

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, DECEMBER 14, 2015**

WORK SESSION – 6:00 P.M.

1. Finance and Accounting – Sandoval presentation on the “Six Questions”.
2. Final Review – 2015 Project List

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 November 23, 2015 Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$406,736.15 (*A/P checks of \$227,871.32 and payroll of \$178,864.83*)
- VI. PUBLIC HEARING – Health Pointe PUD Amendment Application (*Please note that Supervisor French has indicated that Board action in the application will not occur until January 11, 2016.*)
- VII. OLD BUSINESS
 1. Approve Resolution 15-12-01 – Ballot Language for Transportation/Harbor Transit Millage Renewal
 2. Approve Resolution 15-12-02 - 2015 Final Budget Amendments
 3. Approve FY 2016 Board Business Plan
 4. PUD Amendment – Health Pointe
 5. Approve Resolution 15-12-03 – Financial Depository Approval for Fiscal Year 2016
 6. Approve Resolution 15-12-04 – Collection of Payments or Refunds on Taxes under/over \$5.00
 7. Approve Resolution 15-12-05 – Grand Haven Bucs Sports Boosters Charitable Games License
- VIII. NEW BUSINESS
 1. Final Approval of the Lincoln Pines Preliminary Plat
- IX. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s Report
 - a. November Building Department Report
 - b. November Ordinance Enforcement Report
 - c. November DPW 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, NOVEMBER 23, 2015**

WORKSESSION – 6:00 p.m.

1. Chief Gerencer provided a verbal update regarding a proposal from Ottawa County 911 to purchase a new \$13 million, 800 MHz radio system to replace the four-year old VHF narrow band radio system.
2. The Board reviewed the draft of the “2016 Board Business Plan” that identifies Board priorities for the upcoming fiscal year. The Board requested that language acknowledging the pending Spectrum PUD application and a review of the Robbins Road Corridor plan be included. The Plan will be placed on the December 14th Board meeting for adoption.
3. The Board discussed scheduling an election for the renewal of Township's Harbor Transit and Transportation millage. The Board instructed staff to prepare ballot language for placement of the renewal millage on the March Presidential Primary election.
4. The Board instructed staff to draft a letter to property owners along the eastern border of Hofma Park and Forest Park for the properties that are adjacent and visible from the Parking lots and drives. The letter is intended to have the homeowners voluntarily remove “junk” and piles of yard waste.

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, Behm, Meeusen, Kieft, Hutchins and Larsen.

Board members absent: Redick.

Also present was Manager Cargo.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve November 9, 2015 Board Minutes
2. Approve Payment of Invoices in the amount of \$245,288.25 (*A/P checks of \$139,481.18 and payroll of \$105,807.07*)
3. Approve Six-Month Extension of Tentative Preliminary Plat Approval for Lincoln Pines, Phase I

4. Re-Appointment Dave Fritz to Parks & Recreation Committee for a term ending 8/31/18.

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

- VI. PUBLIC HEARING – “Truth In Budgeting” 2016 Fiscal Year Budget
Supervisor French opened the public hearing on the proposed 2015 Township Budget rolls at 7:03 p.m.

Manager Cargo provided a brief overview of the proposed 2016 budget noting that the total budget was about \$9.479 million. Manager Cargo noted that a copy of the budget had been maintained at the lobby for public review.

No other public comments were heard.

Supervisor French closed the hearing at 7:04 p.m.

- VII. OLD BUSINESS

1. **Motion** by Supervisor French and supported by Trustee Meeusen to adopt Resolution 15-11-08 that approves the FY 2016 Budget, as proposed. **Which motion carried**, as indicated by the following roll call vote:
Ayes: Larsen, Kieft, Meeusen, Behm, French
Nays: Hutchins
Absent: Redick

- VIII. NEW BUSINESS

1. **Motion** by Treasurer Kieft and supported by Trustee Hutchins to adopt Resolution 15-11-09 proposed State Legislation on speed limits. **Which motion carried**, as indicated by the following roll call vote:
Ayes: Behm, Hutchins, Meeusen, Kieft, French, Larsen
Nays:
Absent: Redick

Laird Schaefer (*12543 Wilderness Trail*) noted that the Policy Committee at the West Michigan Shoreline Regional Development Commission has not yet taken a position on this issue and have requested further information on the so-called 85% speed limit rule.

2. **Motion** by Clerk Larsen and supported by Trustee Behm to authorize the Township Supervisor and Clerk to execute the proposed fourth Amendment to the Restated Sewer Authority Articles of Incorporation. **Which motion carried.**

- IX. REPORTS AND CORRESPONDENCE

- a. Correspondence was reviewed

- b. Committee Reports – Personnel Committee will meet in December 1st at 7:30 a.m.
- c. Manager’s Report
 - i. October Department of Public Services report
 - ii. October Community Oriented Police Services (COPS) report
 - iii. October legal review.
- d. Others
 - i. Clerk Larsen noted that the proposed purchase of voting machines by Ottawa County will be delayed due to issues with the RFP and state funding.
 - ii. Clerk Larsen noted that Representative Price was not successful in changing the posting requirements from local newspapers to local websites.

X. PUBLIC COMMENTS

No Comments were offered.

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:17 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Karl French
Grand Haven Charter Township Supervisor

2015 PROJECT LIST

DATE: December 9, 2015

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to direction from the Board, as the Superintendent's annual performance evaluation, the Project List will be reviewed on a regular basis by the Township Board. **This will be the final report for 2015.** Please be prepared with any questions or comments.

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Retiree Health Care OPEB Project (2015 Business Plan Project) (March 23 rd) <ul style="list-style-type: none"> ➤ Complete OPEB Options Report through Watkins Ross ➤ Complete Employee Survey ➤ Board makes policy/funding decision 	Cargo Sandoval, Proksa, Cargo Proksa, Cargo Board
New Clerk <ul style="list-style-type: none"> ➤ Advertisement and Selection ➤ Selection of Deputy Clerk ➤ Memo of Understanding (delegation of duties) ➤ Manual and signature stamp ➤ Certification of QVF (state mandate) 	Board Larsen, DeVerney Larsen, Cargo Proksa Larsen, DeVerney
New Trustee <ul style="list-style-type: none"> ➤ Advertisement ➤ Selection ➤ Complete items on Checklist for new Trustee 	Proksa Board Cargo, Proksa
Freedom of Information Act—Policies/Guidelines (July 1 st) <ul style="list-style-type: none"> ➤ Amend Administrative FOIA Policy with Fees ➤ Draft Written Summary ➤ Include on GHT web site 	Cargo Cargo (MTA) Cargo (MTA) Cargo (WebTee)
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 (June deadline) 	Cargo Sandoval, Cargo
MTA Educational Conference (January)	Cargo, Larsen
MLGMA Educational Conference (July)	Cargo
Freedom of Information Requests (19 thus far in 2015)	Cargo
Waste Hauler Licenses (2015)	DeVerney, Cargo

<ul style="list-style-type: none"> ➤ Republic Services ➤ Waste Management ➤ Potluek Pick-up 	
<p>Examine Specific Collaboration Opportunities</p> <ul style="list-style-type: none"> ☑ Fiber Connection (with GHAPS/County/Locals, or 3rd Party Vendors) (2015 Business Plan Project) ☑ LDFA for Region / Increase Availability of Industrial Land presentation by Miller (2015 Business Plan Project) (January 26th) ☑ CARA Review for Region (LIAA Hired by Region) (GANTT CHARTED PROJECT) 	<p>VerBerkmoes, Cargo</p> <p>Miller, Cargo</p>
<p>Appointments to Committee/Board vacancies (17 thus far in 2015)</p>	<p>French, Proksa, DeVerney</p>
<p>Draft 2015-18 Strategic Plan (2015 Business Plan Project)</p> <ul style="list-style-type: none"> ➤ Hold two joint meetings with Planning Commission (February and June) ➤ Hold joint meeting with DDA (August 31st) ➤ GIS map for cable and natural gas (February 23rd) ➤ GIS map and cost estimate for paving gravel roads north of M-45 (April 28th) ➤ GIS map of potential industrial land (February 23rd) 	<p>Fedewa, Cargo</p> <p>Fedewa</p> <p>Cargo</p> <p>Fedewa</p> <p>Fedewa/Cargo</p> <p>Fedewa</p>
<p>ACD.net METRO Act Permit</p>	<p>Cargo</p>
<p>Draft 2016 Business Plan for Board Priorities (October/November)</p>	<p>Board, Cargo</p>
<p>Funding July 4th Fireworks (\$7,500)</p>	<p>Cargo</p>
<p>December 3rd Appreciation Dinner</p>	<p>French, Proksa</p>
<p>Analysis of Feasibility of GHT Facebook Page</p>	<p>Proksa, Fedewa</p>
<p>Plans to increase security in lobby/receptionist's window</p>	<p>Proksa, Corbat, Somers, Deputy Biros</p>
ASSESSING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
<p>Annual mailing of Change of Assessment notices in February</p>	<p>Chalifoux</p>
<p>Board of Review – March, challenges to assessment roll</p>	<p>BOR, Chalifoux</p>
<p>Board of Review – July 21st, technical and clerical adjustments to assessment roll</p>	<p>BOR, Chalifoux</p>
<p>EMPP Export to State of Michigan – May 1, 2015</p> <p>State audit of all personal property data on assessment roll</p>	<p>Chalifoux</p>
<p>Board of Review – December, technical and clerical adjustments to assessment roll (scheduled for December 15th)</p>	<p>BOR, Chalifoux</p>
<p>Board of Review – Annual, February BOR, appearances and written</p> <ul style="list-style-type: none"> ➤ L-4022 Report ➤ Board of Review Change Log ➤ 2015 Classification Change ➤ 2015 Equivalent SEV Roll ➤ Industrial real and personal report to State ➤ L-4626 Assessing Officer's Report of Taxable Values 	<p>BOR, Chalifoux</p>
<p>Land Divisions; 7 approved and 0 denied</p>	<p>Chalifoux</p>
<p>Prepare Summer warrant for Tax Collection</p>	<p>Chalifoux</p>
<p>Prepare Winter warrant for Tax Collection</p>	<p>Chalifoux</p>
<p>Send out IFT surveys (December)</p> <p>Prepare the IFT report for State (October)</p> <p>Prepare the L-4626 for State filing (June)</p> <p>Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)</p> <p>Form 5176 Request for State Reimbursement of TIF</p>	<p>Chalifoux</p> <p>Chalifoux</p> <p>Chalifoux</p> <p>Chalifoux</p> <p>Chalifoux</p>

Prepare L 4016 Special Assessment report (December)October 30,2015	
Re Audit two (2) neighborhoods (100+ parcels completed)	Chalifoux,
IFT Applications (list all): a. (None for 2015)	Chalifoux
Major MTT Actions a. Yogi Bear Camp Grounds b. Harbor Industries	Chalifoux, Fischer, Ottawa County
Assessing Staffing Level Survey (Similar Communities)	Proksa, Chalifoux
Quarterly Meeting With Chamber of Commerce Economic Development Action Team	Chalifoux
BIKE PATH	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Examine renewal of Bike Path millage with expansion/increased maintenance of pathway system (2015 Business Plan Project) (August 10 th) ➤ Pathway Maintenance Report ➤ Pathway survey ➤ Expansion/Maintenance plan and cost estimate ➤ Board decision on millage election date ➤ Ballot language for 2016 election	Cargo VerBerkmoes, P & N Cargo, Consultant Fedewa, EpicMRA Board Cargo, Scholten & Fant, Board
2015 pathway maintenance (\$60,000±) Bignell Boardwalk, ➤ Engineering Agreement ➤ Design and bid documents ➤ Construction Management	Tlachae, VerBerkmoes Cargo VerBerkmoes, P&N Tlachae, P&N
Millhouse Bayou Bridge Install fishing/viewing platform ➤ OCRC Feasibility ➤ Board Determination (part of 2016 pathway expansion?) ➤ Cost Estimates and Preliminary Plans ➤ Determination of easements and ADA requirements Project dropped — no follow through from residents	Cargo Cargo, OCRC Board Cargo, Prein and Newhof Cargo, Corbat
BUILDING AND GROUNDS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Tlachae, VerBerkmoes
Bi Annual Fertilizer Quotes (including cemeteries)	Tlachae, Walsh
Equipment Purchases: ➤ Upgrade/Add security cameras in Admin ➤ LED fixture replaces of canned lighting in Admin	VerBerkmoes, Tlachae
Re pair/repaint parking lots (\$6,000 + vault repair) (plan?)	Tlachae
New lease agreement for printer/copiers	Proksa
Upgrade HVAC Filters	VerBerkmoes, Tlachae
CEMETERY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders (\$7,000)	Walsh
Replace flagpoles within the Cemeteries	Walsh, Tlachae
COMMUNITY DEVELOPMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Participation on NFIP Community Rating System (CRS) Program	Fedewa

➤ Elevation Survey to correct stream bed data (Fall 2015)	
Additional layers to GIS (<i>as time and money permit</i>)	VerBerkmoes
➤ Open spaces, parks and paths that abut Twp. boundaries	- O.C. GIS
➤ Flood Plain Map	- O.C. GIS
Populate GIS attributes (<i>develop information sheet to be used</i>) (<i>as time and money permit</i>)	Prein and Newhof, Fire\Rescue,
➤ Hydrants	- VerBerkmoes-Fire\Rescue
➤ Watermain flow segments – (<i>in conjunction with Water Reliability Study</i>)	- Prein and Newhof
Landscape Compliance Inspections (<i>Winter/Spring 2016</i>)	K. French, Fedewa
Complete Building Inspection Pick list for new residential construction	Proksa, Corbat
Purchase second tablet for building inspections	VerBerkmoes
January 2015 Builders Forum	DeVerney, Corbat
October 2015 Builders Forum	DeVerney, Corbat
Develop and Utilize 100% AG Exempt Affidavit	Fedewa, Bultje
Development of GHT Facebook Account	Proksa, Fedewa
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>) (<i>July</i>)	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) (<i>August</i>)	Chalifoux
172 nd Avenue Resurfacing (\$187,000±)	Cargo, OCRC
Review/Discussion of TIF Plan (<i>part of Strategic Plan</i>)	Cargo, Fedewa
DDA Agreement re: BRA TIF collection	Cargo
Response to Errors in Ottawa County TIF Report	Cargo, Chalifoux
ELECTIONS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May 5 th – State Special / School Board Election	Larsen, DeVerney
November, 2016 – GHT Pathway Election	Cargo, Larsen
March, 2016 – Harbor Transit Renewal Election	Cargo, Larsen
Inactive Voter File maintenance (<i>ongoing & up-to-date</i>)	DeVerney, Slater
MAMC Conference (<i>March</i>)	DeVerney
Update QVF Street Indexes	DeVerney
Accessibility Review of Precincts	Larsen, DeVerney
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Bottje – Dangerous Building (<i>Speedway purchased portion of property</i>)	Heins
Thurkettle – Dangerous Building (<i>fire damaged</i>)	Heins
Hunters Woods PUD Compliance (<i>sidewalks and street trees</i>)	Fedewa, Fischer
Schmidt Excavating – Returned to Lincoln Street Site	Fedewa, Heins
Reenders Industrial Building (<i>172nd & Hayes</i>)	Fedewa, F/R, Building
Stickney Ridge (<i>Highland Park Association</i>) Dangerous Building	Fedewa, Heins
FINANCE/ACCOUNTING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
RFP for contracting out payroll (2015 Business Plan Project) (June 23 rd)	Sandoval

2014 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 (2014) prepare W 2s, 1099s, and SUW 165s	Riggs, Sandoval
Unclaimed Property Report to State (June)	Sandoval
Update Township's Dashboard (June)	Sandoval
Qualifying Statement to State (June)	Sandoval
Continuing Disclosure to EMMA (July)	Sandoval
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
2015 Bond Payments (about \$1.18 million) ➤—2016 Sewer Expansion Bond July & December (98k) ➤—2017 Debt Service (Water) July & December (160k) ➤—2019 Transmission Main Bond July & December (280k) ➤—2021 Water Intake Expansion May & November (105k) ➤—2021 Refunded Building Bond May & October (208k) ➤—2028 Sewer Lift Station Bond July & December (85k) ➤—2034 NOWS Plant Expansion May & November (252k)	Sandoval
Metro Authority Report (April)	Chalifoux
Budget Amendments—OPEB Buyout	Cargo, Sandoval
Budget Amendments—2 nd Quarter	Cargo, Sandoval
Budget Amendments—3 rd Quarter	Cargo, Sandoval
Budget Amendments—Final in December	Cargo, Sandoval
Three year review of revenues/expenditures with Board (2015 Business Plan Project) (July 28 th)	Sandoval, Cargo
2016 Budget ➤—08 15—Review Plans with Board Re: Budget Impact (2015 Business Plan Project) (July 28 th) ➤—09 14—Budget policies submitted to the Board ➤—09 15—Initial department director meeting ➤—10 09—Department directors submit initial figures ➤—10 20—Department directors complete final draft ➤—11 09—SAD Hearing ➤—10 27—Board holds budget work session ➤—12 10—Final Approval of 2013 Budget	Cargo, Department Directors Cargo Cargo, Board Cargo, Department Directors Cargo, Department Directors Cargo, Department Directors Cargo, Chalifoux, Board Board, Cargo Board, Cargo
Centron Tax Mailing—Summer of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Centron Tax Mailing—Winter of 2015 (include newsletter insert)	Chalifoux, Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31 st)	Chalifoux
Complete CVTRS Annual Report to the State (December)	Sandoval
Complete SET Tax Report (December)	Chalifoux
Truth in Taxation Hearing	Chalifoux
Monthly – Review FDIC website for bank violations that are on GHT's list of designated depositories (Report to Kieft and Cargo) 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 (Report to Kieft and Cargo) http://www.bankrate.com	Chalifoux
FIRE/RESCUE	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Appoint Captain July 2015 (project dropped)	Gerencer, Proksa, Board
Fire Prevention Open House—October 2015	Gerencer, Peterson
2015 commercial inspection program (166 completed of 172)	Kruger, Marshall, DeDoes

2015 Private road inspection (126 inspected of 126)	Peterson
EMT Class (16 students)	Schrader, Schweitzer, Marshall
Team 911 Academy June 15 th — 19 th	Peterson, Gerencer
Update Emergency Risk Assessment Matrix for Township	Gerencer
Request ISO Insurance Rating Renewal	Marshall DeDoes
Equipment Purchases: <ul style="list-style-type: none"> ➤ Replacement of lighting in bay area with LED (\$9,500) ➤ Rust Repair on Engine 1021 (\$5,500) ➤ Four sets of turn out gear (\$9,600) ➤ New mattresses (\$1,200) ➤ Upgrade training room including the purchase/installation of SmartBoard device (\$4,000) ➤ Refurbish exhaust system (\$13,000) 	Schrader — Schweitzer, — Marshall, Gerencer VerBerkmoes Schweitzer
Purchase 3 tablets	VerBerkmoes
County Wide Active Assailant development and training	Gerencer, Peterson
Installation of Fire/Rescue Keypads for Doors	Gerencer, Proksa
CPR Project with High School administrators	Schrader
INFORMATION SYSTEMS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase one 2 tablets for DPW vehicles & utility mapping; 1 tablet for Building Department; and 3 tablets for Fire/Rescue	VerBerkmoes
Development of Park Reservation & Payment System	Webtech
New IT contract with Worksighted	VerBerkmoes, Cargo
Purchase of new (1) Plotter/Printer; (2) Plan Scanner	VerBerkmoes, Fedewa
Implement Mobile Device Management for tablets and phones Will require policy to manage non-Township devices	Worksighted, VerBerkmoes
Recommendation on location for Disaster Recovery system and/or server farm agreement (i.e., GHAPS, OC, ISDO)	Worksighted
Purchase/Install Adobe Acrobat DC software	Worksighted, VerBerkmoes
LAW ENFORCEMENT	
Purchase miscellaneous equipment and “cards” for new deputy	Cargo
PARKS AND RECREATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Maintenance Projects, including: <ul style="list-style-type: none"> ➤ Install “No Wake” buoys ➤ Replace certain old growth trees (\$5,000) ➤ Replace playground equipment at Mercury Park (\$5,000) ➤ Replace playground equipment at Pottawattomie Park (\$10,000) ➤ Replace dock piling at Pottawattomie Park (\$15,600) ➤ Replace shelter roof and restroom roof Hofma Park (\$7,000) ➤ Refurbish Hofma Preserve restroom (\$18,000) ➤ Add additional parking Hofma Park (\$67,000) ➤ Add “bark” at play areas (\$1,000) 	Tlachae
Review Parks Ordinance and Permits in lieu of Michigan’s Open Carry Law	Cargo, Bultje
Purchase of Property for Hofma Park/Preserve (i.e., Catholic Diocese 40 acre parcel on Ferris) (\$367k) <ul style="list-style-type: none"> ✓ Appraisal per MNTRF standards 	Cargo Genzink Appraisal Company

<ul style="list-style-type: none"> ✓—MNTRF grant application (April 2014) ✓—Grant recommendation by MNRTF Board ✓—MI Legislature approves grant ✓ Execute Agreement ✓ Purchase procedures and Closing 	<p>Cargo MNRTF Board MI Legislature Cargo Cargo</p>
Replacement of damaged trail signs—Hofma Park/Preserve	Tlachae
Renovate/Repair Hofma Preserve restroom facility	Tlachae
Purchase/Install “bubbler” system at Pottawattomie floating docks (\$3,000) (Remove portion of docks)	Tlachae
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Employee recognition luncheon (December 1st) <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 ➤—Administration ➤—Assessing/Accounting ➤—Community Development 	Proksa, Department Directors
Annual Personnel Evaluations (October)	Cargo, Department Directors
Miscellaneous Training: <ul style="list-style-type: none"> ➤—Confined Space Refresher (DPW) ➤—Bloodborne Pathogens Refresher (DPW) ➤ Monthly EAC Webinars (ongoing) ➤ Annual Four Hour EAC training ➤—Hands Only CPR (DPW) ➤—Threat Assessment and Communication ➤—Workplace Violence Training (Employee Mtg) ➤ Work Comp Training ➤ Citizen’s Response to Active Shooter (12/15) 	Proksa
Revise Performance Review System	Proksa
Annual Compensation Summaries	Proksa
Annual Driver’s License Record Program Review	Proksa
Review Retiree Medicare Options (July)	Proksa
OSHA 300 Posting (February)	Proksa
Board Performance Evaluation of Supervisor vis-à-vis the Project List Review on a Quarterly basis	Board
Personnel Policies and Procedures Manual Revisions <ul style="list-style-type: none"> ➤ Section 12.2 Sick Pay ➤ Workplace Violence ➤ Review NLRB Memo and Apply to Personnel Manual ➤ 1.10 GINA Policy (Genetic Information) ➤ 7.25 Social Media Policy ➤ 1.3 Equal Employment Opportunity ➤ 2.1 Selection and Recruitment ➤ 2.3 Recruitment ➤ 2.10 Driving Record ➤ 2.11a Personnel Record ➤ 7.17 Harassment ➤ 8.1 Discipline ➤ 12.8 Leaves of Absence 	Proksa, Cargo

➤ 13.1 Hazard Communication (Admin Manual)	
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 Summer Help— Beach Attendant; 4 Parks Staff; 1 Hydrant Maintenance/Painting/Signs	Proksa, VerBerkmoes
Annual Background Checks (3rd Quarter)	Proksa
Complete Annual I-9 (<i>Employment Eligibility Form</i>) Review	Proksa
Hire Ordinance Enforcement Officer	Proksa, Fedewa
Setup Retiree Health Savings Program	Proksa
Township Clerk Vacancy	Proksa, Board
Provident Renewal	Proksa, Gerencer
FMLA Forms and Procedure Update	Proksa
Injury Procedure Update and Training	Proksa
Quotes for Workers Compensation	Proksa
Add Leave of Absence Request procedure for part-time staff	Proksa
Safety Review and Costs for increased lobby security	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>)	Tlachae, Pollution Control Systems
Equipment purchases: ➤— Davit arm (\$5,000)	Tlachae
Report to review alternatives to upgrade of Hidden Creek lift station	P&N, VerBerkmoes
Rehabilitation of Hidden Creek Lift Station (\$87,500) ➤— Engineering Agreement ➤— Design and Bid Documents ➤— Construction Management	VerBerkmoes Cargo VerBerkmoes, P&N Tlachae, P&N
Utility Rate Study by Utility Financial Solutions	Cargo, Sandoval, Walsh
STORM SEWER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At Large Portions of various Drain Work projects (\$5,000±)	Drain Commissioner, Cargo
Extension of Hiawatha Drain (BOD approved; currently in design) (\$1.5+ million)	Drain Commission, Cargo
Gilleans' Creek Drain— BOD approval	Drain Commission, Cargo
Clovernook Drain— BOD approval	Drain Commission, Cargo
VanDoorne Drain – BOD approval	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system (<i>five year project</i>)	Cargo, P&N, Drain Commission
STREETS AND ROADS \ TRANSPORTATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance— Resurfacing (<i>\$200k from GF and \$221k from Municipal Street Fund</i>) ✓— Dust Control Contract (\$32,000) ✓— Street Maintenance (\$364,400) ✓— Crack Sealing (\$20,000) ✓— DDA 172 nd Avenue (\$187,000)	Cargo

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
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—equipment being installed)	VerBerkmoes, Tlachae
Replace 2006 Ford F250 Truck through State Purchasing (\$35,000) Water/Sewer (ordered in September)	VerBerkmoes, Tlachae
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)
Review Radio Read System to migrate to fixed base system or Consumers' Energy collaborative (2015 Business Plan Project) (June 9 th)	VerBerkmoes
Utility Rate Study by Utility Financial Solutions, LLC ➤—Approval of Cost of Service (COS) rate study agreement ➤—Complete COS rate study ➤—Amend utility rate ordinances to implement COS rate study recommendations	Cargo Cargo, Board Cargo, Walsh, Sandoval Cargo, Board
Purchase hand held GPS location device (July deadline)	VerBerkmoes
2015 hydrant maintenance/painting/signs program (125 completed of 650)	Tlachae
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 (Project dropped)	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment (includes replacement of harnesses for west tank)	VerBerkmoes, Tlachae
Annual calibration of telemetry equipment (master meters)	Verberkmoes, OCRC
Complete and post 2014 CCR (NOWS and GR)	Cargo/Walsh
2015 GHT Water Reliability Study (As required by state law)	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 (\$60k) (Millhouse Court) ➤—Acquire Easements ➤—Design and Bid ➤—Construction Management	P&N, VerBerkmoes Cargo, P&N, Scholten & Fant VerBerkmoes, P&N VerBerkmoes

Costs/Plans to extend municipal water into Central Highland Parks Association (<i>Possible SAD project</i>) Meeting with Association	VerBerkmoes, Cargo
New EPA testing for unregulated contaminants (\$12,000) — January, April, July, October	VerBerkmoes, Tlachae
CIP Plan – New State Requirement (January 1, 2016)	VerBerkmoes, P & N
Replace two inch pressure reducing valve @ M 45/US 31 meter vault (\$4,000)	VerBerkmoes, Tlachae
ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Master Plan Review ➤ LIAA Letter of Agreement ➤ 15 month Resilient Coastal Community project	Fedewa, Planning Commission Cargo Fedewa, LIAA & PC
Right-to-Farm Act (RTFA) zoning amendments (<i>postponed pending development of State Urban Farm Act regulations</i>)	Fedewa
Decks – Allow in Waterfront Front Yards	Fedewa
ZBA Applications (<i>9 thus far in 2015</i>)	Fedewa
Phase II for Bringhamwood Subdivision	Fedewa
Phase I Plat Approval – Lincoln Pines	Fedewa
JOST International Site Plan (<i>project dropped</i>)	Fedewa
Copper Stone PUD / Site Condo Development	Fedewa
Medical Marijuana Provisioning Center (<i>moratorium and zoning review</i>) (<i>Project dropped; legislation failed</i>)	Fedewa
Speedway – Commercial PUD (<i>US-31 & Hayes</i>) (<i>Pending MDOT permit</i>)	Fedewa
Mercury Store & Lock – PUD expansion adjacent to Riverhaven	Fedewa
Outdoor Adventures Campgrounds Renovations (<i>former Yogi Bear</i>)	Fedewa
Shape Corporation – Parking Lot Expansion (<i>projected dropped</i>)	Fedewa
McCarthy Site Condominium project (<i>project dropped</i>)	Fedewa
Copper Stone PUD Amendment	Fedewa
Flagstar Bank – PUD	Fedewa
Walmart Improvements	Fedewa
Transfer Tool Parking Lot Expansion	Fedewa
Meijer PUD Amendments (curbside service)	Fedewa
OCRC Property Sale – PUD development	Fedewa
Anlaan Amended Landscaping	Fedewa
Botello Food Truck – Site Plan	Fedewa
McVoy Special Land Use (AG residential)	Fedewa
Shape – Rezoning (to H)	Fedewa
Karner – Conditional RR Rezoning	Fedewa
Review land scaping alternatives to Anlaan site plan	Fedewa
Wagonmaker Rezoning – 152 nd /Lincoln	Fedewa
Amendment re: Anlaan Cemetery fence	Fedewa
Community Engagement Process Subcommittee	Fedewa
Health Pointe PUD amendment (Spectrum/Holland Hospital)	Fedewa
Stone Water Residential PUD (Lincoln Street)	Fedewa
Grand Haven Financial Center SP Rezoning	Fedewa
Community Engagement Committee (Parks and Pathways)	Fedewa
Christian Reformed Conference Grounds (site plan amendment)	Fedewa
Resilient Grand Haven, Phase 2, draft potential text amendments	Fedewa



SUPERINTENDENT'S MEMO

DATE: December 7, 2015

TO: Township Board

FROM: Bill Cargo

SUBJECT: Transportation Millage Renewal – Ballot Language

Pursuant to the direction of the Township Board, attached please find the ballot language for the renewal of the Township’s Harbor Transit and Transportation millage.

As you may recall, townships can include local proposals on the March 8, 2016, presidential primary ballot pursuant to legislation that Governor Snyder signed into law. The filing deadline for ballot language to appear on the primary ballot is Tuesday, December 15th.

The millage request is for five-years (*through 2020*). This will allow any renewal to be held during a non-presidential election cycle to avoid the “congestion” associated with these election years.

The millage request is for 0.95 mills (*or 95 cents per \$1,000 of taxable value*). Chalifoux estimates that the millage will raise about \$671,678. However, about \$50,000 will be “captured” by the Grand Haven Township DDA. (*It is noted that because a majority of the DDA infrastructure projects are for street maintenance projects – such as renovation and widening of major roadways – most of the captured DDA monies will still be used for transportation.*)

This millage renewal is a key part of the 2016 Business Plan and meets three of the Strategic Plan goals including (1) maintaining a financial balance that reflects current revenues and future projections; (2) maintaining and improving the infrastructure that is necessary to enhance the community’s health, safety, and quality of life; and (3) establishing strong partnerships within our community, with our neighbors, and with other governmental agencies to promote shared essential services and resources.

Once approved, Clerk Larsen will file a certified copy of the ballot wording to the County (*by December 15th*).

To approve this millage renewal ballot language, the following motion can be offered:

Motion to approve and adopt Resolution 15-12-01 that approves ballot language for the Township's Transportation Millage Renewal Proposition for five (5) years, 2016 through 2020, inclusive, in the amount of 0.95 mill (\$0.95 per thousand dollars of taxable valuation).

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

Statistics Regarding the Transportation Millage

About **63%** of the monies collected (or about \$1.8 million) from the 0.95 mills Transportation millage have been used to support Harbor Transit service through the Township. Grand Haven City, Spring Lake Village, Ferrysburg City, Grand Haven Charter Township and Spring Lake Township are all partners that collaborate to provide this on-demand bus service.

Ridership with Harbor Transit has grown by about **45%** — increasing from 155,643 rides in 2011 to over 225,000 rides in 2015. And because voters recently approved the addition of Spring Lake Township to Harbor Transit, ridership numbers will continue to increase↑.

About **37%** of the monies were used to supplement the Township road maintenance program. When combined with General Fund monies and Tax Increment Finance funds, the Township has budgeted about **\$3.5** million since 2011 and accomplished the following:

- ✓ Re-surfaced about **18.3** miles of local or subdivision streets;
- ✓ Crack sealed about **49** miles of roadways;
- ✓ Re-graveled over **3.94** miles of rural roadways; and,
- ✓ Applied **15** dust palliative treatments to the Township's 19 miles of gravel roadways.

The above numbers are fairly impressive, especially when it is understood that the figures do not include road maintenance done by the Ottawa County Road Commission. (*During this same five-year period the OCRC re-surfaced or seal coated about **11.18** of roadways.*)

EXCERPTS OF MINUTES

At a regular meeting of the Township Board of the Grand Haven Charter Township, Ottawa County, Michigan, held at the Township Hall at 13300 - 168th Avenue, Grand Haven, Michigan, on the 14th day of December, 2015, at 7:00 p.m., local time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Board Member _____ and supported by Board Member _____:

RESOLUTION 15-12-01

WHEREAS, the Township desires to place before its electors at the March 8, 2016, presidential primary election a transportation millage renewal proposition;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The following proposition shall be submitted to the qualified electors of Grand Haven Charter Township, Ottawa County, Michigan, at an election held on Tuesday, March 8, 2016:

TRANSPORTATION MILLAGE RENEWAL PROPOSITION

Shall the expired previously voted increase in property taxes which may be levied against property in Grand Haven Charter Township, Ottawa County, Michigan, be renewed for five (5) years, 2016 through 2020, inclusive, in the amount of 0.95 mill (\$0.95 per thousand dollars of taxable valuation), for all property in the Township, to provide funds to pay the cost for Grand Haven Charter Township to participate in the Harbor Transit Multi-Modal Transportation System, and to provide funds to repair, construct or reconstruct roads, bridges or drainage structures; and shall the Township be authorized to levy the tax? The estimate of the revenue the Township will collect if the millage is approved and levied in its entirety in the 2016 calendar year is approximately \$671,678.

YES ()
NO ()

2. The Township Clerk is authorized and directed to timely certify this resolution, containing the Transportation Millage Renewal Proposition, to the County Clerk for the County of Ottawa, Michigan.

3. All resolutions in conflict in whole or in part are revoked to the extent of such conflict.

YES: _____

NO: _____

RESOLUTION DECLARED AND ADOPTED.

DATED: December 14, 2015

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Grand Haven Charter Township, 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 14th day of December, 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

SUPERINTENDENT'S MEMO

DATE: December 10, 2015
TO: Township Board
FROM: Cargo and Sandoval
SUBJECT: December Budget Amendments

Attached, please find the proposed final budget amendments for the 2015 Fiscal Year and the resolution necessary to adopt the changes.

In brief, the changes are mostly positive and reflect increased activity throughout the organization and lower than anticipated capital costs. Specifically, the following amendments are proposed:

- 1) The General Fund revenues are increased↑ by **\$65,700**, the majority of which is related to higher than anticipated construction activity, sale of surplus Public Works equipment, and higher interest returns..

Further, expenditures are decreased↓ by **\$64,050**, which are mostly related lower project costs in the areas of pathway maintenance and street maintenance. The significant changes for expenditures include the following:

- a. Legislative expenditures are increased↑ by \$10,000, mostly due to the delinquent tax costs associated with the relinquishment of the leasehold on the so-called Witteveen property;
- b. Election expenditures are increased↑ by \$1,020 due to higher than expected activity and an election worker dinner;
- c. Building and Ground expenditures are reduced↓ by \$3,300 due to lower utility and maintenance costs;
- d. Cemetery expenditures are increased↑ by \$10,050 to reflect higher than anticipated activity and the “flag poles” project that was added by the Board;
- e. Community Development expenditures are increased↑ by \$10,750 to reflect the surge in construction and related contract costs for electrical, mechanical and plumbing costs;
- f. Storm Drain expenditures are increased↑ by \$2,460 due to higher than anticipated

drain maintenance costs incurred by the Ottawa County Water Resources Commissioner;

- g. Street Lighting costs are increased↑ by \$1,000, due to higher than anticipated fees;
- h. Parks and Recreation expenditures are increased↑ by \$12,080; mostly due to higher employee activity within this realm of the public services department;
- i. Bike Path expenditures are decreased↓ by \$9,000 due to lower employee activity and maintenance projects being under budget; and,
- j. Appropriation Transfers Out to the Municipal Street Fund are reduced↓ by \$100,000 based upon the OCRC's final billing for road maintenance activities, which are under project cost estimates.

The unassigned fund balance of the General Fund is expected to exceed **\$2.0 million** at the end of the current fiscal year. This is considered to be very robust and healthy fund balance and will likely increase↑ further after all revenues and expenditures are finalized.

- 2) The Municipal Street Fund revenues are decreased↓ by \$100,000 and expenditures are decreased by **\$94,050** as a result of street maintenance costs being below construction cost estimates.

The unassigned fund balance of the Municipal Street Fund will be an estimated **\$75,942**.

- 3) The Fire/Rescue Fund expenditures are increased↑ by \$9,930 to reflect higher than anticipated activity. 2015 may exceed the record number of emergency responses that occurred in 2014.

The unassigned fund balance of the Fire/Rescue Fund will be an estimated **\$167,623**.

- 4) The Township Police Services Fund revenues are increased↑ by **\$7,250** as a result of higher than anticipated traffic fines being collected.

The unassigned fund balance of the Police Services Fund will be an estimated **\$146,482**.

- 5) The DDA Fund revenues are increased↑ by **\$17,550** to reflect a payment from the State of Michigan meant to reimburse the authority for the loss of revenue associated with the elimination of the Personal Property Tax (or PPT).

The unassigned fund balance of the DDA Fund will be an estimated **\$675,816**.

- 6) Sewer Fund revenues are increased↑ by **\$3,720** while expenditures are decreased↓ by **\$10,390**, mostly due to less employee activity within this realm of the public services department.

The unassigned fund balance of the Sewer Fund is expected to be about **\$1.33 million** at the

end of the current fiscal year. This is considered to be strong.

- 7) The Water Fund revenues are increased↑ by **\$61,300** due to higher than anticipated water sales and activity. Further, the expenditures are increased↑ by **\$49,700**, mostly due to one-time water payment to NOWS based upon the City of Grand Haven's FY 2014/15 financial audit.

The unassigned fund balance of the Water Fund is expected to be about **\$1.38** million at the end of the current fiscal year. This is considered to be strong.

If the Board supports the proposed budget amendments, the following motion may be offered:

Move to adopt Resolution 15-12-02 that adopts the December budget amendments for fiscal year 2015.

If you have any questions or comments, please contact either Cargo or Sandoval at your convenience.

RESOLUTION NO. 15-12-02

WHEREAS, Grand Haven Charter Township has formally adopted the 2015 fiscal year budget;

WHEREAS, the Grand Haven Charter Township Board of Trustees have determined that the proposed attached amendments to this budget are necessary to comply with the requirements of the State of Michigan and to respond to changes that have occurred since the budget was adopted in November of 2014;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Grand Haven Charter Township determines:

SECTION 1:

This resolution shall be known as the Grand Haven Charter Township 2014 December Budget Amendments.

SECTION 2:

The list of attached amendments to the 2015 fiscal year budget are found to be acceptable and are adopted by the Board.

SECTION 3:

Motion made by _____ and seconded by _____ to adopt the foregoing resolution upon the following roll call vote:

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED: ADOPTED.

The **motion** carried and the resolution was duly adopted on December 14, 2015.

Laurie Larsen, Township Clerk
Dated: December 14, 2015

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
December 14, 2015

		From	To	+ or (-)
General Fund Revenues				
403.300	Property Taxes - Delinquent Personal	250	50	(300)
447.000	Taxes - Administration Fees	203,250	207,850	4,600
452.000	Franchise Fees	258,000	260,350	2,350
477.000	Building Permit Fees	200,000	220,000	20,000
478.000	Electrical Permit Fees	41,000	42,000	1,000
479.000	Plumbing Permit Fees	25,000	26,000	1,000
480.000	Mechanical Permit Fees	46,000	49,500	3,500
609.000	Planning/Board of Appeal Fees	1,400	875	(525)
609.100	Construction Board of Appeals	150	0	(150)
610.000	Various Fees	20,250	20,850	600
612.000	Property Tax Information Fees	100	25	(75)
626.000	Cemetery Grave Openings	33,000	40,500	7,500
664.000	Interest Income	12,080	22,080	10,000
674.000	Sale of Fixed Assets (Auction of DPW equip)	0	19,600	19,600
677.000	Reimbursements	5,000	1,600	(3,400)
TOTAL GENERAL FUND REVENUE		3,472,360	3,538,060	65,700
Dept. Group 101 - Legislative				
727.000	Office Supplies & Postage	8,100	7,800	(300)
801.000	Professional Fees (Witteveen Prop Taxes)	42,500	52,500	10,000
802.000	Conferences, Dues & Subs	8,990	7,960	(1,030)
805.000	Audit Services	5,000	4,900	(100)
900.000	Printing & Publishing	11,100	11,900	800
910.000	Bldg, Equip & Radio Insurance	12,860	13,590	730
912.000	Health & Safety	100	0	(100)
	Total	148,750	158,750	10,000
Dept. Group 172 - Administration				
715.000	FICA	18,450	18,950	500
718.000	Pension	28,220	29,370	1,150
719.000	Health Insurance	30,500	29,350	(1,150)
727.000	Office Supplies & Postage	4,000	3,000	(1,000)
910.100	Worker's Comp	1,100	1,400	300
976.000	Equipment Purchases	0	200	200
	Total	334,460	334,460	0
Dept. Group 215 - Clerk				
802.000	Conferences, Dues & Subs	3,050	2,850	(200)
861.000	Travel and Mileage	820	1,020	200
	Total	28,430	28,430	0

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
December 14, 2015

		From	To	+ or (-)
Dept. Group 253 - Treasurer				
707.000	Committee Meeting & Conference Pay	1,000	1,700	700
715.000	FICA	860	910	50
802.000	Conferences, Dues & Subs	4,150	3,260	(890)
861.000	Travel and Mileage	300	440	140
	Total	26,640	26,640	0
Dept. Group 257 - Assessing				
718.000	Pension	12,740	13,240	500
719.000	Health Insurance	15,540	15,740	200
727.000	Office Supplies & Postage	5,200	5,700	500
802.000	Conferences, Dues & Subs	4,900	3,270	(1,630)
936.000	Equipment Maintenance (Printer repair)	0	350	350
956.000	Miscellaneous Expense (Maps for AMAR)	0	80	80
	Total	199,550	199,550	0
Dept. Group 262 - Elections				
707.000	Committee Meeting & Conference Pay	250	410	160
727.000	Office Supplies & Postage	1,440	1,940	500
936.000	Equipment Maintenance	150	0	(150)
956.000	Miscellaneous (Election worker dinner)	790	1,300	510
	Total	20,640	21,660	1,020
Dept. Group 265 - Building & Grounds				
702.000	Salaries	67,230	64,230	(3,000)
715.000	FICA	5,050	4,850	(200)
718.000	Pension	6,010	5,910	(100)
850.000	Telephone	9,320	7,320	(2,000)
921.000	Electric	25,350	30,350	5,000
936.000	Equipment Maintenance	14,960	11,960	(3,000)
	Total	187,690	184,390	(3,300)
Dept. Group 276 - Cemetery				
719.000	Health Insurance	15,330	17,530	2,200
715.000	FICA	5,920	5,770	(150)
808.100	Cemetery Contract Expense	6,000	10,000	4,000
923.000	Water Expense	5,300	4,300	(1,000)
930.000	Maintenance and Repair of B&G	5,420	6,520	1,100
970.000	Capital Outlay (Electrical for Flag Poles)	14,250	18,150	3,900
	Total	154,660	164,710	10,050
Dept. Group 371 - Community Development				

GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
December 14, 2015

		From	To	+ or (-)
727.000	Office Supplies & Postage	5,700	7,450	1,750
806.000	Electrical Inspections	28,100	29,100	1,000
807.000	Plumbing Inspections	18,000	20,000	2,000
807.100	Mechanical Inspections	30,960	36,960	6,000
	Total	438,550	449,300	10,750
Dept. Group 445 - Drains - Public Benefit				
890.000	Drains at Large	5,600	8,060	2,460
	Total	5,600	8,060	2,460
Dept. Group 448- Street Lighting				
920.000	Street Lights	120,500	121,500	1,000
	Total	120,500	121,500	1,000
Dept. Group 528 - Waste Collection				
882.000	Yard Waste	8,600	9,460	860
	Total	8,600	9,460	860
Dept. Group 751 - Parks and Recreation				
702.000	Salaries	82,410	90,410	8,000
707.000	Comm Meeting & Conference Pay	500	800	300
715.000	FICA	6,350	7,050	700
718.000	Pension	4,700	5,650	950
719.300	Life Insurance	90	130	40
741.000	Uniform Expense	2,250	2,450	200
861.000	Travel & Mileage	4,000	4,400	400
863.000	Fuel	7,000	6,000	(1,000)
921.000	Electric	8,100	10,500	2,400
923.000	Water	1,600	1,960	360
930.000	Maintenance and Repair of B&G	68,410	69,410	1,000
931.000	Fertilizer Expense	5,760	4,760	(1,000)
932.200	Buchanan Access	3,000	1,530	(1,470)
936.000	Equipment Maintenance	6,000	7,200	1,200
	Total	748,950	761,030	12,080
Dept. Group 757 - Bike Path				
702.000	Salaries	50,340	51,340	1,000
718.000	Pension	4,860	5,160	300
801.000	Legal & Professional	1,000	2,000	1,000
803.000	Contracted Services	400	100	(300)
863.000	Fuel Expense	5,540	4,540	(1,000)
930.000	Maintenance & Repair of B&G	10,000	23,500	13,500

**GRAND HAVEN CHARTER TOWNSHIP
BUDGET AMENDMENTS & LINE ITEM TRANSFERS
GENERAL FUND
December 14, 2015**

		From	To	+ or (-)
970.000	Capital Outlay	75,000	65,000	(10,000)
970.250	Capital Outlay - Prof Fees	27,570	14,070	(13,500)
	Total	210,880	201,880	(9,000)
Dept. Group 966 - Appropriation Transfers				
999.204	Operating Transfers Out - Transportation	200,000	100,000	(100,000)
	Total	670,170	570,170	(100,000)
TOTAL GENERAL FUND EXPENDITURES		3,567,480	3,503,400	(64,080)

GENERAL FUND - FUND BALANCE:

Fund Balance (from 2014 Financial Audit)	1,967,274
2015 Revenue	3,472,360
Total Revenue budget amendments	65,700
2015 Amended Revenue	3,538,060
2015 Expenditures	3,567,480
Total Expense budget amendments	(64,080)
2015 Amended Expenditures	3,503,400
Net Budget Amendments	129,780
Projected Unassigned Fund Balance - 12/31/15	2,001,934

SUPERINTENDENT'S MEMO

DATE: December 4, 2015

TO: Township Board

FROM: Bill Cargo

SUBJECT: 2016 Business Plan

Attached, please find the draft of the 2016 GHT Business Plan that contains specific Board priorities that will be monitored by the Township Board.

As was discussed at the November 9th work session, the plan focuses on the specific areas outlined within the 2015 – 2018 Strategic Plan. These include:

1. **Maintain Healthy Financial Balance**

- Complete a review of employee health insurance options prior to any change to current health insurance coverage as required by the Federal Affordable Health Care Act. (*Project completion – August 31st.*)
- Support and plan for the renewal of the 0.95 Harbor Transit and Street Maintenance millage. Schedule an election and provide information to the voters regarding how monies from this property tax were utilized. (*Project completion – no later than November.*)

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

- Complete a “Community Engagement” program to review and provide recommendations for the following areas:
 - ✓ Development of the so-called “Witteveen Trust” properties and adjacent residual parcels;
 - ✓ Development of the so-called “Wolfe” property that will be purchased with a MNRTF grant;
 - ✓ Development and location of a proposed 10 mile extension of the Township's 28 mile pathway system.
- (*Project completion – no later than November.*)

3. **Maintain and Improve Infrastructure**

- Complete engineering design and bid documents for the DDA regarding the reconstruction of 168th Avenue between Ferris and Johnson and the extension of sidewalks along the South side of Robbins between 172nd and 168th Avenue. This will be a DDA project. (*Project completion – December 31st.*)

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

- Complete the “Resilient Grand Haven” Master Plan process and begin a recodification and amendment of the Township’s Zoning Ordinance to implement the recommendations of the Master Plan, when approved. (*Project completion – August of 2017.*)
- Cooperate with Harbor Transit on informing voters regarding the proposed “Harbor Transit and Street Maintenance” millage renewal. (*Project completion – no later than November.*)
- Complete partnership agreement with Grand Haven Area Public Schools (*or Ottawa County*) regarding hosting computer equipment for Disaster Recovery purposes. Install equipment through Worksighted at select location. (*Project completion – May 31st.*)

5. **Economic Development**

- Emphasize further the development “Walkability” within the Township through the following:
 - ✓ Extension of sidewalks along the south side of Robbins Road between 168th Avenue and 172nd Avenue. (*Project completion November of 2017.*)
 - ✓ Support the proposed 10 mile extension of the Township’s pathway system, including an extension along Lincoln Street in view of the traffic pattern changes anticipated by the recently opened M-231 within Robinson Township. (*Project completion – no later than November.*)
- Complete the necessary review of the Spectrum/Holland Hospital PUD amendment (*i.e., 120,000 square foot medical facility*). (*Project completion – no later than March of 2016.*)
 - ✓ If approved, complete a review and update of the existing Robbins Road Corridor Plan. (*Project completion – April of 2017.*)

To approve the proposed 2016 Business Plan, the following motion can be offered:

Move to approve the 2016 Business Plan and instruct Cargo to provide quarterly updates to the full board during Board work sessions.

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



DIRECTOR OF ASSESSING

DATE: December 1, 2015

TO: Township Board

FROM: Denise M. Chalifoux

RE: Financial Depository Institution Approval for the Year 2016

State law requires the Township Board to annually designate the depositories in which the Treasurer may place Township monies for investment and operational purposes.

The following Financial Institutions are the recommendations for investment and operational purposes during the 2016 fiscal year:

First National Bank of America

*Talmer West Bank- HSA

*JP Morgan Chase Bank

Comerica Bank

Fifth Third Bank

*Flagstar Bank

*Huntington National Bank

*MBIA CLASS – Investment Pool

*Mercantile Bank (Grand Rapids)

Tri-Cities Credit Unions

UBS Financial Services, Inc.

*Bank of Northern Michigan

Citizens Bank

PNC (National City)

Chemical Bank

Community Shores Bank

Republic Bank

*Bank of Holland-CD

*Macatawa Bank-CD

*Multi-Bank Securities, Inc.

First Merit Bank

Morgan Stanley

Wells Fargo Bank

First National Bank of Michigan

Motion to approve Resolution 15-12-03, approving Grand Haven Charter Township's financial depositories for fiscal year 2016.

**Banks and financial institutions currently holding Township funds.*

If you have questions regarding the financial institutions above, please contact me.

Resolution 15-12-03

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 14th day of December, 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 to approve a list of Financial Institutions as depositories for Grand Haven Charter Township.

Discussion followed with respect to the proposed list. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #15-12-03
Approving Financial Depositories

WHEREAS, pursuant to MCL 41.77, the depositories of the township must be approved by the township board resolution, and

WHEREAS, the Treasurer as the custodian of the Township's monies has recommended that the following financial institutions be utilized by the Township as depositories, now

BE IT RESOLVED, that the following financial institutions are approved as depositories for Grand Haven Charter Township:

First National Bank of America
Talmer West Bank- HSA
JP Morgan Chase Bank
Comerica Bank
Fifth Third Bank
Flagstar Bank
Huntington National Bank
MBIA CLASS – Investment Pool
Mercantile Bank (Grand Rapids)
Tri-Cities Credit Unions
UBS Financial Services, Inc.
Bank of Northern Michigan

Citizens Bank
PNC (National City)
Chemical Bank
Community Shores Bank
Republic Bank
Bank of Holland-CD
Macatawa Bank-CD
Multi-Bank Securities, Inc.
First Merit Bank
Morgan Stanley
Wells Fargo Bank
First National Bank of Michigan

BE IT FURTHER RESOLVED, that all resolutions or motions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.
Dated:

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 14th day of December, 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.

Township Clerk
Laurie Larsen



Deputy Treasurer

DATE: December 7, 2015

TO: Township Board

FROM: Denise M. Chalifoux

RE: Collection of Payments or Refunds on Taxes under/over \$5.00

As the Board is aware, Grand Haven Township collects current property taxes for the State, County, Schools, Library and GHT.

On several occasions, the Treasurer will receive checks for an incorrect amount, both over and under the amount due. To rebill or refund amounts under or over \$5.00 is not cost effective. To clear up any questions or concerns regarding writing off these small amounts, it was suggested that the Board by resolution affirm the best practice, vis-a-vis a resolution developed by the Michigan Treasurers Association.

The attached resolution would eliminate the need to request a secondary payment due of tax amounts totaling \$5.00 or less once the primary payment has been received and not refund overpayments of taxes totaling \$5.00 or less.

Motion to approve Resolution 15-12-04, approving the collection of payments or refunds on property taxes under/over \$5.00.

If you have questions, please contact me.

Resolution 15-12-04

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 14th day of December, 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 to approve the collection of payments or refunds on taxes under/over \$5.00.

Discussion followed with respect to this policy. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #15-12-04
Collection of Payments or Refunds on Taxes under/over \$5.00

WHEREAS, The General Property Tax Act P.A. 206 of 1893 (as amended) requires the Treasurer of Grand Haven Charter Township to collect Real and Personal Property Taxes.

WHEREAS, many taxpayers and Mortgage Companies, etc. pay their taxes by personal or bank check via U.S. Postal Service or in person at the Township Hall.

WHEREAS, on several occasions, the Treasurer has received checks for an incorrect amount, both deficient and excess of the amount due.

WHEREAS, this has resulted in refund checks totaling less than \$5.00 and/or a request to the taxpayer to submit the balance due, often amounting to less than \$5.00.

THEREFORE BE IT RESOLVED, that the Grand Haven Charter Township Treasurer will not request a secondary payment due of any tax amounts totaling \$5.00 or less, once the primary payment has been received.

BE IT ALSO RESOLVED, that the Board of Trustees approves the underpayments to be taken from the interest being earned.

BE IT FURTHER RESOLVED, that overpayments of taxes totaling \$5.00 or less shall be handled by the Treasurer in accordance with generally accepted regional tax collection practices.

BE IT FURTHER RESOLVED, that all resolutions or motions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:
NO:
ABSENT:

RESOLUTION DECLARED ADOPTED.
Dated:

Township Clerk
Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 14th day of December, 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.

Township Clerk
Laurie Larsen



Superintendent's Memo

DATE: December 10, 2015

TO: Township Board

FROM: Cargo

RE: Charitable Gaming License for "Grand Haven Buccaneers Sports Boosters"

Attached please find a Resolution that states that "Grand Haven Buccaneer Sports Boosters" is a recognized non-profit organization in the community. This recognition is for the purposes of "Grand Haven Buccaneer Sports Boosters" obtaining a charitable gaming license that will allow the organization to hold a raffle. *(Please note that recognizing "Grand Haven Buccaneer Sports Boosters" as a non-profit is not an endorsement of charitable gaming events).*

"Grand Haven Buccaneer Sports Boosters" is a non-profit, volunteer organization of parents, coaches, teachers, and community members who support Grand Haven athletics. "Grand Haven Buccaneer Sports Boosters" raises funds to help cover the costs of equipment, uniforms, and other needs for the athletic programs at the Grand Haven High School and Lakeshore Middle School. *(Please note that this non-profit has a registered identification number of 800678 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 "Grand Haven Buccaneer Sports Boosters" as a charitable organization, the following motion can be offered:

Move to approve and adopt Resolution 15-12-05, which recognizes "Grand Haven Buccaneer Sports Boosters" as a non-profit 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

Resolution 15-12-05

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

At a Regular meeting of the Grand Haven Charter Township
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Supervisor French on Monday, December 14, 2015
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Grand Haven Buccaneer Sports Boosters 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.
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 Grand Haven Charter Township at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on Monday, December 14, 2015.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Laurie Larsen, Township Clerk

PRINTED NAME AND TITLE

13300 168th Avenue, Grand Haven, Michigan 49417

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)



Community Development Memo

DATE: December 9, 2015

TO: Township Board

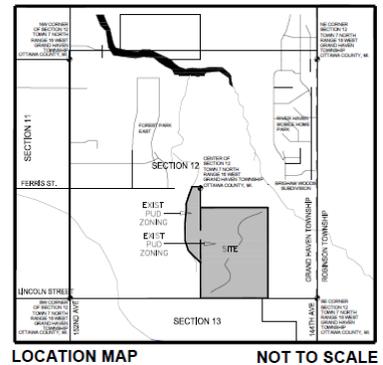
FROM: Stacey Fedewa, Planning & Zoning Official

RE: Lincoln Pines Phase 1 –Preliminary Plat for Final Approval

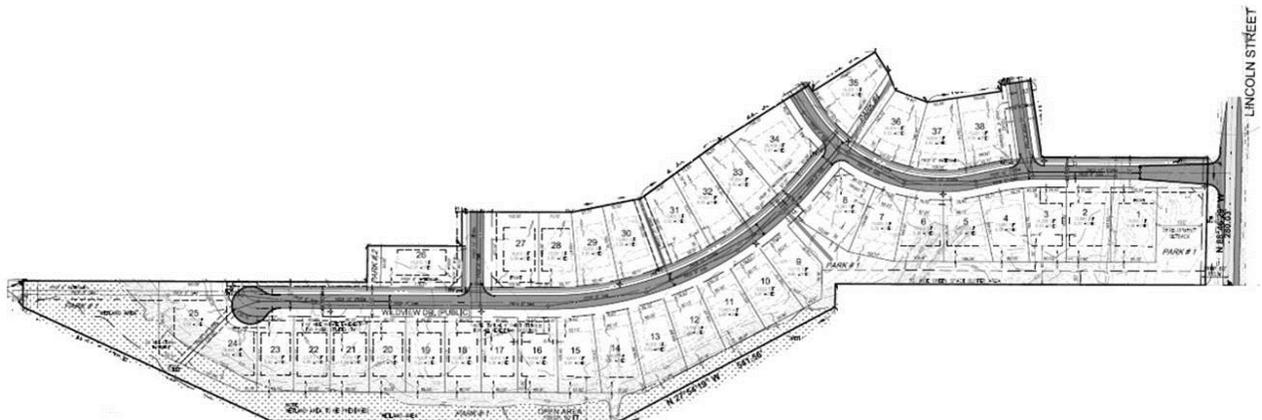
BACKGROUND

On November 30th Signature Land Development Corporation (“Developer”) submitted an application for Preliminary Plat for Final Approval – Phase 1 of the Lincoln Pines Subdivision.

The Subdivision proposes to locate in Section 12 of the Township with two entrances on Lincoln Avenue (*west of Brighamwoods Subdivision on 144th Avenue and east of the proposed Copper Stone PUD of single-family residences*). The 28% of the 58 acre site is comprised of dedicated open space.



The development has been approved for 99 single-family dwellings. Phase 1 proposes 38 lots. Furthermore, this development will be installing oversized sewer to accommodate future growth in that area. The Township has a repayment policy for the addition cost associated with sewer oversized, which will be repaid back through 50% of each trunkage fee that is collected after a dwelling connects.



REMAINING SUBDIVISION PLAT APPROVAL PROCESS

1. Preliminary Plat for Final Approval – *20 days to complete*
 - Requires Township Board Approval
 - Once approved, Developer may begin construction
2. Final Plat Approval – *20 days to complete*
 - Certified copy of Final Plat submitted to the County Plat Board

PRELIMINARY PLAT REQUIREMENTS

Before the developer is permitted to apply for Preliminary Plat approval all construction plans must be approved by the Township, which occurred on November 25, 2015. The Subdivision Control Ordinance requirements are:

- If the Preliminary Plat conforms substantially to the plat tentatively approved by the Township, the Township Board shall approve the Preliminary Plat.
 - Staff has confirmed the Preliminary Plat submitted for approval conforms substantially to the plat the Board tentatively approved on 12-8-2014.
- No installation or construction of any improvements shall be made before the Preliminary Plat has received final approval of the Township Board and the detailed working drawings/plans have been certified to conform to Township construction standards and approved by the Township (*approved 11-25-15*).

RECOMMENDATION

If the Township Board finds the application for Preliminary Plat for Final Approval meets the applicable standards, the following motion can be offered:

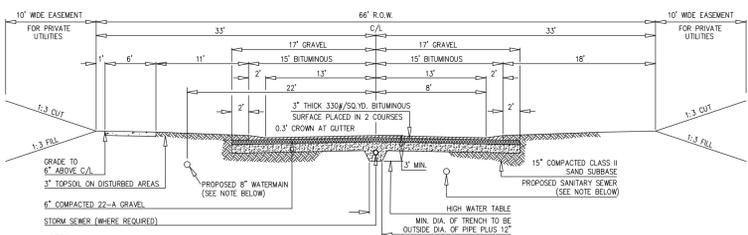
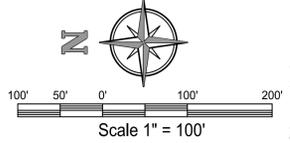
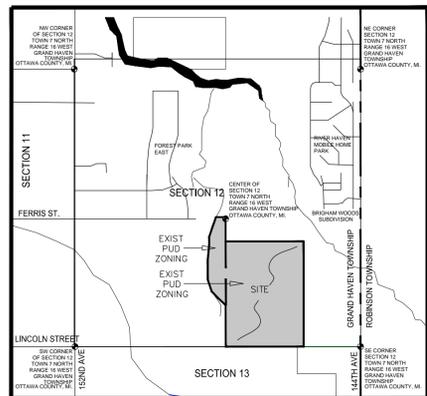
Motion to approve the Preliminary Plat for Final Approval for Phase 1 of the Lincoln Pines Subdivision.

If the Township Board finds the application for Preliminary Plat for Final Approval does not meet the applicable standards the following motion can be offered:

Motion to deny the Preliminary Plat for Final Approval for Phase 1 of the Lincoln Pines Subdivision.

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

**PRELIMINARY PLAT OF:
LINCOLN PINES SUBDIVISION**
PART OF THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF SECTION 12, T.7N., R.16 W.
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

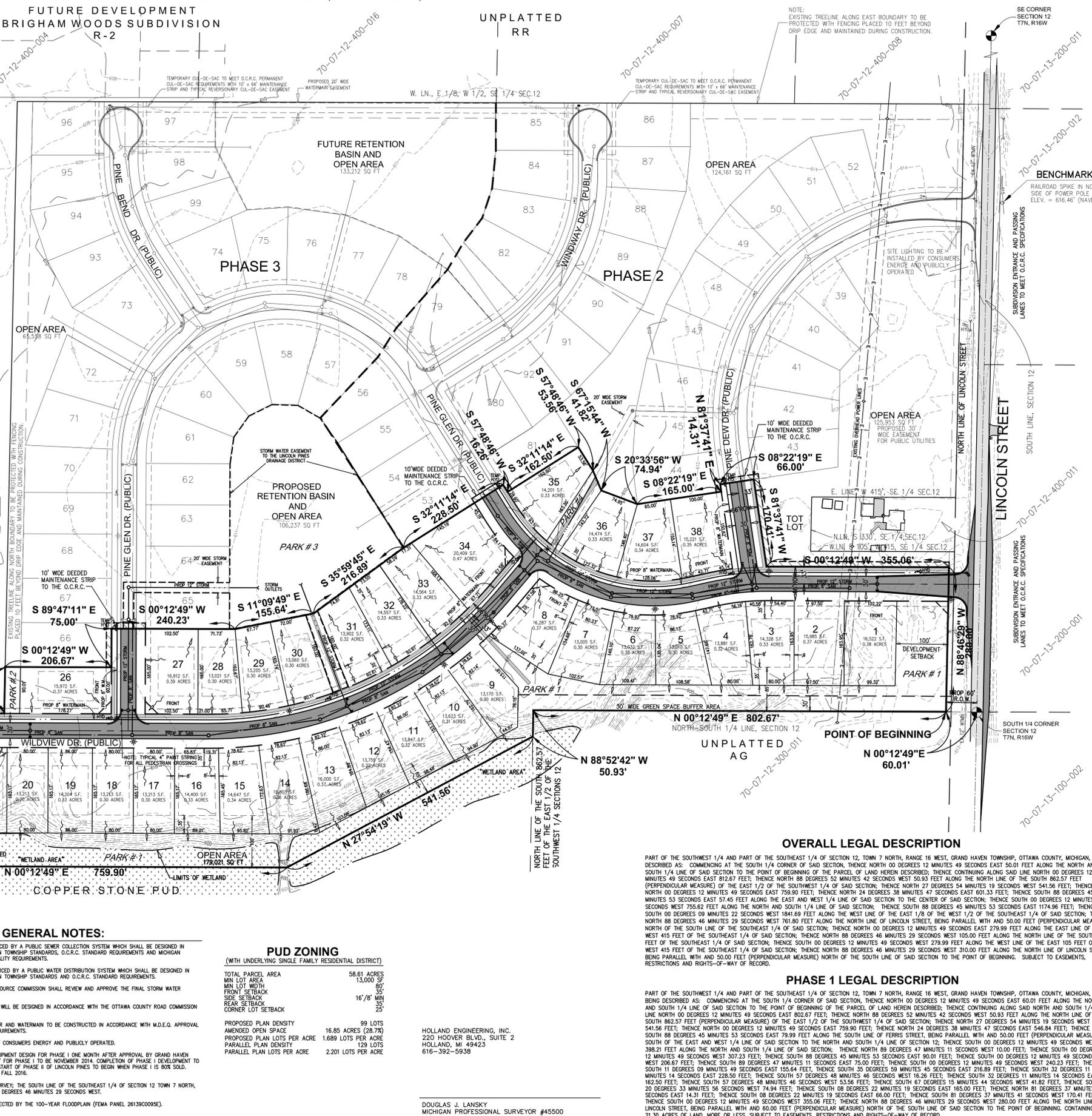
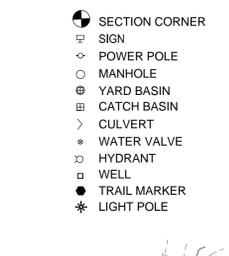
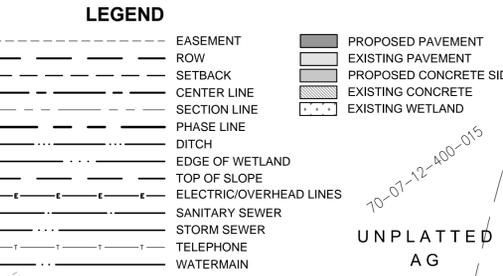


NOTES:
MINIMUM GRADE SHALL BE 0.6% STORM SEWERS SHALL BE CONSTRUCTED ALONG C/L. BACK OF CATCH BASIN CASTING SHALL BE SET AT 1/4" FROM C/L. BACK OF CATCH BASIN CASTING IN INTERSECTION RADIUS SHALL BE IN 6" FROM OUTSIDE EDGE OF BITUMINOUS SURFACING. TOP OF CASTING SHALL BE SET FLUSH WITH FINISH GRADE. GRAVEL SHALL THEN BE GRADED 10' EITHER DIRECTION FROM CASTING TO ALLOW FOR THICKNESS OF BITUMINOUS SURFACE. THIS STREET SECTION WILL HAVE A SPRING WEIGHT REDUCTION OF 35%.

PROPOSED WATER MAIN SHALL BE CONSTRUCTED 22" NORTHERLY AND OR EASTERLY OF THE PROPOSED ROAD CENTERLINES AS SHOWN. THE WATERMAIN DEPTH SHALL BE SET 5.5' BELOW PROPOSED ROAD CENTERLINE GRADE TO THE CENTER OF THE MAIN.

PROPOSED SANITARY SEWER SHALL BE CONSTRUCTED 8 FEET SOUTHERLY AND OR WESTERLY OF THE PROPOSED ROAD CENTERLINES AS SHOWN.

TYPICAL ROAD CROSS SECTION



GENERAL NOTES:

1. THE DEVELOPMENT WILL BE SERVICED BY A PUBLIC SEWER COLLECTION SYSTEM WHICH SHALL BE DESIGNED IN ACCORDANCE WITH THE GRAND HAVEN TOWNSHIP STANDARDS, O.C.R.C. STANDARD REQUIREMENTS AND MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY REQUIREMENTS.
2. THIS DEVELOPMENT WILL BE SERVICED BY A PUBLIC WATER DISTRIBUTION SYSTEM WHICH SHALL BE DESIGNED IN ACCORDANCE WITH THE GRAND HAVEN TOWNSHIP STANDARDS AND O.C.R.C. STANDARD REQUIREMENTS.
3. THE OTTAWA COUNTY WATER RESOURCE COMMISSION SHALL REVIEW AND APPROVE THE FINAL STORM WATER MANAGEMENT DESIGN.
4. ALL ROADS WILL BE PUBLIC AND WILL BE DESIGNED IN ACCORDANCE WITH THE OTTAWA COUNTY ROAD COMMISSION STANDARDS.
5. INSTALLATION OF SANITARY SEWER AND WATERMAIN TO BE CONSTRUCTED IN ACCORDANCE WITH M.D.E.Q. APPROVAL AND RESTORED MEETING M.D.E.Q. REQUIREMENTS.
6. SITE LIGHTING TO BE PROVIDED BY CONSUMERS ENERGY AND PUBLICLY OPERATED.
7. SCHEDULED TO START SITE DEVELOPMENT DESIGN FOR PHASE I ONE MONTH AFTER APPROVAL BY GRAND HAVEN CHARTER TOWNSHIP. EXPECTED START FOR PHASE I TO BE NOVEMBER 2014. COMPLETION OF PHASE I DEVELOPMENT TO BE SIX MONTHS FROM START DATE. START OF PHASE II OF LINCOLN PINES TO BEGIN WHEN PHASE I IS BOX SOLD. EXPECTED START OF PHASE II TO BE FALL 2016.
8. BEARING BASIS FOR BOUNDARY SURVEY, THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SECTION 12 TOWN 7 NORTH, RANGE 16 WEST AS BEING NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST.
9. THIS PROJECT IS IN AN AREA AFFECTED BY THE 100-YEAR FLOODPLAIN (FEMA PANEL 26136C0995C).

PUD ZONING
(WITH UNDERLYING SINGLE FAMILY RESIDENTIAL DISTRICT)

TOTAL PARCEL AREA	58.61 ACRES
MIN LOT AREA	13,000 SF
MIN LOT WIDTH	35'
FRONT SETBACK	35'
SIDE SETBACK	16'8" MIN
REAR SETBACK	5'
CORNER LOT SETBACK	25'
PROPOSED PLAN DENSITY	99 LOTS
AMENDED OPEN SPACE	16.85 ACRES (28.7%)
PROPOSED PLAN LOTS PER ACRE	1.689 LOTS PER ACRE
PARALLEL PLAN DENSITY	129 LOTS
PARALLEL PLAN LOTS PER ACRE	2.201 LOTS PER ACRE

HOLLAND ENGINEERING, INC.
220 HOOPER BLVD., SUITE 2
HOLLAND, MI 49423
616-392-5938

DOUGLAS J. LANSKY
MICHIGAN PROFESSIONAL SURVEYOR #45500

OVERALL LEGAL DESCRIPTION

PART OF THE SOUTHWEST 1/4 AND PART OF THE SOUTHEAST 1/4 OF SECTION 12, TOWN 7 NORTH, RANGE 16 WEST, GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BEING DESCRIBED AS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION, THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 50.01 FEET ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION TO THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUING ALONG SAID NORTH AND SOUTH 1/4 LINE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 802.67 FEET ALONG THE NORTH LINE OF SAID SECTION TO THE POINT OF BEGINNING OF THE SOUTH 825.27 FEET (PERPENDICULAR MEASURE) OF THE EAST 1/2 OF SAID SECTION; THENCE NORTH 27 DEGREES 54 MINUTES 19 SECONDS WEST 541.56 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 759.90 FEET; THENCE NORTH 24 DEGREES 38 MINUTES 47 SECONDS EAST 601.33 FEET; THENCE SOUTH 88 DEGREES 45 MINUTES 53 SECONDS EAST 51.45 FEET ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION TO THE CENTER OF SAID SECTION; THENCE SOUTH 00 DEGREES 12 MINUTES 49 SECONDS WEST 759.90 FEET ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION; THENCE NORTH 88 DEGREES 45 MINUTES 53 SECONDS EAST 1174.96 FEET; THENCE SOUTH 00 DEGREES 09 MINUTES 22 SECONDS WEST 1841.69 FEET ALONG THE WEST LINE OF THE EAST 1/8 OF THE WEST 1/2 OF THE SOUTHEAST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 761.80 FEET ALONG THE NORTH LINE OF LINCOLN STREET, BEING PARALLEL WITH AND 50.00 FEET (PERPENDICULAR MEASURE) NORTH OF THE SOUTH LINE OF THE SOUTHEAST 1/4 OF SAID SECTION; THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 279.99 FEET ALONG THE EAST LINE OF THE WEST 415 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 105.00 FEET ALONG THE NORTH LINE OF THE SOUTH 330 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE SOUTH 00 DEGREES 12 MINUTES 49 SECONDS WEST 279.99 FEET ALONG THE WEST LINE OF THE EAST 105 FEET OF THE WEST 415 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 310.00 FEET ALONG THE NORTH LINE OF LINCOLN STREET, BEING PARALLEL WITH AND 50.00 FEET (PERPENDICULAR MEASURE) NORTH OF THE SOUTH LINE OF SAID SECTION TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD.

PHASE 1 LEGAL DESCRIPTION

PART OF THE SOUTHWEST 1/4 AND PART OF THE SOUTHWEST 1/4 OF SECTION 12, TOWN 7 NORTH, RANGE 16 WEST, GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BEING DESCRIBED AS: COMMENCING AT THE SOUTH 1/4 CORNER OF SAID SECTION, THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 50.01 FEET ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION TO THE POINT OF BEGINNING OF THE PARCEL OF LAND HEREIN DESCRIBED; THENCE CONTINUING ALONG SAID NORTH AND SOUTH 1/4 LINE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 802.67 FEET ALONG THE NORTH LINE OF SAID SECTION TO THE POINT OF BEGINNING OF THE SOUTH 825.27 FEET (PERPENDICULAR MEASURE) OF THE EAST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 27 DEGREES 54 MINUTES 19 SECONDS WEST 541.56 FEET; THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 759.90 FEET; THENCE NORTH 24 DEGREES 38 MINUTES 47 SECONDS EAST 546.84 FEET; THENCE SOUTH 88 DEGREES 45 MINUTES 53 SECONDS EAST 51.45 FEET ALONG THE EAST AND WEST 1/4 LINE OF SAID SECTION TO THE CENTER OF SAID SECTION; THENCE SOUTH 00 DEGREES 12 MINUTES 49 SECONDS WEST 759.90 FEET ALONG THE NORTH AND SOUTH 1/4 LINE OF SAID SECTION; THENCE NORTH 88 DEGREES 45 MINUTES 53 SECONDS EAST 1174.96 FEET; THENCE SOUTH 00 DEGREES 09 MINUTES 22 SECONDS WEST 1841.69 FEET ALONG THE WEST LINE OF THE EAST 1/8 OF THE WEST 1/2 OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 761.80 FEET ALONG THE NORTH LINE OF LINCOLN STREET, BEING PARALLEL WITH AND 50.00 FEET (PERPENDICULAR MEASURE) NORTH OF THE SOUTH LINE OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 00 DEGREES 12 MINUTES 49 SECONDS EAST 279.99 FEET ALONG THE EAST LINE OF THE WEST 415 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 105.00 FEET ALONG THE NORTH LINE OF THE SOUTH 330 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE SOUTH 00 DEGREES 12 MINUTES 49 SECONDS WEST 279.99 FEET ALONG THE WEST LINE OF THE EAST 105 FEET OF THE WEST 415 FEET OF THE SOUTHWEST 1/4 OF SAID SECTION; THENCE NORTH 88 DEGREES 46 MINUTES 29 SECONDS WEST 310.00 FEET ALONG THE NORTH LINE OF LINCOLN STREET, BEING PARALLEL WITH AND 50.00 FEET (PERPENDICULAR MEASURE) NORTH OF THE SOUTH LINE OF SAID SECTION TO THE POINT OF BEGINNING. CONTAINING 21.30 ACRES OF LAND, MORE OR LESS, SUBJECT TO EASEMENTS, RESTRICTIONS AND RIGHTS-OF-WAY OF RECORD.

HOLLAND ENGINEERING
ENGINEERING | SURVEYING | PIPELINE SERVICES
220 Hooper Boulevard, Suite 2
Holland, Michigan 49423-3766
www.hollandengineering.com
T 616-392-5938 F 616-392-2116

The Surveyor's liability for any and all claims, including those arising out of the Surveyor's / Engineer's professional services, shall be deemed limited to an amount not to exceed the service fee.

SIGNATURE LAND DEVELOPMENT CORPORATION
Attn: Mr. Michael McGraw
1188 East Paris Ave., S.E.
Grand Rapids Charter Twp., MI, 49546

LINCOLN PINES SUBDIVISION
Part of the SE 1/4 and the SW 1/4 of Section 12, T7N, R16W
Grand Haven Township, Ottawa County, MI

Issued for Review	
Date	DESCRIPTION
02/25/2015	PRELIMINARY SUBMITTAL
02/25/2015	REVISED PHASE I SUBMITTAL
02/25/2015	REVISED PHASE I BOUNDARY
02/25/2015	TOWNSHIP BOARD REVIEW
02/25/2015	REVISED PER ROAD COMMISSION

Plans are preliminary & incomplete until ISSUED FOR CONSTRUCTION

Project Manager
ARNE LARSEN
Vertical Datum
NAVD 88
Horizontal Datum
HEI 96
Drawn by
ANDREW NESBITT
Checked by
A. LARSEN
Date
02/25/2015

HEI Project Number
14-10-005
Sheet Title
PRELIMINARY PLAT
Sheet No.
C-101

ACCESSORY BUILDING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0446	HOGEBOOM JAKE J-KELSEY	15064 COPPER CT	\$89.25	\$89.25

Total Fees For Type: \$89.25
Total Permits For Type: 1

ADDITIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0453	CROFF ROGER	15260 CHANNEL RD	\$437.20	\$437.20
P15BU0458	TOBER ALICE C-FLOYD A	14935 SHARON AVE	\$279.65	\$279.65

Total Fees For Type: \$716.85
Total Permits For Type: 2

ADDRESS

Permit #	Owner	Address	Fee Total	Amount Paid
P15AD0037	WATER SPRINKLING PIT'S	13190 COPPERWAY DR	\$14.00	\$14.00
P15AD0038	PIGEON CREEK LLC	17122 LEGACY DR	\$14.00	\$14.00

Total Fees For Type: \$28.00
Total Permits For Type: 2

ALTERATIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0475	URIDIL JOSEPH F-CAROL A	15044 BAYOU POINTE PL	\$224.85	\$224.85
P15BU0487	MOORE KEVIN G-CHRISTY L	15666 LAKE AVE	\$42.00	\$42.00
P15BU0489	FRENCH OTIS N-REGINALD-WI	10895 LAKESHORE DR	\$136.00	\$136.00

Total Fees For Type: \$402.85
Total Permits For Type: 3

BASEMENT FINISH

Permit #	Owner	Address	Fee Total	Amount Paid
----------	-------	---------	-----------	-------------

P15BU0452	ARNOLD RICHARD D-DENNA /	10128 HIAWATHA DR	\$223.65	\$223.65
P15BU0462	VANDERSON ROBERT JR-KATH	12678 RETREAT DR PVT	\$334.45	\$334.45
P15BU0471	FODROCY JOSEPH	17871 MERRYWOOD LN	\$231.70	\$231.70
P15BU0478	LAETHEM JOSEPH-CARLA	12516 RETREAT DR PVT	\$152.25	\$152.25
P15BU0480	ROONEY DEVELOPMENT GRO	12525 RETREAT DR PVT	\$152.25	\$152.25

Total Fees For Type: \$1,094.30
Total Permits For Type: 5

COMMERCIAL BUILDING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0463	BEACON PARTNERS LLC	16859 HAYES ST	\$884.15	\$884.15

Total Fees For Type: \$884.15
Total Permits For Type: 1

DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0456	BAXTER KEVIN C-KATHLEEN I	15090 178TH AVE	\$49.25	\$49.25

Total Fees For Type: \$49.25
Total Permits For Type: 1

ELECTRICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P15EL0307	BIERMAN PAUL-GWEN	13040 ALWAYS LN PVT	\$332.00	\$332.00
P15EL0308	GALLMEYER DANIEL T-AMY	12559 WILDERNESS TR PVT	\$60.00	\$60.00
P15EL0309	LAKESHORE BAPTIST CHURCH	17306 CHURCH HILL ST	\$100.00	\$100.00
P15EL0310	ARNOLD RICHARD D-DENNA /	10128 HIAWATHA DR	\$156.00	\$156.00
P15EL0311	CLAVETTE CHANTALLE	15475 LAKE AVE	\$114.00	\$114.00
P15EL0312	VANDERSON ROBERT JR-KATH	12678 RETREAT DR PVT	\$110.00	\$110.00
P15EL0313	GOODMAN WILLIAM R-DONN/	17447 LAKE MICHIGAN DR	\$124.00	\$124.00
P15EL0314	KETNER VICKI L	16118 BONITA CT	\$70.00	\$70.00
P15EL0315	BEACON PARTNERS LLC	16859 HAYES ST	\$64.00	\$64.00
P15EL0316	RIVER HAVEN OPERATING CO	13303 WINDING CREEK DR	\$56.00	\$56.00
P15EL0317	RIVER HAVEN OPERATING CO	13326 PINWOOD DR	\$56.00	\$56.00
P15EL0318	RIVER HAVEN OPERATING CO	13519 PINWOOD DR	\$56.00	\$56.00
P15EL0319	RIVER HAVEN OPERATING CO	13296 WINDING CREEK DR	\$56.00	\$56.00
P15EL0320	RIVER HAVEN OPERATING CO	14476 WINTERGREEN DR	\$56.00	\$56.00
P15EL0321	RIVER HAVEN OPERATING CO	13415 WINDING CREEK DR	\$56.00	\$56.00

P15EL0322	RIVER HAVEN OPERATING CO	13616 OAKTREE COURT	\$56.00	\$56.00
P15EL0323	RIVER HAVEN OPERATING CO	14453 WINTERGREEN DR	\$56.00	\$56.00
P15EL0324	DUBS BRADLEY-RENEE	15115 FERRIS ST	\$160.00	\$160.00
P15EL0325	GERENCER THOMAS-LAURIE A	13700 152ND AVE	\$250.00	\$250.00
P15EL0326	BUSSE MARK B-AMY K	12117 SANDY WOODS DR	\$60.00	\$60.00
P15EL0327	LAETHEM JOSEPH-CARLA	12516 RETREAT DR PVT	\$118.00	\$118.00

Total Fees For Type: \$2,166.00
Total Permits For Type: 21

FENCE

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZL0107	MILES GARY P-LORIE J	12755 144TH AVE	\$25.00	\$25.00
P15ZL0108	WESSEL EDWARD J-PATRICIA A	15848 COMSTOCK ST	\$25.00	\$25.00
P15ZL0110	EWBANK JOSHUA-CIOE MELIT	13171 SIKKEMA DR	\$25.00	\$25.00

Total Fees For Type: \$75.00
Total Permits For Type: 3

FOUNDATION ONLY

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0466	THIRTY-ONE & M-45 LLC	10999 WEST OLIVE RD BLDG B	\$198.50	\$198.50

Total Fees For Type: \$198.50
Total Permits For Type: 1

MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P15ME0383	ANTHES MICHAEL	13698 MEADOWBROOK LN	\$110.00	\$110.00
P15ME0384	ARNOLD RICHARD D-DENNA A	10128 HIAWATHA DR	\$100.00	\$100.00
P15ME0385	TEUNIS RACHEL ELIZABETH	16735 RICH ST	\$70.00	\$70.00
P15ME0386	WALSH WILLIAM J-CHRISTIE J	12556 LAKESHORE DR	\$220.00	\$220.00
P15ME0387	JOHNSON JERRY-DOROTHY FA	15086 152ND AVE	\$80.00	\$80.00
P15ME0388	WILLIAMS JULIE E	14734 PARK AVE	\$80.00	\$80.00
P15ME0389	CLAVETTE CHANTALLE	15475 LAKE AVE	\$80.00	\$80.00
P15ME0390	ROONEY DEVELOPMENT GRO	12651 RETREAT DR PVT	\$240.00	\$240.00
P15ME0391	PRZYBYTEK JAMES T-KATHLEI	16662 LAKE MICHIGAN DR	\$80.00	\$80.00
P15ME0392	ELLIS RANDALL	14523 MANOR RD	\$200.00	\$200.00
P15ME0393	KARVER ANTOINETTE	13959 GREAT OAK AVE	\$80.00	\$80.00
P15ME0394	GAGNON MARK J-KATHERINE	17450 BEECH HILL DR	\$110.00	\$110.00

P15ME0395	HOOVER JAMES R	13777 FOREST PARK DR	\$80.00	\$80.00
P15ME0396	MANNINEN ANDREW S-DANIE	17210 LEGACY DR	\$230.00	\$230.00
P15ME0397	BAYOU DEVELOPERS LLC	14065 LONDON LN	\$225.00	\$225.00
P15ME0398	BAYOU DEVELOPERS LLC	14073 LONDON LN	\$225.00	\$225.00
P15ME0399	DUTMERS STEVEN D	13285 FOREST PARK DR	\$110.00	\$110.00
P15ME0400	ROONEY DEVELOPMENT GRO	12651 RETREAT DR PVT	\$135.00	\$135.00
P15ME0401	GOODMAN WILLIAM R-DONN	17447 LAKE MICHIGAN DR	\$155.00	\$155.00
P15ME0402	NORTH BRADLEY D	10385 MESIC DR	\$240.00	\$240.00
P15ME0403	BARRETT RICHARD C-NANCY F	15861 BUCHANAN ST	\$80.00	\$80.00
P15ME0404	ROHRBOUGH ERIC B	13885 BITTERSWEET DR	\$80.00	\$80.00
P15ME0405	PHILLIPS ROBERT H-PAMELA E	17175 BURKSHIRE DR	\$130.00	\$130.00
P15ME0406	KARNER STEVE-BRITTANY	9873 168TH AVE	\$85.00	\$85.00
P15ME0407	THIESEN JACK H JR-JESSICA	17172 BURKSHIRE DR	\$80.00	\$80.00
P15ME0408	BAYOU DEVELOPERS LLC	14065 LONDON LN	\$135.00	\$135.00
P15ME0409	KLEYLEA TIMOTHY L-DAWN M	11840 GARNSEY AVE	\$135.00	\$135.00
P15ME0410	PONTARELLI ALBERT F-LINDA	17841 COMSTOCK ST	\$80.00	\$80.00
P15ME0411	FALCONER BLAKE-SHANNON	16116 WARNER ST	\$55.00	\$55.00
P15ME0412	MCLAREN MARK J-JANICE M	15315 FERRIS ST	\$80.00	\$80.00
P15ME0413	CHAMPAGNE LUCIEN J II-SHEF	13602 STREAMSIDE CT	\$80.00	\$80.00
P15ME0414	MORELL RONALD J-MAHON D	16149 VANDEN BERG DR	\$80.00	\$80.00
P15ME0415	HUMPHREYS CONNIE L	15325 BROADMOOR PL PVT	\$110.00	\$110.00
P15ME0416	HALL DAREK L-DANIELLE	14845 SHARON AVE	\$80.00	\$80.00
P15ME0417	WESTVIEW CAPITAL LLC	14441 MANOR RD	\$215.00	\$215.00
P15ME0418	BAUMANN BUILDERS	13039 ACACIA DR	\$325.00	\$325.00

Total Fees For Type: \$4,680.00
Total Permits For Type: 36

PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P15PL0168	ARNOLD RICHARD D-DENNA	10128 HIAWATHA DR	\$120.00	\$120.00
P15PL0169	BUITENHUIS JOHN J-KATHY A	15312 KEVIN ST	\$60.00	\$60.00
P15PL0170	CLAVETTE CHANTALLE	15475 LAKE AVE	\$128.00	\$128.00
P15PL0171	GOODMAN WILLIAM R-DONN	17447 LAKE MICHIGAN DR	\$140.00	\$140.00
P15PL0172	JANDA THOMAS A-JACQUELIN	14615 177TH AVE	\$138.00	\$138.00
P15PL0173	ROONEY DEVELOPMENT GRO	12643 RETREAT DR PVT	\$243.00	\$243.00
P15PL0174	WALSH WILLIAM J-CHRISTIE J	12556 LAKESHORE DR	\$187.00	\$187.00
P15PL0175	VANDERSON ROBERT JR-KATH	12678 RETREAT DR PVT	\$125.00	\$125.00
P15PL0176	WARDEN JASON-JENISSA	14917 MERCURY DR	\$203.00	\$203.00
P15PL0177	GRAND HAVEN DEVELOPMEN	15026 COPPER CT	\$248.00	\$248.00
P15PL0178	GRAND HAVEN DEVELOPMEN	15062 COPPER PL	\$253.00	\$253.00
P15PL0179	MANNINEN ANDREW S-DANIE	17210 LEGACY DR	\$235.00	\$235.00

Total Fees For Type: \$2,323.00
Total Permits For Type: 13

POOL_SPA_HOT TUB

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0465	STAAL MARC A	9877 BEACH RIDGE CT	\$36.75	\$36.75

Total Fees For Type: \$36.75
Total Permits For Type: 1

REPLACEMENT WINDOWS/DOORS

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0454	NIEMIEC BRUCE J-VONNA M TI	17222 BUCHANAN ST	\$89.25	\$89.25
P15BU0479	MATTHEWS CHRISTINE	14925 BLUEBIRD LN	\$105.00	\$105.00

Total Fees For Type: \$194.25
Total Permits For Type: 2

RE-ROOFING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0451	EGGEBEEN THOMAS C-JANE E	11338 OAK GROVE RD	\$0.00	\$0.00
P15BU0455	MILES GARY P-LORIE J	12755 144TH AVE	\$100.00	\$100.00
P15BU0461	WAANDERS JOHN F-JUDITH	17664 HILLCREST AVE	\$100.00	\$100.00
P15BU0464	ANDERSON THOMAS J-DIANE I	14282 VILLA AVE	\$100.00	\$100.00
P15BU0468	SPELDE ROBERT C-LORI L	15118 154TH AVE	\$100.00	\$100.00
P15BU0473	JOHNSTON SALLIE-JUSTIN	13299 LAKESHORE DR	\$100.00	\$100.00
P15BU0474	ZAHRT JEFFREY-NANCY	12071 168TH AVE	\$100.00	\$100.00
P15BU0481	HANSEN MATTHEW T-AMY B	12991 144TH AVE	\$100.00	\$100.00
P15BU0482	RIVER HAVEN OPERATING CO	13855 OAKWOOD CIRCLE	\$100.00	\$100.00
P15BU0483	RIVER HAVEN OPERATING CO	13449 SPRINGBROOK DR	\$100.00	\$100.00
P15BU0484	RIVER HAVEN OPERATING CO	13733 CLEARWATER LANE	\$100.00	\$100.00
P15BU0485	RIVER HAVEN OPERATING CO	13480 WINDING CREEK DR	\$100.00	\$100.00
P15BU0488	WILSON AMY L	15355 SUNDEW ST	\$100.00	\$100.00
P15BU0490	BENES ROSE M TRUST	15425 ROBBINS RD	\$100.00	\$100.00
P15BU0491	KURBURSKI RONALD C-JODIE I	13300 LAKESHORE DR	\$100.00	\$100.00

Total Fees For Type: \$1,400.00

Total Permits For Type: 15

RE-SIDING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0444	MACDONALD JAMES J-PATRICI	13657 FOREST PARK DR	\$100.00	\$100.00
P15BU0472	GRABINSKI LAWRENCE-JANICI	14641 PEPPERRIDGE AVE	\$100.00	\$100.00

Total Fees For Type: \$200.00

Total Permits For Type: 2

SHED (200 S.F. OR LESS)

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZL0106	PERRIER BRENT J-ROSE A	16583 PINE DUNES CT	\$25.00	\$25.00
P15ZL0109	STAAL MARC A	9877 BEACH RIDGE CT	\$25.00	\$25.00

Total Fees For Type: \$50.00

Total Permits For Type: 2

SINGLE FAMILY DWELLING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0457	GRAND HAVEN DEVELOPMEN	15026 COPPER CT	\$1,885.40	\$1,885.40
P15BU0459	GRAND HAVEN DEVELOPMEN	15062 COPPER PL	\$1,932.65	\$1,932.65
P15BU0460	ROONEY DEVELOPMENT GRO	12643 RETREAT DR PVT	\$1,591.40	\$1,591.40
P15BU0469	ROONEY DEVELOPMENT GRO	12612 RETREAT DR PVT	\$1,580.90	\$1,580.90
P15BU0470	GALLOWAY CUSTOM HOMES	13132 COPPERWAY DR	\$2,053.40	\$2,053.40
P15BU0476	BAYOU DEVELOPERS LLC	14082 LANDON LN	\$1,297.40	\$1,297.40
P15BU0477	BAYOU DEVELOPERS LLC	14090 LANDON LN	\$1,397.15	\$1,397.15

Total Fees For Type: \$11,738.30

Total Permits For Type: 7

VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
P15VS0100	WHITE LYLE E-KATHLEEN M E	14927 MERCURY DR	\$0.00	\$0.00
P15VS0101	OHLENDORF RICHARD-DEBRA	15386 DAVID ST 15392	\$0.00	\$0.00
P15VS0102	H&H PROPERTIES COMPANY	16828 HAYES ST	\$0.00	\$0.00
P15VS0103	MENNER NORMAN-KATHY	15282 KEVIN ST	\$0.00	\$0.00
P15VS0104	WHITE LYLE E-KATHLEEN M E	14927 MERCURY DR	\$0.00	\$0.00

P15VS0105	ZIMMERMAN DALE A-LINDA S	15236 160TH AVE	\$0.00	\$0.00
P15VS0106	BEHM TRUST	14250 152ND AVE	\$0.00	\$0.00
P15VS0107	ROGERS JASON C-KETNER DA	13543 144TH AVE	\$0.00	\$0.00
P15VS0108	CHUMNEY DONNA M	15483 COLEMAN AVE	\$0.00	\$0.00
P15VS0109	NIENHOUSE TRUST	15143 MITCHELL ST	\$0.00	\$0.00

Total Fees For Type: \$0.00
Total Permits For Type: 10

ZONING BOARD OF APPEALS

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZBA0009	TOBER ALICE C-FLOYD A	14935 SHARON AVE	\$0.00	\$0.00
P15ZBA0012	WILLIAMS SCOTT-KRISTINE	16776 WARNER ST	\$0.00	\$0.00

Total Fees For Type: \$0.00
Total Permits For Type: 2

Report Summary

Population: All Records

Permit.DateIssued Between 11/1/2015
12:00:00 AM AND 11/30/2015 11:59:59 PM
AND

Permit.Category Not = BURN PERMITS

Grand Total Fees: \$26,326.45

Grand Total Permits: 130

November Open Enforcements By Category Monthly Report

ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0481	17860 HUNTERS LN	CLOSED	11/04/15	11/12/15	
E15CE0504	17086 TIMBER DUNES DR	RESOLVED	11/12/15	11/18/15	
E15CE0511	17040 DONAHUE WOODS DR	1ST WARNING VIOLATION LETTER	11/19/15		

Total Entries: 3

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0489	11520 OAK GROVE RD	INVESTIGATION ONLY	11/05/15	11/05/15	
E15CE0491	12207 SANDY WOODS DR	1ST WARNING VIOLATION LETTER	11/05/15		
E15CE0503	13171 SIKKEMA DR	CLOSED	11/12/15	11/18/15	

Total Entries: 3

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0479	11251 144TH AVE	CLOSED	11/03/15	11/12/15	
E15CE0482	15040 178TH AVE	CLOSED	11/04/15	11/17/15	
E15CE0494	15461 COLEMAN AVE	CLOSED	11/09/15	11/23/15	
E15CE0495	15118 154TH AVE	PENDING	11/09/15	11/19/15	
E15CE0497	15111 DEREMO AVE	CLOSED	11/11/15	11/19/15	
E15CE0508	16881 HAYES ST	1ST WARNING VIOLATION LETTER	11/17/15		
E15CE0510	15501 COMSTOCK ST	1ST WARNING VIOLATION LETTER	11/18/15		
E15CE0513	15332 KEVIN ST	1ST WARNING VIOLATION LETTER	11/19/15		
E15CE0514	14826 SHARON AVE	CLOSED	11/19/15	11/25/15	
E15CE0516	15525 SWEETBRIAR DR	CLOSED	11/23/15	11/23/15	
E15CE0520	14997 GROESBECK ST	1ST WARNING VIOLATION LETTER	11/24/15		

Total Entries: 11

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0522	15723 ROBBINS RD	1ST WARNING VIOLATION LETTER	11/25/15		
E15CE0524	15223 CANARY DR	1ST WARNING VIOLATION LETTER	11/25/15		

November Open Enforcements By Category Monthly Report

Total Entries: 2

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0484	13462 RAVINE VIEW DR	CLOSED	11/04/15	11/18/15	
E15CE0485	13492 RAVINE VIEW DR	CLOSED	11/04/15	11/18/15	
E15CE0486	13332 GREENBRIAR DR	CLOSED	11/04/15	11/18/15	
E15CE0487	14952 WOODACRE CT	CLOSED	11/04/15	11/18/15	
E15CE0498	15131 163RD AVE	CLOSED	11/11/15	11/23/15	
E15CE0502	10188 LAKESHORE DR	CLOSED	11/12/15	11/19/15	
E15CE0509	16896 TIMBER DUNES DR	1ST WARNING VIOLATION LETTER	11/18/15		
E15CE0517	15351 COLEMAN AVE	1ST WARNING VIOLATION LETTER	11/23/15		
E15CE0518	15026 ROBINWOOD CT	1ST WARNING VIOLATION LETTER	11/23/15		
E15CE0519	14735 160TH AVE	1ST WARNING VIOLATION LETTER	11/23/15		
E15CE0521	15335 DAVID ST	1ST WARNING VIOLATION LETTER	11/24/15		

Total Entries: 11

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0483		VERBAL WARNING	11/04/15	11/09/15	

Total Entries: 1

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0488	15195 MERCURY DR	CLOSED	11/05/15	11/09/15	
E15CE0512	15689 RONNY RD	1ST WARNING VIOLATION LETTER	11/19/15		

Total Entries: 2

VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0499	15879 ROBBINS RD 15875	CLOSED	11/11/15	11/23/15	
E15CE0515	9981 WEST OLIVE RD	1ST WARNING VIOLATION LETTER	11/19/15		
E15CE0523	14448 LAKESHORE DR	1ST WARNING VIOLATION LETTER	11/25/15		
E15CE0525	15417 CANARY DR	1ST WARNING VIOLATION LETTER	11/25/15		

November Open Enforcements By Category Monthly Report

Total Entries: 4

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0492	14250 152ND AVE	CLOSED	11/09/15	11/11/15	
E15CE0493	12990 SWEETBRIAR DR	INVESTIGATION ONLY	11/09/15	11/09/15	

Total Entries: 2

Enforcement.DateFiled Between 11/1/2015 12:00:00 AM
AND 11/30/2015 11:59:59 PM AND
Enforcement.CodeOfficer = KEVIN FRENCH

Total Pages: 3

Total Records: 39

Report Created: 12/01/15

November Closed Enforcements By Category Monthly Report

ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0481	17860 HUNTERS LN	CLOSED	11/04/15	11/12/15	
E15CE0504	17086 TIMBER DUNES DR	RESOLVED	11/12/15	11/18/15	

Total Entries: 2

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0467	12755 144TH AVE	CLOSED	10/28/15	11/05/15	
E15CE0489	11520 OAK GROVE RD	INVESTIGATION ONLY	11/05/15	11/05/15	
E15CE0503	13171 SIKKEMA DR	CLOSED	11/12/15	11/18/15	

Total Entries: 3

HOUSE NUMBERS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0453	10836 152ND AVE	CLOSED	10/15/15	11/19/15	
E15CE0461	15280 ROBBINS RD	CLOSED	10/20/15	11/23/15	
E15CE0473	15271 WINANS ST	CLOSED	10/29/15	11/19/15	

Total Entries: 3

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0415	15894 LAKE AVE	CLOSED	09/22/15	11/03/15	
E15CE0479	11251 144TH AVE	CLOSED	11/03/15	11/12/15	
E15CE0480	12733 144TH AVE	NO VIOLATION	10/27/15	11/03/15	
E15CE0482	15040 178TH AVE	CLOSED	11/04/15	11/17/15	
E15CE0494	15461 COLEMAN AVE	CLOSED	11/09/15	11/23/15	
E15CE0495	15118 154TH AVE	PENDING	11/09/15	11/19/15	
E15CE0497	15111 DEREMO AVE	CLOSED	11/11/15	11/19/15	
E15CE0514	14826 SHARON AVE	CLOSED	11/19/15	11/25/15	
E15CE0516	15525 SWEETBRIAR DR	CLOSED	11/23/15	11/23/15	

Total Entries: 9

November Closed Enforcements By Category Monthly Report

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0475	14919 160TH AVE	CLOSED	10/29/15	11/09/15	

Total Entries: 1

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0463	15020 177TH AVE	CLOSED	10/21/15	11/03/15	
E15CE0464	14189 155TH AVE	CLOSED	10/21/15	11/03/15	
E15CE0465	15385 MEADOWLARK DR	CLOSED	10/22/15	11/05/15	
E15CE0466	15281 CANARY DR	CLOSED	10/22/15	11/05/15	
E15CE0469	15365 161ST AVE	CLOSED	10/28/15	11/09/15	
E15CE0471	15736 KITCHEL LN	CLOSED	10/28/15	11/09/15	
E15CE0472	15303 HARRY ST	CLOSED	10/28/15	11/11/15	
E15CE0484	13462 RAVINE VIEW DR	CLOSED	11/04/15	11/18/15	
E15CE0485	13492 RAVINE VIEW DR	CLOSED	11/04/15	11/18/15	
E15CE0486	13332 GREENBRIAR DR	CLOSED	11/04/15	11/18/15	
E15CE0487	14952 WOODACRE CT	CLOSED	11/04/15	11/18/15	
E15CE0498	15131 163RD AVE	CLOSED	11/11/15	11/23/15	
E15CE0502	10188 LAKESHORE DR	CLOSED	11/12/15	11/19/15	

Total Entries: 13

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0483		VERBAL WARNING	11/04/15	11/09/15	

Total Entries: 1

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0474	15069 ROBINWOOD CT	CLOSED	10/29/15	11/11/15	
E15CE0488	15195 MERCURY DR	CLOSED	11/05/15	11/09/15	

Total Entries: 2

November Closed Enforcements By Category Monthly Report

VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0499	15879 ROBBINS RD 15875	CLOSED	11/11/15	11/23/15	

Total Entries: 1

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E07CE0878	16600 FERRIS ST	1ST LETTER SENT	10/17/08	11/19/15	
E09CE0039	13726 LAKESHORE DR	COMPLAINT LOGGED	01/21/09	11/23/15	
E15CE0397	14272 152ND AVE	CLOSED	09/10/15	11/09/15	
E15CE0423	14280 152ND AVE	CLOSED	09/10/15	11/09/15	
E15CE0424	14290 152ND AVE	CLOSED	09/10/15	11/09/15	
E15CE0492	14250 152ND AVE	CLOSED	11/09/15	11/11/15	
E15CE0493	12990 SWEETBRIAR DR	INVESTIGATION ONLY	11/09/15	11/09/15	

Total Entries: 7

Enforcement.DateClosed Between 11/1/2015 12:00:00
AM AND 11/30/2015 11:59:59 PM AND
Enforcement.CodeOfficer = KEVIN FRENCH

Total Records: 42

Total Pages: 3

Report Created: 12/01/15

November Letters Enforcement Letters By Category

All enforcement letters sent the previous month

Type of Enforcement Letter	Number Mailed
ACC BLDGSHED WARNING	2
BOAT IN FRONT YARD 1ST LETTER	11
FENCE 2ND NOTICE LETTER	1
FENCE LETTER	2
FIRST OFFENSE TEMPLATE	1
HOUSE NUMBER 2ND NOTICE	3
LITTER 2ND NOTICE	1
LITTER WARNING LETTER	13
TRASH CAN WARNING LETTER	1
VEHICLE IN ROW LETTER	1
VEHICLE SALE WARNING	4
Total Letters Sent:	40

Letter.LinkFromType = Enforcement AND
Letter.DateTimeCreated Between 11/01/2015 AND 1

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2015**

WATER														WASTEWATER			
MONTH	METER INSTALLS		REPLACED METERS	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF WATER	MILLION GALLONS OF SUPPLEMENTAL WATER	G.R.	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED				
	3/4"	1"		3/4"	1"									WORK ORDERS	NEW TAPS		
JANUARY	66	1	2	1	1	0	28.43	0.91	0.00	1	0	0	8.37				
FEBRUARY	87	6	1	6	1	0	27.70	0.85	0.00	0	0	0	9.59				
MARCH	110	3	0	1	6	2	26.59	0.87	0.00	3	4	0	7.95				
APRIL	142	7	0	0	3	0	35.18	1.31	0.00	3	6	0	9.43				
MAY	143	3	4	0	2	2	63.06	3.11	0.00	3	2	0	7.73				
JUNE	139	3	0	2	5	4	71.28	2.67	0.18	4	5	0	9.98				
JULY	102	6	3	3	9	3	85.52	5.51	0.00	5	1	0	9.18				
AUGUST	138	6	3	5	2	0	77.10	3.21	0.00	3	8	6010	7.08				
SEPTEMBER	110	5	4	1	10	5	51.60	2.84	0.00	5	6	0	9.27				
OCTOBER	151	10	2	0	6	2	43.15	0.70	0.00	8	3	0	8.52				
NOVEMBER	113	3	1	0	4	4	38.30	0.67	0.00	2	5	0	7.27				
DECEMBER								0.00									
TOTAL YTD	1301	53	20	19	49	22	547.90	22.65	0.18	37	40	6010	94.36				
TOTALS		73		71	5113		570.74	22.84			762						

NOTES:

1 1/2" irrigation meter installed @15235 Rachel Court 7/28/15