

**ALLENDALE CHARTER TOWNSHIP  
BUDGET RESOLUTION 2021-XX FOR ADOPTION  
BY THE ALLENDALE CHARTER TOWNSHIP BOARD  
OF THE 2022 FISCAL YEAR BUDGET**

A resolution to establish the general appropriations act of the Charter Township of Allendale for the Fiscal Year 2022, a resolution to make appropriations; to provide for the expenditure of appropriations; to provide for the disposition of income received by the Township; to define the powers and duties of Township officers in relation to the administration of the budget; and, to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Allendale Charter Township resolves:

**SECTION 1: TITLE**

This resolution shall be known as the 2022 Allendale Charter Township Appropriations Act.

**SECTION 2: CHIEF ADMINISTRATIVE OFFICER**

The Township Supervisor, pursuant to state law, shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this resolution.

**SECTION 3: FISCAL OFFICER**

The Township Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this resolution.

**SECTION 4: PUBLIC HEARING ON THE BUDGET**

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in the Grand Rapids Press, a newspaper of general circulation on October 24, 2021 and a public hearing on the Fiscal Year 2022 proposed budget was held on November 8, 2021 at 7:00 p.m. at the Township Hall.

**SECTION 5: ESTIMATED REVENUES AND EXPENDITURES OF VARIOUS FUNDS**

**SUBSECTION A: GENERAL FUND**

The total revenues and unreserved fund balance estimated to be available for appropriations in the **GENERAL FUND** of Allendale Charter Township, including an allocated millage of 2.7422 mills; voter authorized millage of 0.0 mills, and various other revenues for the Fiscal Year 2022 are as follows:

<b>REVENUE</b>		<b>NOTES</b>
<b>General Fund Revenues</b>	<b>\$4,424,510</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$3,894,451</b>	
<b>Total Available Funds</b>	<b>\$8,318,961</b>	

That \$6,016,746 of the total available to appropriate in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURE</b>		<b>NOTES</b>
<b>General Fund Expenditures</b>	<b>\$6,016,746</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$2,302,215</b>	

**SUBSECTION B: BUILDING INSPECTION FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **BUILDING INSPECTION FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Building Inspection Fund Revenues</b>	<b>\$353,015</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$14,187</b>	
<b>Total Available Funds</b>	<b>\$367,202</b>	

That \$351,753 of the total available to appropriate in the **BUILDING INSPECTION FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Building Inspection Fund Expenditures</b>	<b>\$351,753</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$15,449</b>	

**SUBSECTION C: RENTAL ADMIN FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **RENTAL ADMIN FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Rental Admin Fund Revenues</b>	<b>\$84,565</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$11,802</b>	
<b>Total Available Funds</b>	<b>\$96,367</b>	

That \$92,646 of the total available to appropriate in the **RENTAL ADMIN FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Rental Admin Fund Expenditures</b>	<b>\$92,646</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$3,721</b>	

**SUBSECTION D: LIBRARY IMPROVEMENT FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriation in the **LIBRARY IMPROVEMENT FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Library Imp Fund Revenues</b>	<b>\$30</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$97,047</b>	
<b>Total Available Funds</b>	<b>\$97,077</b>	

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

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Library Imp Fund Expenditures</b>	<b>\$0</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$97,077</b>	

**SUBSECTION E: CEMETERY IMPROVEMENT FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **CEMETERY IMPROVEMENT FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Cemetery Imp Fund Revenues</b>	<b>\$15,180</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$91,375</b>	
<b>Total Available Funds</b>	<b>\$106,555</b>	

That \$9 of the total available to appropriate in the **CEMETERY IMPROVEMENT FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Cemetery Imp Fund Expenditures</b>	<b>\$9</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$106,546</b>	

**SUBSECTION F: HISTORICAL SOCIETY FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **HISTORICAL SOCIETY FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Historical Society Fund Revenues</b>	<b>\$5</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$7,863</b>	
<b>Total Available Funds</b>	<b>\$7,868</b>	

That \$1,550 of the total available to appropriate in the **HISTORICAL SOCIETY FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Historical Society Fund Expenditures</b>	<b>\$1,550</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$6,318</b>	

**SUBSECTION G: FIRE STATION BUILDING FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **FIRE STATION BUILDING FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Fire Station Building Fund Revenues</b>	<b>\$6,200,000</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$0</b>	
<b>Total Available Funds</b>	<b>\$6,200,000</b>	

That \$6,200,000 total available to appropriate in the **FIRE STATION BUILDING FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Fire Station Building Fund Expenditures</b>	<b>\$6,200,000</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$0</b>	

**SUBSECTION H: ROAD IMPROVEMENT FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **ROAD IMPROVEMENT FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Road Imp Fund Revenues</b>	<b>\$27,100</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$316,867</b>	
<b>Total Available Funds</b>	<b>\$343,967</b>	

That \$106,302 total available to appropriate in the **ROAD IMP FUND** is hereby appropriated in the amounts and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Road Imp Fund Expenditures</b>	<b>\$106,302</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$237,665</b>	

**SUBSECTION I: DOWNTOWN DEVELOPMENT AUTHORITY FUND**

That the total revenues and unappropriated cash balance estimated to be available for appropriations in the **DDA FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>DDA Fund Revenues</b>	<b>\$1,912,478</b>	
<b>Fund Balance on 01/01/22</b>	<b>\$3,550,713</b>	
<b>Total Available Funds</b>	<b>\$5,463,191</b>	

That \$4,011,523 of the total available to appropriate in the **DDA FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>DDA Fund Expenditures</b>	<b>\$4,011,523</b>	
<b>Fund Balance on 12/31/22</b>	<b>\$1,451,668</b>	

**SUBSECTION J: WATER/SEWER FUND**

That the total revenues and unappropriated cash balance estimated to be available for the appropriations in the **WATER/SEWER FUND** of the Charter Township of Allendale for the Fiscal Year 2022 is as follows:

<b>REVENUES</b>		<b>NOTES</b>
<b>Water/Sewer Fund Revenues</b>	<b>\$5,925,281</b>	
<b>Cash Reserves on 01/01/22</b>	<b>\$6,522,934</b>	
<b>Total Available Revenues</b>	<b>\$12,448,215</b>	

That \$5,673,999 of the total available to appropriate in the **WATER/SEWER FUND** is hereby appropriated in the amount and for the purposes set forth below:

<b>EXPENDITURES</b>		<b>NOTES</b>
<b>Water/Sewer Fund Expenditures</b>	<b>\$5,673,999</b>	
<b>Cash Reserves on 12/31/22</b>	<b>\$6,774,216</b>	

**SUBSECTION K: DESCRIPTIVE BUDGET**

A 2022 Budget Year Worksheet is made part of this resolution, by reference, to provide for greater line item detail of the 2022 Fiscal Year budget and serve as a basis for future fiscal year budgeting.

**SECTION 6: ADOPTION OF BUDGET BY REFERENCE**

The 2022 Fiscal Year budget of Allendale Charter Township is hereby adopted by reference, with the revenues and activity expenditures as indicated in Section 5 of this resolution.

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

The Allendale Charter Township Board of Trustees adopts the 2022 Fiscal Year budget by activity. The Township Chief Administrative Officer, who is responsible for the expenditures authorized in the budget, may expend Township funds up to, but not to exceed, the total appropriation authorized in each activity; however, salary/benefits line items within an activity shall not be decreased in order to increase another non-salary/benefits line item.

**SECTION 8: INSURANCE BENEFITS**

Monies for the following insurances are included within the budget:

- 1. Health Insurance – Priority Health - HMO HRA (*for full-time staff*)
  - HRA Payment Single = \$2,750
  - HRA Payment Double = \$5,500
  - HRA Payment Family = \$5,500

Employee premium insurance contributions for the Priority Health HMO HRA Plan are as follows:

Single (6)	- \$ 118.14/month	(ACT portion = \$ 472.56)
Double (2)	- \$ 259.91/month	(ACT portion = \$1,039.62)
Family (15)	- \$ 324.88/month	(ACT portion = \$1,299.53)

- 2. In-lieu of Health Ins –
  - Hired before 12/31/19
    - i. Single - \$ 247.00/month
    - ii. Double (1) - \$ 533.00/month
    - iii. Family (4) - \$ 695.50/month
  - Hired after 12/31/19
    - i. All (2) - \$ 216.67/month
- 3. Dental Insurance – Mutual of Omaha (*for full-time staff*)
- 4. Short Term Disability – Self-funded (*for full-time staff*)
- 5. Long Term Disability - Mutual of Omaha (*for full-time staff*)
- 6. Workers Compensation – Michigan Municipal League (*for full-time and part-time staff*)

7. Life and AD&D Insurance – Mutual of Omaha
  - \$20,000 (for full-time staff)
  - \$50,000 (for fire/rescue staff and trustees)
8. Liability & Vehicle Insurance – Par Plan

**SECTION 9: STAFFING**

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

**Township Board**

Position Title	# Positions	# Filled	# Vacant
Trustees (4)	4	4	0

**Supervisor**

Position Title	# Positions	# Filled	# Vacant
Supervisor	1	1	0
Asst Township Admin II	1	1	0

**Finance/Accounting**

Position Title	# Positions	# Filled	# Vacant
Finance/Acct Director	1	1	0
Acct Assistant (part-time)	1	1	0

**Clerk**

Position Title	# Positions	# Filled	# Vacant
Clerk	1	1	0
Deputy Clerk	1	1	0

**Board of Review**

Position Title	# Positions	# Filled	# Vacant
Board of Review members (as needed)	4	4	0

**Administration**

Position Title	# Positions	# Filled	# Vacant
Administrative Assistant	1	1	0
Safety Coordinator (10%)	1	1	0
Human Resources Director (60%)	1	1	0



## Treasurer

Position Title	# Positions	# Filled	# Vacant
Treasurer	1	1	0

## Assessing

Position Title	# Positions	# Filled	# Vacant
Head Assessor	1	1	0
Assessor	1	1	0

## Elections

Position Title	# Positions	# Filled	# Vacant
Election Inspectors	30	0	30

## Building & Grounds

Position Title	# Positions	# Filled	# Vacant
Facilities Supervisor (50%)	1	1	0
Maintenance Operator 1 (30%)	1	1	0
Maintenance Operator 2 (20%)	1	1	0

## Fire Department

Position Title	# Positions	# Filled	# Vacant
Fire Chief	1	1	0
Captain	1	1	0
Lieutenant 1	1	1	0
Lieutenant 2 (50%)	1	1	0
Paid-on-call	35	31	4

## Highway M-45

Position Title	# Positions	# Filled	# Vacant
Maintenance Operator 2 (80%)	1	1	0
Maintenance Operator 3 (100%)	1	1	0
Summer Help	3	0	3

## Cemetery

Position Title	# Positions	# Filled	# Vacant
Maintenance Operator 1 (30%)	1	1	0

**Senior Citizens Activities**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Seniors Director	1	1	0

**Planning & Zoning**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Planning & Zoning Asst (65%)	1	1	0

**Zoning Board of Appeals**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Zoning Board of Appeals members (as needed)	4	4	0

**Planning Commission**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Planning Commission members (as needed)	7	7	0

**Recreation & Parks**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Facilities Supervisor (50%)	1	1	0
Maintenance Operator 1 (40%)	1	1	0
Maintenance Asst	1	1	0
Park Advisory Board	7	7	0

**Community Promotions**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Community Promotions Coordinator	1	1	0

**Library**

<b>Position Title</b>	<b># Positions</b>	<b># Filled</b>	<b># Vacant</b>
Library Director	1	1	0
Youth Services Librarian	1	1	0
Circulation Asst II	1	0	1
Part-time employees	5	5	0
Library Advisory Board			

### Building Permit Fund

Position Title	# Positions	# Filled	# Vacant
Planning & Zoning Asst (35%)	1	1	0

### Rental Administration Fund

Position Title	# Positions	# Filled	# Vacant
Lieutenant 2 (50%)	1	1	0
Safety Coordinator (50%)	1	1	0

### Water/Sewer Fund

Position Title	# Positions	# Filled	# Vacant
Public Utilities Superintendent	1	1	0
Public Utilities Superintendent-Water	1	1	0
Public Utilities Superintendent-Sewer	1	1	0
PW Operator	5	5	0
PW Operator Asst	0	0	0
PW Maintenance Asst	2	2	0
Lab Tech	1	1	0
Human Resources Director (40%)	1	1	0
Safety Coordinator (40%)	1	1	0

### Contracted Professional Service Agreements

Professional Service Provided
Legal Services (Scholten Fant) (Dickinson Wright)
Engineering Services (Fleis & VandenBrink)
Financial Audit Services (Kiekover, Scholma, & Schumaker)
Planning Services (Fresh Coast Planning)
IT Services (Rehmann IT)
Building, Electrical, Plumbing and Mechanical Inspections (Professional Code Inspections)
Ottawa County Sheriff's Department (3.33 FTEs or portion of 4)

**SECTION 10: TRANSFER AUTHORITY**

The Chief Administrative Officer shall have the authority to make transfers among various line items within an activity.

The line item amounts for salaries and wages, FICA, 401a, and employee insurance within and between the General Fund, Building Dept Fund, Rental Administration Fund, and Water/Sewer Fund may be increased or reduced by the Chief Administrative Officer as necessary, if the net effect of the amendment will not exceed the amounts for salary and wages rates established by the Board (*as found in the line item detail*) for the staff positions these line items fund.

**SECTION 11: DESIGNATED FUND BALANCES**

**GENERAL FUND**

The designated fund balance of the General Fund is less than 1% of its' fund balance and is considered immaterial.

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

**\$100,000** – 60<sup>th</sup> Ave /Lake Michigan Dr intersection

**\$200,000** – 60<sup>th</sup> Ave pathway (Idema Trail)

**\$750,000** – Future land purchase

**WATER/SEWER FUND**

**\$2,708,105** – Capital projects

**SECTION 12: PERIODIC FISCAL REPORTS**

The Fiscal Officer shall transmit to the Board at the end of each month a report of financial operations for the previous month (*e.g., prior to the end of July, a report for the month of June shall be sent to the Board*), including, but not limited to:

- A. A summary statement of the actual financial condition of the various funds;
- B. A summary statement showing the revenues and expenditures for the previous month and for the current Fiscal Year;
- C. A summary statement showing the revenues and expenditures for the previous Fiscal Year year-to-date compared to the current Fiscal Year year-to-date.

**SECTION 13:           LIMIT OF OBLIGATIONS AND PAYMENTS**

No obligation shall be incurred against and no payment shall be made from any appropriation activity unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation. Department heads shall not consider appropriations contained in this resolution as a mandate to expend Township funds.

Prior to completing any single equipment or capital purchase exceeding \$25,000, which has been approved by this resolution, the Chief Administrative Officer shall inform the Board by written memorandum of the proposed expenditure. If the Board does not object to the proposed purchase at its next scheduled meeting, the Chief Administrative Officer shall have the authority to complete the transaction.

**SECTION 14:           BUDGET MONITORING**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**SECTION 15:           VIOLATIONS OF THIS RESOLUTION**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible officials or employees to disciplinary action as outlined in Act 621 of the Public Acts of 1978, as amended, and the Allendale Charter Township Personnel Manual.

**SECTION 16:           BOARD ADOPTION**

**Motion** made by xxxxx, supported by xxxxxx to adopt the foregoing resolution.

Upon roll call vote the following voted:

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

Dated: November 22, 2021

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Township Clerk  
Jody Hansen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Allendale, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 22nd day of November 2021. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

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Township Clerk  
Jody Hansen