

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, AUGUST 10, 2015

WORK SESSION – CANCELLED:

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 July 27, 2015 Regular Board Minutes
 - 2. Approve Payment of Invoices in the amount of \$274,544.88 (*A/P checks of \$155,249.37 and payroll of \$119,295.51*)
 - 3. Approve Piper Lakes PUD Extension to May 22, 2016
- VI. OLD BUSINESS
 - 1. Resolution 15-08-01 – Authoring Petition for proposed Clovernook Drainage District
 - 2. Resolution 15-08-02 – Authorizing Application for proposed Clovernook Drain
 - 3. Direction on Community Engagement (CE) – Should the Witteveen Property be Included in the Recently Started CE Process on the MNRTF Parcel?
- VII. NEW BUSINESS
 - 1. Resolution 18-08-03 – Amendments to Personnel Manual
 - 2. Approve Charitable Gaming License for “Realtors Who Care”
- VIII. REPORTS AND CORRESPONDENCE
 - 1. Correspondence
 - 2. Committee Reports
 - 3. Manager’s Report
 - a. Chamber of Commerce 2nd Quarter ED Report
 - b. July Ordinance Enforcement Report
 - c. July Building Permit Report
 - 4. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY
(*LIMITED TO THREE MINUTES, PLEASE.*)
- X. 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, JULY 27, 2015**

WORKSESSION – 6:00 p.m.

1. Manager Cargo presented a three-year budget and projections on fund balances or cash reserves. It was noted that the data predicts that the Township will continue to maintain a healthy financial position. Not included within the three-year budget were costs associated with the development of the so-called Wolf property along Ferris Street or the Witteveen property along 168th Avenue and Sleeper Street because such plans have not been developed.
2. Manager Cargo reviewed a memo that noted the Township's various plans and how they relate to the Township's rolling five-year capital plan.
3. Manager Cargo noted that information on Oak wilt is included on the Township's web site and will be included in the Fall newsletter.

REGULAR MEETING

I. CALL TO ORDER

Supervisor French called the regular meeting of the Grand Haven Charter Township Board to order at 7:00 p.m.

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent: Behm and Larsen.

Also present were Manager Cargo and Assessor Chalifoux

Without objection, the Board appointed Treasurer Kieft as the Temporary Clerk.

IV. APPROVAL OF MEETING AGENDA

Motion by Trustee Meeusen and seconded by Trustee Hutchins to approve the meeting agenda. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve July 13, 2015 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$153,111.43 (*A/P checks of \$64,617.26 and payroll of \$88,494.17*)
3. Reappointment of Steve Wilson and Carolyn Taylor to the Planning Commission for a term ending August of 2018
4. Approve Agreement to Terminate 30-Year Leasehold on the so-called Witteveen

Trust Property (*i.e.*, *Parcels 70-07-03-300-015 & 70-07-03-400-010*)

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

VI. SECOND PUBLIC HEARING – GROESBECK SAD ASSESSMENT ROLL

Supervisor French opened the public hearing on the Groesbeck Street Paving Special Assessment District proposed assessment roll at 7:03 p.m.

Assessor Chalifoux reviewed the assessment roll on this proposed street paving project with the full Board.

There were no public comments.

Supervisor French closed the public hearing at 7:05 p.m.

VII. OLD BUSINESS

1. **Motion** by Supervisor French and seconded by Trustee Meeusen to approve Resolution 15-07-05 that affirms the creation of the special assessment roll for the Groesbeck Paving Special Assessment District with the costs being assessed to the residents and the Township assuming 50% of the public portion of the project. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Hutchins, Kieft, French, Meeusen, Redick

Nays:

Absent: Behm, Larsen

2. **Motion** by Trustee Meeusen and seconded by Treasurer Kieft to approve Resolution 15-07-06 that affirms the assessment roll of the Groesbeck Paving Special Assessment District providing for a six-year payback at 3% interest and allowing the deferment of the SAD payments for any vacant lot for a period of six years or until the transfer of ownership, at which time the deferment must be paid in full. **Which motion carried**, as indicated by the following roll call vote:

Ayes: French, Kieft, Meeusen, Redick, Hutchins

Nays:

Absent: Behm, Larsen

3. **Motion** by Supervisor French and seconded by Trustee Hutchins to approve the Zoning Map Amendment Ordinance, which concerns the rezoning of 15230 Lincoln Street, Parcel No. 70-07-14-200-017 from Agricultural (AG) to R-2 Single Family Residential based upon the application meeting applicable requirements of the Grand Haven Zoning Ordinance, Master Plan, and Future Land Use map. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Redick, Meeusen, Kieft, Hutchins, French

Nays:

Absent: Behm, Larsen

VIII. NEW BUSINESS

1. **Motion** by Trustee Hutchins and seconded by Trustee Meeusen to approve Resolution 15-05-07 that recognizes the Pigeon Creek Schoolhouse Preservation Society as a nonprofit organization that operates within Grand Haven Charter Township. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, French, Hutchins, Kieft, Redick

Nays:

Absent: Behm, Larsen

IX. REPORTS AND CORESPONDENCE

a. Correspondence was reviewed

b. Committee Reports

i. Trustee Hutchins noted that a proposed timetable on the NORA proposed millage and construction will be placed in the Board member's mail slots.

ii. Supervisor French noted a complaint regarding the enforcement of the Township's Truck Route Ordinance.

c. Manager's Report

i. June Legal Review

d. Others

X. PUBLIC COMMENTS

None.

XI. ADJOURNMENT

Motion by Trustee Hutchins and seconded by Trustee Meeusen to adjourn the meeting at 7:14 p.m. **Which motion carried.**

Respectfully Submitted,

William Kieft III

Grand Haven Charter Township Temporary Clerk

Karl French

Grand Haven Charter Township Supervisor



Community Development Memo

DATE: August 5, 2015
TO: Township Board
FROM: Stacey Fedewa, Planning & Zoning Official
RE: Piper Lakes PUD – Request for Extension

BACKGROUND

On August 18, 2014 the Planning Commission adopted a motion to recommend the Township Board approve the 204 unit multi-family PUD known as Piper Lakes Apartments. Subsequently, the Township Board granted final approval on September 22, 2014.

EXTENSION REQUEST

Section 17.04.7.A states, “approval of the PUD shall expire and be of no effect unless substantial construction has commenced within 1 year of the date of approval of the Final Site Plan of the PUD (*i.e., Sept 22nd*) or any phase thereof. An extension for a specific period may be granted by the Township Board upon good cause shown, only if such request is made in writing to the Township Board prior to the expiration date. **The Township Board, prior to making a determination, shall forward the request to the Planning Commission, and ask for a recommendation.** If a recommendation from the Planning Commission is not offered within 21 days after being referred to the Planning Commission, the Township Board may act without input from the Planning Commission on the applicant’s request for an extension.”

The written request for an extension was received on July 13th (*see below*), and the Township Board requested the Planning Commission review the information and provide a recommendation. Below is the formal request from the developer:

As discussed last week, I am asking for the township to kindly extend for 8 months (to May 22, 2016) the requirement for commencement of construction of our Piper Lakes project. We are really excited about starting construction, indeed it remains our goal to hopefully start yet this fall. However, we would like to have the flexibility to consider a spring start if necessary. There are several reasons for this request, and I will outline a few of them here. We would be pleased to meet with the Planning Commission as well as the Township Board, and any staff to further elaborate and answer questions if you would like. However for a brief summary I offer the following:

- **Design enhancements:** As you know our history includes building high quality projects, and we always seek constant improvement in design and construction quality. In so doing we believe our residents, neighbors and the municipality in which the projects are located benefit significantly. With respect to Piper Lakes, we have put together a focus group of professionals from the design industry, construction industry as well as the marketing world to really look for the best in class design features. This is critical and we want to have a product that exceeds anything offered in the market currently. This process is ongoing, and as a result of our commitment of delivering the best product we are looking at construction elements from different providers. All of these folks are extremely busy right now so pricing changes for these enhancements are slow to come.
- **Consideration of a new product for our exterior walls:** Last year we invested in a Phoenix based company that has a new building process for exterior wall construction. It is exciting, and provides the potential for a wall design with a higher “R Factor”, as well as an equivalent amount of structural integrity. Further, it can be constructed more quickly. We are having drawings created now, for review by our architect, Mark Oppenhuizen, as well as Township officials. We are not yet certain we will use this product at Piper Lakes, but do want to consider it and would like a bit more time to evaluate. If we use it, it is best installed in more temperate weather.
- **Completion of DEQ requirements:** As you know, the final pond permitting as well as the other minor permits for water connection and our ingress lane as depicted on the approved site plan on 168th Avenue, are in process with the DEQ, we are confident of receipt of that permit soon. The DEQ is fully cooperative and we are grateful for their guidance.
- **Contractor availability:** As I am sure you know, contractors have been incredibly busy, and as a result, the above design considerations are taking more time than we would have preferred to get their reaction to, however we are making good progress there.

Bill, please know we are moving forward, since our last discussion we have spent nearly 200K on design and engineering cost. We love this project and its design. It is in our hometown and it will be beautiful. We just want to have a bit of elbow room for when we start, especially given the time of the year.

Please let me know your thoughts, as always we appreciate the cooperation we have with Grand Haven Charter Township.

Thanks much,
Denny

Denny Cherette
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RECOMMENDATION

On August 3rd the Planning Commission adopted a motion to recommend the Township Board approve the Piper Lakes PUD Request for Extension. If the Township Board finds good cause has been shown and agrees with the aforementioned recommendation, the following motion can be offered:

Motion to approve the requested 8 month extension (*i.e., May 22, 2016*) for the Piper Lakes Apartments multi-family PUD based on the request meeting the applicable requirements of Section 17.04.7.A of the Grand Haven Charter Township Zoning Ordinance.

Please contact me prior to the meeting with questions or concerns.



Manager's Memo

DATE: August 5, 2015
TO: Township Board
FROM: Cargo
RE: Establish the Clovernook Drainage District

Attached, please find the following documents:

1. Resolution 15-08-01 authorizing a petition for locating, establishing and constructing a drain or drains or any portion thereof for a new County Drainage District, referred to as the Clovernook Drainage District.
2. Resolution 15-08-02 authorizing an application for laying out and designating a new County Drainage District, referred to as the Clovernook Drainage District.

As you may be aware, the Clovernook area of the Township is subject to flood damage because there is no outlet for the storm water infrastructure that currently exists (*i.e., storm water pipes, storm water detention pond, etc.*). This situation is further exacerbated because this area is a so-called “**orphan drain**” -- drains are considered to be “orphans” inasmuch as the drains have never been accepted by a County Drain Commission and public monies cannot be spent to maintain or improve these drains.

However, after discussions with the Ottawa County Road Commission, it appears that the Road Commission will allow this “orphan drain” to outlet to the Mercury Drive storm water system. However, before this can occur, this “orphan drain” system must become part of the Ottawa County Drain system ... at which time assessments can be applied to the properties and public monies can be spent to address the flooding that is occurring. (*See attached GIS aerial of this area.*)

If the Board agrees that it is in the best interests of the public to proceed with establishing this “orphan drain” as a “public” drainage district, the following motions can be offered:

Motion to approve and adopt Resolution 15-08-01 authorizing the Superintendent to submit a petition to the Office of the Ottawa County Water Resources Commissioner for locating, establishing and constructing a drain or drains or any portion thereof in the proposed Clovernook Drainage District.

Motion to approve and adopt Resolution 15-08-02 authorizing the Superintendent to submit an application to the Office of the Ottawa County Water Resources Commissioner for laying out and designating a new County Drainage District, referred to as the Clovernook Drainage District.

If there are any questions or comments, please contact me prior to the Board meeting.



EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 10th day of August, 2015, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was consideration of a petition for the proposed Clovernook County Drain. After completion of discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION 15-08-01

WHEREAS, the Clovernook Drain is a proposed county drain to be located in Ottawa County, to be established pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended; and

WHEREAS, Grand Haven Charter Township has determined that the locating, establishing and constructing of the Clovernook Drain is necessary for the public health of Grand Haven Charter Township; and

WHEREAS, Grand Haven Charter Township recognizes that it will be liable for an assessment at large against it for a percentage of the cost of the proposed Clovernook Drain.

NOW, THEREFORE BE IT RESOLVED THAT, the Grand Haven Charter Township Board does authorize the filing of a petition to locate, establish and construct the Clovernook Drain.

BE IT FURTHER RESOLVED THAT the Superintendent/Manager is authorized to execute the petition to locate, establish and construct the Clovernook Drain.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the petition to locate, establish and construct the Clovernook Drain.

Yes:

No:

Absent:

RESOLUTION DECLARED ADOPTED.

Dated: August 10, 2015

Laurie Larsen
Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Temporary Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby 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 10th day of August, 2015. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Laurie Larsen
Township Clerk

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 10th day of August, 2015, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was an application for the proposed Clovernook County Drain

After completion of discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION 15-08-02

WHEREAS, the Clovernook Drain is a proposed county drain and the Clovernook Drain Drainage District is a proposed county drainage district to be located in Ottawa County, to be established pursuant to the Michigan Drain Code, Public Act 40 of 1956, as amended; and

WHEREAS, Grand Haven Charter Township has determined that the laying out and designating of the Clovernook Drain Drainage District is necessary for the public health of Grand Haven Charter Township; and

WHEREAS, Grand Haven Charter Township recognizes that it will be liable for an assessment at large against it for a percentage of the cost of the proposed Clovernook Drain.

NOW, THEREFORE BE IT RESOLVED THAT, the Grand Haven Charter Township Board does authorize the filing of an application with the Ottawa County Water Resources Commissioner for the laying out and designating of the Clovernook Drain Drainage District.

BE IT FURTHER RESOLVED THAT the Superintendent/Manager is authorized to execute the application for the laying out and designating of the Clovernook Drain Drainage District.

BE IT FURTHER RESOLVED that the Clerk shall forward to the Ottawa County Water Resources Commissioner a copy of this Resolution for the application for laying out and designating the Clovernook Drain Drainage District.

Yes:

No:

Absent:

RESOLUTION DECLARED ADOPTED.

Dated: August 10, 2015

Laurie Larsen
Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Temporary Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby 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 10th day of August, 2015. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Laurie Larsen
Township Clerk



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: August 5, 2015
TO: Township Board
FROM: Stacey Fedewa
RE: Community Engagement Subcommittee – Request for Direction

BACKGROUND

On July 16th the Community Engagement (CE) Subcommittee, which is comprised of members from the Planning Commission and Parks and Recreation Committee, conducted their initial meeting. At that time the scope of the project only included the 40 acre parcel that is currently being acquired with an MNRTF grant.

RECENT DEVELOPMENT

Shortly after the CE Subcommittee's first meeting, the Township received notice that an Agreement to Terminate 30-Year Leasehold on the so-called Witteveen Trust Property had been executed. Said Agreement was approved by the Township Board on July 27th and it appears ownership will vest to the Township in January 2016.

REQUEST FOR DIRECTION

The Planning Commission has requested the Board provide direction for the CE process. Specifically, the Planning Commission wants direction on the following:

1. Should the recently started CE process on the development of the 40 acre MNRTF parcel be expanded to include the 111 acre Witteveen Trust parcels?
2. Are there any limitations or parameters the Board wants to impose upon the development of any of these parcels?

Please provide direction to Cargo that he can forward to the CE Subcommittee.

Please contact me prior to the meeting with questions or concerns.



Administrative Services Memo

DATE: August 5, 2015
 TO: Township Board
 FROM: Suzanne Proksa, PHR
 RE: Personnel Policy Revisions

Attached you will find a resolution containing amendments to the following sections of the Personnel Manual as well as a new section on the Genetic Information Non-Discrimination Act (GINA). These amendments were reviewed and recommended by the Personnel Committee at the August 4, 2015 Personnel Committee meeting.

Policy	Amendments
12.2 Sick Days Policy	Defines retirement, provides options other than “check” for annual payment, and gives option to deposit annual payment into a 457.
12.8 Leave of Absence	Updates policy to provide a procedure for part-time leaves of absence.
1.3 Equal Employment Opportunity	Updates the anti-discrimination language to include genetic information, sexual orientation, and gender identity.
1.10 Genetic Information Non-Discrimination Act (GINA)	New section on GINA. GINA prohibits the use of genetic information in employment decisions and prohibits the acquisition of this information in many cases.
2.1 Selection and Recruitment Policy	Updates the anti-discrimination language to include genetic information, sexual orientation, and gender identity.
2.3 Recruitment	Updates the anti-discrimination language to include genetic information, sexual orientation, and gender identity. Also updates the recruitment procedure.
7.17c Harassment – Other Harassment	Updates the anti-discrimination language to include genetic information, sexual orientation, and gender identity.
2.10 Driving Records	Updates policy to what we currently do.
2.11a Personnel Records	Updates policy to remove the reference to “permanent” personnel files as personnel files are not permanent (each component has a retention schedule) and updates list of

It should be noted that genetic information discrimination law is in place and must be included in the anti-discrimination language. There is no law including sexual orientation and gender identity yet for local public employers (only Federal and State public employers). However, there is legislation that will be introduced soon that will cover both public and private employers if passed.

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

If the Board agrees, the following motion could be offered:

Move to approve Resolution 15-08-03 adding Section 1.10 Genetic Information Non-Discrimination Act and amending Sections 12.2 Sick Days, 12.8 Leave of Absence, 1.3 Equal Employment Opportunity, 2.1 Selection and Recruitment Policy, 2.3 Recruitment, 7.17c Harassment Policy, 2.10 Driving Record, and 2.11a Personnel Records of the Personnel Policies and Procedures Manual.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 10th day of August 2015, at 7:00 p.m. The meeting was held at the Charter Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution to amend Sections 12.2 Sick Days, 12.8 Leave of Absence, 1.3 Equal Employment Opportunity, 2.1 Selection and Recruitment Policy, 2.3 Recruitment, 7.17c Harassment Policy, 2.10 Driving Record, and 2.11a Personnel Records and add Section 1.10 Genetic Information Non-Discrimination Act of the Grand Haven Charter Township Personnel Policies and Procedures Manual. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 15-08-03

WHEREAS, Grand Haven Charter Township has adopted a Personnel Policies and Procedures Manual; and,

WHEREAS, the Board of Trustees of Grand Haven Charter Township believes that it is in the best interest of the Township to amend Sections 12.2 Sick Days, 12.8 Leave of Absence, 1.3 Equal Employment Opportunity, 2.1 Selection and Recruitment Policy, 2.3 Recruitment, 7.17c Harassment Policy, 2.10 Driving Record, and 2.11a Personnel Records and add Section 1.10 Genetic Information Non-Discrimination Act of the Personnel Policies and Procedures Manual.

WHEREAS, the proposed addendum is recommended for adoption.

NOW, THEREFORE, be it resolved that the attached Sections 12.2 Sick Days, 12.8 Leave of Absence, 1.3 Equal Employment Opportunity, 2.1 Selection and Recruitment Policy, 2.3 Recruitment, 7.17c Harassment Policy, 2.10 Driving Record, 2.11a Personnel Records, and 1.10 Genetic Information Non-Discrimination Act are hereby amended and adopted as part of the Grand Haven Charter Township's Personnel Policies and Procedures Manual, to become effective immediately and which shall read as follows:

SECTION 1: SICK DAYS POLICY

“12.2d Termination/Layoff

There shall be no payment for unused sick days upon termination, with the exception of retirement. Upon retirement (per the pension rules for retirement), the employee shall be paid for 50% of his/her unused sick days. Pension rules as of 8/6/2015 state, “the term "Early Retirement Age" means the first day of any month coinciding with or next

following the date a Participant attains Age 55” or “The term "Normal Retirement Age" means the date a Participant reaches Age 65 (max. 65). There is no mandatory retirement Age.”

12.2f Unused Sick Days

In addition to the first payroll in January, eligible employees shall receive payment for 50% of any unused sick days in excess of 240 hours. This payment will be via the same method their payroll is paid (check, direct deposit, etc) unless the employee chooses to place the payment into a 457 account offered through the Township. This payment will be calculated using the prior year’s pay rate.

Employees wishing to deposit their payment to their 457 account must fill out a special election form in December of each year prior to the payment in order to be eligible.”

SECTION 2: LEAVE OF ABSENCE

“12.8 LEAVE OF ABSENCE

Employees of the Township may be granted a leave of absence for reasonable cause, provided that such leave does not interfere with work schedules. Some leaves, including but not limited to FMLA leave, may require use of available paid time off, workers compensation payments, or disability payments.

12.8a Types of Leave

- A. FMLA (Family Medical Leave Act) – See Section 12.9 for more information. An approved FMLA Leave will run concurrent with any of the leave types below for which FMLA is applicable.
- B. Medical Leave – This is an absence due to a personal injury, illness, or disability. This type of leave runs concurrent with any approved FMLA leave.
- C. Military Training Leave – This is an absence for a military service reserve unit member to attend a required military training camp. The employee shall be paid the difference between his/her military pay and his/her regular salary or wage.
- D. Military Active Duty Leave – This is an absence for a military service member who has been called to active duty.
- E. Personal Leave – This is an unpaid absence to take care of personal matters. This type of leave occurs after all paid leave has been used.
- F. Worker’s Compensation – This is an absence due to work related injury.

This type of leave runs concurrent with any approved FMLA leave.

- G. Paid Leave – This is a leave type listed above, during which any amount of paid time off (i.e. sick days, vacation, personal days, floating holidays, PTO) or pay is being received by the employee from the Township. Disability benefit payments or workers compensation benefit payments are not received from the Township.
- H. Unpaid Leave – This is a leave type listed above, during which no paid time off (i.e. sick days, vacation, personal days, floating holidays, PTO) or pay is being received by the employee from the Township.

12.8b Applying for Leave

Regular vacations, personal days, sick days (three or less), and floating holidays are not considered a leave of absence under this policy. An employee is required to apply for a leave of absence if all of the following apply.

- A. The leave is a type listed in Section 12.8a.
- B. The leave will be a duration of more than three working days or will be intermittent and equal a total of three or more working days.

An employee applying for a leave must do so as soon as possible which should be a minimum of 30 days prior to the beginning date of leave when possible. A Leave Request Form can be requested from the Personnel Director.

12.8c Non-FMLA Leave Requirements

Leave requests not covered by FMLA (excluding any military leave) will be subject to the following guidelines:

- A. The employee has been on the regular payroll for six (6) months or more;
- B. The requested leave is one in which unusual circumstances exist;
- C. The employee must have the intention of returning to the Township at the end of his/her leave of absence; and
- D. Work requirements must permit the employee's absence without unreasonable disruption of work.

See Section 12.9 for FMLA Leave guidelines.

12.8d Leave Approval

The granting or denial of any leave of absence, including any renewal or extension thereof, shall be in the Township's sole discretion, based on the availability of qualified substitute help, the needs of the Township, the frequency of such requests, and/or other factors deemed pertinent by the Township. The granting or denial of any leave or extension in a given case shall not be deemed a practice or precedent insofar as any other case is concerned.

- A. Full-Time Staff – Leaves of absence are subject to approval by the Personnel Director with the exception of unpaid Personal Leaves longer than one week which are approved by the Personnel Committee.
- B. Part-Time Staff – Leaves of absence are subject to approval by the Township Manager following recommendation from the Department Head and Personnel Director. The Personnel Committee will be informed of the approval.

12.8e Employee Responsibilities

No leave of absence shall be used for reasons other than those stated in the employee's leave application. Further, an employee may not use a leave of absence to seek or perform work with another employer without the prior written consent of the Township. Verification of an employee's leave status and updates will be required by the Township. Documentation of attendance for a military leave must be provided. Notwithstanding any other provisions of this policy, the Township may terminate an employee's leave of absence if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc).

12.8f Benefit Continuation

Depending on the length and type of leave, Township benefits such as health insurance, dental insurance, life insurance and disability may be terminated. See Section 12.6 for further information regarding benefit continuation.

12.8g Use of Paid Time Off Requirement

Employees will be required to use all paid time off available (i.e. sick days, vacation, personal days, floating holidays, PTO, etc.) during a leave of absence to cover the leave and/or supplement workers compensation and disability benefits. If you are receiving disability or workers compensation benefits, we will determine the amount of supplemental time off required for your pay to be what it would be if you were not on a leave of absence. The employee's sick days will be used first in the case of medical leave or workers compensation leave. See Section 12.2 for information on coordinating sick days with disability insurance. Military leaves do not require use of available paid time off.

12.8h Benefit Accrual

Certain employee benefit entitlements will not accrue during the time of leave.

- A. Vacation and PTO – See Section 12.1 and any applicable employment contracts
- B. Sick Days – See Section 12.2 for more information
- C. Personal Days – See Section 12.3 for more information
- D. Floating Holidays – See Section 5.7 for more information

12.8i Return to Former Position

Upon the expiration of an employee's approved leave of absence:

- A. The employee will be returned to the former position the employee had with the Township, provided it is still open and the employee is still fully qualified for it.
- B. If the employee's former position is not open, or if the employee is not fully qualified for the position, then the employee will be returned to another open position for which the employee is fully qualified which is reasonably similar to the employee's former position in terms of job responsibility and rate of pay.
- C. In the event no such reasonably similar position is open for which the employee is fully qualified, then the employee will be offered the next reasonably similar position, if any, for which the employee is fully qualified and which becomes available within the two (2) year period following the expiration of the approved leave of absence.
- D. If an employee is not returned to active employment with the Township during that two (2) year period, the employee's employment with the Township shall be terminated. Determination of an employee's qualifications for any given position, for purposes of this policy, shall be made by the Township according to its discretion.

12.8j Failure to Return From Leave

Failure to return at the end of an authorized leave will be considered a voluntary termination of employment except where valid reasons acceptable to the Personnel Committee exist. The employee will be required to reimburse the Township for the cost of any benefits paid during the leave of absence.

12.8k Family Medical Leave Act (FMLA)

All of these provisions concerning leaves of absence are subject to the Family and Medical Leave Act of 1993 (“FMLA”). In the event of a conflict between these leaves of absence provisions and the FMLA, the FMLA will control.”

SECTION 3: EQUAL EMPLOYMENT OPPORTUNITY

“1.3 EQUAL EMPLOYMENT OPPORTUNITY

The Township is an equal opportunity employer whose policy is to undertake all personnel actions without unlawful discrimination on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law that is unrelated to the individual’s ability to perform the duties of a particular job or position. The Township will maintain a system of uniform personnel policies and procedures, including this manual, to ensure that only lawful employment-related criteria are considered in matters relating to employees and applicants for employment.”

SECTION 4: GENETIC INFORMATION NON-DISCRIMINATION ACT

“1.10 GENETIC INFORMATION NON-DISCRIMINATION ACT

The Genetic Information Non-Discrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. Genetic information as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.”

SECTION 5: SELECTION AND RECRUITMENT POLICY

“2.1 SELECTION AND RECRUITMENT POLICY

The primary objective of the Township’s recruitment and selective program is to employ the applicant best suited for each vacancy on the basis of his/her qualifications for the position without regard to religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law. (Refer to Section 1.3 “Equal Employment Opportunity”)

Nothing set forth in this policy should be interpreted to infer a contract between the parties. See the “Satisfaction Relationship” policy in Section 1.2 of this handbook.

The Township is an Equal Opportunity Employer.”

SECTION 6: RECRUITMENT

“2.3 RECRUITMENT

The Personnel Director, with the assistance of the affected Department Director shall be responsible for the recruitment of all Township personnel, consistent with the Township’s selection policy. In order to attract qualified applicants for Full-Time and Part-Time openings, any or all of the following recruitment tools will be used:

- A. In-house posting of the position so current employees have the opportunity to apply.
- B. Posting of the vacant position on the public bulletin board in the Township office.
- C. Personal contact, job posting sites, organization sites, newspaper ads, Township social media, or any other reasonable means of attracting a qualified candidate.

The listing of the means above is not intended to impose a requirement upon the Personnel Director to follow each and every means listed. All decisions made by the Township pursuant to this policy shall be made according to the Township’s discretion.

Any posted or published notice or advertisement shall contain the job title, job summary, minimum qualifications, current pay structure, application deadline, and the phrase “the Charter Township of Grand Haven does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law in employment or the provision of services.” The Personnel Director shall be responsible for composing and posting/publishing any such notice or advertisement.”

SECTION 7: HARASSMENT – OTHER HARASSMENT

Harassment Policy 7.17c

“Other Harassment

Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law and that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment, (2) has the purpose or effect of unreasonably interfering with an individual's work performance, or (3) otherwise adversely affects an individual's employment opportunities.”

SECTION 8: DRIVING RECORD

“2.10 DRIVING RECORD

Employees required to drive Township vehicles shall have their driving records reviewed prior to hire. Thereafter, employees required to drive Township vehicles will be added to the state subscription service and the Township will be notified of any items applied to the employee’s driving record (i.e. traffic tickets, DUI, etc.). An unsatisfactory driving record may be grounds for termination or reassignment. The Personnel Director shall be responsible for this process.”

SECTION 9: PERSONNEL RECORDS

“2.11a Personnel Records

The Personnel Director shall maintain personnel records of each Township employee. Each employee's personnel files shall contain but is not limited to:

- A. Personal data including full name, Social Security number, current address, employment application
- B. Record of positions held
- C. Performance information (evaluations, commendations, disciplinary actions)
- D. Payroll information (tax withholding, direct deposit, timesheets, pay history)
- E. Use of authorized leaves (FMLA, medical, personal, military)
- F. Medical and workers compensation documentation
- G. Benefits records (insurances, pension, retirement plans, beneficiaries)”

BE IT FURTHER RESOLVED, that all policies, procedures, resolutions in conflict with this resolution and the addendum to the Personnel Policies and Procedures Manual are hereby repealed to the extent of any such conflict.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED:
ADOPTED ON:

August 10, 2015

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 10th day of August 2015. 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.

Laurie Larsen, Township Clerk

Economic Development Report

By David Miller, Vice President Economic Development



One South Harbor Drive
Grand Haven, MI 49417
Phone 616-842-4910

Chamber activities at a glance

- Chamber activities and events impacted businesses in the following communities during the Second Quarter of 2015:
 - City of Grand Haven (17)
 - Grand Haven Charter Twp (3)
 - Spring Lake Twp (4)
 - Spring Lake Village (1)
 - City of Ferrysburg (2)
- Score Counseling sessions (2)
- SBDC Counseling sessions (44)

For any additional information please contact the following Chamber staff:

- David Miller, Economic Development 846-3153
- Nancy Manglos, Workforce Development 842-0529
- Pam Blake, Member Services 842-4910

Economic Outlook

Business continues to be brisk for area manufacturers. There does not appear to be any near term slow down in the automotive sector, with predictions for US Auto sales to exceed 17 million units in 2015.

There has been some noticeable merger and acquisition activity in our area involving local com-

panies as baby boomer owners are starting to look to sell their businesses. One of the strengths of our area is that the majority of our manufacturers are locally owned. Non-local acquisition of area companies is a trend that should be monitored. Since non-local owners have less connection to the community and tend to make decisions based

on financial bottom line, rather than based on the best interests of the community.

Labor availability continues to be the single largest barrier to growth for area companies. Several have reportedly sent work to other areas of the U.S. or overseas due to a perceived lack of available labor here in West Michigan

West Michigan Economic Developers visit GHSP

In June, a group of economic developers from all over West Michigan conducted their meeting at GHSP. The group heard an overview of the company from GHSP President Jeff Smith, followed by a tour of the facility. Represented were economic developers from the MEDC, as well as from Kent, Ionia, Allegan Muskegon, Montcalm and Ottawa Counties.



Lakeshore 504

The 20 year rate for 504 loans in June was 5.06% and the 10 year rate was 4.38%. Rates are starting to rise, with the 20-year rate pushing past 5% for the first time since June of 2014. The 10-year rate has remained fairly stable.

During the second quarter of 2015, activity in the 504 loan program has been very quiet. Area bankers report that loan activity has been relatively low, with most deals being financed conventionally, or using the 7(a) program primarily for working capital needs.

July Open Enforcements By Category Monthly Report

08/05/15

ACCESSORY BUILDING/SH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0273	15054 DEREMO AVE	CLOSED	07/22/15	07/23/15	
Total Entries					1

BUILDING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0250	14753 PIERCE ST	CLOSED	07/15/15	07/14/15	07/14/2015 CLOSED NO VIOL
Total Entries					1

FENCE

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0255	16149 VANDEN BERG DR	CLOSED	07/15/15	07/23/15	
Total Entries					1

JUNK & RUBBISH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0220	13910 148TH AVE	CLOSED	07/01/15	07/14/15	
E15CE0246	15023 FAIRMOUNT CT	CLOSED	07/14/15	07/27/15	
E15CE0217	LAKE MICHIGAN DR	CLOSED	07/01/15	07/08/15	
E15CE0226	13444 LAKESHORE DR	CLOSED	07/02/15	07/14/15	
E15CE0267	14813 RIVERSIDE TR	CLOSED	07/21/15	07/29/15	
E15CE0257	16378 ROBBINS RD	NO VIOLATION	07/16/15	07/16/15	
Total Entries					6

LITTER

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0254	16915 TIMBER DUNES DR	CLOSED	07/15/15	07/23/15	
Total Entries					1

OTHER

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action

July Open Enforcements By Category Monthly Report

08/05/15

E15CE0316 15260 LAKE MICHIGAN DR COMPLAINT LOGGED 07/28/15 07/29/15

Total Entries 1

PARKING ON THE GRASS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0229	13969 148TH AVE	CLOSED	07/06/15	07/14/15	
E15CE0218	15145 178TH AVE	CLOSED	07/01/15	07/14/15	
E15CE0232	15337 COLEMAN AVE	CLOSED	07/06/15	07/15/15	
E15CE0225	15054 DEREMO AVE	CLOSED	07/02/15	07/14/15	
E15CE0248	15130 DEREMO AVE	CLOSED	07/14/15	07/22/15	
E15CE0231	14699 MERCURY DR	CLOSED	07/06/15	07/15/15	
E15CE0228	14885 SHARON AVE	NO VIOLATION	07/06/15	07/09/15	
E15CE0244	14913 SHARON AVE	NO VIOLATION	07/09/15	07/14/15	
E15CE0236	15780 WINANS ST	CLOSED	07/09/15	07/21/15	

Total Entries 9

SIGNS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0265		CLOSED	07/16/15	07/16/15	PULLED SIGN
E15CE0277		CLOSED	07/23/15	07/29/15	
E15CE0278		CLOSED	07/23/15	07/29/15	

Total Entries 3

TRASH RECEPTACLES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0243	14816 160TH AVE	CLOSED	07/09/15	07/21/15	
E15CE0242	14872 160TH AVE	CLOSED	07/09/15	07/21/15	
E15CE0253	14906 172ND AVE	CLOSED	07/15/15	07/22/15	
E15CE0240	16045 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0239	16104 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0238	16116 GARY AVE	CLOSED	07/09/15	07/21/15	

July Open Enforcements By Category Monthly Report

08/05/15

Total Entries 6

VEHICLE SALES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0234	14098 168TH AVE	CLOSED	07/08/15	07/21/15	
E15CE0223	13650 172ND AVE	CLOSED	07/02/15	07/14/15	
E15CE0222	14850 177TH AVE	CLOSED	07/02/15	07/14/15	
E15CE0237	16145 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0260	11730 LAKESHORE DR	CLOSED	07/16/15	07/27/15	
E15CE0227	12200 LAKESHORE DR	CLOSED	07/02/15	07/14/15	
E15CE0259	17253 LINCOLN ST	CLOSED	07/16/15	07/27/15	
E15CE0219	14923 MERCURY DR	CLOSED	07/01/15	07/14/15	
E15CE0264	14124 PAYNE FOREST AVE	CLOSED	07/16/15	07/22/15	

Total Entries 9

ZONING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0251	14729 177TH AVE	NO VIOLATION	07/15/15	07/16/15	

Total Entries 1

Total Records: 39

Enforcement.CodeOficer = KEVIN FRENCH AND
Enforcement.DateClosed Between 7/1/2015
12:00:00 AM AND 7/31/2015 11:59:59 PM

Total Pages: 3

July Enforcement Letters by Category

All enforcement letters sent the previous month

ACC BLDG/SHED 2ND NOTICE	1
ACC BLDGSHED WARNING	3
COMPLETION OF PROJECT-BUILDER	20
COMPLETION OF PROJECT-OWNER	20
FENCE LETTER	2
LITTER 2ND NOTICE	3
LITTER WARNING LETTER	14
POOL WARNING	4
SIGN IN ROW WARNING	2
TRASH CAN WARNING 2ND NOTICE	1
TRASH CAN WARNING LETTER	23
VEHICLE ON GRASS 2ND NOTICE	1
VEHICLE ON GRASS LETTER	13
VEHICLE SALE WARNING	12

Total Letters Sent: 119

July Closed Enforcements By Category Monthly Report

08/05/15

ACCESSORY BUILDING/SH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0273	15054 DEREMO AVE	CLOSED	07/22/15	07/23/15	
Total Entries					1

BUILDING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0250	14753 PIERCE ST	CLOSED	07/15/15	07/14/15	07/14/2015 CLOSED NO VIOL
Total Entries					1

FENCE

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0255	16149 VANDEN BERG DR	CLOSED	07/15/15	07/23/15	
Total Entries					1

JUNK & RUBBISH

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0220	13910 148TH AVE	CLOSED	07/01/15	07/14/15	
E15CE0246	15023 FAIRMOUNT CT	CLOSED	07/14/15	07/27/15	
E15CE0217	LAKE MICHIGAN DR	CLOSED	07/01/15	07/08/15	
E15CE0226	13444 LAKESHORE DR	CLOSED	07/02/15	07/14/15	
E15CE0267	14813 RIVERSIDE TR	CLOSED	07/21/15	07/29/15	
E15CE0257	16378 ROBBINS RD	NO VIOLATION	07/16/15	07/16/15	
Total Entries					6

LITTER

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0254	16915 TIMBER DUNES DR	CLOSED	07/15/15	07/23/15	
Total Entries					1

OTHER

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action

July Closed Enforcements By Category Monthly Report

08/05/15

E15CE0316 15260 LAKE MICHIGAN DR COMPLAINT LOGGED 07/28/15 07/29/15

Total Entries 1

PARKING ON THE GRASS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0229	13969 148TH AVE	CLOSED	07/06/15	07/14/15	
E15CE0218	15145 178TH AVE	CLOSED	07/01/15	07/14/15	
E15CE0232	15337 COLEMAN AVE	CLOSED	07/06/15	07/15/15	
E15CE0225	15054 DEREMO AVE	CLOSED	07/02/15	07/14/15	
E15CE0248	15130 DEREMO AVE	CLOSED	07/14/15	07/22/15	
E15CE0231	14699 MERCURY DR	CLOSED	07/06/15	07/15/15	
E15CE0228	14885 SHARON AVE	NO VIOLATION	07/06/15	07/09/15	
E15CE0244	14913 SHARON AVE	NO VIOLATION	07/09/15	07/14/15	
E15CE0236	15780 WINANS ST	CLOSED	07/09/15	07/21/15	

Total Entries 9

SIGNS

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0265		CLOSED	07/16/15	07/16/15	PULLED SIGN
E15CE0277		CLOSED	07/23/15	07/29/15	
E15CE0278		CLOSED	07/23/15	07/29/15	

Total Entries 3

TRASH RECEPTACLES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0243	14816 160TH AVE	CLOSED	07/09/15	07/21/15	
E15CE0242	14872 160TH AVE	CLOSED	07/09/15	07/21/15	
E15CE0253	14906 172ND AVE	CLOSED	07/15/15	07/22/15	
E15CE0240	16045 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0239	16104 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0238	16116 GARY AVE	CLOSED	07/09/15	07/21/15	

July Closed Enforcements By Category Monthly Report

08/05/15

Total Entries 6

VEHICLE SALES

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0234	14098 168TH AVE	CLOSED	07/08/15	07/21/15	
E15CE0223	13650 172ND AVE	CLOSED	07/02/15	07/14/15	
E15CE0222	14850 177TH AVE	CLOSED	07/02/15	07/14/15	
E15CE0237	16145 GARY AVE	CLOSED	07/09/15	07/21/15	
E15CE0260	11730 LAKESHORE DR	CLOSED	07/16/15	07/27/15	
E15CE0227	12200 LAKESHORE DR	CLOSED	07/02/15	07/14/15	
E15CE0259	17253 LINCOLN ST	CLOSED	07/16/15	07/27/15	
E15CE0219	14923 MERCURY DR	CLOSED	07/01/15	07/14/15	
E15CE0264	14124 PAYNE FOREST AVE	CLOSED	07/16/15	07/22/15	

Total Entries 9

ZONING

Enforcement #	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0251	14729 177TH AVE	NO VIOLATION	07/15/15	07/16/15	

Total Entries 1

Total Records: 39

Enforcement.DateClosed Between 7/1/2015
12:00:00 AM AND 7/31/2015 11:59:59 PM AND
Enforcement.CodeOfficer = KEVIN FRENCH

Total Pages: 3

ACCESSORY BUILDING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0250	TAGUE TONY D-ARCHER WEN	15060 WILLOWWOOD CT	\$272.80	\$272.80
P15BU0261	MARTIN KIP-SHELLY	15340 CHERRY ST	\$197.45	\$197.45
P15BU0288	VAN SCHELVEN MICHAEL K-LJ	11836 CHICKORY DR	\$375.55	\$375.55
P15BU0293	KEITH A NALLEY TRUST	11503 156TH AVE	\$382.40	\$382.40

Total Fees For Type: \$1,228.20
Total Permits For Type: 4

ADDITIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0263	HOLT SANDRA M	14866 152ND AVE	\$136.50	\$136.50
P15BU0272	LOWE DONALD-LINDA	9986 LAKESHORE DR	\$313.90	\$313.90
P15BU0273	GOUDIE ROBERT-BARBARA	11901 GARNSEY AVE	\$914.15	\$914.15

Total Fees For Type: \$1,364.55
Total Permits For Type: 3

ADDRESS

Permit #	Owner	Address	Fee Total	Amount Paid
P15AD0021	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$14.00	\$14.00
P15AD0022	MANOR ROAD LLC	144TH AVE	\$336.00	\$336.00
P15AD0023	SODEMANN JOHN-PAMELA	16899 MAPLERIDGE DR	\$14.00	\$14.00
P15AD0024	MAGNUSON MICHAEL A-KASE	MORNINGDEW CT	\$14.00	\$14.00

Total Fees For Type: \$378.00
Total Permits For Type: 4

AG EXEMPT

Permit #	Owner	Address	Fee Total	Amount Paid
P15AG0003	MCVOY JENNIFER-BERGERON	12511 152ND AVE	\$20.00	\$20.00

Total Fees For Type: \$20.00
Total Permits For Type: 1

ALTERATION

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0042	PAYETTE JACLYN CHASE	17229 FERRIS ST	\$139.25	\$139.25

Total Fees For Type: \$139.25
Total Permits For Type: 1

ALTERATIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0208	RANGER RON-GRACE TRUST	15338 WINCHESTER CIR PVT	\$63.00	\$63.00
P15BU0221	POLLAKUSKY GARY D	14959 MERCURY DR	\$389.25	\$389.25
P15BU0252	LARSEN CHARLES C SR-LAURIE	14400 160TH AVE	\$42.00	\$42.00
P15BU0295	WILLINK WESLEY H-MARY R	12500 LAKE BREEZE LN PVT	\$36.75	\$36.75
P15BU0298	RIVER HAVEN OPERATING CO	13574 SPRINGBROOK DR	\$42.00	\$42.00

Total Fees For Type: \$573.00
Total Permits For Type: 5

DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0057	ROTHWELL THOMAS S-ANNE E	15078 STICKNEY RIDGE	\$73.50	\$73.50
P15BU0168	WOLF JOSHUA M-THERESA L	14878 SHARON AVE	\$42.00	\$42.00
P15BU0235	KELLY BRIAN R-MARY M	14997 DAVID ST	\$252.25	\$252.25
P15BU0269	MEYER MATTHEW	15103 178TH AVE	\$120.75	\$120.75
P15BU0274	RUST DALE L-MARY JO	18165 SHORE ACRES RD	\$73.50	\$73.50
P15BU0282	WUNDER DOUGLAS-BRENDA	14857 BIRDSONG LN	\$73.50	\$73.50
P15BU0286	COOKE JAMES-ELIZABETH E	13780 LAKE SEDGE DR	\$120.75	\$120.75
P15BU0287	PROUTY PETER T TRUST 06-26-0	17000 BURKSHIRE DR	\$89.25	\$89.25
P15BU0297	SMITH JACK M	15285 FOREST PARK DR	\$42.00	\$42.00

Total Fees For Type: \$887.50
Total Permits For Type: 9

DEMOLITION

Permit #	Owner	Address	Fee Total	Amount Paid
P15DE0010	FLAGSTAR BANK FSB	17250 HAYES ST	\$20.00	\$20.00
P15DE0011	GROENEWEG JENNIFER	14917 MERCURY DR	\$20.00	\$20.00

Total Fees For Type:

Total Permits For Type:**2****ELECTRIC**

Permit #	Owner	Address	Fee Total	Amount Paid
P15EL0036	PAYETTE JACLYN CHASE	17229 FERRIS ST	\$150.00	\$150.00

Total Fees For Type:**\$150.00****Total Permits For Type:****1****ELECTRICAL**

Permit #	Owner	Address	Fee Total	Amount Paid
P15EL0160	START DOUGLAS-PENELOPE	12948 MARIPOSA ST	\$108.00	\$108.00
P15EL0162	HUISMAN BRADLEY J-CATHY	14862 MERCURY DR	\$74.00	\$74.00
P15EL0163	BAYOU DEVELOPERS LLC	14158 LANDON LN	\$254.00	\$254.00
P15EL0164	GRAND HAVEN FINANCIAL CE	16920 FERRIS ST	\$108.00	\$108.00
P15EL0165	RIVER HAVEN OPERATING CO	14522 WHITE PINE LN	\$55.00	\$55.00
P15EL0166	RIVER HAVEN OPERATING CO	14494 WHITE PINE LN	\$55.00	\$55.00
P15EL0167	RIVER HAVEN OPERATING CO	14523 WHITE PINE LN	\$55.00	\$55.00
P15EL0168	RIVER HAVEN OPERATING CO	14515 CROOKED TREE LN	\$55.00	\$55.00
P15EL0169	RIVER HAVEN OPERATING CO	13672 PINWOOD DR	\$55.00	\$55.00
P15EL0170	JOHNSON MICHAEL A-KIMBER	12069 GADDINI CT PVT	\$54.00	\$54.00
P15EL0171	RIVER HAVEN OPERATING CO	13884 OAKWOOD CIR	\$55.00	\$55.00
P15EL0172	RIVER HAVEN OPERATING CO	14501 MAGNOLIA DR	\$55.00	\$55.00
P15EL0173	RIVER HAVEN OPERATING CO	14508 WINTERGREEN DR	\$55.00	\$55.00
P15EL0174	RIVER HAVEN OPERATING CO	13866 OAKWOOD CIRCLE	\$55.00	\$55.00
P15EL0175	BECKER AARON-KAITLIN	14758 WILLIAMS WY	\$248.00	\$248.00
P15EL0176	NOFFINGER BRITTANY TRUST	14535 MERCURY DR	\$119.00	\$119.00
P15EL0177	RUGGERI MICHAEL A-GLYNN	10213 LAKESHORE DR	\$72.00	\$72.00
P15EL0178	SKODACK RICHARD E-JULIE	12236 LAKESHORE DR	\$136.00	\$136.00
P15EL0179	SCHMIDT JAMES A	14516 INDIAN TRAILS DR	\$114.00	\$114.00
P15EL0180	JAMAIL ADRIENNE E-LOUIS	15339 SUNDEW ST	\$162.00	\$162.00
P15EL0181	HATZEL BRIAN M-GAYLE R	13061 BLACKHAWK AVE	\$56.00	\$56.00
P15EL0182	RIVER HAVEN OPERATING CO	13500 PINWOOD DR	\$55.00	\$55.00
P15EL0183	RIVER HAVEN OPERATING CO	13710 SUNRISE COVE	\$55.00	\$55.00
P15EL0184	RIVER HAVEN OPERATING CO	14463 TRILLIUM CIRCLE	\$55.00	\$55.00
P15EL0185	RAMSDEN GARY-KELLY S	13858 BITTERSWEET DR	\$55.00	\$55.00
P15EL0186	ROSEMA BRIAN L-LORI A	13498 GREENBRIAR DR	\$108.00	\$108.00
P15EL0187	PRZYBYTEK JAMES T-KATHLEI	16662 LAKE MICHIGAN DR	\$54.00	\$54.00
P15EL0188	WARNER DEREK-COLLEEN	17082 BUCHANAN ST	\$56.00	\$56.00
P15EL0189	HALL LARRY E-DOREEN S	14952 WESTRAY ST	\$242.00	\$242.00

P15EL0190	SHAPE CORP	14600 172ND AVE	\$157.00	\$157.00
P15EL0191	RIVER HAVEN OPERATING CO	13596 PINWOOD DR	\$55.00	\$55.00
P15EL0192	SUNSET DUNES INC	15541 SWEETBRIAR DR	\$264.00	\$264.00
P15EL0193	SANTA MARIA JOHN-JEAN TRU	10551 LAKESHORE DR	\$56.00	\$56.00
P15EL0194	NOLL JOSEPH-KATHLEEN TRU	12757 WILDERNESS TR PVT	\$60.00	\$60.00
P15EL0195	KELLY BRIAN R-MARY M	14997 DAVID ST	\$54.00	\$54.00
P15EL0196	TEUNIS RACHEL ELIZABETH	16735 RICH ST	\$358.00	\$358.00
P15EL0197	RYCENGA JESSICA R	15338 COLEMAN AVE	\$59.00	\$59.00

Total Fees For Type: \$3,743.00
Total Permits For Type: 37

FENCE

Permit #	Owner	Address	Fee Total	Amount Paid
P14ZL0047	TEASLEY KYLE	14187 PAYNE FOREST AVE	\$75.00	\$75.00
P15ZL0045	START DOUGLAS-PENELOPE	12948 MARIPOSA ST	\$25.00	\$25.00
P15ZL0046	TKACZYK ANNETTE L	15324 COLEMAN AVE	\$25.00	\$25.00
P15ZL0047	O'KEEFE DANIEL P	15300 MILLHOUSE CT	\$25.00	\$25.00
P15ZL0048	HAMSTRA TODD A-MARY L	13724 148TH AVE	\$25.00	\$25.00
P15ZL0049	GAASCH JOY A	15195 LAKESHORE DR	\$25.00	\$25.00
P15ZL0050	VILES BRETT-APRIL	13579 FOREST PARK DR	\$25.00	\$25.00
P15ZL0051	TKACZYK ANNETTE L	15324 COLEMAN AVE	\$25.00	\$25.00
P15ZL0052	BAYKOWSKI TREVOR	15409 MERCURY DR	\$25.00	\$25.00
P15ZL0056	PETERS EUGENE A II-SANDRA	13367 REDBIRD LN	\$25.00	\$25.00
P15ZL0060	MORELL RONALD J-MAHON D	16149 VANDEN BERG DR	\$25.00	\$25.00
P15ZL0061	SKODACK RICHARD E-JULIE	12236 LAKESHORE DR	\$25.00	\$25.00
P15ZL0074	KOVACS JOSEPH-LAURIE	14973 ARBORWOOD DR	\$25.00	\$25.00
P15ZL0076	MOLTER ISRAEL-TIFFANY	15160 155TH AVE	\$25.00	\$25.00

Total Fees For Type: \$400.00
Total Permits For Type: 14

FOUNDATION ONLY

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0278	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$42.00	\$42.00
P15BU0279	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$42.00	\$42.00
P15BU0280	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$36.75	\$36.75
P15BU0283	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$42.00	\$42.00
P15BU0284	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$42.00	\$42.00
P15BU0285	RIVER HAVEN OPERATING CO	13554 PINWOOD DR	\$42.00	\$42.00

Total Fees For Type: \$246.75
Total Permits For Type: 6

MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P15ME0230	MORRISON TRUST	13322 FOX RIDGE CT	\$80.00	\$80.00
P15ME0231	KIRBY MICHAEL F-GERTRUDE	15460 160TH AVE	\$80.00	\$80.00
P15ME0232	JAMAIL ADRIENNE E-LOUIS	15339 SUNDEW ST	\$195.00	\$195.00
P15ME0233	SUNSET DUNES INC	15541 SWEETBRIAR DR	\$285.00	\$285.00
P15ME0234	RIVER HAVEN OPERATING CO	14501 MAGNOLIA DR	\$80.00	\$80.00
P15ME0235	RIVER HAVEN OPERATING CO	13866 OAKWOOD CIRCLE	\$80.00	\$80.00
P15ME0236	RIVER HAVEN OPERATING CO	13884 OAKWOOD CIR	\$80.00	\$80.00
P15ME0237	RIVER HAVEN OPERATING CO	14508 WINTERGREEN DR	\$80.00	\$80.00
P15ME0238	RUGGERI MICHAEL A-GLYNN	10213 LAKESHORE DR	\$95.00	\$95.00
P15ME0239	HALL DAREK L-DANIELLE	14845 SHARON AVE	\$80.00	\$80.00
P15ME0240	ZURAKOWSKI DALE W-PAMEL	16430 LAKE MICHIGAN DR	\$135.00	\$135.00
P15ME0241	ZURAKOWSKI DALE W-PAMEL	16430 LAKE MICHIGAN DR	\$215.00	\$215.00
P15ME0242	SKODACK RICHARD E-JULIE	12236 LAKESHORE DR	\$55.00	\$55.00
P15ME0243	RIVER HAVEN OPERATING CO	14463 TRILLIUM CIRCLE	\$80.00	\$80.00
P15ME0244	RIVER HAVEN OPERATING CO	13500 PINWOOD DR	\$80.00	\$80.00
P15ME0245	RIVER HAVEN OPERATING CO	13710 SUNRISE COVE	\$80.00	\$80.00
P15ME0246	RATCHFORD J MICHAEL-CHAR	17093 LINCOLN ST	\$80.00	\$80.00
P15ME0247	PALING JAMES D-KAREN I	12024 FOREST BEACH TRL PVT	\$135.00	\$135.00
P15ME0248	TEG 43 NORTH LLC	17512 RIDGEMOOR CT 201	\$80.00	\$80.00
P15ME0249	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$70.00	\$70.00
P15ME0250	RAMSDEN GARY-KELLY S	13858 BITTERSWEET DR	\$100.00	\$100.00
P15ME0251	RIVER HAVEN OPERATING CO	13596 PINWOOD DR	\$80.00	\$80.00
P15ME0252	TRI CITIES HABITAT	15157 MEADOWS DR	\$180.00	\$180.00
P15ME0253	PALING JAMES D-KAREN I	12024 FOREST BEACH TRL PVT	\$220.00	\$220.00
P15ME0254	BAYOU DEVELOPERS LLC	14095 LONDON LN	\$225.00	\$225.00
P15ME0255	BAYOU DEVELOPERS LLC	14087 LONDON LN	\$225.00	\$225.00
P15ME0256	VAN DALEN SCOTT E-AMANDA	13443 GREENBRIAR DR	\$80.00	\$80.00
P15ME0257	MILLER DONNA	15302 CANTERBURY LN PVT	\$80.00	\$80.00
P15ME0258	JAMAIL ADRIENNE E-LOUIS	15339 SUNDEW ST	\$130.00	\$130.00
P15ME0259	ROBERTSON FAMILY TRUST	13252 HIDDEN CREEK DR	\$55.00	\$55.00
P15ME0260	VAN HEEST THOMAS D-BARBA	14887 RIVERSIDE TR	\$80.00	\$80.00
P15ME0261	ELEMENT CUSTOM HOMES LLC	15960 RIDGEFIELD ST	\$210.00	\$210.00
P15ME0262	NOFFINGER BRITTANY TRUST	14535 MERCURY DR	\$85.00	\$85.00
P15ME0263	KALMBAUGH RICHARD-RUTH	12550 BOULDER LN PVT	\$80.00	\$80.00
P15ME0264	TEUNIS RACHEL ELIZABETH	16735 RICH ST	\$230.00	\$230.00
P15ME0265	CLARK THOMAS M-KARA	13568 REDBIRD LN	\$55.00	\$55.00
P15ME0266	WOITESHEK STEVEN-ELIZABE	13954 OAK CHAPEL AVE	\$110.00	\$110.00

P15ME0267	KOSTNER MICHELLE L	15919 MERCURY DR	\$80.00	\$80.00
P15ME0268	WAL-MART REAL ESTATE BUSI	14700 US-31	\$450.00	\$450.00
P15ME0269	ROONEY DEVELOPMENT GRO	12620 RETREAT DR PVT	\$240.00	\$240.00
P15ME0270	BAYOU DEVELOPERS LLC	14095 LONDON LN	\$135.00	\$135.00
P15ME0271	EASTBROOK HOMES INC	10222 SHANNONS WY	\$135.00	\$135.00

Total Fees For Type: \$5,410.00
Total Permits For Type: 42

MISCELLANEOUS

Permit #	Owner	Address	Fee Total	Amount Paid
P15MI0003	SHAPE CORP	14600 172ND AVE	\$50.00	\$50.00

Total Fees For Type: \$50.00
Total Permits For Type: 1

PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P15PL0026	PAYETTE JACLYN CHASE	17229 FERRIS ST	\$175.00	\$175.00
P15PL0101	LA PLANTE KIMBERLY	10288 MESIC DR	\$241.00	\$241.00
P15PL0102	TEUNIS RACHEL ELIZABETH	16735 RICH ST	\$264.00	\$264.00
P15PL0103	BAYOU DEVELOPERS LLC	14095 LONDON LN	\$229.00	\$229.00
P15PL0104	BAYOU DEVELOPERS LLC	14087 LONDON LN	\$229.00	\$229.00
P15PL0105	ROONEY DEVELOPMENT GRO	12659 RETREAT DR PVT	\$243.00	\$243.00
P15PL0106	ROONEY DEVELOPMENT GRO	12556 RETREAT DR PVT	\$266.00	\$266.00
P15PL0107	SWIFTNEY JEREMY-MELANIE	15008 LAKESHORE DR	\$165.00	\$165.00
P15PL0108	RANGER RON-GRACE TRUST	15338 WINCHESTER CIR PVT	\$105.00	\$105.00
P15PL0109	TRI CITIES HABITAT	15157 MEADOWS DR	\$138.00	\$138.00
P15PL0110	BECKER AARON-KAITLIN	14758 WILLIAMS WY	\$238.00	\$238.00
P15PL0111	WAL-MART REAL ESTATE BUSI	14700 US-31	\$235.00	\$235.00
P15PL0112	KARNER STEVE-BRITTANY	9873 168TH AVE	\$274.00	\$274.00

Total Fees For Type: \$2,802.00
Total Permits For Type: 13

POOL_SPA_HOT TUB

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0237	WUNDER DOUGLAS-BRENDA	14857 BIRDSONG LN	\$136.50	\$136.50
P15BU0256	ROSEMA BRIAN L-LORI A	13498 GREENBRIAR DR	\$341.30	\$341.30

Total Fees For Type: \$477.80
Total Permits For Type: 2

REPLACEMENT WINDOWS/DOORS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0249	WENK JASON R	16923 SHADY DUNES PVT	\$63.00	\$63.00
P15BU0254	TUBBS RICHARD M-TUBBS DAN	14710 154TH AVE	\$42.00	\$42.00
P15BU0259	MORGAN ANNE	11807 LAKESHORE DR	\$42.00	\$42.00
P15BU0262	WIERDA RONALD J	15701 CHARLES CT	\$42.00	\$42.00
P15BU0264	MASS RONALD W-MARY JANE	12612 BROADMOOR PL PVT	\$89.25	\$89.25
P15BU0268	BJICK JOANNE K	11962 CHICKORY DR	\$42.00	\$42.00
P15BU0289	MARCUS DAVID	16068 ROBBINS RD	\$168.00	\$168.00
P15BU0294	KURBURSKI TRUST	13816 COTTAGE DR	\$42.00	\$42.00

Total Fees For Type: \$530.25
Total Permits For Type: 8

RE-ROOFING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0251	MCGEE MATTHEW-BOHN ANG	14793 SHARON AVE	\$100.00	\$100.00
P15BU0257	TROVE BOYD T	15994 COMSTOCK ST	\$100.00	\$100.00
P15BU0258	REENDERS BLUEBERRY FARM	10010 US-31	\$100.00	\$100.00
P15BU0260	HARRISON TROY-DANA	15338 FERRIS ST	\$100.00	\$100.00
P15BU0265	SNOEK JAMES R	15421 COLEMAN AVE	\$100.00	\$100.00
P15BU0267	KUKULSKI GERALD R-BARBAR	13334 LAKESHORE DR	\$100.00	\$100.00
P15BU0270	TIRONI ROBERT J-APRIL K	17028 BURKSHIRE DR	\$100.00	\$100.00
P15BU0271	REENDERS BLUEBERRY FARM	10836 152ND AVE	\$100.00	\$100.00
P15BU0275	REISS ESTATE	16759 WINANS ST	\$100.00	\$100.00
P15BU0276	WESTRA GREGORY	17318 TIMBER DUNES DR	\$50.00	\$50.00
P15BU0281	TOWNSEND TRUST	14652 154TH AVE	\$100.00	\$100.00
P15BU0290	GRIFFIN RUTHANNE	13854 148TH AVE	\$100.00	\$100.00
P15BU0291	SUNDSTROM JOHN F-SALLY J	17933 COMSTOCK ST	\$100.00	\$100.00
P15BU0296	HASSEVOORT DARYL-LINDA T	15000 LAKE AVE	\$100.00	\$100.00
P15BU0299	BAKER JOSEPH R	15293 161ST AVE	\$100.00	\$100.00

Total Fees For Type: \$1,450.00
Total Permits For Type: 15

REZONING

Permit #	Owner	Address	Fee Total	Amount Paid
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P15RZ0003	KARNER STEVE-BRITTANY	9873 168TH AVE	\$150.00	\$150.00
P15RZ0004	WAGENMAKER ROBERT A & D	15230 LINCOLN ST	\$650.00	\$650.00

Total Fees For Type: \$800.00
Total Permits For Type: 2

SHED (200 S.F. OR LESS)

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZL0053	BRAND DEBRA J-ROGER	16070 GARY AVE	\$25.00	\$25.00
P15ZL0054	NORKUS LARRY A-PEGGY A	14793 PARKWOOD DR	\$25.00	\$25.00
P15ZL0055	ZYCH GARY J-JANE M	15548 160TH AVE	\$25.00	\$25.00
P15ZL0057	TOVEY LISA L	13584 STREAMSIDE CT	\$25.00	\$25.00
P15ZL0058	FARKAS HEATHER	13961 148TH AVE	\$75.00	\$75.00
P15ZL0059	ESSENBURG ERWIN G JR-DAWI	13504 FOREST PARK DR	\$25.00	\$25.00
P15ZL0075	TERRY TIMOTHY M-MONICA C	14971 ROBINWOOD CT	\$25.00	\$25.00

Total Fees For Type: \$225.00
Total Permits For Type: 7

SINGLE FAMILY DWELLING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0238	ROONEY DEVELOPMENT GRO	12659 RETREAT DR PVT	\$1,575.65	\$1,575.65
P15BU0239	ROONEY DEVELOPMENT GRO	12556 RETREAT DR PVT	\$1,575.65	\$1,575.65
P15BU0248	KARNER STEVE-BRITTANY	9873 168TH AVE	\$2,924.55	\$2,924.55
P15BU0255	BECKER AARON-KAITLIN	14758 WILLIAMS WY	\$1,391.90	\$1,391.90
P15BU0277	DODD MARK-SANDRA J	14855 CANARY DR	\$1,460.15	\$1,460.15
P15BU0292	KEITH A NALLEY TRUST	11503 156TH AVE	\$1,313.15	\$1,313.15

Total Fees For Type: \$10,241.05
Total Permits For Type: 6

VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
P15VS0039	CHUMNEY DONNA M	15483 COLEMAN AVE	\$0.00	\$0.00
P15VS0040	WHITE JOSEPH-JILL	14923 MERCURY DR	\$0.00	\$0.00
P15VS0041	SLOAN DEANNE	12200 LAKESHORE DR	\$0.00	\$0.00
P15VS0042	KELSEY ROBERT	13726 LAKESHORE DR	\$0.00	\$0.00
P15VS0043	ROSE JOANNE L	14180 168TH AVE	\$0.00	\$0.00
P15VS0044	VAN HALL CHARLES-MARILYN	16145 GARY AVE	\$0.00	\$0.00

P15VS0045	BOEVE JEFFREY L-JANE	12312 LAKESHORE DR	\$0.00	\$0.00
P15VS0046	BELL SHARON	14992 CURVE ST	\$0.00	\$0.00
P15VS0047	TAYLOR DAVID B-CAROLYN A	15177 FERRIS ST	\$0.00	\$0.00
P15VS0048	SABO MICHAEL T-DENISE J	14124 PAYNE FOREST AVE	\$0.00	\$0.00
P15VS0049	GARWOOD DAVID LYNN-DEBI	14620 LINCOLN ST	\$0.00	\$0.00
P15VS0050	HOLZINGER ROGER-PAT	15185 GROESBECK ST	\$0.00	\$0.00
P15VS0051	REENDERS BLUEBERRY FARM	9974 US-31	\$0.00	\$0.00
P15VS0052	ROYCE EDWARD L-LISA L	15995 MERCURY DR 15993	\$0.00	\$0.00
P15VS0053	VANDENBERG PAUL B-SUSAN J	16600 FERRIS ST	\$0.00	\$0.00
P15VS0054	SPELDE ROBERT C-LORI L	16055 COMSTOCK ST	\$0.00	\$0.00

Total Fees For Type: \$0.00
Total Permits For Type: 16

WALL/CANOPY SIGN

Permit #	Owner	Address	Fee Total	Amount Paid
P15SG0006	WAL-MART REAL ESTATE BUSI	14700 US-31	\$95.00	\$95.00

Total Fees For Type: \$95.00
Total Permits For Type: 1

ZONING BOARD OF APPEALS

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZBA0005	JOB JOHN T-MIKA MARY ELLEN	WILDERNESS TRAIL PVT	\$125.00	\$125.00

Total Fees For Type: \$125.00
Total Permits For Type: 1

Report Summary

Population: All Records

Permit.DateIssued Between 7/1/2015 12:00:00 AM AND 7/31/2015 11:59:59 PM AND

Permit.Category Not = BURN PERMITS

Grand Total Fees: \$31,376.35

Grand Total Permits: 201

SUPERINTENDENT'S MEMO

DATE: August 6, 2015

TO: Township Board

FROM: Cargo

SUBJECT: Charitable Gaming License for “Realtors Who Care”

Attached, please find a Resolution that states that “Realtors Who Care, Inc.” is a recognized nonprofit organization in the community. This recognition is for the purposes of “Realtors Who Care, Inc.” obtaining a charitable gaming license that will allow the organization to hold up to four fundraising events with charitable gaming each year – specifically, the group intends to hold a car raffle. *(Please note that recognizing the “Realtors Who Care, Inc.” as a non-profit is not an endorsement of charitable gaming events.)*

“Realtors Who Care, Inc.” work on projects that benefit the community (*e.g., baskets for Women in Transition, winter coats/outerwear/blanket collection and distribution*). In addition, the organization also provides cash contributions to other worthwhile charitable organizations. *(Please note that this non-profit has a registered identification number of 736658 through the Michigan Department of Licensing and Regulatory Affairs.)*

Staff has no objection to this recognition. Therefore, if the Board agrees with the request recognizing the “Realtors Who Care, Inc.” as a charitable organization, the following motion can be offered:

Move to approve and adopt Resolution 15-08-04, which recognizes “Realtors Who Care, Inc.” as a nonprofit organization that operates within Grand Haven Charter Township.

If you have any questions or comments, please contact Cargo prior to the Board meeting.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL 432.103(K)(ii))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Realtors Who Care of Grand Haven
NAME OF ORGANIZATION CITY

county of Ottawa, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.

REALTORS Who Care cares about our community! We are the charitable arm of the West Michigan Lakeshore Association of REALTORS and we passionately believe in the betterment of our area. We raise funds from other REALTORS and affiliate members (mortgage companies, title companies, banks, surveyors, home inspectors, etc.) to help people in our community with specific needs. In addition to helping the individual, REALTORS WHO CARE donates to local non-profit organizations who administer to the various communities' needs (People Center, Center for Women in Transition, etc.).



LOTTERY
 M. Scott Bowen
 COMMISSIONER

RICK SNYDER
 GOVERNOR

July 16, 2015

Organization ID: 138334

Nancy Bierenga
 Realtors Who Care
 12916 168th
 Grand Haven, MI 49417



Dear Nancy Bierenga:

We have received documentation to qualify your organization as a Local Civic organization to conduct licensed gaming events as allowed by Act 382 of the Public Acts of 1972, as amended.

To complete the qualification process, please submit the following information:

- ie* 1. A copy of the organization's current bylaws or constitution, including membership criteria, signed and dated by your principal officer.
- ellow* 2. A copy of the letter from the IRS stating the organization is exempt from federal income tax under IRS code 501(c) or copies of one bank statement per year for the previous five years, excluding the current year, from 7/16/2010 to 7/16/2014.
- ink* 3. If incorporated, a complete filed copy of your Articles of Incorporation, including all amendments.
- ie* 4. A provision in your bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert: A. If exempt under 501(c)3, to another 501(c)3 organization. B. If not exempt under 501(c)3, to the local government.
5. A copy of a resolution passed by the local government stating the organization is a recognized nonprofit organization in the community; form enclosed.
- ie* 6. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
- a* 7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.
- a nie* 8. A written statement defining your membership criteria, if any. The charitable gaming rules require the licensed gaming event chairperson(s) be a bona fide member for 6 months. If you do not have general membership criteria, your chairperson(s) must be members of your board of directors.
9. Proof of a current bank account in the name of the organization.



Charitable Gaming Division
c/o Accounting
Box 30023, Lansing, MI 48908
OVERNIGHT DELIVERY:
101 E. Hilledale, Lansing, MI 48933
(517) 335-5780
www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALLOW 6 WEEKS FOR PROCESSING.
PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name REALTORS WHO CARE				2. Organization ID Number or Last License Number Issued	
	3. Organization Street Address 12916 1685		City GRAND HAVEN	State MI	Zip Code 49417	38-3062579
	Organization Mailing Address "		City "	State "	Zip Code "	County OTTAWA
	4. Has your organization ever received a license such as bingo, millionsaire party, raffle, charity game ticket, or numeral game? <input type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input checked="" type="checkbox"/> No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-5780 to inquire as to what documentation must be submitted to qualify for licensing.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer NANCY BIERENGA	4015 Airline Rd	Day 231 730 0887
	Title PRESIDENT	Norton Shores, MI 49444	Evening "
	Signature of Principal Officer <i>Nancy Bierenga</i>		Date 6/19/15
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent		Day
	Title		Evening
	Signature of Vice President or Equivalent		Date
Name and Title	Street, City, State, ZIP Code	Telephone Numbers	
Other Officer		Day	
Title		Evening	
Signature of Other Officer		Date	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION
PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS



RAFFLE INFORMATION	8. Contact Person ANDREW BOEHM			9. Raffle Location (building name, if any) Grand Haven Community Center		
	Mailing Address Where License Should Be Sent 76 S River			Street Address 421 Columbus Ave		
	City Holland	State MI	ZIP Code 49423	City Grand Haven	ZIP Code 49417	
	Telephone Number (Day) 616 302 9042		Telephone Number (Evening)		County Ottawa	
	10. List name, home address, and telephone numbers of the person(s) in charge of raffle. Must be member for 6 months. If more than one chairperson, attach additional list.					
	Raffle Chairperson ANDREW BOEHM		Street, City, State, ZIP Code 12916 165th ave Grand Haven MI 49417		Telephone Numbers Day: 616 946 6210 Evening: 616 302 9042	
	11. If the total value of all prizes awarded in one day is \$500 or LESS, complete this section.					
	Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:		
	Date _____ Time a.m. _____ to _____ a.m. Date _____ Time a.m. _____ to _____ a.m. Date _____ Time a.m. _____ to _____ a.m. <input type="checkbox"/> Check here if there are additional drawing dates and attach list.			All drawing dates included on this application must be at the same location. \$15 for 1, 2, or 3 drawing dates plus \$5 for each additional drawing date. (Example: 1 drawing date = \$15 fee, 6 drawing dates = \$30 fee.) Enter the total number of small drawing dates. <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$15</div>		
	OR: If the total value of all prizes awarded in one day is MORE than \$500, complete this section.					
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date OCT 8 Time a.m. 8 to 1 a.m. Date _____ Time a.m. _____ to _____ a.m. <input type="checkbox"/> Check here if there are additional drawing dates and attach list.			All drawing dates included on this application must be at the same location. $\$50 \times \frac{1}{\text{Number of Dates}} = $ <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$0150</div>			

TICKET INFORMATION	12. Will you be conducting an in-house raffle ONLY where there is no prasing of the raffle tickets before the occasion? If yes, there is no need to complete the raffle ticket below. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	13. Complete the boxes below in ink; ensure the ticket is printed with all of the required items. See Raffle Rule 506.	
	<input type="checkbox"/> Indicate any additional information that will appear on the actual tickets.	
	RAFFLE	001 Ticket #
	Realtors who Care Name of Licensee	001 Ticket #
	OCT 8 Drawing Date(s)	6-9 p.m. Drawing Time(s)
	Prizes	
	First Prize: 2015 Ford Mustang	
	Second Prize (if applicable)	
	Third Prize (if applicable)	
Minimum 50/50 Prize (if applicable)		
Grand Haven Community Center Raffle Location	250 Ticket Price	
(to be entered when issued) License Number		
* For large prizes, you may want to include a disclaimer that states "If xxx (indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (indicate dollar amount) awarded."		

Make checks payable to: STATE OF MICHIGAN
 Submit completed application, supporting documents, and license fee to:
 Charitable Gaming Division, c/o Accounting, Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933

REALTORS WHO CARE INC.
Expenses by Vendor Detail
January 1 through August 6, 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Age Well Services Bill	4/7/2015			Contributions		Accounts P...	-250.00	-250.00
Total Age Well Services							-250.00	-250.00
Allee Redfern Bill	5/5/2015			Contributions		Accounts P...	-250.00	-250.00
Total Allee Redfern							-250.00	-250.00
Angela Hyde Bill	5/5/2015			May Basket		Accounts P...	-250.00	-250.00
Total Angela Hyde							-250.00	-250.00
Arts & Brad Knitter Bill	5/5/2015			Contributions		Accounts P...	-250.00	-250.00
Total Arts & Brad Knitter							-250.00	-250.00
Center for Equine & Youth Rehabilitation Bill	6/11/2015			Contributions		Accounts P...	-250.00	-250.00
Total Center for Equine & Youth Rehabilitation							-250.00	-250.00
Center for Women in Transistio Bill	6/11/2015			May Basket		Accounts P...	-155.00	-155.00
Total Center for Women in Transistio							-155.00	-155.00
Childrens Make A Wish Foundation Bill	5/5/2015			Contributions		Accounts P...	-250.00	-250.00
Total Childrens Make A Wish Foundation							-250.00	-250.00
Cinda Cogswell Bill	7/7/2015		Grege's Fun...	Contributions		Accounts P...	-500.00	-500.00
Total Cinda Cogswell							-500.00	-500.00
Dan Gorton Bill	5/5/2015			Contributions		Accounts P...	-500.00	-500.00
Total Dan Gorton							-500.00	-500.00
Derek & Kara Decan Bill	4/10/2015			Contributions		Accounts P...	-250.00	-250.00
Total Derek & Kara Decan							-250.00	-250.00
Good Samaritan Ministries Bill	2/18/2015			Contributions		Accounts P...	-250.00	-250.00
Total Good Samaritan Ministries							-250.00	-250.00
Hazel Kuczmera Bill	4/7/2015			Contributions		Accounts P...	-500.00	-500.00
Total Hazel Kuczmera							-500.00	-500.00

REALTORS WHO CARE INC.
Expenses by Vendor Detail
January 1 through August 6, 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Katie Mayer Bill	3/18/2015			Contributions		Accounts P...	-250.00	-250.00
Total Katie Mayer							-250.00	-250.00
Kim Burr Bill	4/7/2015			Contributions		Accounts P...	-500.00	-500.00
Total Kim Burr							-500.00	-500.00
Lakeshore Pregnancy Center Bill	6/11/2015			Contributions		Accounts P...	-100.00	-100.00
Total Lakeshore Pregnancy Center							-100.00	-100.00
Love Inc- Hamilton Bill	2/18/2015			Contributions		Accounts P...	-250.00	-250.00
Total Love Inc- Hamilton							-250.00	-250.00
Luke Bounan Bill	6/11/2015			Contributions		Accounts P...	-500.00	-500.00
Total Luke Bounan							-500.00	-500.00
Marilyn Tebelak Bill	5/5/2015			Contributions		Accounts P...	-500.00	-500.00
Total Marilyn Tebelak							-500.00	-500.00
Mary Fulbright Bill	1/29/2015			Contributions		Accounts P...	-250.00	-250.00
Total Mary Fulbright							-250.00	-250.00
Muskegon Rescue Mission Bill	2/18/2015		Summer C...	Contributions		Accounts P...	-250.00	-250.00
Total Muskegon Rescue Mission							-250.00	-250.00
No More Sidelines Bill	5/5/2015			Contributions		Accounts P...	-250.00	-250.00
Total No More Sidelines							-250.00	-250.00
Rachel Morlock & Family Bill	1/29/2015			Contributions		Accounts P...	-250.00	-250.00
Total Rachel Morlock & Family							-250.00	-250.00
Read Muskegon Bill	4/7/2015		Scrabble F...	Contributions		Accounts P...	-250.00	-250.00
Total Read Muskegon							-250.00	-250.00
Tammi Dryden Bill	5/5/2015			Contributions		Accounts P...	-250.00	-250.00
Total Tammi Dryden							-250.00	-250.00

REALTORS WHO CARE INC.
Expenses by Vendor Detail
 January 1 through August 6, 2015

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
The People Center Bill	2/18/2015			Contributions		Accounts P...	-250.00	-250.00
Total The People Center							-250.00	-250.00
Young Lives Bill	2/18/2015			Contributions		Accounts P...	-250.00	-250.00
Total Young Lives							-250.00	-250.00
TOTAL							-7,755.00	-7,755.00