

**GRAND HAVEN CHARTER TOWNSHIP BOARD**  
**MONDAY, JULY 11, 2016**

**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 June 27, 2016 Board Minutes
  - 2. Approve Payment of Invoices in the amount of \$281,408.33 (*A/P checks of \$160,070.54 and payroll of \$121,337.79*)
  - 3. Authorize Replacement of UTV at a cost of \$30,940
  - 4. Authorize Replacement of Two Treadmills at a cost of \$8,200
  - 5. Authorize Sale of Surplus Equipment
- VI. OLD BUSINESS
  - 1. Approve FY 2017 Budget Policies Memorandum
- VII. NEW BUSINESS
  - 1. Approve Storm Water Improvements/Shift Pathway on 168<sup>th</sup> Avenue (*\$12,025*)
- VIII. REPORTS AND CORRESPONDENCE
  - 1. Correspondence
  - 2. Committee Reports
  - 3. Manager's Report
    - a. June Building Report
    - b. June Ordinance Enforcement 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, JUNE 27, 2016**

**REGULAR MEETING**

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

**Board members present:** French, Behm, Larsen, Hutchins, Redick, and Kieft.

**Board members absent:** Meeusen

Also present was Manager Cargo.

IV. APPROVAL OF MEETING AGENDA

**Motion** by Clerk Larsen and seconded by Treasurer Kieft to approve the meeting. **Which motion carried.**

V. APPROVAL OF CONSENT AGENDA

1. Approve June 13, 2016 Board Minutes
2. Approve Payment of Invoices in the amount of \$378,025.22 (*A/P checks of \$287,592.49 and payroll of \$90,432.73*)
3. Reappointment of Joy Gaasch to NOCH Board for term ending June 30, 2019

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

VI. PRESENTATION

Circuit Court Judge Jon Hulsing provided an update on the Ottawa County court system.

VII. OLD BUSINESS

1. Manager Cargo noted that the Board had previously instructed staff to include ballot language on the November 8, 2016 elections for a Phase III, ten-mile extension of the Township's non-motorized pathway system. There are two different options that can be utilized by the Township on this ballot measure.

Cargo noted that either option would lead to a municipal bond to fund the estimated \$4.5 million cost of the pathway extension and highlighted the Pros and Cons of each approach.

The 0.45 mills "extra voted millage" option would lead to a limited tax general obligation bond that would provide greater flexibility (*e.g., monies not used for the*

*bond could be used for maintenance*); but, the millage rate could be found to be insufficient if a major recession occurred or the Legislature changed how Taxable Values are calculated.

The \$4.5 million “specified bond amount” option would lead to an unlimited tax liability bond that would ensure there is sufficient monies for any scheduled debt payment; but, the monies could only be used for the debt payment and the General Fund would remain responsible for maintenance costs.

Cargo noted that regardless of which option is selected, because of recent changes in federal securities laws the Township will be required to hire a financial consultant, that is registered with the federal government, to advise the township on the structure, repayment, sales and other terms of a municipal bond issue. The cost of this consultant will likely be about \$15k to \$20k.

In addition, the Township will also be required to hire a bond attorney that will be responsible for the legal requirements applicable with any bonds issuance. The cost of this consultant will, also, likely, cost between \$15k and \$20k.

The Board instructed Cargo to place the matter on the July 25<sup>th</sup> Board agenda for a decision.

#### VIII. NEW BUSINESS

None

#### VIII. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
  - i. Clerk Larsen noted that the next Personnel Committee meeting is scheduled for July 5<sup>th</sup> at noon.
  - ii. Trustee Hutchins noted that NORA continues to search for land; but, he doesn't believe any Recreation ballot proposal will be on the November election.
- c. Manager's Report, which included:
  - i. May Legal Review
  - ii. League of Women Voters will hold a forum on July 6<sup>th</sup> for candidates seeking the Republican nomination for Grand Haven Township Supervisor starting at 7:00 p.m. at the Grand Haven Township Board Room.
  - iii. FY 2017 Budget process will begin at the July 11<sup>th</sup> Board meeting with adoption of budget policies.
- d. Others

#### IX. PUBLIC COMMENTS

- a. Steve Kempker, a candidate for Ottawa County Sheriff addressed the Board.
- b. Karen Miedema, a candidate for Ottawa County Circuit Court Judge addressed the Board.
- c. Judy Mulder, a candidate for Ottawa County District Court Judge addressed the

Board.

X. ADJOURNMENT

**Motion** by Clerk Larsen and seconded by Supervisor French to adjourn the meeting at 7:50 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen  
Grand Haven Charter Township Clerk

Karl French  
Grand Haven Charter Township Supervisor



## Fire/Rescue Memo

DATE: July 7, 2016

TO: Grand Haven Charter Township Board of Trustees

FROM: Chief Tom Gerencer

RE: UTV Recommendation

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At the June 29, 2016 Public Safety meeting, the Committee without objection, directed Chief Gerencer to forward their recommendation to purchase a Honda UTV, a fire suppression system, and emergency lighting, to the full Board for their approval. The Committee recommended the matter be placed on the consent agenda for approval by the full Board at the July 11, 2016 Board meeting.

Specifically the Public Safety Committee recommends the purchase of a new 2016 Honda Pioneer 1000 for the Fire/Rescue department. You may recall, last October, the Public Safety Committee recommended \$31,000 be added to the 2016 budget for a capital purchase.

- 2016 UTV at \$25,000
- 2016 Firefighting slide out unit and patient transport attachment \$5,000
- Emergency lights \$1,000

Staff has tested/trialed three Utility Terrain Vehicles (*i.e.* UTV). A committee of 5 staff members from the Fire/Rescue department has recommended the 2016 Honda Pioneer 1000 for purchase.

The three UTV's that were tested are:

- 2016 Polaris Ranger 900 EPS coasting \$24,599.48
- 2016 Kawasaki Mule Pro-FXT coasting \$26,499.48
- 2016 Honda Pioneer 1000 coasting \$25,951.44

Even though the Honda's cost is \$1,351.96 more than the Polaris, the committee has chosen the Honda because it's the only UTV available with transmission. The new UTV will have a track system that is apparently hard on a belt driven system (*i.e.* *we would end up replacing the belt once or twice a year*). However, the Honda is not driven by a belt, rather a transmission.

The three quotes for the 2016 Honda Pioneer 1000 are:

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- Harbor Sports and Cycle from Benton Harbor MI \$26,170.00
- Village Motor Sports from Grand Rapids MI \$27,215.85
- Babbitt's Power Sports Muskegon MI \$25,951.44

The primary justification for the UTV is to provide dependable patient transport. However, unlike the old Argo, this UTV would support a fire suppression system used primarily for wildfires.

**Safe transport:**

The proposed UTV will have the capabilities of transporting a patient on a secured platform that is protected by a roll cage. The UTV will also have a seat with restraints that will accommodate one care giver and some ALS equipment.

**Fire suppression capabilities:**

The Wildland fire suppression slide-out unit will support an 80 gallon water tank, 73 GPM pump, powered by a 13 horse power engine, dual action foam spray gun, and a 50 foot hose on a manual reel. The slide out unit quote is \$3,988.95. The committee was only able to find two manufactures that will accommodate our needs. Therefore, the committee was able to obtain two quotes:

- MTECH from Chico California \$4,195.00
- B&B from Grand Rapids MI \$3,988.95

**Emergency lights:**

Emergency and scene lighting will also be purchased for the UTV and will be installed by Fire/Rescue staff. The lighting for the UTV is not expected to exceed \$1,000.

If you have any questions or concerns please feel free to contact me.



## Fire/Rescue Memo

DATE: July 6, 2016  
TO: Grand Haven Charter Township Board of Trustees  
FROM: Chief Tom Gerencer  
RE: Treadmill Replacement Recommendation

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At the June 29, 2016 Public Safety meeting, the Committee without objections, directed Chief Gerencer to forward their recommendation to purchase two treadmills from Fitness Things at the cost of \$4,100.00 each. The Committee recommended the matter be placed on the consent agenda for approval by the full Board at the July 11, 2016 Board meeting.

The Committee agrees that both treadmills in the fitness room at the fire station have exceeded their useful or expected life and the service company is unable to get the proper parts to fix the 17 year old piece of exercise equipment. The current mileage on the “expired” treadmill that is out of service is at 10,145 miles and the other treadmill is still functional at 9,804 miles. Therefore, they should both be replaced.

Per the fire/rescue Capital Improvement Plan (*i.e.* CIP), the treadmills were to be replaced in the fiscal year 2020. The ten year CIP has been updated to reflect the year of purchase.

The three treadmill quotes are considered to be equivalent equipment:

- Fitness Things           \$4,100.00 each
- Creative Health         \$4,600.00 each
- Cybex Direct            \$4,493.54 each

Please see the attached documents regarding this information:



## Fire/Rescue Memo

DATE: July 6, 2016

TO: Grand Haven Charter Township Board of Trustees

FROM: Chief Tom Gerencer

RE: Sale of surplus equipment

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At the June 29, 2016 Public Safety meeting, the Committee unanimously supported the sale of the 1995 Argo and treadmills. The Committee asked that the recommendation be placed on the July 11, 2016 Township Board meeting consent agenda.

If the Board supports the Public Safety Committee's recommendation, the following motion could be offered:

*Move to authorize the Fire Chief to sell the 1995 Argo and treadmills.*

# MANAGER'S MEMO

DATE: July 7, 2015

TO: Township Board

FROM: Bill

SUBJECT: 2017 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.

The review of the FY 2017 budget is 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 2017 Fiscal Year budget is accelerated because of the November elections and will adhere to the following schedule:

<b>Date</b>	<b>Activity</b>
07-07	Superintendent provides detailed budget assumptions and policies memorandum to the Board
07-11	Township Board approves detailed budget assumptions and policies memorandum
07-14	Informational budget meeting for department heads
07-15 – 08-31	Department heads submit proposed revenue and expenditure plans to Superintendent
09-01 – 09-15	Superintendent meets with department heads to review budget
09-26	Truth-in-Taxation Public Hearing
09-29	Superintendent submits proposed budget to the Township Board
10-12	Township Board reviews tentative budget at a special work session
10-24	SAD Hearing held by Township Board
10-24	Budget public hearing held by Township Board
10-24	General Appropriations Act adopted by Township Board

## **BUDGET ASSUMPTIONS:**

As you are aware, according to 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 2017 Fiscal Year budget assumptions and policies memorandum that provides detailed direction regarding the budget. (*Work on the FY 2017 budget began in July at the staff level.*)

The budget assumptions for the FY 2017 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 seven years old, is stronger than most other areas in the United States or any other region of Michigan. Many businesses continue to expand 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., Brexit*); **if** the current pattern holds, the current expansion should continue for at least one more year. By that yardstick, the expansion could last through 2018, which would make it one of the longest expansions on record; but, slower than typical economic expansions.
- ✓ The FY 2016 **Taxable Value** (TV) of the Township has **increased** by about **2.51%** or about \$17.6 million to the current estimate of about **\$720,317,166**.
- ✓ It is important to note that for the first time in seventeen (17) years, the Township will be impacted by a **Headlee rollback** on taxable values of 0.9896%. This is due to three factors:
  1. The amount of new construction;
  2. The low inflation rate; and,
  3. The amount of “uncapping” of Taxable Values due to property sales.
- ✓ The TV of the **DDA** is estimated at about **\$52 million**. TIF revenues will be collected based upon the increase of the 2016 taxable values over the 1998 taxable values, which should collect about **\$546,500**.
- ✓ The **Disabled Veterans Exemption** – based upon approved applications – is expected to reduce property tax collections. The FY 2017 revenue loss is estimated at \$2,215 for the General Fund; \$4,588 for the Fire/Rescue Fund; and, \$2,294 for the Municipal Street Fund.
- ✓ A “**Truth in Taxation**” hearing will be held on **September 26<sup>th</sup>**.
- ✓ The maximum that the **Police Services SAD** may levy is about \$379,000, 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 0.1925 mills and will raise about **\$127,778**, which is a decline when compared to FY 2016. In addition to the debt levy, the final debt payments will utilize about \$23,612 being held in reserve. The Water debt will be paid in full during FY 2017. (*It is interesting to note that the Water Debt millage rate fell from an original 2.9 mills in 1979 to the final 0.1925 mills for FY 2017 – a reduction↓ of over 93%.*)
- ✓ **Construction** estimates in the Township will remain substantially similar to current estimates and include about 90 single family homes or condominium units; 84 apartment units (*i.e., 60 in Timber View and 24 in Piper Lakes*). 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. (*Staff anticipates the “other building category” estimates will fluctuate based on current permit rates, but overall will likely see a 10% increase.*)

- ✓ **State Shared Revenues** should remain stable as compared to FY 2016 at about **\$1.17 million**.
- ✓ **Administrative Fees** paid to the General Fund will be about equal during FY 2017.
- ✓ The **Fire/Rescue Millage** will generate about **\$1,260,438** 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 2017.
- ✓ The fund balance of the Township’s Funds at the end of FY 2016 will remain with the following estimated balances:

1. General Fund fund balance	= \$1,847,215
2. Municipal Street Fund fund balance	= \$ 23,398
3. Fire/Rescue Fund fund balance	= \$ 270,723
4. Police Services SAD Fund fund balance	= \$ 168,247
5. DDA Fund fund balance	= \$1,151,799
6. Water Debt Service Fund fund balance	= \$ 20,537
7. Building Debt Service Fund fund balance	= \$ 311
8. Sewer Fund cash reserves	= \$1,276,786
9. Water Fund cash reserves	= \$1,597,396
10. OPEB Trust fund balance	= \$ 107,970
11. Information Technologies Fund fund balance	= \$ 38,141
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<b>GRAND TOTAL</b>	<b>= \$6,502,523</b>

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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 include a 0.6% 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 estimated at **0.6 percent**. The 0.6% 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 May 31, 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. *(Because these budget policies are based upon a May to May chained CPI, this figure could change slightly over the next two months.)*

It is noted that the Chained CPI is normally 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 **1.0%**.

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 a minimum of **10%** of the cost of their respective health insurance program for Fiscal Year 2017, 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 increase by slightly less than 10% for the current health care plan. *(Preliminary projections still place the Township below the state-mandated “hard cap”).* It is noted that the Township expects to continue with the current Priority Health insurance plan, which is non-ACA compliant, for another year.
- Dental Insurance premiums are projected to increase 4%.
- Disability and Life insurances are expected to be less than 3% *(i.e., 3% increase over the typical growth 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 remain flat.

**Fourth**, the staffing level at the Township will remain level with neither increases nor decreases.

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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 2017 budget.

## **General Fund:**

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

### Legislative:

- Normal operations.

### Supervisor:

- Normal operations.

### Elections:

- There is only one planned election for 2017 – the May school elections. The result will be a significant decrease↓ in this account.

### Finance:

- Normal Operations.

### Assessing:

- Normal operations, except for the replacement of the 2004 Assessing van.

### Clerk:

- Normal operations.

### Board of Review:

- Normal operations.

### Administrative:

- Normal operations.

### Treasurer:

- Normal operations.

### Building and Grounds:

- Normal operations, except for the following:
  - ✓ Clean exterior of Administrative Building - \$5,000
  - ✓ (*Estimates for the cost for re-painting exterior and/or trim of complex buildings is being compiled.*)
  - ✓ Sealcoat and paint parking lots - \$15,000
  - ✓ Replace and upgrade Boardroom audio/visual equipment - \$60,000 over next two fiscal years

### Cemetery:

- Normal operations.

Community Development:

- Normal operations.

Road Construction:

- \$100,000 General Fund transfer to the Municipal Street Fund for road re-surfacing, crack sealing, on the 39 miles of subdivision roadways and \$32,000 for dust control on the 19 miles of gravel roadways. (*The 44 miles of Local Roads and 22 miles of Primary Roads are, for the most part, maintained by the Road Commission.*)

Lights District:

- Normal operations.

Waste Collections:

- Normal operations.

Drains at Large:

- At-large contributions for drain maintenance are not expected to exceed \$20,000. 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.
- Continue with the 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.

Parks:

- Normal operations except for the following:
  - ✓ Replacement 2002 Dodge pick-up truck w/ plows/toolboxes - \$35,000
  - ✓ Additional sprinkling – Pottawattomie Park - \$6,000
  - ✓ Replacement trash/recycle cans - \$9,000
  - ✓ Additional recycled picnic tables - Hofma Park - \$6,800
  - ✓ Replacement sign and posts – Pottawattomie Park - \$10,000
  - ✓ Replacement grills – Hofma Preserve - \$3,000
  - ✓ In-line rink surface repairs - \$25,000
  - ✓ In-line rink fence replacement - \$10,000
  - ✓ Hofma Park road repairs - \$25,000
  - ✓ Bleacher repair – various parks - \$4,000
  - ✓ Upgrade remaining parks security cameras/recorders to IP and implement remote access - \$10,000

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 2017 budget:
  - ✓ Resurfacing the following sections of pathway:

- Ferris Street : Lakeshore to US-31 - \$36,000
  - Lakeshore Avenue : Buchanan to Fillmore - \$135,000
  - ✓ Crosswalk Painting (*cost estimates being compiled*) and additional signage on Lakeshore - \$1,500
- The Board will need to consider the request by the Slow Lakeshore group with regard to changing how crosswalks are painted on an annual basis.
- The budget will also assume that the \$4.5 million, Phase III, ten-mile expansion of the pathway will be approved by the voters in November. The proposed schedule for these additional miles of pathway are listed in the following table:

<b>Item No.</b>	<b>Description</b>	<b>Cost Estimate</b>	<b>Length</b>	<b>Year</b>
1	Sleeper Street (168 <sup>th</sup> to Hofma Preserve)	\$ 151,185	0.8 miles	<b>2017</b>
2	Buchanan Street (Lakeshore to 168 <sup>th</sup> )	\$ 491,749	0.8 miles	<b>2017</b>
3	Lincoln Street Phase I (Lakeshore to 168 <sup>th</sup> )	\$ 329,305	0.7 miles	<b>2018</b>
4	152 <sup>nd</sup> Avenue (Ferris to Lincoln)	\$ 451,765	0.5 miles	<b>2018</b>
5	168 <sup>th</sup> Avenue (Buchanan to Ferris)	\$ 608,154	1.5 miles	<b>2018</b>
6	Groesbeck Street (152 <sup>nd</sup> to west end)	\$ 210,131	0.8 miles	<b>2018</b>
7	Lincoln Street Phase II (East of US-31 to 144 <sup>th</sup> and connector along US-31 to Ferris Street)	\$1,400 344	3.4 miles	<b>2019</b>
8	144 <sup>th</sup> Avenue (Mercury to Lincoln)	\$ 773,733	1.5 miles	<b>2019</b>
<b>Total Project Costs</b>		<b>\$4,416,366</b>	<b>10.0 miles</b>	

Based upon the aforementioned, the budget will contain \$645k for pathway expansion in FY 2017.

Planning Commission:

- Normal operations with increased level of activity. Specifically, the following special projects are noted.
- ✓ Senior Living Campus (*OCRC property*)
  - ✓ 17200 Robbins Road Redevelopment (*Vandenberg property*)
  - ✓ Dentist Office (*Timber View Outlot*)
  - ✓ Planet Fitness (*Timber View Outlot*)
  - ✓ 7-unit Subdivision (*Brucker Street*)
  - ✓ State Licensed Nursing Care Facility (*NE corner of 172<sup>nd</sup> & Comstock*)
  - ✓ Redrafting of the Zoning Ordinance - \$18,000

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.*, 0.58 mills or about \$387k to Harbor Transit and 0.37 mills or about \$249k for street maintenance) and a \$100k contribution from the General Fund for street resurfacing and maintenance.

**Fire/Rescue Fund:**

Fire/Rescue service calls are expected to be about 1,100 during FY 2017, which is an average of about 3.0 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:

- Purchase four (4) sets of turn-out gear at a total cost of \$9,600 (*or \$2,400 each*).
- Purchase six (6) pagers at a total cost of \$2,940 (*or \$490 each*). A total of thirty pagers will be replaced over the course of the next five (5) years.

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.* laser speed gun, etc.).

**DDA Fund:**

There will be a DDA construction project for FY 2017 (*i.e.*, the reconstruction and extension of sanitary sewer along 168<sup>th</sup> Avenue between Ferris and Johnson Streets.) This project is expected to cost about \$1.3 million.

And finally, it is expected that the City of Grand Haven will request assistance from the DDA to replace the traffic signal at Robbins and 172<sup>nd</sup> Avenue. The total cost of the project cannot exceed \$62,500.

It is noted that the Township engineer is working to complete the bid documents for the projects during FY 2016 in order to ensure an early FY 2017 bid date (*i.e.*, February or March).

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

Normal debt payments with the Water Debt being paid in full during FY 2017. No refinancing of any debts is planned.

**Sewer Fund:**

Normal operations, except for the following:

- Upgrade one of three remaining pump stations to utilize the SCADA system - \$10,000.

**Water Fund:**

Normal operations, except for the following:

- Continue a 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.
- Replacement 2003 Dodge Ram pick-up truck & toolboxes - \$25,000
- Replacement pipe locator - \$4,000
- Additional hand-held meter reader/programmer - \$8,000
- Complete assessment management plan required by MDEQ - \$10,000

**OPEB Trust Fund:**

Normal operations with **\$26,070** contributed during 2017 based upon the following breakdown:

- General Fund = \$11,210 for current retirees
- Fire/Rescue Fund = \$14,860 for IAFF members and retirees

**Information Technology Fund:**

Normal operations with the following projects:

- Replacement of obsolete servers/storage for disaster recovery - \$25,000
- Replacement of the remaining 14 thin-clients with micro-PC’s - \$18,000 (*includes Worksighted migration costs*)

**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 July 11<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 2017 detailed budget assumptions and policies as delineated by the Superintendent within the July 7<sup>th</sup> memorandum and to instruct the Superintendent to proceed with completion of a 2017 Fiscal Year budget for Board review and consideration pursuant to state law and the proposed budget schedule.**

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

## Manager's Memo

DATE: July 6, 2016

TO: Township Board

FROM: Cargo

RE: Participate in Correcting 168<sup>th</sup> Avenue Storm Water Problem

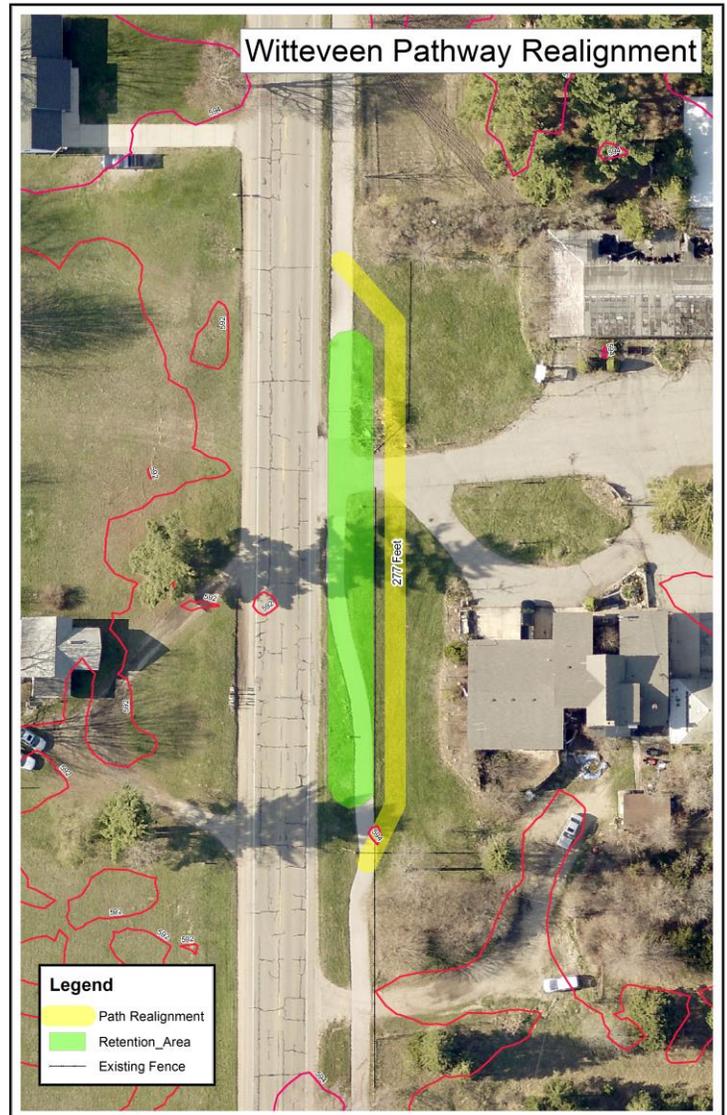
As you are aware, 168<sup>th</sup> Avenue floods near the entrance to the Witteveen property during heavy or moderate rainfalls.

However, with the re-surfacing of 168<sup>th</sup> Avenue and the final clean-up of the Witteveen property, the Road Commission and Township have an opportunity to collaborate on a solution to this storm water problem.

In brief, the traditional solution of constructing a storm water system to “pipe” the storm water to a nearby wetland would cost the Township about **\$34,555**.

However, by moving the nearby pathway to the east onto the Township’s park property, the Road Commission would be able to construct a swale adjacent to the roadway to contain the storm water ... and reduce the cost to the Township to about **\$12,000** ... which is a savings of about **\$22,555**. (See adjacent diagram.)

The Township would be responsible for the cost of relocating the pathway while the Road Commission will be responsible for the engineering and construction of the



swale.

If the Board agrees with this proposed collaboration with the Road Commission to provide a storm water solution, the following motion can be offered:

**Move to authorize the expenditure of approximately \$12,000 to shift a portion of the 168<sup>th</sup> Avenue pathway that is adjacent to the Witteveen property, onto this public land. This shift will allow the Road Commission to construct a swale and address the flooding issues that occurs along this portion of 168<sup>th</sup> Avenue during moderate to heavy rains. If necessary, staff is instructed to prepare the necessary budget amendments for this project.**

Please contact either Cargo or VerBerkmoes prior to the Board meeting if you have any questions or concerns.



**ACCESSORY BUILDING**

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0211	BEKINS MARK-PAULA	15895 LAKE AVE	\$197.45	\$197.45
P16BU0244	REARDON RYAN-BRIANNE	11360 168TH AVE	\$382.40	\$382.40
P16BU0250	DAVIS RONALD K-MARY J	16080 GROESBECK ST	\$272.80	\$272.80

**Total Fees For Type: \$852.65**  
**Total Permits For Type: 3**

**ADDITIONS**

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0236	RENSLAND MARK A-KRISTA	17098 DONAHUE WOODS DR	\$898.40	\$898.40
P16BU0242	WIEBENGA DONALD-CAROLYN	15303 PINE ST	\$492.00	\$492.00
P16BU0248	DAVIS RONALD K-MARY J	16080 GROESBECK ST	\$519.40	\$519.40

**Total Fees For Type: \$1,909.80**  
**Total Permits For Type: 3**

**ADDRESS**

Permit #	Owner	Address	Fee Total	Amount Paid
P16AD0026	PIGEON CREEK LLC	17216 MAPLERIDGE DR	\$14.00	\$14.00
P16AD0027	LITTLE PIGEON CREEK LLC	16946 MAPLERIDGE DR	\$14.00	\$14.00
P16AD0028	BRUSVEEN MARK J-SUSAN M	15254 NICKOLAS DR	\$14.00	\$14.00
P16AD0029	GENEVA CHRISTOPER M-JOHN	15283 GROESBECK ST	\$14.00	\$14.00
P16AD0030	HOGAN SUZANNE M	15255 VINTAGE AVE	\$14.00	\$14.00
P16AD0031	LITTLE PIGEON CREEK LLC	16902 MAPLERIDGE DR	\$14.00	\$14.00
P16AD0032	HERBERG WILLAM F III		\$14.00	\$14.00

**Total Fees For Type: \$98.00**  
**Total Permits For Type: 7**

**ALTERATIONS**

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0181	SKELTON MICHAEL	17879 COMSTOCK ST	\$348.15	\$348.15
P16BU0197	KAMMERAAD THOMAS-CAROL	14900 ROBINWOOD CT	\$793.40	\$793.40

P16BU0213	GREER MARK C	17170 TIMBER DUNES DR	\$63.00	\$63.00
P16BU0214	GILMORE MARY JO	14487 MERCURY DR	\$1,643.90	\$1,643.90
P16BU0220	BERRY TIM-SHERIE	15058 STICKNEY RIDGE	\$89.25	\$89.25
P16BU0221	EILERS JEROME P-JOY TAYLOR	16648 PINE DUNES CT	\$348.15	\$348.15
P16BU0230	ROWLES BUDDY C	15653 RONNY RD	\$259.10	\$259.10
P16BU0237	WATERS NATHAN-TAMARA	16381 WINANS ST	\$218.00	\$218.00
P16BU0238	ADRIANSE RICHARD C-JAMES I	18217 SHORE ACRES RD	\$211.15	\$211.15
P16BU0239	VAN ERP JEFFREY S-GIGI H	10961 LAKESHORE DR	\$485.15	\$485.15

**Total Fees For Type: \$4,459.25**  
**Total Permits For Type: 10**

## BASEMENT FINISH

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0218	EASTBROOK HOMES INC	14082 LONDON LN	\$281.70	\$281.70

**Total Fees For Type: \$281.70**  
**Total Permits For Type: 1**

## COMMERCIAL REMODEL

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0225	ENVOY MORTGAGE	16930 ROBBINS RD	\$610.15	\$610.15

**Total Fees For Type: \$610.15**  
**Total Permits For Type: 1**

## DECK

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0187	SHUMAKER AMANDA TRUST	15191 155TH AVE	\$36.75	\$36.75
P16BU0192	VANDER LEE TRUST	15443 WINCHESTER CIR PVT	\$42.00	\$42.00
P16BU0205	PRZYBYTEK JAMES T-KATHLEI	16662 LAKE MICHIGAN DR	\$73.50	\$73.50
P16BU0216	KRACKER ALAN-DOLORES	10251 LAKESHORE DR	\$67.00	\$67.00
P16BU0223	NEWBERRY MARK W-LORRAIN	13839 HOFMA DR	\$42.00	\$42.00
P16BU0226	SNODGRASS TRUST	13015 WOODRUSH DR	\$63.00	\$63.00
P16BU0241	SHEFFIELD PETER A-MARY BE'	15437 LINCOLN ST	\$73.50	\$73.50

**Total Fees For Type: \$397.75**  
**Total Permits For Type: 7**

## DEMOLITION

Permit #	Owner	Address	Fee Total	Amount Paid
P16DE0006	GENEVA CHIRSTOPER M	15506 160TH AVE	\$20.00	\$20.00
P16DE0007	GRAND HAVEN CHARTER TWF	13894 168TH AVE	\$0.00	\$0.00

**Total Fees For Type: \$20.00**  
**Total Permits For Type: 2**

## ELECTRICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P16EL0167	FRENCH PROPERTIES LLC	14350 168TH AVE	\$60.00	\$60.00
P16EL0168	KAMMERAAD THOMAS-CAROL	14900 ROBINWOOD CT	\$123.00	\$123.00
P16EL0169	KRACKER ALAN-DOLORES	10251 LAKESHORE DR	\$54.00	\$54.00
P16EL0170	16930 ROBBINS ROAD ASSOC LI	16930 ROBBINS RD	\$152.00	\$152.00
P16EL0171	HOLT SANDRA M TRUST	10166 HIAWATHA DR	\$56.00	\$56.00
P16EL0172	WARD LOUIS D- ANTOINETTE	16916 PIERCE ST	\$54.00	\$54.00
P16EL0173	VANDER LEE TRUST	15443 WINCHESTER CIR PVT	\$56.00	\$56.00
P16EL0174	BURZA BRETT	16126 DANA LN	\$237.00	\$237.00
P16EL0175	PENA JOSEPH-ERICA	14468 MANOR RD	\$233.00	\$233.00
P16EL0176	PASTOTNIK MATTHEW-LAURA	14492 MANOR RD	\$233.00	\$233.00
P16EL0177	JORDAN RANDY JR-JACLYN	14510 MANOR RD	\$233.00	\$233.00
P16EL0178	YU PAUL-JOANNA	14480 MANOR RD	\$233.00	\$233.00
P16EL0179	VAN ERP JEFFREY S-GIGI H	10961 LAKESHORE DR	\$138.00	\$138.00
P16EL0180	EAGLE CREEK HOMES LLC	16843 CRICKET CT	\$221.00	\$221.00
P16EL0181	ZERILLO GRACE A TRUST	16965 TIMBER DUNES DR	\$55.00	\$55.00
P16EL0182	REARDON RYAN-BRIANNE	11360 168TH AVE	\$429.00	\$429.00
P16EL0183	BERRY TIM-SHERIE	15058 STICKNEY RIDGE	\$124.00	\$124.00
P16EL0184	RRR ASSOCIATES LLC	17169 HAYES	\$55.00	\$55.00
P16EL0185	SCHREIBER MARYANN	13091 ACACIA DR	\$56.00	\$56.00
P16EL0186	EILERS JEROME P-JOY TAYLOR	16648 PINE DUNES CT	\$106.00	\$106.00
P16EL0187	BEHM BLUEBERRY FARMS INC	11101 144TH AVE	\$60.00	\$60.00
P16EL0188	ROWLES BUDDY C	15653 RONNY RD	\$117.00	\$117.00
P16EL0189	ZIESEMER MATTHEW	16510 LAKE MICHIGAN DR	\$458.00	\$458.00

**Total Fees For Type: \$3,543.00**  
**Total Permits For Type: 23**

## FENCE

Permit #	Owner	Address	Fee Total	Amount Paid
P16ZL0046	DREESE LEE-MONIQUE	15158 160TH AVE	\$25.00	\$25.00

P16ZL0066	LONGNECKER JURGEN	15054 DEREMO AVE	\$25.00	\$25.00
P16ZL0083	KEMINK GAYLA S ESTATE	18158 SHORE ACRES RD	\$25.00	\$25.00
P16ZL0084	CATALINO CHAD D-LORI J	13370 FOREST PARK DR	\$25.00	\$25.00
P16ZL0088	KITTLESON DANIEL A	13030 BLACKHAWK AVE	\$25.00	\$25.00
P16ZL0089	SELBY-THEUT NOAH-MELISSA	13257 GREENLEAF LN	\$25.00	\$25.00
P16ZL0090	PRIESE CHARLES A II-JAMIE S T	15928 TREELINE DR PVT	\$25.00	\$25.00
P16ZL0091	BARUCH SENIOR MINISTRIES	16331 ROBBINS RD	\$25.00	\$25.00
P16ZL0093	HENDRICKSON JAMES	12545 LAKESHORE DR	\$25.00	\$25.00
P16ZL0094	EDWARDS DREW-RONDA J	15287 WIDGEON RD	\$25.00	\$25.00

**Total Fees For Type: \$250.00**

**Total Permits For Type: 10**

## INDUSTRIAL MANUFACTURING OPERATION

Permit #	Owner	Address	Fee Total	Amount Paid
P16SP0001	TT REAL ESTATE LLC	14444 168TH AVE	\$1,100.00	\$1,100.00

**Total Fees For Type: \$1,100.00**

**Total Permits For Type: 1**

## MARKET FOR THE SALE OF FARM PRODUCTS

Permit #	Owner	Address	Fee Total	Amount Paid
P16SL0003	GOLD WIND DEVELOPMENTS,	14967 168TH AVE	\$125.00	\$125.00

**Total Fees For Type: \$125.00**

**Total Permits For Type: 1**

## MECHANICAL

Permit #	Owner	Address	Fee Total	Amount Paid
P16ME0225	LEE ALLEN HOMES	13116 COPPERWAY DR	\$230.00	\$230.00
P16ME0226	TROWBRIDGE JON-SHANA	15067 154TH AVE	\$80.00	\$80.00
P16ME0227	PRELESNIK STEVEN-SARAH	16550 RICH ST	\$85.00	\$85.00
P16ME0228	KLAASEN JOAN L TRUST	17875 DEWBERRY PL	\$80.00	\$80.00
P16ME0229	HOGEBOOM JAKE J-KELSEY	15064 COPPER CT	\$50.00	\$50.00
P16ME0230	NICOSIA TRUST	15033 154TH AVE	\$80.00	\$80.00
P16ME0231	EAGLE CREEK HOMES LLC	10369 BIRDSEYE CT	\$135.00	\$135.00
P16ME0232	WALL DOUGLAS E-JILL M	15023 154TH AVE	\$80.00	\$80.00
P16ME0233	KRACKER ALAN-DOLORES	10251 LAKESHORE DR	\$55.00	\$55.00
P16ME0234	WILSON THOMAS	15831 OBRIEN CT	\$80.00	\$80.00
P16ME0235	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$82.00	\$82.00

P16ME0236	HARVEY GERALD-JO ANN	13412 FOREST PARK DR	\$80.00	\$80.00
P16ME0237	SHAY JOHN-PATRICIA	15421 WINCHESTER CIR PVT	\$80.00	\$80.00
P16ME0238	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$215.00	\$215.00
P16ME0239	HOLT SANDRA M TRUST	10166 HIAWATHA DR	\$55.00	\$55.00
P16ME0240	VANSLOOTEN LLOYD-JENNIFI	13196 ACACIA DR	\$80.00	\$80.00
P16ME0242	WIND RIDERS LLC	16881 HAYES ST	\$120.00	\$120.00
P16ME0241	SWENDER SHARON	11849 CHICKORY DR	\$80.00	\$80.00
P16ME0243	ZERILLO GRACE A TRUST	16965 TIMBER DUNES DR	\$115.00	\$115.00
P16ME0244	EAGLE CREEK HOMES LLC	16843 CRICKET CT	\$230.00	\$230.00
P16ME0245	HILGER GERALD-KOCHER CAI	15048 160TH AVE	\$80.00	\$80.00
P16ME0246	HAMM TRUST KATHLEEN J	15064 BAYOU POINTE PL	\$80.00	\$80.00
P16ME0247	TEALL JOSEPH-TERRI	16090 GARY AVE	\$55.00	\$55.00
P16ME0248	ROSS JUSTIN G-AMANDA M	12019 FOREST BEACH TRL PVT	\$130.00	\$130.00
P16ME0249	EAGLE CREEK HOMES LLC	16843 CRICKET CT	\$135.00	\$135.00
P16ME0250	BERGHUIS JEFFREY K-KAREN .	15364 CANARY DR	\$80.00	\$80.00
P16ME0251	16930 ROBBINS ROAD ASSOC LI	16930 ROBBINS RD	\$125.00	\$125.00
P16ME0252	VAN ERP JEFFREY S-GIGI H	10961 LAKESHORE DR	\$115.00	\$115.00
P16ME0253	SCHRADER SHAWN-KIM	13522 WHISPERING PINE TR PVT	\$300.00	\$300.00
P16ME0254	PALMER DAVID R	14879 CANARY DR	\$245.00	\$245.00
P16ME0255	LAMPE PAUL J	17288 BURKSHIRE DR	\$110.00	\$110.00
P16ME0256	RRR ASSOCIATES LLC	17169 HAYES	\$80.00	\$80.00
P16ME0257	LLOVET LUIS F-DEBBIE R	11352 PRESERVE RD PVT	\$80.00	\$80.00
P16ME0258	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$130.00	\$130.00
P16ME0259	NELSON JODI A-GEBOLYS JASC	16168 MERCURY DR	\$80.00	\$80.00
P16ME0260	LUTZ JOSEPH-LAURA S	HIAWATHA DR	\$270.00	\$270.00
P16ME0261	COE WILLIAM-BARBARA	16057 GROESBECK ST	\$80.00	\$80.00
P16ME0262	KERSMAN JAMES M	11345 PRESERVE RD PVT	\$80.00	\$80.00
P16ME0263	STONE THERON R-BONNIE L	13563 HIDDEN CREEK CT	\$110.00	\$110.00
P16ME0264	MCCASTLE TIMOTHY-SHERYLI	15965 BRUCKER ST	\$80.00	\$80.00
P16ME0265	HINCHMAN KENNETH C-MARY	10315 160TH AVE	\$130.00	\$130.00
P16ME0266	SANTA MARIA JOHN-JEAN TRU	10551 LAKESHORE DR	\$80.00	\$80.00

**Total Fees For Type: \$4,747.00**

**Total Permits For Type: 42**

## MISCELLANEOUS

Permit #	Owner	Address	Fee Total	Amount Paid
P16MI0001	MEIJER INC	15000 US-31 14900	\$25.00	\$25.00

**Total Fees For Type: \$25.00**

**Total Permits For Type: 1**

## PLUMBING

Permit #	Owner	Address	Fee Total	Amount Paid
P16PL0090	EMMERICH NICHOLAS S-ABIG/	16776 TIMBER RIDGE	\$246.00	\$246.00
P16PL0091	ZIESEMER MATTHEW	16510 LAKE MICHIGAN DR	\$241.00	\$241.00
P16PL0092	GALLOWAY CUSTOM HOMES	13132 COPPERWAY DR	\$110.00	\$110.00
P16PL0093	PIGEON CREEK SCHOOLHOUS	16788 PIERCE ST	\$133.00	\$133.00
P16PL0094	HOFFER ROBERT A TRUST	14696 AMMERAAL AVE	\$231.00	\$231.00
P16PL0095	JORDAN RANDY JR-JACLYN	14510 MANOR RD	\$249.00	\$249.00
P16PL0096	PENA JOSEPH-ERICA	14468 MANOR RD	\$249.00	\$249.00
P16PL0097	THOMPSON RICHARD G	10309 SHANNONS WY	\$229.00	\$229.00
P16PL0098	PRINCE STEVEN M-ANNA L	10320 SHANNONS WY	\$120.00	\$120.00
P16PL0099	YU PAUL-JOANNA	14480 MANOR RD	\$249.00	\$249.00
P16PL0100	PALMER DAVID R	14879 CANARY DR	\$218.00	\$218.00
P16PL0101	BERRY TIM-SHERIE	15058 STICKNEY RIDGE	\$153.00	\$153.00
P16PL0102	VAN ERP JEFFREY S-GIGI H	10961 LAKESHORE DR	\$145.00	\$145.00
P16PL0103	GRAND HAVEN DEVELOPMEN	13170 COPPERWAY DR	\$248.00	\$248.00
P16PL0104	ROONEY DEVELOPMENT GRO	12547 RETREAT DR PVT	\$243.00	\$243.00
P16PL0105	ROONEY DEVELOPMENT GRO	12573 RETREAT DR PVT	\$243.00	\$243.00
P16PL0106	ROONEY DEVELOPMENT GRO	12565 RETREAT DR PVT	\$243.00	\$243.00
P16PL0107	PASTOTNIK MATTHEW-LAURA	14492 MANOR RD	\$254.00	\$254.00
P16PL0108	MADSEN JAMES C TRUST	14459 MERCURY DR	\$203.00	\$203.00
P16PL0109	ROWLES BUDDY C	15653 RONNY RD	\$120.00	\$120.00
P16PL0110	ZARZECKI KENNETH-DIANE M	13411 GREENLEAF LN	\$120.00	\$120.00

**Total Fees For Type: \$4,247.00**

**Total Permits For Type: 21**

## POOL\_SPA\_HOT TUB

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0184	CARDON CURTIS-NAOMI	11801 CONNOR DR PVT	\$355.00	\$355.00
P16BU0229	GOUVEIA MOLLY E	15244 VINTAGE AVE	\$120.75	\$120.75
P16BU0234	HOLT SANDRA M TRUST	10166 HIAWATHA DR	\$300.20	\$300.20
P16BU0235	HOLT SANDRA M TRUST	10166 HIAWATHA DR	\$63.00	\$63.00

**Total Fees For Type: \$838.95**

**Total Permits For Type: 4**

## REPLACEMENT WINDOWS/DOORS

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0227	CLARK THOMAS M-KARA	13568 REDBIRD LN	\$73.50	\$73.50

**Total Fees For Type: \$284.65**

**Total Permits For Type: 2**

## RE-ROOFING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0212	RIVER HAVEN OPERATING CO	13596 OAKTREE COURT	\$100.00	\$100.00
P16BU0215	TAGUE TONY D-ARCHER WEN	15060 WILLOWWOOD CT	\$100.00	\$100.00
P16BU0217	OVERMOYER CAROL J	14615 178TH AVE	\$100.00	\$100.00
P16BU0224	BECK HEATHER	14726 152ND AVE	\$100.00	\$100.00
P16BU0231	RIZZO BART A TRUST	STICKNEY RIDGE	\$100.00	\$100.00
P16BU0232	WOOD MATTHEW-CLARE	13933 168TH AVE	\$100.00	\$100.00
P16BU0233	BROLICK KRAIG-CATHERINE T	12379 152ND AVE	\$100.00	\$100.00
P16BU0240	LARNED CHARLES B-LEHNEN'	18001 BRUCKER ST	\$100.00	\$100.00
P16BU0251	YOAS GLENN R-ARLENE S	16600 PINE DUNES CT	\$100.00	\$100.00
P16BU0252	KEEFE KELLY B-WENDY A	15244 ARBORWOOD DR	\$100.00	\$100.00
P16BU0253	ROBBINS ROAD REAL ESTATE/	16830 ROBBINS RD	\$100.00	\$100.00
P16BU0254	GAASCH JOY A	15195 LAKESHORE DR	\$100.00	\$100.00
P16BU0255	JOHNSON RYAN-LISA	16084 DELTA VIEW DR	\$100.00	\$100.00
P16BU0256	RIVER HAVEN OPERATING CO	14514 MAGNOLIA DR	\$100.00	\$100.00
P16BU0257	JOHNSON ERIC W-BRITNEY M	15000 160TH AVE	\$100.00	\$100.00
P16BU0263	HANCOCK TRENTON J-AMY M	15145 178TH AVE	\$100.00	\$100.00
P16BU0264	SCHEUERLE SARAH J TRUST	17680 TAMARACK LN	\$100.00	\$100.00
P16BU0265	DOBREZ TRUST	15348 COVE ST	\$100.00	\$100.00
P16BU0269	OHLENDORF RICHARD-DEBRA	15386 DAVID ST 15392	\$100.00	\$100.00
P16BU0270	CUMMINS RICHARD-CONSTAN	13140 SIKKEMA DR	\$100.00	\$100.00
P16BU0271	WELLS FARGO BANK	15068 160TH AVE	\$100.00	\$100.00

**Total Fees For Type: \$2,100.00**

**Total Permits For Type: 21**

## RETAINING WALL

Permit #	Owner	Address	Fee Total	Amount Paid
P16ZL0082	GARCIA AMBER L	12916 SWEETBRIAR DR	\$50.00	\$50.00
P16ZL0086	STUK MIKE-SUSAN	12946 SWEETBRIAR DR	\$50.00	\$50.00

**Total Fees For Type: \$100.00**

**Total Permits For Type: 2**

## REZONING

Permit #	Owner	Address	Fee Total	Amount Paid
P16RZ0001	PELLEGROM TRUST	LAKE MICHIGAN DR	\$650.00	\$650.00

**Total Fees For Type: \$650.00**  
**Total Permits For Type: 1**

## SHED (< 200 SQUARE FEET)

Permit #	Owner	Address	Fee Total	Amount Paid
P16ZL0087	STUK MIKE-SUSAN	12946 SWEETBRIAR DR	\$25.00	\$25.00
P16ZL0092	MAYNARD SANDRA K	11984 CHICKORY DR	\$25.00	\$25.00

**Total Fees For Type: \$50.00**  
**Total Permits For Type: 2**

## SINGLE FAMILY DWELLING

Permit #	Owner	Address	Fee Total	Amount Paid
P16BU0075	MADSEN JAMES C TRUST	14459 MERCURY DR	\$1,538.90	\$1,538.90
P16BU0201	PENA JOSEPH-ERICA	14468 MANOR RD	\$1,664.90	\$1,664.90
P16BU0202	YU PAUL-JOANNA	14480 MANOR RD	\$1,727.90	\$1,727.90
P16BU0204	JORDAN RANDY JR-JACLYN	14510 MANOR RD	\$1,733.15	\$1,733.15
P16BU0219	THOMPSON RICHARD G	10309 SHANNONS WY	\$2,200.40	\$2,200.40
P16BU0222	PASTOTNIK MATTHEW-LAURA	14492 MANOR RD	\$1,712.15	\$1,712.15
P16BU0228	GRAND HAVEN DEVELOPMEN	13170 COPPERWAY DR	\$1,559.90	\$1,559.90
P16BU0243	REARDON RYAN-BRIANNE	11360 168TH AVE	\$3,850.45	\$3,850.45
P16BU0245	ROONEY DEVELOPMENT GRO	12573 RETREAT DR PVT	\$1,586.15	\$1,586.15
P16BU0246	ROONEY DEVELOPMENT GRO	12547 RETREAT DR PVT	\$1,481.15	\$1,481.15
P16BU0247	ROONEY DEVELOPMENT GRO	12565 RETREAT DR PVT	\$1,412.90	\$1,412.90
P16BU0258	YOON BYUNG CHUN-SOON OF	15153 JASMIN CT	\$1,906.40	\$1,906.40
P16BU0259	WESTVIEW CAPITAL LLC	14442 MANOR RD	\$1,843.40	\$1,843.40
P16BU0260	WESTVIEW CAPITAL LLC	14416 MANOR RD	\$1,533.65	\$1,533.65
P16BU0261	WESTVIEW CAPITAL LLC	14430 MANOR RD	\$1,680.65	\$1,680.65
P16BU0262	WESTVIEW CAPITAL LLC	14497 MANOR RD	\$1,570.40	\$1,570.40

**Total Fees For Type: \$29,002.45**  
**Total Permits For Type: 16**

## VEHICLE SALES

Permit #	Owner	Address	Fee Total	Amount Paid
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P16VS0039	PURCELL TRUST	10260 LAKESHORE DR	\$0.00	\$0.00
P16VS0040	ARB DAVID L-TRACEY E	13376 LAKESHORE DR	\$0.00	\$0.00
P16VS0041	BAKER LARRY R-DIANE M	14635 178TH AVE	\$0.00	\$0.00
P16VS0042	BAKER LARRY R-DIANE M	14635 178TH AVE	\$0.00	\$0.00
P16VS0043	MARSHALL PATRICK W	15665 LAKE AVE	\$0.00	\$0.00
P16VS0044	RUCH JOSEPH-DIANE LIFE EST	10710 US-31	\$0.00	\$0.00
P16VS0045	SMIDT BETTY M	10188 LAKESHORE DR	\$0.00	\$0.00
P16VS0046	KOSTNER MICHELLE L	15919 MERCURY DR	\$0.00	\$0.00
P16VS0047	KIRBY KATHLEEN S TRUST	16182 LAKE MICHIGAN DR	\$0.00	\$0.00
P16VS0048	NADEAU KIP-SANDY	15600 LINCOLN ST	\$0.00	\$0.00
P16VS0049	BETHKE CHRISTOPHER-MCKE	15265 LAKE AVE	\$0.00	\$0.00
P16VS0050	SCHMIDT DONALD	14845 LINCOLN ST	\$0.00	\$0.00
P16VS0051	MCKAY ROLLIN K-ROBIN M	15140 GROESBECK ST	\$0.00	\$0.00
P16VS0052	CLOVER HAROLD-SUSAN	15228 FERRIS ST	\$0.00	\$0.00
P16VS0053	BUTH GARY	14451 160TH AVE	\$0.00	\$0.00
P16VS0054	GILLESPIE KURT-GEORGIA-JOI	15064 DEREMO AVE	\$0.00	\$0.00
P16VS0055	GROENHOUT DAN E-JOAN	15213 160TH AVE	\$0.00	\$0.00
P16VS0056	THIRTY ONE & M45 LLC	13800 172ND AVE	\$0.00	\$0.00
P16VS0057	HAWKINS EVERETT L	16240 COMSTOCK ST	\$0.00	\$0.00
P16VS0058	BOEVE JEFFREY L-JANE	12312 LAKESHORE DR	\$0.00	\$0.00

**Total Fees For Type: \$0.00**  
**Total Permits For Type: 20**

## Report Summary

Population: All Records

Permit.DateIssued Between 6/1/2016 12:00:00 AM AND 6/30/2016 11:59:59 PM AND

Permit.Category Not = BURN PERMITS

**Grand Total Fees: \$55,692.35**

**Grand Total Permits: 201**

# June Enforcement Letters By Category

*All enforcement letters sent the previous month*

Type of Enforcement Letter	Number Mailed
DECK WITHOUT PERMIT	1
FENCE LETTER	1
HOUSE NUMBER 2ND NOTICE	1
HOUSE NUMBERS LETTER	2
LITTER 2ND NOTICE	2
LITTER WARNING LETTER	9
POOL WARNING	2
SIGN IN ROW WARNING	1
TRASH CAN WARNING LETTER	1
VEHICLE IN ROW LETTER	2
VEHICLE ON GRASS LETTER	5
VEHICLE SALE WARNING	13

**Total Letters Sent: 40**

Letter.LinkFromType = Enforcement AND  
Letter.DateTimeCreated Between 06/01/2016 AND 0

# June Open Enforcements By Category Monthly Report

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0193	15506 160TH AVE		06/01/16	06/02/16	
E16CE0198	15872 COMSTOCK ST		06/07/16	06/08/16	
E16CE0200	13196 ACACIA DR	CLOSED	06/08/16	06/14/16	

**Total Entries: 3**

## DANGEROUS BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0220	15192 LAKESHORE DR	INVESTIGATION ONLY	06/16/16		

**Total Entries: 1**

## FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0197	15117 MEADOWS DR PVT	NO VIOLATION	06/02/16	06/07/16	
E16CE0205	16331 ROBBINS RD	RESOLVED	06/09/16	06/13/16	06/13/2016 OBTAINED PERMIT
E16CE0206	12545 LAKESHORE DR	CLOSED	06/09/16	06/28/16	06/20/2016 PERMIT READY TO ISSUE
E16CE0235	10777 LAKESHORE DR	INVESTIGATION ONLY	06/29/16		

**Total Entries: 4**

## HOUSE NUMBERS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0231	15906 CEDAR AVE	1ST WARNING VIOLATION LETTER	06/28/16		

**Total Entries: 1**

## JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0204	15403 PINE ST	1ST WARNING VIOLATION LETTER	06/09/16		
E16CE0207	15282 KEVIN ST	CLOSED	06/09/16	06/23/16	
E16CE0210	14683 PARKWOOD DR	2ND WARNING VIOLATION LETTER	06/13/16		
E16CE0214	12653 144TH AVE	CLOSED	06/14/16	06/23/16	
E16CE0225	15749 CHARLES CT	1ST WARNING VIOLATION LETTER	06/23/16		
E16CE0228	15059 ROBINWOOD CT	2ND WARNING VIOLATION LETTER	06/23/16		

# June Open Enforcements By Category Monthly Report

E16CE0239 14266 VILLA AVE 1ST WARNING VIOLATION LETTER 06/29/16

**Total Entries: 7**

## LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E16CE0219 15192 LAKESHORE DR INVESTIGATION ONLY 06/16/16

**Total Entries: 1**

## PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E16CE0229 15619 ROBBINS RD 1ST WARNING VIOLATION LETTER 06/28/16

E16CE0232 14770 177TH AVE 1ST WARNING VIOLATION LETTER 06/28/16

E16CE0233 15020 177TH AVE 1ST WARNING VIOLATION LETTER 06/28/16

**Total Entries: 3**

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E16CE0194 CLOSED 06/01/16 06/13/16

E16CE0196 COMPLAINT LOGGED 06/02/16

E16CE0211 17306 CHURCH HILL ST CLOSED 06/13/16 06/21/16

E16CE0238 VERBAL WARNING 06/29/16

**Total Entries: 4**

## SWIMMING POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E16CE0203 15900 GROESBECK ST CLOSED 06/09/16 06/22/16

E16CE0226 15158 160TH AVE CLOSED 06/23/16 06/30/16

E16CE0230 15304 CHERRY ST 1ST WARNING VIOLATION LETTER 06/28/16

E16CE0241 15261 PINE ST 1ST WARNING VIOLATION LETTER 06/30/16

**Total Entries: 4**

## VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E16CE0221 13534 REDBIRD LN 1ST WARNING VIOLATION LETTER 06/21/16

# June Open Enforcements By Category Monthly Report

E16CE0237	17822 COMSTOCK ST	1ST WARNING VIOLATION LETTER	06/29/16	<b>Total Entries: 2</b>
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## VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0201	14028 152ND AVE	CLOSED	06/08/16	06/21/16	
E16CE0202	14458 LINCOLN ST	CLOSED	06/08/16	06/21/16	
E16CE0209	16182 LAKE MICHIGAN DR	CLOSED	06/13/16	06/22/16	
E16CE0212	15140 GROESBECK ST	CLOSED	06/13/16	06/28/16	
E16CE0213	10180 HIAWATHA DR	2ND WARNING VIOLATION LETTER	06/13/16		
E16CE0215	16920 FERRIS ST	CLOSED	06/15/16	06/23/16	
E16CE0222	17585 TAMARACK LN	CLOSED	06/21/16	06/30/16	
E16CE0223	14451 160TH AVE	CLOSED	06/23/16	06/30/16	
E16CE0224	14823 LAKESHORE DR	CLOSED	06/23/16	06/30/16	
E16CE0227	15054 DEREMO AVE	1ST WARNING VIOLATION LETTER	06/23/16		
E16CE0234	11871 144TH AVE	1ST WARNING VIOLATION LETTER	06/28/16		
E16CE0236	11216 156TH AVE	1ST WARNING VIOLATION LETTER	06/29/16		
E16CE0240	14525 LAKESHORE DR	INVESTIGATION ONLY	06/30/16		

**Total Entries: 13**

## ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0192	14873 MERCURY DR	INVESTIGATION ONLY	06/01/16		
E16CE0218	15192 LAKESHORE DR	INVESTIGATION ONLY	06/16/16		

**Total Entries: 2**

Enforcement.DateFiled Between 6/1/2016 12:00:00 AM  
AND 6/30/2016 11:59:59 PM AND  
Enforcement.CodeOfficer = KEVIN FRENCH

**Total Records: 45**

# June Closed Enforcements By Category Monthly Report

## ACCESSORY BUILDING/SHED

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0562	14282 VILLA AVE	CLOSED	12/29/15	06/29/16	05/02/2016 DENIED ZONING PERMIT APP
E16CE0062	14920 MERCURY DR	RESOLVED	02/16/16	06/07/16	04/18/2016 OBTAINED TENT PERMIT
E16CE0185	15357 NICKOLAS DR	CLOSED	05/26/16	06/07/16	06/07/2016 OBTAINED PERMIT

**Total Entries: 3**

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0193	15506 160TH AVE		06/01/16	06/02/16	
E16CE0198	15872 COMSTOCK ST		06/07/16	06/08/16	
E16CE0200	13196 ACACIA DR	CLOSED	06/08/16	06/14/16	

**Total Entries: 3**

## FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0166	15213 ARBORWOOD DR	CLOSED	05/10/16	06/14/16	
E16CE0179	13370 FOREST PARK DR	CLOSED	05/20/16	06/07/16	06/07/2016 OBTAINED PERMIT
E16CE0197	15117 MEADOWS DR PVT	NO VIOLATION	06/02/16	06/07/16	
E16CE0205	16331 ROBBINS RD	RESOLVED	06/09/16	06/13/16	06/13/2016 OBTAINED PERMIT
E16CE0206	12545 LAKESHORE DR	CLOSED	06/09/16	06/28/16	06/20/2016 PERMIT READY TO ISSUE

**Total Entries: 5**

## JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E11CE0394	15749 CHARLES CT	2ND WARNING VIOLATION LETTER	11/22/11	06/23/16	
E16CE0089	15868 FERRIS ST	CLOSED	03/14/16	06/29/16	
E16CE0102	14934 172ND AVE	CITATION/CIVIL INFRACTION	03/28/16	06/29/16	04/28/2016 CONTINUED NONCOMPLIANCE
E16CE0186	12896 152ND AVE	2ND WARNING VIOLATION LETTER	05/26/16	06/14/16	
E16CE0191	15042 BIGNELL DR 15046	CLOSED	05/27/16	06/28/16	
E16CE0207	15282 KEVIN ST	CLOSED	06/09/16	06/23/16	
E16CE0214	12653 144TH AVE	CLOSED	06/14/16	06/23/16	

# June Closed Enforcements By Category Monthly Report

**Total Entries: 7**

## LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0143	14475 ANGELUS CIR	CLOSED	04/26/16	06/13/16	

**Total Entries: 1**

## SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0115	168TH AVE	CLOSED	04/08/16	06/01/16	04/25/2016 DENIED SIGN PERMIT APP
E16CE0187	15791 LAKE MICHIGAN DR	RESOLVED	05/26/16	06/02/16	
E16CE0194		CLOSED	06/01/16	06/13/16	
E16CE0211	17306 CHURCH HILL ST	CLOSED	06/13/16	06/21/16	

**Total Entries: 4**

## SWIMMING POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0203	15900 GROESBECK ST	CLOSED	06/09/16	06/22/16	
E16CE0226	15158 160TH AVE	CLOSED	06/23/16	06/30/16	

**Total Entries: 2**

## VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0176	14995 152ND AVE	CLOSED	05/18/16	06/01/16	

**Total Entries: 1**

## VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0178	15719 COMSTOCK ST	CLOSED	05/19/16	06/01/16	
E16CE0184	15455 LINCOLN ST	CLOSED	05/26/16	06/07/16	
E16CE0189	15511 THORNAPPLE DR	CLOSED	05/27/16	06/07/16	
E16CE0190	13775 HOFMA DR	CLOSED	05/27/16	06/08/16	
E16CE0201	14028 152ND AVE	CLOSED	06/08/16	06/21/16	
E16CE0202	14458 LINCOLN ST	CLOSED	06/08/16	06/21/16	

# June Closed Enforcements By Category Monthly Report

E16CE0209	16182 LAKE MICHIGAN DR	CLOSED	06/13/16	06/22/16
E16CE0212	15140 GROESBECK ST	CLOSED	06/13/16	06/28/16
E16CE0215	16920 FERRIS ST	CLOSED	06/15/16	06/23/16
E16CE0222	17585 TAMARACK LN	CLOSED	06/21/16	06/30/16
E16CE0223	14451 160TH AVE	CLOSED	06/23/16	06/30/16
E16CE0224	14823 LAKESHORE DR	CLOSED	06/23/16	06/30/16

**Total Entries: 12**

## ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0146	12916 SWEETBRIAR DR	CLOSED	04/28/16	06/01/16	06/01/2016 OBTAINED PERMIT

**Total Entries: 1**

Enforcement.CodeOfficer = KEVIN FRENCH AND  
 Enforcement.DateClosed Between 6/1/2016 12:00:00 AM  
 AND 6/30/2016 11:59:59 PM

**Total Records: 39**

Total Pages: 3

Report Created: 07/05/16