



Saugatuck Township

Adopted: June 12, 2024

Adopted Budget
Fiscal Year 2024–2025

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

Jon Helmrich

Treasurer

Brenda Marcy

Trustee

Rebecca Israels

Clerk

Stacey Aldrich

Trustee

The Township Staff

Daniel DeFranco
Township Manager

Tyler DeNooyer
Engineer

Chad Warner
Building Inspector

Morgan Arens
Administrative Support

Nick Curcio
Township Attorney

Cindy Osman
Building Official/Zoning Admin

Lynee Wells
Township Planner

Lori Babinski
Administrative Services Coordinator

Kelly Jellison
Assistant Assessor

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' Commitment

“We are inspirational leaders who love our community, embody our core values, and pioneer innovative solutions to community challenges.”

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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 2024-2025 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 2024-2025 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 2023-2024 and 2024-2025, and (4) various appendices.

Upon careful review of the proposed Budget for Fiscal Year 2024-2025, 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 30th 2024.

Sincerely,

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 2024-2025 to be \$1,557,628.00 and General Fund expenses to be \$1,531,620.00, with a surplus of \$26,008.00. To meet the Priority Area of Financial Stability the millage rate for general operations is set at 1.0117 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 2024-2025 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 \$175,000. 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 update of zoning for the Blue Star Highway Business Corridor. Utilizing information gathered from the Blue Star Highway Safe Street Planning project, the Township will identify a consultant to assist the Township in completing an audit of existing zoning along the Blue Star Hwy corridor and make recommendations for updates to ensure that zoning supports the kind of development desired along the corridor.

Funding for development of zoning for High-Risk Erosion Zone. A substantial area of the Township is identified by the state as "high risk erosion," although the Township has Zoning Ordinance does not provide specific provisions for minimizing the impacts of development on erosion. The Township would identify a consultant to assist with drafting an ordinance to minimize development impact on erosion.

Enforcement Officer- Both elected officials and residents have requested increased enforcement for zoning. To effectively address zoning violations, funds have been provided to hire an Enforcement Agent.

In addition to the items listed above, there are the remaining proposed projects for FY 2024-2025, which satisfy additional priority goals within the Multi-Year Strategic Action Plan. For example, the FY 2024-2025 budget includes funding for the Annual HHW Drop Event, support for the Harbor Authority, the Township's Parks and Recreation program, and additional contribution to the Township's Pension Program.

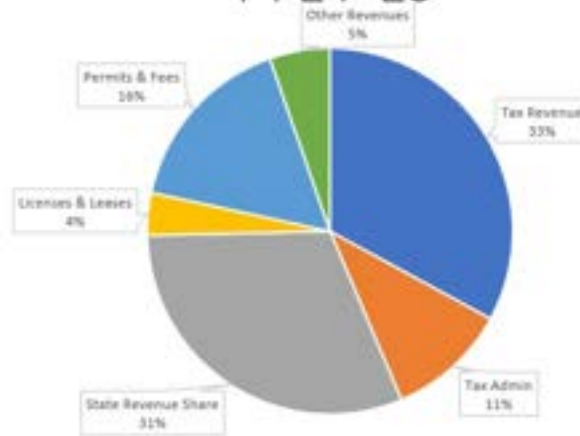
The Township Board budget requests were reviewed and influenced the proposed FY 2024-2025 budget. In preparation for changes associated with the passage of Proposal 2, Promote the Vote Petition, the budget includes funds for wages for additional election inspectors needed to accommodate added early voting days. The consensus from the Board was that staff wages see a traditional cost of living adjustment (COLA) with wage adjustment made for the Administrative Support position to reflect additional responsibilities assumed by this position especially in the area of communication coordination. The Board recommended a per diem increase to \$200 for recording secretary responsibilities, and Trustees be compensated an annual wage of \$7,500. The FY 2024-2025 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 Administrative Support position. 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 2024-2025 Budget includes an additional \$60,000.00 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 \$1,557,628 and expenses to be \$1,531,620, with an operating surplus of \$26,008. For FY 2024-25, \$0 will be transferred from the Fund Balance for the purpose of balancing the budget.

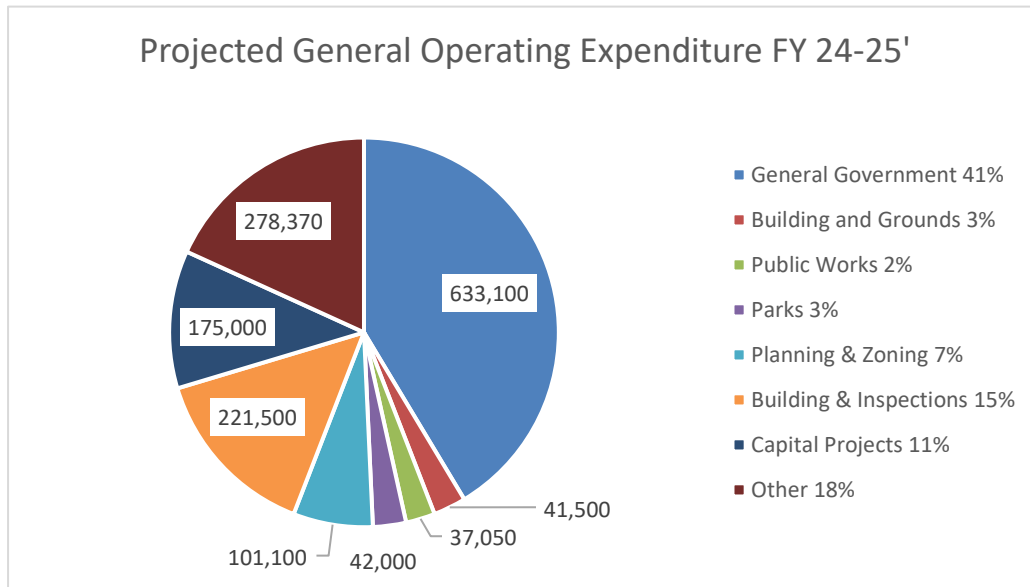
General Operations Projected Revenue FY 24'-25'



Revenue Summary

Tax Revenue:	\$ 509,200
Tax Admin:	\$ 165,000
State Revenue Share:	\$ 480,000
Licenses & Leases:	\$ 57,900
Permits & Fees:	\$ 251,500
Appr. Transfer-In:	\$ 82,000
Other Revenue:	\$ 10,000
Total Revenue	\$1,557,628

Expenditure Summary



General Government	\$635,100
Building & Grounds	\$41,500
Public Works	\$37,050
Parks	\$42,000
Planning & Zoning	\$101,100
Building/Inspections	\$221,500
Capital Projects	\$175,000
Other	\$278,370
Total	\$1,531,620

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 \$7,500 will be introduced this year to replace the previous Trustee Per Diem.

Budget Summary

<i>Personnel Costs</i>	\$15,000	<i>Trustee Per Diem</i>
<i>Operating Costs</i>	\$13,000	<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>
Total	\$28,600	

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>	\$129,000	<i>Supervisor & Township Manager wages</i>
<i>Operating Costs</i>	\$ 5,200	<i>Membership Dues, Training/Seminar Stipend, Supplies</i>
<i>Outside Services</i>	\$ 0	
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 750	<i>Mileage Reimbursements, Meeting Expenses</i>
Total	\$134,950	

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>	\$93,650	<i>Clerk, Deputy Clerk, and Cemetery Sexton wages</i>
<i>Operating Costs</i>	\$ 7,700	<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>	\$ 1,500	
Total	\$103,050	

Professional Services (Department 223)

Department Description

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

Budget Summary

<i>Personnel Costs</i>	\$ 0	
<i>Operating Costs</i>	\$ 0	
<i>Outside Services</i>	\$14,000	<i>Auditor</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
Total	\$14,000	

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.

Budget Summary

<i>Personnel Costs</i>	\$3,000	<i>Board of Review Per Diem</i>
<i>Operating Costs</i>	\$2,100	<i>Office supplies, newspaper notices, food, and training</i>
<i>Outside Services</i>	\$0	
<i>Capital Items</i>	\$0	
<i>Other Expenditures</i>	\$0	
Total	\$5,100	

Treasurer (Department 253)

Department Description

The Finance Coordinator heads this department with general supervision by the Township Manager and oversight of statutory duties by the elected Treasurer. 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 hiring a of full-time Finance Coordinator.

Budget Summary

<i>Personnel Costs</i>	\$84,000	<i>Finance Coordinator & Treasurer Salary</i>
<i>Operating Costs</i>	\$ 10,000	<i>Tax Bill Printing & 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>
Total	\$95,000	

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 Technology Service Provider, the hosting of the Township's website, and more. This year's Budget also includes costs associated with contracting with a new Technology Support provider and the enhancement of the Township's new website.

Budget Summary

<i>Personnel Costs</i>	\$0	
<i>Operating Costs</i>	\$23,000	<i>Website Hosting Costs, License Fees, BS&A</i>
<i>Outside Services</i>	\$10,800	<i>Corp. Tech.</i>
<i>Capital Items</i>	\$10,000	<i>Hardware Replacements</i>
<i>Other Expenditures</i>	\$11,500	<i>Website Enhancement, Marketing</i>
Total	\$55,800	

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>	\$ 7,000	<i>Arial Mapping, Assessment Notice Printing & Postage</i>
<i>Outside Services</i>	\$62,000	<i>Assessing Services</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
Total	\$69,000	

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 2024- 2025 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) and the Park Fund (208).

Budget Summary

<i>Personnel Costs</i>	\$ 0	
<i>Operating Costs</i>	\$ 2,300	<i>Dog License Fees & Tax Charge Back</i>
<i>Outside Services</i>	\$ 0	
<i>Capital Items</i>	\$217,000	<i>Transfer to Capital, Parks, and Parks Project Funds</i>
<i>Other Expenditures</i>	\$278,070	<i>Insurance Premiums, Employee Benefits, Payroll Taxes</i>
Total	\$497,370	

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>	\$16,000	<i>Election Worker wages</i>
<i>Operating Costs</i>	\$11,500	<i>Ballot Printing & Postage, Office Supplies</i>
<i>Outside Services</i>	\$ 0	
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 1,500	<i>Food for Election Workers</i>
Total	\$29,000	

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>	\$30,000	<i>General Office Equipment, Utilities</i>
<i>Outside Services</i>	\$ 9,000	<i>Groundskeeping, Custodial, and Equipment</i>
		<i>Services</i>
<i>Capital Items</i>	\$ 2,500	
<i>Other Expenditures</i>	\$ 0	
Total	\$41,500	

Professional Services (Department 266)

Department Description

This department provides for the services of specialized professionals including general legal work, and other consulting services such as strategic planning, communications, and staff development

Budget Summary

<i>Personnel Costs</i>	\$0	
<i>Operating Costs</i>	\$0	
<i>Outside Services</i>	\$89,000	<i>Attorney fees, Consulting Services</i>
<i>Capital Items</i>	\$0	
<i>Other Expenditures</i>	\$0	
Total	\$89,000	

Inspections (Department 371)

Department Description

This department provides for the services of the Township's administrative assistant, Building/Zoning Official, Enforcement Officer, 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>	\$155,500	<i>Building, Enforcement, Administrative Asst.</i>
<i>Operating Costs</i>	\$ 8,000	<i>Miss Dig Annual Subscription, General Office</i>
<i>Outside Services</i>	\$ 58,000	<i>Supplies</i>
<i>Capital Items</i>	\$ 0	<i>Miscellaneous Inspections</i>
<i>Other Expenditures</i>	\$ 0	
Total	\$221,500	

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>	\$1 4 ,000	<i>General Engineering Services</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
Total	\$29,000	

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>	\$ 550	<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	
Total	\$8,050	

**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. The Budget also includes funds for a contribution to the Harbor Authority to contract with consultant with coastal expertise.

<u>Budget Summary</u>		
<i>Personnel Costs</i>	\$ 3,600	<i>Appointed Officials</i>
<i>Operating Costs</i>	\$ 0	
<i>Outside Services</i>	\$ 6,000	<i>Maintenance of Buoys & Consultant</i>
<i>Capital Items</i>	\$ 0	
<i>Other Expenditures</i>	\$ 0	
Total	\$9,600	

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 funding to update zoning ordinances for the Blue Star Hwy Business Corridor and the High-Risk Erosion area.

Budget Summary

<i>Personnel Costs</i>	\$25,000	<i>Planning Commission & ZBA Per Diem</i>
<i>Operating Costs</i>	\$ 9,500	<i>Postage, Printing Maps, and Muncide Updates</i>
<i>Outside Services</i>	\$42,600	<i>Legal, Zoning Admin Services, Enforcement</i>
<i>Capital Items</i>	\$20,000	<i>Zoning Ordinance Updates</i>
<i>Other Expenditures</i>	\$ 1,500	
Total	\$ 101,100	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
101-000-402.000	CURRENT PROP TAX	361,679	401,105	447,900	447,941	493,000	
101-000-434.000	TRAILER TAX	342	514	300	691	500	
101-000-439.000	STATE MARIJUANA REVENUE SHARE	56,453	103,725	118,583	118,583	100,000	
101-000-440.000	HOMESTEAD DENIALS	2,999	121	6,000	6,060		
101-000-445.000	PENALTIES & INTEREST ON TAXES	4,378	692	2,352	2,352	2,000	
101-000-447.000	TAX ADMINISTRATIVE FEE	132,225	145,694	167,366	167,367	165,000	
101-000-453.000	STREET LIGHT DISTRICT TAX	9,144	9,384	9,000	8,771	9,000	
101-000-476.000	BUSINESS LICENSES & PERMITS (300)						
101-000-477.000	CABLE TV FEE	62,660	65,182	64,000	47,518	64,000	
101-000-479.000	MARIJUANA ANNUAL LICENSES	45,048	45,000	45,000	37,500	40,000	
101-000-480.000	RENTAL DWELLING PERMITS	20,485	19,300	25,750	28,650	20,000	
101-000-481.000	BUILDING PERMITS	103,294	157,654	95,000	82,584	100,000	
101-000-482.000	ELECTRICAL PERMITS	21,240	33,695	19,000	19,560	18,000	
101-000-483.000	PLUMBING PERMITS	15,000	19,720	12,000	12,495	13,500	
101-000-484.000	MECHANICAL PERMITS	21,560	33,405	19,000	19,744	19,000	
101-000-489.000	ZONING PERMITS	10,237	7,058	7,400	9,810	7,500	
101-000-490.000	OTHER PERMITS	5,488	2,840	1,500	1,500	1,000	
101-000-548.000	METRO ACT, RIGHT OF WAYS	9,988	8,545	8,300	3,753	8,300	
101-000-574.000	STATE SHARED REVENUE	407,129	370,730	380,000	256,393	380,000	
101-000-607.000	PLANNING COMM FEES	9,290	11,200	800	800	7,500	
101-000-607.100	ZBA FEES		1,300			1,000	
101-000-620.000	SUMMER SCHOOL TAX COLLECTION	6,616	6,708	6,700	6,747	6,700	
101-000-658.000	FINES & FEES	35					
101-000-665.000	INTEREST EARNED	(11,604)	53,109	10,000	13,414	10,000	
101-000-671.000	LEASES	10,649	11,081	9,075	9,348	9,628	
101-000-671.001	LEASES INTEREST	162					
101-000-674.000	DONATIONS	2,700	69				
101-000-674.100	DOG PARK DONATIONS	2,270	613				
101-000-675.000	MISCELLANEOUS	8,556	(2,522)		1,377		
101-000-676.000	EXPENSE REIMBURSEMENTS	(1,658)	7,345		3,385		
101-000-699.000	APPROPRIATION TRANSFERS IN	21,800	41,727	42,000		82,000	
	FOOTNOTE AMOUNTS:					5,000	
	Park Fund Administrative Fee						
	FOOTNOTE AMOUNTS:					50,000	
	Road Fund Administration Fee						
	FOOTNOTE AMOUNTS:					10,000	
	Water Fund Administration Fee						
	FOOTNOTE AMOUNTS:					10,000	
	Sewer Fund Administration Fee						
	FOOTNOTE AMOUNTS:					7,000	
	Cemetery Administration Fee						
	GL # FOOTNOTE TOTAL:					82,000	
Totals for dept 000 - OTHER FUNCTIONS		1,337,865	1,554,994	1,497,026	1,306,343	1,557,628	
TOTAL ESTIMATED REVENUES		1,337,865	1,554,994	1,497,026	1,306,343	1,557,628	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 101 - TOWNSHIP BOARD							
101-101-701.000	ELECTED OFFICIAL SALARIES	2,000	4,500	10,000	8,800	15,000	
	FOOTNOTE AMOUNTS:					15,000	
	Trustee Compensation						
101-101-955.000	MISCELLANEOUS	727	380	1,200	379	600	
101-101-960.000	DUES & SUBSCRIPTIONS	6,747	6,853	8,300	8,288	9,000	
101-101-961.000	TRAINING & SEMINARS	1,361		500		4,000	
Totals for dept 101 - TOWNSHIP BOARD		10,835	11,733	20,000	17,467	28,600	
Dept 171 - SUPERVISOR/MANAGER							
101-171-701.000	ELECTED OFFICIAL SALARIES	12,548	12,548	17,000	15,519	17,000	
101-171-703.000	ADMINISTRATIVE SALARY	86,615	78,619	94,500	85,000	112,000	
101-171-727.000	SUPPLIES	1,035	909	1,000	794	1,000	
101-171-955.000	MISCELLANEOUS	975	204	750	722	750	
101-171-960.000	DUES & SUBSCRIPTIONS		1,398	1,000	1,097	1,200	
101-171-961.000	TRAINING & SEMINARS	1,039	2,145	3,000	874	3,000	
Totals for dept 171 - SUPERVISOR/MANAGER		102,212	95,823	117,250	104,006	134,950	
Dept 215 - CLERK							
101-215-701.000	ELECTED OFFICIAL SALARIES	12,548	12,548	17,000	15,519	17,000	
101-215-704.000	ADMINISTRATIVE ASSISTANT	(235)					
101-215-705.000	DEPUTY SALARY	58,110	61,962	72,825	64,951	76,650	
101-215-727.000	SUPPLIES	3,866	2,203	2,600	478	2,600	
101-215-901.000	PRINTING & PUBLISHING	3,403	4,878	3,600	2,129	3,600	
101-215-955.000	MISCELLANEOUS	468	1,109	1,500	643	1,500	
101-215-960.000	DUES & SUBSCRIPTIONS	199	30	200	135	200	
101-215-961.000	TRAINING & SEMINARS	170	1,449	1,000	325	1,500	
Totals for dept 215 - CLERK		78,529	84,179	98,725	84,180	103,050	
Dept 223 - PROFESSIONAL SERVICES							
101-223-803.000	AUDITOR	13,550	10,500	12,000	11,760	14,000	
Totals for dept 223 - PROFESSIONAL SERVICES		13,550	10,500	12,000	11,760	14,000	
Dept 247 - BOARD OF REVIEW							
101-247-702.000	APPOINTED OFFICIAL SALARIES	450	1,725	2,000	2,850	3,000	
101-247-727.000	SUPPLIES		106	100		100	
101-247-901.000	PRINTING & PUBLISHING	518	644	1,000	434	750	
101-247-955.000	MISCELLANEOUS	95	158	100	157	250	
101-247-961.000	TRAINING & SEMINARS		150	1,000		1,000	
Totals for dept 247 - BOARD OF REVIEW		1,063	2,783	4,200	3,441	5,100	
Dept 253 - TREASURER							
101-253-701.000	ELECTED OFFICIAL SALARIES	61,568	63,772	17,000	15,519	17,000	
101-253-704.000	ADMINISTRATIVE ASSISTANT	(1,156)					
101-253-705.000	DEPUTY SALARY	1,278	8,574	63,655	55,769	67,000	
101-253-727.000	SUPPLIES	2,726	788	4,000	1,118	3,000	
101-253-806.000	TAX ROLL	2,029	4,161	2,500	3,374	4,500	
101-253-955.000	MISCELLANEOUS	773	970	1,000	594	1,000	
101-253-960.000	DUES & SUBSCRIPTIONS	75	123	500	484	500	
101-253-961.000	TRAINING & SEMINARS	1,497	1,219	2,000	15	2,000	
Totals for dept 253 - TREASURER		68,790	79,607	90,655	76,873	95,000	
Dept 256 - TECHNOLOGY							
101-256-709.010	SUBCONTRACT LABOR	4,519	4,201	5,300	4,474	10,800	
101-256-727.000	COMPUTER SOFTWARE	3,106	5,179	7,500	6,177	7,500	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 256 - TECHNOLOGY							
101-256-801.000	NETWORK SYSTEMS LICENSE FEES	11,768	14,069	15,000	15,181	16,000	
101-256-807.000	CONSULTING SERVICES	13,500	4,018	14,500	11,750	4,000	
	FOOTNOTE AMOUNTS:					4,000	
	Website Support						
101-256-808.000	MARKETING AND COMMUNICATION			6,500	3,851	7,500	
101-256-971.000	CAPITAL OUTLAY	3,321	4,302	14,600	10,279	10,000	
	Totals for dept 256 - TECHNOLOGY	36,214	31,769	63,400	51,712	55,800	
Dept 257 - ASSESSOR							
101-257-702.000	APPOINTED OFFICIAL SALARIES	8,481					
101-257-709.000	SUBCONTRACTED LABOR				48		
101-257-727.000	SUPPLIES	21	1,113	1,000	181	1,000	
101-257-805.000	PROPERTY RECORDS	355	355	500		500	
101-257-809.000	PROFESSIONAL SERVICES	31,944	53,329	58,000	53,130	62,000	
101-257-901.000	PRINTING & PUBLISHING	1,772	2,636	3,000	2,381	3,000	
101-257-960.000	DUES & SUBSCRIPTIONS		1,054	2,000	1,969	2,000	
101-257-961.000	TRAINING & SEMINARS			500		500	
	Totals for dept 257 - ASSESSOR	42,573	58,487	65,000	57,709	69,000	
Dept 261 - OTHER FUNCTIONS							
101-261-717.000	EMPLOYEE BENEFITS, LIFE INS	582	713	800	580	850	
101-261-718.000	EMPLOYEE BENEFITS, DENTAL	3,199	2,919	3,200	2,661	3,520	
101-261-719.000	EMPLOYEE BENEFITS, HEALTH	72,673	81,723	85,000	75,666	95,000	
101-261-723.000	EMPLOYEE BENEFITS, FICA	23,822	26,962	32,000	29,290	35,000	
101-261-725.000	EMPLOYEE BENEFITS, MERS (RET)	93,739	113,789	110,000	51,923	115,000	
101-261-880.000	COMMUNITY PROMOTION	1,500				2,000	
101-261-881.000	DOG LICENSES ALLEGAN CO	79	60	100	89	100	
101-261-915.000	TOWNSHIP INSURANCE	13,578	14,684	17,000	15,689	22,000	
101-261-916.000	WORKERS COMP INSURANCE	1,358	1,215	1,750	3,293	4,500	
101-261-960.000	DUES & SUBSCRIPTIONS	210	146			200	
101-261-964.000	TAX CHARGE BACK	1,496	2,388	2,200	1,749	2,200	
101-261-995.000	APPROPRIATION TRANSFER OUT	240,000	600,380	291,250		217,000	
	FOOTNOTE AMOUNTS:					175,000	
	Appropriations to Capital Project Fund						
	FOOTNOTE AMOUNTS:					42,000	
	Appropriations to Park Fund						
	GL # FOOTNOTE TOTAL:					217,000	
	Totals for dept 261 - OTHER FUNCTIONS	452,236	844,979	543,300	180,940	497,370	
Dept 262 - ELECTIONS							
101-262-702.000	APPOINTED OFFICIAL SALARIES	569	6,337	12,000	9,669	16,000	
101-262-709.010	SUBCONTRACT LABOR		615	750	990	1,000	
101-262-727.000	SUPPLIES	5,197	3,692	10,000	3,366	6,000	
101-262-901.000	PRINTING & PUBLISHING	(365)	650	1,500	3,277	3,500	
101-262-955.000	MISCELLANEOUS	216	927	1,000	1,259	1,500	
101-262-961.000	TRAINING & SEMINARS					1,000	
	Totals for dept 262 - ELECTIONS	5,617	12,221	25,250	18,561	29,000	
Dept 265 - BUILDING & GROUNDS							
101-265-709.000	SUBCONTRACTED LABOR	2,110	8,241	8,000	7,505	9,000	
101-265-727.000	SUPPLIES	8,562	3,454	6,000	5,922	7,000	
101-265-920.000	GAS & ELECTRIC & INTERNET	10,116	10,680	14,000	12,694	14,000	
101-265-930.000	REPAIRS & MAINTENANCE	3,696	2,342	5,000	2,613	5,000	
101-265-935.000	EQUIPMENT SERVICES	2,605	4,392	3,500	3,747	3,500	

Calculations as of 06/30/2024

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APPROPRIATIONS							
Dept 265 - BUILDING & GROUNDS							
101-265-955.000	MISCELLANEOUS				229	500	
101-265-971.000	CAPITAL OUTLAY	2,500		2,000	796	2,500	
Totals for dept 265 - BUILDING & GROUNDS		29,589	29,109	38,500	33,506	41,500	
Dept 266 - PROFESSIONAL SERVICES							
101-266-802.000	ATTORNEY FEES	18,930	15,810	20,000	8,669	24,000	
101-266-807.000	CONSULTING SERVICES		15,075	25,000	7,844	65,000	
	FOOTNOTE AMOUNTS:					40,000	
	Communication Support						
	FOOTNOTE AMOUNTS:					20,000	
	Board Strategic Planning						
	FOOTNOTE AMOUNTS:					5,000	
	Staff Support						
	GL # FOOTNOTE TOTAL:					65,000	
101-266-955.000	MISCELLANEOUS	15,525	4,139	1,500	2		
Totals for dept 266 - PROFESSIONAL SERVICES		34,455	35,024	46,500	16,515	89,000	
Dept 371 - INSPECTIONS							
101-371-704.000	ADMINISTRATIVE ASSISTANT	39,304	44,282	53,000	48,126	62,000	
	FOOTNOTE AMOUNTS:					57,200	
	Admin Support Compensation						
	FOOTNOTE AMOUNTS:					4,800	
	Recording Secretary Support						
	GL # FOOTNOTE TOTAL:					62,000	
101-371-709.006	BUILDING INSPECTOR	22,164	71,117	84,300	78,313	93,500	
	FOOTNOTE AMOUNTS:					63,500	
	Building Inspector						
	FOOTNOTE AMOUNTS:					30,000	
	Building and Zoning Support						
	GL # FOOTNOTE TOTAL:					93,500	
101-371-709.007	ELECTRICAL INSPECTOR	17,025	22,755	18,000	13,495	18,000	
101-371-709.008	PLUMBING INSPECTOR	12,005	10,230	12,000	10,670	12,000	
101-371-709.009	MECHANICAL INSPECTOR	17,370	19,733	18,000	15,798	18,000	
101-371-727.000	SUPPLIES	2,621	2,515	2,800	1,710	3,000	
101-371-808.000	FIRE INSPECTOR	9,675	7,550	10,000	8,450	10,000	
101-371-960.000	DUES & SUBSCRIPTIONS	1,572	1,105	2,300	2,274	3,000	
101-371-961.000	TRAINING & SEMINARS	225	176	500		2,000	
Totals for dept 371 - INSPECTIONS		121,961	179,463	200,900	178,836	221,500	
Dept 441 - PUBLIC WORKS							
101-441-801.000	ENGINEERING	5,207	2,211	12,000	6,109	14,000	
101-441-925.000	STREET LIGHTS	14,757	13,695	15,000	14,378	15,000	
101-441-958.000	DRAINS AT LARGE	21,496					
Totals for dept 441 - PUBLIC WORKS		41,460	15,906	27,000	20,487	29,000	
Dept 530 - RECYCLING							
101-530-901.000	PRINTING & PUBLISHING	420	525	500	168	550	
101-530-962.000	SERVICE FEES	5,420	3,410	7,500	3,292	7,500	
Totals for dept 530 - RECYCLING		5,840	3,935	8,000	3,460	8,050	
Dept 597 - HARBOR COMMISSION							
101-597-702.000	APPOINTED OFFICIAL SALARIES		(380)	1,150	550	3,600	
101-597-880.000	COMMUNITY PROMOTION	250	400			5,000	
101-597-890.000	BUOYS	727		1,000		1,000	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 597 - HARBOR COMMISSION							
Totals for dept 597 - HARBOR COMMISSION		977	20	2,150	550	9,600	
Dept 701 - PLANNING & ZONING							
101-701-702.000	APPOINTED OFFICIALS SALARY	4,300	7,785	28,000	17,950	25,000	
	FOOTNOTE AMOUNTS:					25,000	
	Compensation for Planning and ZBA Commissioners						
101-701-703.000	ADMINISTRATIVE SALARY	2,390	300	400	600	600	
101-701-709.000	SUBCONTRACTED LABOR		250	10,000			
101-701-727.000	SUPPLIES	1,160	46	1,200	1,233	1,000	
101-701-802.000	ATTORNEY FEES PLAN & ZON	6,191	6,299	12,000	8,221	12,000	
101-701-804.000	PLANNER FEES	30,670	33,145	30,000	24,433	30,000	
101-701-807.000	CONSULTING SERVICES		37,396	20,000	11,717	20,000	
	FOOTNOTE AMOUNTS:					10,000	
	Blue Star Corridor Zoning Update						
	FOOTNOTE AMOUNTS:					10,000	
	High-Erosion Area Zoning Update						
	GL # FOOTNOTE TOTAL:					20,000	
101-701-901.000	PRINTING & PUBLISHING	3,026	1,494	16,500	4,871	8,500	
	FOOTNOTE AMOUNTS:					4,500	
	General Printing						
	FOOTNOTE AMOUNTS:					4,000	
	Municode Conversion						
	GL # FOOTNOTE TOTAL:					8,500	
101-701-955.000	MISCELLANEOUS	7,769	315	1,500		1,000	
101-701-960.000	DUES & SUBSCRIPTIONS	675	50	1,600	2,250		
101-701-961.000	TRAINING & SEMINARS	816	123	3,000	1,941	3,000	
Totals for dept 701 - PLANNING & ZONING		56,997	87,203	124,200	73,216	101,100	
Dept 751 - PARKS							
101-751-701.000	ELECTED OFFICIAL SALARIES	1,980	5,825				
101-751-709.000	SUBCONTRACTED LABOR		1,000				
101-751-709.001	SUBCONTRACTED LABOR-RIVER BLUFF	3,465	3,890				
101-751-709.002	SUBCONTRACTED LABOR-DOG PARK	2,146	7,579				
101-751-709.003	SUBCONTRACTED LABOR-SUNDOWN PARK	330	880				
101-751-709.004	SUBCONTRACTED LABOR-VETERANS PARK	330	1,135				
101-751-709.005	SUBCONTRACTED LABOR-BIKE TRAIL	2,994	4,205				
101-751-801.000	ENGINEERING	5,176	(5,000)				
101-751-920.000	GAS & ELECTRIC & INTERNET	950	1,291				
101-751-930.001	Repairs & Maintenance - River Bluff	1,266	2,814				
101-751-930.002	Repairs & Maintenance - Dog Park	685	3,055				
101-751-930.003	Repairs & Maintenance - Sundown Park	35	334				
101-751-930.004	Repairs & Maintenance - Veterans Park		121				
101-751-930.005	Repairs & Maintenance - Bike Trail	438	2,339				
101-751-955.000	MISCELLANEOUS	235	2,286				
101-751-971.002	Capital Outlay - Dog Park	871					
Totals for dept 751 - PARKS		20,901	31,754				
TOTAL APPROPRIATIONS		1,123,799	1,614,495	1,487,030	933,219	1,531,620	
NET OF REVENUES/APPROPRIATIONS - FUND 101		214,066	(59,501)	9,996	373,124	26,008	
	BEGINNING FUND BALANCE	951,211	1,165,275	1,105,774	1,105,774	1,478,898	1,478,898
	ENDING FUND BALANCE	1,165,277	1,105,774	1,115,770	1,478,898	1,504,906	1,478,898

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 2024-2025 are set at 0.9593 and 0.9511, 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 2024-2025 to be \$1,364,000; \$932,000 from current road millages, \$120,000 from State Grants, and \$312,000 transfer from the Fund Balance. Expenses are expected to be \$1,364,000. 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 Safe Street Action Plan, (4) construction for north section of the Blue Star Trail, and (5) grant support for southern section of the Blue Star Trail. The Township will continue work on short- and long-term solutions for Lakeshore Drive.

Road Projects 2024-2025

- Chip and Fog Seal
- Crack Seal
- Road Repair
 - Riverside Dr & Dugout Road
 - 63rd St
- Roadside mowing of local & primary road right of way and dust control.

Budget Summary

- Revenue

<i>Tax Revenue</i>	\$932,000
<i>State Grant</i>	\$120,000
<i>Other Revenue Sources</i>	\$ 29,500
Total	\$1,364,000

- Expenditure

Personnel Costs	\$ 50,000
Operating Costs	\$ 70,000
Outside Services	\$237,500
Capital Items	\$1,006,500
<u>Other Expenditures</u>	<u>\$ 0</u>
Total	\$1,364,000

Calculations as of 06/30/2024

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ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
204-000-403.000	CURRENT PROP TAX	670,522	731,372	850,000	845,835	932,000	
204-000-665.000	INTEREST EARNED	(34,418)	28,623				
204-000-676.000	EXPENSE REIMBURSEMENTS	3,080			5,676	120,000	
	FOOTNOTE AMOUNTS:					120,000	
	Trust Fund Grant						
204-000-699.100	TRANSFER FROM FUND BALANCE			468,500		312,000	
Totals for dept 000 - OTHER FUNCTIONS		639,184	759,995	1,318,500	851,511	1,364,000	
TOTAL ESTIMATED REVENUES		639,184	759,995	1,318,500	851,511	1,364,000	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 446 - ROAD ACTIVITIES							
204-446-709.000	SUBCONTRACTED LABOR				212		
204-446-801.000	ENGINEERING	3,616	7,207	166,000	69,875	237,500	
	FOOTNOTE AMOUNTS:					50,000	
	Riverside/Dugout Design/Admin					30,000	
	FOOTNOTE AMOUNTS:					30,000	
	Safe Street Master Plan					30,000	
	FOOTNOTE AMOUNTS:					7,500	
	BST Engineering					7,500	
	FOOTNOTE AMOUNTS:					20,000	
	BST Wiley to M89 Grant Support					20,000	
	FOOTNOTE AMOUNTS:					50,000	
	General Engineering					50,000	
	FOOTNOTE AMOUNTS:					50,000	
	BSH Sidewalk Design					50,000	
	FOOTNOTE AMOUNTS:					50,000	
	BSH Safe Street Planning					50,000	
	GL # FOOTNOTE TOTAL:					237,500	
204-446-802.000	ATTORNEY FEES	144	306	4,000	2,878	5,000	
204-446-860.000	ROAD IMPROVEMENTS	166,679	431,791	710,000	209,257	750,000	
	FOOTNOTE AMOUNTS:					300,000	
	Riverside Dr/Dugout Rd					450,000	
	FOOTNOTE AMOUNTS:					450,000	
	General Maintenance & Repair					450,000	
	GL # FOOTNOTE TOTAL:					750,000	
204-446-865.000	DUST CONTROL & MOWING	8,956	12,353	15,000	8,552	15,000	
204-446-901.000	PRINTING & PUBLISHING			500	91		
204-446-930.000	REPAIRS & MAINTENANCE					10,000	
	FOOTNOTE AMOUNTS:					10,000	
	General Repairs					10,000	
204-446-930.005	Repairs & Maintenance - Bike Trail			160,000	45,077	75,000	
	FOOTNOTE AMOUNTS:					10,000	
	Bike Trail Maintenance					65,000	
	FOOTNOTE AMOUNTS:					65,000	
	Blue Star Trail Repair					65,000	
	GL # FOOTNOTE TOTAL:					75,000	
204-446-931.000	CONSTRUCTION-BIKE TRAIL			58,000		120,000	
	FOOTNOTE AMOUNTS:					120,000	
	BST Construction					120,000	
204-446-932.000	SIDEWALK REPAIRS			15,000		26,500	
	FOOTNOTE AMOUNTS:					26,500	
	Sidewalk at Township Hall					26,500	
204-446-955.000	MISCELLANEOUS	1,640	19,002		72		
204-446-958.000	DRAINS AT LARGE			70,000	45,243	50,000	
204-446-979.000	PEDESTRIAN SAFETY IMPROVEMENTS		5,728	90,000		25,000	
	FOOTNOTE AMOUNTS:					25,000	
	Roundabout Improvements					25,000	
Totals for dept 446 - ROAD ACTIVITIES		181,035	476,387	1,288,500	381,257	1,314,000	
Dept 966 - ROAD ACTIVITIES							
204-966-995.000	APPROPRIATION TRANSFER OUT		10,000	30,000		50,000	
	FOOTNOTE AMOUNTS:					50,000	
	Administrative Fee					50,000	
Totals for dept 966 - ROAD ACTIVITIES			10,000	30,000		50,000	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
TOTAL APPROPRIATIONS		181,035	486,387	1,318,500	381,257	1,364,000	
NET OF REVENUES/APPROPRIATIONS - FUND 204		458,149	273,608		470,254		
BEGINNING FUND BALANCE		1,960,446	2,418,595	2,692,203	2,692,203	3,162,457	3,162,457
ENDING FUND BALANCE		2,418,595	2,692,203	2,692,203	3,162,457	3,162,457	3,162,457

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 .4920. Large-scale repairs, infrastructure upgrades, and property acquisition is paid for via special project funds.

Notable Projects:

- River Bluff Master Planning and Grant Support
- River Bluff Sign Design and Installation
- Support to Acquire Pine Trail Camp
- Completion of Land Acquisition and Conservation Program
- Amelanchier Park Trail Head Construction
- Improvements at Tails 'n Trails
- Design and landscape implementation at Sun Down

Budget Summary

- Revenue

Tax Revenue	\$240,000
Grants	\$ 225,500
Appropriations In	\$ 42,000
Fund Balance Transfer	\$ 0
Other	\$ 0
Total	\$507,000

- Expenditure

Personnel Costs	\$ 16,625
Operating Costs	\$ 61,000
Outside Costs	\$103,000
Capital Items	\$321,000
Other	\$ 5,000
Total	\$506,625

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
208-000-403.000	CURRENT PROP TAX			218,000	217,844	240,000	
208-000-523.000	STATE GRANT			15,000		190,000	
	Trust Fund					180,000	
	Coastal Management					10,000	
	GL # FOOTNOTE TOTAL:					190,000	
208-000-524.000	FEDERAL GRANT			55,500	585	35,000	
	NOAA River Bluff					35,000	
208-000-699.000	APPROPRIATION TRANSFERS IN			41,250		42,000	
	Totals for dept 000 - OTHER FUNCTIONS			329,750	218,429	507,000	
TOTAL ESTIMATED REVENUES				329,750	218,429	507,000	

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
208-261-723.000	EMPLOYEE BENEFITS, FICA				488		
Totals for dept 261 - OTHER FUNCTIONS						488	
Dept 751 - PARKS							
208-751-701.000	ELECTED OFFICIAL SALARIES			10,850	7,575	11,625	
208-751-709.000	SUBCONTRACTED LABOR			8,250	8,600	33,000	
	FOOTNOTE AMOUNTS:					15,000	
	General Support						
	FOOTNOTE AMOUNTS:					3,000	
	Portable Restrooms						
	FOOTNOTE AMOUNTS:					15,000	
	Pine Trail Operational Support						
	GL # FOOTNOTE TOTAL:					33,000	
208-751-801.000	ENGINEERING			3,000		4,000	
208-751-802.000	ATTORNEY FEES			3,000	374	3,000	
208-751-807.000	CONSULTING SERVICES			155,000	35,521	60,000	
	FOOTNOTE AMOUNTS:					20,000	
	Pine Trail Conceptual Site Plan						
	FOOTNOTE AMOUNTS:					10,000	
	Water Trail						
	FOOTNOTE AMOUNTS:					5,000	
	Conservation Outreach						
	FOOTNOTE AMOUNTS:					5,000	
	Strategic Planning						
	FOOTNOTE AMOUNTS:					10,000	
	River Bluff Master Plan						
	FOOTNOTE AMOUNTS:					8,000	
	River Bluff Shoreline Grant Support						
	FOOTNOTE AMOUNTS:					2,000	
	Sundown Park Master Plan						
	GL # FOOTNOTE TOTAL:					60,000	
208-751-809.000	PROFESSIONAL SERVICES					8,000	
	FOOTNOTE AMOUNTS:					3,000	
	Pine Trail Appraisal						
	FOOTNOTE AMOUNTS:					5,000	
	Pine Trail Environmental Assessment						
	GL # FOOTNOTE TOTAL:					8,000	
208-751-810.000	FEDERAL GRANT PROJECT					35,000	
	FOOTNOTE AMOUNTS:					35,000	
	River Bluff Shoreline Sustainability Study (NOAA)						
208-751-811.000	STATE GRANT PROJECT					200,000	
	FOOTNOTE AMOUNTS:					180,000	
	Amelanchier Rest Area (Trust Fund)						
	FOOTNOTE AMOUNTS:					20,000	
	Public Access Study (Coastal Management)						
	GL # FOOTNOTE TOTAL:					200,000	
208-751-901.000	PRINTING & PUBLISHING					1,000	
208-751-920.000	GAS & ELECTRIC & INTERNET			1,200	1,362	2,000	
208-751-930.000	REPAIRS & MAINTENANCE			32,500	2,745	17,000	
	FOOTNOTE AMOUNTS:					15,000	
	General Repairs Maintenance						
	FOOTNOTE AMOUNTS:					2,000	
	Small Dog Area						
	GL # FOOTNOTE TOTAL:					17,000	
208-751-955.000	MISCELLANEOUS			3,000	581		

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 751 - PARKS							
208-751-961.000	TRAINING & SEMINARS			2,000		1,000	
208-751-971.000	CAPITAL OUTLAY			25,000	2,449	121,000	
	FOOTNOTE AMOUNTS:					45,000	
	Paved Entry and Parking (Tails 'n Trails)					15,000	
	FOOTNOTE AMOUNTS:					10,000	
	New Sign (Tails 'n Trails)					4,000	
	FOOTNOTE AMOUNTS:					20,000	
	Landfill Trail Development					15,000	
	FOOTNOTE AMOUNTS:					2,000	
	Picnic Tables (2) River Bluff					10,000	
	FOOTNOTE AMOUNTS:					121,000	
	River Bluff Sign Installation					5,000	
	FOOTNOTE AMOUNTS:					2,000	
	Amelanchier Improvements					10,000	
	FOOTNOTE AMOUNTS:					10,000	
	Trail Markers Tails 'n Trails						
	FOOTNOTE AMOUNTS:						
	Sundown Improvements						
	GL # FOOTNOTE TOTAL:					121,000	
208-751-995.000	APPROPRIATION TRANSFER OUT			85,000		10,000	
	FOOTNOTE AMOUNTS:					5,000	
	Administrative Support					5,000	
	FOOTNOTE AMOUNTS:						
	Transfer to Park Project Fund						
	GL # FOOTNOTE TOTAL:					10,000	
Totals for dept 751 - PARKS				328,800	59,207	506,625	
TOTAL APPROPRIATIONS				328,800	59,695	506,625	
NET OF REVENUES/APPROPRIATIONS - FUND 208				950	158,734	375	
BEGINNING FUND BALANCE						158,734	158,734
ENDING FUND BALANCE				950	158,734	159,109	158,734

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 2024-2025 is set at 0.2155. Expected revenue in FY 2024-2025 is \$131,042, utilizing \$0 from the fund balance, and expenses to be \$131,042.

Major projects proposed for FY 2024-2025 include: prairie restoration project at Douglas, tree trimming, landscaping added to historic out-building in Riverside, and implementation of the elements of the cemetery master plan.

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>	\$ 105,000
<i>Contribution from Other Local Units</i>	\$ 15,042
<i>Burial Space Sales</i>	\$ 11,000
<i>Other Revenue Sources</i>	\$0
Total	\$131,042

- Expenditures

<i>Personnel Costs</i>	\$ 7,000
<i>Operating Costs</i>	\$ 19,700
<i>Outside Services</i>	\$ 45,000
<i>Capital Items</i>	\$ 57,842
<i>Other Expenditures</i>	\$ 1,500
Total	\$131,042

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
209-000-403.000	CURRENT PROP TAX	81,004	85,429	95,000	95,406	105,000	
209-000-581.000	CNTRBTN FROM OTHER LOCAL UNIT	14,017	14,528	13,600	14,398	15,042	
209-000-643.000	IN-DISTRICT SPACE LOT SALES	4,640	2,760	3,000	2,960	3,000	
209-000-644.000	OUT-OF-DISTRICT BURIAL SPACE SALE	7,000	8,000	7,000	18,000	8,000	
209-000-665.000	INTEREST EARNED	(5,736)	4,771				
209-000-674.000	CONTRIBUTIONS AND DONATIONS		1,300				
209-000-676.000	EXPENSE REIMBURSEMENT		(4,000)		(240)		
Totals for dept 000 - OTHER FUNCTIONS		100,925	112,788	118,600	130,524	131,042	
TOTAL ESTIMATED REVENUES		100,925	112,788	118,600	130,524	131,042	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 567 - BUILDING & GROUNDS							
209-567-709.000	SUBCONTRACTED LABOR	39,849	37,887	45,000	32,877	45,000	
209-567-727.000	SUPPLIES	1,639	1,457	2,000	4,612	5,000	
209-567-740.000	SOIL & FLOWERS	434	200	500	1,022	1,000	
209-567-802.000	ATTORNEY FEES	116					
209-567-860.000	ROAD IMPROVEMENTS		270		800	2,500	
209-567-920.000	GAS & ELECTRIC & INTERNET	2,916	2,352	3,000	2,584	3,300	
209-567-930.000	REPAIRS & MAINTENANCE	1,093	3,788	8,000	4,088	5,500	
209-567-938.000	TREE REMOVAL	1,650	325	2,400	1,520	2,400	
209-567-955.000	MISCELLANEOUS	1,272	126	1,500	948	1,500	
209-567-971.000	CAPITAL OUTLAY		23,598	48,700	10,181	57,842	
	FOOTNOTE AMOUNTS: Prairie Restoration					14,250	
	FOOTNOTE AMOUNTS: Cemetery Captial Improvements					43,592	
	GL # FOOTNOTE TOTAL:					57,842	
Totals for dept 567 - BUILDING & GROUNDS		48,969	70,003	111,100	58,632	124,042	
Dept 966 - ROAD ACTIVITIES							
209-966-995.000	APPROPRIATION TRANSFER OUT	21,800	22,500	7,000		7,000	
Totals for dept 966 - ROAD ACTIVITIES		21,800	22,500	7,000		7,000	
TOTAL APPROPRIATIONS		70,769	92,503	118,100	58,632	131,042	
NET OF REVENUES/APPROPRIATIONS - FUND 209		30,156	20,285	500	71,892		
	BEGINNING FUND BALANCE	238,803	268,960	289,245	289,245	361,137	361,137
	ENDING FUND BALANCE	268,959	289,245	289,745	361,137	361,137	361,137

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, 2026 with the option of an additional two-year extension.

We expect revenues in FY 2024-2025 to be \$22,500 and expenses to be \$22,500.

Budget Summary

- Revenue

<i>Special Assessment Revenue</i>	\$22,500
<i>Other Revenue Sources</i>	<u>\$0</u>
Total	\$22,500

- Expenditures

<i>Personnel Costs</i>	\$500
<i>Operating Costs</i>	\$0
<i>Outside Services</i>	\$22,000
<i>Capital Items</i>	\$0
<i>Other Expenditures</i>	<u>\$0</u>
Total	\$22,500

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
210-000-451.000	SPECIAL ASSESSMENTS REVENUE	21,186	22,598	23,300	26,186	22,500	
Totals for dept 000 - OTHER FUNCTIONS		21,186	22,598	23,300	26,186	22,500	
TOTAL ESTIMATED REVENUES		21,186	22,598	23,300	26,186	22,500	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
210-261-723.000	EMPLOYEE BENEFITS, FICA		4		38		
Totals for dept 261 - OTHER FUNCTIONS			4		38		
Dept 651 - OTHER FUNCTIONS							
210-651-702.000	APPOINTED OFFICIAL SALARIES	50	100	150	500	500	
210-651-709.000	SUBCONTRACTED LABOR	21,092	21,704	23,150	18,776	22,000	
Totals for dept 651 - OTHER FUNCTIONS		21,142	21,804	23,300	19,276	22,500	
TOTAL APPROPRIATIONS		21,142	21,808	23,300	19,314	22,500	
NET OF REVENUES/APPROPRIATIONS - FUND 210		44	790		6,872		
BEGINNING FUND BALANCE		547	591	1,382	1,382	8,254	8,254
ENDING FUND BALANCE		591	1,381	1,382	8,254	8,254	8,254

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
	Total	\$0
• Expenditures		
	<i>Personnel Costs</i>	\$0
	<i>Other Expenditures</i>	\$0
	Total	\$0

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
285-000-528.000	Federal Grant (ARPA)		353,098				
285-000-665.000	INTEREST EARNED		9,227				
	Totals for dept 000 - OTHER FUNCTIONS		362,325				
TOTAL ESTIMATED REVENUES			362,325				

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 000 - OTHER FUNCTIONS							
285-000-995.000	APPROPRIATION TRANSFER OUT		9,227				
Totals for dept 000 - OTHER FUNCTIONS			9,227				
Dept 901 - CAPITAL OUTLAY							
285-901-971.000	CAPITAL OUTLAY		353,098				
Totals for dept 901 - CAPITAL OUTLAY			353,098				
TOTAL APPROPRIATIONS			362,325				
NET OF REVENUES/APPROPRIATIONS - FUND 285							
BEGINNING FUND BALANCE							
ENDING FUND BALANCE							

Construction-66th 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 2024-2025 we expect revenues to be \$64,525 in special assessment revenue. In FY 2024-2025 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
	Total	\$64,525
• 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
	Total	\$64,525

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
303-000-451.000	SPECIAL ASSESSMENTS REVENUE		47,800	64,525	73,859	64,525	
303-000-452.000	SPECIAL ASSMNT INTEREST		7,363				
303-000-698.000	BOND OR INSURANCE RECOVERIES	478,000					
Totals for dept 000 - OTHER FUNCTIONS		478,000	55,163	64,525	73,859	64,525	
TOTAL ESTIMATED REVENUES		478,000	55,163	64,525	73,859	64,525	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED 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	352,488		(595)		
Totals for dept 441 - PUBLIC WORKS		27,740	352,488		(595)		
Dept 906 - DEBT SERVICE							
303-906-991.000	PRINCIPAL PAYMENTS		25,000	51,000	56,425	51,000	
303-906-994.000	INTEREST PAYMENTS		13,064	13,525	6,761	13,525	
Totals for dept 906 - DEBT SERVICE			38,064	64,525	63,186	64,525	
TOTAL APPROPRIATIONS		50,445	390,552	64,525	62,591	64,525	
NET OF REVENUES/APPROPRIATIONS - FUND 303		427,555	(335,389)		11,268		
BEGINNING FUND BALANCE			427,555	92,166	92,166	103,434	103,434
ENDING FUND BALANCE		427,555	92,166	92,166	103,434	103,434	103,434

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 2024-2025 to be \$560,000; \$175,000 from an Appropriations-In from the General Fund (101) and a \$385,000 Fund Balance Transfer (403). Expenses are expected to be \$560,000, which will cover the cost of updating the Township Hall Exterior and redesigning the site of the Township Hall.

Budget Summary

• Revenue		
	Appropriation-In from GF (101)	\$175,000
	Transfer-In from General Fund (403)	\$385,000
	<u>Other Revenue Sources</u>	<u>\$ 0</u>
	Total	\$560,000
• Expenditures		
	Personnel Costs	\$0
	Operating Costs	\$0
	Outside Services	\$0
	Capital Items	\$560,000
	<u>Other Expenditures</u>	<u>\$0</u>
	Total	\$560,000

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
403-000-674.000	CONTRIBUTIONS AND DONATIONS			30,050	30,050		
403-000-699.000	APPROP. TRANSFERS IN FROM GEN FD	240,000	550,380	250,000		175,000	
403-000-699.100	TRANSFER FROM FUND BALANCE			355,000		385,000	
	Totals for dept 000 - OTHER FUNCTIONS	<u>240,000</u>	<u>550,380</u>	<u>635,050</u>	<u>30,050</u>	<u>560,000</u>	
	TOTAL ESTIMATED REVENUES	<u>240,000</u>	<u>550,380</u>	<u>635,050</u>	<u>30,050</u>	<u>560,000</u>	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 901 - CAPITAL OUTLAY							
403-901-709.000	SUBCONTRACTED LABOR	9,907					
403-901-971.000	CAPITAL OUTLAY		473,637	585,050	245,809	560,000	
	FOOTNOTE AMOUNTS:					560,000	
	Office Exterior and Site Update						
403-901-980.000	OFFICE EQUIPMENT			250,000			
Totals for dept 901 - CAPITAL OUTLAY		9,907	473,637	835,050	245,809	560,000	
TOTAL APPROPRIATIONS		9,907	473,637	835,050	245,809	560,000	
NET OF REVENUES/APPROPRIATIONS - FUND 403		230,093	76,743	(200,000)	(215,759)		
	BEGINNING FUND BALANCE	49,093	279,185	355,928	355,928	140,169	140,169
	ENDING FUND BALANCE	279,186	355,928	155,928	140,169	140,169	140,169

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 2024-2025 to be \$5,000 from an appropriation from Park and Recreation (208). 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)	\$ 5,000
Federal & State Grants	\$ 0
Donations	\$ 0
Other Revenue Sources	\$ 0
Total	\$ 5,000

- Expenditures

Personnel Costs	\$0
Operating Costs	\$0
Outside Services	\$0
Capital Items	\$0
Other Expenditures	\$0
Total	\$0

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
408-000-674.000	DONATIONS	1,658	3,384	3,000	328		
408-000-699.000	APPROP. TRANSFERS IN FROM GEN FD		50,000	80,000			
	Totals for dept 000 - OTHER FUNCTIONS	1,658	53,384	83,000	328		
TOTAL ESTIMATED REVENUES		1,658	53,384	83,000	328		

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED 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	29,049					
408-751-955.000	MISCELLANEOUS		3,018				
408-751-971.000	CAPITAL OUTLAY	27	26				
Totals for dept 751 - PARKS		34,285	8,943				
TOTAL APPROPRIATIONS							
		34,285	8,943				
NET OF REVENUES/APPROPRIATIONS - FUND 408							
		(32,627)	44,441	83,000	328		
BEGINNING FUND BALANCE		47,785	15,159	59,601	59,601	59,929	59,929
ENDING FUND BALANCE		15,158	59,600	142,601	59,929	59,929	59,929

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 2024-2025 revenues are expected to be \$1,043,000 and expenses to be \$1,043,000, with the need to utilize \$145,500 from the fund balance. Notable budgeted expenses in FY 2024-2025 include next steps in regard to the water service line inventory and material verification, legal work related to the water agreements, and replacement of water main on Riverside Drive and Dugout Rd.

Budget Summary

- Revenue

Contributions from Other Local Units	\$ 275,000
State Grant	\$ 258,000
Charges for Service	\$ 85,000
Connection Fees	\$ 65,000
Bond/Insurance	\$ 200,000
Other Revenue Sources	\$ 170,000
Total	\$1,053,000

- Expenditures

Personnel Costs	\$ 10,000
Operating Costs	\$ 70,000
Outside Services	\$ 373,000
Capital Items	\$ 600,000
Other Expenditures	\$ 0
Total	\$1,053,000

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
465-000-451.000	SPECIAL ASSESSMENTS REVENUE			11,645	11,646	10,000	
465-000-523.000	STATE GRANT					258,000	
	FOOTNOTE AMOUNTS:					258,000	
	TMF State Grant						
465-000-581.000	CNTRBTN FROM OTHER LOCAL UNIT	90,706	121,113	24,750		275,000	
	FOOTNOTE AMOUNTS:					275,000	
	County contribution to Riverside						
465-000-602.000	CHARGES FOR SERVICE	1,906	21,193	85,000	79,612	85,000	
465-000-602.100	CONNECTION CHARGES	63,160	70,002	76,750	78,690	65,000	
465-000-602.300	WILEY RD EXT			156,195		4,500	
465-000-665.000	INTEREST EARNED		3,644		193		
465-000-698.000	BONDS AND INSURANCE					200,000	
465-000-699.100	TRANSFER FROM FUND BALANCE			95,160		155,500	
Totals for dept 000 - OTHER FUNCTIONS		155,772	215,952	449,500	170,141	1,053,000	
TOTAL ESTIMATED REVENUES		155,772	215,952	449,500	170,141	1,053,000	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 261 - OTHER FUNCTIONS							
465-261-995.000	APPROPRIATION TRANSFER OUT					10,000	
	FOOTNOTE AMOUNTS:					10,000	
	Administrative Support						
	Totals for dept 261 - OTHER FUNCTIONS					10,000	
Dept 441 - PUBLIC WORKS							
465-441-801.000	ENGINEERING	27,051	112,267	157,000	57,764	393,000	
	FOOTNOTE AMOUNTS:					202,600	
	Lead Service Line Verification						
	FOOTNOTE AMOUNTS:					34,600	
	Service Line Replacement Planning						
	FOOTNOTE AMOUNTS:					20,800	
	LSLR Eduction/Outreach						
	FOOTNOTE AMOUNTS:					20,000	
	General Support						
	FOOTNOTE AMOUNTS:					15,000	
	Water Agreement						
	FOOTNOTE AMOUNTS:					100,000	
	Riverside Watermain Design & Admin						
	GL # FOOTNOTE TOTAL:					393,000	
465-441-802.000	ATTORNEY FEES	37	5,636	10,000	3,696	25,000	
	FOOTNOTE AMOUNTS:					10,000	
	General						
	FOOTNOTE AMOUNTS:					15,000	
	Water Agreement						
	GL # FOOTNOTE TOTAL:					25,000	
465-441-809.000	PROFESSIONAL SERVICES		2,934	17,500	12,510	15,000	
	FOOTNOTE AMOUNTS:					15,000	
	Water Agreement						
465-441-930.000	REPAIRS & MAINTENANCE	990		35,000	4,625	10,000	
	FOOTNOTE AMOUNTS:					10,000	
	General						
465-441-972.000	WATER SYSTEM			230,000	46,136	600,000	
	FOOTNOTE AMOUNTS:					600,000	
	Riverside/Dugout Water Main						
	Totals for dept 441 - PUBLIC WORKS	28,078	120,837	449,500	124,731	1,043,000	
TOTAL APPROPRIATIONS		28,078	120,837	449,500	124,731	1,053,000	
NET OF REVENUES/APPROPRIATIONS - FUND 465		127,694	95,115		45,410		
	BEGINNING FUND BALANCE	595,481	723,175	818,290	818,290	863,700	863,700
	ENDING FUND BALANCE	723,175	818,290	818,290	863,700	863,700	863,700

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 2024-2025 to be \$150,000, generated from connection, service fees, and a transfer from Fund Balance of . We expect expenditures in FY 2024-2025 to be \$150,000.

Notable budgeted expenses include professional services for drafting updated municipal 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	\$ 43,000
	Other Revenue Sources	<u>\$ 107,000</u>
	Total	\$150,000
• Expenditures		
	Personnel Costs	\$ 10,000
	Operating Costs	\$ 5,000
	Outside Services	\$135,000
	Capital Items	\$ 0
	Other Expenditures	<u>\$ 0</u>
	Total	\$150,000

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 000 - OTHER FUNCTIONS							
490-000-451.000	SPECIAL ASSESSMENTS REVENUE			8,432	8,432	8,000	
490-000-581.000	CNTRBTN FROM OTHER LOCAL UNITS	16,125	16,728				
490-000-602.000	CHARGES FOR SERVICE	30,229	28,424	28,000	9,304	28,000	
490-000-602.100	CONNECTION CHARGES		88,687	9,300	12,231	15,000	
490-000-665.000	INTEREST EARNED		4,628		344		
490-000-699.100	TRANSFER FROM FUND BALANCE					99,000	
Totals for dept 000 - OTHER FUNCTIONS		46,354	138,467	45,732	30,311	150,000	
TOTAL ESTIMATED REVENUES		46,354	138,467	45,732	30,311	150,000	

Calculations as of 06/30/2024

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ACTIVITY	2023-24 AMENDED BUDGET	2023-24 ACTIVITY THRU 06/30/24	2024-25 REQUESTED BUDGET	2024-25 APPROVED BUDGET
APPROPRIATIONS							
Dept 441 - PUBLIC WORKS							
490-441-801.000	ENGINEERING	11,095	9,560	28,000	13,784	55,000	
	Rate Study/AMP					15,000	
	Sewer Agreement					10,000	
	Capacity Acquisition					15,000	
	General Support					15,000	
	GL # FOOTNOTE TOTAL:					55,000	
490-441-802.000	ATTORNEY FEES	914	2,011	5,000	74	40,000	
	Rate Study/AMP					10,000	
	Sewer Agreement					10,000	
	Capacity Acquisition					10,000	
	General					10,000	
	GL # FOOTNOTE TOTAL:					40,000	
490-441-809.000	PROFESSIONAL SERVICES					40,000	
	Rate Study/AMP					15,000	
	Sewer Agreement					15,000	
	Capacity Acquisition					10,000	
	Admin Support					10,000	
	GL # FOOTNOTE TOTAL:					40,000	
490-441-930.000	REPAIRS & MAINTENANCE			2,500	2,330	5,000	
490-441-995.000	APPROPRIATION TRANSFER OUT					10,000	
	Admin Support					10,000	
	Totals for dept 441 - PUBLIC WORKS	12,009	11,571	35,500	16,188	150,000	
TOTAL APPROPRIATIONS		12,009	11,571	35,500	16,188	150,000	
NET OF REVENUES/APPROPRIATIONS - FUND 490		34,345	126,896	10,232	14,123		
	BEGINNING FUND BALANCE	94,104	128,450	255,347	255,347	269,470	269,470
	ENDING FUND BALANCE	128,449	255,346	265,579	269,470	269,470	269,470

Fund Balance Estimation



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Fund Balance Estimator Fiscal Year 2023-2024

Fund	FY 2021-2022	FY 2022-2023	FY 2023-2024	Est. 1st of Year Fund Balance	Projected Revenues	Proposed Budget Expenditures	Projected End-Of-Year Fund Balance	% of FB	Projected Surplus/Deficit
General Fund (101)	\$950,651.11	\$1,164,715.32	\$1,015,214.68	\$1,025,210.68	\$1,557,628.00	\$1,531,620.00	1,051,218.68	25%	\$26,008.00
Road Fund (204)	\$1,960,445.59	\$2,418,594.59	\$2,692,202.62	\$2,223,702.62	\$1,364,000.00	\$1,364,000.00	\$1,911,702.62	45%	(\$312,000.00)
Park/Recreation (208)	-	-	-	0	\$507,000	\$504,625	\$2,375	0%	\$2,375
Cemetery (209)	\$238,803.34	\$268,960.25	\$289,244.97	\$301,667.97	\$131,042	\$131,042.00	\$301,667.97	7%	\$0.00
Ambulance (210)	\$547.28	\$591.01	\$1,381.80	\$1,381.80	\$22,500	\$22,500.00	\$1,381.80	0%	\$0
ARPA (285)	-	\$352,390.03	\$0.00	\$0	\$0	\$0	\$0	0%	\$0
66th SAD (303)	-	\$427,555.27	\$92,166	\$92,166	\$64,525.00	\$64,525.00	\$92,166	2%	\$0
Capital Project (403)	\$49,092.59	\$279,185.34	\$355,928	\$385,928	\$560,000.00	\$560,000.00	\$0	0%	\$0
Parks Project (408)	\$47,785.14	\$15,159.26	\$59,600.69	\$142,600.69	\$15,000.00	\$0	\$157,600.69	4%	\$15,000.00
Water Fund (465)	\$595,480.99	\$723,174.65	\$818,289.72	\$723,129.72	1,168,000.00	\$1,168,000.00	\$577,629.72	14%	(\$145,500.00)
Sewer Fund (490)	\$94,104.35	\$128,449.54	\$255,346.86	\$265,579.11	\$150,000.00	\$150,000.00	\$166,579.11	4%	(\$99,000.00)
Totals	\$3,936,910.39	\$5,778,775.26	\$5,579,375.34	\$5,161,366.59	\$5,539,695.00	\$5,496,312.00	4,262,321.53	100%	(\$513,117.00)

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Appendices



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SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE

July 01, 2024

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 July 1, 2024.

Schedule I

A.	Flat Escrow Deposit – <i>(held to three (3) months after Certificate of Occupancy issued)</i>	\$2,500
	*Flat Escrow Fee Applies	
B.	*Rezoning <i>\$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.</i>	\$1,300
C.	Zoning Board of Appeals	\$1,300
D.	Construction Board of Appeals.....	\$1,300
E.	Dangerous Structure Hearing	\$500
F.	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 \$1,000. In addition to the standard fee of \$1,000 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 \$1,000. Any escrow balance remaining when the appeal is completed shall be returned to the applicant.	
G.	Land Divisions	
	Resulting in Two (2) Lots.....	\$500
	Resulting in Three (3) or more Lots.....	\$1,000
H.	Boundary Line Adjustments or Combination <i>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.</i>	\$100 per parcel effected
I.	Zoning Determination	
	Regular Determination.....	\$150
	Baseline Environment Assessment.....	\$500
J.	Special Meeting Request – <i>(other than a regularly scheduled meeting)</i>	\$1,300
K.	Signs – as required by Sign Ordinance	\$1.50/sq. ft per number of sides + \$100 Zoning Permit Fee
	Temporary Sign.....	\$1.50/sq. ft per number of sides
L.	Home Occupation Permit	\$100 <i>(one-time fee)</i>

M.	*Pond Permit.....	\$500
N.	*Private Road Permit	\$500
O.	*Site Condominium, PUD, Multiple or Mobile	\$350 <i>(one time issue)</i>
P.	Temporary Mobile Home Location Permit	\$100 <i>(one time issue for 1 year)</i>
Q.	Temporary/Seasonal Use Permit	
	6-month duration	\$300
	2-month duration.....	\$100
R.	Building Permit Fees – see Schedule of Building Permit Fees	
S.	Zoning Permit	\$100
T.	Utility Investigation	
	Flat Escrow	\$5,000
	Administrative Fee	\$350
U.	Contractor Registration Fee	\$50
V.	Mechanical, Electrical and/or Plumbing Permit	\$100 <i>(per inspection)</i>
	Plan reviews, as necessary	\$100/hour <i>(1 hour minimum)</i>
W.	Water Service Connections	
1.	Water Service Connection Permit	\$4,000 <i>(per R.E.U.)</i> \$100 <i>(per inspection)</i>
2.	Water Service Fire Suppression Connection	Additional ½ R.E.U. <i>at \$4,000 per Water Service Connection R.E.U.</i>
3.	Irrigation Service Connection Permit.....	\$1,000 <i>(per connection)</i> \$100 <i>(per inspection)</i> <i>Only applicable if not in conjunction with a domestic water service line</i>
X.	Sewer Service Connection Permit	\$7,069.57 <i>(per R.E.U.)</i> \$100 <i>(per inspection)</i>
Y.	Water Service Readiness to Serve Charge.....	\$8.00 <i>(per R.E.U. per month)</i>
Z.	Sewer Component Replacement Charge	\$3.50 <i>(per M.E.U. per month KLSWA unit)</i>
AA.	Rental Inspection (valid for three (3) years)	
	Initial/Three (3) year interval	\$500
	Per Re-Inspection	\$175
	Rental Investigation Fee after 2 nd Notice	\$250 <i>2nd Notice issued 30 days after First Notification and due upon registration/renewal</i>
	Rental Investigation Fee after 3 rd Notice	\$300 <i>3rd Notice issued 30 days after issuance of 2nd Notice and due upon registration/renewal</i>



Schedule II

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

* 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\$100/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 \$100 each. Permit fees are capped at \$10,500 for a single residential structure of up to four units not including additional inspections or professional services deemed necessary.

\$100 base fee plus

\$4.00 per thousand dollars of project value

\$10,500 cap for a residential structure up to four units

Demolition and moving of a building \$100

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 \$100 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 25% 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 25% of the permit fees are refundable, the other 25% is kept as a processing fee.

Certificate of Occupancy Fees

New Structures/Additions \$100

Remodels/Small Projects \$25

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 Returned check Payment	\$25/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 contracted time and materials of Township.
Small Memorial Space on Dog Park Pavilion(s)	\$150.00 per space <i>(sign not included)</i>
Small Sign Advertisement Space on Dog Park Fence	\$150.00 per space annual fee <i>(sign not included)</i>
Large Sign Advertisement Space on Dog Park Fence	\$250.00 per sign annual fee <i>(sign not included)</i>

CEMETERY STANDARDS, RULES AND REGULATIONS

& FEE SCHEDULE

Section 1. PURPOSE

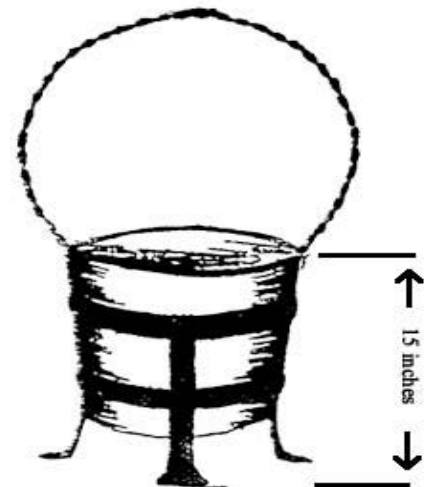
In accordance with Chapter 12 Saugatuck Township Code of Ordinances the Cemetery Standards, Rules and Regulations as amended and adopted by the Saugatuck Township Board are to govern the management, maintenance, operation and use of all municipal cemeteries of the township and to carry out the purposes 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 1st 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 1st 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.

A. Standard Burial

*Weekday Non-Holiday	\$660
*Saturday	\$710
*Sunday/Holiday.....	\$800

B. Cremation Burial

*Weekday Non-Holiday	\$250
* Saturday/Sunday/Holiday	\$300

Standard Burial Plot Fees

A. Resident or Taxpayer

a. Standard Plot 1-2 spaces	\$500/space
b. Standard Plot 3-6 spaces	\$1,000/space
c. Standard Plot more than 6 spaces	\$2,500/space

B. Non-Resident / Non-Tax Payer

a. Standard Plot.....	\$2,500/space
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Cremation Burial Plot Fees

A. Resident or Taxpayer

a. Cremation Plot 1-2 spaces	\$350/space
b. Cremation Plot 3-6 spaces	\$700/space
c. Cremation Plot more than 6 spaces.....	\$1,750/space

A. Non-Resident / Non-Tax Payer

a. Cremation Plot	\$1,750/space
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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. The Township will repurchase unused plots at current fee schedule rates.

**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.

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(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.

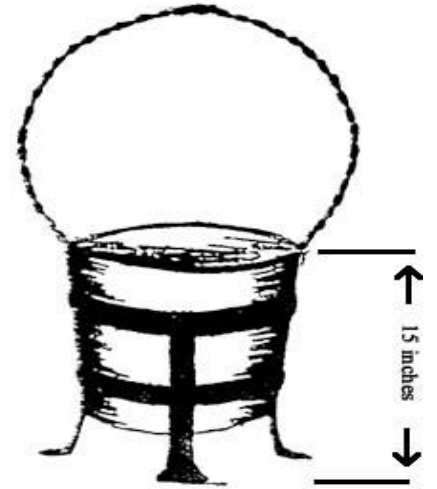
(b) No artificial flowers may be placed on any lot in any part of the cemeteries. Fresh flowers, wreaths and emblems are permitted to be laid on a lot for a short period only immediately following a burial, and immediately before, during and after Memorial Day observances, and, will be disposed of when 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.

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(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 1st annually, as time and weather conditions dictate.



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Schedule IV

Cemetery Fees

*Foundation \$.25 per sq. in.

A. Standard Burial

*Weekday Non-Holiday	\$550
*Saturday	\$600
*Sunday/Holiday.....	\$650

B. Cremation Burial

*Weekday Non-Holiday	\$150
* Saturday	\$175
* Sunday / Holiday	\$200

Standard Burial Plot Fees

A. Resident or Taxpayer

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. Non Resident / Non Tax Payer

a. Standard Plot.....	\$2,000/space
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Cremation Burial Plot Fees

A. Resident or Taxpayer

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. Non Resident / Non Tax Payer

a. Cremation Plot.....	\$1,500/space
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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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Saugatuck Township

Strategic Mission

Enhance the Quality of Life for All

Community Vision

A welcoming, nature rich community where people thrive and are inspired to create a bright future for all.

10 Year Vision

Be nationally recognized as a forward thinking local government that creatively meets community needs in infrastructure, sustainability, land conservation, public safety and equity.

Core Values

Love of Community

Engaging for positive impact and the greater good.

Resourceful

Maximizing resources with dedicated follow-through.

Forward Thinking

Looking outside of ourselves for inspiration.

Welcoming

Welcoming and embracing the unique contributions of all.

Respectful

Nurturing a culture of mutual regard and courtesy.

Trustworthy

Fulfilling our promises and commitments.

Strategic Pillars



Growth & Development

Balance development with consideration for community well-being and our environment.



Community Investment

Invest in strategic projects that support sustainable development and high quality of life.



Collaborate & Communicate

Strengthen existing community relationships and engage with regional/state/national partners.



Recreation & Transportation

Expand outdoor recreation opportunities and support transportation equity.



Conservation & Restoration

Preserve and enhance our parks, green spaces, woodlands, waterways, waterfront, and natural areas.



Operational Excellence

Hire, retain, develop, and inspire a professional staff committed to making a positive community impact.



Financial Sustainability

Effectively manage assets, use public funds responsibly, and develop a sustainable financial position.

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Appendix C Budget

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SAUGATUCK TOWNSHIP
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. 2024-11

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 2024-2025 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 May 29, 2024 and a public hearing on the proposed budget was held on June 12, 2024

Section 4: Estimated Revenues

Estimated township general fund revenues for FY 2024-2025, including an allocated millage of 1.0117 mills and various miscellaneous revenues, shall total \$1,557,268.00.

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 1.0117 mills for general operations as set forth by the Tax Allocation Board; and voter authorized millages of 0.9511 and 0.9593 for road purposes, 0.4920 for parks and trail purposes, and 0.2155 for cemetery purposes as authorized under state law and approved by the electorate.

Section 6: Estimated Expenditures

Estimated township general fund expenditures for FY 2024-2025 for various township activities shall total \$1,531,620.00

Section 7: Adoption of Budget by Reference

The general fund budget (i.e. FY 2024-2025 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 2024-2025 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 MARCY, and seconded by

ISRAELS. Upon roll call vote, the following voted:

AYES: Helmrich, Israels, Bigford, Aldrich, Marcy

NAYS: ∅

ABSENT: ∅

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 13, 2024.

Rebecca Israels
Rebecca Israels, Clerk

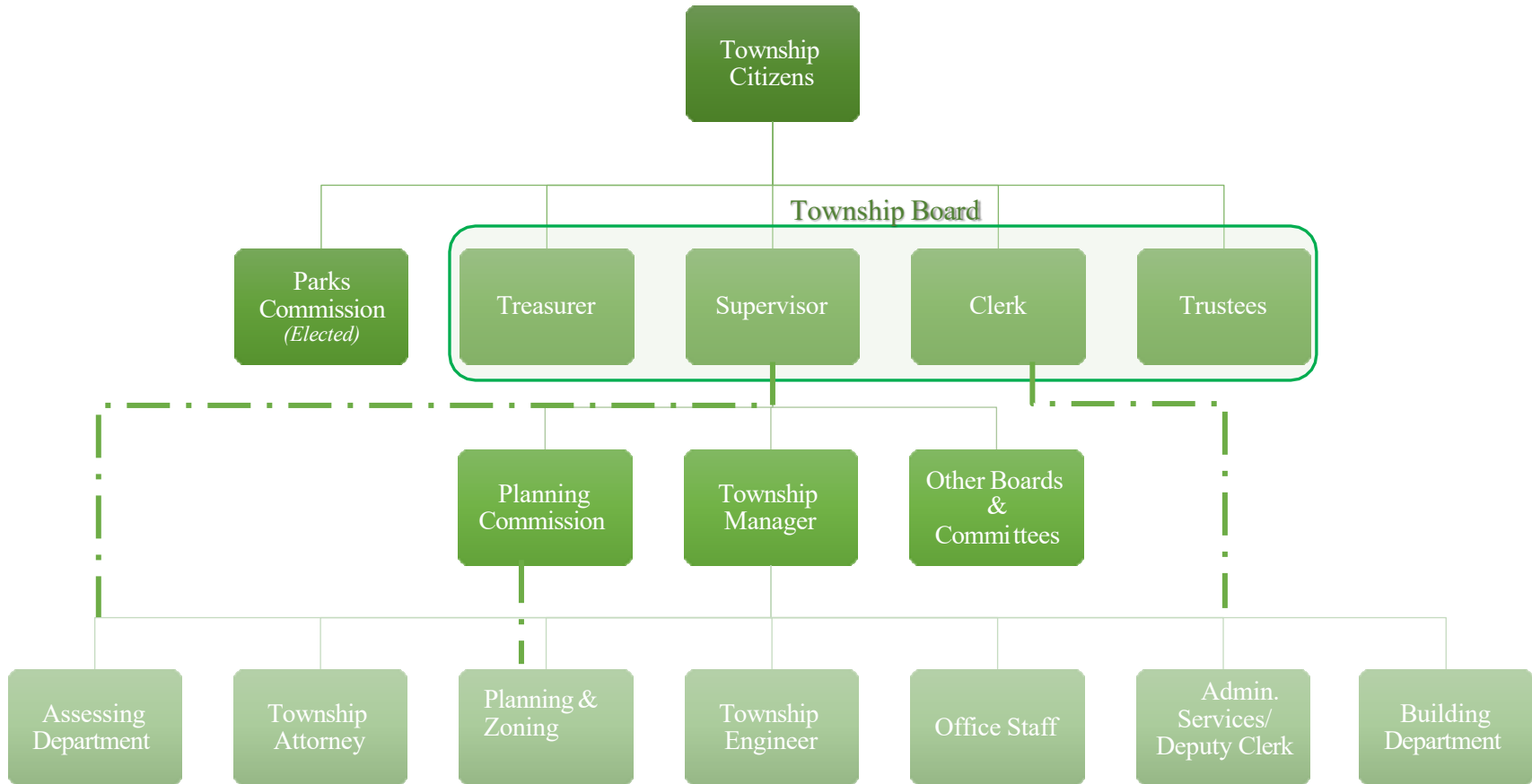
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Appendix D
Organizational Chart

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Township Organizational Chart

2024



————— 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.



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Appendix F:
Salaries, Wages, & Per Diem

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**FY 2024-2025
Salaries, Wages, and Per Diem
Overview**

1. Township Manager (F/T)	\$110,000.00	
2. Supervisor – Elected	\$17,000.00	
3. Clerk – Elected	\$17,000.00	
4. Admin Services Coordinator (F/T)	\$76,467.00	+5% COLA
5. Treasurer – Elected	\$17,000.00	
6. Finance Coordinator	\$65,000.00	
7. Assessor ¹ (P/T)	\$62,000.00	
8. Zoning Administrator ² (P/T)	\$35,000.00	
9. Deputy Zoning Administrator	N/A	
10. Building Official	\$78,015	+5% COLA
11. Administrative Support (F/T)	\$27.00/hour	+5% COLA and Wage Adjustment
12. Deputy Supervisor (as needed)	\$18.00/hour	
13. Deputy Treasurer (as needed)	\$18.00/hour	
14. Enforcement Agent	\$28.00/hour	
15. Building Inspector	\$75.00/inspection	
16. Electrical Inspector	\$55.00/inspection	
17. Plumbing Inspector	\$55.00/inspection	
18. Mechanical Inspector	\$55.00/inspection	
19. Township Board Trustee	\$7,500.00	
20. Planning Commission Chair	\$175.00/per diem	
21. Planning Commission Member	\$150.00/per diem	
22. Park Commission Chair	\$175.00/per diem	
23. Park Commission Member	\$150.00/per diem	
24. Zoning Board of Appeals Member	\$150.00/per diem	
25. Board of Review Member	\$150.00/per diem + \$100.00/protest hearing	
26. Recording Secretary (as needed)	\$200.00/per diem	
27. Harbor Authority Representative	\$150.00/per diem	
28. Emergency Services Representative	\$150.00/per diem	

¹The Township contracts with Assessing Solutions, Inc. for assessing services.

²The 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 12th day of June, 2024, a public hearing will be held by the Saugatuck Township Board of Trustees at 6:00 p.m. local time at the Saugatuck Township Hall 3461 Blue Star Hwy, Saugatuck, MI to hear comments on and to consider the proposed Township of Saugatuck Budget for the fiscal year beginning July 1, 2024. **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.saugatucktownshipmi.gov 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