

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, MAY 9, 2016

WORK SESSION – 6:00 P.M.

1. Discussion – Witteveen Property Clean-up (*List of bids will be provided by email on Friday, May 6th.*)
2. Discussion – Question from Resident/Planning Commission – Plan to address the need for potable water if no ground water is available

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 April 25, 2016 Board Minutes
 2. Approve Payment of Invoices in the amount of \$825,916.47 (*A/P checks of \$726,755.68 and payroll of \$99,160.79*)
- VI. OLD BUSINESS
 1. Resolution 16-05-02 – Approve Boat Launch Fees
 2. Resolution 16-05-03 – Approve \$5,000 Fixed Asset Limit
 3. Resolution 16-05-04 – Update Credit Card Policy
- VII. NEW BUSINESS
 1. Approve Low Bid – Witteveen Property Clean-up
 2. Approve Proksa as Part-time HR Supervisor
- VIII. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager’s Report
 - a. March Building Report
 - b. March Ordinance Enforcement Report
 - c. March DPW 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, APRIL 25, 2016**

WORKSESSION – 6:00 p.m.

1. Manager Cargo presented a proposed Administrative Policy regarding single family home building permit fees and non-profits under specific situations. The Board instructed staff to complete the proposed policy with a 50% reduction.
2. Planner Fedewa presented the proposed Master Plan and asked if there were any comments or questions from the Township Board. The Board reviewed the plan and discussed the next step (*i.e., re-draft of the Zoning Ordinance*).
3. Manager Cargo discussed a proposal from the City of Grand Haven to collaborate with the City's Housing Program and noted that he is concerned that the basis for the shared costs are usage figures that are ten years old and that a breakdown of these figures may indicate a different formula.

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

Board members absent:

Also present was Manager Cargo and Planner Fedewa.

IV. APPROVAL OF MEETING AGENDA

Motion by Clerk Larsen and seconded by Trustee Hutchins to approve the meeting agenda with the addition of Item 6 under New Business – “Approve MERS Health Care Savings Program Participation Agreement”. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve April 11, 2016 Board Minutes
2. Approve Payment of Invoices in the amount of \$443,011.78 (*A/P checks of \$330,525.22 and payroll of \$112,486.56*)
3. Approve Health Pointe PUD Agreement.
4. Approve One-Year Extension for Piper Lakes Apartments PUD.

Motion by Trustee Redick and seconded by Trustee Hutchins to approve the items listed

on the Consent Agenda. **Which motion carried.**

VI. OLD BUSINESS

None

VII. NEW BUSINESS

1. **Motion** by Clerk Larsen, supported by Trustee Redick to allow Trustee Meeusen to recuse himself from the vote on Resolution 16-04-01 because of his involvement with Habitat for Humanity, an organization that would benefit from the proposed policy change. **Which motion carried**, without objection.

Motion by Trustee Hutchins supported by Clerk Larsen to approve Resolution 16-04-01 that creates a Section 9.4 to the Administrative Policies and Procedures Manual that waives certain fees for single family residential construction for non-profits under specific situations. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

Trustee Meeusen returned to participate with the remainder of the meeting.

2. **Motion** by Supervisor French supported by Trustee Meeusen to approve and adopt Resolution 16-04-02 that assigns approximately 178 acres of public land into the Township's park system. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

3. **Motion** by Treasurer Kieft supported by Trustee Meeusen to approve adoption of Resolution 16-04-03 MERS Health Care Savings Plan Uniform Resolution. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

4. **Motion** by Supervisor French supported by Trustee Hutchins to approve adoption of Resolution 16-04-04 MERS Retiree Health Care Funding Vehicle. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

5. **Motion** by Clerk Larsen supported by Trustee Hutchins to approve adoption of Resolution 16-04-05 CLS Trust Transfer Resolution. **Which motion carried** pursuant to the following roll call vote:

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

6. **Motion** by Treasurer Kieft supported by Trustee Meeusen to approve MERS Health Care Savings Program Participation Agreement. **Which motion carried.**

7. **Motion** by Supervisor French supported by Trustee Behm to approve and adopt Resolution 16-04-06 that formally adopts the 2016 Resilient Grand Haven Township Master Plan pursuant to the Michigan Planning Enabling Act of 2008, as amended. **Which motion carried** pursuant to the following roll call vote:

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

VIII. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
 - i. Clerk Larsen noted that the Personnel Committee will meet May 5th at 12:00 noon and will include a review of the Manager's performance evaluation form.
- c. Manager's Report, which included:
 - i. March Economic Development Report (*Chamber of Commerce*)
 - ii. March Legal Review
- d. Others

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Hutchins to adjourn the meeting at 7:16 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: May 5, 2016

TO: Township Board/Superintendent

FROM: Mark VerBerkmoes

RE: Witteveen Property Site Cleanup Request for Proposals (RFP)

One of the projects slated for completion this year was the clean-up of the recently acquired Witteveen Property.

At this stage, all of the known hazardous materials have been removed from the site at a cost of about \$21,000. Further, the residential structures have been burned as part of a Fire/Rescue training exercise.

Recall the site was littered with a significant amount of debris that includes the following:

- Several buildings – generally post and frame construction with corrugated metal exteriors
- Stumps, trees, tree cuttings from trimming
- Car/truck/tractor batteries
- Used car/truck/tractor tires/engines/several riding lawn mowers
- 20# Propane tanks and ±250-gallon fuel oil tanks
- Material salvaged from the removal of post and beam constructed buildings
- Metal/plastic barrels ranging in size from 35 to 55 gallon
- ±200-gallon Fiber glass tanks; fiber glass troughs; fiber glass boat and trailer
- Miscellaneous broken concrete and concrete steps;
- Pots and numerous waste from landscaping operations and the tree farm
- Several buried fuel oil and septic tanks scattered throughout the property

A site overview map is attached for your reference.

The next step is the razing of the remaining buildings, removal of all of the trash and debris, and the restoration of the property – using top soil, grass and wild flowers. An RFP was sent to 18 contractors and it appears that several will respond. *(Copies of the 40-page RFP are available for review, if requested.)*

The responses to the RFP will be sent to will be opened on Friday, May 6th and the results will be forwarded to the elected officials for action at the May 9th Board meeting.

In addition to approving the low bid, staff are seeking direction on the removal of fencing along portions of the property. After discussing the matter with Parks staff, it is recommended that the portions of the wire fence that are internal to the land, and some sections along 168th Avenue and the westernmost portion of Sleeper Street be removed. (See attached Fence Map.)

This item is on the Work Session at the May 9th Board meeting for discussion and, assuming the bids are acceptable, a motion to approve the low bid will be offered.

Witteveen Site Cleanup Site Map

SLEEPER ST

2 Other 2,592 Sq. Ft.
 4 General Garbage 8,220 Sq. Ft.
 5 General Garbage 1,837 Sq. Ft.
 3 Other 1,466 Sq. Ft.
 6 Cement/Concrete 908 Sq. Ft.
 7 Wood/Trees 18,841 Sq. Ft.

1 General Garbage 235,404 Sq. Ft.

6 Cement/Concrete 908 Sq. Ft.

8 General Garbage/Tires 820 Sq. Ft.

Legend

-  Buildings
-  Property Boundry

Debris Areas

-  General Garbage
-  General Garbage/Tires
-  Cement/Concrete
-  Wood/Trees
-  Other


Grand Haven Charter Township




0 150 300 600 Feet
1 inch = 300 feet

168TH AVE

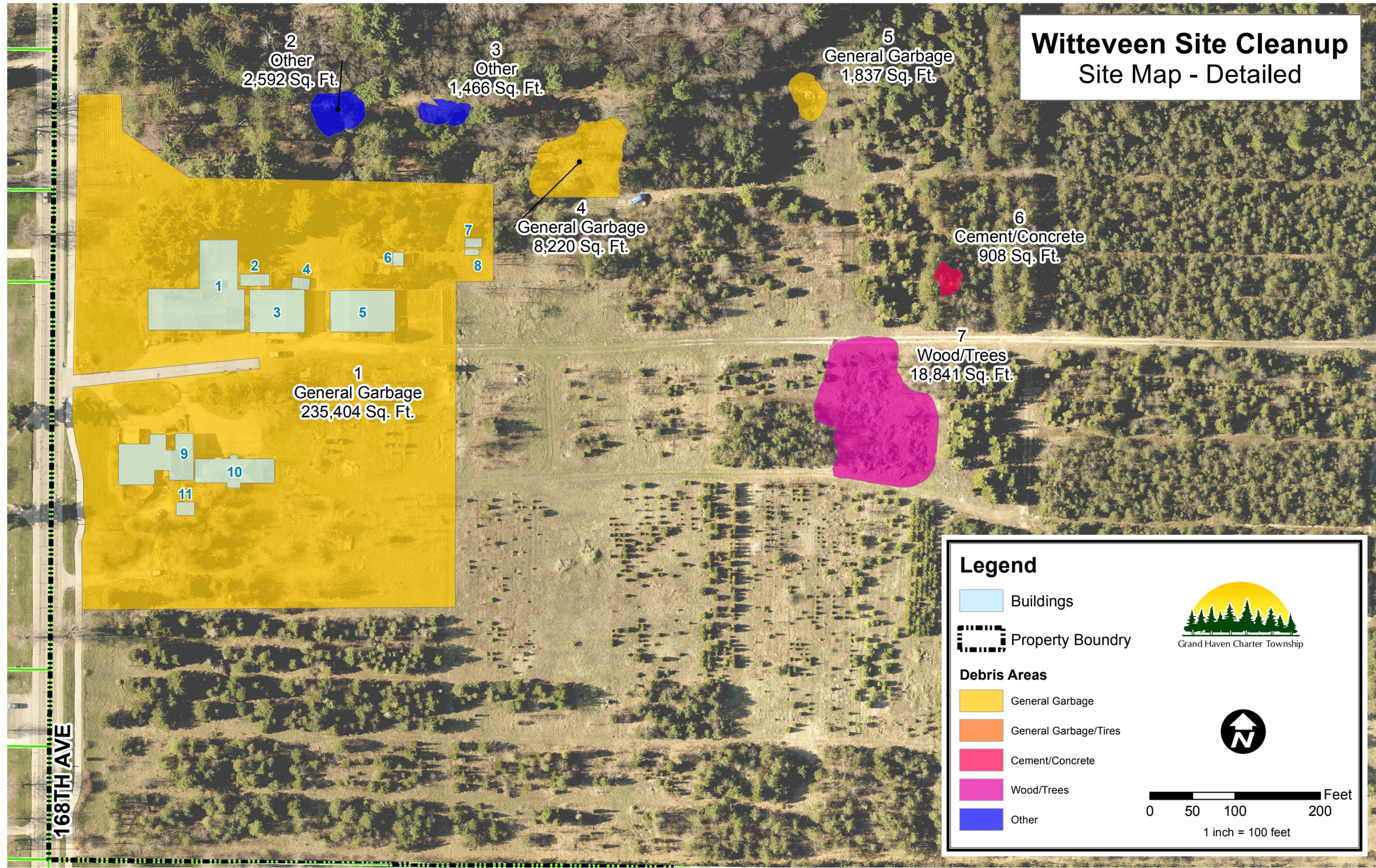
BEECHNUT CT
BITTERSWEET DR

DEERCREEK DR

MEADOWBROOK LANE

JOHNSON ST

Witteveen Site Cleanup Site Map - Detailed



Legend

- Buildings
- Property Boundry

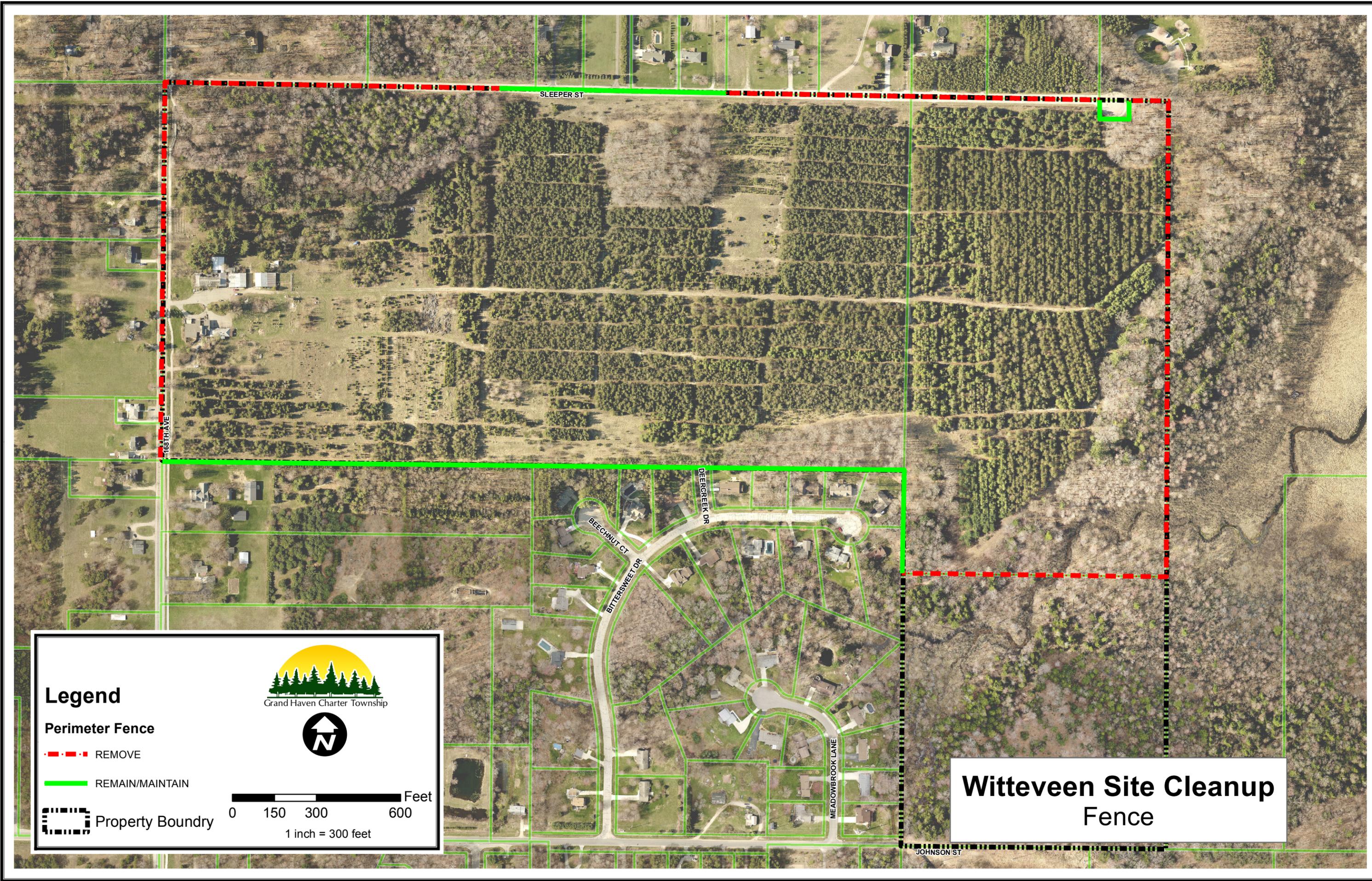
Debris Areas

- General Garbage
- General Garbage/Tires
- Cement/Concrete
- Wood/Trees
- Other

Grand Haven Charter Township

North Arrow

Scale: 0 50 100 200 Feet
1 inch = 100 feet

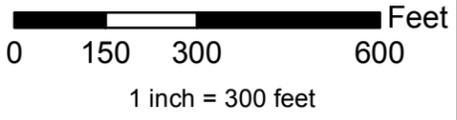


Legend

Perimeter Fence

-  REMOVE
-  REMAIN/MAINTAIN

 Property Boundry



**Witteveen Site Cleanup
Fence**



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: May 5, 2016
TO: Township Board
FROM: Stacey Fedewa, Planning & Zoning Official
RE: Potable Drinking Water Discussion

BACKGROUND

On April 18th the Planning Commission held a public hearing for the Master Plan. Part of the discussion that ensued from this hearing related to the reliability of potable (*i.e., drinkable*) groundwater through private water wells, and what the Township would do if residents were unable to access groundwater (*commonly described as “when the well dries up”*).

The Planning Commission requested staff provide this information to the Board simply to begin a discussion as to what action the Township would take if potable water became unavailable.

THE BASICS

There are two methods by which a property owner can access drinking water—through a public water main or a private water well. Attached to this memo is a map of the public water mains in the Township. There are 3 types of wells:

- **Dug wells** are holes in the ground dug by a shovel or backhoe, are typically shallow (*approximately 10 – 30 feet deep*), and have the highest risk of contamination because it is close to the surface.
- **Driven wells** are hammered or hydraulically pushed into the ground and pull water from the water-saturated zone. These are also shallow (*approximately 30 – 50 feet deep*), and have a moderate-to-high risk of contamination.
- **Drilled wells** are deeper (*approximately 100 – 400 feet deep*) and have a lower risk of contamination.

Common sources of contamination are:

- Fertilizers and pesticides
- Failed septic tanks
- Underground storage tanks
- Stormwater runoff

The Ottawa County Environmental Health Department is responsible for issuing private well permits, and the legal minimum depth for a well is 25 feet. It is typical for wells to be 30 – 50 feet deep. It was explained the aquifer depth varies, so one homeowner may reach the water at 25 feet, but someone else may have to drill 100 feet.



Furthermore, it is possible that “sock wells” used for agricultural irrigation could have a negative effect on a private well because a “sock well” allows for large quantity withdrawals that can impact an adjacent well’s ability to reach the groundwater. Should that occur, it may require the affected property owner to drill a deeper well.

THE CONCERN

The concern is, what can/will the Township do to help residents if their well runs dry and they lose access to groundwater? Or, what will the Township do to help residents if they experience a long-term groundwater contamination event?

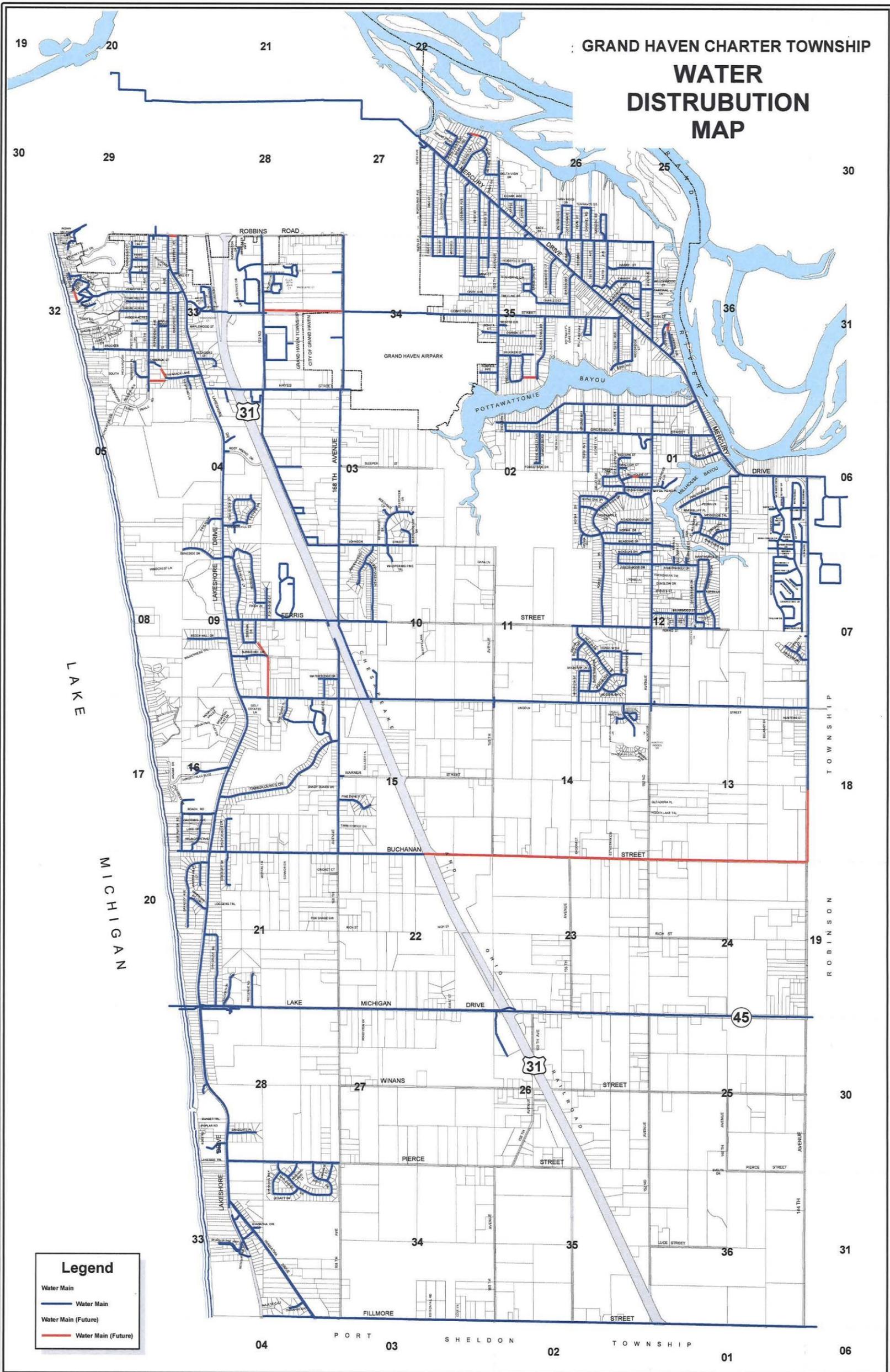
For example, in the summer of 2010 a 40-foot pipe segment near Kalamazoo ruptured and caused an 800,000± gallon spill of heavy crude oil. Two years, and \$765 million, later the spill was officially cleaned-up. This event is considered one of the largest on-land spills in US history.

Over 100 households were advised they should not drink their water while the EPA collected, and analyzed, well water samples. This Bottled Water Advisory bulletin was in effect for 102 days. Considering the average cost of a bottle of water is \$1, the average person should drink a ½ gallon of water per day, and there are approximately 2.7 people per household—it is likely that each household spent approximately \$2,200 on bottled water during this period (*or \$220,000 for all affected households*).

The Planning Commission believes it is important to begin this discussion now, so the Township can be **resilient** in the event a potable water crisis occurs.

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

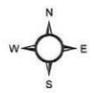
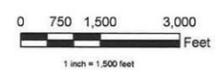
GRAND HAVEN CHARTER TOWNSHIP WATER DISTRIBUTION MAP



Legend

- Water Main
- Water Main (Future)
- Water Main (Future)

Sources:
 Grand Haven Township Community Development Dept.
 Ottawa County GIS - 2014
 Revision Date: 3/13/2014 8:20:19 PM
 Document Path: G:\GIS\GIS Maps\Printable Maps\Water Distribution_D Size.mxd
 Note: Data is subject to change. GHT does not guarantee the accuracy of this map.



Coordinate System: NAD 1983 StatePlane Michigan South FIPS 2113 100feet



Accounting Memo

DATE: May 3, 2016
TO: Township Board
FROM: Andrea Sandoval
RE: Amend Daily Boat Launch Fee Policy

Attached, please find Resolution 16-05-02, which amends Section 10.11 of the Township's Administrative Policies and Procedures Manual.

As you may recall, the Township recently purchased a new ticket machine for the Odawa/Battle Point Boat Launch. Due to several requests from users, the new machine has the capability to accept credit cards. Along with this added functionality comes additional expenses. Because of the increase in related fees, the Board requested that the Township increase the daily boat launch fee to \$6.00 for all users to help offset these convenience costs.

If the Board approves the proposed updates, the following motion can be offered:

Motion to approve Resolution 16-05-02 that updates and amends Section 10.11 of the Administrative Policies and Procedures manual, which addresses the daily boat launch fee schedule.

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

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 9th day of May 2016, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution to amend Section 10.11 of the Grand Haven Charter Township Administrative Policies and Procedures Manual which states the Parks fees schedule, including boat launch fees. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 16-05-02

WHEREAS, Grand Haven Charter Township has adopted an Administrative Policies and Procedures Manual; and,

WHEREAS, the Board of Trustees of Grand Haven Charter Township believes that it is in the best interest of the Township to amend Section 10.11 of the Administrative Policies and Procedures Manual.

NOW, THEREFORE, be it resolved that the attached Section 10.11 is hereby amended and adopted as part of the Grand Haven Charter Township’s Administrative Policies and Procedures Manual, to become effective immediately and which shall read as follows:

10.11 PARKS FEE SCHEDULE

TYPE I Permit for overnight camping at Hofma Park for non-profit organizations.

Fee: \$50 refundable deposit which will be returned upon the property clean-up and disposal of waste for Boy Scouts and Girl Scouts. Other non-profit organizations must be cleared with the Public Works Department.

TYPE II Permit which allows the user to have alcohol in the Township Parks. May be used only in conjunction with other paid permits.

Fee: No fee, but Township must be informed.

TYPE III Permit for the exclusive use of the softball fields, soccer fields or an in-line hockey facility for the times reserved.

Hours of Play	Fee – Township Residents	Fee – Non Township Residents
0-2 Hours	\$5.00	\$10.00
2-4 Hours	\$25.00	\$40.00
Over 4 Hours	\$50.00	\$75.00

**The \$5.00 fee is waived for non-profit organizations if play is less than two hours. If play is greater than two hours, the regular fee schedule applies.

TYPE IV Permit for tournament use in the Township ball fields, soccer fields or an in-line hockey facility.

Hours of Play	Fee – Township Residents	Fee – Non Township Residents
All Day	\$100.00	\$150.00

\$50.00 For each additional day for not-for-profit groups

TYPE VI Permit for the reservation of one (1) picnic shelter.

Hours	Fee – Township Residents	Fee – Non Township Residents
Four (4) Hour Blocks	<ul style="list-style-type: none"> • \$50.00 Refundable Upon Inspection <u>plus</u> • \$40.00/Each Shelter 	<ul style="list-style-type: none"> • \$50.00 Refundable Upon Inspection <u>plus</u> • \$55.00/Each Shelter

Additional hours \$10.00 per hour.

**The \$40.00 fee is waived for non-profit organizations for under two hours of use, but deposit must be paid. If over two hours, the regular fee schedule applies.

REFUND TERMS: The \$50.00 deposit is refundable if all trash is removed from the premises and the park is left in as good or better condition than it was found. The deposit will be refunded proportionally based upon the judgement of the Director of Public Services after inspection. The deposit applies only to Type I and VI permits.

BOAT LAUNCH:

Permit Type	Fee
Daily	\$6.00
Annual Resident (to age 65)	\$30.00
Annual Resident (age 65+)	\$20.00
Annual Non- resident	\$40.00

The annual permits must be purchased at the Township offices during normal business hours. The annual permit shall be placed on the tongue of the trailer on the driver’s side.

The daily permit will be sold on site through a vending machine and will be stamped with a date and time and will be valid for 24 hours. The daily permit must displayed at the lower portion of the windshield on the driver’s side with the date and time visible.

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

Ayes: .
Nays:
Absent:

RESOLUTION DECLARED:
ADOPTED ON:

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 9th day of May 2016. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk



Accounting Memo

DATE: May 3, 2016
TO: Township Board
FROM: Andrea Sandoval
RE: Amend Fixed Asset Inventory Policy

Attached, please find Resolution 16-05-03, which amends Section 5.5 of the Township's Administrative Policies and Procedures Manual.

As part of the annual audit, the auditors review the Township's policies and procedures. It was recommended that the inventory of fixed assets be amended to a \$5,000 minimum limit.

If the Board approves the proposed updates, the following motion can be offered:

Motion to approve Resolution 16-05-03 that updates and amends Section 5.5 of the Administrative Policies and Procedures manual, which increases the inventory of fixed assets to a \$5,000 minimum.

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

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 9th day of May, 2016, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution to amend Section 5.5 of the Grand Haven Township Administrative Policies and Procedures Manual, which specifies the responsibility and updating of the Township's fixed assets. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 16-05-03

WHEREAS, Grand Haven Charter Township has adopted an Administrative Policies and Procedures Manual; and,

WHEREAS, the Board of Trustees of Grand Haven Charter Township believes that it is in the best interest of the Township to amend Section 5.5 of the Administrative Policies and Procedures Manual.

NOW, THEREFORE, be it resolved that the attached Section 5.5 is hereby amended and adopted as part of the Grand Haven Charter Township's Administrative Policies and Procedures Manual, to become effective immediately and which shall read as follows:

5.5 INVENTORY OF FIXED ASSETS

5.5a RESPONSIBILITY

The Director of Assessing and Accounting shall maintain an inventory of the Township's fixed assets that are tangible, have an expected useful life of at least one year, and have a value of at least \$5,000.

5.5b UPDATING

The Director of Assessing and Accounting shall add or remove fixed assets from the inventory at the time of acquisition or disposal. The inventory shall include the following information on each asset:

1. Acquisition date
2. Name and address of vendor

3. Description
4. Responsible department
5. Location
6. Acquisition cost (if gift, estimated fair value at time of donation)
7. Fund or cost center (from which it was purchased)
8. How acquired
9. Estimated life
10. Date and method of authorized disposition

5.5c INVENTORY RESPONSIBILITY

Department Heads shall make note on the annual inventory, or shall notify the Township Superintendent sooner if desired, of any equipment that would be appropriate for disposal. The Township Superintendent shall prepare a list of all such equipment recommended for disposal and shall submit the recommended disposal of fixed assets list to the Board for approval. The Board shall determine the method of disposal, which may include sealed bids, auction, negotiated sale, gift or disposal. Township Officials and Employees are not eligible to purchase Township fixed assets by negotiated sale without the approval of the Board. An Elected Official shall refrain from voting, with the unanimous consent of the Board on any negotiated sale involving the Elected Official.

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

Ayes:

Nays:

Absent:

RESOLUTION DECLARED:

ADOPTED ON:

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 9th day of May, 2016. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk



Accounting Memo

DATE: May 3, 2016
TO: Township Board
FROM: Andrea Sandoval
RE: Amend Credit Card Policy

Attached, please find Resolution 16-05-04, which amends Section 5.12 of the Township's Administrative Policies and Procedures Manual.

Because of title changes and restatement of existing procedures, the credit card policy needs to be updated. Substantively, the policy remains virtually the same.

If the Board approves the proposed updates, the following motion can be offered:

Motion to approve Resolution 16-05-04 that updates and amends Section 5.12 of the Administrative Policies and Procedures manual, which addresses credit card usage.

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

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 9th day of May 2016, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

After certain matters of business had been discussed, Supervisor French announced that the next order of business was the consideration of a resolution to amend Section 5.12 of the Grand Haven Charter Township Administrative Policies and Procedures Manual which addresses credit card usage. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 16-05-04

WHEREAS, Grand Haven Charter Township has adopted an Administrative Policies and Procedures Manual; and,

WHEREAS, the Board of Trustees of Grand Haven Charter Township believes that it is in the best interest of the Township to amend Section 5.12 of the Administrative Policies and Procedures Manual.

NOW, THEREFORE, be it resolved that the attached Section 5.12 is hereby amended and adopted as part of the Grand Haven Charter Township's Administrative Policies and Procedures Manual, to become effective immediately and which shall read as follows:

5.12 CREDIT CARD POLICY

For the convenience of certain purchases, Grand Haven Charter Township will maintain credit cards with a single copy for each of the following Township departments:

- Assessing
- Finance
- Fire/Rescue
- Public Services
- Treasurer
- Superintendent

All credit cards shall be maintained under the designation of Grand Haven Charter Township. All credit cards will be held by the Director of Accounting (*or his\her designee when absent*), except when being used by an authorized officer or employee of the Township.

In order to ensure that proper controls are placed on the use of the card and to comply with the requirements of State Law (*i.e., Act 266 of the Public Acts of 1995, as amended*), the following written policies will be adhered to with regard to all credit card transactions:

1. The Township Superintendent is designated as being responsible for the Township's credit card issuance, accounting, monitoring, retrieval and general oversight

compliance with the credit card policy.

2. The credit card may only be used by an officer or employee of the Township for the purchase of goods and services for the official business of the Township.
3. Credit card use can be applied to purchases from vendors not offering standard forms of credit or purchase orders. *(If standard forms of credit or purchase orders are appropriate, these forms of purchase may be used by the Township, at the discretion of the Director of Accounting.)*
4. Prior to the use of the credit card, a preliminary verbal request accompanied by a "Credit Card Transaction Form" shall be approved by one of the following:
 - a. Superintendent
 - b. Director of Accounting

The "Credit Card Transaction Form" shall explain the goods or services to be purchased, the estimated costs of the purchase, the official or staff person using the card, the proposed date of the purchase, and the official business for which the purchase is to be used.

5. Final approval is granted when the "Credit Card Transaction Form" submitted is signed and dated by all appropriate parties.
6. After completion of the transaction, the officer or employee who uses the credit card shall submit, as soon as possible, a copy of the vendor's credit card receipt *(or an Internet receipt)* attached to the "Credit Card Transaction Form" to the Township Superintendent. The "Credit Card Transaction Form" shall include the chart of account number indicating the line item to which the transaction is to be charged.
7. Monthly credit card statements will be reviewed by the Township Superintendent to ensure that all Credit Card Transaction Forms and attached receipts reconcile with the credit card statement and that the purchases comply with this policy. Any transaction that appears on the statements that is not documented with a "Credit Card Transaction Form" shall be immediately investigated by the Township Superintendent *(or his/her designee)*.
8. The Township Board shall not approve a payment to the entity issuing the credit card until all transactions have been verified. The balance, including any interest due on an extension of credit under the credit card arrangement shall be paid for within not more than sixty days of the initial statement date, unless a charge is being challenged by the Township *(e.g., an unauthorized or possible fraudulent charge)*.
9. The Director of Accounting is solely responsible for the protection and custody of the credit cards and shall keep the credit cards within a secure location when not in use. *(If absent for more than one day, the Director of Accounting shall ensure cards are available for use by either relinquishing custody of the cards to his/her designee or providing his/her designee access to the cards.)* Any officer or employee of the

Township, after authorized use of the credit card, shall immediately return the credit card within one business day after the transaction to the Director of Accounting (*or the Deputy Treasurer in case of his/her absence*).

10. If a credit card is lost or stolen, the officer or employee shall immediately notify the Director of Accounting, who shall immediately notify both the Township Superintendent, and the Deputy Treasurer (*who is the Township's primary contact with the credit card company*).
11. Credit card abuses in the form of unauthorized purchases will **not** be tolerated. At **no time** will an employee use a Township credit card for personal purchases. Any suspected credit card abuse shall be investigated by the Superintendent and Deputy Treasurer.
12. Use of a credit card in a manner contrary to this policy shall be subject to the disciplinary action(s), in accordance with Section 8.1 of the Personnel Policies and Procedures Manual.

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

Ayes: .

Nays:

Absent:

RESOLUTION DECLARED:

ADOPTED ON:

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 9th day of May 2016. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk



SUPERINTENDENT'S MEMO

DATE: April 28, 2016

TO: Township Board

FROM: Bill Cargo

SUBJECT: Hire of Suzanne Proksa – Part-Time Status

Suzanne Proksa resigned as the Township’s Human Resources Director effective at the end of business on **Monday, May 2nd**. Suzanne will be taking her expertise and creativity into the on-line arena where she will be performing coaching services.

That said, *because* Proksa has done an exceptional job of organizing the personnel records and processes, *because* the Township is a relatively small organization, and *because* there are no major HR projects pending, I believe that the HR function within the Township could be maintained with a part-time position.

Specifically, I am proposing to hire Proksa as a permanent, part-time employee that would work 20 hours per week (*i.e., Mondays, Tuesdays and Thursday mornings*) effective May 10th. This would save the Township about **\$55,000** annually because of the part-time basis (*i.e., 50% of current wages*) and elimination of major benefits. (*See table below.*)

Proksa – Full-time vs. Part-time Comparison		
	Full-Time	Part-Time
Wages	\$ 76,130.00	\$ 38,064.00
FICA	\$ 5,823.95	\$ 2,911.90
Work Comp	\$ 143.89	\$ 71.94
Health	\$ 6,139.51	\$ -
Dental	\$ 532.26	\$ -
Disability	\$ 353.63	\$ -
Life	\$ 82.80	\$ -
Pension	\$ 7,613.00	\$ -
	\$ 96,819.04	\$ 41,047.84
	Difference	\$ 55,771.20

From Proksa’s perspective, she would maintain a minimum income stream (*i.e., \$38,065 per year or*

\$36.60 per hour) that would provide some financial stability as she commences her coaching business.

If this works for only six months – the Township will save about \$27k; if it works for two years – the Township would save about \$110k.

I would also note that using a part-time employee as opposed to a part-time consultant is significantly less costly – a consultant working 20 hours per week would cost the Township between \$78k and \$104k annually. And, no consultant would have Proksa’s experience with the Township’s work force or work processes (*e.g., ability to act as a back-up for other staff*).

Attached, please find a job description for this new part-time Human Resources Supervisor position. I would note that the major changes between this part-time job description and the full-time job description include the following:

- ✓ Proksa will no longer act as a Department Director;
- ✓ Proksa will no longer be the Acting Manager in Cargo’s absence – rather this assignment will be given to Chief Gerencer;
- ✓ Proksa will no longer have any primary responsibility for payroll – rather this will be completed by Sandoval and Chalifoux with Proksa being assigned as back-up;
- ✓ Proksa will no longer have primary responsibility for credit cards – rather this responsibility will be transferred to Sandoval;
- ✓ Proksa will no longer have direct responsibility for the budget – rather this responsibility will be transferred to Cargo and Sandoval;
- ✓ Proksa will no longer be involved in mass mailings – rather this responsibility will be shared by Cargo and Chalifoux;
- ✓ Proksa will no longer be involved with Community Development projects or set-up – rather this responsibility will be transferred to Fedewa;
- ✓ The day-to-day supervision of Somers and DeVerney will be shared by Proksa and Cargo; and,
- ✓ Proksa will no longer be responsible for arranging MTA or MML conventions – rather this responsibility will be transferred to Cargo.

Attached, please find an “Offer of Employment” letter. If the Personnel Committee approves of this proposal to reduce costs while still providing the necessary personnel management, the following motion can be offered:

Move to authorize the offer of employment to Proksa as Human Resources Supervisor at a cost of \$36.60 per hour for not more than 20 hours per week.

Please contact me if you have any questions or comments.



May 10, 2016

Suzanne Proksa
1119 Woodlawn
Grand Haven, Michigan 49417

Re: Offer of Employment

Dear Suzanne:

Grand Haven Charter Township is pleased to offer you the position of Part-Time (*i.e.*, 20 hours per week) Human Resources Supervisor at a wage of \$36.60 per hour, which is the Step 9 pay for Pay Grade 6. *Future increases are defined by the Pay Grade 6 Wage Scale based upon adequate performance and any cost-of-living adjustment that is provided by the Board. Wage adjustments are normally provided on January 1st of each year.*

Benefits provided will be as follows. All premiums are currently paid in full by the Township. *It should be noted that as an employee of a public agency all benefits are defined and controlled by the elected Board and could be adjusted for all employees at any time.

Benefit	2016	2017*	Eligibility
Employee Assistance Center (EAC)	Covered	Covered	Immediate

Your qualifying period will be six (6) months. It is further noted that your employment status with the Township is “at-will.”

I am looking forward to renewing our employment relationship! If you have any questions or concerns, please feel free to contact me at 616-604-6324 or via email at bcargo@ght.org.

Warm Regards,

WILLIAM D. CARGO
Township Superintendent/Manager

c: Correspondence File

ACCESSORY BUILDING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0102	ENTSMINGER ALLEN L-MARY I	15255 NICKOLAS DR	\$190.60	\$190.60
P16BU0106	KIEBACH STEVEN B-LORIE J	10500 158TH AVE	\$238.55	\$238.55
P16BU0125	KARNER STEVE-BRITTANY	9873 168TH AVE	\$327.60	\$327.60
P16BU0146	LAMPE DANIEL-DOREEN	14927 152ND AVE	\$168.00	\$168.00

Total Fees For Type: \$924.75

Total Permits For Type: 4

ADDITIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0139	HANCOCK JAMES E-MARY ANN	15140 155TH AVE	\$36.75	\$36.75

Total Fees For Type: \$36.75

Total Permits For Type: 1

ADDRESS

Permit #	Owner	Address	Fee Total	Amount Paid
P16AD0015	WOOD STEVEN L-LUANN M	14608 LAKESHORE DR	\$14.00	\$14.00
P16AD0016	SPEEDWAY LLC	17281 HAYES ST	\$14.00	\$14.00
P16AD0017	TOMPSETT SCOTT M	11073 152ND AVE	\$14.00	\$14.00

Total Fees For Type: \$42.00

Total Permits For Type: 3

ALTERATIONS

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0105	HOLLAR TERRY	15647 LAKE AVE	\$218.00	\$218.00
P16BU0112	TURNER THOMAS J-LISA J	14975 MERCURY DR	\$295.40	\$295.40
P16BU0141	SKELTON MICHAEL	17879 COMSTOCK ST	\$279.65	\$279.65

Total Fees For Type: \$793.05

Total Permits For Type: 3

BASEMENT FINISH

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0071	BROOKY MARK J-SHERRY L	14905 CANARY DR	\$366.30	\$366.30
P16BU0103	BERNATH GREGORY A-JENNIF	10543 LAKESHORE DR	\$368.70	\$368.70
P16BU0107	BUNTLEY D DEAN	13735 FOREST PARK DR	\$279.65	\$279.65
P16BU0113	ONDERLINDE JAMES-WENDY	13082 CEDARBERRY AVE	\$245.40	\$245.40
P16BU0126	HARRISON TROY-DANA	15338 FERRIS ST	\$204.30	\$204.30
P16BU0129	SNYDER ERIC-LAURA	17188 LEGACY DR	\$382.40	\$382.40
P16BU0147	FRIFELDT ERIC-RANGER HAN	14155 155TH AVE	\$197.45	\$197.45
P16BU0148	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$302.25	\$302.25

Total Fees For Type: \$2,346.45
Total Permits For Type: 8

DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0097	RIVER HAVEN OPERATING CO	13449 SPRINGBROOK DR	\$36.75	\$36.75
P16BU0100	BERRY TIM-SHERIE	15058 STICKNEY RIDGE	\$42.00	\$42.00
P16BU0110	POLLAKUSKY GARY D	14959 MERCURY DR	\$105.00	\$105.00
P16BU0111	PRELESNIK STEVEN-SARAH	16550 RICH ST	\$139.25	\$139.25
P16BU0131	DOEZEMA EDWARD R-ELIZAB	18179 RIDGE DR	\$152.25	\$152.25
P16BU0140	KEITH A NALLEY TRUST	11503 156TH AVE	\$73.50	\$73.50
P16BU0153	ELEMENT CUSTOM HOMES LLC	15960 RIDGEFIELD ST	\$63.00	\$63.00

Total Fees For Type: \$611.75
Total Permits For Type: 7

DEMOLITION

Permit #	Owner	Address	Fee Total	Amount Paid
P16DE0005	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$20.00	\$20.00

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

ELECTRICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P16EL0098	SCARTH KENNETH E-JERILYN	15723 LAKE AVE	\$78.00	\$78.00
P16EL0099	SNYDER ERIC-LAURA	17188 LEGACY DR	\$232.00	\$232.00

P16EL0101	STERKEN ROBERT-DEBORAH	11937 BLUEWATER TRL	\$182.00	\$182.00
P16EL0100	HOLLAR TERRY	15647 LAKE AVE	\$120.00	\$120.00
P16EL0102	BARTLETT COURTLAND S-SHA	14415 MANOR RD	\$233.00	\$233.00
P16EL0103	TOPLIFF JOSHUA	14551 BRIGHAM DR	\$50.00	\$50.00
P16EL0104	BUNTLEY D DEAN	13735 FOREST PARK DR	\$60.00	\$60.00
P16EL0105	YOUNG LLC	14946 GROESBECK ST	\$118.00	\$118.00
P16EL0106	CONCANNON PETER J-CAPILI	17173 BURKSHIRE DR	\$106.00	\$106.00
P16EL0107	ROSS JUSTIN G-AMANDA M	12019 FOREST BEACH TRL PVT	\$340.00	\$340.00
P16EL0108	WAGENMAKER ROBERT-JOSLY	14970 COLEMAN AVE	\$72.00	\$72.00
P16EL0109	CHRISTIAN REFORMED CONF	12253 LAKESHORE DR	\$125.00	\$125.00
P16EL0110	VENLET ROBERT J	15650 GRAND POINT DR	\$118.00	\$118.00
P16EL0111	MCFARLANE JUSTIN	15914 GROESBECK ST	\$60.00	\$60.00
P16EL0112	HOGBOOM JAKE J-KELSEY	15064 COPPER CT	\$82.00	\$82.00
P16EL0113	BERNATH GREGORY A-JENNIF	10543 LAKESHORE DR	\$163.00	\$163.00
P16EL0114	RIVER HAVEN OPERATING CO	14547 DOGWOOD CT	\$56.00	\$56.00
P16EL0115	EAGLE CREEK HOMES LLC	10369 BIRDSEYE CT	\$265.00	\$265.00
P16EL0116	RIVER HAVEN OPERATING CO	14530 DOGWOOD CT	\$56.00	\$56.00
P16EL0117	RIVER HAVEN OPERATING CO	13842 PINWOOD DR	\$56.00	\$56.00
P16EL0118	RIVER HAVEN OPERATING CO	13352 PINWOOD DR	\$56.00	\$56.00
P16EL0119	RIVER HAVEN OPERATING CO	14545 MAGNOLIA DR	\$56.00	\$56.00
P16EL0120	RIVER HAVEN OPERATING CO	14561 MAGNOLIA DDR	\$56.00	\$56.00
P16EL0121	RIVER HAVEN OPERATING CO	14470 TRILLIUM CIRCLE	\$56.00	\$56.00
P16EL0122	RIVER HAVEN OPERATING CO	13755 RIVER HAVEN BLVD	\$56.00	\$56.00
P16EL0123	RIVER HAVEN OPERATING CO	13920 RIVER HAVEN BLVD	\$56.00	\$56.00
P16EL0124	RIVER HAVEN OPERATING CO	13403 PINWOOD DR	\$56.00	\$56.00
P16EL0125	PURTELL KRISTIN K-STEPHEN	15072 MERCURY DR	\$151.00	\$151.00
P16EL0127	DAVIS CHANDRA DEASE-THER	14545 MANOR RD	\$248.00	\$248.00
P16EL0128	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$308.00	\$308.00
P16EL0129	BRAUN LANE R-ELAINE R	9734 LAKESHORE DR	\$55.00	\$55.00
P16EL0130	PAGE JERI L-TODD A	14854 AMMERAAL AVE	\$312.00	\$312.00
P16EL0131	WESTVIEW CAPITAL LLC	14511 MANOR RD	\$243.00	\$243.00
P16EL0132	WALLACE BRENDEN-STEPHAN	13342 FOREST PARK DR	\$118.00	\$118.00
P16EL0133	TRI-CITIES AREA HABITAT	14830 160TH AVE	\$145.50	\$145.50
P16EL0134	WALTERS JOSHUA P-KATY B	11838 TURTLE TRAIL PVT	\$266.00	\$266.00
P16EL0135	LUTZ JOSEPH-LAURA S	HIAWATHA DR	\$334.00	\$334.00
P16EL0136	FRIFELDT ERIC-RANGER HAN	14155 155TH AVE	\$185.00	\$185.00

Total Fees For Type: \$5,329.50

Total Permits For Type: 38

FENCE

Permit #	Owner	Address	Fee Total	Amount Paid
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P16ZL0028	TOKARCZYK DANA	13821 148TH AVE	\$25.00	\$25.00
P16ZL0032	MCFARLANE JUSTIN	15914 GROESBECK ST	\$25.00	\$25.00
P16ZL0033	VANOEVEREN ANDREA L-IAN	14411 BRIGHAM DR	\$25.00	\$25.00
P16ZL0034	INGERSOLL BENJAMIN-BAILEY	14746 154TH AVE	\$25.00	\$25.00
P16ZL0037	LINNER MELISSA	12837 MARIPOSA ST	\$25.00	\$25.00

Total Fees For Type: \$125.00
Total Permits For Type: 5

MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P16ME0142	KEUR ALLAN R-STEPHANIE S	14000 155TH AVE	\$135.00	\$135.00
P16ME0143	JIM TIBBE HOMES LLC	16935 MAPLERIDGE DR	\$135.00	\$135.00
P16ME0144	SNYDER ERIC-LAURA	17188 LEGACY DR	\$270.00	\$270.00
P16ME0145	RAMSEYER DAVID-MOLLY	13014 BOULDERWAY TR	\$250.00	\$250.00
P16ME0146	KYRIAKIDES MARIO-MARY	14636 178TH AVE	\$80.00	\$80.00
P16ME0147	PEGGY BERENS TRUST	16607 FERRIS ST	\$80.00	\$80.00
P16ME0148	BAZANY TRUST	17255 TIMBER DUNES DR	\$55.00	\$55.00
P16ME0149	FULLER MARYANNE E	15185 MERCURY DR	\$80.00	\$80.00
P16ME0150	BUNTLEY D DEAN	13735 FOREST PARK DR	\$70.00	\$70.00
P16ME0151	TOPPEN BRIAN-ANGELA	12125 FOREST BEACH TRL PVT	\$80.00	\$80.00
P16ME0153	PURTELL KRISTIN K-STEPHEN	15072 MERCURY DR	\$200.00	\$200.00
P16ME0154	KOLB DAVID J-MAXINE A	17045 TIMBER DUNES DR	\$80.00	\$80.00
P16ME0155	JOHNSON ARTHUR H JR-GLORI	13509 REDBIRD LN	\$80.00	\$80.00
P16ME0156	DAVIS CHANDRA DEASE-THER	14545 MANOR RD	\$275.00	\$275.00
P16ME0157	RIVER HAVEN OPERATING CO	14470 TRILLIUM CIRCLE	\$80.00	\$80.00
P16ME0158	RIVER HAVEN OPERATING CO	14561 MAGNOLIA DDR	\$80.00	\$80.00
P16ME0159	RIVER HAVEN OPERATING CO	13403 PINWOOD DR	\$80.00	\$80.00
P16ME0160	RIVER HAVEN OPERATING CO	14547 DOGWOOD CT	\$80.00	\$80.00
P16ME0161	RIVER HAVEN OPERATING CO	14545 MAGNOLIA DR	\$80.00	\$80.00
P16ME0163	RIVER HAVEN OPERATING CO	14530 DOGWOOD CT	\$80.00	\$80.00
P16ME0162	RIVER HAVEN OPERATING CO	13352 PINWOOD DR	\$80.00	\$80.00
P16ME0164	RIVER HAVEN OPERATING CO	13842 PINWOOD DR	\$80.00	\$80.00
P16ME0165	RIVER HAVEN OPERATING CO	13755 RIVER HAVEN BLVD	\$80.00	\$80.00
P16ME0166	RIVER HAVEN OPERATING CO	13920 RIVER HAVEN BLVD	\$80.00	\$80.00
P16ME0167	ROSS JUSTIN G-AMANDA M	12019 FOREST BEACH TRL PVT	\$335.00	\$335.00
P16ME0168	SCHOTTEY JAMES-CARROLL A	15283 MERCURY DR 15285	\$55.00	\$55.00
P16ME0169	ROCKFALL GARY P-TINA D	15242 WIDGEON RD	\$80.00	\$80.00
P16ME0170	EAGLE CREEK HOMES LLC	10369 BIRDSEYE CT	\$230.00	\$230.00
P16ME0171	DREESE ALAN R	16723 PIERCE ST	\$80.00	\$80.00
P16ME0172	DEAL MARK S-TRACEY L	11482 LOGGERS TR	\$60.00	\$60.00
P16ME0173	TURCOTTE THOMAS-JERENE	15182 BAYOU POINTE PL	\$80.00	\$80.00

P16ME0174	LEIGH MICHAEL-ELAINE	15306 FOREST PARK DR	\$100.00	\$100.00
P16ME0175	BERNATH GREGORY A-JENNIF	10543 LAKESHORE DR	\$170.00	\$170.00
P16ME0176	HOLLAR TERRY	15647 LAKE AVE	\$55.00	\$55.00
P16ME0177	LANCASHIRE DAVID P-SUE AN	17711 TAMARACK LN	\$80.00	\$80.00
P16ME0178	HOFFMAN RICHARD A-BREND.	15155 ARBORWOOD DR	\$80.00	\$80.00
P16ME0179	PROVENCHER GARY P-GAIL C	12539 RETREAT DR PVT	\$155.00	\$155.00
P16ME0180	DAVISON TY J-KRISTA M	16095 ROBBINS RD	\$55.00	\$55.00
P16ME0181	TOVEY LISA L	13584 STREAMSIDE CT	\$120.00	\$120.00
P16ME0182	BRAUN LANE R-ELAINE R	9734 LAKESHORE DR	\$110.00	\$110.00
P16ME0183	TURNER THOMAS J-LISA J	14975 MERCURY DR	\$65.00	\$65.00

Total Fees For Type: \$4,580.00
Total Permits For Type: 41

MISCELLANEOUS

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0136	BERRY TIM-SHERIE	15058 STICKNEY RIDGE	\$197.45	\$197.45

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

MOBLE HOME SET-UP

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0115	RIVER HAVEN OPERATING CO	13755 RIVER HAVEN BLVD	\$125.00	\$125.00
P16BU0116	RIVER HAVEN OPERATING CO	14547 DOGWOOD CT	\$125.00	\$125.00
P16BU0117	RIVER HAVEN OPERATING CO	13842 PINWOOD DR	\$125.00	\$125.00
P16BU0118	RIVER HAVEN OPERATING CO	14530 DOGWOOD CT	\$125.00	\$125.00
P16BU0119	RIVER HAVEN OPERATING CO	13352 PINWOOD DR	\$125.00	\$125.00
P16BU0120	RIVER HAVEN OPERATING CO	13403 PINWOOD DR	\$125.00	\$125.00
P16BU0121	RIVER HAVEN OPERATING CO	14545 MAGNOLIA DR	\$125.00	\$125.00
P16BU0122	RIVER HAVEN OPERATING CO	14561 MAGNOLIA DDR	\$125.00	\$125.00
P16BU0123	RIVER HAVEN OPERATING CO	14470 TRILLIUM CIRCLE	\$125.00	\$125.00
P16BU0124	RIVER HAVEN OPERATING CO	13920 RIVER HAVEN BLVD	\$125.00	\$125.00

Total Fees For Type: \$1,250.00
Total Permits For Type: 10

PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P16PL0032	GOUDIE ROBERT-BARBARA	11901 GARNSEY AVE	\$130.00	\$130.00

P16PL0053	WALLACE BRENDEN-STEPHAN	13342 FOREST PARK DR	\$123.00	\$123.00
P16PL0054	HOLLAR TERRY	15647 LAKE AVE	\$128.00	\$128.00
P16PL0055	CONCANNON PETER J-CAPILI	17173 BURKSHIRE DR	\$180.00	\$180.00
P16PL0056	BERNATH GREGORY A-JENNIF	10543 LAKESHORE DR	\$195.00	\$195.00
P16PL0057	BUNTLEY D DEAN	13735 FOREST PARK DR	\$110.00	\$110.00
P16PL0058	RIVER HAVEN OPERATING CO	14470 TRILLIUM CIRCLE	\$55.00	\$55.00
P16PL0059	RIVER HAVEN OPERATING CO	14561 MAGNOLIA DDR	\$55.00	\$55.00
P16PL0060	RIVER HAVEN OPERATING CO	14545 MAGNOLIA DR	\$55.00	\$55.00
P16PL0061	RIVER HAVEN OPERATING CO	13403 PINEWOOD DR	\$55.00	\$55.00
P16PL0062	RIVER HAVEN OPERATING CO	13352 PINEWOOD DR	\$55.00	\$55.00
P16PL0063	RIVER HAVEN OPERATING CO	14547 DOGWOOD CT	\$55.00	\$55.00
P16PL0064	RIVER HAVEN OPERATING CO	14530 DOGWOOD CT	\$55.00	\$55.00
P16PL0065	RIVER HAVEN OPERATING CO	13842 PINEWOOD DR	\$55.00	\$55.00
P16PL0066	RIVER HAVEN OPERATING CO	13755 RIVER HAVEN BLVD	\$55.00	\$55.00
P16PL0067	RIVER HAVEN OPERATING CO	13920 RIVER HAVEN BLVD	\$55.00	\$55.00
P16PL0068	FEDERAL HOME LOAN MOTRC	14456 ANGELUS CIR	\$60.00	\$60.00
P16PL0069	WESSEL EDWARD J-PATRICIA A	15848 COMSTOCK ST	\$55.00	\$55.00
P16PL0070	SCHRADER SHAWN-KIM	13522 WHISPERING PINE TR PVT	\$246.00	\$246.00
P16PL0071	SMITH GENE H-MILLER LISA J	12901 SWEETBRIAR DR	\$123.00	\$123.00
P16PL0072	MALONEY GARY F-SUSAN A	12052 FOREST BEACH TRL PVT	\$236.00	\$236.00
P16PL0073	PAGE JERI L-TODD A	14854 AMMERAAL AVE	\$224.00	\$224.00
P16PL0074	WAGENMAKER ROBERT-JOSLY	14970 COLEMAN AVE	\$143.00	\$143.00
P16PL0075	FRIFELDT ERIC-RANGER HAN	14155 155TH AVE	\$183.00	\$183.00
P16PL0076	TURNER THOMAS J-LISA J	14975 MERCURY DR	\$175.00	\$175.00
P16PL0077	MELOCHE TRUST	16468 LAKE MICHIGAN DR	\$246.00	\$246.00

Total Fees For Type: \$3,107.00

Total Permits For Type: 26

REPLACEMENT WINDOWS/DOORS

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0054	JOHNSON TIMOTHY SCOTT	15036 ARBORWOOD DR	\$152.25	\$152.25

Total Fees For Type: \$152.25

Total Permits For Type: 1

RE-ROOFING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0104	BAKER SHIRLEY A TRUST	17863 HIDDEN ACRES LN	\$100.00	\$100.00
P16BU0114	YOUNGBERG MARK-JANICE M	9987 LAKESHORE DR	\$100.00	\$100.00
P16BU0127	BREIMAYER JOSHUA T-ANNIK	15005 161ST AVE	\$100.00	\$100.00

P16BU0130	TROYER ELLERY J-KELLY	15382 COLEMAN AVE	\$100.00	\$100.00
P16BU0132	MARTIN LESLIE-RUTH-GARY-U	15420 160TH AVE	\$100.00	\$100.00
P16BU0134	RIVER HAVEN OPERATING CO	13575 WINDING CREEK DR	\$100.00	\$100.00
P16BU0138	HARDY DANIEL N-KIMELA K	17259 BUCHANAN ST	\$100.00	\$100.00
P16BU0143	ANDERSON THOMAS J-DIANE I	14282 VILLA AVE	\$100.00	\$100.00
P16BU0144	KROHN MARK A	15547 CLOVERNOOK DR	\$100.00	\$100.00
P16BU0145	KROHN MARK A	15527 CLOVERNOOK DR	\$100.00	\$100.00
P16BU0149	WELLS STEVEN-ANDREA	14900 RIVERSIDE TR	\$100.00	\$100.00
P16BU0150	SHUKER KAREN L TRUST	14901 ROBINWOOD CT	\$100.00	\$100.00
P16BU0151	SCHROEDER ERIC S-VICKIE L	13367 RAVINE VIEW DR	\$100.00	\$100.00
P16BU0152	KRATT TIMOTHY	15324 MEADOWWOOD DR	\$100.00	\$100.00
P16BU0154	MULDER HOWARD A-LINDA L'	13498 HIDDEN CREEK CT	\$100.00	\$100.00
P16BU0155	VANDERWALL DANIEL-DUSTY	13507 152ND AVE	\$100.00	\$100.00
P16BU0156	BRACE TRUST	16798 TIMBER RIDGE	\$100.00	\$100.00

Total Fees For Type: \$1,700.00
Total Permits For Type: 17

RE-SIDING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0133	KAMMERAAD THOMAS-CAROL	14900 ROBINWOOD CT	\$100.00	\$100.00

Total Fees For Type: \$100.00
Total Permits For Type: 1

SHED (< 200 SQUARE FEET)

Permit #	Owner	Address	Fee Total	Amount Paid
P16ZL0031	STJEPANOVIC DAVID-DIJANA	12947 SWEETBRIAR DR	\$25.00	\$25.00
P16ZL0036	HEISS COLLEEN	15339 LINCOLN ST	\$25.00	\$25.00
P16ZL0038	TALAGA JEFFREY A TRUST	11768 LAKESHORE DR	\$25.00	\$25.00
P16ZL0041	LINNER MELISSA	12837 MARIPOSA ST	\$25.00	\$25.00
P16ZL0042	CLAUSING CORWIN J-KRISTIN	15949 RIDGEFIELD ST	\$25.00	\$25.00
P16ZL0043	KELLY ROGER	14887 BLUEBIRD LN	\$25.00	\$25.00
P16ZL0044	RANGITSCH JAMES-NICOLE	15136 DENSLOW DR PVT	\$25.00	\$25.00
P16ZL0045	BECK MARK-SUSAN K	15333 HOFMA DR	\$25.00	\$25.00

Total Fees For Type: \$200.00
Total Permits For Type: 8

SINGLE FAMILY DWELLING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0089	SAPAK BEN E	15291 LINCOLN ST	\$1,906.40	\$1,906.40
P16BU0108	PAGE JERI L-TODD A	14854 AMMERAAL AVE	\$1,607.15	\$1,607.15
P16BU0109	MERRITT LAND COMPANY LLC	12019 FOREST BEACH TRL PVT	\$2,741.15	\$2,741.15
P16BU0128	TRI-CITIES AREA HABITAT	14830 160TH AVE	\$0.00	\$0.00
P16BU0135	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$1,995.65	\$1,995.65
P16BU0137	EAGLE CREEK HOMES LLC	16843 CRICKET CT	\$1,748.90	\$1,748.90
P16BU0142	LUTZ JOSEPH-LAURA S	HIAWATHA DR	\$1,475.90	\$1,475.90

Total Fees For Type: \$11,475.15
Total Permits For Type: 7

VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
P16VS0016	DILLBECK JOHN D-BARBARA E	16924 BUCHANAN ST	\$0.00	\$0.00
P16VS0017	RUTTER DAVID K-LINDA L	14933 MERCURY DR	\$0.00	\$0.00
P16VS0018	VANDER VEEN JEFFREY D-JOA	16083 ROBBINS RD	\$0.00	\$0.00
P16VS0019	VER PLANK KAREN J	15027 MERCURY DR	\$0.00	\$0.00
P16VS0020	ROSE JOANNE L	14180 168TH AVE	\$0.00	\$0.00
P16VS0021	LANS ERIC M-TONIA J	13351 LAKESHORE DR	\$0.00	\$0.00
P16VS0022	GRAND HAVEN FINANCIAL CE	16920 FERRIS ST	\$0.00	\$0.00
P16VS0023	SCOTT TODD H-MARY JO	15181 154TH AVE	\$0.00	\$0.00

Total Fees For Type: \$0.00
Total Permits For Type: 8

Report Summary

Population: All Records
Permit.DateIssued Between 4/1/2016 12:00:00 AM AND 4/30/2016 11:59:59 PM
AND
Permit.Category Not = BURN PERMITS

Grand Total Fees: \$32,991.10

Grand Total Permits: 190

April Enforcement Letters By Category

All enforcement letters sent the previous month

Type of Enforcement Letter	Number Mailed
ACC BLDGSHED WARNING	6
COMM VEHICLE IN REZ ZONE	1
LITTER 2ND NOTICE	3
LITTER WARNING LETTER	4
RV IN FRONT YARD LETTER	1
SIGN IN ROW WARNING	4
VEHICLE ON GRASS LETTER	1

Total Letters Sent: 20

Letter.LinkFromType = Enforcement AND
Letter.DateTimeCreated Between 04/01/2016 AND 0

April Open Enforcements By Category Monthly Report

ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0119	13606 FAWN LN	1ST WARNING VIOLATION LETTER	04/13/16		
E16CE0122	12837 MARIPOSA ST	CLOSED	04/15/16	04/20/16	04/20/2016 OBTAINED PERMIT
E16CE0134	17086 LINCOLN ST	RESOLVED	04/21/16	04/27/16	
E16CE0135	13466 152ND AVE	INVESTIGATION ONLY	04/25/16		
E16CE0145	15659 COMSTOCK ST	1ST WARNING VIOLATION LETTER	04/27/16		
E16CE0147	15163 STEVES DR	1ST WARNING VIOLATION LETTER	04/28/16		

Total Entries: 6

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0146	12916 SWEETBRIAR DR	INVESTIGATION ONLY	04/28/16		

Total Entries: 1

COMM VEHICLE IN RES ZONE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0132	15877 LAKE AVE	CLOSED	04/20/16	04/27/16	

Total Entries: 1

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0114	12837 MARIPOSA ST	CLOSED	04/07/16	04/11/16	04/11/2016 OBTAINED ZONING PERMIT

Total Entries: 1

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0112	17169 HAYES	1ST WARNING VIOLATION LETTER	04/06/16		04/08/2016 MAILED LETTER
E16CE0130	16095 ROBBINS RD	1ST WARNING VIOLATION LETTER	04/20/16		
E16CE0148	14636 178TH AVE	1ST WARNING VIOLATION LETTER	04/28/16		
E16CE0151	12384 LAKESHORE DR	COMPLAINT LOGGED	04/27/16	04/28/16	

Total Entries: 4

LITTER

April Open Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0123	15386 ARBORWOOD DR	1ST WARNING VIOLATION LETTER	04/15/16		
E16CE0143	14475 ANGELUS CIR	1ST WARNING VIOLATION LETTER	04/26/16		
Total Entries:					2

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0133	15963 RIDGEFIELD ST	CLOSED	04/21/16	04/26/16	

Total Entries: 1

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0120	168TH AVE	INVESTIGATION ONLY	04/15/16		
E16CE0129	15141 LAKE AVE	NO VIOLATION	04/20/16	04/20/16	
E16CE0131	13551 HIDDEN CREEK CT	INVESTIGATION ONLY	04/20/16		
E16CE0142	11101 144TH AVE	INVESTIGATION ONLY	04/26/16		

Total Entries: 4

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0115	168TH AVE	PENDING	04/08/16		04/25/2016 DENIED SIGN PERMIT APP
E16CE0125	15051 177TH AVE	RESOLVED	04/19/16	04/27/16	
E16CE0136	15791 LAKE MICHIGAN DR	CLOSED	04/22/16	04/27/16	
E16CE0138	17000 LINCOLN ST	COMPLAINT LOGGED	04/22/16		
E16CE0139	17250 HAYES ST	COMPLAINT LOGGED	04/22/16		
E16CE0140	14718 MERCURY DR	COMPLAINT LOGGED	04/22/16		
E16CE0141		COMPLAINT LOGGED	04/26/16		
E16CE0144	15281 LAKE MICHIGAN DR	1ST WARNING VIOLATION LETTER	04/26/16		

Total Entries: 8

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0118	15702 LAKE MICHIGAN DR	RESOLVED	04/13/16	04/27/16	04/25/2016 OWNER CALLED, SAID IT'S BEEN

April Open Enforcements By Category Monthly Report

E16CE0121 17200 ROBBINS RD COMPLAINT LOGGED 04/15/16

Total Entries: 2

Total Records: 30

Enforcement.CodeOfficer = KEVIN FRENCH AND
Enforcement.DateFiled Between 4/1/2016 12:00:00 AM
AND 4/30/2016 11:59:59 PM

Total Pages: 3

Report Created: 05/03/16

April Open Enforcements By Category Monthly Report

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0113	14932 MERCURY DR	NO VIOLATION	04/06/16	04/08/16	

Total Entries: 1

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0116	17169 HAYES	CLOSED	04/08/16	04/13/16	04/08/2016 HAND DELIVERED LETTER

Total Entries: 1

Enforcement.CodeOfficer = STACEY FEDEWA AND
 Enforcement.DateFiled Between 4/1/2016 12:00:00 AM
 AND 4/30/2016 11:59:59 PM

Total Records: 2

Total Pages: 1

Report Created: 05/03/16

April Closed Enforcements By Category Monthly Report

ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0256	14298 VILLA AVE	CLOSED	07/15/15	04/15/16	08/25/2015 SOLUTION FOR ILLEGAL SHED?
E16CE0083	15949 RIDGEFIELD ST	CLOSED	03/08/16	04/25/16	04/25/2016 OBTAINED PERMIT
E16CE0104	11768 LAKESHORE DR	CLOSED	03/29/16	04/13/16	04/13/2016 OBTAINED PERMIT
E16CE0122	12837 MARIPOSA ST	CLOSED	04/15/16	04/20/16	04/20/2016 OBTAINED PERMIT
E16CE0134	17086 LINCOLN ST	RESOLVED	04/21/16	04/27/16	

Total Entries: 5

COMM VEHICLE IN RES ZONE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0132	15877 LAKE AVE	CLOSED	04/20/16	04/27/16	

Total Entries: 1

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0114	12837 MARIPOSA ST	CLOSED	04/07/16	04/11/16	04/11/2016 OBTAINED ZONING PERMIT

Total Entries: 1

HOME OCCUPATION

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0063	15877 LAKE AVE	RESOLVED	02/16/16	04/27/16	

Total Entries: 1

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0527	15809 ROBBINS RD	CLOSED	12/01/15	04/12/16	
E16CE0082	15131 DAVID ST	CLOSED	03/08/16	04/15/16	
E16CE0098	13630 FAWN LN	CLOSED	03/17/16	04/13/16	
E16CE0101	15330 160TH AVE	CLOSED	03/21/16	04/12/16	
E16CE0109	15342 164TH AVE	CLOSED	03/30/16	04/13/16	
E16CE0151	12384 LAKESHORE DR	COMPLAINT LOGGED	04/27/16	04/28/16	

Total Entries: 6

April Closed Enforcements By Category Monthly Report

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0105	15871 OBRIEN CT	CLOSED	03/29/16	04/13/16	
Total Entries:					1

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0092	14425 LAKESHORE DR	CLOSED	03/15/16	04/12/16	
E16CE0133	15963 RIDGEFIELD ST	CLOSED	04/21/16	04/26/16	
Total Entries:					2

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0031	10045 HIAWATHA DR	RESOLVED	02/03/16	04/12/16	
E16CE0129	15141 LAKE AVE	NO VIOLATION	04/20/16	04/20/16	
Total Entries:					2

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0125	15051 177TH AVE	RESOLVED	04/19/16	04/27/16	
E16CE0136	15791 LAKE MICHIGAN DR	CLOSED	04/22/16	04/27/16	
Total Entries:					2

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0103	15349 SADDLEBROOK CT PV	CLOSED	03/28/16	04/12/16	
Total Entries:					1

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0100	15330 160TH AVE	CLOSED	03/21/16	04/12/16	
E16CE0110	15000 US-31 14900	CLOSED	03/31/16	04/08/16	04/08/2016 MULCH RELOCATED TO GARDE
E16CE0118	15702 LAKE MICHIGAN DR	RESOLVED	04/13/16	04/27/16	04/25/2016 OWER CALLED, SAID IT'S BEEN
Total Entries:					3

April Closed Enforcements By Category Monthly Report

Enforcement.CodeOfficer = KEVIN FRENCH AND
Enforcement.DateClosed Between 4/1/2016 12:00:00 AM
AND 4/30/2016 11:59:59 PM

Total Records: 25

Total Pages: 3

Report Created: 05/03/16

April Closed Enforcements By Category Monthly Report

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0113	14932 MERCURY DR	NO VIOLATION	04/06/16	04/08/16	

Total Entries: 1

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0116	17169 HAYES	CLOSED	04/08/16	04/13/16	04/08/2016 HAND DELIVERED LETTER

Total Entries: 1

Enforcement.CodeOfficer = STACEY FEDEWA AND
 Enforcement.DateClosed Between 4/1/2016 12:00:00 AM
 AND 4/30/2016 11:59:59 PM

Total Records: 2

Total Pages: 1

Report Created: 05/03/16

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2016**

WATER

MONTH	WORK ORDERS	METER INSTALLS		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	70	4	2	1	0	1	0	0	29.93	0.95	0.00
FEBRUARY	70	2	3	0	0	1	2	0	28.17	1.10	0.00
MARCH	113	4	3	7	15	4	8	0	30.16	1.50	0.00
APRIL	213	4	4	4	127	0	2	0	32.41	2.16	0.00
MAY											
JUNE											
JULY											
AUGUST											
SEPTEMBER											
OCTOBER											
NOVEMBER											
DECEMBER											
TOTAL YTD	466	14	12	12		6	12	0	120.66	5.72	0.00
TOTALS		26				18	5139		126.38	5.72	

NOTES:

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	4	2	0	7.69
FEBRUARY	0	8	0	7.97
MARCH	5	1	0	8.66
APRIL	0	3	0	8.45
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				
TOTAL YTD	9	14	0	32.76
TOTALS		736		

NOTES: