GRAND RAPIDS CHARTER TOWNSHIP
REGULAR TOWNSHIP MEETING
1836 EAST BELTLINE N.E.

November 2, 2021
7:00 p.m.

AGENDA

1. Pledge of Allegiance.
2. Brief Public Comment. (Brief 2-3 minutes per person relating to agenda items).
3.* Approve minutes of the regular Township Board meeting of October 19, 2021.
4.* Consider cash disbursements and bills to be paid.
5.* Public Hearing regarding the 2022 Grand Rapids Township Budget.
6.* Consider adoption of the 2022 Grand Rapids Township Budget.
7.* Consider approval of the 2022 Fund Balance Policy and Restated 2022-2027 Capital Improvement Plan.
8.* Consider approval of the Building Permit Fee Schedule.
9.* First Reading of an amendment to Ordinance No. 530 - Franklin 3300/Southern Sun PUD.
10.* First Reading for a major amendment to the Forest Hills Preserve PUD.
11. Board Comments.
12. Public Comments. (Please limit comments to less than 5 minutes and state your name and address for the recording secretary)
13. Adjournment.

GRAND RAPIDS CHARTER TOWNSHIP
REGULAR TOWNSHIP BOARD MEETING
October 19, 2021

A meeting of the Grand Rapids Charter Township Board was called to order at 7:00 pm by Supervisor DeVries. The meeting was held in the Township Hall. The following were present: Supervisor Michael DeVries, Clerk Edward Robinette, Treasurer David Van Dyke, and Trustees Vas Christopoulos, Meghan Mott, and Lee Van Popering. Trustee Phil Yeiter was absent. There was no one in the audience.

1. **PLEDGE OF ALLEGIANCE.**

2. **BRIEF PUBLIC COMMENT.** There were none.

3. **APPROVE THE MINUTES OF THE REGULAR TOWNSHIP BOARD MEETING OF OCTOBER 5, 2021.**

   Lee Van Popering, seconded by Vas Christopoulos, moved approval of the minutes as presented. The motion passed unanimously.

4. **CONSIDER CASH DISBURSEMENTS AND BILLS TO BE PAID.**

   Lee Van Popering, seconded by David Van Dyke, moved to approve the cash disbursements and bills to be paid as presented. The motion passed unanimously.

5. **CONSIDER SCHEDULING 2022 GRAND RAPIDS TOWNSHIP BUDGET PUBLIC HEARING FOR NOVEMBER 2, 2021.**

   Lee Van Popering, seconded by Meghan Mott, moved to set the Public Hearing for November 2, 2021 at 7:00 pm. The motion passed unanimously.

6. **CONSIDER REAPPOINTMENT OF BROWNFIELD REDEVELOPMENT AUTHORITY MEMBERS TO 3 YEAR TERMS.**

   Lee Van Popering, seconded by Vas Christopoulos, moved approval of the reappointments as presented. The motion passed unanimously.

7. **CONSIDER ADOPTION OF AMENDED POVERTY EXEMPTION POLICY RESOLUTION.**

   Lee Van Popering, seconded by David Van Dyke, moved approval of the resolution as presented. A roll call vote was taken.

   AYES: Van Dyke, Van Popering, Christopoulos, DeVries, Mott, Robinette
   NAYS: None
   ABSENT: Yeiter

   The Resolution is approved.

8. **BOARD COMMENTS.** There were none.

9. **PUBLIC COMMENTS**. There were none.

10. **ADJOURNMENT.** The meeting was adjourned at 7:45 pm.

Edward J. Robinette, Clerk
GRAND RAPIDS CHARTER TOWNSHIP

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 10/21/2021 - 10/21/2021
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	AT&T	206.61		
2.	BLUE CARE NETWORK OF MICHIGAN	5,518.27		
3.	COMCAST	198.40		
4.	CONSUMERS ENERGY	1,180.56		
	TOTAL ALL CLAIMS	7,103.84		

INVOICE APPROVAL BY VENDOR REPORT FOR GRAND RAPIDS TOWNSHIP
EXP CHECK RUN DATES 11/05/2021 - 11/05/2021
UNJOURNALIZED
BOTH OPEN AND PAID

	Claimant	Amount Claimed	Amount Owed	Amount Rejected
1.	ABSOPURE WATER CO	60.00		
2.	ADDORIO TECHNOLOGIES LLC	8,364.47		
3.	ADVANCE NEWSPAPERS	427.12		
4.	APPLIED IMAGING	219.73		
5.	BDR EXECUTIVE CUSTOM HOMES INC	8,118.25		
6.	BS & A SOFTWARE	11,160.00		
7.	K INVESTIGATIONS LLC	750.00		
8.	KCI	3,897.70		
9.	KCI	87.75		
10.	KENT COUNTY DRAIN COMMISSION	7,812.97		
11.	KLEYN MOBILE REPAIR LLC	383.71		
12.	KORE/HI COM, INC	343.75		
13.	LUSCIOUS LANDSCAPES	9,753.00		
14.	MARK'S BODY SHOP	159.00		
15.	MI ASSESSORS ASSOCIATION	180.00		
16.	MIKA MEYERS	3,456.00		
17.	OFFICE DEPOT	177.24		
18.	PRECISION DATA PRODUCTS INC	262.00		
19.	SHIFT-CALENDARS, INC.	94.21		
20.	STATE OF MICHIGAN	200.00		
21.	STATE OF MICHIGAN	142.40		
22.	STATE OF MICHIGAN	142.40		
23.	VERSLUYS, ROBERT	1,500.00		
	TOTAL ALL CLAIMS	57,691.70		

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 5

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: 2022 Grand Rapids Township Budget Public Hearing

RECOMMENDATION

Conduct Public Hearing.

BACKGROUND

See attached proposed budget.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

Grand Rapids Charter Township
-- 2022 Proposed Budget --

October 19, 2022

Section I – Operational Fund
- General Fund

Section II – Assigned Funds
- Improvement Revolving Fund

Section III – Committed Funds
- Courthouse at Knapp Corner Fund
- Recreational Trails Fund
- East Beltline Landscape Fund
- Parks Fund
- Buildings and Grounds Fund

Section IV – Restricted Funds
- Street Lighting Fund
- Lakes Management Fund
- Building Fund

Grand Rapids Charter Township
-- 2022 Proposed Budget --

SECTION I
OPERATIONAL FUNDS

General Fund

The General Fund is the primary fund that operates the major functions of Grand Rapids Township governance. All Grand Rapids Township property tax receipts, state shared revenue and fees for services generate the income stream, while Township services inclusive of Public Safety, Assessing, Tax Collection, Election Administration, Land Use and Capital Projects represent the expenditures.

Revenues are expected to increase by 10% from the 2021 Amended Budget. The substantial increase is due to the constitutional revenue sharing receipts reflecting the 12.6% population increase and growth of property tax receipts. The increase of 14.4% in expenditures from the 2021 Amended Budget is attributed to capital improvement projects that are scheduled to be constructed.

The General Fund surplus is expected to be minimal resulting in the General Fund Balance increasing to be in compliance with the Fund Balance policy.

Fund Summary	
Projected Revenues	$3,932,946
Projected Expenditures	$3,912,119
Fund Balance Change	$20,827

BUDGET REPORT FOR GRAND RAPIDS TOWNSHIP
Fund: 101 GENERAL FUND
Calculations as of 12/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
101-000-401	PUBLIC SAFETY TAXES	897,581	934,450	939,330	983,721
101-000-402	TOWNSHIP TAXES	792,449	825,000	829,308	868,500
101-000-403	DELINQUENT TAXES				
101-000-404	MOBILE HOME TRAILER FEES	216	180	180	216
101-000-441	LCSA-PPT REIMBURSEMENT	2,921	3,000	2,921	3,000
101-000-447	SUMMER TAX ADMINISTRATION FEE	25,200	25,000	25,365	25,000
101-000-451	COMCAST	225,822	210,000	172,754	210,000
101-000-454	CELL TOWER LEASE EXTENSION	6,125	6,125	6,125	6,125
101-000-455	AMERICAN TOWER	77,241	76,500	69,093	78,000
101-000-456	MICHIGAN BELL/AT&T	63,523	66,000	42,926	58,000
101-000-457	TOWERCO			1,000	
101-000-486	INSPECTION FEES				
101-000-501	FEDERAL GRANT				
101-000-528	OTHER FEDERAL GRANTS	257,194			
101-000-576	STATE SALES TAX	1,523,896	1,350,000	1,097,086	1,600,000
101-000-580	ELECTION REIMBURSEMENT	28,944			14,000
101-000-581	CONTRIBUTION FROM LOCAL UNITS	41,318		41,818	
101-000-607	PLANNING/ZONING	13,764	12,000	15,245	16,500
101-000-608	CEDAR SPRINGS ASSESSING SERVICES	26,460	26,200	20,250	27,540
101-000-609	ADA ASSESSING SERVICES				
101-000-625	METRO ACT FEES	10,980	10,800	14,478	15,000
101-000-626	TOWNSHIP CEMETERY FEES	400	100	200	200
101-000-651	DOG LICENSE FEES	25	25	30	30
101-000-664	WOODCLIFF PARK ASSOCIATION	1,238	1,238	1,275	1,314
101-000-665	INTEREST	2,698	1,275	790	2,000
101-000-666	SHELTER RENTAL	2,815	6,500	8,195	6,500
101-000-668	FIELD RENTAL	4,560	7,500	7,510	8,000
101-000-669	INTEREST ON DELINQUENT TAXES	1,588	1,500	243	1,500
101-000-670	PENALTY ON DELINQUENT TAXES	8,564	8,000	6,581	6,600
101-000-671	MISCELLANEOUS INCOME	2,053	1,200	544	1,200
101-000-673	SALES OF ASSETS	655,094			
101-000-676	TRAILS	66,000			
101-000-998	TRANSFER IN				
Totals for dept 000 - 000		4,738,669	3,572,593	3,303,247	3,932,946
TOTAL ESTIMATED REVENUES		4,738,669	3,572,593	3,303,247	3,932,946

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 100 - TOWNSHIP BOARD					
101-100-701	TOWNSHIP BOARD WAGES	27,002	30,240	24,360	31,450
101-100-702	TOWNSHIP BOARD SOC SEC/MEDICARE	2,062	2,313	1,864	2,406
101-100-860	TOWNSHIP BOARD EXPENSES/TRAINING		100		
Totals for dept 100 - TOWNSHIP BOARD		29,064	32,653	26,224	33,856
Dept 171 - SUPERVISOR					
101-171-701	SUPERVISOR WAGES	72,227	75,694	62,300	76,356
101-171-702	SUPERVISOR SOC SEC/MEDICARE	5,471	5,791	4,765	5,800
101-171-717	SUPERVISOR PENSION	8,581	9,083	7,474	9,098
101-171-860	SUPERVISOR EXPENSES/TRAINING	72	500		500
Totals for dept 171 - SUPERVISOR		86,351	91,068	74,539	91,754
Dept 215 - CLERK					
101-215-701	CLERK WAGES	41,491	43,524	35,464	43,602
101-215-702	CLERK SOC SEC/MEDICARE	4,829	3,330	3,785	3,336
101-215-704	DEPUTY CLERK WAGES	21,956	26,000	14,011	29,125
101-215-717	CLERK PENSION	4,936	9,085	4,256	2,228
101-215-860	CLERK EXPENSES/TRAINING	25	2,500		2,500
101-215-958	CONTRACTUAL				
Totals for dept 215 - CLERK		73,237	84,439	57,516	80,791
Dept 247 - BOARD OF REVIEW					
101-247-701	BOARD OF REVIEW WAGES	1,460	1,800	1,300	1,800
101-247-702	BOARD OF REVIEW SOC SEC/MEDICARE	109	120	99	124
101-247-860	BOARD OF REVIEW EXPENSES/TRAINING	180	200	146	160
Totals for dept 247 - BOARD OF REVIEW		1,749	2,120	1,545	2,084
Dept 253 - TREASURER					
101-253-701	TREASURER WAGES	21,059	22,286	17,996	22,126
101-253-702	TREASURER SOC SEC/MEDICARE	7,264	7,969	6,263	7,860
101-253-705	DEPUTY TREASURER WAGES	80,195	82,080	68,361	84,812
101-253-717	TREASURER PENSION	11,934	12,500	10,363	12,833
101-253-819	PROPERTY TAX ADMINISTRATION	11,956	12,500	5,438	12,500
101-253-860	TREASURER EXPENSES/TRAINING	97	1,200	13	500
Totals for dept 253 - TREASURER		132,505	138,535	108,434	140,631
Dept 257 - ASSESSOR					
101-257-701	ASSESSOR WAGES	58,856	61,174	46,095	61,211
101-257-702	ASSESSOR SOC SEC/MEDICARE	8,254	8,701	6,659	8,712
101-257-705	DEPUTY ASSESSOR WAGES	53,710	52,569	46,247	52,650
101-257-717	ASSESSOR PENSION	13,118	13,650	11,079	13,664
101-257-860	ASSESSOR EXPENSES/TRAINING	2,025		698	600
101-257-958	CONTRACTUAL				
Totals for dept 257 - ASSESSOR		135,963	136,094	110,778	136,837
Dept 260 - GENERAL OFFICE					
101-260-701	GENERAL OFFICE WAGES	22,429	18,500	16,941	24,388
101-260-702	GENERAL OFFICE SOC SEC/MEDICARE	1,717	1,525	1,296	1,866
101-260-714	MRA MEDICAL REIMBURSEMENT	2,992	5,560	5,038	5,572
101-260-715	HSA DEDUCTIBLE EXPENSE	4,020	4,020	4,020	8,040
101-260-716	HEALTH INSURANCE	34,872	38,000	39,403	45,000
101-260-717	GENERAL OFFICE PENSION				
101-260-718	MISCELLANEOUS MEDICAL EXPENSE	8,192	8,192	8,042	8,042
101-260-719	LIFE INSURANCE	2,100	2,100	1,724	4,200
101-260-721	UNEMPLOYMENT PAYMENTS				
101-260-722	RECOGNITION AWARDS	575	240		200
101-260-724	ACCIDENTAL DEATH/DISMEMBERMENT	360	360	360	420
101-260-725	HEALTH INSURANCE	(5,264)	(5,600)	(5,417)	(9,000)
101-260-727	OFFICE SUPPLIES	4,360	4,500	2,943	6,500
101-260-728	POSTAGE	14,321	12,000	5,715	12,000
101-260-801	WORKERS COMP/LIABILITY INSURANCE	19,741	36,000	35,686	26,000
101-260-802	AUDIT FEES	12,250	12,500	12,000	14,000
101-260-804	BANK FEES	50	100	3,901	8,200
101-260-815	MEMBERSHIP FEES	15,086	15,000	15,552	15,000
101-260-826	LEGAL FEES	55,358	55,250	41,177	58,000
101-260-851	TELEPHONE	8,172	8,500	12,913	7,650
101-260-852	WIFI	213		1,714	1,500
101-260-860	OFFICE EXPENSES/TRAINING	202	400	81	600
101-260-900	LEGAL NOTICE PUBLICATIONS	2,143	3,200	3,255	4,560
101-260-931	OFFICE EQUIPMENT MAINTENANCE	4,556	5,000	2,814	5,000
101-260-940	RECORD STORAGE	3,501	4,000	2,630	4,500
101-260-956	OFFICE MISCELLANEOUS EXPENSES	1,482	3,000	1,290	3,000
101-260-958	CONTRACTUAL	24,000	18,000	22,500	27,000
101-260-970	CAPITAL OUTLAY	4,393	2,000	8,665	2,400
101-260-980	COMPUTER SUPPORT	37,333	30,000	12,578	25,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
101-260-982	TAXES ABATED/WRITTEN OFF	889		2,794	3,200
Totals for dept 260 - GENERAL OFFICE		280,043	282,347	259,615	312,838
Dept 262 - ELECTIONS					
101-262-701	ELECTION BOARD WAGES	55,146			58,000
101-262-702	ELECTION BOARD SOC SEC/MEDICARE	629			720
101-262-717	ELECTION PENSION	177			180
101-262-727	ELECTION EXPENSES	43,142		(1,357)	45,000
101-262-958	ELECTION CONTRACTUAL				3,000
101-262-970	CAPITAL OUTLAY	1,420	1,500		2,500
Totals for dept 262 - ELECTIONS		100,514	1,500	(1,357)	109,400
Dept 265 - BUILDING AND GROUNDS					
101-265-921	CONSUMERS ENERGY	13,746	19,500	12,557	19,000
101-265-922	DTE	5,115	8,800	3,388	8,800
101-265-930	MAINTENANCE SUPPLIES	2,633	5,000	2,262	2,500
101-265-931	BUILDING UPKEEP	60,397	65,000	59,685	65,000
101-265-956	BUILDING MISCELLANEOUS	1,169	500	380	250
101-265-958	CONTRACTUAL	75,565	90,000	68,006	98,000
101-265-959	EB MEDIAN EXPENSE	4,414	4,500	3,604	4,500
101-265-970	CAPITAL OUTLAY	1,151,903		1,354	475,000
Totals for dept 265 - BUILDING AND GROUNDS		1,314,942	193,300	151,236	673,050
Dept 276 - CEMETERY					
101-276-810	BURIAL EXPENSES		300		300
Totals for dept 276 - CEMETERY			300		300
Dept 301 - POLICE/SHERIFF					
101-301-958	EAST PRECINCT CONTRACTUAL	343,435	460,000	242,841	425,000
Totals for dept 301 - POLICE/SHERIFF		343,435	460,000	242,841	425,000
Dept 302 - AMBULANCE					
101-302-824	AMBULANCE MEDICAL SUPPLIES	2,840	3,500		
101-302-958	CONTRACTUAL	189,260	234,000	232,947	241,100
Totals for dept 302 - AMBULANCE		192,100	237,500	232,947	241,100
Dept 336 - FIRE DEPARTMENT					
101-336-701	FD WAGES	222,642	250,000	140,168	253,500
101-336-702	FD SOC SEC/MEDICARE	31,581	33,000	22,235	34,800
101-336-703	FD FULL TIME OT WAGES	9,171	7,000	8,239	8,400
101-336-704	FD POC WAGES	182,386	168,000	146,365	182,000
101-336-705	FD POC OT WAGES	4,203	3,400	3,033	4,200
101-336-714	FD MRA MEDICAL REIMBURSEMENT				
101-336-715	FD HSA DEDUCTIBLE EXPENSE	4,020	6,030	4,020	8,040
101-336-716	FD HEALTH INSURANCE	28,736	32,000	22,975	45,000
101-336-717	FD PENSION	26,213	31,000	17,792	31,000
101-336-718	FD MISCELLANEOUS MEDICAL EXPENSE	7,400	11,100	7,400	14,800
101-336-719	FD LIFE INSURANCE	1,263	1,800	911	4,200
101-336-722	FD RECOGNITION AWARDS		200		250
101-336-723	FD SICKNESS/ACCIDENT INSURANCE	3,322	3,500	9,658	3,500
101-336-724	FD ACCIDENTAL DEATH/DISMEMBERMENT				
101-336-725	FD HEALTH INSURANCE	(6,590)	(7,000)	(6,048)	(9,000)
101-336-727	FD OFFICE SUPPLIES	3,597	1,500	445	1,000
101-336-775	FD GAS FOR VEHICLES	7,679	12,000	7,847	12,000
101-336-801	FD WORKERS COMP INSURANCE	7,937	19,000		19,000
101-336-821	FD PHYSICALS/PRE EMPLOY	1,343	6,000	82	6,000
101-336-822	FD VEHICLE REPAIRS	16,032	15,000	23,141	18,000
101-336-823	FD EQUIPMENT REPAIRS	3,825	3,500	2,629	2,800
101-336-824	FD MEDICAL SUPPLIES	1,739	1,200	1,310	1,200
101-336-825	FD EDUCATION	1,574	1,500	1,021	2,500
101-336-851	FD TELEPHONE	2,701	2,500	2,310	2,500
101-336-855	FD R & M SUPPLIES	1,492	1,200	558	1,200
101-336-860	FD EXPENSES/TRAINING	1,106	1,800		1,200
101-336-920	FD SEWER AND WATER	4,277	2,800	3,281	3,800
101-336-921	FD ELECTRIC - STATION 2	2,914	2,400	4,248	5,000
101-336-922	FD DTE - STATION 2	678	1,600	524	2,800
101-336-924	FD ELECTRIC - STATION 3	2,282	2,200	1,531	2,200
101-336-925	FD DTE - STATION 3	1,354	2,600	854	1,600
101-336-932	FD RADIO R & M	599	600	301	500
101-336-955	FD UNIFORMS	9,116	16,000	14,225	10,000
101-336-956	FD MISC SUPPLIES	2,180	1,800	937	1,880
101-336-957	FD DRY CLEANING	344	700	258	400
101-336-958	FD CONTRACTUAL	15,810		8,400	
101-336-959	FD PUBLIC RELATIONS		1,000	1,482	1,600
101-336-970	FD CAPITAL OUTLAY	18,045	18,000	7,618	18,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 336 - FIRE DEPARTMENT					
Totals for dept 336 - FIRE DEPARTMENT		620,971	654,930	459,750	695,870
Dept 371 - BUILDING INSPECTION DEPARTMENT					
101-371-958	CONTRACTUAL				
Totals for dept 371 - BUILDING INSPECTION DEPARTME					
Dept 445 - ENGINEERING					
101-445-800	DRAIN CONSTRUCTION	89,630	64,000	99,327	64,000
101-445-805	NPDES	10,864	12,000	11,056	
101-445-810	ROAD CONSTRUCTION	300,386	250,000	215,967	400,000
101-445-830	ENGINEERING SERVICES	5,391	20,000	16,061	20,000
101-445-832	PATHWAYS	37,367	350,000	210,963	350,000
Totals for dept 445 - ENGINEERING		443,638	696,000	553,374	834,000
Dept 447 - COURTHOUSE					
101-447-931	COURTHOUSE	299	500	314	500
Totals for dept 447 - COURTHOUSE		299	500	314	500
Dept 448 - STREET LIGHTING					
101-448-926	STREET LIGHTS	486	600	420	300
Totals for dept 448 - STREET LIGHTING		486	600	420	300
Dept 721 - PLANNING					
101-721-701	PLANNING BOARD WAGES	9,200	15,000	7,250	15,000
101-721-702	PLANNER SOC SEC/MEDICARE	2,728	2,164	2,361	2,374
101-721-705	PLANNER WAGES	26,537	28,275	23,566	16,020
101-721-715	HSA DEDUCTIBLE EXPENSE				
101-721-716	HEALTH INSURANCE				
101-721-717	PLANNER PENSION	1,820	2,556	1,617	1,922
101-721-718	MISCELLANEOUS MEDICAL EXPENSE				
101-721-719	LIFE INSURANCE				
101-721-724	ACCIDENTAL DEATH/DISMEMBERMENT				
101-721-860	PLANNER EXPENSES/TRAINING		500		
101-721-956	CONTRACT PLANNER				
101-721-980	REGIS/GIS	27,828	38,000	30,406	38,000
Totals for dept 721 - PLANNING		68,113	86,495	65,200	73,316
Dept 728 - ECONOMIC DEVELOPMENT					
101-728-807	RIGHT PLACE PROGRAM	6,000	6,000	6,000	6,000
Totals for dept 728 - ECONOMIC DEVELOPMENT		6,000	6,000	6,000	6,000
Dept 756 - RECREATION/PARK					
101-756-701	REC COMMITTEE WAGE	675	1,200	375	1,200
101-756-702	REC COMMITTEE SOC SEC/MEDICARE	51	90	28	92
101-756-970	CAPITAL OUTLAY		172,000	169,576	
101-756-971	3286 KNAPP STREET	1,836	3,200	1,836	3,200
101-756-972	TOWNSHIP SIGNS	102			
101-756-973	4245 LEONARD STREET NE				
101-756-974	CRAHEN VALLEY PARK	1,325	65,000	18,248	50,000
101-756-976	LAND ACQUISITION	1,668			
Totals for dept 756 - RECREATION/PARK		5,657	241,490	190,063	54,492
Dept 996 - TRANSFER OUT					
101-996-999	TRANSFER OUT	544,273			
Totals for dept 996 - TRANSFER OUT		544,273			
TOTAL APPROPRIATIONS		4,379,340	3,345,871	2,539,439	3,912,119
NET OF REVENUES/APPROPRIATIONS - FUND 101		359,329	226,722	763,808	20,827
	BEGINNING FUND BALANCE	146,095	505,428	505,428	1,269,236
	ENDING FUND BALANCE	505,424	732,150	1,269,236	1,290,063

Grand Rapids Charter Township
-- 2022 Proposed Budget --

SECTION II
ASSIGNED FUNDS

Improvement Revolving Fund

The fund is used primarily for Water/Sewer Utility improvement needs within the Township. The fund balance was created with revenues generated by the savings incurred by the early payoff of Grand Rapids Township bonds sold to extend water and sewer services to a number of neighborhoods some 35 years ago.

Over the years the Improvement Revolving Fund has been used for numerous water and sewer extension projects requested by residents, the school districts and others. This allows Grand Rapids Township to fund projects that are then paid back to the Township to replenish the fund for the provision of future needs.

The 2022 projected Fund Balance will increase due to interest income and potential deferred payback agreements. There are no expected expenditures. The Fund Balance is compliant with policy.

Fund Summary	
Projected Revenues	$5,200
Projected Expenditures	$0
Fund Balance Change	$5,200

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
246-000-665	INTEREST	13,144	30,000	2,865	3,200
246-000-670	PENALTY ON SPECIAL ASSESSMENTS				
246-000-671	MISCELLANEOUS INCOME	27,191	2,400	10,987	2,000
246-000-672	INTEREST SPECIAL ASSESSMENTS				
246-000-675	WATER/SEWER EXTENSION				
246-000-676	TRAILS				
246-000-686	COURTHOUSE PROPERTY				
246-000-998	TRANSFER IN	544,273			
Totals for dept 000 - 000		584,608	32,400	13,852	5,200
Dept 440 - CAMERON/SCHIMPERLE					
246-440-675	ASSESSMENTS				
Totals for dept 440 - CAMERON/SCHIMPERLE					
Dept 482 - NORTHEAST					
246-482-675	ASSESSMENTS				
Totals for dept 482 - NORTHEAST					
Dept 487 - WHITE HILLS					
246-487-675	ASSESSMENTS				
Totals for dept 487 - WHITE HILLS					
Dept 490 - WOODSBORO/WOODSBORO COURT					
246-490-675	ASSESSMENTS				
Totals for dept 490 - WOODSBORO/WOODSBORO COURT					
TOTAL ESTIMATED REVENUES		584,608	32,400	13,852	5,200

BUDGET REPORT FOR GRAND RAPIDS TOWNSHIP
Fund: 246 IMPROVEMENT REVOLVING FUND
Calculations as of 12/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
246-260-804	BANK FEES				
246-260-956	MISCELLANEOUS EXPENSES				
Totals for dept 260 - GENERAL OFFICE					
Dept 265 - BUILDING AND GROUNDS					
246-265-951	CAPITAL IMPROVEMENTS				
Totals for dept 265 - BUILDING AND GROUNDS					
Dept 445 - ENGINEERING					
246-445-832	TRAILS				
Totals for dept 445 - ENGINEERING					
Dept 477 - 3 MILE/DUNNIGAN SEWER/WATER					
246-477-970	CAPITAL OUTLAY				
Totals for dept 477 - 3 MILE/DUNNIGAN SEWER/WATER					
Dept 536 - WATER AND/OR SEWER SYSTEMS					
246-536-970	CAPITAL OUTLAY	2,140	1,200		
Totals for dept 536 - WATER AND/OR SEWER SYSTEMS		2,140	1,200		
Dept 996 - TRANSFER OUT					
246-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		2,140	1,200		
NET OF REVENUES/APPROPRIATIONS - FUND 246		582,468	31,200	13,852	5,200
	BEGINNING FUND BALANCE	1,482,745	2,065,214	2,065,214	2,079,066
	ENDING FUND BALANCE	2,065,213	2,096,414	2,079,066	2,084,266

Grand Rapids Charter Township
-- 2022 Proposed Budget --

SECTION III
COMMITTED FUNDS

Courthouse at Knapp Corner Fund

The fund is an endowment fund created in partnership with Kent County for the maintenance of the Courthouse Plaza Area, owned by Grand Rapids Township.

Fund Summary	
Projected Revenues	$1,450
Projected Expenditures	$0
Fund Balance Change	$1,450

Recreational Trails Fund

The fund was established for maintenance of the recreational trails.

Fund Summary	
Projected Revenues	$9,000
Projected Expenditures	$0
Fund Balance Change	$9,000

East Beltline Landscape Fund

The fund was created to provide for the maintenance of the landscaping located in the median of the East Beltline within the Township boundaries.

Fund Summary	
Projected Revenues	$1,800
Projected Expenditures	$0
Fund Balance Change	$1,800

Parks Fund

The fund was established for maintenance of the Township Parks.

Fund Summary	
Projected Revenues	$9,000
Projected Expenditures	$0
Fund Balance Change	$9,000

Buildings & Grounds Fund

The fund was established for maintenance of the Township Hall, fire stations and grounds.

Fund Summary	
Projected Revenues	$4,000
Projected Expenditures	$0
Fund Balance Change	$4,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
211-000-631	COURTHOUSE GRAND RAPIDS TOWNSHIP				
211-000-632	COURTHOUSE KENT COUNTY				
211-000-665	INTEREST	4,524	1,000	791	1,450
Totals for dept 000 - 000		4,524	1,000	791	1,450
TOTAL ESTIMATED REVENUES		4,524	1,000	791	1,450

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 000 - 000					
211-000-801	CKC CONTRACTUAL SERVICES				
Totals for dept 000 - 000					
Dept 447 - COURTHOUSE					
211-447-931	CKC EXPENSES				
Totals for dept 447 - COURTHOUSE					
TOTAL APPROPRIATIONS					
NET OF REVENUES/APPROPRIATIONS - FUND 211		4,524	1,000	791	1,450
	BEGINNING FUND BALANCE	196,152	200,676	200,676	201,467
	ENDING FUND BALANCE	200,676	201,676	201,467	202,917

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
110-000-665	INTEREST	20,711	10,000	6,105	9,000
110-000-699	TRANSFER IN				
Totals for dept 000 - 000		20,711	10,000	6,105	9,000
TOTAL ESTIMATED REVENUES		20,711	10,000	6,105	9,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
110-260-804	BANK FEES	60		45	
Totals for dept 260 - GENERAL OFFICE		60		45	
Dept 996 - TRANSFER OUT					
110-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		60		45	
NET OF REVENUES/APPROPRIATIONS - FUND 110		20,651	10,000	6,060	9,000
	BEGINNING FUND BALANCE	1,062,261	1,082,912	1,082,912	1,088,972
	ENDING FUND BALANCE	1,082,912	1,092,912	1,088,972	1,097,972

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
120-000-665	INTEREST	1,681	2,000	1,194	1,800
120-000-699	TRANSFER IN				
Totals for dept 000 - 000		1,681	2,000	1,194	1,800
TOTAL ESTIMATED REVENUES		1,681	2,000	1,194	1,800

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
120-260-804	BANK FEES	60		45	
Totals for dept 260 - GENERAL OFFICE		60		45	
Dept 996 - TRANSFER OUT					
120-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		60		45	
NET OF REVENUES/APPROPRIATIONS - FUND 120		1,621	2,000	1,149	1,800
	BEGINNING FUND BALANCE	208,240	209,861	209,861	211,010
	ENDING FUND BALANCE	209,861	211,861	211,010	212,810

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
115-000-665	INTEREST	20,496	10,000	5,970	9,000
115-000-699	TRANSFER IN				
Totals for dept 000 - 000		20,496	10,000	5,970	9,000
TOTAL ESTIMATED REVENUES		20,496	10,000	5,970	9,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
115-260-804	BANK FEES	60		45	
Totals for dept 260 - GENERAL OFFICE		60		45	
Dept 996 - TRANSFER OUT					
115-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		60		45	
NET OF REVENUES/APPROPRIATIONS - FUND 115		20,436	10,000	5,925	9,000
	BEGINNING FUND BALANCE	1,056,453	1,076,889	1,076,889	1,082,814
	ENDING FUND BALANCE	1,076,889	1,086,889	1,082,814	1,091,814

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
125-000-665	INTEREST	13,033	5,000	2,243	4,000
125-000-699	TRANSFER IN				
Totals for dept 000 - 000		13,033	5,000	2,243	4,000
TOTAL ESTIMATED REVENUES		13,033	5,000	2,243	4,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
125-260-804	BANK FEES	60		45	
Totals for dept 260 - GENERAL OFFICE		60		45	
Dept 996 - TRANSFER OUT					
125-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		60		45	
NET OF REVENUES/APPROPRIATIONS - FUND 125		12,973	5,000	2,198	4,000
	BEGINNING FUND BALANCE	531,019	543,992	543,992	546,190
	ENDING FUND BALANCE	543,992	548,992	546,190	550,190

Grand Rapids Charter Township
-- 2022 Proposed Budget --

SECTION IV
RESTRICTED FUNDS

Street Lighting Special Assessment Fund

The Street Lights in Grand Rapids Township are owned, operated and maintained by contract with Consumers Energy. Property owners that receive the benefit of street lights are assessed $39.00 annually on their winter property tax bill. Property owners that request higher voltage (businesses, recreational and associations) are invoiced annually based on a fee schedule for that specific purpose.

Fund Summary	
Projected Income	$111,860
Projected Expenditures	$111,860
Projected Surplus	$0

Lakes Management Special Assessment Fund

The Lakes Management fund includes 5 individual lake treatment districts that each decide the amount to assess each year and the amount to allocate for lake treatments. Grand Rapids Township collects the assessments and administers the payment of invoices.

Fund Summary	
Projected Income	$33,042
Projected Expenditures	$33,042
Projected Surplus	$0

Building Fund

The Building fund receives revenue from the collection of building permit fees. Expenditures are attributed to the expense of processing the permits.

Fund Summary	
Projected Income	$220,000
Projected Expenditures	$256,936
Projected Surplus	($36,936)

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
219-000-402	TOWNSHIP TAXES	90,255	89,205	89,205	104,835
219-000-442	YEARLY REVENUE	6,000	6,000	1,320	7,025
219-000-665	INTEREST	136	100	27	
219-000-998	TRANSFER IN				
Totals for dept 000 - 000		96,391	95,305	90,552	111,860
TOTAL ESTIMATED REVENUES		96,391	95,305	90,552	111,860

BUDGET REPORT FOR GRAND RAPIDS TOWNSHIP
Fund: 219 STREET LIGHTING FUND
Calculations as of 12/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 448 - STREET LIGHTING					
219-448-926	STREET LIGHTS	102,522	94,950	82,113	111,860
219-448-956	STREET LIGHTS MISCELLANEOUS EXPEN				
Totals for dept 448 - STREET LIGHTING		102,522	94,950	82,113	111,860
Dept 996 - TRANSFER OUT					
219-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		102,522	94,950	82,113	111,860
NET OF REVENUES/APPROPRIATIONS - FUND 219		(6,131)	355	8,439	
	BEGINNING FUND BALANCE	28,472	22,341	22,341	30,780
	ENDING FUND BALANCE	22,341	22,696	30,780	30,780

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
220-000-665	INTEREST	31		13	
220-000-671	MISCELLANEOUS INCOME				
220-000-998	TRANSFER IN				
Totals for dept 000 - 000		31		13	
Dept 410 - REEDS LAKE					
220-410-675	REEDS LAKE ASSESSMENTS	6,662	7,327	7,328	8,060
Totals for dept 410 - REEDS LAKE		6,662	7,327	7,328	8,060
Dept 420 - DEAN LAKE					
220-420-675	DEAN LAKE ASSESSMENTS	3,915	4,307	4,307	4,306
Totals for dept 420 - DEAN LAKE		3,915	4,307	4,307	4,306
Dept 426 - ECHO LAKE					
220-426-675	ECHO LAKE ASSESSMENTS	7,502	8,252	8,252	8,252
Totals for dept 426 - ECHO LAKE		7,502	8,252	8,252	8,252
Dept 428 - HIDDEN LAKE					
220-428-675	HIDDEN LAKE ASSESSMENTS	3,559	3,558	3,559	3,558
Totals for dept 428 - HIDDEN LAKE		3,559	3,558	3,559	3,558
Dept 431 - PERCH LAKE					
220-431-675	PERCH LAKE ASSESSMENTS	8,061	8,866	8,867	8,866
Totals for dept 431 - PERCH LAKE		8,061	8,866	8,867	8,866
TOTAL ESTIMATED REVENUES		29,730	32,310	32,326	33,042

BUDGET REPORT FOR GRAND RAPIDS TOWNSHIP
Fund: 220 LAKE MANAGEMENT FUND
Calculations as of 12/31/2021

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 410 - REEDS LAKE					
220-410-956	REEDS LAKE EXPENSES	5,606	7,327	2,992	8,060
Totals for dept 410 - REEDS LAKE		5,606	7,327	2,992	8,060
Dept 420 - DEAN LAKE					
220-420-956	DEAN LAKE EXPENSES	4,213	4,307	4,995	4,306
Totals for dept 420 - DEAN LAKE		4,213	4,307	4,995	4,306
Dept 426 - ECHO LAKE					
220-426-956	ECHO LAKE EXPENSES	4,838	8,252	4,223	8,252
Totals for dept 426 - ECHO LAKE		4,838	8,252	4,223	8,252
Dept 428 - HIDDEN LAKE					
220-428-956	HIDDEN LAKE EXPENSES	1,154	3,558	1,500	3,558
Totals for dept 428 - HIDDEN LAKE		1,154	3,558	1,500	3,558
Dept 431 - PERCH LAKE					
220-431-956	PERCH LAKE EXPENSES	6,320	8,866	4,840	8,866
Totals for dept 431 - PERCH LAKE		6,320	8,866	4,840	8,866
Dept 446 - LAKES MANAGEMENT					
220-446-956	LAKES MANAGEMENT MISC EXPENSE				
Totals for dept 446 - LAKES MANAGEMENT					
Dept 996 - TRANSFER OUT					
220-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		22,131	32,310	18,550	33,042
NET OF REVENUES/APPROPRIATIONS - FUND 220		7,599		13,776	
	BEGINNING FUND BALANCE	4,639	12,239	12,239	26,015
	ENDING FUND BALANCE	12,238	12,239	26,015	26,015

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000 - 000					
249-000-486	INSPECTION FEES	408,865	200,000	303,914	220,000
Totals for dept 000 - 000		408,865	200,000	303,914	220,000
TOTAL ESTIMATED REVENUES		408,865	200,000	303,914	220,000

GL NUMBER	DESCRIPTION	2020 ACTIVITY	2021 AMENDED BUDGET	2021 ACTIVITY THRU 12/31/21	2022 REQUESTED BUDGET
APPROPRIATIONS					
Dept 260 - GENERAL OFFICE					
249-260-701	GENERAL ADM WAGES	45,348	50,496	33,648	52,516
249-260-702	SOC SEC/MEDICARE	3,787	4,305	2,766	4,445
249-260-826	LEGAL FEES	10,156	9,750	8,170	9,750
Totals for dept 260 - GENERAL OFFICE		59,291	64,551	44,584	66,711
Dept 371 - BUILDING INSPECTION DEPARTMENT					
249-371-958	CONTRACTUAL	327,119	160,000	243,131	176,000
Totals for dept 371 - BUILDING INSPECTION DEPARTME		327,119	160,000	243,131	176,000
Dept 400 - 400					
249-400-705	PLANNER WAGE	5,038	5,775	3,950	6,010
249-400-717	PENSION	5,529	8,105	4,156	8,215
Totals for dept 400 - 400		10,567	13,880	8,106	14,225
Dept 996 - TRANSFER OUT					
249-996-999	TRANSFER OUT				
Totals for dept 996 - TRANSFER OUT					
TOTAL APPROPRIATIONS		396,977	238,431	295,821	256,936
NET OF REVENUES/APPROPRIATIONS - FUND 249		11,888	(38,431)	8,093	(36,936)
	BEGINNING FUND BALANCE	71,147	83,036	83,036	91,129
	ENDING FUND BALANCE	83,035	44,605	91,129	54,193

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 6

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: Adoption of the 2022 Grand Rapids Township Budget

RECOMMENDATION

Consider resolution to adopt the 2022 Grand Rapids Township Budget.

BACKGROUND

See attached resolution.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

GRAND RAPIDS CHARTER TOWNSHIP
COUNTY OF KENT, MICHIGAN
2022 BUDGET RESOLUTION

WHEREAS, Michigan Public Act 2 of 1968, as amended (MCL 141.421, et seq) requires that the Grand Rapids Charter Township Board adopt budgets for the general and all special funds;

WHEREAS, the Township Supervisor has prepared the 2022 budget for Grand Rapids Charter Township in accordance with Public Act 2 of 1968;

WHEREAS, the Grand Rapids Charter Township Board has held a public hearing on November,2 2021 to take comments on the proposed budget; and

WHEREAS, the Grand Rapids Charter Township Board has carefully reviewed the proposed 2022 budget for Grand Rapids Charter Township and has determined that it is in order for adoption.

NOW, THEREFORE, BE IT RESOLVED, that the 2022 Grand Rapids Charter Township budget be adopted by department as reflected on the attached.

BE IT FURTHER RESOLVED, that the Grand Rapids Charter Township Board hereby certifies a levy of taxation of 1.5995 mills or $1,852,221 as the net requirements for the Grand Rapids Charter Township for 2021 which includes the levy of 0.7500 mills for general operating purposes and 0.8495 mills for public safety purposes as approved by the Township electors on August 2, 2016.

BE IT FURTHER RESOLVED, that the sums shown on the attached Budget Summary Report for the 2022 budget are appropriated for the 2022 fiscal year for the purposes shown on the attached Budget Summary Report;

BE IT FURTHER RESOLVED, that an appropriation shall not be deemed a mandate to expend, and that no expenditure shall be incurred except as and pursuant of the authority and appropriation of the Grand Rapids Charter Township Board; and

BE IT FINALLY RESOLVED that no deviation from this general budget appropriation resolution shall be made without amendment to this resolution in accordance with Public Act 2 of 1968.

Resolution offered by:

Seconded by:

AYES:

NAYS:
ABSENT:

This resolution declared adopted.

_____
Michael J. DeVries

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 7

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: Updated Fund Balance Policy

RECOMMENDATION

Consider approval of the updated Fund Balance Policy Allocations and restatement of the Capital Improvement Plan.

BACKGROUND

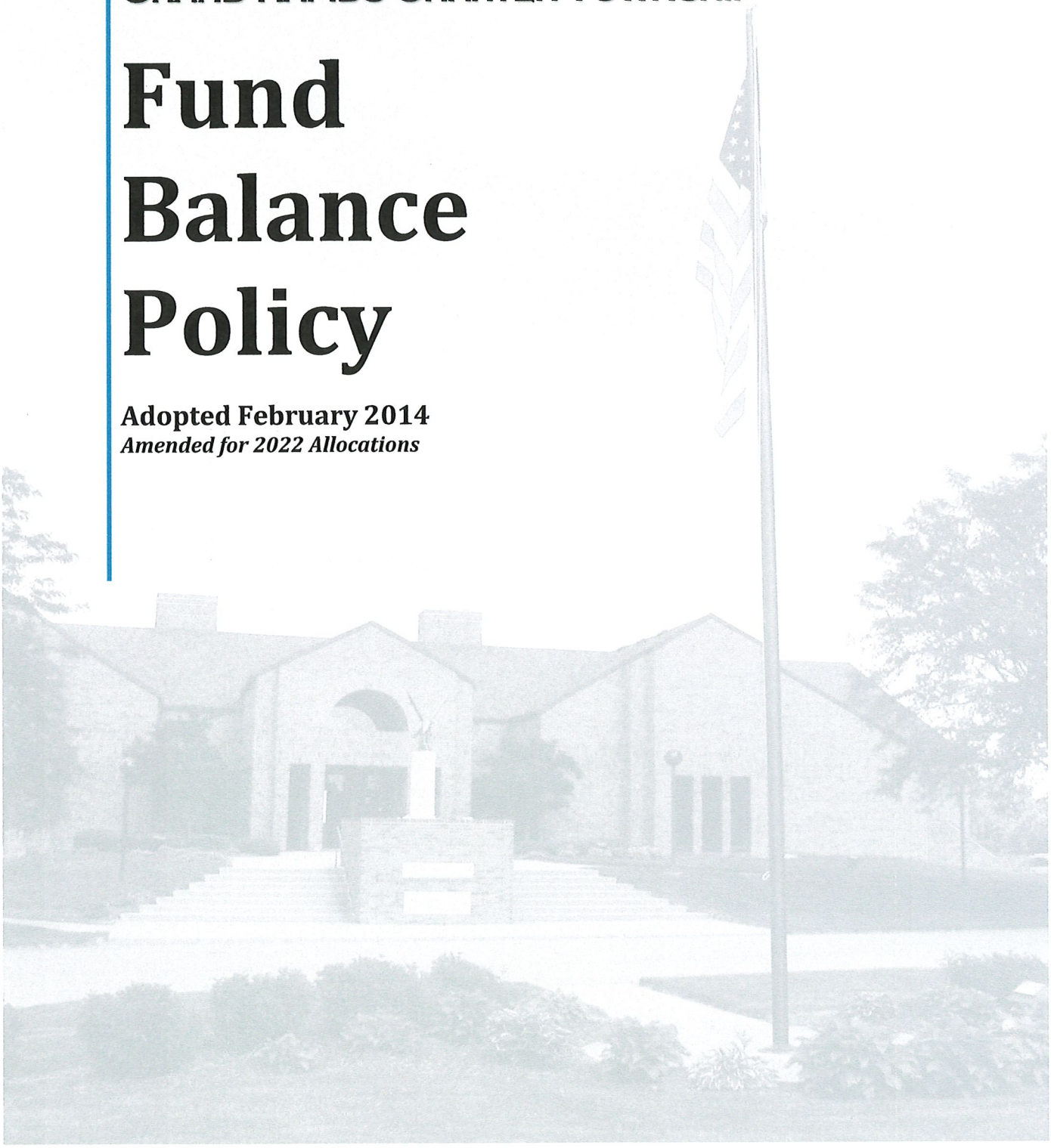
See attached.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

GRAND RAPIDS CHARTER TOWNSHIP

Fund Balance Policy

Adopted February 2014
Amended for 2022 Allocations



PURPOSE

The Fund Balance Policy has been adopted in order to address the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions".

GOVERNMENT FUND DEFINITIONS AND REPORTING

The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Township and jeopardize the continuation of necessary public services. This policy will ensure that the Township maintains adequate fund balances and reserves in order to:

a) Provide sufficient cash flow for daily operations.
b) Offset significant economic downturns or revenue shortfalls.
c) Provide for the potential of securing investment grade bond ratings.
d) Provide funds for unforeseen emergency expenditures.

This policy and the procedures hereby established will be the Township's fund balance and reserves, as established by an official resolution of the Township Board.

GRAND RAPIDS CHARTER TOWNSHIP FUND TYPE DEFINITIONS

General Fund is the account used for all financial resources not accounted for or reported in another fund.

Special Revenue Funds are used to account and report the process from specific revenue sources that are restricted or committed for the expenditure of specific purposes other than debt service or capital projects.

Debt Service Funds are used to account for all financial resources restricted, committed, or assigned to service the debt requirements of principle and interest.

Capital Project Funds are used to account for all financial resources expended for restricted, committed, or assigned for the acquisition or constriction of capital assets.

Permanent Funds are used to account for resources restricted to the intent that only earnings, not principle, may be used for the purposes for which the fund was created.

These definitions will be used in the reporting activity for Grand Rapids Charter Township expenditures. Note: all fund types may not be reported based on the actual Township activity and circumstances in any given period.

FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS

Fund Balance is to be reported under the following categories using the definitions provided in GASB Statement No. 54:

1. **Non-Spendable Fund Balance** includes amounts that cannot be spent because they are; a) not in spendable form or b) legally, or contractually, required to remain intact.

   Non-spendable amounts will be determined before all other classifications and consist of the following items as applicable in any given fiscal year:
   a) The Township will report a fund balance equal to the balance of any long-term outstanding balances due from others.
   b) The Township will report a fund balance equal to the value of inventory balances and prepaid items to the extent that such balances are not offset liabilities and actually result in a fund balance.
   c) The Township will report a fund balance equal to the principle of any permanent funds that are legally or contractually considered.
   d) The Township will report a fund balance equal to the balance of any land or non-financial assets held for sale.

2. **Restricted Fund Balance** includes amounts that can be spent only for specific purposes stipulated by the State Constitution enabling legislation, or external resource providers.

3. **Committed Fund Balance** includes amounts that can only be used for the specific purposes defined by a formal action of the Township Board. A majority of the Township Board is required to approve a commitment or remove a commitment.

4. **Assigned Fund Balance** includes amounts intended to be used by the Township for specific purposes that do not meet the criteria to be classified as restricted or committed, other than the Township's General Fund, assigned fund balance represents the remaining amount that is not restricted or committed.

   The Township Board assigns the amounts to be used for the specific purposes and those assignments cannot exceed the available fund balance in any particular fund.

5. **Unassigned Fund Balance** is the residual classification for the Township's General Fund and includes all spendable amounts, not contained in the other classifications.

These classifications depict the nature of net resources that are reported in the Township's financial reports. An individual Township fund may include non-spendable resources and amounts that are restricted, committed or assigned or any combination of those classifications. The Township's General Fund may also include an assigned amount.

The adoption of this policy authorizes the Township Supervisor, or his or her assign, to establish any standards and procedures necessary for implementation and from time to time review this policy and make any recommendations for change to the Township Board.

2022 Grand Rapids Charter Township
FUND BALANCE POLICY ALLOCATIONS

GENERAL FUND

1. Assigned Fund Balance
   a) Budget Stabilization (Minimum of 10% of prior 5 yr average expense) $325,000
2. Unassigned Fund Balance
   - minimum of 35% of prior 5 yr. average expense $1,150,000

Total General Fund $1,475,000

SPECIAL REVENUE FUNDS

1. Restricted
   a) Street Lighting (Minimum of 20% of prior years expenditure) $20,000
   b) Lakes Management (Minimum of 20% of prior years expenditure) $6,000

CAPITAL PROJECTS FUNDS

1. Committed
   a) Courthouse (Minimum fund balance) $200,000
   b) Recreational Trails (Minimum fund balance) $1,100,000
   c) East Beltline (Minimum fund balance) $210,000
   d) Building & Grounds (Minimum fund balance) $550,000
   e) Park (Minimum fund balance) $1,100,000
2. Assigned
   a) Improvement Revolving (Minimum of 75% of estimated future utility projects) $2,250,000

Total Allocations of all funds $6,911,000

Grand Rapids Charter Township

TYPE & REPORTING CATEGORIES OF FUND BALANCE

Section I General Fund *-restricted-assigned-unassigned-*

Section II Special Revenue Funds

1. Street Lighting -restricted
2. Lakes Management -restricted
3. Brownfield Redevelopment Authority -restricted

Section III Capital Projects Fund

1. Courthouse -committed
2. Recreational Trails -committed
3. East Beltline -committed
4. Buildings & Grounds -committed
5. Park -committed
6. Improvement Revolving -assigned

GRAND RAPIDS CHARTER TOWNSHIP

Capital Improvement Program

2022-2027

'Earth, Wind and Fire' by Gary Price on loan from the Frederik Meijer Gardens & Sculpture Park located at the Grand Rapids Township 63rd District Courthouse Plaza.

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Chapter 1
EXECUTIVE SUMMARY

OVERVIEW

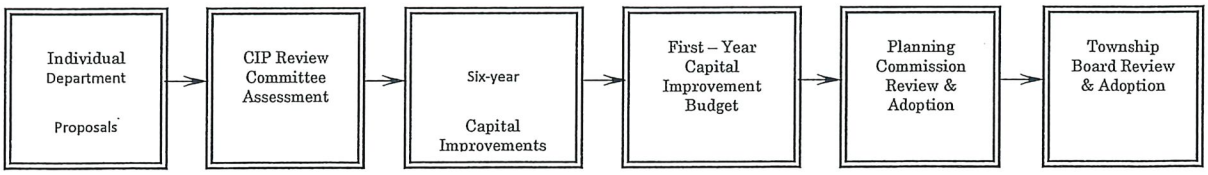
The capital improvement program (CIP) outlines a schedule of public service expenditures over the ensuing six-year period (Fiscal Years 2022-2027). The CIP does not address all of the capital expenditures for the Township, but provides for large, physical improvements which are permanent, including the basic facilities, services and installations needed for the functioning of the community. These include utilities, municipal facilities and other miscellaneous projects.

To qualify for inclusion into this initial CIP, a project must be consistent with 1) an adopted or anticipated component of the master plan, 2) a state and/or federal requirement, or 3) a Township approved policy. The minimum project cost for a CIP is $10,000.

Preparation of the capital improvement program is done under the authority of the Township Planning Act (PA 168 of 1959, as amended). A significant amount of informational language is included to help citizens; staff and elected officials understand the complexity of the program and guide its future development. Subsequent CIP documents will be reviewed by the Planning Commission with the goal that the CIP will help implement the Township's Comprehensive Land Use.

The capital improvement program proposes project funding relative to the anticipated availability of fiscal resources and the choice of specific improvements to be achieved throughout the plan.

THE CAPITAL IMPROVEMENTS PROGRAM



- Six – Year Capital Improvement Plan
  - Mid-range planning document.
  - Describes all proposals submitted by individual departments.
  - Includes an assessment & prioritization of each project.
  - Adopted by Planning Commission.
  - Submitted to Township Board for approval.

- First – year Capital Improvement Budget

- Short – range budget document.
- Recommends which of these capital needs should be funded.
- Identifies the expected revenue sources.

Submitted by the Township Supervisor to Township Board for adoption.

ORGANIZATION

The Capital Improvements Program is divided into three major sections.

- The first section provides general information about the Township's programming. It contains:
  - Introduction
  - Program Summary
  - Program Policies
  - Program Funding

- The 2022 Recommended Capital Improvement Budget provides information on projects for the first fiscal year of the plan. It contains:
  - Project Type
  - Project Name
  - Total Project Cost
  - 2022 Funding Requirements
  - Funding Source

- The 2022-2027 Capital Improvement Plan lists individual capital projects on separate pages within each section, divided by project types. Each project page contains:
  - A brief description of the project.
  - Proposed scheduling.
  - A narrative assessment and justification.
  - A statement regarding the project's anticipated impact on operating expenses.
  - Cost information.
  - A location map, if appropriate.

PROJECT PRIORITIZATION

Staff assessed all capital needs and gave each project a priority rating. The rating figure indicates whether a project is:

- *A – Essential*: urgent, high priority project that should be done if at all possible.
- *B – Desirable*: high priority project that should be done as funding becomes available.

- *C – Acceptable*: worthwhile project to be considered if funding is available.
- *D - Deferrable*: low priority project which can be postponed.

THE TOTALS

- The total capital need over the next six years includes **24** projects, totaling $**6,288,000.00**.

Project Type	Number of Projects	Five – Year Plan FY 2020-2025
Administration	3	58,000.00
Building & Grounds	3	420,000.00
Cemeteries	0	-
Parks	6	1,000,000.00
Public Safety	6	1,310,000.00
Roads	5	2,000,000.00
Trails & Sidewalks	1	1,500,000.00
Utilities	-	-
TOTALS	**24**	**6,288,000.00**

PROJECTS

There are 24 projects totaling $6,288,000.00 that are submitted as part of this Capital Improvements Program.

Projects	*Project Need**	*Funding Prospects*
Essential ($4,620,000.00)		
Local Road Paving	2,000,000.00	GRT General Fund/KCRC
3 to 4 Mile E. Beltline Trail	1,500,000.00	GRT General Fund/Private Funds
Fire Station #3 Updates	400,000.00	GRT General Fund
Replace Fire Squad Truck	700,000.00	GRT General Fund
Computer Server Replacement	20,000.00	GRT General Fund
Desirable ($1,013,000.00)		
Replace Command Vehicle	55,000.00	GRT General Fund
Park Trail Maintenance	700,000.00	GRT General Fund
Office A/V Equipment	28,000.00	GRT General Fund
Office Equipment	10,000.00	GRT General Fund
Crahen Valley Park Restrooms	180,000.00	GRT General Fund
KC Sheriff CP Officer	40,000.00	GRT General Fund
Acceptable ($355,000.00)		
Fire Equipment	80,000.00	GRT General Fund
Brush Truck	35,000.00	GRT General Fund
Crahen Valley Park Playground	120,000.00	GRT General Fund
Park Maintenance Building	120,000.00	GRT General Fund
Deferrable ($300,000.00)		
Township Hall Sanitary Sewer	100,000.00	GRT General Fund
Township Hall Water	200,000.00	GRT General Fund

* Reflects Total Cost of Project

Here are the 2022 first year projects ranked by priority:

Essential

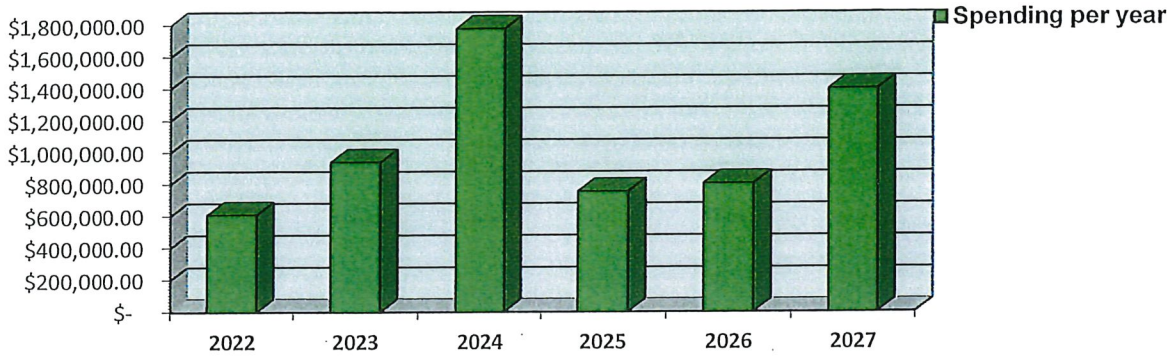
Local Road Maintenance	$200,000.00	General Fund
Computer Server	$20,000.00	General Fund

Desirable

Trail Maintenance	$200,000.00	General Fund
Sheriff Community Police	$40,000.00	General Fund
Forest Hills Fire Station	$150,000.00	General Fund

TIMING

The proposed expenditures are distributed as follows:



As you can see, funding will be distributed equally except for the trail system expansion in 2022 and fire apparatus purchase in 2027.

DEPARTMENT HIGHLIGHTS

Administration (Fund 101)

	Project Costs						
Project Title:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Computer Server	20,000.00						20,000.00
Office A/V Equipment			28,000.00				28,000.00
Copy machine		10,000.00					10,000.00
Totals	**20,000.00**	**10,000.00**	**28,000.00**				**58,000.00**

Buildings&Grounds (Fund 101)

	Project Costs						
Project Title:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Crahen Valley Park Maintenance Building					120,000.00		120,000.00
Township Hall Sanitary Sewer						100,000.00	100,000.00
Township Hall Water						200,000.00	200,000.00
Totals					**120,000.00**	**300,000.00**	**420,000.00**

Cemeteries (Fund 101)

	Project Costs						
Project Title:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Totals							

Parks (Fund 101)

Project Title:	Project Costs FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Trail Maintenance	200,000.00		50,000.00	200,000.00	250,000.00		700,000.00
Crahen Valley Park Restrooms		180,000.00					180,000.00
Crahen Valley Park Improvements			120,000.00				120,000.00
Totals	**200,000.00**	**180,000.00**	**170,000.00**	**200,000.00**	**250,000.00**		**1,000,000.00**

Public Safety (Fund 101)

Project Title:	Project Costs FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Command Vehicle				55,000.00			55,000.00
Replace Squad Truck						700,000.00	700,000.00
Fire Station #3	150,000.00	250,000.00					400,000.00
Equipment			80,000.00				80,000.00
Brush Truck					35,000.00		35,000.00
Totals	**150,000.00**	**250,000.00**	**80,000.00**	**55,000.00**	**35,000.00**	**700,000.00**	**1,270,000.00**

Roads (Fund 101)

Project Title:	Project Costs FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Local Road Paving	200,000.00	500,000.00		500,000.00	400,000.00	400,000.00	2,000,000.00
Totals	**200,000.00**	**500,000.00**		**500,000.00**	**400,000.00**	**400,000.00**	**2,000,000.00**

Trails&Sidewalks (Fund 101)

Project Title:	Project Costs FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
3 Mile to 4 Mile Trail			1,500,000.00				1,500,000.00
Totals			**1,500,000.00**				**1,500,000.00**

Utilities (Fund 101)

Project Title:	Project Costs FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Totals							

OTHER

	Project Costs						
Project Title:	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	TOTAL
Sheriff Dept. Community Police Enhancement	40,000.00						40,000.00
Totals	**40,000.00**						**40,000.00**

GRAND TOTAL BY YEAR:

2022 -$ 610,000.00
2023 -$ 940,000.00
2024 -$1,778,000.00
2025 -$ 755,000.00
2026 -$ 805,000.00
2027 -$1,400,000.00

TOTAL - $6,288,000.00

Chapter 2
INTRODUCTION

Several factors influence infrastructure management, including the type of project being considered and the financing options available to fund the project. Whether to develop a new neighborhood park or to extend sewer or water lines to an existing neighborhood is a difficult decision when a choice has to be made between them. The Township does not have enough money available for all the projects it would like to do. The challenges to retain and/or expand Township services in the midst of shrinking resources and increasing costs has put pressure on Township government to make its limited capital resources work more efficiently. Administration, elected and appointed officials, and staff have taken several steps to make its capital expenditures more closely reflect its long-range objectives. One such stride is the continuing commitment to ensure that the most needed projects are funded and that the results are those that are called out in the adopted plans and policies. The capital improvement program accomplishes this.

CAPITAL IMPROVEMENT PROJECTS

Projects generally considered capital improvements are large, expensive and permanent in nature. They often place a continuing financial burden on the Township (planning and design, maintenance, operations, energy requirements, legal responsibilities, etc.). It represents the large projects in the near future. Items such as equipment purchases, small paving jobs, minor sewer extensions, playground equipment are included in this plan as projects if valued above $10,000.

The Capital Improvement Budget (CIB) shows projects scheduled to be funded in the upcoming fiscal year. Voting to accept the Capital Improvement Budget does not mean that Township Board approves all the projects that it contains. Acceptance acknowledges only that they agree that these projects represent a reasonable interpretation of the upcoming needs for the Township.

RELATIONSHIP BETWEEN THE CAPITAL IMPROVEMENT BUDGET AND THE ANNUAL BUDGET

As indicated above, the capital improvement budget includes projects that anticipate funding in the first fiscal year. The annual budget itemizes the money needed for all municipal purposes during the next fiscal year. This includes the day-to-day operational expenses of the Township, such as salaries and supplies. The projects included in the capital improvement budget are not directly included in the annual budget, but many funding sources required to pay for the projects are confirmed. Approving a particular project still takes place by appropriating

money as individual requests come before Township Board throughout the fiscal year.

Relationship Between the Capital Improvement Program and the Township Planning Process

Ideally, comprehensive land use planning influences capital improvement programming. The long-range master plan should yield the perspective on which the mid-range CIP is based. Each type of land use has different degrees of need for capital facilities. For example, a use that requires extensive parking and paving places a burden on the storm water system designed to handle the drainage from the site. The Township will need utility system improvements and review public safety services if a land use plan recommends certain densities of residential development or commercial use for a certain location. These and other possible changes in the Township land use policies necessitate a linkage with the capital improvement program.

On the other hand, a capital improvement program may show that some land should not be zoned for a particular use because it is too expensive to provide the necessary infrastructure. For example, zoning land for intense use without nearby sewer and water lines makes little sense. Thus, a capital improvement program may help develop the zoning map.

The best strategy is to coordinate the capital improvement program with the master plan and zoning ordinances, to ensure that adequate utility and other support services will be available in areas targeted for growth or redevelopment. Different zoning districts will need different services and infrastructure.

Many people view the long-range nature of the master plan as one of its greatest strengths. Because it is long-range, typically 20 years in the future, it provides a steady course for the community for a significant period. It contains a vision not subject to short-term obstacles. The Township will continue to take incremental steps towards capital improvement planning, that link the future vision of the community with short-term actions.

The first recommended program policy in the CIP recognize the importance of the link between the Capital Improvement Plan and implementation of the master plan. In bringing most, if not all, of the decision makers together into the planning process, and by using the CIP process to reinforce the desired future land use patterns, the Township's physical future can be better shaped.

Legal Basis for Capital Improvement Programming

The State of Michigan provides for the development and use of a capital improvement program in the Township Planning Act (Section 10, Act 263 of the Public Acts of 2001).

The Act briefly states that, "a township may adopt a capital improvement plan." The Act does not specifically outline a procedure, however many land use planning publications provide a recommended process.

THE BENEFITS OF CAPITAL IMPROVEMENT PROGRAMMING

All communities need to develop a capital improvement program. With time, public facilities need major repair, replacement or expansion. Maintaining and upgrading a community's capital stock requires significant financial investment. This investment must be weighed against other community needs and analyzed in light of community goals. Grand Rapids Charter Township, like many communities, is under pressure to make efficient use of capital resources and must make difficult choices. There are more needs than can be satisfied at once, and the selection of one investment over another may shape the development of the community for years to come.

Capital improvement programming is a valuable tool to ensure that choices are made wisely. The Township's development goals are implemented, in part, by the careful provision of capital facilities. The benefits of this systematic approach to planning capital projects include the following:

Focuses attention on community goals, needs, and capabilities.

Through capital improvement programming, capital projects can be brought into line with the Township's objectives, anticipated growth, and financial capabilities. Considered individually, a new park, water system improvements, and street widening may be great ideas. However, each project may look quite different when, in the course of the CIP process, it is forced to compete directly with other projects for limited funds.

Optimizes use of the taxpayer's dollar.

The capital improvements program helps the Township Board make sound annual budget decisions. Careful planning of capital improvements helps prevent costly mistakes. In addition, capital planning allows the Township to save money in several other ways. For example, investors in municipal bonds tend to look more favorably on communities that have a CIP; if bond financing is selected for a capital improvement project, the Township may realize significant savings on interest. The CIP can also provide an opportunity, assuming funds are available, to purchase land at a lower cost in advance of construction.

Guides future growth and development.

The location and capacity of capital improvements shape the growth of the Township. The Township Board can use the CIP to develop well thought out policies to guide future land use and economic development. The process can also

ease political decision making by providing a rationale for approving or rejecting requests for immediate capital expenditures.

Encourages the most efficient government.

Interdepartmental coordination of capital improvement programming can reduce scheduling conflicts and ensure that no single function receives more than its fair share of resources. In addition, the CIP can be used to promote innovative management techniques and improve governmental efficiency and effectiveness.

Improves the basis for intergovernmental and regional cooperation.

Capital improvement programming offers public officials of all governmental units (Grand Rapids Charter Township, Kent County, Kent County Road Commission, Kent District Library, East Grand Rapids Public Schools, Forest Hills Public Schools, and Northview Public Schools), an opportunity to plan the location, timing, and financing of improvements in the interest of the community as a whole.

Maintains a sound and stable financial program.

Having to make large or frequent unplanned expenditures can endanger the financial well being of the Township. Sharp changes in the tax structure or the need for bonded indebtedness may be avoided when construction projects are planned and scheduled at intervals over a number of years. When there is ample time for planning, the most economical means of financing each project can be selected in advance. Furthermore, a CIP can help the Township avoid commitments and debts that would prevent the initiation of other important projects later.

Enhances opportunities for participation in federal or state grant-in-aid programs.

Preparing a CIP improves the Township's chance of obtaining aid through federal and state programs that provide funds for planning, construction and financing of capital improvements. There has been little activity in the federal and state grant field recently. Nevertheless, there are cyclical patterns to federal and state programs. The CIP is a resource that contains projects which can be started quickly by having construction or bid documents ready should any grants become available.

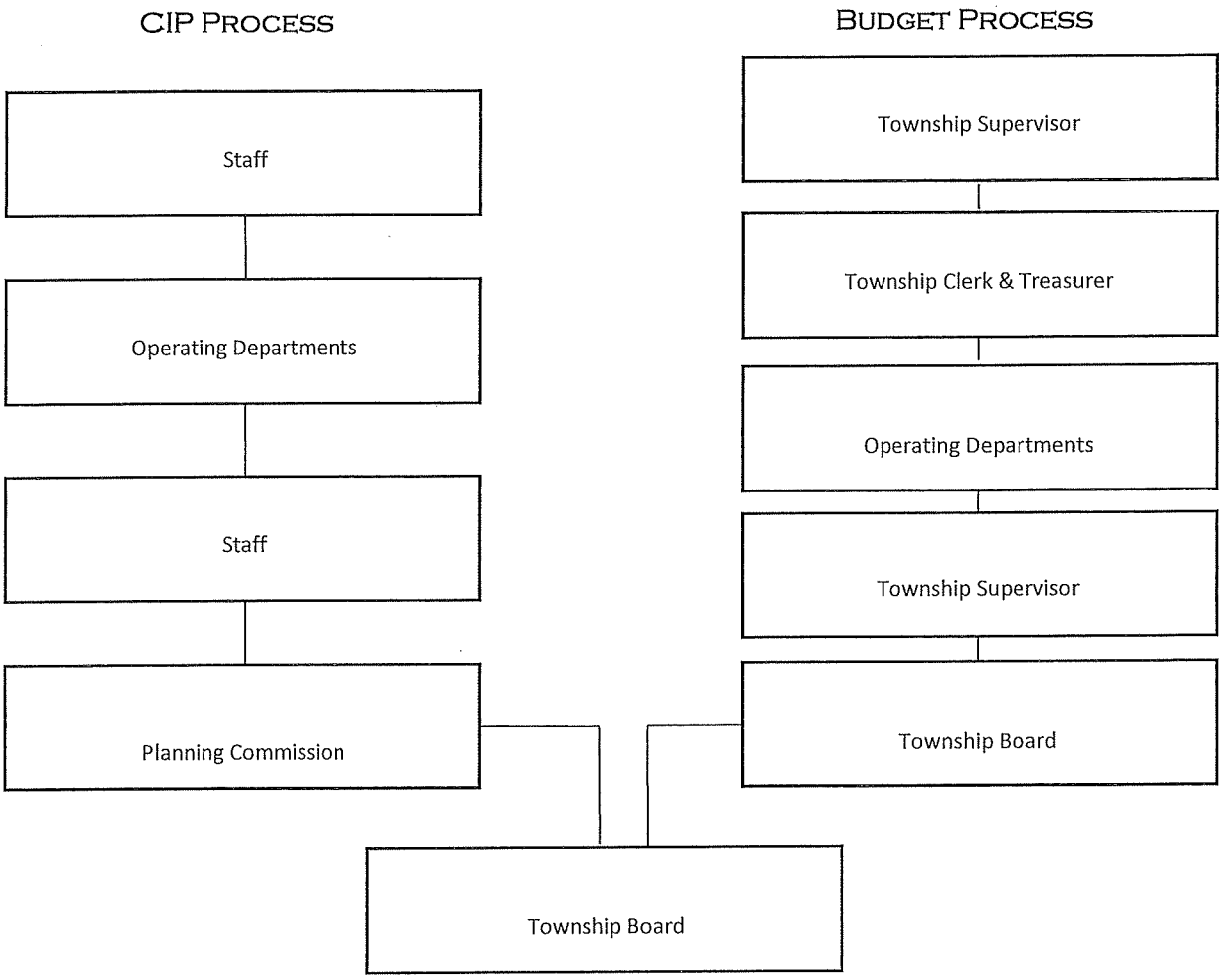
Chapter 3

PROGRAM SUMMARY

THE CAPITAL IMPROVEMENT PROGRAM PROCESS

The capital improvement program is a distinct element of the annual budget process that flows through the Township government. The CIP process occurs earlier in the annual cycle than the annual budget. This initial CIP was developed through the Township Supervisor's office. The Township Supervisor and staff will

coordinate all operating expenditures. The entire process takes several months to complete.



Grand Rapids Charter Township used a traditional needs driven approach to develop its initial CIP. The process for developing the CIP involved the following steps:

Step 1: Organize the Process

Staff met to establish the administrative and policy framework within which the CIP process would operate. Before this first step, the Township Supervisor met with department heads to get their input on upcoming capital purchases and to explain the CIP development process.

Step 2: Develop Criteria

The second task of staff was to review different criteria for capital improvement projects. Literature from planning organizations and other communities with

long established capital improvement planning programs were compared. Based upon the review staff adopted program priorities which are explained in further detail, later on in this section.

Step 3: Develop Project Requests

The Township Supervisor requested that all department heads submit proposed capital improvement projects. Forms were made available that allowed for the required criteria to be submitted in a standard format. The department heads developed the proposed projects based on a realistic assessment of need.

Because the Township does not have sufficient funding capacity to meet all the capital needs, priorities are set, based on the criteria established earlier in the process. Departments that submit proposals typically will rank their own projects. Priority rankings do not necessarily correspond to funding sequence. For example, a park improvement project ranked lower than a fire equipment purchase may have better access to funds. The park project could require more funds and have to wait for grants, contributions or a voter-approved millage renewal. A project's desirability depends on a number of factors – not only the project itself, but also on how it's accomplished, where it may be located, how much it cost and its funding potential.

Step 4: Present Departmental Projects

The objective now is to pull together a CIP that was sensitive to the policies that have been adopted and contained projects that related to the master plan objectives.

Step 5: Screen, Evaluate and Prioritize Projects

The most difficult task for staff normally occurs in late June and early July when it evaluated and prioritized the projects submitted for approval. This is a critical component of the CIP process. Project selection must correspond to the amount of money assumed available for capital spending. Within the limited budget, is a new park vehicle or a water line extension of greater importance? Shrinking funds and rising costs incurred in maintaining and rehabilitating deteriorating infrastructure make the process of selecting the most vital capital projects even more crucial and difficult. The merits of each project must be judged against the policies and criteria of the CIP process and the goals of each component of the master plan. Does the project conform in terms of location, size, service provided, relation to its service area, effect on land use patterns, and relation to public policy and community goals? More than merely a technical process, prioritization involves value preferences, policy choices and political actions. Throughout the

examination of the proposed projects, staff attempted to overcome some inherent problems in the CIP process:

a) Government projects are difficult to evaluate because of their diversity and the fact that many, essentially, are not comparable. Individual CIP project requests reflect the need to serve different constituencies and diverse community values. Staff must attempt to reconcile and balance conflicting community values and judgments.

b) Staff must continually approach the decisions required in this process rationally and analytically regardless of political forces. While conflicting interests within the political process are acknowledged, staff must attempt to develop a program that provides the most benefit to the entire community.

c) It is inevitable that the number of projects requested exceeds available funding. In the endeavor to provide better service to the community, departments often propose capital projects that, unfortunately, go un-funded. This process should not discourage departments from continuing to submit proposals, but should develop into a mechanism to help in the effort to uncover alternate sources of funding and see that higher-priority projects get implemented.

The initial review (evaluation of project impact) takes place without regard to funding availability and focuses on policies and the objectivity and judgment based on input from Township staff. In the future, staff will review the following impacts of projects:

- Fiscal consequences.
- Health and safety effects.
- Community economic effects.
- Environmental, aesthetic, and social effects.
- Disruption and inconvenience caused during construction.
- Distributional effects (who benefits, who pays).
- Feasibility.
- Implications of deferring the project.
- Amount of uncertainty and risk.
- Effects on inter-jurisdictional relationships.

Next, the projects are placed into the appropriate funding priority group in relation to their necessity or urgency. Although many communities have developed detailed weighted ranking systems, staff has consciously avoided

this type of system. The staff has established the following classification system to prioritize proposed projects:

Priority A - Essential

Urgent, high-priority projects that are necessary for the Township. These include projects that are required to complete a major public improvement; projects that would address an emergency, or remedy a condition dangerous to public health, welfare, and safety, projects that would provide facilities for a critically needed community program; projects needed to correct an inequitable distribution of public improvements in the past and projects vital to the economic stability of the Township. A special effort is made to find sufficient funding for all of the projects in this group.

Priority B - Desirable

High-priority projects that should be addressed as funding becomes available. These include projects that have a justifiable benefit for the community, and have the validity of planning and timing that have been credibly established.

Priority C - Acceptable

Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and could be deferred to a subsequent year if budget reductions are necessary.

Priority D - Deferrable

Low-priority projects which are desirable but not essential and can be postponed without detriment to the provision of other services.

In addition, projects may be eliminated from consideration if it is determined that they no longer provide for a valid community need, or are unnecessary for Township operations.

Step 6: Select Projects

In the end, the availability of funds each year, as approved by the Township Board upon the recommendation of the Township Supervisor, determines the number of projects that are funded.

As with the measurement of project impacts in Step 5, placing projects in priority groupings relies on the judgment of staff, and is not a completely

objective process. The criteria used are not subject to precise measurement. This judgment is not arbitrary and is done within the context of the plans, policies and the goals of the master plan.

The Township Board ultimately approves the assumptions, criteria, policies, and recommendations of the staff by accepting the CIP. Depending on the policy, modifications are expected throughout the process. This is considered an essential part of the procedure, placing the burden on those who dissent to assess the policies underlying the recommendations and to advocate their differences, resulting in the necessary evolution of the entire capital planning process.

Step 7: Prepare and Adopt the CIP and CIB

In Step 2 of the process, broad criteria are established to help staff plan capital improvement projects. As the process continues, and increasingly detailed information emerges, projects may be added, altered, or abandoned. Eventually, staff arrives at a final list of projects that is submitted to the Township Supervisor and the Planning Commission for review.

The Township Supervisor and Planning Commission evaluate the CIP package and makes final programming decisions before sending the CIP on to the Township Board. The Board accepts the CIP after its review. Acceptance is not a commitment to finance the approved projects, but is a statement of policy regarding the Township's approach to meeting its future capital needs.

Chapter 4
PROGRAM FUNDING

Because capital improvement projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP has to be prepared with some assumptions as to the amount of money to be available. The following is a summary of the funding sources for projects included in the capital improvements program.

MILLAGES

Property tax is one of the most important sources of Township revenue. The property tax rate is stated in mills (one dollar per $1,000 of valuation). This rate is applied to the taxable value of a property to determine the property tax. Millages are voter-approved taxes which are specifically earmarked for a particular purpose. The Township is authorized to utilize millages under Public Act 90 of 1976, the Charter Township Act.

Federal and State Funds

The federal and state government make funds available to townships through numerous grants and programs. Some federal and state funds are tied directly to a specific program. The Township has discretion (within certain guidelines) over the expenditure of others. For the most part, the Township has no direct control over the amount of money received under these programs.

Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment: that is, by those who directly benefit. Local improvements often financed by this method include street improvements, sanitary and storm sewers, and water mains.

Developer Contributions

Sometimes capital improvements are required to serve new development. Where funding is not available from the Township to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

Contributions from Private Sources

Historically the Township has been the beneficiary of the generosity of many individuals and organizations. That generosity has contributed to land purchases, park improvements and the construction of the Townships trail network. These contributions will remain an integral part of the Township Capital Improvement Plan.

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
TRUSTEE

VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 8

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: Building Permit Fee Schedule

RECOMMENDATION

Consider approval of the restated Permit Fee schedule from Cascade Township Inspections effective 1/1/2022.

BACKGROUND

See attached building and trades fee schedule.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

Cascade Charter Township

Building Permit Fee Schedule

The following building permit fee schedule was adopted by Cascade Charter Township on October 13th, 2021 and takes ***effect on Jan 1, 2022*** *by virtue of sections 6 and 22 of Act 230 1972 as amended.*

Building permits calculated with BVD cost table (all applicable):

$140 base fee plus $3.50 per thousand

- The total cost of the improvement is based on the *International Code Council BVD square foot cost table, periodically updated by Building Official.*
- Plan review fees for structures regulated by the residential code are included.
- Pre-manufactured unit fees are based on 50% of the normal on-site construction permit fee.

Standard Fee Building Permits **not** calculated with BVD cost table:

Residential:	
Interior remodel (includes 2 inspections)	$175
Deck	$175
Inground Pool (includes 2 inspections)	$175
Above ground or storable pool	$85
Demolition	$85
Roofing	$85
Egress window	$85
Commercial:	
Sign	$85
Demolition	$70 plus (.02 per square foot)
Additional inspections(each)	$70

Other permits: $70 base fee plus $70 per inspection

Commercial Plan Review

Plan review and administration base fee (commercial only).....$70.00 plus

$0 to $1,250,000.....0.0015 x calculated building value

$1,250,000 to $5,000,000.....$1,875 plus 0.0005 x value over $1,250,000

$5,000,000 plus.....$3,750 plus 0.0004 x value over $5,000,000

Commercial Remodel (when BVD table not applicable)

- Calculated using stated value as documented by applicant and approved by building official
- Includes total cost of construction activity excluding landscaping, parking or similar

MECHANICAL PERMIT APPLICATION

Cascade Charter Township
5920 Tahoe Dr SE
Grand Rapids, MI 49546-7123
(616) 949-3765
www.cascadetwp.com

I.JOB LOCATION

Name of Owner/Agent	Telephone Number ( )	Has a building permit been obtained for this project? ☐ Yes ☐ No ☐ Not Required	
Street Address & Job Location (Street No. & Name)	Suite #	City/Village	Township

II.CONTRACTOR/HOMEOWNER INFORMATION

☐ Contractor ☐ Homeowner	Name	License Number	Expiration Date
Address (Street No. & Name)	City	State	Zip Code
Telephone Number ( )	Fax Number ( )	Email	
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Federal Employer ID Number (or reason for exemption)			

III.TYPE OF JOB

☐ Single Family ☐ Other	☐ New ☐ Alteration	☐ Special Inspection ☐ LP Tank	☐ Premanufactured Home Setup (State Approved) ☐ Manufactured Home Setup (HUD Mobile Home)

Work Area / Description (required):

IV.PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted for one-and two-family dwellings when the input rating of the building heating/cooling system exceeds 375,000 BTU's.

What is the building size in square footage? _____

What is the input rating of the heating system in this building? _____

Have plans been submitted? ☐ **YES** ☐ **NO** ☐ **NOT REQUIRED**

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

1. One-and two- family dwellings when the total building heating/cooling system input rating is 375,000 BTU's or less.
2. Alterations and repair work determined by the mechanical official to be of a minor nature.
3. Business, mercantile and storage buildings having HVAC equipment only, with one fire area and not more than 3,000 square feet.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

V. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines. (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Signature of Licensee or Homeowner	Print or Type Name	Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify the mechanical work described on this permit application **shall be installed by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Mechanical Code and **shall not be enclosed, covered up or put into operation** until it has been **inspected** and **approved** by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

COMPLETE APPLICATION ON BACK SIDE

Rev. 1/15

VIII. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1.Application Fee (non-refundable) Includes 1 Inspection	70.00	1	70.00
2. Residential Heating System (includes duct & pipe)	50.00		
3. Residential Furnace Replacement	30.00		
4. Residential Boiler	30.00		
5.Water Heater	5.00		
6.Flue Liner	5.00		
7. Solid Fuel Equip. (includes chimney) Gas Burning Fireplace	30.00		
8. Chimney, Factory built – Installed separately	25.00		
9. Solar, set of 3 panels (includes piping)	20.00		
10.Gas Piping; each opening – new installation	5.00		
11. Air Conditioning – New or Replacement (includes split systems)	30.00		
12. Heat Pumps; Complete Residential	30.00		
13. Bath & Kitchen exhaust	5.00		
Tanks - 14. Aboveground	20.00		
15. Underground	25.00		
16. Humidifiers	10.00		
17. Piping - minimum $25.00	$.05/ft		

	FEE	# ITEMS	TOTAL
18. Duct - minimum $25.00	$.10/ft		
19. Heat Pumps; Commercial (pipe not included)	20.00		
Air Handlers/Heat Wheels 20. Under 10,000 CFM	20.00		
21. Over 10,000 CFM	60.00		
22. Commercial Hoods	15.00		
23. Heat Recovery Units	10.00		
24. V.A.V. Boxes	10.00		
25. Unit Ventilators	10.00		
26. Unit Heaters (Terminal Units)	15.00		
27. Fire Suppression/Protection Minimum $20.00	$.75 / head		
28. Evaporator Coils	30.00		
29. Refrigeration (split system)	30.00		
30. Chiller	30.00		
31. Cooling Towers	30.00		
32. Compressor	30.00		
33. Additional Inspection	70.00		
34. Final Inspection	70.00		

Make checks payable to "Cascade Charter Township"

TOTAL FEES

VI(a). FEE CLARIFICATION

ITEM #2, RESIDENTIAL HEATING SYSTEM:
This item is used for the installation for a heating system in a new residential structure. Items #10; Gas Piping and #18; Duct, **SHOULD NOT BE** charged. Replacement systems should be itemized.

VIII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Mechanical work shall not be started until the application for permit has been filed with Cascade Charter Township. All installations shall be in conformance with the State Mechanical Code. **No work shall be concealed until it has been inspected.**
The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. **The inspector will need the job location and permit number.**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

ELECTRICAL PERMIT APPLICATION

Cascade Charter Township
5920 Tahoe Dr SE
Grand Rapids, MI 49546-7123
(616) 949-3765
www.cascadetwp.com

I.JOB LOCATION

Name of Owner/Agent	Telephone Number ( )	Has a building permit been obtained for this project? ☐ Yes ☐ No ☐ Not Required	
Street Address & Job Location (Street No. & Name)	Suite #	City/Village	Township

II.CONTRACTOR/HOMEOWNER INFORMATION

☐ Contractor ☐ Homeowner	Name	State License Number	Expiration Date
Address (Street No. & Name)			
City	State	Zip Code	
Telephone Number ( )	Fax ( )	Email	
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Federal Employer ID Number (or reason for exemption)			

III.TYPE OF JOB

☐ Single Family	☐ New	☐ Service Only	☐ Premanufactured Home Setup (State Approved)
☐ Other	☐ Alteration	☐ Special Inspection	☐ Manufactured Home Setup (HUD Mobile Home)

Work Area / Description (required):

IV.PLAN REVIEW REQUIRED

See below for plan review requirements before completing this section. Plans and specifications must be submitted when the wiring or alteration to an electrical system is over 400 amps and is in excess of 3,500 square feet in all buildings.

What is the rating of the service or feeder in ampere? _____
What is the building size in square feet? _____

Have plans been submitted? ☐ **YES** ☐ **NO** ☐ **NOT REQUIRED**

Plans are required for all building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal, except:

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than $15,000.00.

PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.

V. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines. (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Signature of Licensee or Homeowner	Print or Type Name	Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify the electrical work described on this permit application **shall be installed by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Electrical Code and **shall not be enclosed, covered up or put into operation** until it has been **inspected** and **approved** by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume the responsibility to arrange for necessary inspections.

COMPLETE APPLICATION ON BACK SIDE

Rev. 1/15

VII. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1.Application Fee (non-refundable) Includes 1 Inspection	70.00	1	$70.00
Service: 2. Through 200 Amp	10.00		
3.Over 200 Amp. thru 600 Amp.	15.00		
4.Over 600 Amp. thru 800 Amp.	20.00		
5.Over 800 Amp. thru 1200 Amp.	25.00		
6.Over 1200 Amp. – GFI Only	50.00		
7. Circuits	5.00		
8. Lighting Fixtures – per 25	6.00		
9. Dishwasher	5.00		
10. Furnace – Unit Heater	5.00		
11. Electrical Heating Units (baseboard)	4.00		
12. Power Outlets (ranges, Dryers, etc.)	7.00		
Signs: 13. Unit	10.00		
14. Letter	15.00		
15. Neon – each 25 feet	20.00		

	FEE	# ITEMS	TOTAL
16. Feeders – Bus Ducts, etc. – per 50	6.00		
17. Mobile Home Park Site (see reverse)	6.00		
18. Recreational Vehicle Park Site	4.00		
19. Units up to 20 K.V. A. or H.P.	6.00		
20. Units 21 to 50 K.V.A. or H.P.	10.00		
21.Units 51 K.V.A. or H.P. & over	12.00		
22. Fire Alarms – up to 10 devices	50.00		
23. Fire Alarms – 11 to 20 devices	100.00		
24. Fire Alarms – over 20 devices	5.00 each		
25. Energy Retrofit – Temp. Control	45.00		
26. Conduit only or grounding only	45.00		
27. Additional Inspection	70.00		
28. Final Inspection	70.00		

Make checks payable to "Cascade Charter Township"

TOTAL FEES

VII(a). FEE CLARIFICATION

ITEM #17, MOBILE HOME UNIT SITE:
When installing a site service in a park, the permit application must include the application fee, service, plus the number of park sites.
When setting a HUD mobile home in a park, a permit must include the application fee and a feeder. This shall be done by a licensed electrical contractor.
When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service and feeder.

VIII. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Electrical work shall not be started until the application for permit has been filed with Cascade Charter Township. All installations shall be in conformance with the State Electrical Code. **No work shall be concealed until it has been inspected.**
The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. **The inspector will need the job location and permit number.**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

PLUMBING PERMIT APPLICATION
Cascade Charter Township
5920 Tahoe Dr SE
Grand Rapids, MI 49546-7123
(616) 949-3765
www.cascadetwp.com

I.JOB LOCATION

Name of Owner/Agent	Telephone Number ( )	Has a building permit been obtained for this project? ☐ Yes ☐ No ☐ Not Required	
Street Address & Job Location (Street No. & Name)	Suite #	City/Village	Township

II.CONTRACTOR/HOMEOWNER INFORMATION

☐ Contractor ☐ Homeowner	Name	License Number	Expiration Date
Address (Street No. & Name)	City	State	Zip Code
Telephone Number ( )	Fax Number ( )	Email	
Workers Compensation Insurance Carrier (or reason for exemption)	MESC Employer Number (or reason for exemption)		
Federal Employer ID Number (or reason for exemption)			

III.TYPE OF JOB

☐ Single Family ☐ Other	☐ New ☐ Alteration	☐ Sewer Only ☐ Special Inspection	☐ Water Service Only	☐ Premanufactured Home Setup (State Approved) ☐ Manufactured Home Setup (HUD Mobile Home)

Work Area / Description (required):

IV.PLAN REVIEW REQUIRED

Have Plans been submitted? (See below for plan review requirements before completing this section) ☐ YES ☐ NO ☐ NOT REQUIRED

Plans are not required for the following:

1. One- and two- family dwellings containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Assembly, Business, Mercantile and Storage buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than $15,000.00

If work being performed is described above, answer Section IV. "Not Required".

Plans are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to Act No. 299 of the Public Acts of 1980, as amended, and shall bear that architect's or engineer's signature and seal. **PLANS MUST BE SUBMITTED BEFORE A PERMIT CAN BE ISSUED.**

V. APPLICANT SIGNATURE

Section 23a of the State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines. (Homeowner signature indicates compliance with Section VI. Homeowner Affidavit)

Signature of Licensee or Homeowner	Print or Type Name	Date

VI. HOMEOWNER AFFIDAVIT

I hereby certify the plumbing work described on this permit application **shall be installed by myself in my own home** in which I am living or about to occupy. All work shall be installed in accordance with the State Plumbing Code and **shall not be enclosed, covered up or put into operation** until it has been **inspected** and **approved** by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

COMPLETE APPLICATION ON BACK SIDE

VII(a). FEE CLARIFICATION

ITEM #2, MOBILE HOME UNIT SITE: WHEN item is used for sewer excavations in a new park, the permit application should include the application fee plus the number of unit sites. WHEN setting a mobile home in a park, or a mobile or **modular** home on private property, a permit should include the application fee, a sewer or building drain, and a water service or water distribution pipe.

ITEM #3, FIXTURES, FLOOR DRAINS, SPECIAL DRAINS & WATER CONNECTED APPLIANCES INCLUDE:

Water Closets Bathtub Lavatories Shower Stall Laundry Tray Urinal Autopsy	Sink (any description) Emergency Eye Care Emergency Shower Garbage Grinder Water Outlet Cooler Ice Making Machine Water Connected Still	Slop Sink Bidet Cuspidor Dishwasher Refrigerator **Water Heater**	Drinking Fountain Condensate Drain Washing Machine Acid Waste Drain Embalming Table Bed Pan Washer	Floor Drain Roof Drain Grease Trap Starch Trap Plaster Trap Water Softener Water Connection to Carbonated Beverage Dispensers	Water Outlet or Connection to any Make-up Water Tank Water Outlet or Connection to Heating System Water Outlet or Connection to Filters Connection to Sprinkler Systems (Irrigation) Water Connected Sterilizer Water Connected Dental Chair
PLUS ANY OTHER FIXTURE, DRAIN OR WATER CONNECTED APPLIANCE NOT SPECIFICALLY LISTED					

VIII. FEE CHART - Enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL
1.Application Fee (non-refundable) Includes 1 Inspection	70.00	1	70.00
2. Mobile Home Park Site*	5.00 each		
3. Fixtures, floor drains, special drains, water connected appliances (See Above) – Includes WATER HEATER REPLACEMENT	5.00 each		
4.Stacks (soil, waste, vent & conductor)	3.00 each		
5.Sewage ejectors, sumps	5.00 each		
6.Sub-soil drains	5.00 each		
Water Service 7. Less than 2"	5.00		
8. 2" to 6"	25.00		
9. Over 6"	50.00		
10. Connection bldg. drain/bldg. sewers	5.00		
Sewers (sanitary, storm or combined) 11. Less than 6"	5.00		
12. 6" and over	25.00		

*See VII(a). FEE CLARIFICATIONS, Item #2

	FEE	# ITEMS	TOTAL
13.Manholes, Catch Basins	5.00 each		
Watering Distribution Pipe(system) 14. ¾" Water Distribution Pipe	5.00		
15. 1" Water Distribution Pipe	10.00		
16. 1 ¼" Water Distribution Pipe	15.00		
17. 1 ½" Water Distribution Pipe	20.00		
18. 2" Water Distribution Pipe	25.00		
19. Over 2" Water Distribution Pipe	30.00		
20. Back flow preventer	5.00 each		
21. Medical Gas System	45.00		
22. Additional Inspection	70.00		
23. Final Inspection	70.00		

Make checks payable to "Cascade Charter Township"

TOTAL FEES

IX. INSTRUCTIONS FOR COMPLETING APPLICATION

GENERAL: Plumbing work shall not be started until the application for permit has been filed with Cascade Charter Township. All installations shall be in conformance with the State Plumbing Code. **No work shall be concealed until it has been inspected.**
The telephone number for the inspector will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. **The inspector will need the job location and permit number.**

EXPIRATION OF PERMIT: A permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REFUNDED OR REINSTATED.**

MICHAEL J. DEVRIES
SUPERVISOR

EDWARD J. ROBINETTE
CLERK

DAVID A. VAN DYKE
TREASURER

GRAND RAPIDS
CHARTER TOWNSHIP
EST. 1834

LEE VANPOPERING
TRUSTEE

PHIL YEITER
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VASILIKI CHRISTOPOULOS
TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 9

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: First Reading of an amendment to Ordinance No. 530 - Franklin 3300/Southern Sun PUD

RECOMMENDATION

First Reading only – no action required.

BACKGROUND

Supporting documents will be provided at the meeting. Public Hearing will be held on November 16, 2021.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG

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TRUSTEE

MEGHAN MOTT
TRUSTEE

Item # 10

November 2, 2021

TO: Grand Rapids Charter Township Board of Trustees

FROM: Michael J. DeVries
Township Supervisor

RE: First Reading for a major amendment to the Forest Hills Preserve PUD

RECOMMENDATION

First Reading only – no action required.

BACKGROUND

Supporting documents will be provided at the meeting. Public Hearing will be held on November 16, 2021.

1836 EAST BELTLINE N.E. • GRAND RAPIDS, MI 49525-4514
PHONE: (616) 361-7391 • FAX: (616) 361-6620 • WEB SITE: WWW.GRANDRAPIDSTWP.ORG