

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
September 8, 2021 at 9:00 am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Approval of the Minutes of the August 11, 2021 Meeting
- ARTICLE 4.** Review & Consideration of 2nd Quarter Budget Amendments
- ARTICLE 5.** Discussion on Staffing
- ARTICLE 5.** Public Comment (Please limit comment to 3 minutes)
- ARTICLE 6.** Adjournment

CASCADE CHARTER TOWNSHIP
PERSONNEL & FINANCE COMMITTEE MEETING
August 11, 2021 at 9:00am
Cascade Township Hall – Large Conference Room
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Members Present: Supervisor Grace Lesperance, Treasurer Ken Peirce (Trustee Koessel was excused)

Others Present: Township Manager (TM) Ben Swayze, Director of Building Inspections (DBI) Brian Wilson,

Members of the Public: Trustee Timmy Noordhoek, Craig Meurlin

ARTICLE 1. Call to Order: Meeting was called to order at 9:00am

ARTICLE 2. Approval of the Agenda: Motion by Supervisor Lesperance, Supported by Treasurer Peirce to approve the agenda. Motion carried.

ARTICLE 3. Approval of the Minutes of the July 12, 2021 Meeting: Motion by Supervisor Lesperance, Supported by Treasurer Peirce to approve the minutes. Motion carried.

ARTICLE 4. Review and Consideration of the Proposed Building Department Fee Update: DBI Wilson reviewed the memo that was prepared regarding the fee schedule for the Building Department. Current fee schedule was last updated in 2009. Since then, all improvements in the department have been done through current fees. Comparison to other surrounding communities and like-departments in the state show that our fees are very low, adjusting them as recommended would still make our fees low in comparison. Process is to get Cascade Township Board buy-in, then visit customer communities for buy-in as they are required to adopt the Cascade fee schedule as well. Fees would then be implemented beginning Jan 1, 2021. Discussion ensued. The committee indicated they saw the value in the fee increases, didn't see any issues. DBI Wilson indicated he would return to the committee for final recommendation once he received comments from partner communities.

Motion by Supervisor Lesperance, Supported by Treasurer Peirce to move the process forward. Motion carried.

ARTICLE 5. Review & Consideration of MERS Plan Adoption Agreement Addendums TM Swayze reviewed the proposed MERS agreement addendum with the committee. This action was requested by MERS, they are trying to consolidate several documents into an updated one. The addendum are meant to restate the terms of the two plans, not to change them. The forms were completed to reflect our current MERS benefit. Discussion ensued.

Motion by Supervisor Lesperance, Supported by Treasurer Peirce to recommend the Township Board approve the MERS Plan Adoption Agreement. Motion carried.

ARTICLE 6. Public Comment: Trustee Noordhoek ask questions regarding the operation of the Building Department related to how other departments operated, related to how the funds of the department can be used, and related to private inspection companies.

ARTICLE 7. Adjournment: Motion by Treasurer Peirce, Supported by Supervisor Lesperance to adjourn the meeting. Meeting adjourned at 10:14am.

Approved by the Personnel & Finance Committee – TBD

DRAFT

General Fund - 101

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-000-573-000	Local Community Stabilization	\$ 49,156.00	\$ -	\$ 4,662.00	\$ -	\$ -	\$ 53,818.00	Adjust to Actual Payment Passport Office Closed for Pandemic 4th of July Event Cancelled
101-000-539-581	Metro Act	\$ 17,000.00	\$ -	\$ 5,405.06	\$ -	\$ -	\$ 22,405.06	
101-000-600-626	Passport Application Fee	\$ 21,000.00	\$ -	\$ (10,000.00)	\$ -	\$ -	\$ 11,000.00	
101-000-674-000	July 4th Sponsors	\$ 20,000.00	\$ -	\$ (20,000.00)	\$ -	\$ -	\$ -	

Department: Township Board (101)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-101-704-000	Wages - Part Time	\$ 39,926.00	\$ -	\$ 839.00	\$ -	\$ -	\$ 40,765.00	Reassignment of Assignable Salary

Department: Supervisor/Manager (171)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-171-702-000	Wages - Full-Time	\$ 200,061.00	\$ -	\$ -	\$ -	\$ -	\$ 200,061.00	Reassignment of Assignable Salary
101-171-703-200	Assignable Salary	\$ 29,546.00	\$ -	\$ (29,546.00)	\$ -	\$ -	\$ -	Reassignment of Assignable Salary
101-171-707-100	Overtime	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Overtime for Non-Exempt
101-171-704-000	Wages - Part-Time	\$ 22,181.00	\$ -	\$ 466.00	\$ -	\$ -	\$ 22,647.00	Reassignment of Assignable Salary
101-171-724-000	Education	\$ 6,900.00	\$ -	\$ 646.00	\$ -	\$ -	\$ 7,546.00	Higher cost per credit

Department: Clerk (215)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-215-704-000	Wages - Part Time	\$ 17,745.00	\$ -	\$ 373.00	\$ -	\$ -	\$ 18,118.00	Reassignment of Assignable Salary
101-215-925-000	Clerk Cell Phone/ Ipad	\$ 1,200.00	\$ -	\$ 600.00	\$ -	\$ -	\$ 1,800.00	Added Cell Phone

Department: Treasurer (253)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-253-702-000	Wages - Full Time	\$ 110,430.00	\$ -	\$ 3,640.00	\$ -	\$ -	\$ 114,070.00	Reassignment of Assignable Salary

Department: Assessing (257)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
101-257-702-000	Wages - Full Time	\$ 210,456.00	\$ -	\$ 2,737.00	\$ -	\$ -	\$ 213,193.00	Reassignment of Assignable Salary

Department: Elections (262)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	<u>Notes</u>
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
					\$ -			

<u>Line Item</u>	<u>Department: Buildings & Grounds (265)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>202 Amended Budget</u>	<u>Notes</u>
101-265-702-000	Wages - Full-Time	\$ 292,329.00	\$ -	\$ 5,382.00	\$ -	\$ -	\$ 297,711.00	Reassignment of Assignable Salary
101-265-860-000	Mileage	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 250.00	Summer Help - Mileage
101-265-931-000	Complex Maintenance	\$ 60,000.00	\$ -	\$ 20,000.00	\$ -	\$ -	\$ 80,000.00	HVAC Issues

<u>Line Item</u>	<u>Department: Cemetery (276)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Administrative (295)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-295-702-000	Wages - Full Time	\$ 123,748.00	\$ -	\$ 4,228.00		\$ -	\$ 127,976.00	Reassignment of Assignable Salary
101-295-826-000	Legal Fees	\$ 40,000.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ 100,000.00	Tax Tribunal Cases; SAD Projects; Higher then normal usage

<u>Line Item</u>	<u>Department: Drain (445)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Roads (446)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-446-821-000	Road Overlays	\$ 400,000.00	\$ -	\$ 700,000.00	\$ -	\$ -	\$ 1,100,000.00	Additional Work Approved by Township Board

<u>Line Item</u>	<u>Department: Yard Waste Removal (447)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Streetlights (448)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Transportation (652)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-652-861-100	Bus Service 28th Street	\$ 214,711.00	\$ -	\$ (154,711.00)	\$ -	\$ -	\$ 60,000.00	Cost Moved to DDA

<u>Line Item</u>	<u>Department: Community Development (72)</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-721-702-000	Wages - Full Time	\$ 268,390.00	\$ -	\$ 6,107.00	\$ -	\$ -	\$ 274,497.00	Reassignment of Assignable Salary

101-721-809-000 Planning Commission Expense \$ - \$ - \$ 2,500.00 \$ - \$ - \$ 2,500.00

<u>Line Item</u>	<u>Department:</u> Parks (756)	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Historical (803)	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department:</u> Benefits/Insurance (803)	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-850-718-300		Other Benefits	\$ -	\$ -	\$ 26,000.00		\$ -	\$ 26,000.00	PTO Buyback Program
101-850-723-000		Other Benefits	\$ -	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00	Unemployment Qrtly Tax Payment

<u>Line Item</u>	<u>Department:</u> Capital Outlay (901)	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
101-901-971-000		Capital Outlay - Land	\$ -	\$ -	\$ 310,000.00	\$ -	\$ -	\$ 310,000.00	2954 Wycliffe Purchase

<u>Line Item</u>	<u>Department:</u> Transfers Out (803)	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
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Total Revenues: \$ 5,133,464.00 \$ - \$ (24,594.94) \$ - \$ - \$ 5,108,869.06
Total Expenditures: \$ 5,184,577.00 \$ - \$ 964,561.00 \$ - \$ - \$ 6,149,138.00
Net Revenues of Expenditures: \$ (51,113.00) \$ - \$ (989,155.94) \$ - \$ - \$ (1,040,268.94)

Fire Fund -206

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
206-000-573-000	Community Stabilization Share	\$ 33,257.00	\$ -	\$ 142.26	\$ -	\$ -	\$ 33,399.26	Adjusted to Revenue Received (Tier III Payment))
206-000-543-000	State Grant	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	NEW- Grant Awarded to Fire Department- Robotic Maniquin
206-000-655-661	District Court Fines	\$ -	\$ -	\$ 54.45	\$ -	\$ -	\$ 54.45	Adjusted to Revenue Received

Department: Fire Department (336)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
206-336-702-000	Wages - Full Time	\$ 1,470,310.00	\$ -	\$ (50,010.00)	\$ -	\$ -	\$ 1,420,300.00	Decrease due to CARES ACT funding Fire fighter Wages
206-336-713-000	Overtime	\$ 70,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ 115,000.00	Increase due to shortage of Fire Fighters; FLSA Payments
206-336-723-000	Fire Membership & Dues	\$ 2,500.00	\$ -	\$ 300.00	\$ -	\$ -	\$ 2,800.00	Cover Fall Membership Dues
206-336-752-100	Medical Supplies	\$ -	\$ -	\$ 7,000.00	\$ -	\$ -	\$ 7,000.00	Differentiate from regular supplies
206-336-810-000	Liability Insurance	\$ 21,533.00	\$ -	\$ 2,248.30	\$ -	\$ -	\$ 23,781.30	Increase in Insurance Premium
206-336-932-000	Fire Office Equipment & Computer Repair	\$ 4,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 9,000.00	Township new phone system
206-336-932-000	Fire Supplemental Equipment	\$ 14,000.00	\$ -	\$ (7,000.00)	\$ -	\$ -	\$ 7,000.00	Reduce and reassign to Medical Supplies
206-336-932-100	Fire - Robotic Maniquin for training	\$ -	\$ -	\$ 4,200.00	\$ -	\$ -	\$ 4,200.00	NEW- Grant Awarded to Fire Department- Robotic Maniquin

Department: Benefits/Insurance (850)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
206-850-718-200	Health Savings Account	\$ 30,800.00	\$ -	\$ 9,197.00	\$ -	\$ -	\$ 39,997.00	Additional Employees H.S. A. Contribution
206-850-718-300	Other Benefits	\$ -	\$ -	\$ 22,500.00	\$ -	\$ -	\$ 22,500.00	PTO Buy-out Program
206-850-719-000	Health Insurance Benefits	\$ 183,072.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ 243,072.00	Mid Year Changes in Coverage

Department: Capital Outlay (901)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
206-901-974-000	CAPITAL OUTLAY - LAND IMP	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00	Station 2 Outbuilding/Engineering

Total Revenues:	\$ 2,673,729.00	\$ -	\$ 4,396.71	\$ -	\$ -	\$ 2,678,125.71
Total Expenditures:	\$ 2,947,816.00	\$ -	\$ 133,435.30	\$ -	\$ -	\$ 3,081,251.30
Net Revenues of Expenditures:	\$ (274,087.00)	\$ -	\$ (129,038.59)	\$ -	\$ -	\$ (403,125.59)

CCT Open Space Fund - 209

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
209-000-573-000	Revenues (000)	Community Stabilization Share	\$ 12,521.00	\$ -	\$ 1,144.56	\$ -	\$ -	\$ 13,665.56	Adjusted to Revenue Received (Based on MDT Calculations)

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
209-751-923-000	Open Space Preservation (751)	Heating/ Utility	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 2,000.00	Add'l Heating Costs

<u>Line Item</u>	<u>Department:</u>	<u>Description</u>	<u>2021 Adopted Budgets</u>	<u>1st Quarter Amendments</u>	<u>2nd Quarter Amendments</u>	<u>3rd Quarter Amendments</u>	<u>4th Quarter Amendments</u>	<u>2021 Amended Budget</u>	<u>Notes</u>
209-905-993-001	Debt Service (905)	Debt Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Paying Agent Fees

Total Revenues:	\$ 348,570.00	\$ -	\$ 1,144.56	\$ -	\$ -	\$ 349,714.56
Total Expenditures:	\$ 349,825.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 350,825.00
Net Revenues of Expenditures:	\$ (1,255.00)	\$ -	\$ 144.56	\$ -	\$ -	\$ (1,110.44)

Infrastructure Revolving Fund - 246

<u>Line Item</u>	<u>Department: Revenues (000)</u> <u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
Department: Administrative (295)								
<u>Line Item</u>	<u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
246-295-826-000	Admin Legal Fees	\$ 2,500.00	\$ -	\$ 40,000.00	\$ -	\$ -	\$ 42,500.00	Higher Than Anticipated Legal Fees related to PFAS Project Approved by Township Board
246-295-xxx-xxx	Whole House Filter Project	\$ -	\$ -	\$ 244,000.00	\$ -	\$ -	\$ 244,000.00	
Department: Capital Outlay (901)								
<u>Line Item</u>	<u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
Department: Transfers Out (965)								
<u>Line Item</u>	<u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
Department: Debt Service (990)								
<u>Line Item</u>	<u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
Total Revenues:		\$ 241,000.00	\$ -	\$ -	\$ -	\$ -	\$ 241,000.00	
Total Expenditures:		\$ 38,500.00	\$ -	\$ 284,000.00	\$ -	\$ -	\$ 322,500.00	
Net Revenues of Expenditures:		\$ 202,500.00	\$ -	\$ (284,000.00)	\$ -	\$ -	\$ (81,500.00)	

Downtown Development Authority Fund - 248

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
248-000-465-000	Interest Revenue	\$ 15,000.00	\$ -	\$ (10,000.00)	\$ -	\$ -	\$ 5,000.00	Interest Depressed Due to Pandemic
248-000-667-001	Rent - Tuffy	\$ 69,122.00	\$ -	\$ 5,878.00	\$ -	\$ -	\$ 75,000.00	Rent Increase -Tuffy Muffler
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Department: DDA Operations (171)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
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Department: Capital Outlay (901)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
248-901-974-000	Capital Outlay - Land Imp	\$ -	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Remainder of Pathway Project; Remainder of Centennial Park
<hr/>								
Department: Transfers Out (965)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
<hr/>								
Department: Debt Service (990)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
<hr/>								
Total Revenues:		\$ 1,233,589.00	\$ -	\$ (4,122.00)	\$ -	\$ -	\$ 1,229,467.00	
Total Expenditures:		\$ 924,358.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 954,358.00	
Net Revenues of Expenditures:		\$ 309,231.00	\$ -	\$ (34,122.00)	\$ -	\$ -	\$ 275,109.00	

Building Fund - 249

Department: Revenues (000)		2021 Adopted	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	2021 Amended	Notes
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	
249-000-607-503	Lowell Twp- Plumbing Permits	\$ 15,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 20,000.00	Higher Than Anticipated Permit Fees
249-000-607-533	GR Twp- Mechanical Permits	\$ 65,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 80,000.00	Higher Than Anticipated Permit Fees
249-000-607-556	Wyoming Inspections	\$ -	\$ -	\$ 30,289.60	\$ -	\$ -	\$ 30,289.60	One time; Budget to Actual
249-000-676-100	Reimbursement- Security Deposit	\$ -	\$ -	\$ 4,934.25	\$ -	\$ -	\$ 4,934.25	Security Deposit - 3040 Charlevoix; Budget to Actual
Department: Building Department (371)								
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	<u>Notes</u>
249-371-702-000	Wages - Full time	\$ 880,223.00	\$ -	\$ 13,574.00	\$ -	\$ -	\$ 893,797.00	Reassignment of Assignable Salary
249-371-703-200	Assignable Salary	\$ 16,432.00	\$ -	\$ (16,432.00)	\$ -	\$ -	\$ -	Reassignment of Assignable Salary
249-371-787-200	Credit Card Fees	\$ 20,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ 34,000.00	Higher Than Anticipated CC Fees
249-371-810-000	Liability Insurance	\$ 10,867.00	\$ -	\$ 1,023.65	\$ -	\$ -	\$ 11,890.65	Increase in Insurance Premium
249-371-923-000	Heating/ Utility	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	Utilities are shared with Township Complex
249-371-932-000	Office Equip. & Computer Repair	\$ 7,000.00	\$ -	\$ (7,000.00)	\$ -	\$ -	\$ -	Combine Office Equip & Computer Repair into one account; Office EQUIP
249-371-940-000	Building Rental - Lease	\$ 8,000.00	\$ -	\$ (5,950.00)	\$ -	\$ -	\$ 2,050.00	Lease Ended January 2021
249-371-981-000	Office Equipment	\$ 4,000.00	\$ -	\$ 14,000.00	\$ -	\$ -	\$ 18,000.00	Combine Office Equip & Computer Repair into one account; Office EQUIP
Department: Benefits/Insurance (850)								
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	<u>Notes</u>
249-850-718-300	Other Benefits	\$ -	\$ -	\$ 8,100.00	\$ -	\$ -	\$ 8,100.00	PTO Buy-out Program
Department: Capital Outlay (901)								
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	<u>Notes</u>
249-901-975-000	Capital Outlay - Bldg Imp	\$ 41,250.00	\$ -	\$ 57,051.00	\$ -	\$ -	\$ 98,301.00	Remiander of Township Hall Improvement Project
Department: Payments To Other Townships (964)								
<u>Line Item</u>	<u>Description</u>	<u>Budgets</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Amendments</u>	<u>Budget</u>	<u>Notes</u>
249-964-964-100	PERMITS DUE TO LOWELL TWP	\$ 24,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 25,000.00	
249-964-964-300	PERMITS DUE TO GR TWP	\$ 60,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 63,000.00	
Total Revenues:		\$ 1,739,050.00	\$ -	\$ 55,223.85	\$ -	\$ -	\$ 1,794,273.85	
Total Expenditures:		\$ 1,943,430.00	\$ -	\$ 86,366.65	\$ -	\$ -	\$ 2,029,796.65	
Net Revenues of Expenditures:		\$ (204,380.00)	\$ -	\$ (31,142.80)	\$ -	\$ -	\$ (235,522.80)	

Library Fund - 270

<u>Line Item</u>	<u>Department: Revenues (000)</u> <u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
270-000-573-000	Community Stabilization Share	\$ 8,163.00	\$ -	\$ 746.46	\$ -	\$ -	\$ 8,909.46	Adjusted to Revenue Received (Tier III Payment)

<u>Line Item</u>	<u>Department: Library (790)</u> <u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
270-790-810-000	Libability Insurance	\$ 18,110.00	\$ -	\$ 1,707.75	\$ -	\$ -	\$ 19,817.75	
270-790-950-000	Library Property Tax Refunds	\$ 200.00	\$ -	\$ 300.00	\$ -	\$ -	\$ 500.00	

<u>Line Item</u>	<u>Department: Capital Outlay (901)</u> <u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
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<u>Line Item</u>	<u>Department: Debt Service (990)</u> <u>Description</u>	<u>2021 Adopted</u> <u>Budgets</u>	<u>1st Quarter</u> <u>Amendments</u>	<u>2nd Quarter</u> <u>Amendments</u>	<u>3rd Quarter</u> <u>Amendments</u>	<u>4th Quarter</u> <u>Amendments</u>	<u>2021 Amended</u> <u>Budget</u>	<u>Notes</u>
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Total Revenues:	\$ 302,772.00	\$ -	\$ 746.46	\$ -	\$ -	\$ -	\$ 303,518.46	
Total Expenditures:	\$ 281,071.00	\$ -	\$ 2,007.75	\$ -	\$ -	\$ -	\$ 283,078.75	
Net Revenues of Expenditures:	\$ 21,701.00	\$ -	\$ (1,261.29)	\$ -	\$ -	\$ -	\$ 20,439.71	