY 2023-2024 Budget) of Saugatuck Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 6 of this resolution.



## **Section 8: Adopted of Budget by Department**

The Board of Trustees of Saugatuck Township adopts the 2023-2024 fiscal year general fund budget by department. The Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each department, and may make transfers among the various line items contained in the departmental appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

## **Section 9: Appropriation Not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Chief Administrative Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any order for expenditures that exceed appropriations.

## **Section 10: Periodic Fiscal Reporting**

The Chief Administrative Officer shall transmit to the board at least quarterly, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the general fund at the end of the previous quarter.
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter.
- c. A detailed list of:
  - i. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then-current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. For each department: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

## **Section 11: Limit on Obligations and Payments**

No obligation shall be incurred against and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

## **Section 12: 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 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 13: Violations of this Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and may subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978 and/or the Saugatuck Township *Personnel Policy Handbook*.

**Section 14: Board Adoption**

The foregoing resolution was proposed by Helmrich, and seconded by

Marcy. Upon roll call vote, the following voted:

AYES: Israels, Aldrich, Marcy, Helmrich

NAYS: Ø

ABSENT: Bigford

**CERTIFICATION**

As its Clerk, I certify that this is a true and complete copy of a resolution adopted by the Township Board of the Township of Saugatuck, Allegan County, Michigan, at a regular meeting held on

June 14, 2023.

Rebecca Israels  
Rebecca Israels, Clerk

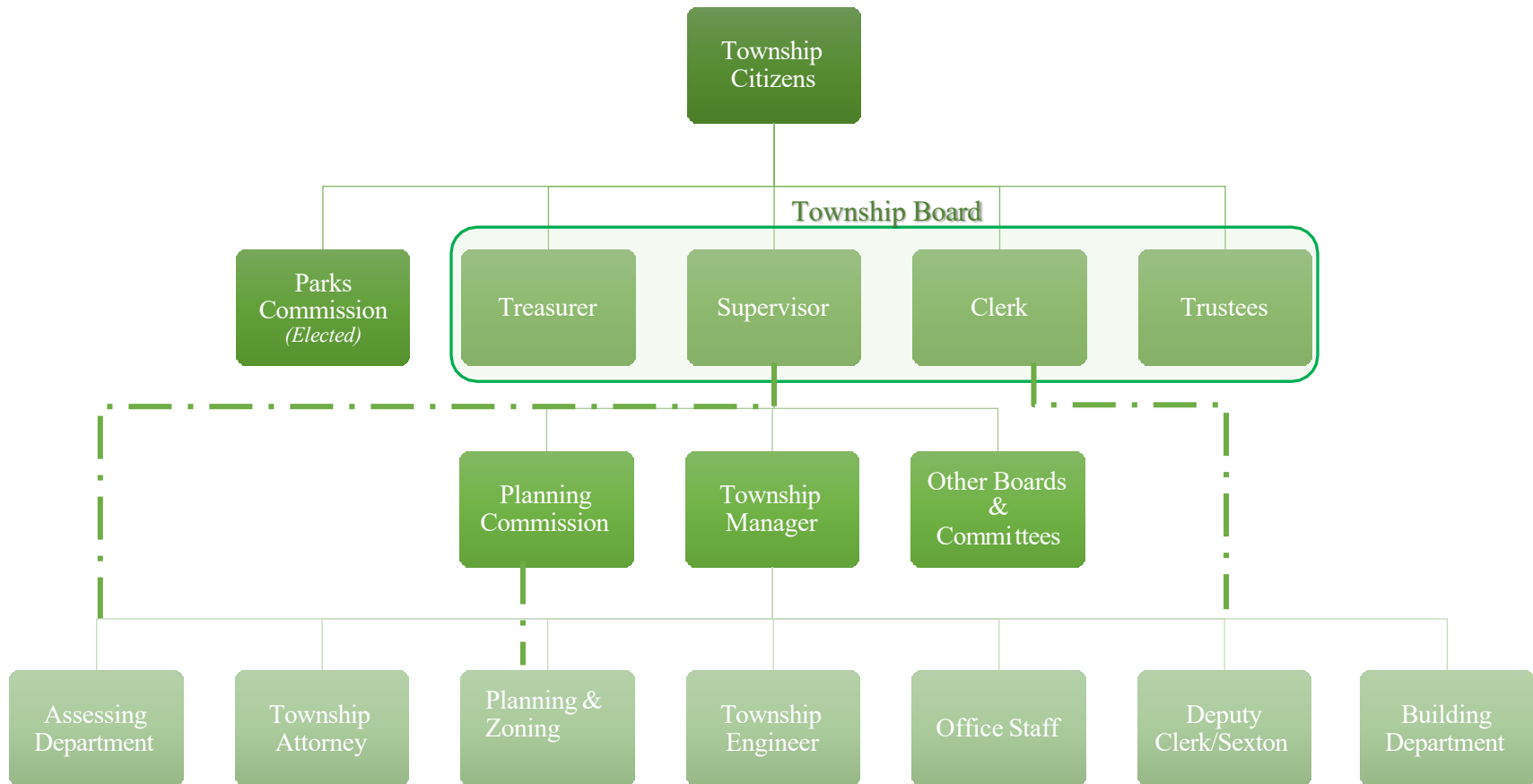
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Appendix D  
Organizational Chart

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# Township Organizational Chart

2021



————— Supervisory/Reporting Relationship  
- - - - - Statutory Relationship

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## Area & Form of Government

### Area & Location

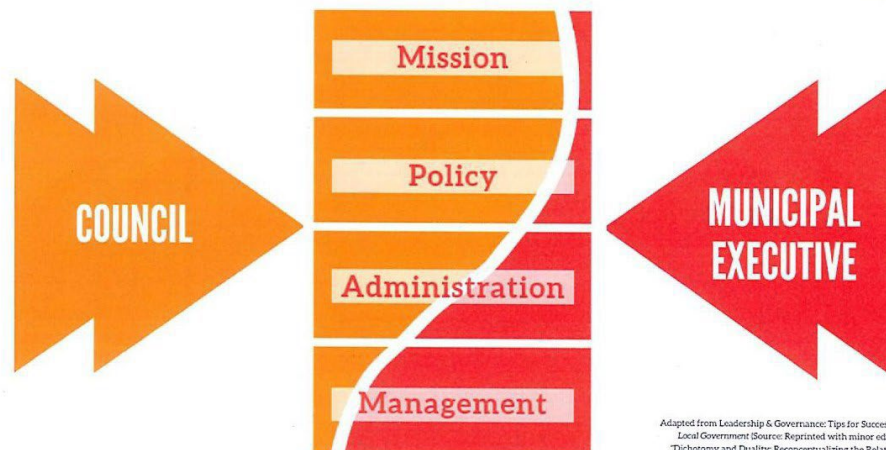
Saugatuck Township encompasses approximately 24.2 square miles (23.4 square miles is land; 0.85 square miles is water). There are no villages in the Township; it surrounds the City of Saugatuck and the City of the Village of Douglas. Saugatuck Township is in Allegan County, which is located on the west coast of Michigan's lower peninsula. It is largely rural and/or residential.

### Form of Government

Saugatuck Township is a general law township. The powers, duties, and/or services provided by townships are determined by state law. There are three broad responsibilities mandated to Michigan townships: tax collection, property assessment, and election administration. They also have the ability to provide essential services to meet the needs of their residents, including fire, police, and emergency services, parks and recreation, planning and zoning, road maintenance, cemetery services, and more.

Saugatuck Township is governed by an elected board of trustees consisting of the supervisor, clerk, treasurer, and two trustees, each serving four-year terms. The Township Manager, who is appointed by the Township Board and serves at its pleasure, is the Chief Administrative Officer (CAO), provides direction and control over all Township activities and functions that are not assigned by state law to another function, and serves as a liaison between the Township Board and various organizations. The Township Board is vested with all legislative authority, except as otherwise provided by law.

## ROLES OF COUNCIL AND MUNICIPAL EXECUTIVE



Adapted from Leadership & Governance: Tips for Success (December 2015), Institute for Local Government (Source: Reprinted with minor editing from James H. Svara, "Dichotomy and Duality: Reconceptualizing the Relationship between Policy and Administration in Council-Manager Cities," Public Administration Review 45 (1985): 22. Used with permission of the American Society for Public Administration.

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Appendix F:  
Salaries, Wages, & Per Diem

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**FY 2023-2024**  
**Salaries, Wages, and Per Diem**  
**Overview**

|  |  |                                     |
|--|--|-------------------------------------|
| 1. Township Manager (F/T)                  | \$90,000.00                                  |                                     |
| 2. Supervisor – Elected                    | \$17,000.00                                  |                                     |
| 3. Clerk – Elected                         | \$17,000.00                                  |                                     |
| 4. Deputy Clerk/Sexton (F/T)               | \$69,825.00                                  | +5% and \$5,000 Wage Adjustment     |
| 5. Treasurer – Elected Full Time           | \$70,655.00                                  | \$17,000 (E/L) + \$53,655 (F/T +7%) |
| 6. Assessor <sup>1</sup> (P/T)             | \$58,000.00                                  |                                     |
| 7. Zoning Administrator <sup>2</sup> (P/T) | \$35,000.00                                  |                                     |
| 8. Deputy Zoning Administrator             | N/A  |                                     |
| 9. Building Official                       | \$74,300                                     | +5% and \$5,000 Wage Adjustment     |
| 10. Administrative Support (F/T)           | \$22.60/hour                                 | +5% COLA                            |
| 11. Deputy Supervisor (as needed)          | \$18.00/hour                                 |                                     |
| 12. Deputy Treasurer (as needed)           | \$18.00/hour                                 |                                     |
| 13. Building Inspector                     | \$70.00/inspection                           |                                     |
| 14. Electrical Inspector                   | \$55.00/inspection                           |                                     |
| 15. Plumbing Inspector                     | \$55.00/inspection                           |                                     |
| 16. Mechanical Inspector                   | \$55.00/inspection                           |                                     |
| 17. Township Board Trustee                 | \$5,000.00                                   |                                     |
| 18. Planning Commission Chair              | \$175.00/per diem                            |                                     |
| 19. Planning Commission Member             | \$150.00/per diem                            |                                     |
| 20. Park Commission Chair                  | \$175.00/per diem                            |                                     |
| 21. Park Commission Member                 | \$150.00/per diem                            |                                     |
| 22. Zoning Board of Appeals Member         | \$150.00/per diem                            |                                     |
| 23. Board of Review Member                 | \$150.00/per diem + \$100.00/protest hearing |                                     |
| 24. Recording Secretary (as needed)        | \$100.00/per diem                            |                                     |
| 25. Harbor Authority Representative        | \$150.00/per diem                            |                                     |
| 26. Emergency Services Representative      | \$150.00/per diem                            |                                     |

<sup>1</sup>The Township contracts with Assessing Solutions, Inc. for assessing services.

<sup>2</sup> The Township contracts with Aligned Planning for zoning administration and planning services.

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Appendix H  
Budget Minutes & Notice



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**NOTICE OF PUBLIC HEARING  
ON PROPOSED  
SAUGATUCK TOWNSHIP BUDGET**

TO: CITIZENS AND RESIDENTS OF THE TOWNSHIP OF SAUGATUCK, ALLEGAN COUNTY,  
MICHIGAN

PLEASE TAKE NOTICE that on the 14th day of June, 2023, a public hearing will be held by the Saugatuck Township Board of Trustees at 5:30 p.m. local time at Saugatuck HS 401 Elizabeth St Saugatuck, MI to hear comments on and to consider the proposed Township of Saugatuck Budget for the fiscal year beginning July 1, 2023. **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The proposed budget may be examined on the township website at [www.saugatucktownship.org](http://www.saugatucktownship.org) or by any person at the Saugatuck Township Hall, 3461 Blue Star Hwy, Saugatuck, Michigan 49453, telephone (269) 857-7721, on any day of the week, except Saturdays, Sundays and holidays, between the hours of 8:00 a.m. and 4:00 p.m. Please call for an appointment.

The Township of Saugatuck will provide necessary and reasonable auxiliary aids and services at this hearing, such as signors for hearing impaired persons and audio tapes of printed materials for visually-impaired persons, upon receipt of five days prior notice. Disabled persons requiring such auxiliary aids or services should so notify the Township of Saugatuck by contacting the Township Office at 3461 Blue Star Hwy, Saugatuck, Michigan 49453, telephone (269) 857-7721,

Dated:

Rebecca Israels, Clerk  
Township of Saugatuck