

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, JUNE 22, 2015**

**WORK SESSION – 6:00 P.M. ( In the Main Board Room)**

1. Review 2015 Task List and Business Plan
2. Assessing Presentation – MTA Assessing Article; How Does GHT Compare

**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 June 8, 2015 Regular Board Minutes
  2. Approve June 3, 2015 Special Joint Planning Commission & Board Minutes
  3. Approve Payment of Invoices in the amount of \$290,226 (*A/P checks of \$184,129.58 and payroll of \$106,096.57*)
- VI. PUBLIC HEARINGS
  1. Continuation of Groesbeck Special Assessment Paving District
- VII. OLD BUSINESS
  1. Resolution 15-06-01 – Groesbeck Special Assessment Paving District
- VIII. NEW BUSINESS
  1. First Reading - Karner Rezoning Application – AG to RR (*conditional*)
  2. Resolution 15-06-02 – Approve Second Quarter Budget Amendments
- IX. REPORTS AND CORRESPONDENCE
  1. Correspondence
  2. Committee Reports
  3. Manager's Report
    - a. May Public Services Report
    - b. Others
  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.



# SUPERINTENDENT'S MEMO

DATE: December 22, 2014

TO: Township Board

FROM: Bill Cargo

SUBJECT: 2015 Business Plan

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

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

1. **Maintain Healthy Financial Balance**

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

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

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

3. **Maintain and Improve Infrastructure**

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

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

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

5. **Economic Development**

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

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

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

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

# 2015 PROJECT LIST

DATE: June 17, 2015

TO: Township Board and Department Directors

FROM: Cargo

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

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
<del>Retiree Health Care OPEB Project (2015 Business Plan Project)</del> (March 23 <sup>rd</sup> ) ➤ <del>Complete OPEB Options Report through Watkins Ross</del> ➤ <del>Complete Employee Survey</del> ➤ <del>Board makes policy/funding decision</del>	Cargo  Sandoval, Proksa, Cargo Proksa, Cargo Board
New Clerk ➤ <del>Advertisement and Selection</del> ➤ <del>Selection of Deputy Clerk</del> ➤ <del>Memo of Understanding (delegation of duties)</del> ➤ <del>Manual and signature stamp</del> ➤ <del>Certification of QVF (state mandate)</del>	Board Larsen, DeVerney Larsen, Cargo Proksa Larsen, DeVerney
New Trustee ➤ <del>Advertisement</del> ➤ <del>Selection</del> ➤ <del>Complete items on Checklist for new Trustee</del>	Proksa Board Cargo, Proksa
Freedom of Information Act Policies/Guidelines (July 1 <sup>st</sup> ) ➤ <del>Amend Administrative FOIA Policy with Fees</del> ➤ <del>Draft Written Summary</del> ➤ <del>Include on GHT web site</del>	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. ➤ <del>Review Internal Controls (June deadline)</del> ➤ <del>Add Record Retention (including email)</del>	Cargo Sandoval, Cargo Proksa, VerBerkmoes
MTA Educational Conference (January)	Cargo, Larsen
MLGMA Educational Conference (July)	Cargo
Freedom of Information Requests (6 thus far in 2015)	Cargo

Waste Hauler Licenses (2015) ➤—Republic Services ➤—Waste Management ➤—Potluek Pick up	DeVerney, Cargo
Examine Specific Collaboration Opportunities ☑ Fiber Connection (with GHAPS/County/Locals, or 3 <sup>rd</sup> Party Vendors) (2015 Business Plan Project) ☑ LDFA for Region / Increase Availability of Industrial Land presentation by Miller (2015 Business Plan Project) (January 26 <sup>th</sup> ) ☑ CARA Review for Region (LIAA Hired by Region) (GANTT CHARTED PROJECT)	VerBerkmoes, Cargo  Miller, Cargo
Appointments to Committee/Board vacancies (8 thus far in 2015)	French, Proksa
Draft 2015-18 Strategic Plan (2015 Business Plan Project) ➤—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 23 <sup>rd</sup> ) ➤—GIS map and cost estimate for paving gravel roads north of M-45 (April 28 <sup>th</sup> ) ➤ GIS map of potential industrial land (February 23 <sup>rd</sup> )	Fedewa, Cargo Fedewa  Cargo Fedewa Fedewa/Cargo  Fedewa
ACD.net METRO Act Permit	Cargo
Draft 2016 Business Plan (October/November)	Board, Cargo
Funding—July 4 <sup>th</sup> Fireworks (\$7,500)	Cargo
November/December Appreciation Dinner	French, Proksa
Analysis of Feasibility of GHT Facebook Page	Proksa, Fedewa
Plans to increase security in lobby/receptionist's window	Proksa, Corbat, Somers, Deputy Biros
<b>ASSESSING</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Annual mailing of Change of Assessment notices in February	Chalifoux
Board of Review—March, challenges to assessment roll	BOR, Chalifoux
Board of Review – July 21 <sup>st</sup> <sup>nd</sup> , technical and clerical adjustments to assessment roll	BOR, Chalifoux
EMPP Export to State of Michigan—May 1, 2015 State audit of all personal property data on assessment roll	Chalifoux
Board of Review – December, technical and clerical adjustments to assessment roll (scheduled for December 15 <sup>th</sup> )	BOR, Chalifoux
Board of Review—Annual, February BOR, appearances and written ➤—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	BOR, Chalifoux
Land Divisions; 5 approved and 0 denied	Chalifoux
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December) Prepare the IFT report for State (October) Prepare the L 4626 for State filing (June) Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Chalifoux Chalifoux Chalifoux Chalifoux

Form 5176 Request for State Reimbursement of TIF Prepare L-4016 Special Assessment report (December)	Chalifoux
Re-Audit two (2) neighborhoods (* completed)	Chalifoux,
IFT Applications ( <i>list all</i> ): a. *	Chalifoux
Major MTT Actions a. Yogi Bear Camp Grounds b. Harbor Industries	Chalifoux, Fischer, Ottawa County
Assessing Staffing Level Survey ( <i>Similar Communities</i> )	Proksa, Chalifoux
<b>BIKE PATH</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
<del>Examine renewal of Bike Path millage with expansion/increased maintenance of pathway system (2015 Business Plan Project) (August 10<sup>th</sup>)</del> ➤ <del>Pathway Maintenance Report</del> ➤ <del>Pathway survey</del> ➤ <del>Expansion/Maintenance plan and cost estimate</del> ➤ <del>Board decision on millage election date</del> ➤ <del>Ballot language for 2016 election</del>	Cargo  VerBerkmoes, P & N Cargo, Consultant Fedewa, EpicMRA Board Cargo, Scholten & Fant, Board
2015 pathway maintenance (\$303,000±) including Mercury Drive, Bignell Boardwalk, and Pottawattomie Bayou ➤ Engineering Agreement ➤ Design and bid documents ➤ Construction Management	Tlachac, VerBerkmoes  Cargo VerBerkmoes, P&N Tlachac, P&N
Millhouse Bayou Bridge – Install fishing/viewing platform ➤ OCRC Feasibility ➤ Board Determination ( <i>part of 2016 pathway expansion?</i> ) ➤ Cost Estimates and Preliminary Plans ➤ Determination of easements and ADA requirements	Cargo Cargo, OCRC Board Cargo, Prein and Newhof Cargo, Corbat
<b>BUILDING AND GROUNDS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Generator Maintenance (November)	Tlachac, VerBerkmoes
<del>Bi Annual Fertilizer Quotes (including cemeteries)</del>	<del>Tlachac, Walsh</del>
Equipment Purchases: ➤ Upgrade/Add security cameras in Admin ➤ LED fixture replaces of canned lighting in Admin	VerBerkmoes, Tlachac
Re-pair/repaint parking lots (\$6,000 + vault repair) ( <i>plan?</i> )	Tlachac
New lease agreement for printer/copiers	VerBerkmoes
Upgrade HVAC Filters	VerBerkmoes, Tlachac
<b>CEMETERY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
<del>Purchase vaults, memorials and urns for contract holders (\$7,000)</del>	<del>Walsh</del>
<b>COMMUNITY DEVELOPMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Participation on NFIP Community Rating System (CRS) Program ➤ Elevation Survey to correct stream bed data	Fedewa
Additional layers to GIS ( <i>as time and money permit</i> ) ➤ Open spaces, parks and paths that abut Twp. boundaries ➤ Flood Plain Map	VerBerkmoes - O.C. GIS - O.C. GIS

Populate GIS attributes ( <i>develop information sheet to be used</i> ) ( <i>as time and money permit</i> ) <ul style="list-style-type: none"> <li>➤ Hydrants</li> <li>➤ Watermain flow segments – (<i>in conjunction with Water Reliability Study</i>)</li> </ul>	Prein and Newhof, Fire\Rescue,  - VerBerkmoes–Fire\Rescue - Prein and Newhof
Landscape Compliance Inspections ( <i>for 2015</i> )	Heins
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
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
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 <sup>nd</sup> 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, Miller
<b>ELECTIONS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
May 5 <sup>th</sup> – State Special / School Board Election	Larsen, DeVerney
November, 2016 – GHT Pathway Election	Larsen, DeVerney
Inactive Voter File maintenance ( <i>ongoing &amp; up-to-date</i> )	DeVerney, Slater
MAMC Conference ( <i>March</i> )	DeVerney
Update QVF Street Indexes	DeVerney
<b>ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Botlje – 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>172<sup>nd</sup> &amp; Hayes</i> )	Fedewa, F/R, Building
Stickney Ridge ( <i>Highland Park Association</i> ) Dangerous Building	Fedewa, Heins
<b>FINANCE/ACCOUNTING</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
RFP for contracting out payroll ( <i>2015 Business Plan Project</i> ) ( <i>June 23<sup>rd</sup></i> )	Sandoval
2014 Financial Audit	Sandoval, Chalifoux, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report ( <i>prior to July</i> )	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 ( <i>June</i> )	Sandoval
Update Township's Dashboard ( <i>June</i> )	Sandoval
Qualifying Statement to State ( <i>June</i> )	Sandoval

Continuing Disclosure to EMMA ( <i>July</i> )	Sandoval
<b>MD&amp;A Audit Letter</b>	<b>Sandoval, Cargo, Vredeveld</b>
2015 Bond Payments ( <i>about \$1.18 million</i> ) <ul style="list-style-type: none"> <li>➤ 2016 Sewer Expansion Bond July &amp; December (98k)</li> <li>➤ 2017 Debt Service (Water) July &amp; December (160k)</li> <li>➤ 2019 Transmission Main Bond July &amp; December (280k)</li> <li>➤ 2021 Water Intake Expansion May &amp; November (105k)</li> <li>➤ 2021 Refunded Building Bond May &amp; October (208k)</li> <li>➤ 2028 Sewer Lift Station Bond July &amp; December (85k)</li> <li>➤ 2034 NOWS Plant Expansion May &amp; November (252k)</li> </ul>	Sandoval
<b>Metro Authority Report (April)</b>	<b>Chalifoux</b>
<b>Budget Amendments—OPEB Buyout</b>	<b>Cargo, Sandoval</b>
<b>Budget Amendments—2<sup>nd</sup> Quarter</b>	<b>Cargo, Sandoval</b>
Budget Amendments – 3 <sup>rd</sup> Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
Three-year review of revenues/expenditures with Board ( <b>2015 Business Plan Project</b> ) (July 28 <sup>th</sup> )	Sandoval, Cargo
2016 Budget <ul style="list-style-type: none"> <li>➤ 08-15 – Review Plans with Board Re: Budget Impact (<b>2015 Business Plan Project</b>) (July 28<sup>th</sup>)</li> <li>➤ 09-15 – Budget policies submitted to the Board</li> <li>➤ 10-15 – Initial department director meeting</li> <li>➤ 10-03 – Department directors submit initial figures</li> <li>➤ 11-15 – Department directors complete final draft</li> <li>➤ 11-25 – SAD Hearing</li> <li>➤ 11-13 – Board holds budget work session</li> <li>➤ 12-10 – Final Approval of 2013 Budget</li> </ul>	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 ( <i>include newsletter insert</i> )	Chalifoux, Kieft, Cargo
Centron Tax Mailing – Winter of 2015 ( <i>include newsletter insert</i> )	Chalifoux, Kieft, Cargo
<b>Complete 170 B Industrial Facilities Report to State (July 31<sup>st</sup>)</b>	<b>Chalifoux</b>
Complete SET Tax Report (December)	Chalifoux
Monthly – Review FDIC website for bank violations that are on GHT’s list of designated depositories ( <i>Report to Kieft and Cargo</i> ) <a href="http://www.fdic.gov/bank/individual/enforcement/index.html">http://www.fdic.gov/bank/individual/enforcement/index.html</a>	Chalifoux
Quarterly – Review Bank Ratings from an Independent Third Source for banks on GHT’s list of designated depositories ( <i>Report to Kieft and Cargo</i> ) <a href="http://www.bankrate.com">http://www.bankrate.com</a>	Chalifoux
<b>FIRE/RESCUE</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Appoint Captain July 2015	Gerencer, Proksa, Board
Fire Prevention Open House – October 2015	Gerencer, Peterson
2015 commercial inspection program (80 completed of 156)	Kruger, Marshall, DeDoes
<del>2015 Private road inspection (126 inspected of 126)</del>	<del>Peterson</del>
EMT Class (16 students)	Schrader, Schweitzer, Marshall
Team 911 Academy June 15 <sup>th</sup> —19 <sup>th</sup>	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"> <li>➤ <del>Replacement of lighting in bay area with LED (\$9,500)</del></li> <li>➤ Rust Repair on Engine 1021 (\$5,500)</li> <li>➤ Four sets of turn-out gear (\$9,600)</li> <li>➤ <del>New mattresses (\$1,200)</del></li> </ul>	Schrader Schweitzer, Marshall, Gerencer

<ul style="list-style-type: none"> <li>➤ Upgrade training room (\$4,800) <ul style="list-style-type: none"> <li>○ Purchase &amp; install SmartBoard device</li> </ul> </li> <li>➤ <del>Refurbish exhaust system (\$13,000)</del></li> </ul>	VerBerkmoes-Schweitzer
Purchase 3 tablets	VerBerkmoes
County Wide Active Assailant development and training	Gerencer, Peterson
Installation of Fire/Rescue Security Doors	Gerencer, Proksa
<b>INFORMATION SYSTEMS</b>	
<b>PROJECT OR TASK</b>	
<b>RESPONSIBLE EMPLOYEE(S)</b>	
<del>Purchase one 2 tablets for DPW vehicles &amp; utility mapping; 1 tablet for Building Department; and 3 tablets for Fire/Rescue</del>	VerBerkmoes
New Server/SAN/Switch (Dell VTRX) (\$12,000) Insure server availability for Disaster Recovery	Worksighted, VerBerkmoes
Development of Park Reservation & Payment System	Webtech
<del>New IT contract with Worksighted</del>	<del>VerBerkmoes, Cargo</del>
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
<b>LAW ENFORCEMENT</b>	
Purchase miscellaneous equipment and “cards” for new deputy	Cargo
<b>PARKS AND RECREATION</b>	
<b>PROJECT OR TASK</b>	
<b>RESPONSIBLE EMPLOYEE(S)</b>	
Maintenance Projects, including: <ul style="list-style-type: none"> <li>➤ <del>Install “No Wake” buoys</del></li> <li>➤ Replace certain old growth trees (\$5,000)</li> <li>➤ Replace playground equipment at Mercury Park (\$5,000)</li> <li>➤ Replace playground equipment at Pottawattomie Park (\$10,000)</li> <li>➤ Replace dock piling at Pottawattomie Park (\$15,600)</li> <li>➤ Replace shelter roof and restroom roof Hofma Park (\$7,000)</li> <li>➤ Refurbish Hofma Preserve restroom (\$18,000)</li> <li>➤ Add additional parking Hofma Park (\$67,000)</li> <li>➤ Add “bark” at play areas (\$1,000)</li> <li>➤ Re-gravel certain Hofma Preserve paths (\$10,000)</li> </ul>	Tlachac
Review Parks Ordinance and Permits in lieu of Michigan’s Open Carry Law	Cargo, Bultje, VerBerkmoes
Purchase of Property for Hofma Park/Preserve (i.e., Catholic Diocese 40 acre parcel on Ferris) (\$367k) <ul style="list-style-type: none"> <li>✓ Appraisal per MNTRF standards</li> <li>✓ <del>MNTRF grant application (April 2014)</del></li> <li>✓ <del>Grant recommendation by MNRTF Board</del></li> <li>✓ <del>MI Legislature approves grant</del></li> <li>✓ Execute Agreement</li> <li>✓ Purchase procedures and Closing</li> </ul>	Cargo Genzink Appraisal Company Cargo MNRTF Board MI Legislature Cargo Cargo
Replacement of damaged trail signs — Hofma Park/Preserve	Tlachae
Renovate/Repair Hofma Preserve restroom facility	Tlachae

<b>PERSONNEL / HUMAN RESOURCES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Employee recognition luncheon ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development	Proksa, Larsen
<del>Annual Job Descriptions— review and amend</del> ➤ <del>Fire/Rescue</del> ➤ <del>Public Works</del> ➤ <del>Administration</del> ➤ <del>Assessing/Accounting</del> ➤ <del>Community Development</del>	Proksa, Department Directors
Annual Personnel Evaluations (October)	Cargo, Department Directors
Miscellaneous Training: ➤ <del>Confined Space Refresher (DPW)</del> ➤ <del>Bloodborne Pathogens Refresher (DPW)</del> ➤ Harassment Training (Fall) ➤ Monthly EAC Webinars (ongoing) ➤ Annual Four Hour EAC training ➤ <del>Hands Only CPR (DPW)</del> ➤ Record Retention ➤ <del>Threat Assessment and Communication</del> ➤ Hazard Communication Program ➤ Orientation Program	Proksa          Proksa, Gerencer
<del>Annual Compensation Summaries</del>	Proksa
Annual Driver's License Record Program Review	Proksa
Review Retiree Medicare Options (July)	Proksa
<del>OSHA 300 Posting (February)</del>	Proksa
Board Performance Evaluation of Supervisor	Larsen, Board
Personnel Policies and Procedures Manual Revisions ➤ Section 12.2 Sick Pay ➤ Workplace Violence ➤ Review NLRB Memo and Apply to Personnel Manual ➤ GINA Policy (Genetic Information) ➤ Social Media Policy	Proksa, Cargo
<del>Employee File Review (by end of year)</del>	Proksa
Annual Benefits Renewal Negotiations (September)	Proksa
<del>Annual Workers Compensation Review and Renewal (June)</del>	Proksa
Annual Property & Liability Renewal (October)	Proksa
<del>Hire Summer Help— Beach Attendant; 4 Parks Staff; 1 Hydrant Maintenance/Painting/Signs</del>	Proksa, VerBerkmoes
Annual Background Checks (4 <sup>th</sup> Quarter)	Proksa
Complete I-9 Review	Proksa
<del>Hire Ordinance Enforcement Officer</del>	Proksa, Fedewa
<del>Setup Retiree Health Savings Program</del>	Proksa
<del>Township Clerk Vacancy</del>	Proksa, Board
Provident Renewal	Proksa, Gerencer
FMLA Forms and Procedure Update	Proksa
Injury Procedure Update and Training	Proksa
HR Task Backup Training	Proksa
Quotes for Workers Compensation	Proksa

<b>SANITARY SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Adopt sanitary sewer construction standards	VerBerkmoes, P&N
Wet Well Cleaning ( <i>October or November</i> )	Tlachac, Pollution Control Systems
Equipment purchases: ➤ <del>Davit arm (\$5,000)</del>	Tlachae
Report to review alternatives to upgrade of Hidden Creek lift station	P&N, VerBerkmoes
Rehabilitation of Hidden Creek Lift Station (\$87,500) ➤ <del>Engineering Agreement</del> ➤ <del>Design and Bid Documents</del> ➤ <del>Construction Management</del>	VerBerkmoes Cargo VerBerkmoes, P&N Tlachae, P&N
Utility Rate Study by Utility Financial Solutions	Cargo, Sandoval
<b>STORM SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
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
VanDoorne Drain – BOD approval	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system (five year project)	Cargo, P&N, Drain Commission
<b>STREETS AND ROADS \ TRANSPORTATION</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Township Funded Road Maintenance - Resurfacing ( <i>\$200k from GF and \$221k from Municipal Street Fund</i> ) ✓ <del>Dust Control Contract (\$32,000)</del> ✓ Street Maintenance (\$364,400) ✓ Crack Sealing (\$20,000) ✓ DDA 172 <sup>nd</sup> 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
<b>VEHICLES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
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	VerBerkmoes, Tlachac
<b>WASTE MANAGEMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Christmas tree collection program	Tlachae
Spring yard waste collection (\$2,200)	Tlachae
Fall yard waste collection program (\$6,000)	Tlachac

<b>WATER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Review Radio Read System to migrate to fixed base system or Consumers' Energy collaborative ( <b>2015 Business Plan Project</b> ) (June 9 <sup>th</sup> )	VerBerkmoes
Utility Rate Study by Utility Financial Solutions, LLC <ul style="list-style-type: none"> <li>➤ <del>Approval of Cost of Service (COS) rate study agreement</del></li> <li>➤ Complete COS rate study</li> <li>➤ Amend utility rate ordinances to implement COS rate study recommendations</li> </ul>	Cargo Cargo, Board Cargo, VerBerkmoes, Sandoval  Cargo, Board
Purchase hand-held GPS location device ( <i>July deadline</i> )	VerBerkmoes
2015 hydrant maintenance/painting/signs program ( <i>0 completed of 650</i> )	Tlachac
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
<del>Bi annual quote/purchase of brass fittings/meters (\$37k)</del>	<del>Walsh, VerBerkmoes</del>
<del>Annual quote/purchase of cooper (\$37k)</del>	<del>Walsh, VerBerkmoes</del>
<del>Annual hydrant purchases (\$6k)</del>	<del>Walsh, VerBerkmoes</del>
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
<del>Draft and adopt policy regarding abandonment of water service lines (Project dropped)</del>	<del>VerBerkmoes, Bultje</del>
Annual calibration of cathodic protection for water and sewer equipment	VerBerkmoes, Tlachac
<del>Annual calibration of telemetry equipment (master meters)</del>	<del>Verberkmoes, OCRC</del>
<del>Complete and post 2014 CCR (NOWS and GR)</del>	<del>Cargo/Walsh</del>
2015 GHT Water Reliability Study ( <i>As required by state law</i> )	VerBerkmoes/P&N
Convert Sample Site Plan to new MDNRE form	VerBerkmoes/Walsh
Convert Emergency Operations Plan to new MDNRE form	Verberkmoes/Walsh
<del>Design/Bid/Construct project to create water loops from system dead ends (\$60k) (Millhouse Court)</del> <ul style="list-style-type: none"> <li>➤ <del>Acquire Easements</del></li> <li>➤ <del>Design and Bid</del></li> <li>➤ <del>Construction Management</del></li> </ul>	<del>P&amp;N, VerBerkmoes</del>  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, Tlachac
<b>ZONING / DEVELOPMENT PROJECTS</b>	
<b>PROJECT OR TASK</b>	<b>RESONSIBLE EMPLOYEE(S)</b>
Master Plan Review <ul style="list-style-type: none"> <li>➤ <del>LIAA Letter of Agreement</del></li> <li>➤ 15 month Resilient Coastal Community project</li> </ul>	Fedewa, Planning Commission Cargo Fedewa, LIAA & PC
Right-to-Farm Act (RTFA) zoning amendments	Fedewa
Decks – Allow in Waterfront Front Yards	Fedewa
ZBA Applications ( <i>3thus far in 2015</i> )	Fedewa
<del>Phase II for Bringhamwood Subdivision</del>	<del>Fedewa</del>
Phase I Plat Approval – Lincoln Pines	Fedewa
<del>JOST International Site Plan (project dropped)</del>	<del>Fedewa</del>
<del>Copper Stone PUD / Site Condo Development</del>	<del>Fedewa</del>
<del>Medical Marihuana Provisioning Center (moratorium and zoning review) (Project dropped; legislation failed)</del>	<del>Fedewa</del>
Speedway – Commercial PUD ( <i>US-31 &amp; Hayes</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	Fedewa
McCarthy Site Condominium project	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
MeVoy Special Land Use (AG residential)	Fedewa
Shape – Rezoning (to H)	Fedewa
Karner – Conditional RR Rezoning	Fedewa

# Assessing your township's assessing

**T**o Diane Randall, assessing is far more than a job. The Roscommon Township (Roscommon Co.) supervisor and assessor considers it a service to her township's residents.

Since becoming an assessor in 2002, Randall has maintained her commitment to making sure Roscommon Township property owners are taxed fairly and that each person is treated equally. She firmly believes residents' properties should be assessed at the township level, and she's determined to make sure it stays that way. Keeping this core function is important not just to township government, but to the residents and business community as well.

"Locally, if you come to our office, we can show you exactly how you're being assessed," Randall said. "We're familiar with the area. We remember what residents' houses used to be like. We understand the zoning. We know what would enhance or hurt their property values. If you take that away, then how do you know if you're being treated fairly and equitably?"

Property tax assessment is complex, and often difficult to explain, but it's also vital to residents, businesses and the township as a whole. In fact, assessment administration is one of the three broad statutory duties—along with elections and tax collection—mandated to townships by state law. There are some, however, who believe this should not be the case. In Wisconsin, Gov. Scott Walker has proposed moving assessing to the county level for communities with fewer than 39,000 residents. The same proposal could be made in

Michigan one day. To keep this key function at the local level, townships must continue to strive for excellence.

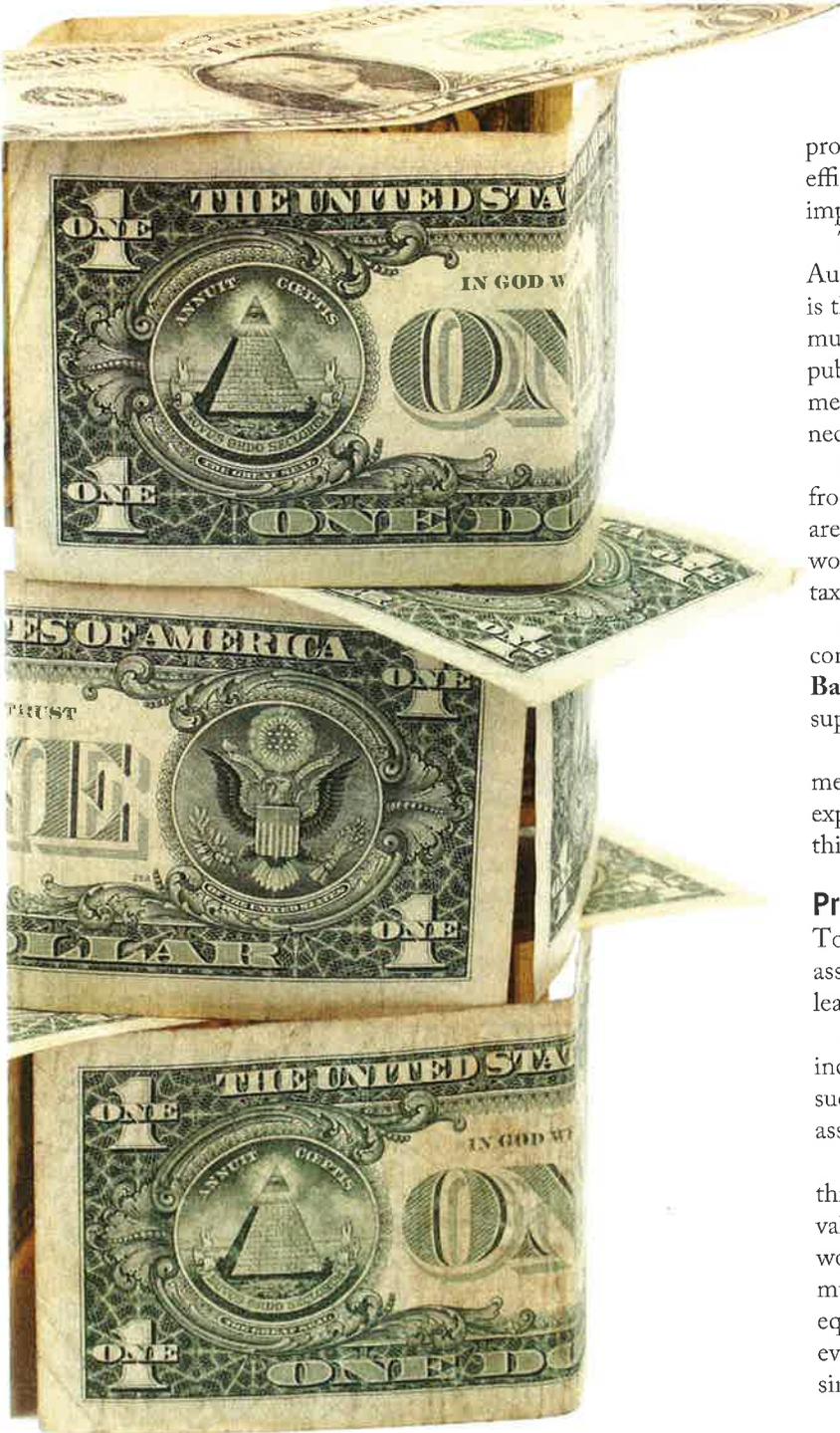
Township officials cannot take a hands-off approach when it comes to property assessment. Township boards may assume that the job is covered, and that the assessor will be held responsible if something goes wrong. However, the township board is responsible for making certain the township's assessing is meeting state requirements.

Officials should not wait until they're faced with the state's audit of their assessing practices to start thinking about assessing and property taxes. Each supervisor, clerk, treasurer and trustee should take a few steps regularly to ensure that their township's assessing functions are running smoothly.

Making an effort today will not just give your township a better chance of passing the state report card with flying colors. You're also helping to build trust and confidence between the public and your township.

## Why should officials care?

Assessing matters because it affects the public's trust in government. If your township's properties aren't assessed accurately, the obligation to pay taxes that support schools and local services falls unfairly on some taxpayers while allowing others to skirt their responsibilities. There are also



consequences if your assessing deficiencies aren't corrected. The Michigan State Tax Commission (STC) could seize the township's tax roll, and the process of getting it back could cost thousands of dollars.

Missing and under-assessed properties put pressure on policymakers to seek millage increases and other revenue sources to maintain quality education and services.

While state law designates the supervisor as the "chief assessing officer," other state laws make the title essentially meaningless unless the supervisor is certified by the STC at the level required for the township. Even if the supervisor is certified and actively administering the assessment roll, the township board is still responsible for ensuring that the

property assessment function has the resources to perform efficiently, effectively and consistently with requirements imposed by the state.

The board also has specific duties required in the state's Audit of Minimum Assessing Requirements (AMAR). This is the state's checklist of standards that all assessing units must meet. One of those duties is adopting a policy on the public inspection of records. The board must also appoint members of the board of review, and hire an assessor, if necessary.

Nearly every township official has likely fielded questions from residents about their taxes. While board members aren't expected to be assessors themselves, they should have a working knowledge of how properties are assessed and how taxes are determined in their township.

As elected officials, board members will answer to their constituents if their assessing processes are inadequate, said **Barbara VanGelderren, Manlius Township** (Allegan Co.) supervisor-assessor and frequent MTA presenter.

"The assessor is an employee, but the township board members are elected," VanGelderren said. "The constituents expect that the township board members are taking care of this whole process."

### Property taxes 101

Township officials don't need to know every nuance of the assessing process—and there are many. But they should at least have a basic understanding of the process.

State law requires that each year, all real property—including land and structures—and personal property—such as furniture and machines—be assessed by a certified assessing officer.

To understand a property tax bill, you should understand three values—true cash value, assessed value and taxable value. The true cash value is the market price a property would likely receive if it was sold. By law, the assessed value must be 50 percent of the property's true cash value after equalization. These two values may change when they're evaluated through a sales study, which compare them to similar properties.

The taxable value is the number used to determine property taxes. It's calculated using the previous year's taxable value and multiplying it by the inflation rate multiplier or 5 percent, whichever is less, and adding or subtracting for any losses or additions to the property. Most homeowners who have owned their home for several years have a taxable value that is lower than their assessed value.

The only time a taxable value can increase beyond the state limit is when the property is sold or transferred in some way. Once this happens, the property is "uncapped," meaning the taxable value will be equal to the assessed value in the first tax year after the transfer. Then the cap applies going forward.

A property owner's property tax bill is determined by multiplying two factors—the local millage rate from all taxing entities and the property's taxable value. A mill is \$1 for every \$1,000 of taxable value, meaning that a

# cover story

homeowner with a \$100,000 taxable value and a millage rate of 30 mills would pay \$3,000 in property taxes.

The millage rate is already set when assessors go to work. It's their job to determine a property's assessed value, which in turn will help determine the taxable value. The assessor bases this on the status of a home as of Dec. 31 of the previous year. For 2015 taxes, if a property owner tore down a shed or built an addition after Dec. 31, 2014, those changes won't be reflected in the assessment until the 2016 taxes.

Property assessment is the result of a multi-step process. First, the assessor must determine the value of a property's land, as if it were vacant. Then, the assessor looks at all the structures on the property—such as a house, garage and shed—and determines their value. The land value and structure value are added together to come up with the estimated value, which is then compared to similar properties using a sales study. Sales studies are mass appraisals of properties in a classification, such as residential, agricultural and commercial. The assessor searches for similar properties from the most recent sales study, ideally finding at least five properties to use as a comparison, and uses a mathematical calculation to find the average price.

In many cases, the sales study confirms the assessor's estimation. If not, then the assessor must apply what's called an economic condition factor (ECF), which adjusts the value to the local market. The ECF represents the difference between a property's appraised value and its sale value. The assessor looks at all aspects of a property to determine why it might have sold for more or less than its market value. The ECF is calculated using neighborhoods, which can include similar properties and not just homes in the same geographic area. Using the properties' sale prices, the assessor uses a mathematical calculation to find the ECF. The ECF is then applied to neighborhoods within a class of properties to bring their assessed value ratios as close to 50 percent as possible.

Once the assessor's job is complete, the county and state perform equalization studies to make sure all property owners are paying their fair share. If a class of properties, such as residential, have assessed values that are greater or less than 50 percent of their true cash value, a factor is applied to reduce or increase valuations to reach that 50-percent mark.

## A day in the life of an assessor

Assessors have several tasks assigned to them by state statute and may perform them for multiple local units, within state-established limits.

**Prepare and certify the assessment roll:** The assessment roll is a list of every taxable property in the township. The document includes the parcel number or legal description, name and address of every person subject to taxation, and a full description of the property. The assessor prepares the roll, making sure that it is listed consistently with the STC



**Property tax assessment is complex, and often difficult to explain, but it's also vital to residents and the township as a whole.**

assessor's manual guidelines. Then, the assessor certifies the roll by signing a certificate statement and delivering it to the board of review at its organizational meeting. Once this happens, the assessor cannot make changes to the roll—any changes from this point must be considered and approved by the board of review.

### **Inventory and list all property within the assessment jurisdiction:**

The assessor must track building permits and sales transactions as well as pay attention to any new businesses opening in the township, making sure that each change is reflected on the assessment roll. Assessors must establish the properties' ownership and note the status of all properties on Dec. 31. They're also required to visit properties and update property descriptions to keep them current. A common rule of thumb is to visit 20 percent of the township's properties each year, so that each property is visited at least once every five years.

It's also essential that assessors keep extensive records. They must have property cards for each parcel with up-to-date information as well as land value maps. These maps are graphical pictures of the land values for the entire township. This record-keeping is crucial because not only is it required by the state, it also justifies the accuracy of each property's valuation. Eventually, your township will have to hire a new assessor. That assessor should be able to pick up where the former assessor left off without a great deal of confusion.

**Equitably evaluate every item of taxable property:** Assessments are required to be uniform, and assessors must set each

property's assessed value at 50 percent of the true cash value. This is done using the methods previously described, in accordance with the STC's assessor manuals, which provide descriptions, formulas and other guidance.

**Calculate the taxable value for every taxable property:** As discussed earlier, the taxable value is the previous year's value multiplied by the rate of inflation or 5 percent, whichever is less, plus or minus any additions or losses.

**Track property tax exemptions:** Homeowners qualify for the principal residence exemption on their permanent residence. This exempts them from up to 18 mills of school operating taxes. Taxpayers can also qualify for other exemptions, such as the poverty exemption and veterans' exemption, which applies to veterans who are disabled, individually unemployable or receive assistance to adapt their home, and to their un-remarried surviving spouse. Assessors must process affidavits for these exemptions and present them to the board of review for approval.

**Defend assessments:** Appeals involving properties with valuations driven by local sales studies are usually effectively defended by the assessor using contemporary data and approved methodology. However, complex commercial and industrial property appeals can often require the township to retain the expertise of a certified property appraiser who conducts his or her own property valuation analysis to validate the property's township assessment. Because the amount of tax liability is related to the value of the property and property assessment methodology can be complex and open to dispute, there is a strong incentive for owners of high-value property to appeal their taxes. And, due to the often substantial amount of time and cost of defending an assessment, assessors and elected officials may question the wisdom of mounting an aggressive defense in terms of the cost to benefit—particularly if the benefit is looked at only as the taxes derived to the township.

However, there is more at stake than merely the township's revenue. If commercial and industrial property owners sense that local governments are inclined to settle tax disputes rather than devote the necessary resources to defend the assessor's valuations, they may be inclined to file more appeals in more jurisdictions knowing that they are likely to get their assessments lowered without incurring much expense challenging the assessments. And, a proliferation of commercial and industrial assessment settlements, or "stipulations," can further erode the public's sense of taxation justice of and fair play.

It's a tough dilemma for township leaders to decide when it is appropriate to settle an appeal when the facts may or may not support the township's valuation, versus expending a great deal of time and money on an appeal that will have far more financial benefit to other entities. Often appeals are automatically handled by assessors, but township boards have the ultimate authority to allocate additional resources necessary for the appeal. However, defending assessments

is an important part of the overall statutory township duty to administer an effective property assessment function. To offset the costs, the Legislature authorizes assessing entities to levy a 1 percent property tax administration fee on tax bills.

## All about the AMAR

Within the next few years, your township's assessing practices will be evaluated using the STC's AMAR review, if they have not already. The AMAR is the STC report card that's meant to determine if local units are meeting minimum state assessing requirements. The audit gathers background information on the local unit and analyzes the assessment roll. Each item on the review sheet reflects the minimum assessing requirements based on state statute and STC rules, policy, bulletins and publications. None of the questions are a surprise—the entire review sheet is available on the STC website ([www.michigan.gov/statetaxcommission](http://www.michigan.gov/statetaxcommission)).

The AMAR replaces the former 14-point review, a system that STC Executive Director Kelli Sobel said had multiple problems. The review was based on a scoring system that many found confusing, and information on review requirements was not readily available. After field tests and outside input, including from MTA, the STC came up with what is now known as the AMAR. Unlike the 14-point review, the AMAR does not use scores or points. Instead, each item on the review is a "yes" or "no" question.



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# cover story



While board members aren't expected to be assessors themselves, they should have a working knowledge of how properties are assessed and how taxes are determined in their township.

A pilot program launched in 2011, then the STC began by implementing the AMAR with 54 counties that had not had a 14-point review in the last five years. Once those reviews are complete, the AMAR will move into a five-year review cycle.

Reviews are conducted on an entire county at a time, with all the local units in the county being reviewed at once. Tax Management Associates (TMA), which the state has contracted to conduct the reviews, sends the units a list of each item they'll need for the AMAR. Then, TMA gets a copy of the local unit's assessment database to analyze that information. Once the database analysis is complete, TMA schedules a time to meet with the assessors in person. After the meeting, TMA will pull random property cards and conduct a field review to check the accuracy of the record cards.

Local units that don't meet one or more standards must submit a corrective action plan explaining in detail how they plan to fix the mistake. The STC follows up with another check to make sure the local unit did what it said. The follow-up portion of the review is still being tweaked, but the process will be finalized when the STC begins its five-year AMAR cycle.

## Common problems

The AMAR is not a test that your township passes or fails, Sobel said. It's a checklist that might find deficiencies in your township's assessing practices.

Since the AMAR was implemented, the STC has seen local units make some of the same mistakes. Most of the time, deficiencies come from complacencies in record keeping. Here are some of the common pitfalls, and ways to avoid them.

## The local unit doesn't have its own economic condition factors and land values.

Local units are required to have properly calculated and appropriately documented ECFs. The idea behind them is assessors are using an assessor's manual that was developed for the entire state. An ECF allows them to reflect the local real estate market, construction costs and other factors in their assessment. The unit is also required to calculate land values specific to the nuances of the unit.

Local units that don't meet these two requirements are typically using the county's ECFs and land values, Sobel said. The problem with this is the county does not take neighborhoods into accounts when it sets ECFs and land values. Assessors need to develop their own in order to have the most accurate assessments.

## The local unit doesn't have land value maps.

Townships are required to have hard copies of land value maps in their offices so that if taxpayers want to know the land values in their neighborhood, they can easily see them on the map. The STC requires assessors to accurately reflect current land values, and assessors must make sure the maps are up-to-date.

Sobel said the STC isn't picky about how the maps are created—whether they're generated by a computer or hand-shaded with colored pencils. Attachments are allowed if there isn't room for an item such as sales on the map, as long as they're permanently attached.

## The local unit didn't provide enough detail in its corrective action plan.

Though this step comes after the AMAR is complete, it's vitally important for having your township's corrective action plan accepted. The STC wants your plan to include not only the specific steps you will take to fix the mistakes, but also dates by which the steps will be completed.

## Time for your township's AMAR: Don't panic!

The very mention of the AMAR can send shudders of dread through township assessors. VanGelderens suggests thinking



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of the AMAR just like you thought of your school report card. Most students don't look forward to getting their report card, but it's still a necessary assessment.

"I grumbled like everybody else when I first heard I was going to have an AMAR," VanGelderens said. "Then I realized, I didn't like getting a report card when I was in the seventh grade. That's what this is. And it's a good thing, because it tells you where you need to improve."

Sobel has a piece of advice: Don't panic. Just take a breath and stay calm. If your township doesn't meet a requirement, it's not the end of the world. Write a detailed corrective action plan, then follow through with it, she said.

"Look at the context in which it's written," Sobel said. "If you don't have something, just fix it. Everything can be fixed."

### What should board members do?

Officials must first make sure that their township employs an assessor who is certified at the proper level for their unit. Assessors must be certified through the STC and can achieve three levels: Michigan certified assessing officer, Michigan advanced assessing officer and Michigan master assessing officer. The STC requires townships to have assessors at a certain level, based on the state equalized value of their property tax roll. Specific information regarding those levels is available on the STC website.

Some assessors work for multiple townships. While this is a common practice, especially in rural townships, VanGelderens recommends board members monitor how many units their assessors are assessing. Even if they are within the state's limits for units they can assess, they might not be able to give your township the attention it needs. Quality, thorough work must be the priority in hiring an assessor, not the price.

Once the assessor is employed, boards should make sure the department has all of the tools and funding necessary. A township board must budget for continuing education and resources to meet all state requirements, as well as a salary high enough to keep a quality assessor.

As the township employer, boards should set annual benchmarks with their assessors and make sure they're being met. Officials should ask questions, such as whether the assessor visited 20 percent of the township's properties this year or if the assessment roll was certified on time. One way to do this is setting aside time at board meetings regularly to get reports from the assessor. Randall suggests dedicating one meeting to discussing assessing, giving the board an opportunity to ask questions and learn more about how assessing works in their township.

In its workshops on assessing, MTA recommends creating an annual checklist (see sample checklist at above right) and meeting with the assessor to review it. The checklist would include duties assessors are expected to complete, such as earning their continuing education credits, turning in forms in a timely manner, certifying the assessment roll and handing it over to the board of review.

## Assessor review checklist

- Completed continuing education credits?
- Recertification fee paid?
- Certified at proper level? Overcertified?
- Certification of roll signed and delivered to board of review timely?
- Certified post-board of review certificate and delivered roll and database to equalization timely?
- Required State Tax Commission and equalization forms submitted timely?
- Verified accuracy of assessment roll?
- Verified roll has not been factored by classification?
- 20 percent of properties physically inspected?
- Verified accuracy of \_\_\_\_\_ record cards?
- Appraisal methods in line with Uniformed Standards and Manuals.
- Tax maps available?
- Land value maps available?
- Economic condition factor available?
- Mathieu Gast Act improvements tracked?
- Attended \_\_\_\_\_ board meetings?
- Provided written report to board?
- Met with property owners as necessary?

**NEED ASSESSING HELP?**

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- ✓ **Intermediate Assessing Administration Review**  
(includes desk review and written report, plus field work)
- ✓ **Advanced Assessing Administration Review**  
(includes desk review, written report, field work, follow-up review and report)

For more information, visit [www.michigantownships.org/members/assessing\\_review.asp](http://www.michigantownships.org/members/assessing_review.asp), or call (517) 321-6467.

# cover story

Sobel suggests sitting down with the assessor each year and conducting your own AMAR. Print out the review sheet from the STC's website and go through the list. Ask to see the land value maps, property cards and other items on the list. Then, if you find deficiencies, you have time to fix them before your review from the STC.

A township board that has concerns regarding its assessor's compliance with state requirements can take further steps to check the quality of the assessor's work. Possibilities include directing the supervisor or other knowledgeable board member to pull building permits to ascertain that the new construction has been added to the assessment roll, and look at property cards to make sure they are actively updated. MTA workshops have suggested calling the county equalization director and the chair of your township's board of review and asking them questions about your assessor's performance. MTA also offers a fee-for-service program that evaluates assessor compliance with state requirements (*see ad on page 21*).

If your township's elected officials are unfamiliar with the assessing process, Randall recommends inviting your assessor to give a presentation at a board meeting, which will help the board gain insights that are valuable to their work for the township. Board members should also be able to meet with

the assessor one-on-one to ask questions and get a better feel for how assessing works.

Sobel suggests the STC's two-and-a-half-day assessing class for anyone who wants to better understand assessing. The course, offered through the Michigan Assessors Association in the spring and fall, is designed for people who want to understand the process, but don't want to be assessors.

## Take action today

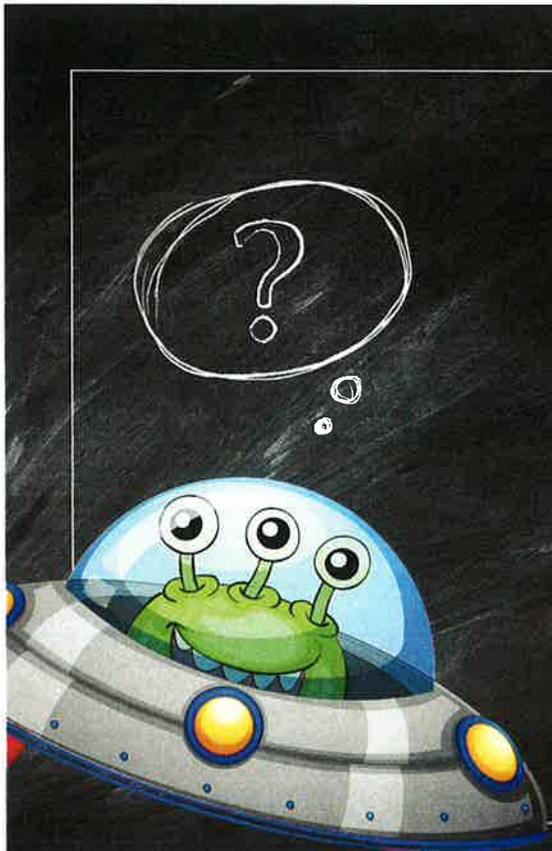
Property assessment is a core responsibility for Michigan townships, and all townships must focus on excellence in this area. Make this important function a priority, commit to learning all you can about the process and take steps to help your assessor succeed. Ensuring that your local assessing is done accurately and fairly can reap benefits for your township's bottom line—and its reputation with its residents.



**Bethany Mauger, MTA Staff Writer**



Candidates in MTA's Township Governance Academy can earn 2.0 elective credits by completing the Continuing Education Self-Assessment on page 23. To learn more about the Academy, visit [www.michigantownships.org/members/tga.asp](http://www.michigantownships.org/members/tga.asp).



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**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, JUNE 8, 2015**

**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, Redick, Kieft, Meeusen, Hutchins, Larsen, and Behm.

**Board members absent:**

Also present was Manager Cargo, Planner Fedewa, and Assessor Chalifoux.

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 May 11, 2015 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$163,786.71 (*A/P checks of \$61,663.30 and payroll of \$102,123.41*)
3. Approve Mercury Drive Non-Motoized Pathway Bid Specifications
4. Approve Re-appointment of Caryn Lannon to the Loutit District Library Board for a term ending 6/30/2018

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

VI. PUBLIC HEARINGS

1. Copper Stone PUD Amendment

Supervisor French opened the public hearing at 7:03 p.m.

Planner Fedewa reviewed her memorandum of June 3<sup>rd</sup> that explained the five proposed amendments to the PUD and noted that the Planning Commission recommended approval with conditions

There being no further comments from the public, Supervisor French closed the public hearing at 7:07p.m.

## 2. Groesbeck Special Assessment Paving District

Supervisor French opened the public hearing at 7:07 p.m.

Manager Cargo reviewed Assessor Chalifoux's memorandum of June 3<sup>rd</sup> that explained the proposed street paving SAD. It was noted that the Township would fund 50% of the public road costs. But, pursuant to state law, 100% of the costs of the private road paving would be paid by the residents.

Manager Cargo noted that residents would not be able to remove their names from the petition after the close of the first public hearing. Further, preliminary assessing costs from staff indicate that the resident on the private road would be assessed about \$4,000 while those accessing the private road would be assessed about \$9,500. These estimates are based on construction costs from the OCRC, which have been estimated at the high end of the construction cost spectrum.

Public Comments included the following:

1. Lynn Simpson of 16034 Lake Avenue spoke on behalf of the Simpson Trust and requested preliminary information on the benefit and costs.
2. Tim Simpson of 16034 Lake Avenue spoke on behalf of the Simpson Trust and noted that the Groesbeck Road right-of-way would not allow for a sufficient turn-around and that by paving this public road additional traffic would be attracted. He is opposed to the paving project.
3. Bill Coe of 16057 Groesbeck supports the project and did not object to the projected costs.

**Motion** by Clerk Larsen, supported by Trustee Hutchins to hold open the public hearing until the June 22<sup>nd</sup> Board meeting and instructing staff to forward estimated cost information to the property owners within the proposed special assessment paving district. **Which motion carried.**

At 7:26 p.m., Supervisor French noted that no further action or comments would be taken at tonight's meeting.

## VII. OLD BUSINESS

1. **Motion** by Supervisor French and seconded by Treasurer Kieft to approve with conditions the Copper Stone Site Condominium PUD Amendment application, and execution and recording of the Amended PUD Contract. The development is located on parcels 70-07-12-300-033 and 70-07-12-300-036. This is based on the application meeting applicable PUD requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance. Approval shall be conditioned upon:
  - Approval and compliance with all requirements of the OCRC, OCWRC, and MDEQ. Copies of approvals and/or permits must be submitted to staff and made part of the file. No building permits shall be issued until all permits have been obtained.
  - Sidewalk shall be installed within 5 years of the first occupancy permit issued in Phase I, or prior to the issuance of the first occupancy permit for Phase II—whichever

is later.

- Combine parcels 70-07-12-300-033 and 70-07-12-300-036.
- Individual certificates of occupancy shall not be granted until the sidewalk and landscaping for that unit is installed. Sidewalks and landscaping shall comply with the plan dated 3/18/2015.

**Which motion carried.**

VIII. NEW BUSINESS

1. **Motion** by Clerk Larsen and seconded by Trustee Behm to postpone further action until June 22, 2015 on the proposed rezoning of 9873 168<sup>th</sup> Avenue, and instruct staff to discuss options with the property owner that would eliminate any non-conformity from being created. **Which motion carried.**

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager's Report
  - i. May Building Report
  - ii. May Ordinance Enforcement Report
  - iii. Manager Cargo noted that the Hofma Park and Preserve trail sign replacement project is complete.
  - iv. Manager Cargo noted that an email had been sent to the elected officials regarding the proposed hire of a new ordinance enforcement officer. (*The Board requested that a member of the Personnel Committee be invited to attend future job interviews.*)
- d. Others

X. PUBLIC COMMENTS

XI. ADJOURNMENT

**Motion** by Trustee Hutchins and seconded by Trustee Behm to adjourn the meeting at 7:50 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Karl French  
Grand Haven Charter Township Supervisor

**SPECIAL JOINT MEETING**  
**GRAND HAVEN CHARTER TOWNSHIP BOARD & PLANNING COMMISSION**  
**WEDNESDAY, JUNE 3, 2015**

I. CALL TO ORDER

Supervisor French called the special joint meeting of the Grand Haven Charter Township Board and Planning Commission to order at 7:00 p.m.

II. ROLL CALL

**Board members present:** French, Kieft, Behm, Redick, Hutchins & Meeusen

**Board members absent:** Larsen

**Commissioners present:** Robertson, Reenders, Kantrovich, and Gignac

**Commissioners absent:** Taylor, LaMourie, and Wilson

Also present were Manager Cargo and Planner Fedewa.

**Motion** by Supervisor French and seconded by Trustee Redick to appoint Treasurer Kieft as temporary Clerk. **Which motion carried.**

III. APPROVAL OF MEETING AGENDA

**Motion** by Supervisor French and seconded by Trustee Redick to approve the meeting agenda. **Which motion carried.**

IV. STRATEGIC PLAN UPDATE

- The Township Board and Planning Commission discussed the updated Strategic Plan draft presented by staff. Including the purpose of the plan, how the Board utilizes the plan, and approximate date of adoption (*i.e., September of 2015*).

V. RESILIENT GRAND HAVEN MASTER PLAN UPDATE

- Staff noted that U of M has placed Grand Haven as the primary testing area for Phase II of the Resilient Michigan project. If/when the funding is approved for the next phase, the U of M team will draft “resilient standards” to be adopted as text amendments to the zoning ordinance. The purpose is to ensure Grand Haven achieves the “resiliency” goals that will be adopted in the Master Plan update.
- Staff noted the consultant, Land Information Access Association (LIAA), has offered to take aerial photographs of Grand Haven Township. Aerial photographs are part of the Resilient Holland Master Plan update, and due to our close proximity, LIAA offered to provide the service at no charge.
- The Township Board and Planning Commission discussed the most recent draft of the goals and objectives, and directed staff to move forward with incorporating them into the project with the following changes:

- Fedewa will amend the language regarding “affordable housing”;
  - Fedewa will give a greater emphasis to the Township’s pathway system;
  - Fedewa and Kantrovich will amend the language regarding “urban farming” and forward the language to Behm and Reenders to review and comment; and,
  - Fedewa will modify the language regarding solar energy to “renewable” to be more broad and inclusive.
- The Planning Commission and staff gave an update on the proposed timeline for the completion of this project (*i.e., September*).

VI. COMMUNITY ENGAGEMENT

- Staff provided a review of the Community Engagement Workshop, and noted two projects are good candidates—pathway expansion and 40 acre addition to Hofma Park. In the coming weeks, the Parks and Recreation Committee and Planning Commission will begin to identify the appropriate level of engagement and develop a strategy. At which time, the proposal will be presented to the Township Board for approval to proceed.

VII. PUBLIC COMMENTS – None

VIII. ADJOURNMENT

**Motion** by Supervisor French and seconded by Trustee Hutchins to adjourn the special joint meeting at 7:54 p.m. **Which motion carried.**

Respectfully Submitted,

**William Kieft III**

Grand Haven Charter Township Temporary Clerk

**Karl French**

Grand Haven Charter Township Supervisor



## DIRECTOR OF ASSESSING

DATE: June 17, 2015

TO: Township Board Members

FROM: Denise M. Chalifoux

RE: Groesbeck Special Assessment District (SAD) Paving Project  
– 1<sup>st</sup> Public Hearing (Continued)

---

At the May 26, 2015 Township Board meeting, an SAD petition request to pave the end Groesbeck Street and a private drive off Groesbeck Street was accepted and the first public hearing was scheduled.

At the June 8<sup>th</sup> Township Board meeting the public hearing was opened and it was decided to keep the hearing open to allow opportunity for the property owners to be notified of the estimated paving costs. This would give them a chance to remove their names from the petition, if they wished.

A letter was sent out June 17, 2015, to all property owners affected by this potential Special Assessment. (copy attached)

At this meeting the Board will be addressing the following items:

- Designation of the boundaries of the district. (*Attached, please find a map of the proposed district.*)
- The amount to be specifically assessed to the six property owners and the amount to be paid by the general fund. (*Please note that this cost estimate is considered to be at the “top” end of the cost spectrum and actual construction bids costs could be 25% or more less. The “high” cost estimate is provided to avoid problems that might occur if construction bids on this project exceed typical paving costs. Further, staff note that the Township is not obligated to provide this cost estimate; but, based upon past practice, the estimate is provided to prepare the SAD property owners to the potential cost.*)

More specifically, pursuant to the Township’s Streets and Paving Policy-15.2, where 50% of the costs will be supported from the Township for the public portion of the project, the following breakdown of costs has been estimated for the paving of Groesbeck Street and the Private Road:

<u>Public Portion</u> (20' wide paved road with 3' shoulder and turn-around)	\$48,000
<u>Private Portion</u> (10' wide paved road with narrow shoulders)	\$27,000
	-----
<b>TOTAL</b>	<b>\$75,000</b>

GHT would fund 50% of the public portion of this project (*i.e.*, \$24,000) while the remaining 50% of the project (*i.e.*, \$24,000) would be spread among all six parcels (*or \$4,000 each*).

The private portion of the project (*i.e.*, \$27,000) would be 100% funded by the five parcels that would benefit from the private road (*or \$5,400 each*).

Typically, a project of this size would have a six-year assessment.

- Direct the supervisor by resolution to prepare the special assessment rolls.
- Approve a resolution (*see attached*) that schedules the 2<sup>nd</sup> public hearing for July 13, 2015. (*This public hearing is held to receive comments on the assessment roll.*)

If the Board agrees the proposed SAD paving project is necessary and wants to proceed with this proposed development, following motion can be offered.

**Move to approve and adopt Resolution 15-06-01 which designates the boundaries of the special assessment district, directs the supervisor to prepare a special assessment roll and set the 2<sup>nd</sup> public hearing for July 13, 2015.**

Please contact Cargo or Chalifoux if you have any questions or comments.



COPY

June 11, 2015

William & Barbara Coe  
16057 Groesbeck Street  
Grand Haven, Michigan 49417

Re: Proposed Groesbeck Paving Special Assessment District

Dear Mr. & Mrs. Coe:

Because only two of the property owners within the proposed special assessment district (SAD) attended the June 8<sup>th</sup> public hearing, the Township Board determined to hold the public hearing open until the June 22<sup>nd</sup> Board meeting (*which begins at 7:00 p.m. at the Township Board Room at 13300 168<sup>th</sup> Avenue*). Further, the Board requested that I forward a letter regarding the estimated paving costs associated with this proposed project.

In brief, the elected officials wanted each of the property owners to be aware of the estimated paving costs that would be assessed and the amount that would be paid by the Township's General Fund. (*Please note that this construction cost estimate is considered to be at the "top" end of the spectrum and actual construction bids costs could be 25% or more below the estimate. The "high" cost estimate is provided to avoid problems that might occur if construction bids on this project exceed typical paving projects.*)

The cost estimates for this project are as follows:

Public Portion (20' wide paved road with 3' shoulder and turn-around)	\$48,000
Private Portion (10' wide paved road with narrow shoulders)	\$27,000
	-----
<b>TOTAL</b>	<b>\$75,000</b>

Pursuant to the Township's Street Paving policy, the Township would fund 50% of the public portion of this project (*i.e., estimated at about \$24,000*) while the remaining 50% of the project (*i.e., \$24,000*) would be spread among all six parcels (*or about \$4,000 each*).

The private portion of the project (*i.e., estimated at about \$27,000*) would be 100% funded by the parcels that would benefit from the private road, which staff believe would also include all six of the parcels (*or about \$4,500 each*). (*Pursuant to state law, the Township cannot contribute any public monies toward the private portion of this street paving project.*)

Therefore, staff will likely recommend that the assessment for each of the six parcels would be **about \$8,500 each**, or less if the paving bids are not "high". Typically, a project of this size would have a six-year assessment.

The Township will pay 100% of the construction and paving costs upfront. After the paving project is complete, the Township would include an assessment on the winter tax roll.

**EXCERPTS OF MINUTES**

At a regular meeting of the Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168<sup>th</sup> Avenue, Grand Haven Township, Ottawa County, Michigan, on the 22nd day of June 2015, at 7:00 p.m., local time.

PRESENT:

ABSENT:

After certain other matters of business were concluded, the Township Supervisor advised the Township Board that the next order of business was the consideration of the commencement of special assessment district proceedings pursuant to Michigan Act 188 of 1954, as amended, for the acquisition and construction of certain street improvements as set forth in the following resolution.

After discussion, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**RESOLUTION NO. 15-06-01**

WHEREAS, the Township Board requires the filing of a petition meeting the requirements of Section 3, subsection (3) of Michigan Act 188 of 1954, as amended ("Act 188"), before commencing special assessment proceedings pursuant to Act 188 for street improvements; and

WHEREAS, the Township Board has received a petition(s) requesting that the Township acquire and construct certain street improvements in the Township to be located as hereinafter set forth; and

WHEREAS, the proposed special assessment district described in paragraph 2 below contains approximately 315 feet of public frontage and 774 feet of private frontage, excluding land not subject to special assessment and land within public highways and alleys; and

WHEREAS, from a review of said petition(s) and the appropriate records of the Ottawa County Register of Deeds Office as of the day of the filing of the petition(s), it has been established that said petition has been signed by the record owners of lands constituting approximately 774 front feet, or 71% of the frontage included in the proposed special assessment district described in paragraph 2 below, excluding lands not subject to special assessment and lands within public highways and alleys; and

WHEREAS, plans describing such street improvements, the location thereof, and an estimate of \$75,000 as the total construction cost thereof has been prepared by Ottawa County Road Commission; and

WHEREAS, it is estimated that legal fees, publication costs, postage and miscellaneous expenses for the proposed special assessment district are estimated to be approximately \$1,000.00, bringing the total cost estimate to \$76,000; and

WHEREAS, the Township Board has the power and authority pursuant to the provisions of Michigan Act 188 of 1954, as amended ("Act 188"), to proceed to make this improvement and to assess all of the cost thereof to the properties to be benefited;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, AS FOLLOWS:

1. That the Township Board, acting on the basis of a petition(s) received in accordance with Act 188, hereby tentatively declares its intention to make the following street improvements consisting of the improvement of that portion of Groesbeck Street, 300 feet from Western Avenue and approximately 520 feet of the private road extending from the end of Groesbeck Street, improvements consisting of in the following described manner: On the public portion; a 20 foot wide road with 3 foot shoulder and a turn-around with a 10 foot wide road on the private portion with a 2 foot shoulder. The Township Board tentatively declares its intention to assess portions of the cost thereof to a special assessment district consisting of the lands to be benefited by this improvement as determined hereafter.

2. That this Board does hereby tentatively designate the lands located in Grand Haven Charter Township, Ottawa County, Michigan, described specifically as follows as the special assessment district against which the cost of said improvement is to be assessed as identified by each parcel's permanent parcel number:

70-07-02-151-015      70-07-03-200-015      70-07-03-200-016      70-07-03-200-017  
70-07-03-200-019      70-07-02-151-032

3. That the plans and the estimate of cost for said improvements be filed with the Township Clerk; and

4. That the Supervisor is hereby directed to make a special assessment roll for that portion of Groesbeck Street and the private road extending from the end of Groesbeck Street and submit said assessment roll to the office of the Township Clerk; and

5. That the Township Board shall meet in the Township Hall, 13300 168<sup>th</sup> Ave., Grand Haven Charter Township, Ottawa County, Michigan, on the 13th day of July at 7:00 p.m., local time, to meet, hear and consider any objections to the above-referenced petition(s), to the proposed street improvements, to the proposed special assessment district, and to the special assessment roll, and that notice of said hearing shall be given by publishing the same twice prior to said hearing in *The Grand Haven Tribune*, a newspaper circulating in said Township, and also by mailing such notices, as required by Michigan Act 162 of 1962, as amended, Act 188, and Michigan Act 64 of 1989, as amended, by first-class mail, postage fully prepaid, to each owner of, or party in interest in, any and all property to be assessed for this improvement in the special assessment district tentatively established therefore, whose name appears upon the last Township tax assessment records, addressed to each such owner or party at his address as shown on said tax records, such mailing and the first

such publication to be at least ten (10) days before the date of said hearing. The last Township tax assessment records from which said names and addresses are taken shall consist of the last Township assessment roll for ad valorem tax purposes that has been reviewed by the Township Board of Review, as supplemented by any subsequent changes in the names or addresses of such owners or parties listed on that roll. If an owner's name does not appear on the Township tax assessment records, then notice shall be given to the owner at the address shown on the records of the Ottawa County Register of Deeds.

6. That all resolutions in conflict herewith in whole or in part are hereby revoked to the extent of such conflict.

AYES:

NAYS:

ABSENT:

Dated:

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Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of Grand Haven Charter Township, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 22nd day of June, 2015. I do further hereby certify that public notice of said meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Laurie Larsen, Township Clerk

# Groesbeck Paving Project



Public Portion of Groesbeck

Private Portion of Groesbeck

LAIRD TRUST

EDELMAYER EARL P

GSB WILLIAM BERGARA

DAVIS RONALD K MARY J

SIMPSON JACQUELINE R TRUST

DAVIS RONALD K MARY J



# Community Development Memo

DATE: June 17, 2015  
TO: Township Board  
FROM: Stacey Fedewa, Planning & Zoning Official  
RE: Karner Rezoning – AG to RP

## BACKGROUND

Steve Karner has applied to rezone a 5 acre parcel located 9873 168<sup>th</sup> Avenue (70-03-33-400-013). The parcel shares its north boundary line with Hiawatha Forest. The applicant intends to build a single family dwelling to use as his principal residence. The requested rezoning is from Agricultural (AG) to Rural Preserve (RP).



At the June 8<sup>th</sup> Township Board meeting concerns were raised about approving the rezoning into the RP district because it did not meet the minimum lot size requirement. This was discussed with Karner who requested the Township draft a Conditional Zoning Agreement (“Agreement”) to alleviate the Board’s concerns.

The attorney drafted said Agreement with the stipulation that land divisions are not permitted. Karner executed the Agreement on June 16<sup>th</sup>.

## RECOMMENDATION

On June 1<sup>st</sup> the Planning Commission adopted a motion to recommend the Township Board approve the rezoning of the Karner application, and on June 16<sup>th</sup> the property owner executed a Conditional Zoning Agreement with the stipulation that land divisions are not permitted. If the Township Board agrees with the aforementioned recommendation, the following motion can be offered.

**Motion** to present the Zoning Map Amendment Ordinance concerning the rezoning of 9873 168<sup>th</sup> Avenue, Parcel No. 70-03-33-400-013, from Agricultural (AG) to Rural Preserve (RP), and to postpone further action until July 13<sup>th</sup> when the zoning map amendment ordinance and Conditional Zoning Agreement will be considered for adoption and approval. **This is the first reading.**

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

# SUPERINTENDENT'S MEMO

DATE: June 16, 2015  
TO: Township Board  
FROM: Cargo  
SUBJECT: Second Quarter Budget Amendments

Attached, please find the proposed Second Quarter Budget Amendments for the 2015 Fiscal Year and the resolution necessary to adopt the changes.

These amendments reflect certain additions and changes to FY 2015 Budget that occurred since the budget was adopted by the Board eight months ago (*i.e., November of 2014*).

Specifically, the following budget amendments are proposed:

- 1) Staff note that the fund balance for the General Fund available at the end of FY 2014 increased from the budget estimate of \$1,783,900 to an actual audited fund balance of \$1,967,274, **an increase of \$183,374**. This is due to GF revenues being about **\$41,000 (or 1.36%) above** estimates and GF expenditures being about **\$142,000 (or 4.31%) below** budget estimates.

The major areas of General Fund savings were found in the following accounts:

- Assessing was about \$14,000 below budget (*mainly due to MESC expenses not materializing*);
- Building and Grounds was about \$22,000 below budget (*mainly due to maintenance costs being less than anticipated*);
- Community Development was about \$19,000 below budget (*mainly due to legal fees and contract fees being below estimates*);
- Drains-at-Large was about \$6,000 below budget (*mainly due to lower than anticipated maintenance costs*);
- Planning Commission was about \$5,00 below budget (*mainly due to lower than anticipated legal fees*);
- ZBA was about \$1,200 below budget (*mainly due to lower than anticipated variance requests*);

- Parks and Recreation was about \$39,000 below budget (*mainly due to maintenance and capital costs being lower than anticipated*); and,
- Bike Path was about \$10,000 under budget (*mainly due to maintenance costs being lower than anticipated*).

These second quarter General Fund amendments increase revenues by **\$281,630**, mostly related to the Michigan Natural Resources Trust Fund Land Acquisition Grant that the Township expects to receive and utilize in FY 2015. (*Staff notes that there is a possibility that these monies will be carried into FY 2016 – depending upon how quickly the State of Michigan processes the grant requirements.*) In addition, an additional \$5,130 is added in reimbursements and increased interest monies.

These General Fund amendments also increase expenditures by **\$397,350**, with almost all of the increase being due to (1) the MNRTF land acquisition purchase of the so-call “Wolf” property at \$368,700; and (2) the repairs of the Pottawattomie floating dock at a cost of \$15,430.

The unassigned fund balance of the General Fund is expected to exceed **\$1.6 million** at the end of the current fiscal year. This is considered to be a very robust and healthy fund balance.

- 2) Staff note that the fund balance for the Municipal Street Fund available at the end of FY 2014 increased from the budget estimate of about \$19,000 to an actual audited fund balance of about **\$82,000, an increase of close to \$63,000**. This increase was mainly due to street maintenance projects being completed under budget.

Because of this higher than anticipated fund balance, interest revenues are increased by \$390. These additional monies can be used for re-surfacing and re-graveling purposes, or to fund a portion of the proposed Groesbeck street paving SAD.

- 3) Staff note that the fund balance for the Fire/Rescue Fund available at the end of FY 2014 increased from the budget estimate by only **\$215**.

The Fire/Rescue Fund revenues are increased by \$500 due to higher than anticipated interest income.

The unassigned fund balance of the Fire/Rescue Fund is expected to be about **\$177,000** at the end of the current fiscal year, which tracks with budget expectations.

- 4) Staff note that the fund balance for the Police Services Fund available at the end of FY 2014 increased by about **\$16,000** over budget estimate.

The Police Services revenues are increased by **\$200** due to higher than expected interest

monies.

The unassigned fund balance of the Police Services Fund is expected to be about **\$139,000** at the end of the current fiscal year, which is slightly higher than budget estimates.

- 5) The Sewer Fund increases revenues by about **\$900** due to higher than anticipated interest income.

The unassigned cash reserves of the Sewer Fund are expected to be about **\$1.3 million** at the end of the current fiscal year.

- 6) The Water Fund revenues are increased by **\$7,200** due to insurance reimbursements for the claim associated with the ice damage to the water tower. Expenditures are decreased by about **\$2,260** – due to the Millhouse Court watermain project being significantly under budget (*i.e., about \$16,000*).

The unassigned cash reserves of the Water Fund is expected to be about **\$1.6 million** at the end of the current fiscal year.

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

**Move to adopt Resolution 15-06-02 that adopts the Second Quarter budget amendments for fiscal year 2015.**

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

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
WATER FUND  
June 22, 2015**

	From	To	+ or (-)
Water Fund Revenues			
677.000 Reimbursements (Water Tower Claim)	0	7,200	7,200
<b>TOTAL WATER FUND REVENUE</b>	<b>2,409,000</b>	<b>2,416,200</b>	<b>7,200</b>
Dept. Group 591.536 - Water Department			
719.000 Health Insurance	18,780	28,920	10,140
936.310 Hydrant Maintenance (Hydrant Painting)	12,000	14,000	2,000
936.370 Radio Maintenance	1,000	2,100	1,100
996.000 Paying Agent Fees	1,000	1,500	500
970.000 Capital Outlay (Millhouse Ct Watermain)	81,250	65,250	(16,000)
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,164,910</b>	<b>2,162,650</b>	<b>(2,260)</b>
<b>WATER FUND CASH RESERVES:</b>			
Projected Cash Reserves (from 2014 Financial Audit)			1,360,974
2015 Revenue			2,409,000
Total Revenue budget amendments			7,200
2015 Amended Revenue			2,416,200
2015 Expenditures			2,164,910
Total Expense budget amendments			(2,260)
2015 Amended Expenditures			2,162,650
<b>Net Budget Amendments</b>			<b>9,460</b>
Projected Unassigned Cash Reserves - 12/31/15			1,614,524

**RESOLUTION NO. 15-06-02**

**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 2015 Second Quarter 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 June 22, 2015.

---

Laurie Larsen, Township Clerk  
Dated: June 22, 2015

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

WATER													WASTEWATER					
MONTH	METER INSTALLS		REPLACED METERS		NEW TAPS 3/4" 1"		MAIN INSTALLED IN FEET		MILLION GALLONS OF WATER		G.R. SUPPLEMENTAL WATER		WORK ORDERS		NEW TAPS IN FEET		MILLION GALLONS OF WASTE PUMPED	
	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"	3/4"	1"
JANUARY	66	1	2	1	1	0	0	0	28.43	0.91	0.00	0.00	1	0	0	0	0	8.37
FEBRUARY	87	6	1	6	1	0	0	0	27.70	0.85	0.00	0.00	0	0	0	0	0	9.59
MARCH	110	3	0	1	6	2	0	0	26.59	0.87	0.00	0.00	3	4	0	0	0	7.95
APRIL	142	7	0	0	3	0	0	0	35.18	1.31	0.00	0.00	3	6	0	0	0	9.43
MAY	143	3	4	0	2	2	0	0	63.06	3.11	0.00	0.00	3	2	0	0	0	7.73
JUNE									0.00									
JULY									0.00									
AUGUST									0.00									
SEPTEMBER									0.00									
OCTOBER									0.00									
NOVEMBER									0.00									
DECEMBER									0.00									
TOTAL YTD	548	20	7	8	13	4	0	0	180.96	7.05	0.00	0.00	10	12	0	0	0	43.07
TOTALS		27			17				188.01	7.05				734				

NOTES: