

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 12, 2015

WORK SESSION – 6:00 P.M.

1. OPEB Discussion – Review Options and Alternatives and Provide Direction to Staff

REGULAR MEETING – 7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve December 22, 2014 Special Board Minutes
 2. Approve Payment of Invoices in the amount of \$434,998.59 (*A/P checks of \$242,449.88 and payroll of \$192,548.71*)
 3. Approve Millhouse Court Water Main Extension Bid Documents
- VI. PRESENTATION – EpicMRA Pathway Survey
- VII. OLD BUSINESS
 1. Review 2014 Project List – Year End Review
 2. Approve 2015 Business Plan
- VIII. NEW BUSINESS
 1. First Reading - Ordinance Updating Fire Prevention Code Responsibility
 2. Accept Trustee Larsen’s Resignation and Provide Direction on Filling Vacancy
- IX. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s Report
 - a. November Legal Review
 - b. December Building Report
 - c. December Enforcement Report
 4. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)
- XI. 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.

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, DECEMBER 22, 2014**

REGULAR MEETING

I. CALL TO ORDER

The special meeting of the Grand Haven Charter Township Board was called to order by Supervisor French at 6:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: French, Larsen, Kieft, Hutchins, and Meeusen.

Board members absent: Behm and Buitenhuis.

Also present was Manager Cargo.

Motion by Supervisor French and supported by Trustee Hutchins to appoint Treasurer Kieft as the temporary clerk. **Which motion carried.**

IV. APPROVAL OF MEETING AGENDA

Motion by Treasurer Kieft and seconded by Trustee Larsen to approve the meeting agenda. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve December 8, 2014 Regular Board Minutes

2. Approve December 10, 2014 Special Board Minutes

3. Approve Payment of Invoices in the amount of \$224,886.92 (*A/P checks of \$128,814.88 and payroll of \$96,072.04*)

Motion by Supervisor French and seconded by Trustee Meeusen to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. OLD BUSINESS

1. **Motion** by Trustee Meeusen and seconded by Trustee Hutchins to appoint Trustee Larsen to fill the vacancy of Township Clerk, effective January 2, 2015. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, Hutchins, French, Kieft, Larsen

Nays:

Absent: Buitenhuis & Behm

VII. EXTENDED PUBLIC COMMENTS/QUESTIONS

None.

VIII. ADJOURNMENT

Motion by Treasurer Kieft and seconded by Trustee Meeusen to adjourn the meeting at 6:21 p.m.

Respectfully Submitted,

William Kieft, III

Temporary Grand Haven Charter Township Clerk

Karl French

Grand Haven Charter Township Supervisor



Manager's Memo

DATE: January 5, 2015

TO: Township Board

FROM: Bill

RE: 2015 Millhouse Court Water Main Project - Approve Bid Documents

As you may recall, GHT budgeted \$45,000 to complete the Hiawatha water main loop and previously approved a \$10,189 contract in 2013 with Prein and Newhof for engineering services. *(See attached drawing and construction cost estimate.)*

Pursuant to the Township's policy on capital purchasing, prior to going to bid on projects in excess of \$15,000, the bid specification shall be approved by the Township Board. However, the Board instructed staff that the actual bid specifications were no longer to be included in the Board packets, rather the specifications would be made available at the Board meeting. *(This was done to save "paper" and reduce costs.)*

Therefore, plans and bid specifications for the proposed Millhouse Court water main extension project will be available for review at the January 12th Board meeting. If there are no objections to plans or specifications, the following motion can be offered:

Move to approve the proposed plans and specifications for the proposed Millhouse Court water main extension project and instruct staff to proceed forward with bid process.

If you have any questions or comments, please contact either Cargo or VerBerkmoes.

Estimate of Probable Cost

Owner:

Grand Haven Charter Township

Project Title:

Millhouse Court

Date:

January 5, 2015

Project #:

2130195

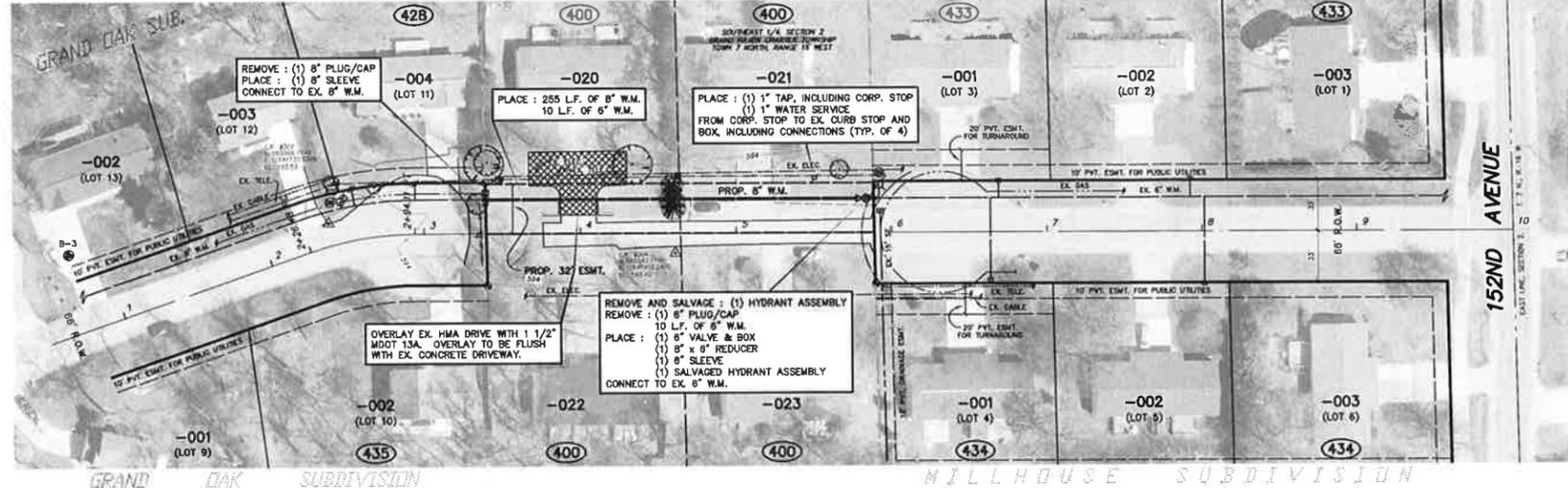
Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Tree, Remove 4 inch to 18 inch	4	ea	\$200	\$800
2	Remove 6" Water Main	10	lf	\$20	\$200
3	Remove 8" Plug/Cap	1	ea	\$150	\$150
4	Remove 6" Plug/Cap	1	ea	\$150	\$150
5	8" Water Main - Restrained Joints	250	lf	\$70	\$17,500
6	6" Water Main - Restrained Joints	10	lf	\$100	\$1,000
7	8" Sleeve	1	ea	\$500	\$500
8	8" x 6" Reducer	1	ea	\$400	\$400
9	6" Sleeve	1	ea	\$400	\$400
10	6" Valve & Box	1	ea	\$1,100	\$1,100
11	Connection to Existing Water Main	2	ea	\$200	\$400
12	Remove and Salvage Hydrant Assembly	1	ea	\$1,000	\$1,000
13	Abandon Existing Water Service	4	ea	\$200	\$800
14	1" Water Service Tap Including Corporation Stop	4	ea	\$500	\$2,000
15	1" Copper Water Service (From Corporation Stop to Existing Curb Stop & Box, including connections)	136	ft	\$25	\$3,400
16	Remove and Replace Split Rail Fence	40	ft	\$10	\$400
17	Remove and Replace Guardrail	20	ft	\$50	\$1,000

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
18	Grass Restoration	200	ft	\$10	\$2,000
19	Gravel Shoulder/Parking Replacement	220	syd	\$20	\$4,400
20	HMA Driveway, Remove & Replace	60	syd	\$35	\$2,100
21	HMA Private Road, Remove & Replace	40	syd	\$35	\$1,400
22	HMA Driveway Overlay	150	syd	\$20	\$3,000
23	Traffic Control and Signage	1	Lsum	\$500	\$500
Total Bid:					\$44,600
Construction Contingencies (10%) :					\$5,400
Total Estimate:					\$50,000

BENCHMARK EL. 594.39
D&K CHAPEL AVENUE & MILLHOUSE COURT
320' ± N.E. OF C/L INT., 26' ± N. OF
C/L HYDRANT BOLT UNDER "E"

BENCHMARK EL. 594.29
152ND AVENUE & MILLHOUSE COURT
405' ± W. & 31 1/2' N. OF C/L INT.,
HYDRANT BOLT UNDER "E"

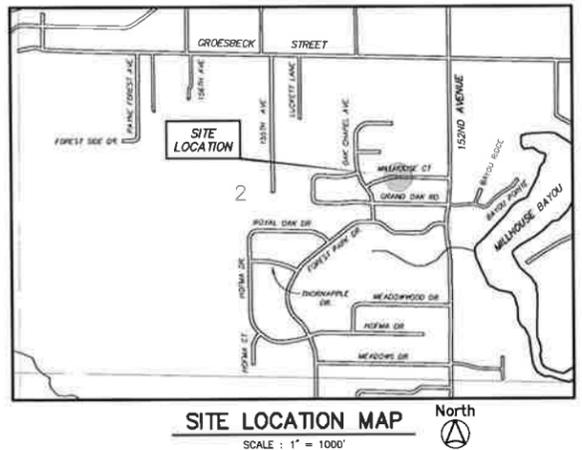
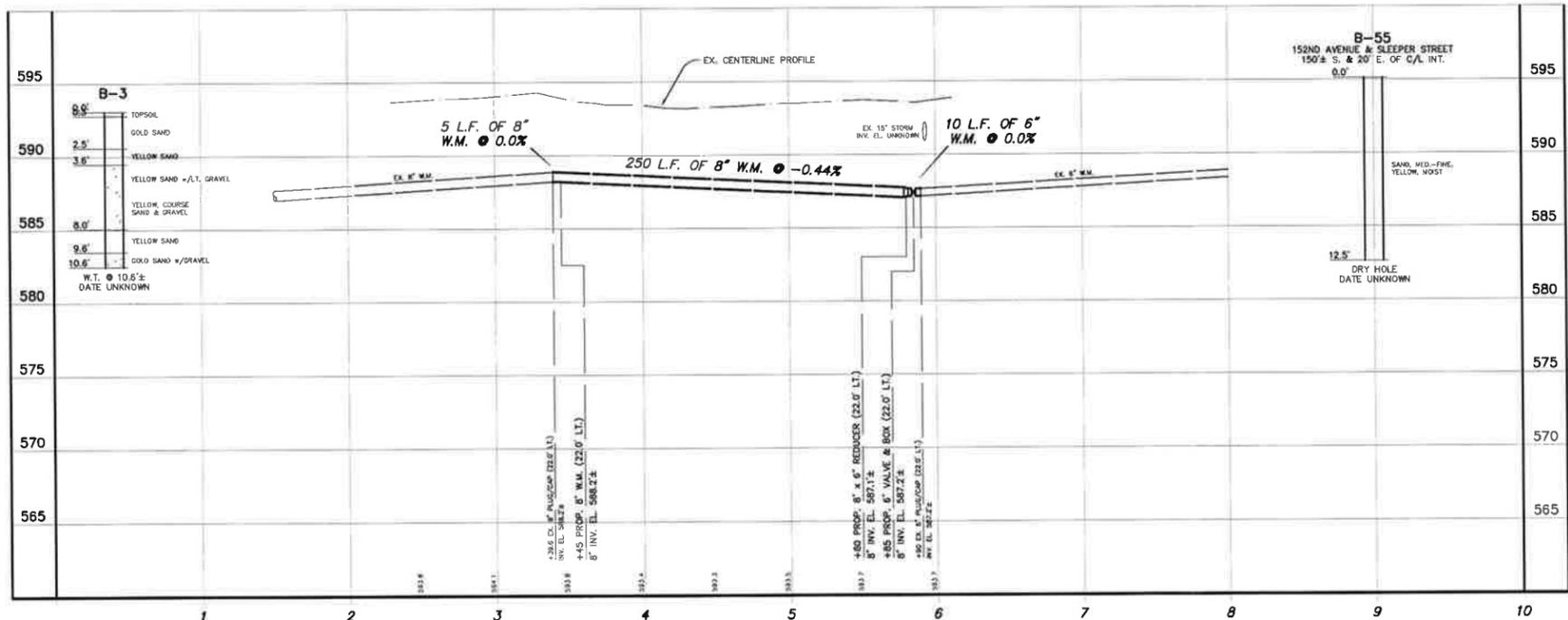
- 2+31 C/L DRIVE (M5299) - 36.0'
- +37 E/C/CONC - 54.2'
- +38 E/C/CONC - 28.1'
- +42 E/C/CONC - 14.6'
- +45 3/4" BUSH - 35.0'
- +48 6" BUSH - 39.1'
- +50 E/ASPH - 14.8'
- +52 HYDRANT - 20.3'
- +54 U.T. POLE - 28.0'
- +59 V. & B. SERVICE - 33.1'
- +62 E/ASPH (P.C.) - 22.0'
- +72 4" BUSH - 31.4'
- +74 E/ASPH (P.C.) - 30.3'
- +87 E/ASPH (P.C.) - 26.9'
- +94 WATER @ 6" B - 32.1'
- +94 WATER @ 8" B - 32.1'
- +94 WATER @ 10" B - 32.1'
- +94 WATER @ 12" B - 32.1'
- +94 WATER @ 14" B - 32.1'
- +94 WATER @ 16" B - 32.1'
- +94 WATER @ 18" B - 32.1'
- +94 WATER @ 20" B - 32.1'
- +94 WATER @ 22" B - 32.1'
- +94 WATER @ 24" B - 32.1'
- +94 WATER @ 26" B - 32.1'
- +94 WATER @ 28" B - 32.1'
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- +94 WATER @ 34" B - 32.1'
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- +94 WATER @ 40" B - 32.1'
- +94 WATER @ 42" B - 32.1'
- +94 WATER @ 44" B - 32.1'
- +94 WATER @ 46" B - 32.1'
- +94 WATER @ 48" B - 32.1'
- +94 WATER @ 50" B - 32.1'
- +94 WATER @ 52" B - 32.1'
- +94 WATER @ 54" B - 32.1'
- +94 WATER @ 56" B - 32.1'
- +94 WATER @ 58" B - 32.1'
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- +94 WATER @ 76" B - 32.1'
- +94 WATER @ 78" B - 32.1'
- +94 WATER @ 80" B - 32.1'
- +94 WATER @ 82" B - 32.1'
- +94 WATER @ 84" B - 32.1'
- +94 WATER @ 86" B - 32.1'
- +94 WATER @ 88" B - 32.1'
- +94 WATER @ 90" B - 32.1'
- +94 WATER @ 92" B - 32.1'
- +94 WATER @ 94" B - 32.1'
- +94 WATER @ 96" B - 32.1'
- +94 WATER @ 98" B - 32.1'
- +94 WATER @ 100" B - 32.1'



CONSTRUCTION NOTES

1. WATER MAIN SHALL BE CONSTRUCTED TO GRAND HAVEN CHARTER TOWNSHIP WATER MAIN CONSTRUCTION SPECIFICATIONS.
2. FOUR (4) "WILDCAT" WATER SERVICES EXIST THAT SERVICE PARCELS 021-023. THESE WATER SERVICES SHALL REMAIN IN SERVICE THROUGHOUT THE ENTIRE CONSTRUCTION PERIOD. THE CONTRACTOR SHALL WORK WITH THE TOWNSHIP TO MAP/TRACE THESE SERVICES PRIOR TO CONSTRUCTION. THE TOWNSHIP HAS INDICATED THAT THE FOUR (4) SERVICES ARE TAPPED TO THE EAST OF THE HYDRANT NEAR STATION 5+95 AND ALL WERE INSTALLED IN THE SAME TRENCH IN THE AREA OF THE PROPOSED WATER MAIN. AFTER COMPLETION OF THE PROPOSED WATER MAIN, THE WATER SERVICES SHALL BE CONNECTED TO THE NEW MAIN. THE WATER SERVICE SHALL BE NEW CONSTRUCTION FROM THE NEW CORPORATION STOP TO THE EXISTING CURB STOP AND BOX. NO COUPLINGS WILL BE ALLOWED.
3. WATER SERVICES SHALL BE FIELD LOCATED.
4. THE EXISTING SECTION OF WATER MAIN THAT INCLUDES THE FOUR (4) TAPS SHALL BE REMOVED.
5. THE CONTRACTOR SHALL FIELD VERIFY SIZE, MATERIAL, ALIGNMENT AND GRADE OF THE EXISTING WATER MAIN AT THE TWO (2) CONNECTION POINTS.
6. THE WATER MAIN CAN BE ISOLATED FOR CONNECTIONS. ISOLATION VALVES ARE LOCATED AT 152ND AVENUE AND DAK CHAPEL AVENUE. THE CONTRACTOR SHALL COORDINATE CONNECTIONS WITH THE TOWNSHIP. THE TOWNSHIP WILL OPERATE VALVES.
7. THE PROPOSAL ITEM "REMOVE AND SALVAGE HYDRANT ASSEMBLY", EACH, SHALL INCLUDE THE TEE, HYDRANT VALVE, HYDRANT, ALL CONNECTING PIPING, AND ALL APPURTENANCES.

MILLHOUSE COURT & PROPOSED EASEMENT FOR PUBLIC UTILITIES
(VARIABLE P.O.D. SURFACE VARIES)



C:\MILLHOUSE PROJECTS\2015\2015_01\2015_01_05\2015_01_05_Millhouse - Prein&Newhof.dwg - 08/11/2015 - 08:11:00 - Prein&Newhof

<p>UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.</p>	<p>50' 0 50' 100' 150'</p> <p>SCALES: HORIZ. 1" = 50' (CONTOURS AT ONE FOOT INTERVALS) VERT. 1" = 5'</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>REVISIONS</th> <th>BY</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	REVISIONS	BY	DATE					<p>DRAWN: SMYTH DATE: DEC. '13 CHECKED: T.M.B. DATE: DEC. '13</p>	<p>Prein&Newhof Engineers • Surveyors • Environmental • Laboratory</p>	<p>MDEQ WATER SUPPLY SYSTEM CONSTRUCTION PERMIT No. W _____</p> <p>GRAND HAVEN CHARTER TOWNSHIP OTTAWA COUNTY, MICHIGAN</p> <p>WATER SYSTEM IMPROVEMENTS MILLHOUSE COURT</p>	<p>PROJECT NO. 2130195</p> <p>SHEET NO. 1 OF 1</p>
NO.	REVISIONS	BY	DATE											



Community Development Memo

DATE: January 8, 2015
TO: Township Board
FROM: Fedewa
RE: Results and Recommendation for Pathway Expansion Survey

SURVEY

Beginning November 25th and ending November 29th Epic-MRA administered a telephone interview of 300 registered voters. The survey gauged voter support for constructing an additional **ten (10) miles** of pathway at an estimated cost of **\$4.15 million**. *(A map of the additional pathways was included with the November newsletter and will be available for review at Monday's Board meeting.*

During this time it was unknown that the State Legislature would decide to add a statewide ballot measure to the May 5th election, which will ask voters to decide whether or not to increase the sales tax by 1% to generate revenue for the maintenance and improvement of our roadways.

Epic-MRA will be at the January 12th Board meeting to formally present the results of their telephone survey, which has an estimated margin of 5.7%.

POSITIVE RESULTS

The 48% of solid "yes" voters for the 10-year 0.67 millage are comprised of:

- 77% use the pathways a lot
- 75% age group of 35-49
- 72% over \$100k household income
- 70% local taxes "about right"
- 69% voted in only 1 of the past 2 general elections
- 62% half-the-time/seldom vote in local May elections

In addition to the solid “yes” voters at 0.67 mills, another 9% leaned toward yes, which totals a possible **57% approval**. The 15-year 0.45 millage has 50% solid “yes” voters and another 14% leaning towards yes, which totals a possible **64% approval**.

NEGATIVE RESULTS

The 33% of solid “no” voters for the 10-year 0.67 millage are comprised of:

- 72% seldom use the pathways
- 65% local taxes “too high”
- 51% age 65+
- 47% men age 50+
- 44% \$25-50k household income

In addition to the solid “no” voters at 0.67 mills, another 4% leaned towards no, which totals a possible 37% disapproval. The 15-year 0.45 millage has 31% solid “no” voters and another 3% leaning towards no, which totals a possible 34% disapproval.

SALES TAX IMPACT

The interesting wrinkle is the ballot measure to increase the sales tax. Questions that arise:

- Will the “yes” voters turn out to the May election because it is a hot-button topic that will be highly publicized?
- Will the “yes” voters approve the sales tax and disapprove the millage, or visa versa?
- Will the composition of the voters be the status quo “no” voters who will turn down the sales tax measure and/or pathway millage?

Unfortunately, none of the above questions were able to be tested during our survey because the ballot measure was unknown at the time. That said the State Legislature will reimburse the local governments for the May election. Therefore, if the Board chose to add the millage to the ballot the costs would be reimbursed.

BOARD OPTIONS

Based on the cross-tabulations, Epic-MRA determined the voters likely to attend the local May election are those who may vote “no” to both the 0.67 and 0.45 millage rates. The voters likely to select “yes” to both millage rates attend the general elections. There are two options for the Board to consider:

1. Put the pathway millage proposal on the May 5th ballot. *(This would require the Board to adopt the ballot measure by the February 9th Board meeting.)*
 - a. Knowing the measure could be voted down.
 - b. Use a voter information measures to bolster turn out.
 - c. If measure fails, raise the issue at the next general and/or August school elections
2. Postpone the pathway millage proposal until the 2015 August election, 2016 Presidential Primary Elections or the 2016 Presidential General Election.
 - a. 2016 Presidential General Election may have the highest turn out of “yes” voters.

The Board will have to make a decision on the whether to place a pathway millage question before the voters and, if so, at which election.

Please contact me prior to the meeting if you have questions.

2014 PROJECT LIST

DATE: January 8, 2015

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to instruction from the Township Board, the elected officials wanted to informally review the performance of the Manager on a quarterly basis – as opposed to a formal annual review. This 2014 Year-end review is offered as a vehicle for the initial review for 2015.

Cargo will respond to any questions or comments regarding the attached.

ADMINISTRATION PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Board Reviews Candidates and Selects Clerk to fill Vacaney	Board
MML Compensation and Benefits Study (GANTT CHARTED PROJECT) <ul style="list-style-type: none"> ✓ Modification plan for compensation and/or benefits based upon study ✓ Implement plan for 2015 budget ✓ Utilize with IAFF Collective Bargaining 	Cargo, Proksa Cargo, Proksa, Board Cargo, Proksa Cargo, Proksa Cargo, Proksa
Negotiate IAFF Collective Bargaining Agreement <ul style="list-style-type: none"> ✓ Board approval 	Cargo, Bultje, Proksa, Gereneer Cargo, Board
Complete OPEB Options Report through Watkins Ross (GANTT CHARTED PROJECT)	Sandoval, Cargo
Approval of Fire/Rescue Millage or SAD (GANTT CHARTED PROJECT) <ul style="list-style-type: none"> ✓ Develop Projected Expenditures for operations and capital (to serve as basis of millage/SAD funding request) ✓ Projected Millage vs. SAD tax rate ✓ Board decision on millage or SAD ✓ Schedule election and draft ballot language (August election) 	Cargo Gereneer, Sandoval Cargo, Chalifoux Cargo, Board Scholten & Fant, Cargo, Buitenhuis
April newsletter	Cargo
November newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Review and Update Administrative Policies and Procedures Manual. <ul style="list-style-type: none"> ➤ Review Internal Controls ➤ Add Record Retention (including email) 	Cargo Chalifoux, Cargo Proksa, VerBerkmoes
MML Summer Educational Conference	Proksa
MTA Spring Regional Conference	Proksa

MLGMA Educational Conference (<i>January</i>)	Cargo
MLGMA Educational Conference (<i>August</i>)	Cargo
Freedom of Information Requests (<i>6 thus far in 2014</i>)	Cargo
Waste Hauler Licenses (2014) ➤ Allied Waste (Name change Republic Services) ➤ Waste Management ➤ Potluck Pick-up	DeVerney, Cargo
Examine Specific Collaboration Opportunities <input checked="" type="checkbox"/> Telephony (<i>with North Ottawa governments</i>) (GANTT CHARTED PROJECT) <input checked="" type="checkbox"/> Fiber Connection (<i>with GHAPS/County/Locals, or 3rd Party Vendors</i>) <input checked="" type="checkbox"/> LDFA for Region (<i>Chalifoux working with Chamber</i>) (GANTT CHARTED PROJECT) <input checked="" type="checkbox"/> CARA Review for Region (<i>LIAA Hired by Region</i>) (GANTT CHARTED PROJECT)	Cargo (<i>other area managers</i>)
Appointments to Committee/Board vacancies (<i>3 thus far in 2014</i>)	French, Proksa
Draft 2015 Business Plan (<i>October/November</i>)	Board, Cargo
July 4 th fireworks funding (GANTT CHARTED PROJECT)	Cargo
Appreciation Dinner	French, Proksa
ASSESSING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Memo to Board regarding MTT and SLT concerns	Chalifoux, Cargo
Annual mailing of Change of Assessment notices in February (<i>include Harbor Transit insert</i>)	Chalifoux
Board of Review — March, challenges to assessment roll	BOR, Chalifoux
Board of Review — July 22 nd ; technical and clerical adjustments to assessment roll	BOR, Chalifoux
Board of Review — December, technical and clerical adjustments to assessment roll (<i>scheduled for December 9th</i>)	BOR, Chalifoux
Board of Review — Annual, February BOR, appearances and written (6 + 5 Tax Tribunal Cases) ➤ L 4022 Report ➤ Board of Review Change Log ➤ 2012 Classification Change ➤ 2012 Equivalent SEV Roll ➤ Industrial real and personal report to State ➤ L 4626 Assessing Officer's Report of Taxable Values	BOR, Chalifoux
Land Divisions; 3 approved and 0 denied (<i>0 pending</i>)	Chalifoux
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December)	Chalifoux
Prepare the IFT report for State (October)	Chalifoux
Prepare the L 4626 for State filing (June)	Chalifoux
Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Chalifoux
Prepare L 4016 Special Assessment report (December)	Chalifoux
Re-Audit two (2) neighborhoods (* completed)	Chalifoux,
IFT Applications (<i>list all</i>): a. Anderson Technologies (dba Holland Plasties)	Chalifoux
Major MTT Actions (<i>Grand Haven Club Apartments</i>)	Chalifoux, Fischer, Ottawa County
MTT- Harbor Industries-in progress	Chalifoux, Fischer

MTT-Yogi Bear Campground-in progress	Chalifoux, Fischer
BIKE PATH	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Examine renewal of Bike Path millage with expansion/increased maintenance of pathway system (2014) (GANTT CHARTED PROJECT)	Cargo
<ul style="list-style-type: none"> ➤ Pathway Maintenance Report ➤ Pathway survey ➤ Expansion/Maintenance plan and cost estimate ➤ Ballot language for 2015 election 	VerBerkmoes, P & N Cargo, Consultant Fedewa, EpicMRA Cargo, Scholten & Fant, Board
Extension of pathway on 172 nd (From current point of termination @ the north end of Meijer property to Robbins Road)	VerBerkmoes, P&N, OCRC, Scholten & Fant
2014 pathway maintenance (\$210,000±)	Flachac, VerBerkmoes
<ul style="list-style-type: none"> ➤ Design and bid documents ➤ Construction Management 	VerBerkmoes, P&N Flachac
BUILDING AND GROUNDS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Flachac, VerBerkmoes
Bi-Annual Fertilizer Quotes (including cemeteries)	Flachac, Walsh
Equipment Purchases:	Flachac
<ul style="list-style-type: none"> ➤ Chairs for lunch or break room (\$600) ➤ Hand sanitizer stations (\$200) ➤ Snow pusher for John Deere (\$5,000) (cancelled) ➤ Front mount lawn mower (\$18,000) ➤ Metric and standard bolt rack through State Purchasing Program (\$2,000) ➤ Safety cones/barricades through State Purchase Program (\$1,000) 	
Repaint various offices/rooms as needed (Winter 2014)	DPW
Bi-Annual HVAC Service Quote	VerBerkmoes
Retro-commissioning of HVAC (\$8,000)	VerBerkmoes, consultant
Re-paint parking lots (\$6,000)	Flachac
New lease agreement for printer/copiers	VerBerkmoes
New lease agreement for mail/postage machine	Sandoval, Chalifoux
Indoor Air Quality Testing of Administrative Building	VerBerkmoes
CEMETERY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders (\$6,000)	Walsh
Repair entry signs for cemeteries (\$8,000)	Flachac
COMMUNITY DEVELOPMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
National Flood Insurance Program (NFIP) CAV Audit	Cargo
Participation on NFIP Community Rating System Program	Fedewa
Additional layers to GIS (as time and money permit)	VerBerkmoes
<ul style="list-style-type: none"> ➤ Open spaces, parks and paths that abut Twp. boundaries ➤ Flood Plain Map 	- O.C. GIS - O.C. GIS
Populate GIS attributes (develop information sheet to be used) (as time and money permit)	Prein and Newhof, Fire\Rescue,
<ul style="list-style-type: none"> ➤ Hydrants 	-VerBerkmoes Fire\Rescue

<ul style="list-style-type: none"> ➤ Watermain flow segments—60% complete ➤ Valves (GANTT CHARTED PROJECT) 	<ul style="list-style-type: none"> —Prein and Newhof —VerBerkmoes, consultant
Landscape Compliance Inspections (<i>for 2014</i>)	Heins
Purchase of tablets for field use (GANTT CHARTED PROJECT) <ul style="list-style-type: none"> ✓ Develop new Building Inspection pick lists using BS&A and the 2009 MRC ✓ Select and purchase tablets ✓ Training on tablets 	Cargo Corbat, Proksa, Somers VerBerkmoes, Corbat Proksa
Update business licensing program and improve process	Proksa, Somers, DeVerney
Spring Builders Forum	DeVerney, Corbat
January 2015 Builders Forum	DeVerney, Corbat
Meeting with Builders (<i>petition signers</i>) and Director of State Construction Bureau (<i>without inspectors</i>) <ol style="list-style-type: none"> 1. Increase hand written changes allowed on plans; 2. No requirement for as-builts if not structural; 3. Track residential plan review times; 4. Soils survey—township wide 5. ResCheck class with Ryeenga 6. Review third party option for inspections 7. Send checklists and brick veneer requirements 	Cargo, French
DOWNTOWN DEVELOPMENT AUTHORITY	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604—because the GHT DDA does not collect the Education Tax, State no longer requires this form</i>) (July)	Chalifoux, Cargo
Approval of updated TIF Plan for the Anlaan BRA project	Cargo, Lakeshore Engineering
Completion of 172 nd Avenue Reconstruction Project (\$2 million) (GANTT CHARTED PROJECT) <ul style="list-style-type: none"> ✓ P & N complete water main portion of plans ✓ OCRC completes street, sidewalk and storm drain portion of plans ✓ OCRC bids project ✓ Easement Acquisition ✓ Board decision on contributing Water Funds to project ✓ Construction management 	Cargo VerBerkmoes, P & N, OCRC P & N OCRC OCRC Cargo Cargo, Board OCRC, VerBerkmoes, Tlachae
Replacement of cast iron water main in 172 nd Avenue, north of Comstock (2015) (GANTT CHARTED PROJECT) <ul style="list-style-type: none"> ✓ Cost Estimate ✓ Engineering Agreement ✓ Construction plans ✓ Township bids the project ✓ Construction management 	Cargo VerBerkmoes, P & N Cargo, VerBerkmoes VerBerkmoes, P & N P & N, VerBerkmoes, Cargo P & N, VerBerkmoes, Tlachae
Annual Act 381 Report (Brownfield project)	Chalifoux
ELECTIONS	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
May 9 th —School Board Election	Buitenhuis, DeVerney
August 5 th —State Primary Elections (<i>Fire/Rescue Funding</i>)	Buitenhuis, DeVerney
November 4 th —General Elections	Buitenhuis, DeVerney
Inactive Voter File maintenance	DeVerney, Slater
Add Seventh Precinct	Buitenhuis & DeVerney

✓ Work with Ottawa County GIS to re-do boundaries for precinct (#7).	DeVerney and Roebuck
✓ Resolution approved by Elections Commission for new precinct boundaries (send to State).	Buitenhuis and DeVerney
✓ Resolution approved by Board for new precinct (#7).	Buitenhuis and DeVerney
✓ New Poll Site Agreement for precinct #7 with Hope Reformed Church	DeVerney
✓ Purchase additional elections equipment (epollbook, voter stations, ballot bags on wheels, etc.)	Buitenhuis & DeVerney
✓ Coordinate new voter ID cards sent out to Precincts 1, 3, 5, 6, & 7.	DeVerney
✓ Coordinate new maps (from GIS) mounted for use in the precincts on election days.	DeVerney
✓ Develop article for Township newsletter on precinct changes	DeVerney and Cargo
MAMC Conference	DeVerney
Update QVF Street Indexes	DeVerney
Replace QVF computer	State of Michigan, DeVerney
ENFORCEMENT/LEGAL ACTIONS - DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
GHT v. Risko (removal of non-conforming structure) (Agreement completed)	Attorney Fischer
Bolger - Dangerous Building	Heins
Bottje - Dangerous Building	Heins
Thurkettle - Dangerous Building (fire damaged)	Heins
Lakehills - Dangerous Building	Heins
McMillan dwelling (change to duplex handicapped)	Bultje
Great Lakes Development Property (illegal "Antique Mall")	Cargo, Heins, Corbatt, Fire/Rescue
Hunters Woods PUD Compliance (sidewalks and street trees)	Fedewa, Fischer
Schmidt Excavating - Returned to Lincoln Street Site	Fedewa, Heins
Reenders Industrial Building (172 nd & Hayes)	Fedewa, F/R, Building
FINANCE/ACCOUNTING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2013 Financial Audit	Sandoval, Chalifoux, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report (prior to July)	Sandoval
Quarterly - prepare and send 941's and UIA-1028 forms to State	Riggs, Sandoval
End of Year (2013) prepare W-2s, 1099s, and SUW-165s	Riggs, Sandoval
Update Township's Dashboard (June)	Sandoval
Qualifying Statement to State (June)	Sandoval
Continuing Disclosure to EMMA (June)	Sandoval
MD&A Audit Letter	Cargo, Vredeveld
2014 Bond Payments (about \$1.17 million)	Sandoval
➤ 2016 Sewer Expansion Bond July & December (98k)	
➤ 2017 Debt Service (Water) July & December (171k)	
➤ 2019 Transmission Main Bond July & December (274k)	
➤ 2021 Water Intake Expansion May & November (102k)	
➤ 2021 Refunded Building Bond May & October (176k)	
➤ 2028 Sewer Lift Station Bond July & December (85k)	
➤ 2034 NOWS Plant Expansion May & November (256k)	
➤ 2032 Sewer Expansion Bond July & December (7k) Interest only for 2014	
Metro Authority Report (April)	Chalifoux

Budget Amendments— 2 nd Quarter	Cargo, Sandoval
Budget Amendments— 3 rd Quarter	Cargo, Sandoval
Budget Amendments— Final in December	Cargo, Sandoval
2015 Budget	Cargo, Department Directors
➤ 09-15— Budget policies submitted to the Board	Cargo, Board
➤ 10-15— Initial department director meeting	Cargo, Department Directors
➤ 10-03— Department directors submit initial figures	Cargo, Department Directors
➤ 11-15— Department directors complete final draft	Cargo, Department Directors
➤ 11-25— SAD Hearing	Cargo, Chalifoux, Board
➤ 11-13— Board holds budget work session	Board, Cargo
➤ 12-10— Final Approval of 2013 Budget	Board, Cargo
Centron Tax Mailing— Summer of 2014 <i>(include newsletter insert)</i>	Chalifoux, Kieft, Cargo
Centron Tax Mailing— Winter of 2014 <i>(include newsletter insert)</i>	Chalifoux, Kieft, Cargo
Complete SET Tax Report (December)	Chalifoux
Monthly— Review FDIC website for bank violations that are on GHT's list of designated depositories <i>(Report to Kieft and Cargo)</i> http://www.fdic.gov/bank/individual/enforcement/index.html	Chalifoux
Quarterly— Review Bank Ratings from an Independent Third Source for banks on GHT's list of designated depositories <i>(Report to Kieft and Cargo)</i> http://www.bankrate.com	Chalifoux
-	-
Review/Update “Red Flag” policy prior to Accepting Credit Cards for Payment	Chalifoux
Policy and Procedures (vendor) for accepting credit cards for payment (GANTT CHART PROJECT)	Chalifoux
OPEB— Amortization Study/review of self-funding option (FY 2015 /January)	Cargo, Sandoval
City, Village and Township Revenue Sharing (CVTRS) Program— Required documents and website posting	Sandoval
FIRE/RESCUE	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Fire Prevention Open House— October 07, 2014	Gerencer, DeDoes
2014 commercial inspection program (74 completed of 156)	Kruger, Marshall, DeDoes
2014 hydrant maintenance/signs program (0 completed of 650)	Marshall Schrader Schweitzer
2014 hydrant painting (0 completed of 140 targeted)	Gerencer, Schweitzer
2014 Private road inspection (126 inspected of 126)	Peterson
Team 911 Academy June 16 th —20 th	Peterson, Gerencer
Develop an Emergency Risk Assessment Matrix for Township	Gerencer
Develop Projected Expenditures (10 year plan) for operations and capital <i>(to serve as basis of millage/SAD funding request)</i>	Gerencer, Sandoval
ISO Insurance Rating Renewal— September	Marshall DeDoes
Equipment Purchases:	Schrader
➤ Replacement of lighting in bay area (\$2,000— phase 1)	
➤ CPR Machine (\$16,000) requires Board approval	
➤ Four sets of turn-out gear (\$9,600)	
➤ Four rolls of 100', 5" fire hose of 1061(\$3,200)	
INFORMATION SYSTEMS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Website revisions (\$35,000) (GANTT CHARTED PROJECT)	VerBerkmoes

Complete Information Technology Plan (January 2014)	VerBerkmoes
Examine off-complex backup storage solution (part of Technology Plan)	VerBerkmoes
Audit/Review of Township's IT System (GANTT CHARTED PROJECT)	Worksighted, VerBerkmoes
Purchase one (1) tablet for DPW vehicles & utility mapping (2014)	VerBerkmoes
2014 Technology Plan (GANTT CHARTED PROJECT)	VerBerkmoes
LAW ENFORCEMENT	
Purchase miscellaneous equipment and "cards" for new deputy	Cargo
ORDINANCE OR POLICY AMENDMENTS	
PROJECT OR TASK	RESPONSIBLE EMPLOYER(S)
No Wake Ordinance—Portion of Grand River (MDNR Hearing August 1 st)	Cargo, SLT, Bultje
Consumer Fireworks—Prohibit between 1:00 & 8:00 a.m.	Cargo, Bultje
PARKS AND RECREATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Maintenance Projects, including: <ul style="list-style-type: none"> ➤ Storm Drain Management—Pottawattomie (\$5,000) (2014) ➤ Replace dugout fences at Hofma Park (\$3,000) ➤ Re-gravel certain pathways in Hofma Preserve (\$10,000) ➤ Re-deck boat launch docks (\$1,500) ➤ Replace certain old growth trees (\$10,000) ➤ Stabilize west drive retaining wall at Hofma Park (\$5,000) ➤ Re-stripe angled parking at Hofma Park (\$3,500) ➤ Add bark to park play areas (\$1,000) ➤ Replace grills at Hofma Preserve (\$3,000) ➤ Add baby changing stations to restrooms (\$3,000) ➤ Install barrier free walkway to play equipment at Pottawattomie Park (\$5,000) ➤ Improve Shiawassee road end (\$25,000) ➤ Purchase additional "No Wake" buoys and install 	Tlachac
Review Parks Ordinance and Permits in lieu of Michigan's Open Carry Law	Cargo, Bultje, VerBerkmoes
Purchase of Property for Hofma Park/Preserve (i.e., Catholic Diocese 40 acre parcel on Ferris) <ul style="list-style-type: none"> ✓ Appraisal per MNTRF standards ✓ MNTRF grant application (April 2014) ✓ Grant recommendation by MNRTF Board ✓ MI Legislature approves grant ✓ Execute Agreement and Purchase procedures 	Cargo Genzink Appraisal Company Cargo MNRTF Board MI Legislature Cargo
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Employee recognition luncheon <ul style="list-style-type: none"> ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development 	Proksa, Larsen
Annual Job Descriptions—review and amend <ul style="list-style-type: none"> ➤ Fire/Rescue ➤ Public Works 	Proksa, Department Directors

<ul style="list-style-type: none"> ➤ Administration ➤ Assessing/Accounting ➤ Community Development 	
Annual Personnel Evaluations (October)	Cargo, Department Directors
Miscellaneous Training: <ul style="list-style-type: none"> ➤ BS&A Training—Accounting I & II ➤ BS&A Training—Building.Net (March) ➤ BS&A Training—Business Licensing.Net (March) ➤ BS&A Training—Citizens Request for Action ➤ BS&A Training—Tax.Net ➤ Confined Space Refresher (DPW) ➤ Bloodborne Pathogens Refresher (DPW) ➤ Harassment Training ➤ Verbal Defense and Influence (2/19) ➤ Monthly EAC Webinars (ongoing) ➤ Bloodborne Pathogens (DPW New Hires) 	Proksa
Annual Compensation Summaries	Proksa
Annual Driver's License Record Program Review	Proksa
OSHA 300 Posting (February)	Proksa
Board performance evaluation of Supervisor	Larsen, Board
Personnel Policies and Procedures Manual Revisions <ul style="list-style-type: none"> ➤ Section 8.2 Types of Discipline ➤ Section 7.15 Alcohol and Drug Free Workplace Policy ➤ Section 7.17 Harassment Prohibition ➤ Payroll Policy ➤ PTO for New Hires Policy 	Proksa, Cargo
Employee File Review (<i>by end of year</i>)	Proksa
Annual Benefits Renewal Negotiations (September)	Proksa
Annual Workers Compensation Review and Renewal (June)	Proksa
Annual Property & Liability Renewal (October)	Proksa
Hire three part time Fire/Rescue staff	Proksa, Gereneer
Hire full time Fire/Rescue staff	Proksa, Gereneer
Hire Summer Help—Beach Attendant and 3 Parks Staff	Proksa, VerBerkmoes
Hire Administrative Assistant—Assessing	Proksa, Chalifoux
Annual Background Checks (4 th Quarter)	Proksa
Examine Moving to PTO System	Proksa, Cargo, Personnel Committee
Hire two part time Fire/Rescue Staff (mid year)	Proksa, Gereneer
Hire Collections Clerk/Administrative Assistant	Proksa, Sandoval, Chalifoux
Hire Planner	Proksa, Cargo
I-9 Review	Proksa
SANITARY SEWER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Adopt sanitary sewer construction standards	VerBerkmoes, P&N
Wet Well Cleaning (<i>October or November</i>)	Flachae, Pollution Control Systems
SCADA Radio/software upgrade (<i>Part of NOWS SCADA project—2014</i>) (GANTT CHARTED PROJECT)	VerBerkmoes, OCRC
Equipment purchases: <ul style="list-style-type: none"> ➤ Davit arm (\$5,000) 	Flachae
Report—Review alternatives to upgrade of Hidden Creek lift station	P&N, VerBerkmoes
STORM SEWER	

PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At Large Portions of various Drain Work projects (\$16,000)	Drain Commissioner, Cargo
Extension of Hiawatha Drain (BOD approved; currently in design) (\$1.5+ million)	Drain Commission, Cargo
Petition for creation of Gilleans' Creek Drain	Drain Commission, Cargo
Petition for extension of VanDoorne Drain	Drain Commission, Cargo
STREETS AND ROADS \ TRANSPORTATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance – Resurfacing (<i>\$350k from GF and \$215k from Municipal Street Fund</i>) <ul style="list-style-type: none"> ✓ Dust Control Contract (\$32,000) ✓ Street Maintenance (<i>including Park Court SAD</i>) (\$508,350) ✓ Crack Sealing 	Cargo
Complete agreement with Gezon regarding maintenance of new fence on Buchanan Street ROW (dropped – complying with agreement)	Cargo, Fischer, Gezon
Re-PASER rate GHT roadways	VerBerkmoes/OCRC
Extrapolate road maintenance costs for upcoming years from the OCRC by using past PASER ratings and RoadSoft software	OCRC/VerBerkmoes
Crack Sealing and/or re-graveling – recommend options	Cargo, OCRC
Private Road Exception – 17114 Lincoln Street (January 2014)	Cargo
Street Paving SAD – Groesbeck 310 Feet West of Western	Cargo, Chalifoux
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace 1999 Ford F-150 Truck through State Purchasing (\$35,000) Cemetery (ordered – not received)	VerBerkmoes, Tlachac
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachae
Spring yard waste collection (\$2,200)	Tlachae
Fall yard waste collection program (\$6,000)	Tlachae
WATER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi-annual quote/purchase of brass fittings/meters (\$37k)	Walsh, VerBerkmoes
Annual quote/purchase of cooper (\$37k)	Walsh, VerBerkmoes
Annual hydrant purchases (\$6k)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Draft and adopt policy regarding abandonment of water service lines	VerBerkmoes, Bultje
Develop program for valve box exercise, per state requirements	VerBerkmoes, Tlachae, P&N
Annual calibration of cathodic protection for water and sewer equipment	VerBerkmoes, Tlachae
Annual calibration of telemetry equipment (Master meters)	Verberkmoes, OCRC
SCADA system for water tanks and meter stations (GANTT CHARTED PROJECT)	OCRC, VerBerkmoes
Valve book update with GIS (GANTT CHARTED PROJECT)	P&N, VerBerkmoes

Complete and post 2013 CCR (NOWS and GR)	Cargo/Walsh
Finalize GHT Water Reliability Study (Maps)	VerBerkmoes/P&N
Convert Sample Site Plan to new MDNRE form	VerBerkmoes/Walsh
Convert Emergency Operations Plan to new MDNRE form	Verberkmoes/Walsh
Design/Bid/Construct project to create water loops from system dead ends (\$45k) (Millhouse Court) <ul style="list-style-type: none"> ➤ Acquire Easements ➤ Design and Bid ➤ Construction Management 	P&N, VerBerkmoes Cargo, P&N, Scholten & Fant VerBerkmoes, P&N VerBerkmoes
Install ceiling fans in DPW garage (\$3,500)	Flachae
Costs/Plans to extend municipal water into Central Highland Parks Association (SAD project)	VerBerkmoes, Cargo
ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Master Plan Review <ul style="list-style-type: none"> ➤ LIAA Letter of Agreement ➤ 15 month Resilient Coastal Community project 	Fedewa, Planning Commission Cargo Fedewa, LIAA & PC
NORGC SLU for shooting range baffle systems	Cargo, Bultje
Right-to-Farm Act (RTFA) zoning amendments	Cargo, Fedewa
Decks – Allow in Waterfront Front Yards	Cargo, Fedewa
Ham Radio Antennas zoning amendments	Cargo, Consultant
ZBA Applications (5 thus far in 2014)	Cargo, Fedewa
Group Child Care – SLU application	Cargo
Sprint – Cell Tower Modifications – Lincoln Street	Cargo
Abbott Rezoning – AG to RR	Cargo
Sehultz Landscaping – Site Plan Amendment	Fedewa
VanLonkhuy Rezoning – AG to RR	Cargo
Piper Lakes Apartments PUD	Cargo, Fedewa
Lincoln Pines Subdivision (99 units) PUD Amendment	Cargo, Fedewa
Bignell Ridge Condominiums (26 units) PUD Amendment	Cargo, Fedewa
Christian Reformed Conference Grounds – Site Plan Amendment	Fedewa
Phase II for Bringhamwood Subdivision	Cargo, Fedewa
JOST International Site Plan (project dropped)	Fedewa
Copper Ridge PUD / Site Condo Development	Fedewa
Medical Marihuana Provisioning Center (moratorium and zoning review)	Fedewa
Speedway – Commercial PUD (US-31 & Hayes)	Fedewa
Mercury Store & Lock – PUD expansion	Fedewa
Outdoor Adventures Campgrounds Renovations (former Yogi Bear)	Fedewa
Shape Corporation – Parking Lot Expansion	Fedewa

SUPERINTENDENT'S MEMO

DATE: December 22, 2014
TO: Township Board
FROM: Bill Cargo
SUBJECT: 2015 Business Plan

Attached, please find the draft of the 2015 GHT Business Plan that contains specific projects that will be monitored by the Township Board.

As was discussed at the work session, the plan focuses on the specific areas outlined by the 2010 – 2014 Strategic Plan. These include:

1. **Maintain Healthy Financial Balance**

- Complete review of OPEB buyout of retiree health care for “covered” non-union employees and the replacement of the existing defined benefit program with a defined contribution program. (*Projected completion – March 23rd*)
- Amend the Budget schedule to include a Board work session to review existing Township plans (*e.g., pathway maintenance, parks and recreation, IT service, etc.*) prior to the development of budget goals and objectives. (*Projected completion – August July 28th*)
- Schedule a Board work session to review three-year projections of revenues, expenditures and fund balances. (*Projected completion – July 28th*)

2. **Deliver Superior Essential Services that Can Best be Provided by the Township**

- Complete the construction of fiber system that will allow connection to the GHAPS and/or Ottawa County IT system. (*This is a “carry-forward” of a 2014 Business Plan project.*) (*Projected completion – 45 days after MDOT and CSX permits are received*)
- Review modifying the existing vehicle mounted radio read meter system to either a fixed base radio read meter system (*e.g., four fixed bases*) or some form of collaboration with Consumers Energy. (*Projected completion – June 9th*)

3. **Maintain and Improve Infrastructure**

- Complete review of Epic MRA pathway survey and complete pathway expansion plan (*i.e., route and cost estimates*) for consideration of voter-approved millage and construction. This is a “carry forward” of a 2014 Business Plan project. (*Projected completion – August 10th*)

4. **Establish Strong Partnerships (Collaboration)**

- Prepare RFP and bid documents for contracting out payroll services. Results would be reviewed by Township Board. (*Projected completion – June 23rd*)
- Draft updated 2015 – 2018 Strategic Plan. (*Projected completion – September 15th*)
 - ✓ Schedule two (2) special joint session of the Board/Planning Commission to discuss strategic issues (*e.g., level of growth, livestock facilities, etc.*). (*Projected completion – February for the first meeting and June for the second meeting*)
 - ✓ Schedule special joint session of the Board/DDA to discuss DDA Tax Increment Finance construction plans and future of the DDA. (*Projected completion – August 31st*)
 - ✓ Prepare a GIS map of natural gas and cable/fiber service areas within the Township to identify under-served areas. (*Projected completion – February 23rd*)
 - ✓ Prepare a GIS map and cost estimates of all gravel roadways north of M-45/Lake Michigan Avenue corridor for consideration of voter-approved millage and paving of the identified gravel roadway segments. (*Projected completion – April 28th*)

5. **Economic Development**

- Schedule the Chamber of Commerce review LDFA/Act 425 proposal for the development of additional industrial land with the Northwest Ottawa region. (*Projected completion – January 26th*)
- Prepare a GIS map of potential industrial park land within Grand Haven Charter Township that could be developed either through a Chamber program or through some other public/private partnership. (*Projected completion – February 23rd*)

To approve the proposed 2015 Business Plan, the following motion can be offered:

Move to approve the 2015 Business Plan and instruct Cargo to provide quarterly updates to the full board during a Board work session in March, June, September and October.

Please feel free to contact me prior to the meeting with any questions or comments.

Category Detail Report

01/06/2015

ALTERATION

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0403	SACKS JAMES-DONNA M	13499 HIDDEN CREEK DR	\$155.00	\$155.00
P14BU0408	BUSH STEVEN E	17275 TIMBER DUNES DR	\$113.00	\$113.00
P14BU0411	BERG CLIFFORD L	15238 PINE ST	\$120.75	\$120.75
P14BU0415	GILLISSIE GARY D II-EDYTHE J	15492 ROYAL OAK DR	\$204.30	\$204.30
P14BU0424	RANTA JAMES P-MELANIE	14512 CAMMERON CT	\$73.50	\$73.50
P14BU0431	LIVINGSTON RYAN J-ASHLEY A	17694 BRUCKER ST	\$279.65	\$279.65
P14BU0438	SCOTT MAUREEN A-MICHAEL A	16037 LAKE AVE	\$136.50	\$136.50
P14BU0439	ROZEMA JACK A-LOIS J	15336 HOFMA DR	\$42.00	\$42.00
P14BU0441	DAULT JON-O'BRIEN ROBERT A	16197 VANDEN BERG DR	\$190.60	\$190.60

Total Fees For Type: \$1,315.30
Total Permits For Type: 9

COMMERCIAL

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0426	T-MOBILE	15622 PIERCE ST LOT E	\$197.45	\$197.45

Total Fees For Type: \$197.45
Total Permits For Type: 1

DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0390	RIVER HAVEN OPERATING CO	14460 TRILLIUM CIRCLE	\$0.00	\$0.00
P14BU0418	JOHNSON DERRICK-ALEXAND	11865 GARNSEY AVE	\$136.50	\$136.50
P14BU0428	RIVER HAVEN OPERATING CO	13911 PINWOOD DR	\$73.80	\$73.80

Total Fees For Type: \$210.30
Total Permits For Type: 3

ELECTRIC

Permit #	Owner	Address	Fee Total	Amount Paid
P14EL0265	ROONEY DEVELOPMENT GRO	12644 RETREAT DR PVT	\$186.00	\$186.00
P14EL0266	ROONEY DEVELOPMENT GRO	12702 RETREAT DR PVT	\$236.00	\$236.00

P14EL0267	HOLMES STEPHEN P TRUST	10371 LAKESHORE DR	\$56.00	\$56.00
P14EL0268	DEWITT JEFFREY L-TRACIE A	16861 MAPLERIDGE DR	\$254.00	\$254.00
P14EL0269	THIRTY-ONE & M-45 LLC	10999 WEST OLIVE RD BLDG B	\$62.00	\$62.00
P14EL0270	MORRIS JAMIE M-THERESA L	17193 MAPLERIDGE DR	\$216.00	\$216.00
P14EL0271	RIVER HAVEN OPERATING CO	13407 WINDING CREEK DR	\$56.00	\$56.00
P14EL0272	RIVER HAVEN OPERATING CO	13462 PINEWOOD DR	\$56.00	\$56.00
P14EL0273	RIVER HAVEN OPERATING CO	14445 WINTERGREEN DR	\$56.00	\$56.00
P14EL0274	REENDERS DAVID M-KELLEY L	16697 JOHNSON ST	\$56.00	\$56.00
P14EL0275	MAGYAR EDWARD-KATHERIN	12917 SWEETBRIAR DR	\$278.00	\$278.00
P14EL0276	DZIKOWICZ ANTHONY E-AMY	13332 RAVINE VIEW DR	\$56.00	\$56.00
P14EL0277	DAULT JON-O'BRIEN ROBERT-'	16197 VANDEN BERG DR	\$56.00	\$56.00

Total Fees For Type: \$1,624.00

Total Permits For Type: 13

FOUNDATION ONLY

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0410	RUST DALE L-MARY JO	18165 SHORE ACRES RD	\$724.90	\$724.90

Total Fees For Type: \$724.90

Total Permits For Type: 1

MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P14ME0374	CROZIER MATTHEW-RENAE	10494 168TH AVE	\$210.00	\$210.00
P14ME0375	DOBBINS MARIKAY	9859 BEACH RIDGE CT	\$160.00	\$160.00
P14ME0376	ROBBINS BENJAMIN D-AMYLYI	13830 LAKE SEDGE DR	\$55.00	\$55.00
P14ME0377	SCHUCH CHARLES JR- JEANNE	17012 MAPLERIDGE DR	\$130.00	\$130.00
P14ME0378	MAGYAR EDWARD-KATHERIN	12917 SWEETBRIAR DR	\$285.00	\$285.00
P14ME0379	LIGHT DAVID G-LINDA A	15340 MEADOWWOOD DR	\$80.00	\$80.00
P14ME0380	ROBBINS ROAD DEVELOPMEN	17200 ROBBINS RD	\$80.00	\$80.00
P14ME0381	ROBBINS ROAD DEVELOPMEN	17200 ROBBINS RD	\$80.00	\$80.00
P14ME0382	DEWITT JEFFREY L-TRACIE A	16861 MAPLERIDGE DR	\$135.00	\$135.00
P14ME0383	STAAL MARC A	9877 BEACH RIDGE CT	\$75.00	\$75.00
P14ME0384	SCANLAN LIVING TRUST DANI	15332 HARRY ST	\$80.00	\$80.00
P14ME0385	VANDERLAAN DAVID	14924 FERRIS ST	\$245.00	\$245.00
P14ME0386	VERDUIN ROBERT V-SUSAN S	13469 REDBIRD LN	\$80.00	\$80.00
P14ME0387	MOUNTCASTLE DAVID G TRST	15460 COMSTOCK ST	\$55.00	\$55.00
P14ME0388	ACHTERHOFF LINT MARY JANJ	18318 HOLCOMB RD	\$80.00	\$80.00
P14ME0389	JACKSON KATHLEEN	15107 154TH AVE	\$80.00	\$80.00
P14ME0390	BURCH NANCY-ASA	15449 COLEMAN AVE	\$80.00	\$80.00

P14ME0391	CARLSON BECKY S	15347 ARBORWOOD DR	\$80.00	\$80.00
P14ME0392	NORTHLAND EXPRESS TRANSI	11288 US-31	\$80.00	\$80.00
P14ME0393	FEIGHNER ROBERT B-SHIRLEY	11069 LAKESHORE DR	\$55.00	\$55.00
P14ME0394	ROONEY DEVELOPMENT GRO	12644 RETREAT DR PVT	\$240.00	\$240.00
P14ME0395	GATHERGOOD DALE-DEBORA	17262 TIMBER DUNES DR	\$80.00	\$80.00
P14ME0396	SLOUMSKI MICHAEL D-SUZAN	13235 RAVINE VIEW DR	\$80.00	\$80.00
P14ME0397	MAGYAR EDWARD-KATHERIN	12917 SWEETBRIAR DR	\$135.00	\$135.00
P14ME0398	SUNSET DUNES INC	12900 SWEETBRIAR DR	\$285.00	\$285.00
P14ME0399	RICHMOND BEVERLY	14816 160TH AVE	\$80.00	\$80.00
P14ME0400	TODD JOHN R-WENDY L	15064 ARBORWOOD DR	\$80.00	\$80.00
P14ME0401	MCCARTHY GEORGE JR	15596 MERCURY DR	\$80.00	\$80.00
P14ME0402	RIVER HAVEN OPERATING CO	14445 WINTERGREEN DR	\$80.00	\$80.00
P14ME0403	RIVER HAVEN OPERATING CO	13407 WINDING CREEK DR	\$80.00	\$80.00
P14ME0404	RIVER HAVEN OPERATING CO	13462 PINWOOD DR	\$80.00	\$80.00
P14ME0405	CATLIN ANDREW GAR-RACHEL	11775 GARNSEY AVE	\$55.00	\$55.00
P14ME0406	ALBRIGHT JAMES A-HILDEGAF	14095 PAYNE FOREST AVE	\$80.00	\$80.00
P14ME0407	BORUM-JORDAN TRUST	14751 178TH AVE	\$135.00	\$135.00
P14ME0408	NORTH OTTAWA ROD & GUN	13084 160TH AVE	\$130.00	\$130.00
P14ME0409	BAKER MARK-RACHAEL	13519 152ND AVE	\$80.00	\$80.00
P14ME0410	PETERSON MICHAEL J-LAURA J	13367 REDBIRD LN	\$55.00	\$55.00
P14ME0411	ESSENBURG ERWIN G JR-DAWI	13504 FOREST PARK DR	\$80.00	\$80.00
P14ME0412	BAYOU DEVELOPERS LLC	14153 LONDON LN	\$205.00	\$205.00
P14ME0413	BAYOU DEVELOPERS LLC	14161 LONDON LN	\$205.00	\$205.00
P14ME0414	BLANDING KEVIN M-LORI A	11970 152ND AVE	\$80.00	\$80.00
P14ME0415	DEVRIES DOUGLAS J-LYNND	11800 168TH AVE	\$85.00	\$85.00

Total Fees For Type: \$4,695.00
Total Permits For Type: 42

MOBLE HOME SET-UP

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0425	RIVER HAVEN OPERATING CO	14445 WINTERGREEN DR	\$15.00	\$15.00
P14BU0427	RIVER HAVEN OPERATING CO	13407 WINDING CREEK DR	\$15.00	\$15.00
P14BU0429	RIVER HAVEN OPERATING CO	13462 PINWOOD DR	\$15.00	\$15.00

Total Fees For Type: \$45.00
Total Permits For Type: 3

PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P14PL0140	PENNO PAUL-GEORGIA TRUS	11260 LAKESHORE DR	\$55.00	\$55.00

P14PL0141	CROZIER MATTHEW-RENAE	10494 168TH AVE	\$233.00	\$233.00
P14PL0142	ROONEY DEVELOPMENT GRO	12702 RETREAT DR PVT	\$248.00	\$248.00
P14PL0143	STRAKA RANDOLPH-PENNY	12073 FOREST BEACH TRL PVT	\$231.00	\$231.00
P14PL0144	SHAVKEY-ELENBAAS LINDA	16580 LAKE MICHIGAN DR	\$196.00	\$196.00
P14PL0145	WESTGATE BROS ENTERPRISE	14750 MERCURY DR	\$55.00	\$55.00
P14PL0146	WADE JOEY-REBECCA	17067 DONAHUE WOODS DR	\$55.00	\$55.00
P14PL0147	RIVER HAVEN OPERATING CO	14445 WINTERGREEN DR	\$55.00	\$55.00
P14PL0148	RIVER HAVEN OPERATING CO	13407 WINDING CREEK DR	\$55.00	\$55.00
P14PL0149	RIVER HAVEN OPERATING CO	13462 PINewood DR	\$55.00	\$55.00

Total Fees For Type: \$1,238.00
Total Permits For Type: 10

POOL

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0412	REENDERS DAVID M-KELLEY	16697 JOHNSON ST	\$224.85	\$224.85
P14BU0434	DZIKOWICZ ANTHONY E-AMY	13332 RAVINE VIEW DR	\$63.00	\$63.00
P14BU0435	DAULT JON-O'BRIEN ROBERT	16197 VANDEN BERG DR	\$120.75	\$120.75

Total Fees For Type: \$408.60
Total Permits For Type: 3

RE-ROOFING

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0414	TEBEAU MARIANNE LAURA	11237 OAK GROVE RD	\$100.00	\$100.00
P14BU0417	JOHNSON MICHAEL J-JUNE A	15468 COLEMAN AVE	\$100.00	\$100.00
P14BU0423	SOLTYS DOROTHY M-SKEELS J	14494 ANGELUS CIR	\$100.00	\$100.00
P14BU0432	HAUG MICHAEL A-MELISSA R	14890 WOODSIDE TR	\$100.00	\$100.00
P14BU0433	BERG ESTATE	15238 PINE ST	\$100.00	\$100.00
P14BU0442	FEDERAL HOME LOAN MORTC	13590 HIDDEN CREEK CT	\$100.00	\$100.00

Total Fees For Type: \$600.00
Total Permits For Type: 6

RE-SIDING

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0413	HANCOCK HARRIET J	15665 CHARLES CT	\$100.00	\$100.00

Total Fees For Type: \$100.00

Total Permits For Type: 1

SIGN PERMIT

Permit #	Owner	Address	Fee Total	Amount Paid
P14ZL0090	BAYOU DEVELOPERS LLC	GROESBECK ST	\$70.00	\$70.00

Total Fees For Type: \$70.00

Total Permits For Type: 1

SINGLE FAMILY HOME

Permit #	Owner	Address	Fee Total	Amount Paid
P14BU0409	ROONEY DEVELOPMENT GRO	12702 RETREAT DR PVT	\$1,502.15	\$1,502.15
P14BU0416	MORRIS JAMIE M-THERESA L	17193 MAPLERIDGE DR	\$1,706.90	\$1,706.90
P14BU0419	BAYOU DEVELOPERS LLC	15241 RACHEL CT PVT	\$1,187.15	\$1,187.15
P14BU0420	BREMMER BARTJ-ANITA M TRU	15250 CANTERBURY LN PVT	\$1,391.90	\$1,391.90
P14BU0421	BAYOU DEVELOPERS LLC	15247 RACHEL CT PVT	\$1,397.15	\$1,397.15
P14BU0422	BAYOU DEVELOPERS LLC	15235 RACHEL CT PVT	\$1,397.15	\$1,397.15

Total Fees For Type: \$8,582.40

Total Permits For Type: 6

VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
P14VS0085	ORR GARY W SR-GARY W II	16044 ROBBINS RD	\$0.00	\$0.00
P14VS0086	ALLEN JOHN L-KAREN S	14591 MERCURY DR	\$0.00	\$0.00
P14VS0087	RUITER DAVID K-LINDA L	14933 MERCURY DR	\$0.00	\$0.00
P14VS0088	VANDERBROEK STEPHEN-SHA	15438 LINCOLN ST	\$0.00	\$0.00
P14VS0089	BLOOM RONALD-BONNIE TRU	12898 LAKESHORE DR	\$0.00	\$0.00
P14VS0090	BLOOM RONALD-BONNIE TRU	12898 LAKESHORE DR	\$0.00	\$0.00
P14VS0091	YOUNG PHILLIP R-SIMONE O	13578 FOREST PARK DR	\$0.00	\$0.00
P14VS0092	CURRIER TIMOTHY J-DIANA L	11457 144TH AVE	\$0.00	\$0.00

Total Fees For Type: \$0.00

Total Permits For Type: 8

Report Summary

Population: All Records

Permit.DateIssued Between 12/1/2014
12:00:00 AM AND 12/31/2014 12:00:00 AM
AND

Permit.Category Not = BURN PERMITS

Grand Total Fees: \$19,810.95

Grand Total Permits: 107

**FIRE PREVENTION CODE RESPONSIBILITY RESTATED ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. _____, 2015**

**AN ORDINANCE TO ASSUME RESPONSIBILITY FOR
ENFORCEMENT OF A FIRE PREVENTION CODE AND TO PROVIDE
PENALTIES FOR ITS VIOLATION.**

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, AND
STATE OF MICHIGAN, ORDAINS:

Sec. 1 ADOPTION OF FIRE PREVENTION CODE; PURPOSE

Pursuant to the provisions of Public Act 359 of 1947, as amended, the Township adopts by reference the INTERNATIONAL FIRE CODE AND REFERENCE STANDARDS, 2012 Edition, including the Appendix Chapters A, B, C, D, E, F, G, H, I, and J, and the NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) 101 LIFE SAFETY CODE, 2012 Edition, which together create the fire prevention code (the "Code") of the Township. The Code is adopted for the purposes of protecting life, property, and public welfare from the hazards of fire and explosion, providing minimum standards for the design, operation, use, and maintenance of buildings and structures, and providing minimum standards for the storage, handling, or use of substances, materials, or devices involved in the use or occupancy of buildings or structures. In the case of any conflict between the provisions of the International Fire Code and the provisions of the NFPA 101 Life Safety Code, the provisions of the NFPA 101 Life Safety Code shall be deemed to control to the extent of the conflict.

Sec. 2 DESIGNATION OF ENFORCEMENT AGENCY

The Township's Fire Chief, or the Fire Chief's authorized representative, shall have the responsibility for enforcement and administration of this Ordinance and of the Code as the fire code official, and shall have the authority to enter premises for the purpose of inspecting them for compliance with the Code.

Sec. 3 ADDITIONS, INSERTIONS, CHANGES

1. The following provisions or sections of the International Fire Code, 2012 Edition, are revised as indicated.

Section 101.1: **Title.** Grand Haven Charter Township shall be inserted.

Section 109.4: **Violation penalties.** Persons who violate a provision of this code or who fail to comply with any of its requirements or who erect, install, alter,

repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be responsible for a civil infraction, subject to a fine of \$50.00, plus costs and other sanctions for each infraction. Each day during which any violation continues shall be deemed a separate and distinct offense. Increased civil fines may be imposed for repeated violations; a repeat violation means a second or subsequent municipal civil infraction committed by a person within any six month period and for which a person admits responsibility or is determined to be responsible. The increased fine for a first repeat (i.e., second) violation shall be \$250.00, plus costs and other sanctions. The increased fine for a second repeat (i.e., third or subsequent) violation shall be \$500.00, plus costs and other sanctions.

Section 111.4: **Failure to comply.** \$50.00 and \$500.00 shall be inserted.

Section 5704.2.9.6.1 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited): within any residential zoning district in the township, or any non-agricultural zoned lot upon which a dwelling is located.

Section 5706.2.4.4 (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks is prohibited): within any residential zoning district in the township, or any non-agricultural zoned lot upon which a dwelling is located.

Section 5806.2 (geographic limits in which the storage of flammable cryogenic fluids in stationary containers is prohibited): within any residential zoning district in the township, or any non-agricultural zoned lot upon which a dwelling is located.

Section 6104.2 (geographic limits in which the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas): within any residential zoning district in the township, or any non-agricultural zoned lot upon which a dwelling is located.

2. No provisions or sections of the NFPA 101 Life Safety Code, 2012 Edition, are revised or eliminated.

Sec. 4 LIMITATION

Nothing in this Ordinance or the Code shall be construed to affect any suit or proceeding pending in court. No just or legal right or remedy of any character shall be lost, impaired, or affected by this Ordinance or the Code.

Sec. 5 SEVERABILITY AND CAPTIONS

This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid, the remainder of this Ordinance shall not be affected. The captions included at the beginning of each Section are for convenience only and shall not be considered as part of this Ordinance.

Sec. 6 ADMINISTRATIVE LIABILITY

No officer, agent, employee, or member of the Township Board shall be personally liable for any damage that may accrue to any Person as a result of any act, decision, or other consequence or occurrence arising out of the discharge of duties and responsibilities pursuant to this Ordinance.

Sec. 7 REPEAL

All ordinances or parts of ordinances which are in conflict in whole or in part with any of the provisions of this Ordinance as of the date of this Ordinance are repealed to the extent of such conflict.

Sec. 8 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _____, 2015, after its introduction and first reading on _____, 2015, and after its publication in the manner provided by Public Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Karl French, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Fire Prevention Code Responsibility Restated Ordinance was adopted at a regular meeting of the Township Board held on _____, 2015. The following members of the Township Board were present at that meeting: _____
_____. The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____
_____ voting in favor and members of the Board _____ voting in opposition. A Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2015.

Laurie Larsen, Township Clerk



Fire/Rescue Memo

DATE : January 8, 2015

TO: Township Board

FROM: Lt. David Marshall

RE: Adoption of the International Fire Code 2012 Edition

Grand Haven Charter Township has utilized the International Fire Code since the Grand Haven Township Board officially adopted the 2000 Edition of the International Fire Code in 2002. The International Fire Code is meant to be a companion code to the Michigan Building Code, (*International Building Code with Michigan amendments*).

The Grand Haven Charter Township Fire/Rescue Department is currently operating under the International Fire Code, 2000 Edition and National Fire Protection Association (*i.e.* N.F.P.A.) 101 Life Safety Code 1997 Edition. However, there have been updated code changes and standards as the Michigan Building Code has gone through updates since the International Fire Code 2000 Edition adoption by the Grand Haven Township Board in 2002.

The Grand Haven Township Fire/Rescue Department is recommending the Grand Haven Township Board adopt the International Fire Code 2012 Edition and N.F.P.A. 101 Life Safety Code 2012 Edition for the following reasons:

1. The International Fire Code 2012 edition and N.F.P.A. 101 Life Safety Code 2012 edition would complement the Michigan Building Code 2012 edition, which is the code the building department currently uses for code enforcement and plan review.
2. The adoption of the International Fire Code 2012 edition would bring Grand Haven Charter Township in line with neighboring communities who have also updated their fire code ordinance or are in the process of updating to the 2012 edition.

In order to proceed with the adoption of the most recent version of the International Fire and the Life Safety Code, the following motion can be offered for a first reading:

Motion to postpone further action on the proposed ordinance to adopt the International Fire Code And Reference Standards to the January 26th Board meeting. This is a first reading.

Representative from the Fire/Rescue Department will be at the January 12th Board meeting to respond to any questions or concerns.

Dec Open Enforcements By Category Monthly Report

12/31/14

BUILDING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0285	14440 172ND AVE	COMPLAINT LOGGED	12/15/14		
E14CE0286	13084 160TH AVE	COMPLAINT LOGGED	12/17/14		
E14CE0289	13100 168TH AVE	COMPLAINT LOGGED	12/17/14		
Total Entries					3

CORNER CLEARANCE

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0287	14623 LAKESHORE DR	COMPLAINT LOGGED	12/16/14		
Total Entries					1

FENCE

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0296	17614 BRUCKER ST	COMPLAINT LOGGED	12/23/14		
Total Entries					1

JUNK & RUBBISH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0276	15126 JASMIN CT	1ST WARNING VIOLATION LETTER	12/02/14	12/16/14	
E14CE0279	11407 144TH AVE	1ST WARNING VIOLATION LETTER	12/09/14	12/30/14	
Total Entries					2

PARKING ON THE GRASS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0277	15126 JASMIN CT	1ST WARNING VIOLATION LETTER	12/02/14	12/16/14	
E14CE0297	14850 177TH AVE	COMPLAINT LOGGED	12/30/14		
Total Entries					2

RECREATION VEHICLES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0283	15879 ROBBINS RD 15875	1ST WARNING VIOLATION LETTER	12/11/14	12/23/14	

Dec Open Enforcements By Category Monthly Report

12/31/14

E14CE0290	15026 ROBINWOOD CT	COMPLAINT LOGGED	12/16/14		
E14CE0291	15042 ROBINWOOD CT	1ST WARNING VIOLATION LETTER	12/23/14	12/23/14	
E14CE0293	16202 VANDEN BERG DR	COMPLAINT LOGGED	12/16/14		
E14CE0294	15230 164TH AVE	1ST WARNING VIOLATION LETTER	12/16/14	12/30/14	
E14CE0298	14850 177TH AVE	COMPLAINT LOGGED	12/30/14		

Total Entries 6

SIGNS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0282		COMPLAINT LOGGED	12/10/14	12/10/14	12/10/2014 PULLED SIGN
E14CE0284		COMPLAINT LOGGED	12/11/14	12/11/14	12/11/2014 PULLED SIGN

Total Entries 2

VEHICLE SALES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0280	12898 LAKESHORE DR	1ST WARNING VIOLATION LETTER	12/09/14	12/23/14	
E14CE0281	11521 144TH AVE	1ST WARNING VIOLATION LETTER	12/09/14	12/30/14	
E14CE0288	15600 WINANS ST	1ST WARNING VIOLATION LETTER	12/16/14	12/23/14	
E14CE0295	13650 172ND AVE	COMPLAINT LOGGED	12/23/14		

Total Entries 4

ZONING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0278	17200 ROBBINS RD	1ST WARNING VIOLATION LETTER	12/03/14	12/10/14	
E14CE0292	14218 168TH AVE	COMPLAINT LOGGED	12/18/14		

Total Entries 2

Enforcement.DateFiled Between 11/30/2014
12:00:00 AM AND 12/31/2014 12:00:00 AM

Total Records: 23

Dec Closed Enforcements By Category Monthly Report

12/31/14

HOME OCCUPATION

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0185	13470 152ND AVE	COMPLAINT LOGGED	09/09/14	12/30/14	12/30/2014 CLOSED
Total Entries					1

JUNK & RUBBISH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0184	13470 152ND AVE	1ST WARNING VIOLATION LETTER	09/09/14	12/30/14	
E14CE0228	15274 GRAND OAK RD	1ST WARNING VIOLATION LETTER	10/22/14	12/11/14	
E14CE0275	15907 MERCURY DR	1ST WARNING VIOLATION LETTER	11/26/14	12/11/14	
E14CE0276	15126 JASMIN CT	1ST WARNING VIOLATION LETTER	12/02/14	12/16/14	
E14CE0279	11407 144TH AVE	1ST WARNING VIOLATION LETTER	12/09/14	12/30/14	
Total Entries					5

LITTER

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0254	15127 COLEMAN AVE	1ST WARNING VIOLATION LETTER	11/13/14	12/09/14	
Total Entries					1

PARKING ON THE GRASS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0277	15126 JASMIN CT	1ST WARNING VIOLATION LETTER	12/02/14	12/16/14	
Total Entries					1

RECREATION VEHICLES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0269	15004 177TH AVE	1ST WARNING VIOLATION LETTER	11/24/14	12/16/14	
E14CE0283	15879 ROBBINS RD 15875	1ST WARNING VIOLATION LETTER	12/11/14	12/23/14	
E14CE0291	15042 ROBINWOOD CT	1ST WARNING VIOLATION LETTER	12/23/14	12/23/14	
E14CE0294	15230 164TH AVE	1ST WARNING VIOLATION LETTER	12/16/14	12/30/14	
Total Entries					4

Dec Closed Enforcements By Category Monthly Report

12/31/14

SIGNS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0282		COMPLAINT LOGGED	12/10/14	12/10/14	12/10/2014 PULLED SIGN
E14CE0284		COMPLAINT LOGGED	12/11/14	12/11/14	12/11/2014 PULLED SIGN
Total Entries					2

TRASH RECEPTACLES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0258	12551 168TH AVE	1ST WARNING VIOLATION LETTER	11/13/14	12/11/14	
E14CE0265	14501 BRIGHAM DR	1ST WARNING VIOLATION LETTER	11/19/14	12/11/14	
E14CE0266	14809 160TH AVE	1ST WARNING VIOLATION LETTER	11/20/14	12/23/14	
E14CE0271	16044 ROBBINS RD	1ST WARNING VIOLATION LETTER	11/24/14	12/11/14	
Total Entries					4

VEHICLE IN ROW

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0267	15059 ROBINWOOD CT	1ST WARNING VIOLATION LETTER	11/24/14	12/10/14	
E14CE0273	13124 SIKKEMA DR	1ST WARNING VIOLATION LETTER	11/25/14	12/11/14	
Total Entries					2

VEHICLE SALES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0270	14440 172ND AVE	1ST WARNING VIOLATION LETTER	11/24/14	12/22/14	
E14CE0280	12898 LAKESHORE DR	1ST WARNING VIOLATION LETTER	12/09/14	12/23/14	
E14CE0281	11521 144TH AVE	1ST WARNING VIOLATION LETTER	12/09/14	12/30/14	
E14CE0288	15600 WINANS ST	1ST WARNING VIOLATION LETTER	12/16/14	12/23/14	
Total Entries					4

ZONING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E14CE0278	17200 ROBBINS RD	1ST WARNING VIOLATION LETTER	12/03/14	12/10/14	

Dec Closed Enforcements By Category Monthly Report

12/31/14

Total Entries 1

Total Records: 25

Enforcement.DateClosed Between 12/1/2014
12:00:00 AM AND 12/31/2014 12:00:00 AM

Total Pages: 3

December Enforcement Letters by Category

All enforcement letters sent the previous month

CORNER CLEARANCE 3	1
FENCE LETTER	1
LITTER CITATION	1
LITTER WARNING LETTER	3
RETAINING WALL W/O PERMITS	1
RV IN FRONT YARD LETTER	7
TRASH CAN WARNING 2ND NOTICE	2
VEHICLE ON GRASS LETTER	2
VEHICLE SALE WARNING	5
WORK WITHOUT PERMIT CITATION	1
Total Letters Sent:	24

Letter.LinkFromType = Enforcement
AND
Letter.DateTimeCreated Between 12/01/2014 AND 12/31/2014.AND
Letter.Carrier = <Empty> AND
Letter.Carrier = <Empty>



Administrative Services Memo

DATE: January 6, 2015
TO: Township Board
FROM: Proksa, Cargo, and Sandoval
RE: OPEB – Buyout Study

As you are aware, the Board directed staff to have Watkins Ross prepare a buyout study to determine the past service liability of active employees in regard to Other Post Employment Benefits (OPEB). This study was presented to the Personnel Committee in December 2014. This memo provides 1) a guideline for the resulting decisions which need to be made, 2) a review of information previously presented, and 3) information on deposit account options should a buyout be chosen.

OPTIONS AND ADDITIONAL DECISIONS REQUIRED

The current retiree health care program provides health care coverage for retirees between the ages of 60 and 65 and provides Medicare filler insurance coverage for retirees over the age of 65. Partial vesting occurs after 15-years of employment with GHT with the maximum benefit not occurring until after 30-years of service or the employee becoming permanently and totally disabled per the Township's LTD plan and a minimum of 15-years of service. You will recall that earlier in the year, the OPEB program was changed to only include employees hired on or before February 28, 2014.

First, the Board will need to determine what its goal is in regard to OPEB.

If the Township's goal is to **eliminate the unfunded accrued liability**, it would be necessary to either place the pre-funded OPEB monies in a Trust Account (see *Primary Option 1 below*) or amend the program from a defined benefit retiree health care program to some type of a defined contribution program (see *Primary Option 2 below*).

However, if the Township's goal is to **eliminate or reduce the labor costs** associated with retiree health care, the option is limited to amending the program for non-union employees (see *Primary Option 2 below*).

Below you will find the two primary options, including the additional decisions that will need to be made based on that choice. (See page eight for a "decision tree" graphic.)

Primary Option 1: Keep the OPEB program as-is in regard to the structure of the benefit.	
1	Does the Board want to put this money into a trust to eliminate the unfunded accrued liability?

Primary Option 2: Opt to do a buyout of active employees and consider a restructure of the OPEB program.	
1	What type of account does the Board want to place the buyout money into? The best type of account will be determined by decisions on some of the items below. a) Does the Board want to allow deposit of sick pay buyout to any account provided? b) Does the Board want to allow employees to deposit additional money into any account provided?
2	Does the Board want to do some kind of defined contribution program in addition to the buyout (<i>i.e. \$500 per year into an account</i>)? This is not a requirement. The Board could opt to do the buyout and offer no further benefit.
3	How does the Board want to handle current retirees? Does the Board want to place monies into a trust to eliminate any liability through pre-funding and ensure money is there?
4	How does the Board want to handle the IAFF? Recall this benefit is included in their contract ending 12/31/2018. Does the Board want to place monies into a trust to eliminate any liability through pre-funding and ensure money is there?

REVIEW OF TRUSTS

With a trust, the Township would still have to recognize the OPEB liability on the balance sheet. However, any amounts that have been contributed so far would be used to lower that unfunded liability amount. If funds were to be put in a Trust, there would be less restriction on the investing of those funds and there would be a greater potential to earn a higher rate of return on those monies that were invested. Finally, if funds were to be put in a Trust they could only be used for the purpose of retirement health expenses. The Township would not have access to these monies should a need arise. However, the money would still be available to retirees if the plan were to close.

Following is further information from *Watkins Ross* regarding trusts:

- If individual accounts are set up, we would do some “settlement” accounting on the GASB to remove the active liability from the balance sheet.
- There would be no ongoing GASB 45 accounting for that group as those individuals would only receive at retirement their account balance (that is, if there is no further obligation on the part of the township to contribute once the active employee has retired).
- We would perform GASB 45 calculations only with respect to the remaining retired lives that would continue having medical costs paid or reimbursed by the township.
- If a trust is set up that is still controlled by the township with an expectation that the township will use the money to pay future retiree medical obligations, then we would continue to value active employees in the plan but offset liabilities in the reporting by the OPEB trust. The key in determining whether or not the active employees are considered part of the GASB calculation or not is whether the township has any ongoing

responsibility (i.e., if individual accounts are set up and controlled by the participants; no GASB obligation for them. If township controls the assets and retains responsibility for future costs; the GASB obligation for active employees remains.).

Following is information from *Burnham and Flower* regarding their fees and handling of these accounts:

The Post Employment Medical Reimbursement Plan (*i.e., Retiree Health Savings Account*) is a defined contribution style plan enabling employees to accumulate money while working to help pay for post employment medical expenses. The employer defines the various provisions of the program such as eligibility, contribution sources and amounts.

The cost for our program is 0.50% (*paid as % of assets*) and covers all services for the plan including:

- Trust administration and document maintenance
- Third-party administration services
- Ongoing service and support
- Recordkeeping and custodian services
- CLS investment and portfolio management

The 0.50% may be paid proportionately from participant accounts or billed to the Township. The participant's will also pay the underlying fund expenses of the investment options utilized within their account. Fund expenses vary but average about 1.00% - 1.20%.

REVIEW OF WATKINS ROSS OPEB STUDY INFORMATION

In brief, the 30-year ARC would be reduced from about \$1.271 million to a 30-year ARC of about \$463k associated with current retirees and union employees plus a projected non-union employee buyout of \$510k (*totaling about \$0.973 million*). This would be a reduction of Township payments of about **\$298,000** over the 30-year period and would mitigate the uncertainty associated with future health care cost increases.

The Township is pre-funding OPEB costs and currently has about \$157,000 in an OPEB special revenue account. But, because these monies are not in a Trust Account, the Township's financial statements will indicate an unfunded accrued liability of roughly the same amount.

The next several pages include the information from the study done by Watkins Ross.

Illustration I: Liabilities if **no changes** are made. See Definitions on Page 7.

Illustration II: Liabilities if **money is put into a trust**.

Illustration III: Liabilities if the Township **settles the active liability** and only the current retirees and active fire fighters remain on the plan.

GRAND HAVEN CHARTER TWP	
GASB 43 liabilities and ANNUAL REQUIRED CONTRIBUTION	4.00% Total
1. Present value of projected benefits	
a. Retired participants and beneficiaries	161,563
b. Active participants	1,109,929
c. Total	1,271,492
2. Present value future service	513,612
3. Past service liability	
a. Retired participants and beneficiaries	161,563
b. Active participants	596,317
c. Total	757,880
4. Fair value of plan assets	0
5. Unfunded past service liability	757,880
6. Service cost as of December 31, 2012	38,969
7. Amortization of unfunded liability	30,941
8. Annual Required Contribution, (ARC), (6)+(7)	69,910
Interest on net OPEB obligation	6,153
ARC adjustment	(6,280)
OPEB cost	69,783
9. Participant counts	
a. Retired participants and beneficiaries	4
b. Active participants	23
c. Total	27

GRAND HAVEN CHARTER TWP	
GASB 43 liabilities and ANNUAL REQUIRED CONTRIBUTION	4.00% Total
1. Present value of projected benefits	
a. Retired participants and beneficiaries	161,563
b. Active participants	1,109,929
c. Total	1,271,492
2. Present value future service	513,612
3. Past service liability	
a. Retired participants and beneficiaries	161,563
b. Active participants	596,317
c. Total	757,880
4. Fair value of plan assets	160,000
5. Unfunded past service liability	597,880
6. Service cost as of December 31, 2014	38,969
7. Amortization of unfunded liability	30,941
8. Annual Required Contribution, (ARC), (6)+(7)	69,910
Interest on net OPEB obligation	6,153
ARC adjustment	(6,280)
OPEB cost	69,783
9. Participant counts	
a. Retired participants and beneficiaries	4
b. Active participants	23
c. Total	27

GRAND HAVEN CHARTER TWP Retirees and Fire Active only	
GASB 43 liabilities and ANNUAL REQUIRED CONTRIBUTION	4.00% Total
1. Present value of projected benefits	
a. Retired participants and beneficiaries	161,563
b. Active participants	300,756
c. Total	462,319
2. Present value future service	200,180
3. Past service liability	
a. Retired participants and beneficiaries	161,563
b. Active participants	100,576
c. Total	262,139
4. Fair value of plan assets	0
5. Unfunded past service liability	262,139
6. Service cost as of December 31, 2012	10,287
7. Amortization of unfunded liability	10,702
8. Annual Required Contribution, (ARC), (6)+(7)	20,989
Interest on net OPEB obligation	6,153
ARC adjustment	(6,280)
OPEB cost	20,862

Illustration V: Settlement amount for the active liability by employee.

NAME	SEX	DOH	12/31/2014
Linda Riggs	Female	1/25/1999	29,754
William Cargo	Male	9/14/1992	42,819
Denise Chalifoux	Female	3/1/1999	29,754
Kristen Deverney	Female	7/30/2007	12,171
Thomas Gerencer	Male	8/17/1993	40,562
Daniel Glueck	Male	7/5/1995	36,144
Barton Lucas	Male	12/7/1987	54,612
Rollin Mckay	Male	12/1/2000	25,645
Suzanne Proksa	Female	1/2/2008	12,171
Andrea Sandoval	Female	6/25/2012	5,065
Marc Santigo	Male	5/6/2002	23,636
Daniel Tlachac	Male	2/1/1999	29,754
Stephen Vanderbroe	Male	12/9/1991	45,110
Mark Ver Berkmoes	Male	3/1/1987	57,075
Kristi Walsh	Female	4/3/1989	52,184
Matthew Wood	Male	10/7/2008	10,356
Denise Somers	Female	6/25/2013	3,352
			510,164



Illustration VI: Settlement payments if spreading the active settlement over 1, 2, or 3 years.
 Note: The sum of 2 and 3 years exceeds the 1 year total due to interest crediting at 4% and retiree payments are projected OPEB retiree medical payments.

Plan change: projected payments									
	1 year			2 years			3 years		
	Active	Retired	Total	Active	Retired	Total	Active	Retired	Total
2014	510,164	9,531	605,849	260,083	9,531	313,536	176,766	9,531	216,148
2015	0	11,160	11,160	260,083	11,160	315,165	176,766	11,160	217,777
2016	0	11,681	11,681	0	11,681	11,681	176,766	11,681	218,298
2017	0	12,344	12,344	0	12,344	12,344	0	12,344	12,344
2018	0	12,798	12,798	0	12,798	12,798	0	12,798	12,798
2019	0	13,199	13,199	0	13,199	13,199	0	13,199	13,199
2020	0	15,320	15,320	0	15,320	15,320	0	15,320	15,320
2021	0	15,790	15,790	0	15,790	15,790	0	15,790	15,790
2022	0	15,194	15,194	0	15,194	15,194	0	15,194	15,194
2023	0	15,611	15,611	0	15,611	15,611	0	15,611	15,611
2024	0	16,011	16,011	0	16,011	16,011	0	16,011	16,011
2025	0	5,069	5,069	0	5,069	5,069	0	5,069	5,069
2026	0	5,036	5,036	0	5,036	5,036	0	5,036	5,036
2027	0	4,973	4,973	0	4,973	4,973	0	4,973	4,973
2028	0	4,879	4,879	0	4,879	4,879	0	4,879	4,879
2029	0	4,758	4,758	0	4,758	4,758	0	4,758	4,758
2030	0	4,611	4,611	0	4,611	4,611	0	4,611	4,611
2031	0	4,440	4,440	0	4,440	4,440	0	4,440	4,440
2032	0	4,253	4,253	0	4,253	4,253	0	4,253	4,253
2033	0	4,055	4,055	0	4,055	4,055	0	4,055	4,055
2034	0	27,872	3,857	0	27,872	3,857	0	27,872	3,857

# of Years	Cost per Year	Total Cost	Cost Difference Due to Interest
1	\$510,164	\$510,164	n/a
2	\$260,083	\$521,606	\$11,442
3	\$176,766	\$530,298	\$20,134

INFORMATION ON DEPOSIT ACCOUNT OPTIONS

Options for depositing buyout monies include (1) *Retiree Health Savings (RHS)*; (2) *401a Pension Deposit*; (3) *457 Deposit*; and, (4) *Health Reimbursement Account (HRA)*. All options allow the Health Savings Accounts we currently have for our health plan to be in existence at the same time. Burnham and Flower reported that there would not be any tax concerns with the deposits for any of the account types listed.

Type of Account / Deposit	Sick Pay or Vacation Deposits Allowed?	Max Deposit Annually Which May Effect Buyout?	Withdrawal Parameters	Can Employees Contribute? Limits?	Costs
Retiree Health Savings (Section 115 Trust)	Yes for sick – mandatory election; Policy would need to be re-written as money would go into RHS and checks would no longer be issued.	No	Money can be withdrawn after separation of service or retirement. Money goes in pre-tax, grows tax deferred and comes out tax free. Would allow employees to do an early retirement under our pension and get health care money at the same time.	Yes – no limit; Options include: EE mandatory pre-tax or EE voluntary after-tax	No participant, setup, or withdrawal charges. There is a .50% asset charge and fund expenses normally paid out of assets from the participant accounts (<i>like a 401a pension</i>). The asset charge may also be paid by the Township in the form of a quarterly bill (calculated on total assets at the end of the quarter).
401a Pension Deposit	Yes for sick - on a voluntary, after-tax basis	Yes – combined limit of \$52,000 annually	Standard withdrawal parameters.	Yes – limits apply - % would have to be determined	No additional cost
457 Deposit	Yes – sick and vacation	Yes - \$18K	Standard withdrawal parameters.	Yes – limits apply - \$18K per year	No additional cost
Health Reimbursement Account	No	No	We specify the parameters.	No	May vary by vendor; Burnham and Flower does not offer to non-health clients

It should be noted that with any of these options, the account will be controlled and invested by the employee.

A “decision tree” regarding the two primary options is listed on Page 8. The Board needs to provide some preliminary direction to staff based upon the information provided.

If you have any questions, please do not hesitate to contact any of us.

Definitions:

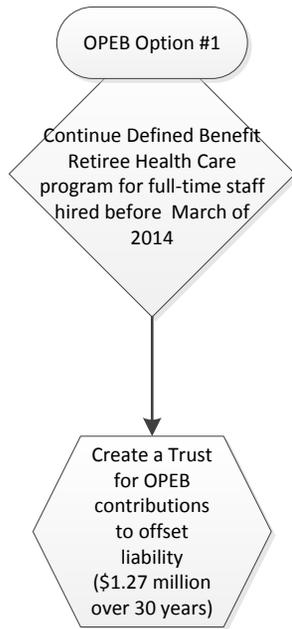
Present value future service – Projected cost for future (30 years) retiree health care premiums.

Past service liability – Liability for current employees (active participants) and retirees (already earned).

Service cost as of December 31, 2012 – Cost for one year of services for all active employees.

Amortization of unfunded liability – Amortization of past service liability (already earned and spread over 30 years).

Annual Required Contribution – Normal cost of 1 year service (service cost) plus amortization for current year of the unfunded liability (already earned).



OPEB (Retiree Health Care) Primary Options

