

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 23, 2017

WORK SESSION – 6:00 P.M.

1. 2017 Project List (*department directors will attend*)
2. Review draft of 2017/18 Board Business Plan

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 January 5, 2017 Special Board Minutes
 2. Approve January 9, 2017 Board Minutes
 3. Approve Payment of Invoices in the amount of \$316,693.61 (*A/P checks of \$222,953.75 and payroll of \$93,739.86*)
- VI. OLD BUSINESS
 1. Approve Resolution 17-01-02 – Calculating Overtime
 2. Approve Change of Employment Status and Additional Duties for Part-Time Administrative Aide
- VII. NEW BUSINESS
 1. Approve Preliminary Plat – Stonewater Subdivision No. 1
- VIII. REPORTS AND CORRESPONDENCE
 1. Correspondence
 2. Committee Reports
 3. Manager's 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
THURSDAY, JANUARY 5, 2017

SPECIAL MEETING – 2017/2018 BUSINESS PLAN

I. CALL TO ORDER

Supervisor Reenders called the special work session meeting of the Grand Haven Charter Township Board to order at 6:00 p.m.

III. ROLL CALL

Board members present: Reenders, Meeusen, Kieft, Gignac, Redick, and Larsen.

Board members absent: Behm.

Also present was Superintendent Cargo.

IV. NEW BUSINESS

Supervisor Reenders requested that issues Board members wanted to include on the 2017/18 Business Plan be discussed and the following items were offered:

1. Implementing audio recordings of all Board meetings. There was insufficient support to add this item to the proposed Business Plan. However, Larsen requested the Board to carefully review the minutes prior to adoption and to suggest any clarifying information they deemed appropriate.
2. Expanding communications with residents using social media. The Board requested that this item be added to the proposed Business plan.
3. Privatizing the Township Building department. After discussion, there was insufficient support to add this item to the proposed Business Plan. However, Larsen requested that Cargo provide additional financial information on the proposal.
4. Adopting short-term rental regulations. After discussion, the Board postponed further action for six (6) months until the City of Grand Haven and surrounding communities address the issue.
5. Economic Development and the development of industrial land. After discussion, there was insufficient support to add this item to the proposed Business Plan. However, Cargo will work with the Chamber to provide a presentation on the proposal to utilize conditional annexation (*i.e.*, Act 425) and tax base sharing to development additional industrial land.
6. Development of the so-called Witteveen and Wolf properties. It was noted that community engagement regarding the development of these parcels is part of the Business Plan; but, that planning cannot be accelerated due to other pending projects.
7. Participation in the “Disney Way” management program. After discussion, there was insufficient support to add this item to the proposed Business Plan. However, Cargo will forward some initial information on the Disney Way program and initial cost estimates for participation.

V. PUBLIC COMMENTS/QUESTIONS
None

VI. ADJOURNMENT
Without objection, the work session adjourned at 7:42 p.m.

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 9, 2017**

WORKSESSION – 6:05 p.m.

1. **Motion** by Trustee Gignac and seconded by Trustee Behm to enter closed session at 6:04 p.m. to meet with Attorney Bultje for the purpose of discussing strategy related to the NOCH lawsuit regarding the Health Pointe Planned Unit Development. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Kieft, Larsen, Behm, Gignac, Meeusen

Nays:

Absent: Reenders, Redick

Motion by Clerk Larsen and seconded by Trustee Gignac to exit the closed session at 6:40 p.m. **Which motion carried.**

REGULAR MEETING

I. CALL TO ORDER

Supervisor Reenders 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: Reenders, Meeusen, Behm, Gignac, Redick, Larsen and Kieft.

Board members absent:

Also present was Manager Cargo and Community Development Director Fedewa.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve December 12, 2016 Board Minutes
2. Approve Payment of Invoices in the amount of \$469,626.16 (*A/P checks of*
3. *\$285,133.59 and payroll of \$184,492.57*)
4. Approve Water Asset Management Plan Project with Prein and Newhof (*\$17,000*)

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

VI. OLD BUSINESS

1. **Motion** by Trustee Meeusen supported by Trustee Redick to approve and adopt

Resolution 17-01-01 approving a two-year license agreement with Potluck Pick-up for waste collection and hauling services in Grand Haven Charter Township pursuant to the provisions contained within their application. **Which motion carried** pursuant to the following roll call vote:

Ayes: Reenders, Meeusen, Behm, Gignac, Redick, Larsen, Kieft

Nays:

Absent:

VII. NEW BUSINESS

1. **Motion** by Trustee Gignac, supported by Trustee Redick to approve the appointment of Bob Wagenmaker to the Planning Commission for a term ending August 1, 2017. **Which motion carried.**

VIII. REPORTS AND CORRESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
 - i. Clerk Larsen noted that the Personnel Committee will meet on Tuesday, January 10th at 7:30 a.m.
 - ii. Trustee Redick noted that the NORA Board will be meeting on Thursday, January 19th at 5:30 p.m.
- c. Manager's Report, which included:
 - i. December Building Report
 - ii. December Ordinance Enforcement Report
 - iii. December DPW Report
 - iv. November Legal Review
- d. Others

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:08 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor

2017 PROJECT LIST

DATE: January 19, 2017

TO: Township Board and Department Directors

FROM: Cargo

The Project List includes about:

- ✓ **\$2.74 million** in capital construction projects;
- ✓ **\$1.17 million** in maintenance projects; and,
- ✓ **\$0.43 million** in equipment purchases.

Priorities from the 2017/18 Business Plan are highlighted in “yellow”.

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Board decision on whether to renew Superintendent’s Employment Agreement	Board, Bultje, Cargo
March Change of Assessment Insert	Cargo
April Newsletter	Cargo
October Newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Work with consultant to development email list for Weekly Mailings and/or other social media communication	Cargo
Information and costs for “Disney Way” management program	Cargo
Freedom of Information Requests (<i>I thus far in 2017</i>)	Cargo
Waste Hauler Licenses (2017) <ul style="list-style-type: none"> ➤ Republic Services ➤ Waste Management ➤ Potluek Pick-up 	DeVerney, Cargo
Appointments to Committee/Board vacancies (<i>I thus far in 2017</i>)	Reenders, Cargo, DeVerney
Draft 2017/18 Business Plan for Board Priorities (<i>December/January</i>)	Board, Cargo
Funding – July 4 th Fireworks (\$7,500)	Cargo
December Appreciation Dinner (<i>Scheduled for December 7th at Grand Hall – Porto Bello</i>)	Reenders, Walsh
Noise Ordinance – Review for Constitutionality (<i>low priority</i>)	Cargo, Fedewa, Bultje
Complete survey of 168 th Avenue property owners regarding expansion of industrial land	Cargo, Fedewa, Chamber of Commerce
Presentation from Chamber regarding financing tools for development of industrial land	Cargo, Chamber of Commerce

ASSESSING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Annual mailing of Change of Assessment notices in February	Chalifoux
Board of Review – March, challenges to assessment roll	BOR, Chalifoux
Board of Review – July technical and clerical adjustments to assessment roll	BOR, Chalifoux
EMPP Export to State of Michigan – May 1, 2015 State audit of all personal property data on assessment roll	Chalifoux
Board of Review – December, technical and clerical adjustments to assessment roll	BOR, Chalifoux
Board of Review – Annual, February BOR, appearances and written <ul style="list-style-type: none"> ➤ L-4022 Report ➤ Board of Review Change Log ➤ 2016 Classification Change ➤ 2016 Equivalent SEV Roll ➤ Industrial real and personal report to State ➤ L-4626 Assessing Officer’s Report of Taxable Values 	BOR, Chalifoux
Land Divisions; 0 approved and 0 denied	Chalifoux
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December)	Chalifoux
Prepare the IFT report for State (October)	Chalifoux
Prepare the L-4626 for State filing (April)	Chalifoux
Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Chalifoux
Form 5176-Request for State Reimbursement of TIF	Chalifoux
Prepare L-4016 Special Assessment report (December)October 30,2016	Chalifoux
Re-Audit two (2) neighborhoods (0% complete)	Chalifoux, Schmidt
IFT Applications (<i>list all</i>): <ul style="list-style-type: none"> a. Transfer Tool - pending 	Chalifoux
Major MTT Actions <ul style="list-style-type: none"> a. Rizzo (<i>Lakefront property</i>) 	Chalifoux, Fischer, Ottawa County
BIKE PATH	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Bike Path construction for 2017 <ul style="list-style-type: none"> ➤ \$4.5 million bond sale ➤ Community Engagement with Buchanan Street property owners ➤ Easements ➤ Survey, Design, Bid, Construction (\$643k) (October 20th completion date) 	Cargo Cargo, White Fedewa Kieft, Bultje VerBerkmoes, Kieft
2017 pathway maintenance <ul style="list-style-type: none"> ➤ Paint crosswalks (\$8k) ➤ Ongoing repairs to surface and appurtenances (\$30k) ➤ Crack Sealing (\$10k) ➤ Resurface portion of Robbins and Comstock pathway (\$204k) 	Tlachac, VerBerkmoes
BUILDING AND GROUNDS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Tlachac, VerBerkmoes

Bi-Annual Fertilizer Quotes – (including cemeteries)	Tlachac, Walsh
Equipment Purchases & Small Projects: ➤ Chip credit card readers (2)	VerBerkmoes, Tlachac
Replacement of Board Room audio/visual equipment (\$60k)	VerBerkmoes, Cargo
Remove, reshape and repave Admin/fire parking lot (\$83k)	VerBerkmoes, Tlachac
Additional outdoor lighting around Administrative building, per Board direction (<i>Equipment and material ordered in 2016; labor will be carried forward into 2017</i>) (\$33k)	VerBerkmoes
CEMETERY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders	Walsh
Plat additional lots within Historic Cemetery ➤ New County Rules cemetery expansion ➤ Variance from County Health re: water table ➤ Plat area for additional lots in Historic Cemetery	Department of Public Health, Cargo Cargo Prien & Newhof
COMMUNITY DEVELOPMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Participation on NFIP Community Rating System (CRS) Program (<i>ISO/CRS Specialist will visit GHT in Jan 2017 for the next step in the process</i>)	Fedewa
Landscape Compliance Inspections (<i>Winter/Spring</i>) ➤ Divided into 3 year cycles ➤ 100% complete with 2016 inspections (<i>have until 6/2017 to gain compliance</i>)	K. French, Fedewa
March 2017 Builders Forum	DeVerney, Corbat
November 2017 Builders Forum	DeVerney, Corbat
Rental Housing Inspections Ordinance – per state mandate – <i>complete by May of 2017 (State in the process of clarifying important aspects of this project – waiting for that to be completed prior to taking additional steps)</i>	Fedewa, Bultje
DOWNTOWN DEVELOPMENT AUTHORITY	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604 - because the GHT DDA does not collect the Education Tax,) (July)</i>	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) (<i>August</i>)	Chalifoux
Complete design and bid of the 168 th Avenue reconstruction – February 2, 2017 bid opening (\$1.2 million) Construction management (<i>August 25th completion date</i>)	Cargo, VerBerkmoes, Prien & Newhof VerBerkmoes, Prien & Newhof
Act 381 DEQ Brownfield Reporting Verification Worksheet – (<i>September</i>)	Chalifoux
ELECTIONS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May 2 nd School Elections	Larsen, DeVerney
Inactive Voter File maintenance (<i>ongoing & up-to-date</i>)	DeVerney, Slater
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
NOCH v. GHT (Health Pointe PUD Appeal)	Bultje, Cargo, Fedewa
Brighamwood Sub No. 2 – Missing street lights (<i>Consumers Energy failed to complete their contract, staff is in contact with Consumers, still waiting for installation</i>)	Fedewa

Timberview Site Plan /Landscaping compliance (<i>pending: have until 6/2017 to comply</i>)	Fedewa
Vaugh Guild Dangerous Building violation	Fedewa, French, Nelson
FINANCE/ACCOUNTING	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2016 Financial Audit (Week of April 17, 2017)	Sandoval, Chalifoux, Cargo
Board Decision on utilizing a portion of General Fund fund balance for street/pathway maintenance or designating for future park improvements (about \$500k)	Board, Cargo, Sandoval
Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report (<i>prior to July</i>)	Sandoval
Quarterly – prepare and send 941’s and UIA 1028 forms to State	Riggs, Sandoval
End of Year (2016) prepare W-2s, 1099s, and SUW 165s	Riggs, Sandoval
Unclaimed Property Report to State (<i>June</i>)	Sandoval
Update Township’s Dashboard (<i>June</i>)	Sandoval
Qualifying Statement to State (<i>June</i>)	Sandoval
Continuing Disclosure to EMMA (<i>July</i>)	Sandoval
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
2017 Bond Payments (<i>about \$1.1 million</i>) <ul style="list-style-type: none"> ➤ 2017 Debt Service (Water) July & December (148k) ➤ 2019 Transmission Main Bond July & December (295k) ➤ 2021 Water Intake Expansion May & November (112k) ➤ 2021 Refunded Building Bond May & October (212k) ➤ 2028 Sewer Lift Station Bond July & December (85k) ➤ 2034 NOWS Plant Expansion May & November (242k) 	Sandoval
Metro Authority Report (April)	Chalifoux
Budget Amendments – 2 nd Quarter	Cargo, Sandoval
Budget Amendments – 3 rd Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
2018 Budget <ul style="list-style-type: none"> ➤ 08-28 – Budget policies submitted to the Board ➤ 08-31 – Initial department director meeting ➤ 10-17 – Department directors submit initial figures ➤ 10-24 – Department directors complete final draft ➤ 11-01 – Board holds budget work session ➤ 11-13 – SAD Hearing ➤ 11-13 – Final Approval of 2018 Budget 	Cargo, Department Directors Cargo, Board Cargo, Department Directors Cargo, Department Directors Cargo, Department Directors Cargo, Chalifoux, Board Board, Cargo Board, Cargo
Centron Tax Mailing – Summer of 2017 (<i>include newsletter insert</i>)	Chalifoux, Kieft, Cargo
Centron Tax Mailing – Winter of 2017 (<i>include newsletter insert</i>)	Chalifoux, Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31 st)	Chalifoux
Complete CVTRS Annual Report to the State (December)	Sandoval
Complete SET Tax Report (December)	Chalifoux
Truth-in-Taxation Hearing	Chalifoux
Update – Ten-Year Building Department Revenue/Expenditure Report	Sandoval, Cargo
FIRE/RESCUE	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Fire Prevention Open House – October ** 2016	Gerencer, Peterson
2016 commercial inspection program (0 completed of 180)	Kruger, Marshall, DeDoes
2016 Private road inspections (0 inspected of 126)	Peterson
Team 911 Academy June ** th - ** th	Peterson, Gerencer

Equipment Purchases: <ul style="list-style-type: none"> ➤ IO drill set (\$800) ➤ Six pagers (\$3,000) ➤ Four winter coats (\$1,200) ➤ Four sets of turn-out gear (\$9,600) 	Gerencer, Schrader, Schweitzer
Building & Grounds Maintenance: <ul style="list-style-type: none"> ➤ Reseal roof ➤ Replace exterior lighting 	Gerencer, Schweitzer,
NOCH Ambulance Authority – Modify staffing model/agreement	Chief Hawke, Gerencer
INFORMATION SYSTEMS	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Development of Park Reservation & Payment System	Webtech
GHT server replacement	Worksighted, VerBerkmoes
Secure an agreement with 3 rd party (GHAPS/OC or OAISD) to host DR equipment (<i>Agreement being drafted by legal</i>)	Cargo, VerBerkmoes
Purchase 2 nd server configuration for DR at 3 rd party site.	Worksighted, VerBerkmoes
Implement Mobile Device Management for tablets/phones/mobile PC's (Will require policy to manage both Township and non-Township owned devices) (<i>postponed to 2017</i>)	Worksighted, VerBerkmoes
Hire/contract with new IT Support Firm (<i>April 1st deadline</i>)	Cargo, VerBerkmoes
LAW ENFORCEMENT	
Purchase miscellaneous equipment: <ul style="list-style-type: none"> ➤ Replace Speed Trailer (\$9,800) ➤ Two GORE-TEX Jackets (\$700) ➤ Two Replacement Tasers (\$2,200) ➤ Two Preliminary Breath Test devices (\$750) 	Cargo, Christiansen
PARKS AND RECREATION	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Maintenance Projects, including: <ul style="list-style-type: none"> ➤ Barrier Free trail loop in Hofma (\$25,000) ➤ Update grills at Hofma Preserve (\$3,000) ➤ Re-roof three shelters at Pottawattomie (\$9,000) ➤ Replace trail head sight at Hofma Preserve (\$4,000) ➤ Replace bike racks at Mercury, Hofma, and Pottawattomie (\$1,200) ➤ Replace Boardwalk to Hofma Preserve Viewing Tower (\$10,000) ➤ In-line Hockey Rink repairs (or removal/replacement) (\$25,000) ➤ I-line Hockey Rink fence repairs (or removal) (\$10,000) ➤ Hofma Park road repairs (\$11,000) ➤ Upgrade remaining park security cameras (\$10,000) ➤ Repair curb – east side of Pottawattomie volleyball court (\$5,000) ➤ Replace Pottawattomie Park sign (\$10,000) ➤ Add recycled picnic tables at Hofma (\$6,800) ➤ Replace trash cans (\$9,000) ➤ Replace 2002 Dodget pickup (\$35,000) ➤ Stabilize Hofma Park retaining wall (\$7,500) 	Tlachac
Witteveen Property Clean-up	

<ul style="list-style-type: none"> ➤ Invasive plant treatments ➤ Arborist review / recommendation of plantation (2017) ➤ Remove exterior wire fences (<i>June deadline</i>) 	Cardno Ottawa County Glueck
NORA Recreation Plan & Survey	NORA Board
Community Engagement – Wolfe & Witteveen Property (develop public proposals on the development of the park land)	Fedewa
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Board Performance Evaluation of Superintendent	Board
Employee recognition luncheon (December) <ul style="list-style-type: none"> ➤ Select caterer ➤ Anniversary gifts and certificates ➤ Program development 	Cargo, Larsen, Walsh
Annual Job Descriptions – review and amend <ul style="list-style-type: none"> ➤ Fire/Rescue ➤ Public Works ➤ Administration ➤ Assessing/Accounting ➤ Community Development 	Cargo, Department Directors
Annual Compensation Summaries	Cargo
Annual Driver's License Record Program Review	Cargo
Review Retiree Medicare Options (July)	Cargo
Annual Pension Reconciliation – John Hancock	Sandoval
Annual Benefits Renewal Negotiations (September)	Cargo
Annual Workers Compensation Review and Renewal (June)	Cargo
Annual Property & Liability Renewal (October)	Cargo
Hire Summer Help – Beach Attendant; 4 Parks Staff	Cargo, VerBerkmoes
Annual Background Checks (3rd Quarter)	Cargo
Complete Annual I-9 (<i>Employment Eligibility Form</i>) Review	Cargo
Modify Assessing department part-time Administrative Aide to full-time Administrative Aide	Chalifoux, Fedewa, Cargo
Clarify over-time calculation process	Cargo, Sandoval
Complete a review of employee health insurance options (<i>prior to any change to current coverage required by Obama Care</i>)	Cargo
Complete a review of employee defined benefit and 457 plan options (John Hancock vs. MERS)	Cargo, Sandoval, Chalifoux
SANITARY SEWER	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Adopt sanitary sewer construction standards (<i>drafted, pending review</i>)	VerBerkmoes, P&N
Wet Well Cleaning (<i>October or November</i>)	Tlachac, Pollution Control Systems
Equipment purchases: <ul style="list-style-type: none"> ➤ Upgrade SCADA at one pump station (\$10k) ➤ Replace pickup (\$7.5k – 70% paid by Water Fund) ➤ Hand held meter reader/programmer (\$2.4k – 70% paid by Water Fund) 	Tlachac, VerBerkmoes
STORM SEWER	
PROJECT OR TASK	
RESPONSIBLE EMPLOYEE(S)	
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$10k±)	Drain Commissioner, Cargo

Extension of Hiawatha Drain (BOD approved; currently in final design) (\$1.5+ million)	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system (<i>five year project</i>) (\$20k) ➤ Complete Master Drain maps for GHT (August 2016) ➤ Project (<i>identify orphan drains, BOD hearings, etc.</i>)	Cargo, P&N, Water Resources Commissioner Water Resources Commissioner Consultant, Cargo
STREETS AND ROADS \ TRANSPORTATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance - Resurfacing (<i>\$150k from GF and \$261k from Municipal Street Fund</i>) ✓ Dust Control Contract (<i>\$31k</i>) ✓ Street Maintenance (<i>\$391k</i>) ✓ Crack Sealing (<i>\$10k</i>)	Cargo
Harbor Transit – Transfer (<i>\$370k</i>)	Sandoval, Chalifoux
Collaborate with City, DDA and Health Pointe on Robbins Road stripping and traffic signal upgrade (<i>complete by June 2018</i>)	Cargo, McGinnis
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace two pick-ups and one van (and one SUV totaled in an accident) through State Bid/Purchasing Program (<i>\$120k</i>)	VerBerkmoes
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachac
Spring yard waste collection program	Tlachac
Fall yard waste collection program	Tlachac
WATER	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2017 hydrant maintenance/painting/signs program (complete 300± of 1,080)	Tlachac
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi-annual quote/purchase of service line parts including brass, curb boxes, copper and meter setters (<i>\$43k</i>)	Walsh
Annual testing of large meters	Tlachac, Walsh
On-going testing for unregulated contaminants (EPA - UCMR3 Rule)	VerBerkmoes, Tlachac
Annual hydrant purchases (<i>\$10k±</i>)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment (includes replacement of harnesses for west tank)	VerBerkmoes, Tlachac
Annual calibration of telemetry equipment (<i>master meters</i>)	VerBerkmoes, OCRC
Complete and post 2016 CCR (<i>NOWS and GR</i>)	Cargo/Walsh
2017 Water Asset Management Plan by December 31, 2017 (<i>As required by state law -- \$17k</i>)	VerBerkmoes/P&N
Replace control valve for west meter station @ 178 th (\$22k)	VerBerkmoes
MXU Replacement Program (5 years) (<i>complete about 1,100+ in 2017</i>)	VerBerkmoes

ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Re-Draft of Zoning Ordinance (<i>\$30k for 2016 portion of project</i>)	Planning Commission, Fedewa, Consultant
Dollar General Retail Store	Fedewa
“Village at Rosy Mound” Senior Living Campus – condos, apts, assisted living (<i>application submitted, at staff review level</i>)	Fedewa
“Regency at Grand Haven” State Licensed Nursing Home (<i>pre-application meeting</i>)	Fedewa
ZBA Applications (<i>0 for 2016</i>)	Fedewa
Service Level Agreement with Ottawa County for GIS services	Fedewa



SUPERINTENDENT'S MEMO

DATE: January 17, 2015
TO: Township Board
FROM: Bill Cargo
SUBJECT: 2017/18 Business Plan

Attached, please an initial draft of the 2017/18 GHT Business Plan.

Priorities focus on the following **five areas** outlined within the 2015 – 2018 Strategic Plan. (Recall that the Board typically selects between one and three priorities within each of these five strategic goals.) The proposed priorities include:

1. **Maintain Healthy Financial Balance**

- Complete a review of employee health insurance options prior to any change to current health insurance coverage with regard to the Federal “Affordable Health Care Act” and the State’s “Publicly Funded Health Contribution Act”. (Project completion – August 3, 2017.)
- Examine utilizing a portion of the General Fund undesignated fund balance. The preliminary options include (1) expansion of 2017 pathway and/or street maintenance programs; or, (2) designate portion of fund balance to future park development plans. (Project completion April 30, 2017.)

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

- Complete a “Community Engagement” program to review and provide recommendations for the following public lands: (Project completion August 31, 2017.)
 - ✓ Development of the so-called “Witteveen Trust” property; and,
 - ✓ Development of the so-called “Wolfe” property.
- Expansion of Historic Cemetery. (Project completion August 31, 2017.)
- Ascertain costs for participating in the “Disney Way” management system.

3. **Maintain and Improve Infrastructure**

- Complete the reconstruction of 168th Avenue between Ferris and Johnson, including sewer extension. (DDA Project completion October 31, 2017.)
- Complete Phase I (i.e., *Sleeper and Buchanan*) of three-year pathway expansion project. (Project completion October 31, 2017.)
- Identify 2017 street paving/maintenance projects. (Project completion April 15, 2017.)

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

- Improve communications with residents through use of email lists (*e.g., Weekly email updates*) and/or other social media tools.
- Complete Disaster Recovery plan with off-site housing of back-up at GHAPS. (*Project completion by June 30, 2017.*)
- Collaborate with City on Robbins Road stripping project and 172nd Avenue traffic signals. (*Project completion by June 30, 2018.*)
- Collaborate with the County Water Resources Commission on the Township's five-year Orphan Drain project. (*Project completion by October of 2021.*)

5. **Economic Development**

- Draft update/recodification of the Zoning Ordinance pursuant to the “Resilient Grand Haven” Master Plan. (*Project completion – September of 2018.*)
- Complete survey of property owners on the west side of 168th Avenue (*between Johnson Ferris and Hayes Street*) to gauge support for amending the Master Plan to include this area for future industrial land.
- Presentation from the Chamber of Commerce of financing tools that could be used to fund the development of additional industrial land.

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



SUPERINTENDENT'S MEMO

DATE: January 17, 2017
TO: Township Board
FROM: Bill Cargo
SUBJECT: Calculating Overtime

Section 4.5 of the Township's Personnel Manual indicates that overtime is based upon hours actually worked by an employee. Specifically, the pertinent sentence reads as follows:

Employees will be paid one and one-half times their regular hourly rate for all hours *actually* worked in excess of forty (40) hours during any workweek. (*emphasis added*)

In other words, hours paid to an employee during a week but not actually worked would not count toward the 40 hours required before an employee is entitled to overtime pay. For example, when an employee takes paid sick leave or paid vacation or receives holiday pay – these hours would not count toward the 40 hours required before an employee is entitled to overtime pay. This practice would comply with state and federal overtime laws.

However, Sections 5.7a, 12.1a, 12.2a, 12.3a and 12.10a of the Personnel Manual all indicate that holidays, vacation days, sick days, personal days and PTO days **do** count as hours worked for purposes of calculating overtime hours. The sentence in each of these sections is substantially similar to the following:

Holidays are considered hours worked for the purpose of calculating overtime.

This practice would also comply with state and federal overtime laws. For example, if an employee actually works nine hours a day on four days during a week, and then takes eight hours of sick pay on a fifth day during that same week, the employee is entitled to four hours of overtime pay, equivalent to six hours of pay at the employee's regular rate, even though the employee only **actually** worked 36 hours during the week.

After discussing this discrepancy, the Personnel Committee unanimously recommended that Section 4.5 be amended to strike the word “actually” and continue the current practice of calculating overtime, which includes leave time. In making this recommendation, the Personnel Committee noted that their decision was based upon the following:

1. Because entities in both the private sector and public sector are split on how overtime is calculated with regard to leave hours; and,
2. Because past Township practice considered holidays, vacation days, sick days, personal days and PTO days as hours worked for the purpose of calculating overtime.

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

Motion to approve and adopt Resolution 17-01-02 that clarifies how Grand Haven Charter Township calculates overtime.

If there are any questions or comments, please let me know.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 23rd day of January 2017, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT: Behm, Meeusen

After certain matters of business had been discussed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to amend Section 4.5 Overtime of the Grand Haven Charter Township Personnel Policies and Procedures Manual. Following discussion, the following resolution was offered by Larsen and supported by Behm:

RESOLUTION NO. 17-01-02

WHEREAS, Grand Haven Charter Township has adopted a Personnel 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 4.5 Overtime of the Personnel Policies and Procedures Manual.

WHEREAS, the proposed addendum is recommended for discussion and/or adoption.

NOW, THEREFORE, be it resolved that the attached Section 4.5 is hereby amended and adopted as part of the Grand Haven Charter Township's Personnel Policies and Procedures Manual, to become effective immediately and which shall read as follows:

“4.5 OVERTIME

It is the Township's policy that Non-Exempt employees normally will not work in excess of forty (40) hours per week. If such overtime work is necessary, the employee must have prior authorization from the Department Director or Township Manager. Employees responding to emergency conditions do not need prior authorization. Employees will be paid one and one-half times their regular hourly rate for all hours **actually** worked in excess of forty (40) hours during any workweek. **EXCEPTION:** Fire Fighters who work a nineteen (19) day work period are paid overtime for anything in excess of one hundred forty-four (144) hours.”

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: Behm, Meeusen

RESOLUTION DECLARED:
ADOPTED ON:

Adopted.
January 23, 2017

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 23rd day of January 2017. 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



Community Development & Assessing Memo

DATE: January 18, 2017

TO: Township Board

FROM: Stacey Fedewa, Community Development Director
Denise Chalifoux, Assessing Director

RE: Staffing Levels and Larrison Full Time Employment

BACKGROUND

During the October 2016, Budget Work Session the Board requested the Community Development Department research options to improve efficiency, and allow for a more manageable workload for the staff, as the volume of construction activity continues to rise.

To determine comparable communities, a survey of Ottawa County municipalities was conducted and staff learned Holland Charter Township (HCT) was best because it utilizes the same number, and type, of contracted services. The final results of this comparison survey revealed that **GHT is managing 50% more↑ construction activity with only half of the staff.**

Community	2015 Population	2016 Construction Activity Data			
		Single Family Residential	Other	Total Permits	Total Value
GHT	15,757	97	437	534	\$70,741,947
HCT	36,918	63	310	373	\$60,845,470

Community	Full Time Employees	Part Time Employees	Total Employees Dedicated to Community Development Dept
GHT	4	1	5
HCT	6	3	9

Holland Township indicated that they anticipate hiring more staff as well.

Based upon this information the following can be learned when GHT is compared to Holland Township:

- GHT has less than half of the population (43%)
- GHT has nearly 50% more construction activity (43%)
- GHT has approximately half of the staff (55%)

STAFF NEEDS

Community Development believes there is a way to improve departmental efficiency—a part-time Permit Technician.

- The Permit Technician would **review all incoming building permit applications** for completeness and to ensure all required documentation has been submitted.
 - Ensuring applications contain all the necessary documentation prior to the Building Official/Inspector commencing plan review will increase↑ the timeliness of issuing permits. This would include reviewing the site plans for zoning compliance.
 - Currently, the Official and Inspector are responsible for monitoring the applications, which is time consuming, and detracts from their true job duties.
 - Staff forecasts a 33% improvement↑ in the time frame it takes to issue a permit if these clerical matters were addressed at the time of submission.
- The Permit Technician would **review all incoming zoning permit applications** (*i.e., fences and sheds*) for compliance and tentatively approve or deny. The Community Development Director/Zoning Administrator would then perform a final review. The Technician would also address basic zoning inquiries, such as accessory building regulations.
 - This would allow the Director to prioritize long-range planning efforts, which is vital for a community experiencing such a high rate of population growth.
 - The Director will continue to address all complicated zoning matters.

PROPOSAL

The Assessing Administrative Assistant—Ashley Larrison—has been assisting the Community Development Department with a variety of projects, as time has permitted. Larrison has performed exceptionally well with both Assessing job duties and Community Development projects. Community Development Director Fedewa and Assessing Director Chalifoux offer the following proposal:

1. Expand the Assessing Administrative Assistant position description by incorporating Permit Technician duties (*see the enclosed job description*);
2. Make the position full time, rather than part time; and
3. **Hire Larrison full time** as the Assessing Administrative Assistant/Permit Technician.

When compared to the cost of consulting services, or hiring a new employee, an internal promotion is the best cost saving measure that can be utilized to improve efficiency.

Larrison’s time would be split between both departments with Assessing remaining her primary function and Chalifoux continuing to be her supervisor. Depending on the amount of time spent on Community Development work the departmental budget would reflect a commensurate portion of the salary and benefits.

Due to the expertise required to be an effective Permit Technician (*mostly related to zoning ordinance reviews*) it is recommended that Larrison’s pay grade be adjusted from Grade 2 Level 6 (\$21.90) to Grade 2 Level 9 (\$24.27). If approved by the Personnel Committee, and Township Board, the estimated cost increase (*salary, benefits, etc.*) for 2017 is approximately \$30,000±.

A secondary reason for this proposal is **succession planning**. Larrison has a career goal of becoming the Assessing Director. By widening her knowledge base (*building, zoning, permitting, etc.*) it will improve her ability to be an effective Assessor.

Larrison has already begun familiarizing herself with building permit applications and files, so the training necessary for reviewing applications for completeness and answering basic questions will be minimal. Fedewa has noticed that Larrison is a “quick study” and believes the training necessary for her Permit Technician duties will be reasonable and manageable.

On Jan 10th the Personnel Committee **adopted a motion recommending the Board approve this proposal.**

ADDITIONAL BENEFITS

Staff anticipates that if workloads became more sustainable that employees would be empowered to be proactive in their positions. Furthermore, proactivity would have a direct correlation to the Township’s mission statement of “above all else, our purpose is to provide superior customer service to our community.”



SAMPLE MOTION

Motion to approve an amendment to the Assessing Administrative Assistant job description to include Permit Technician duties and to update the status to regular, full-time, non-exempt; and promote Ashley Larrison to this new position at the Grade 2 Level 9 salary.



GRAND HAVEN CHARTER TOWNSHIP
Job Description

Position: **ADMINISTRATIVE ASSISTANT/PERMIT TECHNICIAN**
Department: Assessing/Community Development
Reports To: Director of Assessing/Deputy Treasurer
Status: Regular, Full-Time, Non-Exempt
Pay Grade: 2- Step 9
Revision: 1/2017
Reviewed: 1/2017

SUMMARY:

Under the direct supervision of the Township Assessor performs a variety of duties related to the gathering of field data and data entry for the appraisal and assessment of taxable property in Grand Haven Charter Township. Assists the Building Department with the permitting process; applications, correspondence, follow-ups and enforcements, as well as perform other administrative duties as assigned.

ESSENTIAL FUNCTIONS:

Primary

- Assists with inputting related data.
- Data entry and maintenance of residential and personal property records.
- Secretary to Board of Review (i.e. making copies).
- Assists with field inspections and verifications of data.
- Maintain Property Transfer files, updating computer with current owner information using County's deed access program.
- Maintain the Principal Resident exemption files, sending out response letters when needed.
- Participates in the maintenance of real and personal property assessment records.
- Prepares various file folders for different types of record cards for the parcels (land splits/divisions and combinations, businesses, tax exempt, specials, etc.) This also includes keeping the "hard cards" of each parcel updated.
- Receives and enters information from the deceased persons list from the county.
- Scans and documents PTAs and PREs and other supporting documents.
- Sending out appropriate response letters to taxpayers for lack of filing proper paperwork.
- Sends out scanned/recorded PREs to the state quarterly
- Sends out scanned/recorded PTAs each Friday to the county website

- Submits proper paperwork to State, County and local jurisdictions concerning Principal Residence Exemptions and Property Transfer affidavits.
- Updates from the “Move” list from the county.
- Updates parcel information from the realtor websites.
- Gives basic Assessing information, explains Principal Residence Exemptions, and the process to go before the Board of Review as needed. Gives tax histories, information on taxes paid and due, and explains the Delinquent tax process as needed.
- Prints property record cards, tax bills, and tax histories.
- Schedules Board of Review appointments.
- Assists with distribution of voter registrations, absentee ballots, and basic information.
- Assists in the formulation of departmental policies and procedures.
- Communicates with people outside the organization, represents the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone, or e-mail.
- Enters, records, stores, or maintains information in written or electronic form.
- Files and retrieves corporate documents, records, and reports.
- Gives non-technical information regarding the work of the township and refers questions to proper persons.
- Greets the public and directs customers to appropriate office/personnel.
- Maintains confidentiality of sensitive or personal information.
- Performs administrative duties including word processing, data entry, mailings, spreadsheets, and general office duties. Prepares reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software.
- Proofreads various publications including the Weekly Report, Fire-Rescue newsletter, and various documents for board meetings.
- Performs job duties utilizing required technology (i.e. BS&A programs, Microsoft Office, and specialized software).
- Other duties as assigned.

***30 Hours-approximately devoted work hours**

Secondary

- Provides technical assistance and information to staff and public in the administration of specific planning programs areas or ordinances.
- Reviews building plans and zoning permit applications to assure compliance with requirements for accuracy and completeness
- Investigates violations of planning regulations and ordinances,
- Request additional information from permit applicant’s/property owners/contractors as necessary in the permit process
- File/archive building permit files
- Schedule inspections
- Write initial and follow up letters/e-mails for building enforcements
- Establish as the main contact for permit/enforcement questions

***10 Hours-approximately devoted work hours**

EDUCATION, EXPERIENCE AND TRAINING:

- High school diploma.
- One year experience in a public contact job.
- Typing speed of 50 WPM with accuracy.
- Mid to Advanced level in Word, Excel, Access, PowerPoint, and Publisher.
- Experience with BSA.Net Software preferred.
- Working knowledge of GIS preferred.
- Working knowledge of APEX preferred.
- General knowledge of home construction stages preferred.
- General knowledge of local ordinances preferred.
- Experience with governmental operations preferred.
- Or an equivalent combination of training and experience.
- Must obtain a minimum certification of MCAT (Michigan Certified Assessing Technician) State Certification within 1 year.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a valid Michigan motor vehicle operator's license.
- The ability to read legal descriptions.
- Reasonable knowledge of the practices and materials used in the construction of various types of homes.
- Reasonable knowledge of ordinances and codes to determine compliance with such regulation and to apply regulations.
- Ability to work on several projects or issues simultaneously.
- The ability to handle highly confidential information.
- Ability to communicate effectively both in writing and in person as appropriate for the needs of the recipient.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- The ability to understand and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in establishing and maintaining effective working relationships with the general public and other employees using tact and discretion.
- The ability to read and understand information and ideas presented in writing.
- Ability to organize, schedule and complete work to achieve deadlines in an environment where interruptions are frequent.
- The ability to handle extreme pressure/demands and be able to quickly adapt to changes.
- Ability to prepare and maintain accurate records and reports.
- Working skill in operating a switchboard with accuracy in a calm and efficient manner with a pleasant voice.

- Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, database management, managing files and records, operating office machines, and other office procedures and terminology.

PHYSICAL AND MENTAL DEMANDS:

- Hearing, seeing, speaking.
- Reading.
- Reasoning.
- Problem solving.
- Writing communications.
- Constant interruptions and having contact with residents, contractors, etc.
- Contact with professionals (i.e. bankers, investment professionals).
- Decision making.
- Physically examine the interior and exteriors of single and multi-story buildings, which have no accommodations for the handicapped and which at the time of inspection, may be under construction.
- Able to physically inspect building sites with steep terrain, such as dunes and eroding bluffs along Lake Michigan's shoreline.
- Work is performed inside and outside and includes being exposed to cold, heat, dampness, and noise. Must be willing to work outside in all temperatures, weather, and seasons.
- Contact with residents regarding their property, and contact with Realtors, builders, etc. regarding property.
- Able to read and comprehend building blueprints, draw and input building information into a computer, and read legal descriptions and identify respective properties to which they refer.

Acknowledgement:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

Employee Printed Name

Date

Employee Signature



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: January 18, 2017
TO: Township Board
FROM: Stacey Fedewa, Community Development Director
RE: Stonewater Subdivision No. 1 – Tentative Preliminary Plat

BACKGROUND

The Stonewater PUD was approved on September 12, 2016. Phase 1 of the mixed-residential development consists of 31 single-family lots within a platted subdivision. The Land Division Act and Township Subdivision Control Ordinance govern the platting process.

PLATTING PROCESS

Platting consists of a 4 step process, which is described below along with pertinent details. Generally, because the project was initially approved through a PUD the Township's obligation is just to ensure the proposed plat is consistent with the plans that were approved in Sept 2016, and **staff has confirmed the two sets of plans are identical.**

1. Tentative Preliminary Plat Approval
 - Planning Commission must hold a public hearing and make a recommendation to approve or disapprove (*recommended for approval on 1/17/2017*)
 - Township Board must tentatively approve or disapprove the Plat
2. Construction Plan Approval
 - Staff reviews infrastructure plans and submits for permitting (*i.e., roads and underground utilities*)
3. Preliminary Plat for Final Approval
 - Township Board must approve or reject the Plat
 - If approved, the developer can begin installing infrastructure
4. Final Plat Approval

- Township Board must approve if Final Plat substantially conforms to the Preliminary Plat

The Planning Commission is only involved in the first step of the platting process, afterwards it is handled by staff and the Township Board.

TENTATIVE PRELIMINARY PLAT REQUIREMENTS

The developer must submit the following documents to comply with the Subdivision Control Ordinance:

- Declaration of Restrictive Covenants
 - Submitted, and approved by Township Attorney
- Existing Conditions Plan
- Proposed Conditions Plan
- Affidavit of Ownership



The Planning Commission is required to take action, and make a recommendation, within 60 days (*recommended for approval on 1/17/2017*), and the Board must take action within 90 days of receiving the Planning Commission's recommendation.

SAMPLE MOTIONS

If the Township Board finds the application meets the applicable standards, the following motion can be offered:

Motion to approve the Tentative Preliminary Plat for Stonewater Subdivision No. 1 based on the application meeting applicable requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance.

If the Township Board finds the application does not meet the applicable standards, the following motion can be offered:

Motion to disapprove the Tentative Preliminary Plat for Stonewater Subdivision No. 1 because the application does not meet the applicable requirements and standards set forth by the Grand Haven Charter Township Subdivision Control Ordinance.

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



GRAND HAVEN CHARTER TOWNSHIP

SUBDIVISION PLAT REVIEW APPLICATION

(Includes Preliminary Plat review, Final Preliminary Plat review, and Final Plat review)

Application Type	Fee	Escrow*	Sewer Escrow**	
Original	\$300	\$500	Main Extension	\$5,000
Amendment	\$150	\$500	Lift Station	\$2,000

Note: for multi-phased developments, each phase after the original approval is considered an amendment

Applicant Information

Name _____

Phone _____ Fax _____

Address _____

Email Address _____

Owner Information *(If different from applicant)*

Name _____

Phone _____ Fax _____

Address _____

Property Information

Address/Location _____

Parcel Number 70 - See Attached. Size (acres) _____

Current Zoning _____ Master-Planned Zoning _____

Adjacent Zoning North: _____ South: _____ East: _____ West: _____

Other Information

Proposed Subdivision Name: _____

Proposed Number of Proposed Lots? _____

Present Use of the Subject Property? _____

Number & Type of Existing Structures? _____

Does Property Abut Township Border? _____

Subject Property Located on a Paved Road? _____

Municipal Water within 2,700 Feet of Subject Property? _____

Municipal Sewer within 2,700 Feet of Subject Property? _____

NOTE: The architect, engineer, planner, or designer shall be responsible for utilizing the Township Ordinance Books and following the procedures and requirements set forth in Ordinance No. 310 (*Subdivision Control Ordinance*). Initially, submit five copies of the required information for staff review. Once staff has granted tentative approval, additional copies will be required as requested by staff.

I hereby attest the information on this application is, to the best of my knowledge, true and accurate.

Signature of applicant

Date

12/7/16

** To cover cost of legal and consulting fees, may be increased as necessary*

*** If approval of this application requires/includes the extension of a municipal sanitary sewer main, an additional \$5,000.00 escrow fee shall be required, and an additional \$2,000.00 escrow fee shall be required for the installation of a lift station.*

For Office Use Only

Date Received _____ Fee Paid? _____

Materials Received: Site Plans _____ Location Map _____

Survey _____ Legal Description _____

Dated copy of approved minutes sent to applicant? _____ Date Sent _____

PLANNING COMMISSION USE ONLY

Approval _____

Tabled _____

Denied _____

Conditional Approval _____

The following conditions shall be met for approval:

Signature of Planning Commission Chair

Date

AFFIDAVIT OF OWNERSHIP

STONEWATER SUBDIVISION NO. 1

STATE OF MICHIGAN)
) SS.
COUNTY OF KENT)

Dale H. Kraker, being duly sworn, says as follows:

1. That he is the Manager of Lincoln Street Holdings, LLC, a Michigan limited liability company (the "Company").

2. That the Company is the owner of certain real property located in the township of Grand Haven, Ottawa County, Michigan, commonly known as 15790 Lincoln Street, Grand Haven, and legally described on Exhibit A attached hereto (the "Property").

3. That the Company acquired a portion of the Property, being identified as PPN 70-07-14-100-004, pursuant to a Warranty Deed dated November 6, 2015 and recorded November 10, 2015 at Instrument No. 2015-0043592, Ottawa County Records.

4. That the Company acquired a portion of the Property, being identified as PPN's 70-07-16-100-008, 70-07-14-100-010 and 70-07-14-100-005, pursuant to a Warranty Deed dated July 22, 2013 and recorded July 30, 2013 at Instrument No. 2013-0035432, Ottawa County Records.

5. That the Company has not conveyed any portion of the Property to another entity since the date of acquisition.

6. That the sole member of the Company is Dale H. Kraker, Trustee of the Dale H. Kraker Living Trust Amended and Restated June 11, 2007.

7. That the Company intends to develop the Property as Stonewater Subdivision No. 1, pursuant to the conditional approval of the Grand Haven Township Planning Commission.

8. That this Affidavit is made at the request of Grand Haven Charter Township pursuant to the Company's request to develop the Property.

LINCOLN STREET HOLDINGS, LLC

By: 
Dale H. Kraker
Its: Manager

The foregoing instrument was acknowledged before me in Kent County, Michigan, this 22nd day of December, 2016, by Dale H. Kraker, the Manager of Lincoln Street Holdings, LLC, a Michigan limited liability company, on behalf of the company.

JEFF KLAASEN
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF KENT
My Commission Expires Sep. 26, 2021
Acting in the County of _____



Notary Public, Kent County, Michigan
My Commission Expires: September 26, 2021

Prepared by:
Todd A. Hendricks
RHOADES McKEE PC
55 Campau Avenue NW, Suite 300
Grand Rapids, MI 49503

EXHIBIT A

Description of Property

Located in the Township of Grand Haven, County of Ottawa, State of Michigan:

All that part of the Northeast 1/4 of the Northwest 1/4 of Section 14, Town 7 North, Range 16 West, described as: Commencing on the North line of said parcel at a point 300 feet East of the Northwest corner thereof; thence South 170 feet; thence East 170 feet; thence North 170 feet; thence West 170 feet to the Point of Beginning. Except the North 50 feet thereof.

PPN: 70-07-14-100-004

The Southeast 1/4 of the Northwest 1/4 of Section 14, Town 7 North, Range 16 West, and also a Right of Way for purposes of ingress and egress thereto, described as: Commencing at a point 300 feet East of the Northwest corner of the Northeast 1/4 of the Northwest 1/4 of said Section 14, Town 7 North, Range 16 West and running thence South parallel with the West line of said Northeast 1/4 of the Northwest 1/4 to the South line thereof; thence East 10 feet; thence North parallel with the West line of said Northeast 1/4 of the Northwest 1/4 to the North line thereof; thence West 10 feet to the point of beginning.

PPN 70-07-14-100-008

The East 15 feet of the West 300 feet of the North 330 feet of the Northeast 1/4 of the Northwest 1/4 of Section 14.

PPN 70-07-14-100-010

All that part of the Northeast 1/4 of the Northwest 1/4 of Section 14, Town 7 North, Range 16 West, except commencing at the Northwest corner of said Northeast 1/4 of the Northwest 1/4; thence South 330 feet; thence East 300 feet; thence North 160 feet; thence East 170 feet; thence North 170 feet; thence West 470 feet to the point of beginning. Also, except the East 550 feet of the North 820 feet thereof.

PPN 70-07-14-100-005

**DECLARATION OF COVENANTS, RESTRICTIONS AND CONDITIONS
FOR STONEWATER
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN**

THIS DECLARATION is made this ____ day of _____, 2016, by LINCOLN STREET HOLDINGS, LLC, a Michigan limited liability company, of 3115 Railway Drive, Byron Center, Michigan 49315 (“**Developer**”).

RECITALS

A. Developer is the owner of certain real property situated in Grand Haven Township, Ottawa County, Michigan legally described as follows:

INSERT LEGAL

(the “**Property**”), and is developing the Property into Stonewater, a residential subdivision (hereinafter “**Stonewater**”), which may be expanded from time to time to include additional land in additional phases of platted developments. The Property is also hereinafter referred to as “**Phase I**”.

B. Developer desires to impose certain protective covenants, restrictions and conditions on the Property for the purposes of ensuring that the Property will be used for those purposes to which is best suited and of preserving and improving the attractive features of the Property.

C. Owner desires to provide record notice of the existence of the Stonewater Property Owner’s Association (the “**Association**”), a Michigan non-profit corporation composed of the owners of lots within Stonewater, as it may be expanded, and the owners of condominium

units in Stonewater Condominiums, as it may be expanded, and to provide record notice of the Association's powers over certain portions of the Property, as well as certain portions of the land described on **Exhibit "D"** attached hereto, consisting of the Stonewater PUD, as approved by Grand Haven Township.

PROVISIONS

In consideration of the foregoing, Developer imposes the following protective covenants, restrictions and conditions upon the Property, which protective covenants, restrictions and conditions shall run with, and benefit and burden the Property and shall be recorded as blanket encumbrances against the Property and shall be binding against the Developer, its successors and assigns, and all persons claiming under the Developer, their grantees, successors, heirs, personal representatives, administrators and assigns.

I. ARCHITECTURAL CONTROL.

A. Architectural Review Committee. Developer reserves the right to establish an Architectural Review Committee ("**Committee**") to consist of three (3) people to be appointed from time to time by the Developer, until the Developer delegates this power of appointment to the Association.

B. Architectural Restrictions. In order to assure harmonious and aesthetic development of building sites on the lots in the Property, no land may be graded and no building, driveway, fence, structure, antenna, above-ground electrical or other utility service, wall, or other structure or improvement may be made, modified, added to, altered or changed until the plans and specifications showing the nature, kind, color, shape, height, materials and location of the same shall have been submitted to and approved in writing by the Developer.

C. Developer's Absolute Discretion. All construction of all buildings, structures and other improvements will be made only by residential home builders licensed by the State of Michigan and approved by the Developer and shall be done in accordance with the plans approved by the Developer pursuant to this Declaration.

The Developer may, upon a showing of practical difficulty, grant variances to the restrictions from time-to-time, but only to the extent and in such manner as not to violate the spirit and intent of the restrictions. The Developer shall have twenty-one (21) days from the date of receipt of all documents requested in order to evaluate and decide upon a proposal, proposed variance or other matter, but if the Developer fails to grant written approval within the twenty-one (21) day period, it shall be deemed to have rejected the request.

The Developer shall have the right to refuse to approve any plan, specification, proposal, requested variance or other matter submitted to it which is not suitable or desirable in its opinion for aesthetic or other reasons in the Developer's absolute discretion. In passing upon such plans, specifications, proposals, requested variances and other matters, the Developer shall have the right to take into consideration the suitability of the proposed structure, improvement or modification, the lot upon which it is proposed to be constructed, the proposed building location

within the lot, the locations of structures and improvements on the other lots, the degree of compatibility of the proposed improvement with those already existing in and planned for the Property and such other matters as the Developer, in its sole discretion, may deem significant.

If the Developer rejects an owner's request for approval of a plan, specification, proposal, variance or other matter, promptly after such rejection the Developer shall serve on the owner a written explanation of the reasons for the rejection. The owner shall be entitled to revise and resubmit the request to the Developer one or more times.

II. BUILDING AND USE RESTRICTIONS.

A. Except as specifically provided to the contrary, no lot shall be used for other than residential purposes. No building shall be erected, altered, placed, modified or permitted to remain on any other than one (1) single-family residential dwelling with at least a two-stall garage. No outbuilding shall be constructed on any lot without the prior written approval of the Developer. No house shall be designed, constructed or remodeled for the purpose of housing more than one (1) family and no lot shall be used to house more than one (1) family.

B. A garage containing at least two (2), but not more than three (3), stalls will be attached to each house constructed on a lot in the Property.

C. Each house shall be built on a full basement foundation. No mobile or modular homes are permitted. Each house constructed on a daylight or standard lot shall be connected to the stormwater management system at the owner's expense.

D. Lot Owners shall be responsible for constructing the sidewalk located in front of their lot before the issuance of a certificate of occupancy for the residence on such lot, unless delayed until weather conditions permit, provided adequate financial security shall be provided to the Township or written proof shall be submitted to the Township that an escrow deposit has been established by the Lot Owner with an institutional lender in the amount of 150% of the estimated cost of the sidewalk to insure the completion of the sidewalk in the event the construction of the sidewalk is delayed because of weather conditions. The Developer will be responsible for constructing sidewalks in Stonewater which are not located in front of a Lot. Sidewalks in Phase I will be installed within five years of the first occupancy permit in Phase I.

E. The total finished floor area of any house to be constructed on any lot, exclusive of garage, basement, deck, attic, open porch, breezeway and any other area not used for living quarters shall satisfy the applicable minimum size requirements of Grand Haven Township.

F. Each owner of a lot shall be responsible for making certain that the construction of all improvements on his or her lot will comply with all Grand Haven Township and other governmental requirements and restrictions including, without limitation, front, side and rear setback requirements. Approval of construction by the Developer shall not be construed to mean that the Developer has determined that the proposed structure complies with all township and other governmental requirements. The Developer shall have no obligation to review plans and proposals for compliance with township and other governmental requirements.

G. All soil to be removed from a lot, either in grading or excavating, shall, if desired by Developer, become the property of Developer and when removed shall be dumped by any person so removing the soil at that person's expense at such place or places upon the Property or elsewhere as Developer shall designate.

H. Each house and garage built on a lot shall be constructed of new material only. Approved materials include brick, brick veneer, steel, stone, cedar wood, aluminum siding, vinyl siding, stucco or frame or any combination thereof. All exterior foundation walls shall be of brick, brick veneer, stone, concrete or stucco. Concrete block or tile construction above grade level is prohibited unless the exterior surface is covered with an approved material. The Developer has the right to approve or disapprove of proposed building materials based on colors, aesthetics, compatibility with other structures existing or proposed on the Property and any other factors deemed material by the Developer. Approval by the Developer in one or more cases will not obligate the Developer to grant approval in any other cases. The Developer may approve the use of materials and/or colors other than those listed or described above.

I. No later than six (6) months after the date construction of a residence on a lot is completed, the owner shall cause concrete to cover all driveways on his or her lot.

J. No structure of a temporary character, trailer, tent, shack, barn or other outbuilding shall be used as a temporary or permanent residence on any lot.

K. Construction, once commenced, shall be completed and ready for occupancy within twelve (12) months after the date of the commencement of construction. Within six (6) months after completion of construction of the house on the lot, the lot will be graded, landscaped, and will be covered with four (4) inches of fertile topsoil and supplied with sufficient perennial grass seed to seed the lot.

L. Soil erosion protection and stabilization techniques and procedures shall be required continuously during all phases of construction. Such techniques may include silt, fences, soil erosion, blankets and other measures sufficient to stabilize soils during construction activities.

M. No lot may be used or maintained as a dumping ground for rubbish. No refuse pile or unsightly or objectionable object or materials shall be maintained on any lot, except for trash, garbage and other waste which shall be kept in sanitary containers. All such containers shall be kept in a clean, neat and sanitary condition and stored within the garage.

N. No noxious or offensive activity shall be carried on upon any lot or park area, nor shall anything be done on any lot or park area which may be or may become an annoyance or nuisance to any other person occupying the Property.

O. No trailer, boat, motor home, recreational vehicle, or inoperable vehicle shall be stored on any lot except within the garage with the door closed. No boat, trailer, motor home or similar vehicle shall be parked on any lot for more than four (4) consecutive days without the prior written permission of the Developer, which approval may be given or withheld in the

Developer's sole discretion and may be contingent upon the Developer's designation of the area or areas where the vehicles may be parked.

P. No animals, except household pets, may be kept on any lot. Such pets may not be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, odor or unsanitary conditions. No savage or dangerous animal shall be kept on any lot. No more than two (2) household pets may be kept without written permission of the Developer.

Q. Except as may be installed by Developer, no spotlight, floodlight or similar type high intensity lighting shall be placed on or utilized on any lot which in any way will allow light to be reflected on any other lot or the improvements thereon without the prior written authorization of the Developer. Low intensity lighting which does not disturb the other occupants of the Property shall be allowed.

R. No off-road vehicle including, but not limited to, motorcycle, motorbike, snowmobile and all-terrain vehicle, may be driven or operated within the areas of the Property.

S. No hunting is permitted within the Property.

T. No sign shall be displayed to the public view on any lot except one (1) sign of not more than four (4) square feet advertising the lot for sale; provided, however, that Developer may post "for sale" signs on Developer's lots.

U. All utilities servicing the lots shall be placed underground.

V. In addition to the restrictions herein, the use of any lot and any structure constructed on any lot must satisfy the requirements of the Grand Haven Township Ordinance No. _____, approving the project, and the zoning ordinance of Grand Haven Township, Ottawa County, Michigan, which is in effect at the time of the contemplated use or construction of any structure unless a variance for such use or structure is obtained from the Zoning Board of Appeals ("**ZBA**") of Grand Haven Township and further there is obtained a written consent thereto from the Developer so long as the Developer owns a lot in Stonewater subdivision, and thereafter from the Developer. To the extent that the restrictions contained herein are more restrictive than the Grand Haven Township Zoning Ordinance, the restrictions contained herein shall apply.

W. The areas depicted as Park Areas (the "Common Areas") in the development's recorded subdivision plat shall remain private parks for the benefit of the Association (and the Co-owners of condominium units in the condominium project known as Stonewater Condominiums, established pursuant to the Master Deed dated _____, recorded at _____), and shall not be used for residential purposes, except as otherwise permitted in the Subdivision Control Act, being Act 288 of Public Acts of 1967.

III. STONEWATER PROPERTY OWNER'S ASSOCIATION.

A. Developer has formed the Association as a Michigan non-profit corporation to be composed of the owners of the lots within Stonewater, as the same may be expanded from time to time (“**Lot Owners**”), as well as the co-owners of units in Stonewater Condominiums (the “**Co-owners**”), as the same may be expanded from time to time. Every Lot Owner and Co-owner, by acceptance of a deed or land contract therefor, shall automatically become a member of the Association. The Developer has dedicated, or intends to dedicate, certain ponds, park areas, entrance areas and landscaping and natural paths or walkways, as identified on the recorded Stonewater subdivision plat, recorded at Liber _____, Pages _____, Ottawa County Records, as Park Areas (hereinafter the “**Common Areas**”) to the Association. The Association shall own fee simple title to the Common Areas which located within all phases of Stonewater. The Association will be responsible for managing, maintaining, administering, repairing and/or replacing the Common Areas which it owns, for assessing and collecting dues from the Lot Owners and Co-owners to pay the Association’s expenses based on a formula to be determined by the Developer, and for such other matters as may be delegated to it by Developer, by this Declaration, or by any other documents pertaining to the Association in regard to the above. The Developer reserves the right to authorized and require that all Co-owner dues payable to the Association be collected by the Stonewater Condominium Association and thereafter be paid to the Stonewater Property Owner’s Association. Portions of the Common Areas are also located within Stonewater Condominiums, as shown on the Stonewater Condominium Subdivision Plan. Although the Common Areas located within Stonewater Condominiums will be owned, maintained, repaired and replaced by the Stonewater Condominium Association, all of the members of the Association will be permitted to use and enjoy such Common Areas, subject to the provisions of this Declaration.

B. The Association has the right, among other things, to assess and collect assessments from all Lot Owners and Co-owners to pay the Association’s expenses, and to obtain and maintain insurance for the Common Areas owned by it as defined herein or as depicted on the recorded subdivision plats for all phases of Stonewater.

C. Developer anticipates developing additional phases of Stonewater which may contain park and walkway areas which may be dedicated to the Association. The owners of lots within future phases shall be members of the Association.

D. Neither the Developer, nor its designated builders, Jim Tibbe Homes, Inc. or Interra Homes, LLC (collectively the “**Builder**”), although members of the Association, shall be responsible at any time for payment of Association assessments for lots which they own owns in Stonewater or for units which they own in Stonewater Condominiums, provided, however, they shall be responsible for such assessments for lots or unit owned by it on which a residence is located and a certificate of occupancy has been issued by Grand Haven Township. The Developer reserves the right, in its discretion, to designate other residential builders as designated builders for purposes of this Declaration.

E. All authorized costs and expenses incurred by Association with respect to ownership, taxation, insurance, operation, management, maintenance, repair, and/or replacement of the Common Areas shall be the responsibility of each member of the Association as provided above.

F. The right to use and enjoy the Common Areas shall be subject to the Articles of Incorporation, Bylaws, Rules and Regulations, if any, with respect to the Association, and to restrictions of record. Reasonable rules and regulations made and amended from time to time by the Board of Directors of the Association shall be applied similarly to all members. Copies of all such rules, regulations and amendments thereto will be furnished to all members.

G. The Association will submit an annual budget and membership assessment to the Association and to the Condominium Association in advance for each fiscal year for purposes of projecting all anticipated expenses, including a reasonable allowance for contingencies and reserves, for the forthcoming year which it may incur with respect to ownership, taxation, insurance, operation, management, maintenance, repair, and/or replacement of the Common Areas. All authorized costs and expenses incurred by the Association with respect to the Common Areas shall be the responsibility of the Association, allocated between the members of the Association (i.e. the Co-owners and the Lot Owners) as determined by the Developer.

IV. DECLARATION OF PRIVATE ROAD EASEMENT.

A. Lots 13-18, inclusive, within Stonewater are served by a private road called Bedford Ct., and, as such, shall be subject to the terms and conditions of that certain Declaration of Private Road Easement, dated _____, 2016 and recorded on _____, 2016 at Instrument No. _____ - _____, Ottawa County, Michigan records (“**Private Road Declaration**”), which is incorporated herein by reference. The Association shall be responsible for maintaining, repairing and replacing such private road; provided, however all such costs and expenses shall be assessed only against the Lot Owners in Stonewater, as expanded, and shall not be assessed to the Co-owners of units in Stonewater Condominiums.

V. OTTAWA COUNTY DRAIN COMMISSIONER REQUIREMENTS.

A. In accordance with Section 280.433 of the Michigan Drain Code (Act 40 of the Public Acts 1956, as amended) a special assessment drainage district has been created to provide for the maintenance of the Stonewater County Drain. The Drain District consists of all lots within the plat, as described on attached **Exhibit “A”**. At some time in the future, the lots within the Drainage District will be subject to a special assessment for the improvement or maintenance of the Stonewater County Drain. The route of the Stonewater County Drain is shown on attached **Exhibit “B”**.

B. Private Easements for the Stonewater County Drain have been granted to the Stonewater Drainage District. The rights and obligations of said easements are recorded with the Ottawa County Register of Deeds office.

C. Some of the lots in the subdivision are subject to the aforesaid private easements for drainage and/or storm water ponding. No development, grading, or construction is permitted within these private easements for drainage. This includes swimming pools, sheds, garages, patios, decks or any other permanent structure or landscaping feature that may interfere with the drainage system or pond. Each lot owner will be responsible for maintaining the surface drainage system across his property.

D. The direction of flow for the surface drainage for all lots is shown on the block grading plan, **Exhibit “C”** attached hereto. It is the lot owner’s responsibility to ensure that the final grading of the lot is in accordance with the block grading plan. During the final lot grading and landscaping, the owner shall take care to ensure that the installation of fences, plantings, trees and shrubs do not interfere with the surface drainage from one lot onto the next lot.

E. To eliminate the potential of structural damage due to flooding from rear yard drainage, the lot owners shall keep the lowest door or windowsill and/or basement floor above the minimum opening elevations listed below. The elevations listed below are shown on the Block Grading Plan, attached **Exhibit “C”**. For more information on the location of current “bench mark” elevations, call _____ at (616) _____.

F. Minimum building opening elevations for the following lots are:

LOT NUMBER

MINIMUM OPENING ELEVATION

DRAFT

G. Each lot owner waives his claim against the Stonewater Drain District, Ottawa County Drain Commissioner, his employees and agents, Grand Haven Township, the Engineer, and the Developer from any and all claims, damage and obligation arising from the existence or operation of the drainage system. Restrictions pursuant to the requirements of the Ottawa County Drain Commission are to be perpetual and shall run with the land. The drain restrictions contained in this Article may not be amended or modified without the prior written approval of the Ottawa County Drain Commissioner, and shall not be effective until the amendment is recorded with the Ottawa County Register of Deeds, provided, however, the minimum building opening elevations identified above in paragraph F of this Article, may be amended or modified with only the prior written approval of the Ottawa County Drain Commission.

V. GENERAL PROVISIONS.

A. The provisions of this Declaration shall run with the Property and shall be binding on and inure to the benefit of all persons owning any interest in the Property and perpetuity from the date this Declaration is recorded at the Ottawa County Register of Deeds.

B. Except as provided in Article, this Declaration may be amended by the Developer so long as the Developer owns any interest in Stonewater subdivision, as the same may be expanded from time to time, Stonewater Condominiums, or in any other land located within the Stonewater PUD as approved by Grand Haven Township, which PUD pertains to the property legally described on Exhibit "D" attached hereto. After such time as Developer no longer owns a interest in Stonewater subdivision, Stonewater Condominium or the land described on Exhibit "D" attached hereto, the written agreement of the owners of not fewer than seventy-five percent (75%) of the lots in the Stonewater shall be required to amend this Declaration, except as provided in Article. No amendment to this Declaration which modifies the rights of the Stonewater Condominium Association member's to use and enjoy the Common Areas or the method of computing the costs and expenses allocated to such Co-owners shall be effective without the prior written consent of the Condominium Association. No amendment to this Declaration shall be effective until the amendment is recorded with the Ottawa County Register of Deeds.

C. The provisions of this Declaration shall be enforceable only by Developer, any Lot Owner or the Condominium Association. Enforcement shall be by proceedings at law or in equity against any person or persons violating, attempting to violate or threatening to violate any provision.

D. If one (1) or more of the provisions of this Declaration is or are declared by any Court of competent jurisdiction to be invalid or unenforceable, then the provision(s) shall be deemed severable from this Declaration or enforceable to the maximum extent permitted by law, as the case may be, and the remaining provisions of this Declaration shall remain in full force and effect.

E. No failure, delay or waiver of enforcement of any provision in this Declaration by the Association or any lot owner will constitute a waiver of or otherwise affect future enforcement of the provisions of this Declaration.

F. It is each Lot Owner's responsibility to determine which laws, regulations, ordinances and requirements (including, without limitation, public health requirements, zoning ordinances and building restrictions) apply to the lot from time to time and to comply with all such laws, rules, regulations, requirements and ordinances. Developer, Builder and/or the Association shall have no responsibility for determining such compliance.

IN WITNESS WHEREOF, this Declaration has been executed as of the date first above written.

Lincoln Street Holdings, LLC,
a Michigan limited liability company

By: _____
Dale H. Kraker

Its: Manager

Acknowledged before me by Dale H. Kraker, Manager of Lincoln Street Holdings, LLC, a Michigan limited liability company, in Kent County, Michigan, on _____, 2016.

_____, Notary Public
_____, County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Prepared by and Return to After Recording:

TODD A. HENDRICKS
Rhoades McKee PC
55 Campau Ave. NW, Suite 300
Grand Rapids, MI 49503-2793

DRAFT

EXHIBIT “A”

[The Location of the Stonewater County Drain District Follows]

DRAFT

EXHIBIT “B”

[The Route of the Stonewater County Drain District Follows]

DRAFT

EXHIBIT “C”

[The Block Grading Plan Follows]

DRAFT

EXHIBIT “D”

[Legal Description for Overall PUD]

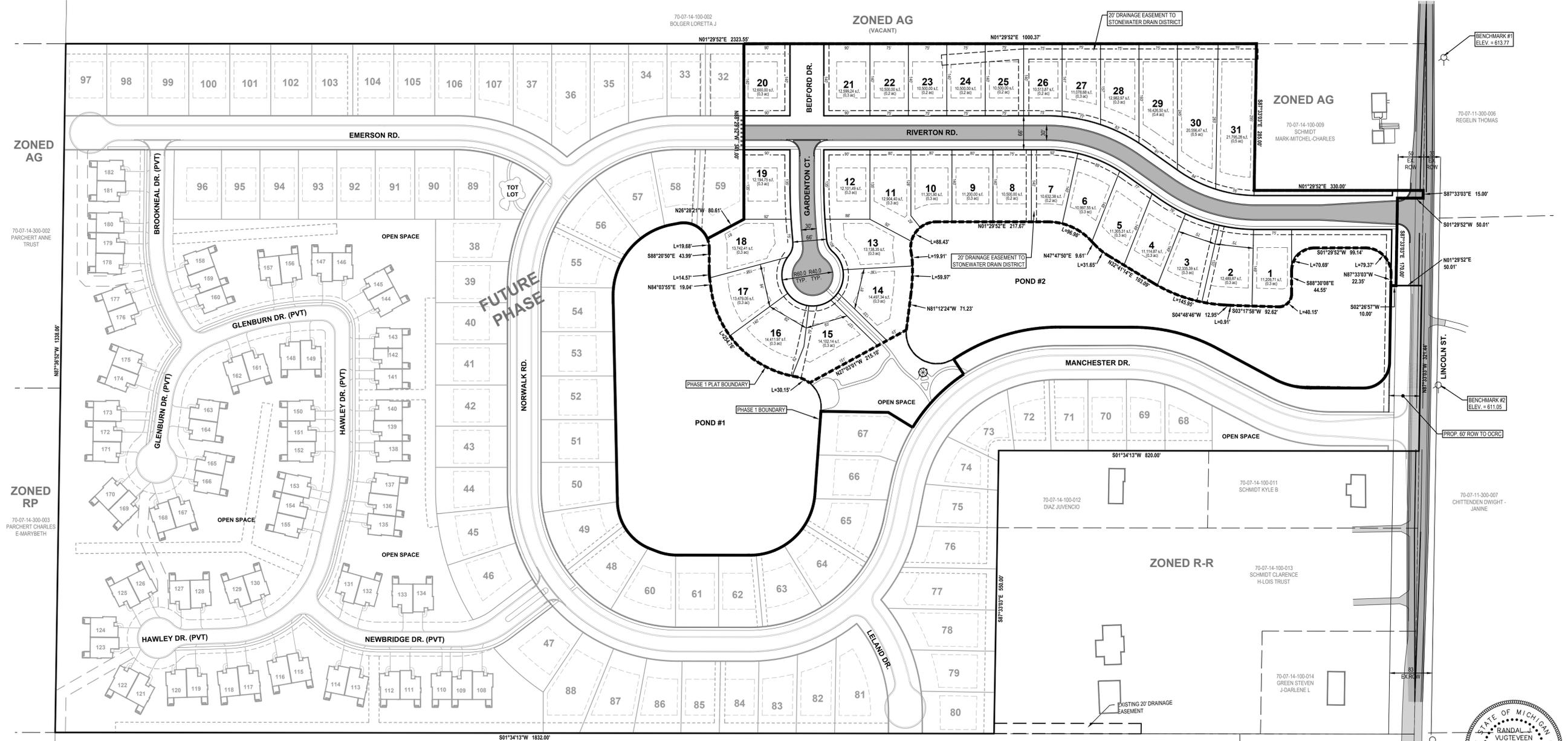
DRAFT

PREPARED FOR:
 Lincoln Street Holdings, LLC.
 Dale Kraker
 3115 Railway Drive
 Byron Center, MI 49315

REVISIONS:
 Title: PH1 Tentative Prelim. Plat V. Date: 12.09.16
 Drawn: JM Checked: RP S. Date: 12.09.16
 Title: PH1 Tentative Prelim. Plat Resub. V. Date: 12.28.16
 Drawn: JM Checked: RP S. Date: 12.28.16

PHASE 1 TENTATIVE PRELIMINARY PLAT OF:
STONEWATER
 A PLATTED SUBDIVISION & CONDOMINIUM NEIGHBORHOOD
Overall Site Layout Plan
 15730 & 14306 LINCOLN STREET
 PART OF THE NORTHWEST 1/4 OF SECTION 14, T1N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:
 STATE OF MICHIGAN
 JASON L. VAN RYN
 ENGINEER
 No. 54207
 LICENSED PROFESSIONAL ENGINEER
PROJECT NO:
 12201048
SHEET NO:
C-101



BENCHMARKS
BENCHMARK #1 ELEV. = 613.77 (NGVD29)
 Top of Northeast flange bolt under "E" of "EJW" on hydrant 4'± West of the edge of gravel drive to House #15775 & 20'± North of the edge of asphalt of Lincoln Avenue.
BENCHMARK #2 ELEV. = 611.05 (NGVD29)
 Top of Northeast flange bolt under "E" of "EJW" on hydrant 110'± East of asphalt drive to House #15721 & 20'± North of the edge of asphalt of Lincoln Avenue.

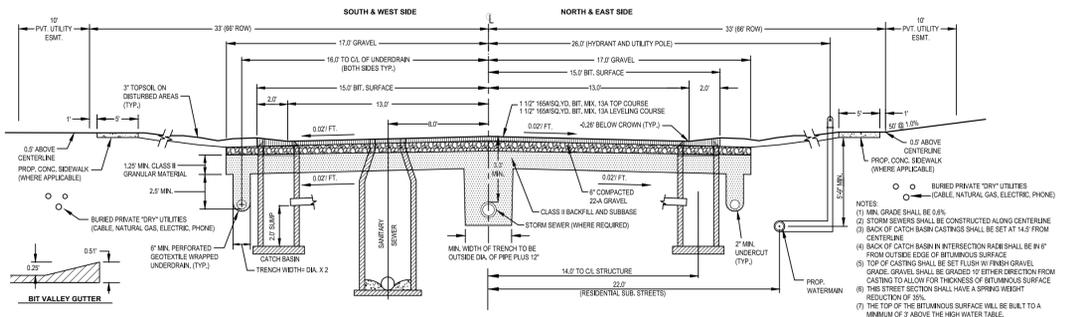
LEGEND
 EX. BITUMINOUS
 PROP. BITUMINOUS

PHASE 1 PLAT LEGAL DESCRIPTION

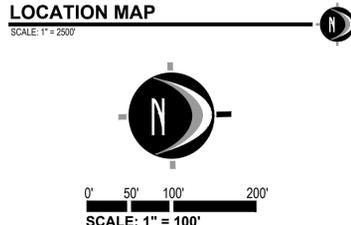
Part of the Northwest 1/4, Section 14, Town 7 North, Range 16 West, Grand Haven Township, Ottawa County, Michigan, described as: Commencing at the North 1/4 corner of said section; thence North 33°03'W 1041.44 feet along the North line of said section to the Point of Beginning; thence S01°29'52"W 50.01 feet parallel with the West line of the East 1/2 of the Northwest 1/4 of said section; thence S87°33'03"E 170.00 feet along the Southern right-of-way line of Lincoln Street; thence S02°29'45"W 10.00 feet; thence N87°33'03"W 22.35 feet; thence Southwesterly 79.37 feet along a 50.00 foot radius curve to the left, said curve having a central angle of 90°57'00"; and a chord bearing S45°52'24"W 71.30 feet; thence S01°29'52"W 99.14 feet; thence Southwesterly 70.69 feet along a 45.00 foot radius curve to the left, said curve having a central angle of 90°00'00"; and a chord bearing S43°30'08"E 63.64 feet; thence S88°30'08"E 44.55 feet; thence Southwesterly 40.15 feet along a 25.00 foot radius curve to the right, said curve having a central angle of 62°00'47"; and a chord bearing S42°29'45"W 35.97 feet; thence S02°17'50"W 92.62 feet; thence Southwesterly 0.91 feet along a 40.00 foot radius curve to the right, said curve having a central angle of 11°18'00"; and a chord bearing S04°52'42"W 15.51 feet; thence S04°48'46"W 12.95 feet; thence Southwesterly 145.95 feet along a 300.00 foot radius curve to the right, said curve having a central angle of 27°52'27"; and a chord bearing S16°40'00"W 144.51 feet; thence S32°41'14"W 103.09 feet; thence Southwesterly 31.65 feet along a 120.00 foot radius curve to the right, said curve having a central angle of 15°03'37"; and a chord bearing S40°14'22"W 31.56 feet; thence S47°47'50"W 95.61 feet; thence Southwesterly 96.96 feet along a 115.39 foot radius curve to the left, said curve having a central angle of 48°09'13"; and a chord bearing S25°36'52"W 94.15 feet; thence S01°29'52"W 217.67 feet; thence Southwesterly 88.43 feet along a 50.00 foot radius curve to the left, said curve having a central angle of 101°20'14"; and a chord bearing S49°10'15"E 17.35 feet; thence Northwesterly 19.91 feet along a 128.27 foot radius curve to the right, said curve having a central angle of 86°53'35"; and a chord bearing N84°29'25"E 19.89 feet; thence Southwesterly 59.07 feet along a 369.80 foot radius curve to the right, said curve having a central angle of 09°23'34"; and a chord bearing S85°54'12"E 59.90 feet; thence S81°12'24"E 71.23 feet; thence S27°03'01"E 215.10 feet; thence Southwesterly 30.15 feet along a 60.00 foot radius curve to the left, said curve having a central angle of 28°47'31"; and a chord bearing S35°29'39"W 23.83 feet; thence Southwesterly 254.76 feet along a 200.00 foot radius curve to the right, said curve having a central angle of 72°59'01"; and a chord bearing S47°34'24"W 231.88 feet; thence S84°03'55"W 19.04 feet; thence Southwesterly 14.57 feet along a 110.00 foot radius curve to the right, said curve having a central angle of 07°35'15"; and a chord bearing S87°51'33"W 14.56 feet; thence N88°20'50"W 43.99 feet; thence Southwesterly 19.88 feet along a 50.00 foot radius curve to the left, said curve having a central angle of 22°33'17"; and a chord bearing S80°22'31"W 15.46 feet; thence N02°02'21"W 60.61 feet; thence N88°29'52"W 341.00 feet; thence N01°29'52"E 1000.37 feet along said West line; thence S87°33'03"E 285.00 feet; thence N01°29'52"E 330.00 feet; thence S87°33'03"E 15.00 feet along said North line to the Point of Beginning. Containing 12.14 acres.

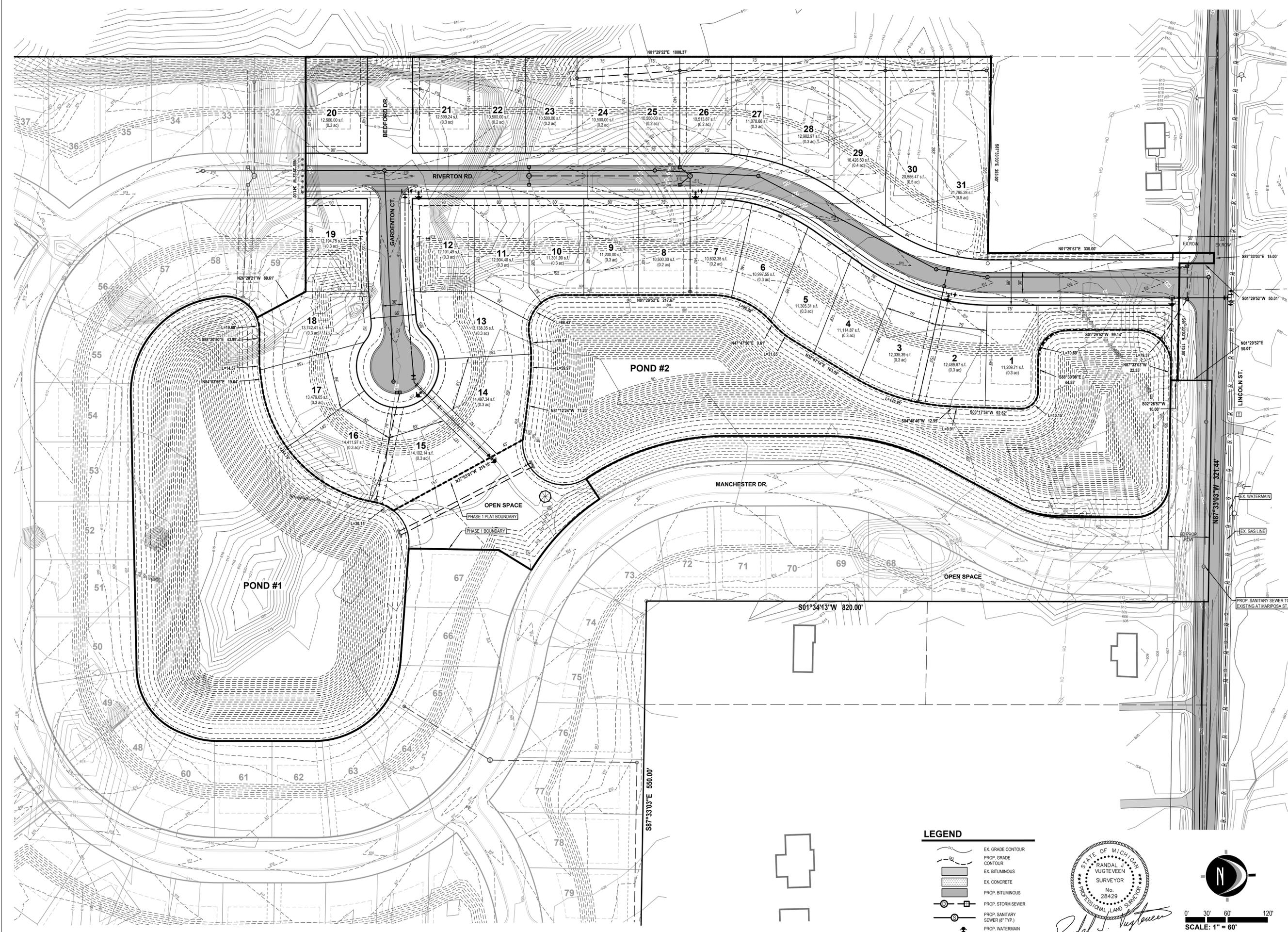
GENERAL NOTES

- ZONING OF PROPERTY: PUD
 PUD ZONING REQUIREMENTS
 SINGLE FAMILY LOT BULK DESIGN REQUIREMENTS
 A) MINIMUM LOT AREA = 10,000 SQ. FT.
 B) MINIMUM LOT WIDTH = 75 FT.
 SETBACKS
 A) FRONT YARD = 35 FT.
 B) SIDE YARD = 8 FT. / 16 FT. TOTAL
 C) REAR YARD = 35 FT.
 D) CORNER LOT SIDE YARD SETBACK MAY BE REDUCED TO 25 FT. AS DEPICTED ON PLAN.
 2) SUMMARY OF LAND USE:
 OVERALL
 A) PLAT TOTAL ACREAGE = 12.14 ACRES (528,938 SQ. FT.)
 B) TOTAL PHASE ACREAGE = 21.11 ACRES (919,584 SQ. FT.)
 C) AVERAGE LOT SIZE = 12,716 SQ. FT.
 D) AREA OF PROP. BUILDINGS = ±55,800 SQ. FT. (INCLUDING 1,800 SQ. FT. BLDG. LOT)
 E) AREA OF PROP. BITUMINOUS = 51,885 SQ. FT.
 TOTAL LENGTH OF STREET = 1,680 LF.
 F) TOTAL SINGLE FAMILY LOTS = 31 LOTS
- GENERAL REQUIREMENTS
 A) RIVERTON ROAD WILL BE DEDICATED TO THE PUBLIC AND WILL BE CONSTRUCTED PER OTTAWA COUNTY STANDARDS AND SPECIFICATIONS. GARDENTON COURT SHALL MEET THE MINIMUM IMPROVEMENTS DESCRIBED IN SECTION 4.3 OF THE GRAND HAVEN CHARTER TOWNSHIP ZONING ORDINANCE.
 B) THIS PROJECT WILL BE SERVICED BY PUBLIC UTILITIES - SANITARY SEWER, STORM SEWER, WATER, BURIED ELECTRIC, TELEPHONE, CABLE TV, AND GAS.
 C) THIS PROJECT IS NOT LOCATED IN AN AREA OF THE 100 YEAR FLOODPLAIN BASED ON THE NATIONAL FLOOD INSURANCE RATE MAPS.
 D) THIS PROJECT SHALL CONFORM TO THE OTTAWA COUNTY SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCE.
 E) ALL STORM SEWERS SHALL BE LOCATED WITHIN A MINIMUM 20 FT. DRAINAGE EASEMENT.
 F) ALL STORM SEWER WILL BE MAINTAINED BY A DRAINAGE DISTRICT ESTABLISHED BY A 433 AGREEMENT WITH THE OTTAWA COUNTY WATER RESOURCE COMMISSIONER.
 G) DRIVEWAYS PROVIDING ACCESS TO CORNER LOTS SHALL BE REQUIRED TO GAIN SOLE ACCESS FROM THE LESSER TRAVELED OF THE TWO (2) INTERSECTING STREETS (LOTS 12, 19, 81). THIS DOES NOT APPLY TO LOTS 36, 96, & 77. LOTS SHALL BE PROHIBITED FROM GAINING ANY DRIVEWAY ACCESS ON LINCOLN STREET.



OTTAWA COUNTY ROAD COMMISSION TYPICAL RESIDENTIAL SECTION WITH BITUMINOUS CURB & INFRASTRUCTURE LOCATION PROFILE [FOR RIVERTON RD (PUBLIC) & GARDENTON CT (PRIVATE)]





NEDERVELD
 www.nederveld.com
 800.222.1868
GRAND RAPIDS
 217 Grandville Ave., Suite 302
 Grand Rapids, MI 49503
 Phone: 616.575.5190
ANN ARBOR
CHICAGO
COLUMBUS
HOLLAND
INDIANAPOLIS
ST. LOUIS

PREPARED FOR:
 Lincoln Street Holdings, LLC.
 Dale Kraker
 3115 Railway Drive
 Byron Center, MI 49315

REVISIONS:
 Title: PH1 Tentative Prelim. Plat V. Date: 12.09.16
 Drawn: JM Checked: RP S. Date: 12.09.16
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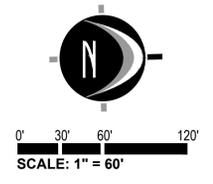
PHASE 1 TENTATIVE PRELIMINARY PLAT OF:
STONEWATER
 A PLATTED SUBDIVISION & CONDOMINIUM NEIGHBORHOOD
Phase 1 Layout, Grading & Utilities Plan
 15730 & 14306 LINCOLN STREET
 PART OF THE NORTHWEST 1/4 OF SECTION 14, T7N, R16W,
 GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

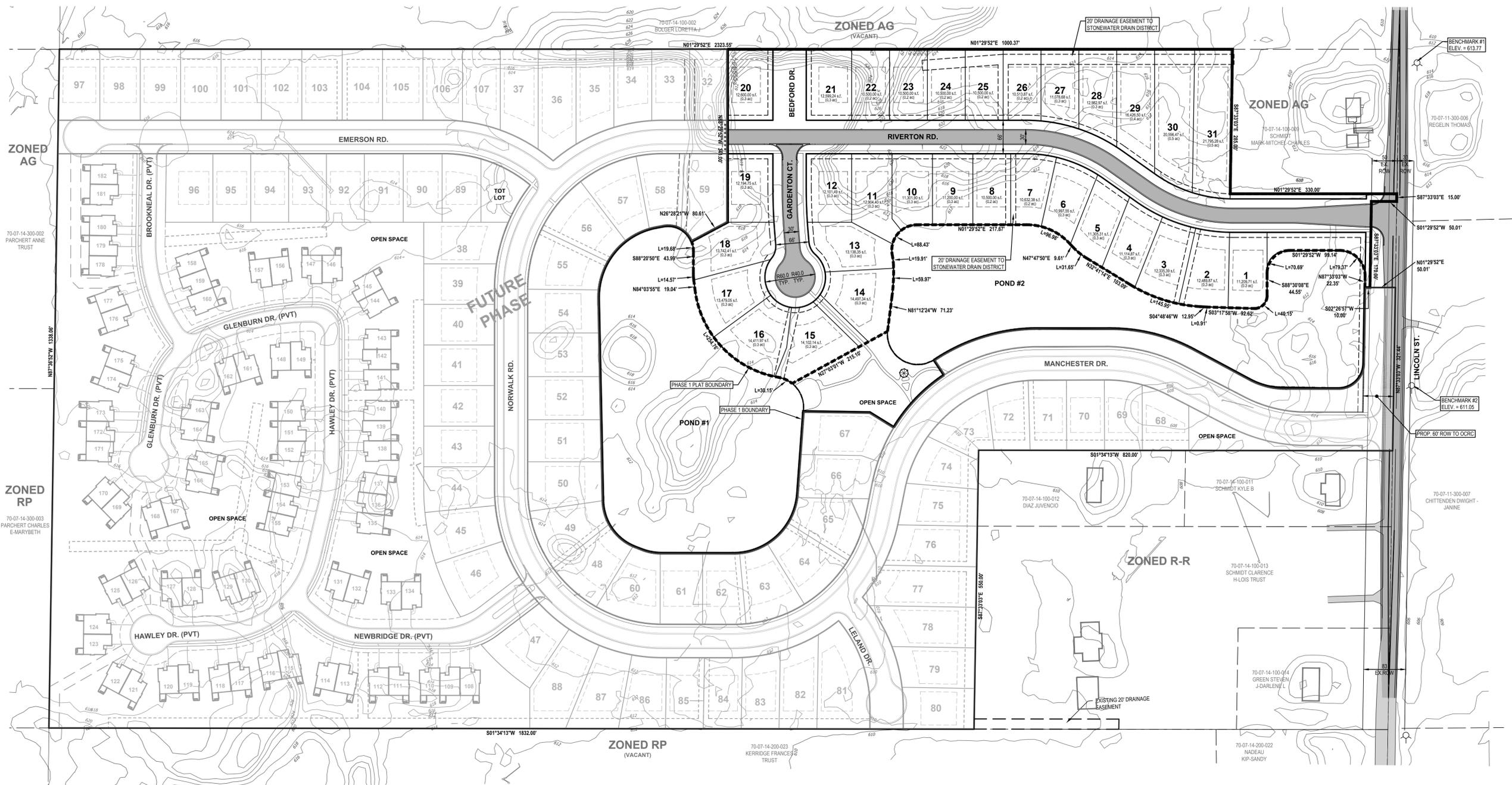
STAMP:

PROJECT NO:
 12201048
SHEET NO:
C-102

LEGEND

	EX. GRADE CONTOUR
	PROP. GRADE CONTOUR
	EX. BITUMINOUS
	EX. CONCRETE
	PROP. BITUMINOUS
	PROP. STORM SEWER
	PROP. SANITARY SEWER (8" TYP.)
	PROP. WATERMAIN (8" TYP.)





PHASE 1 TENTATIVE PRELIMINARY PLAT OF:
STONEWATER
A PLATTED SUBDIVISION & CONDOMINIUM NEIGHBORHOOD
Overall Site Topography Plan
15730 & 14306 LINCOLN STREET
PART OF THE NORTHWEST 1/4 OF SECTION 14, T1N, R16W,
GRAND HAVEN TOWNSHIP, OTTAWA COUNTY, MICHIGAN

STAMP:

PROJECT NO:
12201048

SHEET NO:
C-103

LEGEND

- EX. BITUMINOUS
- PROP. BITUMINOUS

SCALE: 1" = 100'

Randal J. Vugteveen