

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

**WORK SESSION – 6:00 P.M.**

1. Discussion of Superintendent's Employment Agreement
2. Review Elected Officials Wage Survey
3. Discussion of Correspondence File
4. Review 2017 Task List

**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 September 25, 2017 Board Minutes
  2. Approve Payment of Invoices in the amount of \$490,997.85 (*A/P checks of \$398,167.95 and payroll of \$92,829.90*)
- VI. PRESENTATIONS
  1. Chamber of Commerce (*Joy Gaasch and Dana Kollewehr*)
- VII. OLD BUSINESS
  1. Superintendent's Employment Agreement
- VIII. NEW BUSINESS
  1. Approve Asset Management Pilot Study Agreement
  2. Approve Resolution 17-10-01 – Manufactured Home Setup – Fee Increase
- IX. REPORTS AND CORRESPONDENCE
  1. Correspondence
  2. Committee Reports
  3. Manager's Report
    - a. September Building Report
    - b. September Ordinance Enforcement Report
    - c. September DPW Report
    - d. Special Board Budget Work Session on October 30<sup>th</sup> at 6:00 p.m.
  4. Others
- X. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY  
(*LIMITED TO THREE MINUTES, PLEASE.*)
- XI. ADJOURNMENT

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

**GRAND HAVEN CHARTER TOWNSHIP BOARD  
MONDAY, SEPTEMBER 25, 2017**

**WORKSESSION – 6:00 p.m.**

1. **Motion** by Trustee Meeusen and seconded by Clerk Larsen to enter closed session at 6:00 p.m. for the purpose of considering a real estate purchase and/or lease agreement for land to be developed for recreational purposes. **Which motion carried**, as indicated by the following roll call vote:

Ayes: Reenders, Larsen, Behm, Kieft, Meeusen

Nays:

Absent: Redick, Gignac

**Motion** by Clerk Larsen and seconded by Trustee Behm to exit the closed session at 6:21 p.m. **Which motion carried.**

2. Human Resources Director Dumbrell reviewed Superintendent Cargo’s proposed employment agreement. It was noted that the four-year agreement could be terminated at any time with or without cause.

Four of the five members present indicated support for extending the Superintendent’s employment agreement.

Supervisor Reenders expressed concern with the level of the 457 Retirement contribution, which he believes should be at the 8% or 9% level. Trustee Meeusen noted that this was not a defined benefit program, rather a defined contribution program. Dumbrell noted that her review indicated that the retirement benefit was considered low for an executive reporting to a Board – with similar agreements providing the maximum retirement contribution allowed under the IRS rules.

Superintendent Cargo noted that he did not believe it prudent to “negotiate against himself” by agreeing to reduce a retirement benefit in response to a Board member that would still vote against the employment agreement.

**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:** Meeusen, Kieft, Reenders, Behm

**Board members absent:** Redick, Gignac, Larsen

Also present was Manager Cargo and Public Services Director VerBerkmoes.

**Motion** by Trustee Meeusen and seconded by Trustee Behm to appoint Treasurer Kieft as the Temporary Clerk. **Which motion carried.**

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve September 11, 2017 Board Minutes
2. Approve Payment of Invoices in the amount of \$760,731.13 (*A/P checks of \$648,883.31 and payroll of \$111,847.82*)

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

VI. PRESENTATIONS

1. Aaron Bodbyl-Mast (*i.e., a Park Planner with Ottawa County*) provided an overview of the proposed Grand River Explorers Trail project. The project began in 1989 and currently covers over 27 miles of new trails and about 2,400 acres preserved since the 1996 Ottawa County Parks millage with the goal of connecting downtown Grand Rapids to the pier in Grand Haven, with much of the trail following the Grand River.

The project is expected to cost about \$21 million to complete with about \$14 million coming through public funding.

With regards to Grand Haven Charter Township, the County is asking to designate the Mercury pathway as part of the Grand River Explorers Trail. If approved by the Board, Ottawa County would provide and maintain both signage and certain appurtenances (*e.g., benches, mile markers, etc.*).

Pubic Services Director VerBerkmoes noted that this initiative was supported by the Parks and Recreation Committee.

2. Alex Horsay and Ian Overway, representing the Grand Have Area Public Schools STEM Team, provided an overview of the proposed Hofma Adventure Challenge. In brief, the challenge would encompass seven (7) signs with QR code that would be updated regularly by the students at the GHAPS elementary schools with information on exercise, history or nature facts.

Pubic Services Director VerBerkmoes noted that this STEM initiative was supported by the Parks and Recreation Committee.

Motion by Treasurer Kieft, supported by Trustee Meeusen to authorize the Grand Haven Area Public Schools STEM program to erect seven (7) signs within Hofma Park and Preserve and to update the QR codes on the signs with a variety of updated

information. **Which motion carried.**

3. Tiffany Bowman – the new Director of Harbor Transit – introduced herself to the Township Board members.

## VII. OLD BUSINESS

1. **Motion** by Trustee Meeusen supported by Trustee Behm to conditionally approve the Regency at Grand Haven PUD application and rezoning of parcel 70-03-33-200-085 and part of 70-03-33-200-084 from Agricultural (AG) & Rural Residential (RR) to Planned Unit Development (PUD). This is based on the application meeting the requirements and standards set forth by the Grand Haven Charter Township Zoning Ordinance and Master Plan. The motion is subject to, and incorporates the following report. This is the second reading. **Which motion carried** pursuant to the following roll call vote:

Ayes: Kieft, Meeusen, Behm, Reenders

Nays:

Absent: Redick, Gignac, Larsen

### **REPORT – REGENCY PUD**

Pursuant to the provisions of the Grand Haven Charter Township (the “Township”) Zoning Ordinance (the “Zoning Ordinance”), the following is the report of the Grand Haven Charter Township Board (the “Board”) concerning an application by Grand Haven Senior Leasing LLC (the “Developer”) for approval of a Regency at Grand Haven Planned Unit Development (the “Project” or the “PUD”).

The Project will consist of a Housing for the Elderly development. This 10.44-acre Project will consist of a one-story 120-bed state-licensed skilled nursing care facility for phase 1 and an additional 20-bed expansion for a future phase 2. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), including landscaping (the “Final Landscape Plan”) and elevation renderings (the “Final Elevations”), last revised 7/31/2017; collectively referred to as the “Documentation,” presently on file with the Township.

The purpose of this report is to state the decision of the Board concerning the Project, the basis for the Board’s recommendation, and the Board’s decision that the Regency at Grand Haven PUD be approved as outlined in this motion. The Developer shall comply with all of the Documentation submitted to the Township for this Project. In granting the approval of the proposed PUD application, the Board makes the following findings pursuant to Section 17.04.3 of the Zoning Ordinance.

1. The Project meets the site plan review standards of Section 23.06 of the Zoning Ordinance. Specifically, pursuant to Section 23.06.7, the Board finds as follows:
  - A. The uses proposed will not adversely affect the public health, safety, or welfare. Uses and structures located on the site take into account topography, size of the property, the uses on adjoining property and the relationship and size of buildings to the site. The site will be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance.

- B. Safe, convenient, uncontested, and well defined vehicular and pedestrian circulation is provided for ingress/egress points and within the site. Drives, streets and other circulation routes are designed to promote safe and efficient traffic operations within the site and at ingress/egress points.
- C. The arrangement of public or private vehicular and pedestrian connections to existing or planned streets in the area are planned to provide a safe and efficient circulation system for traffic within the Township.
- D. Removal or alterations of significant natural features are restricted to those areas which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. The Board has required that landscaping, buffers, and/or greenbelts be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property.
- E. Areas of natural drainage such as swales, wetlands, ponds, or swamps are protected and preserved insofar as practical in their natural state to provide areas for natural habitat, preserve drainage patterns and maintain the natural characteristics of the land.
- F. The site plan provides reasonable visual and sound privacy for all dwelling units located therein and adjacent thereto. Landscaping shall be used, as appropriate, to accomplish these purposes.
- G. All buildings and groups of buildings are arranged so as to permit necessary emergency vehicle access as requested by the Fire/Rescue Department.
- H. All streets and driveways are developed in accordance with the Ottawa County Road Commission (“OCRC”) specifications, as appropriate.
- I. Appropriate measures have been taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions have been made to accommodate storm water, prevent erosion and the formation of dust.
- J. Exterior lighting is arranged so that it is deflected away from adjacent properties and so it does not interfere with the vision of motorists along adjacent streets, and consists of sharp cut-off fixtures to reduce light pollution and preserve the rural character of the Township.
- K. All loading and unloading areas and outside storage areas, including areas for the storage of trash, which face or are visible from residential districts or public streets, are screened.
- L. Entrances and exits are provided at appropriate locations so as to maximize the convenience and safety for persons entering or leaving the site.
- M. The Documentation conforms to all applicable requirements of County, State, Federal, and Township statutes and ordinances.
- N. As appropriate, fencing will be installed around the boundaries of the Project if deemed necessary by either the Township or the Developer to prevent trespassing or other adverse effects on adjacent lands.

- O. The general purposes and spirit of the Zoning Ordinance and the Master Plan of the Township are maintained.
- 2. The Board finds the Project meets the intent for a PUD, as described in Section 17.01.3 of the Zoning Ordinance. By approving this Project as a PUD, the Township has been able to negotiate various amenities and design characteristics as well as additional restrictions with the Developer, as described in this report, which the Township would not have been able to negotiate if the PUD Chapter of the Zoning Ordinance was not used.
- 3. Section 17.01.5, and Section 17.02.1.B.1-4 of the Zoning Ordinance, as well as Section 503 of the Michigan Zoning Enabling Act, allow for departures from Zoning Ordinance requirements; these provisions are intended to result in land use development that is substantially consistent with the goals and objectives of the Township Master Plan and the Zoning Ordinance, and consistent with sound planning principles. The Developer requested four departures. The Board makes the following findings.
  - A. Section 19.07.28.E – allow a reduced front yard setback.
    - i. The Board finds this acceptable because it prevents a significant impact to a regulated wetland at the rear of the property that would otherwise be preserved as dedicated open space. Further, substantial landscaping has been included to reduce the visual mass of the building being closer to the public street.
  - B. Section 19.07.28.H – allow off-street parking within the front yard.
    - i. The Board finds this acceptable because the building and parking lot were moved closer to the public street in order to prevent a significant impact to a regulated wetland at the rear of the property that will otherwise be preserved as dedicated open space.
  - C. Section 24.02.2 – allow off-street parking within the required side yard.
    - i. The Board finds this acceptable because the Section 19.07.28.E establishes a 75-foot setback for nursing and convalescent homes. This setback would prevent parking in both side yards, and require parking in the rear, which would significantly impact a regulated wetland that will otherwise be preserved through the dedicated open space.
  - D. Section 24.03 – allow a total of 128 parking spaces.
    - i. The Board finds this acceptable because the majority of the facility will likely be dedicated to short-term rehabilitation rather than long-term nursing care. Utilizing a dual-use from the parking schedule (convalescent or nursing home at 30% and hospital at 70%) the proposed number of spaces is compliant.
- 4. Compared to what could have been constructed by right, the Project has been designed to accomplish the following objectives from Section 17.01.4 of the Zoning Ordinance.
  - A. The Project will encourage the use of land in accordance with its natural character and adaptability;
  - B. The Project will promote the conservation of natural features and resources;

- C. The Project will promote innovation in land use planning and development;
  - D. The Project will promote the enhancement of housing and commercial employment for the residents of the Township;
  - E. The Project will promote greater compatibility of design and better use between neighboring properties;
  - F. The Project will promote more economical and efficient use of the land while providing a harmonious variety of housing choices and community facilities; and
  - G. The Project will promote the preservation of open space.
5. The Project meets the following qualification requirements of Section 17.02 of the Zoning Ordinance:
- A. The Project meets the minimum size of five acres of contiguous land.
  - B. The PUD design substantially promotes the Intent and Objectives of Section 17.01 of the Zoning Ordinance; it further permits an improved layout of land uses and roadways that could not otherwise be achieved under normal zoning.
  - C. The Project contains distinct uses relating to the care of residents—short-term rehabilitation therapy, bariatric care, and long-term skilled nursing care.
  - D. The Project site exhibits significant natural features encompassing more than 25% of the land area, which will be preserved as a result of the PUD plan and includes regulated wetlands.
  - E. The Project site has distinct physical characteristics which makes compliances with the strict requirements of the Zoning Ordinance impractical.
6. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
- A. The storm water management system for the Project and the drainage facilities will properly accommodate storm water on the site, will prevent runoff to adjacent properties, and are consistent with the Township’s groundwater protection strategies.
  - B. The Project will not interfere with or unduly burden the water supply facilities, the sewage collection and disposal systems, or other public services such as school facilities, park and recreation facilities, etc.
  - C. Utility services within the Project shall be underground. This includes but is not limited to electricity, gas lines, telephone, cable television, public water and sanitary sewer.
  - D. The internal road system in the Project is designed to limit destruction of existing natural vegetation and to decrease the possibility of erosion.
  - E. Vehicular circulation, traffic and parking areas have been planned and located to minimize effects on occupants and users of the Project and to minimize hazards to adjacent properties and roadways.
  - F. Parking requirements for each use have been determined to be in accordance with Chapter 24 (Parking, Loading Space, and Signs).

- G. Street lighting will be installed in the same manner as required under the Township's Subdivision Control Ordinance.
- H. Buildings in the Project have been sited to protect natural resources. Natural features such as natural grade, trees, vegetation, water bodies and others have been incorporated into the Documentation.
- I. Architectural design features visually screen the mechanical and service areas from adjacent properties, public roadways, and other public areas.
- J. The exterior walls greater than 50 feet in horizontal length or that can be viewed from a public street contain a combination of architectural features, variety of building materials, and landscaping near the walls.
- K. Onsite landscaping abuts the walls so the vegetation combined with architectural features significantly reduce the visual impact of the building mass when viewed from the street.
- L. The predominant building materials have been found to be those characteristics of the Township such as brick, native stone, and glass products.
- M. Landscaping, natural features, open space and other site amenities have been located in the Project to be convenient for occupants of, and visitors to, the PUD.
- N. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
- O. The Project will not unduly interfere with the provision of adequate light or air; nor will it overcrowd land or cause an unreasonably severe concentration of population.
- P. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
- Q. Outside storage of materials shall be screened from view.
- R. Signage is compliant with Section 24.13 of the Zoning Ordinance.
- S. The Project will not have a substantially detrimental effect upon or substantially impair the value of neighborhood property, as long as all of the standards and conditions of this approval of the Project are satisfied.
- T. The Project is in compliance with all applicable Federal, State, County, and local laws and regulations. Any other permits for development that may be required by other agencies shall be available to the Township Board before construction is commenced.
- U. A maximum of one driveway or street opening per existing public street frontage has been permitted, with a second driveway being permitted because it adjoins an adjacent development allowing shared access with another use.
- V. The Project provides adequate accessibility for residential development with more than 24 dwelling units.

- W. The Project satisfies the minimum open space of 20 percent required by the Zoning Ordinance.
  - X. The open space in the Project is large enough and properly dimensioned to contribute to the purpose and objectives of the PUD.
  - Y. The open space in the Project consists of contiguous land area which is restricted to non-development uses.
  - Z. The open space in the Project will remain under common ownership or control.
  - AA. The open space in the Project is set aside by means of conveyance that satisfies the requirements of Section 17.05.5.G of the Zoning Ordinance.
  - BB. The Project abuts a multiple family residential PUD district and a woodland and landscaped greenbelt will provide a sufficient obscuring effect and act as a transitional area.
  - CC. The Project is consistent with the goals and objectives of the Master Land Use Plan. Specifically, it is consistent with the Master Plan designation of the property in question.
7. The Board also finds the Project shall comply with the below additional conditions as well.
- A. That the Phase 2 expansion is subject to complying with an additional full parking review that will determine if parking is sufficient, or if additional parking is required; and, if more parking is required, whether additional parking can occur either within the current boundaries or outside of the current boundaries of the proposed Planned Unit Development.
  - B. Must obtain permits from all applicable agencies including the OCRC, Ottawa County Water Resources Commissioner, State of Michigan etc. Permits shall be obtained before building permits are issued.
  - C. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and approved by the Township Board prior to receiving a building permit.
  - D. A revised Open Space Conveyance shall be submitted and approved by the Township Attorney prior to the issuance of a building permit.
  - E. Any violation of the conditions constitutes a violation of the Zoning Ordinance, and in addition to the remedies provided therein, shall be cause for the Township Board to suspend or revoke any zoning or building permit applicable to the Project.
  - F. The right is reserved by the Township to impose additional conditions if reasonably necessary to achieve the purposes of the Zoning Ordinance.
  - G. The PUD approval is personal to the Developer and shall not be transferred by the Developer to a third party without the prior written consent of the Township.

- H. Except as expressly modified, revised or altered by these conditions the Project shall be acquired, developed, and completed in conformance with the Zoning Ordinance, as amended, and all other applicable Township ordinances.
  - I. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County and Township laws, rules and ordinances.
  - J. The Developer shall comply with all of the requirements of the Documentation, specifically including all of the notes contained thereon, and all of the representations made in the written submissions by the Developer to the Township for consideration of the Project.
  - K. In the event of a conflict between the Documentation and these conditions, these conditions shall control.
8. The Board finds that the Project complies with the uses permitted for a residential planned unit development, as described in Section 17.07.2.A of the Zoning Ordinance—Housing for the elderly.
- 2. **Motion** by Treasurer Kieft supported by Trustee Meeusen to approve the Zoning Text Amendment (with draft date 9/12/17) to revise the Special Land Use Chapter in the Grand Haven Charter Township Zoning Ordinance. This is a second reading. **Which motion carried** pursuant to the following roll call vote:  
 Ayes: Behm, Meeusen, Kieft, Reenders  
 Nays:  
 Absent: Redick, Gignac, Larsen
  - 3. **Motion** by Treasurer Kieft supported by Trustee Meeusen to authorize the Township Superintendent to execute the proposed legal services agreement with Dickinson Wright at a rate of \$130 per hour and to complete a review of the legal services provided and report back to the Board at the April 9, 2018 Board meeting. **Which motion carried**, with Reenders voting nay.

VIII. NEW BUSINESS

- 1. **Motion** by Trustee Meeusen supported by Trustee Behm to pay the \$170,739 Hiawatha Drain assessment prior to September 30<sup>th</sup> using monies from the undesignated fund balance of the General Fund and to draft the necessary budget amendment. **Which motion carried.**
- 2. **Motion** by Treasurer Kieft supported by Trustee Behm to approve and adopt Resolution 17-08-02, agreeing to designate the non-motorized pathway along Mercury Drive as part of the Grand River Explorers Trails and to allow wayfinding trails and amenities to be installed and maintained by the Ottawa County Parks and Recreation Department. **Which motion carried** pursuant to the following roll call vote:  
 Ayes: Kieft, Reenders, Meeusen, Behm  
 Nays:  
 Absent: Redick, Gignac, Larsen

VIII. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
  - i. Supervisor Reenders noted that there is a Township meeting in Allendale on Thursday, September 28<sup>th</sup>, and that state representatives will be at the meeting to provide legislative updates.
  - ii. Supervisor Reenders requested that an update be provided on the status of the Zoning Ordinance re-draft.
- c. Manager's Report, which included:
  - i. August DPW Report
  - ii. August Legal Review
  - iii. Manager Cargo noted that a forester with the Ottawa County Conservation District would be reviewing the Witteveen Farm property on Tuesday, October 3<sup>rd</sup>.
- d. Others

X. PUBLIC COMMENTS

- 1. Chrys Moelter-Gray (*13243 Forest Park Drive*) noted that there will be a Town Hall meeting on Addition on October 9<sup>th</sup> at 6:30 p.m. at the Community Center. She also noted the Momentum Center for Social Engagement has opened at 714 Columbus Street.
- 2. Mark Stoll (*15735 River Side Drive, Spring Lake*) noted that the Hofma Vision recommended development of mountain bike trails within Hofma Park & Preserve. He noted that a local group of riders would provide volunteer work to help develop any trails.

XI. ADJOURNMENT

**Motion** by Trustee Meeusen and seconded by Treasurer Kieft to adjourn the meeting at 7:40 p.m. **Which motion carried.**

Respectfully Submitted,

William Kieft, III  
Grand Haven Charter Township Temporary Clerk

Mark Reenders  
Grand Haven Charter Township Supervisor



## Administrative Memo

TO: Township Board

FROM: Andrea Dumbrell, Human Resources Supervisor

DATE: October 5, 2017

RE: Township Superintendent/Manager Employment Agreement

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Per the direction of Treasurer Kieft, attached please find a copy of the proposed Township Superintendent/Manager's Employment Agreement that will be reviewed and discussed during the October 9, 2017, Board work session. The employment agreement template was originally drafted by Scholten Fant and has been reviewed by Attorney Ronald Bultje at Dickinson Wright.

The employment agreement is a four-year extension of Cargo's current contract. Although the contract has a specific term, Cargo may be dismissed "for cause" at any time with no employment protections. Further, Cargo may be dismissed "without cause" at any time, subject to the protections afforded under the severance package. (*The severance package remains the same as the current contract.*)

Following the work session, if the Board would like to extend Superintendent Cargo's employment agreement with the Township, the following motion can be offered:

**Move to approve the proposed 2017 Employment Agreement with Superintendent Cargo and authorize the contract be executed by Clerk Larsen.**

If you have any questions or comments, please contact any member of the Personnel Committee, Attorney Bultje, Superintendent Cargo, or me at your convenience.

## **EMPLOYMENT AGREEMENT**

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**WITNESS** this Employment Agreement dated \_\_\_\_\_, 2017. The parties to this agreement are the CHARTER TOWNSHIP OF GRAND HAVEN, a Municipal Corporation, whose address is 13300 168<sup>th</sup> Avenue, Township of Grand Haven, Ottawa County, Michigan 49417 (“Township”), and WILLIAM D. CARGO, of 13387 Hidden Creek Drive, Grand Haven, Michigan 49417 (“Cargo”). The purpose of this contract is to establish a fair and equitable working relationship between the Township and Cargo for the mutual benefit of each party.

**DEFINITIONS:** “Contract Year” shall mean a twelve (12) month period commencing January 1 and ending December 31 of the same calendar year. The Contract Year shall be the calendar year.

**IN CONSIDERATION** of the mutual promises, agreements, and established duties contained within the document which follows, the parties agree that:

### 1) **EMPLOYMENT.**

The Township hereby employs Cargo as its Township Superintendent, pursuant to MCLA 42.10 to serve and perform such duties as may be legally assigned to him by the Township Board including, but not limited to, those listed or described on the attached “Exhibit A”. Exhibit A is incorporated herein by reference. In order to avoid confusion with the elected Township Supervisor, the official job title of Cargo shall be “Township Superintendent/Manager”. Cargo agrees to perform such duties in such manner and at such times and places as the Township Board may direct.

### 2) **CARGO’S OBLIGATIONS.**

1. Cargo agrees to faithfully perform all duties legally assigned to him by the Township Board and to perform said duties to the best of his abilities.
2. Cargo agrees to adhere at all times to applicable federal and state laws or regulations, and to the rules, regulations and policies of the Township.
3. Cargo agrees that he will devote his full attention to the business of the Township during the working hours that are assigned to him by the Township Board.
4. Cargo and the Township Board acknowledge that Cargo will be called upon to work more than forty (40) hours per week, including time worked at non-business hours. As a salaried employee, Cargo acknowledges that he is exempt from the overtime provisions of the Fair Labor Standards Act, as amended, or any similar provision of state or federal law or the Township Personnel Policies and Procedures Manual, as that manual is revised from time to time.
5. Cargo agrees to draft an “Annual Business Plan” for Board review and adoption no later than the second Monday of each December. Further, after the Plan is adopted by the Township Board, Cargo agrees to review progress on the plan with the Board on a quarterly basis (*i.e., March, June, September, and December*), or more frequently if requested by the Board.

### 3) **COMPENSATION.**

- a) The Township Board agrees to pay Cargo for rendering the services herein described above, a salary of one hundred and eleven thousand and eight hundred and six dollars (\$111,806.00) per year payable in bi-weekly installments (26 pay periods) during the term of this Agreement. In the event the Township Board changes the timing of the payment of employee compensation to its other employees, then the timing of the payment of Cargo’s compensation shall change to coincide with that of the other employees of the Township. Provided, that the salary due to Cargo for the remaining term of this Agreement can be modified at any time if the parties mutually agree. If the parties do not agree on a salary for the remaining term of the Agreement, then the salary for the last Contract Year shall continue.

The Township Board shall evaluate Cargo's performance at least annually during the term of this Agreement, commencing in September, 2018 and in September of each year of the term of this Agreement thereafter. The performance evaluation and salary recommendation, if any, should be completed prior to the adoption by the Township Board of its budget for the succeeding year. The performance evaluation shall be reviewed by Cargo and the Township Board and may be used by the parties in the negotiations for compensation during the remaining term of this Agreement.

- b) The Township Board further agrees to provide health care insurance for Cargo on the same basis as it is authorized by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.
- c) The Township Board further agrees to provide disability insurance coverage on the same basis as it is authorized for other full-time Township employees, and as may be revised from time to time.
- d) The Township Board further agrees to provide term life insurance coverage on the life of Cargo, payable in the event of his death to the beneficiary he designates, in the amount of One Hundred Thousand and no/100 (\$100,000.00) Dollars.
- e) The Township Board further agrees that holidays, vacation, and sick leave for Cargo shall be disbursed on the same basis as it is authorized by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.
- f) Further, the Township Board agrees to reimburse Cargo for all reasonably incurred business expenses within the budgeted amounts established by the Township. Such expenses shall include, but not be limited to, annual membership dues in one civic organization in the Grand Haven City/Township area, (*e.g., Grand Haven Rotary Club*), books, subscriptions, and business meeting meals, etc.
- g) Lastly, the Township Board agrees to make contributions to a Section 457 deferred compensation account, established or to be established by Cargo with the ICMA, or any other Section 457 account established by Cargo with the consent of the Township. Each year during the term of this Agreement, the total amount of the contributions shall be equal to fourteen percent (14%) of Cargo's annual salary. The contributions shall be made in equal monthly installments during the term of Cargo's service. In the event that this Agreement is terminated early for any reason, then the amount of this contribution shall be pro-rated based on the number of days since the beginning of the current Contract Year divided by 365.

#### 4) **PROFESSIONAL TRAINING AND EDUCATION.**

The parties acknowledge that it is in the best interest of the Township that Cargo maintain his professional education and training. Therefore, the Township Board agrees to pay for the cost of such seminars or other education as Cargo may request to attend, including the cost of any texts. However, Cargo agrees that the number of seminars that he attends and the costs therefore shall be subject to prior authorization by the Township Board or its designated representative. The intent of this paragraph is to encourage Cargo to maintain and improve his training and education, yet keep the costs thereof at a reasonable expense for the Township. Further, the Township Board agrees to pay the cost of Cargo's membership in the International City/County Managers Association (ICMA), Michigan Municipal Managers Association, and the American Planning Association.

#### 5) **VEHICLE.**

The Township Board agrees to provide a vehicle for Cargo's use during the term of this Agreement. Cargo shall submit monthly records of his personal use of the vehicle to the Township financial staff so that the Township can make such reports as are required by the IRS, with regard to vehicle use. Cargo acknowledges that there may be income tax liability for his personal use of the vehicle. Cargo shall pay for fuel, oil changes,

and washer fluids associated with the operation of the vehicle.

Further, the Township Board, at its sole discretion, may modify this section and instead provide a monthly vehicle stipend that is similar to the value of the vehicle above.

6) **TERM.**

- a) Basic Term. The term of this Agreement shall be for a period commencing on the effective date of this Agreement (*i.e.*, January 1, 2018) and ending December 31, 2022.
- b) Termination For Cause. In addition to the expiration of the aforementioned period, this Agreement shall also terminate upon the occurrence of any of the following events:
  - i) Cargo's death;
  - ii) Cargo's mental incompetence, as may be determined by two (2) licensed physicians;
  - iii) Cargo's disability for a period of more than ninety (90) consecutive days due to physical impairment that renders him unable to perform the services contemplated by this Agreement (*however, this event shall not terminate the Agreement unless, after ninety [90] days and while the disability continues, the Township Board votes in its discretion to terminate this Agreement*);
  - iv) The merger or consolidation of the Township with any other municipal corporation; or
  - v) The commission of any felony by Cargo, which results in conviction, or any misappropriation of money or property of the Township by Cargo.
  - vi) In the event that Cargo is charged with any crime, either misdemeanor or felony, the Township Board may, by majority vote, place Cargo on administrative leave without pay until his guilt or innocence is determined. A plea of "no contest" (*nolo contendere*) shall be considered a determination of guilt. A determination of guilt of any crime other than a felony or misappropriation of money or property of the Township may be grounds for dismissal if the Township Board determines the crime and Cargo's conduct will interfere with the effective discharge of Cargo's duties as Township Superintendent.

Termination for cause under any of the above circumstances provided for in paragraphs b)i) through b)vi) shall be complete and shall not include any provisions for severance benefits, unless the Township Board shall otherwise determine.

- c) Termination Without Cause. In addition to termination of this Agreement pursuant to Section 6)b) above, the Township Board may terminate this Agreement at any other time, according to its own discretion. However, if the Township Board terminates this Agreement pursuant to this Section 6)c), the Township Board shall pay Cargo a severance package which is identical to the severance package described below in Section 6)d)ii.
- d) Extension. Commencing not later than October 31, 2021, the parties shall negotiate with respect to an extension of the term of this Agreement. If the parties reach an agreement on such extension, and the terms and conditions thereof, then such agreement shall be reduced to writing and executed by the parties.

In the event the Township Board shall determine that this Agreement shall not be extended under any terms, and that the relationship between the Township and Cargo shall terminate at the conclusion of this Agreement, the Township shall notify Cargo of such determination in writing. Said notification shall include an advisement by the Township of the selection of one of the two following options:

- i. Continued employment of Cargo for the duration of the term of this Agreement in order that Cargo may seek an alternative position while still employed. (*Notice of the selection of this option shall be made to Cargo no later than December 31, 2021 to allow Cargo an opportunity to seek an alternative position*); or
- ii. A severance package which would consist of:
  - (1) Immediate termination/resignation of Cargo as Township Superintendent.
  - (2) The lump sum payment to Cargo of a sum equal to one (1) year's salary. For one (1) year, and for no additional sums paid, Cargo shall consult with the Township as an independent contractor, if requested by the Township, in order to assist in the transition of matters, which consultation shall not exceed five (5) hours per week.
  - (3) For a period of up to nine (9) months, or until reemployment, whichever shall first occur, the fringe benefit package then in place shall be continued at the Township expense; except that the vehicle utilized by Cargo shall be surrendered at termination of the Agreement. In lieu thereof, the value of the fringe benefit package, minus the vehicle, shall be paid to Cargo in cash.
  - (4) The benefits accorded Cargo shall not include secretarial, staff, mailing or office supply privileges.
  - (5) Deferred compensation contributions shall be made on all sums actually paid to Cargo during the calendar year as provided for consistent with the provisions of Section 3)g) above.
  - (6) Cargo shall be compensated for unused vacation and sick leave time accrued pursuant to the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.

Upon termination, the Township Board shall provide Cargo with a favorable recommendation unless his last two (2) job performance evaluations have been satisfactory or less than satisfactory; in which case the Board's recommendation shall be neutral. If Cargo shall have been found guilty of misconduct in any court or tribunal of record, the public record of those proceedings shall speak for themselves and shall not require comment on the part of the Township.

#### 7) MISCELLANEOUS.

This Agreement is governed by and is to be construed and enforced in accordance with the laws of the State of Michigan. Any matter not specifically covered by the terms of this Agreement is to be governed by the Township's Personnel Policies and Procedures Manual, as that manual is revised from time to time.

#### 8) PRIOR CONTRACT.

This Agreement shall supercede and replace the remaining term of the contract dated November 25, 2013.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement effective as of the date set forth above.

**GRAND HAVEN CHARTER TOWNSHIP**

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

**SUPERINTENDENT/MANAGER**

By: \_\_\_\_\_  
William D. Cargo



## EXHIBIT "A"

The following functions and duties are the responsibility of the Township Superintendent/Manager:

1. To see that all laws and Township ordinances are enforced;
2. To manage and supervise all public improvements, works, and undertakings of the Township;
3. To have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and all of the public buildings or other property belonging to the Township;
4. To manage and supervise the operation of all Township utilities;
5. To be responsible for the preservation of property, tools, and appliances of the Township;
6. To see that the terms and conditions imposed in favor of the Township or its inhabitants in any public utility, franchise, or in any contract, are faithfully kept and performed;
7. To attend all meetings of the Township board, with a right to participate in discussions, but without the right to vote;
8. To be a member, *ex officio*, of all committees of the Township board and planning commission;
9. To prepare and administer the annual budget under the policies formulated by the Township board and keep the board fully advised at all times as to the financial condition of the Township;
10. To recommend to the Township board for adoption such measures as he deems necessary or expedient;
11. To be responsible to the Township board for the efficient administration of all departments of the Township;
12. To act as the purchasing agent for the Township or, under his responsibility, delegate such duties to some other employee;
13. To conduct all sales of personal property which the Township board may authorize to be sold;
14. To assume all duties and responsibilities as personnel director of all Township employees or, under his responsibility, delegate such duties to some other employee; and,
15. To perform such other duties as may be prescribed by the laws of the State of Michigan, by Township ordinance, or by direction of the Township Board, or which are not assigned to some other official in conformity with the laws of the State of Michigan.
16. To on a quarterly basis both provide to the Board and review with the Board the "Task List" (*i.e., a listings of staff work assignments*) maintained by the Superintendent/Manager.



## Administrative Memo

TO: Township Board

FROM: Andrea Dumbrell, Human Resources Supervisor

DATE: October 5, 2017

RE: Elected Officials Compensation Review

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During the June 12, 2017, Grand Haven Charter Township Board meeting, the Board requested a compensation review be completed using Grand Haven Charter Township's comparable municipalities. Attached are the results of this review.

Based on an initial review of the reported part-time, elected officials' salaries, it appears:

- Grand Haven Charter Township has above average pay for the supervisor position.
- Grand Haven Charter Township has below average pay for the treasurer position.
- Grand Haven Charter Township has below average pay for the clerk position.
- Grand Haven Charter Township has a close to average pay for the trustee position, but it still falls below the average pay.

If you have any questions regarding this information, please do not hesitate to contact me.

**GRAND HAVEN CHARTER TOWNSHIP**  
**2017 ELECTED OFFICIALS COMPENSATION STUDY**

	Community	County	2017 Salaries				2018 Salaries				Additional Information
			Supervisor	Treasurer	Clerk	Trustee	Supervisor	Treasurer	Clerk	Trustee	
1	Alpine Township	Kent	\$ 54,002	\$ 55,622	\$ 55,622		\$ 54,002	\$ 56,178	\$ 56,178		Trustees receive \$120 per meeting. Supervisor newly elected in 2016. Full-time positions.
2	Allendale Charter Township	Ottawa	\$ 71,548		\$ 65,545						Nothing for 2018 has been discussed.
3	Byron Charter Township	Kent	\$ 68,290	\$ 67,690	\$ 67,690						Our fiscal year runs 4/1 - 3/31, so I don't know 2018.
4	Gaines Charter Township	Kent	\$ 70,428	\$ 70,428	\$ 70,428						Trustees receive \$100 per meeting. 2018 increases=Probably cost of living percentage.
5	Muskegon Charter Township	Muskegon	\$ 64,313	\$ 64,313	\$ 64,313						Supervisor - \$3000 for Assessing Treasurer - \$687 for Social Media
6	Oshtemo Charter Township	Kalamazoo	\$ 69,663	\$ 69,663	\$ 69,663						Trustees also receive \$100/board mtg, \$50/committee meeting stipend.
<b>Average for full-time elected</b>			<b>66,374</b>	<b>65,543</b>	<b>65,544</b>						
1	Allendale Charter Township	Ottawa		\$ 5,186		\$ 3,816					Nothing for 2018 has been discussed.
2	Byron Charter Township	Kent				\$ 6,270					Our fiscal year runs 4/1 - 3/31, so I don't know 2018.
3	Cascade Charter Township	Kent	\$ 15,000	\$ 11,701	\$ 11,701	\$ 5,960	unknown	unknown	unknown	unknown	10% is paid by Township into a John Hancock account.
4	Georgetown Township	Ottawa	\$ 16,275	\$ 10,815	\$ 11,440	\$ 3,659					Trustees receive +80.00/Meeting +45.95/Month for Computer/Printing/Internet Expenses.
<b>5</b>	<b>Grand Haven Charter Township</b>	<b>Ottawa</b>	<b>\$ 18,842</b>	<b>\$ 9,440</b>	<b>\$ 13,469</b>	<b>\$ 3,983</b>	<b>\$ 19,125</b>	<b>\$ 9,582</b>	<b>\$ 13,671</b>	<b>\$ 4,043</b>	<b>Proposed COLA increase of 1.5%</b>
6	Holland Charter Township	Ottawa	\$ 31,360	\$ 31,360	\$ 31,360						Trustees are paid on a per meeting basis at \$100.65 for a Board meeting and \$75.95 for any committee meetings that the Trustees attends. The wage increase for 2018, if any, has not been determined.
7	Muskegon Charter Township	Muskegon				\$ 7,920					
8	Oshtemo Charter Township	Kalamazoo				\$ 2,520					Trustees also receive \$100/board mtg, \$50/committee meeting stipend.
9	Park Township	Ottawa	\$ 13,104	\$ 13,104	\$ 13,104	\$ 1,800	TBD	TBD	TBD	TBD	
10	Plainfield Charter Township	Kent	\$ 15,000	\$ 20,000	\$ 32,000						Trustees receive \$110/board meeting and \$55/committee meeting. No increases planned for 2018, at this time.
11	Spring Lake Township	Ottawa	\$ 15,600	\$ 12,000	\$ 30,000	\$ 4,000	\$ 15,600	\$ 12,000	\$ 32,000	\$ 5,000	
12	City of Grand Haven	Ottawa	\$4,800			\$ 4,000	\$ 4,800			\$ 4,000	
<b>Average for part-time elected</b>			<b>16,248</b>	<b>14,201</b>	<b>20,439</b>	<b>4,393</b>					

# SUPERINTENDENT'S MEMO

DATE: October 5, 2017

TO: Township Board

FROM: Bill

SUBJECT: Correspondence File

The “**Correspondence File**” has been provided at all Township Board meetings since – at least – the mid-1980s.

However, communications have changed dramatically over the past 30 years – with a majority of constituent communications occurring through emails, texts, voice mail, etc. Relatively few first-class letters are now sent or received – except for ordinance enforcement actions.

That said, email communications are preserved electronically. But, due to the vast number of these emails, emails are not printed.

The questions before the Board are:

- (1) Is the “**Correspondence File**” a useful policy tool for elected officials?
- (2) If not, should the “**Correspondence File**” be discontinued or modified?

If you have any questions prior to the meeting, please let me know.

# 2017 PROJECT LIST

DATE: October 5, 2017

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to instructions from the Board, the Project List is to be reviewed every two months during a Board work session. 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.

Board priorities highlighted “yellow”.

ADMINISTRATION	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Board decision on whether to renew Superintendent’s Employment Agreement	Board, Bultje, Dumbrell
<del>March Change of Assessment Insert</del>	<del>Cargo</del>
<del>April Newsletter</del>	<del>Cargo</del>
<del>October Newsletter</del>	<del>Cargo</del>
<del>Summer Tax Insert</del>	<del>Cargo</del>
<del>Winter Tax Insert</del>	<del>Cargo</del>
Monthly Electronic Newsletters <ul style="list-style-type: none"> <li>➤ <del>May</del></li> <li>➤ <del>June</del></li> <li>➤ <del>July (two sent; one regarding storm debris clean up)</del></li> <li>➤ <del>August</del></li> <li>➤ <del>September</del></li> <li>➤ October</li> <li>➤ November</li> <li>➤ December</li> </ul>	Cargo
<del>CCR Annual Report NOWS and GR (posted on website)</del>	<del>Cargo, Walsh</del>
<del>Constant Contact – Monthly electronic newsletters – begin in May (develop email list for Constant Contact)</del>	<del>Cargo</del>
<del>Information and costs for “Disney Way” management program</del>	<del>Cargo</del>
<del>Freedom of Information Requests (39 thus far in 2017)</del>	<del>Cargo</del>
Waste Hauler Licenses (2017) <ul style="list-style-type: none"> <li>➤ Republic Services</li> <li>➤ Waste Management</li> <li>➤ Potluck Pick-up</li> </ul>	DeVerney, Cargo

Appointments to Committee/Board vacancies ( <i>12 thus far in 2017</i> )	Reenders, Cargo, DeVerney
Selection of 2017 Chamber Business Recognition Recipient (June)	Reenders, DeVerney
Draft 2017/18 Business Plan for Board Priorities ( <i>December/January</i> )	Board, Cargo
Funding — July 4 <sup>th</sup> Fireworks (\$7,500)	Cargo
Funding — City of Grand Haven eat walk contribution (\$12,500)	Cargo
December Appreciation Dinner ( <i>Scheduled for December 7<sup>th</sup> at Grand Hall – Porto Bello</i> )	Reenders, Walsh
Noise Ordinance – Review for Constitutionality ( <i>low priority</i> )	Cargo, Fedewa, Bultje
Complete survey of 168 <sup>th</sup> Avenue property owners regarding expansion of industrial land	Cargo, Fedewa, Chamber of Commerce
Disney Way Program ( <i>June 6<sup>th</sup>—8<sup>th</sup></i> ) Follow-up includes: <ul style="list-style-type: none"> <li>✓—Appoint Champions</li> <li>✓—Draft Township story</li> <li>✓—Draft Core Values</li> <li>✓—Draft Expected Behaviors</li> <li>✓—Follow-up Meeting with Capodagli (<i>August 31<sup>st</sup></i>)</li> <li>✓ Story Boarding – as needed</li> </ul>	Cargo, Capodagli Cargo Gerencer, Fedewa, Sandoval Gerencer, Fedewa, Sandoval Gerencer, Fedewa, Sandoval Cargo, Capodagli Dumbrell
Special Boards Meeting ( <i>April 27<sup>th</sup></i> ) Regarding General Fund undesignated fund balance	Cargo, Board
Renew Charter Communications Uniform Video Service franchise agreement	Cargo
Adjustment of border/boundaries between City/Township ( <i>start with three simple residential parcels</i> )	Fedewa, Cargo, Board
Wage survey for Supervisor, Clerk, Treasurer & Trustee	Cargo, Dumbrell
<b>ASSESSING</b>	
<b>PROJECT OR TASK</b>	
<b>RESPONSIBLE EMPLOYEE(S)</b>	
Annual mailing of Change of Assessment notices in February	Chalifoux
Board of Review — March, challenges to assessment roll	BOR, Chalifoux
Board of Review — July technical and clerical adjustments to assessment roll	BOR, Chalifoux
EMPP Export to State of Michigan — April 1, 2017 State audit of all personal property data on assessment roll	Chalifoux
Board of Review – December, technical and clerical adjustments to assessment roll	BOR, Schmidt
Board of Review — Annual, February BOR, appearances and written <ul style="list-style-type: none"> <li>➤—L 4022 Report</li> <li>➤—Board of Review Change Log</li> <li>➤—2017 Classification Change</li> <li>➤—2017 Equivalent SEV Roll</li> <li>➤—Industrial real and personal report to State</li> <li>➤ L 4626 Assessing Officer's Report of Taxable Values</li> </ul>	BOR, Chalifoux
Land Divisions; 22 approved and 1 denied	Chalifoux/Schmidt
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Chalifoux
Send out IFT surveys (December)	Schmidt
Prepare the IFT report for State (October)	Chalifoux
Prepare the L-4626 for State filing (April)	Chalifoux
Prepare form 5429 — Personal Property Taxable Value for Expired/Expiring Renaissance Zones (June)	Chalifoux
Prepare form 5403 — Personal Property Taxable Value for Expired Tax Exemptions (June)	Chalifoux
Prepare form 3369 Renaissance Zone Tax Reimbursement Data for	Chalifoux

State filing (June) Form 5176 Request for State Reimbursement of TIF Form 4564 IFT Exemption certificates (September) Prepare L-4016 Special Assessment report (December)	Chalifoux Chalifoux Schmidt Schmidt
Annual re-audit of residential neighborhoods (60% complete or 480) + sales (i.e., about 360).	Chalifoux, Schmidt
IFT Applications (list all): a. <del>Transfer Tool</del> pending	Chalifoux
Major MTT Actions a. <del>Rizzo (Lakefront property)</del> (stipulation signed) b. Flagstar Bank c. Plus 2 small claims	Schmidt, Fischer, Ottawa County
<b>BIKE PATH</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Bike Path construction for 2017 ➤ <del>\$4.5 million bond sale</del> ➤ <del>Community Engagement with Buchanan Street property owners (prelim design event on April 20<sup>th</sup>)</del> ➤ <del>Easements (meeting with owners April 20 – May 2)</del>  ➤ <del>Survey, Design, Bid</del> ➤ <del>Construction (\$643k) (October 20<sup>th</sup> completion date)</del>	Cargo Cargo, Sandoval, Nettleton Fedewa, P & N  K Kieft, Bultje, Fedewa & VerBerkmoes VerBerkmoes, K Kieft, Cargo K Kieft, VerBerkmoes
2017 pathway maintenance ➤ <del>Paint crosswalks (\$8k)</del> ➤ <del>Ongoing repairs to surface and appurtenances (\$30k)</del> ➤ <del>Asset assessment of all appurtenances (GIS based)</del> ➤ <del>Resurface portion of Robbins and Comstock pathway (\$204k) postponed to 2018 as part of Expansion project</del>	Tlachac, VerBerkmoes  VerBerkmoes VerBerkmoes, Kieft VerBerkmoes, Kieft
<b>BUILDING AND GROUNDS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Generator Maintenance (November)	Tlachac, VerBerkmoes
<del>Bi Annual Fertilizer Quotes (including cemeteries)</del>	<del>Tlachac, Walsh</del>
Replacement of Board Room audio/visual equipment (\$60k)	VerBerkmoes, Cargo
Remove, reshape and repave Admin/fire parking lot (\$83k)	VerBerkmoes, Jackson/Merkey
Additional outdoor lighting around Administrative building, per Board direction (Equipment and material ordered in 2016; labor will be carried forward into 2017) (\$33k)	VerBerkmoes
<b>CEMETERY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Purchase vaults, memorials and urns for contract holders	Walsh
Plat additional lots within Historic Cemetery ➤ <del>New County Rules cemetery expansion</del> ➤ <del>Variance from County Health re: water table <b>Denied</b></del> ➤ Plat area for additional lots in Historic Cemetery (east of current section) (FY 2018)	Department of Public Health, Cargo Cargo Prien & Newhof
<b>COMMUNITY DEVELOPMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Participation on NFIP Community Rating System (CRS) Program (ISO/CRS visit complete; documentation submitted 2/27; still awaiting response on	Fedewa

<i>submittal as of 4/13/17)</i>	
Landscape Compliance Inspections ( <i>Winter/Spring</i> ) <ul style="list-style-type: none"> <li>➤ Divided into 3 year cycles</li> <li>➤ 100% complete with 2016 inspections (<i>a few outstanding</i>)</li> <li>➤ 2017 inspections nearly complete</li> </ul>	K. French, Fedewa
April 2017 Builders Forum	DeVerney, Corbat
November 2017 Builders Forum	DeVerney, Corbat
Rental Housing Inspections Ordinance – per state mandate – <i>complete by December 2017 (new changes recently proposed by State, waiting again)</i>	Fedewa, Bultje
ISO Review of Building Department (ISO rank 3)	Fedewa
Amendments to Municipal Violations Bureau Ordinance	Fedewa, Bultje
Comparison of Fees with similar communities	Fedewa, Cargo
Board decision on – Short-term Rental Ordinance (if any)	Fedewa, Cargo, Board
<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Annual DDA Report ( <i>and publish in the Tribune</i> ) ( <i>Form 2604 because the GHT DDA does not collect the Education Tax,</i> ) ( <i>July</i> )	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) ( <i>August</i> )	Chalifoux
Complete 168 <sup>th</sup> Avenue reconstruction <ul style="list-style-type: none"> <li>✓ February 2, 2017 bid opening (<i>\$1.2 million</i>)</li> <li>✓ Construction management (<i>August 25<sup>th</sup> completion date</i>)</li> </ul>	Cargo, VerBerkmoes, Prien & Newhof, Cargo VerBerkmoes, Prien & Newhof
Act 381 DEQ Brownfield Reporting Verification Worksheet ( <i>September</i> )	Chalifoux
GASB 77 Tax Abatement Disclosure Statements <ul style="list-style-type: none"> <li>— Ottawa Area ISD</li> <li>— Grand Haven Public Schools</li> <li>— Ottawa County Treasurer</li> <li>— Loutit Library</li> </ul>	Chalifoux
<b>ELECTIONS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
May 2 <sup>nd</sup> School Elections + Four Pointes Council on Aging	Larsen, DeVerney
Inactive Voter File maintenance ( <i>ongoing &amp; up-to-date</i> )	DeVerney, Slater
<b>ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
NOCH v. GHT (Health Pointe PUD Appeal) ( <i>dismissed 3/24/17</i> )	Bultje, Cargo, Fedewa
Brighamwood Sub No. 2 – Missing street lights ( <i>Consumers Energy should complete installation by end of April 2017</i> )	Fedewa
Timberview Site Plan /Landscaping compliance ( <i>pending: making progress, granted extension to 8/31/17 to comply</i> )	Fedewa
Vaugh Guild Dangerous Building violation ( <i>hearing held, property sold to neighbor who has obtained demo permit, will provide update on May 25<sup>th</sup> follow up hearing</i> )	Fedewa, French, Nelson
Schultz Landscaping Expansion ( <i>working through plan review</i> )	Fedewa
<b>FINANCE/ACCOUNTING</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
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 (April 27 <sup>th</sup> Special Meeting)	Board, Cargo, Sandoval

Audit Report submitted to the State of Michigan	Vredeveld
F-65 Report (prior to July)	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 (June)	Sandoval
Update Township's Dashboard (June)	Sandoval
Qualifying Statement to State (June)	Sandoval
Continuing Disclosure to EMMA (June)	Sandoval
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
2017 Bond Payments (about \$1.1 million) ➤ 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) ➤ 2036 Pathway Bond May & November (78k)	Sandoval
Metro Authority Report (April)	Chalifoux
Budget Amendments – 2 <sup>nd</sup> Quarter	Cargo, Sandoval
Budget Amendments – 3 <sup>rd</sup> Quarter	Cargo, Sandoval
Budget Amendments – Final in December	Cargo, Sandoval
2018 Budget ➤ 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 (include newsletter insert)	Chalifoux, Kieft, Cargo
Centron Tax Mailing – Winter of 2017 (include newsletter insert)	Chalifoux, Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (July 31 <sup>st</sup> )	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
Annual Asset Forfeiture Report (February 1 <sup>st</sup> )	Sandoval
Census wage survey (preparation for upcoming 2020 Census)	Sandoval
Purchase chip credit card readers (2)	Sandoval
<b>FIRE/RESCUE</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Fire Prevention Open House – October 10 <sup>th</sup>	Gerencer, Peterson
2016 commercial inspection program (144 completed of 180)	Kruger, Marshall, DeDoes
2016 Private road inspections (126 inspected of 126)	Peterson
Team 911 Academy June 19 <sup>th</sup> – 23 <sup>rd</sup>	Peterson, Gerencer
Equipment Purchases: ➤ 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:	Gerencer, Schweitzer,

➤—Reseal roof	
➤—Replace exterior lighting	
Replace elliptical machine—Exercise facility	Schweitzer
NOCH Ambulance Authority – Modify staffing model/agreement (final draft being reviewed by staf)	Chief Hawke, Gerencer
Approve updated Support Emergency Operations Plan	Gerencer
<b>INFORMATION SYSTEMS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Development of Park Reservation & Payment System	Webtech
GHT server replacement	VerBerkmoes
Secure an agreement with 3 <sup>rd</sup> party (GHAPS/OC or OAISD) to host DR equipment ( <i>Agreement being drafted by legal</i> )	Cargo, VerBerkmoes
Purchase 2 <sup>nd</sup> server configuration for DR at 3 <sup>rd</sup> party site.	VerBerkmoes
Implement Mobile Device Management for tablets/phones/mobile PC's (Will require policy to manage both Township and non-Township owned devices) ( <i>testing software</i> )	VerBerkmoes, EGL
Hire/contract with new IT Support Firm ( <i>April 1<sup>st</sup> deadline</i> )	Cargo, VerBerkmoes
<b>LAW ENFORCEMENT</b>	
Purchase miscellaneous equipment: ➤—Replace Speed Trailer (\$9,800) ➤—Two GORE-TEX Jackets (\$700) ➤—Two Replacement Tasers (\$2,200) ➤—Two Preliminary Breath Test devices (\$750)	Cargo, Christiansen
<b>PARKS AND RECREATION</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
NORA Recreation Plan & Survey	NORA Board
Maintenance Projects, including: ➤ Barrier Free trail loop in Hofma & re-graveling maintenance (\$150k) ➤—Update grills at Hofma Preserve (\$3,000) ( <i>ordered 4/1</i> ) ➤—Re-roof three shelters at Pottawattomie (\$9,000) ➤ Replace trail head sight at Hofma Park (\$4,000) ( <i>bronze portion purchased; base in 2018</i> ) ➤—Replace bike racks at Mercury, Hofma, and Pottawattomie (\$1,200) ( <i>ordered 4/1</i> ) ➤ Replace Boardwalk to Hofma Preserve Viewing Tower (\$10,000) ➤ In-line Hockey Rink repairs (or removal/replacement) (decision postponed) ➤ Hofma Park road repairs (\$11,000) ( <i>postponed to 2018</i> ) ➤ Upgrade remaining park security cameras (\$10,000) ➤ Install curb – east side of Pottawattomie volleyball court (\$5,000) ➤ Replace Pottawattomie Park sign (\$10,000) ( <i>postponed to 2018</i> ) ➤—Add recycled picnic tables at Hofma (\$6,800) ➤—Replace trash cans (\$9,000) ( <i>ordered 4/1</i> ) ➤—Replace 2002 Dodge pickup (\$35,000) ( <i>ordered 4/1</i> ) ➤ Stabilize Hofma Park retaining wall (\$7,500)	Tlachac & VerBerkmoes
Community Engagement—Wolfe & Witteveen Property (develop	Cargo

public proposals on the development of the park land) <ul style="list-style-type: none"> <li>✓—RFP and Bid opening April 20<sup>th</sup></li> <li>✓—June 14<sup>th</sup> Community Event</li> <li>✓—July 6<sup>th</sup> Special Meeting (Board, PC Parks Committee)</li> <li>✓—Approve “The Hofma Vision”</li> </ul>	
Witteveen Property Clean-up <ul style="list-style-type: none"> <li>➤ Invasive plant treatments</li> <li>➤ Arborist review / recommendation of plantation (2017)</li> <li>➤ Remove exterior wire fences (16<sup>8<sup>th</sup></sup>/Sleeper June deadline remainder by November)</li> <li>➤ Additional Clean up of new trash site in wetland are</li> </ul>	Cardno Cargo Glueck  Tlachae
<b>PERSONNEL / HUMAN RESOURCES</b>	
<b>PROJECT OR TASK</b>	
<b>RESPONSIBLE EMPLOYEE(S)</b>	
Board Performance Evaluation of Superintendent	Board
Hire PT Human Resources supervisor	Cargo
Hire PT Fire/Rescue staff	Gerencer, Cargo
Hire Assessor ( <i>Chalifoux retirement</i> )	Cargo, Dumbrell
Hire Assistant Assessor	Dumbrell, Schmidt
Hire Assessing/Community Development Administrative Aide	Dumbrell, Schmidt, Fedewa
Hire Two PT Fire/Rescue staff	Gerencer, Dumbrell
Hire full-time DPW staff (water)	VerBerkmoes, Dumbrell
<del>Changes to account for PT Deputy Treasurer (salary, hours, equipment, etc.)</del>	<del>Cargo, Kieft</del>
Employee recognition luncheon (December) <ul style="list-style-type: none"> <li>➤ Select caterer</li> <li>➤ Anniversary gifts and certificates</li> <li>➤ Program development</li> </ul>	Dumrell, Larsen, Walsh
Annual Job Descriptions – review and amend <ul style="list-style-type: none"> <li>➤ Fire/Rescue</li> <li>➤ Public Works</li> <li>➤ Administration</li> <li>➤ Assessing/Accounting</li> <li>➤ Community Development</li> </ul>	Cargo, Department Directors
Annual Compensation Summaries ( <i>postponed to March</i> )	Dumbrell
Annual Driver's License Record Program Review	Dumbrell
Review Retiree Medicare Options (July)	Cargo, Dumbrell
Annual Pension Reconciliation – MERS	Sandoval
Annual Benefits Renewal Negotiations (September)	Cargo, Dumbrell
Annual Workers Compensation Review and Renewal (June)	Cargo, Dumbrell
Annual Property & Liability Renewal (October)	Cargo, Dumbrell
Hire Summer Help – Beach Attendant; 4 Parks Staff	Cargo, Walsh
Annual Background Checks (3rd Quarter)	Dumbrell
Complete Annual I-9 ( <i>Employment Eligibility Form</i> ) Review	Dumbrell
Modify Assessing department part time Administrative Aide to full-time Administrative Aide	Chalifoux, Fedewa, Cargo
Clarify over time calculation process	Cargo, Sandoval
<del>Complete a review of employee health insurance options (prior to any change to current coverage required by Obama Care)</del>	<del>Cargo, Dumbrell</del>
Change over for employee defined contribution and 457 plan options (John Hancock to MERS)	Cargo, Sandoval, Chalifoux
Policy change to account for overtime	Cargo, Sandoval
Modify performance evaluations (development plans)	Cargo, Dumbrell

<b>SANITARY SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
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"> <li>➤ Upgrade SCADA at one pump station (\$10k)</li> <li>➤ <del>Replace pickup (\$7.5k — 70% paid by Water Fund) (ordered 4/1)</del></li> <li>➤ <del>Hand held meter reader/programmer (\$2.4k — 70% paid by Water Fund)</del></li> </ul>	Tlachac, VerBerkmoes
Brucker Beach Woods sewer special assessment contract	Fedewa, Bultje
<b>STORM SEWER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Funding of Township/Public and/or At-Large Portions of various Drain Work projects (\$50k±)	Drain Commissioner, Cargo
<del>Assessment decision regarding the extension of Hiawatha Drain (BOD approved; currently in construction phase) (\$1.0+ million)</del>	<del>Drain Commission, Cargo</del>
Orphan Drain Identification and BOD process to bring into County system ( <i>five year project</i> ) (\$20k) <ul style="list-style-type: none"> <li>➤ <del>Complete Master Drain maps for GHT (August 2016)</del></li> <li>➤ <del>Project (identify orphan drains, BOD hearings, etc.)</del></li> </ul>	Cargo, P&N, Water Resources Commissioner <del>Water Resources Commissioner Consultant, Cargo</del>
<b>STREETS AND ROADS \ TRANSPORTATION</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Township Funded Road Maintenance — Resurfacing ( <i>\$150k from GF and \$261k from Municipal Street Fund</i> ) <ul style="list-style-type: none"> <li>✓ <del>Dust Control Contract (\$33k)</del></li> <li>✓ <del>Street Maintenance OCRC Contract (\$473k)</del></li> <li>✓ <del>Crack Sealing (\$10k)</del></li> </ul>	Cargo
Harbor Transit — Transfer (\$370k)	Sandoval, Chalifoux
Collaborate with City, DDA and Health Pointe on Robbins Road stripping and traffic signal upgrade ( <i>complete by July 2018</i> )	Cargo, McGinnis
Private road exception — Hesselsweet	Cargo
Private road exception — Boet	Cargo
Grand Rapids — Metro Act Permit Application	Cargo, Bultje
<b>VEHICLES</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Replace two pick-ups and one van (and one SUV totaled in an accident) through State Bid/Purchasing Program (\$120k)	VerBerkmoes
<b>WASTE MANAGEMENT</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Christmas tree collection program	Tlachac
Spring yard waste collection program	Tlachac
Fall yard waste collection program	Tlachac
<b>WATER</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
2017 hydrant maintenance/painting/signs program ( <i>complete 300± of 1,080</i> )	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 (\$13k)	Walsh
Annual testing of large meters	Tlachac, Walsh
2018 testing for unregulated contaminants (EPA – UCMR3 Rule)	VerBerkmoes, Tlachac
Annual hydrant purchases (\$10k±)	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 <sup>th</sup> (\$22k)	VerBerkmoes
MXU Replacement Program (5 years) ( <i>completed about 1,248 above the 1,100 goal</i> )	VerBerkmoes
<b>ZONING / DEVELOPMENT PROJECTS</b>	
<b>PROJECT OR TASK</b>	<b>RESPONSIBLE EMPLOYEE(S)</b>
Re-Draft of Zoning Ordinance with McKenna Associates ( <i>partial 1<sup>st</sup> draft reviewed 10/5/17</i> )	Planning Commission, Fedewa, McKenna
ZBA Applications (5 for 2017— <i>one of which scheduled for 10/24/17</i> )	Fedewa
Rezoning (4 for 2017)	Fedewa
Stonewater - Phase 1 Subdivision Platting ( <i>at final preliminary plat phase</i> )	Fedewa
Schultz Landscaping – Site Plan Review for Expansion ( <i>working thru plan review</i> )	Fedewa
SLU Single Family in Ag District (1 for 2017)	Fedewa
SLU Ag in RR District (2 for 2017)	Fedewa
SLU Outdoor Ponds (1 for 2017)	Fedewa
Dollar General Retail Store	Fedewa
“Village at Rosy Mound” Senior Living Campus	Fedewa
“Regency at Grand Haven” State Licensed Nursing Home	Fedewa
Service Level Agreement with Ottawa County for GIS services	Fedewa
Brucker Beach Woods Site Condos – Original & Amendment	Fedewa
Seaver Finishing – Parking Lot Expansion	Fedewa
Temporary Land Use – Jackson Merkey Concrete Recycling	Fedewa
SpartanNash SLU Gas Station	Fedewa
Ceech Soil Removal – Yearly Compliance Review	Fedewa
Speedway construction	Fedewa
Dykstra Dental – Timberview Outlot ( <i>pre-app with staff</i> )	Fedewa
SLU Indoor Exercise – Fit Body Bootcamp ( <i>text amendment needed prior to approval</i> )	Fedewa
Lincoln Pines – possible conversion to condos for phase 2 ( <i>pre-app with staff</i> )	Fedewa
Tysman-Bush Multi-Family PUD ( <i>pre-app w/ PC, waiting for formal application</i> )	Fedewa
SLU Vehicle Repair in I-1A – Z Tire ( <i>pre-app with PC scheduled</i> )	Fedewa



## Superintendent's Memo

DATE: October 3, 2017

TO: Township Board

FROM: Bill

RE: Asset Management Pilot Study Agreement

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Governor Snyder created the 21st Century Infrastructure Commission to review the State's infrastructure planning. An asset management pilot program was recommended and the West Michigan Prosperity Region (Region 4), which includes Ottawa County, was selected for the pilot program. This pilot program is supposed to be completed by April 2018. (*Do not confuse this pilot program with the Township's state-required Asset Management Plan for the water system that is due January 2018.*)

In brief, the purpose of the pilot program is to create a statewide database of all infrastructure assets (*e.g., water, sewer, roads, storm water*). It is expected that this will assist with both a more "wholistic and integrated" infrastructure planning process; coordinating the purchase of compatible software; and, provide accurate information during a disaster emergency. I have provided an eight-page summary/overview of the pilot program. (*Please see attached.*)

It is expected that Commission's work and the pilot program will result in more infrastructure spending by the State. And, those municipalities that participate in the pilot program will be in an advantageous position to qualify for any early program dollars.

More specifically, because many of the municipalities in Ottawa County use the engineering firm of Prein & Newhof to help maintain their water/sewer system maps in **GIS format**, we can easily submit the data requested in the format that the state prefers.

However, before proceeding, the Township is required to approve an agreement that governs the use of the data and access to the data. (*Please see attached.*) It should also be noted that the Township's engineering firm (*i.e., Prein & Newhof*) is also required to sign and abide by the data sharing agreement.

If the Board agrees to participate with this pilot study, the following motion can be offered:

**Move to approve Data Sharing Agreement between the Michigan State Police and Grand Haven Charter Township, which will allow Grand Haven Charter Township to participate in the Asset Management Pilot Study.**

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

**Universal Data Sharing Agreement  
Between Michigan State Police and Infrastructure Entities Located In  
Region 4 (West Michigan) & Region 10 (Southeast Michigan)  
To Establish A Regional Asset Management Pilot Program**

**Introduction**

This Data Sharing Agreement (“**Agreement**”) is between participating entities within Region 4 (West Michigan) and Region 10 (Southeast Michigan) and the State of Michigan, by and through the Michigan Department of State Police, (together and with other participating entities entering into this Agreement, “the **parties**,” and individually, “a **party**”).

The parties enter into this Agreement to establish a Regional Asset Management Pilot Program (the “**Pilot**”) to achieve the goals set forth in [Executive Directive No. 2017-1](#). In this Pilot, entities within Region 4 (West Michigan) and Region 10 (Southeast Michigan) intend to identify existing data, assets, attributes, and data needs within their regions that are representative of assets statewide. A goal is to create a regional structure for future implementation of data collection and evaluation efforts. By its conclusion, participants in this Pilot will forward recommendations on how the State of Michigan and its partners can operationalize a statewide comprehensive asset management database and system, including where an appropriate system should be housed and the staffing needed to implement and manage the system.

Collection and use of data can improve efficiency, policy making, emergency operations procedures, and performance measures, as well as fuel economic development and provide citizens greater access to engage their government and make more informed decisions. Conversely, the privacy of such data—in particular, Michigan’s infrastructure assets and critical infrastructure data held by public and private agencies—rests upon actions and agreements—like this one—to protect such data from unintentional release, access, and exploitation by institutional and non-institutional actors, including foreign governments, terrorist organizations, and individual criminals.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the parties agree as follows:

1. **Definitions.** The following definitions apply under this Agreement:
  - a. “**Asset**” means public and private infrastructure assets pertaining to transportation, water, sanitary and storm sewers, utilities, energy, electricity, natural gas, information technology, emergency preparedness systems, telecommunications, and broadband services

affecting or relating to the State of Michigan or its citizens, including the physical and technological means that support such assets.

- a. **“Covered Data”** means data about **Assets**, including **Critical Infrastructure Data** and **GIS Data** provided under this Agreement. **Covered Data** includes both real-time data and **Derived Data**. **Covered Data** does not include data that was publicly available when received, or thereafter became publicly available (other than through unauthorized disclosure).
- b. **“Critical Infrastructure”** means systems and assets, whether physical or virtual, so vital to the United States or the State of Michigan that the incapacity of destruction of such systems and assets would have a debilitating impact on security, economic security, public health, or any combination of those matters.
- c. **“Critical Infrastructure Information”** or **“Critical Infrastructure Data”** means information which:
  - i. Is not customarily in the public domain; and
  - ii. Is related to the security of critical infrastructure or protected systems, as defined in the Critical Infrastructure Information Act of 2002 at section 212(3).
- d. **“Data Recipient”** means any party receiving, accessing, or using **Covered Data** under this Agreement. All employees, officials, contractors, delegates, representatives, subcontractors, service providers including information technology and other technical support staff, agents, etc. of a **Data Recipient** who will have access to **Covered Data** must read this Agreement and agree in writing to be bound by it prior to having access to **Covered Data** of another party. See section 5.i and **Addendum 1** below.
- e. **“Derived Data”** means data, information, or knowledge created from the dissemination and analysis of data shared under this Agreement, whether or not in combination with data already in the **Data Recipient’s** possession. **Derived Data** is included in the definition of **Covered Data**. The parties must treat and protect **Derived Data** as **Covered Data**.
- f. **“Freedom of Information Act Request”** or **“FOIA Request”** means a request for information directed to a party under any applicable public-disclosure statute, which if granted could reasonably be anticipated to lead to public disclosure of **Covered Data**.

- g. **“Geographic Information System Data”** or **“GIS Data”** means an informational unit or network capable of producing customized maps based on a digital representation of geographical data. **GIS Data** includes **Derived Data** from a GIS system and saved outputs and datasets covered by this Agreement.
- h. **“Original Data Provider”** means a party that owns, collects, or provides Covered Data to a party under this Agreement.
- i. **“Permitted Purposes”** means use of **Covered Data** by a party to:
  - a. Conduct the Pilot; and
  - b. Meet the requirements of Executive Directive 2017-1.

1. **Scope; Permitted Use.**

- a. This Agreement establishes the conditions under which the parties agree to disclose Covered Data to each other in order to meet the objectives set forth in Executive Directive 2017-1. It also provides for the protection of Covered Data, and establishes terms on its use, disclosure, and disposition.
- b. This Agreement does not apply to an Original Data Provider’s access to or use or disclosure of its own Covered Data, unless the Original Data Provider’s Covered Data is comingled with or includes Derived Data from another party.
- c. Covered Data provided under this Agreement may only be shared, used, or accessed by a Data Recipient for Permitted Purposes.

2. **Usage, Format, and Method Transfer.** Prior to sharing Covered Data, the Original Data Provider and the Michigan Department of State Police must agree upon the appropriate data fields, data format, method and frequency of data transfer, and other such parameters. The Original Data Provider and Michigan Department of State Police must document the aforementioned selections for record-keeping purposes.

3. **Ownership; Licensing.**

- a. The Original Data Provider maintains full control and ownership of Covered Data it provides to another party under this Agreement.
- b. Each Original Data Provider hereby grants to the Michigan Department of State Police and other Data Recipients a revocable, non-exclusive, non-transferable license to process, copy, analyze, use, reformat, share, or distribute the Original Data Provider’s Covered Data for a Permitted Purpose, so long as it is otherwise consistent with this Agreement and applicable licensing agreements. Original Data

Providers must provide Data Recipients a copy of applicable licensing agreements prior to providing Covered Data to Data Recipients.

4. **Original Data Providers' Responsibilities.** Original Data Providers must:

- a. Provide Data Recipients with access to Covered Data consistent with law, third-party contractual obligations, and this Agreement; and
- b. Perform access reviews to ensure that Data Recipients have established and use adequate administrative, technical, and physical safeguards to protect Covered Data from unauthorized disclosure.

5. **Data Recipients' Responsibilities.** Data Recipients must:

- a. Treat Covered Data as confidential, business-sensitive, and potentially harmful to the public health and safety and security if inappropriately disseminated;
- b. Request, use, and disclose only the minimum amount of Covered Data necessary to fulfill the purposes of this Agreement;
- c. Protect Covered Data from public or other unpermitted disclosure;
- d. Use Covered Data solely for a Permitted Purpose;
- e. Dispose of Covered Data as directed by the Original Data Provider or as provided by law;
- f. **FOIA and Other Requests for Covered Data.** Upon receipt of a FOIA Request or legal process (i.e., discovery request or subpoena) for information that may include another party's Covered Data:
  - i. Within 24 hours of receipt of the FOIA Request or demand for Covered Data, Data Recipient must email the FOIA Request or data demand to:
    1. the FOIA Coordinator of the Michigan Department of State Police;
    2. the Original Data Provider; and
    3. any other party whose Covered Data or Assets may be affected by the FOIA Request or demand for Covered Data.
  - ii. Data Recipient may not respond to any FOIA Request or demand for Covered Data without first notifying the Michigan Department of State Police's FOIA Coordinator and obtaining the Michigan Department of State Police's prior written approval of the proposed response.
  - iii. As appropriate, Data Recipient must issue a written notice under FOIA informing the requester that the Covered Data of other parties does not constitute public records of Data Recipient as the term public records is defined under FOIA. A FOIA request received by Data Recipient for information or records identified as, or reasonably construed to cover, the Covered Data

of other parties must be denied under MCL 15.235(5)(b), which requires an agency's written certification that the described public record does not exist within the agency under the name given by the requester or by another name reasonably known to the agency. As to the denial, Data Recipient is obligated, under MCL 15.240, to notify the requester of the requester's remedial rights. Data Recipient may refer the requester to the Michigan Department of State Police to determine whether it might have information or records responsive to the requester's description, and whether such information or records is publically accessible.

- iv. To the extent consistent with law, Data Recipient must take reasonable measures to maintain the confidentiality of Covered Data to be disclosed by seeking a non-disclosure agreement or negotiating a protective order with a third-party seeking the Covered Data.
- v. If disclosure of Covered Data is required by law, Data Recipient may disclose only that portion of the Covered Data that is compelled to be released by a court of competent jurisdiction or by law. Covered Data must be redacted whenever possible and all available FOIA exemptions must be exercised, including those deemed permissive under law and MCL 15.243(1)(y). See also **Addendum 2** below.
- g. Establish and use appropriate administrative, technical, and physical safeguards to protect the data from being accessed, used, disclosed, or stored in a manner other than as provided in this Agreement or as provided by law. Protocols must be in writing and provided to the Original Data Provider, Michigan Department of State Police, or other parties upon request;
- h. Require that its employees, officials, contractors, delegates, representatives, subcontractors, service providers including information technology and other technical support staff, and agents read this Agreement and agree in writing to be bound by it prior to having access to the Covered Data of another party, with a "**Data Security Agreement**" at least as stringent as the template set forth in **Addendum 1**; and
- i. Maintain a contemporaneous log of those individuals granted access to the Covered Data of another party by Data Recipient, and upon request, provide to the Original Data Provider, the Michigan Department of State Police, and other parties a copy of the log and signed Data Security Agreements; and
- j. Destroy Covered Data, including copies of the data, upon completion of the relevant Permitted Purposes, consistent with law, and provide certification of data destruction if requested by a party.

6. **Accuracy.** Original Data Providers must use reasonable efforts to ensure the completeness, accuracy, and timeliness of data provided under this Agreement. However, Original Data Providers cannot guarantee data accuracy and will therefore not be held responsible for any damage to Data Recipients resulting from the disclosure or use of data that is inaccurate, incomplete, or outdated.
7. **Cooperation; Execution of Additional Agreements.** The parties will execute such documents as may be necessary to realize the intentions of this Agreement or comply with law. The parties will also require third parties to execute such documents as may be necessary to realize the intentions of this Agreement or comply with law, prior to granting the third party access to the data.
8. **Issue Resolution.** The parties will work together to resolve issues relating to this Agreement or with meeting the goals of the Pilot. The parties will exchange documentation as reasonably necessary to identify and explain their positions. Any portion of this Agreement that may be subject to interpretation will be addressed at these meetings.
9. **Costs and Damages.** Each party will be responsible for its own costs, losses, and damages related to the sharing of data under this Agreement except as otherwise provided in section 10 below. Parties will not be liable to one another for any claim related to or arising under this Agreement for consequential, incidental, indirect, or special damages.
10. **Loss or Compromise of Covered Data.** In the event of any act, error or omission, negligence, misconduct, or breach on the part of Data Recipient that compromises or is suspected to compromise the security, confidentiality, or integrity of another party's Covered Data, or the physical, technical, administrative, or organizational safeguards put in place by Data Recipient that relate to the protection of the security, confidentiality, or integrity of another party's Covered Data, Data Recipient must, as applicable: (a) notify the Michigan Department of State Police and the affected Original Data Provider as soon as practicable but no later than 24 hours of becoming aware of such occurrence; (b) cooperate with the Michigan Department of State Police and Original Data Provider in investigating the occurrence, including making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the State; (c) perform or take any other actions required to comply with applicable law as a result of the occurrence; (d) pay for any costs associated with the occurrence, including but not limited to costs incurred by the Original Data Provider and Michigan Department of State Police in investigating and resolving the occurrence, including reasonable attorney's

fees associated with such investigation and resolution; and (e) provide to Original Data Provider and the Michigan Department of State Police a detailed plan within 10 calendar days of the occurrence describing the measures Data Recipient will undertake to prevent a future occurrence. This section survives termination or expiration of this Agreement.

11. **Notices.** Notices required under this Agreement must be addressed to the individuals listed on the signature block pages. Parties may amend contact information by providing written notice of the change to the Michigan Department of State Police and the other parties. A notice required under this Agreement is deemed effectively given:

- a. When received, if delivered by hand (with written confirmation of receipt);
- b. When received, if sent by a nationally recognized overnight courier (receipt requested);
- c. On the date sent by email (with confirmation of transmission), if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or
- d. On the fifth day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.
- e. Any notices to the State of Michigan shall be copied to Therese Empie, Strategy Advisor, (517) 331-2475, [empiet@michigan.gov](mailto:empiet@michigan.gov).

12. **Amendments.** This Agreement may be amended by written agreement of the parties subject to the amendment. If amendment to this Agreement is required to comply with laws, rules, or regulations, the parties will promptly enter into negotiations to meet legal requirements.

13. **Effective Date; Term.** This Agreement becomes effective when at least two parties have signed it. The term ends 1 year from the date the Agreement first became effective. The term of this Agreement may be extended by amendment.

14. **Termination.**

- a. A party may terminate their participation in this Agreement by providing written notice to the Michigan Department of State Police. Termination is effective 30 calendar days from the date the notice becomes effective.
- b. The Michigan Department of State Police must provide written notice to all other parties to this Agreement when a party terminates its participation, but the failure to do so does not affect the effective date of termination.

- c. Termination of a party's participation in this Agreement does not affect the continuation of this Agreement as between or among the other parties.
15. **Survival.** The obligation of a Data Recipient to maintain and safeguard another party's Covered Data remains in full force and effect until the Original Data Provider or a court of competent jurisdiction opines or rules in writing that the data is no longer Covered Data.
16. **Execution.** This Agreement may be executed in counterparts, each of which is deemed to be an original, and all of which taken together constitutes one and the same instrument. The signature of any party transmitted by email is binding.
17. **Successors.** This Agreement inures to the benefit of and is binding upon the parties, their respective successors-in-interest by way of reorganization, operation of law, or otherwise, and their permitted assigns.
18. **No Third Party Beneficiaries.** This Agreement does not confer any rights or remedies upon any person or entity other than the parties and their respective successors-in-interest by way of reorganization, operation of law, or otherwise, and their permitted assigns.
19. **Reservation of Rights.** This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, or immunity of the parties. Nothing in this Agreement is a waiver of governmental immunity. Unless this Agreement expressly states otherwise, it does not, and is not intended to, transfer, delegate, or assign to the other party, any civil or legal responsibility, duty, obligation, duty of care, cost, legal obligation, or liability associated with any governmental function delegated or entrusted to either party under any existing law or regulation.
20. **Governing Law.** This Agreement is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Agreement are governed by Michigan law, excluding choice-of-law principles. Lawsuits must be initiated in Ingham County, Michigan.
21. **Authority to Bind.** Each person signing this Agreement represents that they are duly authorized to execute this Agreement on behalf of their entity.
22. **Entire Agreement.** This Agreement represents the entire agreement between the parties and supersedes all other agreements between the parties

governing the matters described. The language of this Agreement will be construed as a whole according to its fair meaning, and not construed strictly for or against any party.

Agreed to by:

**Michigan Department of State Police**

\_\_\_\_\_

\_\_\_\_\_, 2017  
Dated

And:

**PARTICIPATING ENTITIES:**

Grand Haven Charter Township

\_\_\_\_\_  
William D. Cargo, Superintendent

October 10, 2017

**Notices under this Agreement go to:**

William D. Cargo, Superintendent  
13300 168<sup>th</sup> Avenue  
Grand Haven, Michigan 49417  
(616) 604-6324  
bcargo@ght.org

## Addendum 1

### Data Security Agreement

I have read and understand the “Universal Data Sharing Agreement Between Michigan State Police and Infrastructure Entities Located in Region 4 (West Michigan) & Region 10 (Southeast Michigan) To Establish A Regional Asset Management Pilot Program” (“**Agreement**”).

I agree to be bound by the terms of the Agreement, including those relating to protecting and safeguarding Covered Data from unauthorized disclosure. I agree not to access, disclose, or share Covered Data without the express written permission of a person with authority to grant such permission.

---

Kevin Kieft, Engineer  
Prein & Newhof

Signed on:

October 11, 2017

## Addendum 2

All Covered Data collected under this Pilot relates to ongoing security measures, capabilities for responding to terrorism, emergency response plans, risk planning, threat assessment, and domestic preparedness strategies. The parties agree to deem Covered Data exempt from public disclosure under the Freedom of Information Act under MCL 15.243(1)(y) because the public interest in nondisclosure is high, whereas, the public interest in disclosure would be minimal.

The public interest in the nondisclosure of the data outweighs any public interest in disclosure, where disclosure to the world at large under FOIA would impair the ability of the parties, as well as federal and other state and local authorities, to protect the security and safety of persons and property. This impairment would be the direct result of allowing, from this single source, unfettered public access to the broad critical infrastructure information composing the data. It essentially would provide unintended, but actual, aid and assistance to persons, both domestic and foreign, bent on harming United States citizens and communities, and “whatever else the criminal mind might evoke.” *Mager v Dep’t of State Police*, 460 Mich 134 (1999).

The security concerns raised by the public disclosure and dissemination of the data is self-evident. The Congressional Record is replete with facts on terrorism’s ever-rising and forging threats and capabilities. For example, three of many such reports include: Congressional Record, 114th Congress, 2nd Session, Issue: Vol. 162, No. 24, February 10, 2016; 114th Congress, 2nd Session, Issue: Vol. 162, No. 90, June 8, 2016; 115th Congress, 1st Session, Issue: Vol. 163, May 2, 2017.



STATE OF MICHIGAN  
EXECUTIVE OFFICE  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN GALLEY  
LT. GOVERNOR

August 2017

Dear Participant of the Michigan Infrastructure Asset Management Pilot Program:

Thank you for being a leader in improving Michigan's infrastructure now and for future generations. Sound and modern infrastructure is vital to the health and well-being of the people of Michigan and will help support our growing economy. It is time to prioritize infrastructure in Michigan as the foundation of strong communities and increased quality of life for our future. We appreciate your leadership and participation in the next impactful step of the Michigan Infrastructure Asset Management Pilot Program – data collection.

The 21st Century Infrastructure Commission identified the need to begin looking at infrastructure in an integrated and holistic way as one of the tenets to maintaining Michigan's position as a leader in public infrastructure planning. To begin the process, the Commission recommended that Michigan develop and implement an integrated asset management database system, create a statewide council to oversee the long-term coordination and strategy, invest in our infrastructure systems and remain committed to embracing emerging technologies. In April of 2017, I announced the Michigan Infrastructure Asset Management Pilot Program to help coordinate and unify infrastructure efforts across the state. The statewide asset management system and the council will help the state, regions, local governments and utilities make more informed, strategic decisions and coordinated investments.

The pilot includes agencies and communities in southeast and west Michigan that will begin to develop the process of integrating drinking water, storm water, sanitary systems and transportation asset data into a comprehensive database that will eventually be used to support integrated planning efforts across these assets and across the state. This collaborative pilot is key to maintaining and improving our infrastructure statewide and will help make Michigan a national leader in asset management and planning.

Developing one system that will work for the entire state is a daunting task, one that will require agencies and communities from all over the state to work together. With your continued leadership and partnership, we will fulfill the purpose of the pilot program, which includes:

- Developing procedures that will lead to the successful integration of drinking water, storm, sanitary and pavement assets.
- Developing one consistent integrated database and data dictionary of said assets.
- Being able to perform basic analysis of the assets both in individual systems and in various integrated ways, i.e., size of each system, age and condition of each system.
- Using existing data to identify the current status of data that has been collected by communities and agencies and identify gaps in either data and/or analysis tools.

- Identifying costs to collect data to fill in gaps in the pilot areas and estimate costs to collect data consistent with the developed data base for the entire state.
- Recommending policies and practices that should be implemented or revised to better coordinate with the development of a consistent database in the future.
- Identifying software and other needs of communities and agencies to be able to successfully integrate their information into the statewide database.
- Recommending education and training that will be needed.
- Preparing a summary of findings including basic summaries of each system, identification of issues identified and recommendations of how they can be addressed in future efforts and present this report to the governor and the Infrastructure Council for their consideration in moving this effort from the pilot areas to the entire state.
- By April 2018, a summary of the pilot process findings including the assumptions made in developing the pilot, an assessment of outcomes, and any recommendations on adjustments in the process, procedures or definitions of the pilot will be completed.

Your continued engagement and participation is integral for a successful pilot program, and eventual statewide system. This type of integrated planning for infrastructure doesn't exist today in the United States – other states have deemed it too difficult of a task to tackle. We've had to work with other countries, such as Australia, New Zealand, Canada and England to identify successful systems and innovative investment strategies for 21<sup>st</sup> century infrastructure systems. Our goal is to lead the nation in creating an integrated and holistic infrastructure planning, management, investment, and delivery system that Michigan's residents have confidence in and deserve.

Thank you for being part of this bold vision.

Sincerely,



Rick Snyder  
Governor

## Asset Management Pilot Process and Next Steps

### Where the Pilot Has Been

The [21st Century Infrastructure Commission](#) identified asset management as a core principle to positioning Michigan's infrastructure as a successful and integrated system in order to prioritize public health and safety and solidify Michigan's status as a global leader as we move forward through the 21st century. Governor Snyder signed [Executive Directive 2017-1](#) which created the Asset Management Pilot Program in April of 2017 that brought together Michigan Prosperity Regions 4 and 10 to develop, pilot and implement an integrated asset management database system. This pilot will help guide local governments, regional entities, the state, and utilities in our collective planning, management, investment and delivery of our infrastructure systems.

### Where the Pilot is Currently

*The goal: create a demonstration of what transportation, water, wastewater, and storm water assets look like overlaid with each other, and incorporating private energy and broadband data, where possible, to coordinate project planning, investment and delivery.*

Over 120 subject matter experts, stakeholders, and pilot advisory board members have worked diligently to compile the document now before you. This document will help collect data necessary to develop a system to test our understanding of our assets and potential coordinated decision making that could result from the integration of multiple assets at local, regional, and the state level.

### Where the Pilot is Going

The pilot will continue to identify database system requirements with feedback from the regions and local experts. By April 2018 a report will be delivered to the Governor detailing:

- a framework for asset management across the state of Michigan,
- barriers and solutions for common issues,
- and a plan for state-wide implementation.

## Explanation of Data Request Document

### Submission Process

All data must be submitted no later than November 1, 2017 to the following individual in your region:

#### *Region 4 West Michigan Prosperity Region*

Jason Moore

[Moorej@gvmc.org](mailto:Moorej@gvmc.org)

#### *Region 10 Detroit Metro Prosperity Region*

Ann Burns

[burns@semcog.org](mailto:burns@semcog.org)

The regional GIS teams will be assisting in data translation and cleansing with the State of Michigan's Department of Technology, Management, and Budget (DTMB) who will be uploading the data to a secured statewide database, leveraging technology from the Michigan Geographic Framework.

### File Type

Please submit the asset data in the following format, listed in order of preference.

1. GIS Shapefile or Geodatabase containing the required assets & attributes listed in the Data Request Excel Spreadsheet (Appendix A).
2. Completed Data Request Excel Spreadsheet (Appendix A) utilizing the drop-down menus.
3. Comma delineated data download.
4. Any other document

### Data Dictionary

For file types 1, 3 & 4 please provide a data dictionary, where necessary, that will assist in the translation from local naming conventions to those used in the state-wide system (e.g. pipe material detailed in the Excel Spreadsheet drop down menus). A data dictionary is documentation that describes individual database fields and data values for fields such as listing out the coding used for different types of pipe materials. If you do not currently have an established data dictionary, providing a list of specific field values in Word or Excel format would be very beneficial.

### Data Sharing and Security

Every person working on this pilot has worked diligently to identify and ensure safety and security protocols for all data related to this initiative. The security of your data is a priority to all members of this pilot. Please note, data will be stored by the Michigan State Police (MSP) as they have significant expertise in keeping sensitive infrastructure data secure and are well equipped to handle any requests for information with the highest levels of discretion. If you have any concerns regarding the safety and security of the data you will be submitting please do not hesitate to contact Therese Empie, her contact information is listed below.

### Previously Submitted Information

Our aim is to make this data collection process as efficient as possible. We are working to obtain transportation data directly from the Transportation Asset Management Council (TAMC). Every effort was made to gather asset information from other state departments in a cost effective and efficient manner.

Michigan Infrastructure Asset Management Pilot  
Data Request Packet

Project Information

In addition to asset data, the pilot would like to collect information for any capital projects (water, wastewater, storm water or transportation) that are planned in the Right of Way, starting post- January 2018. (Appendix A). For the purposes of this pilot, we are defining a “project” as all asset improvements that include a road opening within a Right of Way. For Transportation projects, this would include structural projects, as opposed to surface treatments.

## **Contact List For Pilot Leadership Team**

### **Region 4: West Michigan**

Erin Kuhn  
Regional Representative for Region 4 West Michigan Prosperity Region  
(231) 722-7878 extension 18  
[EKuhn@wmsrdc.org](mailto:EKuhn@wmsrdc.org)

John Weiss  
Regional Representative for Region 4 West Michigan Prosperity Region  
(616) 776-7604  
[john.weiss@gvmc.org](mailto:john.weiss@gvmc.org)

### **Region 10: Southeast Michigan**

Carmine Palombo  
Regional Representative for Region 10 Detroit Metro Prosperity Region  
(313) 324-3314  
[palombo@semcog.org](mailto:palombo@semcog.org)

### **Pilot Program**

Claire Khouri  
Deputy Director of Strategy, Office of Governor Rick Snyder  
(517) 335-9079  
[KhouriC@michigan.gov](mailto:KhouriC@michigan.gov)

Angela Ayers  
Special Advisor on the Environment, Office of Governor Rick Snyder  
(517) 241-5826  
[AyersA@michigan.gov](mailto:AyersA@michigan.gov)

Technical Questions:  
Gareth Lifton  
Managing Director, KPMG  
[glifton@KPMG.com](mailto:glifton@KPMG.com)  
(737) 222-0264

Data Collection Process:  
Mark Holmes, GISP, ENP  
Geospatial Services Manager, Center for Shared Solutions  
[holmesm3@michigan.gov](mailto:holmesm3@michigan.gov)

Data Sharing and Security:  
Therese Empie  
Strategy Advisor, Office of Governor Rick Snyder  
(517) 331-2475  
[EmpieT@michigan.gov](mailto:EmpieT@michigan.gov)

## Commonly Asked Questions

(The *Commonly Asked Questions* section of this document will be updated regularly throughout the data collection process. You can find the most updated version by [clicking here](#).)

### Data Sharing and Security

#### **How will the State of Michigan handle FOIA and other requests for information?**

Members of Asset Management Pilot and staff have worked with the Governor's Office legal counsel, the Attorney General's office, other legal experts within state departments, and FOIA experts at the local level to determine a process and legal argument for keeping this information safe and secure. Every possible protection has been put in place to ensure the safety and security of this data, including housing it with the Michigan State Police.

#### **Does the intent of the FOIA request matter?**

For the purposes of this pilot and our above-mentioned process for processing requests for information, the intent of the FOIA request does not matter and the security of this information will be at the center of any legal argument against disclosure of critical infrastructure information.

#### **Why isn't there an official legal opinion that covers every possible legal instance of a FOIA request?**

Unfortunately, each FOIA request is different and requires a unique legal response. Our data security and safety team has worked closely with the Michigan State Police to ensure the process put in place to handle these requests is sufficient and fully encompasses the importance of keeping this information secure for each and every FOIA request we may receive.

### Data Sharing Agreement

#### **If our infrastructure data is held or owned by a consultant or other third party does someone from our office still need to sign the data sharing agreement?**

Yes, you will need to sign a data sharing agreement and the third party will need to sign a second copy of the data sharing agreement to ensure all parties who may own or have access to distributing the data are aware of how this information will be used by the Asset Management Pilot.

#### **If I have already submitted information to the State of Michigan, such as transportation data, do I still need to submit a signed data sharing agreement?**

Yes, you will need to sign a data sharing agreement for any information you directly submit, or that you have already submitted to the State of Michigan. This is to ensure all parties are aware of how this information will be used by the Asset Management Pilot.

**We are unable to get the data sharing agreement signed before November 1, 2017. Can we submit the data first and submit the data sharing agreement later once we are able to have it signed?**

Yes, we understand that the process to get a data sharing agreement signed may take longer than the process to collate and submit the actual data. As long as we receive your data sharing agreement before December 15, 2017 we will be able to include your data in the final pilot database.

Data Access

**Will communities have the opportunity to review their own data after it has been translated by the Regional Teams and before it is used in the State-wide system?**

Yes, any community that wishes to review data that has been translated or calculated such as condition grades, date of asset replacement etc., has the opportunity to do so for verification, prior to it being used. Please notify your regional contact prior to November 1, 2017 if this is the case.

**Will communities have access to their own data, after it has been uploaded to the Michigan Geographic Framework?**

Yes, the Asset Management Program will do their best to provide the data submitted back to the local entity after it has been incorporated into the pilot system.

**Will my data be accessible by other pilot communities?**

No, only members of Asset Management Pilot leadership team will have access to the complete data set. Any data that is presented as part of the pilot will not be attributable to a certain community, unless that community has expressly provided permission to do so.

### **Optional Feedback Request**

Throughout the pilot process we have continually requested feedback from those engaged in the process and we would like to give you the opportunity to offer feedback as well. As experts in your field, your input is valuable and necessary to determining the structure and governance of a statewide asset management system. Your feedback will be used to determine next steps for the pilot, how this process can be improved, what will be included in the final report, along with the longer-term improvements to asset management across the state. Please take a moment to answer the below questions.

- What asset management IT systems are you currently using?
- Is your asset management IT system GIS based?
- Would you be interested in utilizing a state-wide asset management IT system similar to the system currently used by the Transportation Asset Management Council?
- Did we miss anything in our request for data?





# Community Development Memo

DATE: October 5, 2017  
TO: Township Board  
FROM: Stacey Fedewa, Community Development Director  
RE: Proposed Fee Increase – Manufactured Home Setup

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## BACKGROUND

Mid-summer the Manager of River Haven Village contacted the Township and informed staff that Michigan had transferred its inspection responsibilities to the federal Department of Housing and Urban Development (HUD). Unfortunately, the State did not communicate this transition to local municipalities.

From what staff and neighboring jurisdictions have pieced together is the transition occurred in May 2017, which allowed for a grace period until October 1<sup>st</sup> to comply with the new HUD rules. Thankfully, River Haven is part of a larger national company known as Sun Communities, which is familiar with the HUD regulations because they have parks in other states that are required to meet those rules.

More information on this transition can be found at the [Manufactured Housing Installation](#) website.

## WHAT HAS CHANGED?

The HUD regulations are much stronger than what the State of Michigan created, and will require more inspections. For example, the Michigan regulations only require 1 inspection to verify proper installation, and the HUD regulations will require at least 3 inspections to verify proper installation.

Enclosed with this memo are the checklists for Michigan and HUD to provide you with a more detailed review of the additional inspection requirements.

## CONFUSION

Due to the lack of information provided by the State many of the local governments have been left to figure everything out on their own. At most, staff found webinars provided by HUD that go over the changes.

Thankfully, Inspector Corbat’s due diligence of watching all the webinars, reading as many publications he could find, and reaching out to inspectors across the state we were able to confidently determine that **local governments can perform the HUD inspections if they have adopted, and enforce, the Residential Building Code.**

Sadly, many communities do not have an employee as dedicated as Corbat who took the extra time to figure out how this HUD transition will operate at the local level. A huge kudo’s goes out to Corbat for his excellent work ☺

The confusion caused by the lack of communication at the state level has resulted in many communities creating more problems for the manufactured home parks (the “Parks”). The local inspector will require the Park to pay for the regular setup permit, they will perform the inspection, but will not sign HUD Form 309 – Manufactured Home Installation Certification and Verification Report (the “Report”). The local inspector refuses to sign, because they are uncertain if they have the legal ability to sign.

This results in the Park having to pay for 2 inspectors—one from the local unit, and then from a very expensive third-party inspector (*many of whom are located out of state, and take several weeks to arrive at the Park for the inspection*).

Thus, you can see the value Corbat has brought to the Township team and the relief his diligence has provided to River Haven Village.



### THIRD-PARTY INSPECTORS

Aside from the local unit performing the inspections, the only other option is a HUD Certified Inspector. HUD has identified 5 businesses that are certified to inspect the new manufactured homes.

Of these 5 companies, there is only 1 located in northern Michigan. However, this company only came into existence in July 2017. The other companies (*some of which have several branches*) are also located out of state, the closest ones to Michigan being—Nappanee, IN; Greater Chicago Area; Goshen, IN; and Dickinson, ND. Staff estimates the **fees for the third-party inspectors will range from \$400 - \$1,000.**

### THE LOGISTICS

The HUD rules require a certified installer to setup the manufactured home, and the installer is responsible for sending the completed Report to HUD. **The use of third-party inspectors is anticipated to cause significant delays in issuing an occupancy certificate** for the new manufactured home.

WHEREAS, THE TIMELINE  
TO GAIN OCCUPANCY WILL  
REMAIN STATUS QUO IF  
THE LOCAL UNIT  
CONTINUES TO PERFORM  
THE INSPECTIONS

## PROPOSED FEE INCREASE

Based on the above information staff is proposing a fee increase to cover the costs associated with the additional inspections.

**The current fee is \$125, and staff is proposing the fee be increased to \$300.** River Haven Village is supportive of this figure, and anecdotally indicated they would pay a lot more because keeping everything local will be a huge asset to maintaining their business operations.

## SAMPLE MOTION

If the Board supports the proposed fee increase, the following motion may be offered:

**Motion to adopt Resolution 17-10-01 that increases the Manufactured Home Setup permit fee to \$300 beginning October 10, 2017 to cover the increased cost to comply with HUD regulations.**

Please contact me at your convenience if this raises questions.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 9th day of October, 2017 at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

The Township Supervisor called the meeting to order. After certain matters of business had concluded, the Supervisor advised the next order of business was the consideration of a resolution regarding the adoption of an updated fee schedule for manufactured home permit fees. After discussions, the following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

**RESOLUTION NO. 17-10-01**

**WHEREAS**, the Township enforces the State Building Code and Residential Code within its boundaries; and

**WHEREAS**, the Department of Housing and Urban Development (HUD) has assumed regulatory control over the installation and inspection of manufactured homes; and

**WHEREAS**, local governments that have adopted the Residential Code are permitted to perform installation inspections and execute the HUD Manufactured Home Installation Certification and Verification Report; and

**WHEREAS**, the higher regulatory standards established by HUD require local building inspectors to perform a total of three complex inspections;

**WHEREAS**, the current \$125 setup fee does not cover the additional costs the Township will incur to comply with the HUD-mandated inspections,

**NOW, THEREFORE, BE IT RESOLVED** that Grand Haven Charter Township Board approves and adopts the proposed fee schedule listed below effective October 10, 2017:

1. BUILDING FEE SCHEDULE REVISION

Manufactured Home Setup Fee	\$300
Manufactured Home Additions, Alterations & Foundations	Per construction fee schedule

**BE IT FURTHER RESOLVED**, that all policies, procedures, resolutions in conflict with this resolution to the building fee schedule are hereby repealed to the extent of any such conflict.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED \_\_\_\_\_.

DATED: \_\_\_\_\_

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Laurie Larsen, Township Clerk

**CERTIFICATE**

I, the undersigned, the duly qualified and acting 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 October 9, 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 the minutes of the meeting were kept and will be, or have been, made available as required by the Act.

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Laurie Larsen, Township Clerk

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
<b>ACCESSORY BUILDING</b>				
P17AD0081	DRAKE KATHRYN-JEREMY	13064 BOULDERWAY TR	\$0	\$14.00
			<b>\$0</b>	<b>\$14.00</b>
			<i>Total Permits For Type:</i>	<i>1</i>
<b>ADDITIONS</b>				
P17BU0499	HERBERG WILLAM F III	11555 LAKESHORE DR	\$47,328	\$437.20
P17BU0502	WIEGAND RICHARD E SR	15480 LINCOLN ST	\$35,000	\$272.80
P17BU0529	WILBER MATTHEW A	12974 BOULDERWAY TR	\$75,000	\$622.15
			<b>\$157,328</b>	<b>\$1,332.15</b>
			<i>Total Permits For Type:</i>	<i>3</i>
<b>ADDRESS</b>				
P17BU0501	COLLINS WILLIAM L-CATHERINE A	14879 BIRDSONG LN	\$38,400	\$375.55
P17BU0527	ENDERLE CYNTHIA A	11784 LAKESHORE DR	\$40,000	\$231.70
			<b>\$78,400</b>	<b>\$607.25</b>
			<i>Total Permits For Type:</i>	<i>2</i>
<b>ADDRESS</b>				
P17AD0060	LINCOLN STREET HOLDINGS	12644 RIVERTON RD	\$0	\$0.00
P17AD0061	LINCOLN STRET HOLDINGS	12634 RIVERTON RD	\$0	\$0.00
P17AD0062	LINCOLN STREET HOLDINGS	15703 GARDENTON CT	\$0	\$0.00
P17AD0063	LINCOLN STREET HOLDINGS	15687 GARDENTON CT	\$0	\$0.00
P17AD0064	LINCOLN STREET HOLDINGS	15681 GARDENTON CT	\$0	\$0.00
P17AD0065	LINCOLN STREET HOLDINGS	15682 GARDENTON CT	\$0	\$0.00
P17AD0066	LINCOLN STREET HOLDINGS	15684 GARDENTON CT	\$0	\$0.00
P17AD0067	LINCOLN STREET HOLDINGS	15700 GARDENTON CT	\$0	\$0.00
P17AD0068	LINCOLN STREET HOLDINGS	12588 RIVERTON RD	\$0	\$0.00
P17AD0069	LINCOLN STREET HOLDINGS	12585 RIVERTON RD	\$0	\$0.00
P17AD0070	LINCOLN STREET HOLDINGS	12631 RIVERTON RD	\$0	\$0.00
P17AD0071	LINCOLN STREET HOLDINGS	12641 RIVERTON RD	\$0	\$0.00
P17AD0072	LINCOLN STREET HOLDINGS	12653 RIVERTON RD	\$0	\$0.00
P17AD0073	LINCOLN STREET HOLDINGS	12665 RIVERTON RD	\$0	\$0.00
P17AD0074	LINCOLN STREET HOLDINGS	12675 RIVERTON RD	\$0	\$0.00
P17AD0075	LINCOLN STREET HOLDINGS	12687 RIVERTON RD	\$0	\$0.00
P17AD0076	LINCOLN STREET HOLDINGS	12697 RIVERTON RD	\$0	\$0.00
P17AD0077	LINCOLN STREET HOLDINGS	12711 RIVERTON RD	\$0	\$0.00
P17AD0078	LINCOLN STREET HOLDINGS	12721 RIVERTON RD	\$0	\$0.00
P17AD0079	LINCOLN STREET HOLDINGS	12733 RIVERTON RD	\$0	\$0.00
P17AD0080	LINCOLN STREET HOLDINGS	12745 RIVERTON RD	\$0	\$0.00
			<b>\$0</b>	<b>\$0.00</b>

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
			<i>Total Permits For Type:</i>	<i>21</i>
<b>AG EXEMPT</b>				
P17AG0005	EHLERT JOHN-ROSEANNE	15528 LINCOLN ST	\$0	\$20.00
P17AG0006	EHLERT JOHN-ROSEANNE	15528 LINCOLN ST	\$0	\$20.00
P17AG0007	BEUKEMA JAMES M TRUST	15980 LINCOLN ST	\$0	\$20.00
			<b>\$0</b>	<b>\$60.00</b>
			<i>Total Permits For Type:</i>	<i>3</i>
<b>ALTERATIONS</b>				
P17BU0453	GEURINK TODD-COURTNEY	14667 INDIAN TRAILS DR	\$4,000	\$73.50
P17BU0497	BEUKEMA JAMES M TRUST	15980 LINCOLN ST	\$7,340	\$136.50
P17BU0498	PARKER JOAN A	18140 HOLCOMB RD	\$8,500	\$152.25
P17BU0505	JOHNSON REBECCA L TRUST	15192 LAKESHORE DR	\$10,000	\$168.00
P17BU0513	VEACH JODY L	15672 GROESBECK ST	\$4,871	\$89.25
P17BU0528	HANSEN MATTHEW T-AMY B	12991 144TH AVE	\$20,000	\$245.40
P17BU0531	ENGLEHART TIMOTHY W	13395 LAKESHORE DR	\$18,000	\$231.70
			<b>\$72,711</b>	<b>\$1,096.60</b>
			<i>Total Permits For Type:</i>	<i>7</i>
<b>APARTMENT BUILDING</b>				
P17BU0473	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR MAIN BLDG 5	\$500,000	\$12,530.35
P17BU0474	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY MAIN BLDG 6	\$1,500,000	\$12,530.35
P17BU0475	PIPER LAKES APARTMENTS LLC	14836 PIPER LAKES TRL MAIN BLDG 6	\$500,000	\$12,530.35
			<b>\$4,500,000</b>	<b>\$37,591.05</b>
			<i>Total Permits For Type:</i>	<i>3</i>
<b>BASEMENT FINISH</b>				
P17BU0471	MENDOZA CORINA E-NELSEN AMANDA	11275 156TH AVE	\$26,800	\$146.68
P17BU0482	LEIGH MICHAEL-ELAINE	15306 FOREST PARK DR	\$15,000	\$487.20
P17BU0483	WEXALL STEPHEN D-KRISTA L	14957 ASPEN LN	\$4,000	\$322.80
P17BU0526	BOVERHOF BUIILDERS INC	10391 BIRDSEYE CT	\$8,300	\$152.25
P17BU0530	HERRINGTON RONALD L-SHERYL A	12636 RETREAT DR PVT	\$30,000	\$327.60
P17BU0557	WEIR TIMOTHY L-CONSTANCE L	16334 ROBBINS RD	\$0	\$50.00
			<b>\$84,100</b>	<b>\$1,486.53</b>
			<i>Total Permits For Type:</i>	<i>6</i>
<b>COMMERCIAL BUILDING</b>				
P17BU0508	PIPER LAKES APARTMENTS LLC	14861 PIPER LAKES TRL MAINTENANCE	\$40,000	\$1,084.08
			<b>\$40,000</b>	<b>\$1,084.08</b>
			<i>Total Permits For Type:</i>	<i>1</i>
<b>DECK</b>				
P17BU0348	ERWIN CHAD-KARRIE	14552 BRIGHAM DR	\$1,440	\$42.00
P17BU0389	HERBERG WILLAM F III	11555 LAKESHORE DR	\$3,500	\$73.50

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17BU0426	SULLIVAN JAMES-SHERYL	17837 OAK HILL CT	\$2,400	\$63.00
P17BU0467	SHORE ACRES PARK	SHORE ACRES RD	\$3,500	\$73.50
P17BU0512	GARVEY DENISE K	14749 154TH AVE	\$0	\$42.00
P17BU0532	JEISY TRUST	13462 LAKESHORE DR	\$1,125	\$42.00
P17BU0535	HARACOURT TOMAS H-MARY K TRUST	14912 SANDSTONE PL	\$12,000	\$190.60
			<b>\$23,965</b>	<b>\$526.60</b>
			<i>Total Permits For Type:</i>	<i>7</i>

### ELECTRICAL

P17EL0392	HEALTH POINTE	15100 WHITTAKER WAY	\$0	\$935.00
P17EL0393	MENDOZA CORINA E-NELSEN AMANDA	11275 156TH AVE	\$0	\$34.00
P17EL0394	STUMPO MARK-NYUGEN LILLIE	14841 MERCURY DR	\$0	\$55.00
P17EL0395	BONSER MARK-LISA	14700 MERCURY DR	\$0	\$315.00
P17EL0396	HAMES HERBERT R-CATHY L	12914 LAKESHORE DR	\$0	\$166.00
P17EL0397	PALING JAMES D-KAREN I	12024 FOREST BEACH TRL PVT	\$0	\$114.00
P17EL0398	TWA NATHAN G-TIFFANY B	17131 LEGACY DR	\$0	\$322.00
P17EL0399	BEKINS MARK-PAULA	15895 LAKE AVE	\$0	\$76.00
P17EL0400	RAAB HEATHER N	15141 DEREMO AVE	\$0	\$60.00
P17EL0401	WEXALL STEPHEN D-KRISTA L	14957 ASPEN LN	\$0	\$56.00
P17EL0402	LEIGH MICHAEL-ELAINE	15306 FOREST PARK DR	\$0	\$72.00
P17EL0403	RIVER HAVEN OPERATING COMPANY LLC	13893 PINWOOD DR	\$0	\$55.00
P17EL0404	RIVER HAVEN OPERATING COMPANY LLC	13542 OAKTREE COURT	\$0	\$55.00
P17EL0405	RIVER HAVEN OPERATING COMPANY LLC	13926 OAKWOOD CIRCLE	\$0	\$55.00
P17EL0406	RIVER HAVEN OPERATING COMPANY LLC	14517 WHITE PINE LN	\$0	\$55.00
P17EL0407	RIVER HAVEN OPERATING COMPANY LLC	14515 DOGWOOD CT	\$0	\$55.00
P17EL0408	RIVER HAVEN OPERATING COMPANY LLC	13390 WINDING CREEK DR	\$0	\$55.00
P17EL0409	RIVER HAVEN OPERATING COMPANY LLC	14523 DOGWOOD CT	\$0	\$55.00
P17EL0410	RIVER HAVEN OPERATING COMPANY LLC	14538 DOGWOOD CT	\$0	\$55.00
P17EL0411	RIVER HAVEN OPERATING COMPANY LLC	13247 WINDING CREEK DR	\$0	\$55.00
P17EL0412	RIVER HAVEN OPERATING COMPANY LLC	13362 WINDING CREEK DR	\$0	\$55.00
P17EL0413	TESKA MARK-KAY	12174 FOREST BEACH TRL PVT	\$0	\$62.00
P17EL0414	SMITH RODNEY-DENISE	12151 FOREST BEACH TRL PVT	\$0	\$62.00
P17EL0415	WEBER LIVING TRUST	14654 PINE ISLAND DR	\$0	\$142.00
P17EL0416	GOLDMAN RYAN J-KIMERLY TRUST	12916 WOODRUSH CT	\$0	\$114.00
P17EL0417	COLLINS WILLIAM L-CATHERINE A	14879 BIRDSONG LN	\$0	\$60.00
P17EL0418	RADLEY DANIEL-KATIE	10221 SHANNONS WY	\$0	\$311.00
P17EL0419	YAHNE BONNIE	15759 ROBBINS RD	\$0	\$178.00
P17EL0420	SIGNATURE LAND DEVELOPMENT CORP	12898 PINE GLEN DR	\$0	\$216.00
P17EL0421	SIGNATURE LAND DEVELOPMENT CORP	12913 PINE GLEN DR	\$0	\$216.00
P17EL0422	SIGNATURE LAND DEVELOPMENT CORP	13027 WILDVIEW DR	\$0	\$216.00

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17EL0423	WILSON RON W TRUST	9953 HIAWATHA DR	\$0	\$216.00
P17EL0424	LEYRER THOMAS C-SHARON A	9958 LAKESHORE DR	\$0	\$66.00
P17EL0425	ATKINS-VANLIESHOUT ANDREW O-ELIZABETH	1150 MAPLERIDGE DR	\$0	\$66.00
P17EL0427	HERBERG WILLAM F III	11555 LAKESHORE DR	\$0	\$140.00
P17EL0428	ST AUBIN ANTHONY J-KATHERINE	11680 LAKESHORE DR	\$0	\$122.00
P17EL0429	NIEWIEK WENDY S TRUST	18078 SUNSET DR	\$0	\$118.00
P17EL0430	SIMONI CHRISTOPHER-WENTZ JULIA	11646 GARNSEY AVE	\$0	\$110.00
P17EL0431	MONTGOMERY MARILYN-JEFFERY D	12659 RETREAT DR PVT	\$0	\$60.00
P17EL0432	RIVER HAVEN OPERATING COMPANY LLC	13605 CLEARWATER LANE	\$0	\$56.00
P17EL0433	RIVER HAVEN OPERATING COMPANY LLC	13621 CLEARWATER LANE	\$0	\$56.00
P17EL0434	RIVER HAVEN OPERATING COMPANY LLC	13645 CLEARWATER LANE	\$0	\$56.00
P17EL0435	RIVER HAVEN OPERATING COMPANY LLC	13938 OAKWOOD CIRCLE	\$0	\$56.00
P17EL0436	RIVER HAVEN OPERATING COMPANY LLC	13634 OAKTREE COURT	\$0	\$56.00
P17EL0437	RIVER HAVEN OPERATING COMPANY LLC	13645 PINWOOD DR	\$0	\$56.00
P17EL0438	RIVER HAVEN OPERATING COMPANY LLC	14481 CROOKED TREE LN	\$0	\$56.00
P17EL0439	RIVER HAVEN OPERATING COMPANY LLC	13439 PINWOOD DR	\$0	\$56.00
P17EL0440	RIVER HAVEN OPERATING COMPANY LLC	14471 WINTERGREEN DR	\$0	\$56.00
P17EL0441	RIVER HAVEN OPERATING COMPANY LLC	13305 PINWOOD DR	\$0	\$56.00
P17EL0442	BOVERHOF BUIILDERS INC	10391 BIRDSEYE CT	\$0	\$114.00
P17EL0443	DEWIT KERRI A-MICHAEL W	14263 SHIAWASSEE DR	\$0	\$59.00
P17EL0444	RIOPELLE DARREN-JENNIFER	14231 CRICKLEWOOD RD	\$0	\$394.00
P17EL0445	BENNETT DANIEL-MICHELLE	13708 152ND AVE	\$0	\$99.00
P17EL0446	HOPE REFORMED CHURCH	14932 MERCURY DR	\$0	\$56.00
P17EL0447	BRACKENBURY BRIAN G-JOANNE J	14653 BRUCKER WOODS CT	\$0	\$303.00
P17EL0448	EHLERT JOHN-ROSEANNE	15528 LINCOLN ST	\$0	\$60.00
P17EL0449	HOWARD MARY CATHERINE-KEVIN	12809 WILDERNESS TR PVT	\$0	\$256.00
			<b>\$0</b>	<b>\$7,131.00</b>
			<i>Total Permits For Type: 57</i>	
<b>FENCE</b>				
P17ZL0064	BRAYMER BEAU-KRISTEN	17750 COMSTOCK ST	\$1,000	\$25.00
P17ZL0113	EHLERT JOHN-ROSEANNE	15528 LINCOLN ST	\$2,000	\$25.00
P17ZL0116	ANDREE CHRISTOPHER L-JAMIE	15963 OBRIEN CT	\$2,000	\$25.00
P17ZL0119	TOVEY LISA L	13584 STREAMSIDE CT	\$9,138	\$25.00
P17ZL0120	SCHOLZ MICHAEL J	14430 MANOR RD	\$0	\$25.00
			<b>\$14,138</b>	<b>\$125.00</b>
			<i>Total Permits For Type: 5</i>	
<b>FOUNDATION ONLY</b>				
P17BU0484	RIVER HAVEN OPERATING COMPANY LLC	13612 CLEARWATER LANE	\$1,000	\$36.75
P17BU0485	RIVER HAVEN OPERATING COMPANY LLC	13605 CLEARWATER LANE	\$1,000	\$36.75

## Building Permit Report - Monthly

		Estimated Cost	Permit Fee
P17BU0486	RIVER HAVEN OPERATING COMPANY LLC13621 CLEARWATER LANE	\$1,000	\$36.75
P17BU0487	RIVER HAVEN OPERATING COMPANY LLC13645 CLEARWATER LANE	\$1,000	\$36.75
P17BU0488	RIVER HAVEN OPERATING COMPANY LLC13938 OAKWOOD CIRCLE	\$1,000	\$36.75
P17BU0489	RIVER HAVEN OPERATING COMPANY LLC13634 OAKTREE COURT	\$1,000	\$36.75
P17BU0490	RIVER HAVEN OPERATING COMPANY LLC13645 PINWOOD DR	\$1,000	\$36.75
P17BU0491	RIVER HAVEN OPERATING COMPANY LLC14538 DOGWOOD CT	\$1,000	\$36.75
P17BU0492	RIVER HAVEN OPERATING COMPANY LLC14515 DOGWOOD CT	\$1,000	\$36.75

**\$9,000**  
*Total Permits For Type: 9*

### HOME OCCUPATION

P17HO0003	KEMP KOREY-RENEE	15139 JASMIN CT	\$0	\$0.00
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**\$0**  
*Total Permits For Type: 1*

### MECHANICAL

P17ME0481	TROCCKO MICHAEL	15078 LAKESHORE DR	\$0	\$55.00
P17ME0482	MENDOZA CORINA E-NELSEN AMANDA	11275 156TH AVE	\$0	\$27.50
P17ME0483	ZAHRT JEFFREY-NANCY	12071 168TH AVE	\$0	\$60.00
P17ME0484	SMITH KENNETH L	15369 CHERRY ST	\$0	\$110.00
P17ME0485	STUMPO MARK-NYUGEN LILLIE	14841 MERCURY DR	\$0	\$110.00
P17ME0486	HERITAGE JOHN-MEGHAN	12041 FOREST BEACH TRL PVT	\$0	\$340.00
P17ME0487	BUTLER CHRISTOPHER-TINA	13808 FOREST PARK DR	\$0	\$135.00
P17ME0488	COOK MARYELLEN-FLAHIVE SHERI	14073 LANDON LN	\$0	\$55.00
P17ME0489	SIGNATURE LAND DEVELOPMENT CORP	13101 WILDVIEW DR	\$0	\$135.00
P17ME0490	BEDFORD LINDA D-RICHARD L	15352 CHERRY ST	\$0	\$110.00
P17ME0491	RUITER MARTIN-TERRI	12439 168TH AVE	\$0	\$80.00
P17ME0492	BAKARA JOSEPH-LILLIAN	13804 LAKE SEDGE DR	\$0	\$135.00
P17ME0493	WEXALL STEPHEN D-KRISTA L	14957 ASPEN LN	\$0	\$55.00
P17ME0494	STAYART SCOTT H-SUSAN E	11750 LAKESHORE DR	\$0	\$110.00
P17ME0495	RIVER HAVEN OPERATING COMPANY LLC13362 WINDING CREEK DR		\$0	\$80.00
P17ME0496	RIVER HAVEN OPERATING COMPANY LLC13247 WINDING CREEK DR		\$0	\$80.00
P17ME0497	RIVER HAVEN OPERATING COMPANY LLC14538 DOGWOOD CT		\$0	\$80.00
P17ME0498	RIVER HAVEN OPERATING COMPANY LLC14523 DOGWOOD CT		\$0	\$80.00
P17ME0499	RIVER HAVEN OPERATING COMPANY LLC13390 WINDING CREEK DR		\$0	\$80.00
P17ME0500	RIVER HAVEN OPERATING COMPANY LLC14515 DOGWOOD CT		\$0	\$80.00
P17ME0501	RIVER HAVEN OPERATING COMPANY LLC14517 WHITE PINE LN		\$0	\$80.00
P17ME0502	RIVER HAVEN OPERATING COMPANY LLC13926 OAKWOOD CIRCLE		\$0	\$80.00
P17ME0503	RIVER HAVEN OPERATING COMPANY LLC13542 OAKTREE COURT		\$0	\$80.00
P17ME0504	RIVER HAVEN OPERATING COMPANY LLC13893 PINWOOD DR		\$0	\$80.00
P17ME0505	LEIGH MICHAEL-ELAINE	15306 FOREST PARK DR	\$0	\$55.00

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17ME0506	SIGNATURE LAND DEVELOPMENT CORP	13027 WILDVIEW DR	\$0	\$225.00
P17ME0507	SIGNATURE LAND DEVELOPMENT CORP	13101 WILDVIEW DR	\$0	\$230.00
P17ME0508	BROWN ANDREW P	12088 SANDY WOODS DR	\$0	\$110.00
P17ME0509	OTTENBAKER CHERYL L	14676 BRUCKER WOODS CT	\$0	\$305.00
P17ME0510	JANSSEN CHARLES A-LEA ANNE L	10511 LAKESHORE DR	\$0	\$55.00
P17ME0511	GOLDMAN RYAN J-KIMERLY TRUST	12916 WOODRUSH CT	\$0	\$57.00
P17ME0512	TWA NATHAN G-TIFFANY B	17131 LEGACY DR	\$0	\$230.00
P17ME0513	SIGNATURE LAND DEVELOPMENT CORP	12921 PINE GLEN DR	\$0	\$220.00
P17ME0514	HAMMOND LINDA L TRUST	14495 ANGELUS CIR	\$0	\$80.00
P17ME0515	BONSER MARK-LISA	14700 MERCURY DR	\$0	\$210.00
P17ME0516	SIGNATURE LAND DEVELOPMENT CORP	13027 WILDVIEW DR	\$0	\$135.00
P17ME0517	RIOPELLE DARREN-JENNIFER	14231 CRICKLEWOOD RD	\$0	\$135.00
P17ME0519	HANSEN MATTHEW T-AMY B	12991 144TH AVE	\$0	\$130.00
P17ME0520	OCHOA PROPERTIES LLC	15906 CEDAR AVE	\$0	\$80.00
P17ME0521	WADE JOEY D-REBECCA L	17067 DONAHUE WOODS DR	\$0	\$110.00
P17ME0522	TESKA MARK-KAY	12174 FOREST BEACH TRL PVT	\$0	\$55.00
P17ME0523	RIVER HAVEN OPERATING COMPANY LLC	13305 PINWOOD DR	\$0	\$80.00
P17ME0524	RIVER HAVEN OPERATING COMPANY LLC	14471 WINTERGREEN DR	\$0	\$80.00
P17ME0525	RIVER HAVEN OPERATING COMPANY LLC	13439 PINWOOD DR	\$0	\$80.00
P17ME0526	RIVER HAVEN OPERATING COMPANY LLC	14481 CROOKED TREE LN	\$0	\$80.00
P17ME0527	RIVER HAVEN OPERATING COMPANY LLC	13645 PINWOOD DR	\$0	\$80.00
P17ME0528	RIVER HAVEN OPERATING COMPANY LLC	13634 OAKTREE COURT	\$0	\$80.00
P17ME0529	RIVER HAVEN OPERATING COMPANY LLC	13938 OAKWOOD CIRCLE	\$0	\$80.00
P17ME0530	RIVER HAVEN OPERATING COMPANY LLC	13645 CLEARWATER LANE	\$0	\$80.00
P17ME0531	RIVER HAVEN OPERATING COMPANY LLC	13621 CLEARWATER LANE	\$0	\$80.00
P17ME0532	RIVER HAVEN OPERATING COMPANY LLC	13605 CLEARWATER LANE	\$0	\$80.00
P17ME0533	SIMONI CHRISTOPHER-WENTZ JULIA	11646 GARNSEY AVE	\$0	\$70.00
P17ME0534	RADLEY DANIEL-KATIE	10221 SHANNONS WY	\$0	\$250.00
P17ME0535	RUITER MARTIN-TERRI	12439 168TH AVE	\$0	\$65.00
P17ME0536	SMITH LAURIE M	15159 WESTRAY ST	\$0	\$80.00
P17ME0537	HERBERG WILLAM F III	11555 LAKESHORE DR	\$0	\$200.00
P17ME0538	WILBER MATTHEW A	12974 BOULDERWAY TR	\$0	\$55.00
P17ME0539	MONTGOMERY MARILYN-JEFFERY D	12659 RETREAT DR PVT	\$0	\$85.00
P17ME0540	SIGNATURE LAND DEVELOPMENT CORP	12913 PINE GLEN DR	\$0	\$225.00
P17ME0541	HERRINGTON RONALD L-SHERYL A	12636 RETREAT DR PVT	\$0	\$80.00
			<b>\$0</b>	<b>\$6,649.50</b>
			<i>Total Permits For Type: 60</i>	
<b>MOBLE HOME SET-UP</b>				
P17BU0537	RIVER HAVEN OPERATING COMPANY LLC	13305 PINWOOD DR	\$0	\$125.00

## Building Permit Report - Monthly

		Estimated Cost		Permit Fee
P17BU0538	RIVER HAVEN OPERATING COMPANY LLC13439 PINWOOD DR	\$0		\$125.00
P17BU0539	RIVER HAVEN OPERATING COMPANY LLC14471 WINTERGREEN DR	\$0		\$125.00
P17BU0540	RIVER HAVEN OPERATING COMPANY LLC14481 CROOKED TREE LN	\$0		\$125.00
P17BU0541	RIVER HAVEN OPERATING COMPANY LLC13634 OAKTREE COURT	\$0		\$125.00
P17BU0542	RIVER HAVEN OPERATING COMPANY LLC13645 PINWOOD DR	\$0		\$125.00
P17BU0543	RIVER HAVEN OPERATING COMPANY LLC13938 OAKWOOD CIRCLE	\$0		\$125.00
P17BU0544	RIVER HAVEN OPERATING COMPANY LLC13645 CLEARWATER LANE	\$0		\$125.00
P17BU0545	RIVER HAVEN OPERATING COMPANY LLC13621 CLEARWATER LANE	\$0		\$125.00
P17BU0546	RIVER HAVEN OPERATING COMPANY LLC13605 CLEARWATER LANE	\$0		\$125.00
		<b>\$0</b>		<b>\$1,250.00</b>
		<i>Total Permits For Type:</i>		<b>10</b>

### PLUMBING

P17PL0235	ZAHRT JEFFREY-NANCY	12071 168TH AVE	\$0	\$55.00
P17PL0236	WATER DAVID-LINDA TRUST	14637 BRUCKER WOODS CT	\$0	\$243.00
P17PL0237	MENDOZA CORINA E-NELSEN AMANDA	11275 156TH AVE	\$0	\$32.50
P17PL0238	SIGNATURE LAND DEVELOPMENT CORP	13027 WILDVIEW DR	\$0	\$229.00
P17PL0239	SIGNATURE LAND DEVELOPMENT CORP	13101 WILDVIEW DR	\$0	\$234.00
P17PL0240	WEXALL STEPHEN D-KRISTA L	14957 ASPEN LN	\$0	\$55.00
P17PL0241	MARCUSSE CONSTRUCTION CO LLC	15046 COPPER PL	\$0	\$266.00
P17PL0242	BRACKENBURY BRIAN G-JOANNE J	14653 BRUCKER WOODS CT	\$0	\$229.00
P17PL0243	LEIGH MICHAEL-ELAINE	15306 FOREST PARK DR	\$0	\$75.00
P17PL0244	CHRISTIANSEN KYLE NEIL	15922 CEDAR AVE	\$0	\$60.00
P17PL0245	GOLDMAN RYAN J-KIMERLY TRUST	12916 WOODRUSH CT	\$0	\$128.00
P17PL0247	WEBER LIVING TRUST	14654 PINE ISLAND DR	\$0	\$108.00
P17PL0248	RIVER HAVEN OPERATING COMPANY LLC13305 PINWOOD DR		\$0	\$55.00
P17PL0249	RIVER HAVEN OPERATING COMPANY LLC14471 WINTERGREEN DR		\$0	\$55.00
P17PL0250	RIVER HAVEN OPERATING COMPANY LLC13439 PINWOOD DR		\$0	\$55.00
P17PL0251	RIVER HAVEN OPERATING COMPANY LLC14481 CROOKED TREE LN		\$0	\$55.00
P17PL0252	RIVER HAVEN OPERATING COMPANY LLC13645 PINWOOD DR		\$0	\$55.00
P17PL0253	RIVER HAVEN OPERATING COMPANY LLC13634 OAKTREE COURT		\$0	\$55.00
P17PL0254	RIVER HAVEN OPERATING COMPANY LLC13938 OAKWOOD CIRCLE		\$0	\$55.00
P17PL0255	RIVER HAVEN OPERATING COMPANY LLC13645 CLEARWATER LANE		\$0	\$55.00
P17PL0256	RIVER HAVEN OPERATING COMPANY LLC13621 CLEARWATER LANE		\$0	\$55.00
P17PL0257	RIVER HAVEN OPERATING COMPANY LLC13605 CLEARWATER LANE		\$0	\$55.00
P17PL0258	RUITER MARTIN-TERRI	12439 168TH AVE	\$0	\$55.00
P17PL0259	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 101-BLDG 5	\$0	\$81.50
P17PL0260	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 103-BLDG 5	\$0	\$81.50
P17PL0261	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 201-BLDG 5	\$0	\$81.50
P17PL0262	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 203-BLDG 5	\$0	\$81.50

## Building Permit Report - Monthly

		Estimated Cost	Permit Fee
P17PL0263	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 205-BLDG 5 \$0	\$81.50
P17PL0264	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 207-BLDG 5 \$0	\$81.50
P17PL0265	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 209-BLDG 5 \$0	\$81.50
P17PL0266	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 301-BLDG 5 \$0	\$81.50
P17PL0267	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 303-BLDG 5 \$0	\$81.50
P17PL0268	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 305-BLDG 5 \$0	\$81.50
P17PL0269	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 307-BLDG 5 \$0	\$81.50
P17PL0270	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR 309-BLDG 5 \$0	\$81.50
P17PL0271	PIPER LAKES APARTMENTS LLC	16924 PIPER LAKES CIR MAIN BLDG\$0	\$81.50
P17PL0272	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 102-BLDG 5 \$0	\$81.50
P17PL0273	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 104-BLDG 5 \$0	\$81.50
P17PL0274	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 202-BLDG 5 \$0	\$81.50
P17PL0275	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 204-BLDG 5 \$0	\$81.50
P17PL0276	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 206-BLDG 5 \$0	\$81.50
P17PL0277	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 208-BLDG 5 \$0	\$81.50
P17PL0278	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 210-BLDG 5 \$0	\$81.50
P17PL0279	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 302-BLDG 5 \$0	\$81.50
P17PL0280	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 304-BLDG 5 \$0	\$81.50
P17PL0281	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 306-BLDG 5 \$0	\$81.50
P17PL0282	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 308-BLDG 5 \$0	\$81.50
P17PL0283	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR 310-BLDG 5 \$0	\$81.50
P17PL0284	PIPER LAKES APARTMENTS LLC	16940 PIPER LAKES CIR MAIN BLDG\$0	\$81.50
P17PL0285	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 101-BLDG 6 \$0	\$81.50
P17PL0286	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 103-BLDG 6 \$0	\$81.50
P17PL0287	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 201-BLDG 6 \$0	\$81.50
P17PL0288	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 203-BLDG 6 \$0	\$81.50
P17PL0289	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 205-BLDG 6 \$0	\$81.50
P17PL0290	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 207-BLDG 6 \$0	\$81.50
P17PL0291	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 209-BLDG 6 \$0	\$81.50
P17PL0292	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 301-BLDG 6 \$0	\$81.50
P17PL0293	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 303-BLDG 6 \$0	\$81.50
P17PL0294	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 305-BLDG 6 \$0	\$81.50
P17PL0295	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 307-BLDG 6 \$0	\$81.50
P17PL0296	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY 309-BLDG 6 \$0	\$81.50
P17PL0297	PIPER LAKES APARTMENTS LLC	16939 PIPER WAY MAIN BLDG 6 \$0	\$81.50
P17PL0298	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 102-BLDG 6 \$0	\$81.50
P17PL0299	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 104-BLDG 6 \$0	\$81.50
P17PL0300	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 202-BLDG 6 \$0	\$81.50
P17PL0301	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 204-BLDG 6 \$0	\$81.50

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17PL0302	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 206-BLDG 6	\$0	\$81.50
P17PL0303	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 208-BLDG 6	\$0	\$81.50
P17PL0304	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 210-BLDG 6	\$0	\$81.50
P17PL0305	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 302-BLDG 6	\$0	\$81.50
P17PL0306	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 304-BLDG 6	\$0	\$81.50
P17PL0307	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 306-BLDG 6	\$0	\$81.50
P17PL0308	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 308-BLDG 6	\$0	\$81.50
P17PL0309	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY 310-BLDG 6	\$0	\$81.50
P17PL0310	PIPER LAKES APARTMENTS LLC	16923 PIPER WAY MAIN BLDG 6	\$0	\$81.50
			<b>\$0</b>	<b>\$6,557.50</b>
			<i>Total Permits For Type:</i>	<i>75</i>

### POOL/SPA/HOT TUB

P17BU0217	WERNER KRIS-KELLY	17198 MAJESTIC RIDGE CT	\$30,000	\$313.90
P17BU0409	WOLFE MICHAEL A	15665 HIGH RIDGE DR	\$3,500	\$73.50
P17BU0479	HERBERG WILLAM F III	11555 LAKESHORE DR	\$62,358	\$539.95
P17BU0519	WILBER MATTHEW A	12974 BOULDERWAY TR	\$94,000	\$752.30
			<b>\$189,858</b>	<b>\$1,679.65</b>
			<i>Total Permits For Type:</i>	<i>4</i>

### PORTABLE STORAGE UNIT

P17ZL0114	GROSSMAN PATRICK S-JENNIFER TRUST	15257 161ST AVE	\$400	\$50.00
			<b>\$400</b>	<b>\$50.00</b>
			<i>Total Permits For Type:</i>	<i>1</i>

### REPLACEMENT WINDOWS/DOORS

P17BU0496	KOSTER DAVID W	15505 LAKE AVE	\$3,823	\$73.50
P17BU0503	WARD TRUST	15377 161ST AVE	\$1,000	\$36.75
P17BU0509	BERNARD KIM-JOSEPH	15386 160TH AVE	\$400	\$36.00
P17BU0510	JOHNSON BRETT J-DANA R	15668 CHARLES CT	\$2,000	\$42.00
P17BU0511	ULRICH TRUST	15636 GRAND POINT DR	\$775	\$36.75
P17BU0517	ELIAS BRIAN J-AMY J	13488 FOREST PARK DR	\$2,900	\$63.00
P17BU0536	SMITH BRIAN T-KATHLEEN A	17236 SANDGATE PL	\$3,993	\$73.50
			<b>\$14,891</b>	<b>\$361.50</b>
			<i>Total Permits For Type:</i>	<i>7</i>

### RE-ROOFING

P17BU0476	LIRONES ANTHONY-RANDI TRUST	15549 ROYAL OAK DR	\$35,450	\$100.00
P17BU0480	STYX DONALD-ELIZABETH	13244 LAKESHORE DR	\$0	\$100.00
P17BU0493	HUDDAS RICHARD V-KATHLEEN P	14939 MERCURY DR	\$15,000	\$100.00
P17BU0494	RATTER JOHN B-MAZOR AMY J	13004 LAKESHORE DR	\$11,879	\$100.00
P17BU0495	HAWKINS EVERETT L	16240 COMSTOCK ST	\$3,500	\$100.00
P17BU0500	SWICK KEVIN S-EMILY S	15409 LINCOLN ST	\$0	\$100.00

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17BU0506	SMANT ROGER L-GAIL A	12040 168TH AVE	\$12,750	\$100.00
P17BU0515	WARHURST ARCHIE E-MARY E	15244 164TH AVE	\$8,810	\$100.00
P17BU0516	BEUKEMA JAMES M TRUST	15980 LINCOLN ST	\$10,160	\$100.00
P17BU0524	TREUTLER CARL WILLIAM	17287 BURKSHIRE DR	\$0	\$100.00
P17BU0525	GLOCKZIN TAMMY A	15455 GROESBECK ST	\$6,500	\$100.00
P17BU0533	VERDUIN JAMES G	17005 TIMBER DUNES DR	\$6,000	\$100.00
P17BU0550	HAMILTON STEHPEN	11831 152ND AVE	\$5,640	\$100.00
P17BU0551	WELLER MICHAEL-CAROL TRUST	17981 COMSTOCK ST	\$8,750	\$100.00
P17BU0552	MOLL DAVID	13407 152ND AVE	\$3,500	\$100.00
P17BU0553	BLAKE NEIL B-PAMELA J	15564 160TH AVE	\$12,445	\$100.00
P17BU0555	RYAN JAMES P-JEAN T	16138 VANDEN BERG DR	\$2,000	\$100.00

**\$142,384**      **\$1,700.00**  
*Total Permits For Type:*      **17**

### RE-SIDING

P17BU0507	GROSSMAN PATRICK S-JENNIFER TRUST	15257 161ST AVE	\$3,000	\$100.00
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**\$3,000**      **\$100.00**  
*Total Permits For Type:*      **1**

### SHED (<200 SQFT)

P17ZL0111	MILLER DONNA	15302 CANTERBURY LN PVT	\$3,000	\$25.00
P17ZL0112	SMITH STEVEN D-LESLIE K	13298 LAKESHORE DR	\$500	\$25.00
P17ZL0115	MORRISON EDMUND-MARJORIE	15128 MEADOWS DR PVT	\$3,784	\$25.00
P17ZL0117	NIEWENHUIS JIM	14732 WILLIAMS WY	\$3,500	\$25.00
P17ZL0118	GALER MICAH-LISA	15299 WIDGEON RD	\$4,000	\$25.00

**\$14,784**      **\$125.00**  
*Total Permits For Type:*      **5**

### SINGLE FAMILY DWELLING

P17BU0477	SIGNATURE LAND DEVELOPMENT CORP	12913 PINE GLEN DR	\$249,791	\$1,580.90
P17BU0478	SIGNATURE LAND DEVELOPMENT CORP	12898 PINE GLEN DR	\$242,681	\$1,544.15
P17BU0518	JIM TIBBE HOMES LLC	16880 MAPLERIDGE DR	\$244,375	\$1,880.15
P17BU0522	DRAKE KATHRYN-JEREMY	13064 BOULDERWAY TR	\$290,000	\$2,126.90
P17BU0523	WHALEN TIMOTHY S-TRACIE	16527 LAKE MICHIGAN DR	\$360,530	\$2,069.15
P17BU0547	HESSE ERIC S-LORRI L	15080 DENSLOW DR PVT	\$331,600	\$1,843.40
P17BU0548	SIGNATURE LAND DEVELOPMENT CORP	14787 PINE GLEN DR	\$237,000	\$1,738.40
P17BU0549	SIGNATURE LAND DEVELOPMENT CORP	12982 WILDVIEW DR	\$236,000	\$1,717.40

**\$2,191,977**      **\$14,500.45**  
*Total Permits For Type:*      **8**

### VEHICLE SALES

P17VS0072	WORKMAN DAN R-JOYCE TRUST	14640 LAKESHORE DR	\$0	\$0.00
P17VS0073	BOUWKAMP MELVIN-DIANA	15730 GROESBECK ST	\$0	\$0.00

## Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P17VS0074	LARSEN ELAINE TRUST	13755 144TH AVE	\$0	\$0.00
P17VS0075	SHUMAKER AMANDA TRUST	15191 155TH AVE	\$0	\$0.00
P17VS0076	HERREMAN CHAD-MICHELE	16975 LINCOLN ST	\$0	\$0.00
P17VS0077	SHAMPINE DONALD-REBECCA	12296 LAKESHORE DR	\$0	\$0.00
P17VS0078	ROBERTS SCOTT A	15330 160TH AVE	\$0	\$0.00
			<b>\$0</b>	<b>\$0.00</b>
			<i>Total Permits For Type:</i>	<i>7</i>
<b>Totals</b>			<b>\$7,536,936</b>	<b>\$84,358.61</b>
			<i>Total Permits In Month:</i>	<i>321</i>

# September Enforcement Letters By Category

*All enforcement letters sent the previous month*

<b>Type of Enforcement Letter</b>	<b>Number Mailed</b>
ACC BLDGSHED WARNING	1
ATF-CITATION ISSUED	1
BASEMENT FINISH-CURRENT OWNER-1ST NOTICE	5
DECK WITHOUT PERMIT	2
FENCE 2ND NOTICE LETTER	2
FENCE LETTER	2
FIRST OFFENSE TEMPLATE	1
LITTER WARNING LETTER	3
PERMIT APPLICATIONS-PLEASE COMPLETE	2
SIGN IN ROW WARNING	1
TRASH CAN WARNING 2ND NOTICE	1
TRASH CAN WARNING LETTER	1
UNPERMITTED BASEMENT FINISH-3RD NOTICE	1
VEHICLE IN ROW 2ND NOTICE	2
VEHICLE IN ROW LETTER	4
VEHICLE ON GRASS 2ND NOTICE	2
VEHICLE ON GRASS LETTER	1
VEHICLE SALE 2ND NOTICE	2
VEHICLE SALE 3RD FINAL	1
VEHICLE SALE WARNING	3

**Total Letters Sent: 38**

Letter.DateTimeCreated Between 09/01/2017 AND 0  
Letter.LinkFromType = Enforcement

# September Open Enforcements By Category Monthly Report

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0329	15925 OBRIEN CT	RESOLVED	09/14/17	09/27/17	
E17CE0334	15841 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	09/19/17		
E17CE0337	11865 CHICKORY DR	1ST NOTICE OF VIOLATION LETTER	09/21/17		
E17CE0338	14811 WOODSIDE TR	RESOLVED	09/21/17	09/26/17	
E17CE0339	14846 BIRDSONG LN	1ST NOTICE OF VIOLATION LETTER	09/21/17		
E17CE0340	17237 BEACH RIDGE WY PVT	RESOLVED	09/21/17	09/29/17	
E17CE0341	15198 BAYOU POINTE PL	1ST NOTICE OF VIOLATION LETTER	09/21/17		

**Total Entries: 7**

**Total Records: 7**

Enforcement.CodeOfficer = ASHLEY LARRISON AND  
 Enforcement.DateFiled Between 9/1/2017 12:00:00 AM  
 AND 9/30/2017 11:59:59 PM

Total Pages: 1

Report Created: 10/02/17

# September Open Enforcements By Category Monthly Report

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0333	17288 BURKSHIRE DR	COMPLAINT LOGGED	09/14/17		

**Total BUILDI 1**

Enforcement.CodeOfficer = SCOTT CORBAT AND  
Enforcement.DateFiled Between 9/1/2017 12:00:00 AM  
AND 9/30/2017 11:59:59 PM

**Total Records: 1**

Total Pages: 1

Report Created: 10/02/17

# September Open Enforcements By Category Monthly Report

## ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0327	14515 DOGWOOD CT	VERBAL WARNING	09/14/17		
E17CE0347	17621 DUNESIDE DR	NONCOMPLIANT/ILLEGAL STRUCT	09/27/17	10/02/17	
<b>Total Entries:</b>					<b>2</b>

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0342	13427 LAKESHORE DR	COMPLAINT LOGGED	09/25/17		
E17CE0343	16197 VANDEN BERG DR	1ST NOTICE OF VIOLATION LETTER	09/26/17		
<b>Total Entries:</b>					<b>2</b>

## FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0314	15670 GROESBECK ST	1ST NOTICE OF VIOLATION LETTER	09/01/17		
E17CE0323	14430 MANOR RD	CLOSED	09/12/17	09/26/17	
<b>Total Entries:</b>					<b>2</b>

## JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0324	15126 JASMIN CT	CLOSED	09/12/17	09/27/17	
<b>Total Entries:</b>					<b>1</b>

## LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0318	15906 WINANS ST	CLOSED	09/08/17	09/20/17	
E17CE0348	11805 168TH AVE	1ST NOTICE OF VIOLATION LETTER	09/28/17		
<b>Total Entries:</b>					<b>2</b>

## PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0332	14683 PARKWOOD DR	2ND NOTICE OF VIOLATION LETTER	09/14/17		
<b>Total Entries:</b>					<b>1</b>

## SIGNS

# September Open Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0344		IST NOTICE OF VIOLATION LETTER	09/26/17		
E17CE0345		VERBAL WARNING	09/26/17		
<b>Total Entries:</b>					<b>2</b>

TRASH RECEPTACLES					
Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0317	12523 LAKESHORE DR	IST NOTICE OF VIOLATION LETTER	09/08/17		
<b>Total Entries:</b>					<b>1</b>

VEHICLE IN ROW					
Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0315	15131 155TH AVE	CLOSED	09/02/17	09/19/17	
E17CE0316	15191 155TH AVE	CLOSED	09/02/17	09/19/17	
E17CE0326	16013 LAKE AVE	CLOSED	09/13/17	09/27/17	
E17CE0328	13591 HIDDEN CREEK CT	CLOSED	09/14/17	09/20/17	
E17CE0330	15060 WESTRAY ST	IST NOTICE OF VIOLATION LETTER	09/14/17		
E17CE0331	15011 152ND AVE	CLOSED	09/14/17	09/27/17	
<b>Total Entries:</b>					<b>6</b>

VEHICLE SALES					
Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0335	14094 168TH AVE	IST NOTICE OF VIOLATION LETTER	09/20/17		
E17CE0336	17121 HAYES ST	CLOSED	09/20/17	09/28/17	
E17CE0349	17169 HAYES	IST NOTICE OF VIOLATION LETTER	09/28/17		
<b>Total Entries:</b>					<b>3</b>

ZONING					
Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0319	15630 164TH AVE	COMPLAINT LOGGED	09/12/17		
E17CE0320	15632 164TH AVE	COMPLAINT LOGGED	09/12/17		
E17CE0321	15628 164TH AVE	COMPLAINT LOGGED	09/12/17		
E17CE0322	15634 164TH AVE	COMPLAINT LOGGED	09/12/17		
E17CE0325	12067 FOREST BEACH TRL P	IST NOTICE OF VIOLATION LETTER	09/12/17		

# September Open Enforcements By Category Monthly Report

**Total Entries: 5**

Enforcement.CodeOfficer = KEVIN FRENCH AND  
Enforcement.DateFiled Between 9/1/2017 12:00:00 AM  
AND 9/30/2017 11:59:59 PM

**Total Records: 27**

**Total Pages: 3**

Report Created: 10/02/17

# September Closed Enforcements By Category Monthly Report

## ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0286	13298 LAKESHORE DR	CLOSED	08/07/17	09/05/17	
E17CE0294	14732 WILLIAMS WY	CLOSED	08/09/17	09/14/17	09/14/2017 OBTAINED PERMIT
<b>Total Entries:</b>					<b>2</b>

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0109	15705 COMSTOCK ST	CLOSED	03/30/17	09/07/17	
E17CE0311	13279 168TH AVE	CLOSED	08/30/17	09/05/17	
<b>Total Entries:</b>					<b>2</b>

## FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0307	15963 OBRIEN CT	CLOSED	08/23/17	09/27/17	09/12/2017 PERMIT READY TO ISSUE
E17CE0323	14430 MANOR RD	CLOSED	09/12/17	09/26/17	
<b>Total Entries:</b>					<b>2</b>

## JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E16CE0452	13658 LAKESHORE DR	CLOSED	10/20/16	09/07/17	
E17CE0309	14766 MERCURY DR	CLOSED	08/23/17	09/07/17	
E17CE0324	15126 JASMIN CT	CLOSED	09/12/17	09/27/17	
<b>Total Entries:</b>					<b>3</b>

## LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0089	11232 156TH AVE	CLOSED	03/15/17	09/07/17	
E17CE0293	11849 CHICKORY DR	CLOSED	08/08/17	09/07/17	
E17CE0318	15906 WINANS ST	CLOSED	09/08/17	09/20/17	
<b>Total Entries:</b>					<b>3</b>

## POOL & HOT TUB/SPA

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

# September Closed Enforcements By Category Monthly Report

E17CE0285	11622 152ND AVE	CLOSED	08/07/17	09/05/17
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**SIGNS** **Total Entries: 1**

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E17CE0290	[REDACTED]	CLOSED	08/08/17	09/14/17
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**VEHICLE IN ROW** **Total Entries: 1**

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E17CE0280	15055 BIGNELL DR	CLOSED	08/02/17	09/19/17
E17CE0315	15131 155TH AVE	CLOSED	09/02/17	09/19/17
E17CE0316	15191 155TH AVE	CLOSED	09/02/17	09/19/17
E17CE0326	16013 LAKE AVE	CLOSED	09/13/17	09/27/17
E17CE0328	13591 HIDDEN CREEK CT	CLOSED	09/14/17	09/20/17
E17CE0331	15011 152ND AVE	CLOSED	09/14/17	09/27/17

**VEHICLE SALES** **Total Entries: 6**

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E17CE0313	14585 LAKE MICHIGAN DR	CLOSED	08/30/17	09/07/17
E17CE0336	17121 HAYES ST	CLOSED	09/20/17	09/28/17

**ZONING** **Total Entries: 2**

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
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E17CE0013	14845 LINCOLN ST	INVESTIGATION ONLY	01/19/17	09/07/17
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**Total Records: 23**

Enforcement.CodeOfficer = KEVIN FRENCH AND  
 Enforcement.DateClosed Between 9/1/2017 12:00:00 AM  
 AND 9/30/2017 11:59:59 PM

# September Closed Enforcements By Category Monthly Report

## BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0104	11275 156TH AVE	CLOSED	03/29/17	09/11/17	
E17CE0264	13439 GREENBRIAR DR	RESOLVED	07/24/17	09/14/17	
E17CE0329	15925 OBRIEN CT	RESOLVED	09/14/17	09/27/17	
E17CE0338	14811 WOODSIDE TR	RESOLVED	09/21/17	09/26/17	
E17CE0340	17237 BEACH RIDGE WY PVT	RESOLVED	09/21/17	09/29/17	
<b>Total Entries:</b>					<b>5</b>

**Total Records: 5**

Enforcement.CodeOfficer = ASHLEY LARRISON AND  
 Enforcement.DateClosed Between 9/1/2017 12:00:00 AM  
 AND 9/30/2017 11:59:59 PM

Total Pages: 1

Report Created: 10/02/17

**PUBLIC SERVICES DEPARTMENT  
END OF THE MONTH REPORT  
2017**

**WATER**

MONTH	WORK ORDERS	METER INSTALLS		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	241	3	5	6	155	7	5	0	33.36	1.16	0.00
FEBRUARY	231	3	5	6	155	3	1	0	28.53	1.18	0.00
MARCH	339	4	3	1	197	1	2	0	27.96	1.70	0.00
APRIL	340	2	2	9	268	1	5	500	32.40	1.59	0.00
MAY	188	4	3	3	80	5	4	0	76.10	5.29	0.00
JUNE	172	6	4	9	73	2	3	1245	97.39	5.26	0.00
JULY	316	1	3	5	228	2	0	0	91.71	4.38	0.00
AUGUST	166	9	2	16	56	8	5	0	108.75	6.15	0.00
SEPTEMBER	145	2	3	17	34	4	2	0	80.79	2.78	0.00
OCTOBER								0	0.00	0.00	0.00
NOVEMBER								0	0.00	0.00	0.00
DECEMBER								0	0.00	0.00	0.00
TOTAL YTD	2138	34	30	72	1246	33	27	1745	576.98	29.50	0.00
TOTALS		64				60				29.50	
						5271			606.47		

**NOTES:**

1 1/2" meter installed at 14820 Piper Lane	2" meter installed at 16824 Piper Lake Circle
2" meter installed at 14834 Piper Lane	1 1/2" meter installed at 16862 Piper Lakes Circle
2" meter installed at 14835 Piper Lane	2" meter installed at 16862 Piper Lakes Circle
2" meter installed at 15002 Madeline Court	2" meter installed at 15002 Madeline Court
2" meter installed at 15060 Tess Court	2" meter installed 15100 Whittaker Way
2" meter installed at 16808 Piper Lakes	3" meter installed 15100 Whittaker Way

**WASTEWATER**

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	11	0	0	8.13
FEBRUARY	1	1	0	9.64
MARCH	4	3	0	7.55
APRIL	2	0	0	8.21
MAY	0	2	0	9.73
JUNE	1	2	0	8.21
JULY	1	4	0	11.89
AUGUST	6	3	0	9.99
SEPTEMBER	3	3	730	7.89
OCTOBER			0	0.00
NOVEMBER			0	0.00
DECEMBER			0	0.00
TOTAL YTD	29	18	730	81.22
TOTALS		828		

**NOTES:**