

GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, JANUARY 14, 2019

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 December 10, 2018 Regular Board Minutes
 2. Approve Payment of Invoices in the amount of \$863,180.46 (*A/P checks of \$652,050.96 and payroll of \$211,129.50*)
 3. Approve Appointment of Board of Review Members for Term Ending on 12/31/20 (*i.e., Barbara VanHeest, Debra Yonker-Hecht, Thomas DeJonge, and Alternate Lorie Kiebach*)
- VI. OLD BUSINESS
 1. Second Reading – Recreational Marihuana "Opt-Out" Ordinance
 2. Second Reading – Rezoning – Crossroads Acres – RR to AG
 3. Second Reading – Zoning Text – Accessory Buildings & Miscellaneous
 4. Second Reading – Zoning Text – Prohibit Recreational Marihuana Establishments
 5. Second Reading – Deferred Compensation Ordinance – Restatement of Ordinance
 6. Second Reading – Retirement Plan Ordinance – Restatement of Ordinance
- VII. NEW BUSINESS
 1. Approve Resolution 19-01-01 – Updated Poverty Exemption Policy
 2. Approve Resolution 19-01-02 – Authorized Financial Institutions
 3. First Reading – Sewer Rate Ordinance (*Fee Increase Related to Plant Expansion*)
- VIII. REPORTS AND CORRESPONDENCE
 1. Committee Reports
 2. Manager's Report
 - a. 2018 Task List (*Final Review*)
 - b. December Building Report
 - c. December Enforcement Report
 - d. December DPW Report
 - e. November Legal Review
 3. Others
- IX. EXTENDED PUBLIC COMMENTS/QUESTIONS ON NON-AGENDA ITEMS ONLY (*LIMITED TO THREE MINUTES, PLEASE.*)
- X. ADJOURNMENT

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

**GRAND HAVEN CHARTER TOWNSHIP BOARD
MONDAY, DECEMBER 10, 2018**

WORK SESSION – 5:30 p.m.

1. **Motion** by Clerk Larsen supported by Trustee Behm to enter closed session at 5:30 p.m. for the purpose of conducting the superintendent’s annual performance evaluation pursuant to the Open Meetings Act and the Superintendent’s request. **Which motion carried,** pursuant to the following roll call vote:

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

Nays:

Absent: Gignac

Gignac entered the meeting at 5:52 p.m.

Motion by Clerk Larsen supported by Trustee Redick to exit the closed session at 6:27 p.m. **Which motion carried.**

REGULAR MEETING

I. CALL TO ORDER

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

II. PLEDGE TO THE FLAG

III. ROLL CALL

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

Board members absent:

Also, present were Manager Cargo, Human Resources Director Dumbrell, and Community Development Director Fedewa.

IV. APPROVAL OF MEETING AGENDA

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

V. APPROVAL OF CONSENT AGENDA

1. Approve November 26, 2018 Regular Board Minutes
2. Approve Payment of Invoices in the amount of \$399,271.55 (*A/P checks of \$277,615.53 and payroll of \$121,656.02*)
3. Approve 2018 Board Meeting Dates
4. Approve Engineering Agreement for 2019 DDA Project (*Robbins Road*)
5. Approve the Sale of Surplus Fire Equipment (*2006 Suburban*)

Motion by Clerk Larsen and seconded by Treasurer Kieft to approve the items listed on

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

VI. PUBLIC HEARING

Supervisor Reenders opened the public hearing at 7:02 p.m. on amendments to the Township's portion of the Regional Parks and Recreation Plan in Northwest Ottawa County, 2015 through 2019.

- Community Development Director Fedewa explained the proposed amendments to the plan.
- Trustee Redick noted that if a future agreement regarding the Schmidt Heritage Park is approved, that the proposed park could be developed for active recreational uses rather than developing Hofma Park.

Supervisor Reenders closed the public hearing at 7:05 p.m.

VII. OLD BUSINESS

1. **Motion** by Treasurer Kieft supported by Trustee Redick to approve and adopt Resolution 18-12-01 which amends the Township Parks and Recreation Plan. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

2. **Motion** by Trustee Meeusen supported by Trustee Behm to approve and adopt the "Opt-Out" ordinance that prohibits commercial establishments that produce or transport or sell marihuana and prohibits the consumption of marihuana in public places within the Township's municipal boundaries. This is the second reading. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

3. **Motion** by Clerk Larsen supported by Trustee Redick to approve and adopt the Zoning Map Amendment Ordinance concerning the rezoning of 11101 144th Avenue from Rural Residential (RR) to Agricultural (AG). This is the second reading. **Which motion carried** pursuant to the following roll call vote:

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

Nays:

Absent:

4. **Motion** by Trustee Redick supported by Clerk Larsen to return the proposed Zoning Ordinance Accessory Building text amendment to the Planning Commission for their review and recommendation regarding the elimination of overhangs being used within the calculation of setbacks. **Which motion carried** pursuant to the following roll call vote:

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

Nays: Reenders

Absent:

VIII. NEW BUSINESS

1. **Motion** by Trustee Redick supported by Trustee Gignac to present and postpone the Zoning Text Amendment Ordinance (draft date 11/28/18) to add the Prohibition of Recreational Marihuana Establishments to the General Provisions Chapter. Further action will be postponed until January 14th when it will be considered for adoption. This is a first reading. **Which motion carried.**
2. **Motion** by Clerk Larsen supported by Trustee Meeusen to postpone further consideration of the proposed ordinance that restates the Township's Defined Contribution Pension Plan Ordinance until the January 14th Board meeting. This is a first reading. **Which motion carried.**
3. **Motion** by Treasurer Kieft supported by Trustee Meeusen to postpone further consideration of the proposed ordinance that restates the Township's Deferred Compensation Agreement Ordinance until the January 14th Board meeting. This is a first reading. **Which motion carried.**
4. **Motion** by Trustee Meeusen supported by Trustee Gignac to approve and adopt Resolution 18-12-02 that adopts the final December budget amendments for Fiscal Year 2018. **Which motion carried** pursuant to the following roll call vote:
Ayes: Meeusen, Behm, Larsen, Kieft, Redick, Gignac, Reenders
Nays:
Absent:
5. **Motion** by Clerk Larsen supported by Trustee Meeusen to approve and adopt Resolution 18-12-03 which amends the Planning and Zoning Fee Schedule. **Which motion carried** pursuant to the following roll call vote:
Ayes: Reenders, Kieft, Behm, Meeusen, Larsen, Redick, Gignac
Nays:
Absent:
6. **Motion** by Treasurer Kieft supported by Clerk Larsen to approve and adopt Resolution 18-12-04 approving a two-year license agreement with Potluck Pick-up for waste collection and hauling services in Grand Haven Charter Township pursuant to the provisions contained within their application. **Which motion carried** pursuant to the following roll call vote:
Ayes: Redick, Meeusen, Kieft, Gignac, Larsen, Reenders, Behm
Nays:
Absent:
7. **Motion** by Trustee Gignac supported by Trustee Behm to approve he proposed collective bargaining agreement (dates 11/26/2018) that will be effective January 1, 2019 between Grand Haven Charter Township and Local 4475 of the International Association of Firefighters, AFL-CIO and to authorize the Supervisor and Clerk to execute the agreement. **Which motion carried.**

IX. REPORTS AND CORESPONDENCE

- a. Correspondence was reviewed
- b. Committee Reports
- c. Manager's Report, which included:
 - i. November Building Report
 - ii. November Ordinance Enforcement Report
 - iii. November Public Services Report
 - iv. October Legal Review
- d. Others

X. PUBLIC COMMENTS

1. Ross B. Kittleman (*18189 Forest Drive*) opined that the Township should be involved in the enforcement of deed restrictions and subdivision controls. Currently, local municipalities treat these as private agreements that must be enforced by the residents covered by the restrictions/controls and local municipalities neither track nor consider these private agreements when making development or zoning decisions.

XII. ADJOURNMENT

Motion by Clerk Larsen and seconded by Trustee Behm to adjourn the meeting at 7:59 p.m. **Which motion carried.**

Respectfully Submitted,

Laurie Larsen
Grand Haven Charter Township Clerk

Mark Reenders
Grand Haven Charter Township Supervisor



Assessing Memo

DATE: January 9, 2019

TO: Grand Haven Township Board

FROM: Roger Schmidt

RE: Appointment of Board of Review Members

The General Property Tax Act requires that real and personal property be assessed annually in each township or city by a certified assessor. The act also creates a board of local citizens known as the “Board of Review” to examine and review these assessments. The Board of Review meets to listen to taxpayers who wish to protest their assessment and grant them relief if such action is appropriate. This review board also has limited power to grant exemptions for principle residence property, qualified agricultural property, disabled veteran’s property, poverty exemptions, correct errs and mutual mistakes of fact.

Members of this Board of Review are required to be electors of the township and two-thirds of the members must be taxpayers of the township. The Board of Review has three members and up to two alternants may be appointed. The Township Board appoints the Board of Review members to two-year terms starting on January 1st on each odd-numbered year and ending the next odd numbered year.

Given the above information, it is once again necessary to make these appointments. The following individuals would like to serve on the Board of Review.

Barbara VanHeest resides at 14887 Riverside Trail served as chairperson for 2018

Debra Yonker-Hecht resides at 11670 Loggers Trail, serving since 2016

Thomas DeJonge resides at 14954 Riverside Trail, serving since 2018

Alternate-Lorie Kiebach resides at 10500 158th Ave seeking 1st appointment

Therefore, if the Board concurs, the following motion may be offered for consideration

Move to approve the appointments of Barbara VanHeest, Debra Yonker-Hecht, Thomas DeJonge, and Alternate Lorie Kiebach to the Grand Haven

Charter Township Board of Review beginning January 1st, 2019 and ending December 31, 2020.

SUPERINTENDENT'S MEMO

DATE: November 29, 2018

TO: Township Board

FROM: Cargo

SUBJECT: Opt-Out Ordinance Regarding Commercialization of Recreational Marijuana

Proposal 1 – or what is now known as the Michigan Regulation and Taxation of Marihuana Act (MRTMA) – was approved by voters within the State of Michigan with about 57% of the vote. However, it is noted that the ballot measure failed in both Ottawa County (*with 57.6% voting “No”*) and in Grand Haven Charter Township (*with 51.2% voting “No”*).

Pursuant to direction from the Township Board, attached please find an ordinance from the Township's legal firm (*i.e., Dickinson Wright*) that will allow the Township to “opt out” of the commercialization of marijuana by prohibiting marihuana establishments as defined under the Michigan Regulation and Taxation of Marihuana Act. (*A second zoning ordinance amendment that repeats the prohibition of marihuana facilities will have a public hearing by the Planning Commission on Monday, December 3rd.*)

It is important to understand both what the “Opt-Out” ordinance prohibits and, also, what it does not prohibit. Specifically, the “Opt-Out” ordinance DOES NOT:

1. Prohibit Individual Cultivation or Possession of Marihuana. The ordinance does not prohibit individual cultivation (*up to 12 plants within their home*) or possession (*up to 2.5 ounces outside of home and 10 ounces within their home*) of marihuana by people 21 years of age and older.
2. Prohibit Sale of Marihuana Accessories.
3. Prohibit Individual Use on Private Property. The Township cannot prohibit use by a person 21 years of age and older within that person’s property and cannot prohibit use of marihuana on private property where the owner, occupier or manager has not prohibited its use – and that is not accessible to people under 21 years of age. For example, a hookah lounge that sells marihuana accessories, as noted above in 2, but is not licensed to sell marihuana, would, as long as the business is restricted to people 21 years of age and older, be able to allow people to bring and use personal supplies of marihuana.

4. Prevent the Transfer of Marihuana. Residents may transfer marihuana – without remuneration – up to 2.5 ounces of marihuana and not more than 15 grams of marihuana concentrate to a person 21 years of age or older as long as the transfer is not advertised or promoted to the public (*e.g., friend to friend*).
5. Prohibit Transportation of Marihuana. The Township cannot prohibit the transport of marihuana through the Township – regardless of whether the Township completely prohibits recreational marihuana establishments from locating in the Township.

The “Opt-Out” Ordinance DOES:

1. Completely Prohibit the Commercialization of Marihuana within the Township. By adopting the “Opt-Out” ordinance, the Board is completely prohibiting **commercial** establishments that produce or transport or sell marihuana within the Township’s municipal boundaries.
2. Disqualify the Township from any Marihuana Revenues Distributed by the State. Approximately 15% of the 10% excise tax on marihuana sales will be distributed to local units that allow commercial marijuana establishments. For example, if a retail marihuana store had \$5 million of sales, the Township would qualify for about \$75,000 of revenues and a licensing fee of not more than \$5,000. The \$80,000 maximum revenues in this example represents about **6/10ths of 1%** of current gross Township revenues.

And finally, petition signatures of qualified electors of the Township in an amount greater than 5% of votes cast for governor in the most recent gubernatorial election could initiate a referendum to over-ride this “Opt-Out” ordinance and provide for marihuana establishments within the Township.

To proceed with the adoption of the “Opt-Out” ordinance, the following motion can be offered – which requires a roll call vote:

Move to approve and adopt the “Opt-Out” ordinance that prohibits commercial establishments that produce or transport or sell marihuana and prohibits the consumption of marihuana in public places within the Township’s municipal boundaries. This is the second reading.

Please contact me if you have any questions or comments prior to the meeting.

35.0650

**DRUG PARAPHERNALIA AMENDMENT
AND MARIHUANA REGULATION ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**

An Ordinance to amend the Drug Paraphernalia Ordinance; to prohibit marihuana establishments; to prohibit the sale and consumption of marihuana in public places; to prescribe penalties for the violation of this Ordinance; and to provide for an effective date of this Ordinance.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY,
MICHIGAN ORDAINS:

35.0651

Sec. 1 DRUG PARAPHERNALIA ORDINANCE AMENDMENT

The Township's Drug Paraphernalia Ordinance is repealed to the extent it is preempted by the Michigan Regulation and Taxation of Marihuana Act (the "MRTMA").

35.0652

Sec. 2 PROHIBITION OF MARIHUANA ESTABLISHMENTS

1. Pursuant to the provisions of Section 6.1 of the MRTMA, marihuana establishments, as defined by the MRTMA, are completely prohibited within the boundaries of the Township.
2. Any applicant for a state or local license to establish a marihuana establishment, as defined by the MRTMA, within the boundaries of the Township shall be deemed to be not in compliance with this Ordinance.
3. This Section does not supersede rights and obligations with respect to the transportation of marihuana through the Township to the extent provided by the MRTMA and does not supersede rights and obligations under Michigan law.

35.0653

**Sec. 3 PROHIBITION ON SALE AND CONSUMPTION OF
MARIHUANA IN PUBLIC PLACES**

1. In conformance with Sections 4.1(e) and 6.2(b) of the MRTMA, the sale or consumption of marihuana in any form and the sale or display of marihuana accessories, as defined by the MRTMA, is prohibited in any public places within the boundaries of the Township.
2. Any person who violates any of the provisions of this Section shall be responsible for a municipal civil infraction punishable by a civil fine of \$500, plus court-imposed costs.

3. This Section does not supersede rights and obligations with respect to the transfer and consumption of marihuana on private property to the extent authorized by the person who owns, occupies, or operates such property, as provided in and authorized by the MRTMA, and does not supersede rights and obligations with respect to the use of marihuana for medical purposes as provided by any law of the State of Michigan allowing for or regulating marihuana for medical use.

35.0654 Sec. 4 SEVERABILITY

This Ordinance and its various parts, sections, subsections, sentences, phrases, and clauses are declared to be severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a Court of competent jurisdiction, the remainder of the Ordinance shall not be affected. The captions included at the beginning of each section are for convenience only and shall not be considered a part of this Ordinance.

35.0655 Sec. 5 REPEAL

All resolutions, ordinances, orders, or parts of any of them in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, repealed.

35.0656 Sec. 6 ADMINISTRATIVE LIABILITY

No officer, agent, or employee of the Township or member of the Township Board shall be personally liable for any damage which may occur to any person or entity as a result of any act or decision performed in the discharge of duties and responsibilities pursuant to this Ordinance.

35.0657 Sec. 7 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on December 10, 2018, after introduction and a first reading on November 26, 2018, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 201__.

Mark Reenders,
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Drug Paraphernalia Amendment and Marihuana

Regulation Ordinance was adopted at a regular meeting of the Township Board held on December 10, 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. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 201__.

Laurie Larsen, Clerk
Grand Haven Charter Township



Community Development Memo

DATE: ~~December 4, 2018~~ January 10, 2019
 TO: Township Board
 FROM: Stacey Fedewa, AICP – Community Development Director
 RE: Crossroads Acres – Rezoning Application – RR to AG

BACKGROUND

The applicant, Dave Reenders, of Crossroads Acres LLC, requests to rezone his 40-acre parcel, 11101 144th Avenue (70-07-25-200-017), from Rural Residential (RR) to Agricultural (AG). The property has been an active blueberry farm for many years, and the applicant needs to construct additional buildings, some for migrant housing, and that is only permissible within the AG district. **The Planning Commission recommended the Board approve** the application on November 19th and the Board held a first reading on November 26th.

The rezoning application was tested against the “Three C’s” evaluation method.

COMPATIBILITY

*Is the proposed rezoning **compatible** with the existing developments or zoning in the surrounding area?*

The adjacent zoning is:

Direction	Current Zoning	Existing Use
North	R-2	Single Family
South	AG	Agriculture
East*	A-1	Single Family & Vacant
West	AG	Agriculture

* Robinson Township Zoning



The 2016 Future Land Use Map has master-planned the subject parcel for Agricultural Preservation (AP), which aligns with the applicant’s proposal.

CONSISTENCY

*Is the proposed rezoning **consistent** with the goals and objectives of the Master Plan and does it coincide with the Future Land Use Map in terms of an appropriate use of the land?*

The Statement of Purpose for the AG district:

- The AG Agricultural District is designed for those open areas of the Township where farming, dairying, forestry operations and other rural type activities exist and should be preserved or encouraged. Large vacant areas, fallow land and wooded areas may also be included. Although the demand for other uses in these districts may ultimately outweigh their use as zoned, any such zoning changes should be made cautiously with the realization that adequate food supply is essential to the health and welfare of the Township, County, State, and Nation. This district is not intended to be used for residential housing; although some residential housing is allowed, it is permitted when subordinate to some other agricultural use which is being conducted on the parcel or lot.



CAPABILITY

*Does the proposed rezoning require an extension of public sewer and water, roadway improvements, or enhanced fire and police protection, and if so, is it in an area **capable** of being provided with such services?*

Parcels in AG are not intended to have public utilities or paved roads. The north property line does abut a paved trunkline, but the main entrance for the farm operation is on 144th Avenue, which is unpaved.

SAMPLE MOTION

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

Motion to approve the Zoning Map Amendment Ordinance concerning the rezoning of 11101 144th Avenue from Rural Residential (RR) to Agricultural (AG).
This is the second reading.

Please contact me if this raises questions.



GRAND HAVEN CHARTER TOWNSHIP

Community Development Memo

DATE: January 10, 2019
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Text Amendment – Accessory Buildings & Special Land Use Chapter

BACKGROUND

The following schedule identifies the history of this proposed text amendment:

- October 15th Planning Commission recommends approval
- October 22nd Board approved size ↑ for accessory buildings; requested more info from PC
- November 19th PC reviews questions from Board, makes revisions, and recommends approval
- November 26th Board held a first reading
- December 10th Board requested the PC review the setback measurements again
- January 7th PC considers the method of measuring setbacks again, recommends approval
- January 14th Board to review feedback from Planning Commission

MEASURING SETBACKS FOR ACCESSORY BUILDINGS

On January 7th the Planning Commission engaged in a thoughtful discussion on which method of measuring setbacks for accessory buildings was best.

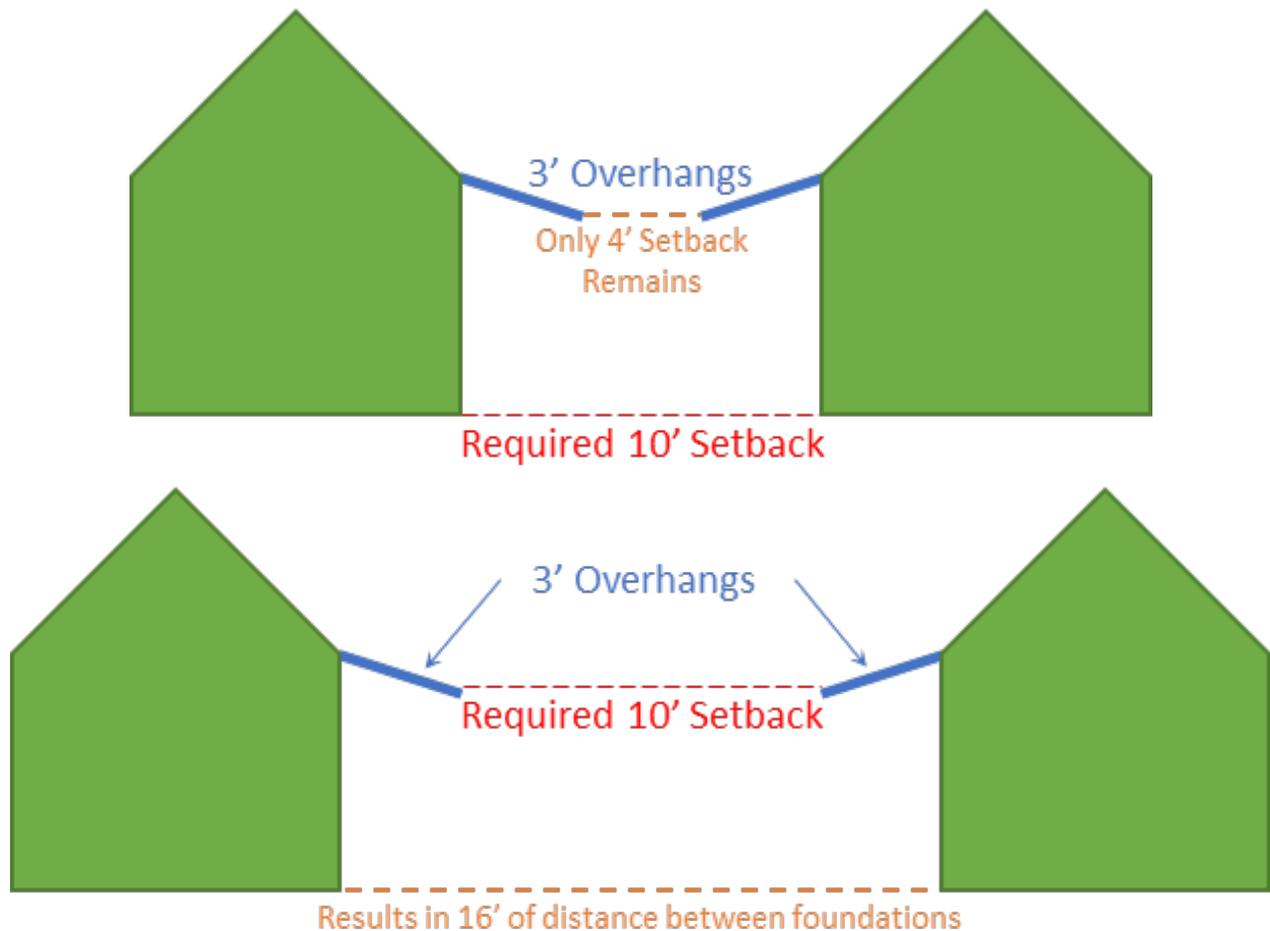
Proposed Method = lot line/structure to foundation

Current Method = lot line/structure to farthest projection of the building, typically the eave

The **crux of the issue has to do with the possibility of having two accessory buildings near each other with each utilizing their 3' overhang allowance**. For example, the foundations would still be setback 10' but when the overhangs are incorporated there is only 4' of distance that remains between the overhangs.

However, if the current method of measurement is maintained the setback would incorporate the overhangs into the setback.

The next page provides an illustration showing the two different scenarios.



The Planning Commission considered—aesthetics; juxtaposition compared to adjacent property; storage of “junk;” potential for connecting the two buildings; building code requirements for fire separation; preference of the fire marshal; and how successful the composition would be in residents’ rear yards.

After all that consideration, a motion to recommend approval was passed by an 8-9 vote (*Kieft dissented*). With the majority voting in favor of **recommending the setbacks be measured to the foundation**, knowing there is a possibility of two buildings being that close together.

SAMPLE MOTION

If the Board supports the proposed text amendment, the following motion can be offered:

Motion to approve the Zoning Text Amendment Ordinance (*draft date 11/20/18*) to replace the Accessory Buildings and Structure section of the General Provisions Chapter, and the Enlargement or Increase or Extension of a Non-Conforming Use in the Special Land Use Chapter. **This is the second reading.**

Please contact me if this raises questions.

ORDINANCE NO. ____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, CONCERNING ACCESSORY BUILDINGS AND STRUCTURES STANDARDS IN THE GENERAL PROVISIONS CHAPTER; AMENDING THE ENLARGEMENT OR INCREASE OR EXTENSION OF A NON-CONFORMING USE IN THE SPECIAL LAND USE CHAPTER; AND BY PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. General Provisions Chapter – Accessory Buildings and Structures. Section 20.03 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

SECTION 20.03 ACCESSORY BUILDINGS AND STRUCTURES

1. **Prohibited Accessory Buildings and Structures.** The following shall not be used as an accessory structure on any residential lot:
 - A. Shipping containers, include semi-trailers;
 - B. Manufactured mobile homes;
 - C. Inoperable vehicles;
 - D. Boats or other watercraft; and
 - E. Recreational Vehicles (RVs)/motor homes/travel trailers.

2. **Exempt Accessory Buildings and Structures.** The following accessory structures shall be exempt from the regulations of this section, except for the regulations listed below.
 - A. **Childhood Amenities.** Playground equipment, treehouses, lemonade stands, playhouses, and other similar amenities shall be exempt from this section, except they must be setback at least three (3) feet from all side and rear lot lines.

- B. **Structures without Walls.** Gazebos, pergolas, and other permanent structures without walls shall be exempt from this section, except they must maintain the required setbacks for accessory structures.
- C. **Elevated Walkways.** Elevated walkways that meet the standards of the Michigan Department of Environmental Quality to be constructed in a Critical Dune Area, High Risk Erosion Area, regulated Wetland, or regulated Floodplain shall be exempt from this section.

3. **Accessory Buildings and Structures.**

- A. **Zoning Districts.** Accessory buildings and structures may be erected in any zoning district only as an accessory to an existing principal building (which includes being built simultaneously with the construction of the principal building).
- B. **Principal Building Requirement.** Accessory buildings and structures may not be constructed, or if constructed may not remain, on a lot without a principal building. The Zoning Administrator shall have the authority to grant a temporary exception to this prohibition, subject to reasonable conditions, if the Zoning Administrator finds the temporary exception is consistent with the purposes of this Ordinance, as described in Section 1.02.
- C. **Elements of the Principal Buildings.** All buildings and portions of buildings connected to the principal building shall be considered an element of the principal building (e.g., an attached garage), and shall therefore comply in all respects with the requirements of this Ordinance that apply to the permitted principal building, including but not limited to setback requirements, unless specifically stated to the contrary herein. The term “connected” shall mean the space shares a common wall with the principal building, or is connected by an enclosed breezeway.
- D. **Permitted Uses.** Permitted uses of residential accessory buildings include storage of utility trailers, personal vehicles, recreation vehicles or equipment, yard maintenance equipment and machinery; or greenhouses or workshops for personal use, enjoyment, and pleasure of the residents of the dwelling unit.
- E. **Residential Purposes.** All uses for residential accessory buildings and structures must be accessory to the use of the dwelling unit.
- F. **Number of Accessory Buildings and Structures.** The number of accessory buildings shall comply with the table below.

Lot Area in Acres	Maximum Number
Less than one (1) acre	2
One (1) acre, but less than ten (10) acres	3
Ten (10) acres, but less than twenty (20) acres	4
Every additional ten (10) acres	1 per 10 acres

- G. **Size Requirements.** The total floor area (defined below) of the allowed residential accessory building(s) shall be dependent on the lot area, as outlined in the table below.

Lot Area in Acres	Maximum Total Floor Area of the Allowed Accessory Building
Less than one-half (½) acre	600 square feet
One-half (½) acre, but less than one (1) acre	1,000 square feet
One (1) acre, but less than two (2) acres	1,500 square feet
Two (2) acres, but less than five (5) acres	2,000 square feet
Five (5) acres, but less than ten (10) acres	2,500 square feet
Ten (10) acres, but less than fifteen (15) acres	3,000 square feet
Fifteen (15) acres, but less than twenty (20) acres	3,500 square feet
Twenty (20) acres or more	4,000 square feet
Every additional five acres:	2,000 additional square feet

The term “total floor area” as used in this subsection means the sum total useable floor area of the ground floor of all residential accessory buildings situated or permitted on a lot. Total floor area also includes the area under an attached lean-to structure, or roof overhang greater than three (3) feet, or other similar sheltered area.

- H. **Height Restrictions.** An accessory building can be up to twenty-four (24) feet in height, or the height of the principal building, whichever is greater. See Section 2.03 – Building Height, for measurement method.

I. Setbacks.

- 1) Setbacks shall be measured from the foundation of the accessory building or structure. A cantilever or overhang may extend no more than three (3) feet into the required setback.
- 2) Accessory buildings and structures shall be setback in accordance with the following table:

Accessory Building or Structure Area (interior sqft)	SETBACKS			
	Principal Building	Side Lot Line	Rear Lot Line	Other Accessory Structure(s)
200 or less	5 feet	5 feet	5 feet	5 feet
201 – 600	10 feet	10 feet	10 feet	10 feet
601 – 2,000	15 feet	15 feet	15 feet	15 feet
2,001 or more	25 feet	25 feet	25 feet	25 feet
Shall be setback at least twenty-five (25) feet from any road right-of-way				

J. Location Requirements.

- a. Accessory buildings and structures are not permitted in the front yard, or any required side yard.
- b. Accessory buildings and structures shall not occupy more than twenty-five (25%) percent of the rear yard.

2. Non-residential Accessory Buildings and Structures.

- A. **Zoning Districts.** Non-residential accessory buildings and structures may be erected in any non-residential zoning district only as an accessory to an existing principal building (which includes being built simultaneously with the construction of the principal building).
- B. **Principal Building Requirement.** Accessory buildings and structures may not be constructed, or if constructed may not remain, on a lot without a principal building.
- C. **Elements of the Principal Building.** If the function of an accessory building is integrated into the permitted principal building, the space

shall comply in all respects with the requirements of this ordinance that apply to the permitted principal building, including but not limited to setback requirements, unless specifically stated to the contrary herein.

D. Size Requirements.

- 1) The term “total floor area” as used in this subsection, means the total useable floor area of the ground floor of all accessory buildings situated or permitted on a lot.
- 2) The total floor area occupied by the accessory buildings may exceed the gross floor area of the principal building on the lot.

E. Height Restrictions. No accessory building or structure shall exceed the building height for principal buildings in the district in which it is located.

F. Location Requirements.

- 1) Except for canopy roofs, as defined in this Ordinance, accessory buildings or structures are not allowed in any front yard or any required side yard.
- 2) Accessory buildings and structures shall not occupy more than twenty-five percent (25%) of the rear yard.

G. Setbacks.

- 1) Setbacks shall be measured from the foundation of the accessory building or structure. A cantilever or overhang may extend no more than three (3) feet into the required setback.
- 2) Accessory buildings shall comply with the setbacks of the underlying zoning district.
- 3) An accessory building shall be setback at least:
 - a) Twenty-five (25) feet from the principal building.
 - b) Eighteen (18) feet from another accessory building.

H. Canopy roofs.

- 1) Canopy roofs such as those for gas pump islands accessory to automobile service stations and other uses, drive-in restaurants, banks, and other similar uses shall be permitted to encroach into any required yard, provided that a minimum setback of fifteen (15) feet is maintained from any property line.
- 2) The height of the canopy roof shall not exceed fourteen (14) feet and shall be open on all sides.
- 3) The colors and design of the canopy shall be compatible with the principal building on the lot.
- 4) Lighting on, or within, the canopy shall comply with the requirements of Chapter 20A of this Ordinance.
- 5) Signs on the canopy shall comply with the wall sign provisions of Chapter 24 of this Ordinance. (amend. by ord. no. 514 eff. November 4, 2012)

Section 2. Special Land Uses Chapter – Enlargement or Increase or Extension of a Non-Conforming Use. Section 19.07.46 of the Grand Haven Charter Township Zoning Ordinance shall be restated in its entirety as follows.

SECTION 19.07 SPECIAL LAND USE SPECIFIC REQUIREMENTS

46. Enlargement or Increase or Extension of a Non-Conforming Use.
- A. The enlargement or increase or extension is reasonable based upon a consideration of the area of the original non-conforming use.
 - B. The enlargement or increase or extension shall not substantially interfere with the use of other properties in the surrounding neighborhood for the uses for which they have been zoned, or with the use of such other properties in compliance with the provisions of this Ordinance.
 - C. The enlargement, increase or extension shall not significantly compromise the ability of the Township to effectuate the goals and purposes of its Master Plan. The Planning Commission shall consider the extent of the incompatibility of the enlargement, increase or extension with the Master Plan and shall, if it grants an enlargement, increase or extension at all, use the extent of the incompatibility for determining the percentage of allowable

enlargement, increase or extension. A correspondingly lesser percentage of enlargement, increase or extension may be granted when the extent of incompatibility is greater. A correspondingly greater percentage of enlargement, increase or extension may be granted (but no more than 25 percent) when the extent of incompatibility is less. (amend. by ord. no. 377 eff. June 21, 2003)

D. Non-Conforming Uses Lawfully Approved Under Previous Ordinance.

- 1) Applicant shall demonstrate the proposed enlargement, increase, or extension was lawfully approved under a prior ordinance.
- 2) Applicant shall demonstrate that ownership in the real property has been retained since the original application was approved.
- 3) The non-conforming use made part of the application shall be in existence and still present on the original parcel of land.
- 4) Applicant shall demonstrate that no other feasible alternatives exist on the subject property to obtain the highest and best use.
- 5) Planning Commission shall consider the cohesiveness with the surrounding area, subsections B and C above, and shall have discretion to increase the percentage allowed to enlarge, increase, or extend the non-conforming use, beyond twenty-five (25%) percent, notwithstanding the limits in Section 25.01.1.A of this Ordinance.

Section 3. Effective Date. This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on _____, 2018, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on _____, 2018, and after posting and publication following such first reading as required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 2018, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the *Grand Haven Tribune*, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders, Township Supervisor

Laurie Larsen, Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the 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. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 2018.

Laurie Larsen, Clerk
Grand Haven Charter Township



Community Development Memo

DATE: January 10, 2019
TO: Township Board
FROM: Stacey Fedewa, AICP – Community Development Director
RE: Text Amendment – Prohibit Recreational Marihuana Establishments

BACKGROUND

Per the Board's directive—prohibiting recreational marihuana establishments—on December 3rd the **Planning Commission adopted a motion recommending the Board approve** the zoning text amendment. The Board held a first reading on December 10th.

The proposed text amendment is enclosed for review.

SAMPLE MOTION

Motion to approve the Zoning Text Amendment Ordinance (*draft date 11/28/18*) to add the Prohibition of Recreational Marihuana Establishments to the General Provisions Chapter. **This is the second reading.**

Please contact me if this raises questions.

ORDINANCE NO. _____

ZONING TEXT AMENDMENT ORDINANCE

AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF GRAND HAVEN CHARTER TOWNSHIP, OTTAWA COUNTY, MICHIGAN, BY ADDING A NEW SECTION TO THE GENERAL PROVISIONS CHAPTER TO PROHIBIT RECREATIONAL MARIHUANA ESTABLISHMENTS; AND BY PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1. General Provisions Chapter – Marihuana Establishments. Section 20.26, “Prohibition of Recreational Marihuana Establishments,” is added to Chapter 20 of the Grand Haven Charter Township Zoning Ordinance to state in its entirety as follows:

SECTION 20.26 PROHIBITION OF RECREATIONAL MARIHUANA ESTABLISHMENTS

1. Marihuana establishments, as authorized by, and defined in, the Michigan Regulation and Taxation of Marihuana Act (“MRTMA”), are prohibited in all zoning districts, and shall not be permitted as home occupations under this Ordinance.
2. No use that constitutes or purports to be a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer, marihuana secure transporter, or any other type of marihuana related business authorized by the MRTMA, that was engaged in prior to the enactment of this Section in the Ordinance, shall be deemed to have been a legally established use under this Ordinance; that use shall not be entitled to claim legal nonconforming status.
3. This Section does not supersede rights and obligations with respect to the transportation of marihuana by marihuana secure transporters through the Township to the extent provided by the MRTMA, and does not supersede rights and regulations with respect to medical marihuana facilities established pursuant to the Michigan Medical Marihuana Act.

Section 2. Effective Date. This amendment to the Grand Haven Charter Township Zoning Ordinance was approved and adopted by the Township Board of Grand Haven Charter Township, Ottawa County, Michigan on January 14, 2019, after a public hearing as required pursuant to Michigan Act 110 of 2006, as amended; after introduction and a first reading on December 10, 2018, and after posting and publication following such first reading as required by Michigan Act

359 of 1947, as amended. This Ordinance shall be effective on _____, 2019, which date is the eighth day after publication of a Notice of Adoption and Posting of the Zoning Text Amendment Ordinance in the *Grand Haven Tribune*, as required by Section 401 of Act 110, as amended. However, this effective date shall be extended as necessary to comply with the requirements of Section 402 of Act 110, as amended.

Mark Reenders,
Township Supervisor

Laurie Larsen,
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Grand Haven Charter Township Zoning Text Amendment Ordinance was adopted at a regular meeting of the Township Board held on January 14, 2019. 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. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on January 18, 2019.

Laurie Larsen, Clerk
Grand Haven Charter Township

MANAGER'S MEMO

DATE: January 8, 2018

TO: Township Board

FROM: Bill Cargo

SUBJECT: Re-Stated Ordinances – Pension Plan and Deferred Compensation Agreement

Grand Haven Charter Township has two ordinances that relate to employees and retirement (*i.e., Ordinance 7 from 1975 and Ordinance 45 from 1981*).

When the Township changed to the Michigan Employees' Retirement System (MERS) during 2017 for both the full-time employees' defined contribution pension plan and the deferred compensation program, both of these ordinances should have been updated. This oversight was noticed during the collective bargaining process with the local IAFF.

Both of the attached drafts restate their respective ordinances and make no changes to the MERS plans previously approved by this Board. Further both proposed ordinances are now worded so that revisions can be approved to their respective adoption agreement and participation agreement without an ordinance amendment being necessary.

To proceed with the adoption of these re-stated ordinances, the following two (2) motions can be offered as a second reading: (*Both will require a roll call vote.*)

Motion to approve and adopt proposed ordinance that restates the Township's Defined Contribution Pension Plan Ordinance. This is a second reading.

Motion to approve and adopt the proposed ordinance that restates the Township's Deferred Compensation Agreement Ordinance. This is a second reading.

Please contact me if you have any questions or comments prior to the Board meeting.

12.0500

**DEFERRED COMPENSATION AGREEMENT
RESTATEMENT ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**
ord. no. _____ eff. _____

An Ordinance to restate and replace in its entirety Ordinance No. 45, effective August 13, 1981, and to create and establish a MERS 457 Program through the Municipal Employees' Retirement System (MERS) of Michigan for eligible employees of the Charter Township of Grand Haven and to authorize the Township Superintendent to enter into an agreement in the name of the Township for the plan; and to repeal all ordinances or parts of ordinances in conflict with this Ordinance.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY,
MICHIGAN ORDAINS:

12.0501

Sec. 1 TITLE

This Ordinance shall be titled for convenience as the "Grand Haven Charter Township Deferred Compensation Agreement Restatement Ordinance."

12.0502

Sec. 2 NON-QUALIFIED DEFERRED COMPENSATION PLAN

The Township by this Ordinance confirms the termination of the deferred compensation plan established by Ordinance No. 45, and further confirms the establishment of a MERS 457 Program (the "New Plan") through the MERS 457 Participation Agreement (the "Agreement"), currently effective May 1, 2017 but as subsequently amended by the Township and accepted by MERS. The Township authorizes the Township Superintendent to contract, in the name of the Township subject to the approval of the Township Board, as required to terminate the plan established by Ordinance No. 45, to establish the New Plan, and to amend the New Plan.

12.0503

Sec. 3 NEW PLAN DETAILS

The details of the New Plan shall be set forth in the Agreement, as amended from time to time.

12.0504

Sec. 4 REPEAL

All resolutions, ordinances, orders, or parts of any of them in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, repealed.

12.0505

Sec. 5 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _____, 201__, after introduction and a first reading on

_____, 201__, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 201__.

Mark Reenders
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Deferred Compensation Agreement Restatement Ordinance was adopted at a regular meeting of the Township Board held on _____, 201__. 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. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 201__.

Laurie Larsen, Clerk
Grand Haven Charter Township

12.0300

**PENSION PLAN RESTATEMENT
ORDINANCE/RETIREMENT PLAN ORDINANCE
CHARTER TOWNSHIP OF GRAND HAVEN, MICHIGAN**
ord. no. _____ eff. _____

An Ordinance to restate and replace in its entirety Ordinance No. 7, effective July 21, 1975, and to create and establish a Defined Contribution Plan through the Municipal Employees' Retirement System (MERS) of Michigan for the eligible employees of Grand Haven Charter Township and to authorize the Township Superintendent to contract, in the name of the Township, for such plan; and to repeal all ordinances or parts of ordinances in conflict with this Ordinance.

THE CHARTER TOWNSHIP OF GRAND HAVEN, OTTAWA COUNTY,
MICHIGAN ORDAINS:

12.0301

Sec. 1 TITLE

This Ordinance shall be titled for convenience as the "Grand Haven Charter Township Pension Plan Restatement Plan Ordinance;" but it shall be cited for clarity as "The Grand Haven Charter Township Retirement Plan Ordinance."

12.0302

Sec. 2 PLAN TERMINATED AND PLAN ESTABLISHED

The Township by this Ordinance confirms the termination of the pension plan established by Ordinance No. 7, and further confirms the establishment of a defined contribution plan (the "New Plan") with MERS through a MERS Defined Contribution Plan Adoption Agreement (the "Adoption Agreement"), currently effective May 1, 2017 but as subsequently amended by the Township and accepted by MERS. The Township authorizes the Township Superintendent to contract, in the name of the Township subject to the approval of the Township Board, as required to terminate the pension plan established by Ordinance No. 7, to establish the New Plan, and to amend the New Plan.

12.0303

Sec. 3 NEW PLAN DETAILS

The details of the New Plan shall be set forth in the Adoption Agreement, as amended from time to time.

12.0304

Sec. 4 REPEAL

All resolutions, ordinances, orders, or parts of any of them in conflict in whole or in part with any of the provisions of this Ordinance are, to the extent of such conflict, repealed.

12.0305

Sec. 5 EFFECTIVE DATE

This Ordinance was approved and adopted by the Township Board on _____, 201__, after introduction and a first reading on _____, 201__, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on _____, 201__.

Mark Reenders
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Pension Plan Restatement Ordinance/Retirement Plan Ordinance was adopted at a regular meeting of the Township Board held on _____, 201__. 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. Notice of Adoption of the Ordinance was published in the *Grand Haven Tribune* on _____, 201__.

Laurie Larsen, Clerk
Grand Haven Charter Township



Assessing Memo

DATE: January 9, 2019

TO: Grand Haven Township Board

FROM: Roger Schmidt

RE: Poverty Exemption

Grand Haven Township has a written “Poverty Exemption” guideline in section 7.7 of the Administrative Policies and Procedures Manual.

The New Guideline Resolution is the same as the current except for the deleting of the statement restricting the number of years it may be given and the addition of current Poverty Level determinations.

Both of these changes are required by the State Tax Commission to comply with the next A.M.A.R. inspection scheduled for 2020.

In the three years that I have been here at Grand Haven Charter Township, the Township has granted only one Poverty Exemption for one year.

Therefore, if the Board concurs, the following motion may be offered for consideration

Move to approve the Resolution 19-01-01 updating the “Poverty Exemption” guidelines in Section 7.7 of the Administrative Policies and Procedures Manual.

At a regular meeting of the Township Board of Trustees of the Charter Township of Grand Haven, Ottawa County, Michigan, held on the 14th day of January 2019 at 7:00 p.m. The meeting was held at the Township of Grand Haven, 13300 168th Avenue, Grand Haven, Michigan.

PRESENT:

ABSENT:

After certain matters of business had been discussed, Supervisor Reenders announced that the next order of business was the consideration of a resolution to update Section 7.7 of the Administrative Policies and Procedures Manual regarding the granting of Poverty/Hardship Exemptions. Following discussion, the following resolution was offered by Supervisor Reenders and supported by

RESOLUTION NO. 019-01-01

GUIDELINE RESOLUTION FOR POVERTY EXEMPTION

WHEREAS, the adoption of guidelines for poverty exemptions is required of the Township Board; and

WHEREAS, the principal residence of persons who, the Supervisor/Assessor and/or Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the Charter Township of Grand Haven, Ottawa County has discussed and reviewed the following guidelines in Section 7.7 – “Granting Poverty/Hardship Exemptions” that the Grand Haven Charter Township Board of Review will implement.

NOW, THEREFORE, be it resolved that the Section 7.7 – “Granting Poverty/Hardship Exemptions” of the Grand Haven Township’s Administrative Policies and Procedures Manual is hereby replaced in its entirety by the following, to become effective immediately:

“7.7 GRANTING POVERTY/HARDSHIP EXEMPTIONS

In order to comply with the General Property Tax Act, P.A. 206 of 1893 as amended, Section 211.7u, which reads, in part, that “*the principal residence of persons who, in the judgment of the Supervisor and Board of review, by reason of poverty, are unable to contribute toward the public charges is exempt from taxation under this act*”, the following policy for applicants requesting consideration for poverty exemptions will be followed:

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.

- 2) File a poverty exemption application with the Supervisor/Assessor or Board of Review (BOR), accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year.
- 3) File a poverty exemption application reporting the combined assets of all persons in the household. Assets include, but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, cash on hand, etc.
- 4) Produce a valid driver's license or other form of identification, if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services. **2019 levels are attached below:**

Size of Family Unit	Poverty Guidelines
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person	\$4,320

- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the BOR. The filing of this claim constitutes an appearance before the BOR for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.
- 8) In addition to meeting the federal poverty income guidelines in subsection 6, the BOR shall consider all assets owned by the petitioner, or in which the petitioner has any interest, during the BOR's deliberations as to whether relief should be granted. Specifically, the applicant must meet the following asset test, as determined and approved by the Township Board, including:
 - a. Own total household assets, other items, or additional assets (*excluding the value of the homestead and vehicles(s) as outlined in b below*) of less than \$25,000. "Other items" and "additional assets" include but not be limited to, recreational vehicles such as campers, motor homes, boats or ATV vehicles, and other personal property of value; and
 - b. Own no more than one vehicle for each working adult whose income contributes to the household income; and
 - c. Own no rental properties or a second home or vacation home or other property; and
 - d. Shall not have any cash, stocks and/or bank accounts exceeding \$5,000 in aggregate value; and
 - e. Shall not have received more than \$2,500 from the sale of any stocks and bonds, gifts, lump-sum inheritances, one-time insurance payments, or tax refunds during the previous or current calendar year.
- 9) In addition to the federal poverty income guidelines in subsection 6 and passing the asset test in subsection 8, in order for a hardship situation to exist the annual property tax liability must exceed 5% of household adjusted income. (*If the property is currently under assessment appeal the Board of Review shall make their determination based on the adjusted tax liability.*)
- 10) All applicants appearing before the BOR will be administered an oath, as follows:

"Do you, _____, swear and affirm that evidence and testimony you will give in your own behalf before the Board of Review is the truth, the whole truth, and nothing but the truth?"

Applicant responds, "I do" or "I will".

- 11) The BOR may grant property tax relief based on poverty annually.
- 12) Any successful applicant may be subject to personal investigation by the Township. This would be done to verify information submitted or statements made to the Assessing and Accounting Department or BOR in regard to their poverty exemption application.
- 13) The Supervisor, or secretary of the BOR, will keep minutes of all proceedings before the BOR and all meetings must be held in a Township building.
- 14) MCL 211.7u(5) permits the BOR to deviate from the aforementioned policy guidelines only when there are "*substantial and compelling reasons why there should be a deviation from the policy guidelines.*" If the BOR deviates from the aforementioned policy guidelines, they are required by statute to communicate the substantial and

compelling reasons for the deviation from the guidelines in writing to the claimant.”

BE IT FURTHER RESOLVED, that all policies, procedures, resolutions in conflict with this resolution 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 and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of the resolution adopted by the Township Board at a regular meeting of the Township Board held on the day of , 2019. 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
Grand Haven Charter Township Clerk



Deputy Treasurer

DATE: January 10, 2019
TO: Township Board
FROM: Ashley Larrison
RE: Financial Depository Institution Approval for Year 2019

State Law requires the Township Board to annually designate the depositories in which the Treasurer may place Township monies for investment and operational purposes.

The Following Financial Institutions are the recommendations for investment and operational purposes during the 2019 fiscal year:

First National Bank of America	Citizens Bank
Chemical Bank	PNC (National City)
JP Morgan Chase Bank	Comerica Bank
Community Shores Bank	Republic Bank
Flagstar Bank	Bank of Holland
Huntington National Bank	Macatawa Bank
Michigan CLASS – Investment Pool	Multi-Bank Securities, Inc.
Mercantile Bank (Grand Rapids)	First National Bank of Michigan
Tri-Cities Credit Unions	Morgan Stanley
UBS Financial Services, Inc.	Wells Fargo Bank
Fifth Third Bank	

Motion to approve Resolution #19-01-02, approving Grand Haven Charter Township's financial depositories for fiscal year 2019.

If you have questions regarding the financial institutions above, please contact me.

Resolution 19-01-02

At a regular meeting of the Township Board of the Charter Township of Grand Haven, Ottawa County, Michigan, held at the Township Hall at 13300 168th Avenue, Grand Haven Charter Township, Ottawa County, Michigan, on the 14th day of January 2019, at 7:00 p.m., local time.

PRESENT:

ABSENT:

The Supervisor called the meeting to order. After certain matters of business were concluded, the Supervisor stated the next order of business of the meeting was to approve a list of Financial Institutions as depositories for Grand Haven Charter Township in fiscal year 2019.

Discussion followed with respect to the proposed list. After completion of this discussion, the following resolution was offered by _____ and supported by _____:

RESOLUTION #19-01-02
Approving Financial Depositories

WHEREAS, pursuant to MCL 41.77, the depositories of the township must be approved by the township board resolution, and

WHEREAS, the Treasurer as the custodian of the Township's monies has recommended that the following financial institutions be utilized by the Township as depositories, now

BE IT RESOLVED, that the following financial institutions are approved as depositories for Grand Haven Charter Township:

First National Bank of America
Chemical Bank
JP Morgan Chase Bank
Community Shores Bank
Flagstar Bank
Huntington National Bank
Michigan CLASS – Investment Pool
Mercantile Bank (Grand Rapids)
Tri-Cities Credit Unions
UBS Financial Services, Inc.
Fifth Third Bank

Citizens Bank
PNC (National City)
Comerica Bank
Republic Bank
Bank of Holland
Macatawa Bank
Multi-Bank Securities, Inc.
First National Bank of Michigan
Morgan Stanley
Wells Fargo Bank

BE IT FURTHER RESOLVED, that all resolutions or motions in conflict herewith in whole or in part are revoked to the extent of such conflict.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

Dated: January 14, 2019

Township Clerk

Laurie Larsen

CERTIFICATE

I, the undersigned, the duly qualified and acting Township Clerk of the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting of the Township Board held on the 14th day of January 2019. 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.

Township Clerk

Laurie Larsen



Superintendent's Memo

DATE: January 8, 2019
TO: Township Board
FROM: Bill
RE: First Reading –Sewer Rate Ordinances

As you are aware, the Sewer Authority is about to begin a **\$13.45 million** renovation of the Sewer Plant and related lift stations.

With the approval of the construction bids in November and the sale of the bonds in December, the final estimated rate impact can now be determined for each of the communities. These rates are different for each community based upon the benefits received and their sewage flow into the sewer treatment plant.

The rate increases[↑] for the various communities are estimated as follows:

- Ferrysburg City \$2.17 per 1,000 gallons
- Spring Lake Village \$1.10 per 1,000 gallons
- Spring Lake Township \$1.10 per 1,000 gallons
- **Grand Haven Township \$0.59 per 1,000 gallons**
- Grand Haven City \$0.54 per 1,000 gallons

For Grand Haven Township, the sewer usage rate will increase[↑] from the current \$3.51/1,000 gallons to \$4.10/1,000 gallons. *(This is an increase of 16.8%.)* Recall that this rate increase was included in the FY 2019 budget.

As more users connect to the Township's sewage collection system (*currently there are 858 connections*), this rate increase associated with the plant renovation is expected to decrease from 59 cents to 50 cents per 1,000 gallons, when the bonds are fully paid in 2038. *(In addition, the \$2.5 million appropriation from the State will likely create a surplus at the end of this Sewer Plant project in or around June of 2021 that could be used to offset bond payments and lower future sewer usage rates.)*

Further, the adequacy of the utility rates for both the Water Distribution System and Sewer Collection System will be reviewed with a specialized utility rate study scheduled for 2020.

In order to adopt the rate necessary to pay for the bonds, the Sewer Useage Sewer Rate Ordinance, Exhibit "A" must be amended. (*The changes are highlighted in "yellow".*)

To proceed with the Sewer Use Rate increase, the following motion can be offered as a first reading of the amendment to the Sewer Rate Ordinance:

Move to postpone further action regarding the ordinance amendment to the Sewer Rate Ordinance until January 28th. This ordinance amendment implements a 59 cents per 1,000 gallons increase to pay for the recently approved bonds being used to renovate the sewer plant and related lift stations. This is a first reading.

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

ORDINANCE NO. ***

**SEWER RATE 2016 – 2020 AMENDMENT ORDINANCE
GRAND HAVEN CHARTER TOWNSHIP**

**AN ORDINANCE TO AMEND THE SEWER USE RATE TABLE
CONTAINED WITHIN EXHIBIT “A” OF THE CHARTER
TOWNSHIP OF GRAND HAVEN SEWER RATE ORDINANCE
AMENDING THE RATE STRUCTURE.**

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

Section 1. **RATE STRUCTURE.** The Sewer Use Rate Table contained within Exhibit A of the Sewer Rate Ordinance re-stated for 2019 and 2020 as follows:

Sewer Use Rate per 1,000 gallons*

Rate	Monthly	Q	Q2	Q3
\$3.23	Jan. 1, 2016	Jan.1, 2016	Feb. 1, 2016	March 1, 2016
\$3.32	Jan. 1, 2017	Jan.1, 2017	Feb. 1, 2017	March 1, 2017
\$3.41	Jan. 1, 2018	Jan.1, 2018	Feb. 1, 2018	March 1, 2018
\$4.10	March 1, 2019	April 1, 2019	May 1, 2019	March 1, 2019
\$4.20	Jan. 1, 2020	Jan.1, 2020	Feb. 1, 2020	March 1, 2020

* All residential customers are charged a minimum of 1,000 gallons per month.

Section 2. **EFFECTIVE DATE.** This Ordinance was approved and adopted by the Township Board on January 28, 2019, after introduction and a first reading on January 14, 2019, and publication after such reading as is required by Michigan Act 359 of 1947, as amended. This Ordinance shall be effective on February __, 2019.

Mark Reenders
Township Supervisor

Laurie Larsen
Township Clerk

CERTIFICATE

I, Laurie Larsen, the Clerk for the Charter Township of Grand Haven, Ottawa County, Michigan, certify that the foregoing Deferred Compensation Agreement Restatement Ordinance was adopted at a regular meeting of the Township Board held on January 28, 2019. 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. Notice of Adoption of the Ordinance was published in the Grand Haven Tribune on _____, 2019.

Laurie Larsen, Clerk
Grand Haven Charter Township

2018 PROJECT LIST

DATE: January 8, 2019

TO: Township Board and Department Directors

FROM: Cargo

Pursuant to instructions from the Board, the Project List is to be reviewed every three months during a Board work session. Board priorities highlighted “yellow”.

Rather than include this in a work session – I will be including the Task List in the **Reports** section of the Board meeting. I will highlight areas that I think should be noted; and, the Board can ask any questions that may arise.

Highlights from this report:

- ✓ An initial draft of the 2019 Strategic Plan will be presented at the January 28th Board meeting.
- ✓ Except for some restoration and surfacing about 270 feet of pathway that was delayed due to moving electrical poles, the 2018 pathway project is complete.
- ✓ The pathway route for the 2019 along US-31 must be determined.
- ✓ The repair of a portion of the Administrative Building roof is delayed to 2019 due to cost savings. *(This decision to delay the project will require a budget amendment.)*
- ✓ The study on the Administrative Building HVAC system was not completed in 2018.
- ✓ The Fire/Rescue inspection of commercial buildings will be divided into high risk, moderate risk and low risk categories. The low risk categories may not be completed every year.
- ✓ Only 36% of private roads inspections were completed in 2018 due to FMLA leave issues.
- ✓ The initial draft of the new Zoning Ordinance will be forwarded to the Planning Commission in January.

ADMINISTRATION (101, 171 & 172)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Strategic Plan Update – 2019 through 2022 (Updated version to be reviewed at January 28 th Board meeting)	Board, Cargo, Fedewa
Act 425 Agreement on Robbins Road Redevelopment Property	Cargo, Fedewa, Bultje
Adjustment of border/boundaries between City/Township <i>(staff need to coordinate with city on start date)</i>	Fedewa, Cargo, Board, Bultje
March Change of Assessment Insert	Cargo
December Newsletter	Cargo
Summer Tax Insert	Cargo
Winter Tax Insert	Cargo
Monthly Electronic Newsletters (12 completed)	Cargo

CCR Annual Report NOWS and GR <i>(posted on website)</i>	Cargo, Walsh
Freedom of Information Requests <i>(26 thus far in 2018)</i>	Cargo
Waste Hauler Licenses (2018) ➤—Republic Services ➤—Waste Management ➤—Potluck Pick up	DeVerney, Cargo
Appointments to Committee/Board vacancies <i>(14 thus far in 2018)</i>	Reenders, Cargo, DeVerney
Selection of 2018 Chamber Business Recognition Recipient (June)	Reenders, DeVerney
Funding—July 4 th Fireworks (\$7,500)	Cargo
Funding—City of Grand Haven Imagination Station contribution (\$15,000)	Cargo
December Appreciation Dinner <i>(Scheduled for December 6th at Grand Hall—Porto Bello)</i>	Reenders, Dumbrell, Walsh
Noise Ordinance – Review for Constitutionality <i>(low priority)</i>	Cargo, Fedewa, Bultje
Complete survey of 168 th Avenue property owners regarding expansion of industrial land <i>(project dropped with focus on US 31/M 45 area)</i>	Cargo, Fedewa, Chamber of Commerce
Establish E-Commerce Exchange Zone	Cargo, VerBerkmoes
Performance Evaluation—Dickinson Wright (Bultje)	Cargo
MCC Annexation of Northwest Ottawa County <i>(provide direction)</i>	Board, Cargo
Examine Master Plan change of former Zelenka property to Industrial	Chamber, Fedewa, Planning Commission, Board, Cargo
Re-draft of Defined Contribution Pension Plan Ordinance	Cargo, Dumbrell, Bultje
Re-draft of Deferred Compensation Agreement Ordinance	Cargo, Dumbrell, Bultje
Complete Collective Bargaining Agreement with local IAFF	Dumbrell, Cargo, Bultje, Gereneer
ASSESSING (257)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Annual mailing of Change of Assessment notices in February	Schmidt, Larrison
Board of Review—March, challenges to assessment roll	BOR, Schmidt, Larrison
Board of Review—July, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
EMPP Export to State of Michigan—April 1, 2018	Schmidt
State audit of all personal property data on assessment roll	
Board of Review—December, technical and clerical adjustments to assessment roll	BOR, Schmidt, Larrison
Board of Review—Annual, February BOR, appearances and written ➤—L 4022 Report Board of Review Change Log ➤—2017 Classification Change ➤—2017 Equivalent SEV Roll ➤—Industrial real and personal report to State ➤ L 4626 Assessing Officer's Report of Taxable Values	BOR, Schmidt, Larrison
Land Divisions; 5 approved and 1 denied ,4 Lot line adjustments, 4 combinations	Schmidt
Prepare Summer warrant for Tax Collection	Chalifoux
Prepare Winter warrant for Tax Collection	Larrison
Send out IFT surveys (December) (none for 2018)	Schmidt
Prepare the IFT report for State (October)	Schmidt
Prepare the L 4626 for State filing (April)	Schmidt
Prepare form 5429—Personal Property Taxable Value for Expired/ Expiring Renaissance Zones (June)	Schmidt

Prepare form 5403 — Personal Property Taxable Value for Expired Tax Exemptions (June)	Schmidt
Prepare form 3369 Renaissance Zone Tax Reimbursement Data for State filing (June)	Schmidt
Form 4564 — IFT Exemption certificates (September)	Schmidt
Prepare L 4016 Special Assessment report (December)	Schmidt
Annual re-audit of residential neighborhoods + sales and new construction. <i>(i.e., goal was 800, actual was 1,128 completed)</i>	Larrison, Hoisington, Schmidt
Major MTT Actions a. Flagstar Bank (settled \$150k less than TV) b. Walmart c. Grand Haven Golf Course d. VanBlaren (Appraisal complete)	Schmidt, Fischer, Shannon, Ottawa County
Purchase scanner	Hoisington
Purchase new camera	Hoisington
MMSVP Cost Tables and Web Service	Schmidt, VerBerkmoes
Finalize Act 425 Agreement through County Equalization and GIS	Schmidt
BIKE PATH (408)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Bike Path construction for 2018 (Lincoln, Groesbeck & 168 th) ➤ Informal/optional open house to view plans and discuss project schedule ➤ Easements ➤ Survey, Design, Bid ➤ Construction (\$1.80 million) <i>(Some restoration work and 270' of paving remains – awaiting move of electrical poles)</i>	Cargo Fedewa, VerBerkmoes, Bultje Kieft, VerBerkmoes Fedewa, P & N, Bultje K Kieft, VerBerkmoes VerBerkmoes, K Kieft, Cargo
2018 Pathway maintenance ➤ Paint crosswalks (\$7k) <i>(contract awarded)</i> ➤ Ongoing repairs to surface and appurtenances (\$10k) ➤ Resurface portion of Robbins and Comstock pathway (\$219k)	Tlachac, VerBerkmoes VerBerkmoes VerBerkmoes, Tlachac VerBerkmoes, K. Kieft
Amend Ordinance to require escrow for openings and for specifications	VerBerkmoes, Cargo, Bultje
BUILDING AND GROUNDS (265)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Generator Maintenance (November)	Tlachac, VerBerkmoes
Annual Fertilizer Quotes (including cemeteries)	Tlachac, Walsh
Replacement of Board Room audio/visual equipment (\$75k)	VerBerkmoes, Cargo
Manual “J” HVAC study	VerBerkmoes / Consultant
Re-paint Front Parking Lot (with arrows)	VerBerkmoes / Consultant
DPW roof drain repairs/improvement (\$4k) <i>(deemed unnecessary)</i>	VerBerkmoes / Consultant
Administrative Building – replace portion of roof (\$10k) (postponed to Spring 2019 as a cost savings measure)	VerBerkmoes / Consultant
Replace Server Room A/C (\$7k)	VerBerkmoes / Consultant
Certify 3 Employees for commonly used chemical application per State requirements (may not be necessary if using pre-mixed material) (deemed not necessary)	Glueck, Johnson, McKay
Door Replacement — DPW Building	Tlachac
Change over of fluorescent lights to LED <i>(using failure of ballasts)</i>	Tlachac

CEMETERY (276)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Purchase vaults, memorials and urns for contract holders	Walsh
Study regarding plat for additional lots within Historic Cemetery ➤ Cost estimate and plan for additional lots in Historic Cemetery (east of current section)	Prein & Newhof
Add expansion tank for Lakeshore Cemetery irrigation system	Tlachac
COMMUNITY DEVELOPMENT (371)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Landscape Compliance Inspections (<i>Winter/Spring</i>) ➤ Divided into 3-year cycles (<i>over 90% completed for 2018</i>)	K. French, Fedewa
April 2018 Builders Forum	DeVerney, Corbat
December 2018 Builders Forum	DeVerney, Fedewa, Corbat
Rental Housing Inspections Ordinance — per state mandate — (<i>continued lack of clarity or direction from state</i>) — <i>project dropped</i>	Fedewa, Bultje
Board decision on — Short term Rental Ordinance (<i>project dropped</i>)	Fedewa, Cargo, Board
DOWNTOWN DEVELOPMENT AUTHORITY (248)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Select 2019 DDA Construction Project (Robbins Road sidewalk and water main)	DDA Board, Cargo, Prein & Newhof
Annual DDA Report (<i>and publish in the Tribune</i>) (<i>Form 2604 because the GHT DDA does not collect the Education Tax, -</i>) (<i>July</i>)	Chalifoux, Cargo
Annual Act 381 Report (Brownfield project) (<i>August</i>)	Chalifoux
Act 381 DEQ Brownfield Reporting Verification Worksheet — (<i>September</i>)	Chalifoux
GASB 77 Tax Abatement Disclosure Statements — Ottawa Area ISD — Grand Haven Public Schools — Ottawa County Treasurer — Loutit Library	Chalifoux
Fill vacancy on DDA Board	Reenders
Payment to City for Robbins Road traffic signal and striping	Cargo
Form 5176 Request for State Reimbursement of TIF (<i>June 15th</i>)	Chalifoux
ELECTIONS (262)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
May School Election	Larsen, DeVerney
August Mid-Term Primary Election	Larsen, DeVerney
November Mid-Term General Election	Larsen, DeVerney
Inactive Voter File maintenance (<i>ongoing & up to date</i>)	DeVerney, Slater
ENFORCEMENT/LEGAL ACTIONS – DIFFICULT ISSUES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Schultz Landscaping Expansion (<i>mortgage holder called in loan, auctioning off equipment</i>) New owner — enforcement dropped	Fedewa

Passow — Dangerous Building, work without permits causing potential structural issues	Fedewa, French, Corbat
Sheffield — Illegal apartment (<i>court order to comply by Oct 31st</i>)	Fedewa, French, Corbat
Stearns — MXU Water meter replacement (<i>court order & admin search warrant to comply — scheduled replacement 1 day before warrant was served</i>)	Fedewa, French, Walsh, Tlachae
FINANCE/ACCOUNTING (191)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2017 Financial Audit (Week of March 26, 2018)	Sandoval, Cargo
Audit Report submitted to the State of Michigan	Vredeveld
MD&A Audit Letter	Sandoval, Cargo, Vredeveld
F-65 Report (<i>prior to July</i>)	Sandoval
Quarterly — prepare and send 941's and UIA-1028 forms to State	Riggs, Sandoval
End of Year (2017) prepare W-2s, 1099s, and SUW-165	Riggs, Sandoval
Unclaimed Property Report to State (<i>June</i>)	Sandoval
Update Township's Dashboard (<i>June</i>)	Sandoval
Qualifying Statement to State (<i>June</i>)	Sandoval
Continuing Disclosure to EMMA (<i>June</i>)	Sandoval
Complete Form 5572 — Retirement System Annual Report (<i>June</i>)	Sandoval
2018 Bond Payments (<i>about \$1.24 million</i>)	Sandoval
➤ — 2019 Transmission Main Bond July & December (299k)	
➤ — 2021 Water Intake Expansion May & November (117k)	
➤ — 2021 Refunded Building Bond May & October (218k)	
➤ — 2028 Sewer Lift Station Bond July & December (83k)	
➤ — 2034 NOWS Plant Expansion May & November (245k)	
➤ — 2036 Pathway Bond May & November (279k)	
Metro Authority Report (<i>April</i>)	Chalifoux
Budget Amendments — 2 nd Quarter	Cargo, Sandoval
Budget Amendments — 3 rd Quarter	Cargo, Sandoval
Budget Amendments — Final in December	Cargo, Sandoval
2019 Budget	Cargo, Department Directors
➤ — 08-28 — Budget policies submitted to the Board	Cargo, Board
➤ — 08-31 — Initial department director meeting	Cargo, Department Directors
➤ — 09-24 — Truth in Taxation Hearing	Larrison
➤ — 10-12 — Department directors submit initial figures	Cargo, Department Directors
➤ — 10-18 — Department directors complete final draft	Cargo, Department Directors
➤ — 10-30 — Board holds budget work session	Cargo, Chalifoux, Board
➤ — 11-12 — SAD Hearing	Board, Cargo
➤ — 11-26 — Final Approval of 2019 Budget	Board, Cargo
Centron Tax Mailing — Summer of 2018 (<i>include newsletter insert</i>)	Chalifoux, B. Kieft, Cargo
Centron Tax Mailing — Winter of 2018 (<i>include newsletter insert</i>)	Larrison, B. Kieft, Cargo
Complete 170-B Industrial Facilities Report to State (<i>July 31st</i>)	Chalifoux
Complete CVTRS Annual Report to the State (<i>December</i>)	Sandoval
Complete SET Tax Report (<i>December</i>)	Larrison
Truth in Taxation Hearing	Larrison
Update — Ten Year Building Department Revenue/Expenditure Report	Sandoval, Cargo
Annual Asset Forfeiture Report (<i>February 1st</i>)	Sandoval
Purchase chip credit card readers (2) (<i>awaiting Point&Pay</i>)	Sandoval
Other Post-Employment Benefits (OPEB) Valuation	Sandoval, Cargo, Watkins Ross
Update General Ledger Chart of Accounts (<i>Project postponed by State</i>)	Sandoval

FIRE\RESCUE (206)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Fire Prevention Open House—October 9 th	Gerencer, Peterson
2018 commercial inspection program (112 completed of 180)	Marshall, Kriger, DeDoes
2018 Private road inspections (46 inspected of 126) (FMLA leave delayed inspections)	Kriger, Gerencer
Team 911 Academy June 18 th —22 nd	Peterson, Gerencer
Equipment Purchases: ➤ Four sets of turn-out gear (\$9,600) ➤ Tablets and phones (\$5k)	Gerencer, Schrader, Schweitzer
Replace 2012 Suburban (used for ALS calls) (\$53k)	Schrader, DeDoes, Gerencer
800mhz Radios implementation August	Schweitzer, Peterson, Gerencer
Fire Records management system upgrade October	Schweitzer
Update the 2013 Capital Improvement Plan (CIP) (pending review by Committee)	Gerencer, Schrader
New Fire/Rescue Staffing Program 10 p.m. to 5 a.m. (will begin in October)	Gerencer
Auction of 2006 Chevy Suburban	Gerencer
INFORMATION SYSTEMS (645)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Install 2 nd server configuration for DR at GHAPS IT site	VerBerkmoes
Implement Mobile Device Management for tablets/phones/mobile PC's (Will require policy to manage both Township and non-Township owned devices) (testing software)	VerBerkmoes, EGL
Replace Cisco switches/hubs (\$38k) (Purchased – will be installed in 2019)	
Wireless upgrade (\$4k) (postponed to 2019)	
LAW ENFORCEMENT (207)	
Purchase miscellaneous equipment: ➤ Replace Taser (\$1,000) ➤ Promotional Materials (\$1,800) ➤ Drug Test Kits (\$500)	Cargo, Christiansen
PARKS AND RECREATION (751)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
MNRTF Grant Application (postponed to 2019; Cost estimate received)	Fedewa, Cargo
Update Recreation Plan include Hofma Vision	Fedewa, Hoisington
Maintenance Projects, including: ➤ Replace plaque base for Hofma Park bronze sign (\$3k) ➤ Pottawattomie Deck Erosion – resolve (\$32k) (CZM grant application submitted on 9/4/18, results pending.) ➤ Replace certain landscaping at Boat Launch (\$5k) ➤ Hofma Park road repairs (\$15k) ➤ Replace Pottawattomie Sign (\$20k) (winter 2019 project) ➤ Add sprinkling Pottawattomie (\$6k) ➤ Barrier free access Pottawattomie (\$10k) ➤ Reroof storage building Pottawattomie (\$4k)	Tlachac, VerBerkmoes Fedewa

➤ Redeck equipment trailers (\$2k)	
MDNR— Monitor and Testing of 9 wells—ends in November	Tlachae
“Blowout” wells (<i>If issues remain with testing, will change to municipal water</i>)	Tlachac, Cargo
Witteveen Farm Property— Forest Management Plan (<i>replanting plan approved by Board, will apply for MNTRF grant funding in 2019</i>)	Cargo, Fedewa
Equipment purchases (\$10k) (<i>e.g., grappler for Tool Cat, cement mixer, high pressure cleaner, backpack blowers, etc.</i>)	Tlachae
Witteveen Farm property— Forester plan & cost estimate	Cargo, Parks and Recreation
Schmidt Heritage Park development plan	Reenders, VerBerkmoes, Parks and Recreation
PERSONNEL / HUMAN RESOURCES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Hire Finance Clerk (<i>Riggs retirement</i>)	Dumbrell, Sandoval
Hire Public Services Worker (<i>Wood resignation</i>)	Dumbrell, VerBerkmoes
Fill Captain vacancy	Dumbrell, Gerencer
Hire Summer Help— Beach Attendant; 4 Parks Staff	Dumbrell
Hire PT Fire/Rescue staff (5)	Gerencer, Dumbrell
Employee recognition luncheon (January) ➤— Select caterer ➤— Anniversary gifts and certificates	Dumbrell, Larsen, Walsh
Annual Job Descriptions— review and amend ➤— Fire/Rescue ➤— Public Works ➤— Administration ➤— Assessing/Accounting ➤— Community Development	Cargo, Department Directors
Annual Workers Compensation Review and Renewal (June)	Cargo, Dumbrell, Sandoval
Review service of Twp.’s Agent of Record for health insurance	Cargo, Dumbrell
Complete a review of employee health insurance options (September)	Cargo, Dumbrell, Gerencer
Annual Benefits Renewal Negotiations (September)	Cargo, Dumbrell
Review Retiree Medicare Options (October)	Cargo, Dumbrell
Annual Property & Liability Renewal (October)	Cargo, Dumbrell, Sandoval
Negotiate IAFF Union Contract (September— November)	Cargo, Dumbrell, Gerencer
Goal setting with each department (ongoing)	Dumbrell, Department Heads
The Grand Way Codes of Conduct training for all staff (ongoing)	Dumbrell, Peterson, Walsh
Leadership Storyboarding (ongoing)	Dumbrell
Stay Interviews (May— October)	Cargo, Dumbrell
Semi-Annual All Staff Meetings (May & October)	Cargo, Dumbrell
Safety trainings for DPW staff (ongoing)	Dumbrell, VerBerkmoes
Online training program (installed)	Dumbrell
Modify performance evaluations	Cargo, Dumbrell
Semi-Annual Retirement Readiness Meetings for Staff	Dumbrell
Board Performance Evaluation of Superintendent (December)	Board
Annual Compensation Summaries (December)	Dumbrell
Annual Background Checks (December)	Dumbrell
Annual Driver’s License Record Program Review (December)	Dumbrell
Review and update required labor law postings (December)	Dumbrell

SANITARY SEWER (590)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Adopt sanitary sewer construction standards (<i>drafted, pending review</i>)	VerBerkmoes, P&N
Wet Well Cleaning (<i>October or November</i>)	Tlachae, Pollution Control Systems
Equipment purchases: ➤ Upgrade SCADA at three pump stations (<i>\$45k</i>) ➤ Replace 2008 pickup (<i>\$12k - 70% paid by Water Fund</i>)	Tlachae, VerBerkmoes
Brucker Beach Woods sewer special assessment contract	Fedewa, Bultje
Complete Asset Management Plan (<i>completed - present to Committee in January/February</i>)	VerBerkmoes, K. Kieft
Amend ordinance for work in ROW being controlled by Township, and specification language	VerBerkmoes, Bultje, Cargo
STORM SEWER (445)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Funding of Township/Public and/or At Large Portions of various Drain Work projects (<i>\$20k±</i>)	Drain Commissioner, Cargo
Hiawatha Drain (BOD approved; currently in construction phase)	Drain Commission, Cargo
Orphan Drain Identification and BOD process to bring into County system (<i>five year project</i>) (<i>\$20k</i>) ➤ Complete Master Drain maps for GHT (<i>August 2016</i>) ➤ Project (<i>identify orphan drains, BOD hearings, etc.</i>)	Cargo, P & N, Water Resources Commissioner Water Resources Commissioner Consultant, Cargo
STREETS AND ROADS / TRANSPORTATION (204)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Township Funded Road Maintenance Resurfacing (<i>\$540k from GF and \$251k from Municipal Street Fund</i>) ✓ Dust Control Contract (<i>\$33k</i>) ✓ Street Paving OCRC Contract (<i>\$342k</i>) ✓ Crack Sealing (<i>\$10k</i>) ✓ Regraveling (<i>\$100k</i>)	Cargo
Harbor Transit Transfer (<i>\$396k</i>)	Sandoval, Chalifoux
Public Notice on availability of "Prime & Double Chip"	Cargo
Ordinances - Control of Water and Sewer projects in street ROW	Cargo, Bultje, VerBerkmoes
VEHICLES	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Replace one service truck through State Bid/Purchasing Program (<i>\$40k</i>)	VerBerkmoes
WASTE MANAGEMENT	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Christmas tree collection program	Tlachae
Spring yard waste collection program	Tlachae
Fall yard waste collection program	Tlachae

WATER (591)	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
2018 hydrant maintenance/painting/signs program (complete 300± of 1,080) (105 completed)	Tlachae
Draft and adopt policy regarding multiple uses on single service	VerBerkmoes, Bultje
Bi-annual quote/purchase of service line parts including brass, curb boxes, copper and meter setters (\$50k)	Walsh
Annual testing of large meters	Tlachae, Walsh
2018 testing for unregulated contaminants (EPA UCMR3 and 4 Rules)	VerBerkmoes, Tlachae
Annual hydrant purchases (\$11k±)	Walsh, VerBerkmoes
Draft and adopt policy regarding extensions of water lines and sewer lines	VerBerkmoes, Bultje
Annual calibration of cathodic protection for water and sewer equipment (includes replacement of harnesses for west tank)	VerBerkmoes, Tlachae
Annual calibration of telemetry equipment (master meters)	VerBerkmoes, OCRC
Complete and post 2017 CCR (NOWS and GR)	Cargo, Walsh
\$215K to replace one and review need for second altitude valve (Project dropped, reviewing operations and alternatives)	VerBerkmoes, P & N
MXU Replacement Program (year 3) (completed 1,169 of the 1,100 goal)	VerBerkmoes
Equipment Purchases: ➤ Replace 2008 Pickup (\$26k, 70% from Water Fund) ➤ Pipe locator (\$5k)	
Brucker Street water main replacement project (\$180k)	VerBerkmoes, Tlachae, Kieft
Replace drives at west meter station and west water tank	VerBerkmoes
Add AC unit at East Meter Station	Tlachae, VerBerkmoes
Amend ordinance for work in ROW to be controlled by Township, Cross Connection language and specifications	VerBerkmoes, Cargo, Bultje
Purchase four generator sets for meter and tank locations (purchased, will be installed in 2019)	Tlachae, VerBerkmoes
Determine cause of the increase in water loss	VerBerkmoes, Cargo
NOWS Reimbursement for "water loss"	Cargo
WMRWA Interconnection Agreement	Cargo, OCRC
ZONING / DEVELOPMENT PROJECTS	
PROJECT OR TASK	RESPONSIBLE EMPLOYEE(S)
Re-Draft of Zoning Ordinance with McKenna Associates (Draft to PC in January)	Planning Commission, Fedewa, McKenna
ZBA Applications (6 for 2018)	Fedewa, Hoisington
Rezoning (9 for 2018)	Fedewa, Hoisington
Stonewater - Phase 1 Subdivision Platting (started construction; homes to be built in 2019)	Fedewa
Schultz Landscaping Site Plan Review for Expansion (canceled - see enforcement action - mortgage company auctioning equipment)	Fedewa
Dykstra Dental Timberview Outlot	Fedewa
SLU Indoor Exercise Fit Body Bootcamp (canceled - business found another location)	Fedewa
Lincoln Pines possible conversion to condos for phase 2 (PC recommends approval; hearing scheduled with Board for 1/8/18)	Fedewa
Lakeshore Gardens PUD (approved)	Fedewa
Robbins Centre Pointe PUD (under construction)	Fedewa
GHAPS/Village at Rosy Mound PUD Amendment for access road	Fedewa

Lincoln Pines — Expansion & Platting Phase 2 (<i>purchased additional land, PUD Amendment & Platting hearings scheduled in October</i>)	Fedewa
River Watch PUD — David Bos — reviving residential development on River near 160 th & Mercury (<i>sewer capacity study underway</i>)	Fedewa
Mike Bosgraaf — Millhouse Bayou Condos PUD	Fedewa
Old Woods Trail PUD (<i>no sewer available, pursuing land division route instead</i>)	Fedewa
Z Tire (<i>under construction</i>)	Fedewa
Regency at Grand Haven PUD (<i>new project manager, PUD extension granted</i>)	Fedewa
Village at Rosy Mound — GHAPS Driveway (<i>approved</i>)	Fedewa
Lincoln Farm Estates — Private Road Exceptions for AG lots	Fedewa, Cargo
VanDine – Vehicle Sales Establishment (<i>waiting for property owner to submit application</i>)	Fedewa
Ordinance amendment – Accessory buildings	Fedewa
Proposed fee increases — Zoning (<i>part of budget process</i>) (<i>none since 2005</i>)	Fedewa, Cargo
Site Plan - Day Care Center – US-31/Ferris/168 th Location	Fedewa

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
ACCESSORY BUILDING				
P18BU0537	MORRIS SUSAN B TRUST	17574 BUCHANAN ST	\$30,000	\$313.90
P18BU0552	HATFIELD ROY-DEBRA	12625 144TH AVE	\$23,000	\$313.90
			\$53,000	\$627.80
			<i>Total Permits For Type:</i>	2
ADDITIONS				
P18BU0536	MORRIS SUSAN B TRUST	17574 BUCHANAN ST	\$170,000	\$1,160.90
			\$170,000	\$1,160.90
			<i>Total Permits For Type:</i>	1
ADDRESS				
P18AD0040	BOET JOHN R-VALERIE J TRUST	14370 TERRY TRAILS	\$0	\$14.00
P18AD0042	BUSH CHAD D	17003 ROBBINS RD	\$0	\$378.00
P18AD0043	MAROD DREW THOMAS	13260 160TH	\$0	\$14.00
			\$0	\$406.00
			<i>Total Permits For Type:</i>	3
ALTERATIONS				
P18BU0511	SMITH LYNN	14710 177TH AVE	\$2,308	\$113.00
P18BU0529	BOOTH CHRISTOPHER	15503 160TH AVE	\$3,500	\$73.50
P18BU0532	COUSINS WILLIAM T III-MEREDITH A	15290 WINCHESTER CIR PVT	\$3,000	\$63.00
P18BU0533	HUNTER PHILLIP H-MICHELLE A	15085 160TH AVE	\$4,000	\$73.50
P18BU0534	MCGLOTHLIN CHRISTOPHER-ANASTASIA	12471 JANSMA DR	\$70,000	\$587.90
P18BU0547	AUCUNAS MEGAN	17849 HUNTERS LN	\$20,000	\$245.40
P18BU0548	STUMP MATTHEW P-MARY BATTLE TRUST	16847 WATERSEDGE DR	\$2,500	\$63.00
P18BU0549	HINTZ RORY L-NORA L	14992 LAKESHORE DR	\$5,000	\$89.25
			\$110,308	\$1,308.55
			<i>Total Permits For Type:</i>	8
BASEMENT FINISH				
P18BU0530	HARRISON TODD K-LISA A	15613 KITCHEL LN	\$8,000	\$279.65
P18BU0543	STEPHANS ROBERT T-SANDRA S	15835 GROESBECK ST	\$7,500	\$136.50
			\$15,500	\$416.15
			<i>Total Permits For Type:</i>	2
COMMERCIAL BUILDING				
P18BU0550	ROBBINS ROAD REAL ESTATE LLC	17202 ROBBINS RD MAIN PARCL	\$25,818	\$442.75
			\$25,818	\$442.75
			<i>Total Permits For Type:</i>	1
COMMERCIAL REMODEL				
P18BU0525	MEIJER INC	15000 US-31 14900	\$3,200,000	\$15,698.40
P18BU0527	MEIJER INC	15000 US-31 14900	\$87,000	\$985.60
P18BU0528	REENDERS KENNETH-SHIRLEY TRUST	13650 172ND AVE	\$4,000	\$73.50

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
			\$3,291,000	\$16,757.50
			<i>Total Permits For Type:</i>	3
DECK				
P18BU0540	RIVER HAVEN OPERATING COMPANY LLC	13577 OAKTREE COURT	\$4,100	\$36.75
			\$4,100	\$36.75
			<i>Total Permits For Type:</i>	1
DEMOLITION				
P18DE0026	COOK JAMES-MARJA	15458 MERCURY DR	\$0	\$20.00
			\$0	\$20.00
			<i>Total Permits For Type:</i>	1
ELECTRICAL				
P18EL0623	HUISKEN JILL-WIEBENGA DALE	12987 144TH AVE	\$0	\$69.00
P18EL0625	BOOTH CHRISTOPHER	15503 160TH AVE	\$0	\$60.00
P18EL0626	HARRISON TODD K-LISA A	15613 KITCHEL LN	\$0	\$114.00
P18EL0627	MEIJER INC	15000 US-31 14900	\$0	\$185.00
P18EL0628	RAUSCHERT KENNETH A-KATHRYN E	13759 HOFMA DR	\$0	\$152.00
P18EL0629	BIRKBECK BENJAMIN-GRETCHEN	11097 LAKESHORE DR	\$0	\$56.00
P18EL0630	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$170.00
P18EL0631	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$417.00
P18EL0632	MEIJER INC	15000 US-31 14900	\$0	\$165.00
P18EL0633	BOET JOHN R-VALERIE J TRUST	14370 TERRY TRAILS	\$0	\$60.00
P18EL0634	KEITH A NALLEY TRUST	11503 156TH AVE	\$0	\$56.00
P18EL0635	STEPHANS ROBERT T-SANDRA S	15835 GROESBECK ST	\$0	\$110.00
P18EL0636	MEIJER INC	15000 US-31 14900	\$0	\$292.00
P18EL0637	MEIJER INC	15000 US-31 14900	\$0	\$1,948.00
P18EL0638	GRAND HAVEN CHARTER TWP	15863 ROBBINS RD	\$0	\$0.00
P18EL0639	SHERMAN JOSEPH-MERCEDES DE LA ROSA	15139 160TH AVE	\$0	\$55.00
P18EL0640	MEIJER INC	15000 US-31 14900	\$0	\$180.00
P18EL0641	MCGLOTHLIN CHRISTOPHER-ANASTASIA	12471 JANSMA DR	\$0	\$118.00
P18EL0642	CARLSON THOMAS-DEBRA A	14658 BRUCKER WOODS CT	\$0	\$231.00
P18EL0643	HINTZ RORY L-NORA L	14992 LAKESHORE DR	\$0	\$110.00
P18EL0644	WEERSING DONALD R-KAREN J	11445 LAKESHORE DR	\$0	\$70.00
			\$0	\$4,618.00
			<i>Total Permits For Type:</i>	21
FENCE				
P18ZL0114	BARNEY TODD A-KERRIE L	15274 GRAND OAK RD	\$1,900	\$25.00
			\$1,900	\$25.00
			<i>Total Permits For Type:</i>	1
GROUND SIGN				

Building Permit Report - Monthly

		Estimated Cost	Permit Fee
P18SG0023	ROSY MOUND LDHA LIMITED PARTNERSHIP/283 ROSY MOUND LN	\$7,481	\$117.50
		\$7,481	\$117.50
		<i>Total Permits For Type:</i>	<i>1</i>

MECHANICAL

P18ME0579	SMITH LYNN	14710 177TH AVE	\$0	\$130.00
P18ME0597	HUISKEN JILL-WIEBENGA DALE	12987 144TH AVE	\$0	\$60.00
P18ME0602	BOOTH CHRISTOPHER	15503 160TH AVE	\$0	\$70.00
P18ME0605	BUHR DANIEL	15583 ROBBINS RD	\$0	\$60.00
P18ME0606	LIVINGSTON RYAN J-ASHLEY A	14608 LAKESHORE DR	\$0	\$250.00
P18ME0607	VERBURG JONATHAN-ELIZABETH	12745 152ND AVE	\$0	\$130.00
P18ME0608	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$140.00
P18ME0609	VANDERLAAN DAVID	15142 WILLOWOOD CT	\$0	\$265.00
P18ME0610	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$70.00
P18ME0611	AUCUNAS MEGAN	17849 HUNTERS LN	\$0	\$112.40
P18ME0612	HENKE TAMARA A-CAMERON	17063 LAKE MICHIGAN DR 17065	\$0	\$230.00
P18ME0613	VERBURG JONATHAN-ELIZABETH	12745 152ND AVE	\$0	\$230.00
P18ME0614	SEES JAMES A	15341 161ST AVE	\$0	\$80.00
P18ME0615	BRAYMER BEAU-KRISTEN	17750 COMSTOCK ST	\$0	\$145.00
P18ME0616	BROOKS CLIFTON-CYNTHIA	15142 MITCHELL ST	\$0	\$80.00
P18ME0617	HENKE TAMARA A-CAMERON	17063 LAKE MICHIGAN DR 17065	\$0	\$130.00
P18ME0618	GRUEN HARRY MICHAEL II TRUST	15528 CLOVERNOOK DR	\$0	\$80.00
P18ME0619	BUHR DANIEL	15583 ROBBINS RD	\$0	\$80.00
P18ME0620	DOBREZ TRUST	15348 COVE ST	\$0	\$80.00
P18ME0621	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$0	\$310.00
P18ME0622	BARNEY TODD A-KERRIE L	15274 GRAND OAK RD	\$0	\$80.00
P18ME0623	STYPA JOHN-KATHLEEN	15059 ROBINWOOD CT	\$0	\$80.00
P18ME0624	CARLSON THOMAS-DEBRA A	14658 BRUCKER WOODS CT	\$0	\$135.00
P18ME0625	MCGLOTHLIN CHRISTOPHER-ANASTASIA	12471 JANSMA DR	\$0	\$105.00
		\$0	\$3,132.40	
		<i>Total Permits For Type:</i>	<i>24</i>	

PLUMBING

P18PL0183	BOOTH CHRISTOPHER	15503 160TH AVE	\$0	\$113.00
P18PL0184	BUHR DANIEL	15583 ROBBINS RD	\$0	\$181.00
P18PL0185	DOORNBOS MATTHEW F-NANCY A	10209 LAKESHORE DR	\$0	\$261.00
P18PL0186	TOMPKINS STEVE-BRITTANY	13152 COPPERWAY DR	\$0	\$243.00
P18PL0187	REENDERS KYLE L-ANDREA M	13752 168TH AVE	\$0	\$123.00
P18PL0188	TREAT JEFFREY D-CAROL	15326 DAVID ST	\$0	\$55.00
P18PL0189	COUSINS WILLIAM T III-MEREDITH A	15290 WINCHESTER CIR PVT	\$0	\$110.00
P18PL0190	BRUHN FREDERICK CASEY II-SARAH J	12771 SANCTUARY PL	\$0	\$85.00

Building Permit Report - Monthly

			Estimated Cost	Permit Fee
P18PL0191	MEIJER INC	15000 US-31 14900	\$0	\$865.00
P18PL0192	STUMP MATTHEW P-MARY BATTLE TRUST	16847 WATERSEDGE DR	\$0	\$60.00
P18PL0193	MCGLOTHLIN CHRISTOPHER-ANASTASIA	12471 JANSMA DR	\$0	\$201.00

\$0
Total Permits For Type: 11

REFACE EXISTING SIGN

P18SG0022	MEIJER INC	15000 US-31 14900	\$0	\$0.00
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\$0
Total Permits For Type: 1

REPLACEMENT WINDOWS/DOORS

P18BU0541	JEISY-WORD BRENDA S	15637 KITCHEL LN	\$3,000	\$63.00
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\$3,000
Total Permits For Type: 1

RE-ROOFING

P18BU0531	YOUNG KARYN E	13314 FOREST PARK DR	\$2,800	\$100.00
P18BU0544	SORRELLE PATRICK A-AMANDA S	14422 WESTWIND LN	\$4,560	\$100.00
P18BU0545	TOSH JAMES	14329 VILLA AVE	\$8,390	\$100.00
P18BU0546	MOYNIHAN OWEN-EMMA	16379 MERCURY DR	\$3,200	\$50.00
P18BU0551	NAGY CHARLES E-REBECCA E	16110 COMSTOCK ST	\$7,300	\$100.00

\$26,250
Total Permits For Type: 5

SHED (<200 SQFT)

P18ZL0111	JANICZEK JAMES-CAROL	12995 BLACKHAWK AVE	\$500	\$25.00
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\$500
Total Permits For Type: 1

SINGLE FAMILY DWELLING

P18BU0535	SIGNATURE LAND DEVELOPMENT CORP	12954 WILDVIEW DR	\$251,000	\$1,544.15
P18BU0539	BOET JOHN R-VALERIE J TRUST	14370 TERRY TRAILS	\$437,671	\$2,000.40
P18BU0542	TOMPKINS STEVE-BRITTANY	13152 COPPERWAY DR	\$419,157	\$1,911.65

\$1,107,828
Total Permits For Type: 3

TEMPORARY SIGN

P18SG0024	PIPER LAKES APARTMENTS LLC	14820 PIPER LN CLUBHOUSE	\$0	\$20.00
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\$0
Total Permits For Type: 1

VEHICLE SALES

P18VS0079	CURRIER TIMOTHY J-DIANA L	11457 144TH AVE	\$0	\$0.00
P18VS0080	BOEVE JEFFREY L-JANE	12312 LAKESHORE DR	\$0	\$0.00
P18VS0081	SPELDE ROBERT C-LORI L	16055 COMSTOCK ST	\$0	\$0.00

Building Permit Report - Monthly

			Estimated Cost		Permit Fee
P18VS0082	SPELDE ROBERT C-LORI L	15118 154TH AVE	\$0		\$0.00
			\$0		\$0.00
			<i>Total Permits For Type:</i>		<i>4</i>
WALL/CANOPY SIGN					
P18SG0014	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$6,000		\$95.00
P18SG0018	ROBBINS ROAD REAL ESTATE LLC	17272 ROBBINS RD BLDG S	\$1,000		\$84.50
P18SG0019	MEIJER INC	15000 US-31 14900	\$1,413		\$27.50
P18SG0020	MEIJER INC	15000 US-31 14900	\$3,518		\$59.00
P18SG0021	MEIJER INC	15000 US-31 14900	\$3,518		\$59.00
			\$15,449		\$325.00
			<i>Total Permits For Type:</i>		<i>5</i>
Totals			\$4,832,134		\$37,705.50
			<i>Total Permits In Month:</i>		<i>101</i>

December Enforcement Letters By Category

All enforcement letters sent the previous month

Type of Enforcement Letter	Number Mailed
BASEMENT FINISH-CURRENT OWNER-1ST NOTICE	2
BASEMENT FINISH-CURRENT OWNER-2ND NOTICE	1
BOAT IN FRONT YARD - 1ST NOTICE	4
BOAT IN FRONT YARD - 2ND NOTICE	2
FENCE - 1ST NOTICE	3
FENCE - 2ND NOTICE	1
LITTER - 1ST NOTICE	3
LITTER - 2ND NOTICE	2
PARKED ON GRASS - 1ST NOTICE	3
RV IN FRONT YARD - 1ST NOTICE	1
SHED - 1ST NOTICE	8
SHED - 2ND NOTICE	1
VEHICLE IN ROW - 1ST NOTICE	6
VEHICLE IN ROW - 2ND NOTICE	2
WORK WITHOUT PERMITS - 1ST NOTICE	1

Total Letters Sent: 40

Letter.DateTimeCreated Between 12/01/2018 AND 1
Letter.LinkFromType = Enforcement

December Open Enforcements By Category Monthly Report

ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0359	15420 COMSTOCK ST	1ST NOTICE OF VIOLATION LETTER	12/04/18		
E18CE0362	13024 WOODRUSH CT	1ST NOTICE OF VIOLATION LETTER	12/06/18		
E18CE0365	15300 MERCURY DR	CLOSED	12/07/18	12/19/18	
E18CE0367	13342 FOREST PARK DR	1ST NOTICE OF VIOLATION LETTER	12/13/18		
E18CE0376	14841 MERCURY DR	1ST NOTICE OF VIOLATION LETTER	12/19/18		
E18CE0378	16552 WINANS ST	1ST NOTICE OF VIOLATION LETTER	12/20/18		
E18CE0386	15382 ROBBINS RD	1ST NOTICE OF VIOLATION LETTER	12/27/18		
E18CE0387	15075 BIGNELL DR	1ST NOTICE OF VIOLATION LETTER	12/27/18		
Total Entries:					8

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0357	15250 HOFMA DR	CLOSED	12/03/18	12/19/18	
E18CE0358	15250 160TH AVE	1ST NOTICE OF VIOLATION LETTER	12/03/18		
E18CE0375	16759 WINANS ST	CLOSED	12/19/18	12/27/18	
E18CE0377	10110 HIA WATHA DR	COMPLAINT LOGGED	12/19/18		
Total Entries:					4

DOMESTIC ANIMALS AND PETS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0384	17666 ROBBINS RD	CLOSED	12/20/18	01/02/19	
Total Entries:					1

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0368	15337 COLEMAN AVE	CLOSED	12/14/18	12/27/18	
E18CE0381	15274 GRAND OAK RD	CLOSED	12/20/18	12/27/18	
E18CE0382	15409 LINCOLN ST	CLOSED	12/20/18	12/26/18	
Total Entries:					3

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
Total Entries:					3

December Open Enforcements By Category Monthly Report

E18CE0369	15128 COLEMAN AVE	CLOSED	12/14/18	12/27/18
E18CE0373	HOLCOMB RD	CLOSED	12/14/18	12/28/18

Total Entries: 2

LITTER

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0374	18251 HOLCOMB RD	CLOSED	12/14/18	12/28/18	
E18CE0385	17574 BUCHANAN ST	CLOSED	12/21/18	12/27/18	

Total Entries: 2

PARKING ON THE GRASS

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0370	14967 177TH AVE	CLOSED	12/14/18	12/27/18	
E18CE0372	15638 RONNY RD	CLOSED	12/14/18	12/27/18	

Total Entries: 2

RECREATION VEHICLES

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0361	14723 154TH AVE	CLOSED	12/06/18	12/27/18	
E18CE0366	14803 SHARON AVE	1ST NOTICE OF VIOLATION LETTER	12/11/18		
E18CE0371	15365 161ST AVE	CITATION/CIVIL INFRACTION	12/14/18		
E18CE0383	15329 161ST AVE	1ST NOTICE OF VIOLATION LETTER	12/20/18		
E18CE0388	15044 BIGNELL DR 15040	1ST NOTICE OF VIOLATION LETTER	12/27/18		

Total Entries: 5

VEHICLE IN ROW

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0363	13581 E PARK CT	CLOSED	12/07/18	12/19/18	
E18CE0364	13600 E PARK CT	CLOSED	12/07/18	12/19/18	
E18CE0379	15116 BRIARWOOD ST	CLOSED	12/20/18	01/02/19	
E18CE0380	11371 OAK GROVE RD	CLOSED	12/20/18	12/28/18	
E18CE0389	15965 CEDAR AVE	1ST NOTICE OF VIOLATION LETTER	12/28/18		
E18CE0390	13511 HIDDEN CREEK DR	1ST NOTICE OF VIOLATION LETTER	12/28/18		

December Open Enforcements By Category Monthly Report

E18CE0391 13449 HIDDEN CREEK CT 2ND NOTICE OF VIOLATION LETTER 12/31/18

Total Entries: 7

Enforcement.DateFiled Between 12/1/2018 12:00:00 AM
AND 12/31/2018 11:59:59 PM

Total Records: 34

Total Pages: 3

Report Created: 01/03/19

December Closed Enforcements By Category

Monthly Report

ACCESSORY BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0365	15300 MERCURY DR	CLOSED	12/07/18	12/19/18	
Total Entries:					1

BUILDING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E07CE0589	15638 RONNY RD	EXPIRED - CLOSED BY STAFF	03/10/08	12/14/18	
E18CE0225	14297 SHIA WASSEE DR	CLOSED	08/07/18	12/04/18	
E18CE0326	15271 WINANS ST	CLOSED	11/01/18	12/04/18	
E18CE0357	15250 HOFMA DR	CLOSED	12/03/18	12/19/18	
E18CE0375	16759 WINANS ST	CLOSED	12/19/18	12/27/18	
Total Entries:					5

FENCE

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0368	15337 COLEMAN AVE	CLOSED	12/14/18	12/27/18	
E18CE0381	15274 GRAND OAK RD	CLOSED	12/20/18	12/27/18	
E18CE0382	15409 LINCOLN ST	CLOSED	12/20/18	12/26/18	
Total Entries:					3

HOME OCCUPATION

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0331	14505 ANGELUS CIR	CLOSED	11/07/18	12/04/18	
Total Entries:					1

JUNK & RUBBISH

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0351	13570 168TH AVE	CLOSED	11/29/18	12/13/18	
E18CE0369	15128 COLEMAN AVE	CLOSED	12/14/18	12/27/18	
E18CE0373	HOLCOMB RD	CLOSED	12/14/18	12/28/18	
Total Entries:					3

LITTER

December Closed Enforcements By Category Monthly Report

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0374	18251 HOLCOMB RD	CLOSED	12/14/18	12/28/18	
E18CE0385	17574 BUCHANAN ST	CLOSED	12/21/18	12/27/18	
Total Entries:					2

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0370	14967 177TH AVE	CLOSED	12/14/18	12/27/18	
E18CE0372	15638 RONNY RD	CLOSED	12/14/18	12/27/18	
Total Entries:					2

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0354	14761 PARK AVE	CLOSED	11/30/18	12/20/18	
E18CE0361	14723 154TH AVE	CLOSED	12/06/18	12/27/18	
Total Entries:					2

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E15CE0112	13100 168TH AVE	EXPIRED - CLOSED BY STAFF	05/05/15	12/05/18	
E18CE0183		CLOSED	07/11/18	12/13/18	
E18CE0350	14100 152ND AVE	RESOLVED	11/29/18	12/11/18	
Total Entries:					3

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0338	15288 ARBORWOOD DR	CLOSED	11/20/18	12/04/18	
E18CE0339	13487 GREENBRIAR DR	CLOSED	11/20/18	12/04/18	
E18CE0343	14652 154TH AVE	CLOSED	11/20/18	12/19/18	
E18CE0352	13590 HIDDEN CREEK CT	CLOSED	11/30/18	12/11/18	
E18CE0363	13581 E PARK CT	CLOSED	12/07/18	12/19/18	
E18CE0364	13600 E PARK CT	CLOSED	12/07/18	12/19/18	
E18CE0380	11371 OAK GROVE RD	CLOSED	12/20/18	12/28/18	

December Closed Enforcements By Category Monthly Report

Total Entries: 7

ZONING

Enforcement No.	Address	Status	Filed	Closed	Last Action Date & Last Action
E18CE0347	17122 ROBBINS RD	RESOLVED	11/21/18	12/06/18	

Total Entries: 1

Enforcement.DateClosed Between 12/1/2018 12:00:00
AM AND 12/31/2018 11:59:59 PM

Total Records: 30

Total Pages: 3

Report Created: 01/03/19

**PUBLIC SERVICES DEPARTMENT
END OF THE MONTH REPORT
2018**

WATER

MONTH	WORK ORDERS	METER		REPLACED METERS	REPLACED MXU'S	NEW TAPS		MAIN INSTALLED IN FEET	MILLION GALLONS OF NOWS WATER	MILLION GALLONS OF G.R. WATER	G.R. SUPPLIMENTAL WATER
		3/4"	1"			3/4"	1"				
JANUARY	190	5	0	3	132	2	0	0	35.51	1.33	0.00
FEBRUARY	266	5	3	4	168	1	1	0	46.31	1.47	0.00
MARCH	341	1	5	16	204	1	5	3766	35.45	1.92	0.00
APRIL	214	3	1	2	149	3	2	0	38.37	1.91	0.00
MAY	230	3	0	8	121	4	1	175	79.33	4.79	0.00
JUNE	178	2	4	6	78	3	6	0	128.12	5.88	0.00
JULY	188	2	5	7	107	4	5	1283	110.29	5.72	0.00
AUGUST	187	2	5	5	50	1	6	980	98.37	5.29	0.00
SEPTEMBER	141	3		12	24	1	0	0	80.95	3.50	0.00
OCTOBER	128	4	1	9	38	3	2	1067	46.22	1.42	0.00
NOVEMBER	185	3	1	13	98	2	6	0	37.46	1.13	0.00
DECEMBER	72	5	2	2	10	1	0		0.00	0.00	0.00
TOTAL YTD	2320	38	27	87	1179	26	34	7271	736.38	34.35	0.00
TOTALS		65				60				34.36	
						5357			770.74		

NOTES:

New 2" - 16923 Piperway - 5/2/18
 New 3" - 14851 Piper Lakes Trl - 5/17/18
 New 2" - 14836 Piper Lakes Trl - 5/17.17
 New 2" - 16940 Piper Lakes Cir - 6/5/18
 New 3" - 17283 Rosy Mound Lane
 New 2" & 1 1/2" - 17276 Robbins Road

WASTEWATER

MONTH	WORK ORDERS	NEW TAPS	MAIN INSTALLED IN FEET	MILLION GALLONS OF WASTE PUMPED
JANUARY	1	1	0	7.01
FEBRUARY	1	2	0	10.74
MARCH	3	4	0	8.28
APRIL	0	2	0	8.45
MAY	1	3	0	10.34
JUNE	3	2	0	7.82
JULY	3	4	0	14.73
AUGUST	4	1	715	10.63
SEPTEMBER	0	0	0	8.60
OCTOBER	3	5	0	10.06
NOVEMBER	3	1	0	9.87
DECEMBER	1			0.00
TOTAL YTD	23	25	715	106.53
TOTALS		858		

NOTES: