

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

**WORK SESSION – CANCELLED**

**REGULAR MEETING – 7:00 P.M.**

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
  1. Approve August 24, 2015 Regular Board Minutes
  2. Approve Payment of Invoices in the amount of \$368,075.59 (*A/P checks of \$254,711.64 and payroll of \$113,363.95*)
  3. Approve Hofma Park – Parking Lot Expansion Bid (*\$75,797.50 through Accurate Excavators, LLC.*)
  4. Approve Sale of Surplus Equipment through Miedema Asset Management Group
  5. Approve Purchase of Replacement Vehicle (*\$25,767 through Great Lakes Ford*)
- VI. OLD BUSINESS
  1. Resolution 15-09-01 – Approve Amendment to Personnel Manual, Section 8.1 “Types of Discipline”
  2. Resolution 15-09-02 – Approve Addition to Personnel Manual, Section 7.25 “Social Media Policy”
  3. Resolution 15-09-03 – Schedule “Truth in Taxation” Public Hearing for September 24<sup>th</sup>
  4. Resolution 15-09-04 – Approve September Budget Amendments
  5. Approve – Fiscal Year 2016 Budget Policies and Procedures Manual
- VII. NEW BUSINESS
  1. First Reading – Amendment Park Rules and Regulations Ordinance
  2. First Reading – Amendment Sewer Rate Ordinance
  3. First Reading – Amendment Water Rate Ordinance
  4. Approve – Platted Lot Division Application – Geneva
- VIII. REPORTS AND CORRESPONDENCE
  1. Correspondence
  2. Committee Reports
  3. Manager’s Report
    - a. August Building Report
    - b. August Ordinance Enforcement Report
    - c. August Public Services Report
  4. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY  
(*LIMITED TO THREE MINUTES, PLEASE.*)
- X. ADJOURNMENT

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

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, AUGUST 24, 2015**

**WORKSESSION – 6:00 p.m.**

1. Supervisor French opened a joint work session with the Downtown Development Board (DDA) and reviewed a memorandum on the status of the DDA's Tax Increment Finance Plan. It was noted that the next major construction project would occur in 2017; but, that the engineering and completion of the bid documents would commence in 2016.
2. Administrative Services Director Proksa and Planner Fedewa provided a presentation on the creation of a Grand Haven Charter Township Facebook page. The Board instructed staff to bring the policies for the Social Media to the Personnel Committee, which will be the necessary first step prior to establishing a Township Facebook page. If approved by the Personnel Committee at the September 1<sup>st</sup> meeting, the proposed policies and a final decision on the creation of a Facebook page will be placed on the September 14<sup>th</sup> Board meeting agenda.

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

**Board members absent:**

Also present was Manager Cargo, Planner Fedewa, Building Inspector Corbat, Ordinance Enforcement Officer French, Attorney Fisher, and Dangerous Building Hearing Officer Nelson.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve August 10, 2015 Board Minutes.
2. Approve Payment of Invoices in the amount of \$147,537.58 (*A/P checks of \$59,466.75 and payroll of \$88,070.83*).
3. Reappointment of John Helder, Jim Loftis and Craig Seaver to the DDA Board for a term ending August 31, 2018.

4. Appointment of Bill Cousins to the Planning Commission for a term ending August 1, 2018.
5. Appointment of Brock Hesselsweet to the Construction Board of Appeals Committee for a term ending November 30, 2016.
6. Approve OCRC Project Estimate Agreement for the Groesbeck Special Assessment District Paving Project (\$83,475).
7. Authorize Bid Documents for Additional Parking at Hofma Park.

**Motion** by Clerk Larsen and seconded by Trustee Behm to approve the items listed on the Consent Agenda. **Which motion carried.**

VI. PUBLIC HEARING – Dangerous Building (*Parcel 70-03-32-131-021*)  
Supervisor French opened the public hearing at 7:03 p.m.

1. Planner Fedewa reviewed a memorandum from staff dated August 20, 2015.
2. Dangerous Building Officer Nelson noted that he believes the structure is unsafe; but, that he would prefer if the building could be repaired pursuant to the Building Code that was in existence at the time the building was constructed in or about 1930.
3. Building Inspector Corbat noted that, under the State Construction Code, work performed on the building that would make the structure “safe” must be completed pursuant to the current Construction Code.
4. Ronald Reisinger (25 Stickney Ridge) stated that he owns a number of garage stalls and wants to retain/repair the structure. He believes that the structure has a market value of \$850,000 based on discussions with real estate professionals (*i.e.*, \$50,000 *per stall*); but, that repairs would cost \$250,000. He noted that if the structure is repaired without having to comply with the State Construction Code that the repair costs would only be \$35,000.
5. Tom Rizzo (27 Stickney Ridge) stated that the garage to the North is in a state of greater disrepair than a similar structure to the South due to the encroachment of the dune. Stated that the insurance company has cancelled liability insurance on the structure deemed by the Township to be a dangerous building. Stated that there have been few repairs to this structure over the past 25 years. Stated that the ownership rights for the stalls are unknown.
6. Attorney Fisher noted that he has not spent the time to review the ownership issues; but that the ownership appears to have been granted for certain stalls but not recorded. Fisher described the ownership issues surrounding the stalls as a “legal quagmire”.
7. Kevin Carbary (15142 Stickney Ridge) noted that there are factions in the Association and the sides are at a stalemate with regard to whether the structure should be repaired or removed. Stated that the Association can not afford to pay for the necessary repairs.
8. Jim Borg (15154 Stickney Ridge) noted that he was the President of the Association. Reviewed the history surrounding the determination that the structure was a dangerous building. Noted that the initial repair estimates were \$35,000; but, because of the requirement that a design professional prepare construction plans that meet the current State Construction Code, that the repair

costs have increased to an estimated \$100,000. Noted that ownership of the stalls is “very cloudy” and that any initial transfer of ownership may not have been recorded. Wants the Township to either order the repair or order the removal and remove any liability from the Association.

9. Superintendent Cargo noted that the Board does not have the authority to authorize the structure be repaired without complying with the current State Construction Code. He recommended that the Board affirm the order of the Dangerous Building Officer; but, not become involved in selecting whether the structure is repaired or removed.

The Board discussed the matter and noted there was not any dispute as to whether the structure is considered “dangerous” under the definitions found in the Dangerous Building ordinance. This has been affirmed by both the insurance company that revoked the liability insurance on the structure, and through inspections by the Township’s building officials.

The Board stated that the Township does not want to spend public monies to determine the ownership of the stalls; and, that the Township does not want to become enmeshed in the “stalemate” between the various factions of the Association over whether the parking structure is either repaired or razed.

Supervisor French closed the public hearing at 7:56 p.m.

## VII. OLD BUSINESS

1. **Motion** by Treasurer Kieft and supported by Trustee Redick to affirm the order of the Dangerous Building Officer’s order that directed the structure to be demolished, or otherwise made safe. Further, as prescribed by the Dangerous Building Ordinance, a deadline of 60 days (i.e., October 23, 2015) has been set to come into compliance with this order. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Hutchins, French

Nays:

Absent:

2. **Motion** by Supervisor French and supported by Trustee Behm to approve Resolution 15-08-05 that approves the 2015 Amendment to the Ottawa County Solid Waste Management Plan. **Which motion carried**, as indicated by the following roll call vote:

Ayes: French, Kieft, Behm, Meeusen, Larsen, Redick, Hutchins

Nays:

Absent:

## VIII. NEW BUSINESS

1. Discussion was held on a proposed amendment to the Township’s Parks Rules Ordinance and Michigan’s so-called “Open Carry” law. The Board instructed staff to include the proposed ordinance for a first reading at the September 14<sup>th</sup> Board meeting.

2. **Motion** by Clerk Larsen and supported by Trustee Hutchins to approve Resolution 15-08-06 that specifies the fees for re-roofing and re-siding permits. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Redick, Meeusen, Kieft, Hutchins, Larsen, French, Behm

Nays:

Absent:

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
  - i. Clerk Larsen noted that Personnel Committee is scheduled to meet on September 1<sup>st</sup> at 7:30 a.m.
  - ii. Trustee Hutchins noted that NORA Board is scheduled to meet on August 27<sup>th</sup> at 5:30 p.m.
- c. Managers Report, which included:
  - i. July Legal Review
  - ii. July Law Enforcement Review
  - iii. July DPW Report
- d. Others
  - i. Treasurer Kieft requested that Manager Cargo forward information regarding a Grand Haven Township Fire/Rescue mutual aid call to Crockery Township and provide information on the availability of ambulances.

X. PUBLIC COMMENTS

Laird Schaefer (12543 Wilderness Trail) voiced concerns with what he believes to be excessive erosion and an unsafe condition at the Buchanan Street road end. The Board requested that Manager Cargo review the matter and report back to both the Board and Schaefer through an email.

XI. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Trustee Hutchins to adjourn the meeting at 8:07 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Karl French  
Grand Haven Charter Township Supervisor



## Public Services Memo

DATE: September 10, 2015  
TO: Township Board/Superintendent  
FROM: Mark VerBerkmoes  
RE: Hofma Park – Additional Soccer Paving

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As you may recall, \$60,000 was included in the 2015 budget to add/expand the soccer parking at Hofma Park pursuant to the Township's recently approved Parks and Recreation Plan. (*See attached site plan.*) The project included the additional of more than 40 additional parking spaces and a segregated walkway for safety. Since the soccer field was installed several years ago, the Township has received numerous requests to add addition parking near the soccer field to serve the ever increasing number of players/guests that attend sporting events at this facility.

Recently the Township went out for bid on this project. More than ten (10) invitations were mailed out to various contractors throughout the local area and the project was listed on Dodge Report and Builders Exchange.

Two (2) bids for the project were received and opened on Tuesday, September 8<sup>th</sup>. The bid tabulation is shown below:

<b>Contractor</b>	<b>Bid Amount</b>
Katerberg Verhage, Inc.	\$84,100.00
Accurate Excavators, LLC.	\$75,797.50

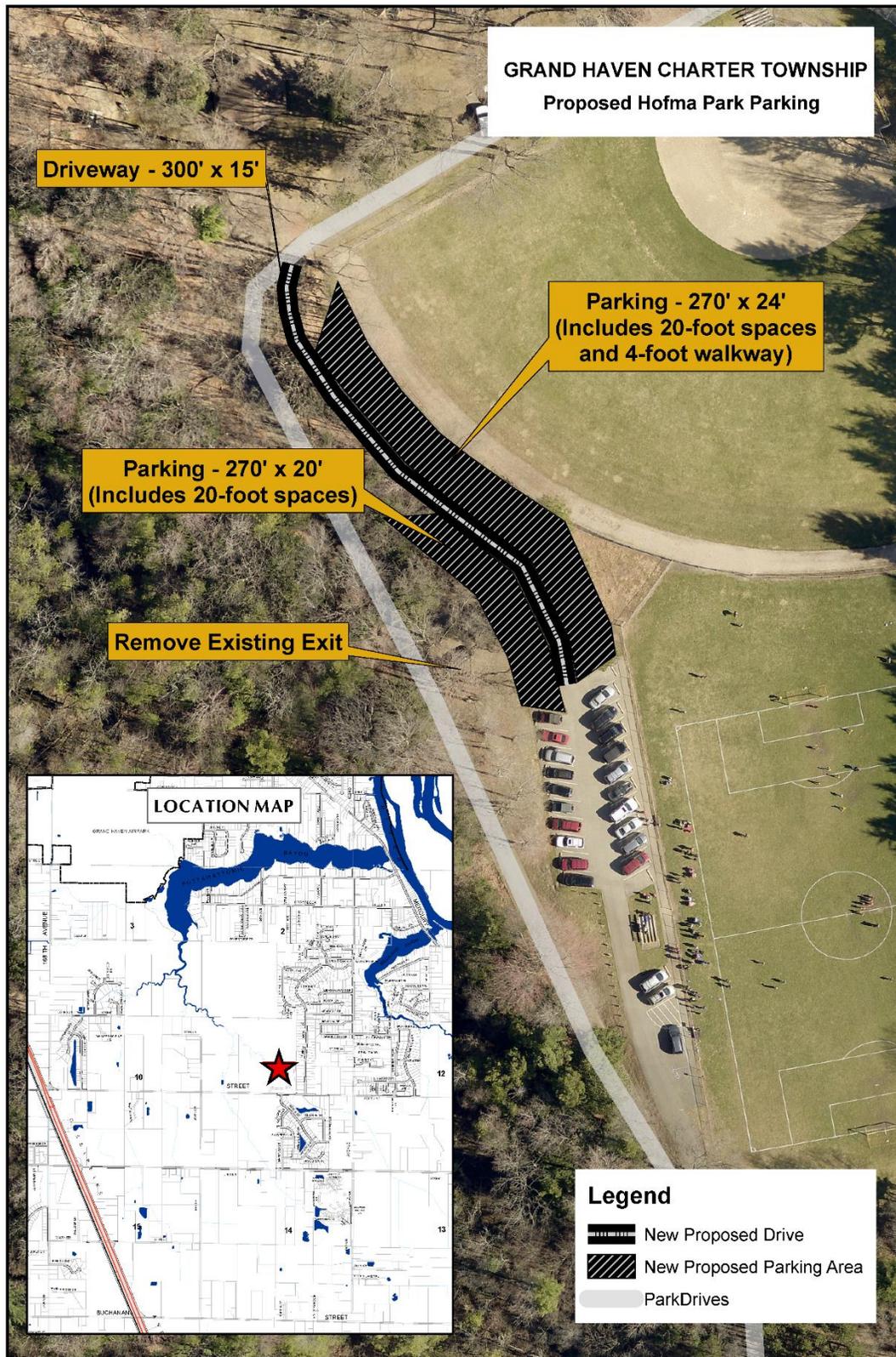
You may recall that Accurate Excavators from Muskegon is the same firm that completed both the 152<sup>nd</sup> and Shiawassee road-end public access projects. The Township has a good working relationship with this contractor and staff recommends approval of their bid of \$75,797.50.

It is noted that the project is about \$15,797 over the budget estimate. However, staff were able to reallocate some monies in other areas of the Parks and Recreation budget to cover a portion of the overage. That said, to ensure the Parks and Recreation account is not over-budget at the end of the year, Cargo required staff provide a budget amendment in the amount of \$10,000 to cover all of the pending capital and maintenance projects in Parks.

To proceed with this project, the following motion can be offered:

Move to authorize the Township Manager to execute a contract with Accurate Excavators, LLC in the amount of \$75,797.50 to construct and install additional parking and walkways at Hofma Park.

If you have any questions or concerns, please contact Mr. Cargo or me at your convenience.





## Public Services Memo

DATE: September 10, 2015

TO: Township Board/Superintendent

FROM: Mark VerBerkmoes

RE: Surplus Equipment

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Over the past couple of years, the Township has replaced several older pieces of equipment, generally used for Building and Grounds Maintenance.

The last time larger surplus equipment was released, the Township used Miedema Asset Management Group (MAMG), Auctioneering Division located in Byron Center. On that occasion, the Township received more than expected for an older pickup truck and other miscellaneous surplus equipment that was sold.

MAMG specializes in the acquisition and disposition of distressed and surplus assets, in other words, an auction house. Quick points about their services include the following:

- MAMG advertise the auction in several states and had buyers attend auctions from more than 15 different states.
- MAMG allows for bids over the internet for larger pieces of equipment.
- They produce full color pictures and information about our equipment on their website and publish an attractive, pictured auction brochure.
- All the items selling at the auction take bids from pre-approved buyers via the internet.
- MAMG will forward the proceeds from the sale directly to the Township, minus an 8% commission (*or less depending upon the sale price*).

At this time staff is requesting authorization to utilize MAMG Auctioneering Division to sell several pieces of surplus equipment. The equipment list and pictures are below:

- 1999 Ford Cemetery truck
- 1997 JD 935 60" deck lawn tractor
- 1997 JD 935 72" deck lawn tractor
- 1995 JD 911 60" deck lawn tractor
- Giant Vac (*no longer used for leaf collection*)
- Two small push mowers

If the Board agrees with the recommendation to sell the aforementioned surplus equipment, the following motion can be offered:

**Move to authorize the sale of surplus equipment as listed in the memorandum of September 10<sup>th</sup> through Miedema Asset Management Group (MAMG).**

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





## Public Services Memo

DATE: September 10, 2015

TO: Township Board/Manager

FROM: Mark VerBerkmoes

RE: Year 2015 - Vehicle Purchase

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As you may recall, the 2015 budget contained monies for the replacement of one of the Public Services vehicles. Specifically, the Department is proposing to replace a 2006 FORD 250 service truck that is utilized primarily within the Water and Sewer Departments.

There is a total of \$35,000 within the Water and Sewer budgets for the replacement of this vehicle. Remaining funds after the truck purchase will be utilized to purchase a service body, bed liner and other miscellaneous equipment, as required.

In the past staff has purchased vehicles utilizing the State Purchase Program from dealers offering fleet discounts to State and Local Governments. The system is very simple, the dealer provides a base cost to the State for each vehicle they desire to provide. Any additional options a unit desires to add/remove must be provided at dealer cost. The amount the Township pays is base cost + dealer cost of any option(s) we add/delete. The only profit the dealer makes is in the mark-up of the base vehicle.

That said, the Township has purchased the last few trucks from Gorno Ford in Woodhaven, Michigan (*i.e., near Flint*). Unfortunately, Gorno has been difficult in terms of communications, follow-through, and service. Specifically, the staff at this dealership often don't return phone calls, misprice additions or deletions (*which invariable seem to be to their advantage*), and have numerous delays before ordering vehicles even after the Township has provided a purchase orders.

While discussing the Township's issues with other municipalities, staff have found that other cities and townships are experiencing similar difficulties with Gorno. This has not improved even after staff spoke with the State about Gorno's performance.

In an effort to find a responsive dealer with competitive pricing, staff contacted several municipalities to inquire how and where they purchase vehicles. Staff found that several have been purchasing through Great Lake Ford in Muskegon. This dealership not only extends fleet

pricing; but, they will “drop-ship” the unit to the service body dealer. This means that when the truck is ready for pick-up by the Township staff, the vehicle will be ‘turn-key’, saving the Township travel time to pick-up the vehicle from the dealer, transfer the vehicle for the service body installation, and pick-up the vehicle from the service body business.

Staff finally received an price quote from Gorno -- \$25,477. This is a “savings” of only **\$290** over Great Lake Ford. However, because staff will not have to drive to the Flint area to pick-up the vehicle and transfer the vehicle to the service body dealer, staff believe the total Great Lakes Ford price will actually be less ... and significantly more convenient.

Given the minor difference in pricing and the reduction in staff resource to deliver and pick-up the truck, staff is requesting authorization to proceed with the order and purchase of this vehicle from Great Lakes Ford of Muskegon. If the Board supports this request, the following motion could be offered:

**Move to authorize staff to purchase a Ford F250 Service Truck from Great Lakes Ford of Muskegon for a total purchase price of \$25,767.**

If you have any questions or comments, please contact me or Mr. Cargo at your convenience.



# DIRECTOR OF ASSESSING

DATE: September 9, 2015

TO: Township Board

FROM: Denise Chalifoux

RE: Adoption of the Resolution to schedule the “Truth in Taxation” Public Hearing

Under the requirements of MCL Section 211.24e, a taxing unit may not generate more revenue than it generated in the prior year unless it holds a “Truth in Taxation” public hearing. This is true even if new voter-approved millages are to be levied.

To determine if the current levy of the sum of all operating millage for the Township produces more tax dollars than last year’s actual levy for a “Truth in Taxation” hearing to be required, the BTRF (*Base Tax Rate Fraction*) and BTR (*Base Tax Rate*) must be computed using Grand Haven Charter Township’s 2014 and 2015 Taxable values and 2015 taxable value losses and additions.

The 2015 Base Tax Rate Fraction (BTRF) is calculated as shown below:

\$678,618,818	-	\$2,210,934	=	\$676,407,884	
(2014 Total Taxable Value)		(2015 Taxable Losses)			<b>0.9856</b>
\$702,299,406	-	\$16,027,263	=	\$686,272,143	(BTRF)
(2015 Total Taxable Value)		(2015 Taxable Additions)			

The (BTRF) Base Tax Rate Fraction (0.9856) when multiplied with the 2014 total operating millage (i.e., 4.2671 not including debt millages) results in a maximum levy of 4.2056 allowed without a public hearing.

$$(2015 \text{ Base Tax Rate (BTR)} = 2014 \text{ operating levy rate (4.2671)} \times \text{BTRF (0.9856)} = 4.2056)$$

Millage amounts levied in 2014 and proposed for 2015

<b>Millage Levy</b>	<b>2014 Millage</b>	<b>2015 Proposed Millage</b>	<b>2014 Tax Dollars Generated</b>	<b>2015 Tax Dollars To be Generated with hearing</b>
General Operating	0.9171	0.9171	622,361	644,079
Fire Department	1.9000	1.9000	1,289,376	1,334,369
Transportation	0.9500	0.9500	644,688	667,184
Museum	0.2500	0.2500	169,655	175,575
Council on Aging	0.2500	0.2500	169,655	175,575
<b><u>SUBTOTAL</u></b>	<b>4.2671</b>	<b>4.2671</b>	<b>\$ 2,895,734</b>	<b>\$ 2,996,782</b>
Water Debt	0.2800	0.2200	190,124	154,593
<b>TOTAL</b>	<b>4.5471</b>	<b>4.5121</b>	<b>\$ 3,085,748</b>	<b>\$ 3,151,375</b>

The first step necessary to be allowed to collect the above millage is to adopt the attached resolution to schedule a public hearing at this Township Board meeting and direct the publishing of the “*Notice of Public Hearing on Increasing Property Taxes*” not less than six (6) days prior to the public hearing in compliance with the requirements of Section 6 of the Truth in Taxation law, which establishes a proposed additional allowable millage rate of 0.0615 mills.

If approved the following motion can be offered.

**Move to Adopt Resolution No. 15-09-03, which schedules the public hearing for September 28, 2015 and proposes the additional allowable millage rate to be 0.0615 mills.**

After the public hearing on September 28, 2015, the Board will have a resolution to adopt which will establish the actual millage rate to be levied by the Township and authorizes the Supervisor and Clerk to sign the L-4029 2014 Tax Rate Request, for levy on the 2015 winter tax bills.

If there are any questions or comments regarding the above, please feel free to contact myself.

## EXCERPT OF MINUTES

A regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, was held on Monday, September 14, 2015 at 7:00 p.m. The meeting was held at the Township Hall at 13300 - 168th Avenue, Grand Haven, Charter Township, Ottawa County, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor French announced that the next item of business was the "Truth in Taxation" law, MCLA 211.24e. Following discussion of this matter, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

### RESOLUTION # 15-09-03

WHEREAS, Grand Haven Charter Township is prohibited by Public Act #5 of 1982 from levying ad valorem property taxes for operation purposes for the Township's 2016 fiscal year which yields an amount more than the sum of taxes levied at the base tax rate on additions within the Township, plus the taxes levied on existing property for operating purposes during the 2015 fiscal year unless the Township holds a public hearing pursuant to public notice of the hearing, as defined and required by the Truth in Taxation Law; and

WHEREAS, it appears that the "additional millage rate", as defined by the Truth in Taxation Law, would be 0.0615 mills; and

WHEREAS, it appears it would be in the best interest of the Township to levy the "additional millage rate".

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the Township will hold a public hearing on Monday, September 28, 2015 at 7:00 p.m. local time at the Grand Haven Township Hall, 13300 -168th Avenue, Grand Haven, Michigan, for the purpose of receiving testimony and discussing the levy of an additional millage rate of 0.0615 mills for the Township's 2016 fiscal year.

2. That the Township Clerk is directed to publish a notice of this public hearing in the Grand Haven Tribune, not less than six (6) days prior to the public hearing, and to notify in writing all newspapers of general circulation in the Township. The notice shall comply with the requirements of Section 6 of the Truth in Taxation Law.

3. The Township hereby establishes the "proposed allowable additional millage rate" at 0.0615 mills.

AYES:

NAYS:

ABSENT AND NOT VOTING:

RESOLUTION DECLARED ADOPTED.

Dated: September 14, 2015

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Laurie Larsen, Township Clerk

I, the undersigned, duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 14<sup>th</sup> day of September, 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 by said act.

Dated: September 14, 2015

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Laurie Larsen, Township Clerk

# SUPERINTENDENT'S MEMO

DATE: September 8, 2015  
TO: Township Board  
FROM: Cargo and Sandoval  
SUBJECT: September Budget Amendments

Attached, please find the last budget amendments prior to the beginning of the FY 2016 Budget process. These amendments will establish the projected fund balance or cash reserves for each of the Township's Funds. Specifically, the following amendments are proposed:

- 1) *The General Fund revenues are increased↑ by \$54,760, the majority of which is related to higher than anticipated activity in construction, cemetery, and parks.*

*Further, expenditures are decreased↓ by \$187,870, which is mostly due to the Mercury Drive pathway maintenance project being postponed until FY 2016*

The unassigned fund balance of the General Fund is expected to exceed **\$1.89 million** at the end of the current fiscal year. This is considered to be very robust and healthy fund balance.

- 2) *Sewer Fund revenues are increased↑ by \$4,000, which reflects higher than expected interested income.*

The unassigned cash reserves of the Sewer Fund is expected to be about **\$1.32 million** at the end of the current fiscal year. This is considered to be strong and closely tracks with the COS study that was recently completed.

- 3) *The Water Fund revenues are decreased↓ by \$250,000, which is entirely due to an error in calculating water sales. (This error was corrected as part of the three-year budget and within the COS study.)* In brief, Cargo accepted the regression analysis calculation generated by an Excel spreadsheet; but, because the 2012 data point was an "outlier" due to the drought conditions of that year, 2012 usage should have been "averaged" before including this data point in the regression analysis.

The unassigned cash reserves of the Water Fund is expected to be about \$1.36 million at the

end of the current fiscal year. This closely tracks with the Cost of Service Utility Rate study that was recently completed.

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

**Move to adopt Resolution 15-09-04 that adopts the September budget amendments for fiscal year 2015.**

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

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

		From	To	+ or (-)
General Fund Revenues				
452.000	Franchise Fees	245,000	258,000	13,000
477.000	Building Permit Fees	186,000	200,000	14,000
478.000	Electrical Permit Fees	39,000	41,000	2,000
480.000	Mechanical Permit Fees	43,000	46,000	3,000
545.000	Ordinance Violation Fines	1,900	3,700	1,800
610.000	Various Fees	19,450	20,250	800
625.000	Summer Tax Collection Fees	19,010	19,510	500
626.000	Cemetery Grave Opening Fees	23,000	33,000	10,000
651.000	Boat Launch Fees	19,000	20,000	1,000
677.100	Reimbursements - Elections (May election)	3,500	12,160	8,660
<b>TOTAL GENERAL FUND REVENUE</b>		<b>3,417,600</b>	<b>3,472,360</b>	<b>54,760</b>
Dept. Group 101 - Legislative				
900.000	Printing & Publishing	9,400	11,100	1,700
	<b>Total</b>	<b>147,050</b>	<b>148,750</b>	<b>1,700</b>
Dept. Group 215 - Clerk				
727.000	Office Supplies & Postage	1,500	1,180	(320)
861.000	Travel & Mileage	500	820	320
	<b>Total</b>	<b>28,430</b>	<b>28,430</b>	<b>0</b>
Dept. Group 262 - Elections				
702.000	Salaries	13,980	14,330	350
707.000	Committee Meeting & Conference Pay	170	250	80
715.000	FICA	850	450	(400)
718.000	Pension	320	350	30
719.000	Health Insurance	430	370	(60)
719.100	Dental Insurance	40	50	10
727.000	Office Supplies & Postage	1,570	1,440	(130)
910.100	Workers Comp Account	30	50	20
940.000	Equipment Rental	100	0	(100)
956.000	Miscellaneous	590	790	200
	<b>Total</b>	<b>20,640</b>	<b>20,640</b>	<b>0</b>
Dept. Group 265 - Building & Grounds				
702.000	Salaries	90,230	67,230	(23,000)
715.000	FICA	6,900	5,050	(1,850)
718.000	Pension	8,510	6,010	(2,500)
719.100	Dental Insurance	1,030	740	(290)
719.200	Disability Insurance	800	610	(190)
863.000	Fuel Expense	2,500	2,110	(390)

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

		From	To	+ or (-)
910.100	Workers Comp Account	910	1,300	390
	<b>Total</b>	215,520	187,690	<b>(27,830)</b>
Dept. Group 276 - Cemetery				
702.000	Salaries	53,200	76,200	23,000
715.000	FICA	4,070	5,920	1,850
718.000	Pension	5,030	7,530	2,500
719.000	Health Insurance	12,830	15,330	2,500
719.100	Dental Insurance	1,030	1,420	390
719.200	Disability Insurance	470	660	190
970.000	Capital Outlay (Flag Poles)	8,550	14,250	5,700
	<b>Total</b>	118,530	154,660	36,130
Dept. Group 371 - Community Development				
727.000	Office Supplies & Postage	4,200	5,700	1,500
741.000	Uniform Expense	600	720	120
801.000	Legal & Professional Fees	6,000	5,000	<b>(1,000)</b>
	<b>Total</b>	437,930	438,550	620
Dept. Group 445 - Drains - Public Benefit				
890.000	Drains at Large	2,500	5,600	3,100
	<b>Total</b>	2,500	5,600	3,100
Dept. Group 722 - Zoning Board of Appeals				
702.000	Salaries	1,840	2,440	600
715.000	FICA	140	200	60
801.000	Legal & Professional Fees	2,000	3,000	1,000
	<b>Total</b>	4,280	5,940	1,660
Dept. Group 751 - Parks and Recreation				
719.000	Health Insurance	15,530	13,030	<b>(2,500)</b>
719.100	Dental Insurance	1,790	1,690	<b>(100)</b>
970.000	Capital Outlay (Hofma add'l parking)	443,700	460,700	17,000
970.250	Capital Outlay - Professional fees	10,500	3,500	<b>(7,000)</b>
	<b>Total</b>	741,550	748,950	7,400
Dept. Group 757 - Bike Path				
936.000	Equipment Maintenance	7,000	6,000	<b>(1,000)</b>
936.300	Automotive Maintenance	1,000	2,000	1,000
970.000	Capital Outlay	275,650	65,000	<b>(210,650)</b>
	<b>Total</b>	411,530	200,880	<b>(210,650)</b>

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

	From	To	+ or (-)
<b>TOTAL GENERAL FUND EXPENDITURES</b>	3,745,350	3,557,480	(187,870)
 <b>GENERAL FUND - FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			1,967,274
2015 Revenue			3,417,600
Total Revenue budget amendments			54,760
2015 Amended Revenue			3,472,360
2015 Expenditures			3,745,350
Total Expense budget amendments			(187,870)
2015 Amended Expenditures			3,557,480
<b>Net Budget Amendments</b>			<b>242,630</b>
Projected Unassigned Fund Balance - 12/31/15			1,882,154

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
MUNICIPAL STREET FUND  
September 14, 2015**

	From	To	+ or (-)
Municipal Street Fund Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	800,990	800,990	0
Dept. Group 446 - Road Construction			
801.000 Legal & Professional Fees	0	500	500
873.400 Street Paving	369,400	368,900	(500)
<b>TOTAL EXPENDITURES</b>	800,600	800,600	0
<b>MUNICIPAL STREET FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			81,892
2015 Revenue			800,990
Total revenue budget amendments			0
2015 Amended Revenue			800,990
2015 Expenditures			800,600
Total expense budget amendments			0
2015 Amended Expenditures			800,600
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			81,892

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
FIRE/RESCUE FUND  
September 14, 2015**

	From	To	+ or (-)
Fire Fund Revenues (No Changes)			0
<b>TOTAL FIRE/RESCUE FUND REVENUE</b>	1,218,280	1,218,280	0
Dept. Group 336 - Fire/Rescue Department			
726.000 Medical Supplies	6,490	7,490	1,000
812.000 In-House Training	900	1,200	300
820.000 Public Education Expense	2,500	3,000	500
863.000 Fuel Expense	12,500	10,700	(1,800)
<b>TOTAL FIRE DEPT. EXPENDITURES</b>	1,121,150	1,121,150	0
<b>FIRE DEPARTMENT FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			80,423
2015 Revenue			1,218,280
Total revenue budget amendments			0
2015 Amended Revenue			1,218,280
2015 Expenditures			1,121,150
Total expense budget amendments			0
2015 Amended Expenditures			1,121,150
			<b>0</b>
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			177,553

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
POLICE SERVICES  
September 14, 2015**

	From	To	+ or (-)
Police Services Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	400,220	400,220	0
Department Expenditures			
956.000    Miscellaneous Expense	500	1,000	500
976.000    Equipment Purchases	1,000	500	(500)
<b>TOTAL EXPENDITURES</b>	406,980	406,980	0
<b>POLICE SERVICES FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			145,992
2015 Revenue			400,220
Total revenue budget amendments			0
2015 Amended Revenue			400,220
2015 Expenditures			406,980
Total expense budget amendments			0
2015 Amended Expenditures			406,980
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			139,232

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
DOWNTOWN DEVELOPMENT AUTHORITY  
September 14, 2015**

	From	To	+ or (-)
DDA Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	496,400	496,400	0
Dept. Group 000 - DDA Department (No Changes)			
<b>TOTAL EXPENDITURES</b>	317,380	317,380	0
<b>DDA FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			651,246
2015 Revenue			496,400
Total revenue budget amendments			0
2015 Amended Revenue			496,400
2015 Expenditures			317,380
Total expense budget amendments			0
2015 Amended Expenditures			317,380
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			830,266

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
REFUNDED BUILDING DEBT  
September 14, 2015**

	From	To	+ or (-)
Refunded Building Debt - Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	208,510	208,510	0
Dept. Group 000 - Twp Building Debt Department (No Changes)			
<b>TOTAL EXPENDITURES</b>	208,510	208,510	0
<b>REFUNDED BUILDING DEBT FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			315
2015 Revenue			208,510
Total revenue budget amendments			0
2015 Amended Revenue			208,510
2015 Expenditures			208,510
Total expense budget amendments			0
2015 Amended Expenditures			208,510
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			315

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
SEWER FUND  
September 14, 2015**

	From	To	+ or (-)
Sewer Fund Revenues			
664.000 Interest Income	11,550	15,550	4,000
<b>TOTAL SEWER FUND REVENUE</b>	<b>715,450</b>	<b>719,450</b>	<b>4,000</b>
Dept. Group 590.537 - Sewer Fund (No Changes)			
<b>TOTAL SEWER FUND EXPENDITURES</b>	<b>705,150</b>	<b>705,150</b>	<b>0</b>
<b>SEWER FUND CASH RESERVES:</b>			
Projected Cash Reserves (from 2014 Financial Audit)			1,305,588
2015 Revenue			715,450
Total Revenue budget amendments			4,000
2015 Amended Revenue			719,450
2015 Expenditures			705,150
Total Expense budget amendments			0
2015 Amended Expenditures			705,150
<b>Net Budget Amendments</b>			<b>4,000</b>
Projected Unassigned Cash Reserves - 12/31/15			1,319,888

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
WATER FUND  
September 14, 2015**

	From	To	+ or (-)
Water Fund Revenues			
627.000 Water Sales	1,356,330	1,106,330	(250,000)
<b>TOTAL WATER FUND REVENUE</b>	<b>2,416,200</b>	<b>2,166,200</b>	<b>(250,000)</b>
Dept. Group 591.536 - Water Department			
936.320 Meter Maintenance	13,000	10,000	(3,000)
936.330 Meter Station Maintenance	3,070	6,070	3,000
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,162,650</b>	<b>2,162,650</b>	<b>0</b>
<b>WATER FUND CASH RESERVES:</b>			
Projected Cash Reserves (from 2014 Financial Audit)			1,360,974
2015 Revenue			2,416,200
Total Revenue budget amendments			(250,000)
2015 Amended Revenue			2,166,200
2015 Expenditures			2,162,650
Total Expense budget amendments			0
2015 Amended Expenditures			2,162,650
<b>Net Budget Amendments</b>			<b>(250,000)</b>
Projected Unassigned Cash Reserves - 12/31/15			1,364,524

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
OTHER POST EMPLOYMENT BENEFITS  
September 14, 2015**

	From	To	+ or (-)
OPEB Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	472,000	472,000	0
Dept. Group 000 - OPEB Department (No Changes)			
<b>TOTAL EXPENDITURES</b>	529,710	529,710	0
<b>OPEB FUND BALANCE:</b>			
Projected Cash Reserves (from 2014 Financial Audit)			157,123
2015 Revenue			472,000
Total revenue budget amendments			0
2015 Amended Revenue			472,000
2015 Expenditures			529,710
Total expense budget amendments			0
2015 Amended Expenditures			529,710
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Cash Reserves - 12/31/15			99,413

**GRAND HAVEN CHARTER TOWNSHIP  
BUDGET AMENDMENTS & LINE ITEM TRANSFERS  
INFORMATION TECHNOLOGIES  
September 14, 2015**

	From	To	+ or (-)
IT Revenues (No Changes)			
<b>TOTAL FUND REVENUE</b>	197,310	197,310	0
Dept. Group 000 - IT Department (No Changes)			
<b>TOTAL EXPENDITURES</b>	197,290	197,290	0
<b>INFORMATION TECHNOLOGY FUND BALANCE:</b>			
Fund Balance (from 2014 Financial Audit)			22,061
2015 Revenue			197,310
Total revenue budget amendments			0
2015 Amended Revenue			197,310
2015 Expenditures			197,290
Total expense budget amendments			0
2015 Amended Expenditures			197,290
<b>Net Budget Amendments</b>			<b>0</b>
Projected Unassigned Fund Balance - 12/31/15			22,081

**RESOLUTION NO. 15-09-04**

**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 September 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:** Meeusen

**RESOLUTION DECLARED: ADOPTED.**

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

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Laurie Larsen, Township Clerk

Dated: September 14, 2015

# MANAGER'S MEMO

DATE: September 10, 2015

TO: Township Board

FROM: Bill

SUBJECT: 2016 Fiscal Year Budget Policies

***OVERVIEW OF SCHEDULE:***

Pursuant to state law, the Township must adopt a budget prior to December 31<sup>st</sup> (*with a public hearing prior to December 15<sup>th</sup>*). However, because the Winter Taxes are mailed to residents on December 1<sup>st</sup> and because the Winter Taxes contain special assessments that are typically approved through the Budget Resolution, staff attempts to complete the budget prior to December.

Although the Board has reviewed a three-year, line item budget, the review of the FY 2016 budget remains one of the main planning and policy activities of the Township Board. Following the guidelines found in the Township's *Administrative Policies and Procedures Manual*, the timetable for the 2016 Fiscal Year budget is as follows:

<b>Date</b>	<b>Activity</b>
09-10	Superintendent provides detailed budget assumptions and policies memorandum to the Board
09-14	Township Board approves detailed budget assumptions and policies memorandum
09-15	Informational budget meeting for department heads
09-16 – 09-30	Department heads submit proposed revenue and expenditure plans to Superintendent
09-28	Truth-in-Taxation Public Hearing
10-01 - 10-09	Superintendent meets with department heads to review budget
10-22	Superintendent submits proposed budget to the Township Board
10-27	Township Board reviews tentative budget at a special work session
11-09	SAD Hearing held by Township Board
11-23	Budget public hearing held by Township Board
11-23	General Appropriations Act adopted by Township Board

## **BUDGET ASSUMPTIONS:**

As you are aware, under state law, the Township Superintendent is required to prepare and submit a budget to the Township Board for consideration. However, pursuant to the Township's *Administrative Policies and Procedures Manual*, the Township Board must first adopt the 2016 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (*Work on the FY 2016 budget began in August at the staff level.*)

The budget assumptions for the FY 2016 that will impact the **revenue** side of the budget equation include the following:

- ✓ **Economic growth will continue in West Michigan.** The economic expansion in West Michigan is now six years old, is stronger than most other areas in the United States or any other region of Michigan. Many business are expanding and/or are at capacity. This expansion is now longer (*but slower*) than the post-war average of 58 months. Although the next recession could, in theory, be around the corner spurred by some unpredictable shock (*e.g., Chinese economic slowdown*); **if** the current pattern holds, the current expansion should continue for at least two more years. By that yardstick, the expansion could last through 2018, which would make it one of the longest and expansions on record; but, slower than typical expansions.
- ✓ The FY 2016 Taxable Value (TV) of the Township has **increased** by about **3.94%** or about \$23 million to the current estimate of about **\$702,299,400**.
- ✓ The TV of the DDA is estimated at about \$52 million. TIF revenues will be collected based upon the increase of the 2015 taxable values over the 1998 taxable values, which should collect about **\$540,830**.
- ✓ The Disabled Veterans exemption – based upon current exemptions – is expected to reduce property tax collections. The FY 2016 revenue loss is estimated at \$1,590 for the General Fund; \$3,290 for the Fire/Rescue Fund; and, \$1,640 for the Municipal Street Fund.
- ✓ A “Truth in Taxation” hearing will be held on September 24<sup>th</sup>.
- ✓ The maximum that the Police Services SAD may levy is about \$367,200, which is the equivalent of approximately 0.55 mills, which is the current millage levy (*i.e., no change*).
- ✓ The Water Debt millage rate will be about 0.22 mills and will raise about **\$155,000**, which is slight decline when compared to FY 2015. The Water debt will be paid in full during FY 2017.
- ✓ Construction estimates in the Township will remain substantially similar to current estimates and include about 75 single family homes or condominium units; 100 apartment units (*i.e., 30 in Timberview and 70 in Piper Lakes*). In addition, 20 commercial/industrial projects with the largest being a proposed health care facility. Other building categories should be substantially similar to current estimates with 15 accessory buildings; 30 additions; 55 alterations; 35 decks; 130 roofing projects; 10 siding projects; 30 window replacement projects; 30 basement refinishing; 10 swimming pools; and 40 mobile home projects.
- ✓ State shared revenues should remain stable as compared to FY 2015 at about **\$1.2 million**.
- ✓ Administrative fees paid to the General Fund will be about equal during FY 2016. However, the DDA Fund contribution will be significantly less since its construction was limited to the 172<sup>nd</sup> Avenue resurfacing north of Comstock Street.

- ✓ The Fire/Rescue millage will generate about **\$ \$1,244,950** in revenues, after the “capture” of the tax increment revenues by the DDA. (*The Fire/Rescue fund balance will need to be increased to about \$700,000 prior to purchasing a replacement for the 1994 Pierce fire engine, which is currently 20 years old.*)
- ✓ Water and Sewer utility rates will increase by 3%. Further, there will be an estimated 75 new water connections and 50 new sewer connections.
- ✓ All other fees and charges are expected to remain stable for FY 2016.
- ✓ The fund balance of the Township’s Funds at the end of FY 2015 will remain strong with the following estimates:

➤ General Fund fund balance	= <b>\$1,892,154</b>
➤ Municipal Street Fund fund balance	= \$ <b>81,892</b>
➤ Fire/Rescue Fund fund balance	= \$ <b>177,553</b>
➤ Police Services SAD Fund fund balance	= \$ <b>139,232</b>
➤ DDA Fund fund balance	= \$ <b>830,266</b>
➤ Water Debt Service Fund fund balance	= \$ <b>31,451</b>
➤ Building Debt Service Fund fund balance	= \$ <b>315</b>
➤ Sewer Fund Cash Reserves	= <b>\$1,319,888</b>
➤ Water Fund Cash Reserves	= <b>\$1,364,524</b>
➤ OPEB Fund fund balance	= \$ <b>99,413</b>
➤ Information Technologies Fund fund balance	= \$ <b>22,081</b>
<b>GRAND TOTAL</b>	<b>= \$5,958,769</b>

The budget policies that will impact the **expenditure** side of the budget equation include the following:

**First**, the superintendent is recommending adoption of a modified "*continuation budget*". This means that there will be no significant new programs added or major services eliminated **except** as delineated in this budget policies memorandum under “Capital Projects and Other Changes”.

**Second**, the budget will **not** include any Cost-of-Living Adjustment (COLA) to the MML Wage Study. Further, there will **not** be any performance pay increases.

Specifically, it is noted that GHT uses a July to July “chained” CPI, which is **-0.1 percent**. The -0.1% cost-of-living allowance is taken from the United States Bureau of Labor Statistics, based on the percent changes of the Chained Consumer Price Index or C-CPI-U for the previous twelve months ending on July 30, 2015. Recall that the Township Board agreed to use the C-CPI-U to determine the cost-of-living allowance provided to non-union employees and further instructed staff to use a July to July measurement focus to ensure there is continuity from one budget year to the next.

It is noted that the Chained CPI is normally about 5% to 15% lower than the CPI for the same period. (*Recall that the C-CPI-U is used to overcome a shortcoming of the CPI-U series, which does not account for the changes that people make in the composition of goods that they purchase over*

time, often in response to price changes. The alternative method of the C-CPI-U is intended to capture consumers' behavior as they respond to relative price changes.) The normal CPI for the same period is **0.2%**.

And finally, it is noted that the six members of the Local 4476 International Association of Fire Fighters (IAFF) are covered by a collective bargaining agreement that currently provides the union members the same cost-of-living adjustment as the Board accords to non-union Township employees.

**Third**, the benefit package offered to employees will neither increase nor decrease over the current fiscal year and any cost increase will be limited to projected premium costs estimated by staff and the respective insurance companies. However, full-time staff will continue to contribute **10%** of the cost of their respective health insurance program for Fiscal Year 2016, assuming that the Township remains below the “Hard Cap” that is calculated annually by the State of Michigan.

Currently, the projected insurance increases are estimated as follows:

- Health insurance cost increases are projected to be about 3.48% for the current health care plan. (*Preliminary projections still place the Township below the state-mandated “hard cap”.*)
- Dental Insurance premiums are projected to decrease ↓ 4%.
- Disability and Life insurances will remain in a rate lock (i.e., *no increase other than the typical increase related to salary increases*).
- Liability insurance (e.g., *building and grounds, vehicle, employee bonding and liability, etc.*) are expected to remain about equal to current.
- Workers Compensation insurance will likely increase around 5%.

**Fourth**, the staffing level at the Township will about level with two additions:

- The Water/Sewer departments will one full-time position to assist with the proposed five-year replacement of MXUs, fill a vacancy that has remained since 2008, and provide back-up to staff. This will be an entry level position.
- The Assessing department will hire additional assistance (*part-time or seasonal*) to ensure that field work (e.g., *re-assessments and reviews of certain neighborhoods*) is being completed in a timely manner.

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#### ***CAPITAL COSTS AND OTHER CHANGES IN EXCESS OF \$1,000:***

The following lists the major capital expenditures and other costs being proposed for the 2016 budget.

#### **General Fund:**

Normal Operations with certain capital expenditures or other changes that include the following:

Legislative:

- Normal operations.

Supervisor:

- Normal operations.

Elections:

- The presidential elections will significantly increase election costs. Currently, there are four (4) elections scheduled (*i.e.*, *March 8th – Presidential Preference; May 3rd – School Election; August 2nd – Primary Election; November 8th – General Election*).

Finance:

- Normal Operations.

Assessing:

- Normal operations, except for the aforementioned hires.

Clerk:

- Normal operations.

Board of Review:

- Normal operations.

Administrative:

- Normal operations.

Treasurer:

- Normal operations.

Building and Grounds:

- Normal operations, except for the following:
  - ✓ Security improvements to the main lobby and outdoor lighting to increase staff and resident safety, which will include installation of bulletproof covering on the walls, bulletproof windows, improved pass-through windows, improved lobby lighting, and improved outdoor lighting in both the front and back parking lots. The total cost for these improvements are estimate at about \$50,000 (*i.e.*, *\$31k for the security enhancements and \$19k for lighting*).
  - ✓ Upgrade 4 thermostats the complete the energy management system. (\$4,000)
  - ✓ Paint various offices/rooms/hallways as necessary throughout the Administrative Building. (\$3,500)
  - ✓ Replace the ‘skinny’ conference tables used for various functions within the Township. (\$4,000)
  - ✓ Remove certain sections of pavement and repair settling and conduit pulling pit in parking lots. (\$10,000)

- ✓ Sealcoat all parking lots at the administrative complex and fire/rescue station. (12,000)

#### Cemetery:

- Normal operations, except for the platting of new sections to the historic cemetery being completed by Prien and Newhof. (\$8,000)
- Purchase corner markers for new platted cemetery sections. (\$5,000)

#### Community Development:

- Normal operations with increased level of activity.

#### Road Construction:

- \$200,000 transfer to the Municipal Street Fund for road re-surfacing, crack sealing, and, dust control on the 19 miles of gravel roadways.

#### Lights District:

- Normal operations.

#### Waste Collections:

- Normal operations.

#### Drains at Large:

- At-large contributions for drain maintenance are not expected to exceed \$25,000. If the Hiawatha Drain District is designed and constructed, the Township costs will likely be address vis-à-vis a bond issued by Ottawa County.
- Begin a so-called “Orphan Drain” project that will take up to five years to complete, which will identify all orphan drains, schedule Board of Determination hearings, and bring the orphan drains under the authority of the Ottawa County Water Resources Commissioner. Bids are currently being developed for professional costs.

#### Parks:

- Normal operations except for the following:
- Razing all structures on the Witteveen property, fill basements, and removal of agricultural fencing. (\$10,000)
- Continuation of tree replacement program, pursuant to the Community Recreation Plan to replace/remove old growth trees. (\$5,000)
- Replace the ticket machine at the Odawa/Battle Pointe Boat Launch. Add credit card option to new unit. (\$20,000)
- Stabilize/add retaining wall on west of soccer parking drive at Hofma Park. It was hoped that additional sprinkling was adequate to control the erosion, but that has not been the case. (\$7,500)
- Update grills at Hofma Preserve – add one larger grill as a replacement, used for larger events. (\$3,000)
- Add a barrier free walkway ta Pottawattomie Park from the parking area to the transfer station on the play equipment. (\$5,000)

- Create a barrier free access trail loop in Hofma Park/Preserve plus add additional material for trail stabilization in certain areas. (\$25,000)

Bike Path:

Pursuant to the Pathway Maintenance Study, in addition to normal operations (e.g., sweeping, snow plowing, etc.), the following maintenance will be included in the FY 2016 budget:

- ✓ Crack Seal and Overlay of Mercury Drive pathway from City Border To Groesbeck Street (14,400 linear feet) - \$250,000
- ✓ Replacement of several sections of damaged pathway throughout the system as per the bi-annual repair/replacement program - \$ 30,000
- ✓ Overlay portion of Lakeshore Drive pathway - \$ 60,000
- ✓ Painting of cross walks - \$ 7,500

Planning Commission:

- ✓ Normal operations with increased level of activity. In addition, a Community Engagement process for the Witteveen property, Wolf property and bike path expansion and possible follow-up to the current Master Plan process.

Zoning Board of Appeals:

- ✓ Normal operations.

**Municipal Street Fund (Harbor Transit):**

Normal operations with a division of monies raised from the 0.95 millage rate between street paving and Harbor Transit, after the capture of the TIF revenues by the DDA, that is substantially similar to FY 2015 (i.e., 0.60 mills or about \$393k to Harbor Transit and 0.35 mills or about \$229k for street maintenance) and a \$200,000 contribution from the General Fund for street resurfacing and maintenance.

**Fire/Rescue Fund:**

Fire/Rescue service calls are expected to be about 1,120 during FY 2016, which is an average of about 3.1 calls per day.

That said, the Fire/Rescue Fund will expect normal operations, albeit with a projected increase in call volume, except for the following equipment purchases:

- ✓ Re-seal the 21-year old station roof = \$ 2,800
- ✓ Four sets of turnout gear at \$2,400 each = \$ 9,600
- ✓ Replace smoke machine for training = \$ 1,100
- ✓ Replace 400 foot of 1.75 hose on Engine 1021 = \$ 1,200
- ✓ King vision intubation kit for ALS Engine 1021 = \$ 1,300
- ✓ Replace 13 year old carpet in the fire station = \$ 9,000
- ✓ Replace dining room table and chairs = \$ 1,300
- ✓ Replace appliances in fire station = \$ 4,000
- ✓ Replace 2 AEDs \$1,700 each = \$ 3,400
- ✓ Replace 6 pagers \$490 each = \$ 2,940

- ✓ Replace countertops and paint cabinets in kitchen = \$ 1,500
- ✓ New ATV and slide in unit to replace 20 year old Argo = \$31,000

It is noted that the collective bargaining agreement with the Local IAFF union is valid through FY 2018.

**Police Services SAD Fund:**

Normal operations (*i.e.*, three deputies plus 1/3 of GHAPS deputy) and typical equipment purchases (*e.g.*, speed radar “gun” @ \$1,600; GORE-TEX rain jacket @\$350; Light Meter @ \$280; Promotional items @ \$1,500, etc.).

**DDA Fund:**

There will not be a DDA construction project until FY 2017 (*i.e.*, the reconstruction and extension of sanitary sewer along 168<sup>th</sup> Avenue between Ferris and Johnson Streets. The total cost of the project is estimated at about \$1.3 million.

However, in order to ensure an early FY 2017 bid date (*i.e.*, February or March), the engineer on the bid documents will be completed during FY 2016 at an estimated cost of \$\*\*\*,\*\*\*.

**Two (2) Debt Funds (*i.e.*, Water and Building debts):**

Normal debt payments. No refinancing of any debts is planned.

**Sewer Fund:**

Normal operations, except for the following:

- ✓ Upgrade one of four remaining pump stations to utilize the SCADA system. (\$10,000)

**Water Fund:**

Normal operations, except for the following:

- ✓ Purchase VGB Radio Read unit to provide reading capabilities of the new style MXU’s.
- ✓ Begin five-year project to replace all Sensus MXU’s. Includes 1,200 MXU’s at \$150 each (*or* \$187,500), and one new FTE with total labor costs estimated at between \$51k and \$62k depending upon experience and marital status.
- ✓ Normal annual update of GIS system through Prein and Newhof at a cost of about \$12,000.

**OPEB Fund:**

Normal operations with **\$20,880** contributed during 2016 based upon the following breakdown:

- ✓ General Fund = \$ 2,160 for current retirees
- ✓ Fire/Rescue Fund = \$18,720 for IAFF members and retirees

**Information Technology Fund:**

Normal operations. Decisions on Emergency Recovery and hosting of the Township’s LAN (*either physical or virtual*) are not defined at this stage. Rather, Worksighted is continuing conversations with the Ottawa Intermediate School District, Ottawa County, and the Grand Haven

Area Public Schools and will be making a recommendation prior to November.

An additional 12± micro-clients will be installed at a cost of about \$1,000 each.

Support from Worksighted in the amount of about \$67,000 plus special projects.

**CONCLUSION:**

Again, these detailed assumptions and policies will guide and direct staff as they complete a line item budget along with the support documentation and Budget Resolution. If there are any other policies or capital expenditures that the Board would like the Superintendent to consider, please let me know at the September 14<sup>th</sup> Board meeting.

If the Board approves these detailed budget assumptions and policies, understanding that the "*devil is in the details*" and that the final outcome will look slightly different, the following motion can be offered:

**Move to approve the 2016 detailed budget assumptions and policies as delineated by the Superintendent within the September 10<sup>th</sup> memorandum and to instruct the Superintendent to proceed with completion of a 2016 Fiscal Year budget for Board review and consideration pursuant to state law and the proposed schedule.**

If you have any questions or comments, please contact me at your convenience.

# SUPERINTENDENT'S MEMO

DATE: August 26, 2015  
TO: Township Board  
FROM: Cargo  
SUBJECT: Parks and Open Carry

As you may recall, GHT park rules prohibit firearms. However, in light of Michigan's so-called "Open Carry" law, the Township Board agreed to modify the Park Rules and Regulations Ordinance be modified. (*See attached brief on "Firearms Laws" from the Michigan State Police.*)

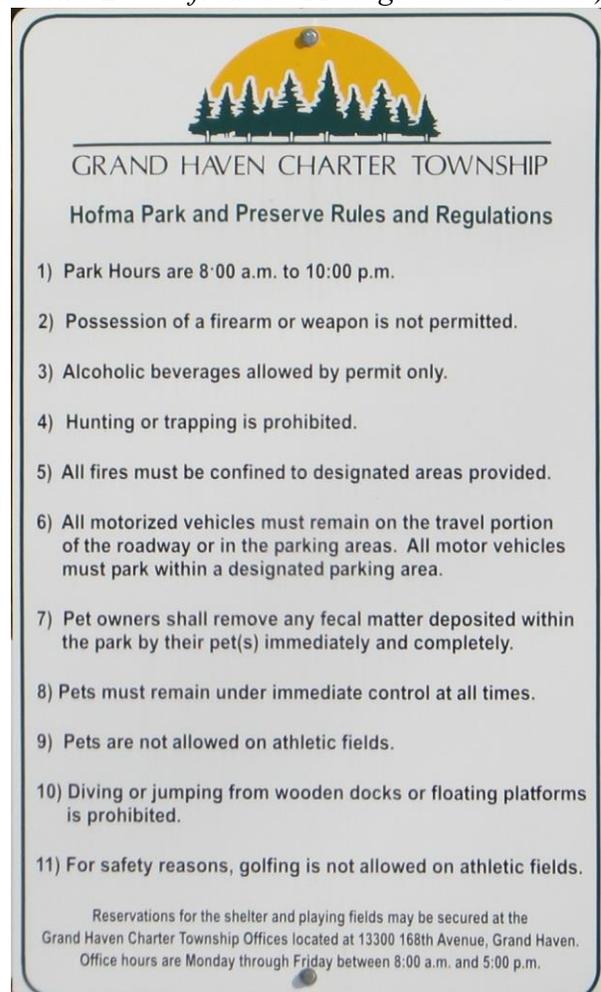
In brief, the proposed language would be changed to simply note that firearms are not allowed, except in compliance with Michigan law. (*Please see attached ordinance.*)

The park rules signs would remain the same since GHT's law enforcement staff understand the limitations inherent in trying to control or prohibit the "open carry" of firearms in public venues, such as parks. (*Please see adjacent picture.*)

To proceed with this ordinance amendment, the following motion can be offered:

**Move to postpone further action on the proposed amendment to the Parks Rules and Regulations Ordinance pertaining to the possession of firearms. This is a first reading.**

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



GRAND HAVEN CHARTER TOWNSHIP  
Hofma Park and Preserve Rules and Regulations

- 1) Park Hours are 8:00 a.m. to 10:00 p.m.
- 2) Possession of a firearm or weapon is not permitted.
- 3) Alcoholic beverages allowed by permit only.
- 4) Hunting or trapping is prohibited.
- 5) All fires must be confined to designated areas provided.
- 6) All motorized vehicles must remain on the travel portion of the roadway or in the parking areas. All motor vehicles must park within a designated parking area.
- 7) Pet owners shall remove any fecal matter deposited within the park by their pet(s) immediately and completely.
- 8) Pets must remain under immediate control at all times.
- 9) Pets are not allowed on athletic fields.
- 10) Diving or jumping from wooden docks or floating platforms is prohibited.
- 11) For safety reasons, golfing is not allowed on athletic fields.

Reservations for the shelter and playing fields may be secured at the Grand Haven Charter Township Offices located at 13300 168th Avenue, Grand Haven. Office hours are Monday through Friday between 8:00 a.m. and 5:00 p.m.

**PARK RULES AND REGULATIONS AMENDMENT ORDINANCE  
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN  
Ord. No. \_\_\_\_\_, Eff. \_\_\_\_\_, 2015**

**AN ORDINANCE TO AMEND THE RULES AND REGULATIONS FOR  
THE USE AND MAINTENANCE OF PLACES OF RECREATION AND FOR  
THE GOVERNMENT OF TOWNSHIP PARKS WITHIN THE CHARTER  
TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY, MICHIGAN,  
SPECIFICALLY PERTAINING TO THE POSSESSION OF FIREARMS OR  
WEAPONS.**

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

Section 1. Possession of Firearms or Weapons. Section 4.3 of the Grand Haven Charter Township Park Rules and Regulations Ordinance is amended in its entirety (the balance of Section 4 remains unchanged) to provide that in a Township Park or recreation area, no person, firm, or corporation shall:

3. Possess a firearm or weapon in a Township Park or recreation area, unless the person is a sworn police officer acting within the scope of the officer's duties or has a valid concealed pistol license, and except as otherwise allowed by federal or state law.

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on \_\_\_\_\_, after introduction and a first reading on \_\_\_\_\_, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, which date is at least 30 days after publication of the Ordinance.

\_\_\_\_\_  
Karl French, Supervisor

\_\_\_\_\_  
Laurie Larsen, Clerk



# MICHIGAN STATE POLICE LEGAL UPDATE

**No. 86**  
OCTOBER 26, 2010

This update is published by the Michigan State Police Training and Standards Division. Questions and comments may be directed to [MSPLegal@michigan.gov](mailto:MSPLegal@michigan.gov). Past editions can be found at [www.michigan.gov/msp-legal](http://www.michigan.gov/msp-legal).

## FIREARMS LAW

As more and more police officers are encountering citizens who are openly carrying firearms in Michigan, the Michigan State Police offers this special edition of the Update to assist officers in familiarizing themselves with Michigan laws regarding both open and concealed carrying of firearms.

### Open carry of firearms

In Michigan, it is legal for a person to carry a firearm in public as long as the person is carrying the firearm with lawful intent and the firearm is not concealed. You will not find a law that states it is legal to openly carry a firearm. It is legal because there is no Michigan law that prohibits it; however, Michigan law limits the premises on which a person may carry a firearm.

[MCL 750.234d](#) provides that it is a 90 day misdemeanor to possess a firearm on the premises of any of the following:

- A depository financial institution (e.g., bank or credit union)
- A church or other place of religious worship
- A court
- A theater
- A sports arena
- A day care center
- A hospital
- An establishment licensed under the Liquor Control Code

The above section does not apply to any of the following:

- The owner or a person hired as security (if the firearm is possessed for the purpose of providing security)
- A peace officer
- A person with a valid concealed pistol license (CPL) issued by any state
- A person who possesses on one of the above listed premises with the permission of the owner or owner's agent

Officers must be aware of the above exemption for valid CPL holders as many of the citizens

who openly carry firearms possess valid CPLs. An individual with a valid CPL may carry a non-concealed firearm in the above listed premises.

A CPL holder is not required by law to carry a pistol concealed. A CPL holder may carry a pistol concealed or non-concealed.

A private property owner has the right to prohibit individuals from carrying firearms on his or her property, whether concealed or otherwise, and regardless of whether the person is a CPL holder. If a person remains on the property after being told to leave by the owner, the person may be charged with trespassing ([MCL 750.552](#)).

[MCL 750.226](#) states it is a felony for a person to carry a dangerous weapon, including a firearm, with the intent to use the weapon unlawfully against another person.

Possession of firearms in public by a minor is addressed in [MCL 750.234f](#).

### Brandishing firearms

[MCL 750.234e](#) provides that it is a 90-day misdemeanor for a person to knowingly brandish a firearm in public. Brandishing is not defined in Michigan law and there are no reported Michigan cases that define the term. [Attorney General Opinion No. 7101](#) provides guidance and states, "A person when carrying a handgun in a holster in plain view is not waving or displaying the firearm in a threatening manner. Thus, such conduct does not constitute brandishing a firearm...."

### Transporting firearms

Michigan law details how firearms may be transported in a vehicle. [MCL 750.227c](#) and [MCL 750.227d](#) discuss the transportation of firearms, other than pistols, in vehicles.

[MCL 750.227\(2\)](#) makes it a felony for a person to transport a pistol anywhere in a vehicle unless the person is licensed to carry a concealed

pistol. Exceptions to the above statute are found in [MCL 750.231a](#).

One such exception allows for transportation of pistols in a vehicle for a "lawful purpose." A lawful purpose includes going to or from any one of the following:

- A hunting or target area
- A place of repair
- Moving goods from a home or business to another home or business
- A law enforcement agency (for a safety inspection or to turn the pistol over to the agency)
- A gun show or place of sale or purchase
- A public shooting facility
- Public land where shooting is legal
- Private property where a pistol may be lawfully used

[MCL 750.231a](#) also provides that a pistol transported for a "lawful purpose" by a person not licensed to carry a concealed pistol must be all of the following:

- Unloaded
- In a closed case designed for firearms
- In the trunk (or if the vehicle has no trunk, it must not be readily accessible to the occupants)

There is no way to "open carry" a pistol in a vehicle. An individual, without a CPL or otherwise exempted (e.g., a police officer), who transports a pistol in a vehicle to an area where he or she intends to "open carry" may be in violation of [MCL 750.227](#).

### Carrying concealed weapons

[MCL 750.227](#) also makes it a felony for a person to carry a concealed pistol on or about his or her person unless the person is exempt under [MCL 750.231](#) or [MCL 750.231a](#). Complete invisibility is not required. The carrying of a pistol in a holster or belt outside the clothing is not carrying a concealed weapon. Carrying a pistol under a coat is carrying a concealed weapon. Op. Atty. Gen. 1945, O-3158. According to the Court of Appeals in *People v. Reynolds*, a weapon is concealed if it is not observed by those casually observing the suspect as people do in the ordinary course and usual associations of life. 38 Mich App. 159 (1970).

### Firearms Act

[MCL 28.422](#) provides that a person shall not purchase, carry, possess, or transport a pistol in Michigan without first having obtained a License to Purchase and registering the pistol. The

statute contains exemptions for certain persons and additional exemptions are located in [MCL 28.422a](#) and in [MCL 28.432](#).

A person with a valid Michigan CPL does not have to obtain a License to Purchase; however, he or she still has to register the pistol after he or she purchases or otherwise acquires it using a Pistol Sales Record ([MCL 28.422a](#)). Violation is a state civil infraction. Additionally, a person with a valid CPL can carry, possess, use, or transport a properly registered pistol belonging to another ([MCL 28.432](#)).

Pistol buyers are required to have in their possession their copy of the License to Purchase or Pistol Sales Record when carrying, using, possessing, and transporting the pistol for 30 days after they acquire the pistol. These records are commonly referred to as Registration Certificates or Green Cards. Officers are reminded that after 30 days, there is no requirement to have either record in their possession or to keep either record.

[MCL 28.425o](#) provides that a person with a valid CPL shall not carry a concealed pistol in a pistol-free zone. First offense is a state civil infraction. The following is a list of the premises (excluding parking lots) included in the statute:

- School or school property, except a parent or legal guardian who is dropping off or picking up a child and the pistol is kept in the vehicle
- Public or private day care center
- Sports arena or stadium
- A bar or tavern where sale and consumption of liquor by the glass is the primary source of income (does not apply to owner or employee of the business).
- Any property or facility owned or operated by a church, synagogue, mosque, temple, or other place of worship, unless authorized by the presiding official
- An entertainment facility that has a seating capacity of 2,500 or more
- A hospital
- A dormitory or classroom of a community college, college, or university
- A casino ([R 432.1212](#), [MCL 432.202](#))

Note, the above statute applies to CPL holders carrying a concealed pistol. If the CPL holder is carrying a non-concealed pistol, the statute does not apply. As noted above, the unlawful premises listed in [MCL 750.234d](#) do not apply to persons with a valid CPL. Therefore, a person with a valid CPL may carry a non-concealed

pistol in the areas described in [MCL 28.425o](#) and [MCL 750.234d](#).

Additionally, the above listed pistol-free zones for CPL holders do not apply to the following individuals when they are licensed to carry a concealed weapon:

- Retired police officers
- Persons employed or contracted by a listed entity to provide security where carrying a concealed pistol is a term of employment
- Licensed private detectives or investigators
- Sheriff's department corrections officers
- State police motor carrier officers or capital security officers
- Members of a sheriff's posse
- Auxiliary or reserve officers of a police or sheriff's department
- Parole or probation officers of the department of corrections
- Current or retired state court judges

#### **Out-of-state residents**

Non-residents may legally possess a firearm more than 30 inches in length in Michigan. In order for a non-resident to possess a pistol in Michigan, he or she must either be licensed to carry a concealed pistol or be licensed by his or her state of residence to purchase, carry, or transport a pistol. The ownership of property in Michigan does not qualify a non-resident to possess a pistol in Michigan.

#### *Non-resident concealed pistol possession*

[MCL 750.231a](#) makes it legal for a non-resident of Michigan with a valid CPL issued by his or her state of residence to carry a concealed pistol in Michigan as long as the pistol is carried in conformance with any and all restrictions appearing on the license. Individuals with out of state CPLs are subject to Michigan laws that govern Michigan CPL holders. As many states issue CPLs to out of state residents, officers should verify that the person actually resides in the state that issued the license. If the person does not reside in the state that issued the license, Michigan does not recognize the CPL and the person may not carry a concealed pistol in Michigan.

#### *Possession of pistols by non-residents*

[MCL 28.432](#) makes it legal for non-residents of Michigan who hold valid CPLs issued by another state to possess a non-concealed pistol in

Michigan without complying with Michigan's pistol registration requirements. Additionally, [MCL 28.422](#) exempts residents of other states from Michigan's pistol registration requirements therefore, allowing them to possess a pistol in Michigan, if all of the following requirements are met:

1. The person is licensed by his or her state of residence to purchase, transport, or carry a pistol,
2. The person is in possession of the license while in Michigan,
3. The person owns the pistol possessed in Michigan,
4. The person possesses the pistol for a lawful purpose as defined in [MCL 750.231a](#), and
5. The person is in Michigan less than 180 days and does not intend to establish residency here.

A non-resident must present the license issued by his or her state of residence to a police officer upon demand. Failure to do so is a 90-day misdemeanor. When transporting a firearm in Michigan, non-residents must transport pistols in compliance with [MCL 750.231a](#) (discussed above in the Transporting Firearms section), unless they have a concealed pistol license issued by their state of residence.

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Officers are reminded that the Fourth Amendment protects citizens from unreasonable searches and seizures. Carrying a non-concealed firearm is generally legal. Officers may engage in a consensual encounter with a person carrying a non-concealed pistol; however, in order to stop a citizen, officers are required to have reasonable suspicion that crime is afoot. For example, officers may not stop a person on the mere possibility the person may be carrying an unregistered pistol. Officers must possess facts rising to the level of reasonable suspicion to believe the person is carrying an unregistered pistol.

Officers are also reminded there is no general duty for a citizen to identify himself or herself to a police officer unless the citizen is being stopped for a Michigan Vehicle Code violation.

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## Superintendent's Memo

DATE: September 8, 2015

TO: Township Board

FROM: Bill

RE: Cost of Service (COS) Water Rate and Sewer Rate Studies

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### **OVERVIEW:**

Attached, please find the following documents:

1. Cost of Service (COS) rate study for both the Water Fund and the Sewer Fund completed by Utility Financial Services, LLC (UFS), which is a national firm specializing in utility rate studies based in the city of Holland. (*The Recommendation Summary in both reports is found on page 12.*)
2. Two proposed ordinances amending both the Water Rate Ordinance and the Sewer Rate Ordinance pursuant to the recommendations of the COS studies. (Tables or language that are different from the current ordinances are highlighted in "yellow".)

Pursuant to both the Water and Sewer Ordinance:

*The Township Superintendent, in consultation with the Township rate consultant, as necessary, shall periodically review the charges, rates and fees of the System. The results of this review shall be periodically reported to the Township Board with recommendations for adjustments.*

Fees and charges for the Township's utility system are established:

*... for the purpose of recovering the cost of construction, reconstruction, replacement, maintenance, repair and operation of the system, and the cost of compliance with all applicable state and federal laws, rules and regulations, and to provide for the payment of principal and interest on any bonds sold or other indebtedness incurred to finance (the system).*

In brief, fees for both the Water and Sewer systems are divided between a commodity charge that will vary depending upon the amount of water used (*or sewage discharged*) and a

service charge that remains stable regardless of usage. (*Trunkage and connection fees are also charged for new users that are “buying” into these systems.*)

The attached COS rate study is the **third study** that UFS completed for the Township, with the previous two studies conducted in 2006 and 2010. The most recent of these rate studies conducted in 2010 resulted in utility rates being increased **4% per year for five years** (*i.e., 2010 through 2014*). There was no rate increase implemented for 2015.

Working closely with UFS has allowed the Township to maintain sufficient cash reserves within these funds without having dramatic swings in utility rates.

The attached COS rate study examines three major factors to determine the relative financial health of the Water and Sewer funds. These factors include:

1. Debt Coverage Ratios, which is **1.40** for both the Water Fund and Sewer Fund.
2. Minimum Cash Reserve Targets, which is about **\$1.4 million** for the Water Fund at the end of 2020 and about **\$600,000** for the Sewer Fund.
3. Optimal Operating Income, which is about **\$255k** for the Water Fund at the end of 2020 and about **\$130k** for the Sewer Fund.

#### ***EXECUTIVE SUMMARY:***

Both the Water Fund and Sewer Fund are recommended to implement a **3% utility rate increase** annually for the next five years (*i.e., 2016 through 2020*). This is **1% point less** (*or 25% less*) than what was included in the “Three-Year” budget exercise that the Board and staff recently completed; is **1% point less** than what the previous COS study recommended; and, the rate increase is **equal to the projected inflation rate** during this same five-year period.

It is also noted that the trunkage fees and connection charges for new users are recommended to **remain the same** during this same period, which means that these fees will remain unchanged from 2010 through 2020.

Bottom line – this rate increase will continue the Township’s practice of having smaller annual utility rate increases to ensure the financial health of the system while avoiding any large “swings” in rate increases.

One minor caveat, water rates are based upon the actual meter reads. However, the sewer rates are based upon the meter reads during the winter quarter. (*This is done so that users are not paying sewer rates on water used for lawn sprinkling.*) Unfortunately, this can result in “free” service for “snowbirds” that are absent during the winter quarter, “free” service for up to nine months for new users that connect after the winter quarter, and “free” service for up to nine months for homes that are transferred through sales after the winter quarter.

To address this situation, Utility Financial Services recommends a minimum rate structure based upon 1,000 gallons of sewage per month, which is about 67% of the average for a 1-person household usage (*i.e., average usage is 50 gallons/day/person*). This calculates to a minimum commodity charge of \$3.23 per month and eliminates “free” service.

*The Public Works and Transportation Committee has reviewed the COS study at their August 24<sup>th</sup> meeting and is recommending approval by the Board.*

If the Board supports the results of the COS studies, the following motion can be offered:

**Move to postpone further action on the ordinance amendment of the Water Rate Ordinance, which implements a 3% per year increase between 2016 and 2020, until the September 28<sup>th</sup> Board meeting. This is a first reading.**

**Move to postpone further action on the ordinance amendment of the Water Rate Ordinance, which implements a 3% per year increase between 2016 and 2020, until the September 28<sup>th</sup> Board meeting. This is a first reading.**

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

Executive Report

**Grand Haven Charter Township**  
**Water Department**  
**Cost of Service and Rate Design Report**

September 3, 2015



**Specializing in Cost of Service,  
Rate Design, and Financial Analysis**

Rate Design and Financial Analysis



September 3, 2015

Mr. Bill Cargo  
Grand Haven Charter Twp  
Grand Haven, MI

Dear Mr. Cargo,

We are pleased to present this executive summary report for a cost of service, financial projection and rate design study for Grand Haven Charter Township Water Department. This report was prepared to provide the Water Department with a comprehensive examination of its existing financials by an outside party.

The specific purposes of this long-term financial projection and rate study are:

- 1) Determine the water utility's revenue requirements for 2016
- 2) Recommend rate adjustments needed to meet targeted revenue requirements
- 3) Develop retail rates to be implemented in 2016 (after board approval of increase %)

This report includes results of the Cost of Service, long-term financial projection and recommendations on future rate design of the Water Department. Specific recommendations included in this report are:

- 1) Rate adjustments that are based on the utilities ability to meet three factors listed below:
  - a. Debt Coverage Ratio
  - b. Minimum Cash Reserves
  - c. Optimal Net Income
- 2) Rate adjustments that are designed to provide the overall recommendation for each customer class (meter size) based on the cost of service study results.
  - a. Recommended rates will be design after Board approval.
  - b. The rate design will include a comparison of current and proposed rates for each specific customer class (meter size).

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Lund", is written in a cursive style.

Utility Financial Solutions, LLC  
Dawn Lund  
Vice President

**Executive Report**

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**Water Department**

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## Utility Revenue Requirements

To determine revenue requirements, the revenues and expenses for Fiscal Years 2013 - 2014 and Budget 2015 were analyzed, with adjustments made to reflect projected operating characteristics. ***The projected financial statements are for cost of service purposes only.***

Table One is a summary of the projected financial statement for the Water Department from 2016 – 2020. The 2016 rate of return calculation established an operating income target of \$483,732 (See Table Five). Operating income for 2016 is projected at \$255,015 and decreases to \$146,310 in 2020. The cash generated from operations is declining, mainly due to a \$1.2 million meter capital program planned over the next five years. Debt coverage ratio is not meeting the minimum requirements. See page 11 for a list of the significant assumptions used in the projection.

**Table One – Summary Financial Statements (without rate adjustments)**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	0.00%	\$ 2,145,185	\$ 2,014,378	\$ 255,015	\$ 1,264,079	\$ -	\$ 218,000	1.29
2017	0.00%	2,176,962	2,071,052	230,118	1,249,811	-	218,000	1.26
2018	0.00%	2,209,216	2,129,856	203,568	1,198,037	-	234,000	1.28
2019	0.00%	2,241,954	2,190,595	175,566	1,140,085	-	218,000	1.24
2020	0.00%	2,275,182	2,253,080	146,310	1,072,126	-	218,000	1.23
<b>Recommended MINIMUM in 2016</b>				<b>\$ 483,732</b>	<b>\$ 1,320,054</b>			<b>1.40</b>
<b>Recommended MINIMUM in 2020</b>				<b>\$ 517,557</b>	<b>\$ 1,394,763</b>			<b>1.40</b>

**Projected Cash Flow**

Table Two is the projected cash flow for 2016 – 2020, including projections of capital improvements as provided by the Utility. Changes in the capital improvement plan can greatly affect the cash balance and recommended minimum cash reserve target. The cash balance for 2016 is projected at \$1.254 and declines to \$1.072 mainly due to the meter capital improvement program. Table Two shows the cash flows for the projection period.

**Table Two – Projected Cash Flows (without rate adjustments)**

<b>Projected Cash Flows</b>	<b>Projected 2016</b>	<b>Projected 2017</b>	<b>Projected 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
Add Net Income	\$ 113,440	\$ 104,531	\$ (50,003)	\$ (60,212)	\$ (77,485)
Add Back Depreciation Expense	356,194	363,461	370,994	378,528	385,794
Add back Amortization	290,228	290,228	290,228	290,228	290,228
Subtract Debt Principal	532,262	554,488	428,993	448,497	448,497
Add Bond Sale Proceeds	-	-	-	-	-
<b>Cash Available from Operations</b>	<b>\$ 227,600</b>	<b>\$ 203,732</b>	<b>\$ 182,227</b>	<b>\$ 160,047</b>	<b>\$ 150,041</b>
Estimated Annual Capital Additions	218,000	218,000	234,000	218,000	218,000
<b>Net Cash From Operations</b>	<b>\$ 9,600</b>	<b>\$ (14,268)</b>	<b>\$ (51,773)</b>	<b>\$ (57,953)</b>	<b>\$ (67,959)</b>
<b>Beginning Cash Balance</b>	<b>\$ 1,254,479</b>	<b>\$ 1,264,079</b>	<b>\$ 1,249,811</b>	<b>\$ 1,198,037</b>	<b>\$ 1,140,085</b>
<b>Total Cash Available</b>	<b>\$ 1,264,079</b>	<b>\$ 1,249,811</b>	<b>\$ 1,198,037</b>	<b>\$ 1,140,085</b>	<b>\$ 1,072,126</b>

Projected Cash Balance declines throughout the projection period.

**DEVELOPMENT OF FINANCIAL TARGETS**

When evaluating rates to charge customers, at least three factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

1. **Debt Coverage Ratio** - Table three is the projected debt coverage ratios with capital additions as provided by the Township. The minimum recommended debt coverage ratio for Grand Haven Charter Township was established at 1.4 for revenue bonds (1.0 for General Obligation bonds). Maintaining a 1.4 debt coverage ratio is good business practice and helps to achieve the following:
  - a. Grand Haven Charter Township has a contractual debt service obligation to Ottawa County to pay to the County all principal, interest and expenses due on the outstanding Ottawa County bonds issued for Township water improvements. Maintaining an adequate debt coverage ratio helps to ensure funds are available to meet this County obligation.
  - b. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to cold or wet summers or loss of a major customer(s).
  - c. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Three below contains projected debt coverage ratios from 2016-2020. Debt coverage ratios are not being met throughout the projection period.

Table Three - Current Debt Coverage Ratio – Without Rate Adjustment

<b><u>Debt Coverage Ratio</u></b>	<b>Projected 2016</b>	<b>Projected 2017</b>	<b>Projected 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
Add Net Income	\$ 175,105	\$ 231,897	\$ 147,303	\$ 211,487	\$ 273,282
Add Depreciation Expense	356,194	363,461	370,994	378,528	385,794
Add Amortization	290,228	290,228	290,228	290,228	290,228
Add Interest Expense	264,007	243,529	224,918	208,446	197,777
Cash Available for Debt Service	<b>\$ 1,085,534</b>	<b>\$ 1,129,115</b>	<b>\$ 1,033,443</b>	<b>\$ 1,088,689</b>	<b>\$ 1,147,082</b>
Debt Principal and Interest	\$ 796,269	\$ 798,017	\$ 653,910	\$ 656,943	\$ 646,274
Projected Debt Coverage Ratio	1.36	1.41	1.58	1.66	1.77
<b>Minimum Debt Coverage Ratio</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

Debt Coverage Ratio is not met throughout the projection period.

**1) Minimum Cash Reserve Target** - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempts to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number of factors including:

- **Working Capital Lag** - Timing differences between when expenses are incurred and revenues are received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
- **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include earthquakes, floods, and main breaks. Some of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
- **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
- **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum recommended cash reserve for the Grand Haven Charter Township is \$1.3 million. The cash balance for 2016 is projected at \$1.26 million and declines throughout the projection mainly due to the capital program. Table four provides the minimum cash reserve calculation.

**Table Four – Minimum Cash Reserves for 2016 – 2020**

<b>Minimum Cash Reserve Levels</b>	<b>Percent to Reserve</b>	<b>Projected 2016</b>	<b>Projected 2017</b>	<b>Projected 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
O & M Less Depreciation Expense	25%	\$ 414,546	\$ 426,898	\$ 439,715	\$ 453,017	\$ 466,821
Historical Investment in Utility	2%	288,499	292,859	297,539	301,899	306,259
Current Portion of Debt Service	50%	399,009	326,955	328,471	646,274	403,682
Five Year Capital Impr. - Net of bond proceeds	20%	218,000	234,000	218,000	218,000	218,000
<b>Recommended Minimum Cash Reserves</b>		<b>\$ 1,320,054</b>	<b>\$ 1,280,712</b>	<b>\$ 1,283,726</b>	<b>\$ 1,619,190</b>	<b>\$ 1,394,763</b>
<b>Projected Cash Reserves</b>		<b>\$ 1,264,079</b>	<b>\$ 1,249,811</b>	<b>\$ 1,198,037</b>	<b>\$ 1,140,085</b>	<b>\$ 1,072,126</b>

**Projected Cash Balance declines throughout the projection**

1. Rate base is historical investment in plant and equipment
2. Five year capital includes budgeted capital improvements for the next five years and excludes capital improvements funded through debt issuances

- 2) Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:
- a) Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
  - b) Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
  - c) Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

As improvements are made to the system, the optimal operating income target will increase unless annual depreciation expense is greater than yearly capital improvements. The target established for 2016 is \$483,732 and operating income is projected to be \$255,015 and decrease throughout the projection. The operating income target is not being met throughout the projection period.

**Table Five - Rate of Return Calculation**

	Percent Allocated	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
Outstanding Principal on Debt	4.9%	\$ 264,007	\$ 243,529	\$ 224,918	\$ 208,446	\$ 197,777
Contributed Capital Estimated	3.0%	79,045	79,045	79,045	79,045	79,045
Asset Paid through Rates	2.5%	140,680	171,630	204,077	236,983	240,735
<b>Target Operating Income</b>		<b>\$ 483,732</b>	<b>\$ 494,203</b>	<b>\$ 508,040</b>	<b>\$ 524,474</b>	<b>\$ 517,557</b>
<b>Adjusted Operating Income</b>		<b>\$ 255,015</b>	<b>\$ 230,118</b>	<b>\$ 203,568</b>	<b>\$ 175,566</b>	<b>\$ 146,310</b>

**Rate of Return falls below recommended minimum throughout the projection period**

**REVENUE FORECAST**

Sales were projected based on assumptions provided by the Township. Grand Haven Charter Township provided the sales units of 500,000 for 2016. The tables below are projections of consumption and number of customers for 2016.

**TABLE SIX – ACTUAL AND PROJECTED CONSUMPTION**

(1.5% growth in consumption per discussions with Management. Growth rates were provided by Grand Haven Twp)

Meter Size	Actual 2014	Projected 2015	Projected 2016
All NOWS	446,683	464,839	477,543
All GR	21,860	21,860	22,457
<b>Total</b>	<b>468,543</b>	<b>486,699</b>	<b>500,000</b>

**TABLE SEVEN – ACTUAL AND PROJECTED NUMBER OF CUSTOMERS**

(1.5% growth in consumption per discussions with Management. Growth rates were provided by Grand Haven Twp)

Meter Size	Actual 2014	Projected 2015	Projected 2016
NOWS Res Customer	4,801	4,801	4,873
GR Res Customer	110	110	112
NOWS 3/4 Non-Res	73	73	74
NOWS 1 Non-Res	117	117	119
NOWS 1.5 Non-Res	44	44	45
NOWS 2 Non-Res	61	61	62
NOWS 2.5 Non-Res	-	-	-
NOWS 3 Non-Res	6	6	6
NOWS 4 C/I	-	-	-
GR 3/4 Non-Res	3	3	3
GR 1 Non-Res	6	6	6
GR 1.5 Non-Res	3	3	3
GR 2 Non-Res	1	1	1
GR 2.5 C/I	-	-	-
GR 3 Non-Res	2	2	2
GR 4 Non-Res	1	1	1
<b>Totals</b>	<b>5,228</b>	<b>5,228</b>	<b>5,306</b>

**SUMMARY OF FINANCIAL POSITION**

**Revenue Requirement and COS Rate Adjustment**

The cost of service study results identified a need for an overall 12.3% (see table 11) increase in water rates to fully meet the operating income target. To work toward recommended operating income and cash balance levels the Utility may want to consider implementing a series of rate adjustments from 2016 through 2020 and gradually adjust customer rates to necessary levels.

The Operating Income for 2016 cost of service purposes is \$255,015 and is below the targeted operating income level of \$483,732 without rate adjustments. Cash reserves are projected at \$1.26 million in 2016 and declines throughout the projection. Debt coverage ratios are not being met. Table eight is a financial projection with no rate increase.

**Table Eight – Financials with No Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	0.00%	\$ 2,145,185	\$ 2,014,378	\$ 255,015	\$ 1,264,079	\$ -	\$ 218,000	1.29
2017	0.00%	2,176,962	2,071,052	230,118	1,249,811	-	218,000	1.26
2018	0.00%	2,209,216	2,129,856	203,568	1,198,037	-	234,000	1.28
2019	0.00%	2,241,954	2,190,595	175,566	1,140,085	-	218,000	1.24
2020	0.00%	2,275,182	2,253,080	146,310	1,072,126	-	218,000	1.23
<b>Recommended MINIMUM in 2016</b>				<b>\$ 483,732</b>	<b>\$ 1,320,054</b>			<b>1.40</b>
<b>Recommended MINIMUM in 2020</b>				<b>\$ 517,557</b>	<b>\$ 1,394,763</b>			<b>1.40</b>

### Proposed Rate Track

Increasing rates requires balancing the financial health of the utility with the financial impact on customers and cost of service results. Table nine below is the five-year financial projection with a recommended rate increase of 3.0% in 2016 – 2020 as identified in the table below. The rate track was developed to move toward the established financial targets

**Table Nine – Financials with proposed Rates**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	3.00%	\$ 2,206,850	\$ 2,014,378	\$ 316,680	\$ 1,325,744	\$ -	\$ 218,000	1.36
2017	3.00%	2,304,019	2,071,052	357,175	1,438,841	-	218,000	1.41
2018	3.00%	2,405,577	2,129,856	399,929	1,584,374	-	234,000	1.58
2019	3.00%	2,511,721	2,190,595	445,333	1,798,120	-	218,000	1.66
2020	3.00%	2,622,659	2,253,080	493,787	2,080,927	-	218,000	1.77
<b>Recommended MINIMUM in 2016</b>				<b>\$ 483,732</b>	<b>\$ 1,320,054</b>			<b>1.40</b>
<b>Recommended MINIMUM in 2020</b>				<b>\$ 517,557</b>	<b>\$ 1,394,763</b>			<b>1.40</b>

- Operating Income is close to target in 2020
- Projected Cash Balance increases throughout the projection
- Debt Ratios remain above the minimum target through 2020

## COST OF SERVICE COMPONENTS WATER DEPARTMENT

The purpose of a cost of service study is to allocate costs between flow (Commodity Costs) and customer service costs (Customer Costs). The cost of service study was based on recognized procedures from the American Water Works Association.

**Commodity Costs** are costs that tend to vary with the quantity of water used, as well as costs associated with purchasing, pumping and distributing water to customers. Commodity costs include wholesale water purchase costs plus pumping stations and transmission lines.

**Customer Costs** are costs associated with serving customers regardless of their usage or demand characteristics. Customer costs include the operation and maintenance expenses related to meters and services, meter reading costs, billing and collection costs. The customer costs were allocated on the basis of the relative cost of meters and services and the number of customers.

Table Ten outlines the customer charge results of the cost of service analysis and Table Ten B outlines the COS commodity rate. These are not the recommended rates. Rates will be designed after Board approval of the percentage increase.

**Table Ten – Comparison of Current Customer Service Charge with Cost of Service**

Meter Size	Current Customer Charge	Cost of Service Customer Charge
0.75	\$ 12.30	\$ 15.46
1	19.60	20.97
1.5	39.30	45.71
2	64.80	66.59
2.5	-	171.81
3	153.95	163.01
4	350.30	256.14

**Table Ten B – Comparison of Current Commodity Rates with Cost of Service**

Meter Size	Current Quarterly Commodity Charge	Cost of Service Quarterly Commodity Charge
All NOWS	\$ 2.36	\$ 2.54
All GR	2.73	2.91

Table Eleven is the revenue proof for 2016. It summarizes the revenues which would be received in 2016, using projected customers and volume (see tables six and seven), and cost of service rates were in effect. It also calculates the revenue which would be received under current rates. The difference 12.3% is the rate adjustment needed for the utility to remain financially healthy and meet financial targets. However, we are recommending a series of smaller increases to work towards targets and keep the rate increase impact to customers at a minimum.

### Table Eleven – 2015 Revenue Proof

Meter Size	Number of Customers	Monthly Customer Cost of Service	Customer Cost of Service Revenues	Commodity Cost of Service	Metered Commodity Volume	Commodity Cost of Service Revenue	Total COS Revenues
0.75	4,987	\$ 15.46	\$ 925,385	-	-	-	\$ 925,385
1	123	20.97	30,957	-	-	-	30,957
1.5	47	45.71	25,782	-	-	-	25,782
2	62	66.59	49,544	-	-	-	49,544
2.5				-	-	-	-
3	8	163.01	15,649	-	-	-	15,649
4	1	256.14	3,074	-	-	-	3,074
NOWS				2.54	464,839	1,179,668	1,179,668
GR				2.91	21,860	63,599	63,599
<b>Totals</b>	<b>5,228</b>		<b>\$ 1,050,390</b>		<b>486,699</b>	<b>\$ 1,243,267</b>	<b>\$ 2,293,657</b>
Current Revenues							<b>\$ 2,042,679</b>
Rate Adjustment Needed							<b>12.3%</b>

**SIGNIFICANT ASSUMPTIONS**

This section outlines the procedures used to develop the cost of service study for the Township and the related significant assumptions.

**Forecasted Operating Expenses**

Forecasted expenses were based on 2013, 2014 and Budget 2015 adjusted for inflation.

**Unit Sales**

Growth projection of 1.5% was used for 2016-2020 and provided by Grand Haven Charter Township.

**Inflation**

Inflation was assumed at 3.0% annually.

**Depreciation Expense**

Depreciation expense was projected based on historical capital additions and discussions with management on future capital additions.

**Interest Income**

Interest income was forecasted based on projected cash balances and an interest rate of 0.5%.

**Capital Improvements**

The capital improvement projections were provided by the Township. Projections for 2015 – 2020 are listed below. The Township is planning a \$1.2 million meter program over the next five years. The meter program was split 70/30 to the water and wastewater departments

<b>Year</b>	<b>Regular Capital</b>	<b>Meter Program</b>	<b>Total Capital</b>
2015	\$ 83,333	\$ -	\$ 83,333
2016	50,000	168,000	218,000
2017	50,000	168,000	218,000
2018	66,000	168,000	234,000
2019	50,000	168,000	218,000
2020	50,000	168,000	218,000

## Water Department Recommendations

- 1) For the Township to maintain long-term financial targets of the water utility, a rate increase will be required. We recommend movement toward cost of service with the 3.0% rate increases 2016-2020. The rate track was designed to move towards the recommended financial targets with consideration to the financial impact to customers.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	3.00%	\$ 2,206,850	\$ 2,014,378	\$ 316,680	\$ 1,325,744	\$ -	\$ 218,000	1.36
2017	3.00%	2,304,019	2,071,052	357,175	1,438,841	-	218,000	1.41
2018	3.00%	2,405,577	2,129,856	399,929	1,584,374	-	234,000	1.58
2019	3.00%	2,511,721	2,190,595	445,333	1,798,120	-	218,000	1.66
2020	3.00%	2,622,659	2,253,080	493,787	2,080,927	-	218,000	1.77
<b>Recommended MINIMUM in 2016</b>				<b>\$ 483,732</b>	<b>\$ 1,320,054</b>			<b>1.40</b>
<b>Recommended MINIMUM in 2020</b>				<b>\$ 517,557</b>	<b>\$ 1,394,763</b>			<b>1.40</b>

- 2) The financial projection revenue, expenses and cash flow should be update annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in capital or expenses can affect the future rate track.
- 3) A Cash Reserve Policy should be considered based on the formula identified below to establish a minimum reserve target for the water department.

<u>Minimum Cash Reserve Levels</u>	Percent to Reserve	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
O & M Less Depreciation Expense	25%	\$ 414,546	\$ 426,898	\$ 439,715	\$ 453,017	\$ 466,821
Historical Investment in Utility	2%	288,499	292,859	297,539	301,899	306,259
Current Portion of Debt Service	50%	399,009	326,955	328,471	646,274	403,682
Five Year Capital Impr. - Net of bond proceeds	20%	218,000	234,000	218,000	218,000	218,000
<b>Recommended Minimum Cash Reserves</b>		<b>\$ 1,320,054</b>	<b>\$ 1,280,712</b>	<b>\$ 1,283,726</b>	<b>\$ 1,619,190</b>	<b>\$ 1,394,763</b>

- 4) Trunkage fees are recommended to remain the same as the current rates:

Meter Size	Amount
1" or Less	\$ 856.00
1.5"	3,424.00
2"	6,087.00
2.5"	9,511.00
3"	13,696.00
4"	24,348.00
6"	54,784.00



Utility Financial Solutions, LLC  
185 Sun Meadow Ct.  
Holland, MI 49424  
Phone: 616-393-9722  
Fax: 616-393-9721

## ACCOUNTANTS' COMPILATION REPORT

Board of Directors

The accompanying forecasted statements of revenues and expenses of the Grand Haven Charter Township were compiled for the year ending December 2016 in accordance with guidelines established by the American Institute of Certified Public Accountants.

The purpose of this report is to assist management in forecasting revenue requirements and determining the cost to service each customer class. This report should not be used for any other purpose.

A compilation is limited to presenting, in the form of a forecast; information represented by management and does not include evaluation of support for any assumptions used in projecting revenue requirements. We have not audited the forecast and, accordingly, do not express an opinion or any other form of assurance on the statements or assumptions accompanying this report.

Differences between forecasted and actual results will occur since some assumptions may not materialize and events and circumstances may occur that were not anticipated. Some of these variations may be material. Utility Financial Solutions has no responsibility to update this report after the date of this report.

This report is intended for information and use by the Board of Directors and management for the purposes stated above. This report is not intended to be used by anyone except the specified parties.

UTILITY FINANCIAL SOLUTIONS

Mark Beauchamp, CPA, CMA, MBA  
Holland, MI  
September 3, 2015

## APPENDIX A

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**Executive Report**

**Grand Haven Charter Township  
Wastewater Department**

**Cost of Service and Rate Design Report**

**September 3, 2015**



**Specializing in Cost of Service,  
Rate Design, and Financial Analysis**

*Rate Design and Financial Analysis*



September 3, 2015

Mr. Bill Cargo  
Grand Haven Charter Twp  
Grand Haven, MI

Dear Mr. Cargo,

We are pleased to present this executive summary report for a wastewater cost of service, financial projection and rate design study for Grand Haven Charter Township wastewater department. This report was prepared to provide the Township with a comprehensive examination of its existing rate structure by an outside party.

The specific purposes of this long-term financial projection and rate study are:

- 1) Determine wastewater operation's revenue requirements for 2016
- 2) Recommend rate adjustments needed to meet targeted revenue requirements
- 3) Develop retail rates to be implemented in 2016 (After board approval of rate increase %)

This report includes results of the cost of service, long-term financial projection and recommendations on future rate design of the wastewater department. Specific recommendations included in this report are:

- 1) Rate adjustments that are based on the utilities ability to meet three factors listed below:
  - Debt Coverage Ratio
  - Minimum Cash Reserves
  - Optimal Net Income
- 2) Rate adjustments are designed to provide the overall recommendation based on the cost of service study results.
  - Recommended rates will be design after Board approval.
  - The rate design will include a comparison of current and proposed rates

This report is intended for information and use by management and the Board of Directors for purposes stated above and is not intended to be used by anyone except the specified parties.

Sincerely,

A handwritten signature in black ink, appearing to read "Dawn Lund", is written in a cursive style.

Utility Financial Solutions, LLC  
Dawn Lund  
Vice President



## Executive Report

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## Wastewater Operation

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## UTILITY REVENUE REQUIREMENTS

To determine revenue requirements, the revenues and expenses for Fiscal Year 2013-2014 and Budget 2015 were analyzed, with adjustments made to reflect projected operating characteristics. **The projected financial statements are for cost of service purposes only.**

Table One is the projected financial summary for the wastewater department from 2016 – 2020. The 2016 rate of return calculation established an adjusted operating income target of \$130,323 (See Table Five).

Operating income for 2016 is projected at \$45 and decreases to a loss of (\$5,552) by 2020. The target operating income for 2016 is \$130,323. Cash balances are decreasing and debt coverage ratio is being met throughout the projection period because debt drops off in 2017. See page 10 for a list of the significant assumptions used in the projection.

**Table One – Financial Summary - With no rate adjustment**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	0.00%	523,335	568,262	\$ 45	\$ 916,418	-	98,000	1.07
2017	0.00%	537,900	585,839	(2,968)	706,901	-	323,000	2.13
2018	0.00%	552,901	604,397	(6,524)	720,883	-	106,000	2.21
2019	0.00%	568,352	619,215	(5,890)	751,031	-	98,000	2.31
2020	0.00%	584,267	634,791	(5,552)	784,205	-	98,000	2.31
<b>Minimum Target in 2016</b>				<b>\$ 130,323</b>	<b>\$ 569,330</b>			<b>1.40</b>
<b>Minimum Target in 2020</b>				<b>\$ 150,653</b>	<b>\$ 593,564</b>			<b>1.40</b>

## PROJECTED CASH FLOW

Table Two is the projected cash flow for 2016-2020, including projections of capital improvements as provided by the Township. Changes in the capital improvement plan can greatly affect the cash balance and recommended minimum cash reserve target. Cash balances for 2016 are projected at \$916,418 and decrease throughout the projection period.

**Table Two – Projected Cash Flows, No Rate Adjustment**

<u>Projected Cash Flows</u>	<b>Projected 2016</b>	<b>Projected 2017</b>	<b>Projected 2018</b>	<b>Projected 2019</b>	<b>Projected 2020</b>
Add Net Income	\$ (11,489)	\$ (7,220)	\$ (6,031)	\$ (361)	\$ 5,291
Add Back Depreciation Expense	173,249	179,628	186,128	189,219	192,188
Subtract Debt Principal	148,330	58,925	60,115	60,710	66,305
Add Bond Sale Proceeds	-	-	-	-	-
<b>Cash Available from Operations</b>	<b>\$ 13,431</b>	<b>\$ 113,483</b>	<b>\$ 119,982</b>	<b>\$ 128,148</b>	<b>\$ 131,175</b>
Estimated Annual Capital Additions	98,000	323,000	106,000	98,000	98,000
<b>Net Cash From Operations</b>	<b>\$ (84,569)</b>	<b>\$ (209,517)</b>	<b>\$ 13,982</b>	<b>\$ 30,148</b>	<b>\$ 33,175</b>
Cash and Investments					
<b>Beginning Cash Balance</b>	1,000,988	916,418	706,901	720,883	751,031
<b>Ending Cash Balance</b>	<b>\$ 916,418</b>	<b>\$ 706,901</b>	<b>\$ 720,883</b>	<b>\$ 751,031</b>	<b>\$ 784,205</b>
<b>Total Cash Available</b>	<b>\$ 916,418</b>	<b>\$ 706,901</b>	<b>\$ 720,883</b>	<b>\$ 751,031</b>	<b>\$ 784,205</b>

## DEVELOPMENT OF FINANCIAL TARGETS

When evaluating rates to charge customers, at least three factors must be considered:

1. Debt Coverage Ratio
2. Minimum Cash Reserves
3. Optimal Net Income

Each of these factors is discussed below:

1. **Debt Coverage Ratio** - Table three is the projected debt coverage ratios with capital additions as provided by the Township. The minimum recommended debt coverage ratio for Grand Haven Charter Township was established at 1.4 for revenue bonds (1.0 for General Obligation bonds). Maintaining a 1.4 debt coverage ratio is good business practice and helps to achieve the following:
  - a. Grand Haven Charter Township has a contractual debt service obligation to Ottawa County to pay to the County all principal, interest and expenses due on the outstanding Ottawa County bonds issued for Township wastewater improvements. Maintaining an adequate debt coverage ratio helps to ensure funds are available to meet this County obligation.
  - b. Helps to ensure adequate funds are available to meet debt service payments in years when sales are low due to loss of a major customer(s).
  - c. Obtain higher bond rating, if revenue bonds are sold in the future, to lower interest cost.

Table Three below contains projected debt coverage ratios from 2016-2020.

**Table Three - Current Debt Coverage Ratio – Without Rate Adjustment**

<u>Debt Coverage Ratio</u>	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
Add Net Income	\$ (11,489)	\$ (7,220)	\$ (6,031)	\$ (361)	\$ 5,291
Add Depreciation Expense	173,249	179,628	186,128	189,219	192,188
Add Interest Expense	46,670	41,735	39,345	36,849	34,160
Cash Available for Debt Service	<u>\$ 208,431</u>	<u>\$ 214,143</u>	<u>\$ 219,442</u>	<u>\$ 225,707</u>	<u>\$ 231,640</u>
Debt Principal and Interest	\$ 195,000	\$ 100,660	\$ 99,460	\$ 97,559	\$ 100,465
Projected Debt Coverage Ratio	1.07	2.13	2.21	2.31	2.31
<b>Minimum Debt Coverage Ratio</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>

**Debt Coverage Ratio are met after 2016 due to debt falling off.**

**1) Minimum Cash Reserve Target** - To help ensure timely completion of capital improvements and enable the utility to meet requirements for large unexpected expenditures, a minimum cash reserve policy should be established. Minimum cash reserves attempts to quantify the minimum amount of cash the utility should keep in reserve, actual cash reserves may vary substantially above the minimum and is dependent on the life cycle of assets that are currently in service. The methodology used in this report is based on certain assumptions related to percent of operation and maintenance, rate base, capital improvements, and debt service. The establishment of minimum cash reserves should consider a number of factors including:

- **Working Capital Lag** - Timing differences between when expenses are incurred and revenues are received from customers. Establishing a minimum cash reserve helps to ensure cash exists to pay expenses in a timely manner.
- **Investment in assets** – Catastrophic events may occur that require substantial amounts of cash reserves to replace damaged assets. Some examples of catastrophic events include ice storms, earthquakes, wind storms, floods, or tornadoes. Many of these catastrophic events may allow the utility to recover the cost of damages from FEMA; however FEMA reimbursements can take between 6 months to 2 years to recover. The utility should ensure adequate cash reserves exist to replace the assets in a timely fashion. The minimum reserve levels are often combined with emergency funding from banks or bonding agencies.
- **Annual debt service** – Debt service payments do not occur evenly throughout the year and often occurs at periodic times typically every six months. The utility has to ensure adequate cash reserves exist to fund the debt service payment when the payment is due.
- **Capital improvement program** – Some capital improvements are funded through bond issuances and some through cash reserves. The establishment of a minimum cash reserve level helps to ensure timely replacement or construction of assets.

The minimum recommended cash reserve for the Township in 2016 is \$569,330. Cash balances are projected at \$916,418 and decrease to \$784,205 by 2020. Table four provides the minimum cash reserve calculation.

**Table Four – Minimum Recommended Cash Reserves**

	Percent Allocated	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
O & M Less Depreciation Expense	25%	\$ 97,401	\$ 100,162	\$ 103,135	\$ 106,026	\$ 109,135
Historical Investment in Utility	2%	130,532	136,992	139,112	141,072	143,032
Current Portion of Debt Service	100%	196,797	196,797	196,797	196,797	196,797
Five Year Capital Impr. - Net of bond proceeds	20%	144,600	144,600	144,600	144,600	144,600
<b>Recommended Minimum Cash Reserve Levels</b>		<b>\$ 569,330</b>	<b>\$ 578,551</b>	<b>\$ 583,644</b>	<b>\$ 588,495</b>	<b>\$ 593,564</b>
<b>Projected Cash Balances</b>		<b>\$ 916,418</b>	<b>\$ 706,901</b>	<b>\$ 720,883</b>	<b>\$ 751,031</b>	<b>\$ 784,205</b>

Notes:

1. Rate base is historical investment in plant and equipment
2. Five year capital includes budgeted capital improvements for the next five years and excludes capital improvements funded through debt issuances

- 2) **Optimal operating income targets** - The optimal target for setting rates is the establishment of a target operating income to help ensure the following:
- a) Funding of Interest Expense on the outstanding principal on debt. Interest expense is below the operating income line and needs to be recouped through the operating income balance.
  - b) Funding of the inflationary increase on the assets invested in the system. The inflation on the replacement of assets invested in the utility should be recouped through the Operating Income
  - c) Adequate rate of return on investment to help ensure current customers are paying their fair share of the use of the infrastructure and not deferring the charge to future generations.

The target established for 2016 is \$130,323 and the projected at \$45. The adjusted operating income target is not being met throughout the projection period and losses are projected to continue to grow without rate increases.

**Table Five - Optimal Operating Income Targets Compared to Projected**

	Percent Allocated	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
Outstanding Principal on Debt	8.0%	\$ 46,670	\$ 41,735	\$ 39,345	\$ 36,849	\$ 34,160
Assets Paid through rates	3.0%	83,653	89,722	103,975	117,608	116,493
Target Operating Income		<b>\$ 130,323</b>	<b>\$ 131,457</b>	<b>\$ 143,320</b>	<b>\$ 154,457</b>	<b>\$ 150,653</b>
<b>Projected Adjusted Operating Income</b>		<b>\$ 45</b>	<b>\$ (2,968)</b>	<b>\$ (6,524)</b>	<b>\$ (5,890)</b>	<b>\$ (5,552)</b>

**Operating Income falls below minimum targets throughout the projection period.**

**REVENUE FORECAST**

Sales were projected and adjusted for known or anticipated changes in customer usage and growth for the projection period. Table six and seven below projects the consumption and customers for 2016.

**TABLE SIX –ACTUAL AND PROJECTED COLLECTION UNITS**

(3.0% growth in consumption per discussions with Management. Growth rates were provided by Grand Haven Twp)

	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Projected 2016</b>
All Units	80,627	80,627	83,046
<b>Total Consumption</b>	<b>80,627</b>	<b>80,627</b>	<b>83,046</b>

**TABLE SEVEN –ACTUAL AND PROJECTED NUMBER OF CUSTOMERS/EQUIVALENT UNITS**

(3.0% growth per discussions with Management. Growth rates were provided by Grand Haven Twp)

<b>Description</b>	<b>Actual 2014</b>	<b>Projected 2015</b>	<b>Projected 2016</b>
Residential	720	720	742
Comm/Ind	706	706	727
<b>Totals</b>	<b>1,426</b>	<b>1,426</b>	<b>1,469</b>

## SUMMARY OF FINANCIAL POSITION

The results of the cost of service study identified a 24.9% increase (See page 9) in wastewater rates would be required to meet adjusted operating income and meet recommended financial targets. However, we are recommending a phase-in approach to help lessen rate impact to customers.

Table Eight is the summary financial projection with no rate increase. The utility is operating at a loss which continues throughout the projection period without rate adjustments.

**Table Eight – Financials with No Rate Adjustments**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	0.00%	523,335	568,262	\$ 45	\$ 916,418	-	98,000	1.07
2017	0.00%	537,900	585,839	(2,968)	706,901	-	323,000	2.13
2018	0.00%	552,901	604,397	(6,524)	720,883	-	106,000	2.21
2019	0.00%	568,352	619,215	(5,890)	751,031	-	98,000	2.31
2020	0.00%	584,267	634,791	(5,552)	784,205	-	98,000	2.31
<b>Minimum Target in 2016</b>				<b>\$ 130,323</b>	<b>\$ 569,330</b>			<b>1.40</b>
<b>Minimum Target in 2020</b>				<b>\$ 150,653</b>	<b>\$ 593,564</b>			<b>1.40</b>

**Operating Income is not being met throughout the projection period.**

## PROPOSED RATE TRACK

Increasing rates requires balancing the financial health of the utility with the financial impact on customers and cost of service results. Table nine below is the five-year financial projection with recommended rate increases of 3.0% in 2016-2020. The rate track was developed to move toward the operating income target and maintain cash at its current level with the larger capital improvements in 2017 and 2018. The rate track should be reviewed annually as changes in expenses and capital can impact the rate track.

**Table Nine – Financials with proposed Rates**

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	3.00%	537,900	568,262	\$ 14,609	\$ 930,983	-	98,000	1.14
2017	3.00%	568,352	585,839	27,485	751,925	-	323,000	2.43
2018	3.00%	600,660	604,397	41,235	813,688	-	106,000	2.69
2019	3.00%	634,934	619,215	60,692	910,464	-	98,000	3.00
2020	3.00%	671,296	634,791	81,478	1,030,748	-	98,000	3.17
<b>Minimum Target in 2016</b>				<b>\$ 130,323</b>	<b>\$ 569,330</b>			<b>1.40</b>
<b>Minimum Target in 2020</b>				<b>\$ 150,653</b>	<b>\$ 593,564</b>			<b>1.40</b>

## COST OF SERVICE RESULTS

The purpose of a cost of service study is to allocate costs between flow (Commodity Costs) and customer service costs (Customer Costs). The cost of service study was based on recognized procedures from the American Public Works Association. There were some assumptions made in the study to help reflect the new plant addition. The cost of service study should be updated and the allocations reviewed once the plant is completed.

**Commodity Costs** are costs that tend to vary with the quantity of wastewater treated, as well as costs associated with the collection system.

**Customer Costs** are costs associated with serving customers regardless of their usage or demand characteristics. Customer costs include the operation and maintenance expenses related to meters and services, meter reading costs, billing and collection costs. The customer costs were allocated on the basis of the relative size of water meters and services and the number of customers.

Table Ten compares the Township’s current monthly customer charge and current commodity rate with results of the cost of service analysis.

**Table Ten – Comparison of Current Monthly Customer Charge with Actual Cost of Service and Commodity Rates**

	Current Rate	Cost of Service Rate
<b>Customer Charge</b>	\$ 12.75	\$ 15.30

	Current Rate	Cost of Service Rate
<b>Commodity Rate</b>	\$ 3.31	\$ 4.06

Table Eleven is the revenue proof for 2016. It summarizes the revenues which would be received in 2016, using projected customers and volume (see table ten), and cost of service rates were in effect. It also calculates the revenue which would be received under current rates. The difference 24.9% is the rate adjustment needed for the utility to remain financially healthy and meet financial targets. However, we are recommending a series of smaller increases to work towards targets and keep the rate increase impact to customers at a minimum.

## Table Eleven – 2015 Revenue Proof

Meter Size	Monthly Customer Charge	REU's	Customer Cost of Service Revenues	Commodity Cost of Service	Metered Commodity Volume	Total \$	Projected Revenues from Current Rates	Rate Adjustment
Residential	\$ 15.30	742	\$ 136,155			\$ 136,155		
Comm/Ind	15.30	727	133,498			133,498		
Volume				\$ 4.06	83,046	336,781		
<b>Projected Revenues</b>		<b>1,469</b>	<b>\$ 269,653</b>		<b>83,046</b>	<b>\$ 606,433</b>	<b>\$ 485,480</b>	<b>24.9%</b>

**SIGNIFICANT ASSUMPTIONS**

This section outlines the procedures used to develop the cost of service study for the Township and the related significant assumptions.

**Forecasted Operating Expenses**

Forecasted expenses were based on 2013, 2014 and Budget 2015 adjusted for inflation.

**Unit Sales**

Growth projection of 3.0% was used for 2016-2020 and provided by Grand Haven Charter Township.

**Inflation**

Inflation was assumed at 3.0% annually.

**Depreciation Expense**

Depreciation expense was projected based on historical capital additions and discussions with management on future capital additions.

**Interest Income**

Interest income was forecasted based on projected cash balances and an interest rate of 0.5%.

**Capital Improvements**

The capital improvement projections were provided by the township. The projections for 2016 – 2020 are listed below.

Year	"Regular Capital"	Meter Replacement
2016	\$ 26,000	\$ 72,000
2017	251,000	72,000
2018	34,000	72,000
2019	26,000	72,000
2020	26,000	72,000

## RECOMMENDATIONS

- 1) The projection indicates current revenues are not adequate to maintain the long-term financial health of the Township. It is recommended a rate adjustments of 3.0% be considered in 2016-2020 moving towards recommended minimum financial targets. The rate track was developed to move toward the operating income target and maintain cash at its current level with the larger capital improvements in 2017 and 2018. Below is a long-term rate track and should be reviewed as part of the annual budget process as costs and revenues may vary from projections.

Fiscal Year	Projected Rate Adjustments	Projected Revenues	Projected Expenses	Adjusted Operating Income	Projected Cash Balances	Projected Bond Issues	Projected Capital Improvements	Debt Coverage Ratio
2016	3.00%	537,900	568,262	\$ 14,609	\$ 930,983	-	98,000	1.14
2017	3.00%	568,352	585,839	27,485	751,925	-	323,000	2.43
2018	3.00%	600,660	604,397	41,235	813,688	-	106,000	2.69
2019	3.00%	634,934	619,215	60,692	910,464	-	98,000	3.00
2020	3.00%	671,296	634,791	81,478	1,030,748	-	98,000	3.17
<b>Minimum Target in 2016</b>				<b>\$ 130,323</b>	<b>\$ 569,330</b>			<b>1.40</b>
<b>Minimum Target in 2020</b>				<b>\$ 150,653</b>	<b>\$ 593,564</b>			<b>1.40</b>

- 2) The financial projection revenue, expenses and cash flow should be update annually with the budget process to determine if the rate track is on target. The rate track was set at a minimum and any changes in capital or expenses can affect the future rate track.
- 3) A Cash Reserve Policy should be considered based on the formula identified below to establish a minimum reserve target for the wastewater department.

	Percent Allocated	Projected 2016	Projected 2017	Projected 2018	Projected 2019	Projected 2020
O & M Less Depreciation Expense	25%	\$ 97,401	\$ 100,162	\$ 103,135	\$ 106,026	\$ 109,135
Historical Investment in Utility	2%	130,532	136,992	139,112	141,072	143,032
Current Portion of Debt Service	100%	196,797	196,797	196,797	196,797	196,797
Five Year Capital Impr. - Net of bond proceeds	20%	144,600	144,600	144,600	144,600	144,600
<b>Recommended Minimum Cash Reserve Levels</b>		<b>\$ 569,330</b>	<b>\$ 578,551</b>	<b>\$ 583,644</b>	<b>\$ 588,495</b>	<b>\$ 593,564</b>

- 4) Trunkage fees are recommended to same as the current rates:

Meter Size	Amount
1" or Less	\$ 2,800
1.5"	11,200
2"	19,911
2.5"	31,111
3"	44,800
4"	79,644
6"	179,200



Utility Financial Solutions, LLC  
185 Sun Meadow Ct.  
Holland, MI 49424  
Phone: 616-393-9722  
Fax: 616-393-9721

## ACCOUNTANTS' COMPILATION REPORT

Board of Directors

The accompanying forecasted statements of revenues and expenses of the Grand Haven Charter Township Wastewater Department were compiled for the year ending December 2016 in accordance with guidelines established by the American Institute of Certified Public Accountants.

The purpose of this report is to assist management in forecasting revenue requirements and determining the cost to service each customer class. This report should not be used for any other purpose.

A compilation is limited to presenting, in the form of a forecast; information represented by management and does not include evaluation of support for any assumptions used in projecting revenue requirements. We have not audited the forecast and, accordingly, do not express an opinion or any other form of assurance on the statements or assumptions accompanying this report.

Differences between forecasted and actual results will occur since some assumptions may not materialize and events and circumstances may occur that were not anticipated. Some of these variations may be material. Utility Financial Solutions has no responsibility to update this report after the date of this report.

This report is intended for information and use by the Board of Directors and management for the purposes stated above. This report is not intended to be used by anyone except the specified parties.

UTILITY FINANCIAL SOLUTIONS

Mark Beauchamp, CPA, CMA, MBA  
Holland, MI  
September 3, 2015

## APPENDIX A

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**ORDINANCE NO. \*\*\***

**WATER RATE 2016 – 2020 AMENDMENT ORDINANCE  
GRAND HAVEN CHARTER TOWNSHIP**

AN ORDINANCE TO AMEND EXHIBIT “A” OF THE CHARTER TOWNSHIP OF GRAND HAVEN WATER SYSTEM ORDINANCE AMENDING THE RATE STRUCTURE.

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

Section 1. Rate Structure. Exhibit A of the Water System Ordinance containing the schedule of rates and charges is re-stated in its entirety as follows.

**EXHIBIT A  
SCHEDULE OF WATER RATES & CHARGES**

**Water Connection Charges**

1. ¾” Meter = \$1,100 plus the 110% cost of the copper service piping, as determined by the most recent invoice from the supplier, from the corporation stop to the meter set. All copper piping must be purchased in either 60 or 100 foot increments. (*Owner or contractor may provide the copper service line to avoid the charge.*)
2. 1” Meter = \$1,150 plus the 110% cost of the copper service piping, as determined by the most recent invoice from the supplier, from the corporation stop to the meter set. All copper piping must be purchased in either 60 or 100 foot increments. (*Owner or contractor may provide the copper service line to avoid the charge.*)
3. Pretap with ¾” meter = \$700
4. Pretap with 1” meter = \$800
5. Larger than 1” Service Line or 1” Meter = Deposit of \$2,000. The charge will be the actual cost of the meter, meter set, copper service line, contractor costs (if any), plus 10% for overhead.

**Water Trunkage Charge** – Premises constructed after December 31, 1998 (For premises constructed prior to December 31, 1998, there is no trunkage charge for a new connection)

<b>Meter Size</b>	<b>Amount</b>
1" or less	\$ 856
1.5"	\$ 3,425
2"	\$ 6,085
3"	\$13,695
4"	\$24,350
6"	\$54,785

**Other Charges**

1. Meter upgrade is charged for actual labor costs, replacement meter, and any materials, plus 10% for overhead.
2. Hydrant rental requires a \$75 deposit. The fee will be \$20 for the rental of the meter plus the actual water usage.
3. Water turn on charge for delinquent accounts and cross connections are as follows:
  - a. \$30 during business hours
  - b. \$50 after business hours
4. Meter test charge is \$75
5. Late Fee Penalty for Water Utility bills is 10%

**Commodity Charge** Per 1,000 gallons

NOWS Water	Monthly	Q	Q1	Q2
\$2.43	Jan. 1, 2016	Jan. 1, 2016	Feb. 1, 2016	March 1, 2016
\$2.50	Jan. 1, 2017	Jan. 1, 2017	Feb. 1, 2017	March 1, 2017
\$2.57	Jan. 1, 2018	Jan. 1, 2018	Feb. 1, 2018	March 1, 2018
\$2.64	Jan. 1, 2019	Jan. 1, 2019	Feb. 1, 2019	March 1, 2019
\$2.71	Jan. 1, 2020	Jan. 1, 2020	Feb. 1, 2020	March 1, 2020

G. R. Water	Monthly	Q	Q1	Q2
\$2.81	Jan. 1, 2016	Jan. 1, 2016	Feb. 1, 2016	March 1, 2016
\$2.89	Jan. 1, 2017	Jan. 1, 2017	Feb. 1, 2017	March 1, 2017
\$2.97	Jan. 1, 2018	Jan. 1, 2018	Feb. 1, 2018	March 1, 2018
\$3.05	Jan. 1, 2019	Jan. 1, 2019	Feb. 1, 2019	March 1, 2019
\$3.14	Jan. 1, 2020	Jan. 1, 2020	Feb. 1, 2020	March 1, 2020

**Monthly Residential Customer Service Charge** for NOWS and Grand Rapids

Service Charge	Q	Q1	Q2
\$12.66	Jan. 1, 2016	Feb. 1, 2016	March 1, 2016
\$13.03	Jan. 1, 2017	Feb. 1, 2017	March 1, 2017
\$13.42	Jan. 1, 2018	Feb. 1, 2018	March 1, 2018
\$13.82	Jan. 1, 2019	Feb. 1, 2019	March 1, 2019
\$14.23	Jan. 1, 2020	Feb. 1, 2020	March 1, 2020

**Monthly Commercial Customer Service Charge** for NOWS and Grand Rapids

Meter Size	Jan. 1, 2016	Jan. 1, 2017	Jan. 1, 2018	Jan. 1, 2019	Jan. 1, 2020
¾" Meter	\$12.66	\$13.03	\$13.42	\$13.82	\$14.23
1" Meter	\$20.01	\$20.61	\$21.22	\$21.85	\$22.50
1½" Meter	\$40.47	\$41.68	\$42.93	\$44.21	\$45.53
2" Meter	\$66.74	\$68.74	\$70.80	\$72.92	\$75.10
3" Meter	\$15.56	\$163.31	\$168.20	\$173.24	\$178.43
4" Meter	\$360.80	\$371.62	\$382.76	\$394.24	\$406.06

**Monthly Fire Line Charges** for NOWS and Grand Rapids customers

Meter Size	Jan. 1, 2016	Jan. 1, 2017	Jan. 1, 2018	Jan 1, 2019	Jan. 1, 2020
6" or less	\$11.48	\$11.82	\$12.17	\$12.53	\$12.90
8"	\$23.12	\$23.81	\$24.52	\$25.25	\$26.00
10"	\$44.44	\$45.77	\$47.14	\$48.55	\$50.00
12'	\$68.90	\$70.96	\$73.08	\$75.27	\$77.52

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on September 28, 2015, after introduction and a first reading on September 14, 2015, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on November 1, 2015, which date is 30 days after adoption of the Ordinance.

GRAND HAVEN CHARTER TOWNSHIP

By: \_\_\_\_\_  
Karl French, Supervisor

By: \_\_\_\_\_  
Laurie Larsen, Clerk

**CERTIFICATE**

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on September 28, 2015. The following members of the Township Board were present at that meeting: \_\_\_\_\_.

The following members of the Township Board were absent: \_\_\_\_\_. The Ordinance was adopted by the Township Board with members of the Board \_\_\_\_\_ voting in favor and no members of the board voting in opposition with \_\_\_\_\_ being absent. The Ordinance was published after adoption on \_\_\_\_\_, 2015.

\_\_\_\_\_  
Laurie Larsen, Township Clerk

**ORDINANCE NO. \*\*\***

**SEWER RATE 2016 – 2020 AMENDMENT ORDINANCE  
GRAND HAVEN CHARTER TOWNSHIP**

AN ORDINANCE TO AMEND EXHIBIT “A” OF THE CHARTER TOWNSHIP OF GRAND HAVEN SEWER RATE ORDINANCE AMENDING THE RATE STRUCTURE.

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

Section 1. Rate Structure. Exhibit A of the Sewer Rate Ordinance containing the schedule of rates and charges is re-stated in its entirety as follows.

**EXHIBIT A  
SCHEDULE OF SEWER RATES & CHARGES**

**Sewer Trunkage Charge**

<b>Meter Size</b>	<b>June 1, 2010</b>
1” or less	\$2,879
1½”	\$11,200
2”	\$19,910
2½”	\$31,110
3”	\$44,800
4”	\$79,645
6”	\$179,200

Interest rate and installment schedule at 6.16% Interest

<b>AMOUNT OF TRUNKAGE</b>	<b>MAXIMUM DURATION OF AMORTIZATION</b>	<b>ANNUAL PAYMENTS RANGE</b>
\$2,875 - \$9,999	5 years	\$785 - \$2,616
\$10,000 - \$24,999	8 years	\$1,866 - \$4,665
\$25,000 - \$49,999	10 years	\$4,040 - \$8,080
\$50,000 +	15 years	\$6,413 +

**Other Charges**

1. Sewer line inspection - \$35
2. Stub charge - \$1,500
3. Late Fee Penalty for Sewer Utility bills is 10%

**Sewer Use Rate** per 1,000 gallons\*

Rate	Monthly	Q	Q2	Q3
\$3.23	Jan. 1, 2016	Jan.1, 2016	Feb. 1, 2016	March 1, 2016
\$3.32	Jan. 1, 2017	Jan.1, 2017	Feb. 1, 2017	March 1, 2017
\$3.41	Jan. 1, 2018	Jan.1, 2018	Feb. 1, 2018	March 1, 2018
\$3.51	Jan. 1, 2019	Jan.1, 2019	Feb. 1, 2019	March 1, 2019
\$3.61	Jan. 1, 2020	Jan.1, 2020	Feb. 1, 2020	March 1, 2020

\* All residential customers are charged a minimum of 1,000 gallons per month.

**Customer Service Charge** – Monthly Charge per residential equivalent unit (REU)

Rate	Q	Q2	Q3
\$13.13	Jan.1, 2016	Feb. 1, 2016	March 1, 2016
\$13.52	Jan.1, 2017	Feb. 1, 2017	March 1, 2017
\$13.92	Jan.1, 2018	Feb. 1, 2018	March 1, 2018
\$14.33	Jan.1, 2019	Feb. 1, 2019	March 1, 2019
\$14.75	Jan.1, 2020	Feb. 1, 2020	March 1, 2020

Non-Residential Customer Service Charge – Monthly Charge per Residential Equivalent Unit (*i.e., 1 REU = 200 gallons of actual water consumption per day, which is determined annually by Township staff.*) The REU cannot be less than one.

The original REU is calculated using the Residential Equivalence/Unit Factor Table included as part of the Exhibit unless a comparable business (*i.e., substantially similar business within West Michigan connected to a municipal metered water supply*) can be found and the comparable business' previous annual water usage verified by Township staff.

**Residential Equivalence/Unit Factor**

Jan. 1, 2016	Jan. 1, 2017	Jan. 1, 2018	Jan. 1, 2019	Jan. 1, 2020
\$13.13/REU	\$13.52/REU	\$13.92/REU	\$14.33/REU	14.75/REU

**Special Residential Flat Rate** – Quarterly Charge for both the Customer Service Charge and Sewer Use Rate that can only be used for a single family residential unit that is required to connect to sanitary sewer pursuant to State law (*i.e., MCL 333.12751 through MCL 333.12758*) and Township Ordinance (*i.e., Section 3.1.4 of the Sewer Usage and Administration Ordinance*) and that (a) is not connected to a municipal water system and (b) selected not to install a meter to measure their water usage from a permitted residential well.

**Special Residential Flat Rate**

Rate	
\$33.62	Jan. 1, 2016
\$34.62	Jan. 1, 2017
\$35.65	Jan. 1, 2018
\$36.71	Jan. 1, 2019
\$37.81	Jan. 1, 2020

# Continuation of Exhibit A

## Residential Equivalence/Unit Factor Table

Effective June 1, 2010

<b>Usage</b>	<b>Residential Equivalent</b>
Auto Dealer - Sales and/or Service	1.00/Premise + 0.40/1000 sf
Bakery	1.25/1,000 s.f.
Bank	1.00/1,000 s.f.
Bar	3.00/1,000 s.f.
Barber Shop	1.00/Premise + 0.10/Chair
Bed & Breakfast, Boarding House, Boarding School, Dormitory, Fraternity, or Sorority House	1.00/Premise + 0.25/Bedroom
Bowling Alley	0.16/Alley (Bar/Restaurant to be computed at its respective REU)
Car Wash	2.50 - 10.00/Single Production Line
Chiropractor	1.00/1,000 s.f.
Church	0.20/1,000 s.f.
Cleaners (Pick-Up Only)	1.00/Shop
Cleaners (Pressing Facilities)	1.25/Press
Convalescent Home	0.22/Bed
Convenience Store	1.00/1,000 s.f
Country Club/Golf Club	1.00/1,000 s.f. (Bar/Restaurant to be computed at its respective REU)
Day Care Center	1/00/Premise + 0.25/1,000 s.f.
Factory (Exclusive of Excess Industrial Use)	0.50/1,000 s.f.
Fraternal Organization	1.00/Hall (Bar to be Computed at its Respective REU)
Funeral Home	1.42/1,000 s.f.
Health Club	1.00/1,000 s.f. + 1.5/8 Showers
Hospital	1.10/Bed
Hotel, Motel, Rooming House (without meals)	0.25/Bed
Laundry (Self Service)	0.54/Washer
Marina	0.10/Slip (Bar/Restaurant/Retail to be computed at its respective REU)
Mobile Home in Trailer Park	1.00/Unit
Office Building (General)	0.40/1,000 s.f.
Office Building (Medical)	1.42/1,000 s.f.
Pharmacy	1.00/1,000 s.f.
Post Office	1.00/1,000 s.f.
Residence - Single Family	1.00/Unit
Residence - Two Family	1.00/Unit
Residence - Multi-Family	1.00/Unit

Restaurant	2.50/1,000 s.f. (Bar to be computed at its respective REU)
Restaurant (Drive Thru)	3.00/1,000 s.f.
Retail Store	1.00/Premise + 0.30/1,000 s.f.
Salon	1.00/Premise + 0.10/Chair
School	0.60/Classroom + 1.50/8 Showers (Swimming pool to be computed at its respective REU)
Snack Bar	1.50/1,000 s.f.
Supermarket/Grocery Store	1.10/1,000 s.f.
Swimming Pool	2.85/1,000 s.f.
Theater - Drive In	0.25/1,000 s.f.
Theater - Indoor	1.00/Screen
Travel Trailer, Parks & Campground	0.20/Site
Utility Sub-Station	0.10/1,000 s.f.
Veterinarian	1.00/1,000 s.f.
Warehouse or Storage Building	0.10/1,000 s.f.
Waste Disposal Station	2.00/Station

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on September 28, 2015, after introduction and a first reading on September 14, 2015, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on \_\_\_\_\_, 2015, which date is 30 days after adoption of the Ordinance.

GRAND HAVEN CHARTER TOWNSHIP

By: \_\_\_\_\_  
Karl French, Supervisor

By: \_\_\_\_\_  
Laurie Larsen, Clerk

**CERTIFICATE**

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on September 28, 2015. The following members of the Township Board were present at that meeting: \_\_\_\_\_. The following members of the Township Board were absent: \_\_\_\_\_. The Ordinance was adopted by the Township Board with members of the Board \_\_\_\_\_ voting in

favor and no members of the board voting in opposition with \_\_\_\_\_ being absent.  
The Ordinance was published after adoption on \_\_\_\_\_, 2015.

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Laurie Larsen , Township Clerk

# Community Development Memo

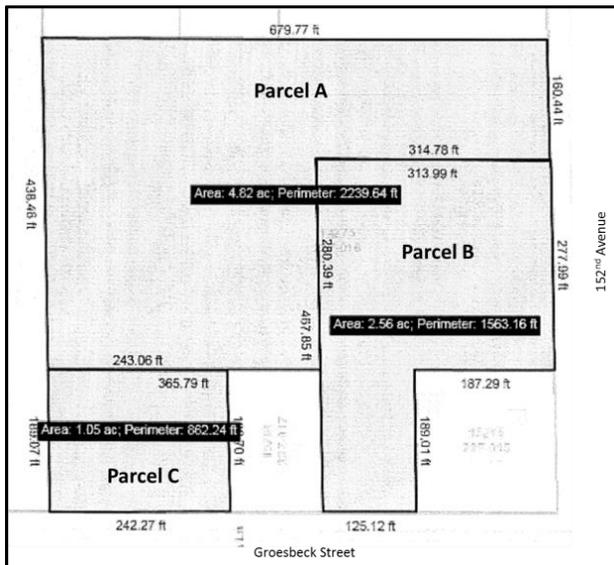
DATE: September 1, 2015  
 TO: Township Board  
 FROM: Stacey Fedewa, Planning & Zoning Official  
 RE: Platted Lot Division Application

## BACKGROUND

Christopher Geneva purchased 14275 152<sup>nd</sup> Avenue in March 2013. The site is an 8.34 acre lot on the NW corner of 152<sup>nd</sup> Avenue and Groesbeck Street. The parent parcel is zoned R-2 Single Family Residential.

The applicant is requesting three divisions

- A. 4.82 acres
- B. 2.56 acres
- C. 1.05 acres



There are two types of land divisions— unplatted and platted. All unplatted (*i.e., metes and bounds legal description*) land divisions are processed by the Township Assessor, and must meet the requirements of the Land Division Act.

A platted lot division occurs when a subdivision has already been created, and a property owner wants to further subdivide a lot. In this case, the lot is part of the Borck’s Supervisor Plat No. 1.

**SECTION 4.10 – SUBDIVISION CONTROL ORDINANCE**

<b>Requirement</b>		<b>Conformance</b>
1.	<u>Conform to Zoning.</u>	Meets Standards
2.	<u>Lot Lines.</u> Lot lines shall be as close to right angles as possible.	Meets Standard
3.	<p><u>Depth Related to Width.</u> The lot depth shall not exceed four times the lot width. An exception to this limitation may be granted based upon a consideration of the following factors:</p> <ul style="list-style-type: none"> <li>a. The topographical conditions of the lot;</li> <li>b. The physical conditions of the lot; and</li> <li>c. The compatibility of the lot with surrounding land.</li> </ul>	<p>The lot depth ratio for the narrowest portion of Parcel A is just shy of the 1:4 requirement.</p> <p>However, the lot width for the majority of Parcel A (<i>i.e.</i>, 75%) easily meets the 1:4 requirement.</p> <p><b>The Township Board must determine if this standard has been met.</b></p>
4.	<u>Uninhabitable Areas.</u>	Not Applicable
5.	<u>Outlot.</u>	Not Applicable
6.	<u>Back-Up Lots.</u>	Not Applicable
7a.	<p><u>Prohibition of Division.</u> No lot, outlot or other parcel of land located in a recorded plat shall be further partitioned or divided unless such partition or division is first approved by the Township Board, after review and consideration by the Planning Commission. <b>No lot, outlot or other parcel of land located in a recorded plat shall be further partitioned or divided into more than four parts.</b></p>	<p>The applicant is requesting three divisions. <b>Please review the next section of the memo in order to determine compliance.</b></p>
7b.	<p><u>Application for Permission.</u> The application shall include a detailed statement of the reasons for the requested partition or division and a sketch map or maps prepared in scale showing the proposed division or partition and all adjoining lots, streets and parcels of land.</p>	<p>Per the applicant:</p> <ul style="list-style-type: none"> <li><i>i. The original intent for the property has been scaled back, and the applicant no longer desires to build a house on such a large piece of property.</i></li> <li><i>ii. The applicant intends to sell the other child parcels.</i></li> </ul>
7c.	<u>Building Permit.</u>	Not Applicable

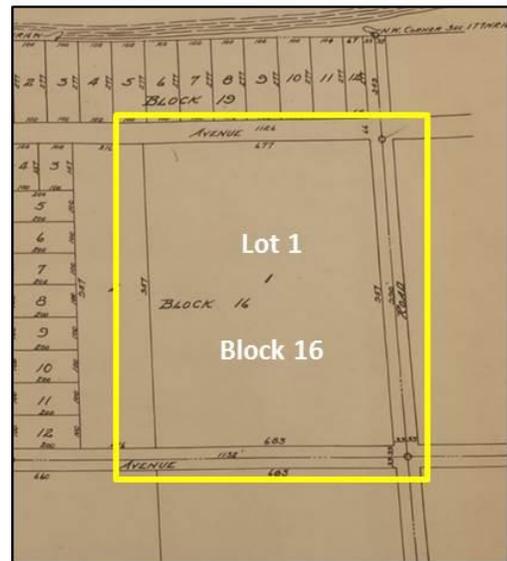
7d.	<u>Conditions.</u> In granting its approval for any such requested division or partition, the <b>Township Board may condition its approval</b> with such reasonable conditions as shall be deemed desirable by the Township Board and which are in accordance with the purposes of the Land Division Act.	Staff recommends one condition for Parcel B—no driveway access shall be permitted onto Groesbeck Street because it does not meet the minimum lot width requirement.
8.	<u>Frontage.</u> All lots shall front upon a public street.	Meets Standard

**SECTION 4.10 – SUBDIVISION CONTROL ORDINANCE/LAND DIVISION ACT**

As described above, the Subdivision Control Ordinance and Land Division Act prohibit dividing a platted lot into more than four separate lots. Therefore, the question is—if the applicant’s request would violate this limit of four created lots? Staff discussed this case with Attorney Bultje, and the following information was received.

The original plat was created in 1930, and since that time five divisions have occurred. Four of those lots were created prior to 1975, but the Township does not have records as to their exact date of creation. The fifth lot was created in 1991.

**Borck’s Supervisor Plat No. 1  
Parent Parcel (1930)**



**Borck’s Supervisor Plat No. 1  
2015**



It is important to note this is a **Supervisor’s Plat** which was created **by the Township for convenience purpose**. Therefore, there is a legitimate question whether this property should be treated as a platted property at all. However, the Land Division Act does reference Supervisor’s Plats, and does not specifically exempt them from the four lot limitation.

That said, the Subdivision Control Act was created in 1967, and then restated as the Land Division Act in 1997. As of that date, **existing unplatted parcels were essentially given new redivision**

**rights** (i.e., owner could divide 4 times in 1996, and another 4 times in 1997). Keeping in mind the Supervisor's Plats were created for the Township's convenience (*and not created by a developer*) **it would be appropriate to give redivision rights as of 1997 to lots in Supervisor's Plats** (*even though the 1997 Land Division Act applied to unplatted property*).

Allowing lots in Supervisor Plats to have new redivision rights as of 1997 is a good practical solution, since the Township does not have records to indicate when the first four lots were divided out of the original platted lot (*if they occurred prior to the 1967 Subdivision Control Act they would be exempt from the statute because the division rules did not exist yet*).

In summary, **the attorney, and staff, recommend the Township treat lots in Supervisor Plats like unplatted parent parcels under the Land Division Act, as restated in 1997, and thus be able to be divided into not more than four lots.** It's noted this is a rather obscure area of the law with no truly definitive appellate court decision to give guidance to the Township. However, the above sets forth a reasonable interpretation that will serve the Township well and also be fair to owners of property in Supervisor Plats.

## RECOMMENDATION

On August 17<sup>th</sup> the Planning Commission recommended the Township Board conditionally approve the Platted Lot Division application. If the Township Board agrees with the aforementioned recommendation the following motion may be offered:

**Motion** to approve with conditions the Christopher Geneva Platted Lot Division application for land located at Parcel No. 70-07-02-227-016, which is commonly known as 14275 152<sup>nd</sup> Avenue. The approval is based on the fact that Supervisor's Plats were created out of convenience for the Township, and not by a developer. Furthermore, there is not sufficient case law available to provide guidance in this type of situation. Therefore, until such case law is established the Township Board shall follow the regulations established by the Land Division Act of 1997, as amended, in order to determine if a platted lot division application within a Supervisors Plat is eligible to have divisions approved by the Planning Commission and Township Board. The approval is conditioned upon:

1. Parcel B shall not have driveway access onto Groesbeck Street because it does not meet the minimum lot width requirement. Driveway access shall only be granted onto 152<sup>nd</sup> Avenue.
2. All residential dwellings shall connect to municipal water.
3. Legal descriptions for each child parcel must be provided.
4. Application shall comply with state law.

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



GRAND HAVEN CHARTER TOWNSHIP  
PLATTED LOT DIVISION APPLICATION

This form is designed to comply with section 4.10 of the Grand Haven Township Subdivision Control Ordinance

Fee – \$125.00 plus a \$300.00 escrow

**Property Owner Information**

Name or Names (as listed on the Deed)

Name Christopher Geneva  
Address 15506 160<sup>th</sup> Ave  
City Grand Haven State MI Zip Code 49417

**Applicant information (if different from owner)**

Contact Person's Name \_\_\_\_\_  
Business Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Location of parcel to be divided**

Address 14275 152<sup>nd</sup> Ave Grand Haven, MI 49417  
Road Name 152<sup>nd</sup> Ave  
Parent Parcel Number 70-07-02-227-016  
Current Zoning R-2  
Legal Description of Parent Parcel: (attach extra sheets if needed)

**Proposal: Describe the division(s)**

- A. Total number of new parcels requested (i.e. parent parcel plus splits) 3
- B. Intended use of property (residential, commercial, etc.) Residential
- C. Each parcel created by this division will be provided with public access as follows (check one):  
 each parcel would have 160 feet of frontage on an **existing** public road.  
 each parcel would have \_\_\_\_\_ feet of frontage on a **new** public road.  
Proposed road name\* \_\_\_\_\_  
*\*(Any new road name cannot duplicate an existing road name)*
- D. Municipal water: Will any of the new parcel (s) be serviced by municipal water? \_\_\_\_\_  
If yes, where will the service line(s) be located? (indicate on map).
- E. Attach a legal description of the proposed access by a new road.
- F. Attach a legal description of the parcel being divided
- G. Attach a legal description for each proposed new parcel (attach extra sheets if needed)

**Attachments:** (all attachments must be included) letter each attachment as shown here

- A. A survey, sealed by a professional surveyor at a scale of 1" = 150' of proposed division(s):  
The survey or map must show all of the following information:
  1. lot boundaries
  2. the proposed division(s)
  3. dimensions of the proposed divisions
  4. existing and proposed road rights-of-way
  5. easements of public utilities from each parcel to existing public utility facilities
  6. any existing improvements (buildings, wells, septic system, driveways, etc.)



GRAND HAVEN CHARTER TOWNSHIP

DISTANCE OF BUILDINGS FROM LOT LINES MUST SHOW ON MAP

- 7. means of access to property
- 8. municipal water and/or sewer services if available.
- B. History of previous splits of the parent parcel (*if any*) (*note: no lot may divided more than four times*)
- C. Indication of approval, or permit from County Road Commission, MDOT, or respective township street administrator, for each proposed new road.
- D. Evidence of all interest of ownership or land contract.
- E. Application fee

**AFFIDAVIT** and permission for municipal, county and state officials to enter the property for inspections:

I agree the statements made above are true, and if found not be true this Application and any approval will be void. Further, I agree to give permission for officials of the municipality, county and State of Michigan to enter the property where this parcel division is proposed for purposes of inspection to verify that the information on the Application is correct at a time mutually agreed with the Applicant. Further, I understand this is only a parcel division which conveys only certain rights under the applicable local Subdivision Control Ordinance, the local Zoning Ordinance, and the State Land Division Act (*formerly the Subdivision Control Act, P.A. 288 of 1967, as amended (particularly by P.A. 591 of 1966, amended by P.A. 87 of 1997), MCL 560.101, et.seq.*) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restriction or other property rights.

Further even if this division is approved, I understand zoning, local ordinances and State Acts change from time to time, and if changed the divisions made here must comply with the new requirements (*apply for division approval again*) unless deeds, land contracts, leases or surveys representing the approved divisions are recorded with the Register of Deeds or the division is build upon before the changes to laws are made.

Signature(s) of Applicant(s):

\_\_\_\_\_ Date 8/4/15  
 \_\_\_\_\_ Date 8/11/15  
 \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE:**

**Reviewer's action:** \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

\_\_\_\_\_ Approved Conditions, if any:

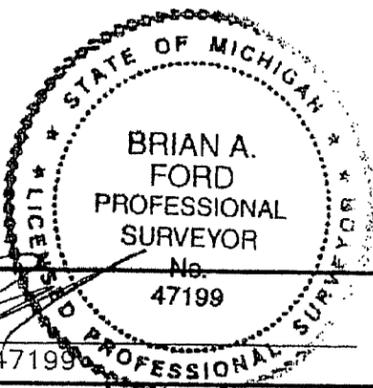
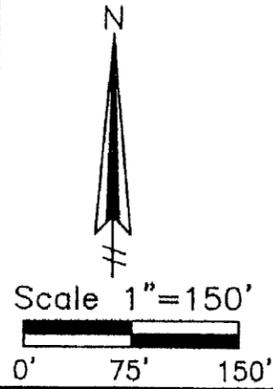
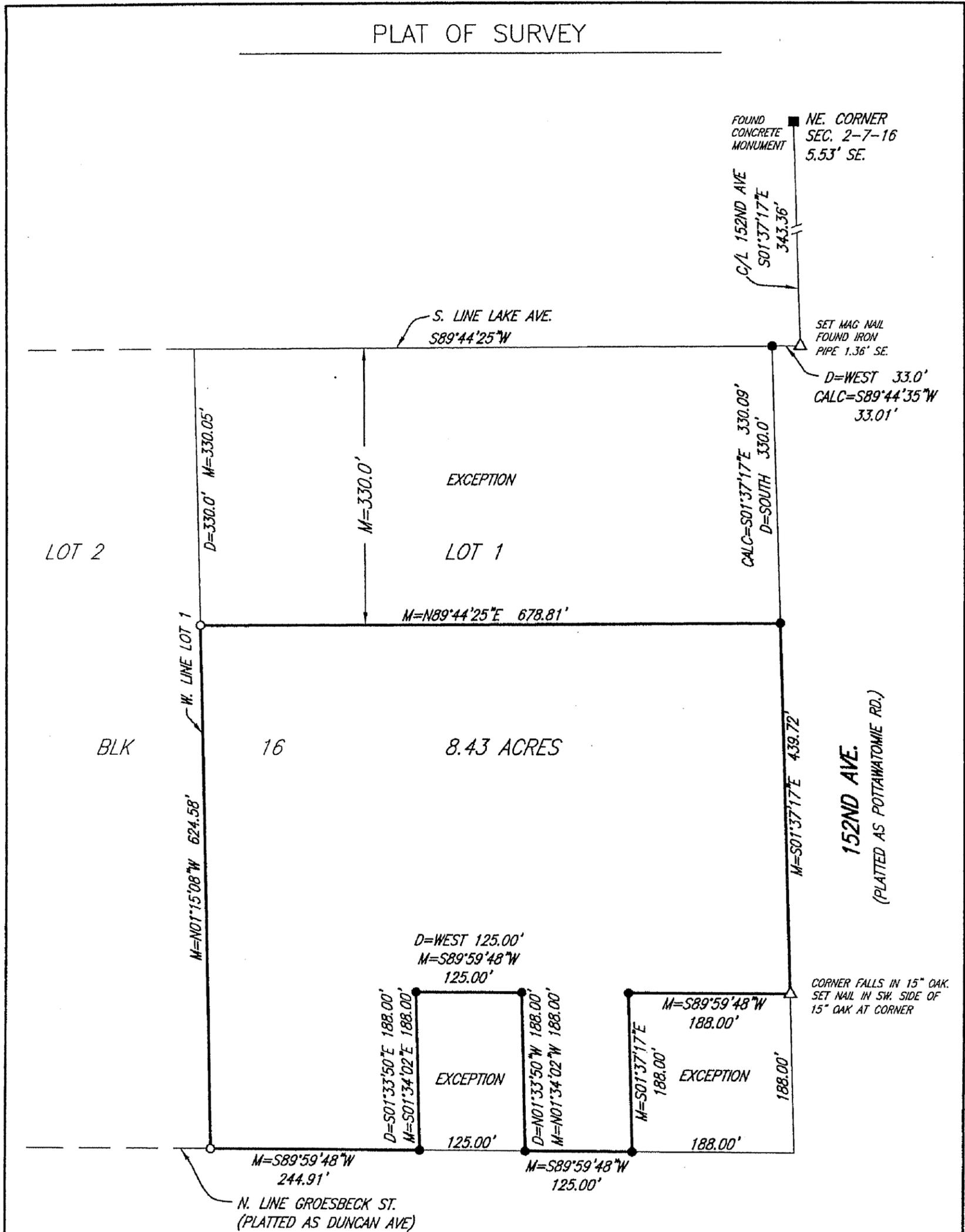
\_\_\_\_\_ Denied: Reasons: (cite S):

Number of Divisions Allowed: \_\_\_\_\_

Number of Divisions Requested: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

PLAT OF SURVEY



Brian A. Ford Professional Surveyor No. 47199

REF: CHRIS GENEVA/TRUST

Milanowski and Englert  
Engineering and Surveying, Inc.  
927 Beechtree Street, Suite 3  
Grand Haven, Michigan 49417  
Phone(616)847-4070 Fax(616)847-6626

FOR GREENRIDGE REALTY INC.

Sec. 2-7-16 GRAND HAVEN TWP.

DATE 2-26-2013 DRAWN BY TV

SHEET 1 of 2 JOB NO. 14665

I certify that I have surveyed the land as described and shown hereon and that there are no visible encroachments except as shown and that the requirements of P.A. 132 have been complied with.  
Error of Closure \_\_\_\_\_  
Basis of Bearings \_\_\_\_\_  
This survey was made from the legal description shown above. The description should be compared with the Abstract Title or Title Insurance Policy for accuracy, easements and exceptions.

LEGEND

□	SET CON. MON
■	FOUND CONC. MON
○	SET CAPPED IRON
△	SET MAG NAIL
●	FOUND IRON
●	SET CUT "X"
P.	PLATTED
M.	MEASURED
D.	DESCRIBED
CALC.	CALCULATED

PLAT OF SURVEY

LAND SITUATED IN GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN AND DESCRIBED AS FOLLOWS: PART OF THE NORTH FRACTIONAL 1/2 OF SECTION 2, TOWN 7 NORTH, RANGE 16 WEST, DESCRIBED AS: COMMENCING AT A POINT 33 FEET WEST AND 330 FEET SOUTH OF THE POINT OF INTERSECTION OF THE SOUTH LINE OF LAKE AVENUE AND THE EAST LINE OF SECTION 2; THENCE SOUTH TO THE NORTH LINE OF DUNCAN AVENUE; THENCE WEST 683 FEET; THENCE NORTH TO A POINT 330 FEET SOUTH OF THE SOUTH LINE OF LAKE AVENUE; THENCE EAST TO POINT OF BEGINNING, EXCEPT A PARCEL 188 FEET NORTH AND SOUTH BY 188 FEET EAST AND WEST IN THE SOUTHEAST CORNER THEREOF. BEING A PART OF LOT 1, BLOCK 16 OF BORCK'S SUPERVISOR'S PLAT NO. 1 RECORDED IN LIBER 8 OF PLATS ON PAGES 68 TO 70. EXCEPT A PART OF LOT 1 OF BLOCK 16 DESCRIBED AS: THE SOUTH 188.00 FEET OF THE EAST 438 FEET, BLOCK 16, BORCK'S SUPERVISOR'S PLAT NO. 1, SECTION 2, TOWN 7 NORTH, RANGE 16 WEST, GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN, MORE SPECIFICALLY DESCRIBED AS: COMMENCING AT A POINT ON THE SOUTH LINE OF SAID BLOCK 16 DUE WEST 313.00 FEET FROM THE SOUTHEAST CORNER OF SAID BLOCK 16; THENCE DUE WEST 125.00 FEET; THENCE NORTH 01 DEGREES 33 MINUTES 50 SECONDS WEST 188.00 FEET; THENCE DUE EAST 125.00 FEET; THENCE SOUTH 01 DEGREES 33 MINUTES 50 SECONDS EAST 188.00 FEET TO THE POINT OF BEGINNING.



*Brian A. Ford*  
 Brian A. Ford Professional Surveyor No. 47199

REF: CHRIS GENEVA/TRUST

Milanowski and Englert  
 Engineering and Surveying, Inc.  
 927 Beechtree Street, Suite 3  
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SHEET 2 of 2

JOB NO. 14665

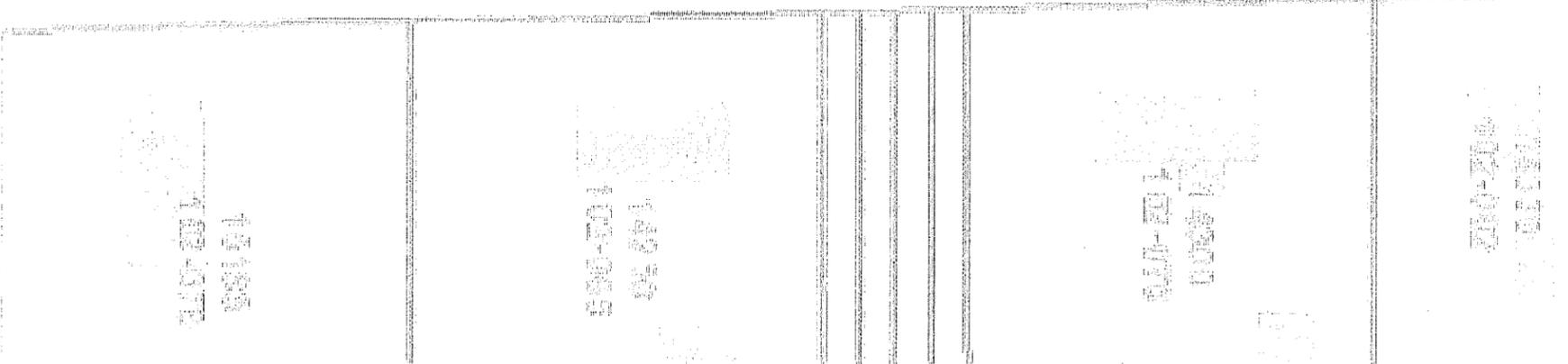
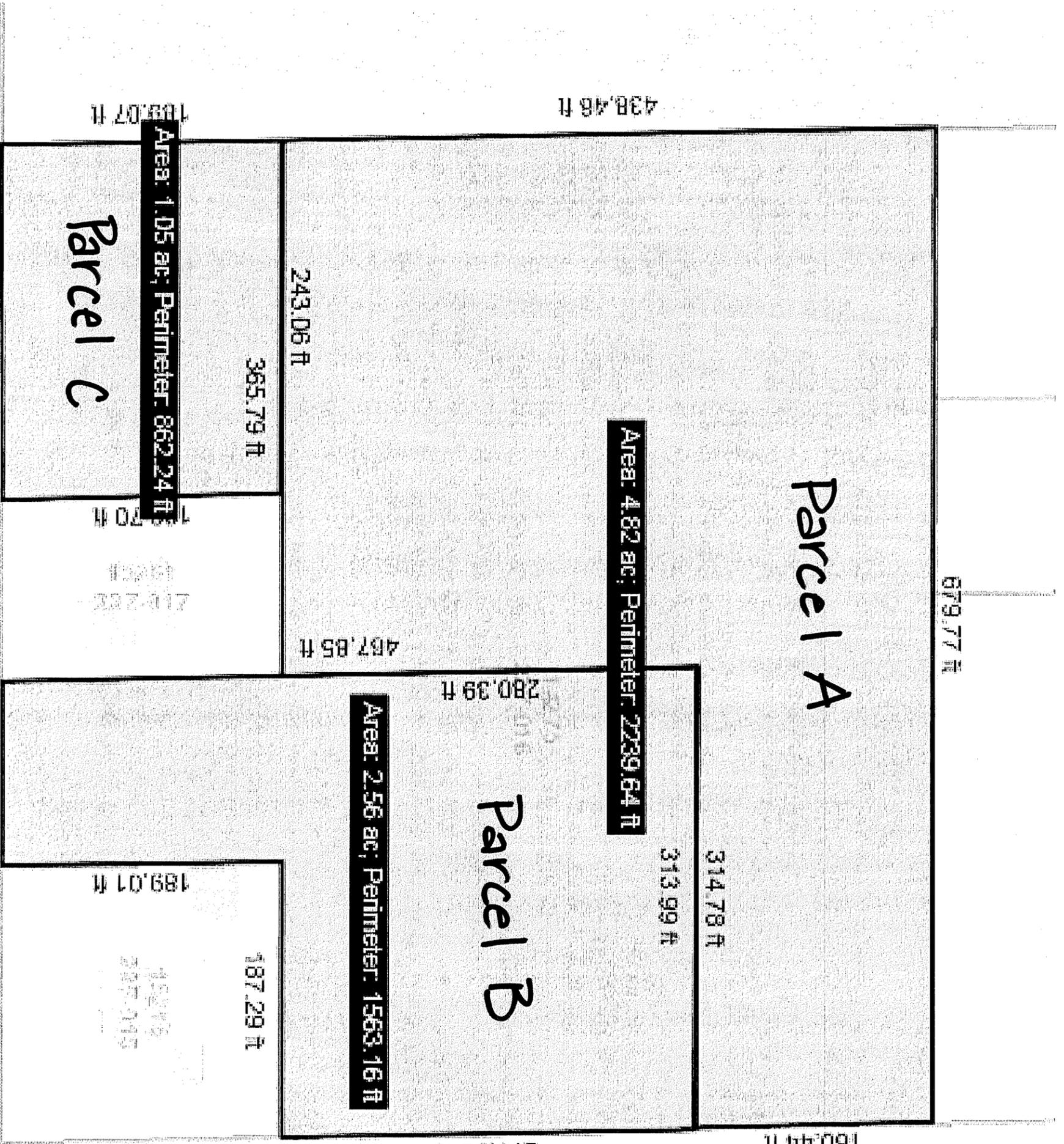
I certify that I have surveyed the land as described and shown hereon and that there are no visible encroachments except as shown and that the requirements of P.A. 132 have been complied with.

Error of Closure \_\_\_\_\_  
 Basis of Bearings \_\_\_\_\_

This survey was made from the legal description shown above. The description should be compared with the Abstract Title or Title Insurance Policy for accuracy, easements and exceptions.

**LEGEND**

- SET CON. MON
- FOUND CONC. MON
- SET CAPPED IRON
- SET MAG NAIL
- FOUND IRON
- SET CUT "X"
- P. PLATTED
- M. MEASURED
- D. DESCRIBED
- CALC. CALCULATED



Greenbrook St

**ADDITIONS**

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0310	SCHMIDT JAMES A	14516 INDIAN TRAILS DR	\$218.00	\$218.00

**Total Fees For Type: \$218.00**  
**Total Permits For Type: 1**

**ADDRESS**

Permit #	Owner	Address	Fee Total	Amount Paid
P15AD0025	GRAND HAVEN DEVELOPMEN	15064 COPPER CT	\$14.00	\$14.00
P15AD0026	LITTLE PIGEON CREEK LLC	10385 MESIC DR	\$14.00	\$14.00
P15AD0027	LIVINGSTON RYAN	10377 MESIC DR	\$14.00	\$14.00
P15AD0028	GRAND HAVEN DEVELOPMEN	15058 COPPER CT	\$14.00	\$14.00

**Total Fees For Type: \$56.00**  
**Total Permits For Type: 4**

**ALTERATION**

Permit #	Owner	Address	Fee Total	Amount Paid
P15CBA0001	VEEDER FAMILY TRUST	11755 GARNSEY AVE	\$150.00	\$150.00

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

**ALTERATIONS**

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0300	SKORUPSKI TRUST	11769 LAKESHORE DR	\$63.00	\$63.00
P15BU0305	VANDORT JASON-MEGAN	10180 HIAWATHA DR	\$168.00	\$168.00
P15BU0329	RIVER HAVEN OPERATING CO	14465 CROOKED TREE LN	\$123.50	\$123.50
P15BU0347	WALWOOD ROBERT	14687 LAKESHORE DR	\$120.75	\$120.75
P15BU0348	MORSE DIANE D TRUST	17271 BUCHANAN ST	\$36.75	\$36.75

**Total Fees For Type: \$512.00**  
**Total Permits For Type: 5**

## BASEMENT FINISH

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0312	ROSSINI STACIA	15511 SWEETBRIAR DR	\$299.00	\$299.00
P15BU0325	BAGLEY JOHN	12342 LAKESHORE DR	\$259.10	\$259.10
P15BU0336	KEITH A NALLEY TRUST	11503 156TH AVE	\$279.65	\$279.65

**Total Fees For Type: \$837.75**  
**Total Permits For Type: 3**

## COMMERCIAL BUILDING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0314	FLAGSTAR BANK FSB	17250 HAYES ST	\$3,774.63	\$3,774.63

**Total Fees For Type: \$3,774.63**  
**Total Permits For Type: 1**

## COMMERCIAL REMODEL

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0301	RRR ASSOCIATES LLC	14440 172ND AVE	\$416.65	\$416.65
P15BU0313	MEIJER INC	15000 US-31 14900	\$772.15	\$772.15
P15BU0163	WAL-MART REAL ESTATE BUSI	14700 US-31	\$1,780.90	\$1,780.90
P15BU0335	TEG TIMBERVIEW 2 LLC	ELIZABETH JEAN CRT CLUBHOU	\$397.80	\$397.80

**Total Fees For Type: \$3,367.50**  
**Total Permits For Type: 4**

## DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0331	SHORE ACRES ASSOCIATION P.	SHORE ACRES RD	\$42.00	\$42.00
P15BU0345	RIVER HAVEN OPERATING CO	13531 SPRINGBROOK DR	\$0.00	\$0.00

**Total Fees For Type: \$42.00**  
**Total Permits For Type: 2**

## DEMOLITION

Permit #	Owner	Address	Fee Total	Amount Paid
P15DE0012	MURRAY MARK A-ELIZABETH O	10777 LAKESHORE DR	\$20.00	\$20.00

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

## ELECTRICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P15EL0198	ROONEY DEVELOPMENT GRO	12620 RETREAT DR PVT	\$229.00	\$229.00
P15EL0199	BAYOU DEVELOPERS LLC	14095 LONDON LN	\$254.00	\$254.00
P15EL0200	EASTBROOK HOMES INC	10222 SHANNONS WY	\$254.00	\$254.00
P15EL0201	BAYOU DEVELOPERS LLC	14087 LONDON LN	\$254.00	\$254.00
P15EL0202	RIVER HAVEN OPERATING CO	13902 OAKWOOD CIRCLE	\$55.00	\$55.00
P15EL0203	HOLT SANDRA M	14866 152ND AVE	\$122.00	\$122.00
P15EL0204	FRANCE ESTATE	16040 ROBRICK AVE	\$60.00	\$60.00
P15EL0205	JETTNER KRISTOPHER-NICOLI	15256 MILLHOUSE CT 15258	\$55.00	\$55.00
P15EL0206	FITZPATRICK MELISSA	15371 APPLE ST	\$60.00	\$60.00
P15EL0207	TAGUE TONY D-ARCHER WEN	15060 WILLOWOOD CT	\$132.00	\$132.00
P15EL0208	WILLINK WESLEY H-MARY R	12500 LAKE BREEZE LN PVT	\$110.00	\$110.00
P15EL0209	FLAGSTAR BANK FSB	17250 HAYES ST	\$477.00	\$427.00
P15EL0210	LA PLANTE KIMBERLY	10288 MESIC DR	\$222.00	\$222.00
P15EL0211	MANNINEN ANDREW-DANIEL	16985 TIMBER DUNES DR	\$60.00	\$60.00
P15EL0212	SODEMANN JOHN-PAMELA	16899 MAPLERIDGE DR	\$265.00	\$265.00
P15EL0213	STERNBERG MICHAEL J-LAURA	16135 GARY AVE	\$54.00	\$54.00
P15EL0214	ROSSINI STACIA	15511 SWEETBRIAR DR	\$106.00	\$106.00
P15EL0216	MARCUS DAVID	16068 ROBBINS RD	\$208.00	\$208.00
P15EL0217	RIVER HAVEN OPERATING CO	13462 PINEWOOD DR	\$56.00	\$56.00
P15EL0218	RIVER HAVEN OPERATING CO	13872 PINEWOOD DR	\$56.00	\$56.00
P15EL0219	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$56.00	\$56.00
P15EL0220	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$56.00	\$56.00
P15EL0221	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$56.00	\$56.00
P15EL0222	ROONEY DEVELOPMENT GRO	12556 RETREAT DR PVT	\$224.00	\$224.00
P15EL0223	ROONEY DEVELOPMENT GRO	12659 RETREAT DR PVT	\$224.00	\$224.00
P15EL0224	CROZIER MATTHEW-RENAE	10494 168TH AVE	\$160.00	\$160.00
P15EL0225	RIVER HAVEN OPERATING CO	13553 PINEWOOD DR	\$56.00	\$56.00
P15EL0226	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$56.00	\$56.00
P15EL0227	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$56.00	\$56.00
P15EL0228	RIVER HAVEN OPERATING CO	14540 WHITE PINE LN	\$56.00	\$56.00
P15EL0229	RIVER HAVEN OPERATING CO	13511 PINEWOOD DR	\$56.00	\$56.00
P15EL0230	RIVER HAVEN OPERATING CO	13354 WINDING CREEK DR	\$56.00	\$56.00
P15EL0231	RIVER HAVEN OPERATING CO	13554 PINEWOOD DR	\$56.00	\$56.00
P15EL0232	RIVER HAVEN OPERATING CO	14541 TRILLIUM CIRCLE	\$56.00	\$56.00
P15EL0233	CHRISTIAN REFORMED CONF	12253 LAKESHORE DR	\$122.00	\$122.00
P15EL0234	RRR ASSOCIATES LLC	14440 172ND AVE	\$148.00	\$148.00

P15EL0235	MEIJER INC	15000 US-31 14900	\$217.00	\$217.00
P15EL0236	WALWOOD ROBERT	14687 LAKESHORE DR	\$114.00	\$114.00
P15EL0237	ARNOLD RICHARD D-DENNA /	15785 LAKE AVE	\$80.00	\$80.00
P15EL0238	LOWE TRUST	9986 LAKESHORE DR	\$78.00	\$78.00

**Total Fees For Type: \$5,072.00**  
**Total Permits For Type: 40**

## FENCE

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZL0078	PETTERS RJ LLC	15868 FOREST SIDE DR	\$25.00	\$25.00
P15ZL0080	LEE FRANCES LYNN TRUST	17810 ROBBINS RD	\$25.00	\$25.00
P15ZL0079	CORGAN JAMESS R-ELIZABETH	15416 FERRIS ST	\$25.00	\$25.00
P15ZL0082	BAXTER KEVIN C-KATHLEEN I	15090 178TH AVE	\$25.00	\$25.00
P15ZL0081	CHARETTE LEONARD H	14977 LAKESHORE DR	\$25.00	\$25.00
P15ZL0083	BECK HEATHER	14726 152ND AVE	\$25.00	\$25.00
P15ZL0085	WILTFONG MICHAEL S-WILLIA	15280 DAVID ST	\$25.00	\$25.00
P15ZL0084	SWANSON TAMALA L	14915 LAKESHORE DR	\$25.00	\$25.00
P15ZL0086	NAGY CHARLES E-REBECCA E	16110 COMSTOCK ST	\$25.00	\$25.00

**Total Fees For Type: \$225.00**  
**Total Permits For Type: 9**

## FOUNDATION ONLY

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0304	FLAGSTAR BANK FSB	17250 HAYES ST	\$245.50	\$245.50
P15BU0353	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$36.75	\$36.75

**Total Fees For Type: \$282.25**  
**Total Permits For Type: 2**

## MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P15ME0272	RECTOR WILLIAM J	15705 ROBBINS RD	\$80.00	\$80.00
P15ME0273	RYCENGA JESSICA R	15338 COLEMAN AVE	\$110.00	\$110.00
P15ME0274	RIVER HAVEN OPERATING CO	13902 OAKWOOD CIRCLE	\$80.00	\$80.00
P15ME0275	MCNAB BARBARA	12425 168TH AVE	\$80.00	\$80.00
P15ME0276	RANTA JAMES P-MELANIE	14512 CAMMERON CT	\$80.00	\$80.00
P15ME0277	BETHKE LARRY D	14674 PEPPERRIDGE AVE	\$80.00	\$80.00
P15ME0278	THOMPSON DONALD-CAROL	14590 154TH AVE	\$110.00	\$110.00

P15ME0279	KARNER STEVE-BRITTANY	9873 168TH AVE	\$250.00	\$250.00
P15ME0280	BAYOU DEVELOPERS LLC	14087 LONDON LN	\$135.00	\$135.00
P15ME0281	JETTNER KRISTOPHER-NICOLI	15256 MILLHOUSE CT 15258	\$80.00	\$80.00
P15ME0282	HALL LARRY E-DOREEN S	14952 WESTRAY ST	\$395.00	\$395.00
P15ME0283	BAZANY FAMILY TRUST	17649 TAMARACK LN	\$80.00	\$80.00
P15ME0284	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$80.00	\$80.00
P15ME0285	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$80.00	\$80.00
P15ME0286	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$80.00	\$80.00
P15ME0287	RIVER HAVEN OPERATING CO	13553 PINWOOD DR	\$80.00	\$80.00
P15ME0288	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$80.00	\$80.00
P15ME0289	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$80.00	\$80.00
P15ME0290	RIVER HAVEN OPERATING CO	14540 WHITE PINE LN	\$80.00	\$80.00
P15ME0291	RIVER HAVEN OPERATING CO	13511 PINWOOD DR	\$80.00	\$80.00
P15ME0292	RIVER HAVEN OPERATING CO	13354 WINDING CREEK DR	\$80.00	\$80.00
P15ME0293	RIVER HAVEN OPERATING CO	13554 PINWOOD DR	\$80.00	\$80.00
P15ME0294	RIVER HAVEN OPERATING CO	13872 PINWOOD DR	\$80.00	\$80.00
P15ME0295	RIVER HAVEN OPERATING CO	14541 TRILLIUM CIRCLE	\$80.00	\$80.00
P15ME0296	ROONEY DEVELOPMENT GRO	12556 RETREAT DR PVT	\$240.00	\$240.00
P15ME0297	SOPER LYNN E	12054 LAKESHORE DR	\$110.00	\$110.00
P15ME0298	CATLIN ANDREW GAR-RACHEL	11775 GARNSEY AVE	\$80.00	\$80.00
P15ME0299	MEIJER INC	15000 US-31 14900	\$80.00	\$80.00
P15ME0300	MEIJER INC	15000 US-31 14900	\$120.00	\$120.00
P15ME0301	WAL-MART REAL ESTATE BUSI	14700 US-31	\$139.75	\$139.75
P15ME0302	STERNBERG MICHAEL J-LAURA	16135 GARY AVE	\$135.00	\$135.00
P15ME0303	HOUSER CATHY J	13257 160TH AVE	\$100.00	\$100.00
P15ME0304	NORTHLAND EXPRESS TRANSI	11288 US-31	\$80.00	\$80.00
P15ME0305	LA PLANTE KIMBERLY	10288 MESIC DR	\$245.00	\$245.00
P15ME0306	WALLISH RONALD J & SUSANN	14962 SANDSTONE RD	\$55.00	\$55.00
P15ME0307	BECKER AARON-KAITLIN	14758 WILLIAMS WY	\$230.00	\$230.00
P15ME0308	KEITH A NALLEY TRUST	11503 156TH AVE	\$290.00	\$290.00
P15ME0309	HALL LARRY E-DOREEN S	14952 WESTRAY ST	\$80.00	\$80.00
P15ME0310	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$230.00	\$230.00
P15ME0311	BLACKALL TRUST	14463 SOUTH HIGHLAND DR	\$55.00	\$55.00
P15ME0312	ARNOLD RICHARD D-DENNA /	15785 LAKE AVE	\$55.00	\$55.00

**Total Fees For Type: \$4,844.75**

**Total Permits For Type: 41**

## MOBLE HOME SET-UP

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0315	RIVER HAVEN OPERATING CO	14541 TRILLIUM CIRCLE	\$125.00	\$125.00
P15BU0316	RIVER HAVEN OPERATING CO	13872 PINWOOD DR	\$125.00	\$125.00

P15BU0317	RIVER HAVEN OPERATING CO	13554 PINEWOOD DR	\$125.00	\$125.00
P15BU0318	RIVER HAVEN OPERATING CO	13354 WINDING CREEK DR	\$125.00	\$125.00
P15BU0320	RIVER HAVEN OPERATING CO	13511 PINEWOOD DR	\$125.00	\$125.00
P15BU0321	RIVER HAVEN OPERATING CO	14540 WHITE PINE LN	\$125.00	\$125.00
P15BU0322	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$125.00	\$125.00
P15BU0323	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$125.00	\$125.00
P15BU0324	RIVER HAVEN OPERATING CO	13553 PINEWOOD DR	\$125.00	\$125.00
P15BU0326	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$125.00	\$125.00
P15BU0327	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$125.00	\$125.00
P15BU0328	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$125.00	\$125.00

**Total Fees For Type:        \$1,500.00**  
**Total Permits For Type:        12**

## PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P15PL0113	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$229.00	\$229.00
P15PL0114	KEITH A NALLEY TRUST	11503 156TH AVE	\$214.00	\$214.00
P15PL0115	BOYDEN JASON S.A.-RUBY V	17403 REENDERS CT	\$55.00	\$55.00
P15PL0116	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$55.00	\$55.00
P15PL0117	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$55.00	\$55.00
P15PL0118	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$55.00	\$55.00
P15PL0119	RIVER HAVEN OPERATING CO	13553 PINEWOOD DR	\$55.00	\$55.00
P15PL0120	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$55.00	\$55.00
P15PL0121	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$55.00	\$55.00
P15PL0122	RIVER HAVEN OPERATING CO	14540 WHITE PINE LN	\$55.00	\$55.00
P15PL0123	RIVER HAVEN OPERATING CO	13511 PINEWOOD DR	\$55.00	\$55.00
P15PL0124	RIVER HAVEN OPERATING CO	13354 WINDING CREEK DR	\$55.00	\$55.00
P15PL0125	RIVER HAVEN OPERATING CO	13554 PINEWOOD DR	\$55.00	\$55.00
P15PL0126	RIVER HAVEN OPERATING CO	13872 PINEWOOD DR	\$55.00	\$55.00
P15PL0127	RIVER HAVEN OPERATING CO	14541 TRILLIUM CIRCLE	\$55.00	\$55.00
P15PL0128	FLAGSTAR BANK FSB	17250 HAYES ST	\$214.00	\$214.00
P15PL0129	SUNSET DUNES INC	12916 SWEETBRIAR DR	\$229.00	\$229.00
P15PL0130	SODEMANN JOHN-PAMELA	16899 MAPLERIDGE DR	\$234.00	\$234.00
P15PL0131	MARCUS DAVID	16068 ROBBINS RD	\$130.00	\$130.00
P15PL0132	ROONEY DEVELOPMENT GRO	12604 RETREAT DR PVT	\$243.00	\$243.00
P15PL0133	ROSSINI STACIA	15511 SWEETBRIAR DR	\$70.00	\$70.00
P15PL0134	POLLAKUSKY GARY D	14959 MERCURY DR	\$173.00	\$173.00
P15PL0136	RRR ASSOCIATES LLC	14440 172ND AVE	\$118.00	\$118.00
P15PL0137	WALWOOD ROBERT	14687 LAKESHORE DR	\$115.00	\$115.00
P15PL0135	ARNOLD RICHARD D-DENNA /	15785 LAKE AVE	\$125.00	\$125.00

**Total Fees For Type: \$2,809.00**  
**Total Permits For Type: 25**

## **POOL\_SPA\_HOT TUB**

<b>Permit #</b>	<b>Owner</b>	<b>Address</b>	<b>Fee Total</b>	<b>Amount Paid</b>
P15BU0266	HATZEL BRIAN M-GAYLE R	13061 BLACKHAWK AVE	\$42.00	\$42.00

**Total Fees For Type: \$42.00**  
**Total Permits For Type: 1**

## **REPLACEMENT WINDOWS/DOORS**

<b>Permit #</b>	<b>Owner</b>	<b>Address</b>	<b>Fee Total</b>	<b>Amount Paid</b>
P15BU0253	GUY RICHARD P-ANNE A TRUS	15154 PINE ST	\$73.50	\$73.50
P15BU0344	ESSENBURG ERWIN G JR-DAWI	13504 FOREST PARK DR	\$42.00	\$42.00
P15BU0349	PETERSON CHARLES M-BETTY	17255 BURKSHIRE DR	\$63.00	\$63.00

**Total Fees For Type: \$178.50**  
**Total Permits For Type: 3**

## **RE-ROOFING**

<b>Permit #</b>	<b>Owner</b>	<b>Address</b>	<b>Fee Total</b>	<b>Amount Paid</b>
P15BU0302	MCNAB BARBARA	12425 168TH AVE	\$100.00	\$100.00
P15BU0307	DUTKIEWICZ LAWRENCE M-AI	11354 OAK GROVE RD	\$100.00	\$100.00
P15BU0308	BRUGGER GARY N	13562 HIDDEN CREEK CT	\$100.00	\$100.00
P15BU0330	HORN SHAWN T-MCCONNELL	13743 HOFMA DR	\$100.00	\$100.00
P15BU0333	DUMA MICHAEL	14627 177TH AVE	\$100.00	\$100.00
P15BU0303	MCKENNEY TRUST	15470 THORNAPPLE DR	\$100.00	\$100.00
P15BU0334	RIVER HAVEN OPERATING CO	13259 PINWOOD DR	\$100.00	\$100.00
P15BU0339	GUO JIAN QING	15426 FOREST PARK DR	\$50.00	\$50.00
P15BU0340	STOLARSKI PAUL E-HOLLY L	15403 MEADOWS DR	\$100.00	\$100.00
P15BU0342	YETZKE STACEY	13050 LAKESHORE DR	\$100.00	\$100.00
P15BU0343	PELLETIER DAVID M	16289 COMSTOCK ST	\$100.00	\$100.00
P15BU0352	RIVER HAVEN OPERATING CO	14518 CROOKED TREE LN	\$100.00	\$100.00
P15BU0351	BATKA CHRISTOPHER JON	15549 WINANS ST	\$100.00	\$100.00
P15BU0350	BATKA SHANNON J	15621 WINANS ST	\$100.00	\$100.00

**Total Fees For Type: \$1,350.00**  
**Total Permits For Type: 14**

## RESIDENTIAL REMODEL

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0338	MARCUS DAVID	16068 ROBBINS RD	\$271.60	\$271.60
P15BU0346	ARNOLD RICHARD D-DENNA	15785 LAKE AVE	\$223.65	\$223.65

**Total Fees For Type: \$495.25**  
**Total Permits For Type: 2**

## SHED (200 S.F. OR LESS)

Permit #	Owner	Address	Fee Total	Amount Paid
P15ZL0062	RIVER HAVEN OPERATING CO	13872 PINEWOOD DR	\$25.00	\$25.00
P15ZL0063	RIVER HAVEN OPERATING CO	13813 SUNRISE COVE	\$25.00	\$25.00
P15ZL0064	RIVER HAVEN OPERATING CO	14500 WHITE PINE LN	\$25.00	\$25.00
P15ZL0065	RIVER HAVEN OPERATING CO	14443 STILLWATER DR	\$25.00	\$25.00
P15ZL0066	RIVER HAVEN OPERATING CO	13354 WINDING CREEK DR	\$25.00	\$25.00
P15ZL0067	RIVER HAVEN OPERATING CO	14540 WHITE PINE LN	\$25.00	\$25.00
P15ZL0068	RIVER HAVEN OPERATING CO	13553 PINEWOOD DR	\$25.00	\$25.00
P15ZL0069	RIVER HAVEN OPERATING CO	14541 TRILLIUM CIRCLE	\$25.00	\$25.00
P15ZL0070	RIVER HAVEN OPERATING CO	13511 PINEWOOD DR	\$25.00	\$25.00
P15ZL0071	RIVER HAVEN OPERATING CO	14467 SPRINGBROOK DR	\$25.00	\$25.00
P15ZL0072	RIVER HAVEN OPERATING CO	14442 STILLWATER DR	\$25.00	\$25.00
P15ZL0073	RIVER HAVEN OPERATING CO	13554 PINEWOOD DR	\$25.00	\$25.00
P15ZL0087	TRI CITIES HABITAT	15157 MEADOWS DR	\$25.00	\$25.00

**Total Fees For Type: \$325.00**  
**Total Permits For Type: 13**

## SINGLE FAMILY DWELLING

Permit #	Owner	Address	Fee Total	Amount Paid
P15BU0311	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$1,922.15	\$1,922.15
P15BU0306	SUNSET DUNES INC	12916 SWEETBRIAR DR	\$1,523.15	\$1,523.15
P15BU0309	ROONEY DEVELOPMENT GRO	12604 RETREAT DR PVT	\$1,465.40	\$1,465.40
P15BU0319	SODEMANN JOHN-PAMELA	16899 MAPLERIDGE DR	\$2,153.15	\$2,153.15
P15BU0337	MAGNUSON MICHAEL A-KASE	10342 MORNINGDEW CT	\$1,754.15	\$1,754.15

**Total Fees For Type: \$8,818.00**  
**Total Permits For Type: 5**

## VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
P15VS0055	RRR ASSOCIATES LLC	14440 172ND AVE	\$0.00	\$0.00
P15VS0056	ANACKER DAVID G TRUST	17063 LINCOLN ST	\$0.00	\$0.00
P15VS0057	PELLEGROM TRUST	11261 168TH AVE	\$0.00	\$0.00
P15VS0058	KELSEY ROBERT	13726 LAKESHORE DR	\$0.00	\$0.00
P15VS0059	GUDELSKY NICHOLAS	15281 160TH AVE	\$0.00	\$0.00
P15VS0060	PAVER RICHARD JR-MARLA	11937 168TH AVE	\$0.00	\$0.00
P15VS0061	MCCARTHY GEORGE JR	15596 MERCURY DR	\$0.00	\$0.00
P15VS0062	STRONG STEPHANIE	15729 MERCURY DR	\$0.00	\$0.00
P15VS0063	BLOOM RONALD-BONNIE TRU	12898 LAKESHORE DR	\$0.00	\$0.00
P15VS0064	CLEVERINGA DAVID R-TAMMY	12484 WEST OLIVE RD	\$0.00	\$0.00
P15VS0065	PELKEY DEAN M-LISA M	14403 LAKESHORE DR	\$0.00	\$0.00
P15VS0066	DORA JOHATHON	15800 COMSTOCK ST	\$0.00	\$0.00
P15VS0067	PRZYSUCHA MAX T	15562 COMSTOCK ST	\$0.00	\$0.00

<b>Total Fees For Type:</b>	<b>\$0.00</b>
<b>Total Permits For Type:</b>	<b>13</b>

## Report Summary

Population: All Records

Permit.DateIssued Between 8/1/2015 12:00:00  
AM AND 8/31/2015 11:59:59 PM AND  
Permit.Category Not = BURN PERMITS

<b>Grand Total Fees:</b>	<b>\$34,919.63</b>
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<b>Grand Total Permits:</b>	<b>202</b>
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# August Open Enforcements By Category Monthly Report

## PARKING ON THE GRASS

**Total Entries: 1**

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0344	15191 BRIARWOOD ST	CLOSED	08/13/15	08/25/15	
E15CE0358	15350 CHANNEL RD	CLOSED	08/20/15	08/25/15	
E15CE0346	15282 KEVIN ST	1ST WARNING VIOLATION LETTER	08/13/15		
E15CE0347	15283 KEVIN ST	CLOSED	08/13/15	08/20/15	

**Total Entries: 4**

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0315	10910 US-31	CLOSED	08/04/15	08/25/15	

**Total Entries: 1**

## SWIMMING POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0306	15264 CLOVERNOOK DR	CLOSED	08/04/15	08/13/15	
E15CE0343	16240 COMSTOCK ST	CLOSED	08/12/15	08/25/15	
E15CE0311	17750 COMSTOCK ST	CLOSED	08/04/15	08/18/15	
E15CE0345	15396 PINE ST	CLOSED	08/13/15	08/24/15	
E15CE0342	15134 WILLOWWOOD CT	1ST WARNING VIOLATION LETTER	08/12/15		

**Total Entries: 5**

## TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0320	14979 152ND AVE	CLOSED	08/05/15	08/18/15	
E15CE0334	15234 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0337	15281 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0336	15312 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0338	15336 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0339	15353 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0340	15365 161ST AVE	CLOSED	08/12/15	08/20/15	
E15CE0341	15377 161ST AVE	CLOSED	08/12/15	08/20/15	

# August Open Enforcements By Category Monthly Report

E15CE0313	15513 COMSTOCK ST	1ST WARNING VIOLATION LETTER	08/04/15
E15CE0356	17549 DUNESIDE DR	CLOSED	08/19/15
E15CE0355	17557 DUNESIDE DR	CLOSED	08/19/15
E15CE0354	17573 DUNESIDE DR	CLOSED	08/19/15
E15CE0317	15347 MERCURY DR	CLOSED	08/05/15
E15CE0319	15391 MERCURY DR	CLOSED	08/05/15
E15CE0318	15409 MERCURY DR	CLOSED	08/05/15

**Total Entries: 15**

## VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0362	14995 152ND AVE	1ST WARNING VIOLATION LETTER	08/25/15		
E15CE0312	17756 BRUCKER ST	CLOSED	08/04/15	08/13/15	

**Total Entries: 2**

## VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0324	15281 160TH AVE	CLOSED	08/06/15	08/18/15	
E15CE0327	11937 168TH AVE	CLOSED	08/06/15	08/18/15	
E15CE0325	15562 COMSTOCK ST	1ST WARNING VIOLATION LETTER	08/06/15		
E15CE0348	15800 COMSTOCK ST	1ST WARNING VIOLATION LETTER	08/18/15		
E15CE0332	15791 LAKE MICHIGAN DR	CLOSED	08/11/15	08/19/15	
E15CE0308	13289 LAKESHORE DR	CLOSED	08/04/15	08/12/15	
E15CE0330	15729 MERCURY DR	CLOSED	08/11/15	08/18/15	
E15CE0333	16875 PIERCE ST	CLOSED	08/12/15	08/18/15	

**Total Entries: 8**

## ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0350	13146 LAKESHORE DR	COMPLAINT LOGGED	08/19/15		

**Total Entries: 1**

# August Closed Enforcements By Category

## Monthly Report

### ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0233	13961 148TH AVE	CLOSED	07/08/15	08/05/15	
E15CE0256	14298 VILLA AVE	CLOSED	07/15/15	08/24/15	

**Total Entries: 2**

### CORNER CLEARANCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0363	15177 FERRIS ST	INVESTIGATION ONLY	08/25/15	08/26/15	
E15CE0364	15260 FERRIS ST	INVESTIGATION ONLY	08/25/15	08/26/15	

**Total Entries: 2**

### FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0326	14726 152ND AVE	CLOSED	08/06/15	08/14/15	
E15CE0266	15868 FOREST SIDE DR	CLOSED	07/16/15	08/04/15	

**Total Entries: 2**

### HOME OCCUPATION

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0349	15160 155TH AVE	NO VIOLATION	08/19/15	08/19/15	

**Total Entries: 1**

### JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0221	12799 144TH AVE	CLOSED	07/01/15	08/05/15	
E15CE0280	14635 178TH AVE	CLOSED	07/23/15	08/04/15	
E15CE0247	17574 BUCHANAN ST	CLOSED	07/14/15	08/12/15	
E15CE0261	15280 CANARY DR	CLOSED	07/16/15	08/11/15	
E15CE0352	17183 FERRIS ST	CLOSED	08/19/15	08/26/15	
E15CE0301	14790 INDIAN TRAILS DR	CLOSED	07/29/15	08/12/15	
E15CE0309	15474 MERCURY DR	CLOSED	08/04/15	08/13/15	

**Total Entries: 7**

# August Closed Enforcements By Category Monthly Report

## LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0328	12071 168TH AVE	CLOSED	08/06/15	08/18/15	
<b>Total Entries:</b>					<b>1</b>

## PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0344	15191 BRIARWOOD ST	CLOSED	08/13/15	08/25/15	
E15CE0358	15350 CHANNEL RD	CLOSED	08/20/15	08/25/15	
E15CE0347	15283 KEVIN ST	CLOSED	08/13/15	08/20/15	
E15CE0275	14760 MERCURY DR	CLOSED	07/22/15	08/18/15	
E15CE0285	17907 SHORE ACRES RD	CLOSED	07/27/15	08/05/15	
<b>Total Entries:</b>					<b>5</b>

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0315	10910 US-31	CLOSED	08/04/15	08/25/15	
E15CE0303	11910 US-31	CLOSED	07/29/15	08/18/15	
<b>Total Entries:</b>					<b>2</b>

## SWIMMING POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0290	15064 ARBORWOOD DR	CLOSED	07/28/15	08/11/15	
E15CE0306	15264 CLOVERNOOK DR	CLOSED	08/04/15	08/13/15	
E15CE0343	16240 COMSTOCK ST	CLOSED	08/12/15	08/25/15	
E15CE0311	17750 COMSTOCK ST	CLOSED	08/04/15	08/18/15	
E15CE0291	15447 FOREST PARK DR	NO VIOLATION	07/28/15	08/04/15	
E15CE0283	15613 KITCHEL LN	CLOSED	07/27/15	08/05/15	
E15CE0292	12836 MARIPOSA ST	NO VIOLATION	07/28/15	08/17/15	
E15CE0345	15396 PINE ST	CLOSED	08/13/15	08/24/15	
<b>Total Entries:</b>					<b>8</b>

## TRASH RECEPTACLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action

## August Closed Enforcements By Category Monthly Report

E15CE0320	14979 152ND AVE	CLOSED	08/05/15	08/18/15
E15CE0241	15027 160TH AVE	CLOSED	07/09/15	08/05/15
E15CE0334	15234 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0337	15281 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0336	15312 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0338	15336 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0339	15353 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0340	15365 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0341	15377 161ST AVE	CLOSED	08/12/15	08/20/15
E15CE0252	14894 172ND AVE	CLOSED	07/15/15	08/11/15
E15CE0293	14866 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0294	14891 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0295	14904 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0296	14938 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0297	15290 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0298	15291 CANARY DR	CLOSED	07/28/15	08/06/15
E15CE0299	15351 CANARY DR	CLOSED	07/28/15	08/19/15
E15CE0272	15425 COMSTOCK ST	NO VIOLATION	07/21/15	08/12/15
E15CE0271	15437 COMSTOCK ST	CLOSED	07/21/15	08/04/15
E15CE0268	15774 COMSTOCK ST	CLOSED	07/21/15	08/04/15
E15CE0269	15812 COMSTOCK ST	CLOSED	07/21/15	08/04/15
E15CE0270	15824 COMSTOCK ST	CLOSED	07/21/15	08/04/15
E15CE0356	17549 DUNESIDE DR	CLOSED	08/19/15	08/26/15
E15CE0355	17557 DUNESIDE DR	CLOSED	08/19/15	08/26/15
E15CE0354	17573 DUNESIDE DR	CLOSED	08/19/15	08/24/15
E15CE0286	15077 FAIRMOUNT CT	CLOSED	07/27/15	08/11/15
E15CE0317	15347 MERCURY DR	CLOSED	08/05/15	08/19/15
E15CE0319	15391 MERCURY DR	CLOSED	08/05/15	08/18/15
E15CE0318	15409 MERCURY DR	CLOSED	08/05/15	08/18/15

**Total Entries:**

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# August Closed Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0312	17756 BRUCKER ST	CLOSED	08/04/15	08/13/15	
E15CE0274	15111 DEREMO AVE	CLOSED	07/22/15	08/05/15	
<b>Total Entries:</b>					<b>2</b>

## VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0324	15281 160TH AVE	CLOSED	08/06/15	08/18/15	
E15CE0327	11937 168TH AVE	CLOSED	08/06/15	08/18/15	
E15CE0332	15791 LAKE MICHIGAN DR	CLOSED	08/11/15	08/19/15	
E15CE0308	13289 LAKESHORE DR	CLOSED	08/04/15	08/12/15	
E15CE0281	14959 MERCURY DR	CLOSED	07/23/15	08/04/15	
E15CE0330	15729 MERCURY DR	CLOSED	08/11/15	08/18/15	
E15CE0288	15995 MERCURY DR 15993	CLOSED	07/28/15	08/04/15	
E15CE0333	16875 PIERCE ST	CLOSED	08/12/15	08/18/15	
<b>Total Entries:</b>					<b>8</b>

## ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0300	14180 168TH AVE	CLOSED	07/28/15	08/06/15	
<b>Total Entries:</b>					<b>1</b>

**Total Records: 70**

Enforcement.DateClosed Between 8/1/2015 12:00:00 AM  
AND 8/31/2015 11:59:59 PM AND  
Enforcement.CodeOfficer = KEVIN FRENCH

# August Enforcement Letters By Category

*All enforcement letters sent the previous month*

**COPY**

Type of Enforcement Letter	Number Mailed
CORNER CLEARANCE 3	2
HOME OCCUPATION TEMPLATE	1
LITTER 2ND NOTICE	4
LITTER WARNING LETTER	10
POOL WARNING	5
POOL WARNING 2ND NOTICE	2
SIGN IN ROW WARNING	1
TRASH CAN WARNING 2ND NOTICE	4
TRASH CAN WARNING LETTER	16
VEHICLE IN ROW LETTER	2
VEHICLE ON GRASS 2ND NOTICE	1
VEHICLE ON GRASS LETTER	4
VEHICLE SALE WARNING	8
<b>Total Letters Sent:</b>	<b>60</b>

Letter.LinkFromType = Enforcement AND  
Letter.DateTimeCreated Between 08/01/2015 AND 0

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

WATER													WASTEWATER								
MONTH	METER INSTALS		REPLACED		NEW TAPS		MAIN INSTALLED		MILLION GALLONS OF		G.R. SUPPLEMENTAL		WORK ORDERS		NEW TAPS		MAIN INSTALLED		MILLION GALLONS OF		
	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"	3/4"	1"	
JANUARY	66	1	2	1	1	1	0	0	28.43	0.91	0.00	0.00	1	0	0	0	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	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	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	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	0	0	0	7.73
JUNE	139	3	0	2	5	4	0	0	71.28	2.67	0.18	0.18	4	5	0	0	0	0	0	0	9.98
JULY	102	6	3	3	9	3	0	0	85.52	5.51	0.00	0.00	5	1	0	0	0	0	0	0	9.18
AUGUST	138	6	3	5	2	0	0	7055	77.10	3.21	0.00	0.00	3	8	0	0	0	0	0	0	7.08
SEPTEMBER									0.00												
OCTOBER									0.00												
NOVEMBER									0.00												
DECEMBER									0.00												
TOTAL YTD	927	35	13	18	29	11	7055	414.86	18.44	18.44	0.18	0.18	22	26	0	0	0	0	0	0	69.31
TOTALS		48		40		5082		433.48		18.63				748							

NOTES:

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