

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, OCTOBER 8, 2018

WORK SESSION – CANCELLED

REGULAR MEETING – 7:00 P.M.

- I. CALL TO ORDER
- II. PLEDGE TO THE FLAG
- III. ROLL CALL
- IV. APPROVAL OF MEETING AGENDA
- V. CONSENT AGENDA
 1. Approve September 24, 2018 Board Minutes
 2. Approve Payment of Invoices in the amount of \$821,512.32 (*A/P checks of \$717,468.30 and payroll of \$104,044.02*)
 3. Approve Hire of Part-Time Fire Fighter (James Shaw)
 4. Approve Schmidt Bros. Excavating Bid for Removal of In-Line Skate Rink (\$17,410)
 5. Approve Engineering Agreement for 2019 Pathway Extension with Prein and Newhof (\$375,500)
- VI. PRESENTATION – Dangerous Building Hearing Officer, Ray Nelson
- VII. OLD BUSINESS
 1. Approve Resolution 18-10-01 – Amend Administrative Policies Regarding Board Audit of Claims
- VIII. NEW BUSINESS
 1. First Reading – Water System Ordinance – Work in the ROW
 2. First Reading – Sewer System Ordinance – Work in the ROW
- IX. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager’s Report
 - a. September Building Report
 - b. September Enforcement Report
 3. 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 24, 2018**

WORKSESSION – 6:30 p.m.

1. Manager Cargo reviewed the 2018 Project List, which will be the last review before a final review in December.
2. The Board discussed a request for increased financial support for the City of Grand Haven Housing Services program – which also provides housing services for Township residents. The Board instructed staff to agree to a contribution of \$8,100 for FY 2019.

REGULAR MEETING

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

Board members present: Reenders, Behm, Gignac, Redick, Kieft, and Larsen

Board members absent: Meeusen

Also present was Manager Cargo, Human Resources Director Dumbrell, Community Development Director Fedewa, and Deputy Treasurer Larrison.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve September 10, 2018 Board Minutes
2. Approve Payment of Invoices in the amount of \$367,934.41 (*A/P checks of \$249,568.18 and payroll of \$118,366.23*)

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

VI. PRESENTATION

- County Commission Bergman noted Ottawa County’s opposition to Proposal 1 (*i.e., the recreational use of marijuana*) and introduced Sheriff Kempker.
- Sheriff Kempker provided a PowerPoint presentation opposing Proposal 1.

VII. PUBLIC HEARINGS

1. Supervisor Reenders opened the 2018 “Truth in Taxation” public hearing at 7:37 p.m.

Deputy Treasurer Larrison provided an overview of the proposed 2018 millage rates noting that because the Township's taxable value will rise, the millage rate will be reduced from 4.6117 to 4.5861.

There being no further comments, Supervisor Reenders closed the public hearing at 7:40 p.m.

2. Supervisor Reenders opened the public hearing on the Grand Haven Professional Center at 7:40 p.m.

Community Development Director Fedewa presented a staff memorandum, dated September 19th, on a proposed two-suite medical office building that will about 14,907 square feet in size and include 70 parking spaces.

Supervisor Reenders noted that because he does not believe that the Zoning Ordinance allows medical offices in commercial PUDs that he will oppose the project.

There being no further comments, Supervisor Reenders closed the public hearing at 7:45 p.m.

VIII. OLD BUSINESS

1. **Motion** by Trustee Redick supported by Treasurer Kieft to adopt Resolution 18-09-03 approving the levy of additional allowable millage rate of 0.1187 and authorizing Supervisor Reenders and Clerk Larsen to sign the L-4029 2018 Tax Rate Request. **Which motion carried**, pursuant to the following roll call vote:
Ayes: Larsen, Gignac, Kieft, Redick, Behm, Reenders
Nays:
Absent: Meeusen
2. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve a one-year extension of Grand Haven Charter Township's contribution to the Grand Haven Neighborhood Housing Services program in the amount of \$8,100. **Which motion carried.**
3. **Motion** by Trustee Redick supported by Trustee Gignac to conditionally approve the proposed Grand Haven Professional Center PUD Amendment application to construct a 14,907 sq ft two-story, two-suite office building on the south outlot of the Timberview PUD, with Parcel No. 70-03-33-200-072. 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 concerning the Planned Unit Development, including conditions of approval. **Which motion carried**, pursuant to the following roll call vote:
Ayes: Kieft, Behm, Gignac, Larsen, Redick
Nays: Reenders
Absent: Meeusen

REPORT

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 Hudsonville Professional Center LLC – Bradley A. Dykstra, DDS (the “Developer”) for approval of Grand Haven Professional Center Planned Unit Development Amendment (the “Project” or the “PUD”).

The Project will consist of an office building. This 1.69-acre Project will consist of a two-story, two-suite office building with a building footprint of 9,662 square feet, and an overall gross floor area of 14,907 square feet. It also includes 70 surface parking spaces. The Project as recommended for approval is shown on a final site plan (the “Final Site Plan”), last revised 9/24/2018, including landscaping (the “Final Landscape Plan”) and elevation renderings (the “Final Elevations”), last revised 7/31/2018 and 8/16/2018; 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 Grand Haven Professional Center PUD Amendment be approved as outlined in this motion. The Developer shall comply with all 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 Planning Commission 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 OCRC specifications, as appropriate. In addition, an external sidewalk within the 172nd Avenue right-of-way has been provided.
 - 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 stormwater, 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 development if deemed necessary to preventing trespassing or other adverse effects on adjacent lands.
 - O. The general purposes and spirit of this 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, 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 six departures. The Board makes the following findings.
 - A. Section 21.01.8 – allow a 23.7-foot side yard setback on the west property line.
 - i. The Board finds it acceptable because there is a 60-foot right-of-way from the centerline of 172nd Avenue. Furthermore, this property has three road frontages,

and corner lot side yard setbacks require 25-feet when only 9-feet is required for an interior side yard.

- B. Section 21.01.8 – allow a portion of the dumpster enclosure to encroach into the required side yard.
 - i. The Board finds it acceptable to allow a portion of the dumpster enclosure to encroach into the required 25-foot side yard setback because it is a well-suited location to enable refuse removal to be less visible, and lessen the impact on vehicles maneuvering through the site. Furthermore, the dumpster enclosure would still be setback over 10-feet from road edge, which does not encroach into the Dune View Drive right-of-way.
 - C. Section 24.03 – reduce the required number of parking spaces from 149 to 70.
 - i. The Board finds this acceptable because it is not feasible to construct 149 parking spaces on this property because it would consume at least 55% of the total land area. Based on the applicants well-established experience, 149 spaces are excessive and unnecessary for this type of land use. Furthermore, it is a goal of the Resilient Master Plan to reduce impervious surface, and this departure request achieves that goal.
 - D. Section 24.13 – allow the commercial sign to be setback 10-feet from lot lines.
 - i. The Board finds this acceptable because additional right-of-way width demands the sign be setback an additional 27-feet than it would on a section of road with a standard right-of-way. Furthermore, the proposed language of the new zoning ordinance will be to require a setback of either 5-feet or 10-feet, which is consistent with the applicant’s request.
 - E. Section 24.12.12.A – allow the electronic message board on the ground sign to be 15 square feet in size.
 - i. The Board does not find this acceptable because there are no existing conditions that prevent the applicant from complying with the current sign requirements. Furthermore, there is no identifiable benefit the Township is receiving in exchange for the larger digital display.
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 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 integration of necessary commercial 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 original Timberview PUD design, with the PUD that will result from this Project, includes innovative development concepts that substantially forward the Intent and Objectives of Section 17.01, and permits an improved layout of land uses and other site features that could not otherwise be achieved under normal zoning.
6. The Board also finds the Project complies with the general PUD Design Considerations of Section 17.05 of the Zoning Ordinance.
- A. The stormwater management system for the Project and the drainage facilities will properly accommodate stormwater 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. 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.

- J. The Project is reasonably compatible with the natural environment of the site and the adjacent premises.
 - K. 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.
 - L. Exterior lighting within the Project complies with Chapter 20A for an LZ 3 zone.
 - M. Outside storage of materials shall be screened from view.
 - N. Signage is compliant with Section 24.13 of the Zoning Ordinance.
 - O. 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.
 - P. 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.
 - Q. 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 finds that the Project complies with the uses permitted for a commercial planned unit development, as described in Section 17.08.2.D of the Zoning Ordinance—Office Buildings.
- A. Office buildings, together with accessory buildings and uses customarily incidental to office buildings, have historically been and are currently permitted to be located in commercial planned unit developments.
 - B. “Office buildings” are not defined in the Zoning Ordinance, but they are commonly defined to include professional activities such as medical offices.
 - C. Although the Service Professional District specifically references medical offices, among other offices, since 1979, when the Service Professional District was established, the Township has consistently interpreted its Zoning Ordinance to not limit medical offices and other offices described in the Service Professional District to just being located in the Service Professional District. Rather, medical offices and other offices specifically described in the Service Professional District have since 1979 routinely been allowed in the Commercial District as well, which allows “office buildings.”
 - D. Chapter Six, Future Land Use Plan, of the 2009 Township Master Plan, states on page 6-9; as well as Chapter Nine, Future Land Use and Zoning Plan, of the 2016 Township Master Plan, states on page 66-67; that the Commercial, the Service Professional, and the Commercial Planned Unit Development Districts should **all** be considered as commercial, and that **any** commercial development proposal significant in scale or

scope (as the Board finds this Project is) should be considered as a planned unit development.

8. The Board also finds the Project shall comply with the below additional conditions as well.
 - A. Must obtain permits from all applicable agencies including, the Ottawa County Water Resources Commissioner and Ottawa County Road Commission. Permits shall be obtained before building permits are issued.
 - B. The Developer shall enter into a PUD Contract with the Township, which will be drafted by the Township Attorney and executed by the Township Board prior to receiving an occupancy certificate.
 - C. The Developer shall provide the Township with an easement for the external sidewalk along 172nd Avenue, which will be drafted by the Township Attorney and recorded with the Ottawa County Register of Deeds.
 - D. The Developer is responsible for clearing and maintaining the sidewalk until the time when an unobstructed and connected system of walkways occurs from the jurisdictional boundary with the City of Grand Haven to the nonmotorized pathway on Comstock Street. Clearing shall occur minimally when 3-inches of snow has fallen. Bi-annual maintenance of sweeping the sidewalk shall occur in the spring and fall of each year.
 - E. The Developer shall submit a full set of the Documentation, which includes all changes that have been required by the Township. The Documentation shall be submitted prior to the receiving an occupancy certificate.
 - F. This approval is also conditioned upon the Developer meeting all applicable Federal, State, County, and Township laws, rules, and ordinances.
 - G. The Developer shall comply with all the requirements of the Documentation, specifically including all the notes contained thereon, and all the representations made in the written submissions by the Developer to the Township for consideration of the Project.
 - H. In the event of a conflict between the Documentation and these conditions, these conditions shall control.

IX. NEW BUSINESS

1. **Motion** by Clerk Larsen supported by Trustee Gignac to adopt Resolution 18-09-04 that allows the Assessor of Grand Haven Charter Township to waive the penalty for failing to file a property transfer affidavit unless the information that would normally be collected from a transfer is necessary to accurately complete the assessment roll.
Which motion carried, pursuant to the following roll call vote:
Ayes: Behm, Gignac, Redick, Kieft, Reenders, Larsen
Nays:
Absent: Meeusen

X. REPORTS AND CORESPONDENCE

- a. Committee Reports
 - i. Personnel Committee will meet Wednesday, October 3rd at 7:00 a.m.
 - ii. Public Works and Transportation will meet Thursday, October 4th at 7:00 a.m.

- b. Manager's Report
 - i. August DPW Report
 - ii. August Legal Review
 - iii. Manager Cargo noted that staff are preparing and planning to collaborate with other local governmental units on Proposal 1
- c. Others
 - i. Trustee Redick discussed the actions that the Board may need to take if Proposal 1 is approved by the voters. Noting that a municipal ordinance would be sufficient to prohibit or regulate the number of marijuana businesses (which could be overridden by a voter initiative), the types of businesses that could be licensed by the state during the initial year following certification of the election, and other considerations.

Trustee Redick also noted that under Michigan law, edibles cannot be marketed that resemble candy (*e.g., gummy bears or worms*).

XI. PUBLIC COMMENTS

- 1. Brett Tompkins (*12041 Gaddini Court*) noted that a letter signed by about 70 residents was provided asking the Township to pave all 19 miles of gravel roads.

Manager Cargo noted that monies would be provided in the budget to prime and double chip certain gravel roads at an estimated cost of \$110k per mile. And, that this could be made available at the normal 50% SAD paving policy.

- 2. Laird Schaefer (*12543 Wilderness Trail*) thanked Public Services Director VerBerkmoes for repairing the School Zone sign on Lakeshore that had been struck by lightning.

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Redick to adjourn the meeting at 8:13 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township \Clerk

Mark Reenders
Grand Haven Charter Township Supervisor



Administrative Memo

TO: Township Board

FROM: Chief Gerencer and Andrea Dumbrell

DATE: October 4, 2018

RE: Part-Time Firefighter Hire

From August through September 2018, the Township received approximately four resumes for the open Part-Time Firefighter position. Three applicants were offered interviews and the opportunity to complete the physical agility test.

During September 2018, the selection committee consisting of Tom Gerencer, Fire Chief; Shawn Schrader, Fire Captain; David Marshal, Fire Lieutenant; Matt Schweitzer, Fire Lieutenant; and Andrea Dumbrell, HR Director, interviewed three candidates for the Part-Time Firefighter position.

Specific knowledge, skills, experience and residency the selection committee looked for, when evaluating applicants, were:

- High School Diploma; CPR certification, firefighting training & paramedic license
- Live within a 20-mile distance, from the nearest boundary of the Township, as measured in a straight line
- Ability to work under pressure situations and make decisions in emergency situations, while being exposed to extreme temperatures; heavy smoke conditions; chemical, physical, and mechanical hazards; heights and confined spaces
- Flexibility to fill 12 and 24-hour shifts, at the Township's Fire Station, when needed

After review of the interviews, there was consensus to offer the Part-Time Firefighter position to James Shaw. Mr. Shaw worked for approximately ten years between Crockery Township and Fruitport's Fire Department as a Firefighter, Lieutenant, and Medical Training Officer. Additionally, Mr. Shaw has been employed as a Lead Paramedic, Field Training Officer and Field Supervisor with Professional Med Team, Inc., for approximately eight years. He has completed

the following licenses or certifications: Firefighter I and II, Fire Officer I and II, Paramedic, and Hazmat Ops.

The Administration and Fire/Rescue Department, at Grand Haven Charter Township, look forward to working with James and believes his knowledge, skills, and experience will be valuable assets to our Township.

Under State law, all Fire/Rescue positions, full-time and part-time, must be approved by the Board. If the Board concurs with the Personnel Committee's recommendation to hire Mr. Shaw the following motion could be offered for consideration:

Move to approve the hire of James Shaw as a Part-Time Firefighter, effective immediately.

Enclosed is the candidate's application and contingent offer letter. If you have any questions, please do not hesitate to contact Chief Gerencer or Andrea Dumbrell.



September 20, 2018

James Shaw
 1315 Colfax Avenue
 Grand Haven, MI 49417

Dear James,

It is with great pleasure that Grand Haven Charter Township makes you a contingent employment offer for the Part-Time Firefighter position. This position reports to Tom Gerencer, Fire/Rescue Chief. Your estimated start date is scheduled for October 9, 2018.

The Part-Time Firefighter position is a part-time, non-exempt position. We are offering you a starting hourly rate of \$17.96 for Run Pay/Station Duty and \$10.72 for Training Pay, paid biweekly. These hourly rates are Step 1 for Pay Grade 1 of the Firefighters' Wage Scale. Future increases are defined by the Pay Grade 1 Firefighters' Wage Scale, based upon adequate performance and any cost-of-living adjustment that is provided by the Board. Wage adjustments are normally provided on January 1st of each year.

In addition, your compensation package includes the following benefits. These details are for information purposes and are subject to any policy or plan changes:

Benefit	2018	2019	Eligibility
Life Insurance	Township paid coverage of \$30,000	Township paid coverage of \$30,000	Immediate
AD&D Insurance	Township paid coverage of \$30,000	Township paid coverage of \$30,000	Immediate
Employee Assistance Center (EAC)	Covered	Covered	Immediate
Employee Educational Expenses Reimbursement	Subject to applicable waiting periods and policy language		Per policy language
Fire/Rescue Exercise Facility	Available for use by employee and employee's spouse or significant other		Immediate

This employment offer is contingent upon the following:

- Completion of a satisfactory background and reference check
- Approval by Grand Haven Charter Township's Personnel Committee – October 3, 2018
- Approval by Grand Haven Charter Township's Board of Trustees – October 8, 2018
- Passing a drug test
- Satisfactory physical examination, designed solely to determine your physical ability to perform the duties of the position being offered to you.

Please indicate your acceptance of our contingent offer by signing below and returning one copy of the letter, with your original signature, to me no later than 8:00 a.m., on Monday, September 24, 2018. Once you have returned a signed copy of this letter and the enclosed background check release form, I will begin the background checks and contact you about setting up the drug screen/physical. If you have any questions about this offer, please contact me at adumbrell@ght.org or 616.604.6309.

James, we look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding!

Sincerely,



Andrea Dumbrell
Human Resources Director

c. Andrea Sandoval, Accounting Director
Personnel File

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Grand Haven Charter Township is considered at will, meaning that either the Township or I may terminate this employment relationship at any time with or without cause or notice.

Date: 9-21-18

Signature: James R. [Signature]



GRAND HAVEN CHARTER TOWNSHIP
1300 168th Avenue • Grand Haven, Michigan 49417 • Phone: 616.842.5900 • Fax: 616.842.5910

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

The Charter Township of Grand Haven (the "Township") does not discriminate on the basis of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law in employment or the provision of services.

Although this application may be given consideration, its receipt does not imply that there are open positions or that the applicant will be employed. The Township reserves its right to withdraw any offer of employment at any time. Similarly, the applicant has the right to withdraw this application at any time. If you wish to submit a resume, you may attach it to this application. In addition, you must complete this application and answer **all** questions, even those which relate to information on your resume. Please be sure that all of your answers on this application are complete, correct, and truthful. You should understand that any omission of relevant information, any false or misleading statement, or any failure to disclose facts which if known might reflect unfavorably on this application, may result in dismissal even after you are employed.

Today's Date: 08/13/2018

SECTION 1: PERSONAL INFORMATION

Last Name: Shaw First Name: James MI: R

Street Address: 1315 Colfax Ave

City: Grand Haven State: MI Zip: 49417

Phone: [REDACTED] Email: [REDACTED]

Are you 18 years old or older? YES NO

Are you eligible to work in the U.S.? YES NO

Emergency Contact(s): [REDACTED] Phone: [REDACTED]

Emergency Contact Address: 1315 Colfax Ave G.H. 49417

Have you ever plead "no contest" to or been convicted of theft, shoplifting, robbery, embezzlement, forgery, perjury, tax evasion, or any other crime involving dishonesty? Yes No If yes, explain:

Are you currently under indictment, arraignment, or charged with a felony? Yes No If yes, explain:

SECTION 4: EMPLOYMENT AND EXPERIENCE – *Please complete, even if attaching a resume.*

US Military service dates: _____ to _____ Rank: _____

Present membership in National Guard or Reserves? Yes No

Former Employers (List below last four employers, starting with most recent):

Employer: Professional Med Team			Date Started: 11/2010	Date Left: —	Reason for Leaving: N/A
Address: 965 Fork St			Starting Pay: 13.01	Ending Pay: 21.90	
City: Muskegon	State/Zip: MI 49442	Phone: 231 720 1804	Supervisor: Tom Schmiedeknecht	Department: Field Staff	
Job Title(s): Lead Paramedic / FTO / Field Supervisor					
Your job responsibilities: Provide ALS care to patients and train new paramedics.					
Are you presently employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: North Ottawa Community Hosp.			Date Started: 02/2008	Date Left: 07/2015	Reason for Leaving: moved out of Area
Address: 1309 Sheldon Rd			Starting Pay: 18.00	Ending Pay: 18.00	
City: Grand Haven	State/Zip: 49417	Phone: 616 842 3600	Supervisor: Warren B. Helt	Department: EMS	
Job Title(s): Paramedic - Per Diem					
Your job responsibilities: Provide ALS care to patients					
Are you presently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Employer: Fruitport Fire Department			Date Started: 06/2006	Date Left: 07/2010	Reason for Leaving: moved out of Area
Address: 3368 Black Creek Rd			Starting Pay: 12.00	Ending Pay: 12.50	
City: Muskegon	State/Zip: MI 49444	Phone: (231) 773-9312	Supervisor: Ken Docter	Department:	
Job Title(s): Fire Fighter / MFR					
Your job responsibilities: Firefighter - Part-time					
Are you presently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

SECTION 2: EMPLOYMENT DESIRED

Position(s) you are applying for: 1) Fire Fighter / Paramedic 2) _____

Date available to start: Available Immediately Desired Salary: _____

Type of work sought: Part-Time Full-Time Seasonal Internship

Have you ever applied to the Township before? Yes No When? _____

Referred by: 1) _____ 2) _____

SECTION 3: EDUCATION - *Please complete, even if attaching a resume*

SCHOOL	NAME/LOCATION OF SCHOOL	NO YRS COMPLETED	DID YOU GRADUATE?	MAJOR/DEGREE
High School	Spring Lake High School	4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	General
College	Grand Valley State Univ Allendale, MI	4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Chemistry / Mathematics
Trade, Business or Other School	Baker college	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Paramedic cert

List any computer software you are proficient with (i.e. Word, Excel, Access, PowerPoint, BSA, GIS):

Word Excel Open Office
Zell Tablet ePCR _____

List any special skills, licenses, certifications, or knowledge applicable to the position you are seeking:

FF I/II, FO II, Hazmat Ops

Activities (Civic, Athletic, Etc) - *Exclude organizations, the name of which indicates the race, creed, sex age, marital status, genetic information, color or nation of origin of its members.*

Employer: Crookery Twp Fire Dept			Date Started: 10/2001	Date Left: 06/06	Reason for Leaving: Moved out of area for new employment
Address: 16875 Main St			Starting Pay: 9.00	Ending Pay: 9.00	
City: Muskegon	State/Zip: MI 49448	Phone: 616 637-6700	Supervisor: John Kriger	Department:	
Job Title(s): Firefighter / Lieutenant					
Your job responsibilities: Firefighter and medical training officer					
Are you presently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, may we contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

Have you ever been fired, dismissed, asked to resign, resigned by mutual agreement, or otherwise been terminated from any job? Yes No If yes, what job and why?

May Grand Haven Charter Township contact these employers? Yes No

Which of these jobs did you like the best? Professional Med Team

What did you like most about this job?
I like the role I have been given training new field staff.

SECTION 5: REFERENCES

Give names of three work related references, not related to you, whom you have known at least one (1) year. Please complete all information.

NAME	ADDRESS	PHONE #	YEARS AQUAINTED / RELATIONSHIP
Alan Styles	1616 East Riley Thompson Rd Muskegon MI 49445	[REDACTED]	6 / Professional
Bob Grabinski	1494 Logan Rd Muskegon MI 49445	[REDACTED]	8 / Professional
John Maher	13124 Sikkema Dr Grand Haven MI 49417	[REDACTED]	6 / Personal

SECTION 6: AUTHORIZATION AND WAIVER

As part of my employment application filed with Grand Haven Charter Township, I have listed my former and/or current employers, as well as additional references. I authorize each former or current employer and each additional reference to communicate directly with Grand Haven Charter Township relative to my employment record and any other relevant information which would or could have a bearing on my ability or inability to adequately perform for Grand Haven Charter Township the job for which I have applied.

I specifically waive any right I have under Section 6 of Michigan Public Act 397 of 1978, as now or subsequently amended (the "Bullard-Plawecki Employee Right to Know Act), to receive written notice if a current or former employer divulges a disciplinary report, letter of reprimand, or other disciplinary action to Grand Haven Charter Township.

I release all former employers, education institutions, law enforcement agencies, and credit reporting services from, and I waive any liability or claim relating to the release of information or opinions, and any employment decisions made by the Township as a result thereof.

I understand and agree that Grand Haven Charter Township may conduct a criminal conviction record check (including but not limited to a driving conviction record check) in connection with my application for employment. By signing below I hereby consent to such record checks and authorize the release of such records.

I certify that all the information submitted by me on this application is true and complete and I understand that if any false information, omissions, or misrepresentations are discovered, my application may also be rejected and, if I am employed, my employment may be terminated. In consideration of my employment, I agree to conform to the Township's policies and procedures.

I certify that I have read and understand the provisions of this application. My questions concerning the application, if any, have been asked and answered to my satisfaction.

For purposes of this authorization and waiver, a photocopy of my signature shall have the same force and effect as my original signature.

James R. Shaw
Name (Please print legibly)

James R. Shaw
Applicant Signature

08/13/18
Date



SUPERINTENDENT'S MEMO

DATE: October 4, 2018

TO: Township Board

FROM: Bill Cargo

SUBJECT: Mercury Park In-Line Rink

The Parks and Recreation Committee recommended, and the Township Board approved the proposal to raze the Mercury Park in-line rink and replace with grass multi-purpose field at an estimated cost of about \$15,000. This option was selected because the **cost** of rink repairs is not worth the **benefit** to the general public (*i.e., low and declining usage, no organized in-line hockey leagues, etc.*).

The Township received four (4) bids for this work. (*See below.*)

✓	\$17,410.00	Schmidt Bros. Excavating, Inc.
✓	\$23,585.00	Accurate Excavators
✓	\$27,390.00	VandenBerg Excavating, Inc.
✓	\$27,938.40	Tiles Excavating, Inc.

If the low bid from Schmidt Bros. Excavating is approved, the Parks and Recreation Committee will provide a recommendation on developing a new recreation facility in this area of Mercury Park based upon a recognized recreation need. Some of the needs suggested included the following:

1. Pickleball courts;
2. A playground and splash park for younger children; or,
3. A fenced area for dogs.

If the Board supports moving forward with the plan to raze the in-line rink, the following motion can be offered:

Move to authorize Manager Cargo to execute an agreement with Schmidt Bros. Excavating to raze the Mercury Park in-line rink at a cost not to exceed \$17,410.

If you have any questions or comments prior to the Board meeting, please contact either Cargo or VerBerkmoes.





Manager's Memo

DATE: October 4, 2018
TO: Township Board
FROM: Bill
RE: Engineering Agreement – Pathway Project 2019 Construction Phase

As you may recall, the Township informed residents that construction on the proposed pathway extension would be completed in three phases – beginning in 2017 and ending in 2019.

The third and final phase of the pathway expansion will occur in 2019 with the construction of **3.4 miles** of pathways along Lincoln Street (*144th Avenue to US-31 and connector to Ferris Street*); **1.5 miles** of pathway along 144th Avenue (*Mercury Drive to Lincoln Street*). The estimated construction cost of this project is about **\$2.21 million**.

Both the proposed engineering services agreement and cover letter from Prein and Newhof are attached.

To proceed with the approval of the engineering agreement, the following motion can be offered:

Move to authorize Superintendent Cargo to execute an engineering services agreement with Prein & Newhof for engineering services not to exceed \$375,500 related to the extension of pathways along Lincoln Street (including a connector to Ferris Street) and 144th Avenue during the 2019 construction season.

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

October 1, 2018
2180515

Mr. William D, Cargo, Superintendent
Grand Haven Charter Township
13300 168th Ave
Grand Haven, MI 49417

RE: Grand Haven Charter Township
2019 Non-Motorized Pathway Projects Professional Service Fees;
Lincoln Street – US-31 to 144th Avenue; Easement Connector – Ferris to Lincoln
(East side of US-31)
144th Avenue – Mercury Drive to Lincoln Street

Dear Mr. Cargo:

Thank you for giving us the opportunity to provide you with an estimate of professional service fees to complete the design and provide construction engineering services for the subject projects.

Design Engineering

At this time, it is our understanding that the above referenced projects will be funded with Township funds and not any federal or state grants. We are proposing a combination of topographical survey and aerial mapping for the projects. We will use this information to create the base drawings for the design. Additional tasks include:

1. Complete non-motorized pathway design and drafting
2. Wetland delineation
3. Soil borings
4. Preparation of contract documents including drawings, specifications and contractor's proposal form.
5. Attend two (2) meeting with Township officials to review design
6. Preparation of regulatory agency permit applications (OCRC, OCWRC Drain Use, MDEQ and SESC)
7. Provide bidding assistance

Regulatory agency permit fees are not included (per your typical practice, we assumed that the Township will pay permit fees at the time of application). Fees are based on the Lincoln and easement connector project being bid and constructed as a single project and the 144th from Lincoln Street to Mercury Drive as a single project.

We plan to meet with the property owners along the proposed route to discuss impacts and the best fit past their properties and design the path to minimize inconvenience but still create a

desirable pathway; these initial meetings are included in our scope of services. If several meetings are required with property owners, we will notify the Township; these additional meetings will be considered outside the scope of services and may be charged on a time and material basis.

Please note that easements will most likely be required for this project to save trees, avoid other natural features, and to address grading/utility issues. Final determination of necessary easements will be done as part of the design process. The estimate provided does not include the cost to meet with residents regarding the proposed easements, or the cost to prepare and acquire the easements. Given the nature of obtaining easements, it is difficult to estimate the cost to meet with each property owner and negotiate for the easement. We propose to meet with the property owners to negotiate for the necessary easements on a time and material basis. The Township will also be responsible to have their attorney prepare all easement documentation and record the documents after execution of the documents.

Construction Engineering

1. Attend preconstruction meeting and provide meeting minutes
2. Complete construction staking. We estimate a maximum of 12 days to complete the staking on this project. If additional staking is required by the Contractor, we will consult with the Township prior to providing such services and this will be considered additional work billed on a time and material basis. Per the contract documents, the Township can invoice this additional work to the contractor.
3. Provide construction observation/project administration
4. Complete material testing/density
5. Prepare Contractor pay applications and final close out documentation
6. Prepare and distribute record drawings
7. Replace property irons disturbed due to construction

We are basing the construction fees on a 20 week construction period for Lincoln Street and connector and a 12 week construction period for 144th Avenue. We based our fees on part time construction observation with an average of 25 hours/week.

We propose to provide engineering services on a time and material basis, with a not to exceed fee as follows:

Design Engineering	\$ 207,500
Construction Engineering	\$ 168,000
Total Engineering Fees:	\$ 375,500

Services provided under this agreement will be performed under the provisions of the attached Terms and Conditions.

Mr. William D. Cargo
October 1, 2018
Page 3

If you have any questions or comments regarding this projects or estimate, please do not hesitate to call us at your convenience.

Sincerely,

Prein&Newhof



Kevin S. Kieft, P.E.

KSK/ksk

Grand Haven Charter Township 2019 Path Projects: Lincoln Street Non-Motorized Path (US-31 to 144th Avenue & Connector to Ferris)

Estimated Professional Fees

10/1/2018

	Total Cost
Design Engineering	
Project Administration	\$ 7,200.00
Kickoff Meeting	\$ 720.00
Route Review Meeting (2)	\$ 1,175.00
Soil Borings	\$ 3,250.00
Wetland Delineation	\$ 3,800.00
Topographic survey and preliminary survey drawings (7 sheets)	\$ 29,760.00
Aerial Mapping	\$ 11,660.00
Retaining Wall and Boardwalk Design	\$ 6,281.00
Storm Sewer Design	\$ 2,505.00
Utility Coordination - Relocation Assistance	\$ 2,900.00
Design	\$ 27,036.00
Drafting	\$ 21,875.00
Easements (Assume 10)	\$ 7,600.00
Quantities/Estimate	\$ 2,050.00
Project Specifications	\$ 2,348.00
Plan Review Meeting with Client	\$ 785.00
OCWRC Right of Way Review; Permit & Cross Sections	\$ 3,570.00
OCDC SESC	\$ 820.00
OCWRC Drain Use Permit	\$ 820.00
Final Design Revisions per Regularory Agencies	\$ 2,260.00
Bidding Assistance	\$ 988.00
QAQC	\$ 1,212.00
Subtotal Design	\$ 140,615.00
Construction Engineering	
Preconstruction Meeting	\$ 940.00
Construction Staking	\$ 14,880.00
Construction Observation (25hrs/week - 12 weeks; 30 hrs/week - 8 weeks after 144th co	\$ 54,300.00
Project Management (20 weeks)	\$ 32,112.00
Punch List/Project Close Out	\$ 3,245.00
Record Plans	\$ 5,230.00
Subtotal Construction	\$ 110,707.00
Total Estimated Engineering Fees	\$ 251,322.00

Grand Haven Charter Township 2019 Path Projects: 144th Avenue (Lincoln Street to Mercury Drive)

Estimated Professional Fees

10/1/2018

Total Cost

Design Engineering	
Project Administration	\$ 3,000.00
Kickoff Meeting	\$ 485.00
Route Review Meeting	\$ 955.00
Soil Borings	\$ 3,200.00
Wetland Delineation	\$ 2,700.00
Topographic survey and preliminary survey drawings (4 sheets)	\$ 13,020.00
Aerial Mapping	\$ 4,675.00
Retaining Wall and Boardwalk Design	\$ 2,478.00
Storm Sewer Design	\$ 1,480.00
Utility Coordination - Relocation Assistance	\$ 1,450.00
Design	\$ 14,023.00
Drafting	\$ 8,750.00
Easements (Assume 4)	\$ 3,040.00
Quantities/Estimate	\$ 900.00
Project Specifications	\$ 1,049.00
Plan Review Meeting with Client	\$ 455.00
OCRC Right of Way Review; permit; cross sections	\$ 2,165.00
OCWRC SESC	\$ 315.00
OCWRC Drain Use Permit	\$ 630.00
Final Design Revisions per Regularory Agencies	\$ 1,130.00
Bidding Assistance	\$ 554.00
QAQC	\$ 808.00
Subtotal Design	\$ 67,262.00
Construction Engineering	
Preconstruction Meeting	\$ 720.00
Construction Staking	\$ 9,300.00
Construction Observation (25hrs/week - 12 weeks of construction)	\$ 30,000.00
Project Management (12 weeks)	\$ 13,752.00
Punch List/Project Close Out	\$ 1,755.00
Record Plans	\$ 2,145.00
Subtotal Construction	\$ 57,672.00
Total Estimated Engineering Fees	\$ 124,934.00

Professional Services Agreement

This Professional Services Agreement is made this 8th day of October, 2018 (“Agreement”) by and between Prein & Newhof, Inc. (“P&N”), of 4910 Stariha Drive, Muskegon, MI 49441, and Grand Haven Charter Township (“Client”), of 13300 168th Avenue, Grand Haven, MI 49417

WHEREAS Client intends to:

Construct Non-Motorized pathways on Lincoln Street from US-31 to 144th Avenue, and within easements east of US-31 from Lincoln to Ferris as (1) construction project.

Construct Non-Motorized pathways on 144th Avenue from Lincoln to Mercury Drive as (1) construction project.

NOW THEREFORE, for and in consideration of the terms and conditions contained herein, the parties agree as follows:

ARTICLE 1 – DESIGNATED REPRESENTATIVES

Client and P&N each designate the following individuals as their representatives with respect to the Project.

For Client

Name: William D. Cargo
Title: Superintendent
Phone Number: 616-842-5988
Facsimile Number: 616-842-9419
E-Mail Address: bcargo@ght.org

For P&N

Name: Kevin S. Kieft, P.E.
Title: Project Manager
Phone Number: 231-798-0101
Facsimile Number: 231-798-0337
E-Mail Address: kkieft@preinnewhof.com

ARTICLE 2 – GENERAL CONDITIONS

This Agreement consists of this Professional Services Agreement and the following documents which by this reference are incorporated into and made a part of this Agreement.

- P&N Standard Terms and Conditions for Professional Services
- P&N Proposal dated October 1, 2018
- P&N Standard Rate Schedule
- P&N Supplemental Terms and Conditions
- Other:

ARTICLE 3 – ENGINEERING SERVICES PROVIDED UNDER THIS AGREEMENT:

Client hereby requests, and P&N hereby agrees to provide, the following services:

- P&N Scope of Services per Proposal dated October 1, 2018
- Scope of Services defined as follows:

Design and Construction Engineering Services per Professional Fees Worksheets Dated
October 1, 2018

ARTICLE 4 – COMPENSATION:

- Lump Sum for Services Described in Article 3 above - \$.
Additional services to be billed per P&N’s Standard Rate Schedule in effect on the date the additional service are performed.
- Hourly Billing Rates plus Reimbursable Expenses per P&N’s Standard Rate Schedule in effect on the date services are performed.
- Other: Hourly Billing Rates plus Expenses per P&N’s Standard Rate Schedule in effect on the date services are performed with a cost not to exceed \$375,500

ARTICLE 5 – ADDITIONAL TERMS (If any)

NONE

This Agreement constitutes the entire Agreement between P&N and Client and supersedes all prior written or oral understandings. This Agreement may not be altered, modified or amended, except in writing properly executed by authorized representatives of P&N and Client.

Accepted for:

Accepted for:

Prein&Newhof, Inc.

Grand Haven Charter Township

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Standard Terms & Conditions

- A. General** - As used in this Prein&Newhof Standard Terms and Conditions for Professional Services (hereinafter “Terms and Conditions”), unless the context otherwise indicates: the term “Agreement” means the Professional Services Agreement inclusive of all documents incorporated by reference including but not limited to this P&N Standard Terms and Conditions for Professional Services; the term “Engineer” refers to Prein & Newhof, Inc.; and the term “Client” refers to the other party to the Professional Services Agreement.

These Terms and Conditions shall be governed in all respects by the laws of the United States of America and by the laws of the State of Michigan.

- B. Standard of Care** - The standard of care for all professional and related services performed or furnished by Engineer under the Agreement will be the care and skill ordinarily used by members of Engineer’s profession of ordinary learning, judgment or skill practicing under the same or similar circumstances in the same or similar community, at the time the services are provided.
- C. Disclaimer of Warranties** - Engineer makes no warranties, expressed or implied, under the Agreement or otherwise.
- D. Construction/Field Observation** - If Client elects to have Engineer provide construction/field observation, client understands that construction/field observation is conducted to reduce, not eliminate the risk of problems arising during construction, and that provision of the service does not create a warranty or guarantee of any type. In all cases, the contractors, subcontractors, and/or any other persons performing any of the construction work, shall retain responsibility for the quality and completeness of the construction work and for adhering to the plans, specifications and other contract documents.
- E. Construction Means and Methods** - Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions and programs in connection with the construction work, for the acts or omissions of the Contractor, Subcontractors, or any other persons performing any of the construction work, or for the failure of any of them to carry out the construction work in accordance with the plans, specifications or other contract documents.
- F. Opinions of Probable Costs** – Client acknowledges that Engineer has no control over market or contracting conditions and that Engineer’s opinions of costs are based on experience, judgment, and information available at a specific period of time. Client agrees that Engineer makes no guarantees or warranties, express or implied, that costs will not vary from such opinions.
- G. Client Responsibilities**
1. Client shall provide all criteria, Client Standards, and full information as to the requirements necessary for Engineer to provide the professional services. Client shall designate in writing a person with authority to act on Client’s behalf on all matters related to the Engineer’s services. Client shall assume all responsibility for interpretation of contract documents and construction observation/field observation during times when Engineer has not been contracted to provide such services and shall waive any and all claims against Engineer that may be connected thereto.
 2. In the event the project site is not owned by the Client, the Client must obtain all necessary permission for Engineer to enter and conduct investigations on the project site. It is assumed that the Client possesses all necessary permits and licenses required for conducting the scope of services. Access negotiations may be performed at additional costs. Engineer will take reasonable precaution to minimize damage to land and structures with field equipment. Client assumes responsibility for all costs associated with protection and restoration of project site to conditions existing prior to Engineer’s performance of services.
 3. The Client, on behalf of all owners of the subject project site, hereby grants permission to the Engineer to utilize a small unmanned aerial system (sUAS) for purposes of aerial mapping data acquisition. The Client is responsible to provide required notifications to the property owners of the subject project site and affected properties where the sUAS services will be performed. The Engineer will operate the sUAS in accordance with applicable State and Federal Laws.
- H. Hazardous or Contaminated Materials/Conditions**
1. Client will advise Engineer, in writing and prior to the commencement of its services, of all known or suspected Hazardous or Contaminated Materials/Conditions present at the site.
 2. Engineer and Client agree that the discovery of unknown or unconfirmed Hazardous or Contaminated Materials/Conditions constitutes a changed condition that may require Engineer to renegotiate the scope of or terminate its services. Engineer and Client also agree that the discovery of said Materials/Conditions may make it necessary for Engineer to take immediate measures to protect health, safety, and welfare of those performing Engineer’s services. Client agrees to compensate Engineer for any costs incident to the discovery of said Materials/Conditions.

3. Client acknowledges that Engineer cannot guarantee that contaminants do not exist at a project site. Similarly, a site which is in fact unaffected by contaminants at the time of Engineer's surface or subsurface exploration may later, due to natural phenomena or human intervention, become contaminated. The Client waives any claim against Engineer, and agrees to defend, indemnify and hold Engineer harmless from any claims or liability for injury or loss in the event that Engineer does not detect the presence of contaminants through techniques commonly employed.
4. The Client recognizes that although Engineer is required by the nature of the services to have an understanding of the laws pertaining to environmental issues, Engineer cannot offer legal advice to the Client. Engineer urges that the Client seek legal assistance from a qualified attorney when such assistance is required. Furthermore, the Client is cautioned to not construe or assume that any representations made by Engineer in written or conversational settings constitute a legal representation of environmental law or practice.
5. Unless otherwise agreed to in writing, the scope of services does not include the analysis, characterization or disposal of wastes generated during investigation procedures. Should such wastes be generated during this investigation, the Client will contract directly with a qualified waste hauler and disposal facility.

I. Underground Utilities – To the extent that the Engineer, in performing its services, may impact underground utilities, Engineer shall make a reasonable effort to contact the owners of identified underground utilities that may be affected by the services for which Engineer has been contracted, including contacting the appropriate underground utility locating entities and reviewing utility drawings provided by others. Engineer will take reasonable precautions to avoid damage or injury to **underground** utilities and other underground structures. Client agrees to hold Engineer harmless for any damages to below ground utilities and structures not brought to Engineers attention and/or accurately shown or described on documents provided to Engineer.

J. Insurance

1. Engineer will maintain insurance for professional liability, general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Engineer. Client will maintain insurance for general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Client. Upon request, Client and Engineer shall each deliver certificates of insurance to the other evidencing their coverages.
2. Client shall require Contractors to purchase and maintain commercial general liability insurance and other insurance as specified in project contract documents. Client shall cause Engineer, Engineer's consultants, employees, and agents to be listed as additional insureds with respect to any Client or Contractor insurances related to projects for which Engineer provides services. Client agrees and must have Contractors agree to have their insurers endorse these policies to reflect that, in the event of payment of any loss or damages, subrogation rights under these Terms and Conditions are hereby waived by the insurer with respect to claims against Engineer.

K. Limitation of Liability - The total liability, in the aggregate, of Engineer and Engineer's officers, directors, partners, employees, agents, and consultants, whether jointly, severally or individually, to Client and anyone claiming by, through, or under Client, for any and all injuries, losses, damages and expenses, whatsoever, arising out of, resulting from, or in any way related to the Project or the Agreement, including but not limited to the performance of services under the Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, expressed or implied, of Engineer or Engineer's officers, directors, partners, employees, agents, consultants, or any of them, shall not exceed the amount of the compensation paid to Engineer under this Agreement, or the sum of fifty thousand dollars and no cents (\$50,000.00), whichever is less. Recoverable damages shall be limited to those that are direct damages. Engineer shall not be responsible for or held liable for special, indirect or consequential losses or damages, including but not limited to loss of use of equipment or facility, and loss of profits or revenue.

Client acknowledges that Engineer is a corporation and agrees that any claim made by Client arising out of any act or omission of any director, officer, or employee of Engineer, in the execution or performance of the Agreement, shall be made against Engineer and not against such director, officer, or employee.

L. Documents and Data

1. All documents prepared or furnished by Engineer under the Agreement are Engineer's instruments of service, and are and shall remain the property of Engineer.
2. Hard copies of any documents provided by Engineer shall control over documents furnished in electronic format. Client recognizes that data provided in electronic format can be corrupted or modified by the Client or others, unintentionally or otherwise. Consequently, the use of any data, conclusions or information obtained or derived from electronic media provided by Engineer will be at the Client's sole risk and without any liability, risk or legal exposure to Engineer, its employees, officers or consultants.

3. Any extrapolations, conclusions or assumptions derived by the Client or others from the data provided to the Client, either in hard copy or electronic format, will be at the Client's sole risk and full legal responsibility.
- M. Differing Site Conditions** - Client recognizes that actual site conditions may vary from the assumed site conditions or test locations used by Engineer as the basis of its design. Consequently, Engineer does not guarantee or warrant that actual site conditions will not vary from those used as the basis of Engineer's design, interpretations and recommendations. Engineer is not responsible for any costs or delays attributable to differing site conditions.
- N. Terms of Payment** - Unless alternate terms are included in the Agreement, Client will be invoiced on a monthly basis until the completion of the **Project**. All monthly invoices are payable within 30 days of the date of the invoice. Should full payment of any invoice not be received within 30 days, the amount due shall bear a service charge of 1.5 percent per month or 18 percent per year plus the cost of collection, including reasonable attorney's fees. If Client has any objections to any invoice submitted by Engineer, Client must so advise Engineer in writing within fourteen (14) days of receipt of the invoice. Unless otherwise agreed, Engineer shall invoice Client based on hourly billing rates and direct costs current at the time of service performance. Outside costs such as, but not limited to, equipment, meals, lodging, fees, and subconsultants shall be actual costs plus 10 percent. In addition to any other remedies Engineer may have, Engineer shall have the absolute right to cease performing any services in the event payment has not been made on a current basis.
- O. Termination** - Either party may terminate services, either in part or in whole, by providing 10 calendar days written notice thereof to the other party. In such an event, Client shall pay Engineer for all services performed prior to receipt of such notice of **termination**, including reimbursable expenses, and for any shut-down costs incurred. Shut-down costs may, at Engineer's discretion, include expenses incurred for completion of analysis and records necessary to document Engineer's files and to protect its professional reputation.
- P. Severability and Waiver of Provisions** - Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and P&N, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable **provision** that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.
- Q. Dispute Resolution** - If a dispute arises between the parties relating to the Agreement, the parties agree to use the following procedure prior to either party pursuing other available remedies:
1. Prior to commencing a lawsuit, the parties must attempt mediation to resolve any dispute. The parties will jointly appoint a mutually acceptable person not affiliated with either of the parties to act as mediator. If the parties are unable to agree on the mediator within twenty (20) calendar days, they shall seek assistance in such regard from the Circuit Court of the State and County wherein the Project is located, who shall appoint a mediator. Each party shall be responsible for paying all costs and expenses incurred by it, but shall split equally the fees and expenses of the mediator. The mediation shall proceed in accordance with the procedures established by the mediator.
 2. The parties shall pursue mediation in good faith and in a timely manner. In the event the mediation does not result in resolution of the dispute within thirty (30) calendar days, then, upon seven (7) calendar days' written notice to the other party, either party may pursue any other available remedy.
 3. In the event of any litigation arising from the Agreement, including without limitation any action to enforce or interpret any terms or conditions or performance of services under the Agreement, Engineer and Client agree that such action will be brought in the District or Circuit Court for the County of Kent, State of Michigan (or, if the federal courts have exclusive jurisdiction over the subject matter of the dispute, in the U.S. District Court for the Western District of Michigan), and the parties hereby submit to the exclusive jurisdiction of said court.
- R. Force Majeure** - Engineer shall not be liable for any loss or damage due to failure or delay in rendering any services called for under the Agreement resulting from any cause beyond Engineer's reasonable control.
- S. Assignment** - Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.
- T. Modification** - The Agreement may not be modified except in writing signed by the party against whom a modification is sought to be enforced.
- U. Survival** - All express representations, indemnifications, or limitations of liability included in the Agreement shall survive its completion or termination for any reason.
- V. Third-Party Beneficiary** - Client and Engineer agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by a third party.



Community Development Memo

DATE: October 4, 2018

TO: Township Board

FROM: Stacey Fedewa, AICP – Community Development Director

RE: Dangerous Building Summary – 13650 148th Avenue – Passow

BACKGROUND

On August 2nd staff identified a house listed for sale as having an unpermitted basement finish. The owner was contacted, the situation was explained, and they submitted the required building permit application.

On August 28th an inspection was conducted, and the Building Official observed a considerable amount of construction work that had been done, likely without permits. 12 violations were identified during this brief inspection. Upon a further review of Township records staff determined there was a substantial amount of unpermitted work that had been performed since the house was initially built in 1993.

A myriad of non-compliant items were identified during the August 28th inspection, but those were classified as non-safety related. Ultimately, staff determined there was one **main safety concern—the structural integrity of the house**. Staff determined there are structural concerns on each floor of the house:

1. Upper Floor – roof trusses were cut/alterd to install a bathroom.
2. Main Floor – removed bearing wall section in living room and bedroom to install 3 windows.
3. Lower Floor – removed two support posts to build a recreation room and full bathroom.

In summary, the **Township does not know if the roof, bearing wall, and basement support posts have been re-supported to ensure the house does not collapse.**

CONCERNS

There are numerous concerns associated with these deficiencies—snow load, wind gusts, fallen trees, etc. just to name a few. In addition, a devastating scenario could occur if a fire broke out and fire fighters entered the home. **The lack of load bearing support could allow the fire to destabilize the wood frame and cause the house to collapse on the fire/rescue personnel.**

WHAT HAVE WE DONE?

The Township Attorney advised staff to pursue a dangerous building action.

9/4/18	Building Official and Code Enforcement Officer met with homeowner to discuss the concerns and review the Township records.
9/11/18 9/14/18	Hearing Officer conducted initial inspection of the house. Had concerns regarding the electrical wiring. Subsequently, Hearing Officer had electrical contractor visit property and review the wiring. Electrical concerns resolved.
9/19/18	Dangerous Building Hearing. Finding = basement stair issues only.
10/2/18	Hearing Officer inspected home again. Found substantial compliance of basement stairs.
10/3/18	Continuation of Dangerous Building Hearing. Hearing Officer closed the matter.

During this time, the Hearing Officer, Ray Nelson, made two findings:

1. No structural integrity concerns because:
 - a. No sagging in the roofline ridge,
 - b. Floor appears level, and
 - c. Interior doors close well.

2. The basement stairs need to comply with the building code.

Unfortunately, **staff does not agree with the Hearing Officer's findings, and does not believe the major structural issues can be dismissed based on anecdotal evidence.**

As staff understands, the Hearing Officer requested to be on the Board's agenda to provide a summary of the dangerous building action that was taken.

WHAT NOW?

At the October 3rd follow-up meeting the homeowner was informed the Township would still need to pursue the structural concerns, which will be addressed via a building code violation.

Likely the owner will need to enlist the services of a structural engineer to find a resolution to this issue.

Included in your packets are correspondence with the property owner, Township Board, summary of inspection findings, and meeting minutes from the hearing and its continuation.

Staff will continue to keep the Board apprised of this matter.

From: [Bill Cargo](#)
To: [Township Board](#)
Cc: [Stacey Fedewa](#); [Department Directors](#)
Subject: Major Enforcement Action
Date: Wednesday, August 29, 2018 11:10:42 AM

To All:

Township staff are consulting with Attorney Bultje to determine if the Township should proceed with a significant violation under the Dangerous Building Ordinance, the State Construction Code or both.

In brief, a residential unit at 13650 148th Avenue (*i.e., owned by Eric Passow since 2013*) had a significant amount of unpermitted work over the past twelve years. (*At least a portion of the work was done by a previous homeowner.*) The work appears to include cut roof trusses (*from an unfinished permit in 2001*), electrical, plumbing, mechanical, addition of windows, alteration of attic space to living area with bathroom, finished basement, removal of support columns in the basement, etc., etc.

That said, the home is now for sale with a pending offer.

Staff will advise both the property owner and the real estate agent on the extent of the code violations.

Further, it is noted that even if the current home owner applies for the required building, electrical, and mechanical permits – the inspection process will require large sections of drywall to be removed to examine the structural integrity of the work completed, cut trusses, missing support columns, etc.

No action is necessary from the Board. But, I wanted you to be aware since this will likely develop into a major enforcement action.

FYI

Bill

From: [Stacey Fedewa](#)
To: ["ericpassow@gmail.com"](mailto:ericpassow@gmail.com)
Cc: [Scott Corbat](#)
Subject: FW: 13650 148th Ave - Unpermitted Work - Inspection Findings
Date: Thursday, August 30, 2018 3:33:00 PM
Attachments: [13650 148th - Passow - Inspection Findings_08302018.pdf](#)
[40.0200 Ordinance 295 - Dangerous Buildings Ordinance.pdf](#)

Mr. Passow,

Please see the information below.

Stacey

From: Stacey Fedewa
Sent: Thursday, August 30, 2018 1:11 PM
To: ericpassow@us.mahle.com; Debbie Reynolds (debbie@homelakeshore.com) <debbie@homelakeshore.com>; Jake Hogeboom (jake@homelakeshore.com) <jake@homelakeshore.com>; LEVanslooten@gmail.com; brian.clinger@coldwellbankerrealestate.com
Cc: Scott Corbat <SCorbat@ght.org>; Kevin French <KGFrench@ght.org>; Ray Nelson (silogophers@yahoo.com) <silogophers@yahoo.com>; Barton Lucas <blucas@ght.org>; Cassie Hoisington <choisington@ght.org>
Subject: 13650 148th Ave - Unpermitted Work - Inspection Findings

Good afternoon,

As you are aware, the Township identified concerns with unpermitted construction work. Attached, please find a letter outlining our findings. Per the advice of our attorney this matter will be addressed through a Dangerous Building action. There will be three primary points of contact through this process:

- Kevin French – Code Enforcement Officer (616-604-6308)
- Scott Corbat – Building Official (616-604-6315)
- Ray Nelson – Dangerous Building Hearing Officer

Also attached is the Dangerous Building Ordinance for your review. It will begin with a notice being sent by certified mail to the current property owner, and also posted on the premises. Because the Township is aware of the VanSlooten's interest in this action a second certified notice will also be mailed to their current address, which appears to be 13196 Acacia Drive, if that is not the correct address please advise.

The **hearing is going to be held on Wednesday, September 19th**. To accommodate schedules, it can be held at either 3:30pm or 7pm. Please reply to this email and advise of the best time for your schedule. It will be held at the Township Hall located at 13300 168th Avenue.

Please note—the Hearing Officer can make one of four findings—(1) close the proceedings because it is not a dangerous building; (2) order the dwelling to be properly maintained; (3) order the dwelling to be made safe; (4) order the dwelling to be demolished.

As identified in the attached letter, the Township's major concerns are related to potential structural deficiencies on each level of the house. Minimally, the only way to determine if the unpermitted work was done correctly is to remove sections of drywall to perform an inspection. Only after the inspection will the Township be able to provide direction on the matter moving forward—whether that inspection occurs before the hearing, or after, is up to the Passow's.

Understandably, this is a disconcerting position for everyone involved. Please know, the Township's only prerogative is to ensure residents are safe in their homes and we will help walk you through this entire process and answer any questions or concerns along the way.

Going forward, Kevin French will be your primary point of contact through the Dangerous Building procedure. Scott Corbat will assist with construction-related information and inspections. Ray Nelson will also perform inspections, ask questions, and ultimately render a decision at the hearing.

Thank you in advance for your time and cooperation.

Best regards,

Stacey Fedewa, AICP
Community Development Director
Grand Haven Charter Township
(616) 604-6326 Direct
(616) 260-4982 Cell
sfedewa@ght.org



13650 148th Avenue – Building Code Violations

On August 2, 2018 the Township issued a First Notice of Violation regarding an unpermitted basement finish. An After-the-Fact building permit was issued for this work on August 22, 2018. On August 24, 2018 an inspection was scheduled. Upon conducting the inspection, the Building Official observed a considerable amount of construction work that had been done, and suspected it was done without permits. The inspection for the basement finish was disapproved for the following:

- There appears to be at least 2 of the main level center support columns in the basement missing. They may have been removed during the recreation room finishing process.
- Need to correct item listed on the mechanical inspection report and obtain a mechanical inspection approval.
- Need to correct item listed on the plumbing inspection report and obtain a plumbing inspection approval.
- Need to install smoke alarms in all of the bedrooms throughout the entire house.
- Need to install smoke alarms outside the bedroom areas throughout the entire house.
- Need to install CO alarms outside the bedroom areas throughout the entire house.
- Need to extend the handrail in the stairway to directly above the nosing of the lowest tread in the stairway. The end of the handrail needs to return to the wall.
- Need to make the lowest rise to the landing in the stairway the same as the other rises in the stairway within 3/8" and less than or equal to 8 1/4".
- Need to make the stairway to the recreation room area at least 36" wide.
- Need to make the lowest rise to the recreation room area floor in the stairway the same as the other rises in the stairway within 3/8" and less than or equal to 8 1/4".
- Need to make the lowest rise to the laundry room area floor in the stairway the same as the other rises in the stairway within 3/8" and less than or equal to 8 1/4".
- Need to make the door the laundry room area not swing over the stairway to the laundry room area.

The Building Official reviewed all available records for construction work performed on the above-referenced dwelling and identified the items listed below. These items are not all-inclusive,

and are focused on major safety concerns. It is this office's understanding the home inspection conducted by a prospective buyer identified many of the other unpermitted items, which the Township has deemed non-safety concerns.

1. 1993 – Owner #1 (9/1993 – 12/1998)

- a. 1994 – New 24' x 40' concrete basement foundation constructed with modular home installed on foundation. Work consisted of:
 - i. Main level – 2 bedrooms + 1 full bathroom
 - ii. Upper level – unfinished space in attic trusses
 - iii. Lower level – unfinished

All work was permitted, inspected, and approved.

- b. 1996 – Addition of 24' x 40' attached 3-stall garage.

All work was permitted, inspected, and approved.

2. 1998 – Owner #2 (12/1998 – 4/2013)

- a. 2001 – Alteration to attic space in upper level to add a dormer and rough-in for full bathroom. Application did not include finishing the upper level.
 - i. Electrical, mechanical, and plumbing rough-in inspections – scheduled, performed, and approved.
 - ii. Building rough-in inspection – scheduled, performed, and disapproved.
 - 1. Inspection noted cut/altered roof trusses as a required correction.
 - 2. If further work was conducted, it was not inspected.
 - 3. Inspector followed-up multiple times with property owner regarding the required corrections and never received a response.

Proposed work on the application was permitted, inspected, and disapproved.

- b. 2002 – Addition of a 10' x 13' screened-in porch, remove two windows, and install sliding glass door.

Proposed work on the application was permitted, not inspected, and not approved.

- c. Unknown Date – Alteration that removed two windows and a section of bearing wall in the living and the bedroom and replaced with 3 windows and no bearing wall section. Structural condition above the windows is unknown.

Work was not permitted, not inspected, and not approved.

- d. Unknown Date – Alteration of upper level to complete the construction of the full bathroom from the previous dormer project. Condition of electrical, mechanical, plumbing, and building is unknown.

Work was not permitted, not inspected, and not approved.

- e. Unknown Date – Alteration to finish entire upper level.
 - i. 2 bedrooms – unknown if smoke alarms, CO detectors, or egress windows are installed. Condition of electrical, mechanical, plumbing, and building is unknown.

Work was not permitted, not inspected, and not approved.

- f. Unknown Date – Alteration to construct a conditioned (*i.e., heat/air conditioning*) mudroom/laundry room within the existing garage space. Condition of electrical, mechanical, plumbing, and building is unknown.

Work was not permitted, not inspected, and not approved.

- g. Unknown Date – Alteration to install electrical wiring and equipment in the garage. Condition of electrical and mechanical is unknown.

Work was not permitted, not inspected, and not approved.

- h. Unknown Date – Alteration to install gas line, chimney, and furnace in the garage. Condition of electrical and mechanical is unknown.

Work was not permitted, not inspected, and not approved.

- i. Unknown Date – Alteration to finish areas of the basement into a recreation room and full bathroom.

Work was not permitted, not inspected, and not approved.

However, this is the basement finish project that prompted the After-the-Fact permit application and inspection, which lead to the discovery of the other unpermitted construction work.

3. 2013 – Owner #3 (4/2013 – present)

- a. Property listed for sale with interested buyer, closing set for September 7, 2018.

Upon discovery of the above-referenced construction work and concerns with structural integrity of the dwelling. **Township staff contacted our municipal law attorney who advised our office to proceed with a Dangerous Building action.** The Dangerous Building Ordinance is enclosed for review to understand the upcoming process.

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
DANGEROUS BUILDING HEARING
WEDNESDAY, SEPTEMBER 19, 2018

I. CALL TO ORDER

Nelson called the meeting of the Grand Haven Charter Township Dangerous Building Hearing to order at 7:00 p.m.

II. ROLL CALL

Present: Raymond Nelson, Dangerous Buildings Hearing Officer
Kevin French, Code Enforcement Officer
Scott Corbat, Building Official
Cassandra Hoisington, Assistant Zoning Administrator

Also Present: Eric & Aleece Passow – 13650 148th Avenue

III. DANGEROUS BUILDING HEARING – 13650 148th Avenue (70-07-01-400-043)

Nelson provided an overview of Grand Haven Charter Township’s Dangerous Buildings Ordinance, and went on to provide a summary of his inspection results of the property. During the week of September 10th an initial, and follow-up, inspection was conducted. Findings were as follows:

- Electrical concerns were resolved after reviewing the work with the contractor.
- No structural integrity concerns because:
 - No sagging in the roofline ridge,
 - Floor appears level, and
 - Interior doors close well.
- Only basement stairs need to be corrected.

Nelson noted that each attendee would be afforded an opportunity to discuss the matter and show cause as to why the Hearing Officer should, or should not, find compliance with the findings. The following attendees provided comment:

- Eric Passow, owner of the property at 13650 148th Avenue:
 - Provided background on property – when the Passow’s purchased the property in

2013, the unpermitted work in question has already been completed. The Passow's have since made minor repairs and updates to the property but have not made any structural changes.

- Stated they were not aware of the work being unpermitted until receiving a letter from the Township and has since cooperated in applying for permits to remedy the situation. They hired a contractor to fix the noted plumbing and mechanical issues in the house.
 - Have not noticed any obvious indication of structural issues and feel comfortable living in the house.
 - Noted the stairs leading to the basement, while not up to current code, have not been changed from the original plans.
- Aleece Passow, owner of the property at 13650 148th Avenue:
 - Disappointed the Township did not find the unpermitted work prior to the Passow's purchasing the property.
 - Questioned why the permits pulled for the work were not followed up on by the Township.

Nelson asked for Corbat's review of the property.

- Reviewed the original building permits pulled for the property. Inspections for the upper level work was permitted and disapproved. The porch addition was permitted but never inspected. Prior to the letter sent to the Passow's, the basement finish was not permitted or inspected.
- The biggest concern is the structural integrity of the house, as it is apparent structural changes were made but never inspected.
- Stated he would need to see the structure before it could be deemed satisfactory. It cannot be determined if adequate support for the structure is present without drywall removal.
- Noted other obvious building code violations in addition to the unknowns that would need to be remedied.

Nelson inquired about the house meeting the definition of a dangerous building.

French confirmed the Dangerous Building Ordinance was in place prior to the unpermitted work taking place.

- Noted some of the work has permits, but inspections either did not take place or were

disapproved. Follow up letters were sent, but no response was received.

Nelson noted the following.

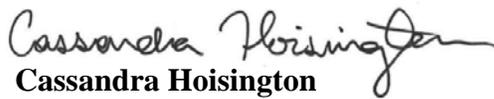
- In his opinion, if there was an issue with the structural support of the house it would be physically apparent.
- The steps leading down to the basement are the only issue of concern as the uneven height makes for a tripping hazard.
 - Confirmed the Passow's would be able to make the adequate changes to the stairs within the timeframe of 30 days.

Without objection, Nelson tabled the meeting until October 17, 2018 at 4:30 p.m.

IV. ADJOURNMENT

Without objection, the meeting adjourned at 7:40 p.m.

Respectfully submitted,


Cassandra Hoisington
Acting Recording Secretary

DANGEROUS BUILDING HEARING
for 13650 – 148th Avenue, Grand Haven MI

Wednesday, September 19, 2018 at 7:00 p.m.

The Hearing started at 7:00 p.m.

After introductions, Raymond Nelson, Grand Haven Charter Township Dangerous Building Hearing Officer, took testimony from the current owner Eric Passow. He also took testimony from the Grand Haven Charter Township Building Inspector Scott Corbat.

After much discussion, as the Hearing Officer, I identified at least one issue I would like to see changed. The steps in the basement stairway.

The Hearing will be continued on Wednesday, October 17, 2018, at 4:30 p.m. unless the homeowner completes necessary repairs prior to that date. If the repairs are completed and inspected, the Hearing date can be moved forward.



Raymond F. Nelson
Grand Haven Charter Township Dangerous Building Hearing Officer

MEETING MINUTES
GRAND HAVEN CHARTER TOWNSHIP
DANGEROUS BUILDING HEARING
WEDNESDAY, OCTOBER 3, 2018

I. CALL TO ORDER

Nelson called the meeting of the Grand Haven Charter Township Dangerous Building Hearing to order at 4:32 p.m.

II. ROLL CALL

Present: Raymond Nelson, Dangerous Buildings Hearing Officer
Stacey Fedewa, Community Development Director
Kevin French, Code Enforcement Officer
Cassandra Hoisington, Assistant Zoning Administrator

Also Present: Eric Passow – 13650 148th Avenue

III. DANGEROUS BUILDING HEARING – 13650 148th Avenue (70-07-01-400-043)

Nelson provided a review of his findings from the previous meeting.

- The stairs leading to the basement were uneven in height, they have since been changed to an even height.
- In his opinion, due to a lack of visible defects, the house is safe to reside in, and not a dangerous building.
- Noted the Township does not agree with his conclusion.

Fedewa clarified why the Township is not in agreement with Nelson's findings.

- Ultimately, the Township cannot choose to be unaware in this situation.
- There are structural concerns present on all three floors of the house. At a minimum, drywall removal will be necessary to review the structural support for the home. This likely may require a structural engineer to inspect the house and determine if the house is sound, or if it will require additional work beforehand.

French explained, while sympathetic to the situation, the Township cannot make itself liable in a situation where the consequences could be dire.

Eris Passow – owner of the property at 13650 148th Avenue:

- Questioned how to proceed if a structural engineer will not approve the house.
- Reiterated that as the current owner he was not aware of the unpermitted work and is frustrated that the burden is placed on him.

- Inquired why the Township did not pursue the unpermitted work when he purchased the house, noted poor record keeping.
- Asked for any resources the Township could provide.

Fedewa acknowledged the unique situation Passow has at hand.

- Noted the previous owner was required to state any unpermitted work on the seller's disclosure form prior to the closing of the house.
- Explained as the current owner, Passow inherited the liability for the property.
- Provided a review of the areas of concern identified by Building Official Corbat.

Passow asked why the Township is not taking responsibility for the unpermitted work, French explained the previous owner continued work after receiving disapproved inspections.

- Requested a detailed list of the items required to make the structure safe. Fedewa agreed to review the case with staff and provide the information to Passow.

Nelson stated there was no point in moving further when the Township is not satisfied with his findings.

- Plans on sharing his conclusion with the Township Board.
- Believes the Dangerous Building Ordinance was not the correct direction for this situation and the Township should have instead hired a structural engineer to review the property.

IV. ADJOURNMENT

Without objection, the meeting adjourned at 4:48 p.m.

Respectfully submitted,


Cassandra Hoisington
Acting Recording Secretary



Accounting Memo

DATE: October 4, 2018
TO: Township Board
FROM: Andrea Sandoval, Accounting Director
RE: Board Audit Policy

During the September 27, 2018 Grand Haven Charter Township Finance Group meeting, the group reviewed and discussed revising the Board Audit Policy. As the policy is currently written, it does not provide the flexibility needed to pay bills as they come due, puts added strain on the accounting department to make last minute changes to decide which invoices comply with the current policy, as well as requiring modification to check run dates on invoices that have already been entered into the system.

Good business practices are to pay bills in a timely manner, especially when vendors have signed contracts with the Township. GHCT has specific policies and procedures in place to ensure proper payment of invoices. These policies are reviewed and tested annually by the auditors to ensure staff are following the policies as written.

By moving to the attached, revised policy, the Township will be more inclusive of the types of bills allowed to be paid prior to board approval, ensure timely payment of invoices, as well as simplify the data entry and check printing process for the accounting staff.

It is the Finance Group's recommendation to approve the revised Board Audit policy. If the Board supports the recommendation, the following motion could be offered for consideration:

Motion to approve Resolution 18-10-01, authorizing the Board Audit policy as submitted.

The current and revised Board Audit Policies are enclosed for your review.

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

Suggested Revision

5.7c Board Audit:

All claims shall be approved by the Township Board prior to payment, except for the following:

1. Payroll
2. Utility bills
3. Invoices related to prior approved projects or contracts (ie, easements, permits)
4. Invoices that have a due date prior to the next scheduled board meeting.

The Township Superintendent may authorize emergency expenditures when deemed essential, due to the imminent threat to the health, safety, and welfare of the Township.

These claims shall be post audited at the next board meeting.

Current Policy

5.7c Board Audit:

All claims shall be approved by the Township Board prior to payment, except for the following:

1. Payroll
2. Utility Bills
3. Invoices with penalties that would be incurred if payment is not received prior to the Board meeting where claims will be approved. These claims shall be post-audited at the next board meeting.

The Township Superintendent may authorize emergency expenditures when deemed essential, due to the imminent threat to the health, safety, and welfare of the Township.

These claims shall be post-audited at the next Board meeting.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 8th day of October 2018, at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

After certain matters of business had been discussed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to amend Section 5.7c of the Grand Haven Charter Township Administrative Policies and Procedures Manual which addresses the Board Audit of invoices to be paid. Following discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION NO. 18-10-01

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

WHEREAS, the Board of Trustees of Grand Haven Charter Township believes that it is in the best interest of the Township to amend Section 5.7c of the Administrative Policies and Procedures Manual.

NOW, THEREFORE, be it resolved that the attached Section 5.7c is hereby amended and adopted as part of the Grand Haven Charter Township's Administrative Policies and Procedures Manual, to become effective immediately and which shall read as follows:

5.7c BOARD AUDIT

All claims shall be approved by the Township Board prior to payment, except for the following:

1. Payroll
2. Utility bills
3. Invoices related to prior approved projects or contracts (ie, easements, permits)
4. Invoices that have a due date prior to the next scheduled board meeting.

The Township Superintendent may authorize emergency expenditures when deemed essential due to the imminent threat to the health, safety, and welfare of the Township.

These claims shall be post audited at the next board meeting.

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

Ayes:
Nays:
Absent:

RESOLUTION DECLARED:
ADOPTED ON:

Laurie Larsen, Township Clerk

CERTIFICATE

I, the undersigned, the duly qualified Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the 8th day of October 2018. I further certify that public notice of the meeting was given pursuant to and in full compliance with Michigan Act 267 of 1976, as amended, and that the minutes of the meeting were kept and will be or have been made available as required by the Act.

Laurie Larsen, Township Clerk



Public Services Memo

DATE: October 4, 2018

TO: Township Board

FROM: Mark VerBerkmoes

RE: Construction within Public Right-of-Way

I'm sure all of us recall the recent events experienced with the sanitary sewer construction in Lincoln Street. Construction of the deep sanitary sewer to the Stonewater Development initially closed the road, but then damage to a large culvert along the route significantly prolonged the closure. Moreover, the ride quality of the pavement replacement required an overlay to smooth the ride. To date, even after the overlay, that project within the Right-of-Way (ROW) remains incomplete inasmuch as the ride quality in Lincoln Street remains "poor".

This is not the first time the Township and its residents have experienced less than acceptable construction activities for a new development. Several years ago, a contractor attempted to construct the sanitary sewer in 152nd Avenue to the Bayou Pointe Development. Due to the contractor's inexperience with dewatering, after several days attempting to make progress, the contractor chose to walk off the job. This forced the Township to hire a different contractor to complete the work. Because the project bond was held by the Ottawa Road Commission (OCRC), the OCRC was required to collect from the bonding company on behalf of the Township in order for us to collect our costs, which eventually occurred.

Because of the recent issues described above, the Township Board directed staff to explore the possibility of the Township completing construction or extension of any water and sanitary sewer improvements within the ROW.

After reviewing ordinances proposed by staff, the Public Works and Streets Committee recommended approval of the attached amendments to the Sewer and Water Ordinance, that require the Township to complete the water or sewer utility improvements or extension on behalf of the developer whenever there is a possibility that the Township residents would be negatively impacted.

Attached to this memo are recommended revisions for the water and sewer ordinances. In brief, they afford the Township the ability to either complete the improvement on behalf of the developer or require a form of security for its completion if completed by the developer's contractor.

If the Board also supports these revisions to the Township's existing water and sewer ordinances, the following motions can be offered:

Move to postpone further action on the Right-of-Way work amendment to the Water System Ordinance until October 22nd. This is a first reading.

Move to postpone further action on the Right-of-Way work amendment to the Sewer Usage and Administration Ordinance until October 22nd. This is a first reading.

Please contact me if there are any questions or comments prior to the meeting.



**WATER SYSTEM AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. _____**

**AN ORDINANCE TO AMEND THE WATER SYSTEM ORDINANCE
REGARDING WORK IN THE STREET RIGHT-OF-WAY OR IN PUBLIC
EASEMENTS.**

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

Section 1. Work in Right-of-Way. Section 13 of the Grand Haven Charter Township Water System Ordinance, Ordinance No. 442, as amended, is amended in its entirety to state as follows.

Sec. 13 WORK IN RIGHT-OF-WAY

All water system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors.

The Township may waive this requirement if the party doing the work or contracting for the work deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (*e.g., performance bond, irrevocable bank letter of credit, etc.*).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on October 22nd, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Mark Reenders, Supervisor

Laurie Larsen, Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on _____, 2018. The following members of the Township Board were present at that meeting: _____

_____.

The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in

favor and members of the board _____ voting in opposition.

The Ordinance was published as required after adoption on _____, 2018.

Laurie Larsen, Township Clerk

**SEWER USAGE AND ADMINISTRATION AMENDMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN
Ord. No. _____, Eff. _____**

**AN ORDINANCE TO AMEND THE SEWER USAGE AND
ADMINISTRATION ORDINANCE REGARDING WORK IN THE
STREET RIGHT-OF-WAY OR IN PUBLIC EASEMENTS.**

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

Section 1. Building Sewers and Connections. Section 4.1.2 of the Grand Haven Charter Township Sewer Usage and Administration Ordinance, Ordinance No. 180, as amended, is amended in its entirety to state as follows.

2. The owner shall be responsible, at the owner's cost and expense, for the installation, connection, and maintenance of the building sewer to its connection with the public sewer.

Although the work shall be done at the owner's expense, all sewer system work in the street right-of-way or in public easements, including service lines to the property line, shall be constructed and performed by the Township or its agents or contractors. The Township may waive this requirement if the owner deposits an adequate escrow amount with the Township, or otherwise posts adequate security for and acceptable to the Township (e.g., performance bond, irrevocable bank letter of credit, etc.).

Section 2. Effective Date. This Ordinance was approved and adopted by the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, on October 22nd, 2018, after introduction and a first reading on October 8th, 2018, and publication after such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall take effect 30 days after its publication following adoption.

Mark Reenders, Supervisor

Laurie Larsen, Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Ordinance was adopted at a regular meeting of the Grand Haven Charter Township Board held on _____, 2018. The following members of the Township Board were present at that meeting: _____

_____.

The following members of the Township Board were absent: _____.

The Ordinance was adopted by the Township Board with members of the Board _____

_____ voting in

favor and members of the board _____ voting in opposition.

The Ordinance was published as required after adoption on _____, 2018.

Laurie Larsen, Township Clerk

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
ACCESSORY BUILDING				
P18BU0404	VANDYKE BARRY A-CYNTHIA V	11325 LAKESHORE DR	\$58,000	\$505.70
			\$58,000	\$505.70
			<i>Total Permits For Type:</i>	<i>1</i>
ADDITIONS				
P18BU0388	SCHMIDT DONALD C-MAXINE M	14845 LINCOLN ST	\$8,500	\$152.25
P18BU0406	SCHMIEDEKNECHT TRUST	15066 SANDSTONE RD	\$52,000	\$464.60
			\$60,500	\$616.85
			<i>Total Permits For Type:</i>	<i>2</i>
AG EXEMPT				
P18AG0004	BOVEE MARY LYNN	LINCOLN ST	\$0	\$20.00
			\$0	\$20.00
			<i>Total Permits For Type:</i>	<i>1</i>
ALTERATIONS				
P18BU0375	STEVENS PAMELA J	17211 TIMBER DUNES DR	\$3,200	\$73.50
P18BU0384	KEUNING CALVIN J-JENNIFER L	17258 BURKSHIRE DR	\$5,467	\$105.00
P18BU0394	MICHALAK JEFFREY-MARTHA	10369 LAKESHORE DR	\$150,000	\$1,055.99
P18BU0399	PRZYBYTEK JAMES T-KATHLEEN L	16662 LAKE MICHIGAN DR	\$15,646	\$218.00
P18BU0400	BRUHN FREDERICK CASEY II-SARAH J	12771 SANCTUARY PL	\$120,000	\$898.40
P18BU0410	WEXALL BARBARA TRUST	15331 WINCHESTER CIR PVT	\$1,000	\$36.75
P18BU0414	ANDREWS JUDITH	15630 164TH AVE	\$20,000	\$295.40
P18BU0418	BUHR DANIEL	15583 ROBBINS RD	\$20,000	\$245.40
			\$335,313	\$2,928.44
			<i>Total Permits For Type:</i>	<i>8</i>
BASEMENT FINISH				
P18BU0401	LUCAS MARK J-KATHLEEN M	12484 LAKESHORE DR	\$34,950	\$0.00
P18BU0412	10415 158TH AVE LLC	15221 RACHEL CT PVT	\$25,000	\$329.65
P18BU0424	CATLIN JOEL-WRIGHT DARNELLA	11664 GARNSEY AVE	\$20,000	\$300.20
			\$79,950	\$629.85
			<i>Total Permits For Type:</i>	<i>3</i>
DECK				
P18BU0397	RIVER HAVEN OPERATING COMPANY LLC	13586 SPRINGBROOK DR	\$300	\$36.75
			\$300	\$36.75
			<i>Total Permits For Type:</i>	<i>1</i>
DEMOLITION				
P18DE0018	MICHALAK JEFFREY-MARTHA	10369 LAKESHORE DR	\$0	\$20.00
P18DE0019	KIEFER PAUL A-KOLLEEN B	15150 FAIRMOUNT CT	\$1	\$20.00
P18DE0020	BARES EARLE E-CYNTHIA LOU	16717 SLEEPER STREET	\$0	\$20.00

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			Estimated Cost	Permit Fee
			\$1	\$60.00
			<i>Total Permits For Type:</i>	3
ELECTRICAL				
P18EL0475	REINSCH DARYL-JILL	10337 MORNINGDEW CT	\$0	\$231.00
P18EL0477	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #137	\$0	\$160.00
P18EL0478	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #138	\$0	\$133.00
P18EL0479	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #139	\$0	\$155.00
P18EL0480	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #140	\$0	\$133.00
P18EL0481	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #141	\$0	\$155.00
P18EL0482	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #142	\$0	\$155.00
P18EL0483	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #143	\$0	\$155.00
P18EL0484	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B #144	\$0	\$155.00
P18EL0485	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING B-CORRIDO	\$0	\$64.00
P18EL0486	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #127	\$0	\$155.00
P18EL0487	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #128	\$0	\$155.00
P18EL0488	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #129	\$0	\$133.00
P18EL0489	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #130	\$0	\$133.00
P18EL0490	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #131	\$0	\$133.00
P18EL0491	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #132	\$0	\$133.00
P18EL0492	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #133	\$0	\$133.00
P18EL0493	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C #134	\$0	\$155.00
P18EL0494	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 1-WING C-CORRIDO	\$0	\$64.00
P18EL0495	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #237	\$0	\$160.00
P18EL0496	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #238	\$0	\$133.00
P18EL0497	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #239	\$0	\$155.00
P18EL0498	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #240	\$0	\$133.00
P18EL0499	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #241	\$0	\$155.00
P18EL0500	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #242	\$0	\$155.00
P18EL0501	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #243	\$0	\$155.00
P18EL0502	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B #244	\$0	\$155.00
P18EL0503	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING B-CORRIDO	\$0	\$64.00
P18EL0504	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #227	\$0	\$155.00
P18EL0505	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #228	\$0	\$155.00
P18EL0506	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #229	\$0	\$133.00
P18EL0507	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #230	\$0	\$133.00
P18EL0508	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #231	\$0	\$133.00
P18EL0509	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #232	\$0	\$133.00
P18EL0510	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #233	\$0	\$133.00
P18EL0511	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 VARM-FL 2-WING C #234	\$0	\$155.00

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		Estimated Cost	Permit Fee
P18EL0512	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 2-WING C-CORRIDO	\$0	\$64.00
P18EL0513	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #337	\$0	\$160.00
P18EL0514	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #338	\$0	\$133.00
P18EL0515	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #339	\$0	\$155.00
P18EL0516	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #340	\$0	\$133.00
P18EL0517	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #341	\$0	\$155.00
P18EL0518	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #342	\$0	\$155.00
P18EL0519	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #343	\$0	\$155.00
P18EL0520	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B #344	\$0	\$155.00
P18EL0521	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING B-CORRIDO	\$0	\$64.00
P18EL0522	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #327	\$0	\$155.00
P18EL0523	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #328	\$0	\$155.00
P18EL0524	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #329	\$0	\$133.00
P18EL0525	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #330	\$0	\$133.00
P18EL0526	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #331	\$0	\$133.00
P18EL0527	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #332	\$0	\$133.00
P18EL0528	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #333	\$0	\$133.00
P18EL0529	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C #334	\$0	\$155.00
P18EL0530	ROSY MOUND LDHA LIMITED PARTNERSHIP 7283 VARM-FL 3-WING C-CORRIDO	\$0	\$64.00
P18EL0531	LUCAS MARK J-KATHLEEN M 12484 LAKESHORE DR	\$0	\$0.00
P18EL0532	DEATER THOMAS-ELIZABETH 17299 BEACH RIDGE WY PVT	\$0	\$107.00
P18EL0533	ZEILER SUSAN L TRUST 16870 CRICKET CT	\$0	\$86.00
P18EL0534	WILLIAMS MARC 18313 INDIAN VILLAGE LN	\$0	\$60.00
P18EL0535	HALL LARRY E-DOREEN S TRUST 14952 WESTRAY ST	\$0	\$64.00
P18EL0536	WHITNEY STEWART S-CATHERINE C 13425 FOREST PARK DR	\$0	\$110.00
P18EL0537	WEXALL BARBARA TRUST 15331 WINCHESTER CIR PVT	\$0	\$106.00
P18EL0538	MORELAND DARRELL L TRUST 12862 LAKESHORE DR	\$0	\$60.00
P18EL0539	BRUHN FREDERICK C-SARAH J 17100 LINCOLN ST	\$0	\$64.00
P18EL0540	UMPHREY VAUGHN L TRUST 15177 BUCHANAN ST	\$0	\$64.00
P18EL0541	KOHNKE DALE-CHRISTINE 15140 COLEMAN AVE	\$0	\$122.00
P18EL0542	10415 158TH AVE LLC 15221 RACHEL CT PVT	\$0	\$168.00
P18EL0543	ZURAKOWSKI DALE W-PAMELA J 16430 LAKE MICHIGAN DR	\$0	\$66.00
P18EL0544	MARTIN JOHN E-HOLLY L 15297 VINTAGE AVE	\$0	\$58.00
P18EL0545	BRUHN FREDERICK CASEY II-SARAH J 12771 SANCTUARY PL	\$0	\$137.00
P18EL0546	MICKELSON ROBERT-JANELLE TRUST 12694 RETREAT DR PVT	\$0	\$66.00
P18EL0547	LUNDEEN CHRIS G-LEE ANN 14844 WOODSIDE TR	\$0	\$55.00
P18EL0548	ANDREWS JUDITH 15630 164TH AVE	\$0	\$100.00
P18EL0549	RIVER HAVEN OPERATING COMPANY LLC 13624 SILVERBROOK DR	\$0	\$55.00
P18EL0550	RIVER HAVEN OPERATING COMPANY LLC 13612 SILVERBROOK DR	\$0	\$55.00

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			Estimated Cost	Permit Fee
P18EL0551	RIVER HAVEN OPERATING COMPANY LLC	13588 SILVERBROOK DR	\$0	\$55.00
P18EL0552	RIVER HAVEN OPERATING COMPANY LLC	13582 SILVERBROOK DR	\$0	\$55.00
P18EL0553	RIVER HAVEN OPERATING COMPANY LLC	13608 RIVER HAVEN BLVD	\$0	\$55.00
P18EL0554	RIVER HAVEN OPERATING COMPANY LLC	13568 SPRINGBROOK DR	\$0	\$55.00
P18EL0555	RIVER HAVEN OPERATING COMPANY LLC	13648 PINWOOD DR	\$0	\$55.00
P18EL0556	RIVER HAVEN OPERATING COMPANY LLC	13624 PINWOOD DR	\$0	\$55.00
P18EL0557	RIVER HAVEN OPERATING COMPANY LLC	13630 PINWOOD DR	\$0	\$55.00
P18EL0558	RIVER HAVEN OPERATING COMPANY LLC	14457 SILVERBROOK DR	\$0	\$55.00
P18EL0559	RIVER HAVEN OPERATING COMPANY LLC	13622 WINDING CREEK DR	\$0	\$55.00
P18EL0560	RIVER HAVEN OPERATING COMPANY LLC	13334 PINWOOD DR	\$0	\$55.00
P18EL0561	RIVER HAVEN OPERATING COMPANY LLC	13342 PINWOOD DR	\$0	\$55.00
P18EL0562	TIBALDI ERIN S	14906 172ND AVE	\$0	\$60.00
P18EL0563	LAETHEM JOSEPH-CARLA	12516 RETREAT DR PVT	\$0	\$66.00
P18EL0564	SONCRANT LEE N	12828 LAKESHORE DR	\$0	\$116.00
			\$0	\$10,058.00
			<i>Total Permits For Type:</i>	89

FENCE

P18ZL0067	DEMARIA JOHN-JUDITH ANN SOMERS	18235 SPINDLE RD	\$10,000	\$25.00
P18ZL0087	SZCZEPANSKI RICHARD A-DONNA J	13709 152ND AVE	\$70	\$25.00
P18ZL0088	MOLIASSA JOHN E-ANN E	15299 HOFMA DR	\$3,276	\$25.00
P18ZL0091	SPICER DANIEL-PATRICIA	15920 BRUCKER ST	\$2,500	\$25.00
P18ZL0092	VANDERVEST MATTHEW P	15680 ROBBINS RD	\$2,500	\$25.00
			\$18,346	\$125.00
			<i>Total Permits For Type:</i>	5

GROUND SIGN

P18SG0012	ROSY MOUND LDHA LIMITED PARTNERSHIP	7283 ROSY MOUND LN	\$7,525	\$119.00
			\$7,525	\$119.00
			<i>Total Permits For Type:</i>	1

MECHANICAL

P18ME0459	OBRIEN SEAN-HANNAH HAYUNG	14685 177TH AVE	\$0	\$55.00
P18ME0460	LUCAS MARK J-KATHLEEN M	12484 LAKESHORE DR	\$0	\$0.00
P18ME0461	SIGNATURE LAND DEVELOPMENT CORP	13034 WILDVIEW DR	\$0	\$135.00
P18ME0462	TEG 43 NORTH LLC	14971 RIDGEMOOR ST 104	\$0	\$55.00
P18ME0463	MODAFF PATRICK TRUST	12700 SANCTUARY PL	\$0	\$80.00
P18ME0464	RIVER HAVEN OPERATING COMPANY LLC	13284 WINDING CREEK DR	\$0	\$80.00
P18ME0465	FINDLAY TIMOTHY B	15602 160TH AVE	\$0	\$55.00
P18ME0466	MG PROPERTY LLC	15015 COPPER CT	\$0	\$310.00
P18ME0467	GETHIN MICHAEL-CHRISTINE	10080 HIAWATHA DR	\$0	\$150.00
P18ME0468	HANSEN KYLE R	15906 RIDGEFIELD ST	\$0	\$55.00

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			Estimated Cost	Permit Fee
P18ME0469	TROCCKO MICHAEL	15078 LAKESHORE DR	\$0	\$80.00
P18ME0470	DUTKIEWICZ LAWRENCE M-ALISON L	11354 OAK GROVE RD	\$0	\$140.00
P18ME0471	SIGNATURE LAND DEVELOPMENT CORP	13034 WILDVIEW DR	\$0	\$225.00
P18ME0472	TEG TIMBERVIEW 1 LLC	15054 LUKAS CT 220-BLDG K	\$0	\$80.00
P18ME0473	FAIRBANKS PATRICIA G	15299 RED OAK ST	\$0	\$110.00
P18ME0474	VANDONKELAAR BENJAMIN L	15371 MEADOWLARK DR	\$0	\$80.00
P18ME0475	MARCUSSE CONSTRUCTION CO LLC	13185 COPPERWOOD DR	\$0	\$320.00
P18ME0476	MARCUSSE CONSTRUCTION COMPANY LLC	5045 COPPER PL	\$0	\$320.00
P18ME0477	WEXALL BARBARA TRUST	15331 WINCHESTER CIR PVT	\$0	\$135.00
P18ME0478	KOHNKE DALE-CHRISTINE	15140 COLEMAN AVE	\$0	\$130.00
P18ME0479	WHITNEY STEWART S-CATHERINE C	13425 FOREST PARK DR	\$0	\$125.00
P18ME0480	KELLAWAY MARJORIE TRUST	10229 LAKESHORE DR	\$0	\$80.00
P18ME0481	BUHR DANIEL	15583 ROBBINS RD	\$0	\$110.00
P18ME0482	VOLLMER ROBERT-SANDRA	15042 ROBINWOOD CT	\$0	\$110.00
P18ME0483	HUMPHREYS LUANNE C TRUST	15265 WIDGEON RD	\$0	\$80.00
P18ME0484	DEATER THOMAS-ELIZABETH	17299 BEACH RIDGE WY PVT	\$0	\$85.00
P18ME0485	LUNDEEN CHRIS G-LEE ANN	14844 WOODSIDE TR	\$0	\$110.00
P18ME0486	FLAQUER JUAN C-LINDA J	17855 DEWBERRY PL	\$0	\$110.00
P18ME0487	POHL MATTHEW-RACHEL	15141 FERRIS ST	\$0	\$115.00
P18ME0488	AVERY ROBERT P	15117 DAVID ST	\$0	\$80.00
P18ME0489	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$219.00
P18ME0490	ENNENGA TRUST FUND A & B	17025 TIMBER DUNES DR	\$0	\$130.00
P18ME0491	STEINKE REBECCA-MICHAEL	16825 FILLMORE ST	\$0	\$340.00
P18ME0492	SHOEMAKER ROBERT L-TERRI L	10507 LAKESHORE DR	\$0	\$205.00
P18ME0493	DOUTHITT/ALPHER FAMILY TRUST	13663 MEADOWBROOK LN	\$0	\$115.00
P18ME0494	GRAND HAVEN DEVELOPMENT GROUP LLC	5001 COPPER CT	\$0	\$245.00
P18ME0496	SIGNATURE LAND DEVELOPMENT CORP	13125 WILDVIEW DR	\$0	\$135.00
P18ME0497	SCHREIBER MARYANN	13091 ACACIA DR	\$0	\$110.00
P18ME0498	CROSS JEFF-SARAH	12378 168TH AVE	\$0	\$220.00
P18ME0499	RIVER HAVEN OPERATING COMPANY LLC	13624 SILVERBROOK DR	\$0	\$80.00
P18ME0500	RIVER HAVEN OPERATING COMPANY LLC	13612 SILVERBROOK DR	\$0	\$80.00
P18ME0501	RIVER HAVEN OPERATING COMPANY LLC	13588 SILVERBROOK DR	\$0	\$80.00
P18ME0502	RIVER HAVEN OPERATING COMPANY LLC	13582 SILVERBROOK DR	\$0	\$80.00
P18ME0503	RIVER HAVEN OPERATING COMPANY LLC	13608 RIVER HAVEN BLVD	\$0	\$80.00
P18ME0504	RIVER HAVEN OPERATING COMPANY LLC	13568 SPRINGBROOK DR	\$0	\$80.00
P18ME0505	RIVER HAVEN OPERATING COMPANY LLC	13648 PINWOOD DR	\$0	\$80.00
P18ME0506	RIVER HAVEN OPERATING COMPANY LLC	13624 PINWOOD DR	\$0	\$80.00
P18ME0507	RIVER HAVEN OPERATING COMPANY LLC	13630 PINWOOD DR	\$0	\$80.00
P18ME0508	RIVER HAVEN OPERATING COMPANY LLC	14457 SILVERBROOK DR	\$0	\$80.00

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		Estimated Cost	Permit Fee
P18ME0509	RIVER HAVEN OPERATING COMPANY LLC13622 WINDING CREEK DR	\$0	\$80.00
P18ME0510	RIVER HAVEN OPERATING COMPANY LLC13334 PINWOOD DR	\$0	\$80.00
P18ME0511	RIVER HAVEN OPERATING COMPANY LLC13342 PINWOOD DR	\$0	\$80.00
P18ME0512	WRIGHT CHAD-JULIE 17021 FOX CHASE CIR PVT	\$0	\$170.00
P18ME0513	WITTKOPP MICHAEL H FR-MICHELE J 14741 WILLIAMS WY	\$0	\$80.00
		\$0	\$6,609.00
		<i>Total Permits For Type:</i>	54

PLUMBING

P18PL0152	OBRIEN SEAN-HANNAH HAYUNG 14685 177TH AVE	\$0	\$75.00
P18PL0153	LUCAS MARK J-KATHLEEN M 12484 LAKESHORE DR	\$0	\$0.00
P18PL0154	EBERHARD DAVID W TRUST 11395 LAKESHORE DR	\$0	\$150.00
P18PL0155	SIGNATURE LAND DEVELOPMENT CORP 13125 WILDVIEW DR	\$0	\$234.00
P18PL0156	SIEREVELD MICHAEL 14522 BRIGHAM DR	\$0	\$229.00
P18PL0157	KOHNKE DALE-CHRISTINE 15140 COLEMAN AVE	\$0	\$115.00
P18PL0158	VANDERLAAN DAVID 15142 WILLOWWOOD CT	\$0	\$260.00
P18PL0159	WEXALL BARBARA TRUST 15331 WINCHESTER CIR PVT	\$0	\$130.00
P18PL0160	SHOEMAKER ROBERT L-TERRI L 10507 LAKESHORE DR	\$0	\$231.00
P18PL0161	ENNENGA TRUST FUND A & B 17025 TIMBER DUNES DR	\$0	\$135.00
P18PL0162	HUBBELL MICHAEL R-TERRI L 15103 GROESBECK ST	\$0	\$75.00
P18PL0163	ANDREWS JUDITH 15630 164TH AVE	\$0	\$115.00
P18PL0164	STEINKE REBECCA-MICHAEL 16825 FILLMORE ST	\$0	\$246.00
P18PL0165	VANDYKE BARRY A-CYNTHIA V 11325 LAKESHORE DR	\$0	\$356.00
		\$0	\$2,351.00
		<i>Total Permits For Type:</i>	14

POOL/SPA/HOT TUB

P18BU0365	SMITH LYNN 14710 177TH AVE	\$1,800	\$42.00
P18BU0385	DEATER THOMAS-ELIZABETH 17299 BEACH RIDGE WY PVT	\$57,650	\$505.70
		\$59,450	\$547.70
		<i>Total Permits For Type:</i>	2

PORTABLE STORAGE UNIT

P18ZL0084	MEIJER INC 15000 US-31 14900	\$0	\$50.00
		\$0	\$50.00
		<i>Total Permits For Type:</i>	1

REPLACEMENT WINDOWS/DOORS

P18BU0403	POTTORFF GERALD D SR-KAREN J 14671 178TH AVE	\$4,360	\$89.25
P18BU0408	RABIDEAU NICHOLAS E-KELLY J 15689 CHARLES CT	\$5,000	\$89.25
P18BU0420	CRUZ ROBERT REVOCABLE TRUST 15868 FERRIS ST	\$7,000	\$120.75
		\$16,360	\$299.25
		<i>Total Permits For Type:</i>	3

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
RE-ROOFING				
P18BU0395	CAMERON CRAIG-PEGGY	15634 MERCURY DR	\$11,430	\$100.00
P18BU0396	BECKERING TERRY W-NINA H	15035 PINE RIDGE RD	\$4,200	\$100.00
P18BU0398	SPIESKE KURT D TRUST	17229 BUCHANAN ST	\$41,470	\$100.00
P18BU0402	GRAND HAVEN CHARTER TWP	15600 COMSTOCK ST	\$3,250	\$0.00
P18BU0405	RIVER HAVEN OPERATING COMPANY LLC	13566 PINWOOD DR	\$4,500	\$100.00
P18BU0411	GOUVEIA VICTOR	15570 164TH AVE	\$2,000	\$100.00
P18BU0413	DUVALL JONATHAN-RENEE	12889 MARIPOSA ST	\$6,840	\$100.00
P18BU0415	KIEFER PATRICIA A	15469 MERCURY DR	\$8,500	\$100.00
P18BU0417	MEZNY MICHIGAN	17195 PIERCE ST	\$3,955	\$100.00
P18BU0421	JOHNSTON RODNEY H	15844 LAKE AVE	\$11,200	\$100.00
P18BU0425	RIVER HAVEN OPERATING COMPANY LLC	13618 PINWOOD DR	\$4,000	\$100.00
P18BU0426	MCCALED GARY J-ERIN L	15874 LAKE AVE	\$13,113	\$100.00
			\$114,458	\$1,100.00
			<i>Total Permits For Type:</i>	<i>12</i>
RE-SIDING				
P18BU0393	THIBDAUE LISA J	14220 CRICKLEWOOD RD	\$3,200	\$100.00
P18BU0409	CHRISTIANSEN KYLE NEIL	15922 CEDAR AVE	\$6,500	\$100.00
P18BU0416	YETZKE STACEY-JOHN	16723 PINE DUNES CT	\$500	\$50.00
			\$10,200	\$250.00
			<i>Total Permits For Type:</i>	<i>3</i>
SHED (<200 SQFT)				
P18ZL0083	WILSON RON W TRUST	9953 HIAWATHA DR	\$9,500	\$25.00
P18ZL0085	MAYSE GARY J-YVONNE J	15375 GRAND OAK RD	\$750	\$25.00
P18ZL0086	CHMELIK TODD J-NAOMI A	16170 VANDEN BERG DR	\$4,500	\$25.00
P18ZL0089	DINGMAN DAVID A	15070 BIGNELL DR 15072	\$900	\$25.00
P18ZL0090	LACOMBE TRAVIS-KELLI THOMPSON	15245 MEADOWWOOD DR	\$5,000	\$25.00
P18ZL0094	DAVIS DESIREE D	15484 LAKE AVE	\$0	\$25.00
			\$20,650	\$150.00
			<i>Total Permits For Type:</i>	<i>6</i>
SINGLE FAMILY DWELLING				
P18BU0381	HENKE TAMARA A-CAMERON	17063 LAKE MICHIGAN DR	\$441,000	\$1,785.65
P18BU0392	VANDYKE BARRY A-CYNTHIA V	11325 LAKESHORE DR	\$1,200,000	\$3,476.35
P18BU0407	STEINKE REBECCA-MICHAEL	16825 FILLMORE ST	\$303,345	\$1,565.15
			\$1,944,345	\$6,827.15
			<i>Total Permits For Type:</i>	<i>3</i>
TEMPORARY SIGN				
P18SG0013	D & G HOLDINGS LLC	14000 172ND AVE	\$172	\$20.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
			\$172	\$20.00
			<i>Total Permits For Type:</i>	<i>1</i>
<hr/>				
VEHICLE SALES				
<hr/>				
P18VS0057	ROSE JOANNE L	14180 168TH AVE	\$0	\$0.00
P18VS0058	SPELDE ROBERT C-LORI L	15118 154TH AVE	\$0	\$0.00
P18VS0059	SPELDE ROBERT C-LORI L	16055 COMSTOCK ST	\$0	\$0.00
P18VS0060	LAVIGNE FAMILY JOINT LIVING TRUST	14766 WILLIAMS WY	\$0	\$0.00
P18VS0061	HENKE TAMARA A-CAMERON	17063 LAKE MICHIGAN DR 17065	\$0	\$0.00
P18VS0062	GRAND HAVEN CUSTOM MOLDING LLC	13800 172ND AVE	\$0	\$0.00
P18VS0063	MILES GARY P-LORIE J	12755 144TH AVE	\$0	\$0.00
P18VS0064	O'BRYAN THOMAS-ANTONIA TRUST	16979 BUCHANAN ST	\$0	\$0.00
			\$0	\$0.00
			<i>Total Permits For Type:</i>	<i>8</i>
<hr/>				
Totals			\$2,725,570	\$33,303.69
			<i>Total Permits In Month:</i>	<i>221</i>
<hr/>				

September Enforcement Letters By Category

All enforcement letters sent the previous month

Type of Enforcement Letter	Number Mailed
FENCE - 1ST NOTICE	1
FENCE - 2ND NOTICE	2
LITTER - 1ST NOTICE	3
PARKED ON GRASS - 1ST NOTICE	2
PERMIT APPLICATIONS-PLEASE COMPLETE	1
SHED - 1ST NOTICE	2
SIGN IN ROW 2ND NOTICE	1
VEHICLE FOR SALE - 1ST NOTICE	2
WORK WITHOUT PERMITS - 2ND NOTICE	1

Total Letters Sent: 15

Letter.DateTimeCreated Between 09/01/2018 AND 0
Letter.LinkFromType = Enforcement

September Open Enforcements By Category Monthly Report

ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0271	13654 148TH AVE	CLOSED	09/11/18	09/17/18	
E18CE0276	15508 COLEMAN AVE	1ST NOTICE OF VIOLATION LETTER	09/13/18		

Total Entries: 2

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0272	13650 148TH AVE	INVESTIGATION ONLY	09/12/18		
E18CE0277	15221 RACHEL CT PVT	RESOLVED	09/13/18	09/17/18	
E18CE0278	14710 177TH AVE	COMPLAINT LOGGED	09/18/18		
E18CE0279	15630 164TH AVE	COMPLAINT LOGGED	09/18/18		
E18CE0284	14679 INDIAN TRAILS DR	1ST NOTICE OF VIOLATION LETTER	09/25/18		

Total Entries: 5

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0267	14465 ANGELUS CIR	VERBAL WARNING	09/05/18		
E18CE0281	18235 SPINDLE RD	VERBAL WARNING	09/19/18		

Total Entries: 2

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0273	15042 BIGNELL DR 15046	CLOSED	09/12/18	09/24/18	
E18CE0274	14110 152ND AVE 14112	CLOSED	09/12/18	09/25/18	

Total Entries: 2

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0280	16116 GARY AVE	1ST NOTICE OF VIOLATION LETTER	09/19/18		

Total Entries: 1

PARKING ON THE GRASS

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

September Open Enforcements By Category Monthly Report

E18CE0269	12140 LAKESHORE DR	CLOSED	09/06/18	09/20/18
E18CE0285	15211 CHANNEL RD	1ST NOTICE OF VIOLATION LETTER	09/26/18	

Total Entries: 2

POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0268	15610 PINE ST	CLOSED	09/05/18	09/24/18	

Total Entries: 1

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0270	LAKESHORE DR	CLOSED	09/07/18	09/12/18	

Total Entries: 1

SIGNS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0275		VERBAL WARNING	09/12/18		

Total Entries: 1

VEHICLE SALES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0282	15848 COMSTOCK ST	CLOSED	09/19/18	09/27/18	
E18CE0283	14880 MERCURY DR	CLOSED	09/20/18	09/27/18	

Total Entries: 2

Enforcement.DateFiled Between 9/1/2018 12:00:00 AM
AND 9/30/2018 11:59:59 PM

Total Records: 19

September Closed Enforcements By Category Monthly Report

ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0210	15070 BIGNELL DR 15072	CLOSED	07/25/18	09/14/18	09/14/2018 OBTAINED PERMIT
E18CE0220	12977 BLACKHAWK AVE	CLOSED	08/02/18	09/04/18	
E18CE0271	13654 148TH AVE	CLOSED	09/11/18	09/17/18	

Total Entries: 3

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E11CE0461	14956 LAKESHORE DR	COMPLAINT LOGGED	12/29/11	09/26/18	
E12CE0071	14880 MERCURY DR	2ND WARNING VIOLATION LETTER	02/13/12	09/27/18	
E18CE0037	15610 PINE ST	CLOSED	02/07/18	09/24/18	
E18CE0218	13650 148TH AVE	CLOSED	08/02/18	09/12/18	
E18CE0219	15382 COLEMAN AVE	CLOSED	08/02/18	09/26/18	
E18CE0277	15221 RACHEL CT PVT	RESOLVED	09/13/18	09/17/18	

Total Entries: 6

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E11CE0437	16127 WINANS ST	EXPIRED - CLOSED BY STAFF	12/16/11	09/13/18	
E18CE0135	14455 MANOR RD	CLOSED	06/05/18	09/04/18	
E18CE0216	14475 ANGELUS CIR	CLOSED	07/31/18	09/20/18	
E18CE0257	14324 172ND AVE	CLOSED	08/28/18	09/12/18	
E18CE0258	17087 HAYES ST	CLOSED	08/28/18	09/13/18	
E18CE0273	15042 BIGNELL DR 15046	CLOSED	09/12/18	09/24/18	
E18CE0274	14110 152ND AVE 14112	CLOSED	09/12/18	09/25/18	

Total Entries: 7

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0212	16787 PIERCE ST	CLOSED	07/25/18	09/13/18	
E18CE0248	11849 CHICKORY DR	CLOSED	08/22/18	09/05/18	
E18CE0252	15581 GROESBECK ST	CLOSED	08/23/18	09/05/18	

September Closed Enforcements By Category Monthly Report

Total Entries: 3

OTHER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0242	14080 172ND AVE	CLOSED	08/15/18	09/12/18	

Total Entries: 1

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0251	14830 177TH AVE	CLOSED	08/22/18	09/05/18	
E18CE0269	12140 LAKESHORE DR	CLOSED	09/06/18	09/20/18	

Total Entries: 2

POOL & HOT TUB/SPA

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0151	15297 COLEMAN AVE	RESOLVED	06/14/18	09/13/18	
E18CE0268	15610 PINE ST	CLOSED	09/05/18	09/24/18	

Total Entries: 2

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0270	LAKESHORE DR	CLOSED	09/07/18	09/12/18	

Total Entries: 1

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0244	15081 DEREMO AVE	CLOSED	08/16/18	09/04/18	
E18CE0253	15159 178TH AVE	CLOSED	08/23/18	09/05/18	
E18CE0254	13172 SIKKEMA DR	CLOSED	08/23/18	09/05/18	
E18CE0260	11609 OAK GROVE RD	CLOSED	08/29/18	09/12/18	
E18CE0261	15349 SADDLEBROOK CT PV	CLOSED	08/29/18	09/12/18	
E18CE0262	14501 BRIGHAM DR	CLOSED	08/29/18	09/12/18	

Total Entries: 6

VEHICLE SALES

September Closed Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E17CE0459	13543 144TH AVE	CLOSED	12/08/17	09/04/18	
E18CE0250	10823 LAKESHORE DR	CLOSED	08/22/18	09/05/18	
E18CE0265	11586 LAKESHORE DR	CLOSED	08/30/18	09/13/18	
E18CE0282	15848 COMSTOCK ST	CLOSED	09/19/18	09/27/18	
E18CE0283	14880 MERCURY DR	CLOSED	09/20/18	09/27/18	
WATER METER REPLACEMENT					Total Entries: 5

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0112	10226 MESIC DR	CLOSED	05/16/18	09/25/18	
					Total Entries: 1

Total Records: 37

Enforcement.DateClosed Between 9/1/2018 12:00:00 AM
AND 9/30/2018 11:59:59 PM

Total Pages: 3

Report Created: 10/02/18