SPECIAL MEETING – 5:45 P.M.

I. CALL TO ORDER

II. PLEDGE TO THE FLAG

III. ROLL CALL

IV. INTRODUCTION OF FACILITATORS -- Joy Gaasch and Dana Kolleweher

V. OLD BUSINESS
   1. Discussion/decision on target for General Fund undesignated fund balance
   2. Discussion/decisions on options for “excess” General Fund undesignated fund balance

VI. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY (LIMITED TO THREE MINUTES, PLEASE.)

VII. ADJOURNMENT

NOTE: The public will be given an opportunity to comment on any agenda item when the item is brought up for discussion. The supervisor will initiate comment time.
QUESTION #1

What should be the target for the General Fund undesignated fund balance?

1. **Six Months (or about $1.6 million)** This will allow about $570k for appropriation or designation.

2. **Five Months (or about $1.3 million)** This will allow about $870k for appropriation or designation.

3. **Four Months (or about $1.0 million)** This will allow about $1.17 million for appropriation or designation.

The Township has a minimum requirement for three months (**or about $800k**). This amount is considered necessary for cash flow purposes — being able to “pay the bills”.
A larger undesignated fund balance:
→ allows the Township to pay for expensive projects with cash “on hand” — such as road paving SADs — without having to borrow monies (*bonding*)

→ allows the Township to be better prepared for emergency expenditures that could arise due to man made or natural disasters (*e.g.*, major hazardous material spill, *tornado*, etc.)

→ can act as a “Rainy Day Fund” during a recession or economic downturn

A smaller undesignated fund balance:
→ ensures that revenues collected benefit the taxpayers that contributed the monies

→ Allows additional service or infrastructure needs to be addressed in a more rapid fashion.
QUESTION #2

How should the Township spend the “excess” General Fund undesignated fund balance?

(The following options total about $3.66 million.)

1. **Gravel Road Maintenance** — OCRC will provide a 50% match to re-gravel eight miles of gravel roads
   (about $144k).

2. **Hiawatha Drain Assessment** — Rather than bond for this project, pay the storm drain assessment “up-front” to avoid interest and bond costs
   (about $120k).

3. **Future Park Improvements** — Designate monies for the future improvement of the Witteveen and Wolfe park properties — monies could be used for matching recreation grant funds
   (about $100k to $500k).

4. **Pickleball Courts at Mercury Park** — Design and construct 8 pickleball courts with lighting
   (about $115k).
5. **Pave portion of 168th Avenue** — Pave 2,450’ of gravel roadway north of Lake Michigan Drive to end of pavement  
(about $470k)

6. **Pave portion of 152nd Avenue** — Pave 2,700’ of gravel roadway north of Buchanan Street to end of pavement  
(about $445k)

7. **Pave portion of Buchanan Street** — Pave 2,000’ of gravel roadway east of the US-31 highway to 160th Avenue  
(about $386k)

8. **Reduce General Fund tax millage** — Reduce the millage rate by 0.1 mills (*an 11.5% decrease*) from 0.9075 mills to 0.8000 mills, which would save a homeowner of a $200,000 home about $10.75  
(about $68k annually)
8. **Park Informational Signage** — Provide signs within the parks to identify flora, fauna, ecology, history, etc.
   (about $75k)

9. **Entrance Signs for Township** — Install six large entrance signs at key intersections into the Township
   (about $48k)

10. **Directional Signs (similar to City)** — Install a series of signs directing public to certain areas within the Township (*e.g.*, high school, Rosy Mound, Hofma Preserve, boat launch, etc.)
    (about $100k)

11. **Enhanced Use of Surveys** — Utilize formal community surveys for “hot” topics, community input, etc.
    (about $20k annually)
12. **Electronic Record Keeping** — purchase a software program that will allow all Township records to be maintained and stored electronically
   *(about $120k + based upon transfer of current documents)*

13. **Asset Management Software with GIS component** — software that will assist with the maintenance and recording keeps for all of the various infrastructure components (e.g., meters, hydrants, lift station components, etc.)
   *(about $50k± depending upon modules selected)*

14. **Street Maintenance** — About $3 million in street re-surfacing is needed over the next few years. General Fund monies could be designated for this project.
   *($100k to $1 million)*

15. **Other Ideas?** — This list is not inclusive and other thoughts can be added and discussed.